



## Pay Business Foreign Worker Levy Using GIRO

This form may take you 3 minutes to complete.

Form BFWL 09/2017

**IMPORTANT: Do not fax this form** as original signature(s) is required. **Bank account holder must sign against amendments made. DO NOT use correction fluid/tape.** Incomplete or illegible details on the form will delay the processing.

### Section 1: For Applicant's Completion

#### 1 Applicant's Particulars and Authorisation

Name of the Business Entity Registered as the Employer

CPF Submission Number

 -  - 

► DDA reference no.

- I/We authorise the Bank to process the Billing Organisation's (BO), Central Provident Fund Board (Ministry of Manpower's collecting agent for Foreign Worker Levy), instructions to debit and credit my/our account.
- The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also have the discretion to allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- This authorisation will remain in force until the Bank's written notice sent to my/our address last known to the Bank; upon the Bank's receipt of my/our written revocation; or upon the Bank's receipt of the notice of expiry from the BO.

Name (as in Bank Account)

Bank's Name

Bank Account No.

Contact No.

Email

Company Stamp/Signature(s)/  
Thumbprint(s)\* as in Bank's records

Date:

\*For thumbprint(s), you must approach your respective Bank with your identification documents for verification. For signature(s), you have the option to approach your respective Bank for verification.

#### 2 What to Do Next?



Complete and return this form to us by mailing it to:  
**Tampines Central P.O. BOX 171 Singapore 915206**

Your GIRO application will be sent to your bank and will be processed within one month.

#You can check your application status at [www.mom.gov.sg/levy-giro-status](http://www.mom.gov.sg/levy-giro-status). While waiting for it to be approved, you should pay the levy for each month using other payment methods **by the 14th of the following month.**

#You will be redirected to the CPF Board's website to check your GIRO application status.

### Section 2: For CPF Board's Completion

CPF Board's Account Details SWIFT BIC: OCBCSGSGXXX Account No.: 501600001001

Debiting Account Details SWIFT BIC: \_\_\_\_\_ Account No.: \_\_\_\_\_

### Section 3: For Bank's Completion

**To CPF Board:** The application is hereby **REJECTED** because: ► Please tick all the applicable reasons

- |   |  |
|---|--|
| <input type="checkbox"/> Signature/Thumbprint differs from bank's records | <input type="checkbox"/> Wrong account number                                |
| <input type="checkbox"/> Signature/Thumbprint incomplete/unclear          | <input type="checkbox"/> Amendments not countersigned by Bank Account Holder |
| <input type="checkbox"/> Account operated by signature/thumbprint         | <input type="checkbox"/> Others: _____                                       |

Authorised Signature and Stamp of Bank

Name:

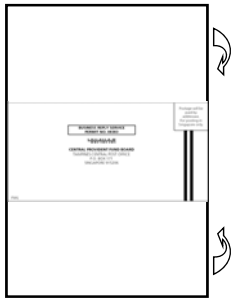
Date:

**Ministry of Manpower Work Pass Division**

Web <http://www.mom.gov.sg>

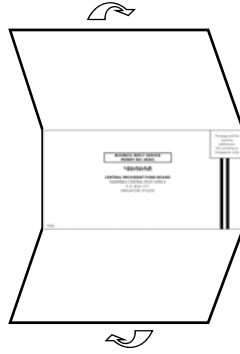
Contact Us <http://www.mom.gov.sg/contact>

## How to use the Business Reply Envelope?



### Step 1

Fold along the dotted lines. Fold the top and bottom sections inwards with the mailing address in front.



### Step 2

Enclose your documents within the sleeve created in Step 1.



### Step 3

Seal the edges with clear tape to secure your documents inside.

Postage will be paid by addressee. For posting in Singapore only.

**BUSINESS REPLY SERVICE  
PERMIT NO. 08383**



TAMPINES CENTRAL POST OFFICE  
P.O. BOX 171  
SINGAPORE 915206

BFWL

### Other payment methods

While waiting for your GIRO to be approved, you should pay the levy for each month by the 14<sup>th</sup> of the following month using other payment methods listed in the table below:

Payment Channel	Payment Mode	How to make payment
Online	eNETS Direct Debit	Log in to Check and Pay foreign worker levy at <a href="http://www.mom.gov.sg/checkpaylevy">www.mom.gov.sg/checkpaylevy</a> and pay.
SingPost	Cash, Cash Card, NETS	Bring along your latest levy bill and pay over the counter at any SingPost branch.
By post	Cheque	Send the cheque together with your latest levy bill and post it to <b>Foreign Worker Levy, Robinson Road P.O. Box 2052, Singapore 904052</b> . The cheque should be crossed and made payable to "CPF Board". Write the CPF Submission Number, Employer's Name and Contact Number on the back of the cheque.

### Paying Foreign Worker Levy via GIRO

- We will inform you of the GIRO application status and effective date of the GIRO arrangement via post.
- The foreign worker levy will be deducted automatically from your bank account on the 17<sup>th</sup> (or the next working day if the 17<sup>th</sup> falls on a Saturday, Sunday or public holiday). Please ensure you have enough balance in your bank account before the deduction date. You will be considered late in paying levy if the deduction is unsuccessful and will be charged a late penalty.
- If you have an existing GIRO arrangement and wish to change your bank account, you will need to complete a new GIRO application form. Your foreign worker levy will be deducted from your existing bank account until the new GIRO application is approved.
- You may submit your GIRO termination form if you are no longer employing any foreign worker(s).