



Foreign Worker Levy GIRO application form (For Employers of Foreign Domestic Workers)

This form may take 3 minutes.

Form DFWL 09/2021

IMPORTANT: Do not fax this form as original signature(s) is required. The **bank account holder must sign against any changes made. Do not use correction fluid or tape.** Incomplete or illegible details will delay the processing.

Section 1: For Applicant's completion

NOTE: Only submit this form after your Foreign Domestic Worker's Work Permit application is approved. Also ensure the NRIC number/FIN provided belongs to the employer the Work Permit is approved under.

1 Applicant's Particulars and Authorisation

Employer's Name

Employer's NRIC number/FIN

▶ 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 bank 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 also has 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 sends a written notice 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 BO's notice of expiry.

Name of Account Holder (as in Bank's records)

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

Bank's Name

Bank Account Number

Contact Number

Email Address

Date (DD/MM/YYYY):

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

2 What to do next?



Mail the completed form to: **Tampines Central P.O. BOX 171, Singapore 915206**

Your form will be sent to your bank and processed within 1 month.

You can check the application status after 2 weeks using our Check and Pay Foreign Worker Levy eService (www.mom.gov.sg/checkpaylevy).

Before the application is approved, please pay your levy using the other payment methods **by 14th of the month.**

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 **REJECTED** as:

▶ 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 is incomplete/unclear | <input type="checkbox"/> Amendments not countersigned by Bank Account Holder |
| <input type="checkbox"/> Account is operated by signature/thumbprint | <input type="checkbox"/> Others: _____ |

Authorised Signature and Bank's Stamp

Name:

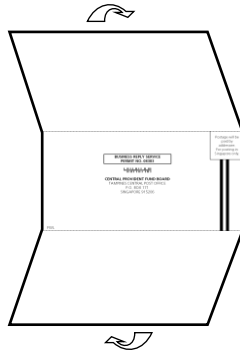
Date:

How to use the Business Reply Envelope?



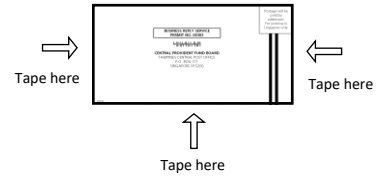
Step 1

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

DFWL

Paying your levy by GIRO

- We will inform the employer of the GIRO application outcome and start date by post. You may also check the status at www.mom.gov.sg/checkpaylevy.
- The monthly levy will be deducted from your designated bank account on the 17th of the following month (or the next working day if the 17th is a weekend or public holiday). If the bank account has insufficient funds and the deduction is unsuccessful, you will be charged a late penalty from the first day of the month for which levy is incurred.
- If the employer has an existing GIRO arrangement, the levy will be deducted from that account until this GIRO application is approved.
- The GIRO arrangement will be used for levy payment of **all existing and future** foreign domestic workers under the employer until it is terminated, or a new GIRO arrangement is approved. The employer need not re-apply for GIRO when applying for or renewing a work pass.

Other payment methods

Before your GIRO application is approved, please pay your levy using any of these modes **by 14th of the month** to avoid late payment penalties:

Payment channel	Payment mode	How to make payment
PayNow QR in Check & Pay Levy	Direct fund transfer	<ol style="list-style-type: none"> 1. Log in to www.mom.gov.sg/checkpaylevy. Select PayNow as a payment mode and a QR code will be generated. 2. Open your mobile banking app on your mobile device and scan the QR code. (Note: If you are viewing this QR code from your mobile device, save the QR code and import the image when paying through your mobile banking app.) 3. Check the details of the fund transfer. Make sure you see "Foreign Worker Levy" as the registered payee before submitting your request.
eNets in Check & Pay Levy	Internet banking	Log in to www.mom.gov.sg/checkpaylevy . Select eNets as a payment mode and pay.
PayNow QR in bills	Direct fund transfer	Scan the PayNow QR code on the latest levy bill using your banking payment app.
SingPost	Cash, CashCard or NETS	Bring along your levy bill and pay at any SingPost branch.