



[Letter number]

Name:

Address:

CPF Submission No. :

CPF Notice No. :

CENTRAL PROVIDENT FUND ACT 1953  
NOTICE TO ATTEND COURT UNDER SECTION 62

You are charged with committing the following offence(s):

(SEE ATTACHED)

OFFER OF COMPOSITION

After you have settled your unpaid contributions together with late payment interest, you may have the above offence(s) compounded by paying the composition sum of \$\_\_\_\_\_ by [date].

**UPON PAYMENT OF THE COMPOSITION SUM, YOUR ATTENDANCE IN COURT WILL NOT BE NECESSARY.**

**IF THE COMPOSITION SUM IS NOT PAID**

**TAKE NOTICE** that you are required to attend **in person** before Court No. \_\_\_ at the State Courts, 1 Havelock Square, Singapore 059724 on [date of mention] at [time] to answer to the above charge(s). If you are representing a business entity, please bring along a proper authorisation letter (signed by company's director with company's letterhead).

Please take note that if the court finds you guilty of the above charge(s), the court may impose a fine or imprisonment or both on you. In addition, under Section 61B of the Central Provident Fund Act, the court may, upon your conviction, order you to pay your unpaid contributions together with any late payment interest, as certified by an officer appointed by the Central Provident Fund Board.



If you, without just excuse, **fail to attend in person** before the court on the date and time stated in any summons or notices, including this notice, the court may hear and determine the charge in your absence and if you are representing yourself, a warrant for your arrest may be issued to compel your attendance in court.

Issued by: [Name and particulars of issuing officer]

Date of issue:

This is a computer-generated notice which requires no signature.

SAMPLE