



This form may take you 20 minutes to complete.

Form RSTU/SI 02/2024

**IMPORTANT: Please read the Terms and Conditions and Important Notes on Pages 3, 4 and 6 carefully before completing the application.** Incomplete/Incorrect form will be rejected. Please sign against all amendments made. DO NOT use correction fluid/tape.

## 1 Giver's Particulars

Name of Giver  Giver's NRIC/CPF Account No.

Contact No.  Email

## 2 Cash Top-Up Standing Instruction

### Top Up to Self

I would like to top-up \$  to myself: ▶ *Please tick one*

- monthly<sup>1</sup>  
 annually, preferred month (if any)<sup>1</sup>:

### Top Up to My Loved Ones/Others

#### Recipient 1

I would like to top up to my: ▶ *Please tick one*

- Parent     Grandparent     Spouse (claim tax relief)\*     Sibling (claim tax relief)\*     Others (eg: children)  
 Parent-in-law     Grandparent-in-law     Spouse (no tax relief)     Sibling (no tax relief)

Name of Recipient 1  Recipient's NRIC/CPF Account No.

I would like to top-up \$  ▶ *Please tick one*

- monthly  
 annually, preferred month (if any)<sup>1</sup>:

#### Recipient 2

I would like to top up to my: ▶ *Please tick one*

- Parent     Grandparent     Spouse (claim tax relief)\*     Sibling (claim tax relief)\*     Others (eg: children)  
 Parent-in-law     Grandparent-in-law     Spouse (no tax relief)     Sibling (no tax relief)

Name of Recipient 2  Recipient's NRIC/CPF Account No.

I would like to top-up \$  ▶ *Please tick one*

- monthly  
 annually, preferred month (if any)<sup>1</sup>:

<sup>1</sup> The first deduction will be on the following month upon approval of your GIRO application, or your preferred month (if any), whichever is later.  
 \*By selecting this option, you declare that you qualify for tax relief. You are required to submit a new application if your top-up no longer qualifies for tax relief in subsequent years. Refer to Important Notes [pg4] on the qualifying conditions. Please evaluate whether you would benefit from tax relief on your cash top-ups and make an informed decision accordingly.

### 3 Declaration and Agreement

I declare that all the particulars given in this form are true and correct, and that:

1. I have never been a bankrupt; or I am a discharged bankrupt; or I am an undischarged bankrupt and have obtained the Official Assignee's approval to make a cash top-up.
2. I have read, understood and accept the latest version of the Terms and Conditions as published on CPF Board's website. I acknowledge that the Terms and Conditions may be amended at any time and the latest version shall apply to new applications once they are published on CPF Board's website. I also acknowledge that I am responsible for regularly reviewing the Terms and Conditions and if any of these become unacceptable to me, I will submit a termination request to CPF Board. If I do not submit a termination request to CPF Board, the CPF Board may deem that I have read and accepted the latest version of the Terms and Conditions as published on CPF Board's website to continue to act on my standing instructions.
3. I have also informed the Recipient named on Page 1 (if any) of the latest version of the Terms and Conditions as published on CPF Board's website and will inform the Recipient of any amendments to the Terms and Conditions as may be made by the Board from time to time.

I also agree to the following:

1. For CPF Board to disclose the information in this form to the Inland Revenue Authority of Singapore (IRAS), for the granting of tax relief in the following year's Tax Assessment. I am aware that under the Singapore Income Tax Act, there are penalties for failing to give a return, providing an incorrect return or making a false declaration.
2. The top-up is irrevocable (i.e. my cash top-ups cannot be returned to me).

Giver's NRIC/CPF Account No.

\_\_\_\_\_

Date

/  /   
D D / M M / Y Y

*Signature/Thumbprint of Giver*

### 4 What to Do Next?



Complete and return this form **with Page 5 (for first time GIRO application)** to us by mailing it to:  
**Central Provident Fund Board - Retirement Savings Department (RSTU)**  
**Robinson Road P.O. Box 3060 Singapore 905060**

For Help



Call our hotline at  
1800-227-1188

OR



Visit our website at  
[cpf.gov.sg](http://cpf.gov.sg)

For CPF Board's Use

Date Received	Accepted by	Processed by	Authorised by
	Date:	Date:	Date:
Remarks			

## Terms and Conditions

CPF Board may at anytime without notice to you amend these Terms and Conditions for the Giver and the Recipient. The latest version of the Terms and Conditions shall apply to new applications once they are published on CPF Board's website: [cpf.gov.sg/RSTUCash-TnC](http://cpf.gov.sg/RSTUCash-TnC) You are responsible for regularly reviewing the website to view the latest version of the Terms and Conditions and informing the Recipient of the same. If you do not submit a termination request to CPF Board, you are deemed to have read and accepted the latest version of these Terms and Conditions and CPF Board will continue to act on your standing instructions.

### For Giver

1. You must have never been a bankrupt or must be a discharged bankrupt. If you are an undischarged bankrupt, you must first obtain approval from the Official Assignee to make a cash top-up.
2. The top-up recipient must be a Singaporean or Singapore Permanent Resident.
3. Top-ups will be made to the Special Account (SA) if the recipient is below 55 years old and the Retirement Account (RA) if the recipient is 55 years old or above.
4. The top-up limit is the maximum top-up amount a recipient can receive in his CPF account. The limit is computed based on the recipient's CPF savings:

Recipient below 55 years old	Current Full Retirement Sum (FRS) less the sum of SA savings and net SA savings withdrawn under CPF Investment Scheme for investments that have not been completely disposed of.
Recipient 55 years old or above	Current Enhanced Retirement Sum (ERS) less RA savings <sup>#</sup> .

<sup>#</sup> RA savings refer to the cash set aside in the RA (excluding amounts such as interest earned, any government grants received), plus retirement withdrawals.

### For Recipient

1. Top-up monies are meant to build up the recipient's retirement savings and will be paid as monthly payouts from payout eligibility age. In line with this, the top-up monies cannot be withdrawn for other purposes and will be excluded from the withdrawable/usable amounts under the following :
  - a. Other CPF schemes for education, investment, insurance, housing, CPF transfers etc.;
  - b. Withdrawals from RA (including property owners); and
  - c. Via exemption from setting aside a retirement sum in the RA.
2. Top-ups to the RA will increase the recipient's retirement sum, and may reduce the CPF property charge/pledge in their RA, if any.
3. In the event of the recipient's death, any remaining top-ups will be paid to his nominees based on his CPF nomination. If there is no nomination, any remaining cash top-ups will be transferred to the Public Trustee for distribution in accordance with the intestacy laws or inheritance certificate (for Muslims) in Singapore. If the recipient is leaving Singapore/West Malaysia permanently and closes his CPF account, any remaining top-ups will be paid to him.
4. The top-up monies in the recipient's SA and the interest earned will be transferred to his RA when he turns 55 years old.
5. Top-ups received by a CPF LIFE member will automatically be used to increase his CPF LIFE premium so that he will receive higher CPF LIFE monthly payouts for life.
6. For a recipient who is not on CPF LIFE and receives a top-up, he will receive higher payouts and/or payouts for a longer period.

## Tax Relief

1. You can enjoy tax relief of up to \$8,000 per calendar year, for cash top-ups made by yourself to your SA/RA and/or MediSave Account (MA) and/or your employer on your behalf to your SA/RA. You can enjoy an additional tax relief of up to \$8,000 per calendar year if you make cash top-ups for your parents, parents-in-law, grandparents, grandparents-in-law, spouse and siblings' SA/RA and/or MA.
2. To qualify for tax relief for cash top-ups for your spouse/sibling(s), he must not have an annual income exceeding \$8,000 in the year preceding the year of top-up (e.g. salary or tax-exempt income such as bank interest, dividends, and pension) or he is handicapped. Please ensure that you have provided correct information relating to your tax as it is an offence under Section 95 of the Income Tax Act to provide incorrect information.
3. Please note that a personal income tax relief cap of \$80,000 applies to the total amount of all tax reliefs claimed, including any relief on cash top-ups made under the RSTU Scheme and Voluntary Contribution (VC-MA). You should evaluate whether you would benefit from tax relief on your cash top-ups and make an informed decision accordingly as cash top-ups made under the RSTU scheme cannot be refunded.
4. In addition, only SA and/or RA cash top-ups within the following caps, which are computed based on the current FRS and the recipient's CPF savings, will be eligible for tax relief:

Recipient below age 55	Current FRS less the sum of SA savings and net SA savings withdrawn under CPF Investment Scheme for investments that have not been completely disposed of.
Recipient age 55 or above	Current FRS <sup>^</sup> less RA savings <sup>#</sup> .

You may wish to check with your recipient on his SA/RA savings to find out more about the amount of the tax relief that you can receive for cash top-ups.

<sup>^</sup> The cap is based on current FRS, rather than the ERS, to keep tax benefits focused on supporting basic retirement needs.

<sup>#</sup>RA savings refer to the cash set aside in the RA (excluding amounts such as interest earned, any government grants received), plus retirement withdrawals.

## Status of your Retirement Sum Topping-Up Application

1. No acknowledgement on your application will be sent. You can view the transaction online once your application is processed. Log on to *mycpf* Online Services > My Statement to view.
2. We will process your top-up generally within 10 working days upon receipt of payment by CPF Board.

## Matched Retirement Savings Scheme

1. If the recipient is eligible for the Matched Retirement Savings Scheme (MRSS) as at the time of the cash top-up, he will receive a matching grant from the Government for every \$1 of cash top-up made to his RA<sup>\*</sup>, up to an annual cap of \$600. The matching grant will be credited to the recipient's RA at the beginning of the following year.
2. You have declared that you agree that the top-up is irrevocable (please see Declaration segment of the application). Despite this, if you still wish for the Board to consider your request to revoke your cash top-up, please note that such a reversal<sup>\*</sup> will require the associated matching grant and interest earned to be reversed as well.
3. You and your recipient can find out more about MRSS at [cpf.gov.sg/mrss](http://cpf.gov.sg/mrss).

<sup>\*</sup>Cash top-ups made to the SA of eligible members turning 55 later in the year will also be considered for MRSS

<sup>\*</sup>This also requires written agreement from the recipient.



This form may take you 10 minutes to complete.

Form RSTU/GIRO 02/2024

**IMPORTANT: You are only required to fill in this section if you are applying for GIRO the first time or to change your bank account used for GIRO deductions.** Please note that the bank may generally take up to 21 working days to approve your hardcopy GIRO application. To have your GIRO application processed quickly, you may consider setting up your GIRO arrangement online. Visit [cpf.gov.sg/RSTUGIROFAQ](http://cpf.gov.sg/RSTUGIROFAQ) for more details.

Section 1: For Applicant's Completion

**1 Giver's Particulars and Authorisation**

Name of Giver

Giver's NRIC/CPF Account No.

\_\_\_\_\_ **GTP** \_\_\_\_\_

► DDA reference no.

1. I/We authorise the Bank to process the Billing Organisation's (BO), **Central Provident Fund Board**, instructions to debit and credit my/our bank account.
2. 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.
3. 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

Date

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

D D / M M / Y Y

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

\*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 **with Pages 1 and 2** to us by mailing it to:  
**Central Provident Fund Board - Retirement Savings Department (RSTU)**  
Robinson Road P.O. Box 3060 Singapore 905060

For Help



Call our hotline at  
1800-227-1188

OR



Visit our website at  
[cpf.gov.sg](http://cpf.gov.sg)

Your GIRO application will be sent to your Bank and will generally be processed within 21 working days.

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 the all 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:

## **Important Notes**

### **Status of your Retirement Sum Topping-Up Application**

1. No acknowledgement on your application will be sent. You will receive a confirmation notification from us once the application has been processed.

### **Application for GIRO**

1. Only one GIRO account can be maintained for all Retirement Sum Topping-Up application.
2. This authorisation will be in force until it is superseded by a new form or terminated by the GIRO termination form. You can also inform your agent bank directly if you wish to terminate this instruction.
3. The top-up amount indicated on your form would be deducted from your bank account and credited to your recipient's SA or RA monthly/yearly. The amount of top-up credited will be based on the deduction amount or the top-up limit of your recipient, whichever is lower.

### **Normal Processing Time for GIRO**

1. Your GIRO application will generally be approved by the bank within 21 working days. Upon approval of your application, you will receive a confirmation notification informing you the effective date of the first GIRO arrangement. The GIRO deduction frequency will be made according to your Standing Instruction.
2. Your GIRO deduction will take place on the 15th of each month. If the 15th falls on a Saturday, Sunday or public holiday, the deduction will be made on the next working day.

### **Unsuccessful Deduction**

1. Please maintain sufficient funds in your bank account for GIRO deductions. Some banks may charge an administrative fee for each unsuccessful deduction.
2. If there are two unsuccessful GIRO deductions, your Standing Instruction (SI) for deduction of top-ups will be stopped and you will have to complete a new form if you would like to continue with the deductions.

### **Termination of GIRO**

1. To terminate GIRO, please notify your bank and submit the GIRO termination form to CPF Board at [go.gov.sg/rstut](http://go.gov.sg/rstut).