



# HOW TO Submit CPF contributions with CPF EZPay

ESI

### CPF EZPay - Electronic Standing Instruction (ESI)

The Electronic Standing Instruction (ESI) function is suitable for employers whose CPF contributions do not change each month. By activating the ESI arrangement, you will authorise the auto-deduction of a fixed amount via Direct Debit for your employees every month. In order to use ESI, you will need to have an active Direct Debit arrangement with the Board.

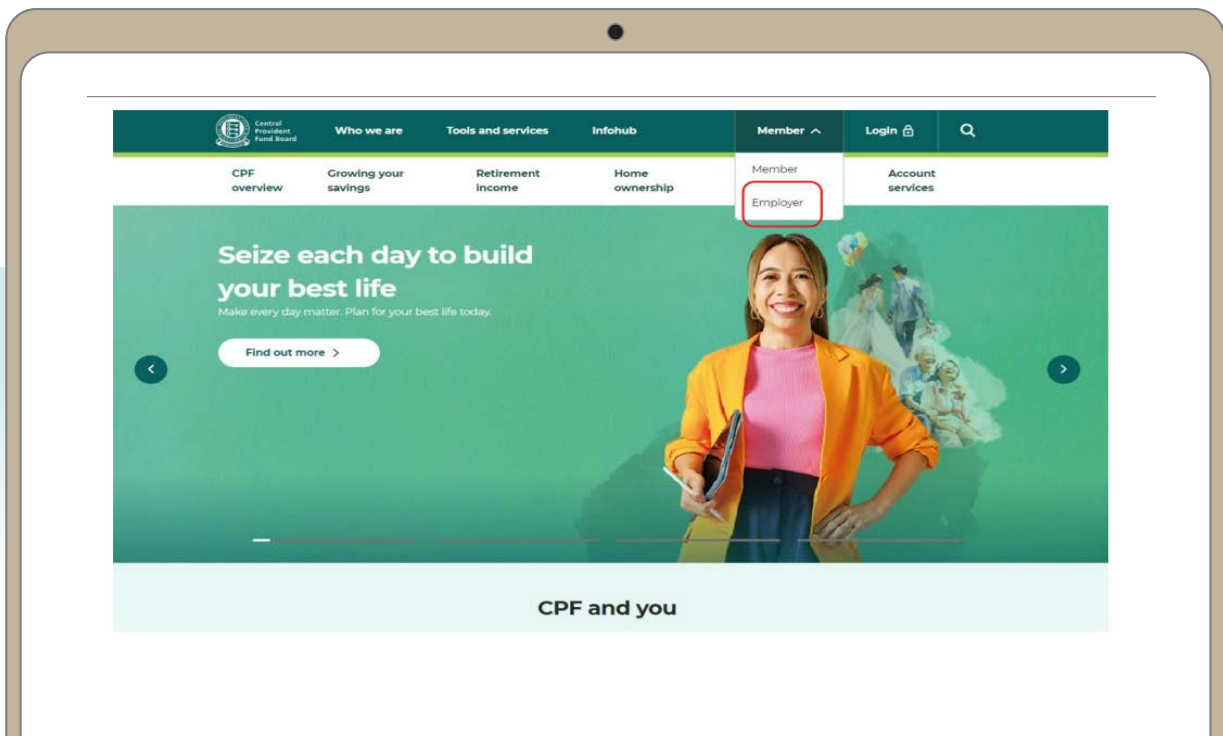
#### IMPORTANT NOTE:

You will need to activate the ESI arrangement before the 14th of the following month (or the next working day if the 14th falls on a Saturday, Sunday or Public Holiday).

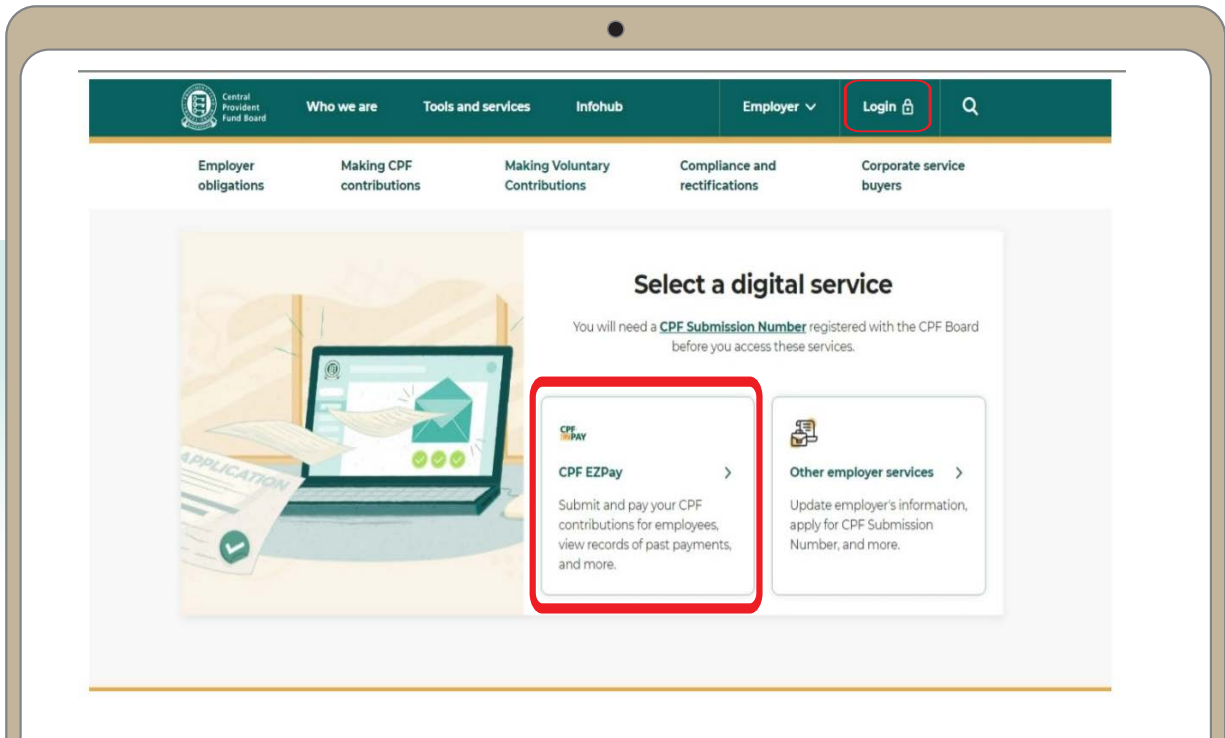
To amend the ESI details, you must do so by the 14th of the following month before deduction is made.

If you have terminated your Direct Debit arrangement, your ESI arrangement will also be deactivated automatically. However, if you have deactivated your ESI arrangement under CPF EZPay, this will not automatically terminate your Direct Debit authorisation. You will separately need to terminate your Direct Debit authorisation if you are no longer using it.

1. Go to [cpf.gov.sg](https://cpf.gov.sg)
2. Select **Employer**

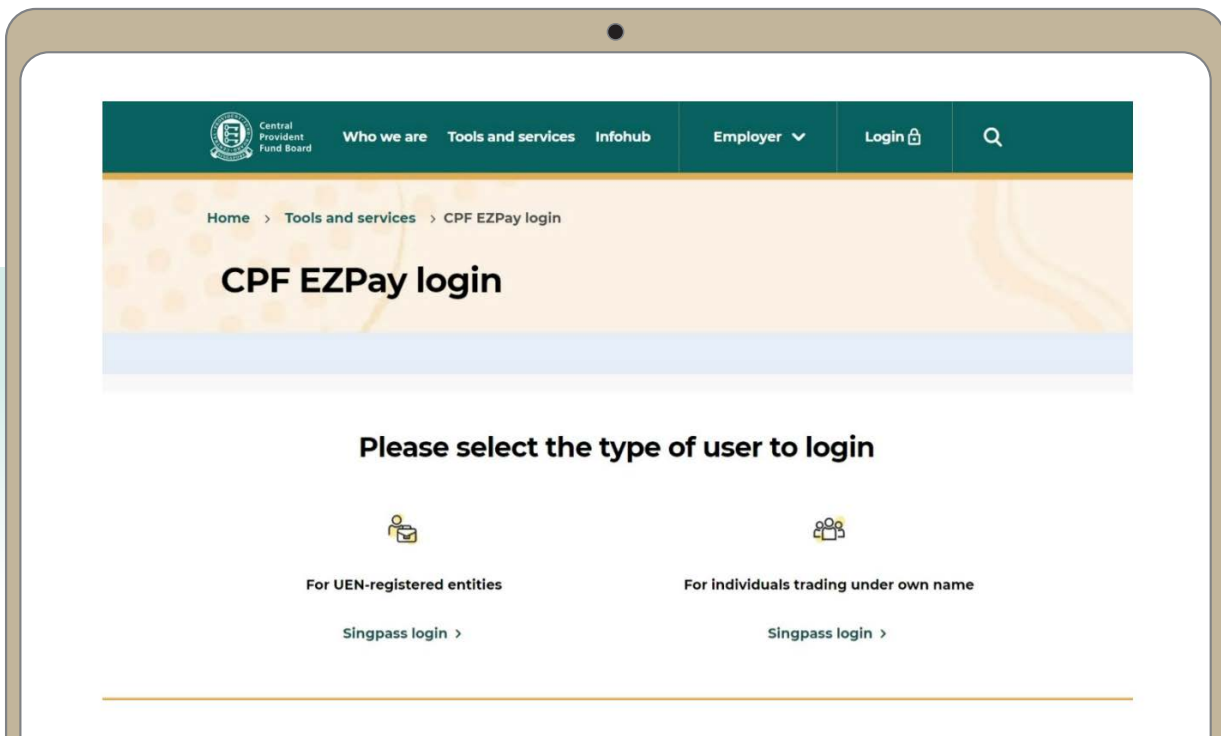


3. Click on **Login**, then **CPF EZPay**.

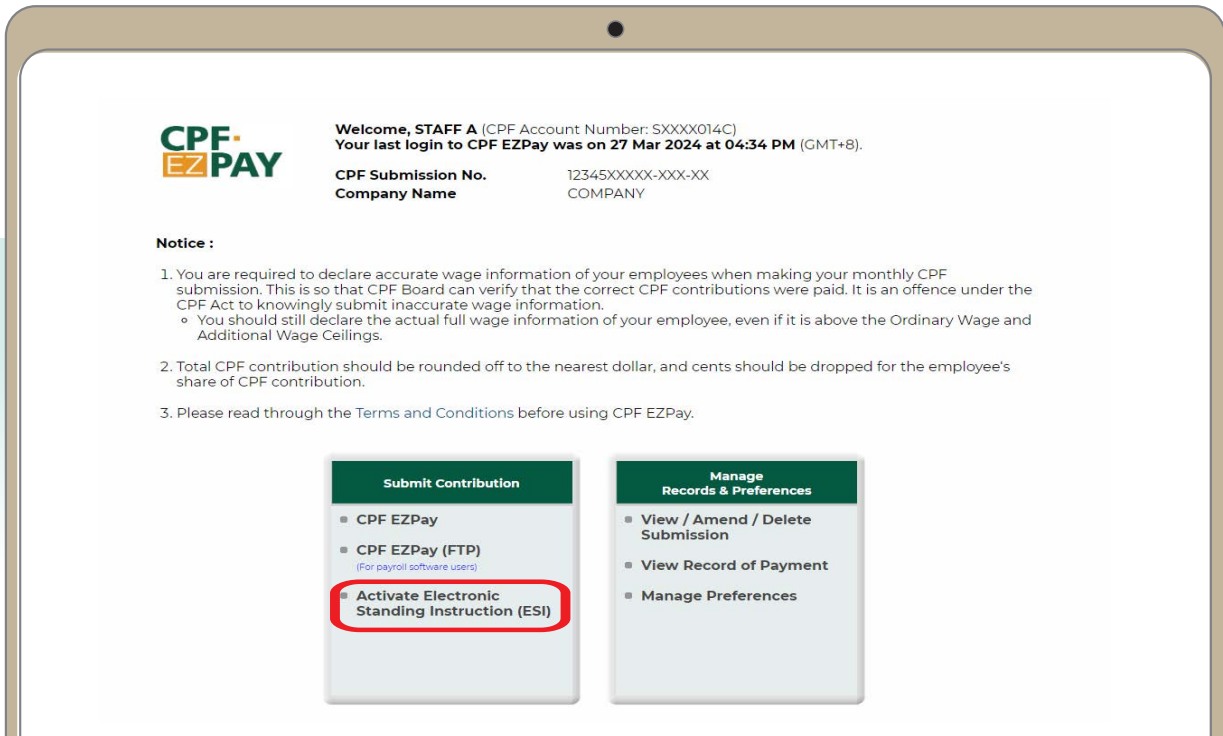


4. Select the type of business entity applicable to you and log in with your **Singpass**.

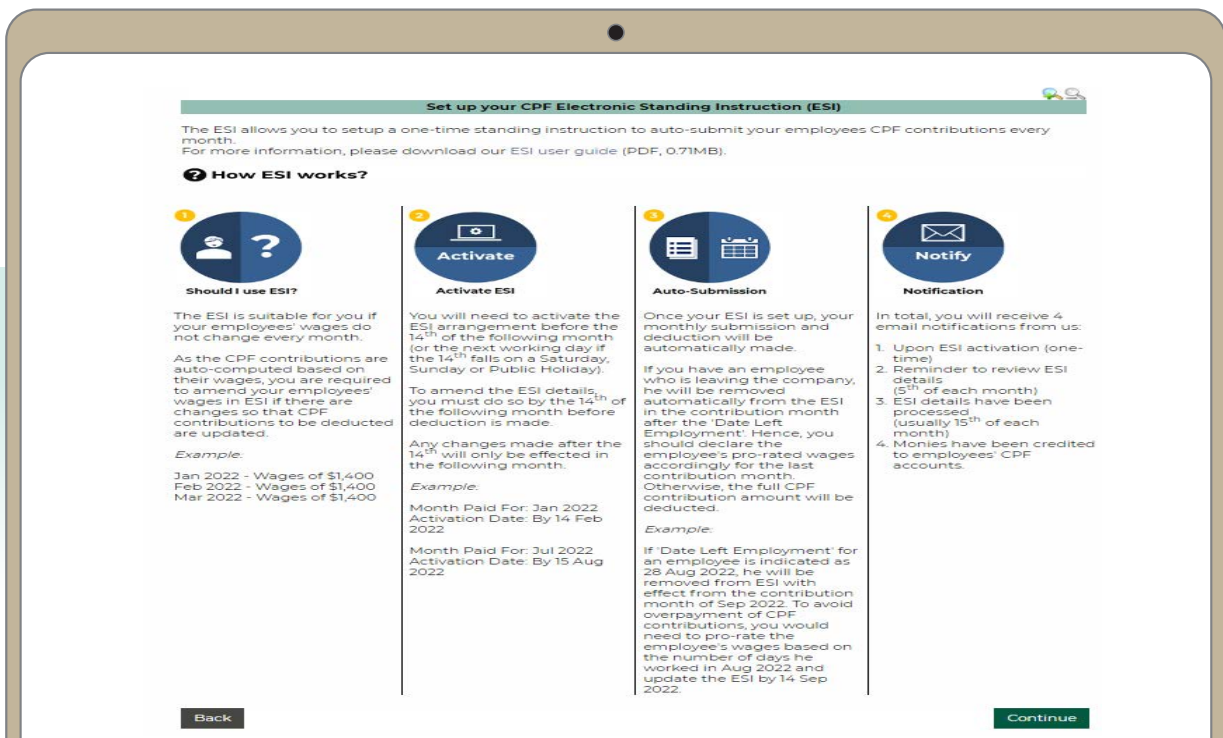
*For UEN-registered entities, [learn how](#) to setup and assign access to your user in Corppass portal.  
For individuals trading under own name, [learn how](#) to manage your user's access in CPF EZPay.*



## 5. Select **Activate Electronic Standing Instruction (ESI)**.



## 6. Read the instruction to determine if ESI is suitable for your company and click on **Continue**.



## Submit CPF contributions with CPF EZPay ESI

7. Key in the **CPF Account No., Name of Employee** (as stated in NRIC) and other details of your employee.

8. Select **Detail** to key in other required information (see next step).

**Note: You will be logged out after 15 minutes of inactivity.**

**Setup ESI**

(STEP 1)  
Update Employee Database
(STEP 2)  
Update Summary
(STEP 3)  
Confirmation
(STEP 4)  
Acknowledgement

- Please complete all mandatory fields indicated by an asterix(\*)
- Please indicate the name of your employee as shown in their NRIC.
- To remove an employee record, select the check box beside employee and click "Delete Employee Record".

Search By CPF Account No.

Page 1 of 1

S/N	* CPF Account No. (SXXXXXXXXA)	* Name of Employee (as per NRIC)	* Ordinary Wages (\$)	* Additional Wages (\$)	Agency	Agency Fund (\$)	Staff Info
<input type="checkbox"/>	1. SXXXXX90A	STAFF C	5000.00	0.00	MBMF	2.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	2. SXXXXX14C	STAFF B	2400.00	0.00	CDAC	0.50	<input type="button" value="Detail"/>
<input type="checkbox"/>	3.		0.00	0.00	-	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	4.		0.00	0.00	-	0.00	<input type="button" value="Detail"/>
<input type="checkbox"/>	5.		0.00	0.00	-	0.00	<input type="button" value="Detail"/>

9. Key in the amount for other payments, if applicable.

Select **Continue**.

S/N	Description	Amount (\$)	
1.	Total CPF Contributions	2738.00	Computed : \$2,738.00
2a.	Skills Development Levy (SDL) - For Local Employees	17.25	Computed : \$17.25
2b.	Skills Development Levy (SDL) - For Foreign Employees	0.00	
3.	Donation to Community Chest	0.00	Donor Count : <input type="text" value="0"/>
4.	Total MBMF Contributions	2.00	Donor Count : <input type="text" value="1"/>
5.	Total SINDA Contributions	0.00	Donor Count : <input type="text" value="0"/>
6.	Total CDAC Contributions	0.50	Donor Count : <input type="text" value="1"/>
7.	Total ECF Contributions	0.00	Donor Count : <input type="text" value="0"/>
<b>Grand Total</b>		<b>2757.75</b>	

## Submit CPF contributions with CPF EZPay ESI

10. Tick the declaration checkbox and click on **Activate ESI**.

S/N	Description	Amount (\$)		
1.	Total CPF Contributions	2,738.00	Computed :	\$2,738.00
2.	Skills Development Levy (SDL)	17.00	Computed :	\$17.25
3.	Donation to Community Chest	0.00	Donor Count :	0
4.	Total MBMF Contributions	2.00	Donor Count :	1
5.	Total SINDA Contributions	0.00	Donor Count :	0
6.	Total CDAC Contributions	0.50	Donor Count :	1
7.	Total ECF Contributions	0.00	Donor Count :	0
<b>Grand Total</b>		<b>2,757.50</b>		

I declare that all the information provided in this submission are true and correct.

[Back](#) [Activate ESI](#)

11. You will see an online acknowledgement screen that your ESI details have been updated. Please make sure to maintain sufficient funds for successful deduction. An email will also be sent to your email address(es) registered with the Board.

**Setup ESI**

(STEP 1) Update Employee Database (STEP 2) Update Summary (STEP 3) Confirmation (STEP 4) Acknowledgement

**ELECTRONIC STANDING INSTRUCTION (ESI) ACTIVATED**

Your ESI has been activated.

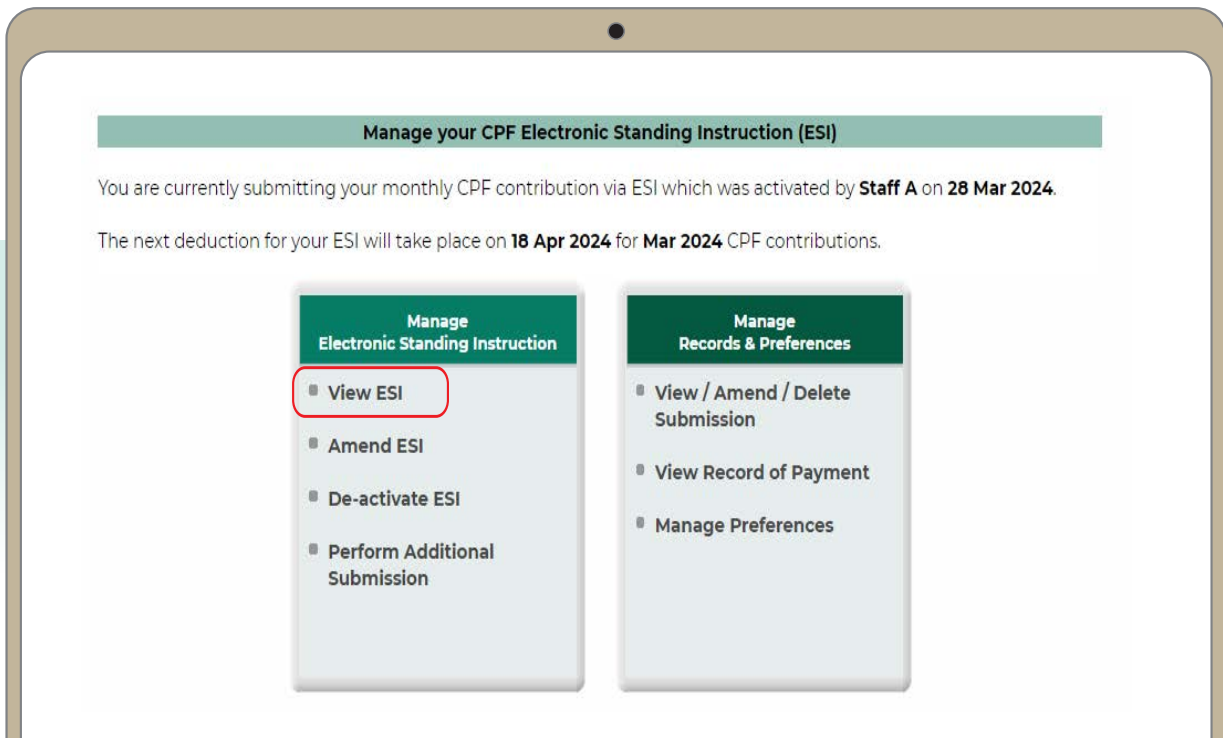
**Grand Total** \$2,757.50  
**Direct Debit Deduction** 18 APR 2024

**Activated By** Staff A  
**Date of Activation** 28 MAR 2024

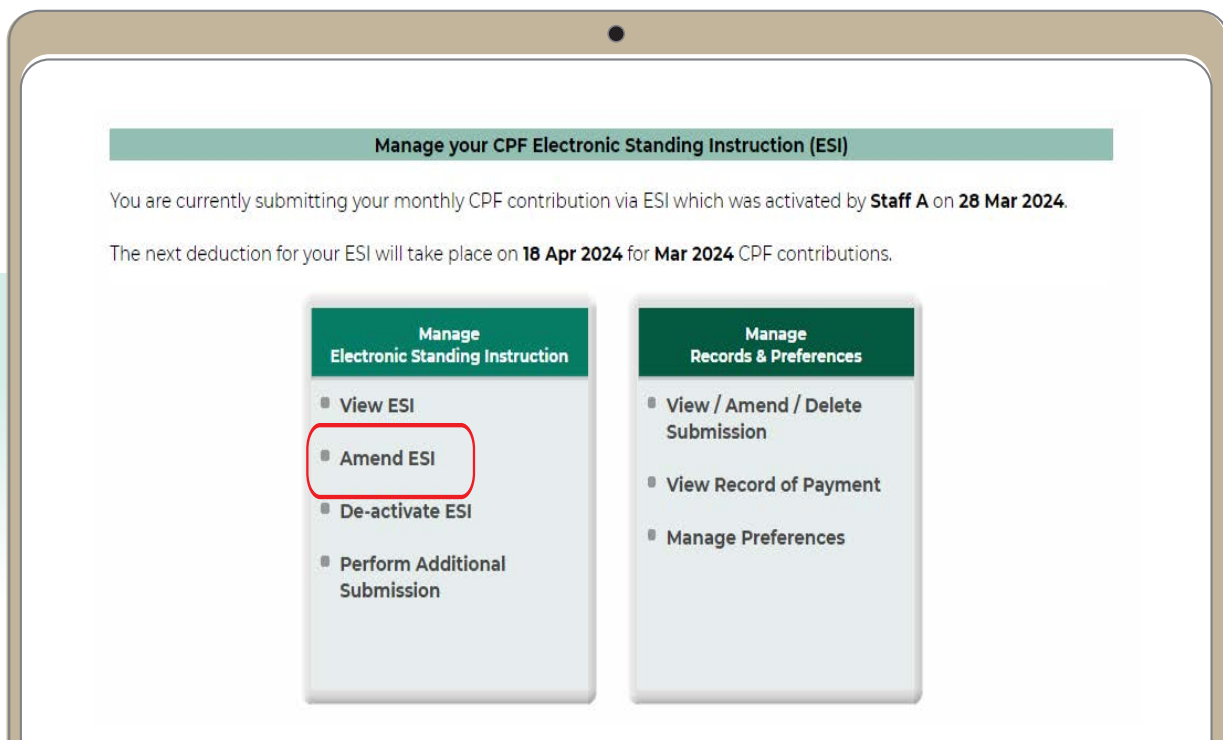
Click [here](#) to view your ESI details.

[Back to Main](#)

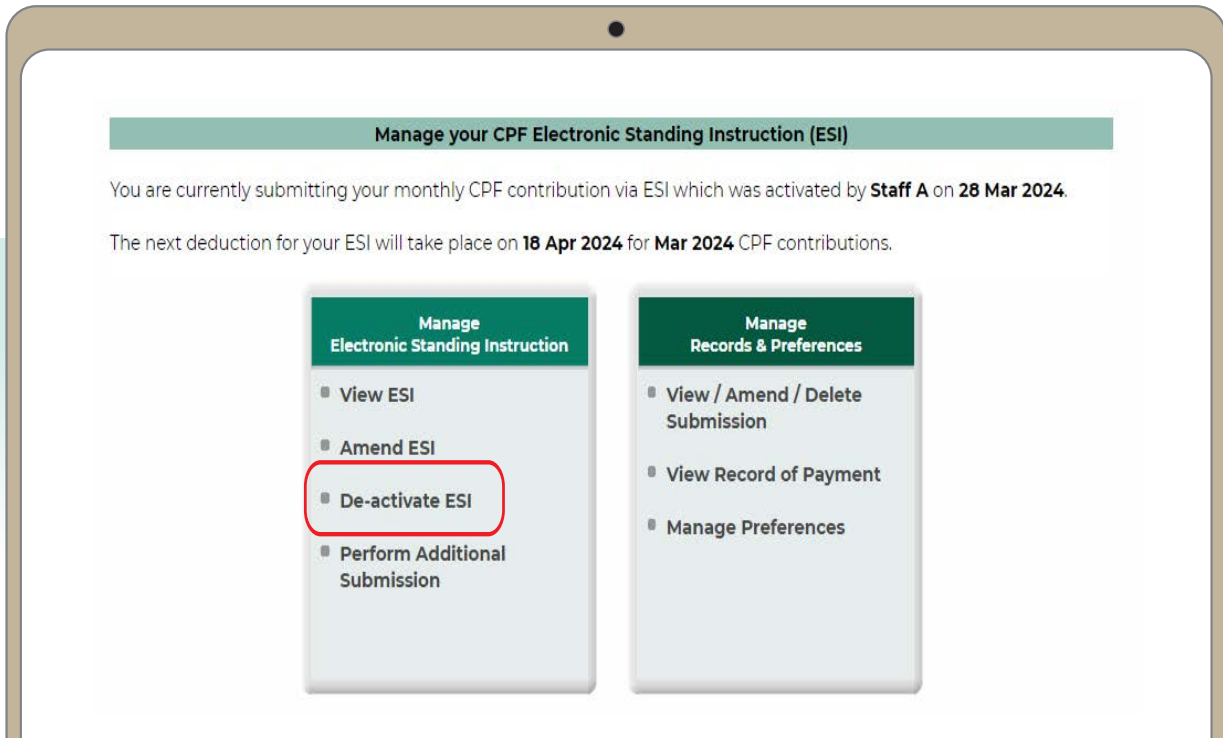
12. Select **View ESI** to view your ESI arrangement.



13. Select **Amend ESI** if there are changes to your employees' contribution details. Verify the changes in the confirmation page and select **Update ESI**.



14. Select **De-activate ESI** to stop the existing ESI arrangement.



15. Select **Perform Additional Submission** (without auto CPF computation feature) to make additional, back payment or CPF late payment interest on top of the existing ESI deduction. Use the [CPF contribution calculator](#) to compute the CPF contributions payable for your employees.

