



HOW TO Submit CPF contributions with CPF EZPay

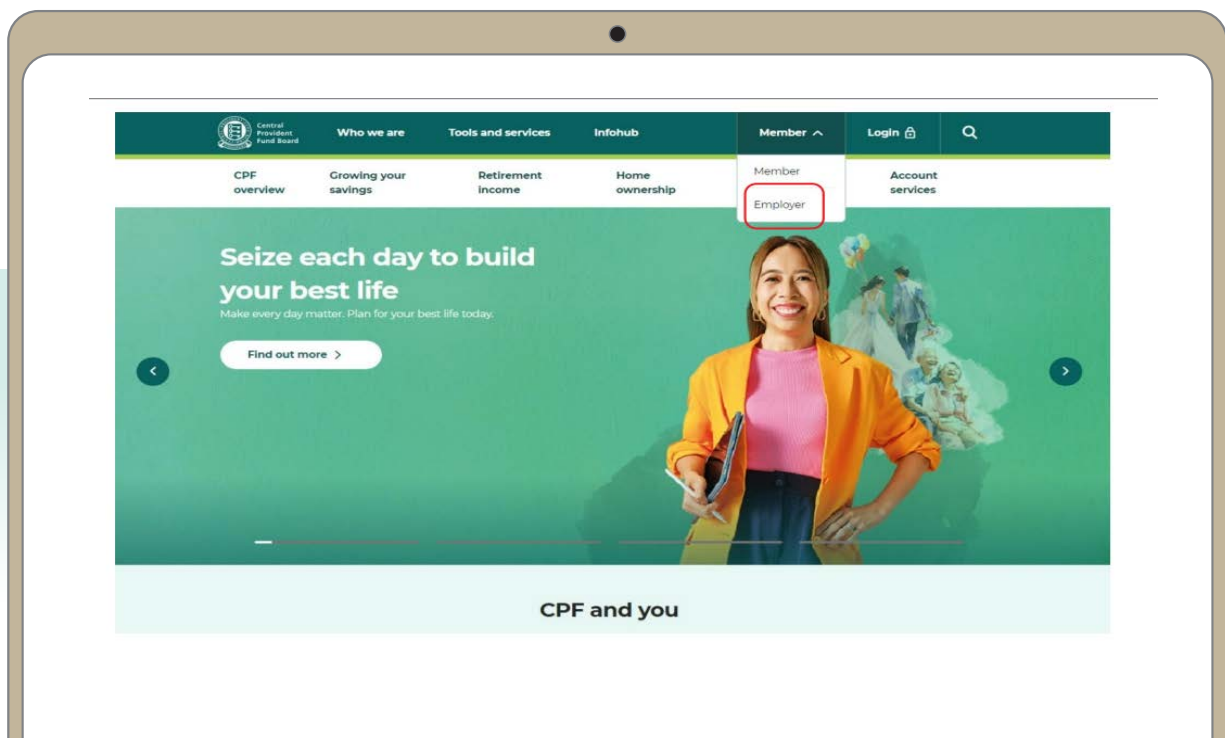
FTP

CPF EZPay - FTP (File Specifications)

The File Transfer Protocol (FTP) mode enables you to prepare your CPF submission details offline, and only log in to CPF EZPay when you are ready to perform your submission.

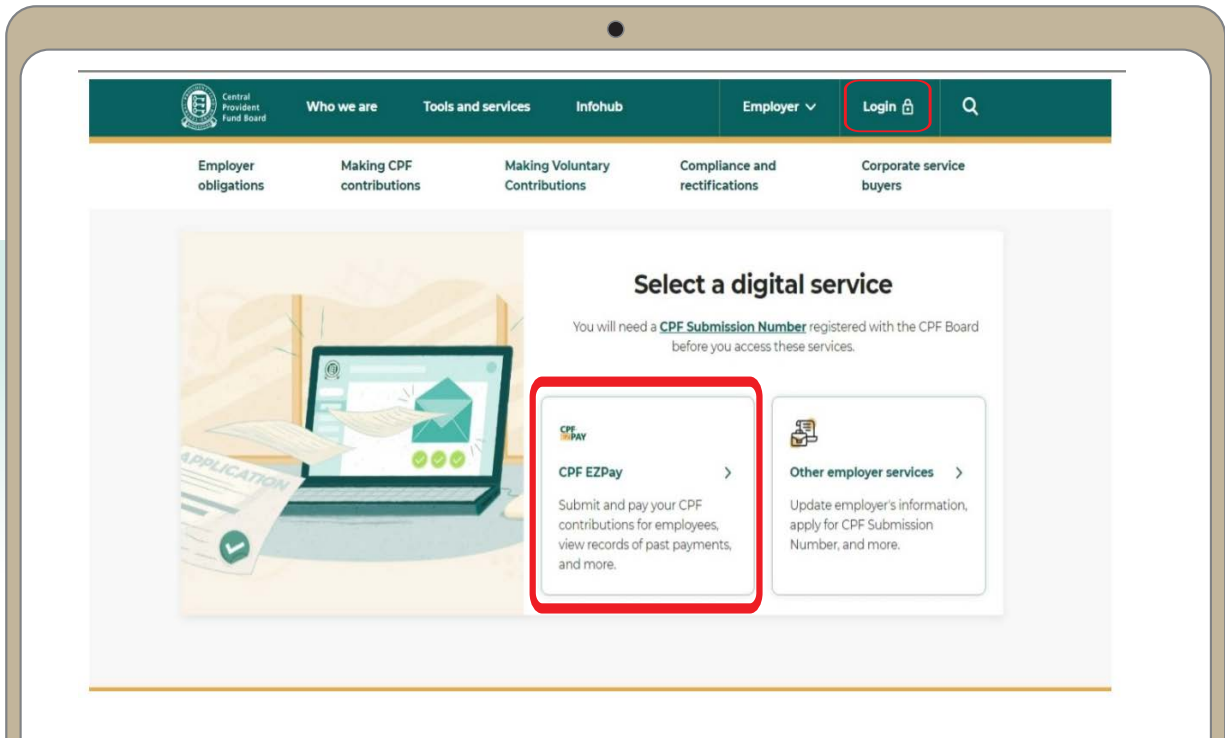
If you wish to generate your own FTP file for submission, please ensure that your file complies with the [FTP File Specifications](#) (PDF, 0.3 MB)

1. Go to cpf.gov.sg
2. Select **Employer**



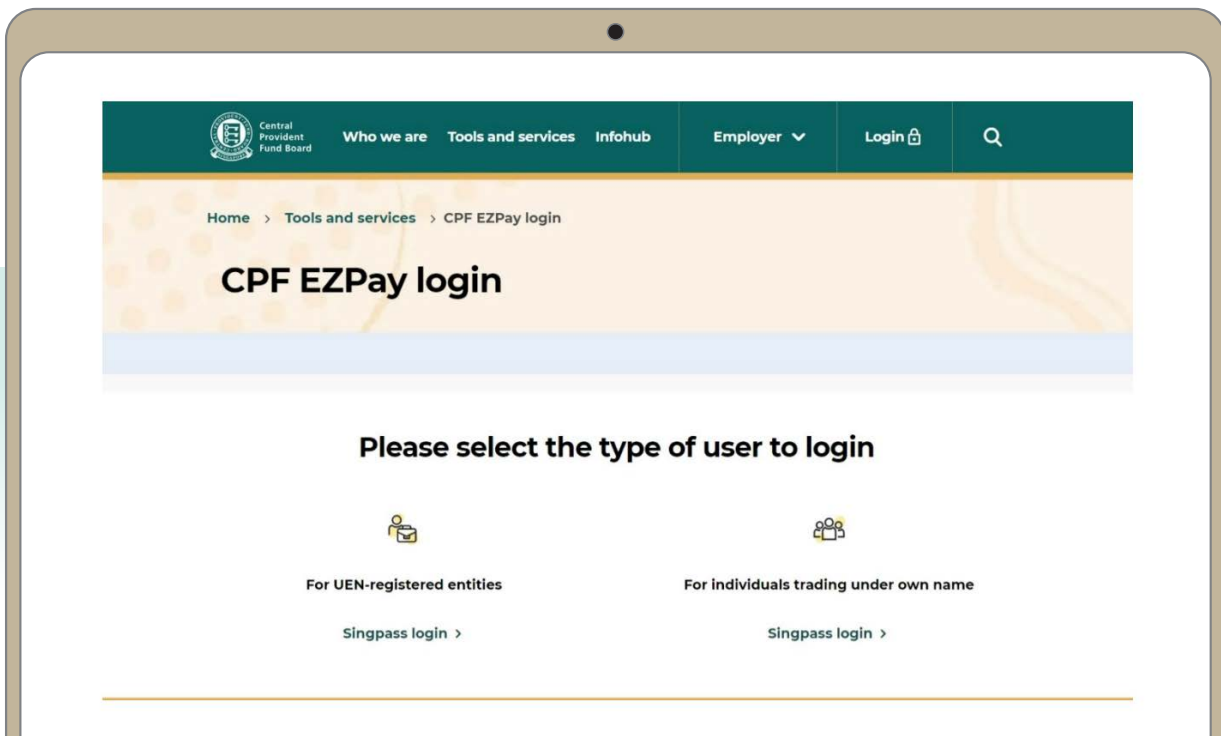
Submit CPF contributions with CPF EZPay FTP

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



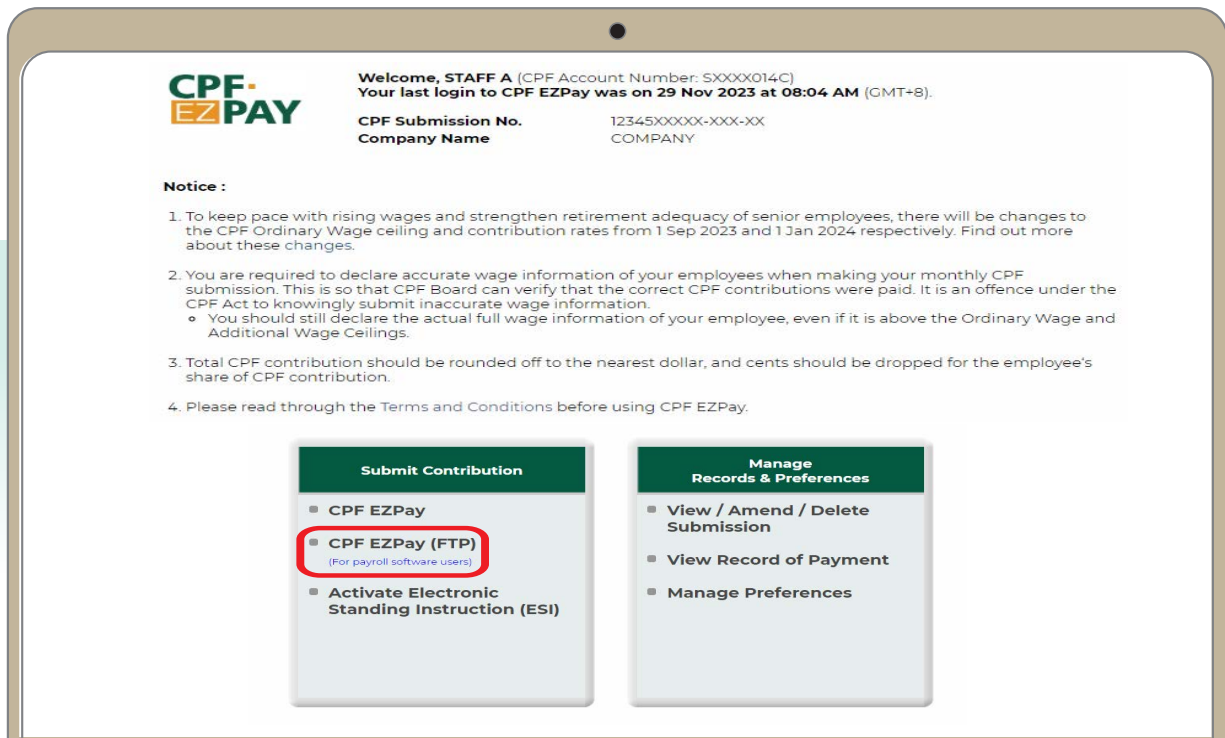
4. Select the type of business entity applicable to you and log in with your **Singpass**.

*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.*

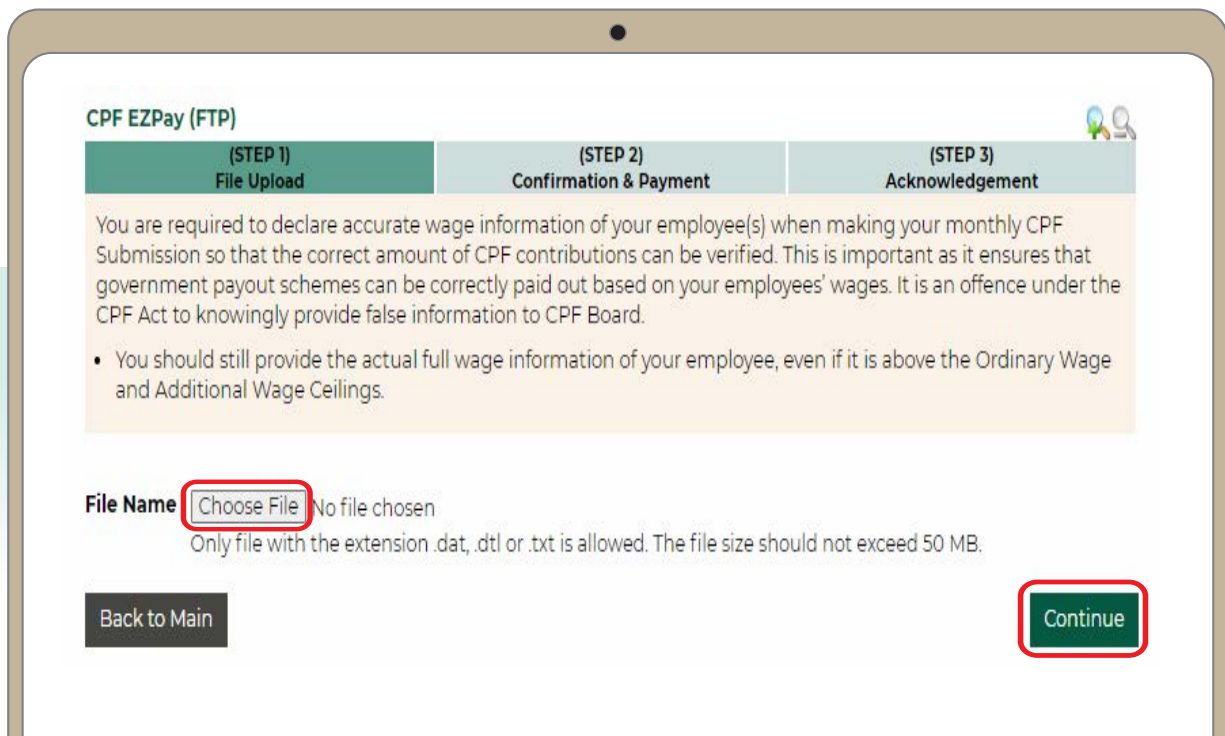


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5. Select **CPF EZPay (FTP)**.



6. Click on **Choose File** to select the file to be submitted and click on **Continue**.



Submit CPF contributions with CPF EZPay FTP

7. Check your submission before selecting **Direct Debit** or **PayNow QR** to complete the transaction.

CPF EZPay (FTP)

(STEP 1) File Upload (STEP 2) Confirmation & Payment (STEP 3) Acknowledgement

File Name Submission for Nov 2023.txt

S/N	CPF Submission No.	Month Paid For	Advice Code	Amount (\$)
1.	12345XXXX-XXX-XX	NOV 2023	64	3,831.50

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

Back

Pay By

Direct Debit PayNow QR

Deduction On

*

Click to change the deduction date

8. You have completed your CPF submission.
You will receive a copy of this acknowledgement via email.

CPF EZPay (FTP)

(STEP 1) File Upload (STEP 2) Confirmation & Payment (STEP 3) Acknowledgement

CPF EZPay Acknowledgement

CPF Submission No. 12345XXXX-XXX-XX
Total Amount (\$) 3,831.50
Submitter NRIC/FIN SXXXX014C
Date/Time of Submission 27/11/2023 04:44:53 PM
Payment Mode Direct Debit
Deduction On 29/11/2023
File Name Submission for Nov 2023.txt
Submission Status Submitted (Click here to view your submission details.)

Month Paid For	Advice Code	Amount (\$)
NOV 2023	64	3,831.50
Grand Total:		3,831.50

Notes:

- Your file(s) will be processed on the same day if you submit your file by 5.15pm. Files submitted after 5.15pm will be processed the next day.
- Your CPF submission can be deleted anytime before 5.15pm on the day of submission.
- Please refrain from submitting a new online Direct Debit Authorisation (DDA) application to change your bank account while the deduction for this submission is pending. This is to avoid unsuccessful deduction which may incur late payment interest. If you wish to change the bank account for Direct Debit deduction, you should only submit the new online DDA application after the deduction is successful.

Back to Main Upload Another File