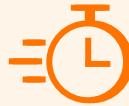


This form takes 2 months to process

- ✗ Photocopies or digital signatures not accepted
- ✗ No correction tape or fluid
- ✓ Original ink signature(s) required by Bank
- ✓ Bank account holder must *Sign* next to any changes made



Choose eGIRO
Processed in just
3 working days!

go.gov.sg/mom-applygirolevy



eGIRO
Scan the
QR code to
apply online

PART 1: FOR APPLICANT'S COMPLETION

Fields marked with (*) are required. Fill in the form in BLOCK LETTERS.

A) EMPLOYER'S DETAILS

CPF SUBMISSION NUMBER (CSN)*

 - -

► DDA reference no.

REGISTERED NAME OF BUSINESS ENTITY*

B) BANK DETAILS

BANK ACCOUNT HOLDER'S NAME (AS IN BANK'S RECORDS)*

BANK ACCOUNT NUMBER*

BANK'S NAME*

SWIFT BIC (if applicable)¹

CONTACT NUMBER

EMAIL ADDRESS

¹Only for Citibank, HSBC, and Maybank. Refer to go.gov.sg/bank-swift-codes or check with your bank.

1. I/We authorise the Bank to process the Billing Organisation's (BO), **Ministry of Manpower (MOM)**, instructions to debit and credit my/our bank account for levy payment, including any outstanding amount and penalty charges for late payment.

2. I/We agree that this authorisation will remain in force to pay levy (including any outstanding amount and penalty charges for late payment) for any foreign employee(s) previously hired by the employer and for any current and future foreign employee(s) that the employer hires, until the Bank sends a written notice to me/us upon the Bank's receipt of my/our termination instruction, or until the BO sends a written notice of expiry to the employer. I/We agree that if the GIRO deduction is unsuccessful and levy is not paid by the 17th day of each month (or the next working day if it falls on a Saturday, Sunday, or public holiday), the BO is entitled to impose penalty charges for late payment.

3. 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.

4. I/We give consent to the BO to inform the employer and sponsors (if any) of the reason for any unsuccessful GIRO deduction.

**SIGNATURE/THUMBPRINT(S)*
(AS IN BANK'S RECORDS)**

For thumbprint(s), you must go to your Bank with your identification documents for verification first.



What's next?

Mail this **original** signed form to: **Levy GIRO Team, Work Pass Division, Ministry of Manpower, 18 Havelock Road S(059764)**
Wait for our email informing you of your GIRO application outcome and the first deduction date.

PART 2: FOR MOM'S COMPLETION

MOM's Account Details

SWIFT BIC: DBSSSGSGXXX

Account Number: 003-958497-0

Debiting Account Details

SWIFT BIC:

Account Number:

PART 3: FOR BANK'S COMPLETION

To MOM: The application is REJECTED for the following reason(s):

- | | |
|---|---|
| ☐ Signature/Thumbprint differs from bank's records | ☐ Wrong account number |
| ☐ Signature is irregular | ☐ Amendments not countersigned |
| ☐ Account operated by signature/thumbprint | ☐ Others: _____ |

Authorised signature and Bank's Stamp

Name and Date: _____