



Foreign Worker Levy GIRO application form (For Business Employers)

This form may take 3 minutes.

Form BFWL 09/2022

IMPORTANT: Do not fax or email this form as original signature(s) is required. The **bank account holder must sign against any changes made. Do not use correction fluid or tape.** Forms with incomplete or illegible details will be rejected.

Section 1: For Applicant's completion

1 Applicant's Particulars and Authorisation

CPF Submission Number (CSN)

▶ DDA reference no.

Registered Name of Business Entity

1. I/We authorise the Bank to process the Billing Organisation's (BO), **Ministry of Manpower**, 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 also has 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 sends a written notice 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 BO's notice of expiry.

Name of Account Holder (as in Bank's records)

Bank's Name

Bank Account Number

SWIFT BIC (if applicable)¹

Contact Number

Email Address

*Signature(s)/Thumbprint(s)² as in
Bank's records*

Date (DD/MM/YYYY):

¹Only for Citibank, HSBC, and Maybank account holders. Please refer to www.mom.gov.sg/bank-swift-codes or check with your bank if you are unsure.

²For thumbprint(s), you must approach your Bank with your identification documents for verification. For signature(s), you can approach your Bank for verification.

2 What to do next?



Mail the completed form to: **Levy GIRO Team, Work Pass Division, MOM, 18 Havelock Road S(059764)**

You will be notified by your bank on the outcome of the GIRO application.

You may also log in to your banking app to check the application status.

Once your GIRO application is approved, Your first GIRO deduction will take place in the following month.

Section 2: For MOM's completion

MOM's Account Details

SWIFT BIC: DBSSSGSXXX

Account Number: 003-958497-0

Debiting Account Details

SWIFT BIC: _____

Account Number: _____

Section 3: For Bank's completion

To MOM: The application is **REJECTED** as:

▶ Please tick all the applicable reasons.

- | | |
|---|--|
| <input type="checkbox"/> Signature/Thumbprint differs from bank's records | <input type="checkbox"/> Wrong account number |
| <input type="checkbox"/> Signature/Thumbprint is incomplete/unclear | <input type="checkbox"/> Amendments not countersigned by Bank Account Holder |
| <input type="checkbox"/> Account is operated by signature/thumbprint | <input type="checkbox"/> Others: _____ |

Authorised Signature and Bank's Stamp

Name: _____

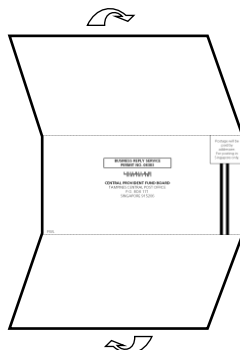
Date: _____

How to use the Business Reply Envelope?



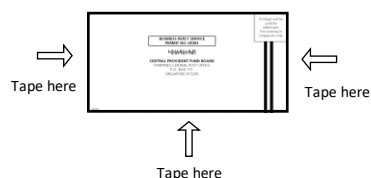
Step 1

Fold along the dotted lines. Fold the top and bottom sections inwards with the mailing address in front.



Step 2

Enclose your documents within the sleeve created in Step 1.



Step 3

Completely seal the edges with clear tape to secure your documents inside.

BUSINESS REPLY SERVICE
PERMIT NO. 09640



MINISTRY OF MANPOWER

Work Pass Division
Attn: Levy GIRO team
18 Havelock Road
Singapore 059764

Postage will be paid by addressee.
For posting in Singapore only.

BFWL

Notes on paying your levy by GIRO:

- The monthly levy will be deducted on the 17th of every month (or the next working day if the 17th is a weekend or public holiday). If the deduction is unsuccessful, you will be charged a late payment penalty. Bank charges may apply for unsuccessful deductions.
- If you have an existing GIRO arrangement, the levy will continue to be deducted from that account until this new GIRO application takes effect, unless otherwise notified.
- The GIRO arrangement will be used for levy payment of **all existing and future** foreign workers, until it is terminated, or a new GIRO arrangement overrides it. Please terminate your GIRO arrangement if you would like to stop deductions from this bank account.

Other payment methods

Before your GIRO takes effect, please pay your levy using PayNow QR in Check & Pay Levy by the due date as stated in your levy bill to avoid late payment penalties.

Payment channel	Payment mode	How to make payment
Check & Pay Levy	PayNow QR	<ol style="list-style-type: none"> 1. Log in to www.mom.gov.sg/checkpaylevy. 2. Select PayNow as a payment mode and a QR code will be generated. If you are viewing this QR code from your mobile device, save or capture a screenshot of the QR code on your phone. 3. Use your mobile banking app on your phone to scan the QR code or import the QR code image. 4. Check the details of the fund transfer. Make sure you see "Foreign Worker Levy" as the registered payee before submitting your request.