



Applying for a CPF Submission Number (CSN) via CPF website



Applying for a CPF Submission Number (CSN) via CPF website

Visit the CPF website at cpf.gov.sg/employer

- 1) Select **Making CPF contributions**
- 2) Click on **Applying for a CPF Submission Number**

For UEN registered entity

If your authorised users are not configured to access all e-Services in Corppass, you need to set up the “CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS” e-service in the Corppass portal and assign to your authorised users before they can log in to CPF website using their Singpass. Please refer to ‘[Guide to set up and assign CPF e-Services in Corppass Portal](#)’ before beginning the application process.

For foreign employers not issued with UEN

You must apply for a [Corppass](#) ID in order to log in to the CPF website to apply for a CSN.

The screenshot shows the CPF website interface. At the top, there is a navigation bar with the following items: 'Who are we', 'Tools and services', 'Infohub', 'Employer' (with a dropdown arrow), 'Login' (with a lock icon), and a search icon. Below this is a secondary menu with 'Employer obligations', 'Making CPF contributions' (highlighted with a red box), 'Making Voluntary Contributions', 'Compliance and rectifications', and 'Corporate service buyers'. The main content area features a large banner with the heading 'Making CPF contributions' and a sub-heading 'Applying for a CPF Submission Number' (highlighted with a red box). Other links in the banner include 'Updating employer's particulars' and 'Submitting CPF contributions via CPF EZPay'. Below the banner, there are links for 'CPF EZPay', 'FAQs', 'Calculators', and 'Forms'. The bottom section of the page is titled 'AT A GLANCE' and 'Employer matters', with a sub-heading 'Manage your employees' CPF contribution matters and learn more about your obligations as an employer.'



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3) Click on **Application**

A Singapore Government Agency Website

Central Provident Fund Board

Who we are Tools and services Infohub Employer Login

Employer obligations Making CPF contributions Making Voluntary Contributions Compliance and rectifications Corporate service buyers

Home > Making CPF contributions > Applying for a CPF Submission Number

CPF CONTRIBUTIONS

Applying for a CPF Submission Number

All employers need a CPF Submission Number (CSN) to submit their CPF contributions. Learn what a CSN is and how to apply for it.

Definition Application FAQs

DEFINITION

What's a CSN?



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4) Please select the section applicable to you, depending on whether you are a UEN-registered entity or individual trading under your own name, and click on **Apply CSN now >**

UEN-registered entity

Quick Guide to start your CPF Contribution Journey as an Employer

Find out the steps from applying for a CSN to setting up your CPF EZPay.

[Apply for CSN and set up CPF EZPay quick guide \(PDF, 1.4MB\) >](#)

Applying for UEN and CSN together via ACRA Bizfile+ Portal

If you don't have a UEN and are applying for one from Accounting and Corporate Regulatory Authority (ACRA), you can use the BizFile+ Portal to do so, and apply for a CSN at the same time.

[Apply UEN >](#)

Applying for CSN if you already have a UEN

If you already have an existing UEN and your authorised users are configured to access all e-Services in Corppass portal, they can proceed to apply for a CSN on our CPF website using their Singpass.

[Apply CSN now >](#)

[Step-by-step guide \(PDF, 1.4MB\) >](#)

Guide to set up and assign CPF e-Services in Corppass portal

If your authorised users are not configured to access all e-Services in Corppass portal, you will need to set up the "CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS" e-Service in the Corppass portal and assign it to your authorised users, before they can log in to the CPF website using their Singpass.

[Step-by-step guide \(PDF, 1.1MB\) >](#)

Individual trading under your own name

Applying for a CSN

You're considered to be trading under your own name if you're an individual hiring Singapore Citizen or Singapore Permanent Resident employees in your personal capacity and do not require a UEN.

For example, a hawker hiring a hawker assistant, or a person who hires a personal driver, gardener, or domestic worker.

Application for a CSN will be done on our CPF website using your Singpass.

[Apply CSN now >](#)



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5) Select and log in, depending on whether you are a UEN-registered entity or individual trading under your own name.

Other employer services login



**Log in as UEN-registered
entity** >



**Log in as individual trading
under own name** >



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6) After logging in, please read the important notes and prepare the documents required before you start your application.

Apply for CPF Submission Number

ER_CSN_ESUB

This e-Service allows employers to apply a CPF Submission Number (CSN) and submit CPF Contribution details electronically. Employers can view the status of their requests online.

Important Notes

- This e-Service may take you 10 minutes to complete.
- If your application was submitted before 5pm and successfully processed, you can submit CPF contributions via CPF EZPay Mobile the next day. Alternatively, if you are submitting CPF contributions via CPF EZPay, you can submit CPF contributions two days later.
- You will need the following information to complete the e-Service:

For Mandatory CPF Contribution	Documents / Information needed to complete the application
Entity registered With ACRA (e.g. Sole-Proprietorship, Partnership, Private Limited, etc.)	◦ Unique Entity Number (UEN) issued by ACRA
Entity registered with other UEN Issuance Agencies (e.g. Associations, Clans, Societies, etc.)	◦ Unique Entity Number (UEN) issued by the Issuance Agency
Employer who is trading under own name / Employer with local domestic worker	◦ Not Applicable
Employer requesting <u>additional</u> CPF Submission Number (CSN) for MOM Work Permit purposes	◦ Unique Entity Number (UEN) issued by the Issuance Agency ◦ Current CSN ◦ MOM's Letter Requesting Additional CSN (Scanned copy to be attached)
For Voluntary CPF Contribution	
Employer requesting CPF Submission Number for other purposes (e.g. Additional Medisave Contribution Scheme, Voluntary Contribution)	◦ Current CSN (if applicable) ◦ Unique Entity Number (UEN) issued by the Issuance Agency



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7) Read the **Terms & Conditions** and Tick the box “**I have read and accepted the Terms & Conditions above.**”

For individuals trading under own name

Your contact details will be auto pulled from *my cpf*.

For UEN-registered entities

Click **Yes** if you want to auto-fill the application form with your contact details from *my cpf* under *Requestor's Particulars* which will be registered as the employer's official contact details. Otherwise, click **No**.

imposing late payment interest charged at 1.5% per month commencing from the first day after the due date.

- If you encounter any problems with this e-Service, please [write to us](#).
- All fields marked with * are mandatory.

Terms & Conditions

Declaration

1. Any person accessing or using the Service shall not abuse or misuse the Service and shall not interfere or attempt to interfere with the proper working of the Service nor of any system or network connected thereto.
2. Under no circumstances shall the Board be held liable vis-à-vis any person for whatsoever loss, cost, damage, claim or expense such person may suffer or incur, howsoever arising from any one or more of the following :
a. any access, use, abuse or misuse of the Service by any person;

I have read and accepted the Terms & Conditions above. *

Auto-fill Requestor's Details

Do you want to auto-fill the application form with your contact details from *my cpf*?

Yes No

Start



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8) Please select your employer type and click **Next**.

Apply for CPF Submission Number
ER_CSN_ESUB

Step 1 Step 2 Step 3 Step 4

Please select the employer type to proceed *

For Mandatory CPF Contribution	Documents / Information needed to complete the application
<input type="radio"/> Entity registered With ACRA (e.g. Sole-Proprietorship, Partnership, Private Limited, etc.)	<ul style="list-style-type: none">Unique Entity Number (UEN) issued by ACRA
<input type="radio"/> Entity registered with other UEN Issuance Agencies (e.g. Associations, Clans, Societies, etc.)	<ul style="list-style-type: none">Unique Entity Number (UEN) issued by the Issuance Agency
<input type="radio"/> Employer who is trading under own name / Employer with local domestic worker	<ul style="list-style-type: none">Not Applicable
<input type="radio"/> Employer requesting additional CPF Submission Number (CSN) for MOM Work Permit purposes	<ul style="list-style-type: none">Unique Entity Number (UEN) issued by the Issuance AgencyCurrent CSNMOM's Letter Requesting Additional CSN (Scanned copy to be attached)

For Voluntary CPF Contribution

<input type="radio"/> Employer requesting CPF Submission Number for other purposes (e.g. Additional Medisave Contribution Scheme, Voluntary Contribution)	<ul style="list-style-type: none">Current CSN (if applicable)Unique Entity Number (UEN) issued by the Issuance Agency
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9) Please complete the all the fields under **Part 1 Requestor's Particulars** of the application form.

The contact details in this section will be the employer's official contact details maintained with CPF Board for general CPF notifications. They will also be registered automatically within CPF EZPay. You may update subsequent changes to the contact details via our [online application](#).

If you are using CPF EZPay to submit your CPF contributions, please update your CPF EZPay contact details separately to continue receiving email notifications related to CPF EZPay. You may refer to '[Updating particulars and staff access within CPF EZPay](#)' on how to do so.

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Step 1 Step 2 Step 3 Step 4

Please complete all mandatory fields marked with *

Part 1 of 3 : Requestor's Particulars

This will be the employer's official contact details maintained with CPF Board for general CPF notifications. Your contact details will also be registered automatically within CPF EZPay. Please log in to CPF EZPay to update your contact details for CPF EZPay notifications.

NRIC/Foreign Identification Number
[Redacted]

Name
[Redacted]

Designation*
Please select one

Contact Details*
(Please provide at least one contact number)

Telephone (Office) [Redacted] e.g. 60525505	Handphone [Redacted] e.g. 90525505
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Email*
[Redacted]
e.g. example@example.com



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10) Please complete all the fields under **Part 2 Employer Particulars** of the application form.

For UEN registered entities, key in the **Nature of Business** based on your registered activity with the UEN issuance agencies.

For individuals trading under own name, please select your **Nature of Business** from the drop down list.

Check the option under “**Do you have an existing CPF Submission Number?**” to indicate whether you have any existing CSN currently.

Please select the option to indicate whether your **Principal Place of Business*** is a **Singapore** or **Overseas** address. You must update CPF Board if you changed your Principal Place of Business subsequently.

*Principal Place of Business is where your entity conducts its daily operations. Please note that Post Office Box and V.Box addresses are not allowed.

Part 2 of 3 : Employer Particulars

Unique Entity Number (UEN) *

E.g. 199901234A or 54321234B

Nature of Business *

(max 100 characters)

Do you have an existing CPF Submission Number ? *

Yes No

Principal Place of Business (Post Office Box and V. Box Addresses are not allowed) *

Singapore Address Overseas Address



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If you have selected **Singapore Address**, please key in the **Postal Code** of your Principal Place of Business. Key in both the **Storey** and **Unit Number***, if applicable. Next, click "**Retrieve Address**" for the information to be populated in the grey box. If the address displayed is correct, click **Next**.

*If the Storey was keyed in, the Unit Number must be keyed in and vice versa.

Do you have an existing CPF Submission Number ? *

Yes No

Principal Place of Business (Post Office Box and V. Box Addresses are not allowed) *

Singapore Address Overseas Address

For Singapore Address, the Block Number / House Number / Street Name need not be entered as they will be retrieved from the Postal District that you have entered.

Postal Code *

730321

Storey

01

Unit Number

234

Please click the 'Retrieve Address' button after keying in your Postal code and Storey / Unit (if applicable).

Retrieve Address

Principal Place of Business Keyed in:

WOODLANDS STREET 32, #01-234,
321, ,
Singapore - 730321

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11) Please complete all the fields under **Part 3 Set up of CPF EZPay** (The screenshot is only applicable for individuals trading under own name).

For individuals trading under own name, you can set up access for CPF EZPay when applying for a CSN. Please key in the **Name** and **NRIC/FIN** of the personnel with CPF EZPay access for this CSN. You need to select at least one **System Administrator** and one **Editor**.

For UEN registered entities, find out [how to setup and assign](#) "CPF EZPay" e-Service in Corppass portal.

Click **Next** to proceed.

Note: This is only applicable for individuals trading under own name.

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Step 1 Step 2 Step 3 Step 4

Part 3 of 3 : Set up of CPF EZPay

You will be submitting your employees' CPF contribution details via [CPF EZPay](#). CPF EZPay is a free web-based application that auto-computes the CPF contributions based on the employees' details you have indicated. Please refer to [CPF EZPay](#) for more information.

STAFF ACCESS*

Please indicate the authorised staff to perform submission on the behalf of your company.

Name (as in NRIC or Passport)	NRIC / FIN	Role(s) Please tick	
		System Administrator	Editor
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Each company must have at least one System Administrator and one Editor.
2. A System Administrator can maintain staff accesses (add/delete Editor and add/delete System Administrator), update the company particulars, submit and view CPF contribution details.
3. An Editor is only allowed to submit and view CPF contribution details.



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13) Please check that all details are correct at the confirmation page before clicking **Submit** to confirm.

Apply for CPF Submission Number
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Step 1 Step 2 Step 3 Step 4

Types of Employer :
Please select one of the following

	Documentation needed to complete the application
<input checked="" type="radio"/> Entity registered With ACRA (e.g. Sole-Proprietorship, Partnership, Private Limited, etc.)	- Unique Entity Number (UEN) issued by ACRA

Part 1 of 3 : Requestor's Particulars
The requestor will also be the contact person for all CPF submission matters.

NRIC/Foreign Identification Number
[Input field]

Name
[Input field]

Designation
[Input field]

Contact Details
(Please provide at least one contact number)

Telephone (Office) [Input field] **Handphone** [Input field]

[Back] [Submit]



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You have successfully submitted your application for a CPF Submission Number (CSN).

Generally, if your application was submitted before 5pm, you can submit CPF contributions via CPF EZPay Mobile the next day. If you wish to use CPF EZPay for your CPF submission, do note that one additional day is required for the Board to activate your CPF EZPay access.

After your CPF EZPay access is activated, please also note the process for setting up access control for your CPF Submission Number (CSN):

- For UEN-registered entity, you must set up and assign "[CPF EZPay](#)" e-Service to your authorised officer for your CSN in the Corppass portal. This access control is required for CPF EZPay so you can decide which of your staff can submit CPF for each of your CSN
- For individuals trading under own name, you would have set up your access control for System Administrator and Editor when applying for your new CSN.

Acknowledgement

Your application is successfully processed.

CPF Submission Number (CSN): [REDACTED]-PTE-01

If your application was submitted before 5pm, you can submit CPF contributions via CPF EZPay Mobile the next day. Alternatively, if you are submitting CPF contribution via CPF EZPay, you can submit CPF contributions two days later.

Service	Transaction Number	Transaction Date
Apply for CPF Submission Number	0300000678219193	10 Feb 2023 09:18 AM

You may check your application status online.

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