



GOVERNMENT-PAID PATERNITY LEAVE (GPPL) SCHEME DECLARATION BY EMPLOYEE

Child Development Co-Savings Act (Cap. 38A)
Child Development Co-Savings (Leave and Benefits) Regulations 2017

This form will take about 3 minutes to complete.

Before you start,

- i) Please read the Explanatory Notes on Page 5.
- ii) Please note that apart from Part 7, all references to “you” or “I” in this form shall be taken to be a reference to you, the applicant, who is applying for Paternity Leave.
- iii) Please remember to submit a copy of the following documents to your employer for verification, along with this form:
 - For natural father:
 - Your child/children’s birth certificate(s)
 - Notification of a Stillbirth or Certificate of Registration of Stillbirth (if applicable)
 - Singapore citizenship certificate of child (if applicable)
 - Marriage Certificate
 - For adoptive father:
 - Your child/children’s birth certificate(s)
 - Court application to adopt (for Singapore citizen child)
 - Dependant’s Pass or document evidencing that the application for the dependant’s pass has been approved (for non-Singapore citizen child)

All fields and tick boxes are mandatory unless otherwise stated.

Part 1: Parent Details

Name:

NRIC / FIN:

Part 2: Child Details

For natural father¹

Biological

Stillbirth

Birth Certificate No.: _____

Stillbirth Notification / Reg No.: _____

For adoptive father²

Birth Certificate / Dependant’s Pass³ No.:

Date of Adoption Order (if available):

I am not the natural father of the child to be adopted.

Yes

No

¹ A “natural father”, in relation to a child, includes a person who is identified in the registration of the birth of the child as the father of the child.

² An “adoptive father” includes a man who applies to adopt a child in accordance with any written law relating to the adoption of children or has obtained a dependant’s pass for a child whom he intends to adopt in accordance with any written law relating to the adoption of children.

³ “Dependant’s pass” in relation to a child, means a dependant’s pass, issued in respect of the child under regulations made under the Immigration Act to enable the child to remain, or to enter and remain, in Singapore for the purposes of adoption under the Adoption of Children Act, and includes a document evidencing that the application for the dependant’s pass has been approved.

Part 3: Citizenship		
Biological Child		
a. The child in respect of whose birth I am applying for Paternity Leave has been, or will be, registered as a Singapore citizen within 12 months from the date of the child's birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stillborn Child⁴		
b. The child's mother was a citizen of Singapore at the time of the child's delivery. <i>(If the answer is "Yes", please skip to Part 4.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. I was a citizen of Singapore at the time of my child's delivery and was lawfully married to the child's mother on or before the child's delivery.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adoptive Child (Singapore Citizen)		
d. The child whom I am adopting is a Singapore citizen and I have made an application to the Court to adopt the child. <i>(If the answer is "Yes", Please indicate the date of the Court application: _____ (hereinafter referred to as the "date of the FIA" in this form))</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adoptive Child (Non-Singapore Citizen)		
e. The child whom I am adopting was not a Singapore citizen at the date on which a dependant's pass (DP) was issued by Ministry of Social and Family Development in respect of the child. <i>(If the answer is "Yes", Please indicate the date on which the DP was issued: _____ (hereinafter referred to as the "date of the FIA" in this form))</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. I am making a sole application to adopt the child. I have been a Singapore citizen since the date of the FIA.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. I am making a joint application with my wife to adopt the child. Either I or my wife have been a Singapore citizen since the date of the FIA.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Part 4: Spouse Details and Marital Status (Mandatory for Natural Fathers)		
Name:	NRIC / FIN:	
a. I was lawfully married to the child's mother on or before the child's birth. <i>(If the answer is "Yes", please skip to Part 5).</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. I was lawfully married to the child's mother within the period of 12 months commencing on the date of the child's birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

⁴ If the child was delivered overseas, please email us at contactus@profamilyleave.gov.sg to check if you are eligible.

Part 5: Employment Period and Leave Consumption		
a. Employment period		
(i) For natural father I have worked with the employer from whom I am applying for Paternity Leave for a continuous period of at least 3 months preceding the child's date of birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) For adoptive father I have worked with the employer from whom I am applying for Paternity Leave for a continuous period of at least 3 months preceding the date of the FIA.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Format of taking leave		
<p>Note: Please refer to paragraphs 1 to 8 of the Explanatory Notes on eligibility criteria, the point when you can start to consume your Paternity Leave and the conditions to meet for your employer to seek reimbursement from the Government in respect of your Paternity Leave.</p> <p><i>(Please indicate "Yes" to only one of the following options (i) and (ii) below.)</i></p>		
(i) I will take my Paternity Leave continuously for a period of 2 weeks, which must be consumed within 16 weeks commencing on the child's date of birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) I will take my Paternity Leave non-continuously in one or more than one period (each being of such duration as is agreed with my employer), all of which in aggregate are equal in duration to twice my weekly index ⁵ (or 12 days, whichever is lower), and all of which must be consumed within 12 months commencing on the child's date of birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Part 6: Declaration by Employee		
<input type="checkbox"/> I have read and understood the Explanatory Notes.		
<input type="checkbox"/> I hereby declare that all information given in this declaration is true, correct and complete.		
<input type="checkbox"/> I understand that:-		
a) it is an offence under the Child Development Co-Savings Act to knowingly make any false or misleading statement, provide, or cause or knowingly allow to be provided, any document or information which I know to be false or misleading in a material particular, such offence being punishable with a fine not exceeding \$20,000 or to imprisonment for a term not exceeding 12 months or to both; and that upon conviction of such offence, the court may, in addition to the prescribed punishment, order me to make restitution of any moneys paid out to me by the Government in reliance of the false or misleading statement, document or information, as the case may be; and		
b) my employer or the Government may recover from me any moneys paid out to me in reliance of any false or misleading statement, document or information, by reason of a mistake of fact or (for adoptive father) if the adoption order/citizenship application is rejected.		
<input type="checkbox"/> (<i>applicable only for adoptive father</i>) I further understand that my employer/the Government may recover the whole or any part of the payment for the Paternity Leave reimbursed/granted if:-		
a) the child is not adopted within 12 months commencing on the date of the FIA; or		
b) the child is not a Singapore citizen by birth, and does not become a citizen of Singapore within 6 months commencing on the date the child is adopted.		

⁵ Number of working days a week.

Name	NRIC / FIN	Signature & Date	
Part 7: Employer's Acknowledgement			
<p>Note: Please ensure that your employee has met all the eligibility criteria and conditions (refer to paragraphs 1 to 8 of the Explanatory Notes) before granting the Paternity Leave as the Government will not reimburse you if your employee is not eligible for the Government-Paid Paternity Leave Scheme.</p> <p><i>(Please refer to your employee's format of taking leave under Part 5b of this form when filling in this portion and indicate "Yes" to only one of the following options (a) or (b) below.)</i></p>			
a. I have agreed to allow my employee to take his Paternity Leave as per Part 5(b)(i) above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. I have agreed to allow my employee to take his Paternity Leave as per Part 5(b)(ii) above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name & Designation	NRIC / FIN	Company Name	Signature & Date

Note to employer:

Please do not submit this declaration form. However, please keep this form for a period of 5 years from the last date of leave taken by your employee, for verification of details if necessary.

EXPLANATORY NOTES ON DECLARATION BY EMPLOYEE

Declaration of Eligibility

1. In making the declaration, the male employee assures the employer that he meets the eligibility criteria for the Paternity Leave under the Child Development Co-Savings Act by the start of the Paternity Leave.
2. A male employee who is the natural father⁶ of a child is eligible for 2 weeks of paid Paternity Leave if:-
 - a) his child is born on, or his child's estimated delivery date is on or after 1 Jan 2017, or (in the case of a stillborn child) on or after 1 Nov 2021;
 - b) his child:-
 - i) is a Singapore citizen at the time of the child's birth, or (in the case of a stillborn child) would have been a citizen of Singapore at birth; or
 - ii) is not a Singapore citizen at birth but becomes a Singapore citizen within the period of 12 months commencing on the date of the child's birth;
 - c) the child's mother:-
 - i) is lawfully married to him at the time the child is conceived;
 - ii) becomes lawfully married to him after the child is conceived but before the child's birth, whether or not such marriage remains subsisting at the time of the child's birth; or
 - iii) is not lawfully married to him at the time the child is conceived or at any time after the child is conceived but before the child's birth, but becomes lawfully married to him within the period of 12 months commencing on the date of the child's birth; and
 - d) he has served his employer for a continuous period of at least 3 months preceding the birth of his child.
3. A male employee whose child is stillborn must provide the Stillbirth Notification/Registration Number (which may be found in a Notification of a Stillbirth certified by a medical practitioner or a registered midwife or in a Certificate of Registration of Stillbirth issued by the Immigration and Checkpoints Authority)⁷ and be registered in the Notification of a Stillbirth.
4. A male employee who is the adoptive father⁸ of a child is eligible for 2 weeks of paid Paternity Leave if:-
 - a) the date of the formal intent to adopt ("FIA")⁹ is on or after 1 Jan 2017;
 - b) where the child is not a citizen of Singapore, either the adoptive father or his wife (if she is a joint applicant to the adoption) has been a Singapore citizen since the date on which the dependant's pass¹⁰ is issued;
 - c) he has served his employer for a continuous period of at least 3 months preceding the date of the FIA; and

⁶ A "natural father", in relation to a child, includes a person who is identified in the registration of the birth of the child as the father of the child.

⁷ If the Notification of a Stillbirth is not available, for example, where the stillbirth happened overseas, the meaning of "stillborn child" in the Registration of Births and Deaths Act 2021 will apply.

⁸ An "adoptive father" includes a man who applies to adopt a child in accordance with any written law relating to the adoption of children or has obtained a dependant's pass for a child whom he intends to adopt in accordance with any written law relating to the adoption of children.

⁹ The date of the FIA is to be determined as follows:

If the child is a Singapore citizen, the date of the FIA is the date on which an application to adopt is made to the Court.

If the child is a non-Singapore citizen, the date of the FIA is the date on which a dependant's pass was issued by MSF in respect of the child.

¹⁰ "Dependant's pass" in relation to a child, means a dependant's pass, issued in respect of the child under regulations made under the Immigration Act to enable the child to remain, or to enter and remain, in Singapore for the purposes of adoption under the Adoption of Children Act, and includes a document evidencing that the application for the dependant's pass has been approved.

- d) he is not the natural father of the child.

Consumption of Paternity Leave

5. Paternity Leave may be taken:

a) *Continuously*

- i) For a period of 2 weeks, which must be consumed within 16 weeks commencing on the child's date of birth.

b) *Non-continuously*

- i) One or more than one period (each being of such duration as is agreed between the employer and employee), all of which in aggregate are equal in duration to twice the weekly index¹¹ (or 12 days, whichever is lower), and all of which must be consumed within 12 months commencing on the child's date of birth.

6. The Paternity Leave must be taken within a period of 12 months commencing on the child's date of birth.
7. A male employee who is a natural father who meets all the eligibility criteria, may only take the Paternity Leave commencing not earlier than the child's date of birth.
8. A male employee who is an adoptive father who meets all the eligibility criteria, may only take the Paternity Leave commencing not earlier than the date of the FIA.

Notes to Employers

9. Employers should ensure that they have received and verified the duly signed and completed declaration form (GPPL1), or in such form as in the employer may provide in accordance to the requirements specified in the website www.profamilyleave.msf.gov.sg and supporting documents, from their employee before making payment. If the employer is satisfied that the employee is entitled to payment in accordance with paragraph 2 or 4 (where applicable) of these Explanatory Notes, he may proceed to make payment to him.
10. Please do not submit this declaration form. However please keep this form, for a period of 5 years from the last date of leave taken by your employee, for verification when necessary.
11. For more information or clarification, please contact us at 1800-253-4757 or email to contactus@profamilyleave.gov.sg. Alternatively, you may visit our website at www.profamilyleave.msf.gov.sg.

¹¹ Number of working days a week.