



**ADOPTION LEAVE FOR MOTHERS (AL) SCHEME
DECLARATION BY EMPLOYEE**
Child Development Co-Savings Act (Cap. 38A)
Child Development Co-Savings (Leave and Benefits) Regulations 2017

Before filling up the form (which may take you 3 minutes to complete), please note:

- (i) Read the explanatory notes.
(ii) Save for Part F below, all references to “you” or “I” in this form shall be taken to be a reference to you, the employee who is applying for Adoption Leave.

Part A: Details of Employee

A Name :

B NRIC / FIN No. :

Part B: Details of Child

A Name :

B Birth Certificate No. / Dependant Pass No. :

Part C: Declaration of Child Order

A. I am applying for paid Adoption Leave for my _____ (please state the order of this child eg. 1st/2nd/3rd etc) child.

B. Note:

If the child's **formal intent to adopt is on or after 1 Jul 2017**, child order refers to the number of birth(s) by the mother (e.g. twins are considered as one child order) and adopted-in children (must be below 12 months of age at the point of formal intent to adopt – FIA). It excludes stepchildren, stillbirths and children who have passed away or adopted-out before the birth or FIA of the child whom you are currently seeking reimbursement for. You may also download a calculator at <https://www.profamilyleave.gov.sg/Documents/Excel/ChildOrderCalculator.xlsx> to help you determine the child's order.

C. Please submit a copy of your child/children's birth certificate(s) to your employer for verification, if applicable.

Part D: Declaration of Citizenship

A. I am a citizen of Singapore.

Yes

No

B. My husband is a citizen of Singapore.

Yes

No

C. The child whom I am adopting is a citizen of Singapore and I have made an application to the Court to adopt the child.

Yes

No

(If the answer is “Yes”, please provide the date where the Court application to adopt the child is made and proceed to Part 4. A copy of the application to the Court to adopt must be submitted together with this form)

Date of the Court application to adopt is made : _____ (dd/mm/yyyy)		
<p>D. The child I am adopting was not a citizen of Singapore at the time of the adoption application and a dependant's pass (DP)¹ has been issued by Ministry of Social and Family Development in respect of the child.</p> <p>(If the answer is "Yes", please provide the date of issuance of the DP, and the DP Reference Number. A copy of the DP must be submitted together with this form)</p> <p>Date of issuance of DP : _____</p> <p>DP Reference No.: _____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part E: Declaration of Marital Status

At the date of formal intent to adopt i.e. when I made an application to the Court to adopt the child or the DP was issued in respect of the child, I was:

Single Married Divorced Widowed

Part F: Declaration by Employee

A. The Adoption Leave will be taken within 12 months from the child' birth (inclusive of the date of birth).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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B. Format of taking leave

Note: Please refer to paragraphs 1 to 4 of the Explanatory Notes on eligibility criteria, the point when you can start to consume your Adoption Leave and the conditions to meet for your employer to seek reimbursement from the Government in respect of your adoption leave.

(i) Subject to Part F (A), I will take 12 weeks of Adoption Leave in one continuous period, which will commence on the day the application to Court to adopt the child is made, or the day that the DP for the child in respect of whom I am applying for Adoption Leave is issued. (If the answer is "Yes", please ignore Part F(B)(ii) below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) Subject to Part F(A), I have agreed with my employer that I will take my 12 weeks of Adoption Leave on such days to be agreed between my employer and myself, such that the: <p>(a) first 8 weeks of leave will be taken in a continuous block and will start between the date of formal intent to adopt and the date of Adoption Order (both dates inclusive); and</p> <p>(b) remaining 4 weeks of leave will be taken in one or more periods (not exceeding 24 days in the aggregate).</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part F: Declaration by Employee (Continued)

- I have read and understood the explanatory notes.
- I hereby declare that all information given in this declaration is true, correct and complete.

¹ "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 (Cap133) to enable the child to remain, or to enter and remain, in Singapore for the purposes of adoption under the Adoption of Children Act (Cap 4), and includes a document evidencing that the application for the dependant's pass has been approved.

- I understand that –
- a) if I knowingly make any false or misleading statement, or produce or furnish, or cause or knowingly allow to be produced or furnished, any document which I know to be false or misleading in a material particular, I shall be guilty of an offence under section 16 of the Child Development Co-Savings Act (Cap. 38A) (“CDA Act”) and shall be liable on conviction to a fine not exceeding \$20,000 or to imprisonment for a term not exceeding 12 months or to both; and
- b) my employer or the Government may recover from me any moneys paid out to me in reliance of a false or misleading statement or document or by reason of a mistake of fact, pursuant to section 11 of the CDC Act.

Employee's Name_____
NRIC No._____
Signature_____
Date**Part G: Employer's Acknowledgement****Format of taking leave**

Note: Please ensure that your employee has met all the eligibility criteria and conditions (refer to paragraphs 1 to 4 of the Explanatory Notes) before granting the Adoption Leave as the Government will not reimburse you if your employee is not eligible for the Adoption Leave for Mothers Scheme.

A. I have agreed to allow my employee to take up to 12 weeks of Adoption Leave as per Part F(B)(i) above. (If the answer is “Yes”, please ignore Part G(B) below.)

 Yes No

B. I have agreed to allow my employee to take up to 12 weeks of Adoption Leave as per Part F(B)(ii) above.

 Yes No_____
Name & Designation_____
NRIC No._____
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 date the form is submitted to you by your employee if necessary.

EXPLANATORY NOTES ON DECLARATION BY EMPLOYEE

Declaration of eligibility

1. This form should be submitted by a female employee who is applying to adopt the child in respect of whom Adoption Leave is being sought (“the child”) to her employer, **at least one week** before the start of her Adoption Leave, or where it is not practicable to submit the form one week before the start of her Adoption Leave, within one month from the date she begins her Adoption Leave.
2. An eligible female employee is entitled to 4 weeks of Adoption Leave:
 - a) if the formal intent to adopt² is between 1 May 2013 and 30 Jun 2017 (both dates inclusive).
 - b) The 4 weeks of Adoption Leave can be taken in one or more periods, not exceeding 24 days in the aggregate, and ending on the day the child attains 12 months of age. The actual duration of Adoption Leave that a female employee is entitled to is equivalent to the number of working days that she would have worked in 4 weeks.
 - c) The female employee can start to take her adoption leave at the point of the “formal intent to adopt”.
3. An eligible female employee is entitled to 12 weeks of Adoption Leave:
 - a) if the formal intent to adopt is on or after 1 Jul 2017.
 - b) By default, the 12 weeks of Adoption Leave has to start on the date of formal intent to adopt and be taken in a continuous block.
 - c) Subject to the employer’s agreement, the 12 weeks of Adoption Leave has to start between the date of formal intent to adopt and date of adoption order (both dates inclusive) and be taken within 12 months of the child’s birth (inclusive of date of birth). The first 8 weeks of leave must be consumed in a continuous block and the remaining 4 weeks can be taken in in one or more periods, not exceeding 24 days in the aggregate. The actual duration for these remaining 4 weeks of Adoption Leave is equivalent to the number of working days that she would have worked in 4 weeks.
4. In making this declaration, the female employee assures the employer that she meets the eligibility criteria for the Adoption Leave benefits. A female employee is eligible for 4 weeks of Adoption Leave if:-
 - a) she applies to adopt a child in accordance with any Singapore law relating to the adopting of children;
 - b) the formal intent to adopt is on or after 1 May 2013;
 - c) her adopted child is a citizen of Singapore by birth or becomes a citizen of Singapore within 6 months of the Adoption Order being granted;
 - d) If the child is not a citizen of Singapore at the point of consumption of the Adoption Leave, one of the adoptive parents (who are joint applicants in the adoption) is a citizen of Singapore on the date the dependant’s pass is issued;
 - e) on the date of formal intent to adopt,
 - i) the child is below 12 months of age;
 - ii) the female employee is married, widowed or divorced (this is not applicable if the formal intent to adopt is on or after 1 Jan 2017); and
 - f) she must have served her employer for a continuous period of at least 3 months preceding the date of the formal intent to adopt.
5. In making this declaration, the female employee assures the employer that she meets the eligibility criteria for the Adoption Leave benefits. A female employee is eligible for 12 weeks of Adoption Leave if:-
 - a) she applies to adopt a child in accordance with any Singapore law relating to the adopting of children;
 - b) the date of formal intent to adopt is on or after 1 Jul 2017;
 - c) her adopted child is a citizen of Singapore by birth or becomes a citizen of Singapore within 6 months of the Adoption Order being granted;

²Formal intent to adopt refers to (a) the date the Court application to adopt the child (the application to adopt) is made, where the child is a citizen of Singapore; or (b) the date of the issuance of the dependant’s pass by the Ministry of Social and Family Development, where the child is not a citizen of Singapore.

- d) If the child is not a citizen of Singapore at the point of consumption of the Adoption Leave, one of the adoptive parents (who are joint applicants in the adoption) is a citizen of Singapore on the date the dependant's pass is issued;
- e) on the date of formal intent to adopt, the child is below 12 months of age;
- f) she must have served her employer for a continuous period of at least 3 months preceding the date of the formal intent to adopt.

Notes to Employers

- 6. Employers should ensure that they have received the duly signed and completed declaration form (GPAL1), or in such form as in the employer may provide in accordance to the requirements specified in the website www.profamilyleave.gov.sg/info, from their employee before making payment. If the employer is satisfied that the employee is entitled to payment in accordance with paragraph 4 of these Explanatory Notes, he may proceed to grant the leave to her.
- 7. Please do not submit this declaration form. However please keep this form, for a period of 5 years from the date the form is submitted to you when necessary.
- 8. For more information or clarification, please contact us at 1800-253-4757 or e-mail to contactus@profamilyleave.gov.sg. You can also visit our website at www.profamilyleave.gov.sg.