



GOVERNMENT-PAID MATERNITY LEAVE (GPML) 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 before completing this declaration.

(ii) Save for Part 6 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 Maternity Leave.

Part A: Details of Employee

A Name of Employee :	B NRIC / FIN No. of Employee :
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Part B: Declaration of Child Order

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

Note:
If your child is **born or with EDD before 1 Jul 2017**, child order refers to the number of birth(s) by the mother (e.g. twins are considered as one child order). It excludes stepchildren, stillbirths, adopted-in children and children who have passed away.

If your child is **born or with EDD 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 point of formal intent to adopt - FIA). It excludes stepchildren, stillbirths and children who have passed away or adopted-out before the birth 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.

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

Part C: Declaration of Singapore Citizenship

A. I am a citizen of Singapore.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. My husband is a citizen of Singapore.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C. The child in respect of whose birth I am applying for paid Maternity Leave has been, or will be, registered as a Singapore citizen within 12 months from the date of the child's birth. ¹	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part D: Declaration of Marital Status

A. I was lawfully married to the natural father of the child (in respect of whose birth I am applying for paid Maternity Leave) at the time the child was conceived. (If the answer is “Yes”, please ignore question B and proceed to Part E)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. I was, or will be, lawfully married to the father of the child (in respect of whose birth I am applying for paid Maternity Leave) before the child's birth. (If the answer is “Yes”, please ignore question C and proceed to Part E)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C. I am not married and my child is born on or after 1 Jan 2017.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

¹ Please refer to paragraph 5 of the explanatory notes, which briefly explains the terms on which you can take paid Maternity Leave if you were initially not eligible but subsequently become eligible for paid Maternity Leave.

Part E: Declaration by Employee

A. Service period I would have worked with the employer from whom I am claiming payment, for a period of not less than 3 months immediately preceding the birth of the child (in respect of whose birth I am applying for paid Maternity Leave).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
B. Format of taking leave Note: Please refer to paragraphs 1 to 5 of the Explanatory Notes on eligibility criteria, the point when you can start to consume your Maternity Leave and the conditions to meet for your employer to seek reimbursement from the Government in respect of your Maternity Leave.			
(i) I have agreed with my employer that I will take my Maternity Leave over a continuous period of 16 weeks or less (if I have allocated 1 week or up to a maximum of 4 weeks of leave to my spouse under the Shared Parental Leave Scheme). (If the answer is "Yes", please ignore question B(ii).)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(ii) I have agreed with my employer that I will take my Maternity Leave over a continuous period of 8 weeks and for the remaining 8 weeks of leave, or less (if I have allocated 1 week or up to a maximum of 4 weeks of leave to my spouse under the Shared Parental Leave Scheme) will be taken over such further period or periods within 12 months from the day of my confinement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<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 – <ul style="list-style-type: none"> 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) (CDC 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 F: Employer's Acknowledgement

Note: Please ensure that your employee has met all the eligibility criteria and conditions (refer to paragraphs 1 to 5 of the Explanatory Notes) before granting the Maternity Leave as the Government will not reimburse you if your employee is not eligible for the Government-Paid Maternity Leave Scheme.

A. I have agreed to allow my employee to take her Maternity Leave over a continuous period of 16 weeks or less (if she has allocated 1 week or up to a maximum of 4 weeks of leave to her spouse under the Shared Parental Leave Scheme). (If the answer is "Yes", please ignore question B.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. I have agreed to allow my employee to take her Maternity Leave over a continuous period of 8 weeks and for the remaining 8 weeks, or less (if she has allocated 1 week or up to a maximum of 4 weeks of leave to her spouse under the Shared Parental Leave Scheme) to be taken over such further period or periods within 12 months from the day of her confinement.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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, for verification of details if necessary.

EXPLANATORY NOTES ON DECLARATION BY EMPLOYEE

Declaration of eligibility

1. This form should be submitted by a female employee to her employer, **at least one week** before the start of her Maternity Leave, or where it is not practicable to submit the form one week before the start of her Maternity Leave, within one month from the date of birth of the female employee's child.
2. Subject to the Child Development Co-Savings Act (Cap.38A) ("CDC Act") and the Child Development Co-Savings (Leave and Benefits) Regulations 2017 ("CDC Regulations"), generally:

if an employer makes payment to a female employee who is eligible for 16 weeks of paid Maternity Leave at her gross rate of pay:

- a) for the last 8 weeks of the female employee's 16 weeks of Maternity Leave in respect of her first or second child order²; or
- b) for the entire period of her 16 weeks of Maternity Leave in respect of her third or subsequent child order,

the employer will be entitled to claim reimbursement for such payment and for any CPF contribution the employer has made under the Central Provident Fund Act (Cap.36) in respect of that payment which is not recoverable from the wages of the female employee. The amount of reimbursement is subject to a maximum of \$20,000 for the female employee's first or second confinement, or a maximum of \$40,000 for the female employee's third or subsequent confinement.

3. The first 8 weeks of the Maternity Leave must be consumed in a continuous block, commencing not earlier than 28 days immediately preceding the date of delivery and not later than the date of delivery. The remaining 8 weeks of Maternity Leave can be taken in a continuous block or, if the employer agrees, taken flexibly within 12 months from the child's birth.
4. In making this declaration, the female employee assures the employer that she meets the eligibility criteria for the paid Maternity Leave benefits. A female employee is eligible for -paid Maternity Leave if:-
 - a) her child is a Singapore citizen at the time of the child's birth;
 - b) she has served the employer for a continuous period of not less than 3 months immediately preceding the date of her confinement.
 - c) The following criteria is applicable to mothers whose children are born before 1 Jan 2017: either:
 - i) she is lawfully married to the child's natural father at the time the child is conceived; or
 - ii) she becomes lawfully married to the child's natural father after the child is conceived but before the child's birth, whether or not such marriage subsists at the time of the child's birth;
 - d) either:
 - i) she is lawfully married to the child's natural father³ at the time the child is conceived; or
 - ii) she becomes lawfully married to the child's natural father after the child is conceived but before the child's birth, whether or not such marriage subsists at the time of the child's birth; and

5. A female employee whose child is not a Singapore citizen and/or is not lawfully married to the child's father at the point of birth ("the citizenship/marriage criteria") is not eligible for paid Maternity Leave on the terms set out in paragraph 2 above unless she subsequently meets the citizenship/marriage criteria (and all other relevant criteria under the CDC Act and CDC Regulations) within 12 months from the child's birth. For the avoidance of doubt, she will be entitled to take paid Maternity Leave commencing on the date when all the relevant

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If your child is **born or with EDD 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 point of formal intent to adopt - FIA). It excludes stepchildren, stillbirths and children who have passed away or adopted-out before the birth 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.

³ The definition of "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;

citizenship/marriage criteria has been met and within 12 months from the child's birth. Maternity Leave taken by the female employee prior to the date when all the relevant criteria has been met will not be paid for by the Government.

Notes to Employers

6. Employers should ensure that they have received the duly signed and completed declaration form (GPML1), 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 make payment 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, for verification when necessary.**
8. For more information or clarification, please contact the authorised agent of the Ministry of Social and Family Development at 1800-253-4757 or send an e-mail to contactus@profamilyleave.gov.sg.
9. You can also visit our website at www.profamilyleave.gov.sg.