



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

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

- (i) Read the explanatory notes before completing this declaration.
- (ii) All references to “paternity leave” shall refer to paid leave under the GPPL scheme.
- (iii) All references to “you” or “I” in this form shall refer to you, the employee who is applying for paternity leave, except for Part G, which shall refer to your employer.
- (iv) All references to “child” shall refer to the child in respect of the paternity leave you are applying for.

Part A: Details of Employee		
A. Name of Employee :	B. NRIC / FIN of Employee :	
Part B: Details of Employee's Spouse		
A. Name of Employee's Spouse :	B. NRIC / FIN of Employee's Spouse :	
Part C: Details of Child		
A. Name :	B. Child's Birth Certificate No. / Dependant's Pass No. / Still-birth Notification No. :	C. Child's Date of Birth (DD/MM/YYYY) :
<i>Please fill in this section if you are applying for paternity leave for a child who is to be/has been adopted (“adopted child”)</i>		
Date of Court Application to Adopt (for adopted child who is a Singapore citizen) :		
Date of Issuance of the Dependant's Pass (for adopted child who is not a Singapore citizen) :		
Date of Adoption Order (if applicable) :		
Part D: Declaration of Singapore Citizenship (Please <input checked="" type="checkbox"/> the appropriate boxes.)		
A. For biological child		
(i) My child is a Singapore citizen.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) My child is not a Singapore citizen at birth but has obtained Singapore citizenship within 12 months from his/her date of birth. <i>(Please attach a copy of the child's Singapore citizenship certificate.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. For adopted child		
(i) My adopted child is a Singapore citizen. <i>(If the answer is “Yes”, please ignore question B (ii).)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) My adopted child is not a citizen of Singapore, but my wife and/or* I am/is/are*	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p>Singapore citizen(s). I will apply Singapore citizenship for my adopted child immediately upon obtaining the Adoption Order and will submit a copy of the child's Singapore citizenship certificate to my employer within 6 months from the date of the Adoption Order.</p> <p><i>*Delete where appropriate</i></p>		
Part E: Declaration of Marital Status (Please <input checked="" type="checkbox"/> the appropriate boxes.)		
A. For biological child		
(i) I am/was lawfully married to the mother of the child at the time the child was conceived, or after the child was conceived but before the child's birth. <i>(If the answer is "Yes", please proceed to Part F).</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) I am/was lawfully married to the mother of the child within 12 months from the child's birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. For adopted child (whose formal intent to adopt is before 1 Jan 2017)		
(i) The formal intent to adopt for my adopted child is before 1 Jan 2017. <i>(If the answer is "No", please proceed to Part F).</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) I was lawfully married at the time that I made an application to the Court to adopt the child who is a Singapore citizen / at the time the Dependant's Pass was issued in respect of the child who is not a Singapore citizen.* <i>*Delete where appropriate.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Part F: Declaration by Employee (Please <input checked="" type="checkbox"/> the appropriate boxes.)		
A. Service period		
(i) For biological child I have/would have worked for my employer, with whom I am applying for paternity leave, for a period of at least 3 months immediately preceding my child's date of birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) For adopted child I have/would have worked for my employer, with whom I am applying for paternity leave, for a period of at least 3 months immediately preceding the time I made an application to the Court to adopt the child who is a Singapore citizen/ the time the Dependant's Pass is issued in respect of the child who is not a Singapore citizen.* <i>*Delete where appropriate.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. Format of taking leave Note: Please refer to paragraphs 2 to 4 of the explanatory notes on eligibility criteria, the point when you can start consuming your paternity leave and the conditions to meet for your employer to seek reimbursement from the Government under the GPPL scheme.		
(i) I will take my paternity leave continuously within 16 weeks from the child's date of birth (inclusive of date of birth). <i>(If the answer is "Yes", please ignore question B (ii).)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) I have agreed with my employer that I will take my paternity leave in one or more periods within 12 months from the child's date of birth, on such days to be agreed between my employer and myself.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Part F: Declaration by Employee (Continued)

1. I have read and understood the explanatory notes.
2. I hereby declare that all information given in this declaration is true, correct and complete.
3. 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) (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 / FIN Signature Date

Part G: Employer's Acknowledgement (Please the appropriate boxes.)

Note:

Please ensure that your employee has met all the eligibility criteria and conditions (refer to paragraphs 2 to 4 of the explanatory notes) before granting the paternity leave as the Government will not reimburse you if your employee is not eligible under the GPPL scheme.

A. My employee will take his paternity leave continuously within 16 weeks from his child's date of birth (inclusive of child's date of birth). <i>(If the answer is "Yes", please ignore question B.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. I have agreed for my employee to take his paternity leave in one or more periods within 12 months from the child's date of birth (inclusive of child's date of birth).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Name & Designation NRIC / FIN 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 if necessary.

EXPLANATORY NOTES Declaration By Employee

Declaration of eligibility

1. In making this declaration, the employee assures the employer that he meets the eligibility criteria under the Government-Paid Paternity Leave (GPPL) scheme before the start of the paternity leave.
2. Subject to the Child Development Co-Savings Act (Cap.38A) ("CDC Act"), an employee who is the natural father of a child shall be entitled to:
 - i) 1 week of paternity leave, if the child is born (or with estimated delivery date, EDD) between 1 May 2013 and 31 Dec 2014 (both dates inclusive); or
 - ii) 1 week of paternity leave and an additional week of paternity leave (subject to employer's agreement), if the child is born (or with EDD) between 1 Jan 2015 and 31 Dec 2016 (both dates inclusive); or
 - iii) 2 weeks of paternity leave, if the child is born (or with EDD) on or after 1 Jan 2017;

if the following criteria are met:

- i) The child is a Singapore citizen at the point of birth;
 - ii) The child's mother:
 - is lawfully married to him at the time the child is conceived; or
 - becomes lawfully married to him 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; or
 - is not lawfully married to him at the time the child is conceived or at any time after the child is conceived but before child's birth, but becomes lawfully married to him within a period of 12 months commencing on the date of the child's birth; and
 - iii) He has served his employer for a continuous period of at least 3 months immediately preceding the child's date of birth.
3. Paternity leave is also extended to adoptive fathers if the following criteria are met:
- i) 1 week of paternity leave, if the formal intent to adopt is between 1 May 2013 and 31 Dec 2014 (both dates inclusive) or
 - ii) 1 week of paternity leave and an additional week (subject to employer's agreement), if the formal intent to adopt is between 1 Jan 2015 and 31 Dec 2016 (both dates inclusive); or
 - iii) 2 weeks of paternity leave, if the formal intent to adopt is on or after 1 Jan 2017;
 - iv) for 3(i) and 3(ii), he is lawfully married on the date of the formal intent to adopt;
 - v) the child is below the age of one year;
 - vi) where the child is not a Singapore citizen, the adoptive father or his wife, if she is a joint applicant to the adoption, is a Singapore citizen on the date of the Dependant's Pass is issued in respect of the child; and
 - vii) he has served his employer for a continuous period for at least 3 months preceding the date of the formal intent to adopt.

4. Formal intent to adopt refers to:

- i) If the child is a Singapore citizen, the date the Court application to adopt the child is made.
- ii) If the child is not a Singapore citizen, the date of the issuance of the Dependant's Pass by the Ministry of Social and Family Development.

Consumption of paternity leave

5. If the child is not a Singapore citizen and/or the parents are not married at the point when the child is conceived but the child becomes a Singapore citizen and/or the parents become lawfully married within 12 months from the child's birth, the father will only be entitled to the paternity leave from the point where he meets all the eligibility criteria, provided there is enough time to consume the leave before the child turns 12 months old.
6. The adoptive father can start to take paternity leave no earlier than the formal intent to adopt.
7. Where the Government has reimbursed an employer for any payment made by the employer to a male employee in respect of paternity leave taken and:
 - i) The child is not adopted within 12 months from the date of the formal intent to adopt; and/or
 - ii) where the child who is not a Singapore citizen at birth, does not attain Singapore Citizenship within 6 months from the date that the child is adopted by the adoptive father;

the Government may recover that payment from that employee as a civil debt.

8. By default, the employee must take his paternity leave continuously within 16 weeks from his child's date of birth (inclusive of date of birth). However, if there is mutual agreement between the employer and employee, the employee could take his paternity leave in one or more periods (i.e. in such blocks or in single days/half days as the employer and employee may agree upon) within 12 months from the child's date of birth (inclusive of date of birth). Paternity leave not taken after the 12-month period will be forfeited.

Notes to Employers

9. Employers should ensure that they have received the duly signed and completed GPPL1 form, or in such other form the employer may provide in accordance to the requirements specified at www.profamilyleave.gov.sg, from their employee before making payment. If the employer is satisfied that the employee is entitled to payment in accordance with paragraph 2 or 3 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 date the form is submitted to you for verification when necessary.**
11. For more information or clarification, please contact us at 1800-253-4757 or contactus@profamilyleave.gov.sg. You can also visit our website at www.profamilyleave.gov.sg.