



## 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 up the form (which may take you 3 minutes to complete), please:**

- (i) read the explanatory notes before completing this declaration.
- (ii) note that subject to the criteria, adoptive fathers are eligible for Government-Paid Paternity Leave (GPPL).
- (iii) For adoptive fathers, the “formal intent to adopt” (FIA) refers to the date the Court application to adopt the child is made, where the child is a citizen of Singapore or 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.

<b>Part A: Details of Employee</b>		
A. Name of Employee :	B. NRIC / FIN of Employee :	
<b>Part B: Details of Employee’s Spouse</b>		
A. Name of Employee’s Spouse :	B. NRIC / FIN of Employee’s Spouse :	
<b>Part C: Details of Child</b>		
A. Name :	B. Child’s Birth Certificate No. / Dependant’s Pass No. :	C. Child’s Date of Birth (DD/MM/YYYY) :
<i>Please fill up this section if you are applying for paternity leave for a child who is to be/has been adopted (“adoptive child”)</i>		
Date of Court Application to Adopt (for adoptive child who is a citizen of Singapore)		
Date of issuance of the Dependant’s Pass (for adoptive child who is not a citizen of Singapore)		
Date of Adoption Order (if applicable)		
<b>Part D: Declaration of Singapore Citizenship</b>		
<b>(For a biological child)</b>		
(i) The child in respect of whose birth I am applying for paternity leave is a citizen of Singapore.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) The child in respect of whose birth I am applying for paternity leave is not a citizen of Singapore. My child has obtained Singapore citizenship within 12 months from the date of birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please attach a copy of the child’s Singapore citizenship certificate if the child was not a Singapore citizen at birth.</i>		

<b>A. (For an adoptive child)</b>		
(i) The adoptive child is a citizen of Singapore. (If the answer is "Yes", please ignore question B (ii).)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) The adoptive child is not a citizen of Singapore, but my wife and/or* I am/is/are* (*to delete as appropriate) Singapore Citizen(s). I will apply for Singapore citizenship for my adoptive 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Part E: Declaration of Marital Status</b>		
<b>A. (For a biological child)</b>		
(i) I am/was lawfully married to the mother of the child (in respect of whose birth I am applying for paternity leave) ("the child") at the time the child was conceived or after the child was conceived but before the child's birth. (If the answer is "Yes", please proceed to Part 6).	<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>B. (For an adoptive child whose FIA is before 1 Jan 2017)</b>		
(i) I was lawfully married *at the time that I made an application to the Court to adopt the child who is a citizen of Singapore / at the time the Dependant's Pass was issued in respect of the child who is not a citizen of Singapore (*Delete where applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Part F: Declaration by Employee</b>		
<b>A. Service period</b>		
(i) <b>(For the biological child)</b> I have or would have worked for my employer from whom I am applying for paternity leave for a period of at least 3 months immediately preceding the birth of my child.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) <b>(For the adoptive child)</b> I have or would have worked for my employer from 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 citizen of Singapore / the time the Dependant's Pass is issued in respect of the child who is not a citizen of Singapore*  (*Delete as applicable).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>B. Format of taking leave</b> <b>Note: Please refer to paragraphs 1 to 4 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.</b>		
(i) I have agreed with my employer that my paternity leave will be:  <input type="checkbox"/> 1 week <input type="checkbox"/> 2 weeks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) I have agreed with my employer that I will take my paternity leave continuously within 16 weeks from the child's date of birth (date inclusive). (If the answer is "Yes", please ignore question B (iii).)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iii) 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

**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.
- 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 No.\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**Part G: Employer's Acknowledgement****A. 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 paternity leave as the Government will not reimburse you if your employee is not eligible for the Government-Paid Paternity Leave Scheme.**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| (i) I have agreed to allow my employee to take his paternity leave continuously within 16 weeks from the child's date of birth (date inclusive). (If the answer is "Yes", please ignore question A (ii).)               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (ii) I have agreed to allow my employee to take his paternity leave in one or more periods within 12 months from the child's date of birth (date inclusive), on such days to be agreed between the employee and myself. | <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. In making this declaration, the employee assures the employer that he meets the eligibility criteria for Government-Paid 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 paid 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 paid 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 paid Paternity Leave, if the child is born (or with EDD) on or after 1 Jan 2017;
 if the following criteria are met:
  - i) 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 birth of the child.
  - iv) The employee has served his employer for a continuous period of at least 3 months preceding the birth of the child.
3. Paid Paternity Leave is also extended to adoptive fathers if the following criteria are met:
  - i) 1 week of paid Paternity Leave, if the formal intent to adopt<sup>1</sup> is between 1 May 2013 and 31 Dec 2014 (both dates inclusive) or
  - ii) 1 week of paid Paternity Leave and an additional week of Paternity Leave (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 paid Paternity Leave, if the formal intent to adopt is on or after 1 Jan 2017;
  - iv) for 3(a) and 3(b), 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

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<sup>1</sup> The “formal intent to adopt” refers to the date the Court application to adopt the child is made, where the child is a citizen of Singapore or 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.

- vii) he has served his employer for a continuous period for at least 3 months preceding the date of the formal intent to adopt:

### Consumption of Paternity Leave

4. 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 paid 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.
5. The adoptive father can start to take paid paternity leave no earlier than the formal intent to adopt.
6. 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
  - ii) where the child who is not a citizen of Singapore by birth does not attain Singapore Citizenship within 6 months of the date that he is adopted by the adoptive father;the Government may recover that payment from that employee as a civil debt.
7. By default, the employee must consume his of Government-Paid Paternity Leave continuously within 16 weeks after the birth of his child. However, if there is mutual agreement between the employer and employee, the employee could consume 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 (date inclusive). Paternity leave which is not consumed after the 12-month period, will be forfeited.

### Notes to Employers

8. Employers should ensure that they have received 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.gov.sg](http://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.
9. Employers need not submit this declaration form. However, the form should be kept for a period of 5 years from the date of its submission for verification when necessary.
10. For more information or clarification, please contact us at 1800-253-4757 or send an e-mail to [contactus@profamilyleave.gov.sg](mailto:contactus@profamilyleave.gov.sg). You can also visit our website at [www.profamilyleave.gov.sg](http://www.profamilyleave.gov.sg).