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## CPF Checklist For Consent Orders For Disposal or Transfer of Properties Funded With CPF Moneys

1. This Form is to be used if:
   1. You or the other party are going to apply for a **consent** **order** (“**Order**”) dealing with changes in ownership (e.g. sell, transfer etc.)[[1]](#footnote-2) of a property (the “**Property**”)under section 112 or 121G of the Women’s Charter 1961; **and**
   2. Central Provident Fund (“**CPF**”) moneys have been withdrawn from any CPF account(s) in respect of the Property and/or the Property has been pledged to make up your or the other party’s applicable retirement sum (applicable only if you are aged 55 and above).
2. The signed Checklist must be submitted to the courts at the same time as when you are submitting the Draft Ancillary Reliefs Order (Form 8) or Consent (General) (Form 108A).
3. You do **not** need to sign this Checklist if the order is for the Property to be transferred (other than by way of sale) with **a fixed amount of** CPFrefund (eg. $20,000) or **no** CPF refund.

**Important Notes:**

1. Once the courts have granted the Order, please refer to the CPF website under “Account Services > Division of CPF assets in a divorce > FAQs” to determine if the Order needs to be served on the Central Provident Fund Board[[2]](#footnote-3) (the “**CPF Board**”). If so, please serve it promptly before the change in ownership of the Property.
2. Changes in ownership of any HDB Flats will be subject to HDB rules and regulations.
3. For more options on the division of CPF-related matrimonial assets, e.g. transferring a property (other than by way of sale) with partial or no refunds, please refer to the CPF Board’s Suggested Clauses in Order of Court available at the Singapore Courts’ website.
4. For housing options post-divorce, please use the online calculators on HDB’s and CPF Board’s websites to guide you on the housing type that is suitable for you. If you are retaining the Property, please ensure you have adequate finances, including adequate ability to service your monthly housing instalments.

### Section 1: Checklist

**Tick to indicate your agreement.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Applicant | Respondent |
|  | I understand that the required CPF refunds must be made according to CPF laws dealing with refund of CPF moneys at the time of completion of the transaction leading to the change in ownership of the Property. |  |  |
|  | I understand that the total amount to be refunded upon sale of the Property, or transfer of the Property other than by way of sale with full CPF refunds, will generally be:  a) the total amount(s) of CPF moneys used to buy the Property together with accrued interest; **and**  b) any amount(s) for which the Property is pledged (if applicable) in order to make up the applicable retirement sum[[3]](#footnote-4).  I understand that the transaction leading to the change in ownership of the Property cannot be completed if the required CPF refunds have not been made. If the proceeds are not enough to make the full required CPF refunds, the shortfall must be topped up in one lump sum in cash on the date of completion of the Property transaction.  *Notes:*   1. If the Property is sold at or above market value **and** the sales proceeds after paying the outstanding housing loan (and HDB resale levy if applicable) are not enough to refund (a) plus (b), the shortfall need **not** be topped up in cash. 2. The amount of required CPF refunds may differ depending on the transaction leading to change in ownership of the Property. For information on the required CPF refunds from the **sale of part share** of the property or **other Property transactions not stated here** (e.g. surrender, compulsory acquisition etc.), please refer to the CPF Board’s website or contact the CPF Board. |  |  |
|  | I have checked[[4]](#footnote-5) and I know the following:  a) the total amount(s) of CPF moneys used to buy the Property together with accrued interest;  b) any amounts for which the Property is pledged (if applicable) in order to make up the applicable retirement sum; and  c) that I have to share CPF information with the other party as required by the, Family Justice Courts Practice Directions and the courts. |  |  |
|  | I know that until the date of the transaction leading to the change in ownership of the Property;  a) the amount of CPF moneys used for the Propeny may increase due to more CPF withdrawals being made or decrease due to voluntary housing refunds being made;  b) interest will continue to accrue on the amount of CPF moneys used until the date of completion of the transaction leading to the change in ownership; and  c) there may be refunds from financiers if excess CPF moneys have been paid to them.  As a result the amount to be refunded may be different on the date of completion of the transaction leading to the change in ownership as compared to the amount calculated as at the date I signed this Checklist. |  |  |

**IMPORTANT:** Please note that every case depends on its facts and is subject to prevailing laws, including CPF rules and regulations, as may be amended from time to time. If you are in doubt, please contact the CPF Board for clarifications on CPF-related matters.

### Section 2: Signature

|  |  |
| --- | --- |
| **For the Applicant’s completion** | **For the Respondent’s completion** |
| I have read and understand this Checklist.   |  |  | | --- | --- | | Name: | Enter full name as per NRIC here. | | NRIC: | Enter NRIC here. | | Date: | Enter date here. | | I have read and understand this Checklist.   |  |  | | --- | --- | | Name: | Enter full name as per NRIC here. | | NRIC: | Enter NRIC here. | | Date: | Enter date here. | |

1. Including sale, surrender, assignment, transfer other than by way of sale, compulsory acquisition and other changes in ownership of the Property. [↑](#footnote-ref-2)
2. Please refer to:

   (a) Regulation 7 of the CPF (Division of Fund-Related Assets in Matrimonial Proceedings) Regulations; and

   (b) Regulation 13 of the CPF (Lifelong Income Scheme) Regulations.

   Parties/lawyers are required to serve the sealed copy of the order of court on the CPF Board in the manner stated in the Regulations. [↑](#footnote-ref-3)
3. For parties aged 55 and above, the Property may have been pledged under the CPF Act to make up the applicable retirement sum. Please check with the other co-owners and the CPF Board as to whether any CPF refunds need to be made in respect of the pledge. [↑](#footnote-ref-4)
4. Parties should frequently check the updated information in their CPF account(s) as all such information would be current as at the date of viewing and may vary over time. Parties can access their CPF housing information by logging in to cpf.gov.sg/homeownershipdashboard. [↑](#footnote-ref-5)