# DECLARATION BY EMPLOYEE

# 2013 - SHARED PARENTAL LEAVE SCHEME

This form will take about 3 minutes to complete.

Before you start,

i) Please read the scheme information at https://www.profamilyleave.msf.gov.sg/schemes/2013-shared-parental-leave/.

ii) Please note that apart from Part 7, all references to "you" or "I" in this form shall be taken to be a reference to you, the applicant, who is applying for 2013-Shared Parental Leave.

iii) The child's mother is required to complete the 2013-Shared Parental Leave Election[1] form under "Share My Leave" at www.profamilyleave.msf.gov.sg to share her Government-Paid Maternity Leave (GPML)/ Adoption Leave for Mothers (AL) with you, the child's father.

iv) A duplicate copy of this form should be submitted by the child's mother to her employer (where applicable) when she applies for GPML/AL.

v) The leave allocation between you and the child's mother, cannot be changed once she has submitted the election[2].

vi) Please remember to submit a copy of the following documents to your employer for verification, along with this form:

- For biological father:
  - Your child/children's birth certificate(s)
  - Notification of a Stillbirth or Certificate of Registration of Stillbirth (if applicable)
  - Singapore citizenship certificate of child (if applicable)
  - Marriage Certificate
- For adoptive father:
  - Your child/children's birth certificate(s)
  - Court application to adopt (for Singapore citizen child)
  - Dependant's Pass or document evidencing that the application for the dependant's pass has been approved (for non-Singapore citizen child)
  - Marriage Certificate.

All fields and tick boxes are mandatory unless otherwise stated.

* Delete where applicable

## Part 1: Parent Details

| Name: | NRIC / FIN: |
|---|---|

## Part 2: Child Details

**For biological father[3]**

| ☐ Biological<br><br>Birth Certificate No.: _____ | ☐ Stillbirth<br><br>Stillbirth Certificate No.: _____ |
|---|---|

[1] *The election must be made after the prescribed week of pregnancy and before the end of the 12 month period commencing on the child's date of birth. Please refer to the Child Development Co-Savings (Leave and Benefits) Regulations 2017 for the meaning of prescribed week.*

[2] *The election is irrevocable save for the circumstances set out in the Child Development Co-Savings Act and the Child Development Co-Savings (Leave and Benefits) Regulations 2017.*

[3] *A "biological 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.*

| **For adoptive father[4]**<br>*Note: Leave entitlement will be based on the Formal Intent to Adopt (FIA) date. Refer to FAQ to understand what it means. It also includes details on where to find the various dates required in this form.* | |
|---|---|
| Birth Certificate / Dependant's Pass[5] No.: | Date of Adoption Order (if available): |
| Date when application to adopt child is submitted to Court: | Date of Dependent Pass issuance (if applicable): |

| | | |
|---|---|---|
| I am not the biological father of the child to be adopted. | ☐ Yes | ☐ No |

## Part 3: Citizenship

| | | |
|---|---|---|
| **Biological Child** | | |
| a. The child in respect of whose birth I am applying for 2013-Shared Parental Leave has been, or will be, registered as a Singapore citizen within 12 months from the date of the child's birth. | ☐ Yes | ☐ No |
| **Stillborn Child[6]** | | |
| b. The child's mother was a citizen of Singapore at the time of the child's delivery.<br>*(If the answer is "Yes", please skip to Part 4.)* | ☐ Yes | ☐ No |
| c. I was a citizen of Singapore at the time of my child's delivery and was lawfully married to the child's mother on or before the child's delivery. | ☐ Yes | ☐ No |
| **Adoptive Child (Singapore Citizen or Permanent Resident)** | | |
| d. The child whom I am adopting **is a** Singapore citizen and I have made an application to the Court to adopt the child. | ☐ Yes | ☐ No |
| **Adoptive Child (Non-Singapore Citizen or Non-Singapore Permanent Resident)** | | |
| e. The child whom I am adopting **was not a** Singapore citizen at the date on which a dependant's pass (DP) was issued by Ministry of Social and Family Development in respect of the child. | ☐ Yes | ☐ No |
| f. I am making a joint application with the child's adoptive mother to adopt the child. Either I or the adoptive mother have been a Singapore citizen since the date of the FIA. | ☐ Yes | ☐ No |

## Part 4: Spouse Details and Marital Status

| | |
|---|---|
| Name: | NRIC / FIN: |

| | | |
|---|---|---|
| **For biological father** | | |
| a. I was lawfully married to the child's mother on or before the child's birth.<br>*(If the answer is "Yes", please skip to Part 5.)* | ☐ Yes | ☐ No |

[4] *An "adoptive father" includes a man who applies to adopt a child in accordance with any written law relating to the adoption of children or has obtained a dependant's pass for a child whom he intends to adopt in accordance with any written law relating to the adoption of children.*

[5] *"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 to enable the child to remain, or to enter and remain, in Singapore for the purposes of adoption under the Adoption of Children Act, and includes a document evidencing that the application for the dependant's pass has been approved.*

[6] *If the child was delivered overseas, please email us at contactus@profamilyleave.gov.sg to check if you are eligible.*

| | | |
|---|---|---|
| b. I was lawfully married to the child's mother within 12 months commencing on the date of the child's birth, but on or before the date the child's mother made an election for me to take 2013-Shared Parental Leave. | ☐ Yes | ☐ No |
| **For adoptive father** | | |
| c. I was lawfully married to the adoptive mother on or before the date that the adoptive mother made an election for me to take 2013-Shared Parental Leave. | ☐ Yes | ☐ No |
| **Part 5: Leave Consumption** | | |
| **Format of taking leave**<br>*(Please indicate "Yes" to **only one** of the following options (a), (b) and (c) below.)* | | |
| a. I will take my 2013-Shared Parental Leave continuously for 1 week/ 2 weeks/ 3 weeks/ 4 weeks*. | ☐ Yes | ☐ No |
| b. I will take my 2013- Shared Parental Leave in more than one period, each being of one or more whole weeks, and all of which in aggregate are equal in duration to 1 week/ 2 weeks/ 3 weeks/ 4 weeks*. | ☐ Yes | ☐ No |
| c. I will take my 2013- Shared Parental Leave in more than one period (each being of such duration as is agreed with my employer), all of which in aggregate are equal in duration to 1 week/ 2 weeks/ 3 weeks/ 4 weeks* my weekly index[7] or 6 days (whichever is lower). | ☐ Yes | ☐ No |

[7] *Number of working days a week.*

## Part 6: Declaration by Employee

❑ I hereby declare that:-

a) all information given in this declaration is true, correct and complete; and

b) the child's mother has elected for me to take the period of 2013-Shared Parental Leave as indicated in this application, and such election has not been revoked.

❑ I understand that:-

a) it is an offence under the Child Development Co-Savings Act to knowingly make any false or misleading statement, provide, or cause or knowingly allow to be provided, any document or information which I know to be false or misleading in a material particular, such offence being punishable with a fine not exceeding $20,000 or to imprisonment for a term not exceeding 12 months or to both; and that upon conviction of such offence, the court may, in addition to the prescribed punishment, order me to make restitution of any moneys paid out to me by the Government in reliance of the false or misleading statement, document or information, as the case may be; and

b) my employer or the Government may recover from me any moneys paid out to me in reliance of any false or misleading statement, document or information, or by any error (however caused).

❑ *(applicable only for adoptive father)* I further understand that the Government may recover the whole or any part of the payment for the 2013-Shared Parental Leave claimed if:-

a) the child is not adopted within 12 months commencing on the date of the FIA; or

b) the child is not a Singapore citizen by birth, and does not become a citizen of Singapore within 6 months commencing on the date the child is adopted.

| Name | NRIC / FIN | Signature & Date |
|---|---|---|
| | | |

## Part 7: Employer's Acknowledgement

| | | |
|---|---|---|
| a. I am satisfied that my employee is eligible for 2013-Shared Parental Leave. | ☐ Yes | ☐ No |
| b. I have agreed to allow my employee to take his 2013- Shared Parental Leave as per Part 5. | ☐ Yes | ☐ No |

| Name & Designation | NRIC / FIN | Company Name | Signature & Date |
|---|---|---|---|
| | | | |

**Note to employer:**
**The declaration form is to guide you in verifying the employee's eligibility for Government-Paid Leave Schemes (GPLS). You are not required to submit this form when submitting the claim for reimbursement.**