



DECLARATION BY EMPLOYEE (FATHER)

GOVERNMENT-PAID PATERNITY LEAVE (GPPL) SCHEME SHARED PARENTAL LEAVE (SPL) SCHEME

This form will take about 3 minutes to complete.

Before you start,

- i) Please read the scheme information:
 - Refer to www.profamilyleave.msf.gov.sg/schemes/paternity-leave/ for GPPL scheme.
 - Refer to www.profamilyleave.msf.gov.sg/schemes/shared-parental-leave/ for SPL scheme.
- ii) Please note that apart from Part 9, all references to “you” or “I” in this form shall be taken to be a reference to you, the applicant, who is applying for Paternity Leave and Shared Parental Leave (if applicable).
- iii) Please 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 or Digital Stillbirth Certificate (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 indicating that the application for the dependant’s pass has been approved (for non-Singapore citizen child)

All fields and tick boxes are mandatory unless otherwise stated.

Part 1: Parent Details

Name:

NRIC / FIN:

Part 2: Child Details

For biological father¹

Biological

Birth Certificate No.: _____

Stillbirth

Stillbirth Notification / Reg No.: _____

Note: Fathers of stillborn children are entitled to 2 weeks of Paternity Leave and are not entitled to Shared Parental Leave. For more information, please refer to the [FAQ](#).

For adoptive father²

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.

¹ 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.

² 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.

| | | |
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| Birth Certificate / Dependant's Pass ³ 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part 3: Sharing Arrangement for Shared Parental Leave | | |
| a. My child's estimated delivery date (EDD), date of birth or FIA date is on or after 1 Apr 2025. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. The total Shared Parental Leave weeks shared between me and my spouse (if relevant) do not exceed the combined entitlement ⁴ . | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. I am taking _____ weeks of Shared Parental Leave. <i>If the sharing arrangement is amended after 4 weeks from the child's date of birth/FIA date, please complete and upload Annex A when submitting the amendment in LifeSG.</i> | | |
| Part 4: Citizenship | | |
| Biological Child | | |
| a. The child in respect of whose birth I am applying for Paternity Leave, and/or Shared Parental Leave (if applicable), has been, or will be, registered as a Singapore citizen within 12 months from the date of the child's birth. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Stillborn⁵ | | |
| b. The child's mother was a citizen of Singapore at the time of the child's delivery. <i>(If the answer is "Yes", please skip to Part 5.)</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adoptive Child (Singapore Citizen or Permanent Resident) | | |
| d. The child whom I am adopting is a Singapore citizen/ Permanent Resident and I have made an application to the Court to adopt the child. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adoptive Child (Non-Singapore Citizen or Non-Singapore Permanent Resident) | | |
| e. The child whom I am adopting was not a Singapore citizen/ Permanent Resident at the date on which a dependant's pass (DP) was issued by Ministry of Social and Family Development in respect of the child. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

³ "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.

⁴ If the child's date of birth or estimated delivery date (or formal intent to adopt date, for adoptive child) is between 1 Apr 2025 to 31 Mar 2026 (both dates inclusive), parents can share up to 6 weeks of leave. If it is on or after 1 Apr 2026, parents can share up to 10 weeks of leave.

⁵ If the child was delivered overseas, please email us at contactus@profamilyleave.gov.sg to check if you are eligible.

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| f. I am making a sole application to adopt the child. I have been a Singapore citizen since the FIA date. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. I am making a joint application with my wife to adopt the child. Either I or my wife have been a Singapore citizen since the FIA date. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Part 5: Spouse Details and Marital Status (Optional for Adoptive Fathers)

| | | |
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| Name: | NRIC / FIN: | |
| a. I was lawfully married to the child's mother on or before the child's birth. <i>(If the answer is "Yes", please skip to Part 6).</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. I was lawfully married to the child's mother within the period of 12 months commencing on the date of the child's birth. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Part 6: Employment Period and Leave Consumption

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| a. Employment period – Please indicate "Yes" to either options (i) or (ii) below. | | |
| (i) I have worked with the employer, from whom I am applying for Paternity Leave and (if applicable) Shared Parental Leave, for a continuous period of at least 3 months preceding the child's date of birth/FIA. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (ii) I have not worked with the employer for a continuous period of at least 3 months preceding the child's date of birth/FIA and was working with the employer at the point of child's birth/FIA. However, my employer is agreeable to grant Paternity Leave and (if applicable) Shared Parental Leave to me. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Format of taking leave | | |
| For paternity leave | | |
| (i) I have sought my employer's agreement to take Paternity Leave non-continuously, within 12 months commencing on the child's date of birth. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Alternatively, if both parties are unable to reach agreement on the leave format, the employee may take Paternity Leave continuously within 16 weeks commencing on the child's date of birth.</i> | | |
| For shared parental leave (if applicable) | | |
| (i) I will take my Shared Parental Leave after my Paternity Leave is fully consumed. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (ii) I have sought my employer's agreement to take Shared Parental Leave (i.e. N weeks allocated to me in sharing arrangement) non-continuously, within 12 months commencing on the child's date of birth. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <i>Alternatively, if both parties are unable to reach agreement on the leave format, the employee may take Shared Parental Leave continuously within 26 weeks commencing on the child's date of birth and after Paternity Leave is fully consumed.</i> | | |

Part 7: Concurrent multiple employment

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| <p>(i) I am working concurrent multiple employment.</p> <p><i>(If the answer is "No", please skip to Part 8.)</i></p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>(ii) I understand that if the total claim amount submitted by the multiple employers exceeds the reimbursement limit, my employer may clawback a portion of salary paid after reimbursement from MSF.</p> <p><i>For more information, please refer to the FAQ.</i></p> | <input type="checkbox"/> Yes | |

Part 8: Declaration by Employee

- I hereby declare that all information given in this declaration is true, correct and complete.
- I understand that:-
- a) it is an offence under the Child Development Co-Savings Act 2001 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 my employer/the Government may recover the whole or any part of the payment for the Paternity Leave and (if applicable) Shared Parental Leave reimbursed/granted 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 9: Employer's Acknowledgement

| | | |
|--|------------------------------|-----------------------------|
| <p>a. I am satisfied that my employee is eligible for Paternity Leave and (if applicable) Shared Parental Leave.</p> <p><i>If the employee indicated "No" in Part 1-5, please be reminded to verify his eligibility as he may not be eligible.</i></p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>b. I understand and am aware that my employee must complete Paternity Leave before taking Shared Parental Leave.</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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|--|------------------------------|-----------------------------|
| c. I have agreed to allow my employee to take his Paternity Leave and (if applicable) Shared Parental Leave as per Part 6 above. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p style="text-align: center;"> _____ _____ _____ _____ </p> <p style="text-align: center;"> Name & Designation NRIC / FIN Company Name Signature & Date </p> | | |

Note to employer:

This 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.

Annex A: Proof of employer agreement template

For amendments to Shared Parental Leave (SPL) Sharing Arrangement

Note to employee:

If you wish to change your SPL sharing arrangement 4 weeks or more after your child's Date of Birth (or Formal Intent to Adopt date - for adoptive children), you will need to upload proof showing that your employer agrees with your revised SPL sharing arrangement.

You may provide other forms of agreement instead of this template, e.g. an official letter of approval, screenshots of emails between you and your employer, or documentation from your HR portal.

Part A: Employee's Declaration

I am changing my sharing arrangement* from _____ weeks to _____ weeks of Shared Parental Leave.

Name

NRIC / FIN

Signature & Date

Part B: Employer's Acknowledgement

I have agreed to allow my employee to change Shared Parental Leave as per Part A above.
 I understand that I will only be able to claim for leave taken by the employee within the allocated weeks in the sharing arrangement.

Name & Designation

NRIC / FIN

Company Name

Signature & Date

** If the child's date of birth or estimated delivery date (or formal intent to adopt date, for adoptive child) is between 1 Apr 2025 to 31 Mar 2026 (both dates inclusive), the total leave that the parents can share in their sharing arrangement is up to 6 weeks of leave. If it is on or after 1 Apr 2026, parents can share up to 10 weeks of leave.*