

MSF 132-007-536A-1

26 March 2019

To: Approved Persons
of Baby Bonus Approved Institutions

Dear Sir / Madam,

CHILD DEVELOPMENT ACCOUNT REFUNDS

This is to remind Approved Persons (“AP”)/ Approved Institutions (“AI”) that refunds for payments made out of a Child Development Account (“CDA”) must be credited back into the CDA through either one of the following methods:

- i. Via your Corporate Bank Account registered with MSF, using Interbank GIRO (“GIRO”);
or
 - ii. Via the Approved Institution Portal, using the “Refund to CDA” service. To use this service, the AI needs to submit a one-time Direct Debit Authorisation application (available on the AI Portal) to the bank through MSF.
- 2 Additionally, AP/AI should be mindful of the following when making refunds to the CDA:
- a. **Use standard description** “AI Refund (Txxxxxxx)” <limit of 19 characters only> in the GIRO refunds;
 - b. **Refunds should not be made in cash or cheque to the parent; and**
 - c. AP/AI should not make refunds to the CDA for any payments made in cash by the parent.
- 3 APs/AIs are advised to review and abide by the AP/AI Terms and Conditions when carrying out your responsibilities as AP/AI. These Terms and Conditions can be found in the [AI Portal](#) under the News & Events section. Specifically, please refer to Clause 6.5 of the Terms and Conditions on refunds to the CDA.
- 4 Please email us at MSF_Babybonus@msf.gov.sg should you require any clarification.

Yours faithfully

Joanne Quek
Senior Assistant Director (Baby Bonus Operations)
Baby Bonus and Leave Branch
Ministry of Social and Family Development

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