

16 Dec 2022

Dear Sir/Madam,

### **Circular 02/2022 to Approved Persons**

1 This circular reminds all Approved Persons (“AP”) of the following:

#### (A) Examples of non-approved expenses for Child Development Account (“CDA”)

2 We would like to remind Approved Institutions and Approved Persons on the proper usage of monies in the CDA. You can refer to paragraph 6.2 – Usage of CDA monies in the CDA - of the Approved Person/Approved Institution (“AP/AI”) Terms and Conditions.

3 **You should not make withdrawals from the CDA for non-approved expenses.** If you have mistakenly made such withdrawals, please stop such practices immediately and inform MSF. You will be required to refund the amount withdrawn for any non-approved expenses to the affected CDA. Examples of non-approved expenses include:

<b>S/N</b>	<b>Examples of non-approved expenses for CDA</b>
a.	Enrichment programme fees that are not charged within the preschool’s basic fee cannot be paid using the CDA.
b.	Bank administrative fees levied by the banks for unsuccessful CDA deductions cannot be paid using the CDA.
c.	Penalty or late payment fee levied by the schools for late payment cannot be paid using the CDA.

#### (B) Prescribed channels for CDA refunds

4 **Refunds for payments made from a CDA must be credited back into the CDA.** You are reminded to credit such refunds into the CDA via (i) **Interbank GIRO** using your **Corporate Bank Account registered with MSF** and indicate **“refund”** as part of the transaction description to facilitate our review; or (ii) **the Approved Institution Portal**, using the ‘Refund to CDA’ service.

#### (C) Update to AP/AI T&Cs

5 We have **updated the AP/AI Terms and Conditions to include the MSF-funded Early Intervention Programmes, Integrated Childcare Programme (“ICCP”) and Inclusive Support Programme (“InSP”)**, in the approved list of education expenses for payment through the CDA at child care centre and kindergarten AIs. You may access the updated AP/AI Terms and Conditions via the following link: [<https://www.babybonus.msf.gov.sg/AI>], under the News & Events section. Please review the AP/AI Terms and Conditions thoroughly, so as to carry out your responsibilities.

6 In addition, you may wish to visit the Baby Bonus Approved Institution FAQs via the following link: [<https://www.msf.gov.sg/Pages/default.aspx>] > click on FAQs > Baby Bonus > Baby Bonus

Approved Institution]. Please email us at [MSF\\_Babybonus@msf.gov.sg](mailto:MSF_Babybonus@msf.gov.sg) should you require any clarification.

Yours sincerely

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