

15 December 2020

Email title: [For immediate compliance] Circular to Baby Bonus Approved Persons/Approved Institutions (APs/AIs) on Responsibilities as APs/AIs and Updating of AI Status, AP Particulars

Dear Sir / Madam,

For Immediate Compliance - Circular 01/2020 to Baby Bonus Approved Persons/Approved Institutions (APs/AIs) on Responsibilities as APs/AIs and Updating of AI Status, AP Particulars

This is a reminder to all Approved Persons (“AP”)/ Approved Institutions (“AI”) on their responsibilities under the Child Development Co-Savings Act, the Child Development Co-Savings Regulations and the AP/AI Terms and Conditions (collectively, “Relevant Legislation and Conditions”).

Responsibilities as APs/AIs

2 APs/AIs are required to review and abide by the Relevant Legislation and Conditions. APs/AIs should be familiar with the latest AP/AI Terms and Conditions, as well as the circulars issued to AIs, which can be easily accessed via the AI Portal under the News & Events section.

3 APs/AIs are reminded that each outlet under the same company must be independently registered as an AI before it may make withdrawals from the CDA for approved expenses incurred at the AI outlet.

4 In addition, CDA moneys are strictly to be used either for the benefit of the CDA or his/her siblings, for the following uses:

- (i) Purchase, rental, maintenance or repair of ATDs and accessories provided that where a particular type of ATD or accessory is purchased or rented by the member or his sibling for the first time in his life; and the use of that ATD or accessory have been recommended by a medical practitioner, allied health professional or social worker, and professional assessment services in relation to the purchase, rental or loan of the ATDs.
- (ii) Refunds for payment made out of the CDA must be credited back into the CDA via (a) the AI’s corporate bank account registered with MSF, using Interbank GIRO, or (b) the AI Portal, using the “Refund to CDA” service.

5 CDA moneys **cannot** be used for non-approved expenses, which include but are not limited to administrative fees, miscellaneous charges and recovery of moneys which the AP/AI has deposited into the CDA.

Updating of AI Status and AP Particulars

6 Every AP/AI is required to notify MSF of any changes in its particulars through the AI Portal within 7 working days of such change, and provide MSF with such information as may affect the eligibility of the AP/AI to participate in the scheme as an AP/AI.

7 The changes can be updated in the following manner:

- i. Log in to the AI Portal at <https://www.babybonus.msf.gov.sg/AI>.

- ii. Select “**Update User Profile**” to update the AP/AI particulars, such as contact number, email address and designation.
- iii. If there is a change of AP, submit a “**Request to Change Approved Person**” application instead.

8 You are required to withdraw your institution’s AI status by choosing “AI Withdrawal” on the AI Portal, if your institution is no longer:

- (i) a Social Service Agency registered with National Council of Social Service (NCSS);
- (ii) a healthcare institution licensed by Ministry of Health (MOH); or
- (iii) a business registered with the Accounting and Corporate Regulatory Authority (ACRA) which provides such devices for retail purposes.

For Immediate Compliance

9 MSF will continue to perform routine audits on CDA transactions and may take actions against an AP/AI should we discover any potential breach of the Relevant Legislation and Conditions.

10 This circular is for immediate compliance. Please email us at MSF_Babybonus@msf.gov.sg should you require any clarification.

Yours faithfully

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