MSF 132-07-103A / JQ / E / 111217


All Approved Persons
of Baby Bonus Approved Institutions


Dear Sir/Madam,

**REVISIONS TO APPROVED PERSON / INSTITUTION TERMS AND CONDITIONS**

We have updated the Approved Person / Institution Terms and Conditions ("AP/AI T&Cs"). Please refer to the AP/AI T&Cs via the following link: [http://www.baby bonus.msf.gov.sg/AI].

2       The roles and responsibilities of the AP/AI as a result of the revisions are highlighted via the enclosed information pamphlet, for your kind attention.

3       Please call the Baby Bonus Hotline at 1800-253 7707 if you require further clarification.


**Joanne Quek Yueng San, Assistant Director (Baby Bonus)**
**Family Services Division (FSD), Ministry of Social and Family Development**
Website: www.msf.gov.sg | http://www.facebook.com/msfsingapore

# ROLES AND RESPONSIBILITIES
## of Approved Person/Approved Institution ("AP/AI")

**1** **OVERSEE** administration of CDA

- Ensure CDA funds are deducted for approved uses
- Ensure refunds are made via GIRO from the corporate bank account into the originating CDA
- Maintain proper records of CDA transactions

**2** **VERIFY** parent-child-sibling relationship

- Check identification documents
- Check that GIRO form is duly completed and signed by trustee

**3** **UPDATE** change of AP & particulars

- Notify MSF of any change in AP or AP particulars through the Approved Institution Portal within 7 working days of such change

**4** **RETAIN** records for 3 years, including

- Change of AP
- Change of persons authorized to act on behalf of the AP (where the AP is not an individual)
- Change in management of the AP or AI

*Please refer to the full set of AP/AI Terms and Conditions (as of 5 Dec 2017), which can be found in the Approved Institution Portal at http://www.babybonus.msf.gov.sg/AI*

**MSF** | MINISTRY OF SOCIAL AND FAMILY DEVELOPMENT