



ADOPTION LEAVE FOR MOTHERS (AL) SCHEME
DECLARATION BY EMPLOYEE
 Child Development Co-Savings Act (Cap. 38A)
 Child Development Co-Savings (Leave and Benefits) Regulations 2017

This form will take about 3 minutes to complete.

Before you start,

- i) Please read the Explanatory Notes on Page 5.
- ii) Please note that apart from Part 6, all references to “you” or “I” in this form shall be taken to be a reference to you, the applicant, who is applying for Adoption Leave.
- iii) Please remember to submit a copy of the following documents to your employer for verification, along with this form:
 - Your child/children’s birth certificate(s)
 - Court application to adopt (for Singapore citizen child)
 - Dependant’s Pass or document evidencing 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.

* Delete where applicable

Part 1: Parent Details

Name:	NRIC / FIN:	
I am not the natural mother of the child to be adopted.		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part 2: Citizenship of Child

Singapore Citizen

a. The child whom I am adopting is a Singapore citizen and I have made an application to the Court to adopt the child. <i>(If the answer is “Yes”,</i> <i>Please indicate the date of the Court application: _____ (hereinafter referred to as the “date of the FIA” in this form))</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Non-Singapore Citizen

b. The child whom I am adopting was not a Singapore citizen at the date on which a dependant’s pass (DP) ¹ was issued by Ministry of Social and Family Development in respect of the child. <i>(If the answer is “Yes”,</i> <i>Please indicate the date on which the DP was issued: _____ (hereinafter referred to as the “date of the FIA” in this form))</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. I am making a sole application to adopt the child. I have been a Singapore citizen since the date of the FIA.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

¹ “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.

d. I am making a joint application with my husband to adopt the child. Either I or my husband have been a Singapore citizen since the date of the FIA.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Part 3: Child Details			
Birth Certificate / Dependant's Pass No.:		Date of Adoption Order (if available):	
Child Order ² :			
The child I am adopting is less than 12 months old on the date of the FIA.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Part 4: Employment Period and Leave Consumption			
a. Employment period		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have worked with the employer from whom I am applying for Adoption Leave for a continuous period of at least 3 months preceding the date of the FIA.			
b. Format of taking leave			
Note: Please refer to paragraphs 1 to 4 of the Explanatory Notes on eligibility criteria, the point when you can start to consume your Adoption Leave and the conditions to meet for your employer to seek reimbursement from the Government in respect of your Adoption Leave.			
(i) I have/will share 1 week/ 2 weeks/ 3 weeks/ 4 weeks* of Adoption Leave with my husband as Shared Parental Leave (if applicable).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that my Adoption Leave entitlement will be reduced by the number of weeks shared.			
<i>Please indicate "Yes" to only one of the following options (ii), (iii) and (iv) below.</i>			
(ii) Subject to Part 4(b)(i), I will take my Adoption Leave continuously for a period of 12 weeks commencing on the date of the FIA.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iii) Subject to Part 4(b)(i), I will take my Adoption Leave continuously during a period of 12 weeks as agreed with my employer, commencing:-		<input type="checkbox"/> Yes	<input type="checkbox"/> No
1) Not earlier than the date of the FIA; and 2) Not later than the date the adoption order is made.			
(iv) Subject to Part 4(b)(i), I will take my Adoption Leave non-continuously comprising:-		<input type="checkbox"/> Yes	<input type="checkbox"/> No
1) A period of 8 weeks as agreed with my employer, commencing:- a) Not earlier than the date of the FIA; and b) Not later than the date the adoption order is made; AND			
2) One or more than one later period (each being of such duration as is agreed with my employer), all of which in aggregate are equal in duration to 4 times my weekly index ³ (or 24 days, whichever is lower).			

² Refer to paragraph 5 of the Explanatory Notes for more details.

³ Number of working days a week.

Part 5: Declaration by Employee

- ☐ I have read and understood the Explanatory Notes.
- ☐ I hereby declare that all information given in this declaration is true, correct and complete.
- ☐ I understand that:-
- it is an offence under the Child Development Co-Savings Act 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
 - 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, by reason of a mistake of fact or if the adoption order/citizenship application is rejected.
- ☐ I further understand that my employer/the Government may recover the whole or any part of the payment for the Adoption Leave reimbursed/granted if:-
- the child is not adopted within 12 months commencing on the date of the FIA; or
 - 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 6: Employer's Acknowledgement

Note: Please ensure that your employee has met all the eligibility criteria and conditions (refer to paragraphs 1 to 4 of the Explanatory Notes) before granting the Adoption Leave as the Government will not reimburse you if your employee is not eligible for the Adoption Leave for Mothers Scheme.

*(Please refer to your employee's format of taking leave under Part 4b of this form when filling in this portion and indicate "Yes" to **only one** of the following options (a), (b) or (c) below.)*

a. I have agreed to allow my employee to take her Adoption Leave as per Part 4(b)(ii) above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. I have agreed to allow my employee to take her Adoption Leave as per Part 4(b)(iii) above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. I have agreed to allow my employee to take her Adoption Leave as per Part 4(b)(iv) above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

_____ Name & Designation	_____ NRIC / FIN	_____ Company Name	_____ Signature & Date
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Note to employer:

Please do not submit this declaration form. However please keep this form for a period of 5 years from the last date of leave taken by your employee, for verification of details if necessary.

EXPLANATORY NOTES ON DECLARATION BY EMPLOYEE

Declaration of Eligibility

1. This form should be submitted by a female employee who is applying to adopt the child in respect of whom Adoption Leave is being sought ("the child"), to her employer, **at least one week** before the start of her Adoption Leave, or where it is not practicable, within one week from the date she begins her Adoption Leave.
2. Adoption Leave may be taken:
 - a) *Continuously*
 - i) For a period of 12 weeks commencing on the date of the formal intent to adopt ("FIA")⁴; OR
 - ii) During a period of 12 weeks as agreed between the employer and employee, commencing:-
 - (1) Not earlier than the date of the FIA; and
 - (2) Not later than the date the adoption order is made.
 - b) *Non-continuously*
 Comprising:-
 - i) A period of 8 weeks as agreed between the employer and employee, commencing:-
 - (1) Not earlier than the date of the FIA; and
 - (2) Not later than the date the adoption order is made; AND
 - ii) One or more than one later period (each being of such duration as is agreed between the employer and employee), all of which in aggregate are equal in duration to 4 times the weekly index⁵ (or 24 days, whichever is lower).
3. The Adoption Leave must be taken within a period of 12 months commencing on the child's date of birth.
4. In making the declaration, the female employee assures the employer that she meets the eligibility criteria for the Adoption Leave under the Child Development Co-Savings Act. A female employee is eligible for 12 weeks of paid Adoption Leave if:-
 - a) she applies to adopt a child in accordance with any Singapore law relating to the adopting of children;
 - b) the child to be adopted is less than 12 months old on the date of the FIA;
 - c) the date of the FIA is on or after 1 Jul 2017;
 - d) where the child is not a citizen of Singapore on the date the adoption application is made, and a dependant's pass (DP)⁶ has been issued by Ministry of Social and Family Development in respect of the child:-
 - i) if the application to adopt is a sole application, the female employee has been a Singapore citizen since the date on which the DP is issued; or
 - ii) if the application to adopt is a joint application, either the female employee or her husband (who is a joint applicant to the adoption) has been a Singapore citizen since the date on which the DP is issued;
 - e) she has served her employer for a continuous period of at least 3 months preceding the date of the FIA; and
 - f) she is not the natural mother of the child.

⁴ The date of the FIA is to be determined as follows:

If the child is a Singapore citizen, the date of the FIA is the date on which an application to adopt is made to the Court.

If the child is a non-Singapore citizen, the date of the FIA is the date on which a dependant's pass was issued by MSF in respect of the child.

⁵ Number of working days a week.

⁶ "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.

5. To derive child order, please use the following formulae.

- a) Where the **date of the FIA is on or after 1 Nov 2021**, take the **sum** of the number of times, **as at the date of the FIA**, that you have:-
- i) given birth⁷ (please **include** stillbirths and children who have passed away);
 - ii) made an application⁸ to adopt a child under Singapore law, where the child is below the age of 12 months and is a Singapore citizen at the date of the application;
 - iii) had a dependant's pass issued⁹ in respect of a child whom you intend to adopt under Singapore law, where the child is below the age of 12 months and is not a Singapore citizen at the date of the issuance of the dependant's pass; and
 - iv) adopted a child under foreign law, where the child is below the age of 12 months at the time of the adoption.
- b) Where the **date of the FIA is between 1 Jul 2017 and 31 Oct 2021 (both dates inclusive)**, take the **sum** of the number of times, **as at the date of the FIA**, that you have:-
- i) given birth⁷ (please **exclude** stillbirths and children who have passed away);
 - ii) made an application⁸ to adopt a child under Singapore law, where the child is below the age of 12 months and is a Singapore citizen at the date of the application;
 - iii) had a dependant's pass issued⁹ in respect of a child whom you intend to adopt under Singapore law, where the child is below the age of 12 months and is not a Singapore citizen at the date of the issuance of the dependant's pass; and
 - iv) adopted a child under foreign law, where the child is below the age of 12 months at the time of the adoption.

For both categories, please:-

- i) Include the child who is the subject of this application;
- ii) Exclude all step-children, foster children, and natural children who were given up for adoption as at the date of the FIA of the child who is the subject of this application; and
- iii) Exclude any applications to adopt a child who was naturally born to you.

Notes to Employers

6. Employers should ensure that they have received and verified the duly signed and completed declaration form (AL1), or in such form as in the employer may provide in accordance to the requirements specified in the website www.profamilyleave.msf.gov.sg and supporting documents, from their employee before making payment. If the employer is satisfied that the employee is entitled to payment in accordance with paragraph 4 of these Explanatory Notes, he may proceed to make payment to her.
7. Please do not submit this declaration form. However please keep this form, for a period of 5 years from the last date of leave taken by your employee, for verification when necessary.
8. For more information or clarification, please contact us at 1800-253-4757 or email to contactus@profamilyleave.gov.sg. Alternatively, you may visit our website at www.profamilyleave.msf.gov.sg.

⁷ Multiple births (e.g. twins) are considered one birth.

⁸ Such application is not withdrawn or refused at the date of the FIA of the child who is the subject of this application.

⁹ Such dependant's pass is not rescinded or revoked at the date of the FIA of the child who is the subject of this application.