

1. Documents Required by CPF Board to prepare Deed of Indemnity based on Business Entity

* Please indicate the name/designation of the person certifying the documents for identification purposes.

Documents to Submit For Preparing the Deed of Indemnity (DOI)
<p>(a) <u>For clinics who are incorporated business (i.e. Pte Ltd):</u></p> <ul style="list-style-type: none">(i) Certified True Copy of Recent Accounting and Corporate Regulatory Authority (ACRA) business profile of the clinic (dated within 2 weeks of date CPF Board receives the supporting documents); <p><i>Note: If you do not have a copy, you can purchase one from www.acra.gov.sg</i></p> <ul style="list-style-type: none">(ii) Certified True Copy of Memorandum and Articles of Association (MAA); (certified true copy on every page)(iii) Boards' Resolution (use template below); and(iv) Certified True Copy of Licence under the Private Hospitals and Medical Clinics Act 1980, issued by MOH.
<p>(b) <u>For clinics who are incorporated business (i.e. Pte Ltd) and also subsidiaries of other companies:</u></p> <ul style="list-style-type: none">(i) Certified True Copy of Recent Accounting and Corporate Regulatory Authority (ACRA) business profile of the clinic (dated within 2 weeks of date CPF Board receives the supporting documents); <p><i>Note: If you do not have a copy, you can purchase one from www.acra.gov.sg</i></p> <ul style="list-style-type: none">(ii) Certified True Copy of Memorandum and Articles of Association (MAA); (certified true copy on every page)(iii) Boards' Resolution (use template below);(iv) Certified True Copy of Licence under the Private Hospitals and Medical Clinics Act 1980, issued by MOH; and(v) Certified True Copy of Accounting and Corporate Regulatory Authority (ACRA) of the <i>holding company</i> showing that your clinic is owned by it.
<p>(c) <u>For clinics who are sole-proprietorships:</u></p> <ul style="list-style-type: none">(i) Certified True Copy of NRIC of the sole-proprietor by a third party;(ii) Certified True Copy of Licence under the Private Hospitals and Medical Clinics Act 1980, issued by MOH.
<p>(d) <u>For clinics who are partnerships :</u></p> <ul style="list-style-type: none">(i) Legal Partnership agreement;(ii) Certified True Copy of NRIC of all the partners by a third party;(iii) Certified True Copy of Licence under the Private Hospitals and Medical Clinics Act 1980, issued by MOH.

2. Template of Boards' Resolution

**<<Private Company Name>>
(Incorporated in Singapore)**

**DIRECTORS' RESOLUTION IN WRITING
PASSED PURSUANT TO ARTICLE [**<<000* >>**] OF THE ARTICLES OF ASSOCIATION**

SIGNING OF DEED OF INDEMNITY WITH CENTRAL PROVIDENT FUND BOARD

RESOLVED -

THAT the Company [of business registration number **<<123456>>**] is the owner of the clinic(s) known as **<<Name of Clinic stated in the MOH licence>>**.

This resolution is passed to allow the above clinics to participate in the Medisave /Medishield Schemes with effect from the accreditation date given by the Ministry of Health.

THAT **<<Name of one of the authorised Directors to sign (Nric No: _____) >>** and **<< Name of one of the authorised Directors to sign (Nric No____)>>** be and are hereby authorized to sign and execute on behalf of the Company all relevant documents or instruments required by the CENTRAL PROVIDENT FUND BOARD for the purpose of the Company's participation in the Medisave Scheme.

THAT the Company does furnish a Deed of Indemnity to the CENTRAL PROVIDENT FUND BOARD for participation in the Medisave scheme, upon all the terms and conditions enumerated in the said Deed of Indemnity.

THAT the Common Seal of the Company be affixed onto the Deed of Indemnity in accordance with the provisions of the Company's Articles of Association.

Signature / Date

<<Name of 1st Director (Nric No____) >>

Signature / Date

<<Name of 2nd Director (Nric No____) >>

Signature / Date

<<Name of 3rd Director (Nric No____) >>

Dated: **<<Day Month Year>>**

Note: Instructions On the Signing of Boards' Resolution By Pte Ltd Company

- a) * This article number refers to the Clause number for the “*Resolution in writing by Directors*” stated in the Memorandum and Articles of Association (MAA).
- b) [Please replace the blue portions (<< >>) with the appropriate information]
- c) Please remove the portions in Green before submitting the Board Resolution.
- d) The Resolution should be signed by all of the directors / are the officers as stated in the Clause <<(A **Resolution in writing.**)>> of the Memorandum and Articles of Association (MAA).