

**Work Pass Division**

18 Havelock Road
Singapore 059764
www.mom.gov.sg



Employment Pass Application Form (For Sponsorship cases)

This form may require you to take 30 minutes to fill in.
You will need the following information to fill it:

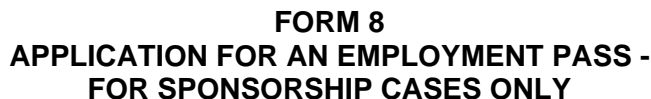
- The foreign employee's:
 - Foreign Identification number (if applicable)
 - Work Permit number (if applicable)
 - Old/new Malaysian Identity number (if applicable)
 - Malaysian International Passport number (applicable to Malaysian only)
 - Educational qualification and work experience details
- The employing company's:
 - Unique Entity Number (UEN)
 - Registration number (ACRA) <if applicable>

Note:

- You must submit:
 - One original application form
 - One copy of each relevant supporting document stated in Annex A.

Make sure the application form is completed and signed. Scanned or photocopies will not be processed.

- Submit the application and supporting documents over the counters at any SingPost branch. The submission must be accompanied by a copy of photo identification (ID) of the person submitting the application. The original photo ID must also be produced for verification.
- Pay the administrative fee of \$70 for each Employment Pass application submitted. Payment can be made by cash, Cashcard or NETS.
- There shall be no refund of fees paid for this application, unless the fee was not due from the employer. Any such request for refund shall be at the discretion of the Controller of Work Passes.
- Applicants should note that approval for Dependant's Pass / Long Term Visit Pass does not constitute granting of a school place in a Singapore government school. Eligibility for school admission is determined by the Ministry of Education (MOE). Please refer to MOE's website on [International Student Admissions](#) for more information.
- MOM regularly updates its forms. The copy that you have downloaded more than 30 days ago may be outdated, and cannot be used. Ensure that you use the latest version by downloading the latest copy from MOM website at www.mom.gov.sg.



1. For *, please tick (✓) where appropriate.
2. Indicate “Not applicable” or “N.A.” where necessary. Do not leave any blank.
3. Please submit this completed application form over the counters at any SingPost branch.
4. Please note that the processing time will take about 5 weeks.

You may check your application status online
[<http://www.mom.gov.sg>>eServices>Application Status Check via Employment Pass Online (Non-login)].

*Affix a recent
passport-sized
photograph here*

For official use only:		
<i>Date of Application:</i>	<i>Officer ID:</i>	<i>Remarks:</i>

1A: Pass Declaration

- Applied for or worked in Singapore on an Employment Pass, S Pass or Work Permit
- Studied in Singapore on a Student's Pass
- Stayed in Singapore on a Dependant's Pass or Long Term Visit Pass

Circumstance	Percentage (%)
1. If someone is attacking you or your property	95
2. If someone is threatening you or your property	85
3. If someone is harassing you or your property	75
4. If someone is using force against you or your property	70
5. If someone is using a weapon against you or your property	65
6. If someone is using force against a third party	60
7. If someone is using a weapon against a third party	55
8. If someone is using force against a group of people	50
9. If someone is using a weapon against a group of people	45

Year	Percentage
1980	85
1985	90
1990	90
1995	90
2000	90
2005	90
2010	90

If this application is approved, the period granted may be shorter than what you have indicated.

Duration of Pass Applied for:		(up to 60 months)
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2A: Personal Particulars

Name: (as on travel document, excluding salutations, e.g. Mr, Miss, Professor, Doctor)

Alias:

Sex:*		<input type="checkbox"/> Female	<input type="checkbox"/> Male
Marital Status:*		<input type="checkbox"/> Divorced	<input type="checkbox"/> Married
		<input type="checkbox"/> Separated	<input type="checkbox"/> Single
		<input type="checkbox"/> Widowed	
Date of Birth: (dd/mm/yyyy)		Nationality:	

For Malaysian only:	
Malaysian Old Identity Card Number:	Malaysian New Identity Card Number:
<div></div>	<div></div>
Malaysian Identity Card Colour:*	
<input type="checkbox"/> Blue	<input type="checkbox"/> Pink

Country of Birth:	State/Province of Birth:
Country of Origin: (country where the person obtained his first citizenship by birth or parentage)	State of Origin:
Race:*	Religion:*
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Buddhist
<input type="checkbox"/> Chinese	<input type="checkbox"/> Christian
<input type="checkbox"/> Indian	<input type="checkbox"/> Free Thinker
<input type="checkbox"/> Malay	<input type="checkbox"/> Hindu
<input type="checkbox"/> Others	<input type="checkbox"/> Muslim
	<input type="checkbox"/> Others
	<input type="checkbox"/> Sikh
	<input type="checkbox"/> Taoist

If foreign employee's marital status is 'Married', please fill in the details below:

Is accompanying spouse a Singapore Citizen or Singapore Permanent Resident, Employment/S Pass holder or Work Permit holder?*		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of spouse:		
<div></div>		
<div></div>		
Spouse's FIN/NRIC Number:	Spouse Identification Type:*	Spouse's Date of Birth: (dd/mm/yyyy)
	<input type="checkbox"/> FIN <input type="checkbox"/> NRIC	

2B: Travel Document Information of Foreign Employee

Travel Document Type:*	<input type="checkbox"/> Hong Kong Special Admin Region	<input type="checkbox"/> International Cert of Identity
	<input type="checkbox"/> International Passport	<input type="checkbox"/> Macau SAR Travel Permit
Travel Document Number:	Date of Issue: (dd/mm/yyyy)	Date of Expiry: (dd/mm/yyyy)

2C: Residential Address in Singapore

Please note that if the residential address is currently not available, the employing company address will be used for this application. You can update the Ministry of Manpower subsequently once the residential address is available.

Is the foreign employee currently staying in Singapore?*			
<input type="checkbox"/> No. You do not need to provide any more details			
<input type="checkbox"/> Yes. Please fill in the address below:			
Correspondence Address			
Block/House Number:	Floor Number:	Unit Number:	Building Name:
Street Name:			Postal Code:
<div></div>			<div></div>

PART 3 – FOREIGN EMPLOYEE'S EDUCATION / MEMBERSHIP DETAILS

Please fill in up to two qualifications that were awarded to the foreign employee. Please note that qualification is a key criterion in the assessment of the foreign employee's eligibility for a work pass and should be provided where applicable.

3A: Education Details**(1) Awarding Body /Institution/ University that awarded the qualification**

Country:	State/Province:
Name of Awarding Body /Institution/ University:	
Main Campus or Affiliating College Attended: (applicable only for India qualification)	
Qualifications#: (e.g. for Honours Degree, state class/division; Diploma)	
Specialisation: (e.g. Civil engineering)	Faculty: (e.g. Engineering)
Period of Study (dd/mm/yyyy)	
From:	To:
Mode of Study:* <input type="checkbox"/> Distance Learning <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	

(2) Awarding Body /Institution/ University that awarded the qualification

Country:	State/Province:
Name of Awarding Body /Institution/ University:	
Main Campus or Affiliating College Attended: (applicable only for India qualification)	
Qualifications#: (e.g. for Honours Degree, state class/division; Diploma)	
Specialisation: (e.g. Civil engineering)	Faculty: (e.g. Engineering)
Period of Study (dd/mm/yyyy)	
From:	To:
Mode of Study:* <input type="checkbox"/> Distance Learning <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	

Please complete the relevant information below if the qualification is STPM or MICSS

Sijil Tinggi Persekolahan Malaysia (STPM)

No. of Passes attained: (inclusive of General Studies/Pengajian Am) Principal pass-C Subsidiary pass-R

Has the foreign employee attained a pass in General Studies/Pengajian AM?* ☐ Yes ☐ No

Malaysia Independence Chinese Secondary School (MICSS) United Examination Certificate

No. of Passes attained: (inclusive of Bahasa Inggeris/English language) passes

Has the foreign employee attained a pass in Bahasa Inggeris/English Language?* ☐ Yes ☐ No

Name of Society/Organisation:

Position Held:*

<input type="checkbox"/> Chairman	<input type="checkbox"/> Member	<input type="checkbox"/> President	<input type="checkbox"/> Secretary
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Vice Chairman	<input type="checkbox"/> Vice President	

Period (dd/mm/yyyy)

From: _____ To: _____

Name of Society/Organisation:

Position Held:*

<input type="checkbox"/> Chairman	<input type="checkbox"/> Member	<input type="checkbox"/> President	<input type="checkbox"/> Secretary
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Vice Chairman	<input type="checkbox"/> Vice President	

Period (dd/mm/yyyy)

From: _____ To: _____

4A: Working Experience of Foreign Employee

Total Period of Working Experience		Total Period of Relevant Working Experience Relevant to the occupation declared in Part 4C.	
Years:	Months:	Years:	Months:

Start with the most recent working experience.

Period (dd/mm/yyyy)		Name of Company	Country	Occupation	Last Drawn Monthly Salary (S\$)
From	To				

4B: Salary Details

Please note that the fixed monthly salary includes only basic monthly salary and fixed monthly allowances. It is important that you read and understand the definition of fixed monthly salary, which can be found at <http://www.mom.gov.sg>.

Salary/Stipend Paid by*:

☐ Singapore sponsor ☐ Overseas employer

Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances

E.g. S\$5,000 = \$4,500 + \$500

As specified in Employment Contract:

Fixed Monthly Salary: S\$.00Basic Monthly Salary S\$.00

① MOM will use the fixed monthly salary to assess the application. If the amount indicated as fixed monthly salary is more than the basic monthly salary, MOM will take the difference as the 'fixed monthly allowances'. If there are no fixed monthly allowances, the amount of fixed monthly salary should be exactly the same as the basic monthly salary.

4C: Address and Duties to be Performed in Singapore

Occupation:

① Refer to the List of Standard Occupation before you fill in the "Occupation" field. If the occupation you indicate cannot be found in the list, a close match will be assigned by Work Pass Division. For any subsequent amendments to this assigned occupation, you will have to withdraw the existing application and submit a new application. The prevailing administration fee will be charged upon submission.

Duties – give full details and state if they are of a technical nature:

Address/Place where above duties are to be performed

Block/House No: Floor No: Unit No: Building Name:

Street Name: Postal Code:

PART 5 – DIRECT EMPLOYER DETAILS**Overseas Employer**

Name of Direct Employer:

Overseas Registration Number:

Address:

Block/House No: Floor No: Unit No: Building Name:

Street Name:

Tel Number:

Fax Number:

Name of Sponsor Company:

Unique Entity Number (UEN):

Registration Number (ACRA):

Tel Number:

Fax Number:

Email Address:

Address

Block/House Number:

Floor Number:

Unit Number:

Building Name:

Street Name:

Postal Code:

Relationship between Direct Employer and Sponsor Company and justification by Sponsor Company to have this foreign employee to work in Singapore:

Paid-up Capital (S\$):

Nature of Business as declared with ACRA
(Tick ✓ appropriate box)

☐ Manufacturing

□
Construction

☐ Marine/ Shipping/
Transport/ Logistics

☐ Restaurant/ Hotel/ Retail/
Trading/ Wholesale

☐ Finance/ IT

☐ Others

Value of Turnover of the Company in the past 3 years

Year: S\$:

Year: S\$:

Year:	S\$:
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Name of Company's Authorised Representative&:

Tel Number:

Fax Number:

Email Address:

MOM (WPD) 008S/18112016

PART 7 – DECLARATION BY FOREIGN EMPLOYEE

Please tick (✓) accordingly.

Have you ever:

- | | | |
|---|------------------------------|-----------------------------|
| (a) Been refused entry into or deported from any country? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Been convicted in a court of law in any country? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Been prohibited from entering Singapore? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Entered Singapore using a different passport issued by a different country? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Entered Singapore using a different name? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Been a Singapore Citizen or Singapore Permanent Resident? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If any of the above answers from (a) to (f) is 'Yes', please provide details:

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I confirm that the information as set out in this application for Employment Pass is to the best of my knowledge, true and correct. All documents submitted in support of this application for Employment Pass are true copies of the originals. I understand that I may be prosecuted if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular.

I have read and understood the Conditions of Employment Pass, as specified in the Employment of Foreign Manpower (Work Passes) Regulations, which are available on the MOM website. I shall ensure that these conditions will be complied with.

Further and in addition, I hereby declare that: –

1. I shall not make any false statement or submit any document which I know to be false in order to obtain an Employment Pass and Visit Pass.
2. I understand that if I breach any condition above, my Employment Pass and Visit Pass will be revoked and I can be prosecuted in Court, or expelled and prohibited from entering Singapore.
3. I shall not misuse controlled drugs or take part in any political or other activities during my stay in Singapore, which would make me an undesirable or prohibited immigrant under the Immigration Act.

With reference to this application submitted for Employment Pass and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organisation or any other source for assessing my application.

I hereby give my consent for the Comptroller of Income Tax to verify my income stated in my current and renewal applications, based on my assessment record for the current Year of Assessment, for the Controller of Work Passes. In the event my assessment record for the current Year of Assessment is not available or finalised at the point of verification, I understand the Comptroller of Income Tax will verify my income against my assessment record for the two previous Years of Assessment. I also hereby give my consent for the Comptroller of Income Tax to thereafter communicate the results of the verification to the Controller of Work Passes.

I understand that a SingPass will help me to access Government e-services in Singapore and I give my consent to the Ministry of Manpower to share my personal details with the SingPass issuing agency. This allows me to apply for a SingPass account at a later time if I am eligible for a SingPass.

Signature of foreign employee	Date

PART 8 – DECLARATION BY LOCAL SPONSOR

I hereby sponsor this application and certify that it is made for the purpose as stated by the foreign employee. I confirm that the information as set out in this application for Employment Pass is to the best of my knowledge, true and correct. I have obtained written consent from the foreign employee to apply for an Employment Pass (Sponsorship) for him/her. I will produce this consent when requested by the authority.

I have ensured that the foreign employee fully understands the contents of Part 7 of this application form. I understand that I may be prosecuted if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular. I further understand that any false statement made by my company or myself in relation to this application for Employment Pass may adversely affect the future work pass applications of my company/firm.

I undertake to:

- (i) be responsible for the stay, maintenance and repatriation of the foreign employee;
- (ii) indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the said foreign employee or any of his dependants; and
- (iii) be responsible for the compliance by the foreign employee of any quarantine and medical surveillance imposed on the foreign employee under Regulation 8 (2A) of the Immigration Regulations.

I shall keep copies of the foreign employee's education certificates as declared in the application form for as long as the foreign employee is in my employment. I understand the Ministry of Manpower can at any time request for these documents for verification and revoke the pass should the documents be inconsistent with the declaration furnished in the application form or if I am unable to produce the documents.

Authorised Signature[#] & Date

Official Stamp of Company / Firm:

Name & Designation / Capacity

Name:

Designation / Capacity:

[#]Authorised human resource personnel or any person holding at least a managerial position in the sponsoring company.

WORK PASS DIVISION

ANNEX A

DID YOU REMEMBER?

☐ **1 CLEAR COPY of the following supporting documents[&]:**

([&]Non-English documents must be accompanied by an English translation done by a translation service provider, embassy or notary public.)

- ☐ Travel Document Page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any.

- ☐ Foreign employee's Educational Certificates

For diploma and above qualifications from India and China, in addition to the educational certificates, you need to submit these documents:

(a) India: Transcripts and marksheets.

(b) China: Verification proof. You can get the verification proof directly in English from any one of these verification channels:

- Dataflow (www.dataflowgroup.com);
- China Higher Education Student Information and Career Center (www.chsi.com.cn/en);
- China Academic Degrees & Graduate Education Information (www.cdgd.edu.cn).

Education certificates certified by a notary public are not accepted as a form of verification proof.

- ☐ NEA Licence (For Food Establishment only).

- ☐ Registration or Support Letters from the respective Vetting Agency/ Professional Body/ Accreditation Agency, *if support from them has been declared in the application:*

Occupation	Professional body
Dentist	Singapore Dental Council
Doctor	Singapore Medical Council
Football Player, Coach	Sport Singapore
Lawyer	Legal Services Regulatory Authority
Diagnostic radiographer, Occupational therapist, Physiotherapist, Radiation therapist, Speech therapist	Allied Health Professions Council
Nurse	Singapore Nursing Board
Pharmacist	Singapore Pharmacy Council
TCM Practitioner	Traditional Chinese Medicine Practitioners Board

Please do not submit original documents unless otherwise stated.

Note:

Any person who *falsely declares salary, academic qualifications, or submits forged documents* in the work pass application shall be guilty of an offence under the Employment of Foreign Manpower Act (Cap.91A).