

## CHECKLIST FOR DOCUMENTARY REQUIREMENTS

### Employment Pass Application

Documents Required	Details	Check
Copy of Passport	Personal particulars page; Validity of the passport should be at least 6 months	
Copy of Highest Educational Certificate/s	Degree certificate/s or Diploma/s; For India qualification, include all mark sheets; For China qualification, include certificate of graduation	
Copy of Other Professional / Trade/ Specialist Certificate/s, if any	Professional development or specialized skills certificate/s	
Detailed Curriculum Vitae and Declaration Forms	Summary of educational and professional qualifications and personal background; Declaration Forms on pages 4 and 5	

### Dependant's Pass Application

Documents Required	Details	Check
Copy of Passport of Dependant	Personal particulars page; Validity of the passport should be at least 6 months	
Copy of Marriage Certificate	Required if the application is for your spouse	
Copy of Birth Certificate	Required if the application is for your child or children	
Copy of Highest Educational Certificate	If applicable, this supports the declaration in the application as to the spouse's or children's highest educational attainments	
Copy of Child's Official Adoption Papers Copy of Custodial Letter	If applicable, the document proving that the child has been adopted legally, including step-children	

**Note: An official or certified translation must be provided for any non-English supporting document.**

**Please contact our Migration Team through [ep@rikvin.com](mailto:ep@rikvin.com) or +65 6438.8887 for any clarification.**

**EMPLOYMENT PASS APPLICATION FORM**

Please fill out the form below, save the document and email to [ep@rikvin.com](mailto:ep@rikvin.com)

**PERSONAL DETAILS**

Name											
Current Address											
Singapore Address (if any)											
Country of Birth						Nationality					
Country of Origin (where citizenship was first obtained)						State/Province of Birth (for India & China only)					
Gender	Male		Female				Date of Birth (dd-mm-yyyy)				
Marital Status	Divorced		Married		Separated		Single		Widowed		
Race						Religion					
Caucasian	Chinese	Indian	Malay	Others		Buddhist	Christian	Hindu	Muslim	Others	

Are you currently holding a work pass in Singapore? Yes No

Have you ever held any work pass in Singapore previously? Yes No

If yes, please provide the FIN Number: \_\_\_\_\_

Have you ever been a Singapore Citizen or Singapore Permanent Resident? Yes No

If yes, please provide the NRIC: \_\_\_\_\_

Is your spouse a Singapore Citizen, Singapore PR, Employment / S Pass or Work Permit Holder? Yes No

Name of Spouse: \_\_\_\_\_

FIN No / NRIC No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**PROPOSED JOB DETAILS**

Job Title

Salary Details

As specified in Employment Contract

Brief Job Description

Fixed Monthly Salary (i.e. including monthly allowance)

S\$ \_\_\_\_\_

Basic Monthly Salary

S\$ \_\_\_\_\_

**EDUCATION / MEMBERSHIP DETAILS**

(Please fill in the two highest qualifications that were awarded. Please note that qualification is a key criterion in the assessment of the applicant's eligibility for a work pass and should be provided where applicable)

1. Name of Body/ Institution/University

Country/City

Qualification

Faculty

Specialization



**DECLARATION BY APPLICANT** (Please check accordingly)

- |     |   |         |          |
|-----|---|---------|----------|
| (a) | Have you ever been refused entry into or deported from any country?   | Yes     | No       |
| (b) | Have you ever been convicted in a court of law in any country?  | Yes     | No       |
| (c) | Have you ever been prohibited from entering Singapore?  | Yes     | No       |
| (d) | Have you ever entered Singapore using a different passport issued by a different country?                       | Yes     | No       |
| (e) | Have you ever entered Singapore using a different name?   | Yes     | No       |
| (f) | Have you ever been a Singapore Citizen or Singapore Permanent Resident?   | Yes     | No       |
| (g) | Have you ever stayed in Singapore? If yes, please provide the most recent details below.                        | Yes     | No       |
|     | (i) Length of Stay in Singapore due to study  | Year(s) | Month(s) |
|     | (ii) Length of Stay in Singapore due to work<br>(excluding the period declared in g(i))                         | Year(s) | Month(s) |
|     | (iii) Length of stay in Singapore due to other purposes   | Year(s) | Month(s) |
| (h) | Have you ever been issued a work visa by another country? If yes, please provide the most recent details below. | Yes     | No       |
|     | <i>Country of Issue</i>   |         |          |
|     | <i>Length of Visa</i>   | Year(s) | Month(s) |

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

I confirm that the information as set out in this application for Employment/S Pass is to the best of my knowledge, true and correct. All documents submitted in support of this application for Employment/S 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/S 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/S Pass and Visit Pass.
2. I understand that if I breach any condition above, my Employment/S 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 activities during my stay in Singapore, which would make an undesirable or prohibited immigrant under the Immigration Act.

With reference to this application submitted for Employment/S Pass and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organization of any other source or 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 is not available or finalized 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (dd-mm-yyyy)

# CONSENT

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

Dated.....of.....20.....

.....  
(Name of Applicant)

.....  
(Signature)

.....  
\* \* (Passport / Identity Card No.)

\*\* Delete which ever is not applicable