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# Key facts on Work Permit for migrant worker

Get an overview and key facts about the Work Permit for migrant workers.

## Pass facts

| Who it is for | Workers from approved source countries/regions working in the construction, manufacturing, marine shipyard, process or services sector. Find out the **eligibility criteria**. |
|---|---|
| Who can apply | An employer or appointed employment agent needs to **apply for the permit**. |
| Qualifying salary | No minimum required. |
| What is the duration | Up to 2 years, depending on the validity of the worker's passport, security bond and employment period. |
| Is it renewable | Yes. Find out **how to renew**. |
| Passes for family | Not available. |
| Quota and levy | Yes. Employers are limited by a quota for their industry and have to pay a monthly levy for each worker. Find out the **quota and levy requirements**. |
| Medical insurance | Employers must provide **medical insurance** |
| Primary Care Plan (PCP) | Employers must complete **all** of the following:<br><br>• After getting the in-principle approval (IPA) or renewal letter, buy the **PCP** for workers who either:<br>    • Stay in dormitories that can accommodate 7 or more workers<br>    • Work in CMP sectors<br>• Before the Work Permit can be issued or renewed, declare the PCP purchase on **WP Online**. |
| Relevant legislation | **Conditions of Work Pass** 📄<br>**Employment of Foreign Manpower Act** ⧉ |
| Related eServices and forms | Access ⚙ **online services and forms** for Work Permit. |

## Pass map

Get an idea of what you need to do before, during and after you apply for a Work Permit.

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## Before applying

Understand the **general requirements** and **sector-specific rules** to apply.

Understand the foreign worker **quota and levy requirements**.

If you have never applied for a Work Permit, you need to **declare your business activity**.

*For first-time employers*

Apply for **man-year entitlement (MYE)**.

*For construction or process companies hiring workers from non-traditional source (NTS) countries/regions and China*

Apply for prior approval (PA) for **construction**, **marine shipyard**, or **process** (CMP) sectors.

*For construction, marine shipyard, or process companies hiring workers from NTS countries/regions and China*

Apply for **in-principle support (IPS)**.

*For process maintenance companies hiring workers from NTS countries/regions and China*

Note: Pass holders may be required to pay **income tax**.

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## Before worker's arrival

### Apply for Work Permit

**Apply for the Work Permit**. Once approved, you will get an in-principle approval (IPA) to bring the worker into Singapore.

### Prepare for worker's arrival

Ensure that the worker complies with the latest **travel requirements** ⬏.

Book a slot at the **Onboard centre** before securing your worker's flight.

*For all non-Malaysian male CMP Work Permit holders on IPA*

Buy a **security bond**.

*For non-Malaysian Work Permit holders*

Buy **medical insurance** for each Work Permit holder and submit the insurance details online.

Buy the **Primary Care Plan**.

*For workers who stay in dormitories or work in CMP sectors*

Register the worker for the **Settling-in Programme (SIP)** once you know their arrival date**.**

*For employers of all non-Malaysian Work Permit holders in the manufacturing sector and female CMP workers*

Note: Pass holders may be required to pay **income tax**.

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## Upon worker's arrival

### Before permit can be issued

Send the worker to the **Onboard centre** directly after they arrive in Singapore.

*For employers of all non-Malaysian male CMP Work Permit holders on IPA*

Send the worker to attend **SIP** within first 14 days of arrival in Singapore.

*For employers of all non-Malaysian Work Permit holders in the manufacturing sector and female CMP workers*

Register **worker's residential and workplace addresses**.

Send the worker for a **medical examination** by a Singapore-registered doctor **within 2 weeks** of arrival.

### Get the Work Permit issued

When the worker arrives, you can **get the permit issued** and you will get a notification letter stating whether registration is required.

If required, make an appointment for the worker to **register their fingerprints and photo**.

**Receive the Work Permit card** at the address provided 5 working days after registration or document verification.

Note: Pass holders may be required to pay **income tax**.

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**Pay the foreign worker levy** by GIRO.

Note: Pass holders may be required to pay **income tax**.

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Before               Before               Upon                                     **When**
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**As and when required**

**Notify MOM** if the company's or worker's information changes.

You can **apply for levy waiver** in certain situations.

**Renew the Work Permit** before it expires.

**Apply for a replacement** if the permit card is lost, stolen or damaged.

**Cancel the permit** if the worker no longer works for you.

Cancel the worker's PCP by contacting your **PCP Anchor Operator**.

Note: Pass holders may be required to pay **income tax**.