🦁 A Singapore Government Agency Website How to identify ⌄

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Apply for a Work Permit

You can apply for a Work Permit online as an employer or appointed employment agent.

How to apply

Step	Who does this	How long it takes
Submit an application	Employer or employment agent (EA)	**Within 1 week** for most cases
Prepare for workers' arrival	Employer or EA	Not applicable
Get the permit issued	Employer or EA	Immediate processing
(If required) Register fingerprints and photo	Worker	Not applicable
Receive the card	Employer or authorised recipients	Receive within 5 working days after fingerprint and photo registration, or document verification

> **Tip**
>
> See **pass map** for overview of what you need to do before, during and after you apply for a Work Permit

Note:

- If you have never applied for a Work Permit, you need to ⚙ **declare your business activity**.
- Non-Malaysian workers cannot be in Singapore during the Work Permit application.
- The duration of the Work Permit is **usually 2 years**, but it may be shorter depending on:
  - **Validity of the worker's passport:** Validity will be 1 month before the passport expires
  - **Duration of the security bond:** Validity will be 2 months before the security bond expires

Submit an application

Processing time: within 1 week. Some cases will take more time.

To submit an application:

1. **Get a written consent to apply for Work Permit** from the worker.

2. ⚙ **Log in** to fill out the application.

3. Pay $35 for each application. You can pay by **GIRO** 🔴, Visa or Mastercard.

4. **Check the application status** after 1 week. It may take longer if additional information is required.

5. If the application is approved, log in to ⚙ **WP Online** to print the following:

   • **In-principle approval (IPA) letter**

   • Work Permit application form

> **Note**
>
> Make sure the worker's IPA particulars match their passport details. For any errors (e.g. wrong spelling of names), you need to **correct the error**. Otherwise, the worker will be denied entry into Singapore.

Prepare for workers' arrival

Before workers' arrival

Role	Responsibilities
Employer	1. (For non-Malaysian, male CMP Work Permit holders on IPA) • 📝 **Submit an online form** for a **pre-entry housing check**. • After we have approved your request, **book a slot at the Onboard centre** at least 4 days before your worker's arrival and before securing your worker's flight. 2. Buy a **security bond** for non-Malaysian workers. • Ensure your insurer sends us the security bond details. It takes up to 3 working days. > **Tip** > If your insurer asks for your worker's FIN or your organisation's CPF Submission Number, you can find them on the worker's in-principle approval (IPA) letter or renewal notice. For new workers, the FIN will be assigned 1 working day after the Work Permit application is approved. Please regenerate the IPA to get the FIN before buying the security bond. • The security bond must also **take effect when the workers arrive**. Otherwise, the immigration officer will **not** allow them to enter. We are unable to change the security bond effective date to allow the workers to enter Singapore, and you will have to send them home immediately. 3. Buy the following for your worker: **Medical insurance**, **work injury compensation insurance** (if applicable), and a **Primary Care Plan** (for those staying in dormitories or working in CMP sectors). 4. (For employers of non-Malaysian Work Permit holders in the manufacturing sector and female CMP workers) Register the worker for the **Settling-in Programme (SIP)** once you know their arrival date. 5. (If you bought a Primary Care Plan) Declare that you have bought the Primary Care Plan on ⚙ **WP Online**.
Worker	1. Print their in-principle approval (IPA) letter. 2. Ensure that they comply with the **latest travel requirements** ↗. 3. Show their IPA letter to the immigration officer when arriving in Singapore.

Upon worker's arrival

1. Within **2 weeks** of arrival, send them for **medical examination** by either a:

   - Singapore-registered doctor

     Or
   - **MOM**-appointed Anchor Operators for workers eligible for the **Primary Care Plan**.

   You may also need to send them for the **Settling-in Programme**, if applicable.

2. Print and complete the **Security Bond form** 📕.

   - For sole proprietorships and partnerships, the form should be signed by the sole proprietor or partner.

   - For private limited companies, it should be signed by a director who is registered with ACRA. If the director wishes to appoint an employee to sign the form, he must provide a written authorisation to MOM.

> **Note**
>
> All non-Malaysian male Work Permit holders on IPA in the CMP sectors entering Singapore will complete an Onboard programme at the **Onboard centre** for up to 3 days.

Get the permit issued

Processing time: Immediate

You need to get the Work Permit issued within this timeframe:

If the worker is	Get the Work Permit issued	If you can't get the Work Permit issued on time e.g. medical examination results or new passport is not ready
A newly-arrived Malaysian	- After the worker enters Singapore. - Before the due date stated on the in-principle approval (IPA) letter.	Log in to ⚙ **WP Online** to extend the IPA expiry date. You need to do this before the due date stated on the IPA letter.
A newly-arrived non-Malaysian	- After the worker enters Singapore. - Within 14 days from arrival.	Log in to ⚙ **WP Online** to request for a Special Pass. The IPA will be automatically extended.
Changing to a new employer	- Before the current Work Permit expires. - Before the due date stated on the IPA letter.	Log in to ⚙ **WP Online** to extend the IPA expiry date. You need to do this before the due date stated on the IPA letter.

To get the Work Permit issued:

1. Register the worker's **residential address and mobile number** using ⚙ **OFWAS**.
2. You must **wait for at least an hour** before logging in to WP Online to request for Work Permit to be issued.
3. Log in to ⚙ **WP Online** to request for Work Permit to be issued.

> **Note**
>
> - Make sure you **print the IPA letter and the Work Permit application form** before you get the pass issued.
> - [For new workers in the construction sector who passed their SEC(K) test overseas]
>
>   Before you get the pass issued, you must **make an appointment** with BCA to get your worker's identity verified and IPA endorsed within 4 months of the SEC(K) test.
>   **Note**: If you are using BCA's self-help kiosk, you will receive a BCA endorsement letter.
>
>   For any queries, please **contact BCA** ↗.
> - For us to verify your documents successfully, please check that the documents uploaded are correct and complete. For more details, please refer to our **guide on common errors** 📕.

4. Provide an address (home or office) where the card will be delivered.

5. Nominate **up to 3 authorised recipients** to receive the card, and provide their NRIC, FIN or passport number, mobile numbers and email address.

6. Pay $35 for each Work Permit issued. You can pay by GIRO, VISA, MasterCard or eNETS debit.

7. After the Work Permit is issued, **print the notification letter** and give it to the worker. The notification letter is **valid for 1 month** from the date of issue. and:

   - Allows them to travel in and out of Singapore while waiting for the Work Permit card

   - States if registration of fingerprints and photo is required.

> **Note**
>
> If the worker needs more time to complete the card registration procedures, you can 📝 **request to extend the validity of the notification letter.**

(If required) Register fingerprints and photo

When: Within 1 week after pass is issued

Check the notification letter for whether the worker needs to register fingerprints and photo.

If required, the worker needs to complete registration **within 1 week** after the Work Permit is issued.

For registration, you must ⚙ **make an appointment** for the worker to visit **MOM Services Centre – Hall C**.

For the appointment, the worker should bring:

- Original passport
- Appointment letter
- Notification letter

> **Note**
>
> All newly-arrived Work Permit holders in the Construction, Marine shipyard and Process must attend Settling-in Programme at the **MOM's Onboard centre**.

Receive the card

When: Within 5 working days after registration or document verification

We will deliver the Work Permit card to the given address within **5 working days** after the worker registers and gets documents verified.

For workers who do not need to register, we will deliver the card within 5 working days after verifying their documents.

The authorised recipients will get an SMS or email with the delivery details at least 1 working day before delivery.

You can also **check the card delivery** details in WP Online.

> **Tip**
>
> Download **SGWorkPass** to scan QR code on your **new card** 📄 to check status, expiry date and more.

If card delivery fails

After 2 unsuccessful deliveries, you or an authorised person can collect the card at the service desk of **MOM Services Centre – Hall C** after **3 working days.** You do not need an appointment for collection.

Bring along these documents for card collection:

- Worker's original passport
- Notification letter

If you authorise someone to collect it on your behalf, make sure they bring these along:

- An authorisation letter from the employer
- NRIC or passport for verification

Related questions

What does it mean if I have uploaded documents and the status is "Follow Up"?

What should I do if I decide not to hire a worker after getting in-principle approval for the Work Permit?

Can another party declare business activity on behalf of an employer?

Can a company not registered in Singapore apply for Work Permits for foreigners to work here?

Can an employer hold on to a migrant worker's Work Permit card?

Will my Malaysian worker's Temporary Permit also be cancelled if I cancel the in-principle approval?

Can I reinstate an in-principle approval if I accidentally cancelled the wrong one?

Can I cancel multiple in-principle approvals (IPAs) at once?

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