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## How do I set up a GIRO account to pay work pass administrative fees?

To set up a GIRO account, please follow these steps:

1. Download and print the [GIRO form](#) .
2. Fill in Part 1 of the form.
3. Post the **original completed form** to:

### E-Payment & Admin Fee Management

Ministry of Manpower  
Work Pass Division  
18 Havelock Road  
Singapore 059764

You will receive the outcome by post in about 4 weeks or more, depending on your bank. While the GIRO account is being set up, you will need to pay the administrative fees **using Visa, Mastercard, Amex or eNets Debit**.

Once the GIRO account is set up, deductions will happen on the 17<sup>th</sup> of the following month (or the next working day if the 17<sup>th</sup> falls on a weekend or public holiday). Please ensure you have enough funds in the account for the GIRO deduction.

### Note

You need to [apply for a different GIRO account](#) to pay levy fees.

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