

## Adobe Acrobat PDF Files

Adobe® Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colours and graphics of any source document, regardless of the application and platform used to create it.

Adobe PDF is an ideal format for electronic document distribution as it overcomes the problems commonly encountered with electronic file sharing.

- *Anyone, anywhere* can open a PDF file. All you need is the free Adobe Acrobat Reader. Recipients of other file formats sometimes can't open files because they don't have the applications used to create the documents.
- PDF files *always print correctly* on any printing device.
- PDF files always display *exactly* as created, regardless of fonts, software, and operating systems. Fonts, and graphics are not lost due to platform, software, and version incompatibilities.
- The free Acrobat Reader is easy to download and can be freely distributed by anyone.
- Compact PDF files are smaller than their source files and download a page at a time for fast display on the Web.



**Work Pass Division**

18 Havelock Road  
Singapore 059764  
[www.mom.gov.sg](http://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:**

- Provide a copy of each relevant supporting document stated in Annex A.
- 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 <http://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 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)].
4. Please submit this completed application form over the counters at any SingPost branch.

**For official use only:**

Date of Application:

Officer ID:

Remarks:

## PART 1 – APPLICATION INFORMATION

### 1A: Pass Declaration

**Please provide the FIN/Work Permit/S Pass number if the foreign employee had ever**

- 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

Foreign Identification Number, FIN (*FIN held previously*):

Work Permit Number/S Pass Number – [WP number held previously]:

A blank coordinate plane with x and y axes. The x-axis and y-axis are represented by lines with arrows at their ends. There are 10 tick marks on each axis, but they are not labeled with numbers. The grid consists of 10 columns and 10 rows of squares.

### 1B: Pass Duration

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

Duration of Pass Applied for:

1

(up to 60 months)

## PART 2 – FOREIGN EMPLOYEE'S PERSONAL INFORMATION

## 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:	

<b>For Malaysian only:</b>	
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"/> Chinese	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian
<input type="checkbox"/> Indian	<input type="checkbox"/> Malay	<input type="checkbox"/> Free Thinker	<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: <i>(Applicable only for India qualification)</i>	
Qualifications <sup>#</sup> : <i>(e.g. for Honours Degree, state class/division; Diploma)</i>	
Specialisation: <i>(e.g. Civil engineering)</i>	Faculty: <i>(e.g. Engineering)</i>
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: <i>(Applicable only for India qualification)</i>	
Qualifications <sup>#</sup> : <i>(e.g. for Honours Degree, state class/division; Diploma)</i>	
Specialisation: <i>(e.g. Civil engineering)</i>	Faculty: <i>(e.g. Engineering)</i>
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**

<b>Sijil Tinggi Persekolahan Malaysia (STPM)</b>			
No. of Passes attained <i>(Inclusive of General Studies/Pengajian Am)</i> :	<input type="text"/>	Principal pass-C	<input type="text"/> Subsidiary pass-R
Has the foreign employee attained a pass in General Studies/Pengajian AM?*		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Malaysia Independence Chinese Secondary School (MICSS) United Examination Certificate</b>			
No. of Passes attained <i>(Inclusive of Bahasa Inggeris/English language)</i> :	<input type="text"/>	passes	
Has the foreign employee attained a pass in Bahasa Inggeris/English Language?*		<input type="checkbox"/> Yes	<input type="checkbox"/> No



**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\$                    .00

Basic Monthly Salary                    S\$                    .00

☐ 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:

--

☐ 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:

**PART 6 – SPONSOR COMPANY DETAILS****6A: General Information**

Name of Sponsor Company:

Unique Entity Number (UEN):

Registration Number (ACRA):

Tel Number:

Fax Number:

**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:

**6B: Financial & Other Information**

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\$:



**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:**

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 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<sup>#</sup> & Date**

**Official Stamp of Company / Firm:**

**Name & Designation / Capacity**

Name:

Designation / Capacity:

<sup>#</sup>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 set of original application form duly completed.
- ☐ Application form signed by foreign employee.
- ☐ Application form signed by an authorised officer<sup>#</sup> from the sponsoring company, and stamped with the company's stamp or seal.  
(\*The authorised officer refers to the company's authorised human resource personnel or any person holding at least a managerial position in the sponsoring company.)
- ☐ **1 CLEAR COPY of the following supporting documents<sup>&</sup>:**  
(\*Non-English documents must be accompanied by an official English translation done by a certified translator, High Commission/Embassy or a notary public. This does not apply to verification proof of education certificates from China.)
- ☐ 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
- Additional document(s) are required for:
- (a) **diploma/degree qualifications from India**  
Transcripts and marksheets
- (b) **diploma/degree qualifications from China**
- Certificate of Graduation (毕业证书)
  - Verification proof of educational certificates from any one of the following independent verification channels:
    - Dataflow (<http://www.dataflowgroup.com>);
    - The China Higher Education Student Information job portal (<http://job.chsi.com.cn/>);
    - The China Academic Degrees and Graduate Education Information (<http://www.cdgc.edu.cn>).
- ☐ 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	Singapore Attorney-General's Chambers
Occupational therapist, Physiotherapist, 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).**

## Adobe Acrobat PDF Files

Adobe® Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colours and graphics of any source document, regardless of the application and platform used to create it.

Adobe PDF is an ideal format for electronic document distribution as it overcomes the problems commonly encountered with electronic file sharing.

- *Anyone, anywhere* can open a PDF file. All you need is the free Adobe Acrobat Reader. Recipients of other file formats sometimes can't open files because they don't have the applications used to create the documents.
- PDF files *always print correctly* on any printing device.
- PDF files always display *exactly* as created, regardless of fonts, software, and operating systems. Fonts, and graphics are not lost due to platform, software, and version incompatibilities.
- The free Acrobat Reader is easy to download and can be freely distributed by anyone.
- Compact PDF files are smaller than their source files and download a page at a time for fast display on the Web.

## Adobe Acrobat PDF Files

Adobe® Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colours and graphics of any source document, regardless of the application and platform used to create it.

Adobe PDF is an ideal format for electronic document distribution as it overcomes the problems commonly encountered with electronic file sharing.

- *Anyone, anywhere* can open a PDF file. All you need is the free Adobe Acrobat Reader. Recipients of other file formats sometimes can't open files because they don't have the applications used to create the documents.
- PDF files *always print correctly* on any printing device.
- PDF files always display *exactly* as created, regardless of fonts, software, and operating systems. Fonts, and graphics are not lost due to platform, software, and version incompatibilities.
- The free Acrobat Reader is easy to download and can be freely distributed by anyone.
- Compact PDF files are smaller than their source files and download a page at a time for fast display on the Web.