

# GUIDE TO EMPLOYMENT PASS APPLICATION

This guide highlights the main requirements and steps involved for an Employment Pass (EP) application in Singapore.

## 1 OVERVIEW

An Employment Pass (EP) allows foreign professionals of all nationalities to work in Singapore. Only employers or authorised third parties can apply for a candidate's EP.



## 2 ELIGIBILITY

A candidate qualifies for an EP if he/she has:

- A job offer for a managerial, executive or specialised role in Singapore.
- Acceptable educational/professional qualifications from accredited institutions or specialised skills.
- A fixed monthly salary of at least \$4,500.

Note: Qualifying salary is at least \$5,000 for financial services sector and increases for older and more experienced candidates.



## 3 PRE-APPLICATION

Before EP application, employers must:

- Advertise the job on MyCareersFuture for 28 days and consider all candidates fairly, unless exempted.
- Use the Self-Assessment Tool (SAT) to determine candidate's eligibility.
- Obtain candidate's written consent to apply for the EP.



## 4 REQUIRED INFORMATION AND DOCUMENTS

*Candidate:*

- Copy of Travel Document, Personal and Contact Details
- Work Experience and Salary Details
- Educational Qualifications, Membership/Professional Details
- Copy of Educational Certificates and Transcripts, Verification Proof (if applicable)

*Company:*

- Job Advertisement and Recruitment Details
- Job Position and Work Location

Additional documents are required for candidates of these groups:

- Representative Office
- Healthcare Professionals, Lawyers, Football Players or Coaches
- Food Establishments



## 5 SUBMIT APPLICATION

Submit the application via myMOM Portal. The application fee is \$105 and application processing take about 3 weeks. Check application status and submit additional documents when requested.



## 6 REQUEST PASS ISSUANCE

Arrange for the EP holder to enter Singapore within the validity period of the in-principle approval letter.

Request for pass issuance after the EP holder arrives in Singapore. Have the following ready:

- Candidate's Passport Details, Contact Details, Local Residential Address and Immigration Pass Details
- Immigration Document
- Card Delivery Details
- Signed Declaration Forms

The fee for pass issuance is \$225. An additional \$30 may apply for a Multiple Journey Visa.



Note: The minimum qualifying salary for new EP applicants will be raised to SGD 5,000 from September 2022. This figure raises to SGD 5,500 for the financial services sector and will raise in tandem for older and more experienced EP candidates. For EP renewal applications, these changes will apply from September 2023.

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## WORK PASS CARD

Set a card registration appointment within the registration timeframe. The pass holder should bring along:

- Original Passport, Appointment Letter and Notification Letter

Upon successful registration, the work pass card should be delivered within 5 working days.



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## AFTER PASS ISSUANCE

Notify MOM of any changes or updates to the company or pass holder details and where applicable:

- Apply a Dependant's Pass or Long Term Visit Pass for family members
- Renew the EP before pass expiry
- Cancel the EP if the pass holder is no longer working for the company

