



Work Pass Division

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Dependant's Pass Application Form (Form 12)

This form may require you to take 20 minutes to fill in.
You will need the following information to fill it:

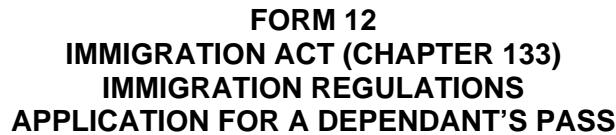
- The Work Pass (Employment Pass/S Pass/EntrePass/PEP) holder's Foreign Identification Number and pass type
- The Dependant's Pass applicant's Foreign Identification Number (if applicable)
- The Dependant's Pass applicant's old/new Malaysian Identity Number (if applicable)
- The Dependant's Pass applicant's Malaysian International Passport Number (applicable to Malaysian only)
- The Dependant's Pass applicant's educational qualification and last drawn salary details

Note:

- All relevant **supporting documents** (as stated in Annex A) **must be submitted** with this application.
- The application **will be voided** if inaccurate written information or wrong/unclear supporting documents is submitted. You will need to resubmit a new application and pay the required administrative fee.
- An administrative fee of \$60 will be charged for every Dependant's Pass application submitted. Please submit your application and make the fee payment over the counters at any SingPost post office (MOM's appointed collecting agent). Payment can be made via cash, Cashcard or NETS.

There shall be no refund of fees paid for the application for Dependant's Pass, unless the fee was not due from the sponsor. Any such request for refund shall be at the discretion of the Controller of Work Passes.

- MOM regularly updates its forms. The copy that you have downloaded more than 30 days ago may be outdated, and may not be used. To ensure that you use the latest version, please download the latest copy 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/Services&Forms>Others>Application Status Check>).
4. Please submit one Dependant's Pass Application Form for each Dependant's Pass applicant
5. Please submit this completed application form over the counters at any SingPost post office.

For official use only:		
<i>Date of Application:</i>	<i>Officer ID:</i>	<i>Remarks:</i>

PART 1 – APPLICATION INFORMATION

1A: Employment/S Pass Applicant / Holder Details

(Please enter either EP/S Pass FIN)

Foreign Identification No. (FIN):

(FIN No. held previously)

[illegible][illegible][illegible]

Pass Type:* ☐ PEP ☐ EntrePass ☐ EP ☐ S Pass

1B: Pass Declaration

Is the Dependant's Pass applicant a Singapore Citizen or Singapore Permanent Resident?* ☐ Yes ☐ No

Please provide the FIN/Work Permit/S Pass No. if the applicant had ever

- I. applied for or worked in Singapore on an Employment Pass/S Pass/Work Permit
- II. studied in Singapore on a Student's Pass
- III. stayed in Singapore on a Dependant's Pass/Long-Term Visit Pass

Dependant Foreign Identification No. (FIN):
(FIN No. held previously)

Work Permit No./S Pass No.:
(WP/S Pass No. held previously)

Date of application: (DD-MM-YYYY)

 -

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1C: Pass Duration

Duration of Pass Applied for: months (from 1 month to Work Pass applicant's/holder's pass expiry)

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

1D: Relationship with Employment/S Pass Applicant/Holder

Relationship: * ☐ Child under 21 years of age ☐ Legally adopted child under 21 years of age ☐ Spouse

PART 2 – APPLICANT’S PERSONAL INFORMATION	
2A: Personal Particulars	
Name: <i>(as on travel document, excluding salutations, e.g. Mr, Miss, Professor, Doctor)</i>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Alias:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Name in Chinese Characters <i>(If applicable):</i>	
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: <i>(DD-MM-YYYY)</i>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>
Nationality:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
For Malaysian only:	
Malaysian Old Identity Card Number:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Malaysian New Identity Card Number:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Malaysian Identity Card Color:*	<input type="checkbox"/> Blue <input type="checkbox"/> Pink
Country of Birth:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
State/Province of Birth:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Country of Origin: <i>(country where the person obtained his first citizenship by birth or parentage)</i>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
State/Province of Origin:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Race:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Religion:*	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Buddhist</div> <div style="width: 50%;"><input type="checkbox"/> Christian</div> <div style="width: 50%;"><input type="checkbox"/> Free Thinker</div> <div style="width: 50%;"><input type="checkbox"/> Hindu</div> <div style="width: 50%;"><input type="checkbox"/> Muslim</div> <div style="width: 50%;"><input type="checkbox"/> Others</div> <div style="width: 50%;"><input type="checkbox"/> Sikh</div> <div style="width: 50%;"><input type="checkbox"/> Taoist</div> </div>

2B: Travel Document Information	
Travel Document Type:*	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Hong Kong Special Admin Region</div> <div style="width: 50%;"><input type="checkbox"/> International Cert of Identity</div> <div style="width: 50%;"><input type="checkbox"/> International Passport</div> <div style="width: 50%;"><input type="checkbox"/> Macau SAR Travel Permit</div> </div>
Travel Document No:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Date of Issue: <i>(DD-MM-YYYY)</i>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>
Date of Expiry: <i>(DD-MM-YYYY)</i>	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> - <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>

PART 2 – APPLICANT’S PERSONAL INFORMATION (continue)**2C: Residential Address in Singapore**

Is the foreigner currently staying in Singapore?*

- ☐ No. You do not need to provide any more details
☐ Yes. Please fill in the address below:

Postal Code:	Block/House No:	Floor No:	Unit No:
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Street Name: _____

Building Name: _____

PART 3 – APPLICANT’S EDUCATION / LAST DRAWN SALARY DETAILS**3A: Educational Qualifications***(Please fill in details of the highest qualification attained)*

Highest Qualification Attained (e.g. No Formal Education, Junior School, High School, Bachelor’s Degree, Doctorate, etc):

Country of School:

Name of School:

3B: School Enrolment*(Note: If there are any changes or updates to the applicant’s school enrolment in future, please update us of the details by writing to the Work Pass Division, Ministry of Manpower.)*Is the applicant planning to study or currently studying in an educational institution in Singapore?*
(excluding pre-school, nursery and kindergarten)

☐ Yes ☐ No
(If ‘No’, please proceed to section 3C on ‘Last Drawn Salary Details’)

Enrolment Status:* ☐ Planning to Enrol ☐ Enrolled

Name of School in Singapore:

Level of Education (e.g. No Formal Education, Junior School, High School, Diploma, University, etc):

Estimated Start Date:

<input type="text"/> <input type="text"/>	–	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(MM-YYYY)		

Estimated Completion Date:

<input type="text"/> <input type="text"/>	–	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(MM-YYYY)		

3C: Last Drawn Salary Details*Please provide the salary details of your current/last held employment (if any).*Gross Monthly Salary
(in Singapore Dollars) **S\$** .00

PART 4 – DECLARATION BY APPLICANT*(For Dependant's Pass applicant who is a child 16 years and below, one of the parents is required to sign on the child's behalf)*

Please tick (✓) accordingly.

- (a) Have you ever been refused entry into or deported from any country? ☐ Yes ☐ No
- (b) Have you ever been convicted in a court of law in any country? ☐ Yes ☐ No
- (c) Have you ever been prohibited from entering Singapore? ☐ Yes ☐ No
- (d) Have you ever entered Singapore using a different passport issued by a different country? ☐ Yes ☐ No
- (e) Have you ever entered Singapore using a different name? ☐ Yes ☐ No
- (f) Have you ever been a Singapore Citizen or Singapore Permanent Resident? ☐ Yes ☐ No
- (g) Have you ever stayed in Singapore? If Yes, please provide the most recent details below. ☐ Yes ☐ No

(i) Length of Stay

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Year(s)

--	--

Month(s)

(ii) Purpose of Stay

- ☐ Accompanying Relatives ☐ Business ☐ Leisure ☐ Study
- ☐ Study and Work ☐ Work ☐ Others

(h) Has the applicant ever been issued a work visa by another country(s)?

☐ Yes ☐ No

If Yes, please provide:

(i) Country of Issue: _____

(ii) Length of Visa:

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Year(s)

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Month(s)

If any of the above answers from (a) to (f) is 'Yes', please provide details:

I confirm that the information as set out in Parts 1 – 3 and 4(a) – (h) were provided by me and that the said information is true and correct.

I understand that I may be subject to prosecution 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.

Date_____
Signature of applicant for Dependant's Pass

PART 5 – DECLARATION BY LOCAL SPONSOR

(Local sponsor must be the same as that of Work Pass application.

Not applicable if the Work Pass Holder is a Personalised Employment Pass Holder.)

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant. The statements made by the applicant in this application are to the best of our knowledge true. We undertake to indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the said applicant.

We shall keep copies of the documents/ certificates showing the relationship between the main Pass Holder and the applicant for as long as the main Pass Holder is in my employment. We 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 / Date

Name & Designation/Capacity

Official Stamp of Company / Firm

Tel No: _____

Name & Address of Company

Fax No: _____

PART 6 – DECLARATION BY WORK PASS APPLICANT / HOLDER IN SUPPORT OF APPLICATION FOR A DEPENDANT'S PASS

I, the undersigned, in my capacity as spouse/parent ** sponsor this application for a Dependant's Pass.

I hereby certify that the application of the above applicant for a Dependant's Pass(es) is/are to accompany me in Singapore and that the statements made by applicant in this application are true. I also undertake to ensure the compliance by the applicant of any quarantine and medical surveillance imposed on the applicant under regulation 8 (2A) of the Immigration Regulation.

Date

Signature of Work Pass Applicant / Holder**
(Employment Pass / S Pass / EntrePass /
Personalised Employment Pass applicant or holder)

** Delete whichever is not applicable

CONSENT

With reference to my application submitted on..... for Dependant's Pass and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organization or any other source for assessing my application.

Dated.....of.....20.....

.....

(Name of Applicant)

.....

(Signature)

.....

* * (Passport / Identity Card No.)

** Delete which ever is not applicable.

DID YOU REMEMBER?

- ☐ 1 set of original application form duly completed.
- ☐ Application form signed by applicant.
- ☐ Application form signed by authorised officer from sponsoring company, and stamped with the company's stamp or seal.
- ☐ **1 CLEAR COPY of the following supporting documents*:**
(*Non-English documents must be accompanied by an official English translation done by a certified translator, High Commission/Embassy or a notary public.)
 - ☐ 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.
 - ☐ Documentary proof for one of the relationship between applicant and Main Pass Holder, as stated in the application:
 - (a) Spouse – Marriage Certificate
 - (b) Child – Birth Certificate
 - (c) Adopted Child – Official Adoption Papers

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).