



NGEE ANN POLYTECHNIC  
535 CLEMENTI ROAD  
#06-00  
SINGAPORE 599489



02 Nov 2016



## Your application is approved

### Please confirm the details below

If you have any changes, send them to us  
(with supporting documents) using iSubmit.  
We will tell you if you need to reapply.

Dear Sir/Madam

We are pleased to inform you that PHAM HOANG LONG's  
Training Employment Pass has been approved for 12 months.  
This In-Principle Approval is valid until **01 May 2017**.

This letter lists the employment details for you to confirm and the  
next steps you need to take so that a Training Employment Pass  
card can be issued.

Once your pass holder gets here, please complete all the steps  
on the next few pages before this IPA expires. Otherwise, we will  
withdraw the approval and you will need to send him home.

Yours sincerely

Penny Han (Mrs)  
Controller of Work Passes

FOREIGN EMPLOYEE'S NAME

PHAM HOANG LONG

DATE OF BIRTH

15 APR 1994

SEX

MALE

NATIONALITY

VIETNAMESE

PASSPORT NO

C2093951

FIN

G3328439Q

DATE OF APPLICATION

26 OCT 2016

OCCUPATION

JUNIOR RESEARCH ASSISTANT

#### ⚠ IMPORTANT

- You must comply with the conditions under the Employment of Foreign Manpower Act and conditions of the Training Employment Pass, as well as the Work Injury Compensation Act. Otherwise, we can cancel the Training Employment Pass, prosecute you and withdraw your permission to employ Training Employment Pass holders. You can read the rules at [www.mom.gov.sg](http://www.mom.gov.sg).
- This letter does not grant the pass holder's stay in Singapore. You must issue the pass before the pass holder's visit pass expires.

**What you need to do to get the Training Employment Pass card:****Before they arrive****Send them the pass holder's copy of the IPA letter.**

If they require a visa, the pass holder's IPA contains a pre-approved single journey visa for their use - a charge of S\$30 for a multiple journey visa (if applicable) will have to be made to MOM later.

**Send them a copy of their employment contract.**

This contract should state their salary and other terms of employment, such as how much home leave they are allowed and any monthly allowances and/or deductions.

**After they get here****Ask them to go for a medical exam which includes HIV Test and Chest X-Ray Test. The doctor must complete the attached form.**

This medical should not be taken as any guarantee of your new employee's health. Medicals must not be more than three months old when the Training Employment Pass is collected.

**Tell us your address in Singapore using EPOL.**

You have not told us where they will live.

**Login to EPOL to ask for their Training Employment Pass card to be issued. This will cost S\$150.**

If you need help, search for the "Step-by-Step Guide to Issue Pass via EP Online" on the MOM website.

**⚠ IMPORTANT**

**This approval does not exempt the pass holder from compliance or registration required under the respective professions, for which professional registration to practise in Singapore is a prerequisite (e.g. medicine, dentistry, pharmacy, architecture, law, etc).**



**Have these documents ready before you ask for their Training Employment Pass card to be issued. A duplicate copy is printed on the pass holder's copy for them to bring during card registration.**

- This In-Principle Approval letter.
- The pass holder's original passport / travel document.
- The completed medical examination form.
- The original and completed Declaration Form duly signed by the pass holder, local Employer / Sponsor and if applicable, the Third Party user who submitted the application on behalf of the local employer / sponsor.
- If you are the new employer / sponsor of existing Work Pass, Dependant's Pass or Long Term Visit Pass holders, they must cancel their current pass first before you can ask for their new pass to be issued.

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## Declaration Form

This form must be submitted during pass issuance. If there are any discrepancies in this Declaration Form, the correct information must be provided using iSubmit at [www.mom.gov.sg/isubmit](http://www.mom.gov.sg/isubmit) before the collection of the pass. The application will be re-assessed and we will inform you of the outcome.

### **PART A** DECLARATION BY FOREIGN EMPLOYEE

Name: PHAM HOANG LONG

FIN: G3328439Q

Date of Application: 26 OCT 2016

Date of Birth: 15 APR 1994

Nationality: VIETNAMESE

Educational details:

Country of Awarding Body/Institution/University: VIETNAM

Name of Awarding Body/Institution/University: FPT UNIVERSITY

Main Campus or Affiliating College Attended: -

Qualification: BACHELOR'S DEGREE

Faculty: ENGINEERING

Mode of study: FULL-TIME

Period of study: 01 SEP 2014 to -

Country of Awarding Body/Institution/University: VIETNAM

Name of Awarding Body/Institution/University: HO CHI MINH CITY UNIVERSITY OF PEDAGOGY

Main Campus or Affiliating College Attended: -

Qualification: HIGH SCHOOL EDUCATION

Faculty: NOT APPLICABLE

Mode of study: FULL-TIME

Period of study: 05 SEP 2009 to 22 AUG 2012

Name of Employer/Sponsor: Ngee Ann Polytechnic

Occupation: JUNIOR RESEARCH ASSISTANT

Fixed Monthly Salary (S\$): 700

I declare that:

- I have never been refused entry or deported from any country.
- I have never been convicted in a court of law in any country.
- I have never been prohibited from entering Singapore.
- I have never entered Singapore using a different passport issued by a different country.
- I have never entered Singapore using a different name.
- I have never been a citizen or permanent resident of Singapore.
- I have read and understood the conditions of Training Employment Pass in the Employment of Foreign



Manpower (Work Passes) Regulations c.91A, available at MOM counters or at [www.mom.gov.sg](http://www.mom.gov.sg).

Declaration Details: Nil

I consent, for the purpose of assessing this Application for an Training Employment Pass and the administration of work pass matters,

- for the Government of Singapore and statutory authorities thereof to obtain from and verify information with any person, organisation or any other source, and further,
- to the release of all information thereby obtained to the Government of Singapore, statutory authorities and their agents thereof.

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 declare that the information in this Application for an Training Employment Pass, Declaration Form and any appeals are, to the best of my knowledge, true and correct; and that all documents submitted in support for this Application, Declaration Form and any appeals, are true copies of the originals.

Name of Foreign Employee:

PHAM HOANG LONG

FIN:

G3328439Q

Signature of Foreign Employee:

Date

05 11 2016

(DD-MM-YYYY)

**PART B DECLARATION BY EMPLOYER / LOCAL SPONSOR**

I declare that I have read and understood the conditions and regulatory conditions of Training Employment Pass in the Employment of Foreign Manpower (Work Passes) Regulations available at MOM counters or on our MOM website and I further declare that I am authorised to bind Ngee Ann Polytechnic, the employer/sponsor or PHAM HOANG LONG to the following:

- The employer/sponsor shall keep copies of the education certificates of the foreign employee declared in this application for an Training Employment Pass for the duration of the foreign employee's employment with the employer/sponsor.
- Where the foreign employee has a diploma or degree from the People's Republic of China, the employer/sponsor has verified the authenticity using one of the following channels:
  - a. CHESICC - China Higher Education Student Information and Career Center (<http://job.chsi.com.cn>)
  - b. CDGDC - China Academic Degrees and Graduate Education Information (<http://www.cdgdc.edu.cn>)
  - c. Dataflow - (<http://www.dataflowgroup.com>)The employer/sponsor shall keep a printout of this verification throughout the foreign employee's employment.
- The employer/sponsor has ensured that the foreign employee fully understands the contents of Part A of the Declaration Form and that it was signed by the foreign employee.

The employer/sponsor, for the foreign employee named in Part A of this Declaration Form, undertakes to:

- bear responsibility for the foreign employee's upkeep and maintenance in Singapore.
- indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the foreign employee or any of the foreign employee's dependants.
- provide all reasonable assistance to the foreign employee to comply with any quarantine and medical surveillance imposed on the foreign employee under Regulation 8(2A) and 8(4) of the Immigration Regulations c. 133.

I consent, for the purpose of assessing this Application for an Training Employment Pass and the administration of work pass matters,

- for the Government of Singapore and statutory authorities thereof to obtain from and verify information with any person, organisation or any other source; and further,
- to the release of all information thereby obtained to the Government of Singapore, statutory authorities and their agents thereof.

I declare that the information in this Application for a Training Employment Pass, Declaration Form and any appeals are, to the best of my knowledge, true and correct; and that all documents submitted in support for this Application, Declaration Form and any appeals, are true copies of the originals.



Name of Authorised Representative:

NRIC:

Designation:

Signature:

Organisation Stamp:

If you do not have a stamp, please attach a letter using your company letterhead to confirm that this representative is authorised.

Date

(DD-MM-YYYY)



MINISTRY OF  
MANPOWER

## Medical Examination Form

- This form is to be completed by a qualified doctor and returned to the foreign employee.
- The foreign employee must produce his/her passport and the In-Principle Approval letter from the Ministry of Manpower to the doctor.
- The foreign employee must submit this report to the Ministry of Manpower during card registration.

### A. Personal Particulars

Name (as in the passport): PHAM HOANG LONG

Sex: M

Date of Birth: 15 APR 1994

Medical: HIV Test and Chest X-Ray Test

FIN: G3328439Q

Nationality: VIETNAMESE

Passport No.: C2093951

HA = 120/80 mmHg  
U = 80/11

### B. Clinical Examination

- |                          |  |                                   |
|--------------------------|--|-----------------------------------|
| 1. Cardiovascular System | <input checked="" type="checkbox"/> Normal | <input type="checkbox"/> Abnormal |
| 2. Respiratory System    | <input checked="" type="checkbox"/> Normal | <input type="checkbox"/> Abnormal |
| 3. Abdomen               | <input checked="" type="checkbox"/> Normal | <input type="checkbox"/> Abnormal |
| 4. Neurological          | <input checked="" type="checkbox"/> Normal | <input type="checkbox"/> Abnormal |

Remarks:

BS.CKI. Mạch Triều Hà

BS.CKI. Mạch Triều Hà

BS.CKI. Mạch Triều Hà

BS.CKI. Mạch Triều Hà

### C. Other Tests

Chest X-ray\*:

Any evidence of active TB detected? ☒ No☐ Yes☐ Examinee is pregnant

[\* Pregnant women are exempted from Chest X-ray.]

HIV(AIDS):

☒ Negative / Non-Reactive☐ Positive / Reactive

### Certification

I certify that I have examined the above-named person and my findings are as above.

I also certify that he/she is ☒ Fit☐ Unfit

for employment.

Name of Examining Doctor (in block letters):

BS.CKI. Mạch Triều Hà

Signature of Examining Doctor:

Clinic's Stamp &amp; Address:

75 Phạm Việt Chánh Đường  
L. TH. HCM

TRUNG TÂM XÉT NGHIỆM  
VÀ CHẨN ĐOÁN Y KHOA  
MEDICAL DIAG CENTER

Telephone No.:

Date 05/11/2016 (DD-MM-YYYY)

### IMPORTANT

If the examinee fails the medical examination, the In-Principle Approval will be deemed as withdrawn. If he/she is in Singapore, he/she must leave before the Short Term Visit Pass expires.

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PHAM HOANG LONG  
NGEE ANN POLYTECHNIC  
535 CLEMENTI ROAD  
#06-00  
SINGAPORE 599489



02 Nov 2016



## Your application is approved

Dear PHAM HOANG LONG,

We are pleased to inform you that your Training Employment Pass application has been approved. We look forward to welcoming you to Singapore.

Your employer must ask for your Training Employment Pass to be issued by **01 May 2017**. Otherwise we will withdraw this approval.

Yours sincerely

Penny Han (Mrs)  
Controller of Work Passes

### What happens next?

Please follow these simple steps and get your Training Employment Pass. There are more detailed instructions on the next page(s).

#### CHECK YOUR DETAILS

Make sure the employment details overleaf are correct. If not, please inform your employer immediately.

#### COLLECT YOUR CARD

Make sure your employer arranges for your Training Employment Pass to be issued before 01 May 2017.

#### ⚠ IMPORTANT

This letter does not grant you stay in Singapore. You need to ask for your pass to be issued before your visit pass expires.

**Check your employment details before you leave.**

If you find a problem, please contact your employer straight away.

YOUR NAME <b>PHAM HOANG LONG</b>	DATE OF BIRTH <b>15 APR 1994</b>	SEX <b>MALE</b>
NATIONALITY <b>VIETNAMESE</b>	PASSPORT NO. <b>C2093951</b>	FIN NO. <b>G3328439Q</b>
DATE OF APPLICATION <b>26 OCT 2016</b>	OCCUPATION <b>JUNIOR RESEARCH ASSISTANT</b>	MEDICAL REQUIRED <b>HIV Test and Chest X-Ray Test</b>
PERIOD GRANTED (MONTHS) <b>12</b>	EMPLOYER <b>NGEE ANN POLYTECHNIC</b>	
BASIC MONTHLY SALARY <b>S\$600 +</b>	FIXED MONTHLY ALLOWANCES <b>S\$100 =</b>	FIXED MONTHLY SALARY <b>S\$700</b>

**About your salary:**

Your employer has declared that your fixed monthly salary of S\$700 will not vary from month to month and shall be paid to you regardless of performance on a monthly basis. It does not include overtime, bonus or commission.

**After  
you  
arrive**

**Once you are in Singapore,  
please get your employer to  
apply for your Training  
Employment Pass to be  
issued straight away.**

**Your Training Employment Pass  
is important because it allows  
you to work and stay in  
Singapore. It can also help you  
open a bank account or sign  
lease or service agreements.**

**Once your employer has asked  
for your Training Employment  
Pass to be issued, check the  
Notification Letter to see if you  
need to register your  
fingerprints and photo.**

**Please book your appointment as  
early as possible if you are asked  
to do so.**

**⚠ IMPORTANT**

**These steps must be completed or we will withdraw the approval and you have to leave Singapore. This approval does not exempt you from compliance or registration required under the respective professions, for which professional registration to practise in Singapore is a prerequisite (e.g. medicine, dentistry, pharmacy, architecture, law, etc).**



## Getting Ready

**Your employer has told us that you will be working at:**

535 CLEMENTI ROAD  
SINGAPORE 599489

**Why not use the Internet to find your nearest supermarket or work out your journey to work? Singapore has safe, clean and efficient bus and commuter rail services.**

Find out more at  
[www.publictransport.sg](http://www.publictransport.sg).

## Learn about Singapore

**Singapore is a vibrant, multicultural, world-leading city state.**

English is the main spoken language for business, but most people speak at least one other. Crime rates are very low in Singapore and the law is enforced very strictly.

**Take a look at these sites to find out more:**

Immigration and customs	<a href="http://www.customs.gov.sg">www.customs.gov.sg</a>
Tourism, culture and events	<a href="http://www.yoursingapore.com">www.yoursingapore.com</a>
Moving to Singapore	<a href="http://www.contactsingapore.sg">www.contactsingapore.sg</a>
Expatriate information	<a href="http://www.entersingapore.info">www.entersingapore.info</a>

**Bring this page along when you report for your card registration.**

- This In-Principle Approval letter.
- The pass holder's original passport / travel document.
- The completed medical examination form.
- The original and completed Declaration Form duly signed by the pass holder, local Employer / Sponsor and if applicable, the Third Party user who submitted the application on behalf of the local employer / sponsor.

### **⚠ IMPORTANT**

**You must comply with the conditions under the Employment of Foreign Manpower Act. Otherwise, MOM can cancel the Training Employment Pass and you may be prosecuted and sent home.**