To,

Immigration & Checkpoints Authority

Permanent Resident Services Centre,

5th Storey, ICA Building,

10 Kallang Road,

Singapore 208718

Dear Sir,

Sub – Application for Permanent Residency under Professional, Technical Personnel and Skilled Workers (PTS) scheme

Please find attached my application for Permanent Residency in Singapore under Professional, Technical Personnel and Skilled Workers (PTS) scheme. I have been legally residing in Singapore since XXX (Month) XXX (Year) on employment pass. I am employed with Polaris Technology as (give your designation) & working for CITI Bank in Singapore. I am working in Risk & Compliance domain of the banking sector & takes care of risks & compliance issues arising of trading in investment & securities. My job profile is quite challenging & keeps me on my toes 24 hours.

Please find a brief snapshot on my major job responsibilities:

* XXX
* XXX
* XXX
* XXX

Since I moved to Singapore in xxxx this country caught my attention on couple of aspects. Though I had a perspective of Singapore being one of the most developed countries in the region but Singapore really stands out in terms of work-life balance, quality of life & safety. Being one of the Asian countries there is not much cultural difference & local community welcomes expats with open arms. As population is more cosmopolitan it provides an opportunity for individuals & families to grew, learn & engage in all spheres of community activities.

As I am married now & planning to start family it gives me lot of comfort that we will be flourishing in this superb ecosystem. I would like my kids also to imbibe great cultural values which Singapore provides along with excellent environment to grow educationally & professionally.

I am enclosing below mentioned documents for your kind consideration:

1. Application Form (Form 4)
2. Travel document – Passport No. XXXXXX
3. Identity Card – FIN Card No. XXXXXX
4. Birth Certificate
5. X Grade Marksheet/Cert.
6. XII Grade Marksheet/Cert.
7. Graduation Cert.
8. Certificates if any
9. Employer’s letter (Letter from Polaris)
10. Pay slip for the last six months
11. Income Tax Notices of assessment for the last 3 years

I hope the attached documentation & proofs will lead to a positive decision of my permanent residence application.

Yours Sincerely,

(Address)

01st Oct, 2015