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Apply for a Work Permit for performing artiste


If you want to employ foreign performing artistes, you can apply for their Work Permits online. You can check the status of your application online. You also need to take certain steps before the pass is issued.

Already know the process? Go directly to  [WP Online](#) to apply.

At a glance

Who can apply	Employer or appointed employment agent (EA)
How much it costs	<p>When you submit the application:</p> <ul style="list-style-type: none"> • \$75 for each pass <p>When you get the pass issued:</p> <ul style="list-style-type: none"> • \$100 for each pass
How long it takes	Within 1 week, unless more information is required
Related eServices	<ul style="list-style-type: none"> •  WP Online - apply and get the pass issued •  Check application status via WP Online •  Make an appointment <p> more eServices and forms</p>

Note:

- A non-Malaysian worker must not be in Singapore at the time of Work Permit application.
- If this is the **first time you are applying** for a Work Permit, you need to  [declare your business activity](#).


How to apply

Step	Who does this	Result
<u>Submit an application</u>	Employer or EA	In-principle approval or rejection letter
<u>Prepare for worker's arrival</u>	Employer or EA	Security bond, insurance, etc.
<u>Get the permit issued</u>	Employer or EA	Notification letter
<u>(If required) Register fingerprints and photo</u>	Worker	Acknowledgment of card delivery
<u>Receive the card</u>	Employer or authorised recipients	Work Permit card

Submit an application

Processing time: within 1 week. Some cases will take more time.

To submit an application:

1. Log in to  **WP Online** to fill out the application.
2. Pay \$75 for each application. You can pay by VISA, MasterCard or eNets Debit.
3. **Check the status** of your application after 1 week.

It takes around **1 week** to process the application. It may take longer if additional information is required.


You can view the outcome online. If your application is approved, you can print the in-principle approval letter ([IPA](#)).

Note


Make sure the worker's IPA particulars matches their passport details. If you make an error, such as wrong spelling of name, you will need to **correct the error**, or the worker will be denied entry into Singapore.

Prepare for worker's arrival

Before the worker arrives:

1. Buy a **security bond** (for non-Malaysian workers).
2. Buy **medical insurance** for the worker.
3. Ensure that they have been **fully vaccinated** with WHO EUL vaccines to meet the **vaccination requirements for work passes**.
4. Ensure that they comply with the **latest travel requirements** .

When the worker arrives, you need to:

1. Send the worker for a **medical examination** by a Singapore-registered doctor within 2 weeks of arrival.
2. Send the worker to a local **clinic**  to **verify their overseas vaccination records**.
 - They may verify their overseas vaccination records during their medical examination. Please call the clinic first to check if they offer verification services.

3. Print and complete the **Security Bond form** .

- For sole proprietorships and partnerships, it should be signed by the sole proprietor or partner.
- For private limited companies, it should be signed by a director who is registered with **ACRA**. If the director wishes to appoint an employee to sign the form, he must provide a written authorisation to us.

Get the permit issued

When: Within 2 weeks of arrival or scheduled date mentioned in the IPA

Processing time: Immediate


You need to get the Work Permit issued within this timeframe:

If the worker is	Issue the pass
A Malaysian or a foreign worker changing employer	On the date stated in the in-principle approval letter
From any other source	After entering Singapore and within 2 weeks of arrival

To request for the Work Permit to be issued:

1. Log in to  **WP Online** to make the request.



You will need a delivery address and contact details for card delivery. You may also need to upload PDF copies of these documents:

- Personal particulars page of the worker's current passport (include pages that have amendments).
- Disembarkation/Embarkation card (immigration white card).
- Completed medical examination form.
- Completed **Security Bond Form** .
- Completed Work Permit application form.

2. Pay \$100 for each Work Permit issued. You can pay by **GIRO**, or eNets credit or debit.


3. After the Work Permit is issued, **print the notification letter**.

The notification letter:

- Is valid for **1 month** from the date of issue.  **Request to extend the validity** if you have a change of travel plans.
- Should be given to the foreign worker. It allows them to travel in and out of Singapore while waiting for the Work Permit card.
- States if the worker needs to report to  **MOM Services Centre – Hall C** to register fingerprints and photo.

(If required) Register fingerprints and photo

When: Within 1 week after pass is issued (if required)

Check the notification letter for whether the worker needs to register at  **MOM Services Centre – Hall C**. If it is required, the worker needs to register **within 1 week** of issuing the Work Permit.

You must  **make an appointment** for the worker to register.

For the appointment, the worker should bring:

- Original passport
- Appointment letter
- Notification letter

Receive the card

When: Within 5 working days after registration or document verification



We will deliver the Work Permit card to the address given within **5 working days** after the worker registers and gets documents verified.

For workers who do not need to register, we will deliver the card within 5 working days after verifying their documents.


The authorised recipients will get an SMS or email with the delivery details at least 1 working day before delivery.

You can also check your card delivery status using [WP Online](#).

Tip

Download  [SGWorkPass](#) to scan QR code on your [new card](#)  to check status, expiry date and more.

If card delivery fails

After unsuccessful deliveries, you'll have to collect the card at the service desk of  [MOM Services Centre – Hall C](#).

You or an authorised person can collect the card **3 working days** after the second attempted delivery. You don't need an appointment for collection.

Bring along these documents for card collection:

- Candidate's original passport
- Notification letter

If you authorise someone to collect it on your behalf, make sure they bring these along:

- An authorisation letter from the employer
- NRIC or passport for verification

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