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## Work Permit: notify MOM

If you employ Work Permit holders, you need to notify **MOM** of changes during their employment, including updates to company name and address, worker's occupation, passport details, and residential address.

You will need to notify MOM in these situations:

### Change in business entity

You need to inform us if your company is undergoing the following changes that result in a change in the **CPF** submission number:

- Changing to another type of business entity (e.g. from a sole proprietorship to private limited company), where at least one of the directors, partners or sole proprietors will move to the new entity.
- Undergoing full merger, acquisition or amalgamation of entities.
- Renewing a business registration with a different Accounting and Corporate Regulatory Authority (**ACRA**) number while keeping the company name.

For these above scenarios, find out [how to transfer your workers to the new company](#).

### If a worker is transferred to a related company

#### Note


If you are transferring Work Permit holders because two companies are undergoing a full merger, acquisition or amalgamation, you should instead notify MOM that you are **changing your business entity** instead.

A Work Permit holder can be transferred to a related company (e.g. subsidiary or parent company). You can get this done by following the steps below.

### For non-Malaysian Work Permit holders

1. You can only transfer workers within the same business sector and you must have the consent of the existing employer. You can proceed to apply using **WP Online** if the worker's Work Permit is expiring in more than 20 days, subject to Work Permit criteria. For transfers within 20 days before the Work Permit expiry, you need to **submit a request for pre-approval** first.
2. If your pre-approval request is granted, you can proceed to apply for a Work Permit using **WP Online**. The application will need to meet all the criteria for hiring a worker in your business sector (e.g. quota).
3. The existing Work Permit will be automatically cancelled once the related company gets the new Work Permit issued.


### Change in company's name or contact details

If your company changes its name or contact details (e.g. address, phone number or email address), you must **update the Central Provident Fund (CPF) Board** .

The CPF Board will then inform us of these changes. This will ensure that you continue to receive important messages and correspondences from us.

**Note:** If your company is also changing its business entity (i.e. leading to a change in its CPF submission number or ACRA number), please refer to the above section on **change in business entity** instead.


### Change in worker's address or mobile number

As an employer, you are required to update your Work Permit holders' new residential address or mobile number using the  **Online Foreign Worker Address Service (OFWAS)** within **5 days** of the change. The address must meet the **housing requirements** before you can get it updated.

The Work Permit holders must also update us using the **FWMOMCare app** within **five days** of the change. Otherwise, they may be penalised.

### Change in worker's occupation

You need to submit a request to us if you want to change the occupation of a Work Permit holder.

You can inform MOM through  **WP Online**.

### Change in worker's personal particulars

You need to inform us of changes in your worker's personal particulars (e.g. passport details).

Please do so by using **WP Online** to update the following details for your worker:

- Name
- Date of birth
- Marital status
- Passport number or expiry date

#### Tip

Find out how to do the **updating using WP Online** .


For other details, please submit a **request to update the worker's particulars** and upload the relevant supporting documents (e.g. worker's passport personal particulars page).

#### Note

We will inform ICA of your workers' new personal particulars. If they wish to clear immigration using the automated gates, they can do so **4 working days after** you have received our email that their details have been updated.

### Change in worker's salary

Before you can change your worker's salary, you must:

1. Get the worker's written consent.
2. Inform us of the worker's new salary using  **WP Online**.

#### Tip


Find out **how to update your worker's salary** .

However, you are not allowed to amend the salary if the Work Permit is not yet issued.

### Provide a reference for your worker

You can be a reference for your worker's conduct, character, work attitude or performance.

To provide a reference:

1. Prepare a soft copy letter with your company letterhead. Include the following information in the letter:
  - Worker's name
  - Worker's Work Permit number or FIN
  - Your name, signature, phone number and email
  - Your NRIC or FIN
  - Your job title or position in the company
2.  **Submit the letter to us.** State "Reference for Work Permit holder" in the message.

We will:


- Inform anyone who applies for a Work Permit for the worker that we have received feedback.
- Release your contact details so that they can find out more, if they wish to do so.

The employer can choose to hire the worker even if they receive negative feedback. We will only ban workers from employment if they are charged and found guilty of an offence under Singapore law.

### If a worker is pregnant

You need to  **notify MOM.**

If the worker is married, include this additional information:

If the worker's spouse is	Include this information
Singapore citizen or PR	<ul style="list-style-type: none"><li>• Spouse's full name and NRIC</li><li>• Copy of marriage certificate</li></ul>
 EP or S Pass holder	<ul style="list-style-type: none"><li>• Spouse's full name</li><li>• Spouse's FIN or Work Permit number</li></ul>

### If a worker goes missing

You must do these **within 1 week** of knowing that your worker is missing:

1. File a missing person police report.
2. **Cancel the Work Permit.**

### For a non-Malaysian worker

If the worker is not found within **1 month** from the date the Work Permit was cancelled, \$2,500 (half of the \$5,000 security bond) will be forfeited to cover the repatriation and other related costs.

## Death of a worker in Singapore

If your worker passes away in Singapore, you need to:

1. **Cancel the Work Permit within 1 week** from the worker's passing. Upload a copy of the following documents when cancelling:
  - **Death certificate**
  - **Airway bill** if the ashes or body has been sent back to the home country/region.  
OR  
**Burial certificate** if the body has been buried in Singapore.  
OR  
**Cremation certificate** if the body has been cremated in Singapore.
2. Bear the costs of burial, cremation or the return of the body to the country/region of origin.
3. Bear the costs of returning the worker's belongings to their families.
4. Pay any outstanding salaries or payments to the worker's estate, e.g. the worker's next of kin or appointed trustee.



### Related questions

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**Must I update the overseas address of workers who travel daily to work in Singapore?**

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**As a Work Permit holder, how do I apply for approval to marry a Singaporean or permanent resident?**

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**I am sending a Work Permit holder to a country/region other than their home country/region after their employment ends. How do I notify MOM?**

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**If I increase a Work Permit holder's salary or monthly allowance, or reduce their food and housing deductions, do I need to report these changes to MOM?**

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**How do I obtain a Work Permit holders prior written agreement for changes to salary or deductions?**

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**What is the minimum I need to pay the Work Permit holder? Do I need to continue paying if they have no work?**

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**How do I find out my Work Permit holders last declared salary?**

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**Can I reduce a Work Permit holder's salary?**

