🦁 A Singapore Government Agency Website How to identify ⌄

About us   **MINISTRY OF MANPOWER**

Work passes | **Employment practices** | **Workplace safety and health** | **Statistics and publications**

eServices | **Calculators** | **Forms** | **Newsroom**

Jump To

Select ⌃
At a glance
Submit an application
Prepare for workers' arrival
Get the permit issued
If required, register fingerprints and photo
Receive the card
Related questions

Apply for a Work Permit

You can apply for a Work Permit online as an employer or appointed employment agent.

> **Note**
>
> - You must complete **all** the following:
>   - After receiving the in-principle approval (IPA), buy the **Primary Care Plan** (PCP) for workers who either stay in dormitories (that can accommodate 7 or more workers) or work in the CMP sectors.
>   - Before the Work Permit can be issued, declare the PCP purchase on ⚙ **WP Online**.
> - All migrant workers (including those on transfers) need to meet **both** criteria below **before** getting their Work Permits issued. They must:
>   - Be **fully vaccinated**.
>   - Get their overseas vaccination records updated in the National Immunisation Registry (NIR). This can be done when they are taking their pre-employment medical examination.
>
>   Refer to the **vaccination requirements** for more details.

At a glance

Step	Who does this	How long it takes
Submit an application	Employer or employment agent (EA)	**Within 1 week** for most cases
Prepare for workers' arrival	Employer or EA	Not applicable
Get the permit issued	Employer or EA	Immediate processing
If required, register fingerprints and photo	Worker	Not applicable
Receive the card	Employer or authorised recipients	Receive within 5 working days after fingerprint and photo registration, or document verification

> **Tip**
>
> See **pass map** for overview of what you need to do before, during and after you apply for a Work Permit

Note:

- If you have never applied for a Work Permit, you need to ⚙ **declare your business activity**.
- Non-Malaysian workers cannot be in Singapore during the Work Permit application.
- The duration of the Work Permit s **usually 2 years**, but it may be shorter depending on:
  - **Validity of the worker's passport:** Validity will be 1 month before the passport expires
  - **Duration of the security bond:** Validity will be 2 months before the security bond expires

Submit an application

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

To submit an application:

1. **Get a written consent to apply for Work Permit** from the worker.
2. Log in to ⚙ **WP Online** to fill out the application.
3. Pay $35 for each application. You can pay by **GIRO** 📄, VISA, MasterCard or eNets debit.
4. **Check the application status** after 1 week. It may take longer if additional information is required.
5. If the application is approved, log in to ⚙ **WP Online** to print the following:
   - **In-principle approval (IPA) letter**
   - Work Permit application form

> **Note**
>
> Make sure the worker's IPA particulars match their passport details. For any errors (e.g. wrong spelling of names), you need to **correct the error**. Otherwise, the worker will be denied entry into Singapore.

Prepare for workers' arrival

You need to complete these steps to prepare for your workers' arrival in Singapore.

Before worker's arrival

1. For non-Malaysian CMP Work Permit holders on IPA, please perform the additional steps below:

Date worker arrives in Singapore	What you need to do
Before 19 September 2023	**Book a slot at the Onboard centre** at least **4 days before** your workers arrive..
From 19 September 2023	📝 **Submit an online pre-entry housing check form** for them. Processing time may take up to 6 weeks or longer for certain housing types. After you have obtained the approval, please **book a slot at the Onboard centre** at least 4 days before they arrive.

> **Tip**
>
> Ensure you get an onboarding slot **before** confirming their flight arrangements.

2. Buy a **security bond** for non-Malaysian workers.

   - Ensure your insurer sends us the security bond details. It takes up to **3 working days**.

   - The security bond must **take effect when the workers arrive**. Otherwise, they will be refused entry into Singapore and you will have to pay to send them home immediately.

3. Buy **medical insurance**, **work injury compensation insurance** (if applicable) and **Primary Care Plan** (for those staying in dormitories or work in CMP sectors) for them.

   > **Note**
   >
   > You must declare that you have bought the Primary Care Plan on ⚙ **WP Online**, **before** the Work Permit can be issued.

Upon worker's arrival

1. Within **2 weeks** of arrival, send them for **medical examination** by either a:

   - Singapore-registered doctor

     Or
   - MOM-appointed Anchor Operators for workers eligible for the **Primary Care Plan**.

   You may also need to send them for the **Settling-in Programme**, if applicable.

2. Print and complete the **Security Bond form** 📄.

   - For sole proprietorships and partnerships, the form 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 MOM.

> **Note**

All non-Malaysian male Work Permit holders on IPA in the CMP sectors entering Singapore will complete a residential onboarding programme at the **Onboard centre** for 3 days.

Get the permit issued

Processing time: Immediate

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

If the worker is	Get the Work Permit issued	If you can't get the Work Permit issued on time e.g. medical examination results or new passport is not ready
A newly-arrived Malaysian	• After the worker enters Singapore. • Before the due date stated on the in-principle approval (IPA) letter.	Log in to ⚙ **WP Online** to extend the IPA expiry date. You need to do this before the due date stated on the IPA letter.
A newly-arrived non-Malaysian	• After the worker enters Singapore. • Within 14 days from arrival.	Log in to ⚙ **WP Online** to request for a Special Pass. The IPA will be automatically extended.
Changing to a new employer	• Before the current Work Permit expires. • Before the due date stated on the IPA letter.	Log in to ⚙ **WP Online** to extend the IPA expiry date. You need to do this before the due date stated on the IPA letter.

To get the Work Permit issued:

1. Register the worker's **residential address and mobile number** using ⚙ **OFWAS**.

2. You must **wait for at least an hour** before logging in to WP Online to request for Work Permit to be issued.

3. Log in to ⚙ **WP Online** to request for Work Permit to be issued.

> **Note**
>
> • Make sure you **print the IPA letter and the Work Permit application form** before you get the pass issued.
>
> • [For new workers in the construction sector who passed their SEC(K) test overseas]
>
>   Before you get the pass issued, you must **make an appointment** with BCA to get your worker's identity verified and IPA endorsed within 4 months of the SEC(K) test.
>   **Note**: If you are using BCA's self-help kiosk, you will receive a BCA endorsement letter.
>
>   For any queries, please **contact BCA** ⧉.
>
> • For us to verify your documents successfully, please check that the documents uploaded are correct and complete. For more details, please refer to our **guide on common errors** 📄.

4. Provide an address (home or office) where the card will be delivered.

5. Nominate **up to 3 authorised recipients** to receive the card, and provide their NRIC, FIN or passport number, mobile numbers and email address.

6. Pay $35 for each Work Permit issued. You can pay by GIRO, VISA, MasterCard or eNETS debit.

7. After the Work Permit is issued, **print the notification letter** and give it to the worker. The notification letter is **valid for 1 month** from the date of issue and:

   - Allows them to travel in and out of Singapore while waiting for the Work Permit card.

   - States if registration of fingerprints and photo is required.

> **Note**
>
> If the worker needs more time to complete the card registration procedures, you can 📝 **request to extend the validity of the notification letter.**

If required, register fingerprints and photo

When: Within 1 week after pass is issued

Check the notification letter for whether the worker needs to register fingerprints and photo.

If required, the worker needs to complete registration **within 1 week** after the Work Permit is issued.

For registration, you must ⚙ **make an appointment** for the worker to visit **MOM Services Centre – Hall C**.

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 given address 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 the card delivery** details in 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 2 unsuccessful deliveries, you or an authorised person can collect the card at the service desk of **MOM Services Centre – Hall C** after **3 working days**. You do not need an appointment for collection.

Bring along these documents for card collection:

- Worker'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

📖 Related questions

What does it mean if I have uploaded documents and the status is "Follow Up"?

What should I do if I decide not to hire a worker after getting in-principle approval for the Work Permit?

Can another party declare business activity on behalf of an employer?

Can a company not registered in Singapore apply for Work Permits for foreigners to work here?

Can an employer hold on to a migrant worker's Work Permit card?

Will my Malaysian worker's Temporary Permit also be cancelled if I cancel the in-principle approval?

Can I reinstate an in-principle approval if I accidentally cancelled the wrong one?

Can I cancel multiple in-principle approvals (IPAs) at once?

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