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Cancel a Training Work Permit

You must cancel a Training Work Permit if the worker's training has ended or when the permit expires.

At a glance

When to cancel the Training Work Permit	Depending on which comes first, you must cancel the Training Work Permit either : <ul style="list-style-type: none">• Within 1 week after the last day of training.• 1 day after the Training Work Permit expires. Otherwise, an overstaying fine will be imposed.
Who can cancel	Employer or employment agent
How long it takes	Within 3 working days
When levy stops	1 day before cancellation

Note: If your worker has left Singapore and will not return to work for you, you must cancel the Training Work Permit **within 1 week from the departure date**.


Before cancelling

As an employer, you need to:


1. **Give your worker reasonable notice** on their upcoming repatriation.
2. **Settle all outstanding employment issues** that your worker may raise, including salary payments.
3. **Ensure your worker has a valid passport**.
4. **Have a discussion and written agreement** with your worker on the following before buying an air ticket:
 - Transit arrangements, such as connecting flights and layover hours
 - The allowance needed to sustain your worker during the transit
5. **Buy an air ticket with check-in luggage** and pay for all connecting transport costs to the international port of entry in your worker's home country or the region nearest to their hometown. The departure date must be **within 2 weeks** from the Training Work Permit cancellation.

Note

Before booking the flight, please check:

- **Whether the airline has any requirements for boarding**, such as pre-departure COVID-19 tests, and ensure your worker complies with them. Otherwise, they may not be allowed to board.
- **The home country's or region's embassy website** for entry requirements. Alternatively, you may refer to MFA's travel guides .

How to cancel

1. Log in to  **WP Online** to cancel the Training Work Permit.
2. Print the Special Pass and give it to the worker. The Special Pass allows the worker to stay in Singapore before leaving.
3. The worker needs to show the Special Pass and a valid passport to the immigration officer when leaving Singapore.

Tip

If you need the worker to work only for a short period beyond the Training Work Permit expiry date, you can **request for a short extension** of the permit.

You must ensure the worker leaves before the Special Pass expires. For non-Malaysians, the security bond will usually be discharged 1 week after the worker's departure, and if **all conditions** are met.

After cancelling

Once the Training Work Permit is cancelled, your worker **cannot continue with the training**, even while waiting to leave Singapore. Your worker's levy will be charged until 1 day before the cancellation.

Note

Once the Training Work Permit is cancelled, please cut the card in half and discard it to prevent misuse.

Consequences of overstaying

If your **worker is still in Singapore**, please ensure that they have a valid legal stay throughout. Otherwise, an **overstaying fine** will be imposed.

It is also a **criminal offence** for:

- Foreigners to remain beyond the expiry date of a visa
- Employers to employ foreigners without a valid work pass



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