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## **Cancel a Work Permit**

You must cancel a Work Permit if your worker no longer works for you or when the Work Permit expires.

# At a glance

When to cancel the Work Permit	Depending on which comes first, you must cancel the Work Permit:  Within 1 week after last day of notice. OR  1 day after the Work Permit expires.	
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 Work Permit within 1 week from the departure date.

## Before cancelling

You need to:

- 1. Give reasonable notice of the worker's repatriation.
- 2. Seek tax clearance from the Inland Revenue Authority of Singapore (IRAS).
- 3. Settle all outstanding employment issues that your worker may raise, including salary payment.
- 4. Ensure your worker has a valid passport.
- 5. Buy an air ticket and pay for any connecting transport costs to the international port of entry in your worker's home country/region nearest to their hometown:
  - You must pay for the air ticket and it must include check-in luggage.
  - The departure date must be within 2 weeks from the cancellation.

You and your worker should also discuss and agree on the following in writing before buying an air ticket:

- · Transit arrangement, such as connecting flights and layover hours
- Allowance needed to sustain the worker during the transit

**Note** 

Before booking the flight, please check:

- Whether the airline has any requirements for boarding (e.g. pre-departure <u>COVID-19</u> test) and ensure your workers comply with them. Otherwise, they may not be allowed to board.
- The home country's or region's embassy website for the entry requirements, or refer to <u>MFA's travel guide</u>.

### When to cancel the Work Permit

Depending on which comes first, you must cancel the Work Permit:

- Within 1 week after the <u>last day of notice</u>.
   OR
- 1 day after the Work Permit expires.

Otherwise, an overstaying fine will be imposed.

#### How to cancel

- 1. Log in to WP Online to cancel the 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 Work Permit expiry date, you can <u>request for a</u> **short extension** of the permit.

You must ensure the worker leaves as scheduled. For non-Malaysians, the security bond will usually be discharged 1 week after the worker's departure, and <u>other conditions</u> are met.

# After cancelling

Once the Work Permit is cancelled, the worker **cannot work**, even while waiting to leave Singapore. Please ensure that he/she has a valid legal stay at all times. Otherwise, overstaying fine will be imposed

Levy will be charged until 1 day before the cancellation.

#### Note

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



How do I convert a Work Permit to an S Pass?

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

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?

Does an employment agency need the employer's authorisation before cancelling an in-principle approval (IPA)?

My worker has left Singapore and the work permit has been cancelled. What should I do if the security bond is not discharged within a week?

How do I extend the Special Pass if my Work Permit holder needs more time to leave Singapore?

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