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Work Permit: hiring an existing process worker

If you are in the process sector, you can hire existing workers, without them having to leave Singapore first. Find out the requirements and how to apply.

At a glance

Who are eligible	Existing process workers from non-traditional sources (NTS), North Asian sources (NAS), or People's Republic of China (PRC).
When you can apply	<ul style="list-style-type: none"> • With the existing employer's agreement: Any time while their Work Permit is valid. You can apply using WP Online. If you wish to hire a worker whose Work Permit is expiring in less than 20 days, you first need to apply for pre-approval from MOM. You will need the existing employer to sign the consent form . • Otherwise: During 40-21 day window before the Work Permit expiry.

Why hire an existing worker

You may consider hiring workers who are already in Singapore to:

- Benefit from experienced workers and a faster deployment time.
- Save on the cost of bringing in new workers.

Transferring existing workers with current employer's agreement

If the current employer agrees, you can apply for existing workers while their Work Permits are valid.

The following requirements apply to workers from non-traditional sources or the People's Republic of China, depending on whether you are:

Taking over the remaining Work Permit term

Requirements	The existing Work Permit must have: <ul style="list-style-type: none"> • Been approved under a prior approval (PA) or in-principle support (IPS) • A remaining validity of at least 2 months when you apply.
Validity of new Work Permit	Remaining duration of the existing Work Permit.
Monthly levy rate	<ul style="list-style-type: none"> • Higher-skilled: \$300 • Basic-skilled: \$450

Getting a new term using prior approval or in-principle support

Requirements	<ul style="list-style-type: none"> You must have a valid prior approval (PA) or in-principle support (IPS). The worker's Work Permit must have a remaining validity of at least 21 days when you apply.
Validity of new Work Permit	Based on the duration of the PA or IPS, but subject to the validity of the passport and security bond.
Monthly levy rate	<ul style="list-style-type: none"> Higher-skilled: \$300 Basic-skilled: \$450

Getting a 2-year term using man-year entitlement (MYE) waiver

Requirements	<ul style="list-style-type: none"> The Work Permit must have a remaining validity of at least 21 days when you apply.
Validity of new Work Permit	2 years, but subject to the validity of the passport and security bond.
Monthly levy rate	<ul style="list-style-type: none"> Higher-skilled: \$600 Basic-skilled: \$750

As an existing employer, what could I do to keep my workers

Existing employers are given priority to renew your workers' Work Permits.

If you want to keep your workers, you should **renew their Work Permits early**, upon receiving the renewal notice.

When your workers' Work Permits are **within 40 to 21 days from expiry**, another employer can apply for new Work Permits for them without your consent.

We will SMS or email your WP Online administrator if another employer submits an application for your worker. You will need to log in to WP Online to agree or reject the transfer.

If the new employer's application is approved:

- You can continue to employ the worker**, as long as the existing Work Permit is valid. This ensures that you do not lose out on the man- year entitlement (MYE) or in-principle support (IPS).
- You will remain responsible for the **upkeep and maintenance** of the workers until the new Work Permit is issued under the new employer.
- You are responsible for **settling any outstanding salary** while the worker was under your employment.

How to apply for a transfer worker with existing employer's consent

To apply for a new Work Permit for the transfer:

- Follow the general **Work Permit application process**.
- An SMS or email will be sent to the existing employer. The existing employer need to log in to WP Online to agree or reject the transfer, within 7 working days. If consent is not given by the existing employer, the Work Permit application submitted will be automatically rejected.




3. Upon approval, you need to get the Work Permit issued.

Issuing the Work Permit

You can only request for the Work Permit to be issued when the **current permit has been cancelled or expires**. Otherwise, an overstaying fine will be imposed.

Once the current Work Permit is no longer valid, we will SMS or email you. You will then have **14 days** to get the new Work Permit issued. Otherwise, the transfer approval will be revoked and overstaying fines may be incurred.

To get the Work Permit issued:

1. Log in to  **WP Online**.
2. You will be asked to upload these documents:
 - Completed application form
 - Worker's passport
 - Completed **security bond form** 
 - Completed **full medical examination form** 

We will deliver the new Work Permit card within 5 working days after the documents have been verified.

Note:

- If you need an earlier transfer, have a discussion with the worker and existing employer to come to an agreement on when to cancel the existing Work Permit.
- Once the new Work Permit is issued, you are responsible for the workers' **upkeep and maintenance**. Make sure you arrange acceptable accommodation for the worker before you take over the employment.

Roles and responsibilities

Please see the table below to find out the current and new employers' responsibilities during the transfer of a migrant worker within their own business sector:

Work Permit status		Who is responsible for worker's upkeep, maintenance and repatriation		What you need to do next	
Current employer	New employer	Current employer	New employer	Current employer	New employer
Live	Approved	✓		Discuss and agree with new employer on the date to get the new Work Permit issued.	Get the pass issued before the <u>IPA</u> expires or earlier if the current employer agrees. If you are hiring the worker without the current employer's consent, get the new Work Permit issued within 7 days after the current one expires.
Live	IPA expired, withdrawn or cancelled	✓		You may renew the Work Permit (if eligible), or send the worker home.	No further action needed.
Expired/Cancelled	Approved		✓	No action needed.	Get the Work Permit issued now to avoid any overstaying fine. <u>Submit a request</u> if you need more time to get the pass issued.
Expired	IPA withdrawn or cancelled before the worker's Work Permit expires.	✓		You may renew the Work Permit (if eligible), or send the worker home.	No action needed.
Expired	IPA withdrawn or cancelled after the worker's Work Permit expires.		✓	No action needed.	You need to arrange to send the worker home.

