



AUTODESK ASIA PTE. LTD.  
3 FUSIONOPOLIS WAY  
#10-21  
SINGAPORE 138633



05 Dec 2017



## Your application is approved

Please confirm  
the details below

If you have any changes, send them to us  
(with supporting documents) using iSubmit.  
We will tell you if you need to reapply.

Dear Sir/Madam

We are pleased to inform you that DESAI SANDEEP MAGANBHAI's Employment Pass has been approved for 12 months. This In-Principle Approval is valid until **02 Jun 2018**.

This letter lists the employment details for you to confirm and the next steps you need to take so that an Employment Pass card can be issued.

After your pass holder gets here, you need to get his pass issued as soon as possible. The pass must be issued before he can start work. This must be done before this IPA expires. Otherwise, we will withdraw the approval and if he is already in Singapore, you will need to send him home.

Yours sincerely

Penny Han (Mrs)  
Controller of Work Passes

FOREIGN EMPLOYEE'S NAME

DESAI SANDEEP MAGANBHAI

DATE OF BIRTH

05 SEP 1987

SEX

MALE

NATIONALITY

INDIAN

PASSPORT NO

N0096112

FIN

G3429432T

DATE OF APPLICATION

10 NOV 2017

OCCUPATION

INFORMATION TECHNOLOGY  
SUPPORT ENGINEER

### IMPORTANT

- You must comply with the conditions under the Employment of Foreign Manpower Act and conditions of the Employment Pass, as well as the Work Injury Compensation Act. Otherwise, we can cancel the Employment Pass, prosecute you and withdraw your permission to employ Employment Pass holders. You can read the rules at [www.mom.gov.sg](http://www.mom.gov.sg).
- This letter does not grant the pass holder's stay in Singapore. You must issue the pass before the pass holder's visit pass expires.

MINISTRY OF  
MANPOWER**What you need to do to get the Employment Pass card:****Before they arrive****Send them the pass holder's copy  
of the IPA letter.**

If they require a visa, the pass holder's IPA contains a pre-approved single journey visa for their use - a charge of S\$30 for a multiple journey visa (if applicable) will have to be made to MOM later.

**Send them a copy of their  
employment contract.**

This contract should state their salary and other terms of employment, such as how much home leave they are allowed and any monthly allowances and/or deductions.

**After they get here****Tell us your address in Singapore  
using EPOL.**

You have not told us where they will live.

**Login to EPOL to ask for their  
Employment Pass card to be issued.  
This will cost S\$150.**

If you need help, search for the "Step-by-Step Guide to Issue Pass via EP Online" on the MOM website.

**▲ IMPORTANT**

**This approval does not exempt the pass holder from compliance or registration required under the respective professions, for which professional registration to practise in Singapore is a prerequisite (e.g. medicine, dentistry, pharmacy, architecture, law, etc).**

MINISTRY OF  
MANPOWER

## Getting Ready

**Your employer has told us that you will be working at:**

3 FUSIONPOOLS WAY  
#10-21  
SINGAPORE 130633

**Why not use the Internet to find your nearest supermarket or work out your journey to work? Singapore has safe, clean and efficient bus and commuter rail services.**

Find out more at  
[www.publictransport.sg](http://www.publictransport.sg)

## Learn about Singapore

**Singapore is a vibrant, multicultural, world-leading city state.**

English is the main spoken language for business, but most people speak at least one other. Crime rates are very low in Singapore and the law is enforced very strictly.

**Take a look at these sites to find out more:**

Immigration and Customs	<a href="http://www.customs.gov.sg">www.customs.gov.sg</a>
Tourism, culture and events	<a href="http://www.your.singapore.com">www.your.singapore.com</a>
Moving to Singapore	<a href="http://www.contactsingapore.sg">www.contactsingapore.sg</a>
Expatriate information	<a href="http://www.enter.singapore.info">www.enter.singapore.info</a>

**Bring this page along when you report for your card registration.**

- This In-Principle Approval letter.
- The pass holder's original passport / travel document.
- The original and completed Declaration Form duly signed by the pass holder, local Employer / Sponsor and if applicable, the Third Party user who submitted the application on behalf of the local employer / sponsor.
- Ask for the Employment Pass or S Pass to be issued first, before you proceed with their Dependant's or Long Term Visit Passes.

**▲ IMPORTANT**

**Remember, there are rules in Singapore. You cannot work for another employer in Singapore without applying for a new Employment Pass. You must comply with the conditions under the Employment of Foreign Manpower Act. Otherwise, MOM can cancel your Work Pass and you may be prosecuted and sent home.**

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## Declaration Form

This form must be submitted during pass issuance. If there are any discrepancies in this Declaration Form, the correct information must be provided using iSubmit at [www.mom.gov.sg/isubmit](http://www.mom.gov.sg/isubmit) before the collection of the pass. The application will be re-assessed and we will inform you of the outcome.

### PART A DECLARATION BY FOREIGN EMPLOYEE

Name: DESAI SANDEEP MAGANBHAI

FIN: G3429432T

Date of Application: 10 NOV 2017

Date of Birth: 05 SEP 1987

Nationality: INDIAN

Educational details:

Country of Awarding Body/Institution/University: INDIA

Name of Awarding Body/Institution/University: SYMBIOSIS CENTRE FOR DISTANCE LEARNING

Main Campus or Affiliating College Attended: SYMBIOSIS CENTRE FOR DISTANCE LEARNING, MAIN CAMPUS

Qualification: POSTGRADUATE DIPLOMA

Faculty: COMPUTER ENGINEERING

Mode of study: DISTANCE LEARNING

Period of study: 22 JUN 2009 to 06 NOV 2012

Country of Awarding Body/Institution/University: INDIA

Name of Awarding Body/Institution/University: VEER NARMAD SOUTH GUJARAT UNIVERSITY

Main Campus or Affiliating College Attended: VEER NARMAD SOUTH GUJARAT UNIVERSITY - AFFILIATING COLLEGES

Qualification: BACHELOR'S DEGREE

Faculty: PHYSICS

Mode of study: FULL-TIME

Period of study: 20 JUN 2005 to 16 JUL 2008

Name of Employer/Sponsor: AUTODESK ASIA PTE. LTD.

Occupation: INFORMATION TECHNOLOGY SUPPORT ENGINEER

Fixed Monthly Salary (S\$): 8,000

I declare that:

- I have never been refused entry or deported from any country.
- I have never been convicted in a court of law in any country.
- I have never been prohibited from entering Singapore.
- I have never entered Singapore using a different passport issued by a different country.
- I have never entered Singapore using a different name.
- I have never been a citizen or permanent resident of Singapore.



- I have read and understood the conditions of Employment Pass in the Employment of Foreign Manpower (Work Passes) Regulations c.91A, available at MOM counters or at [www.mom.gov.sg](http://www.mom.gov.sg).

Declaration Details: Nil

I declare that I have not suffered from or am not suffering from AIDS or Tuberculosis, and am not infected with HIV.

I consent, for the purpose of assessing this Application for an Employment Pass and the administration of work pass matters,

- for the Government of Singapore and statutory authorities thereof to obtain from and verify information with any person, organisation or any other source, and further,
- to the release of all information thereby obtained to the Government of Singapore, statutory authorities and their agents thereof.

I hereby give my consent for the Comptroller of Income Tax to verify my income stated in my current and renewal applications, based on my assessment record for the current Year of Assessment, for the Controller of Work Passes. In the event my assessment record for the current Year of Assessment is not available or finalised at the point of verification, I understand the Comptroller of Income Tax will verify my income against my assessment record for the two previous Years of Assessment. I also hereby give my consent for the Comptroller of Income Tax to thereafter communicate the results of the verification to the Controller of Work Passes.

I understand that a SingPass will help me to access Government e-services in Singapore and I give my consent to the Ministry of Manpower to share my personal details with the SingPass issuing agency. This allows me to apply for a SingPass account at a later time if I am eligible for a SingPass.

I declare that the information in this Application for an Employment Pass, Declaration Form and any appeals are, to the best of my knowledge, true and correct; and that all documents submitted in support for this Application, Declaration Form and any appeals, are true copies of the originals.

Name of Foreign Employee:

Signature of Foreign Employee:

FIN:

Date 01 02 2018 (DD-MM-YYYY)



## PART B DECLARATION BY EMPLOYER / LOCAL SPONSOR

I declare that I have read and understood the conditions and regulatory conditions of Employment Pass in the Employment of Foreign Manpower (Work Passes) Regulations available at MOM counters or on our MOM website and I further declare that I am authorised to bind AUTODESK ASIA PTE. LTD., the employer/ sponsor or DESAI SANDEEP MAGANBHAI to the following:

- The employer/sponsor shall keep copies of the education certificates of the foreign employee declared in this application for an Employment Pass for the duration of the foreign employee's employment with the employer/sponsor.
- Where the foreign employee has a diploma or degree from the People's Republic of China, the employer/sponsor has verified the authenticity using one of the following channels:
  - a. CHESICC - China Higher Education Student Information and Career Center (<http://job.chsi.com.cn>)
  - b. CDGDC - China Academic Degrees and Graduate Education Information (<http://www.cdgdc.edu.cn>)
  - c. Dataflow - (<http://www.dataflowgroup.com>)
 The employer/sponsor shall keep a printout of this verification throughout the foreign employee's employment.
- The employer/sponsor has ensured that the foreign employee fully understands the contents of Part A of the Declaration Form and that it was signed by the foreign employee.

The employer/sponsor, for the foreign employee named in Part A of this Declaration Form, undertakes to:

- bear responsibility for the foreign employee's upkeep and maintenance in Singapore.
- indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the foreign employee or any of the foreign employee's dependants.
- provide all reasonable assistance to the foreign employee to comply with any quarantine and medical surveillance imposed on the foreign employee under Regulation 8(2A) and 8(4) of the Immigration Regulations' c. 133.

I consent, for the purpose of assessing this Application for an Employment Pass and the administration of work pass matters,

- for the Government of Singapore and statutory authorities thereof to obtain from and verify information with any person, organisation or any other source; and further,
- to the release of all information thereby obtained to the Government of Singapore, statutory authorities and their agents thereof.

I declare that the information in this Application for a Employment Pass, Declaration Form and any appeals are, to the best of my knowledge, true and correct; and that all documents submitted in support for this Application, Declaration Form and any appeals, are true copies of the originals.



Name of Authorised Representative:

NRIC:

Designation:

Signature:

Organisation Stamp:

If you do not have a stamp, please attach a letter using your company letterhead to confirm that this representative is authorised.

Date

(DD-MM-YYYY)





DESAI SANDEEP MAGANBHAI  
AUTODESK ASIA PTE. LTD.  
3 FUSIONPOLIS WAY  
#10-21  
SINGAPORE 138633



05 Dec 2017



## Your application is approved

Dear DESAI SANDEEP MAGANBHAI,

We are pleased to inform you that your Employment Pass application has been approved. We look forward to welcoming you to Singapore.

This letter serves as a single journey visa to enter Singapore. You need to show the entire letter to Immigration.

Your employer must ask for your Employment Pass to be issued by **02 Jun 2018**. Otherwise we will withdraw this approval.

Yours sincerely

Penny Han (Mrs)  
Controller of Work Passes

## What happens next?

Please follow these simple steps and get your Employment Pass. There are more detailed instructions on the next page(s).

### CHECK YOUR DETAILS

Make sure the employment details overleaf are correct. If not, please inform your employer immediately.

### COLLECT YOUR CARD

Make sure your employer arranges for your Employment Pass to be issued before 02 Jun 2018.

### IMPORTANT

**This letter does not grant you stay in Singapore. You need to ask for your pass to be issued before your visit pass expires.**



### Check your employment details before you leave.

If you find a problem, please contact your employer straight away.

YOUR NAME <b>DESAI SANDEEP MAGANBHAI</b>	DATE OF BIRTH <b>05 SEP 1987</b>	SEX <b>MALE</b>
NATIONALITY <b>INDIAN</b>	PASSPORT NO. <b>N0096112</b>	FIN NO. <b>G3429432T</b>
DATE OF APPLICATION <b>10 NOV 2017</b>	OCCUPATION <b>INFORMATION TECHNOLOGY SUPPORT ENGINEER</b>	MEDICAL REQUIRED <b>Declaration</b>
PERIOD GRANTED (MONTHS) <b>12</b>	EMPLOYER <b>AUTODESK ASIA PTE. LTD.</b>	
BASIC MONTHLY SALARY <b>S\$8,000 +</b>	FIXED MONTHLY ALLOWANCES <b>S\$0 =</b>	FIXED MONTHLY SALARY <b>S\$8,000</b>

### About your salary:

Your employer has declared that your fixed monthly salary of S\$8,000 will not vary from month to month and shall be paid to you regardless of performance on a monthly basis. It does not include overtime, bonus or commission.



Once you are in Singapore, please get your employer to apply for your Employment Pass to be issued straight away.

Your Employment Pass is important because it allows you to work and stay in Singapore. It can also help you open a bank account or sign lease or service agreements.

Once your employer has asked for your Employment Pass to be issued, check the Notification Letter to see if you need to register your fingerprints and photo.

Please book your appointment as early as possible if you are asked to do so.

### ▲ IMPORTANT

These steps must be completed or we will withdraw the approval and you have to leave Singapore. This approval does not exempt you from compliance or registration required under the respective professions, for which professional registration to practise in Singapore is a prerequisite (e.g. medicine, dentistry, pharmacy, architecture, law, etc).



**Have these documents ready before you ask for their Employment Pass card to be issued. A duplicate copy is printed on the pass holder's copy for them to bring during card registration.**

- This In-Principle Approval letter.
- The pass holder's original passport / travel document.
- The original and completed Declaration Form duly signed by the pass holder, local Employer / Sponsor and if applicable, the Third Party user who submitted the application on behalf of the local employer / sponsor.
- If you are the new employer / sponsor of existing Work Pass, Dependant's Pass or Long Term Visit Pass holders, they must cancel their current pass first before you can ask for their new pass to be issued.
- Ask for the Employment Pass or S Pass to be issued first, before you proceed with their Dependant's or Long Term Visit Passes.