



NATIONAL UNIVERSITY OF SINGAPORE  
21 LOWER KENT RIDGE ROAD  
#04-01  
SINGAPORE 119077



21 Nov 2022



## Your application is approved

Dear Sir/Madam

We are pleased to inform you that BULATHSINHALAGE SANKHA COORAY's S Pass has been approved for 60 months. This In-Principle Approval is valid until **20 Jan 2023**.

This letter lists the employment details for you to confirm and the next steps you need to take so that a S 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

### Please confirm the details below

For any changes, please notify MOM  
([www.mom.gov.sg/change-ipa-info](http://www.mom.gov.sg/change-ipa-info)). We will  
inform you if you need to re-apply.

CSN  
200604346E - PTE - 01

FOREIGN EMPLOYEE'S NAME  
BULATHSINHALAGE SANKHA  
COORAY

DATE OF BIRTH  
11 APR 1991

SEX  
MALE

NATIONALITY  
SRI LANKAN

PASSPORT NO  
N7418830

FIN  
M3000767T

DATE OF APPLICATION  
14 NOV 2022

OCCUPATION  
RESEARCH ENGINEER

MONTHLY LEVY  
S\$450 (Tier 1) or S\$650 (Tier 2)

#### ▲ IMPORTANT

- You must comply with the conditions under the Employment of Foreign Manpower Act and conditions of the S Pass, as well as the Work Injury Compensation Act. Otherwise, we can cancel the S Pass, prosecute you and withdraw your permission to employ S Pass holders. You can read the rules at [www.mom.gov.sg](http://www.mom.gov.sg).
- You must inform and ensure your foreign employee is fully vaccinated, based on the COVID-19 vaccination requirements stated in our website at <https://www.mom.gov.sg/vac-reqmts> in accordance with the following where applicable - the prevailing guidelines of the Singapore Ministry of Health and Ministry of Manpower, or the Employment of Foreign Manpower (Work Passes) Regulations 2012. If you fail to do so, we may take action against you, including cancelling this approval.

**What you need to do to get the S 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**

The address we have is:  
1 ALBERT WINSEMIUS LANE  
#01-36  
SINGAPORE 126785

**Buy and maintain a minimum medical insurance coverage of S\$15,000 per year for each S Pass holder's inpatient care and day surgery.**

Provide the insurance details when you issue the S Pass using EP Online or update us through the "Medical Insurance Function" in WP Online.

**Log in to EP Online to ask for their S Pass card to be issued. This will cost S\$100.**

For this step, you need to provide the pass holder's Singapore residential address. If he/she is going to rent a flat, HDB must approve the tenant registration before you can get the pass issued.



**Have these documents ready before you ask for their S 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, which must have a remaining validity of at least 7 months (where the validity is less than or equal to the period granted for your S Pass, please note that the S Pass will only be issued up to 1 month before the expiry date of your 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.

**⚠ IMPORTANT**

- 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.
- 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).

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## Declaration Form

You need to submit this form during pass issuance. For any discrepancies in this form, please notify MOM ([www.mom.gov.sg/change-ipa-info](http://www.mom.gov.sg/change-ipa-info)) with the correct information before issuing the pass. We will re-assess your application and inform you of the outcome.

### PART A DECLARATION BY FOREIGN EMPLOYEE

Name: BULATHSINHALAGE SANKHA COORAY

FIN: M3000767T

Date of Application: 14 NOV 2022

Date of Birth: 11 APR 1991

Nationality: SRI LANKAN

Educational details:

Country of Awarding Body/Institution/University: SRI LANKA

Name of Awarding Body/Institution/University: UNIVERSITY OF SRI JAYEWARDENEPURA

Main Campus or Affiliating College Attended: -

Qualification: BACHELOR'S DEGREE

Faculty: SCIENCE

Mode of study: FULL-TIME

Period of study: 01 MAR 2013 to 01 NOV 2015

Name of Employer/Sponsor: NATIONAL UNIVERSITY OF SINGAPORE

Occupation: RESEARCH ENGINEER

Fixed Monthly Salary (S\$): 5,500

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 S 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 purposes of assessing this Application for a/an S Pass, and the administration of work pass matters,

- for the Government of Singapore and statutory authorities to obtain from and verify information (including my medical records and information relating to them) with any person, organisation or any other source, and
- to the release of all information obtained (including my medical records and information relating to them) to the Government of Singapore, statutory authorities and their agents.

I consent for the Government of Singapore and its statutory authorities to display my information on the Ministry of Manpower's work pass systems, and to disclose such information to any relevant person or organisation for the administration of matters relating to work pass and passes for dependants.

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 consent to the Ministry of Manpower displaying my pass details when my card is scanned using the Ministry of Manpower's work pass mobile application.

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 give my consent for the Ministry of Manpower to use my contact details to contact me during emergencies and to send me messages related to my work pass and employment in Singapore. I also consent for the Ministry of Manpower to share my contact details with other Government agencies and statutory authorities for the same purposes.

I declare that in relation to my COVID-19 vaccination status, I am fully vaccinated according to the vaccination requirements stated in our website at <https://www.mom.gov.sg/vac-reqmts>. This is undertaken in accordance with the following where applicable – the prevailing guidelines of the Singapore Ministry of Health and Ministry of Manpower, or the Employment of Foreign Manpower (Work Passes) Regulations 2012. To meet the requirements above, I declare that I have read the guidelines contained in <https://www.mom.gov.sg/vac-reqmts>.

I declare that the information in this Application for an S 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.



I am aware that if I have stated or provided any information within this Declaration that I know to be false or do not believe to be true, I may be subject to enforcement action including prosecution, the cancellation of the in-principle approval and the revocation of my S Pass.

Name of Foreign Employee:

Bulathsinalage Sankha Cooray

FIN:

M3000767T

Signature of Foreign Employee:

Date

1 4

1 2

2 0

2 2

(DD-MM-YYYY)



## PART B DECLARATION BY EMPLOYER / LOCAL SPONSOR

I declare that I have read and understood the conditions and regulatory conditions of S 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 NATIONAL UNIVERSITY OF SINGAPORE, the employer/sponsor or BULATHSINHALAGE SANKHA COORAY to the following:

- The employer/sponsor shall keep copies of the education certificates of the foreign employee declared in this application for an S 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.cdgdgc.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 is aware that the Controller of Work Passes uses its Central Provident Fund contribution information to determine the number of local workers employed by the employer hence determining the number of foreign employees that it may employ. The employer has ensured that its Central Provident

- Fund contribution record of payments as employer is required under the Central Provident Fund Act (Cap. 36) only reflects every citizen or permanent resident of Singapore who is employed by the employer and at the appropriate contribution prescribed by law. The employer has not made any voluntary CPF contributions for the purposes of inflating his foreign employee entitlement.

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 S Pass and the administration of work pass matters,

- For the Government of Singapore and statutory authorities to obtain from and verify information with any person, organisation or any other source, and





- To the release of all information obtained to the Government of Singapore, statutory authorities and their agents.

I consent to the Ministry of Manpower displaying pass details when the pass holder's card is scanned using the Ministry of Manpower's work pass mobile application.

In relation to the COVID-19 vaccination status of the foreign employee, I declare that I will inform and ensure that the foreign employee is fully vaccinated according to the vaccination requirements stated in our website at <https://www.mom.gov.sg/vac-reqmts>. This is undertaken in accordance with the following where applicable – the prevailing guidelines of the Singapore Ministry of Health and Ministry of Manpower, or the Employment of Foreign Manpower (Work Passes) Regulations 2012. To meet the requirements above, I declare that I have read the guidelines contained in <https://www.mom.gov.sg/vac-reqmts>.

I declare that the information in this Application for a S 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)

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BULATHSINHALAGE SANKHA COORAY  
NATIONAL UNIVERSITY OF SINGAPORE  
21 LOWER KENT RIDGE ROAD  
#04-01  
SINGAPORE 119077

21 Nov 2022



## Your application is approved

Dear BULATHSINHALAGE SANKHA COORAY,

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

Your employer must ask for your S Pass to be issued by **20 Jan 2023**. 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 S 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 S Pass to be issued before **20 Jan 2023**.

#### ⚠ IMPORTANT

- You must be fully vaccinated, based on the COVID-19 vaccination requirements stated in our website at <https://www.mom.gov.sg/vac-reqmts>, in accordance with the following where applicable - the prevailing guidelines of the Singapore Ministry of Health and Ministry of Manpower, or the Employment of Foreign Manpower (Work Passes) Regulations 2012. If you fail to do so, we may take action against you, including cancelling this approval.
- 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>BULATHSINHALAGE SANKHA COORAY</b>	DATE OF BIRTH <b>11 APR 1991</b>	SEX <b>MALE</b>
NATIONALITY <b>SRI LANKAN</b>	PASSPORT NO. <b>N7418830</b>	FIN NO. <b>M3000767T</b>
DATE OF APPLICATION <b>14 NOV 2022</b>	OCCUPATION <b>RESEARCH ENGINEER</b>	MEDICAL REQUIRED <b>Not Applicable</b>
PERIOD GRANTED (MONTHS) <b>60</b>	EMPLOYER <b>NATIONAL UNIVERSITY OF SINGAPORE</b>	
BASIC MONTHLY SALARY <b>S\$5,500 +</b>	FIXED MONTHLY ALLOWANCES <b>S\$0 =</b>	FIXED MONTHLY SALARY <b>S\$5,500</b>

### About your salary:

Your employer has declared that your fixed monthly salary of S\$5,500 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.

**After  
you  
arrive**

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

Your S 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 S 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).



## Getting Ready

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

13 COMPUTING DRIVE  
#0-0  
SINGAPORE 117417

**and living at:**

1 ALBERT WINSEMIUS LANE  
#01-36  
SINGAPORE 126785

**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.yoursingapore.com">www.yoursingapore.com</a>
Moving to Singapore	<a href="http://www.contactsingapore.sg">www.contactsingapore.sg</a>
Expatriate information	<a href="http://www.entersingapore.info">www.entersingapore.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, which must have a remaining validity of at least 7 months (where the validity is less than or equal to the period granted for your S Pass, please note that the S Pass will only be issued up to 1 month before the expiry date of your 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 S 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.**