



Work Pass Division

18 Havelock Road
Singapore 059764
www.mom.gov.sg



Employment Pass / S Pass Application Form (Form 8)

This form may require you to take 30 minutes to fill in.
You will need the following information to fill it:

- The foreign employee's:
 - Foreign Identification number (if applicable)
 - Work Permit number (if applicable)
 - Old/new Malaysian Identity number (if applicable)
 - Malaysian International Passport number (applicable to Malaysian only)
 - Educational qualification and work experience details
 - Spouse personal particulars (if accompanying spouse is a Singapore citizen / Permanent Resident / Employment Pass / S Pass or Work Permit holder)
 - Spouse educational qualification (if applicable)
- The employing company's:
 - Unique Entity Number (UEN)
 - CPF Submission Number (CSN), if you wish to be considered for an S Pass
- Job Posting ID from the WDA Jobs Bank, if you are applying for an Employment Pass
Find out more about this requirement at <http://www.mom.gov.sg> (Home > Employment Practices > Fair Consideration Framework)

Note:

- Provide a copy of each relevant **supporting document** stated in Annex A.
- Submit the application and supporting documents over the counters at any SingPost branch. The submission must be accompanied by a copy of photo identification (ID) of the person submitting the application. The original photo ID must also be produced for verification.
- Pay the administrative fee according to the type of application submitted. Payment can be made by cash, Cashcard or NETS.

Pass Consideration	Administrative Fee for Application
Employment Pass and S Pass	\$70
Employment Pass only	\$70
S Pass only	\$60

- There shall be no refund of fees paid for this application, unless the fee was not due from the employer. Any such request for refund shall be at the discretion of the Controller of Work Passes.
- The application **will be voided** if inaccurate written information or wrong/unclear supporting documents is submitted. You will need to resubmit a new application, and pay the required administration fee.
- MOM regularly updates its forms. The copy that you have downloaded more than 30 days ago may be outdated, and cannot be used. Ensure that you use the latest version by downloading the latest copy from MOM website at <http://www.mom.gov.sg>.



FORM 8
APPLICATION FOR AN EMPLOYMENT / S PASS

INSTRUCTIONS:

1. For *, please tick (✓) where appropriate.
2. Indicate "Not applicable" or "N.A." where necessary. Do not leave any blank.
3. Please note that the processing time will take about 5 weeks.
You may check your application status online
(<http://www.mom.gov.sg>>Services & Forms>Employment Pass>Application Status Check).
4. Please submit this completed application form over the counters at any SingPost post office.



For official use only:

Date of Application:	Officer ID:	Remarks:
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PART 1 – EMPLOYING COMPANY DETAILS

1A: Employing Company General Information

Name of Employing Company/Society/Organisation:					
Unique Entity Number (UEN):					
Registration Number (ACRA):					
Company's Email:					
Tel Number:		Fax Number:		Mobile Number:	
Correspondence Address					
Block/House Number:		Floor Number:	Unit Number:	Building Name:	
Street Name:					Postal Code:

1B: Financial & Other Information

Paid-up Capital (S\$):

Value of Turnover of the Company in the past 3 years <i>(Please start with the most recent year)</i>		
Year	Value (S\$)	Is the turnover figure from an audited account?*
		(For unaudited accounts or if employing company is exempted from audit, please select 'No'.)
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

PART 2 – APPLICATION INFORMATION**2A: Pass Declaration**

Is the foreign employee a Singapore Citizen or Singapore Permanent Resident?*

☐ Yes☒ No

Please provide the FIN/Work Permit/S Pass number if the foreign employee had ever

- applied for or worked in Singapore on an Employment Pass, S Pass or Work Permit
- studied in Singapore on a Student's Pass
- stayed in Singapore on a Dependant's Pass or Long Term Visit Pass.

Foreign Identification Number, FIN (*FIN held previously*):

G 3 3 9 5 9 0 9 K

Work Permit Number/S Pass Number (*WP number held previously*):**2B: Pass Duration**

If this application is approved, the period granted may be shorter than what you have indicated.

Duration of Pass Applied for:

24

(up to 60 months)

2C: Pass Consideration

The foreign employee may apply for an S Pass if he/she is not a partner, sole proprietor or director of a company.

Is the foreign employee a partner, sole proprietor or director of any company?*

☐ Yes☒ NoDoes the foreign employee wish to be considered for*: (*select one only*)

Pass Consideration	Administrative Fee for Application
I. <input type="checkbox"/> Employment Pass and S Pass	\$70
II. <input checked="" type="checkbox"/> Employment Pass only	\$70
III. <input type="checkbox"/> S Pass Only	\$60

① If you wish to be considered for an S Pass (selected Option (I) or (III) above, please provide the following and ensure that Declaration of Business Activity has been done for the CPF number stated. For details on Declaration of Business Activity, please refer to <http://www.mom.gov.sg> > Foreign Manpower > Passes & Visas > S Pass > Before You Apply > Documents Required.

Company's CPF Submission Number:

(Consists of UEN + CPF Payment Code. Total length of either 14 or 15 digits/characters)

① Please ensure that your company/firm is only making Central Provident Fund contributions to local employees that are actively employed, for the purposes of calculating the number of foreign workers your company/firm may employ.

2D: Job Advertisement Information

Under the Fair Consideration Framework, you must advertise the job in the WDA Jobs Bank for 14 calendar days before you can submit an Employment Pass Application for this position.

Have you advertised this post on the Jobs Bank?*

☐ Yes☐ No

① Advertising is not compulsory if the employing company has 25 or fewer employees; or the job position pays a fixed monthly salary of \$12,000 and above.

Job posting ID: JOB –

Posting date of advertisement – dd/mm/yyyy:

Expiry date of advertisement – dd/mm/yyyy:

2E: Hiring Information

Have you made the effort to interview any Singaporeans for this post?*

☐ Yes☐ No

Please tell us why you are unable to find a Singaporean for the post (choose up to 3 reasons). The information you provide here is intended to help MOM understand the profile of the local workforce, and identify skills gaps.

- ☐ Singaporeans interviewed/ who applied did not have as good technical skills/expertise for the job as the Employment Pass candidate.
- ☐ Singaporeans interviewed/who applied did not have as good "soft skills" (e.g. communication, leadership) as the Employment Pass candidate.
- ☐ Singaporeans interviewed/who applied did not have as much relevant industry or target market experience as the Employment Pass candidate.
- ☐ Singaporeans interviewed/who applied did not have as good qualifications as the Employment Pass candidate.
- ☐ Our firm was unable to meet the salary expectations of the Singaporeans interviewed/applied.
- ☐ Singaporeans turned down our offer of employment.
- ☐ No Singaporeans applied for the job.
(only applicable if you have not interviewed a Singaporean)
- ☐ No Singaporeans turned up for the interview.
(only applicable if you have not interviewed a Singaporean)
- ☐ Others (MOM may contact you for more information).

Is the foreign employee currently working for a branch, affiliate or subsidiary of the Employing Company?*

☐ Yes (Please fill in the details below)☐ No

Is this branch, affiliate or subsidiary located in Singapore?

☐ Yes☐ No

Length of service in this firm:

Years

Months

Name of this firm:

PART 3 – INFORMATION ON EMPLOYMENT AGENCY / THIRD PARTY

Applicable if application for foreign employee is made through an Employment Agency or third party.

Name of Employment Agency/Third party:

Telephone Number:

Employment Agency/Third Party's Stamp:

Employment Agency Licence Number: