Step-by-step guide on how to book a slot for residential onboarding programme



Content Page

Part A: Navigating to Onboard centre pagePart B: Booking of an Onboard slotPart C: Reschedule an Onboard slot bookingPart D: Cancel an Onboard slot booking

A) Navigating to Onboard centre page

MINISTRY OF

STEP 1:

Refer to the In-Principle Approval (IPA) letter sent by MOM.

STEP 2: Click on the link under "**Book a** slot with Onboard Centre".

ABC PTE LTD Block 1234 Gambas Crescent #01-1234 Singapore 123456

08 Apr 2022

Your application is approved

Dear Sir/Madam

We are pleased to inform you that VAIRAVAMOORTHY Masked's Work Permit application has been approved inprinciple. Please bring your new worker to Singapore before this approval expires on 01 Feb 2022.

You must complete the steps on the next page within 14 days from your worker's arrival or 7 days after his/her Stav-Home Notice (SHN). He/She can start work while you complete the steps.

If you no longer wish to hire the worker, cancel the in-principle approval to stop the levy charges and send the worker home. If you do not take any action, we will eventually withdraw the approval, and levy will be charged till then.

Yours sincerely gamen S

VAIRAVAMOORTHY MASKED WORK PERMIT NO 0 12345678 PASSPORT NO 123546687A DATE OF APPLICATION 24 FEB 2021 CPF SUBMISSION NO 200012345A - PTE - 01 MONTHLY LEVY RATE S\$950

SB TRANSMISSION REF NO 1234567

What you must do to get the Work Permit card:

Before they arrive

Check their employment details in the Work Permit application form.

If there is an error, visit (www.mom.gov.sg/update-wpdetails) to upload the supporting documents. Send them the Employee's Copy of the in-

principle approval letter.

It is their visa and must be shown to Immigration to enter Singapor

Send them a copy of their employment contract.

This contract must state their job scope, working days and hours basic monthly salary and terms such as deductions and leave entitlements.

Buy a \$5,000 security bond that is valid for 26 months from a bank or insurance company.

Ensure your insurer sends MOM the bond before your worker arrives. Log in to WP Online > click Enquire > Security Bond Status to check. The bond must also take effect when the worker arrives. If not, the worker will be refused entry and you will have to pay to send him/her home

Buy medical insurance (hospital care and day surgery) of at least \$15,000 coverage per year for them.

Book a slot with Onboard Centre

Refer to www.mom.gov.sg/onboard-ce Apply for entry under

pre-departure preparatory programme Refer to www.mom.gov.sg/pdpp

Make sure they bring along the medical examination form (go to www.mom.gov.sg > search for full medical examination form for foreigner workers) and their inprinciple approval letter. Refer to www.mom.gov.sg/fw-me for the prevailing medical examination requirement Ask them to attend the Construction Safety **Orientation Course or Apply Workplace** Safety and Health in Construction Sites course If they already have the certificate, it must be valid for at least 1 month from the date the work permit is

Some jobs require professional registration (e.g. medicine, law) or licensing (e.g. massage establishment licensing from Police) to be carried out in Singapore. This pproval does not exempt the pass holder or the employer from these requirements.

After they get here

Send them to a Singapore-registered doctor

for their medical examination.

Log in to our Online Foreign Worker Address Service (OFWAS) to register their Singapore residential address and mobile number.

Log in to WP Online to get the Work Permit card issued.

> For more details refer to www.mom.gov.sg/issue-wp.

When your request has been approved, please print the Notification Letter. Follow the instructions on the Notification Letter to

receive the Work Permit card.

An SMS/email alert will be sent to you before we deliver the card.

STEP 3:

You will be directed to the Onboard centre page.



B) Book an Onboard slot 1 of 4

STEP 1:

Under "Onboard booking system"

section of the Onboard centre page, click on the URL link based on your worker's countries/regions where your workers are from.

	ISTRY OF NPOWER
<u>menu</u>	Advisories on COVID-19 Onboard centre
Book a	n Onboard centre slot
í	Note
•	To book an Onboard slot for check-in on or after 19 September 2023, you need to first submit proof of acceptable accommodation for your worker and receive the pre-entry housing check approval from MOM.
•	If you make a booking without the pre-entry housing check approval, your worker's Onboard slot will be cancelled. If you bring your worker into Singapore without such approval, your company's work pass privileges may be suspended.
To make a	booking:
Book a slot Malaysian v	via one of the Onboard booking system links below for male non- workers from:
• 🖻 Bar	ngladesh
• 🖻 Ind	ia
• 🖻 Pec	pple's Republic of China (PRC)
• 🖻 Oth	ner countries / regions

STEP 2:

You will be directed to login website. Login with your Corppass by QR Code or Password.



STEP 3:

Choose the date and timing that your workers will arrive at the Onboard centre. And Click "Confirm".



B) Book an Onboard slot 2 of 4

STEP 4:

Enter your worker's pre-entry housing check Approval Reference Number, dietary requirement, FIN, and company's email address for billing contact.

I have obtained MOM's pre-entry approval for my worker and the A Number (you can find this referen approval email from MOM) is:*	y housing check Approval Reference nce number in the
Migrant Worker's Dietary Requir	rement*
Please select	~
Migrant Worker's FIN (Please tal case sensitive)*	ke note that the field is
Company's Email Address for Bill	ling Contact*

STEP 5:

Read through the self and company declarations and tick accordingly.

ielf declaration 1* ielect all that applies	Company declaration 5* Select all that applies
Self declaration 2* Select all that applies	Company declaration 6* Select all that applies
Company declaration 1* Select all that applies	
Company declaration 2* Select all that applies	
Company declaration 3* Select all that applies	
Company declaration 4* Select all that applies	

B) Book an Onboard slot 2 of 4

STEP 6:

Enter the mobile number and company's email address for booking contact before clicking "Submit".

UEN*		
180069988D		
NRIC		
59992218D		
Name*		
Tim Tom Test		
Business Entity Nam	e*	
ABC Company		
Mobile Number fo	r Booking Contact*	
Mobile Number fo	r Booking Contact* umber for Booking Contact*	
Mobile Number fo Re-enter Mobile N	r Booking Contact* umber for Booking Contact*	
Mobile Number fo Re-enter Mobile N Company's Email A	r Booking Contact* umber for Booking Contact* Address for Booking Contact	•
Mobile Number for Re-enter Mobile N Company's Email A Re-enter Company Contact*	r Booking Contact* umber for Booking Contact* address for Booking Contact r's Email Address for Booking	•

STEP 7:

Click "Add to Calendar" to add the booking into your calendar.

STEP 8:

Click "Make another booking" for a new booking.

Booking Confirmation	Self declaration 1:
Approved	Self declaration 2:
Booking Details	
Date Friday 29 September 2023	Company declaration 1:
⑦ Time 12:00am	Company declaration 2:
Booking Preferences	Company declaration 3:
NRIC 5****218D	
Name Tim Tom Test	Company declaration 4:
Business Entity Name ABC Company Mobile Number for Booking Contact	Company declaration 5
Company's Email Address for Booking Contact	Company declaration 6
I have obtained MOM's pre-entry housing check approval for my worker and the Approval Reference Number (you can find this reference number in the approval email from MOM) is: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Make another booking

B) Book an Onboard slot 3 of 4

STEP 9:

A confirmation email will be sent to your email address (Also check your "junk mail" folder).



C) Reschedule an Onboard slot booking 1 of 5

STEP 1:

Assurance, Care and Engagement Group Ministry Of Manpower

Go to your confirmation email, Click on "**Reschedule / Cancel Booking**".

noreply_support@booking.gov.sg <noreply_support@booking.gov.sg> To: abcd@live.com.sg</noreply_support@booking.gov.sg>	
Dear Employer,	
Your Onboard booking request for the slot indicated below has been Confirmed.	
Booking for: Onboard@Sengkang West (India - CMP work permit IPA holders) Booking ID : KyPJ2mJp	
Please ensure that your worker shows the following documents when he arrives at the Onboard centre :	
 A copy of his booking confirmation email; A copy of his IPA letter (employee's copy); Documentary proof of vaccination; A working smartphone with a local sim card 	
Onboard booking details. Booking status: Confirmed Check-In date: Saturday 30 September 2023 Check-Out: 3 days later (there will be a separate email on when to pick your worker) Migrant Worker's FIN indicated : X1234567H Migrant Worker's Diety requirement indicated : Non-Halal	
From 19 September 2023, proof of acceptable accommodation will be required for new non-Malaysian CMP WPHs before they are allowed to enter Singapore. You had declared d the Onboard booking process that MOM has already given you this approval. Please note that we will cancel your Onboard booking if you do not have this pre-entry housing check approval.	luring
You would have to reschedule your workers' flight and bring them in only after you have obtained the necessary approval. If you bring your worker into Singapore without the requir proof of accommodation, your company's work pass privileges may be suspended.	red
You should make arrangements for your workers to go directly to the Onboard centre, once they arrive in Singapore.	
If your workers arrive at the Onboard centre without a confirmed Onboard slot for that same day, they may not be allowed to check in and would have to return when they have an Onboard slot.	
To find the Onboard centre's location, please use this link: Onboard @ SengKang West (India)	
To reschedule or cancel the Onboard slot for your worker, please use this link provided below Reschedule / Cancel Booking	
If you have any queries, please contact us at www.mom.gov.sg/efeedback (Select Foreign workforce management-> About Onboard centre).	
Yawa sinaanay	

STEP 2:

You will be directed to login website. Login with your Corppass by QR Code or Password.



C) Reschedule an Onboard slot booking 2 of 5

STEP 3:

Click on "**Reschedule**" to change date and/or time of appointment booked.

Ē	Date	
•	31st January 2023	
୦	Time	
	12:00am to 11:59pm	

STEP 4:

Choose the date and timing that your workers will arrive at the Onboard centre. And Click "Confirm".

<		Sept	ember 20)22		>	Available times for:
MON	TUE	WED	THU	FRI	SAT	SUN	Onboard@Sengkang West (India – CMP work permit IPA holders)
							Date: Friday 30 September 2022
					10	11	Time: 12:00am to 11:59pm
12	13	14	15	16	17	18	1200am
19	20	21	22	23	24	25	
26	27	28	29	30			
							278 available spots for this time slot Confirm
No nu the	o te Imk e si	: Yo ber ele	ou of a cte	will ava d d	l be aila late	e al ble e	ble to see the e Onboard slots for

STEP 5:

Enter your worker's pre-entry housing check Approval Reference Number, dietary requirement, FIN, and company's email address for billing contact.

I have obtained MOM's pre-entry h approval for my worker and the Ap	ousing check proval Reference
Number (you can find this reference approval email from MOM) is:*	e number in the

Migrant Worker's Dietary Requirer	nent*
Non-Halal	~
Migrant Worker's FIN (Please take case sensitive)*	note that the field is
X1234567H	
Company's Email Address for Billin	g Contact*
abcd@live.com.sg	
Re-enter Company's Email Address	for Billing Contact

C) Reschedule an Onboard slot booking 3 of 5

STEP 6:

Read through the self and company declarations and tick accordingly.

Self declaration 1* Select all that applies	Company declaration 5*	Personal Details Tell us more information about yourself
		UEN"
Self declaration 2* Select all that applies	Common deduction (1	180069988D NRIC*
	Select all that applies	59992218D
Company declaration 1*		Tim Tom Test
Select all that applies		Business Entity Name* ABC Company
Company declaration 2* Select all that applies		Mobile Number for Booking Contact*
		Re-enter Mobile Number for Booking Contact*
Company declaration 3* Select all that applies		Company's Email Address for Booking Contact*
		Re-enter Company's Email Address for Booking Contact*
Company declaration 4* Select all that applies		
		Submit

STEP 7:

Enter the mobile number and company's email address for booking contact before clicking "Submit".

C) Reschedule an Onboard slot booking 4 of 5

STEP 8:

Click "Add to Calendar" to add the booking into your calendar.

	Self declaration 1:	
Booking Confirmation	Self declaration 2:	
Approved	Sell declaration 2.	
Booking Details	Commonly de alematica 4	
(***) Date	Company declaration 1:	
Friday 29 September 2023		
0) Time	Company declaration 2:	
12:00am	E a construction of the second se	
Booking Preferences	Company declaration 3:	
NRIC		
5****218D	Company declaration 4:	
Name		
Tim Tom Test		
Business Entity Name	Company declaration 5	
Abc Company	company declaration 5.	
Mobile Number for Booking Contact 84285353		
Comments Frank Address for Proving Contact	Company declaration 6	
ong_yi_hui@mom.gov.sg	elan muranya a daharan da Tunaya sa Sanga yanga Sanga na Bana na	
I have obtained MOM's pre-entry housing check approval for my		
worker and the Approval Reference Number (you can find this	Add to calendar	
reference number in the approval email from MOMJ is:		

C) Reschedule an Onboard slot booking 5 of 5

STEP 9:

A confirmation email will be sent to your email address (Also check your "junk mail" folder).

noreply_support@booking.gov.sg <noreply_support@booking.gov.sg> То abcd@live.com.sg Dear Employer, Your Onboard booking request for the slot indicated below has been Confirmed. Booking for: Onboard@Sengkang West (India - CMP work permit IPA holders) Booking ID : KyPJ2mJp Please ensure that your worker shows the following documents when he arrives at the Onboard centre : - A copy of his booking confirmation email; - A copy of his IPA letter (employee's copy); - Documentary proof of vaccination; - A working smartphone with a local sim card **Onboard** booking details. Booking status: Confirmed Check-In date: Saturday 30 September 2023 Check-Out: 3 days later (there will be a seperate email on when to pick your worker) Migrant Worker's FIN indicated : X1234567H Migrant Worker's Dietry requirement indicated : Non-Halal From 19 September 2023, proof of acceptable accommodation will be required for new non-Malavsian CMP WPHs before they are allowed to enter Singapore. You had declared during the Onboard booking process that MOM has already given you this approval. Please note that we will cancel your Onboard booking if you do not have this pre-entry housing check approval You would have to reschedule your workers' flight and bring them in only after you have obtained the necessary approval. If you bring your worker into Singapore without the required proof of accommodation, your company's work pass privileges may be suspended. You should make arrangements for your workers to go directly to the Onboard centre, once they arrive in Singapore. If your workers arrive at the Onboard centre without a confirmed Onboard slot for that same day, they may not be allowed to check in and would have to return when they have an Onboard slot To find the Onboard centre's location, please use this link: Onboard @ SengKang West (India) To reschedule or cancel the Onboard slot for your worker, please use this link provided below: Reschedule / Cancel Booking If you have any queries, please contact us at www.mom.gov.sg/efeedback (Select Foreign workforce management-> About Onboard centre). Yours sincerely Assurance, Care and Engagement Group Ministry Of Manpower

D) Cancel an Onboard slot booking 1 of 3

STEP 1:

B

Go to your confirmation email, Click on "Reschedule / Cancel Booking".

noreply_support@booking.gov.sg <noreply_support@booking.gov.sg></noreply_support@booking.gov.sg>
To abcd@live.com.sg
Dear Employer,
Your Onboard booking request for the slot indicated below has been Confirmed.
Booking for: Onboard@Sengkang West (India - CMP work permit IPA holders)
Booking ID : KyPJ2mJp
Dises shows that your marker shows the following documents when he writes at the Onlyand contra
riease ensure that your worker shows the following documents when he arrives at the Onboard centre .
- A copy of his booking confirmation email;
- A copy of his IPA letter (employee's copy);
- Documentary proof of vaccination;
- A working smarphone with a local sim card
Onboard booking details
Booking status: Confirmed
Check-In date: Saturday 30 September 2023
Check-Out: 3 days later (there will be a seperate email on when to pick your worker)
Migrant Worker's FIN indicate X1234567H
Migrant Worker's Dietry requirement indicated : Non-Halal
From 19 September 2023 proof of acceptable accommodation will be required for new non-Malavsian CMP WPHs before they are allowed to enter Singapore. You had declared during
the Onboard booking process that MOM has already given you this approval. Please note that we will cancel your Onboard booking if you do not have this pre-entry housing check
approval.
You would have to rescribedule your workers hight and bring them in only after you have obtained the necessary approval. If you bring your worker into Singapore without the required
proof of accommodation, your company's work pass privileges may be suspended.
You should make arrangements for your workers to go directly to the Onboard centre, once they arrive in Singapore.
It your workers arrive at the Onboard centre without a contirmed Onboard slot for that same day, they may not be allowed to check in and would have to return when they have an Ophoard slot for that slot
Unddard slot.
To find the Onboard centre's location, please use this link: Onboard @ SengKang West (India)
To reschedule or cancel the Onboard slot for your worker, please use this link provided becw. Reschedule / Cancel Booking
If you have any queries please contact us at your mom gov solefeetback (Select Foreign workforce management > About Onboard centre)
Yours sincerely
Assurance, Care and Engagement Group
Ministry Of Manpower

D) Cancel an Onboard slot booking 2 of 3

STEP 2:

You will be directed to login website. Login with your Corppass by QR Code or Password.

singpass	F T F 0 Q
Beware of malware stealing login credentials saved in internet bro te are aware of malware stealing user Ds and passwords saved in browsers. Stay vigilant against and security patches up-to-date. Never disclose your passwords and 37A details to others.	WSERS malicious emails that can infect devices with malware. Keep software
Log in with Singpass Your trusted digital identity	Singura ap Scan with Singuras app Loging in the fluctures, ther International international inter

STEP 3:

Click on "**Cancel**" to cancel the original appointment that you have booked.

Onboard Service		Booking request date: 19 Jan 2023	Accepted
Ē	Date 31st January 2023		
0	Time 12:00am to 11:59pm		
	(Cancel booking Res	chedule

STEP 4:

Verify the booking that you are cancelling before clicking on "Confirm".

Ë	Date 31st January 2023
Ø	Time 12:00am to 11:59pm

D) Cancel an Onboard slot booking 3 of 3

STEP 5:

A window will pop up to show that you have cancelled the booking.

Onk	ooard Service	Booking request date: 19 Jan 2023	Cancelled
=	Date		
	31st January 2023		
୬	Time		
	12:00am to 11:59pm		

STEP 6:

A confirmation email will be sent to your email address (Also check your "junk mail" folder).

	noreply_support@booking.gov.sg To abcd@live.com.sg
L	Dear Employer,
	You have cancelled an Onboard slot.
	Booking for: Onboard@Sengkang West (Other countries - CMP work permit IPA holders).
	Onboard booking details Booking status: Cancelled Check:In date: 30 November 2022 Migrant Worker's FIN: X1234567H
	Non-Malaysian male work permit holders holding an In-Principle Approval (IPA) in the Construction, Marine Shipyard and Process (CMP) sectors are required to be onboarded at MOM's Onboard centre, once they arrive in Singapore.
	If you wish to re-book an Onboard slot for your worker, please use the link provided below: Re-booking of Onboard slot
	If you have any queries, please contact us at www.mom.gov.sg/efeedback (Select Foreign workforce management -> About Onboard centre
	Yours sincerely Assurance, Care and Engagement Group Ministry of Manpower

STEP 7:

To re-book a new booking, click on "Re-booking of Onboard slot" on the confirmation email.



noreply_support@booking.gov.sg

To abcd@live.com.sg

Dear Employer,

You have cancelled an Onboard slot.

Booking for: Onboard@Sengkang West (Other countries - CMP work permit IPA holders)

Onboard booking details Booking status: Cancelled Check-In date: 30 November 2022 Migrant Worker's FIN: X1234567H

Non-Malaysian male work permit holders holding an In-Principle Approval (IPA) in the Construction, Marine Shipyard and Process (CMP) sectors are required to be onboarded at MOM's Onboard contract, once they arrive in Singapore.

you wish to re-book an Onoose slot for your worker, please use the link provided below: te-booking of Onboard slot

If you have any queries, please contact us at www.mom.gov.sg/efeedback (Select Foreign workforce management -> About Onboard centre).

Yours sincerely Assurance, Care and Engagement Group Ministry of Manpower