



## Miscellaneous Work Pass Application Form

**Important:** Please open and complete this form using **Adobe Acrobat Reader DC**, as it may not appear correctly with other PDF readers.

This form may take 30 minutes.

**Submit the application form by completing the steps in this order:**

**Step 1** Download and fill in the application form in softcopy format so that you can get a payment reference number which you need to use for payment in **Step 3**.

**Step 2** Sign the application form.

**Step 3** Pay the application fee electronically. Application fees are non-refundable. See [Page 10](#).

**Step 4** Upload the completed application form and supporting documents. Your organisation needs a Corppass for this step. Register for Corppass at [www.Corppass.gov.sg](http://www.Corppass.gov.sg) if you do not have one.

### **Supporting documents**

You will need the following documents\* in PDF or JPG format for **Step 4**:

(\*Non-English documents must be accompanied by an English translation. The translation can be done by a translation service provider.)

- Personal particulars page of the applicant's travel document. If there are any amendments to the particulars (e.g. name or expiry date), please include the pages confirming them.
- Synopsis of the talk or event

**APPLICATION FOR MISCELLANEOUS WORK PASS****Step 1** Fill in the form in softcopy format**INSTRUCTIONS**

1. You must get the applicant's [written consent](#) to apply for the Miscellaneous Work Pass.
2. Enter 'Not applicable' or 'N.A' where necessary. Do not leave any fields blank.
1. It takes around 2 months to process the application. Visit [www.mom.gov.sg/pass-application-status](http://www.mom.gov.sg/pass-application-status) to check the application status.
3. Event organisers are advised not to publicise the applicant's participation in the event until the work pass has been approved.

**PART 1 – BASIC PARTICULARS OF APPLICANT****1A: Personal Particulars**

Please enter the FIN/Work Permit/S Pass number if the applicant has 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)  | Work Permit/S Pass number |
| Name (as on travel document, excluding salutations e.g. Mr, Miss, Professor, Doctor)                 |                           |
| Alias (only if it appears on the travel document)  |                           |
| Sex  | Marital Status            |
| Date of Birth (DD/MM/YYYY)   | Nationality/Citizenship   |
| Country/Region of Birth  | State/Province of Birth   |
| Country/Region of Origin (where the person obtained his/her first citizenship by birth or parentage) | State/Province of Origin  |
| Last Address in Country/Region of Origin   |                           |
| Race   | Religion                  |



**2B: Societies/Organisations Membership** (for the past 5 years)

**(1) Society/Organisation Membership**

Name of Society/Organisation

Position Held

Period (DD/MM/YYYY)

From:

To:

**(2) Society/Organisation Membership**

Name of Society/Organisation

Position Held

Period (DD/MM/YYYY)

From:

To:

**PART 3 – APPLICANT’S WORKING EXPERIENCE**

**Working Experience**

Total Period of Working Experience

Years:

Months:

Total Relevant Working Experience (Relevant to the occupation in Part 4C)

Years:

Months:

**Start with the most recent working experience. Periods of unemployment should also be stated.**

| Period (DD/MM/YYYY) |    | Name of Company | Country and State | Position Held | Nature of Duties |
|---------------------|----|-----------------|-------------------|---------------|------------------|
| From                | To |                 |                   |               |                  |
|                     |    |                 |                   |               |                  |
|                     |    |                 |                   |               |                  |
|                     |    |                 |                   |               |                  |
|                     |    |                 |                   |               |                  |
|                     |    |                 |                   |               |                  |
|                     |    |                 |                   |               |                  |
|                     |    |                 |                   |               |                  |

**PART 4 – DUTIES TO BE PERFORMED IN SINGAPORE****4A: Purpose of Visit and Details of Activities**

Indicate in chronological order and provide the exact dates of the activities. The total duration of the activities must not exceed 60 days.

|   | Name and description of activity | Address where activity will be held at | Start date (DD/MM/YYYY) | End date (DD/MM/YYYY) |
|---|----------------------------------|--|-------------------------|-----------------------|
| 1 |                                  |  |                         |                       |
| 2 |                                  |  |                         |                       |
| 3 |                                  |  |                         |                       |
| 4 |                                  |  |                         |                       |
| 5 |                                  |  |                         |                       |
| 6 |                                  |  |                         |                       |

If the applicant is performing more than 6 activities, please indicate the details on a separate document and upload it together with this application form. If you require the applicant to perform additional activities after this application has been submitted, you need to submit another application.

**4B: Salary Details**

The fixed monthly salary refers to the basic monthly salary plus fixed monthly allowances. It does not include payments which vary from month to month.

Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances

E.g. S\$5,000 = S\$4,500 + S\$500

For more details on the fixed monthly salary, refer to [this page](#).

As specified in the employment contract:

|                            |   |                                |   |                            |
|----------------------------|---|--------------------------------|---|----------------------------|
| Basic Monthly Salary (S\$) | + | Fixed Monthly Allowances (S\$) | = | Fixed Monthly Salary (S\$) |
|----------------------------|---|--------------------------------|---|----------------------------|

**4C: Employment Details**

Occupation (you may refer to the [list of standard occupations](#))

**PART 5 – DETAILS OF SPONSOR COMPANY/SOCIETY/ORGANISATION****5A: General Information**

Registered Name of Sponsor Company/Society/Organisation

Correspondence Address

|                            |               |              |  |
|----------------------------|---------------|--------------|--|
| Block/House Number         | Street Name   |              |  |
| Unit Number                | Building Name | Postal Code  |  |
| Unique Entity Number (UEN) |               | Phone Number |  |

| <b>5B: Details of Contact Person</b> (You must provide this for us to contact you about the application.) |              |
|---|--------------|
| Name  |              |
| Email Address   | Phone Number |

| <b>5C: Sponsor's details</b> (Person who will be signing the declaration form as the sponsor.) |
|--|
| Name   |
| Designation  |

| <b>PART 6 – OTHER INFORMATION</b>  |  |
|--|--|
| <b>Has the applicant ever:</b>   |  |
| (a) Been refused entry into or deported from any country?                      |  |
| (b) Been convicted in a court of law in any country?                           |  |
| (c) Been prohibited from entering Singapore?                                   |  |
| (d) Entered Singapore using a passport issued by a different country?          |  |
| (e) Entered Singapore using a passport showing another name?                   |  |
| (f) Been a Singapore Citizen or Singapore Permanent Resident?                  |  |
| (g) Studied in Singapore?  |  |
| (h) Worked in Singapore?   |  |
| (i) Stayed long-term in Singapore (not as a tourist)?                          |  |
| If the answer to any of the above questions is YES, please provide the details |  |
|  |  |

|  |
|--|
| How will you be making payment for this application? |
|  |

**Step 2** Get the form signed by all parties**PART 7 – DECLARATION BY APPLICANT**

I confirm that the information as set out in Parts 1-3 and 6 were provided by me and that the said information is true and correct.

I understand that I may be subject to prosecution if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the Miscellaneous Work Pass is issued.

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without the written consent of the Controller of Work Passes.

With reference to my application for Miscellaneous Work Pass and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organization or any other source for assessing my application.

**Applicant's name** (generated from Part 1A)

**Applicant's signature**

**Date** (DD/MM/YYYY)

**PART 8 – DECLARATION BY LOCAL SPONSOR**

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant. We confirm that the information provided in Part 4 and 5 is true and correct. We have obtained written consent from the applicant to apply for a Miscellaneous Work Pass for him/her. I will produce this consent when requested by the authority. The statements made by the applicant in this application are to the best of our knowledge true.

WHEREAS the Controller of Work Passes as a condition precedent to the issue to

(hereafter called “the Applicant”) of a Miscellaneous Work Pass to work in Singapore has required that

(hereafter called “Sponsor”) shall give security in respect of the Applicant.

NOW THOSE PRESENT witness that in consideration of the issue to the applicant of a Miscellaneous Work Pass, the Sponsor undertakes to:

- (i) be responsible for the stay, maintenance and repatriation of the applicant;
- (ii) indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the said applicant or any of his dependants; and
- (iii) be responsible for the compliance by the applicant of any quarantine and medical surveillance imposed on the applicant under Regulation 8 (2A) of the Immigration Regulations.

|  |  |
|--|--|
| <b>Name of sponsor</b> <sup>#</sup> (generated from Part 5C) | <b>Sponsor’s signature</b><br><br><b>Date</b> (DD/MM/YYYY) |
| <b>Designation</b> (generated from Part 5C)                  | <b>NRIC number/FIN</b>                                     |

<sup>#</sup>Authorised human resources personnel or any person holding at least a managerial position in the sponsor company.



**PART 9 – DECLARATION BY EMPLOYMENT AGENCY**

**Only applicable if the services of an employment agency were used.**

I declare that I have explained the contents of the application for a Miscellaneous Work Pass and this Declaration Form to the applicant and the local sponsor.

I declare that the information in this Application for a Miscellaneous Work 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.

|  |   |
|--|---|
| <b>Name of Employment Agency</b>           | <b>Licence Number</b>                           |
|  | <b>Unique Entity Number (UEN)</b>               |
| <b>Name of Employment Agency Personnel</b> | <b>Signature of Employment Agency Personnel</b> |
| <b>Personnel Number</b>                    | <b>Date (DD/MM/YYYY)</b>                        |

### Step 3 Pay the application fee using PayNow

Pay the fee of \$175 for each application using the method you chose on Page 6:

### Step 4 Upload the completed application form and supporting documents

Upload the following documents at [www.mom.gov.sg/submit-mwp](http://www.mom.gov.sg/submit-mwp) :

- Original signed application form (as a PDF file, cannot exceed 3 MB)
- Screenshot of banking page and foreign employee's travel document (as 1 PDF or JPG file, cannot exceed 1 MB)
- Remaining supporting documents listed on Page 1 (as 1 PDF file, cannot exceed 3 MB)