



Updated on 14 Apr 2022

Use this form to apply for man-year entitlement (MYE)

Before you start

- If you have all the right information on hand, this form should take around 20 minutes.
- This form must be downloaded and completed using a PDF reader on a computer or laptop.

MYE requirements:

A main contractor applying for MYE must:

- have a valid Central Provident Fund (CPF) account and has [declared the company's business activity](#).
- have a project:
 - o with a balance period of at least 1 month
 - o to do at least 1 of the following:
 - § general building works
 - § civil engineering works
 - § building of a process plant
- with a total remaining contract value of at least \$500,000.

Note:

- This application must be submitted not later than 1 month after the dates on which the endorsements of the architect, owner/developer, and qualified person/or professional engineer are obtained.
- If you have made an application for MYE for a project, you are not allowed to make any further MYE applications for the same project. You may however, [apply for additional for additional MYE](#) if the contract value increases.
- All MYEs and PAs will expire on 31 Dec 2023, and all work permit holders will be charged the [new levy rates](#) from 1 Jan 2024.

You also need to submit clear copies of:

- the project's contract, letter of award or letter of acceptance dated and signed by the developer or owner, containing the following details:
 - o commencement and completion dates of the project
 - o contract value of the project
 - o contract description and location of the construction site
- BCA Permit or their equivalent for carrying out building works and the latest notice of approval for the same project. BCA Permit is optional for a Government or a private project(s) without structural works.
- (Only applicable for projects that are awarded after 18 Feb 2022, but have tender calling dates on or before 18 Feb 2022) Documents that show proof of the tender calling date, e.g. tender notices and quotation notices posted on Gebiz, owner/developer's website.

The completed MYE application form and the required documents should be sealed in an envelope and posted to "Construction Permit Section, Work Pass Division, Ministry of Manpower, 18 Havelock Road, S059764

Processing time:

The processing time for the MYE application is 12 working days after we received it with all the documents in order. The outcome of the application will be posted to the applicant company.

PART 1

About the main contractor

Main contractor's name:

Main contractor's CPF submission number:

Email:

Contact number:

PART 2A

About the project

Project site address:

Project description:

Project tender calling or invitation date (DD/MM/YYYY):

Date of the letter of award or contract (DD/MM/YYYY):

Project start date (DD/MM/YYYY):

Project end date (DD/MM/YYYY):

Type of project: General building works Civil engineering Building of a process plant

Contract value:

BCA approved plan number (if any):

PART 2B

 (FOR GENERAL BUILDING WORKS ONLY)

Construction activities and contract values

Please fill in the amount for related items and indicate "0" if the items are not applicable.

Item	Type of work	Contract amount S(\$)
1	General building works - the preparation and laying of the foundation (inclusive of piling works), the construction & demolition of structures, including multi-storey car parks, buildings for parks and playgrounds and other recreation works, industrial plants and gas-holders. The scope of work includes addition, alteration, repair and redecoration works on buildings involving structural changes and installation of roofs, as well as interior and exterior renovation works, sanitary and plumbing works and interim upgrading	
2	Installation of above ground electrical and communication cable including security systems, central antenna televisions (CATV), street lighting, traffic light systems, and sign posting	
3	Civil engineering works - the preparation and laying of foundations (inclusive of piling works), the construction & demolition of sewage treatment plants, bridges, aqueducts, viaducts, elevated highways, flyovers/interchanges, docks, wharves, and jetties	
4	The rewiring of electrical installations, the replacement/refurbishing of lifts, escalators, air-conditioning plants and ancillary ducting of buildings	
5	Building automation including industrial & process control system installation	
6	Installation & commissioning of mechanical plant & machinery systems including power generator & turbine systems	
7	Fencing and iron works installation	
8	Piling, foundation, sub-structure works (partial MYE allocation from the total project)	
9	Landscaping works incidental to a building/CE project or stand-alone landscaping works – only hardscape cost is considered	
10	Laying of underground electrical and communication cables	
11	Civil engineering works for the construction & demolition of culverts, reservoirs, retaining walls, canals, drainage systems, cutting and filling of embankments, river banks, excavation of deep trenches, surface drainage works, tunnels inland navigation, waterworks, flexible pavements, rigid pavements or laterite roads, bus bays, open car parks, roads, and related works such as kerbs and footways	
12	Construction of any railway line or siding	
13	Laying of underground main & pipes for the transportation of gas, water & other liquids	
14	Reclamation and dredging works	
15	Soil stabilisation works such as piling/micro piling, sand drain, ground anchoring, grouting etc	
16	Preliminaries and/or provisional sum	
17	Overseas material and/or equipment	
18	Non-construction works (e.g. service and maintenance, provision of furniture)	
Total contract value		\$ 0.00

PART 2C**(FOR CIVIL ENGINEERING PROJECT ONLY)****Classification**

Please fill in the amount for related items and indicate "0" if the items are not applicable. This form is NOT applicable for a project in which the building's subtotal amount is HIGHER than the civil engineering's subtotal amount.

Item	Description	Contract amount S(\$)
A	Design or Design-related works	
	Design or design-related works or QP's & representatives' supervision (To be filled in for design & build project only)	
B	Structural Works	
	Excavation	
	Piling works/sheet piling	
	Other foundation works	
	Soil stabilisation works	
	Retaining walls/diaphragm walls	
	Demolition works	
	Tunnelling works (Link sewers)	
	Tunnel-boring works with TBM including the associated RC works	
	Cutting & filling of embankments	
	Cut and cover RC works	
	Structural steel works	
	Bridge/viaduct works	
	Other in-situ RC works	
	Precast installation works	
C	Architectural and M&E Works	
	Finishes (includes doors, windows & ironmongery)	
	Fire protection related works	
	M&E works	
	Installation of utilities and underground main & pipes for the transportation of gas, water & other liquids	
D	External Works & Others	
	External works/drainage/landscaping	
	Flexible pavements/rigid pavements/laterite roads	
	Bus bays/open car parks/roads	
E	Preliminaries (For other items not given in the above categories, please specify the description and the value of the item clearly)	
Total contract value		\$ 0.00

PART 2D (FOR BUILDING OF A PROCESS PLANT ONLY)**Breakdown of project work and value**

	Percentage	Contract value
Construction works		
Process construction works (for building of a process plant only)		
Overseas material and/or equipment		
Non-construction work (e.g. service and maintenance, provision of furniture)		
Total:	0.00%	\$ 0.00

PART 3**Declaration by architect or qualified person**

I, (name of declarant and architect ID)
in my capacity as (designation in company)
of (name of company)

hereby declare, on behalf of the company mentioned above, that I am the architect for the above project and the information given in this application is true and correct. I also understand that should any information or documents submitted for the above application be found to be false or inaccurate, the company and I may be subject to prosecution.

I also confirm that the contract value is \$.

Name of declarant	Signature of declarant
NRIC or FIN of declarant	
Designation	Date (DD/MM/YYYY)

PART 4

Declaration by professional engineer (PE) or qualified person

I, (name of declarant and PE ID)
 in my capacity as (designation in company)
 of (name of company)

hereby declare, on behalf of the company mentioned above, that I am the professional engineer for the above project and the information given in this application is true and correct. I also understand that should any information or documents submitted for the above application be found to be false or inaccurate, the company and I may be subject to prosecution.

I also confirm that the contract value is \$.

Name of declarant	Signature of declarant
NRIC or FIN of declarant	
Designation	Date (DD/MM/YYYY)

PART 5

Declaration by developer or owner

I, (name of declarant)
 in my capacity as (designation in company)
 of (name of company)

hereby declare, on behalf of the company mentioned above, that the company is the developer/owner for the above project and the information given in this application is true and correct. **This project has never been awarded to any main contractor previously. (If it has previously been awarded, a letter of explanation / documents to substantiate the reason for the change of main contractor must be attached.)** I also understand that should any information or documents submitted for the above application be found to be false or inaccurate, the company and I may be subject to prosecution.

I also confirm that the contract value is \$.

Name of declarant	Signature of declarant
NRIC or FIN of declarant	
Designation	Date (DD/MM/YYYY)

PART 6

Declaration by main contractor

I, (name of declarant)

in my capacity as ***General Manager / Sole Proprietor / Partner / Director** of (name of company)

hereby declare, on behalf of the company mentioned above, that the company is the main contractor for the above project and the information given in this application is true and correct. I also understand that should any information or documents submitted by the company for the above application be found to be false or inaccurate, the company and I may be subject to prosecution. I also understand and accept that the company and I will be barred from future applications for Work Permits.

My company is a partnership. I am also signing the above declaration on behalf of another partner (name of partner and NRIC no.) in my company.

I also confirm that the contract value is \$.

Name of declarant

Signature of declarant

NRIC or FIN of declarant

Designation

Date (DD/MM/YYYY)