



Updated on 09 Mar 2023

Work Permit application for a helper

Use this form only if the Employer meets these criteria:

- Does not have a Singpass.
- Did not use an employment agency to submit this application.

Processing time using this form: Around 3 weeks

Application fee: \$35

If the Employer has a Singpass or used an employment agency, please apply using our [FDW eService](#) instead.

Processing time using eService: within 1 week

Application fee: \$35

If the Employer has never employed a helper before

Note: For Employers who have never employed a helper before, they must complete the [Employers' Orientation Programme](#) at least 2 working days before submitting the Work Permit application.

We will reject the application if the:

- Helper has less than 8 years of formal education and has never worked in Singapore before.
- Helper's age is below 23 or is 50 and above.
- Helper is related to the Employer.
- Helper is a male.
- Employer has been diagnosed with Alzheimer, Dementia or Schizophrenia.



Before you start

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 15 minutes.

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

Step 1 - Download and fill in the application form as a soft copy so that you can get a payment reference number which you need to use for payment in Step 2.

Step 2 - Pay the application fee using PayNow or FAST (Fast And Secure Transfers). Application fees are non-refundable.

Step 3 - Upload the completed application form and supporting documents.

Supporting documents

You will need soft copies of the documents below in PDF or JPG format for **Step 3**.

Non-English documents must be accompanied by an English translation. The translation can be done by a translation service provider:

- Documents to prove the incomes of the Employer and Spouse (if any) (e.g. IRAS Notice of Assessments (NOAs), CPF statements or overseas income tax statements). Alternatively, the Employer can give consent to allow us to verify the incomes directly with IRAS on Page 10.
- Personal particulars page of the helper's passport. If there are any amendments to the particulars (e.g. helper's name or passport expiry date), please include the pages confirming them.

If you are applying under the Sponsorship or Joint Income scheme, you also need to upload these documents:

Scheme	Sponsorship	Joint Income
Additional documents required	Documents to prove the Sponsor(s)' income (e.g. IRAS Notice of Assessments (NOAs), CPF statements or overseas income tax statements). Alternatively, the Sponsor(s) can give consent to allow us to verify the income directly with IRAS on Page 11.	Documents to prove the Joint applicant's income (e.g. IRAS Notice of Assessment (NOA), CPF statements or overseas income tax statements). Alternatively, the Joint applicant can give consent to allow us to verify the income directly with IRAS on Page 16.



Special scheme (Sponsorship or Joint Income scheme)

The Employer's income is one of the main ways we assess applications. Employers with low or no income can apply under the special scheme if they, their Sponsors and Joint applicants are all Singapore citizens or Singapore permanent residents.

Only complete Part B or C of the form if you are applying under the special scheme.

PART A
Compulsory for everyone to complete.

PART B (Sponsorship)
If the Employer is 60 years old and above, does not have an income and is not staying with any working adults.

PART C (Joint Income)
Allows Employers with low incomes to combine their incomes with a family member who meets these requirements:

- Is not the Employer's spouse.
- Is 21 years old and above.
- Is staying with the Employer.

The application will be assessed based on the combined incomes of up to 2 Sponsors.

The Sponsor(s) must meet these requirements:

- Are 21 years old and above.
- Are not staying with the Employer.
- Only employ 1 helper currently or are existing Sponsors of an Employer with only 1 helper.
- May be the Employer's:
 - Child or child's spouse
 - Grandchild or grandchild's spouse
 - Sibling or sibling's spouse

Complete **both Parts A and B.**

The person with the higher income must be the Employer, while the other will be the Joint applicant who may be the Employer's:

- Child
- Parent
- Sibling

Complete **both Parts A and C.**



Step 1 Fill in the form as a soft copy

PART A For everyone to complete

In relation to the COVID-19 vaccination status of the helper, I declare that I will inform and ensure that the helper 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>.



Step 1 Fill in the form as a soft copy

PART A For everyone to complete



PART A



PART A



PART A

A large empty rectangular box with a black border, intended for the applicant to provide information for Part A of the application.



PART A

For us to assess the Employer's eligibility for levy concession, please list all the people who are staying in the Employer's house, excluding the Employer and Spouse. If the Employer is eligible, the concession will take effect automatically.

Name (as on NRIC or passport)	ID type	ID number	Date of birth	Relationship



PART A

If the Employer and Spouse (if any) are agreeable for us to verify their incomes directly with IRAS, please enter their tax reference numbers below. If not, please refer to Page 2 for the additional documents you need to [upload](#).



PART B Complete both Parts A and B if you are applying under the Sponsorship scheme

You can apply based on the income of up to 2 Sponsors. The Sponsor(s) may be the Employer's sibling, sibling's spouse, child, child's spouse, grandchild or grandchild's spouse.

- 1 Sponsor, answer question 1.
- 2 Sponsors, answer question 2.

If the Sponsor(s) are agreeable for us to verify their incomes directly with IRAS, please enter their tax reference numbers below. If not, please refer to Page 2 for the additional documents you need to [upload](#).



PART B



PART B

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PART B



PART B



PART C Complete both Parts A and C if you are applying under the Joint Income scheme

The person with the higher income must be the Employer while the other will be the Joint applicant, who may be the Employer's sibling, parent or child.

If the Employer and Joint applicant are agreeable for us to verify their incomes directly with IRAS, please enter their tax reference numbers below. If not, please refer to Page 2 for the additional documents you need to [upload](#).



PART C



Step 2 Pay the application fee of \$35

A large empty rectangular box with a black border, intended for the applicant to provide details of the payment made for the application fee.

Step 3 Upload the following documents at www.mom.gov.sg/submit-fdw-form

- Completed application form as a PDF file. Do not print the form out.
- Screenshot of banking page and helper's passport (as 1 PDF or JPG file, cannot exceed 1MB)
- Remaining supporting documents listed on Page 2 (as 1 PDF or JPG file, cannot exceed 3MB)

Note: The processing takes around 3 weeks. It may take longer if additional information is required.

We will email the Employer the application outcome. If approved, we will also email the in-principle approval letter and declaration forms for the Employer and helper to sign.