

Instructions on the use of Request Form for Amendment of Personal Particulars

1. This form is for the amendment of key personal particulars of the foreigner when using EP Online. However, if the foreigner is holding a Long-Term Visit Pass - Plus (LTVP+), please approach the Immigration & Checkpoints Authority (ICA) instead to amend the foreigner's personal particulars. ICA will then update us approximately two days after they have made the amendments at their end.
2. **Required documents** to be submitted together with this form
 - a. copy of the foreigner's personal particulars page in the travel document
 - b. copy of the Malaysian ID card (for change(s) to the Malaysian ID No. or ID Type)
3. Please submit the scanned copy of this completed form and the required documents via the iSubmit web portal (<http://www.mom.gov.sg/iSubmit>). Please select '2. Amendment of Personal Particulars for EP / S Pass Holders' under 'Request Type' on the iSubmit portal.
4. This form can be used for the following scenarios:
 - a. **You have keyed in a FIN or Work Permit Number in EP Online during application, but some of the personal particulars populated on the screen for that record are incorrect and the field is non-editable.**
 - i. Do not submit the application yet.
 - ii. Scan and submit a copy of this completed form and relevant supporting documents via the iSubmit web portal (<http://www.mom.gov.sg/iSubmit>). Please select '2. Amendment of Personal Particulars for EP / S Pass Holders' under 'Request Type' on the iSubmit portal.
 - iii. You may log in to EP Online 7 working days after submission to check on your request. If the personal particulars of the foreigner have been updated, you may proceed to make your application. If we require further clarifications, WPD will contact you by way of fax or telephone.
 - b. **You are currently holding a work pass and you wish to update MOM of your recently changed personal particulars.**
 - i. Scan and submit a copy of this completed form and relevant supporting documents via the iSubmit web portal (<http://www.mom.gov.sg/iSubmit>). Please select '2. Amendment of Personal Particulars for EP / S Pass Holders' under 'Request Type' on the iSubmit portal.
 - ii. You may log in to EP Online 7 working days after submission to check on your request. If we require further clarifications, WPD will contact you by way of fax or telephone.
5. Please note that **no** two applications for the same foreigner may be submitted on the same day, even if one has already been withdrawn. If there is a need to resubmit an application, the new application should only be submitted the day after the withdrawal of the earlier application.