

Work Pass Division

18 Havelock Road
 Singapore 059764
 Tel: 6438 5122
 http://www.mom.gov.sg
 mom_wpd@mom.gov.sg



Authorisation Form

For Card Collection At Work Pass Services Centre (WPSC)

Important Notes:

- (a) This form may take you 5 minutes to fill in. You will need the following information to fill in the form:
- The pass holder's name, Work Permit No./S Pass No./ Foreign Identification Number (FIN) and Date of Application (DOA)
- (b) This form is only applicable for card collection of the following passes:
- Work Permit
 - S Pass
 - Dependant's Pass (DP), Long Term Visit Pass (LTVP) of S Pass
- (c) The following documents are required for card collection:
- This Completed Form
 - Pass holder's Notification Letter
 - Pass holder's original Passport
 - Authorised person's NRIC/Passport for verification
- (d) WPSC is located at 7 Keppel Road, #02-05, Tanjong Pagar Complex, Singapore 089053

SECTION A**TO: OPERATIONS MANAGER, WPSC**

We / I (Employer), _____ hereby
 authorise _____ of NRIC / Passport No. _____ to collect the
 following Pass Card/s on my / company's behalf.

Please tick the appropriate Card/s to be collected: [] Work Permit [] S Pass [] DP [] LTVP

S/No.	Name of Pass Holder	Work Permit No./ S Pass No./ FIN (In numerical order)	Date of Application

(Please complete a separate form if the space provided is insufficient.)

 Name & Signature of Employer

 Company Stamp (Applicable for Company)

 Date

Signature of Authorised Person#: _____ Contact number of Authorised Person#: _____

#This refers to the person collecting the Card(s) at WPSC on the day of card collection.

SECTION B (To be completed if the authorised person is assigned by the Employment Agency / 3rd party company for the card collection.)

I confirm that the authorised person stated in Section A is authorised by me to collect the card(s) on behalf of the employer.

 Name & Signature of Employment Agency/
 3rd Party Company

 Employment Agency/ 3rd Party
 Company Stamp

 Date

For Official Use:

Acknowledge Receipt: _____ (No. of passes)

Date of Collection: _____