

**Work Pass Division**

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mom\_wpd@mom.gov.sg



## Declaration of Business Activity Form (For First-Time Employers of Work Permit or S Pass Holders)

This form may take you 5 minutes to fill in.  
You will need the following information to fill in the form:

- The organisation's CPF Submission No.
- The organisation's Registration No. (ACRA)
- The organisation's principal business activity

**Important Things to Note:**

1. If you have never applied for Work Permits or S Passes before, you are required to declare your organisation's business activity before submitting Work Permit or S Pass applications for Foreign Workers. This is requisite to the process of hiring them. To do that, please declare your business activity by submitting the declaration online or via hard copies. You can take advantage of submitting it online to enjoy shorter processing time. The processing time is as follows:

- Online Declaration of Business Activity - 2 working days  
(Under 'Services & Forms' > 'Work Pass Account Registration' at <http://www.mom.gov.sg>)
- Declaration of Business Activity Form downloaded from the MOM's website  
(Under 'Services & Forms' > 'Passes' > 'Work Permit for Foreign Workers') via:
  - i. Fax to 6538 7275/ 6538 7276 - 7 working days
  - ii. iSubmit (<http://www.mom.gov.sg/iSubmit>) - 7 working days  
(Please select '6. Work Permit Application Matters for Business Sectors' under 'Request Type' on the iSubmit portal.)

2. The CPF Submission No. of the organisation used for this application can only be assigned to ONE business activity, as stated in the Accounting and Corporate Regulatory Authority (ACRA) records. Work Permit or S Pass holders subsequently employed under this CPF Submission number can only support the assigned business activity and cannot be deployed to other business activities of the organisation.

If you are not an employer registered with ACRA, please proceed to select one activity that your organisation is engaged in, for the purposes of hiring Work Permit or S Pass holders. As stated previously, one CPF Submission number can only be assigned to one activity.

**Part 1 Information on Employer (Organisation)**

Organisation's CPF Submission No.:

Name of Organisation:

Organisation's Registration No. (ACRA) (if applicable):

Contact Person in employing Organisation:

Contact No. of Organisation:

Fax No.:

Please state clearly the organisation's principal business activity for the CPF Submission No. stated above. The CPF Submission No. stated above can only be assigned to ONE business activity, as stated in the Accounting and Corporate Regulatory Authority (ACRA) records.

Please attach relevant copies of the licenses associated with the business activity selected.  
For e.g. NEA food licences, factory licences, AVA licences, Harbourcraft licences and etc.

**Part 2 Declaration by Employer**

I hereby declare that:

1. All particulars given in this application form are true and correct as required by the Controller of Work Passes; and
2. I hereby give consent to the Work Pass Division to verify the particulars provided in this application form with any Government Agencies.

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Name of Employer

Designation

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NRIC Number of Employer

\*Signature of Employer

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Date

Organisation's Stamp

\*Employer refers to the Sole-Proprietor or a Partner in a Partnership. For a Pte Ltd Company, it refers to a Director or a Manager.

**Part 3 Information on Employment Agency (Applicable if the Application Form is submitted by an Agency)**

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Employment Agency's Stamp

Telephone Number:

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Employment Agency Licence Number

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