



Work Pass Division

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Work Permit Application Form For A Foreign Worker/Trainee in Non-Domestic Sector

This form may take you 15 minutes to fill in.
You will need the following information to fill in the form:

1. For Foreign Worker

- The worker's passport number
- The worker's Work Permit number (if applicable)
- The worker's Identity Card (IC) number (if he / she is Malaysian or from People's Republic of China)
- The worker's spouse IC number (if he / she is married to a Singapore Citizen or Singapore Permanent Resident)

2. For Employer

- The company's CPF Submission No.(CSN)*
*CSN will replace Employer Reference Number (CPF Account Number) from 1 January 2009. For companies / organisations, CSN consists of your Unique Entity Number (UEN) + CPF Payment Code. For more information, please refer to www.cpf.gov.sg or call CPF Call Centre at 1800-227-1188.
- The prior approval reference number (if applicable)

Important Things to Note:

1. If you are a first-time business employer who has not applied for Work Permits or S Passes before, you are required to declare your business activity in which the Foreign Workers will be recruited for. To do that, please declare your business activity by submitting the declaration online or via hard copies **before** you submit the Work Permit application form. You can take advantage of submitting it online to enjoy shorter processing time.
 - (a) The processing time is as follow:
 - 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.)
 - (b) Please note that we will return the Work Permit application form(s) if the first-time business employer has not been assigned to a specific sector. There will also be no refund of fees paid for application of Work Permit, unless the fee was not due from the employer.
2. Please complete Page 3, and Page 5 to 9 of this application form. Where an item is not applicable, please fill in "NA". An incomplete application form will not be processed.
3. The processing time for Work Permit applications submitted via:
 - WP Online (under 'Services & Forms' > 'Passes' > 'Work Permit for Foreign Workers' at <http://www.mom.gov.sg>) - Next working day
 - any SingPost post offices, MOM-appointed collecting agent - 7 working days
4. Please obtain a Singapore Personal Access (SINGPASS) and register for a WP Online account under 'Services' at MOM's website (click on "WP Online for Company and Employment Agency Users") before you can access WP Online. Upon successful SINGPASS application and WP Online account registration, you will be able to apply for Work Permits electronically. Please refer to Step-by-Step Guide on Application of Foreign Worker's Work Permit via WP Online.
5. An administrative fee of \$20 will be charged for every Work Permit application submitted. For Work Permit application for Performing Artiste (Public Entertainment Licensees), the administrative fee is \$40. There shall be no refund of fees paid for the application of Work Permit, unless the fee was not due from the employer. Any such request for refund shall be at the discretion of the Controller of Work Passes.
6. The payment modes for Work Permit application submitted :
 - via WP Online - Visa/Master Card/eNets Debit/GIRO. (GIRO payment is available to WP Online subscribed users only.)
 - via SingPost post office (MOM-appointed Collecting Agent) - Cash/Nets/Cashcard
7. The outcome will be mailed to company's address for Work Permit applications submitted through SingPost post office. WP Online users may print the outcome from the WP Online system.

Work Permit Application Form for a Foreign Worker/Trainee in Non-Domestic Sector

A) Please tick here if this is a Work Permit application for a Performing Artiste (Public Entertainment Licencees).

B) Please fill in the company's CPF Submission No. If the company has more than one CPF Submission No. under the same company's Registration No. (ACRA) for the same business activity, please write to the Work Pass Division (WPD) to request for the linking of the CPF accounts in order to increase the company's quota entitlement for Foreign Workers.

CPF Submission No. | | | | | | | | | | | | | | - | | | | | - | | | | |

C) If the company has obtained a Prior Approval for recruiting Foreign Workers, please fill in the Prior Approval reference number:

Prior Approval reference number | | | | | | | | | | | | | |

D) If the Foreign Worker is a Malaysian, please fill in his/her Identity Card Number(s):

Worker's old Malaysian Identity Card number | | | | | | | | | | | | | |

Worker's new Malaysian Identity Card number | | | | | | | | | | - | | | | | - | | | | |

E) If the Foreign Worker is a current Work Permit holder or an ex-Work Permit holder, please fill in his/her Work Permit number:

Work Permit number | | | - | | | | | | | | | | | | | |

For Official Use:	
DSN	DOA
DEPT	WP SK
NRIC No./FIN	

Key Information:

1. An employer who wishes to employ a foreigner (except Singapore Permanent Resident and Dependant's Pass holder under the Employment Pass scheme), needs to submit a Work Permit application for the foreigner.
2. A foreigner must be at least 16 years old at the time of the Work Permit application.
3. A non-Malaysian worker must not be in Singapore at the time of the Work Permit application. He can enter Singapore only after the employer has obtained the In-Principle Approval letter and furnished a Security Bond of SGD\$5000.
4. All employers who employ foreign workers are required to pay the monthly foreign worker levy by Inter-Bank GIRO.
5. If the employer has not made prior arrangements for payment of foreign worker levy by GIRO, he has to complete the attached GIRO Application Form and mail it to the CPF Board. The employer is advised to sign up for GIRO early as the processing of GIRO applications takes about 4 weeks. The GIRO deduction for levy due each month will be made on 17th of the following month. The employer is required to maintain sufficient funds in his bank account for the GIRO deduction, failing which interest for late payment will be charged. The deduction will cease once the Work Permit is cancelled.
6. The employer should continue to pay the levy using his current payment mode to the CPF Board until his GIRO application is approved by the bank. The CPF Board will inform the employer when the GIRO deduction of the levy will take effect. The employer does not have to pay any fee for GIRO application.

Documents to be attached to this completed Application Form:

- a) A photocopy of the Foreign Worker's Passport/Travel Document that shows his particulars including any amendments made.
- b) A photocopy of the Foreign Worker's Educational Certificates [e.g. GCE 'O' Level, Sijil Pelajaran Malaysia (SPM) or equivalent] if his educational level is Sec 4 or above. If the worker's SPM Result Slip is submitted in lieu of the original certificate, the worker/employer is required to present the original SPM educational certificate at the WPD for verification 12 months after the issue of the Work Permit. The WPD will inform the worker/employer accordingly when it is required to do so. If the worker/employer is unable to present the original educational certificate when required, the Work Permit will be revoked. The worker may also be placed on future employment ban.
- c) A photocopy of the Foreign Worker's Identity Card (**applicable to all Malaysian workers and the group of PRC workers who have not obtained their Passports**).
- d) For companies that are currently not employing any Work Permit holders, please attach:
 - i) A photocopy of the Company/Business Profile from the Accounting and Corporate Regulatory Authority (ACRA)
 - ii) A photocopy of the Company's most recent past 3 monthly CPF Contribution Statement(s) for its local workforce
 - iii) A photocopy of the Food Establishment Licence issued by the National Environment Agency (NEA) (**applicable to food establishments**)

Part 2 Information on Employer (Company/Firm) and Job Offered

2A: Particulars of Employer

Name of Company/Firm: _____

Address of Company/Firm: _____

Postal Code: _____

Telephone: _____

Facsimile: _____

2B: Foreign Worker's Occupation if given a Work Permit

For Official Use

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2C: Foreign Worker's Main Duties if given a Work Permit (Please describe)

2D: Foreign Worker's Basic Salary if given a Work Permit: S\$ _____ per month.

2E: Foreign Worker's Employment Status in the Company/Firm

- 1 Employee (includes Foreign Trainee)
- 2 Partner/Sole Proprietor/Director
- 3 Others (Please specify): _____

2F: For Performing Artiste¹ or Training Work Permit, please state the duration of Work Permit:

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 *Days/Weeks/Months

*Delete where inapplicable.

¹The Work Permit application for Performing Artiste is only applicable for company with Public Entertainment Licence.

2G: Declaration By Employer (Company/Firm)

I hereby declare that:

1. I have read and understood the relevant Conditions of Work Permit pertaining to both employer and Foreign Worker. I shall abide by the Conditions of Work Permit during the employment of my workers.
2. If my Foreign Worker breaches any of the Work Permit Conditions, I undertake to cancel the Work Permit and Visit Pass and to repatriate the worker.
3. All particulars given in this application form are true and correct and I hereby give my consent to the Division to verify and share the particulars with any Government Agencies as and when necessary.
4. I am aware that if I make any false statements or produce any documents which I know to be false, I shall be guilty of an offence.
5. I *am/am not an undischarged bankrupt (applicable where employer is a Sole-Proprietor or Partner).
6. I undertake that I shall be responsible for the foreign worker upon his arrival in Singapore.
7. If I fail to repatriate the worker after the In-Principle Approval or Work Permit is cancelled or revoked, my security deposit (for non-Malaysian worker) shall be forfeited.
8. I am aware that the Controller of Work Passes uses my company/firm's Central Provident Fund (CPF) contribution information to determine the number of local workers employed by my company/firm hence determining the number of foreign workers that my company/firm may employ. I am also aware that by signing this form, I am declaring that –
 - (a) my company/firm only makes CPF contributions to Singapore citizens or permanent residents who are actively employed by my company/firm; and
 - (b) my company/firm is making employer CPF contribution to each local employee at the prescribed rate specified by law (see the First Schedule of the Central Provident Fund Act) and any voluntary CPF contributions are made through a separate CPF Submission Number (CSN).
9. I have/have not* used the services of an Employment Agency based in Singapore for the recruitment of the foreign worker. (Please also state the licence number of all Employment Agencies (if any) used for the purposes of this application: _____ . Please ensure that a copy of Part 3 of this form is completed by each Employment Agency used.)
10. I have / have not* been offered or received (directly or indirectly), any sum or other benefit:
 - (a) as consideration or as a condition for employing the foreign employee;
 - (b) as consideration or as a condition for continuing to employ the foreign employee; or
 - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.

Name of Employer

Designation

NRIC Number of Employer

**Signature of Employer

Date

Company's Stamp

Part 3 Declaration by Employment Agency (Applicable if the employer has used the services of an Employment Agency. If more than one Employment Agency is used, please complete the attached additional declaration sheets.)

Name of Employment Agency: _____

Licence Number: _____

Registered Address: _____

I hereby declare that-

1. I am the licensee/representative* of the abovenamed Employment Agency.
2. The abovenamed employer has/has not* been offered (directly or indirectly), any sum or other benefit:
 - (a) as consideration or as inducement for employing the foreign employee;
 - (b) as consideration or as inducement for continuing to employ the foreign employee; or
 - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.

Name, Designation & NRIC of Licensee/Representative

Date & Signature of Licensee/Representative

Employment Agency's Stamp

* Delete where inapplicable.

** 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 4 Information on Shipyard (Applicable to Employers in the Marine Industry)

If you are holding a Shipyard Licence issued by the Occupational Safety Department, Ministry of Manpower, please indicate:

Shipyard Licence Number | | - | | | | - | | | - | | | |

If you are NOT holding a Shipyard Licence issued by the Occupational Safety Department, Ministry of Manpower, the Shipyard is required to complete the following section to confirm that the Contract is awarded to your company:

I, (Name) _____, NRIC Number _____

Designation _____

of the (Name of Shipyard) _____

CPF Submission No. | | | | | | | | | | - | | | | - | | | |

Support the application made by (Name of *Resident/Common Contractor) _____

The Shipyard Licence issued to my company is | | | | | | | | - | | | | - | | | |

Signature _____ Date _____ Company's/Shipyard's Stamp _____

*Delete where inapplicable

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Additional Declaration By Employment Agency Based In Singapore

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

- The worker's passport number
- The worker's Work Permit number
- The company's CPF Submission No.
- The name of employer
- The name of employment agency
- The employment agency's licence number

Particulars of Worker and Employer

Name of Worker: _____

Passport No.: _____

Nationality: _____

CPF Submission No.: _____

Name of Employer: _____

Particulars of Employment Agency

Name of Employment Agency: _____

Licence Number: _____

Registered Address: _____

Telephone: _____

Declaration by Employment Agency

I hereby declare that –

- 1 I am the licensee / representative* of the abovenamed Employment Agency.
- 2 The abovenamed employer has/has not*, been offered (directly or indirectly) any sum or other benefit:
 - a. as consideration or as inducement for employing the foreign employee; or
 - b. as consideration or as inducement for continuing to employ the foreign employee; or
 - c. as a financial guarantee related, in any way, to the employment of the foreign employee.

 Name, Designation & NRIC of Licensee/Representative

 Date & Signature of Licensee/Representative

 Employment Agency's Stamp

*Delete where applicable

Important Note:

Please read Part 2, 3 and 4 of the First Schedule and detach them for your retention.

FIRST SCHEDULE

CONDITIONS OF WORK PERMIT

PART II

**CONDITIONS TO BE COMPLIED WITH BY EMPLOYER OF
FOREIGN EMPLOYEE WHO IS NOT DOMESTIC WORKER**

Application of this Part

1. The conditions in this Part shall apply to the employer of every foreign employee in respect of whom a Work Permit is issued, except for foreign employees whose occupation as stated in the Work Permit is that of a "domestic worker".

Employment

2. Except as provided in paragraphs 7 to 13 of Part III, the foreign employee shall be under the employer's direct employment and the employer shall be responsible for the control and supervision of the foreign employee. The employer shall not permit the foreign employee to be employed by or contracted to any other person or business to do work for that person or business. The employer shall not employ the foreign employee in either an occupation or a sector which is different from that specified in the Work Permit.

Upkeep, maintenance and well-being

3. The employer shall be responsible for and bear the costs of the foreign employee's upkeep and maintenance in Singapore. This includes the provision of medical treatment, except that the foreign employee may be made to bear part of any medical costs in excess of the minimum mandatory coverage if —
 - (a) the part of the medical costs to be paid by the foreign employee forms not more than 10% of the employee's monthly salary; and
 - (b) the foreign employee's agreement to pay part of any medical costs is stated explicitly in the foreign employee's employment contract or collective agreement.
4. The employer shall provide safe working conditions and take such measures as are necessary to ensure the safety and health of the foreign employee at work. The employer shall also ensure the foreign employee has acceptable accommodation. Such accommodation must be consistent with any written law, regulation, directive, guideline, circular or other similar instruments issued by the Government of Singapore.
5. The employer shall purchase and maintain medical insurance with coverage of at least \$15,000 per 12-month period of the foreign employee's employment (or for such shorter period where the foreign employee's period of employment is less than 12 months) for the foreign employee's inpatient care and day surgery except as the Controller may otherwise provide by notification in writing. Where the employer purchases group medical insurance policy for his foreign employees, the employer shall not be considered to have satisfied the obligation under this condition unless the terms of the employer's group medical insurance policy are such that each and every individual foreign employee is concurrently covered to the extent required under the conditions in this Part.
6. The employer shall pay the salary (including allowances) due to the foreign employee not later than 7 days after the last day of the salary period. Any salary period agreed between the employer and the foreign employee shall not exceed one month. If the foreign employee so requests, the salary shall be paid via direct transfer into the foreign employee's bank account in a bank established in Singapore. The employer shall maintain a record of the monthly salary paid to the foreign employee and produce the record upon request by any public officer acting in his official capacity.
7. Except where the foreign employee is on no-pay leave outside Singapore, the employer shall, regardless of whether there is actual work for the foreign employee, and subject to any written law, pay the foreign employee no less than the fixed salary amount declared in the application for a Work Permit submitted to the Controller.
8. The employer shall send the foreign employee for a medical examination by a registered Singapore doctor as and when directed by the Controller. The employer shall also bear any medical expenses incurred by the foreign employee for the medical examination.
9. The employer shall register or update the foreign employee's accommodation address in such form or manner as the Controller may determine, within 5 days of the commencement of the foreign employee's employment in Singapore or of the foreign employee moving to a new address. Unless specified, this condition applies as long as the foreign employee is not repatriated.

Cancellation of Work Permit and visit pass and duties before or upon repatriation of foreign employee

10. The employer shall apply for the cancellation of the Work Permit and visit pass of the foreign employee if the employer terminates the foreign employee's services. The employer shall inform the Controller in writing within 7 days after such termination and return the Work Permit and visit pass to the Controller within 7 days after the cancellation of the Work Permit.
11. The employer shall give the foreign employee reasonable notice of the foreign employee's repatriation.
12. Subject to paragraph 13, the employer shall repatriate the foreign employee to the international port of entry that affords reasonable access to the foreign employee's hometown within the foreign employee's home country when the foreign employee's Work Permit and visit pass expire or are cancelled or revoked and if the foreign employee is not earlier employed by another employer. In the event of any dispute about the international port of entry to which the foreign employee shall be repatriated, the dispute shall be referred to the Controller, whose decision shall be final.
13. The employer may repatriate the foreign employee to a destination other than that specified in paragraph 12 —
 - (a) if the foreign employee so requests, and the Controller is informed by the employer of the employer's intention to do so, before the repatriation occurs; or
 - (b) if the Controller so determines.
14. The employer shall bear the full cost of repatriation and shall ensure that all outstanding salaries or moneys due to the foreign employee have been paid before the foreign employee's repatriation.
15. If the foreign employee breaches any of the Work Permit conditions applicable to the foreign employee, and the employer has knowledge of the breach, the employer shall inform the Controller and, if required by the Controller, apply for the cancellation of the foreign employee's Work Permit and visit pass and comply with any other instruction from the Controller with respect to the breach.

General

16. The employer shall pay the monthly foreign employee levy through General Interbank Recurring Order (GIRO) or by such other means as may be approved by the Controller in writing.
17. The employer shall ensure that every Singapore Citizen who is actively employed by the employer is accurately reflected in the employer's Central Provident Fund employer contribution.
18. The employer shall not, directly or indirectly, engage or use the services of an unlicensed employment agency in connection with the employment or change in employment of the foreign employee.
19. The employer shall provide such information, documents and statements relating to the employment of the foreign employee which are true and correct as and when required by the Controller, an employment inspector, or any other person duly authorised by the Controller for this purpose.
20. The employer shall not retain possession of the foreign employee's original Work Permit and visit pass and shall allow the foreign employee to retain possession of the Work Permit and visit pass issued to that employee.
21. The employer shall produce the foreign employee to the Controller as and when the employer is required by the Controller to do so.
22. The employer shall inform the Controller of any change to the business address stated in the Work Pass application form within 14 days after such a change.
23. If the foreign employee goes missing, the employer shall inform the Controller within 7 days after the employer becomes aware of the foreign employee going missing.
24. If the foreign employee dies while in Singapore, the employer shall inform the Controller within 12 hours after the employer becomes aware of the foreign employee's death. The employer shall —
 - (a) bear the cost of burial, or the return of the body, or cremation and the return of the body or remains to the country of origin;
 - (b) bear the cost of returning the foreign employee's belongings to the foreign employee's family; and
 - (c) pay any outstanding moneys due to the foreign employee to the administrators of the foreign employee's estate.

Restrictions on employer receiving or recovering moneys from foreign employee

25. Prohibited payments: An employer shall not deduct from any salary payable to a foreign employee, or demand or receive (directly or indirectly) from the foreign employee, any sum or other benefit —
- (a) as consideration or as a condition for employing the foreign employee;
 - (b) as consideration or as a condition for continuing to employ the foreign employee; or
 - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.
26. Payments to be borne by employer not recoverable from foreign employee: An employer shall not deduct from any salary payable to a foreign employee, or recover (directly or indirectly) from the foreign employee, in whole or in part, any of the following sums paid or payable, or any other benefit given or to be given, by the employer:
- (a) fees associated with the application, issuance, renewal or reinstatement of a Work Permit;
 - (b) costs associated with furnishing a security deposit required by the Controller;
 - (c) costs associated with purchasing and maintaining medical insurance coverage for the foreign employee, as required by the Controller;
 - (d) costs associated with medical examinations required by the Controller;
 - (e) levy payments under the Act;
 - (f) costs associated with training a foreign employee, where the training is provided by the employer or required by the Controller;
 - (g) costs associated with repatriating a foreign employee at any time; and
 - (h) such other similar sums connected with or related to the employment or change in employment of a foreign employee.

Restriction on employer receiving moneys in connection with employment of foreign employee

27. An employer shall not demand or receive any sum or other benefit from an employment agency or any other person in connection with the employment or change in employment of a foreign employee.

PART III

**ADDITIONAL CONDITIONS TO BE COMPLIED WITH
BY EMPLOYER OF FOREIGN EMPLOYEE WHO
IS CONSTRUCTION WORKER**

Definitions of this Part

1. In this Part —

“construction site” means any worksite for the purpose of general building construction or civil engineering works;
“employer” means the employer of a foreign employee to whom these conditions apply.

Application of this Part

2. The conditions in this Part shall apply to the employer of every foreign employee whose occupation as stated in the Work Permit is that of a “construction worker”.

Specified activities

3. A foreign employee to whom these conditions apply may perform any of the following specified activities:

Basic construction

- (h) erection of any building or part thereof;
- (i) renovation of any building or part thereof;
- (j) installation of roofs;
- (k) waterproofing of basement, roofs and wall;
- (l) erection of perimeter fences and gates;
- (m) concrete repairs, which encompass the reinforcement of structures and joints through the use of cement-sand-mortar mix, the injection of slurry into the joints and cracks in concrete structures, and the application of spraying of cement-sand-mortar onto surfaces of reinforced concrete works;
- (n) repainting and minor non-structural repair of buildings and existing structures;

Roadworks

- (h) marking and painting of roads;
- (i) laying asphalt;
- (j) laying underground pipes and the subsequent reinstatement of roads and other surfaces;
- (k) installation of underground cables and subsequent reinstatement of roads and other surfaces;

Specialised installation activities

- (l) installation of integrated signposting systems for complexes, airports and shopping centres;
- (m) installation of cold rooms and ventilation systems;
- (n) installation of microprocessor or computer based control systems, such as integrated environmental control, fire and security computer control systems, and industrial process control systems;
- (o) installation of communications system, such as intercom and wireless radio, and security systems, such as closed circuit television, security alarms, car park security control and card access systems;
- (p) installation of central antenna television systems;
- (q) installation of electrical based systems such as switch gears, transformers and large generators, including electrical installations in buildings;
- (r) installation of fire alarms, fire prevention and fire protection systems;
- (s) installation of low-tension and high-tension overhead wires, and poles for overhead cable and street lighting;
- (t) installation of lifts, escalators and travelators;
- (u) installation of mechanical plant, machinery, power generators and turbines systems;
- (v) installation of aluminium, steel, steel alloy and timber structural components, metal scaffolds and curtain walls;
- (w) installation of water and gas pipes, sanitary works and plumbing fixtures;
- (x) installation of traffic light systems, and the setting-up of signs along roads;
- (y) installation of all heavy sheet piles, driven precast reinforced and prestressed concrete piles, bored cast-in-situ piles and timber piles;

Telecommunication works

- (z) laying underground telecommunication cables;
- (aa) laying underground pipes for the purposes of telecommunications;
- (bb) wiring work within a building for telecommunication purposes;

Earthworks and soil sampling

- (cc) excavation and earthmoving works;
- (dd) collection of or removing earth samples for the purpose of investigation and testing services to determine soil classification, strength and composition, and soil stabilization works such as micro piling, ground anchoring, sand drains and ground grouting;

Landscaping works

- (ee) provision of landscaping works, excluding grass cutting and nursery work;

Demolition works

- (ff) general demolition works;

Marine construction works

- (gg) works involving marine piling and the construction of marine structures such as jetties, wharves, sea and river walls;

Dredging and land reclamation works

- (hh) works involving the dredging of canals, rivers and offshore waters for the purpose of deepening;
- (ii) works involving the reclamation of land; and

Corrosion protection works

- (jj) corrosion protection work on metal surfaces and structures, including processes such as cathodic, anodic and electrolytic protection;

Driving

- (kk) driving vehicles within construction sites, and shall not include driving vehicles in the course of work on public roads.

4. A foreign employee to whom the conditions in this Part apply shall only perform the specified activities at construction sites, with the following exceptions:

Fabrication works

- (a) the fabrication of structural precast concrete products, such as slab panels, wall panels, column and beams; and
 - (b) the fabrication of prefabricated steel reinforcement products, such as beam cages and pile cap cages.
5. Subject to paragraph 7, the employer shall ensure that the foreign employee is not sent to work for any other person.
6. Subject to paragraph 9(b), the employer or his employees shall supervise the foreign employee and ensure that the foreign employee performs only the specified activities.

Contracts for supply of labour

7. Notwithstanding paragraph 5, an employer may, with the consent of the foreign employee, enter into a contract for the supply of labour with an eligible third party engaged in the construction industry, in relation to a foreign employee to whom the conditions in this Part apply.
8. The employer shall verify the eligibility of the third party with the Controller, through such means as may be provided by the Controller, before entering into any such contract for the supply of labour.
9. Any such contract for the supply of labour shall provide that —
- (a) the third party shall ensure that the foreign employee is not sent to work for any other person;
 - (b) the third party or his employees shall supervise the foreign employee and ensure that the foreign employee performs only the specified activities;
 - (c) the third party shall notify and update the employer of the particular specified activities that the foreign employee will perform;
 - (d) the third party shall notify and update the employer of the worksite address where the foreign employee will work;
 - (e) the third party shall produce the foreign employee to the employer once the foreign employee's services are no longer required, and the contract for the supply of labour shall be deemed terminated;
 - (f) the third party shall produce the foreign employee to the employer if the contract for the supply of labour is terminated by either party, for whatsoever reason;
 - (g) the third party shall inform the employer immediately if the foreign employee goes missing; and
 - (h) the third party shall not retain the original Work Permit and visit pass and shall allow the foreign employee to retain the foreign employee's Work Permit and visit pass.
10. The employer shall specify in the contract for the supply of labour that any breach by the third party of the contractual provisions stated in paragraph 9 shall be viewed as a material breach of the contract between them, entitling the employer to terminate the contract.
11. Subject to the terms specified in paragraph 9, no other responsibilities of the employer as specified in the conditions in this Schedule shall be delegated to the third party.
12. The contract for the supply of labour shall be in writing, a copy of which shall be retained for a period of no less than 2 years.
13. Where the contract for the supply of labour is terminated or where the foreign employee is no longer working for the third party for any reason, the employer shall take all necessary measures to resume his general responsibilities to the foreign employee (as set out in the conditions in Part II).

PART IV

CONDITIONS TO BE COMPLIED WITH BY FOREIGN EMPLOYEE

Employment

1. The foreign employee shall work only for the employer specified and in the occupation and sector specified in the Work Permit.
2. The foreign employee shall not engage in or participate in any business or be a self-employed person.
3. If the foreign employee whose occupation as stated in the Work Permit is that of a "domestic worker", the foreign employee shall only perform household and domestic duties and reside at the employer's residential address or residential premises as stated in the Work Permit and visit pass.

4. Except for a foreign employee whose occupation as stated in the Work Permit is that of a “domestic worker”, the foreign employee shall reside at the address stipulated by the employer upon the commencement of employment of the foreign employee. The foreign employee is to inform the employer about any self-initiated change in residential address.
5. The foreign employee shall undergo a medical examination by a Singapore registered doctor as and when directed by the Controller. If the foreign employee is certified medically unfit, the Work Permit of the foreign employee shall be revoked.
6. The foreign employee shall carry the original Work Permit and visit pass issued to that employee at all times and must produce it for inspection on demand by any public officer.
7. The foreign employee shall report to the Controller as and when required by the Controller to do so.

Conduct

8. The foreign employee shall not go through any form of marriage or apply to marry under any law, religion, custom or usage with a Singapore Citizen or Permanent Resident in or outside Singapore, without the prior approval of the Controller, while the foreign employee holds a Work Permit, and also after the foreign employee's Work Permit has expired or has been cancelled or revoked.
9. If the foreign employee is a female foreign employee, the foreign employee shall not become pregnant or deliver any child in Singapore during and after the validity period of her Work Permit, unless she is a Work Permit holder who is already married to a Singapore Citizen or Permanent Resident with the approval of the Controller.
10. The foreign employee shall not be involved in any illegal, immoral or undesirable activities, including breaking up families in Singapore.

CENTRAL PROVIDENT FUND BOARD
ROBINSON ROAD P.O. BOX 626
SINGAPORE 901226



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Central Provident Fund Board

79 Robinson Road
CPF Building
Singapore 068897

APPLICATION FOR INTER-BANK GIRO
Customer Service Call Centre : 1800-227 1188
E-mail : giro@cpf.gov.sg

INFORMATION ON APPLICATION FOR INTER-BANK GIRO

- Please allow 3 to 4 weeks time for processing as the GIRO form with original signature(s) is required by the bank for verification. Letters will be sent to you to inform you of the status and effective date of the GIRO arrangement upon approval. Meanwhile, please make payment using cheque, NETS/cash (at SingPost), NETS/CashCard/Diners Club Credit Card (at AXS stations) or Internet Payment (via eNETS).
- You may also check the status of your GIRO application at www.cpf.gov.sg.
- Please maintain sufficient fund in your bank account for GIRO deduction. Some banks may charge an administrative fee for each unsuccessful deduction.
- To terminate GIRO, please notify your bank and submit the Form GIRO/T available at www.cpf.gov.sg to CPF Board.

For CPF contribution for employee(s):

- You may email us at employer-accounts@cpf.gov.sg for queries on Unique Entity Number (UEN) and CPF Payment Code.
- You are required to submit the CPF contribution details by the 14th of the month (or the next working day if the 14th falls on a Saturday, Sunday or public holiday) for deduction to take place. Otherwise, a late payment interest will be charged.
- If the first deduction is unsuccessful, a second deduction will be made 7 calendar days later and a late payment interest will be charged.

For Business Foreign Worker Levy & Domestic Foreign Worker Levy:

- Foreign Worker Levy will be deducted automatically from your bank account on the 17th (or the next working day if the 17th falls on a Saturday, Sunday or public holiday). Please do not include the Foreign Worker Levy details in your CPF contribution details.
- For further enquiries on levy matters, please call the MOM Work Pass Division at 6438 5122.
- You need not re-apply for Inter-Bank GIRO when renewing work permit for your foreign workers or changing foreign workers.

For Medisave and/or Voluntary Contributions for self-employed person & Voluntary Contributions for non self-employed person:

- To effect deduction of voluntary contributions upon approval of GIRO, please submit your Standing Instruction online via My Requests or complete the Form SI/VC (via GIRO) available at www.cpf.gov.sg.
- GIRO deductions will be made on the 25th for a self-employed person or 18th for a non self-employed person. (If the deduction date falls on a Saturday, Sunday or public holiday, the deduction will be made on the next working day.)

