



## Work Pass Division

18 Havelock Road  
Singapore 059764  
Tel: 6438 5122  
www.mom.gov.sg  
mom\_wpd@mom.gov.sg



# Letter of Consent Application Form

This form may take you 10 minutes to fill in.  
You will need the following information to fill in the form:

- The Dependant's Pass holder's Foreign Identification Number
- The applicant's educational information
- The name and address of employing company
- The employing company's Unique Entity Number (UEN)
- The employing company's Registration No. (ACRA) <if applicable>

### **Note:**

- All relevant **supporting documents** (as stated in Annex A) **must be submitted** with this application.
- The application **will be voided** if inaccurate written information or wrong/unclear supporting documents is submitted. You will need to resubmit a new application.
- Please send your application by post to Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764.
- MOM regularly updates its forms. The copy that you have downloaded more than 30 days ago may be outdated, and may not be used. To ensure that you use the latest version, please download the latest copy at <http://www.mom.gov.sg>.



## APPLICATION FOR A LETTER OF CONSENT TO WORK IN SINGAPORE

**NOTE:**

Please note that Letter of Consent applications are only open to Dependant's Pass holders who are dependants of Employment Pass or Personalised Employment Pass holders.

**INSTRUCTIONS:**

1. For \*, please tick (✓) where appropriate.
2. Indicate "Not applicable" or "N.A." where necessary. Do not leave any blank.
3. The processing time for manual application using this form is 5 weeks.
4. Please send this completed application form with all relevant supporting documents by post to Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764.
5. Alternatively, you may choose to submit an online application via Employment Pass Online (EP Online). These can usually be processed within 1 week of submission, except during peak periods or if they require inputs from other vetting agencies.
6. You may check your application status online (<http://www.mom.gov.sg> > Services & Forms > Passes > Others > Application Status Check).

<b>For official use only:</b>		
Date of Application:	Officer ID:	Remarks:

<b>PART 1 – EMPLOYING COMPANY DETAILS</b>			
<b>1A: Employing Company General Information</b>			
Name of Employing Company/Society/Organization:			
Unique Entity Number (UEN):			
Registration Number (ACRA):			
Company's Email:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Tel Number	Fax Number	Mobile Number	
Correspondence Address:			
Postal Code:	Block/House No:	Floor No:	Unit No:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Name: _____			
Building Name: _____			

<b>1B: Financial &amp; Other Information</b>			
Paid-up Capital (S\$):			
Value of Turnover of the Company in the past 3 years:			
(1) _____ :S\$ _____ (Year)	(2) _____ :S\$ _____ (Year)	(3) _____ :S\$ _____ (Year)	
	Local (Singapore Citizen/PR)	Foreign	
Total Number of Employees:	<input type="text"/>	<input type="text"/>	



**PART 4 – APPLICANT’S EMPLOYMENT DETAILS (continued)**

**4D: Address and Duties to be Performed**

Occupation: \_\_\_\_\_

*(Please refer to the List of Standard Occupation before you fill in the ‘Occupation’ field. If the occupation you indicate cannot be found in the list, a close match will be assigned by WPD. For any subsequent amendments to this assigned occupation, you will have to withdraw the existing application and submit a new application.)*

**If your business entity is an Employment Agency / Headhunter Firm or it supplies labour<sup>#</sup> to other business entities in the course of conducting its business, please answer the below questions:**

Is your business entity an Employment Agency/Headhunter firm or does it supply labour to other business entities in the course of conducting its business?  Yes  No

If Yes, will the applicant be deployed to work for another employer so as to supplement that other employer’s manpower resources?  Yes  No

Address where applicant’s duties are to be performed:

Postal Code:	Block/House No:	Floor No:	Unit No:
[ ][ ][ ][ ][ ][ ][ ][ ]	[ ][ ][ ][ ][ ][ ][ ][ ]	[ ][ ][ ]	[ ][ ][ ][ ][ ][ ][ ][ ]

Street Name: \_\_\_\_\_

Building Name: \_\_\_\_\_

National Environment Agency Licence Type:\*  \$13 Licence  \$60 Licence  \$120 Licence  
*(For Food Establishment only)*

**4E: Vetting Agency/Professional Body/Accreditation Agency Support**

Has this application obtained support from the relevant vetting Agency(s)/Professional Body(s) /Accreditation Agency(s)?  Yes  No

If ‘Yes’, please select from the followings.

*(Please select one or more Vetting Agencies if the applicant has obtained support from any of the Vetting Agencies listed. Please note that the applicant must produce documentary proof of support from the agencies concerned together with this application.)*

- |                 |   |  |
|-----------------|---|--|
| Vetting Agency: | <input type="checkbox"/> Attorney-General’s Chamber | <input type="checkbox"/> Registrar of Pharmacy Board |
|                 | <input type="checkbox"/> Singapore Nursing Board    | <input type="checkbox"/> Singapore Dental Council    |
|                 | <input type="checkbox"/> IE Singapore (Rep Office)  | <input type="checkbox"/> Singapore Medical Council   |
|                 | <input type="checkbox"/> MCYS (Childcare teachers)  | <input type="checkbox"/> Singapore Sports Council    |
|                 | <input type="checkbox"/> Ministry of Education      | <input type="checkbox"/> TCM Practitioners Board     |

<sup>#</sup> To ‘supply labour’ means to provide manpower to another business entity to perform work for that other business entity so as to supplement that other business entity’s manpower resources to perform its work. It does not include situations where your business entity has sent its employees to another business entity to perform work for your business entity, and not supplement that other entity’s manpower resources. An example would be an auditing company sending its auditor to a client premises to audit the client.

**PART 5 – DECLARATION BY APPLICANT**

I confirm that the information as set out in Parts 2, 3 and 4 is true and correct.

I further confirm that all other information in my previous application or applications remains true and correct. I understand that I may be prosecuted if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**PART 6 – DECLARATION BY EMPLOYER**

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant. We confirm that the information provided in Parts 1 and 4 is true and correct. The statements made by the applicant in this application are to the best of our knowledge true.

\_\_\_\_\_  
Name, Designation & Authorised Signature of Local Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official Stamp of Company / Firm

**DID YOU REMEMBER?**

- 1 set of original application form duly completed.
- Application form signed by applicant.
- Application form signed by an authorised officer from the sponsoring company, and stamped with the company's stamp or seal.
- 1 CLEAR COPY of the following supporting documents\***:  
 (\*Non-English documents must be accompanied by an official English translation done by a certified translator, High Commission/Embassy or a notary public.)
  - NEA Licence (For Food Establishment only).
  - Registration or Support Letters from the respective Vetting Agency/ Professional Body/ Accreditation Agency, *if support from them has been declared in the application*:
    - Doctor – Singapore Medical Council
    - Dentist – Singapore Dental Council
    - Pharmacist – Singapore Pharmacy Council
    - Nurse – Singapore Nursing Board
    - TCM Practitioner – Traditional Chinese Medicine Practitioners Board
    - Lawyer – Singapore Attorney-General's Chambers
    - Football Player/Coach – Singapore Sports Council
  - Support letter from International Enterprise (IE) Singapore (For application submitted by Representative's Office).

**Please do not submit original documents unless otherwise stated.**

**Note:**

***Any person who falsely declares salary, academic qualifications, or submits forged documents in the work pass application shall be guilty of an offence under the Employment of Foreign Manpower Act (Cap.91A).***