

Work Pass Division

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



Request Form for Follow-up Services Related to Issuance of Employment Pass

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

- The employer's / sponsor's NRIC/FIN or company's UEN submission number
- The pass holder's Foreign Identification Number (FIN) and Date of Application (DOA)

Note:

1. This form can be used for issues related to the following passes:
 - Employment Pass (EP)
 - Personalised Employment Pass (PEP)
 - Dependant's Pass (DP), Long Term Visit Pass (LTVP) of the above passes
 - Entrepass
 - Training Employment Pass (TEP)
 - Work Holiday Pass (WHP)
2. Please complete this form and fax it to **6438 0585**. Or, send the form by post to the Issue & Renewal Section, Work Pass Division, 18 Havelock Road, Singapore 059764 or email the form to mom_wpd@mom.gov.sg.
3. We will contact you by the next working day from date of receipt of this request form. MOM will not be able to process incomplete or altered forms.

Part 1 Pass Holder's Particulars

(If there is more than one pass holder, please attach a list of the workers' particulars or write down the particulars behind this form.)

Pass Holder's Name : _____

Pass Holder's FIN & Date of Application : _____

Part 2 Nature of Request (Please ✓ the appropriate box)

1. Request for extension for one of the following services at the Employment Pass Services Centre (EPSC)
- 14 day reporting period for fingerprinting and registration at EPSC. (Note: You need to make an e-appointment)
 - Document verification and card collection at EPSC. (Note: You need to make an e-appointment)
 - Card collection date of Long Term Pass at EPSC. (Note: You do not need to make an e-appointment)

State your proposed date here: _____ (dd/mm/yyyy).

Please attach supporting documents (e.g. pass holder's travel itinerary / doctor's medical memo) for us to consider your request. The extension period will in no case exceed 1 month from the date of issuance. The pass holder has to go down to EPSC as soon as possible after the pass is issued.

[Before you turn up for your appointment at EPSC, make sure that you have made a booking via our e-appointment system (www.espcapp.mom.gov.sg). If you need to change your appointment after your request for extension has been approved, please do so now.]

2. Request for letter to facilitate re-entry into Singapore for pass holders who have lost their LTP cards overseas

Part 3 Reason for Above Request

(Please write on a separate piece of paper and attached it with this request form if the space provided is insufficient).

Part 4 Declaration by Requestor

Your name:

Your Company's UEN submission number (if applicable):

Name of your Company (*Employer / Employment Agency / Third Party Company [If applicable])

I declare that all the information given in this request form is true and correct.

Your Signature and Date

Company's stamp (if applicable):

Office number: Mobile number: Fax number:

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* Delete where inapplicable