

Request Form for Short Term Visit Pass (STVP)

- Applicable only to pass cancellation requests submitted via EPOL and no STVP has been issued

This form may require you 2 minutes to fill in.
You will need the following information to fill in the form:

- The employer/company name and date of cancellation request submitted
- The foreigner's name, FIN and travel document no.

Important Note:

1. Please complete this form and fax it to **6317 1359** if you had **WRONGLY** indicated that the foreigner is not in Singapore during cancellation of the foreigner's pass via EPOL, and hence not having an STVP issued to him/her.
2. WPD will reply via fax/call within 1 working day from the date of receipt of the completed form. Please note that overstaying fine may be applicable and you will be required to make payment via our Work Pass counters.
3. Incomplete form will not be processed.
4. Once the STVP has been issued to the foreigner, please pass it to him/her to produce to the immigration checkpoint at point of departure. Otherwise, he/she may encounter problems with his/her departure.

To: Work Pass Division (Cancellation and Repatriation Section)

Part 1 Customer's Particulars

Customer's name:

Contact number(s): _____ (Office) _____ (Mobile) _____ (Fax)

Name of *employer / company:

Date of cancellation request submitted:

Company Stamp (Applicable to Business Employer): _____

Part 2 Foreigner's Particulars

If there is more than one foreigner, please attach a list of the foreigners' particulars or write down the particulars on the back of this form.

Foreigner's name:

Foreigner's FIN:

Travel Document No.:

(Please only provide the Travel Document No. if the foreigner has obtained a new travel document or emergency certificate for the purpose of departure.)

**Delete where inapplicable*