

Work Pass Division

18 Havelock Road
Singapore 059764
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www.mom.gov.sg



**Request Form for Work Permit Issuance & Renewal Services
(Previously performed at MOM 'Y' counters)**

Important Note:

- This form may take you 2 minutes to fill in. You will need the following information to fill in the form:
 - The employer's NRIC/FIN or company's CPF submission number
 - The worker's passport number or FIN and the Work Permit number
- Please complete this form and fax it to **6535 7669**. Alternatively, you may 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.
- You may also submit the completed form via the iSubmit web portal (<http://www.mom.gov.sg/iSubmit>). For this mode of submission, please select '7. Issuance & Renewal Matters' under 'Request Type' on the iSubmit portal, and attach electronic/scanned copy of the form.
- The Division will contact you by the next working day from date of receipt of this Request Form. We regret that we will not be able to process incomplete forms.

Part 1 Foreign Worker's Particulars

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

Foreign Worker's Name: _____

*Passport Number / FIN: _____

Work Permit Number & Date of Application: _____

Part 2 Nature of Work Permit Request (Please the appropriate box)

- 1. Request for * early issuance / early renewal of Work Permit.
- 2. Request for Renewal Letter for * **Foreign Domestic Workers / non-WPOL users.**
- 3. Request for short extension of Foreign Domestic Worker Work Permit (for late repatriation).
- 4. Request for cancellation of Temporary Work Permit for Malaysian confinement nanny.
- 5. Request for duplicate In-Principal-Approval letter for home leave issued over counter.
- 6. Request for extension of In-Principal-Approval validity period for workers on home leave.
- 7. Request for short extension of Work Permit pending Long Term Visit Pass collection at ICA.
- 8. Request for change in fingerprint * registration date / card collection date of Work Permit at Work Pass Services Centre (WPSC).
Please indicate your preferred date here: _____ (dd/mm/yyyy).
- 9. Request to delay transfer date for change of employer (Please ensure that written consent on mutually agreed date from both current and new employer is obtained).

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 Customer

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

Customer's Name: _____

Customer's Signature and Date: _____

Contact Number(s):

(Office)

(Mobile)

(Fax)

Name of * Employer / Employment Agency: _____

* Employer's NRIC / FIN or company's CPF submission number: _____

Company's Stamp (applicable to Business Employers): _____

* Delete where inapplicable