



MINISTRY OF
MANPOWER

Work Pass Division
REQUEST FOR TRANSIT TO THE NEW ENTREPASS FRAMEWORK

Note: Please mail the completed form with the following documents to Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764. Do not fax the form. The processing time for reviewing your request is at least five weeks.

Important:

Please attach following documents for the assessment:

- Latest audited accounts;
- CPF statement for the employees;
- Highest educational certificates of employees;
- Tenancy agreements;
- ACRA business profile;
- Corporate bank statement for past 3months;
- Referral letters from customers; and
- Recent Invoices issues/contracts awarded

PART I: REQUEST



I wish to transit to the new EntrePass framework that came into effect from 28/09/2009 onwards. I fully understand the new EntrePass criteria and wish to be assessed under the new set of criteria. In the event that this request is successful, I am aware that I will no longer be eligible for assessment under the old EntrePass criteria in effect before 28/09/2009.

PART II: REFERENCE

Name:

Date of Birth:

FIN :

PART III: PARTICULARS OF COMPANY

Name of Company:

Unique Entity Number (UEN):

PART IV: COMPANY DETAILS

i. Nature of business: _____

ii. Paid-Up Capital (S\$): _____

iii. Period of Assessment for (a) to (g) from: _____ (DD/MM/YYYY) to: _____ (DD/MM/YYYY)

a) Total Operating Expenses (Based on audited statements) (S\$): _____

b) Royalties/franchise fees/know how fees to overseas companies (S\$): _____

c) Work subcontracted to overseas companies (S\$): _____

d) Remuneration to applicant & immediate family (S\$): _____

e) Total Business Spending (TBS) [a-(b+c+d)] (S\$): _____

f) Net Assets Value (Total Assets – Total Liabilities) (S\$): _____

iv. Staffing position as of: _____ (DD/MM/YYYY)

- a) Total number of local employees: _____
- b) Total number of local employees who possess at least NTC2/NITEC or vocational qualifications obtained after at least 2 years of full-time studies: _____
- c) Total number of foreign employees: _____
- d) Total number of foreign employees who possess at least NTC2/NITEC or vocational qualifications obtained after at least 2 years of full-time studies: _____

PART V: DECLARATION BY APPLICANT

I declare that the information as set out in my application for EntrePass and Part I to V of this form was provided by me and that the said information is true and correct.

I confirm that all documents submitted in support of my request are true copies of the originals. 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 a material particular.

(Signature of Applicant)

(FIN / Date of Signature)