



## Work Pass Division

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# Miscellaneous Work Pass Application Form

This form may require you to take 30 minutes to fill in.  
You will need the following information to fill in the form:

- The applicant's Foreign Identification Number (if applicable)
- The applicant's Work Permit Number (if applicable)
- The applicant's old/new Malaysian Identity Number (if applicable)
- The applicant's Malaysian International Passport Number (applicable to Malaysian only)
- The applicant's educational qualification and work experience details
- The employing company's Unique Entity Number\* (UEN)
- The employing company's Registration No. (ACRA) <if applicable>

\* This is a standard identification number issued to each organisation in Singapore, to facilitate their interaction with various government agencies. For more information on UEN and UEN issuance agencies, please refer to [www.uen.gov.sg](http://www.uen.gov.sg)

### **Note:**

- An administrative fee of \$40 will be charged for every Miscellaneous Work Pass application submitted. Please submit your application and make the fee payment over the counters at any SingPost post offices (MOM-appointed collecting agent). Payment may be made via cash, Cashcard or NETS.

There shall be no refund of fees paid for the application of Miscellaneous Work Pass, unless the fee was not due from the employer. Any such request for refund shall be at the discretion of the Controller of Work Passes.

- 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 The copy that you have downloaded more than 30 days ago may be outdated, and may not be used.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 MISCELLANEOUS WORK PASS

Affix a recent passport-sized photograph here

**INSTRUCTIONS:**

1. For \*, please tick (✓) where appropriate.
2. Indicate "Not applicable" or "N.A." when necessary. Do not leave any blank.
3. Please check your application status via EP Online under "View Application Status" (go to <http://www.mom.gov.sg>>Services & Forms>Employment Pass>Application Status Check) 14 days after your application is submitted.

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

<b>PART I – BASIC PARTICULARS OF APPLICANT</b>	
Foreign Identification No. (FIN): <i>(FIN No. held previously)</i>	<input type="text"/>
Work Permit No. (WP No): <i>(WP No. held previously)</i>	<input type="text"/>
	Sex :* <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth: <i>(DD-MM-YYYY)</i>	<input type="text"/> - <input type="text"/> - <input type="text"/>
	<i>For Malaysians Only</i>
	Old Identity Card No: <input type="text"/>
Marital Status:* <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	New Identity Card No: <input type="text"/>
	Colour:* <input type="checkbox"/> Pink <input type="checkbox"/> Blue
Name <i>(as on travel document):</i> <i>Family name / Surname</i>	<input type="text"/>
<i>Given Name</i>	<input type="text"/>
Alias: <i>Family name / Surname</i>	<input type="text"/>
<i>Given Name</i> <i>(leave blank if not applicable)</i>	<input type="text"/>
Country of Birth:	<input type="text"/>
State/Province of Birth:	<input type="text"/>
Race: <i>(e.g. Malay, Indian, Chinese, Caucasian, etc.)</i>	<input type="text"/>
Nationality:	<input type="text"/>
Religion:	<input type="text"/>
Denomination:	<input type="text"/>

**PART I (continued)**

Country of Origin: *(country where the person obtained his first citizenship by birth or parentage)*

State/Province of Origin:

Address in Country of Origin: \_\_\_\_\_

**Address in Singapore**

Is the foreigner currently staying in Singapore?

- No. You do not need to provide any more details
- Yes. Please fill in the address below:

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

Street Name: \_\_\_\_\_ Tel No:

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

Type of Travel Document Held:

*(e.g. Passport, Certificate of Identity, Document of Identity, etc)*

Travel Document No:

Travel Document Issue Date:  -  -  Expiry Date:  -  -   
*(DD-MM-YYYY) (DD-MM-YYYY)*

Country of Issue:

Place of Issue:

**PART II- APPLICANT'S DETAILS**

Name of Awarding Body /Institution/ University which awarded the qualification <i>(Start with highest qualification)</i>	Name of School/Institution/ College Attended	Country and State/Province <i>(e.g. USA, California or China, Hubei)</i>	Mode of Study <i>(Full-time, Part-time, Distance Learning, Twinning, Offshore etc)</i>	Academic and Professional Qualifications awarded <i>(Note: for Honours Degree, state class/ division)</i>	Faculty of Study	Period of Study <i>(State in MMYYYY)</i>	
						From	To

PART II (continued)			
Membership of Societies/Organizations (Past 5 years to date)	Position(s) Held	Period	
		From	To

PART III- APPLICANT'S YEARS OF WORKING EXPERIENCE				
<p><i>[ Please indicate in chronological order. Please do not leave this part blank. Working testimonials, resumes and other attachments should only be submitted as supplements. Period(s) of unemployment should also be stated. ]</i></p>				
Total years of working experience <input type="text"/> <input type="text"/> Years**				
** Please round up to the nearest year				
Period		Name & Location (State & Country) of Company	Position Held	Nature of Duties
From	To			

PART IV- DECLARATION BY APPLICANT		
<p><b>Please tick (✓) accordingly. If any of the answers is "YES", please furnish details on a separate sheet of paper.</b></p>		
(a) Have you ever been refused entry into or deported from any country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Have you ever been convicted in a court of law in any country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Have you ever been prohibited from entering Singapore?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Have you ever entered Singapore using a different passport or name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Have you ever been a Singapore Citizen or Singapore Permanent Resident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Are you currently a Singapore Citizen or Singapore Permanent Resident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Have you ever studied or worked in Singapore?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**PART V – DUTIES TO BE PERFORMED IN SINGAPORE**

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

(Please refer to the List of Standard Occupation before you fill in the above 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. An administrative fee of \$40 will be charged upon submission.)

As specified in Employment Contract

Fixed Monthly Salary:     **S\$**        Basic Monthly Salary       **S\$**         (Please refer to the MOM website: <http://www.mom.gov.sg> for more information on basic and fixed monthly salary.)

Purpose of visit and details of activities:

Address/Place where above stated activities are to be performed:

Duration of activities to be performed: (From DDMMYYYY To DDMMYYYY)

Name of Sponsoring Company/Society/Organization:

Local Mailing Address of Sponsoring Company/Society/Organization: (for correspondence only)

Unique Entity Number (UEN):

Tel No.:

Registration No. (ACRA):

Fax No.:

Paid-up Capital (S\$):

Nature of Business as declared with ACRA

(Tick ✓ appropriate box)

Manufacturing

Construction

Marine/ Shipping/  
Transport/ LogisticsRestaurant/ Hotel/  
Retail/ Trading/  
Wholesale

Finance/ IT

Others

Please specify main products and/or activities:

Value of Turnover of the Company in the past 3 years:

(1) \_\_\_\_\_ :S\$ \_\_\_\_\_ (Year)    (2) \_\_\_\_\_ :S\$ \_\_\_\_\_ (Year)    (3) \_\_\_\_\_ :S\$ \_\_\_\_\_ (Year)

Present staffing position (Date):  
(DD-MM-YYYY)  -   -    Local  
(Singapore Citizen/PR)

Foreign

Total number of employees

**PART VI – DECLARATION BY APPLICANT**

I confirm that the information as set out in Parts I-IV and VI were provided by me and that the said information is true and correct.

I understand that I may be subject to prosecution 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.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the Miscellaneous Work Pass is issued.

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without the written consent of the Controller of Work Passes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**PART VII – DECLARATION BY LOCAL SPONSOR**

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 part V is true and correct. The statements made by the applicant in this application are to the best of our knowledge true.

\_\_\_\_\_  
Authorised Signature / Date

Official Stamp of Company / Firm

\_\_\_\_\_  
Name & Designation / Capacity

**PART VIII – COVENANT BY LOCAL SPONSOR**

WHEREAS the Controller of Work Passes as a condition precedent to the issue to \_\_\_\_\_  
(Name of Applicant)

(hereafter called "the Applicant") of a Miscellaneous Work Pass to work in Singapore has required that

\_\_\_\_\_ (hereafter called "Sponsor") shall give security in respect of the Applicant.  
(Name of Sponsor and Company Stamp)

NOW THOSE PRESENT witness that in consideration of the issue to the applicant of a Miscellaneous Work Pass, the Sponsor undertakes to:

- i) be responsible for the stay, maintenance and repatriation of the applicant;
- ii) indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the said applicant or any of his dependants; and
- iii) be responsible for the compliance by the applicant of any quarantine and medical surveillance imposed on the applicant under regulation 8 (2A) of the Immigration Regulations.

**CONSENT**

With reference to my application submitted on..... for Miscellaneous Work Pass and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organization or any other source for assessing my application.

Dated.....of.....20.....

.....  
(Name of Applicant)

.....  
(Signature)

.....  
\*\* (Passport / Identity Card No.)

\*\* Delete which ever is not applicable.

## WORK PASS DIVISION

### DID YOU REMEMBER?

- 1 CLEAR copy of the personal particulars page of the applicant's travel document/passport.
- Miscellaneous Work Pass applicants who are here as speakers, organizers and workshop leaders / moderators of conferences, workshops or gatherings of a racial / communal / religious / political nature must furnish a synopsis of the talks.
- 1 copy of application form duly completed (original).
- Application forms signed by applicant.
- Application forms signed by authorised officer from sponsoring corporation and are enclosed with corporation's stamp or seal.

**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).***