



Updated on Jun 2025

Undertaking Letter for The Transfer of Work Pass Holders due to Business Restructuring

New company's undertaking:

1. We shall be deemed the employer of all the transferred foreign employees from the date of approval of the request as stated on the letter of approval. If our company is taking over all the work passes from the previous company, it will also take over the assets and liabilities of the previous company. We will also be liable for the levy incurred for the transferred workers, in the month when the transfer was completed. Accordingly, the Conditions of Work Permit/S Pass/Employment Pass, as specified in the Employment of Foreign Manpower (Work Passes) Regulations, which is available on the MOM website will apply us as employer of the foreign employees.
2. It is our company's responsibility to abide by the Conditions of Work Permit/S Pass/Employment Pass and shall be responsible for the foreign employees at all times, while he/she is in Singapore. We declare we have read, understood and will abide by these said conditions.
3. The Conditions of Work Permit/S Pass/Employment Pass as specified set in the Employment of Foreign Manpower (Work Passes) Regulations are applicable to the foreign employees. We undertake that we have read and understood these conditions. We further undertake that if any of the foreign employees breach any of these conditions, we will cancel and repatriate the said foreign employees.
4. If we fail to repatriate the foreign employee(s) after the Work Permit(s)/S Pass(es) are cancelled or revoked, we understand that it is a breach of the Conditions of Work Permit/S Pass for which we may be prosecuted. Further, our security deposit (for non-Malaysian work permit holder) may be forfeited.
5. We have obtained written consent from every affected foreign employee for the transfer, and will produce this consent when requested by the authority.
6. We give our consent to the Work Pass Division to verify the particulars with any Government Agencies as and when necessary.
7. We are aware that the company/firm's Central Provident Fund account(s) will be used by the Controller of Work Passes for the purpose of determining their local workforce and foreign employee entitlement, and we certify and confirm that the account(s) only include Central Provident Fund contributions made to persons actively employed by the company/firm.

New company's details

Name of Director/Sole-proprietor/Partner registered with ACRA:

NRIC no./FIN:

Company's name:

Signature:

Date

(DD-MM-YYYY)



Previous company's undertaking:

1. We understand that we will no longer be able to apply/renew work passes upon approval if the new company is taking over all the work passes from my company.
2. We hereby give our consent to the Work Pass Division to verify the particulars with any Government Agencies as and when necessary.

Previous company's details

Name of Director/Sole-proprietor/Partner registered with ACRA:

NRIC no./FIN:

Company's name:

Signature:

Date

(DD-MM-YYYY)