

FURTHER DEDUCTION FOR EXPENSES INCURRED IN THE RELOCATION OR RECRUITMENT OF OVERSEAS TALENT

(To be used for claims for Personalised Employment Pass Holders, Singapore Citizens or Permanent Residents only)

Explanatory notes:

This form may take 10 minutes to fill in.

To assist us in evaluating your application, please provide all the information required. If the space given is insufficient, a separate sheet may be used. Where the information required is not yet available or not applicable, please indicate this clearly.

Please submit one copy of this application form to:

*Ministry of Manpower
International Manpower Division
18 Havelock Road
#04-01
Singapore 059764*

Part I – Details of Employing Company

(a) Name and address of employing company:

Tel: _____

Fax: _____

(b) ROC/B ref no: _____

Date of Registration: _____

(c) Nature of business (*Please tick*):

Manufacturing _____

Shipping / Transport _____

Construction _____

Banking / Financial services _____

Trading _____

Others (*please specify*) _____

Please specify main products and/or activities:

(d) Value of turnover of the company in the past 3 years:

_____: S\$ _____

_____: S\$ _____

_____: S\$ _____

(Year)

(Year)

(Year)

(e) Paid-up capital: S\$ _____ Authorised Capital: S\$ _____

Present staffing position as at: _____ (dd-mm-yy)

	<i>Local</i>	<i>Foreign</i>
Number of professional, managerial & supervisory staff	_____	_____
Number of secretarial & clerical workers	_____	_____
Number of production workers	_____	_____
Others	_____	_____
Total number of all employees	_____	_____

Part II - Government Assistance

Has the company received or is the company in the process of applying for any government grant, tax incentive or other government assistance scheme that would offset the recruitment and relocation expenses incurred in hiring the employee? If yes, please provide details below:

Government Assistance Scheme	Date granted	Period of grant	Amount S(\$)	Description of company's commitment under the Government Assistance Scheme

Part III – Details of Employee

(Please make multiple copies if there is more than one eligible employee)

1. Details of employee

(a) Name of employee:

(b) IC no / passport no/ FIN no*: _____

(c) PR / Singapore Citizen/ PEP holder *

(d) Date which employee commenced employment in Singapore: _____

(e) Occupation and Job scope:

(f) Fixed monthly income: _____

(g) Highest qualification: _____

Educational/professional qualifications attained and/or vocational/industrial training completed. Please attach photocopies of the qualification certificates for evaluation.

Qualification	Name and address of educational institutions/ vocational training centres	Nature of course/training	Duration of course

2. Details of employment record

(a) Has the employee worked for your company or any related company (in and out of Singapore) previously? Yes / No *

(b) Have your company or any related company (in and out of Singapore) previously claimed for the employee under this further tax deduction scheme? Yes / No * If yes, please provide details below:

Name and Address of Employer	Relationship to your company (e.g. subsidiary, affiliate etc.)	Period of Employment	Position Held and Responsibility	Fixed Monthly Income (S\$)

* Please delete where appropriate

Part IV – Declaration (*Applicant should be the CEO, Managing Director or equivalent*)
I declare that all information given by me in this form is true.

Signature of applicant

Name of company

Name (BLOCK LETTERS) & Designation

Telephone number

Email address

Date

Contact Person (if different from above)

Name

Designation

Telephone number

Email address

<u>For Official Use Only:</u> Application Ref No: Officer in charge:	File Ref. No.: Date received:
--	----------------------------------