

**Work Pass Division**

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



## Application for Conversion to Higher Skilled Levy

This form may require you 3 minutes to fill in.

You will need the following information to fill in the form:

- The worker's Work Permit no., date of expiry and date of application
- The company's CPF Submission no.

**Notes:**

1. Please submit this completed form, together with a photocopy of the educational/ trade test certificate using iSubmit (<http://www.mom.gov.sg/iSubmit>). Select '9. Levy Matters' as the 'Request Type'.
2. Please allow up to 6 weeks for applications to be processed. The employer will be notified by post of the outcome.
3. For non-Malaysian Work Permit holders in the hotel, retail and F&B industries, we will notify the company if the worker needs to register for Workplace Literacy (WPL) assessments.

**Part A: Company's Particulars**

Name :

Address :

Tel No. :

Fax No. :

Email :

CPF Submission No. :

Number of pages  
(including application form) :**Part B: Workers' Particulars**

S/N	Name of Worker	Work Permit No.	Date of Application	Work Permit Expiry Date	Signature of Worker <sup>1</sup>
1					
2					
3					
4					
5					
6					
7					
8					

<sup>1</sup> With reference to this application for conversion to higher skilled levy, the worker would deem to have given consent to the Government of Singapore to obtain from and verify information with any person, organisation or any other source for assessing my application.

I wish to apply for a conversion to a higher skilled levy for the above worker named in Part B.

I declare that I have verified the certificate and particulars of the above worker(s).

I have read the instructions and declare that the information given above is true and correct. I understand that if there is any discrepancy in the information provided by me, the application may be rejected **by the Controller of Work Passes**.

Name and Signature of Authorised Company's Representative

Date

Company's Stamp