Work Pass Division
Employment Pass Services Centre
20 Upper Circular Road
#04-01/02, The Riverwalk
Singapore 058416
http://www.mom.gov.sg

MINISTRY OF MANPOWER

Authorisation Form

For Card Collection at Employment Pass Services Centre (EPSC)

Important Notes:

(a) This form may take you 5 minutes to fill in. You will need the following information to fill in the form:
- The pass holder's name, Foreign Identification Number (FIN) and Date of Application (DOA).

(b) This form is only applicable for card collection of the following passes:
- Employment Pass
- Personalised Employment Pass
- EntrePass
- Dependant's Pass, Long Term Visit Pass of the above passes
- Training Employment Pass
- Work Holiday Pass.

(c) The following documents are required for card collection:
- This completed form
- Pass holder's Notification Letter
- Pass holder's original Passport
- Related documents as stated on the Advisory Letter (if applicable)
- Authorised person's NRIC/Passport for verification.

(d) The EPSC is located at 20 Upper Circular Road, #04-01/02, The Riverwalk, Singapore 058416.

SECTION A
TO: OPERATIONS MANAGER, EPSC

We / I (Employer), _____ hereby authorise _____ of NRIC / Passport No._____ to collect the following Long Term Pass Card(s) on my / company's behalf.

S/No.	Name of Pass Holder	FIN	Date of Application

(Please complete a separate form if the space provided is insufficient.)

Name & Signature of Employer	Company Stamp *(Applicable for Company)*	Date

Signature of Authorised Person#: _____ Contact number of Authorised Person#: _____
#This refers to the person collecting the Long Term Pass Card(s) at EPSC on the day of card collection.

SECTION B (To be completed if the authorised person is assigned by the Employment Agency / 3rd party company for the card collection.)

I confirm that the authorised person stated in Section A is authorised by me to collect the card(s) on behalf of the employer.

Name & Signature of Employment Agency/ 3rd Party Company	Employment Agency/ 3rd Party Company Stamp	Date

For Official Use:
Acknowledge Receipt: _____ (No. of passes) Date of Collection: _____

This form is updated on 29 Jan 2014