



## Work Pass Division

18 Havelock Road  
Singapore 059764  
[www.mom.gov.sg](http://www.mom.gov.sg)



# Dependant's Pass Application Form (Form 12)

For dependants of Employment Pass (sponsorship),  
Personalised Employment Pass and EntrePass holders only

This form may require you to take 20 minutes to fill in.

You will need the following information to fill it:

- The Work Pass (Employment Pass/EntrePass/PEP) holder's Foreign Identification Number and pass type
- The Dependant's Pass applicant's:
  - Foreign Identification Number (if applicable)
  - Old/new Malaysian Identity number (if applicable)
  - Malaysian International passport number (applicable to Malaysian only)
  - Educational qualification and last drawn salary details

### **Note:**

- You must submit:
  - One original application form
  - One copy of each relevant **supporting document** stated in Annex A.

Make sure the application is completed and signed. Scanned or photocopies will not be processed.

- Submit the application and supporting documents over the counters at any SingPost branch. The submission must be accompanied by a copy of photo identification (ID) of the person submitting the application. The original photo ID must also be produced for verification.
- Pay the administrative fee of \$60 for each Dependant's Pass application submitted. Payment can be made by cash, Cashcard or NETS.

There shall be no refund of fees paid for this application, unless the fee was not due from the sponsor. 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 The copy that you have downloaded more than 30 days ago may be outdated, and cannot be used. Ensure that you use the latest version by downloading the latest copy from MOM website at [www.mom.gov.sg](http://www.mom.gov.sg).



**FORM 12**  
**IMMIGRATION ACT (CHAPTER 133)**  
**IMMIGRATION REGULATIONS**  
**APPLICATION FOR A DEPENDANT'S PASS**  
 FOR DEPENDANTS OF EMPLOYMENT PASS (SPONSORSHIP),  
 PERSONALISED EMPLOYMENT PASS AND ENTREPASS HOLDERS ONLY

*Affix a recent  
 passport-sized  
 photograph here*

**INSTRUCTIONS:**

1. For \*, please tick (✓) where appropriate.
2. Indicate "Not applicable" or "N.A." where necessary. Do not leave any blank.
3. Please submit a separate application for each family member.
4. Please submit this completed application form over the counters at any SingPost branch.
5. Please note that the processing time will take about 8 weeks.  
 You may check your application status online. Go to [www.mom.gov.sg](http://www.mom.gov.sg) > eServices > Application Status Check via Employment Pass Online (Non-login).

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

**PART 1 – APPLICATION INFORMATION**

**1A: Work Pass Applicant / Holder's Details**

Foreign Identification No. (FIN): (FIN held previously)	<input type="text"/>
Name: (as on travel document, excluding salutations, e.g. Mr, Miss, Professor, Doctor)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Alias:	<input type="text"/>
	<input type="text"/>
Pass Type:*	<input type="checkbox"/> PEP <input type="checkbox"/> EntrePass <input type="checkbox"/> EP (Sponsorship)

**1B: Pass Declaration**

Is the Dependant's Pass applicant a Singapore Citizen or Singapore Permanent Resident?\*       Yes       No

**Please provide the FIN / Work Permit / S Pass No. if the applicant had ever:**

- Applied for or worked in Singapore on an Employment Pass / S Pass / Work Permit
- Studied in Singapore on a Student's Pass
- Stayed in Singapore on a Dependant's Pass / Long Term Visit Pass

Dependant Foreign Identification No. (FIN): (FIN held previously)	<input type="text"/>
Work Permit/S Pass No. (WP / S Pass No. held previously)	<input type="text"/>
Date of application: (dd-mm-yyyy)	<input type="text"/> - <input type="text"/> - <input type="text"/>

**1C: Pass Duration**

Duration of Pass Applied for:        months (from 1 month to Work Pass applicant / holder's pass expiry)

**(If this application is approved, the period granted may be shorter than what you have indicated.)**

**1D: Relationship with Work Pass Applicant / Holder**

Relationship:\*       Child under 21 years of age       Legally adopted child under 21 years of age       Spouse

**PART 2 – APPLICANT’S PERSONAL INFORMATION**

**2A: Personal Particulars**

Name: (as on travel document, excluding salutations, e.g. Mr, Miss, Professor, Doctor)

Alias:

Name in Chinese Characters: (if applicable)

Sex:\*  Female  Male

Marital Status:\*  Divorced  Married  Separated  Single  Widowed

Date of Birth: (dd-mm-yyyy)  -  -

Nationality:

For Malaysian only:  
Malaysian Old Identity Card No.:   
Malaysian New Identity Card No.:   
Malaysian Identity Card Color:\*  Blue  Pink

Country of Birth:   
State/Province of Birth:   
Country of Origin: (country where the person obtained his first citizenship by birth or parentage)   
State/Province of Origin:   
Race:   
Religion:\*  Buddhist  Christian  Free Thinker  Hindu  Muslim  
 Others  Sikh  Taoist

**2B: Travel Document Information**

Travel Document Type:\*  Hong Kong Special Admin Region  International Cert of Identity  
 International Passport  Macau SAR Travel Permit

Travel Document No.:

Date of Issue: (dd-mm-yyyy)  -  -

Date of Expiry: (dd-mm-yyyy)  -  -

<b>PART 2 – APPLICANT’S PERSONAL INFORMATION (continue)</b>																				
<b>2C: Residential Address in Singapore</b>																				
Is the foreigner currently staying in Singapore?*																				
<input type="checkbox"/> No. You do not need to provide any more details. <input type="checkbox"/> Yes. Please fill in the address below:																				
Postal Code:	Block/House No:	Floor No:	Unit No:																	
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>							<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>						<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>			<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>				
Street Name: _____																				
Building Name: _____																				

<b>PART 3 – APPLICANT’S EDUCATION / LAST DRAWN SALARY DETAILS</b>	
<b>3A: Educational Qualifications</b>	
(Please fill in details of the highest qualification attained)	
Highest Qualification Attained: (e.g. No formal education, junior school, high school, bachelor’s degree, doctorate, etc)	
Country of School:	
Name of School:	

<b>3B: School Enrolment</b>									
Note: Applicants should note that approval for Dependant’s Pass does not constitute granting of a school place in a Singapore government school. Eligibility for school admission is determined by the Ministry of Education (MOE). Please refer to MOE’s website on <a href="#">International Student Admissions</a> for more information. If there are any changes or updates to the applicant’s school enrolment in future, please update us of the details by writing to the Work Pass Division, Ministry of Manpower.									
Is the applicant planning to study <u>or</u> currently studying in an educational institution <u>in Singapore</u> ?* (excluding pre-school, nursery and kindergarten)									
<input type="checkbox"/> Yes <input type="checkbox"/> No (If ‘No’, please proceed to section 3C on ‘Last Drawn Salary Details’)									
Enrolment Status:* <input type="checkbox"/> Planning to Enrol <input type="checkbox"/> Enrolled									
Name of School in Singapore:									
Level of Education: (e.g. No formal education, junior school, high school, diploma, university, etc)									
Estimated Start Date: (mm-yyyy)	<table border="1" style="display: inline-table; width: 60px; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> - <table border="1" style="display: inline-table; width: 60px; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>								
Estimated Completion Date: (mm-yyyy)	<table border="1" style="display: inline-table; width: 60px; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> - <table border="1" style="display: inline-table; width: 60px; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>								

<b>3C: Last Drawn Salary Details</b>							
Please provide the salary details of Dependant’s Pass applicant’s current / last held employment (if any).							
Gross Monthly Salary (in Singapore Dollars)	<b>S\$</b> <table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> .00						

**PART 4 – DECLARATION BY APPLICANT**

(For Dependant's Pass applicant who is a child below 16 years of age, one of the parents is required to sign on the child's behalf)

Please tick (✓) accordingly.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| (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 issued by a different country? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Have you ever entered Singapore using a different name?                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Have you ever been a Singapore Citizen or Singapore Permanent Resident?                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (g) Has the applicant ever been issued a work visa by another country(s)?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If Yes, please provide:

(i) Country of Issue: \_\_\_\_\_

(ii) Length of Visa:   Year(s)   Month(s)

If any of the above answers from (a) to (f) is 'Yes', please provide details:

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I confirm that the information as set out in Parts 1 – 3 and 4(a) – (g) 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 understand that a SingPass will help me to access Government e-services in Singapore and I give my consent to the Ministry of Manpower to share my personal details with the SingPass issuing agency. This allows me to apply for a SingPass account at a later time if I am eligible for a SingPass.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant for Dependant's Pass

**PART 5 – DECLARATION BY LOCAL SPONSOR**

(Local sponsor must be the same as that of Work Pass application. Not applicable if the Work Pass holder is a Personalised Employment Pass holder.)

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant. The statements made by the applicant in this application are to the best of our knowledge true. We undertake to 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.

We shall keep copies of the documents/ certificates showing the relationship between the main Pass Holder and the applicant for as long as the main Pass Holder is in my employment. We understand the Ministry of Manpower can at any time request for these documents for verification and revoke the pass should the documents be inconsistent with the declaration furnished in the application form or if I am unable to produce the documents.

\_\_\_\_\_  
Authorised Signature<sup>#</sup> and Date

\_\_\_\_\_  
Name and Designation / Capacity

\_\_\_\_\_  
Official Stamp of Company / Firm

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

\_\_\_\_\_  
Name and Address of Company

<sup>#</sup>Authorised human resource personnel or any person holding at least a managerial position in the sponsoring company

**PART 6 – DECLARATION BY WORK PASS APPLICANT / HOLDER IN SUPPORT OF APPLICATION FOR A DEPENDANT'S PASS**

I, the undersigned, in my capacity as spouse/parent<sup>&</sup> sponsor this application for a Dependant's Pass.

I hereby certify that the application of the above applicant for a Dependant's Pass(es) is/are to accompany me in Singapore and that the statements made by applicant in this application are true. I also undertake to ensure the compliance by the applicant of any quarantine and medical surveillance imposed on the applicant under regulation 8 (2A) of the Immigration Regulation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Work Pass Applicant / Holder\*\*  
(Employment Pass (Sponsorship) / EntrePass /  
Personalised Employment Pass applicant or holder)

<sup>&</sup> Delete whichever is not applicable

## CONSENT

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

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

.....

(Name of Applicant)

.....

(Signature)

.....

# (Passport / Identity Card No.)

# Delete whichever is not applicable.

## DID YOU REMEMBER?

- 1 CLEAR COPY of the following supporting documents<sup>&</sup>:**  
(<sup>&</sup>Non-English documents must be accompanied by an English translation. The translation can be done by a translation service provider.)
- Travel document page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any.
  - Documentary proof for one of the relationship between applicant and main pass holder, as stated in the application:
    - (a) Spouse – Marriage certificate
    - (b) Child – Birth certificate
    - (c) Adopted Child – Official adoption papers

**Please do not submit original documents unless otherwise stated. Besides the supporting documents listed here, we may ask for other documents when we review your application.**

**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).***