



Guidelines for employers of Work Permit and S Pass holders

HOW TO CALCULATE YOUR QUOTA AND LEVY BILL

About this booklet

This booklet is to help you estimate your levy bill and understand how your quota is calculated, for you to make informed business decisions.

Quotas and levies are applied to all Work Permit (WP) and S Pass holders to encourage employers to hire local employees.

How we count your local employees to determine the quota:

We use your company's Central Provident Fund (CPF) account to count your local employees and calculate your WP and S Pass quota.

Employees refer to staff employed by your company under a [contract of service](#), including the company's director. From 1 July 2017, local full-time employees are defined as Singaporeans and Permanent Residents (PRs) who earn at least \$1,100 per month. Local part-time employees are defined as Singaporeans and PRs who earn \$550 to below \$1,100 per month. Two part-time employees count as one full-time employee.

The following local employees are not counted when calculating your quota:

- Business owners of sole proprietorships or partnerships.
- Employees who receive CPF contributions from three or more employers.

To cater for any fluctuation in the number of local employees, we take the average of three months' CPF contributions. The months we use to calculate the average depend on when you make the CPF contributions. If you make the CPF contributions by the 14th of the same month, it will be included in next month's quota calculation. For example, if you make your employees' July contributions:

- By 14 July, your quota for August will be based on the average of CPF contributions in May, June and July.
- In August, your quota for August will be based on the average of CPF contributions in April, May and June.

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To calculate your WP and S Pass quota, you can use our [online quota calculator](#).

Important

Your local workforce is updated on the second working day and second Saturday of each month. Any late or non-payment of CPF contributions will affect your quota and may cause your workers to be allocated higher levy tiers. We may not consider late CPF contributions in our calculations, even if you pay off the arrears and any late interests or fines due.

Once you have exceeded your quota entitlement, new applications and renewals for WP and S Pass may be rejected. You may also need to cancel your excess WP and S Pass holders.

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Quota and levy rates

The number of WP and S Pass holders a company can hire is limited by a quota and subject to levy. The levy rates vary across sectors and are tiered. This means that the more WP and S Pass holders you have, the higher your levy rate is. The table below outlines the quota, levy rates and tiers for the various sectors.

Pass type	Tier	Percentage	Levy rate (Higher-skilled / Basic-skilled)
S Pass Quota: 20% [All sectors, excluding services]	Basic/Tier 1	≤10%	\$330
	Tier 2	>10% – 20%	\$650
S Pass Quota: 15% [Services sector]	Basic/Tier 1	≤10%	\$330
	Tier 2	>10% – 15%	\$650
Work Permits			
Manufacturing Quota: 60%	Basic/Tier 1	≤25%	\$250 / \$370
	Tier 2	>25% – 50%	\$350 / \$470
	Tier 3	>50% – 60%	\$550 / \$650
Services Quota: 40%	Basic/Tier 1	≤10%	\$300 / \$450
	Tier 2	>10% – 25%	\$400 / \$600
	Tier 3	>25% – 40%	\$600 / \$800
Construction Quota: 87.5%	Higher-skilled / Basic-skilled on MYE	≤87.5%	\$300 / \$700
	Higher-skilled / Basic-skilled on MYE-waiver		\$600 / \$950
Process Quota: 87.5%	MYE	≤87.5%	\$300 / \$450
	MYE-waiver		\$600 / \$750
Marine shipyard Quota: 81.8%	Basic tier	≤81.8%	\$300 / \$400
These levy rates are valid from 1 July 2017 – 30 June 2018.			

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Step 1: Calculate the maximum number of foreign workers you can hire

The number of local full-time employees (FTEs), based on the [average of three months' CPF contributions](#), determines the maximum number of foreign workers (FWs-WP and S Pass holders) you can hire:

Sector	Quota	Max no. of FWs = $\frac{\text{Local FTEs} \times \text{Quota}}{(100\% - \text{Quota})}$
Construction	87.5%	Local FTEs x 7
Process	87.5%	Local FTEs x 7
Marine shipyard	81.8%	Local FTEs x 4.5
Manufacturing	60%	Local FTEs x 1.5
Services	40%	Local FTEs x 0.666667

Note:
Round the figures down to the nearest whole number. E.g. if the figure you have obtained is 4.5, your max no. of FWs is 4.

Illustration:

Mr Tan runs a factory, licensed by AVA, producing nonya kueh. He supplies to hotels and cafes.

He employs 20 local FTEs and 10 Malaysian WP holders in his factory. Out of the 10 WP holders, 8 are classified as higher-skilled and the other 2 as basic-skilled.

He is thinking of expanding his factory, but is unsure how many more foreign workers he can hire.

Mr Tan's factory is in the manufacturing sector, so his quota is 60%.

Step 1:

Max no. of FWs = 20 local FTEs x 1.5 = **30 FWs**

So Mr Tan can hire 20 more foreign workers.

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Important

When the number of local full-time employees drops, the number of WP and S Pass holders a company can hire drops as well.

Step 2: Calculate your total workforce

Your total workforce = Local FTEs (based on the [average of three months' CPF contributions](#)) + WP holders + S Pass holders

Do not include Employment Pass (EP) holders in the total workforce calculation.

Illustration:

If in addition to his 20 local FTEs and 10 WP holders, Mr Tan now hires 12 more WP holders.

Step 2:

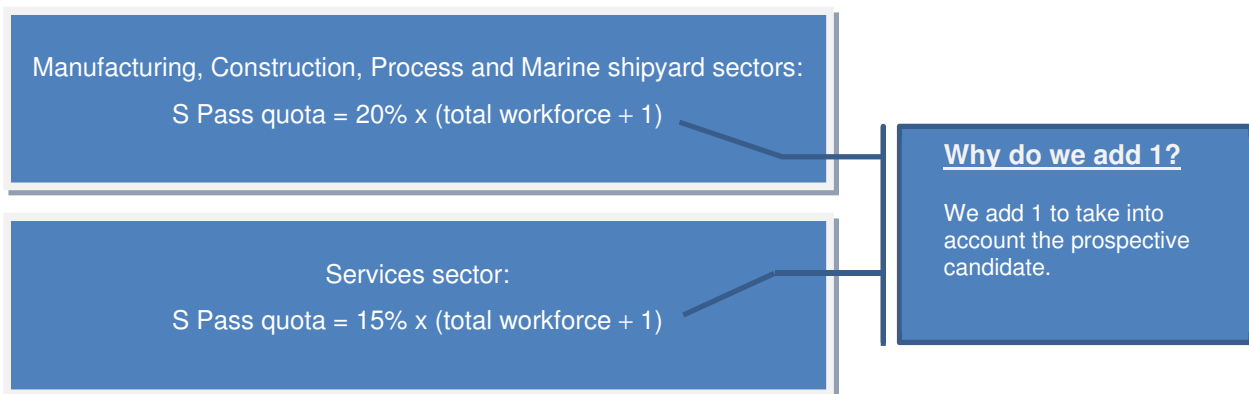
His total workforce = 20 local FTEs + 22 WP holders = **42**

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Step 3: Calculate the number of S Pass holders you can hire

The S Pass quota is 15% for the services sector and 20% for the other sectors. This means that 20% (or 15% if you are in the services sector) of your total workforce can be S Pass holders. This is counted within your total quota for foreign workers (max no. of FWs).



Note: Round the S Pass quota figure down to the nearest whole number.

Illustration:

Ah Lai, 1 of Mr Tan's 8 Malaysian higher-skilled WP holders, has been working for many years. Ah Lai is hardworking and respected by his colleagues.

Mr Tan promotes Ah Lai to a supervisor and wants to upgrade him to an S Pass. Does he have enough quota?

Step 3:

S Pass quota = $20\% \times (\text{total workforce [42]} + 1) = \mathbf{8 \text{ S Passes}}$
(rounded down to the nearest whole no.)

So Mr Tan is well within both the max no. of FWs and S Pass quota, and can upgrade Ah Lai to an S Pass.

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For manufacturing and services sectors only

Step 4: Calculate the number of PRC WP holders you can hire

For the manufacturing and services sectors, the WP quota for workers from the People's Republic of China (PRC) is as follows:

Manufacturing: PRC quota = $25\% \times (\text{total workforce} + 1)$

Services: PRC quota = $8\% \times (\text{total workforce} + 1)$

Note: Round the PRC quota figure down to the nearest whole number.

Illustration:

As Mr Tan finds it difficult to recruit Malaysians, he plans to hire some PRC WP holders instead. How many PRC WP holders can he hire?

Step 4:

PRC quota for manufacturing sector =
 $25\% \times (\text{total workforce } [42] + 1) = \mathbf{10}$ (rounded down to the nearest whole no.)

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For manufacturing and services sectors only

Step 5: Calculate the number of FWs under each levy tier

Use this table to calculate the number of FWs under each levy tier. Remember to round the figures down to the nearest whole numbers. There are no levy tiers for the construction, process and marine shipyard sectors.

Levy tiers	Manufacturing sector	Services sector
Tier 1	$T_1 = 25\% \times \text{total workforce}$	$T_1 = 10\% \times \text{total workforce}$
Tier 2	$T_2 = (50\% \times \text{total workforce}) - T_1$	$T_2 = (25\% \times \text{total workforce}) - T_1$
Tier 3	$T_3 = \text{No. of FWs} - T_1 - T_2$	$T_3 = \text{No. of FWs} - T_1 - T_2$

Illustration:

In the end, Mr Tan managed to hire another 8 Malaysian basic-skilled and 4 PRC basic-skilled WP holders.

At this stage, Mr Tan's total workforce of 42 employees consists of:

- ✓ 20 local FTEs
- ✓ 1 S Pass (Ah Lai)
- ✓ 7 Malaysian higher-skilled WP holders
- ✓ 10 Malaysian basic-skilled WP holders
- ✓ 4 PRC basic-skilled WP holders

Mr Tan now wants to calculate the number of FWs under each levy tier to work out his levy bill for the month.

Step 5:

$$\begin{aligned}
 T_1 &= 25\% \times 42 && = 10 \\
 T_2 &= (50\% \times 42) - 10 && = 11 \\
 T_3 &= 22 \text{ FWs} - 10 - 11 && = 1
 \end{aligned}$$

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For manufacturing and services sectors only

Step 6: Which tiers for which FWs?

We assign your FWs in the various tiers based on this order:

1st: S Pass holders

2nd: Higher-skilled WP holders

3rd: Basic-skilled WP holders

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Step 7: Now you can calculate your levy bill

Multiply the number of workers in each tier by the levy rate:

Levy tier	Levy bill for each tier		Total levy bill
Tier 1	$T_1 \times$ Tier 1 levy rate	= Levy for Tier 1	Total levy bill = Levy for Tier 1 + Levy for Tier 2 + Levy for Tier 3
Tier 2	$T_2 \times$ Tier 2 levy rate	= Levy for Tier 2	
Tier 3	$T_3 \times$ Tier 3 levy rate	= Levy for Tier 3	

These illustrations assume that all your foreign workers are employed for a full month. Your actual levy bill takes into account any foreign workers who are employed for less than a month (new workers or those who left). You will only be charged levy for the days they were employed.

Steps 6 and 7:

$$T_1 = 10 = 1 \text{ S Pass} + 7 \text{ Malaysian higher-skilled WPs} + 2 \text{ Malaysian basic-skilled WPs} = \$2,820$$

(\$330)
(\$250 X 7)
(\$370 X 2)

$$T_2 = 11 = 8 \text{ Malaysian basic-skilled WPs} + 3 \text{ PRC basic-skilled WPs} = \$5,170$$

(\$470 X 8)
(\$470 X 3)

$$T_3 = 1 = 1 \text{ PRC basic-skilled WP} = \$650$$

(\$650)

Mr Tan's total levy bill for the month
= \$2,820 + \$5,170 + \$650 = \$8,640

Manufacturing			
Pass Types	Tiers	Percentage	Levy Rate (higher skilled / basic skilled)
S Pass Quota: 20%	Basic / Tier 1	≤ 10%	\$330
	Tier 2	> 10 ≤ 20%	\$650
Work Permits Quota: 60%	Basic/ Tier 1	≤ 25%	\$250 / \$370
	Tier 2	> 25 ≤ 50%	\$350 / \$470
	Tier 3	> 50 ≤ 60%	\$550 / \$650

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How changes in your business operations can affect your quota

Due to the popularity of his nonya kueh, Mr Tan plans to open a café. He wants to move 4 of his local full-time employees and some of his foreign workers to run his new café. How will this affect his quota?

Step 1: Calculate max no. of FWs

Mr Tan's new café will be classified under the services sector. He will not be able to use his manufacturing quota and needs to apply for a 2nd CPF account.

For his café: Max no. of FWs = 4 local FTEs x 0.666667 = **2 FWs**

For his factory: Max no. of FWs = 16 local FTEs x 1.5 = **24 FWs**

By transferring 4 of his local factory employees to the café, instead of the previous entitlement of 30 FWs, he will now only be able to employ 24 FWs in his factory.

Mr Tan decides to proceed with his plan. He transfers 4 local full-time employees and 2 Malaysian WP holders from the factory to the café. The remaining 16 local full-time employees and 20 foreign workers continue to work in the factory.

Step 2: Calculate the total workforce

For his café: Total workforce = 4 local FTEs + 2 WPs = **6** (at max quota of 2 FWs)

For his factory: Total workforce = 16 local FTEs + 1 S Pass + 19 WPs = **36** (below max quota of 24 FWs)

Important:

Even though Mr Tan owns the café and factory, he cannot combine the total workforce of both businesses to calculate his quota. This is because the café and factory belong to different sectors with different quotas.

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With the transfers, Mr Tan wants to find out whether his factory has the quota to continue employing Ah Lai as its S Pass supervisor and the 4 PRC WP holders.

Step 3: Calculate S Pass quota

For his café: S Pass quota = 15% x (total workforce [6] + 1) = **1 S Pass**

For his factory: S Pass quota = 20% X (total workforce [36] + 1) = **7 S Passes**

Mr Tan still has the S Pass quota to continue employing Ah Lai in his factory. Even though the S Pass quota for the café is 1, Mr Tan cannot hire an S Pass holder as he has already reached the maximum quota of 2 foreign workers.

Step 4: Calculate PRC quota

For his café: PRC quota = 8% x (total workforce [6] + 1) = **0 PRC WP**

For his factory: PRC quota = 25% x (total workforce [36] + 1) = **9 PRC WPs**

Mr Tan still has the PRC quota to continue employing his 4 PRC WP holders in his factory. However, he cannot hire a PRC WP holder for his café, as he does not have the PRC quota and has already reached the maximum quota of 2 foreign workers.

Workforce for his **café**:

- ✓ 4 local FTEs
- ✓ 2 Malaysian higher-skilled WP holders

Total workforce = 6

Step 5: Calculate the no. of FWs under each tier

$$T_1 = 10\% \times \text{total workforce [6]} = 0$$

$$T_2 = (25\% \times \text{total workforce [6]}) - T_1 [0] = 1$$

$$T_3 = \text{No. of FWs [2]} - T_1 [0] - T_2 [1] = 1$$

Services			
Pass Types	Tiers	Percentage	Levy Rate (higher skilled / basic skilled)
Work Permits Quota: 40%	Basic / Tier 1	≤ 10%	\$300 / \$450
	Tier 2	> 10 ≤ 25%	\$400 / \$600
	Tier 3	> 25 ≤ 40%	\$600 / \$800

Steps 6 & 7: Allocate tiers and calculate levy bill

$$T_1 = 0$$

$$T_2 = 1 = 1 \text{ Malaysian higher-skilled WP} = \$400$$

$$T_3 = 1 = 1 \text{ Malaysian higher-skilled WP} = \$600$$

Café's levy bill for the month = \$400 + \$600 = \$1,000

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Workforce for his **factory**:

- ✓ 16 local FTEs
- ✓ 5 Malaysian higher-skilled WP holders
- ✓ 4 PRC basic-skilled WP holders

1 S Pass (Ah Lai)
10 Malaysian basic-skilled WP holders

Total workforce = 36

Step 5: Calculate the no. of FWs under each tier

$$T_1 = 25\% \times \text{total workforce [36]} = 9$$

$$T_2 = (50\% \times \text{total workforce [36]}) - T_1 [9] = 9$$

$$T_3 = \text{No. of FWs [20]} - T_1 [9] - T_2 [9] = 2$$

Manufacturing			
Pass Types	Tiers	Percentage	Levy Rate (higher skilled / basic skilled)
S Pass Quota: 20%	Basic / Tier 1	≤ 10%	\$330
	Tier 2	> 10 ≤ 20%	\$650
Work Permits Quota: 60%	Basic/ Tier 1	≤ 25%	\$250 / \$370
	Tier 2	> 25 ≤ 50%	\$350 / \$470
	Tier 3	> 50 ≤ 60%	\$550 / \$650

Steps 6 & 7: Allocate tiers and calculate levy bill

$$T_1 = 9 = 1 \text{ S Pass} + 5 \text{ Malaysian higher-skilled WPs} + 3 \text{ Malaysian basic-skilled WPs} = \$2,690$$

(\$330)
(\$250 X 5)
(\$370 X 3)

$$T_2 = 9 = 7 \text{ Malaysian basic-skilled WPs} + 2 \text{ PRC basic-skilled WPs} = \$4,230$$

(\$470 X 7)
(\$470 X 2)

$$T_3 = 2 = 2 \text{ PRC basic-skilled WPs} = \$1,300$$

(\$650 X 2)

Factory's levy bill for the month = \$2,690 + \$4,230 + \$1,300 = \$8,220

Total levy bill for
Mr Tan's café and
factory

\$9,220