



Personalised Employment Pass Application Form (Form 8)

Important: Please open and complete this form using **Adobe Acrobat Reader DC**, as it may not appear correctly with other PDF readers.

This form may take 20 minutes to complete.

Submit the application form by completing the steps in this order:

Step 1 Download and fill in the application form in soft copy format so that you can get a payment reference number which you need to use for payment in **Step 3**.

Step 2 Sign the application form digitally (We do not accept print-out and wet ink signature). Refer to this [guide](#) on signing PDF.

Step 3 Pay the application fee using internet banking. Application fees are non-refundable. See [Page 8](#).

Step 4 Upload the completed application form and supporting documents in soft copies.

Supporting documents

You will need the following documents* in PDF or JPG format for **Step 4**:

(*Non-English documents must be accompanied by an English translation. The translation can be done by a translation service provider.)

- ☐ Personal particulars page of the applicant's travel document. If there are any amendments to the particulars (e.g. name or expiry date), please include the pages confirming them.
- ☐ Applicant's educational certificates
- ☐ Employment contracts for the applicant's new and previous employment (if any)
- ☐ (If the applicant is not a current Employment Pass holder in Singapore) Employment history stating the company name, occupation, [fixed monthly salary \(S\\$\)](#), country and period of employment.
- ☐ Applicant's latest tax statement
- ☐ Applicant's payslips and bank account statements for the past 3 months

Note:

If the applicant has family members who are currently on a Dependant's Pass (DP) or Long-Term Visit Pass (LTVP), you also need to submit the DP application form (Form 12) or LTVP application form (Form 14) for them.

FORM 8
APPLICATION FOR PERSONALISED EMPLOYMENT PASS (PEP)**Step 1** Fill in the form in soft copy format**INSTRUCTIONS**

1. Enter 'Not applicable' or 'N.A.' where necessary. Do not leave any fields blank.
2. It takes around 8 weeks to process the application. Visit www.mom.gov.sg/pass-application-status to check the application status.

PART 1 – PARTICULARS OF PEP APPLICANT**1A: Personal Particulars**

Please enter the FIN if the applicant has ever:

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

Foreign Identification Number (FIN)	
Name (as on travel document, excluding salutations e.g. Mr, Miss, Professor, Doctor)	
Alias (only if it appears on the travel document)	
Sex	Marital Status
Date of Birth (DD/MM/YYYY)	Nationality/Citizenship
Country/Region of Birth	State/Province of Birth
Country/Region of Origin (where the person obtained his/her first citizenship by birth or parentage)	State/Province of Origin
Race	Religion

1B: Travel Document Information

Travel Document Type

Travel Document Number

Issue Date (DD/MM/YYYY)

Expiry Date (DD/MM/YYYY)

1C: Contact DetailsSingapore Mobile Number
(+65)

Email Address (You must provide this for us to contact you about the application.)

1D: Educational Details

Fill in the applicant's highest qualification exactly as shown on the educational certificate.

Name of Awarding Body/Institution/University

Country

State/Province

Attended Main Campus or Affiliating College? (only for India qualification)

Qualification (e.g. Diploma. For Honours degree, please state the class and division.)

Specialisation (e.g. Chemical Engineering)

Faculty (e.g. Engineering)

Period of Study (DD/MM/YYYY)

Mode of Study

From:

To:

PART 2 – EMPLOYMENT DETAILS**2A: Working Experience**

Total Period of Working Experience

Years:

Months:

2B: Employment Details

Enter the details of the applicant's employment in Singapore which he/she will be taking on when the PEP is issued. You may leave Part 2B blank if the applicant has not found an employment in Singapore yet.

Occupation (you may refer to the [list of standard occupations](#))

Total Relevant Working Experience

Years:

Months:

Salary Details

The fixed monthly salary refers to the basic monthly salary plus fixed monthly allowances. It does not include payments which vary from month to month.

Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances

E.g. S\$5,000 = S\$4,500 + S\$500

For more details on the fixed monthly salary, refer to [this page](#).

As specified in the employment contract:

Basic Monthly Salary (S\$)	+	Fixed Monthly Allowances (S\$)	=	Fixed Monthly Salary (S\$)
Salary Payable By				
Registered Name of Employing Company/Society/Organisation				
Unique Entity Number (UEN)				
Phone Number		Company's Email Address		
Company's Correspondence Address				
Block/House Number	Street Name			
Unit Number	Building Name		Postal Code	

2C: Most Recent Employment

Complete Part 2C if the applicant is not a current Employment Pass holder in Singapore.

We may ask for additional documents to verify the information declared below.

Occupation

The fixed monthly salary refers to the basic monthly salary plus fixed monthly allowances. It does not include payments which vary from month to month.

Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances

E.g. S\$5,000 = S\$4,500 + S\$500

For more details on the fixed monthly salary, refer to [this page](#).

As specified in the employment contract:

Basic Monthly Salary (S\$)	+	Fixed Monthly Allowances (S\$)	=	Fixed Monthly Salary (S\$)
Name of Employing Company				
Country of Employment				
Period of Employment (DD/MM/YYYY)				
From:		To:		

PART 3 – LOCAL CONTACT PERSON

The Local Contact Person must be a Singapore Citizen or Singapore Permanent Resident and is at least 21 years old. Overseas applicants who do not have a Local Contact Person during the application can give the Local Contact Person's details when they report for card registration.

Name (as shown on NRIC)		
Date of Birth (DD/MM/YYYY)		NRIC Number:
Mobile Number	Office Number	Home Number
Email Address		

Singapore residential address (as shown on NRIC)		
Block/House Number	Street Name	
Unit Number	Building Name	Postal Code

PART 4 – OTHER INFORMATION**Has the applicant ever:**

(a) Been refused entry into or deported from any country?	
(b) Been convicted in a court of law in any country?	
(c) Been prohibited from entering Singapore?	
(d) Entered Singapore using a passport issued by a different country?	
(e) Entered Singapore using a passport showing another name?	
(f) Been a Singapore Citizen or Singapore Permanent Resident?	
(g) Studied in Singapore?	
(h) Worked in Singapore?	
(i) Stayed long-term in Singapore (not as a tourist)?	
If the answer to any of the above questions is YES, please provide the details	

How will you be making payment for this application?
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Step 2 Get the form signed by all parties**PART 5 – DECLARATION BY APPLICANT**

I hereby declare that the information furnished in this form is true and correct. I further confirm that all other information in my previous work pass application(s) remains true and correct. All documents submitted with this declaration form and in support of my application for a Personalised Employment Pass are copies of the original. I understand that I may be subject to prosecution if I have provided any information which is false in any material particular or which is misleading by reason of the omission of any material particular.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I declare that I have not suffered and am not suffering from AIDS or infected with HIV or tuberculosis. I acknowledge that during the period of validity of my Personalised Employment Pass, if I am found to be suffering from AIDS or infected with HIV or Tuberculosis, the Personalised Employment Pass issued to me will be cancelled and I will have to leave Singapore by the date specified by the Controller of Immigration.

I understand that the following are conditions and requirements of the Personalised Employment Pass and any violation of the conditions and requirements may result in administrative actions taken against me and/or the revocation of my work pass.

- a. I must notify in writing to the Work Pass Division, Ministry of Manpower, my annual fixed salary earned at the end of each calendar year before 31 January of the following calendar year.
- b. I shall report in writing within 7 days to the Work Pass Division, Ministry of Manpower in the event of the following:
 1. Any change in employer or employment status in Singapore;
 2. Any change in the Local Contact Person; or
 3. Any change in contact details of the Local Contact Person.
- c. I shall report in writing within 14 days to the Work Pass Division, Ministry of Manpower in the event of any change in contact details, including my residential and work place addresses.
- d. I am required to maintain a minimum fixed salary of S\$270,000 per annum.
- e. I will not be continuously unemployed in Singapore for a period of more than 6 months.
- f. I am not to start my own business or engage in any entrepreneurial activities. I must apply for an EntrePass if I intend to do so.

Further and in addition, I hereby declare that -

1. I have informed my Local Contact Person on his/her nomination; and
2. I shall comply with any quarantine and medical surveillance imposed and/or required by the Controller of Immigration.

I shall be responsible for the stay, maintenance and repatriation of myself and my dependants. I shall indemnify the Government of Singapore for any charges or expenses which may be incurred by the Government in respect of the repatriation of myself and/or my dependants.

With reference to my application for PEP and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organization or any other source for assessing my application and for every subsequent yearly review of my work pass.

I hereby give my consent for the Comptroller of Income Tax to verify my income stated in my current and renewal applications (where applicable), based on my assessment record for the current Year of Assessment, for the Controller of Work Passes. In the event my assessment record for the current Year of Assessment is not available or finalized at the point of verification, I understand the Comptroller of Income Tax will verify my income against my assessment record for the two previous Years of Assessment. I also hereby give my consent for the Comptroller of Income Tax to thereafter communicate the results of the verification to the Controller of Work Passes.

I consent for the Government of Singapore and its statutory authorities to display my information on the Ministry of Manpower's work pass systems, and to disclose such information to any relevant person or organisation for the administration of matters relating to work pass and passes for dependants.

I consent to the Ministry of Manpower displaying my pass details when my card is scanned using the Ministry of Manpower's work pass mobile application.

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.

I declare that should this application be approved, I will make an application to Ministry of Manpower to enter Singapore subject to prevailing entry requirements at the point of entry into Singapore.

Applicant's name (generated from Part 1A)	Applicant's signature
	Date (DD/MM/YYYY)

PART 6 – DECLARATION BY EMPLOYMENT AGENCY

I declare that I have explained the contents of the application for a Personalised Employment Pass and this Declaration Form to the applicant.

I declare that the information in this Application for a Personalised Employment Pass, Declaration Form and any appeals are, to the best of my knowledge, true and correct; and that all documents submitted in support for this Application, Declaration Form and any appeals, are true copies of the originals.

Name of Employment Agency	Licence Number
	Unique Entity Number (UEN)
Name of Employment Agency Personnel	Signature of Employment Agency Personnel
Personnel Number	Date (DD/MM/YYYY)

Step 3 Pay the application fee using internet banking

Pay the fee of \$105 for each application using the method you chose on Page 5:

Step 4 Upload the completed application form and supporting documents

Upload the following documents at www.mom.gov.sg/submit-pep (if you have a Singpass) or www.mom.gov.sg/submit-pep-no-login (if you do not have a Singpass):

- Original signed application form (as a PDF file)
- Screenshot of banking page and applicant's travel document (as 1 PDF or JPG file, cannot exceed 1 MB)
- Remaining supporting documents listed on Page 1 (as 1 PDF file, cannot exceed 3 MB)