



## Work Pass Division

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



# Personalised Employment Pass Application Form (Form 8)

This form may require you to take 20 minutes to fill in.  
You will need the following information to fill it:

- Travel document details
- Name and address of employing company
- The employing company's Unique Entity Number (UEN)
- The employing company's Registration Number (ACRA) <if applicable>
- Job and salary Details
- Local contact person details (This is for the purpose of contacting you in the event of an emergency.)
  - Name
  - NRIC Number
  - Date of Birth
  - Address
  - Contact 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 \$70 for each Personalised Employment Pass application submitted. Payment can be made by cash / NETS / Cashcard.

There shall be no refund of fees paid for this application, unless the fee was not due from you. Any such request for refund shall be at the discretion of the Controller of Work Passes.

- MOM updates its forms regularly. Copies that have been downloaded more than 30 days ago may be outdated, and cannot be used.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).
- Please be informed that applicants must satisfy certain criteria before the application may be considered. Please refer to MOM website for the list of criteria before you submit your PEP application.
- If this PEP applicant has any existing dependants currently holding a Dependant's Pass (DP) or Long Term Visit Pass (LTVP), you will need to submit a new DP (Form 12) or LTVP (Form 14) application for them. You may download the application forms from MOM website.
- Applicants should note that approval for Dependant's Pass / Long Term Visit 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 [International Student Admissions](#) for more information.



**FORM 8**  
**APPLICATION FOR PERSONALISED EMPLOYMENT PASS (PEP)**

**INSTRUCTIONS:**

1. For \*, please tick (✓) where appropriate.
2. Indicate "Not applicable" or "N.A." where necessary. Do not leave any blank.
3. 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>		
<i>Date of application:</i>	<i>Officer ID:</i>	<i>Remarks:</i>

**PART 1 – PARTICULARS OF PEP APPLICANT**

**1A: Personal Particulars**

**Please provide the FIN if the applicant had ever:**

- Applied for or worked in Singapore on an Employment Pass
- 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):	<input type="text"/>
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Name of PEP applicant: (as shown on travel document)
<input type="text"/>

Residential Address in Singapore			
Is the foreigner staying in Singapore?*			
<input type="checkbox"/> Yes. Please fill in the address below.			
<input type="checkbox"/> No. Please provide a Singapore mailing address for correspondence. (You can update us once your residential address is available)			
Block/House Number:	Floor Number:	Unit Number:	Building Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Name:			Postal Code:
<input type="text"/>			<input type="text"/>

Travel Document Type:*	<input type="checkbox"/> Hong Kong Special Admin Region	<input type="checkbox"/> International Cert of Identity
	<input type="checkbox"/> International Passport	<input type="checkbox"/> Macau SAR Travel Permit
Country of Issue:		
Place of Issue:		
Travel Document Number:	Date of Issue: (dd/mm/yyyy)	Date of Expiry: (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>At least one of the contact numbers has to be filled</b>		
Mobile Number:	Office Number:	Home Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address:		
<input type="text"/>		

**1B: Additional Personal Information**

Please complete this part if you have never been issued a Work Pass in Singapore.

Sex:*	<input type="checkbox"/> Female	<input type="checkbox"/> Male			
Marital Status:*	<input type="checkbox"/> Divorced	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Single	<input type="checkbox"/> Widowed
Date of Birth: (dd/mm/yyyy)	Nationality:				
<b>For Malaysian only:</b>					
Malaysian Old Identity Card Number:			Malaysian New Identity Card Number:		
<input type="checkbox"/> Blue <input type="checkbox"/> Pink					

Country of Birth:	State/Province of Birth:
Country of Origin: (country where the person obtained his first citizenship by birth or parentage)	State of Origin:
Race:*	Religion:*
<input type="checkbox"/> Caucasian <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Others	<input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Free Thinker <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Others <input type="checkbox"/> Sikh <input type="checkbox"/> Taoist

**Education Details**Please fill in your highest qualification.  
Awarding Body /Institution/ University awarded the qualification.

Country:	State/Province:		
Name of Awarding Body /Institution/ University:			
Main Campus or Affiliating College Attended: (applicable only for India qualification)			
Qualifications#: (e.g. for Honours Degree, state class/division; Diploma)			
Specialisation: (e.g. Civil engineering)	Faculty: (e.g. Engineering)		
Period of Study (dd/mm/yyyy)			
From:	To:		
Mode of Study:*	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time

**PART 2 – EMPLOYMENT DETAILS OF PEP APPLICANT****2A: Present/New Employment Details**

Please complete this part with details of your employment in Singapore which you will be undertaking upon issuance of your PEP. You may leave Part 2A blank if you have not yet found employment in Singapore.

Occupation:
<input type="checkbox"/>
<p><b>Refer to the List of Standard Occupation before you fill in the "Occupation" field.</b> If the occupation you indicate cannot be found in the list, a close match will be assigned by Work Pass Division. For any subsequent amendments to this assigned occupation, you will have to withdraw the existing application and submit a new application. The prevailing administration fee will be charged upon submission.</p>
Job Description: (Details to be given)

**Salary Details**

Please note that the fixed monthly salary includes only basic monthly salary and fixed monthly allowances. It is important that you read and understand the definition of fixed monthly salary, which can be found at [www.mom.gov.sg](http://www.mom.gov.sg).

Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances  
 E.g. S\$5,000 = \$4,500 + \$500

As specified in Employment Contract:

Fixed Monthly Salary: S\$ .00

Basic Monthly Salary: S\$ .00

① MOM will use the fixed monthly salary to assess the application. If the amount indicated as fixed monthly salary is more than the basic monthly salary, MOM will take the difference as the 'fixed monthly allowances'. If there are no fixed monthly allowances, the amount of fixed monthly salary should be exactly the same as the basic monthly salary.

Name of Employing Company/Society/Organisation: (as shown on the respective registration certificates)

Unique Entity Number (UEN):

Registration Number (ACRA):

Company's Email:

Tel Number:

Fax Number:

Correspondence Address

Block/House Number:

Floor Number:

Unit Number:

Building Name:

Street Name:

Postal Code:

**2B: Last Employment Details**

Please complete this part if you are not an existing Work Pass holder in Singapore.  
 MOM may subsequently request for supporting documents to verify the information declared below.

Occupation:

Job Description: (Details to be given)

Please note that the fixed monthly salary includes only basic monthly salary and fixed monthly allowances. It is important that you read and understand the definition of fixed monthly salary, which can be found at [www.mom.gov.sg](http://www.mom.gov.sg).

# Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances  
 E.g. S\$5,000 = \$4,500 + \$500

As specified in Employment Contract:

Fixed Monthly Salary: S\$ .00

Basic Monthly Salary: S\$ .00

① MOM will use the fixed monthly salary to assess the application. If the amount indicated as fixed monthly salary is more than the basic monthly salary, MOM will take the difference as the 'fixed monthly allowances'. If there are no fixed monthly allowances, the amount of fixed monthly salary should be exactly the same as the basic monthly salary.

Name of Employing Company:

Country of Employment:

Period of Employment (dd/mm/yyyy)

From:

To:

**PART 3 – LOCAL CONTACT PERSON**

**Singapore Citizen or Singapore Permanent Resident who is 21 years old and above.**

**Overseas applicant who does not have a local contact person at the point of application can furnish the details during pass collection, if the application is successful. You must provide a valid address for correspondence in Part 1A of the application form.**

Name: (as shown on NRIC)

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Date of Birth: (dd/mm/yyyy)

NRIC Number:

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Address in Singapore (as shown on NRIC)

Block/House Number:

Floor Number:

Unit Number:

Building Name:

Street Name:

Postal Code:

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**At least one of the contact numbers has to be filled**

Mobile Number:

Office Number:

Home Number:

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Email Address:

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**PART 4 – ANTECEDENTS OF APPLICANT**

Please tick (✓) accordingly. If any of the answers is "YES", please furnish details on a separate sheet of paper.

**Have you ever:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| (a) Been refused entry into or deported from any country?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Been convicted in a court of law in any country?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Been prohibited from entering Singapore?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Entered Singapore using a different passport or name?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Been a Singapore Citizen or Singapore Permanent Resident?              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Are you currently a Singapore Citizen or Singapore Permanent Resident? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**PART 5 – DECLARATION BY PERSONALISED EMPLOYMENT PASS HOLDER****To be signed 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 Employment Pass application(s) remains true and correct.

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.

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 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.

<b>Name of Applicant</b>	<b>Signature of Applicant</b>
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<b>Date</b>	<b>Passport Number</b>
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**Note: Incomplete and unpaid application will NOT be processed.**

## WORK PASS DIVISION

## ANNEX A

## DID YOU REMEMBER?

 **1 CLEAR COPY of the following supporting document\*:**

(\*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.
- Educational certificates
- Employment contracts of new or previous employment (if any)
- Employment history
- Latest 3 months of your salary slips and bank account statements
- Latest tax statement

**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).***