



**Address of Employing Company**

Block/House No:	Floor No:	Unit No:	Building Name:
Street Name:			Postal Code:

**Tel Number**

(+65)

**Fax Number**

(+65)

**Email Address**

**Occupation**


Please refer to the List of Standard Occupation from [MOM website](#) to select the occupation. If the occupation you indicate cannot be found in the list, a close match will be assigned by WPD.

**Job Description**

**Basic Monthly Salary**

S\$

**Fixed Monthly Salary**

S\$

**Gross Annual Salary**

S\$

**Declaration by employing company's representative:**

<b>NRIC no. / FIN of company representative</b>	<b>Designation</b>
<input type="text"/>	<input type="text"/>
<b>Name of representative</b>	
<input type="text"/>	
I hereby declare that all the information and particulars furnished by me in Part III are true and correct.	
<b>Representative's signature</b>	<b>Official company's stamp</b>
<input type="text"/>	<input type="text"/>
<b>Date</b>	
<input type="text"/>	

**Part IV Update on termination of employment details**

For multiple PEP holders' updates, please complete and submit another notification form. Please note that PEP holders are not allowed to remain unemployed in Singapore for more than 6 continuous months.

**Date of Termination of Employment** (must be a current date or past date)
 (dd/mm/yyyy)
**Name of Employing Company/Society/Organization** (as shown on the respective registration certificates)

**Declaration by employing company's representative:**

<b>NRIC no. / FIN of company representative</b>	<b>Designation</b>
<input type="text"/>	<input type="text"/>
<b>Name of representative</b>	
<input type="text"/>	
I hereby declare that all the information and particulars furnished by me in Part IV are true and correct.	
<b>Representative's signature</b>	<b>Official company's stamp</b>
<input type="text"/>	<input type="text"/>
<b>Date</b>	
<input type="text"/>	

**PART V Local contact person**

Local Contact Person must be a Singapore Citizen or Singapore Permanent Resident who is 21 years and above.

**Name** (as shown on NRIC)

**NRIC Number**

**Date of Birth** – dd/mm/yyyy

**Address in Singapore** (as shown on NRIC)

Block/House No:	Floor No:	Unit No:	Building Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Name:			Postal Code:
<input type="text"/>			<input type="text"/>

**Handphone Number**

**Home Number**

**Office Number**

**Email Address**

**Part VI Annual salary declaration - To be declared by 31 January of each calendar year**

**Salary earned in year**

**Fixed annual salary earned**<sup>(2)</sup>

<sup>(2)</sup> Fixed Annual Salary refers to Fixed Monthly Salary multiplied by the number of months worked in the calendar year.

**Part VII Declaration by Personalised Employment Pass holder (Compulsory)**

I hereby declare that all the information and particulars furnished by me in this form are true and correct. I shall be responsible to inform the Ministry of Manpower in the event of future change of the above stated information and particulars.

<b>Signature of PEP holder</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>