



Updated on 18 April 2016

Use this form to request for work pass card related matters

Completing the form

If you have all the right information on hand, this form should take 2 minutes.

You will need:

- The foreigner's Foreign Identification Number or Work Permit Number
- Date of application
- The company's Unique Entity Number (UEN)

Please submit this completed form and supporting documents (such as the travel itinerary, doctor's memo) to iSubmit (www.mom.gov.sg/iSubmit), select option 7: Issuance & Renewal Matters; or email to mom_wpd@mom.gov.sg.

We will process your request within 3-5 working days.

About the work pass holder

This is for (tick one box):

- Work Permit holder
- S Pass holder and dependants
- Employment Pass holder and dependants

Name:

FIN / Work Permit no.:

Date of application

dd-mm-yyyy



About your application

I want to (tick one box):

Extend notification letter/ pass holder's card registration period* to: dd/mm/yyyy

* Once we have approved your request, please go to <https://services.mom.gov.sg/appointment> to make an appointment. Services at MOM Services Centre are strictly by appointment only.

Extend card collection date to: dd/mm/yyyy

Reason for extension:

.....
.....
.....

About your organisation

Unique Entity Number (UEN):

.....

Employer Employment agency Third party company

Company name:

.....
.....

Contact no.:

..... (o) (hp) (fax)

Your declaration

I declare that the information provided in this form is true and correct.

Your full name & NRIC/ FIN:

Your signature:

Your company stamp:

Date (dd-mm-yyyy)