



Updated on 24 Oct 2016

## Request to cancel Employment Pass (Sponsorship)

### Important notes

1. Only use this form if the pass holders **have already left Singapore**. If not, please make an appointment ([services.mom.gov.sg/appointment](http://services.mom.gov.sg/appointment)) with our Employment Pass (EP) Services Centre to cancel the passes.
2. Passes for family members (Long Term Visit Pass, Dependant's Pass and Letter of Consent, if any) will be cancelled together with the EP (Sponsorship).
3. Submit the completed form using iSubmit ([www.mom.gov.sg/isubmit](http://www.mom.gov.sg/isubmit)). Select option 8 as the 'Request Type'. Incomplete forms will not be processed.

We will process your request within 5 working days and notify you by post.

### Sponsor company

Company's name	
Correspondence address	
Contact number	
Email address	

### EP (Sponsorship) holder(s)

Name	FIN	Date left Singapore (dd/mm/yyyy)

### Declaration by company's authorised representative

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

Name:

NRIC no./FIN:

Designation:

Signature:

Organisation stamp (If you don't have a stamp, please attach a letter with your company's letterhead to confirm that this representative is authorised.):

Date (dd/mm/yyyy):