

Guide on common errors when getting your pass issued

Work Permit application form

Part I (A) Declaration by foreign employee

Make sure that your employee deletes one of the options in point (b) accordingly.

WPNO : ██████████ DOA : 03/12/2021

PART I (A) DECLARATION BY FOREIGN EMPLOYEE

I declare that -

(a) I have read and understood the applicable conditions of work permit, as specified in the Employment of Foreign Manpower (Work Passes) Regulations c.91A, available at www.mom.gov.sg.

(b) I **have / have never** been convicted in any country/region or state of an criminal offence (if applicable, please provide details)
***Delete accordingly**

(c) For the purpose of assessing this application, I consent for the Government of Singapore and its statutory authorities to obtain from and verify information with any person, organisation or any other source, and to disclose such information to its authorised agents. For the purpose of my employment, I also consent for the Government of Singapore and its statutory authorities to display my employment information on the MOM's work pass systems, and to disclose such information to any relevant person or organisation.

Part II Particulars of company or employer

Make sure that one of the options in point (h) is deleted accordingly.

(f) For the purpose of setting up the foreign employee's bank account as part of this work permit application, I consent to the Ministry of Manpower sending the employer's particulars and contact information to POSB.

(g) The employer consents to the Ministry of Manpower displaying work pass details when the foreign employee's work pass card is scanned using the Ministry of Manpower's work pass mobile application.

(h) The employee **has / has not** used the services of an Employment Agency based in Singapore for the recruitment and / or application of a work permit for this foreign employee.

***Delete accordingly**
(If applicable: Employment Agency Licence No: _____ . Please also ensure that the employment agency completes **PART III**).

(i) The information as set out in **PART II** and any appeals the employer has made in relation to this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application and any appeals made in relation to this application, are true copies of the authentic documents.

Make sure the Name of Authorised Representative is filled in.

Name of Authorised Representative: _____

NRIC: _____

Designation: _____

Signature: _____

Date: (DD-MM-YYYY)

Security bond form

Make sure you are using the latest form updated on 29 Apr 2022.

Name, Designation & Signature

Name & Address of Witness

Signature

for and on behalf of _____
Name of Company Seal** Date

* For sole proprietorships or partnerships, it has to be signed by the sole proprietor or partner. For private limited companies, it has to be signed by a director, registered with ACRA. If the director wishes to appoint his employee to sign the form, he must provide a written authorisation to MOM.
** Provision of a common seal by the company is optional pursuant to section 41A of the Companies Act. Where there is no company seal, then the director of the company has to sign the document, and a witness is required as per section 41B(1)(c) of the Companies Act.

The information is updated on 29 Apr 2022

¹ "Work Pass Conditions and Regulatory Conditions" means the conditions and regulatory conditions for all work pass holders in the Employment of Foreign Manpower (Work Passes) Regulations 2012.

Make sure that the Date, Name & Address of Witness and Signature are filled in.

Name, Designation & Signature

Name & Address of Witness

Signature

for and on behalf of _____
Name of Company Seal** Date

* For sole proprietorships or partnerships, it has to be signed by the sole proprietor or partner. For private limited companies, it has to be signed by a director, registered with ACRA. If the director wishes to appoint his employee to sign the form, he must provide a written authorisation to MOM.
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Medical examination form

Part I Personal Particulars of Foreign Worker

Make sure the Occupation is filled in.

Part I Personal Particulars of Foreign Worker

Name: _____ Passport No. _____ Sex: *Male / Female Height: _____ cm
Occupation: _____ Date of Birth: _____ Citizenship: _____ Weight: _____ kg

Part IV Certification from the Doctor

Make sure the medical doctor deletes either 'Fit' or 'Unfit' accordingly.

Part IV Certification from the Doctor

I certify that I have examined the above-named foreign worker for the clinical examinations / tests in Part III and found that this person is ***Fit / Unfit** for employment in the above-stated occupation.

Name of Doctor: _____ Signature of Doctor: _____
(in BLOCK Letter) _____ Date: _____
Clinic Address: _____ Telephone Number: _____

*Delete where inapplicable

In-principle approval (IPA) letter with BCA's endorsement

Make sure that you submit the IPA letter with BCA's endorsement by following the steps below.

1. Make an appointment with BCA to verify your worker's identity at <https://otms.bca.gov.sg/>
2. Log in with your Corppass and select the available appointment slot.



Overseas Testing Management System (OTMS)

Overseas Testing Management System (OTMS)

INTRODUCTION

Companies which had sponsored workers for SEC (K) skills test at source countries, Employers of workers who had passed the SEC(K) skills tests at source countries or Employment Agents, representing the employers, can login using Corppass to register Identity Verification for workers who had passed the SEC(K) skills tests at source countries.

The User Guide is available [here](#) for your reference.



Login to OTMS

with:
Corppass

OR

UEN
Login ID
Password

Login

- Once your worker's identity has been verified, upload a copy of the IPA letter with the endorsement from BCA.

DINGJIAN INTERNATIONAL (SOUTH PACIFIC) GROUP DEVELOPMENT CO., PTE. LTD.
 17 KALLANG PUDDING ROAD
 #12-01 THE CRESCENT @ KALLANG
 SINGAPORE 349318

Verified
 29 MAR 2022
 BCA

20 Oct 2021

Your application is approved

NAME OF FOREIGN WORKER
[REDACTED]

WORK PERMIT NO.
[REDACTED]

Note: From 13 Mar 2023, you may also upload a copy of the BCA endorsement letter printed from the BCA kiosk machine.

Dear Sirs

Endorsement of the In-Principle Approval

This is to verify that the following worker has passed the Skills Evaluation Certificate (Knowledge) skills test conducted by the Building and Construction Authority.

Name	[REDACTED]
IC/Passport No.	[REDACTED]
Date of Birth	[REDACTED]
Trade	Enhanced Aluminium Formwork
Test Date	05 Sep 2022
Test Result	P
Verification Status	Verified
Verification Date	14 Mar 2023
Verification Time	10:11 am

You may proceed to apply to the Ministry of Manpower via WP Online for the issuance of your worker's work permit card with this endorsement letter.

If you have any queries, please enquire at <https://www.bca.gov.sg/feedbackform>.

Travel document page with ICA's 'Frequent Traveller' endorsement

Submit your worker's Electronic Visit Pass (e-Pass) issued by ICA. You can retrieve this by following the steps below.

- Go to ICA's e-Pass Enquiry Portal: <https://eservices.ica.gov.sg/sgarrivalcard/epassenquiry>
- Enter the DE number to retrieve the e-Pass. The DE number can be found on the SG Arrival Card (SGAC) that your worker is required to submit upon arrival in Singapore.

HOME
FAQ

e-Pass Enquiry Portal

Search > Particulars

Mandatory fields are indicated by a red asterisk *

The following information is required to retrieve the e-Pass issued to you. Please fill in the fields.

Disembarkation/Embarkation (DE) Number * ?
 DE Number

Unable to find your DE number? [Retrieve with passport information](#)

Retrieve e-Pass

If you encounter any problems with this e-Service, please write to us via go.gov.sg/sto-enquiry with a screenshot of the error message (if available).