

Step-by-step guide on how to book a slot for residential onboarding programme



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A) Navigating to Onboard centre page

STEP 1:

Refer to the In-Principle Approval (IPA) letter sent by MOM.

STEP 2:

Click on the link under “**Book a slot with Onboard Centre**”.

STEP 3:

You will be directed to the Onboard centre page.

The screenshot shows an official letter from the Ministry of Manpower. The letterhead includes the Singapore coat of arms and the Ministry of Manpower logo. The recipient is ABC PTE LTD, Block 1234 Gambas Crescent #01-1234, Singapore 123456. The letter is dated 08 Apr 2022 and states that the application for a masked worker, VAIRAVAMOORTHY MASKED, is approved. It provides details such as the work permit number (0 12345678), passport number (123546687A), and application date (24 FEB 2021). The letter also lists the steps the applicant must follow to get the Work Permit card, including checking employment details, sending the employee's copy of the IPA, providing a security bond, and booking a slot with the Onboard Centre. The 'Book a slot with Onboard Centre' step is circled in red.

What you must do to get the Work Permit card:

- Before they arrive**
 - Check their employment details in the Work Permit application form.**
If there is an error, visit (www.mom.gov.sg/update-wp-details) to upload the supporting documents.
 - Send them the Employee's Copy of the in-principle approval letter.**
It is their visa and must be shown to Immigration to enter Singapore.
 - Send them a copy of their employment contract.**
This contract must state their job scope, working days and hours, basic monthly salary and terms such as deductions and leave entitlements.
 - Buy a \$5,000 security bond that is valid for 26 months from a bank or insurance company.**
Ensure your insurer sends MOM the bond before your worker arrives. Log in to WP Online > click Enquire > Security Bond Status to check. The bond must also take effect when the worker arrives. If not, the worker will be refused entry and you will have to pay to send him/her home.
 - Buy medical insurance (hospital care and day surgery) of at least \$15,000 coverage per year for them.**
 - Book a slot with Onboard Centre**
Refer to www.mom.gov.sg/onboard-centre
 - Apply for entry under pre-departure preparatory programme**
Refer to www.mom.gov.sg/pdpp
- After they get here**
 - Send them to a Singapore-registered doctor for their medical examination.**
Make sure they bring along the medical examination form (go to www.mom.gov.sg > search for full medical examination form for foreigner workers) and their in-principle approval letter.
Refer to www.mom.gov.sg/lw-me for the prevailing medical examination requirements.
 - Ask them to attend the Construction Safety Orientation Course or Apply Workplace Safety and Health in Construction Sites course.**
If they already have the certificate, it must be valid for at least 1 month from the date the work permit is issued.
 - Some jobs require professional registration (e.g. medicine, law) or licensing (e.g. massage establishment licensing from Police) to be carried out in Singapore. This approval does not exempt the pass holder or the employer from these requirements.**
 - Log in to our Online Foreign Worker Address Service (OFWAS) to register their Singapore residential address and mobile number.**
 - Log in to WP Online to get the Work Permit card issued.**
For more details refer to www.mom.gov.sg/issue-wp.
 - When your request has been approved, please print the Notification Letter.**
Follow the instructions on the Notification Letter to receive the Work Permit card.
 - An SMS/email alert will be sent to you before we deliver the card.**

The screenshot shows the 'Book an Onboard centre slot' page on the Ministry of Manpower website. It features a navigation menu, a note about the booking process, and a list of countries for which booking links are provided.

Book an Onboard centre slot

Note

- To book an Onboard slot for check-in on or after 19 September 2023, you need to first **submit proof** of acceptable accommodation for your worker and receive the pre-entry housing check approval from MOM.
- If you make a booking without the pre-entry housing check approval, your worker's Onboard slot will be cancelled. If you bring your worker into Singapore without such approval, your company's work pass privileges may be suspended.

To make a booking:

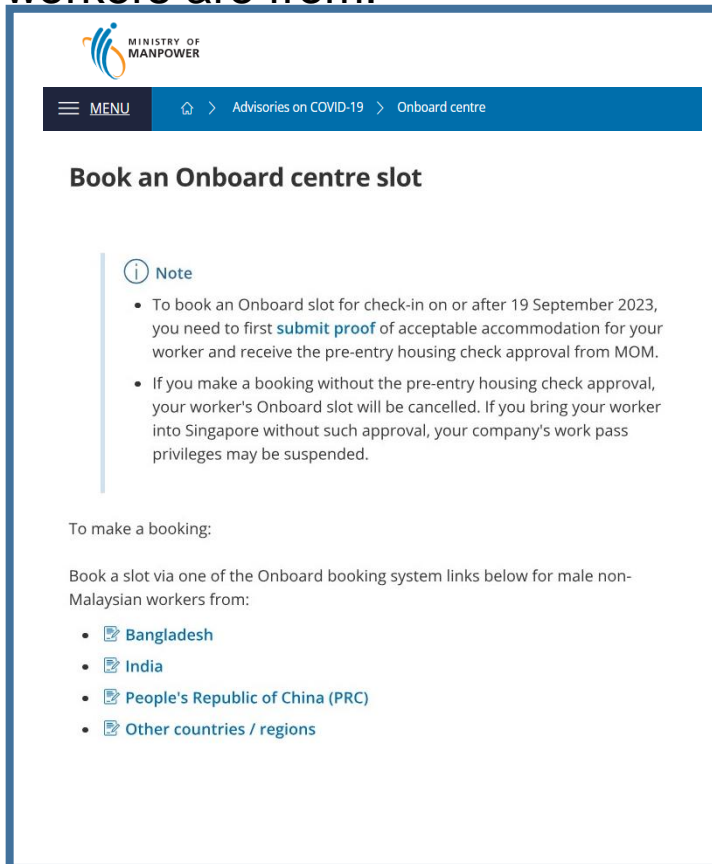
Book a slot via one of the Onboard booking system links below for male non-Malaysian workers from:

- [Bangladesh](#)
- [India](#)
- [People's Republic of China \(PRC\)](#)
- [Other countries / regions](#)

B) Book an Onboard slot 1 of 4

STEP 1:

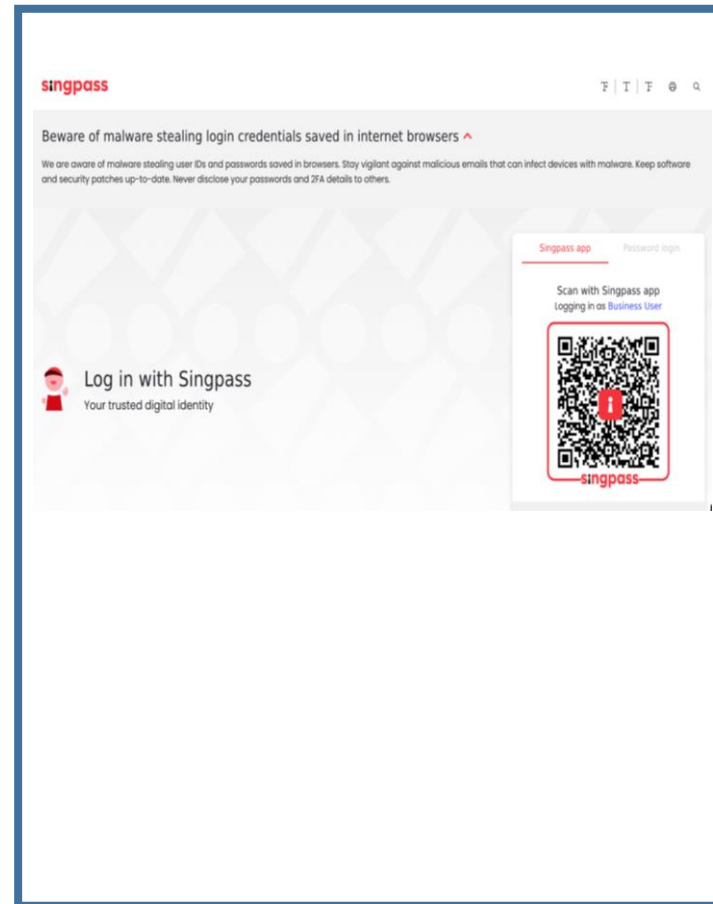
Under “**Onboard booking system**” section of the Onboard centre page, click on the URL link based on your worker’s countries/regions where your workers are from.



The screenshot shows the Ministry of Manpower Onboard centre page. The header includes the logo and navigation links for 'Advisories on COVID-19' and 'Onboard centre'. The main heading is 'Book an Onboard centre slot'. A 'Note' section provides instructions: 'To book an Onboard slot for check-in on or after 19 September 2023, you need to first submit proof of acceptable accommodation for your worker and receive the pre-entry housing check approval from MOM. If you make a booking without the pre-entry housing check approval, your worker's Onboard slot will be cancelled. If you bring your worker into Singapore without such approval, your company's work pass privileges may be suspended.' Below the note, it says 'To make a booking: Book a slot via one of the Onboard booking system links below for male non-Malaysian workers from:' followed by a list of countries/regions: Bangladesh, India, People's Republic of China (PRC), and Other countries / regions.

STEP 2:

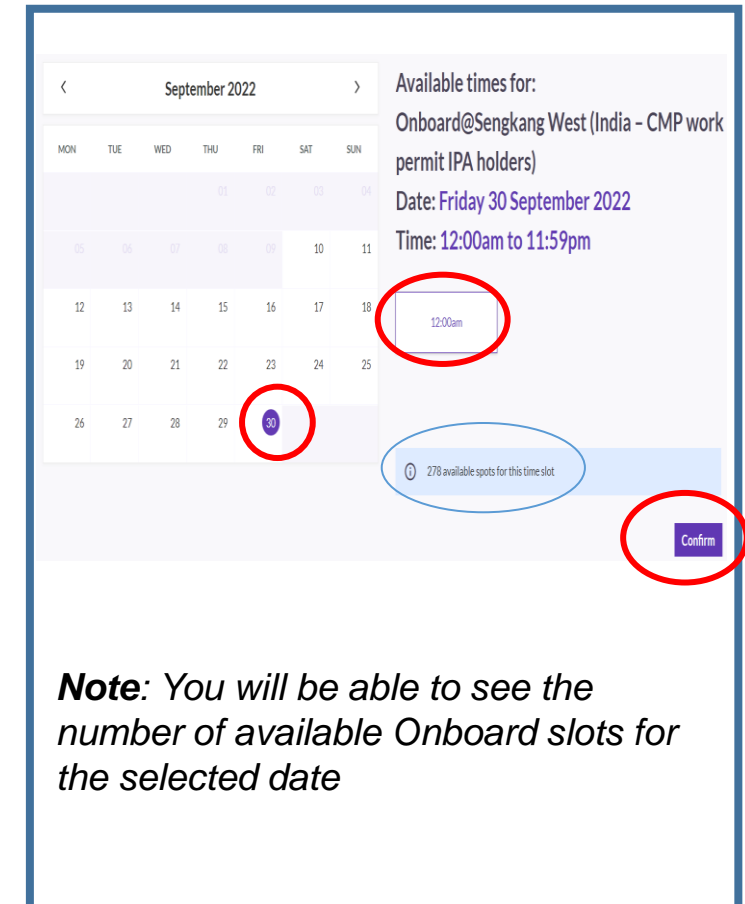
You will be directed to login website. Login with your Corppass by QR Code or Password.



The screenshot shows the Singpass login page. It features a security warning about malware, a QR code for login, and a 'Log in with Singpass' button. The QR code is highlighted with a red circle and the number '1'.

STEP 3:

Choose the date and timing that your workers will arrive at the Onboard centre. And Click “Confirm”.



The screenshot shows the Onboard booking system interface. It displays a calendar for September 2022 with the date '30' selected and circled in red. To the right, the available times for 'Onboard@Sengkang West (India - CMP work permit IPA holders)' are listed as 'Date: Friday 30 September 2022' and 'Time: 12:00am to 11:59pm'. The time '12:00am' is circled in red. Below the calendar, it shows '278 available spots for this time slot' and a 'Confirm' button, both circled in red.

Note: You will be able to see the number of available Onboard slots for the selected date

B) Book an Onboard slot 2 of 4

STEP 4:

Enter your worker's pre-entry housing check Approval Reference Number, dietary requirement, FIN, and company's email address for billing contact.

STEP 5:

Read through the self and company declarations and tick accordingly.

Additional Information

I have obtained MOM's pre-entry housing check approval for my worker and the Approval Reference Number (you can find this reference number in the approval email from MOM) is:*

Migrant Worker's Dietary Requirement*

Migrant Worker's FIN (Please take note that the field is case sensitive)*

Company's Email Address for Billing Contact*

Re-enter Company's Email Address for Billing Contact*

Self declaration 1*

Select all that applies

Self declaration 2*

Select all that applies

Company declaration 1*

Select all that applies

Company declaration 2*

Select all that applies

Company declaration 3*

Select all that applies

Company declaration 4*

Select all that applies

Company declaration 5*

Select all that applies

Company declaration 6*

Select all that applies

B) Book an Onboard slot 2 of 4

STEP 6:

Enter the mobile number and company's email address for booking contact before clicking "Submit".

Personal Details
Tell us more information about yourself

UEN*
180069988D

NRIC*
S9992218D

Name*
Tim Tom Test

Business Entity Name*
ABC Company

Mobile Number for Booking Contact*

Re-enter Mobile Number for Booking Contact*

Company's Email Address for Booking Contact*

Re-enter Company's Email Address for Booking Contact*

Submit

STEP 7:

Click "Add to Calendar" to add the booking into your calendar.

Booking Confirmation
Approved

Booking Details

Date
Friday 29 September 2023

Time
12:00am

Booking Preferences

NRIC
S****218D

Name
Tim Tom Test

Business Entity Name
ABC Company

Mobile Number for Booking Contact

Company's Email Address for Booking Contact

I have obtained MOM's pre-entry housing check approval for my worker and the Approval Reference Number (you can find this reference number in the approval email from MOM) is:
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Self declaration 1:

Self declaration 2:

Company declaration 1:

Company declaration 2:

Company declaration 3:

Company declaration 4:

Company declaration 5:

Company declaration 6:

Make another booking

Add to calendar


STEP 8:

Click "Make another booking" for a new booking.

B) Book an Onboard slot 3 of 4

STEP 9:

A confirmation email will be sent to your email address (Also check your “junk mail” folder).

 noreply_support@booking.gov.sg <noreply_support@booking.gov.sg>
To: abcd@live.com.sg

Dear Employer,

Your Onboard booking request for the slot indicated below has been **Confirmed**.

Booking for: **Onboard@Sengkang West (India - CMP work permit IPA holders)**
Booking ID : **KyPJ2mJp**

Please ensure that your worker shows the following documents when he arrives at the Onboard centre :

- A copy of his booking confirmation email;
- A copy of his IPA letter (employee's copy);
- Documentary proof of vaccination;
- A working smartphone with a local sim card

Onboard booking details.
Booking status: **Confirmed**
Check-In date: **Saturday 30 September 2023**
Check-Out: 3 days later (there will be a separate email on when to pick your worker)
Migrant Worker's FIN indicated : **X1234567H**
Migrant Worker's Dietary requirement indicated : **Non-Halal**

From 19 September 2023, proof of acceptable accommodation will be required for new non-Malaysian CMP WPHs before they are allowed to enter Singapore. You had declared during the Onboard booking process that MOM has already given you this approval. Please note that we will cancel your Onboard booking if you do not have this pre-entry housing check approval.

You would have to reschedule your workers' flight and bring them in only after you have obtained the necessary approval. If you bring your worker into Singapore without the required proof of accommodation, your company's work pass privileges may be suspended.

You should make arrangements for your workers to go directly to the Onboard centre, once they arrive in Singapore.

If your workers arrive at the Onboard centre without a confirmed Onboard slot for that same day, they may not be allowed to check in and would have to return when they have an Onboard slot.

To find the Onboard centre's location, please use this link: [Onboard @ SengKang West \(India\)](#)

To reschedule or cancel the Onboard slot for your worker, please use this link provided below: [Reschedule / Cancel Booking](#)

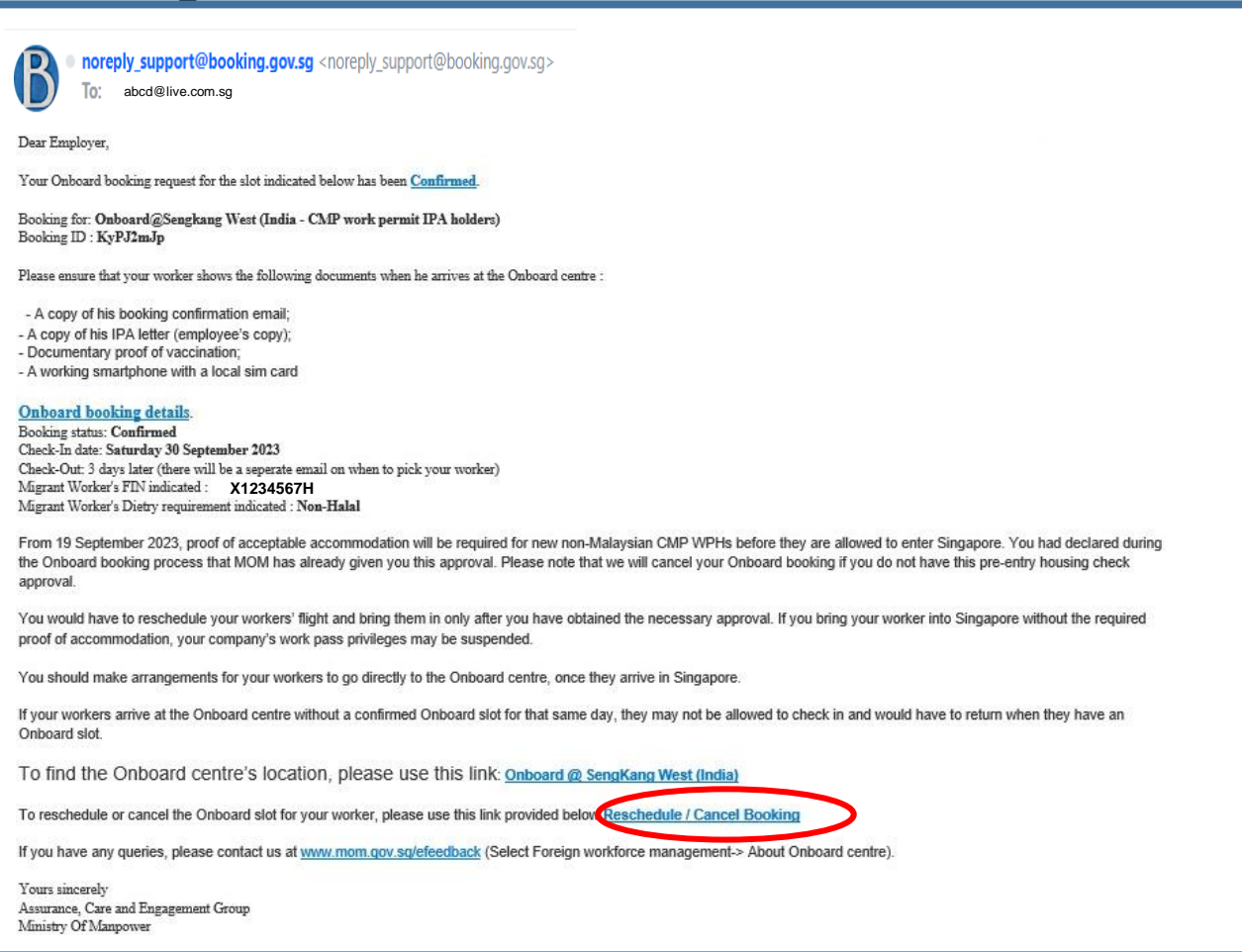
If you have any queries, please contact us at www.mom.gov.sg/efeedback (Select Foreign workforce management-> About Onboard centre).

Yours sincerely
Assurance, Care and Engagement Group
Ministry Of Manpower

C) Reschedule an Onboard slot booking 1 of 5

STEP 1:

Go to your confirmation email,
Click on “**Reschedule / Cancel Booking**”.



B noreply_support@booking.gov.sg <noreply_support@booking.gov.sg>
To: abcd@live.com.sg

Dear Employer,

Your Onboard booking request for the slot indicated below has been **Confirmed**.

Booking for: **Onboard@Sengkang West (India - CMP work permit IPA holders)**
Booking ID : **KyPJ2mJp**

Please ensure that your worker shows the following documents when he arrives at the Onboard centre :

- A copy of his booking confirmation email;
- A copy of his IPA letter (employee's copy);
- Documentary proof of vaccination;
- A working smartphone with a local sim card

Onboard booking details:
Booking status: **Confirmed**
Check-In date: **Saturday 30 September 2023**
Check-Out: 3 days later (there will be a separate email on when to pick your worker)
Migrant Worker's FIN indicated : **X1234567H**
Migrant Worker's Dietary requirement indicated : **Non-Halal**

From 19 September 2023, proof of acceptable accommodation will be required for new non-Malaysian CMP WPHs before they are allowed to enter Singapore. You had declared during the Onboard booking process that MOM has already given you this approval. Please note that we will cancel your Onboard booking if you do not have this pre-entry housing check approval.

You would have to reschedule your workers' flight and bring them in only after you have obtained the necessary approval. If you bring your worker into Singapore without the required proof of accommodation, your company's work pass privileges may be suspended.

You should make arrangements for your workers to go directly to the Onboard centre, once they arrive in Singapore.

If your workers arrive at the Onboard centre without a confirmed Onboard slot for that same day, they may not be allowed to check in and would have to return when they have an Onboard slot.

To find the Onboard centre's location, please use this link: [Onboard @ Sengkang West \(India\)](#)

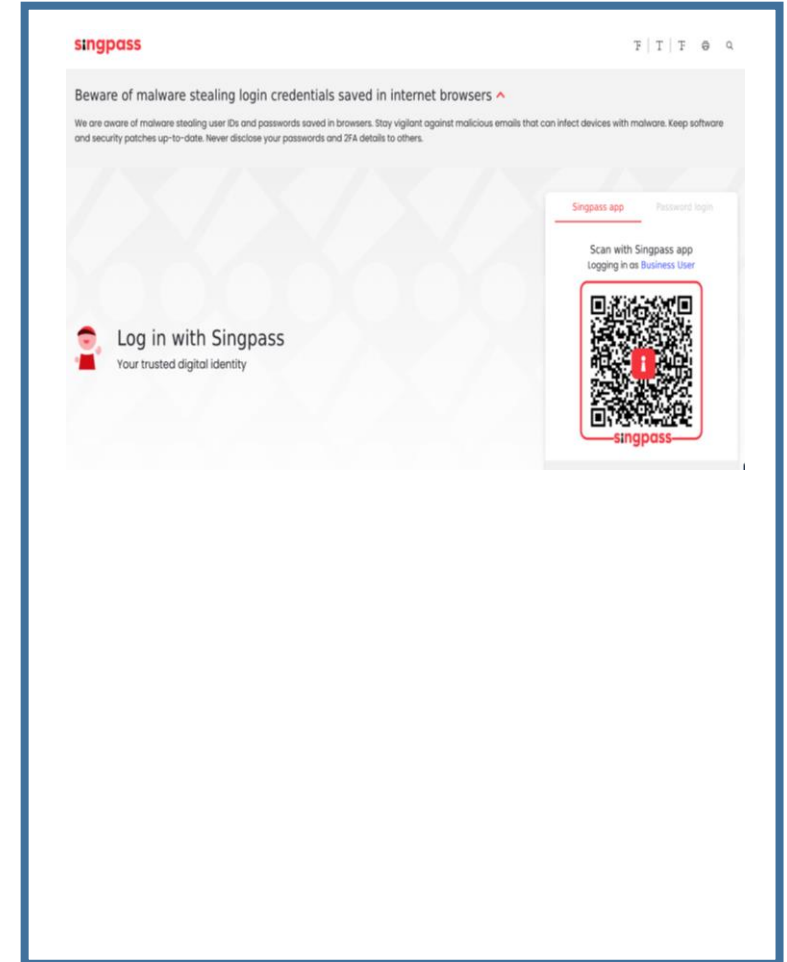
To reschedule or cancel the Onboard slot for your worker, please use this link provided below: [Reschedule / Cancel Booking](#)

If you have any queries, please contact us at www.mom.gov.sg/efeedback (Select Foreign workforce management-> About Onboard centre).

Yours sincerely
Assurance, Care and Engagement Group
Ministry Of Manpower

STEP 2:

You will be directed to login website.
Login with your Corppass by QR Code
or Password.



singpass

Beware of malware stealing login credentials saved in internet browsers ^

We are aware of malware stealing user IDs and passwords saved in browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

Singpass app Password login

Scan with Singpass app
Logging in as Business User

Log in with Singpass
Your trusted digital identity

C) Reschedule an Onboard slot booking 2 of 5

STEP 3:

Click on “Reschedule” to change date and/or time of appointment booked.

Onboard Service

Booking request date: 19 Jan 2023 Accepted

Date
31st January 2023

Time
12:00am to 11:59pm

Cancel booking Reschedule

STEP 4:

Choose the date and timing that your workers will arrive at the Onboard centre. And Click “Confirm”.

September 2022

Available times for:
Onboard@Sengkang West (India - CMP work permit IPA holders)
Date: Friday 30 September 2022
Time: 12:00am to 11:59pm

278 available spots for this time slot

Confirm

Note: You will be able to see the number of available Onboard slots for the selected date

STEP 5:

Enter your worker’s pre-entry housing check Approval Reference Number, dietary requirement, FIN, and company’s email address for billing contact.

Additional Information

I have obtained MOM's pre-entry housing check approval for my worker and the Approval Reference Number (you can find this reference number in the approval email from MOM) is:*

XXXXXXXXXXXXXXXXXXXX

Migrant Worker's Dietary Requirement*

Non-Halal

Migrant Worker's FIN (Please take note that the field is case sensitive)*

X1234567H

Company's Email Address for Billing Contact*

abcd@live.com.sg

Re-enter Company's Email Address for Billing Contact*

abcd@live.com.sg

C) Reschedule an Onboard slot booking 3 of 5

STEP 6:

Read through the self and company declarations and tick accordingly.

Self declaration 1*
Select all that applies

Self declaration 2*
Select all that applies

Company declaration 1*
Select all that applies

Company declaration 2*
Select all that applies

Company declaration 3*
Select all that applies

Company declaration 4*
Select all that applies

Company declaration 5*
Select all that applies

Company declaration 6*
Select all that applies

STEP 7:

Enter the mobile number and company's email address for booking contact before clicking "Submit".

Personal Details
Tell us more information about yourself

UEN*
180069988D

NRIC*
S9992218D

Name*
Tim Tom Test

Business Entity Name*
ABC Company

Mobile Number for Booking Contact*

Re-enter Mobile Number for Booking Contact*

Company's Email Address for Booking Contact*

Re-enter Company's Email Address for Booking Contact*

Submit

C) Reschedule an Onboard slot booking 4 of 5

STEP 8:

Click “Add to Calendar” to add the booking into your calendar.

The screenshot shows a 'Booking Confirmation' page with a green checkmark icon and the word 'Approved' below it. The page is divided into two main sections: 'Booking Details' and 'Booking Preferences'. The 'Booking Details' section includes a calendar icon for 'Date' (Friday 29 September 2023) and a clock icon for 'Time' (12:00am). The 'Booking Preferences' section lists: NRIC (S****218D), Name (Tim Tom Test), Business Entity Name (ABC Company), Mobile Number for Booking Contact (84285353), and Company's Email Address for Booking Contact (ong_yi_hui@mom.gov.sg). At the bottom of the page, there is a disclaimer: 'I have obtained MOM's pre-entry housing check approval for my worker and the Approval Reference Number (you can find this reference number in the approval email from MOM) is: XXXXXXXXXXXXXXXXXXXXXXXX'. To the right of the booking details, there are six rows of text labels: 'Self declaration 1:', 'Self declaration 2:', 'Company declaration 1:', 'Company declaration 2:', 'Company declaration 3:', 'Company declaration 4:', 'Company declaration 5:', and 'Company declaration 6:'. Each label is followed by a grey rectangular input field. At the bottom right of the page, there is a blue button with the text 'Add to calendar', which is circled in red.

Booking Confirmation

Approved

Booking Details

Date
Friday 29 September 2023

Time
12:00am

Booking Preferences

NRIC
S****218D

Name
Tim Tom Test

Business Entity Name
ABC Company

Mobile Number for Booking Contact
84285353

Company's Email Address for Booking Contact
ong_yi_hui@mom.gov.sg

I have obtained MOM's pre-entry housing check approval for my worker and the Approval Reference Number (you can find this reference number in the approval email from MOM) is:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Self declaration 1:

Self declaration 2:

Company declaration 1:

Company declaration 2:

Company declaration 3:

Company declaration 4:

Company declaration 5:


Company declaration 6:

Add to calendar

C) Reschedule an Onboard slot booking 5 of 5

STEP 9:

A confirmation email will be sent to your email address (Also check your “junk mail” folder).

 noreply_support@booking.gov.sg <noreply_support@booking.gov.sg>
To abcd@live.com.sg

Dear Employer,

Your Onboard booking request for the slot indicated below has been **Confirmed**.

Booking for: **Onboard@Sengkang West (India - CMP work permit IPA holders)**
Booking ID : **KyPJ2mJp**

Please ensure that your worker shows the following documents when he arrives at the Onboard centre :

- A copy of his booking confirmation email;
- A copy of his IPA letter (employee's copy);
- Documentary proof of vaccination;
- A working smartphone with a local sim card

Onboard booking details.
Booking status: **Confirmed**
Check-In date: **Saturday 30 September 2023**
Check-Out: 3 days later (there will be a separate email on when to pick your worker)
Migrant Worker's FIN indicated : **X1234567H**
Migrant Worker's Dietary requirement indicated : **Non-Halal**

From 19 September 2023, proof of acceptable accommodation will be required for new non-Malaysian CMP WPHs before they are allowed to enter Singapore. You had declared during the Onboard booking process that MOM has already given you this approval. Please note that we will cancel your Onboard booking if you do not have this pre-entry housing check approval.

You would have to reschedule your workers' flight and bring them in only after you have obtained the necessary approval. If you bring your worker into Singapore without the required proof of accommodation, your company's work pass privileges may be suspended.

You should make arrangements for your workers to go directly to the Onboard centre, once they arrive in Singapore.

If your workers arrive at the Onboard centre without a confirmed Onboard slot for that same day, they may not be allowed to check in and would have to return when they have an Onboard slot.

To find the Onboard centre's location, please use this link: [Onboard @ SengKang West \(India\)](#)

To reschedule or cancel the Onboard slot for your worker, please use this link provided below: [Reschedule / Cancel Booking](#)


If you have any queries, please contact us at www.mom.gov.sg/efeedback (Select Foreign workforce management-> About Onboard centre).

Yours sincerely
Assurance, Care and Engagement Group
Ministry Of Manpower

D) Cancel an Onboard slot booking 1 of 3

STEP 1:

Go to your confirmation email, Click on “Reschedule / Cancel Booking”.

 noreply_support@booking.gov.sg <noreply_support@booking.gov.sg>
To: abcd@live.com.sg
Dear Employer,

Your Onboard booking request for the slot indicated below has been [Confirmed](#).

Booking for: **Onboard@Sengkang West (India - CMP work permit IPA holders)**
Booking ID : **KyPJ2mJp**

Please ensure that your worker shows the following documents when he arrives at the Onboard centre :

- A copy of his booking confirmation email;
- A copy of his IPA letter (employee's copy);
- Documentary proof of vaccination;
- A working smartphone with a local sim card

[Onboard booking details:](#)
Booking status: **Confirmed**
Check-In date: **Saturday 30 September 2023**
Check-Out: 3 days later (there will be a separate email on when to pick your worker)
Migrant Worker's FIN indicate: **X1234567H**
Migrant Worker's Dietary requirement indicated : **Non-Halal**

From 19 September 2023, proof of acceptable accommodation will be required for new non-Malaysian CMP WPHs before they are allowed to enter Singapore. You had declared during the Onboard booking process that MOM has already given you this approval. Please note that we will cancel your Onboard booking if you do not have this pre-entry housing check approval.

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To find the Onboard centre's location, please use this link: [Onboard @ SengKang West \(India\)](#)

To reschedule or cancel the Onboard slot for your worker, please use this link provided below: [Reschedule / Cancel Booking](#)

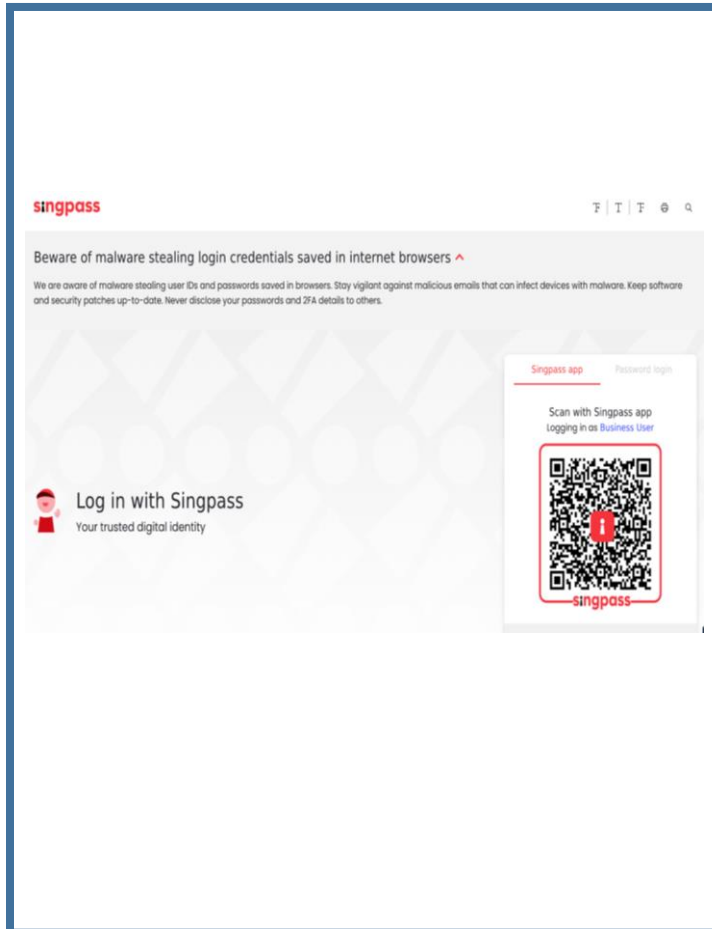
If you have any queries, please contact us at www.mom.gov.sg/efeedback (Select Foreign workforce management-> About Onboard centre).

Yours sincerely
Assurance, Care and Engagement Group
Ministry Of Manpower

D) Cancel an Onboard slot booking 2 of 3

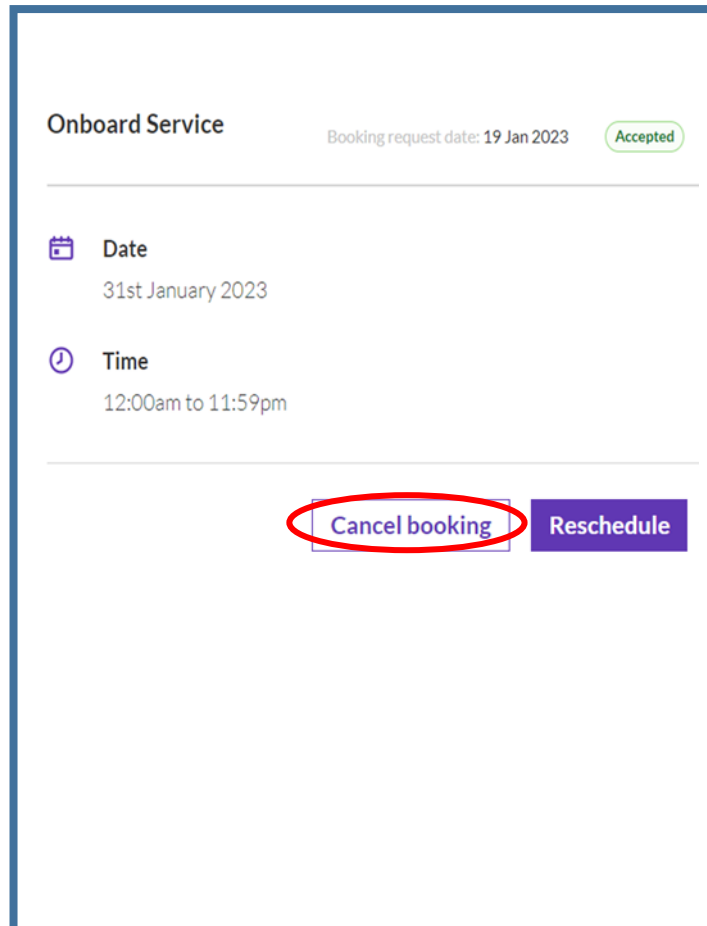
STEP 2:

You will be directed to login website.
Login with your Corppass by QR
Code or Password.



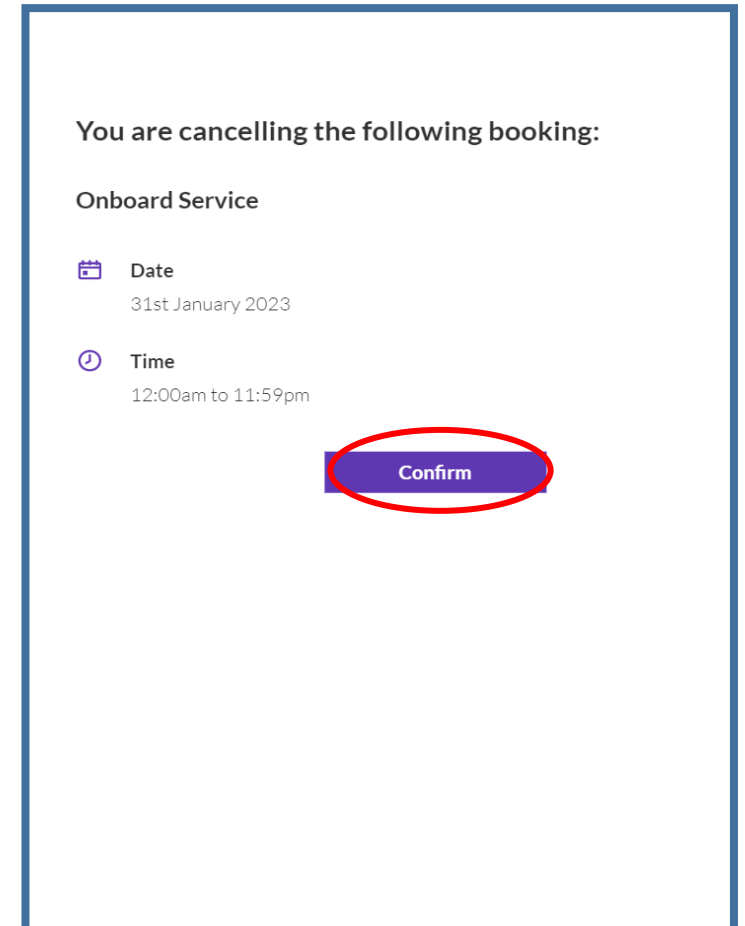
STEP 3:

Click on “**Cancel**” to cancel the
original appointment that you
have booked.



STEP 4:

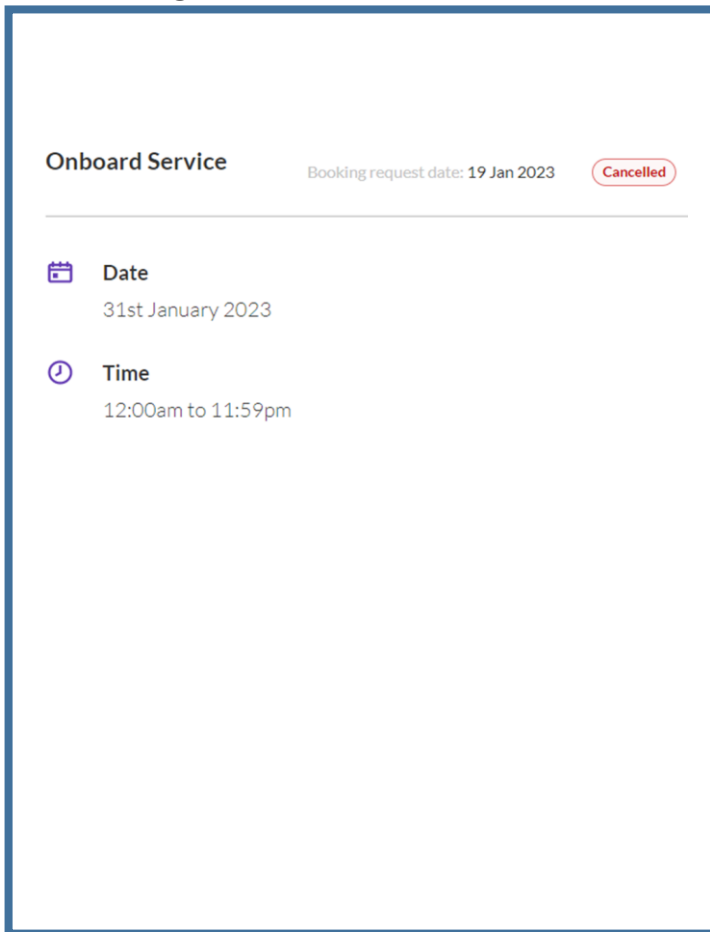
Verify the booking that you are
cancelling before clicking on
“**Confirm**”.



D) Cancel an Onboard slot booking 3 of 3

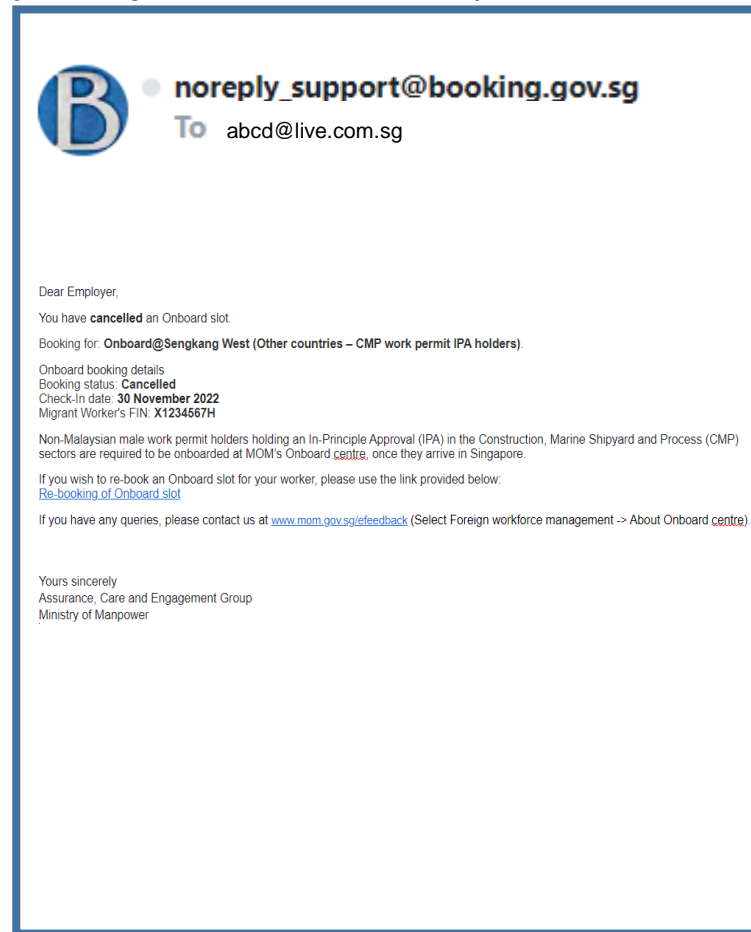
STEP 5:

A window will pop up to show that you have cancelled the booking.



STEP 6:

A confirmation email will be sent to your email address (Also check your "junk mail" folder).



STEP 7:

To re-book a new booking, click on "Re-booking of Onboard slot" on the confirmation email.

