



Updated on 24 Aug 2018

## FORM A: APPLICATION FOR PROCESS MAINTENANCE (PM) WORKERS

### REQUIREMENTS FOR IPS APPLICATION:

Please check that you have included all of the following in your application:

- Completed application form, with all the requisite fields filled in:
- Your Company's profile
- Details of your Company's contracts
- Declaration and plant owner's endorsement
- Copies of process maintenance projects with plant owners and/or main contractors, to be attached
- [Optional] Other relevant supporting documents (if any), to be attached.

The processing time for applications is usually 2 weeks, although this may increase to 4 weeks if there is a high volume of applications.

Processing may take more than 4 weeks if forms are incomplete or filled wrongly. So to help us process the forms on time by making sure your form is properly filled.

You can send any enquiries through our online feedback form at [www.mom.gov.sg/contact](http://www.mom.gov.sg/contact).

You should submit this completed Form to:

**Work Pass Division  
(Construction and Process Section)  
Ministry of Manpower  
18 Havelock Road, MOM Building  
Singapore 059764**

**A. YOUR COMPANY PROFILE**

<b>Company Name</b>	
<b>Process Maintenance CPF Submission No.:</b>	
<b>Address</b>	
<b>Contact Person</b>	
<b>Designation</b>	
<b>Email Address</b>	
<b>Tel</b>	
<b>Fax</b>	
<b>Key Process Activities:</b>	
1.	
2.	
3.	
4.	
5.	

**B. DETAILS OF YOUR COMPANY'S PROCESS MAINTENANCE CONTRACT**

Client		Contract or PO Ref. No.	Duration			
			Start date		End date	
Contract Value for works undertaken by your company		Total no. of existing PM workers sponsored by plant owner	No. of workers that your company wants to apply IPS for			
Total (\$) per annum	Labour Cost (\$) per annum		New		Renewal	
			PRC	NTS	PRC	NTS
			<b>TOTAL</b>			
Contract Summary						
Brief Description of Workers' Job Roles						

**NOTES:**

1. Fill in the details for one contract only. You can find additional tables in the Annex if you need them, but please note that they can only be used for contracts with the same plant owner.
2. Labour cost refers to projected amount that your company will spend on workers' salaries, levies, accommodation etc for the workforce to be deployed for this contract.
3. "Total no. of PM workers" refers only to the workers sponsored by the plant owner for this project.
4. If there are sub-contracting arrangements: please only declare the contract value (total value and labour cost) undertaken by your company.

**Example:** Plant Owner X awards a \$200,000 maintenance contract to Main Contractor A. Main Contractor A takes on \$150,000 worth of the work (of which \$75,000 is projected labour cost), and awards remaining \$50,000 to Sub-Contractor B (of which \$35,000 is projected labour cost):

- If you are Main Contractor A submitting this form, indicate "Plant Owner X" as the client. For contract value, indicate "\$150,000" as total value and "\$75,000" as labour cost.
- If you are Sub-Contractor B submitting this form, indicate "Main Contractor A" as the client. For contract value, indicate "\$50,000" as total value and "\$35,000" as labour cost.

5. Remember to attach copies of the contracts and relevant supporting documents if any separately.

C. DECLARATION & ENDORSEMENT

**DECLARATION BY YOUR COMPANY**

I declare that the facts stated in this application are true and that the workers requested under this application will serve Process Maintenance activities only.

\_\_\_\_\_

Name / Designation of Declarant

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Declarant

**ENDORSEMENT BY PLANT OWNER**

*Note: For sub-contractors, endorsement by main contractor is not necessary, but final endorsement by plant owner is required.*

We \_\_\_\_\_ (name of plant owner) (CPF No: \_\_\_\_\_),  
 verify that \_\_\_\_\_ (name of Applicant Company) will be  
 contracted for process maintenance works in my establishment.

The actual value of the work done for the past calendar year for these works undertaken by the Applicant  
 Company is \$\_\_\_\_\_.

We therefore recommend that the Applicant Company be allowed to recruit or renew \_\_\_\_\_ (no.)  
 foreign workers as stated in the application form and noted currently there are \_\_\_\_\_ PM workers being  
 sponsored by us.

**We verify that all the contract details described by the Applicant Company in this form are  
 accurate, and therefore extend our support for this application.**

\_\_\_\_\_

Name / Designation of  
 Authorised personnel

\_\_\_\_\_

Signature & Date

\_\_\_\_\_

Tel / Fax No

\_\_\_\_\_

Email

**ANNEX**

**FORMS FOR ADDITIONAL PROJECTS WITH SAME PLANT OWNER**

Client		Contract or PO Ref. No.	Duration			
			Start date		End date	
Contract Value for works undertaken by your company		Total no. of existing PM workers sponsored by plant owner	No. of workers that your company wants to apply IPS for			
Total (\$) per annum	Labour Cost (\$) per annum		New		Renewal	
			PRC	NTS	PRC	NTS
			TOTAL			
Contract Summary						
Brief Description of Workers' Job Roles						

**ANNEX**

Client		Contract or PO Ref. No.	Duration			
			Start date		End date	
Contract Value for works undertaken by your company		Total no. of existing PM workers sponsored by plant owner	No. of workers that your company wants to apply IPS for			
Total (\$) per annum	Labour Cost (\$) per annum		New		Renewal	
			PRC	NTS	PRC	NTS
			TOTAL			
Contract Summary						
Brief Description of Workers' Job Roles						