



## Employment Pass Application Form (For Sponsorship cases)

This form may take 30 minutes.

**Submit the application form by completing the steps in this order:**

**Step 1** Download and fill in the application form in softcopy format so that you can get a payment reference number which you need to use for payment in **Step 3**.

**Step 2** Print out the application form and get it signed.

**Step 3** Pay the application fee electronically. Application fees are non-refundable.

**Step 4** Upload the completed application form and supporting documents. Your organisation needs a CorpPass for this step. Register for CorpPass at [www.corppass.gov.sg](http://www.corppass.gov.sg) if you do not have one.

### **Supporting documents**

You will need the following documents\* in PDF or JPG format for **Step 4**:

(\*Non-English documents must be accompanied by an English translation. The translation can be done by a translation service provider.)

- Personal particulars page of the foreign employee's travel document. If there are any amendments to the particulars (e.g. name or expiry date), please include the pages confirming them.
- Foreign employee's educational certificates:  
For diploma and above qualifications from India or China, in addition to the educational certificates, you will need to upload these documents:
  - (a) India: Full set of transcripts or marksheets, indicating the college the foreign employee attended.
  - (b) China: Verification proof from these sources:
    - For diplomas only: Online Verification Report of Higher Education Certificate from China Higher Education Student Information and Career Center ([www.chsi.com.cn/en](http://www.chsi.com.cn/en))
    - For degree and above qualifications: China Academic Degrees & Graduate Education Information ([www.cdqdc.edu.cn](http://www.cdqdc.edu.cn))
    - For diplomas or degrees: Global verification agency like Dataflow ([www.dataflowgroup.com](http://www.dataflowgroup.com)) or Risk Management Intelligence (RMI) ([www.rmi.com.sg](http://www.rmi.com.sg))

Educational certificates certified by a notary public are not accepted as a form of verification proof.

- Overseas employer's certificate of business registration showing the company's registered name and date of registration
- (If the sponsor company is a food establishment) Foodshop licence issued by the Singapore Food Agency (SFA)
- Registration or support letters from the respective agencies if the foreign employee is going to take on any of these occupations:

<b>Occupation</b>	<b>Vetting Agency/ Professional Body/ Accreditation Agency</b>
Dentist	Singapore Dental Council
Doctor	Singapore Medical Council
Emergency Medical Technician, Paramedic	Unit for Prehospital Emergency Care
Lawyer	Legal Services Regulatory Authority
Diagnostic radiographer, Occupational therapist, Physiotherapist, Radiation therapist, Speech therapist	Allied Health Professionals Council
Nurse	Singapore Nursing Board
Pharmacist	Singapore Pharmacy Council
TCM Practitioner	Traditional Chinese Medicine Practitioners Board
Football Player, Coach	Sport Singapore

**FORM 8**  
**APPLICATION FOR AN EMPLOYMENT PASS –**  
**FOR SPONSORSHIP CASES**

**Step 1** Fill in the form in softcopy format

**INSTRUCTIONS**

1. You must get the foreign employee's [written consent](#) to apply for the Employment Pass.
2. Enter 'Not applicable' or 'N.A' where necessary. Do not leave any fields blank.
3. It takes around 8 weeks to process the application. Visit [www.mom.gov.sg/pass-application-status](http://www.mom.gov.sg/pass-application-status) to check the application status.

**PART 1 – APPLICATION INFORMATION****1A: Pass Declaration**

Please enter the FIN/Work Permit/S Pass number if the foreign employee has ever:

- Applied for or worked in Singapore on an Employment Pass, S Pass or Work Permit.
- Studied in Singapore on a Student's Pass.
- Stayed in Singapore on a Dependant's Pass or Long Term Visit Pass.

Foreign Identification Number (FIN)	Work Permit/S Pass number
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**1B: Pass Duration**

If this application is approved, the period granted may be shorter than the duration applied.

Duration applying for (up to 60 months)	months
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**PART 2 – FOREIGN EMPLOYEE'S PERSONAL INFORMATION****2A: Personal Particulars**

Name (as on travel document, excluding salutations e.g. Mr, Miss, Professor, Doctor)	
Alias (only if it appears on the travel document)	
Sex	Marital Status
Date of Birth (DD/MM/YYYY)	Nationality/Citizenship
Country/Region of Birth	State/Province of Birth
Country/Region of Origin (where the person obtained his/her first citizenship by birth or parentage)	State/Province of Origin
Race	Religion

**2B: Travel Document Information**

Travel Document Type

Travel Document Number

Issue Date (DD/MM/YYYY)

Expiry Date (DD/MM/YYYY)

**2C: Contact Details**

Email Address

Singapore Mobile Number  
(+65)**2D: Particulars of Foreign Employee's Spouse****Only complete this section if the foreign employee's spouse is a Singapore Citizen, Singapore Permanent Resident, Employment Pass, S Pass or Work Permit holder.**

Spouse is

Spouse's Name

Spouse's FIN/NRIC Number

Spouse Identification Type

Spouse's Date of Birth (DD/MM/YYYY)

**PART 3 – FOREIGN EMPLOYEE'S EDUCATIONAL AND MEMBERSHIP DETAILS****Educational details are important in the assessment of the application. Fill in up to 2 qualifications that were awarded to the foreign employee exactly as shown on the educational certificate.****3A: Educational Details****(1) Educational Detail**

Name of Awarding Body/Institution/University

Country

State/Province

Attended Main Campus or Affiliating College? (only for India qualification)

Qualification<sup>#</sup> (e.g. Diploma. For Honours degree, please state the class and division.)

Specialisation (e.g. Chemical Engineering)

Faculty (e.g. Engineering)

Period of Study (DD/MM/YYYY)

Mode of Study

From:

To:

**(2) Educational Detail**

Name of Awarding Body/Institution/University	
Country	State/Province
Attended Main Campus or Affiliating College? (only for India qualification)	
Qualification <sup>#</sup> (e.g. Diploma. For Honours degree, please state the class and division.)	
Specialisation (e.g. Chemical Engineering)	Faculty (e.g. Engineering)
Period of Study (DD/MM/YYYY) From: _____ To: _____	Mode of Study

<sup>#</sup> Only enter the information below if the qualification is an STPM or MICSS.

<b>Sijil Tinggi Persekolahan Malaysia (STPM)</b>	
Number of Passes attained (inclusive of General Studies/Pengajian Am)	Principal passes-C
	Subsidiary passes-R
Has the foreign employee attained a pass in General Studies/Pengajian Am?	

<b>Malaysia Independence Chinese Secondary School (MICSS) United Examination Certificate</b>	
Number of Passes attained (inclusive of Bahasa Inggeris/English language)	passes
Has the foreign employee attained a pass in Bahasa Inggeris/English language?	

**3B: Societies/Organisations Membership** (for the past 5 years)**(1) Society/Organisation Membership**

Name of Society/Organisation	
Position Held	Period (DD/MM/YYYY) From: _____ To: _____

**(2) Society/Organisation Membership**

Name of Society/Organisation	
Position Held	Period (DD/MM/YYYY) From: _____ To: _____

**PART 4 – FOREIGN EMPLOYEE'S EMPLOYMENT DETAILS****4A: Working Experience**

Total Period of Working Experience

Years:

Months:

**Start with the most recent working experience**

Period (DD/MM/YYYY)		Name of Company	Country	Occupation	Last Drawn Monthly Salary (S\$)
From	To				

**4B: Address and Duties to be performed in Singapore**Occupation (you may refer to the [list of standard occupations](#))

Total Relevant Working Experience

Years:

Months:

Duties – give full details and indicate if they are of a technical nature

Address where the foreign employee will be working at

Block/House Number

Street Name

Unit Number

Building Name

Postal Code

**4C: Salary Details**

The fixed monthly salary refers to the basic monthly salary plus fixed monthly allowances. It does not include payments which vary from month to month.

Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances

E.g. S\$5,000 = S\$4,500 + S\$500

For more details on the fixed monthly salary, refer to [this page](#).

Salary/Allowances Payable By

*As specified in the employment contract:*

Basic Monthly Salary (S\$)	+	Fixed Monthly Allowances (S\$)	=	Fixed Monthly Salary (S\$)
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**PART 5 – DETAILS OF OVERSEAS EMPLOYER**

Registered Name of Company (as shown on the business registration certificate)

Country of Registration

Overseas Registration Number

Correspondence Address

Block/House Number	Street Name
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Unit Number	Building Name
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Phone Number	Email Address
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**PART 6 – DETAILS OF SPONSOR COMPANY****6A: General Information**

Registered Name of Sponsor Company

Unique Entity Number (UEN)

Phone Number	Email Address
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Correspondence Address

Block/House Number	Street Name
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Unit Number	Building Name	Postal Code
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Relationship between the Overseas Employer and Sponsor Company and reasons the Sponsor Company needs the foreign employee to work in Singapore

<b>6B: Details of Contact Person</b> (You must provide this for us to contact you about the application.)	
Name	
Phone Number	Email Address

<b>PART 7 – OTHER INFORMATION</b>	
<b>Has the foreign employee ever:</b>	
(a) Been refused entry into or deported from any country?	
(b) Been convicted in a court of law in any country?	
(c) Been prohibited from entering Singapore?	
(d) Entered Singapore using a passport issued by a different country?	
(e) Entered Singapore using a passport showing another name?	
(f) Been a Singapore Citizen or Singapore Permanent Resident?	
(g) Studied in Singapore?	
(h) Worked in Singapore?	
(i) Stayed long-term in Singapore (not as a tourist)?	
If the answer to any of the above questions is YES, please provide the details	

How will you be making payment for this application

**Step 2** Print out the form and get it signed by all parties.

**PART 8 – DECLARATION BY FOREIGN EMPLOYEE**

I confirm that the information as set out in this application for Employment Pass is to the best of my knowledge, true and correct. All documents submitted in support of this application for Employment Pass are true copies of the originals. I understand that I may be prosecuted if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular.

I declare that I have not suffered and am not suffering from AIDS or infected with HIV or tuberculosis. I acknowledge that during the period of validity of my Employment Pass, if I am found to be suffering from AIDS or infected with HIV or Tuberculosis, the Employment Pass issued to me will be cancelled and I will have to leave Singapore by the date specified by the Controller of Immigration.

I have read and understood the Conditions of Employment Pass, as specified in the Employment of Foreign Manpower (Work Passes) Regulations, which are available on the MOM website. I shall ensure that these conditions will be complied with.

Further and in addition, I hereby declare that: –

1. I shall not make any false statement or submit any document which I know to be false in order to obtain an Employment Pass and Visit Pass.
2. I understand that if I breach any condition above, my Employment Pass and Visit Pass will be revoked and I can be prosecuted in Court, or expelled and prohibited from entering Singapore.
3. I shall not misuse controlled drugs or take part in any political or other activities during my stay in Singapore, which would make me an undesirable or prohibited immigrant under the Immigration Act.

With reference to this application submitted for Employment Pass and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organisation or any other source for assessing my application.

I hereby give my consent for the Comptroller of Income Tax to verify my income stated in my current and renewal applications, based on my assessment record for the current Year of Assessment, for the Controller of Work Passes. In the event my assessment record for the current Year of Assessment is not available or finalised at the point of verification, I understand the Comptroller of Income Tax will verify my income against my assessment record for the two previous Years of Assessment. I also hereby give my consent for the Comptroller of Income Tax to thereafter communicate the results of the verification to the Controller of Work Passes.

I consent for the Government of Singapore and its statutory authorities to display my information on the Ministry of Manpower's work pass systems, and to disclose such information to any relevant person or organisation for the administration of matters relating to work pass and passes for dependants.

I consent to the Ministry of Manpower displaying my pass details when my card is scanned using the Ministry of Manpower's work pass mobile application.

I understand that a SingPass will help me to access Government e-services in Singapore and I give my consent to the Ministry of Manpower to share my personal details with the SingPass issuing agency. This allows me to apply for a SingPass account at a later time if I am eligible for a SingPass.

<b>Foreign employee's name</b> (generated from Part 2A)	<b>Foreign employee's signature</b>
	<b>Date</b> (DD/MM/YYYY)



**PART 9 – DECLARATION BY LOCAL SPONSOR**

I hereby sponsor this application and certify that it is made for the purpose as stated by the foreign employee. I confirm that the information as set out in this application for Employment Pass is to the best of my knowledge, true and correct. I have obtained written consent from the foreign employee to apply for an Employment Pass (Sponsorship) for him/her. I will produce this consent when requested by the authority.

I have ensured that the foreign employee fully understands the contents of Part 7 of this application form. I understand that I may be prosecuted if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular. I further understand that any false statement made by my company or myself in relation to this application for Employment Pass may adversely affect the future work pass applications of my company/firm.

I undertake to:

- (i) be responsible for the stay, maintenance and repatriation of the foreign employee;
- (ii) indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the said foreign employee or any of his dependants; and
- (iii) be responsible for the compliance by the foreign employee of any quarantine and medical surveillance imposed on the foreign employee under Regulation 8 (2A) of the Immigration Regulations.

I understand that the Employment Pass is subject to the following conditions upon approval.

- a. The foreign employee is not to engage in any employment other than that specified in the application. Should there be a change in his/her duties or designation, the local sponsor is required to write in to Work Pass Division, Ministry of Manpower. If there is a change in local sponsor, the foreign employee must apply for a new work pass in order to work in Singapore; and
- b. The local sponsor must cancel the foreign employee's Employment Pass within 7 days upon termination of employment.

I consent to the Ministry of Manpower displaying pass details when the pass holder's card is scanned using the Ministry of Manpower's work pass mobile application.

I shall keep copies of the foreign employee's education certificates as declared in the application form for as long as the foreign employee is in my employment. I understand the Ministry of Manpower can at any time request for these documents for verification and revoke the pass should the documents be inconsistent with the declaration furnished in the application form or if I am unable to produce the documents.

I declare that should this application be approved, I will make an application to Ministry of Manpower to allow the foreign employee to enter Singapore subject to prevailing entry requirements at the point of entry into Singapore.

<b>Name of company's representative<sup>#</sup></b>	<b>Signature of company's representative</b>
<b>Designation</b>	
<b>NRIC number/FIN</b>	<b>Date (DD/MM/YYYY)</b>

<sup>#</sup>Authorised human resources personnel or any person holding at least a managerial position in the sponsor company.

**Step 3** Pay the application fee using PayNow

Pay the fee of \$105 for each application using the method you chose on Page 7:

**Step 4** Upload the completed application form and supporting documents

Upload the following documents at [www.mom.gov.sg/submit-ep-sponsorship](http://www.mom.gov.sg/submit-ep-sponsorship) :

- Original signed application form (as a PDF file, cannot exceed 3 MB)
- Screenshot of banking page and foreign employee's travel document (as 1 PDF or JPG file, cannot exceed 1 MB)
- Remaining supporting documents listed on Page 1 (as 1 PDF file, cannot exceed 3 MB)