

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 point (b) accordingly.

WPNO : 0 36059478 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 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 up.

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 IV Certification from the Doctor

Make sure the medical doctor deletes 'Fit/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)
Clinic Address: _____ Date: _____
_____ 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 www.bca.gov.sg/orv/.



Online Registration For Identity Verification for Foreign Workers (ORV)



2. Log in with your Singpass and select the available appointment slot.

Introduction

ORV allows you to register the workers for Identity Verification and check your registration status online. The Identity Verification is to be done before the workers proceed to MOM to apply for Work Permit. You will need approximate 10 minutes to complete the online submission for each worker.

[Log in with singpass](#)

If you do not have a SingPass please click [here](#) to request for SingPass online or go to [SingPass](#) for more details.

Important Links

[Instructions](#)
[Download Forms](#)
[User Guide](#)

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



20 Oct 2021

Your application is approved

NAME OF FOREIGN WORKER
[REDACTED]
WORK PERMIT NO.
[REDACTED]

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.

1. Go to www.ica.gov.sg.
2. Click on 'Entering and Departing'.

The screenshot shows the ICA website homepage. At the top, there are four navigation buttons: 'Singapore Citizen', 'Permanent Resident', 'Pass Holder', and 'Visitor'. Below these is a large banner for 'MyICA Mobile' with the text 'Say hello to the new MyICA Mobile' and 'A new mobile application that provides a one-stop platform to transact with ICA anytime, anywhere'. There are also buttons for 'Download the official MyICA Mobile on App Store' and 'Get it on Google play'. On the left side, there is a sidebar menu with 'Entering and Departing' highlighted.

3. Click on 'Search e-Pass Record'.

The screenshot shows the 'Entering and Departing Singapore' page on the ICA website. The page has a header 'Entering and Departing Singapore' and a main image of an immigration checkpoint. Below the image, there are four columns of links: 'Before Your Arrival', 'At Our Checkpoints', 'e-Pass Enquiry Portal/Visit Pass Validity Tool', and 'Loss of Foreign Passport for Visitors'. The 'Search e-Pass Record' link under the 'e-Pass Enquiry Portal' column is highlighted with a red box and an arrow.

4. 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.

The screenshot shows the 'e-Pass Enquiry Portal' search form. The page has a dark blue header with 'e-Pass Enquiry Portal' and 'Search > Particulars'. Below the header, there is a sidebar with 'Search e-Pass Record' highlighted. The main content area has a note: 'Mandatory fields are indicated by a red asterisk *'. Below this, it says 'The following information is required to retrieve the e-Pass issued to you. Please fill in the fields.' There is a text input field for 'DE No *' with a red asterisk and a red arrow pointing to it. Below the input field is a 'Retrieve e-Pass' button.