

## Application for Man-Year Entitlement

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### Key Information:

1. There are altogether 6 pages in this document. Please complete the pages applicable to the company's application and submit all 6 pages to the Work Pass Division for our consideration.
2. A main contractor with a valid construction contract can apply for Man-Year Entitlements (MYE) from the Work Pass Division (WPD).
3. A main contractor must have a valid Central Provident Fund (CPF) account for construction Work Permit applications in the name of the company.
4. A main contractor is defined as a company which contracts a project directly from the developer or owner.
5. At the time of the MYE application, the balance period of the project should be at least 1 month and the total remaining project value should be at least \$500,000.
6. **If you have made an application for MYE for a project, you are not allowed to make any further MYE applications for the same project.** However, an appeal for additional MYE allocation may be submitted through a completed 'Variation Order Form P' with the supporting documents.
7. A construction sub-contractor who wants to apply for Prior Approval (PA) for Non-Traditional Source (NTS) workers must first get the MYE allocation from the project's main contractor.
8. The completed MYE application form and the required documents should be sealed in an envelope and posted to "Construction Permit Section, Work Pass Division, Ministry of Manpower, 18 Havelock Road, S059764".
9. In addition to the duly completed MYE application form, the main contractor must submit:
  - (a) a photocopy of the contract, letter of award or letter of acceptance dated and signed by the developer or owner, containing the following details:
    - (i) commencement and completion dates of the project
    - (ii) contract value of the project
    - (iii) contract description and location of the construction site
  - (b) a photocopy of the BCA Permit or their equivalent for carrying out building works and the latest notice of approval for the same project (BCA Permit is optional for a Government or a private project/s without structural works).
10. The main contractor for civil engineering project where the scope of work contained building works is required to complete the Classification Form on page 4 (Not applicable to the main contractor for building and upgrading projects).
11. The processing time for the MYE application is 12 working days after we received it with all the documents in order. The outcome of the application will be posted to the applicant company.
12. Please note that after the submission of the MYE application, the main contractor may be required to produce the original contract, letter of award or other documents at the Work Pass Division for verification. Our officer will contact the main contractor for an appointment if necessary.



## Application for Man-Year Entitlement

This form may take you 30 minutes to fill in.  
 You will need the following information to fill in the form:

- The CPF Submission No. of main contractor
- The project / contract details

**Note: Please refer to the 'Key Information' on page 1 before completing Part 1 to 6.**

This application must be submitted not later than 1 month after the dates on which the signatures and endorsements of the architect, owner/developer, and /or PE are obtained.

### Part 1 – Main Contractor's Particulars

Name of main contractor:		
Main contractor's CPF Submission No.:		
Telephone number:	Fax number:	Mobile number:

### Part 2 – Project Details

(a) Location of project:		
(b) Description of project:		
(c) Project commencement date (DD/MM/YYYY):		
(d) Project completion date (DD/MM/YYYY):		
(e) Contract value S\$		
(f) Date of letter of award/contract (DD/MM/YYYY):		
(g) BCA approved plan number (if any):		
(h) Type of project: <b>*civil engineering / building</b>		
(i) Name and address of developer/owner:		
		Postal code
Telephone number:	Fax number:	
(j) Name and address of architect/QP:		
		Postal code
Telephone number:	Fax number:	
(k) Name and address of professional engineer/QP:		
		Postal code
Telephone number:	Fax number:	

*\*Delete where inapplicable*

**For Official Use:**

## Construction Activities and Project Values for the Contract Declared in Part 2

	Type of Work	Amount S(\$)
1	General building works - the preparation and laying of the foundation (inclusive of piling works), the construction & demolition of structures, including multi-storey car parks, buildings for parks and playgrounds and other recreation works, industrial plants and gas-holders. The scope of work includes addition, alteration, repair and redecoration works on buildings involving structural changes and installation of roofs, as well as interior and exterior renovation works, sanitary and plumbing works and interim upgrading	
2	Installation of above ground electrical and communication cable including security systems, central antenna televisions (CATV), street lighting, traffic light systems, and sign posting	
3	Civil engineering works - the preparation and laying of foundations (inclusive of piling works), the construction & demolition of sewage treatment plants, bridges, aqueducts, viaducts, elevated highways, flyovers/interchanges, docks, wharves, and jetties	
4	The rewiring of electrical installations, the replacement/refurbishing of lifts, escalators, air-conditioning plants and ancillary ducting of buildings	
5	Building automation including industrial & process control system installation.	
6	Installation & commissioning of mechanical plant & machinery systems including power generator & turbine systems	
7	The project for construction and maintenance of a process plant _____ % for construction works _____ % for process construction works	
8	Fencing and iron works installation	
9	Piling, foundation, sub-structure works (partial MYE allocation from the total project)	
10	Landscaping works incidental to a building/CE project or stand-alone landscaping works – only hardscape cost is considered	
11	Laying of underground electrical and communication cables	
12	Civil engineering works for the construction & demolition of culverts, reservoirs, retaining walls, canals, drainage systems, cutting and filling of embankments, river banks, excavation of deep trenches, surface drainage works, tunnels inland navigation, waterworks, flexible pavements, rigid pavements or laterite roads, bus bays, open car parks, roads, and related works such as kerbs and footways	
13	Construction of any railway line or siding.	
14	Laying of underground main & pipes for the transportation of gas, water & other liquids	
15	Reclamation and dredging works	
16	Soil stabilization works such as piling/micro piling, sand drain, ground anchoring, grouting etc	
17	HDB (MUP) upgrading project	
18	Preliminaries and/or provisional sum	
19	Overseas material and/or equipment	
20	Non-construction works (e.g. service and maintenance, provision of furniture)	
	<b>Total contract value</b>	

## Classification – for Civil Engineering (CE) Project Only

Please fill in the amount for related items and indicate "NA" if the items are not applicable. This form is NOT applicable for a project in which the building's sub-total amount is HIGHER than the CE's sub-total amount.

Item	Description	Amount S(\$)
<b>A</b>	<b>Design or Design-related works</b>	
	Design or design-related works or QP's & representatives' supervision (To be filled in for design & build project only)	
<b>B</b>	<b>Structural Works</b>	
	Excavation	
	Piling works/sheet piling	
	Other foundation works	
	Soil stabilisation works	
	Retaining walls/diaphragm walls	
	Demolition works	
	Tunnelling works (Link sewers)	
	Tunnel-boring works with TBM including the associated RC works	
	Cutting & filling of embankments	
	Cut and cover RC works	
	Structural steel works	
	Bridge/viaduct works	
	Other in-situ RC works	
	Precast installation works	
<b>C</b>	<b>Architectural and M&amp;E Works</b>	
	Finishes (includes doors, windows & ironmongery)	
	Fire protection related works	
	M&E works	
	Installation of utilities and underground main & pipes for the transportation of gas, water & other liquids	
<b>D</b>	<b>External Works &amp; Others</b>	
	External works/drainage/landscaping	
	Flexible pavements/rigid pavements/laterite roads	
	Bus bays/open car parks/roads	
<b>E</b>	<b>Preliminaries</b>	
	For other items not given in the above categories, please specify the description and the value of the item clearly.	
	<b>Total Contract Sum</b>	

**Application for Man-Year Entitlement**

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**Part 3 – Declaration By the Architect / QP**

I, (Name of architect and architect ID)

In my capacity as (Designation in company)

of (Name of company)

hereby declare, on behalf of the company mentioned above, that I am the architect for the above project and the information given in this application is true and correct. I also understand that should any information or documents submitted for the above application be found to be false or inaccurate, the company and I may be subject to prosecution.

I also confirm that the contract value is

S\$

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Name and designation of Declarant

\*NRIC / Passport number

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Signature of Declarant

Date

**Part 4 – Declaration By the Professional Engineer / QP**

I, (Name of professional engineer and PE ID)

In my capacity as (Designation in company)

of (Name of company)

hereby declare, on behalf of the company mentioned above, that I am the professional engineer for the above project and the information given in this application is true and correct. I also understand that should any information or documents submitted for the above application be found to be false or inaccurate, the company and I may be subject to prosecution.

I also confirm that the contract value is

S\$

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Name and designation of Declarant

\*NRIC / Passport number

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Signature of Declarant

Date

*\*Delete where inapplicable*

**Part 5 – Declaration By the Developer / Owner**

I, (Name of person making declaration)

In my capacity as (Designation in company)

of (Name of company)

hereby declare, on behalf of the company mentioned above, that the company is the developer/owner for the above project and the information given in this application is true and correct. **This project has never been awarded to any main contractor previously. (If it has previously been awarded, a letter of explanation / documents to substantiate the reason for the change of main contractor must be attached.)** I also understand that should any information or documents submitted for the above application be found to be false or inaccurate, the company and I may be subject to prosecution.

I also confirm that the contract value is

S\$

Name and designation of Declarant

\*NRIC / Passport number

Signature of Declarant

Date

**Part 6 – Declaration By the Main Contractor**

I, (Name of person making declaration)

In my capacity as \*General Manager / Sole Proprietor / Partner / Director of

(Name of company)

hereby declare, on behalf of the company mentioned above, that the company is the main contractor for the above project and the information given in this application is true and correct. I also understand that should any information or documents submitted by the company for the above application be found to be false or inaccurate, the company and I may be subject to prosecution. I also understand and accept that the company and I will be barred from future applications for Work Permits.

My company is a partnership. I am also signing the above declaration on behalf of another partner (name of partner and \*NRIC / Passport no) \_\_\_\_\_ in my company.

I also confirm that the contract value is

S\$

Name and designation of Declarant

\*NRIC / Passport number / FIN

Signature of Declarant

Date

*\*Delete where inapplicable*