

Work Pass Division

18 Havelock Road
Singapore 059764
<http://www.mom.gov.sg>



Guidelines and Form on Variation Order (Request for Additional MYE Allocation)

This form may take you 10 minutes to fill in.
You will need the following information to fill in the form:

- The CPF Submission No. of main contractor
- The Man-Year Entitlement (MYE) certificate number
- The revised project / contract details

- **Main Contractor of the project must submit the following documents by post to Construction Permit Section, Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764:**
 - (a) The original Appeal Letter from the Main Contractor stating the purpose of the submission and the project description. This letter must be signed by a Director/Partner/Sole Proprietor/managerial staff of the Main Contractor.
 - (b) The original Variation Order Form (at page 2) that has been completed by all 3 parties concerned. The date of all signatures must be within one month at the time of submission.
 - (c) A photocopy of the Letter of Agreement / Contract issued by the Developer/Owner/Architect/ Professional Engineer to the Main Contractor stating:
 - (i) the description & location of the additional works / variation order;
 - (ii) the sum/value of the additional works/variation order;
 - (iii) the new/fresh completion date of the project
 - (d) A photocopy of the Bills of Quantity, or/and Letter of Agreement, or/and Tender to support the additional project value.
- The processing time for Request for Additional MYE Allocation is 14 working days from the date of receipt of the application form and supporting documents. The outcome of the application will be mailed to the company.

For Official Use:

| | |
|-----------------------------------|-----|
| Original Remaining Contract Value | S\$ |
| Remaining VO/AW Value | S\$ |
| New Total Remaining Value | S\$ |

| | |
|--------------------------|--|
| New MYE allocated | |
| (Original MYE allocated) | |

Name and Signature of Action Officer

Date

Variation Order Form for Additional MYE Allocation

Part 1: Particulars of the Project

Main Contractor's CPF Submission No.:

Man-Year Entitlement (MYE) Certificate No.:

Description of Project / Variation Order:

New / Extended Contract Period if available

a) New / Extended Contract Completion Date (DD/MM/YYYY): _____

Additional Contract Value as stated in the latest Agreement / Variation Order

b) (**S\$**): _____ - the contract sum that has been confirmed and stated in the Variation Order or in the Agreement on Additional Works

(NOTE: this contract value must be a fresh additional value that has NOT been stated in the MYE application or in previous Variation Orders)

Part 2: Declaration By Main Contractor

I, _____, in my capacity as *GM/Sole Proprietor/Partner/Director of _____ hereby declare that the information given above is (Name of Company) true and correct. If my company is found to have submitted false declaration and documents pertaining to the above Variation Order/Additional Works, the findings will affect our future applications for work permits.

Name, NRIC No & Signature of Declarant

Date

Part 3: Declaration By Developer/Owner

I, _____, in my capacity as _____ (Position in Company) of _____ (Name of Company) hereby declare that *I/my company *am/is the *Owner/Developer for the above project and the information given by the main contractor is true and correct.

Name, NRIC No & Signature of Declarant

Date

Part 4: Declaration By Architect/Professional Engineer

I, _____, in my capacity as _____ (Position in Company) of _____ (Name of Company) hereby declare that *I/my company *am/is the *Architect/Professional Engineer for the above project and the information given by the main contractor is true and correct.

Name, NRIC No & Signature of Declarant

Date

**Delete where inapplicable*