

Guideline for Prior Approval (PA) to Recruit Non-Traditional Source (NTS) Workers for Conservancy Schemes

1 Application for Prior Approval (PA)

A company that wishes to employ NTS workers (i.e. from Thailand, Philippines, India, Sri Lanka, Bangladesh, Myanmar) for the activities mentioned above has to submit the following documents to the Work Pass Division:

- (a) A completed PA application form duly signed by the sole-proprietor/partner of the business firm or a director whose name appears in the Accounting and Corporate Regulating Authority (ACRA) Instant Information Business Profile print-out of the company.
- (b) The supporting Town Council has to endorse on the PA application form.
- (c) A new or existing company with multiple activities should submit these additional documents.
 - (i) A clear photocopy of the company's latest Instant Information Business Profile printout from the ACRA indicating the company's principal business activities; and
 - (ii) If the company has registered with the ACRA for less than 6 months and does not have a Central Provident Fund (CPF) account, please approach the CPF Board to open a new employer CPF account. The company should contribute CPF for the local employees for at least 1 month before it makes a PA application. Please submit a clear copy of CPF Contribution Statement (CPF Form 90) together with all the above-mentioned documents to the Work Pass Division.
- (d) (For existing workers in Singapore) written agreement from the current employer.

2 Modes of Submitting Prior Approval Application

The PA application form, together with the required documents, can be sent via:

- Post to Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764
- iSubmit web portal (<https://www.mom.gov.sg/iSubmit>). Under Request Type, please select option 6.

3 Processing Time

Generally, all PA applications shall be processed within 14 working days after we received them with all the documents in order. The outcome of the application will be mailed to the company.

4 Application for Work Permit

After the PA has been approved and issued, the company has to submit a new Work Permit application for each NTS worker:

- via Work Permit Online (WP Online), if you are a subscribed user
- through an Employment Agency who is a WP Online user

It takes around 1 week to process the application.

Please note that the NTS worker must not be in Singapore at the time of Work Permit application. The worker is only allowed to enter Singapore after the Work Pass Division gives an In-Principle Approval and after the employer executes a Security Bond.

Incomplete application forms or omission of the required documents might cause delay in processing.

Section C: Declaration

I, _____ (name), holder of NRIC: _____,
am the _____ (designation) of the business firm/company. I confirm the
information and documents, which I have submitted and enclosed with this application, are true and correct.

I understand that the Work Pass Division may verify the information and documents with any government agencies or
with any individual or companies. I am fully aware that if I make any false statements or produce any false documents
for this application, I shall be guilty of an offence and I am liable to be prosecuted by the Government of Singapore.

In addition, the Work Permits of my company's foreign workers shall be revoked and our eligibility for future Work
Permit applications shall be denied.

Signature

Date