

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, The Republic of the Union of 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.

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 (<http://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 time.

Work Pass Division18 Havelock Road
Singapore 059764
http://www.mom.gov.sg

Application for Prior Approval (PA) to Recruit Non-Traditional Source (NTS) Workers for Conservancy Scheme

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

- The company's CPF Submission No.
- The number and nationality of workers

Section A: Particulars of the CompanyCPF Submission No.:

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Name of company/firm: _____

Address of company/firm: _____

Postal code: _____

Contact number: _____

Fax number: _____

Workers applying for: (Please fill up the table below)

Gender	Number of workers	Citizenship
Male		

Section B: Support from Town Council**Part 1: To be completed by the company**

I understand that the approval of my PA is based on the recommendation of the Town Council. However, if the Town Council does not have sufficient quota to support my NTS workers, my application will be rejected.

Name of Town Council: _____

Part 2: To be completed by the Town Council

I, _____ (name) of the above-named Town Council, have checked and verified the information provided to us by the above company and I confirm that this contractor is eligible to apply for NTS workers under the NTS scheme. I support this contractor in the application for _____ (number) NTS workers.

Designation_____
Signature_____
Date

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