



Updated on 9 Sep 2025

My company will be charged the basic-skilled or unskilled levy rate for the worker

UNDERTAKING BY EMPLOYER

My company, _____ (name of company/organisation), is unable to produce the required document(s) related to the academic qualification that was declared in the worker's Work Permit application for verification purposes.

Therefore, we acknowledge that the worker will be reclassified as either basic-skilled or unskilled¹. The levy rate will be adjusted from the date of the worker's temporary permit or the date of issuance, whichever is earlier. We understand that any difference in levy charges will be recovered through subsequent levy billing.

Worker details:

Name of worker	
FIN	
Date of application	

¹The unskilled monthly levy rate of \$900 applies only to workers in the construction sector.

Name of authorised representative:

NRIC no. / FIN:

Designation:

Signature:

Date

(DD/MM/YYYY)

▲ IMPORTANT

- MOM officers will NEVER ask you to transfer money or disclose bank log-in details over a phone call or email. Find out more on how to transact safely and securely (www.mom.gov.sg/transact-safely-and-securely). You may also wish to call the 24/7 ScamShield Helpline at 1799 to check if it is a scam.