



Work Pass Division

18 Havelock Road
Singapore 059764
www.mom.gov.sg



Employment Pass Application Form (For Sponsorship cases)

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

- The foreign employee's:
 - Foreign Identification number (if applicable)
 - Work Permit number (if applicable)
 - Old/new Malaysian Identity number (if applicable)
 - Malaysian International Passport number (applicable to Malaysian only)
 - Educational qualification and work experience details
- The employing company's:
 - Unique Entity Number (UEN)
 - Registration number (ACRA) <if applicable>

Note:

- You must submit:
 - One original application form
 - One copy of each relevant supporting document stated in Annex A.

Make sure the application form is completed and signed. Scanned or photocopies will not be processed.

- Submit the application and supporting documents over the counters at any SingPost branch. The submission must be accompanied by a copy of photo identification (ID) of the person submitting the application. The original photo ID must also be produced for verification.
- Pay the administrative fee of \$70 for each Employment Pass application submitted. Payment can be made by cash, Cashcard or NETS.
- There shall be no refund of fees paid for this application, unless the fee was not due from the employer. Any such request for refund shall be at the discretion of the Controller of Work Passes.
- Applicants should note that approval for Dependant's Pass / Long Term Visit Pass does not constitute granting of a school place in a Singapore government school. Eligibility for school admission is determined by the Ministry of Education (MOE). Please refer to MOE's website on [International Student Admissions](#) for more information.
- MOM regularly updates its forms. The copy that you have downloaded more than 30 days ago may be outdated, and cannot be used. Ensure that you use the latest version by downloading the latest copy from MOM website at www.mom.gov.sg.



**FORM 8
APPLICATION FOR AN EMPLOYMENT PASS -
FOR SPONSORSHIP CASES ONLY**

INSTRUCTIONS:

1. For *, please tick (✓) where appropriate.
2. Indicate "Not applicable" or "N.A." where necessary. Do not leave any blank.
3. Please submit this completed application form over the counters at any SingPost branch.
4. Please note that it takes around 8 weeks to process the application.
 - You may check your application status online around 3 weeks after submission. Go to www.mom.gov.sg > eServices > Application Status Check via Employment Pass Online (Non-login).
 - We will send the outcome and requests for additional documents (if any), to the email address indicated in Part 6C.

*Affix a recent
passport-sized
photograph here*

For official use only:		
Date of Application:	Officer ID:	Remarks:

PART 1 – APPLICATION INFORMATION

1A: Pass Declaration

Please provide the FIN/Work Permit/S Pass number if the foreign employee had ever:

- Applied for or worked in Singapore on an Employment Pass, S Pass or Work Permit
- Studied in Singapore on a Student's Pass
- Stayed in Singapore on a Dependant's Pass or Long Term Visit Pass

Foreign Identification Number (FIN): (FIN held previously)

Work Permit Number/S Pass Number: (WP number held previously)

1B: Pass Duration

If this application is approved, the period granted may be shorter than what you have indicated.

Duration of Pass Applied for: _____ (up to 60 months)

PART 2 – FOREIGN EMPLOYEE'S PERSONAL INFORMATION

2A: Personal Particulars

Name: (as on travel document, excluding salutations, e.g. Mr, Miss, Professor, Doctor)

Alias:

PART 3 – FOREIGN EMPLOYEE'S EDUCATION / MEMBERSHIP DETAILS

Please fill in up to two qualifications that were awarded to the foreign employee. Please note that qualification is a key criterion in the assessment of the foreign employee's eligibility for a work pass and should be provided where applicable.

3A: Education Details**(1) Awarding Body /Institution/ University that awarded the qualification**

Country:	State/Province:
Name of Awarding Body /Institution/ University:	
Main Campus or Affiliating College Attended: (applicable only for India qualification)	
Qualifications#: (e.g. for Honours Degree, state class/division; Diploma)	
Specialisation: (e.g. Civil engineering)	Faculty: (e.g. Engineering)
Period of Study (dd/mm/yyyy)	
From:	To:
Mode of Study:* <input type="checkbox"/> Distance Learning <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	

(2) Awarding Body /Institution/ University that awarded the qualification

Country:	State/Province:
Name of Awarding Body /Institution/ University:	
Main Campus or Affiliating College Attended: (applicable only for India qualification)	
Qualifications#: (e.g. for Honours Degree, state class/division; Diploma)	
Specialisation: (e.g. Civil engineering)	Faculty: (e.g. Engineering)
Period of Study (dd/mm/yyyy)	
From:	To:
Mode of Study:* <input type="checkbox"/> Distance Learning <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	

Please complete the relevant information below if the qualification is STPM or MICSS

Sijil Tinggi Persekolahan Malaysia (STPM)

No. of Passes attained: (inclusive of General Studies/Pengajian Am)	<input type="text"/>	Principal pass-C	<input type="text"/>	Subsidiary pass-R
Has the foreign employee attained a pass in General Studies/Pengajian AM?* <input type="checkbox"/> Yes <input type="checkbox"/> No				

Malaysia Independence Chinese Secondary School (MICSS) United Examination Certificate

No. of Passes attained: (inclusive of Bahasa Inggeris/English language)	<input type="text"/>	passes
Has the foreign employee attained a pass in Bahasa Inggeris/English Language?* <input type="checkbox"/> Yes <input type="checkbox"/> No		

3B: Societies/Organisations Membership (past five years to date)

(1) Society/Organisation Membership

Name of Society/Organisation:

Position Held:* Chairman Member President Secretary
 Treasurer Vice Chairman Vice President

Period (dd/mm/yyyy)
 From: _____ To: _____

(2) Society/Organisation Membership

Name of Society/Organisation:

Position Held:* Chairman Member President Secretary
 Treasurer Vice Chairman Vice President

Period (dd/mm/yyyy)
 From: _____ To: _____

PART 4 – FOREIGN EMPLOYEE’S EMPLOYMENT DETAILS

4A: Working Experience of Foreign Employee

Total Period of Working Experience
 Years: _____ Months: _____

Total Relevant Working Experience (Relevant to the occupation in Part 4C)
 Years: _____ Months: _____

Start with the most recent working experience.

Period (dd/mm/yyyy)		Name of Company	Country	Occupation	Last Drawn Monthly Salary (S\$)
From	To				

4B: Salary Details

Please note that the fixed monthly salary includes only basic monthly salary and fixed monthly allowances. It is important that you read and understand the definition of fixed monthly salary, which can be found at <http://www.mom.gov.sg>.

Salary/Stipend Paid by*:

- Singapore sponsor Overseas employer (not registered in Singapore / is a representative office registered with Enterprise Singapore) Both Singapore sponsor and overseas employer

Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances

E.g. S\$5,000 = \$4,500 + \$500

As specified in Employment Contract:

Fixed Monthly Salary: S\$.00Basic Monthly Salary S\$.00

① MOM will use the fixed monthly salary to assess the application. If the amount indicated as fixed monthly salary is more than the basic monthly salary, MOM will take the difference as the 'fixed monthly allowances'. If there are no fixed monthly allowances, the amount of fixed monthly salary should be exactly the same as the basic monthly salary.

4C: Address and Duties to be Performed in Singapore

Occupation:

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① Before you fill in the "Occupation" field, refer to the List of Standard Occupation at <http://www.mom.gov.sg> (Home > Work passes and permits > Employment Pass > List of standard occupations for Employment Pass). If the occupation you indicate cannot be found in the list, a close match will be assigned by Work Pass Division. For any subsequent amendments to this assigned occupation, you will have to withdraw the existing application and submit a new application. The prevailing administration fee will be charged upon submission.

Duties – give full details and state if they are of a technical nature:

Address/Place where above duties are to be performed

Block/House No: Floor No: Unit No: Building Name:

Street Name:

Postal Code:

PART 5 – DIRECT EMPLOYER DETAILS**Overseas Employer**

Name of Direct Employer: (as per registration with the relevant overseas authorities)

Country of Registration:

Overseas Registration Number:

Address:

Block/House No: Floor No: Unit No: Building Name:

Street Name:

Tel Number:

Email Address:

PART 6 – SPONSOR COMPANY DETAILS**6A: General Information**

Name of Sponsor Company:

Unique Entity Number (UEN):

Registration Number (ACRA):

Tel Number:

Fax Number:

Email Address:

Address

Block/House Number:

Floor Number:

Unit Number:

Building Name:

Street Name:

Postal Code:

Relationship between Direct Employer and Sponsor Company and justification by Sponsor Company to have this foreign employee to work in Singapore:

6B: Financial & Other Information

Paid-up Capital (S\$):

Nature of Business as declared with ACRA
(Tick ✓ appropriate box)

Manufacturing

Construction

Marine/ Shipping/
Transport/ LogisticsRestaurant/ Hotel/ Retail/
Trading/ Wholesale

Finance/ IT

Others

Value of Turnover of the Company in the past 3 years

Year:

S\$:

Year:

S\$:

Year:

S\$:

6C: Contact person details (for communication about this application)Name of Company's Authorised Representative[&]:

Tel Number:

Fax Number:

Email Address:

[&]Authorised human resource personnel or employee of the sponsoring company who know details of the application.

PART 7 – DECLARATION BY FOREIGN EMPLOYEE

Please tick (✓) accordingly.

Have you ever:

- | | | |
|---|------------------------------|-----------------------------|
| (a) Been refused entry into or deported from any country? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Been convicted in a court of law in any country? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Been prohibited from entering Singapore? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Entered Singapore using a passport issued by a different country? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Entered Singapore using a passport showing another name? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Been a Singapore Citizen or Singapore Permanent Resident? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (g) Studied or worked in Singapore? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (h) Stayed long term in Singapore (not as a tourist)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If any of the above answers from (a) to (h) is 'Yes', please provide details:

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I confirm that the information as set out in this application for Employment Pass is to the best of my knowledge, true and correct. All documents submitted in support of this application for Employment Pass are true copies of the originals. I understand that I may be prosecuted if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular.

I declare that I have not suffered and am not suffering from AIDS or infected with HIV or tuberculosis. I acknowledge that during the period of validity of my Employment Pass, if I am found to be suffering from AIDS or infected with HIV or Tuberculosis, the Employment Pass issued to me will be cancelled and I will have to leave Singapore by the date specified by the Controller of Immigration.

I have read and understood the Conditions of Employment Pass, as specified in the Employment of Foreign Manpower (Work Passes) Regulations, which are available on the MOM website. I shall ensure that these conditions will be complied with.

Further and in addition, I hereby declare that: –

1. I shall not make any false statement or submit any document which I know to be false in order to obtain an Employment Pass and Visit Pass.
2. I understand that if I breach any condition above, my Employment Pass and Visit Pass will be revoked and I can be prosecuted in Court, or expelled and prohibited from entering Singapore.
3. I shall not misuse controlled drugs or take part in any political or other activities during my stay in Singapore, which would make me an undesirable or prohibited immigrant under the Immigration Act.

With reference to this application submitted for Employment Pass and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organisation or any other source for assessing my application.

I hereby give my consent for the Comptroller of Income Tax to verify my income stated in my current and renewal applications, based on my assessment record for the current Year of Assessment, for the Controller of Work Passes. In the event my assessment record for the current Year of Assessment is not available or finalised at the point of verification, I understand the Comptroller of Income Tax will verify my income against my assessment record for the two previous Years of Assessment. I also hereby give my consent for the Comptroller of Income Tax to thereafter communicate the results of the verification to the Controller of Work Passes.

I understand that a SingPass will help me to access Government e-services in Singapore and I give my consent to the Ministry of Manpower to share my personal details with the SingPass issuing agency. This allows me to apply for a SingPass account at a later time if I am eligible for a SingPass.

Signature of foreign employee	Date

PART 8 – DECLARATION BY LOCAL SPONSOR

I hereby sponsor this application and certify that it is made for the purpose as stated by the foreign employee. I confirm that the information as set out in this application for Employment Pass is to the best of my knowledge, true and correct. I have obtained written consent from the foreign employee to apply for an Employment Pass (Sponsorship) for him/her. I will produce this consent when requested by the authority.

I have ensured that the foreign employee fully understands the contents of Part 7 of this application form. I understand that I may be prosecuted if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any material particular. I further understand that any false statement made by my company or myself in relation to this application for Employment Pass may adversely affect the future work pass applications of my company/firm.

I undertake to:

- (i) be responsible for the stay, maintenance and repatriation of the foreign employee;
- (ii) indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the said foreign employee or any of his dependants; and
- (iii) be responsible for the compliance by the foreign employee of any quarantine and medical surveillance imposed on the foreign employee under Regulation 8 (2A) of the Immigration Regulations.

I understand that the Employment Pass is subject to the following conditions upon approval.

- a. The foreign employee is to work in the occupation as stated in the Employment Pass card with the local sponsor only. He/she is not to engage in any employment other than that specified in the application. Should there be a change in his/her duties or designation, the local sponsor is required to write in to Work Pass Division, Ministry of Manpower. If there is a change in local sponsor, the foreign employee must apply for a new work pass in order to work in Singapore; and
- b. The local sponsor must cancel the foreign employee's Employment Pass within 7 days upon termination of employment.

I shall keep copies of the foreign employee's education certificates as declared in the application form for as long as the foreign employee is in my employment. I understand the Ministry of Manpower can at any time request for these documents for verification and revoke the pass should the documents be inconsistent with the declaration furnished in the application form or if I am unable to produce the documents.

Name

Designation / Capacity

Authorised Signature# & Date

#Authorised human resource personnel or any person holding at least a managerial position in the sponsoring company.

WORK PASS DIVISION

ANNEX A

DID YOU REMEMBER?

 1 CLEAR COPY of the following supporting documents[&]:

([&]Non-English documents must be accompanied by an English translation. The translation can be done by a translation service provider.)

- Travel document page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any.

- Foreign employee's educational certificates

For diploma and above qualifications from India and China, in addition to the educational certificates, you need to submit these documents:

(a) India: Transcripts and marksheets.

(b) China: Verification proof. You can get the verification proof directly in English from any one of these verification channels:

- Dataflow (www.dataflowgroup.com);
- China Higher Education Student Information and Career Center (www.chsi.com.cn/en);
- China Academic Degrees & Graduate Education Information (www.cdgd.edu.cn).

Education certificates certified by a notary public are not accepted as a form of verification proof.

- Certificate of business registration showing the overseas company's registered name and date of registration.

- NEA licence (For food establishment only).

- Registration or support letters from the respective Vetting Agency/ Professional Body/ Accreditation Agency, *if support from them has been declared in the application:*

Occupation	Professional body
Dentist	Singapore Dental Council
Doctor	Singapore Medical Council
Football Player, Coach	Sport Singapore
Lawyer	Legal Services Regulatory Authority
Diagnostic radiographer, Occupational therapist, Physiotherapist, Radiation therapist, Speech therapist	Allied Health Professions Council
Nurse	Singapore Nursing Board
Pharmacist	Singapore Pharmacy Council
TCM Practitioner	Traditional Chinese Medicine Practitioners Board

Please do not submit original documents unless otherwise stated. Besides the supporting documents listed here, we may ask for other documents when we review your application.

Note:
Any person who falsely declares salary, academic qualifications, or submits forged documents in the work pass application shall be guilty of an offence under the Employment of Foreign Manpower Act (Cap.91A).