



## Work Pass Division

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



# Personalised Employment Pass Application Form (Form 8)

This form may require you to take 20 minutes to fill in.  
You will need the following information to fill it:

- Travel document details
- Name and address of employing company
- The employing company's Unique Entity Number (UEN)
- The employing company's Registration Number (ACRA) <if applicable>
- Job and salary Details
- Local contact person details (This is for the purpose of contacting you in the event of an emergency.)
  - Name
  - NRIC Number
  - Date of Birth
  - Address
  - Contact Details

### Note:

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

Make sure the application 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 \$105 for each Personalised Employment Pass application submitted. Payment can be made by cash / NETS / Cashcard.

There shall be no refund of fees paid for this application, unless the fee was not due from you. Any such request for refund shall be at the discretion of the Controller of Work Passes.

- MOM updates its forms regularly. Copies that have been downloaded more than 30 days ago may be outdated, and cannot be used.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](http://www.mom.gov.sg).
- Please be informed that applicants must satisfy certain criteria before the application may be considered. Please refer to MOM website for the list of criteria before you submit your PEP application.
- If this PEP applicant has any existing dependants currently holding a Dependant's Pass (DP) or Long Term Visit Pass (LTVP), you will need to submit a new DP (Form 12) or LTVP (Form 14) application for them. You may download the application forms from MOM website.
- 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.



**FORM 8**  
**APPLICATION FOR PERSONALISED EMPLOYMENT PASS (PEP)**

**INSTRUCTIONS:**

1. For \*, please tick (✓) where appropriate.
2. Indicate "Not applicable" or "N.A." where necessary. Do not leave any blank.
3. Please note that about it takes around 8 weeks to process the application.
  - You may check your application status online. Go to [www.mom.gov.sg](http://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 1A.

<b>For official use only:</b>		
<i>Date of application:</i>	<i>Officer ID:</i>	<i>Remarks:</i>

**PART 1 – PARTICULARS OF PEP APPLICANT**

**1A: Personal Particulars**

**Please provide the FIN if the applicant had ever:**

- Applied for or worked in Singapore on an Employment Pass
- 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):

Name of PEP applicant: (as shown on travel document)

Travel Document Type:*	<input type="checkbox"/> Hong Kong Special Admin Region	<input type="checkbox"/> International Cert of Identity
	<input type="checkbox"/> International Passport	<input type="checkbox"/> Macau SAR Travel Permit
Country of Issue:		
Place of Issue:		
Travel Document Number:	Date of Issue: (dd/mm/yyyy)	Date of Expiry: (dd/mm/yyyy)

**At least one of the contact numbers has to be filled**

Mobile Number:	Office Number:	Home Number:
Personal Email Address: (for communication about this application)		

**1B: Additional Personal Information**

**Please complete this part if you have never been issued a Work Pass in Singapore.**

Sex:*	<input type="checkbox"/> Female	<input type="checkbox"/> Male			
Marital Status:*	<input type="checkbox"/> Divorced	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Single	<input type="checkbox"/> Widowed
Date of Birth: (dd/mm/yyyy)	Nationality:				

<b>For Malaysian only:</b>	
Malaysian Old Identity Card Number: <input type="text"/>	Malaysian Old Identity Card Colour:* <input type="checkbox"/> Blue <input type="checkbox"/> Pink
Malaysian New Identity Card Number: <input type="text"/>	Malaysian New Identity Card Colour:* <input type="checkbox"/> Blue <input type="checkbox"/> Pink

<b>For Bangladeshi and Chinese only:</b>
Foreign Identity Card Number: <input type="text"/>

Country/Region of Birth:	State/Province of Birth:
Country/Region of Origin: (country where the person obtained his first citizenship by birth or parentage)	State of Origin:
Race:* <input type="checkbox"/> Caucasian <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Others	Religion:* <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Free Thinker <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Others <input type="checkbox"/> Sikh <input type="checkbox"/> Taoist

<b>Education Details</b>	
Please fill in your highest qualification. Awarding Body /Institution/ University 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	

## PART 2 – EMPLOYMENT DETAILS OF PEP APPLICANT

### 2A: Present/New Employment Details

Please complete this part with details of your employment in Singapore which you will be undertaking upon issuance of your PEP. You may leave Part 2A blank if you have not yet found employment in Singapore.

Occupation: <input type="text"/>
<p><b>Before you fill in the "Occupation" field, refer to the List of Standard Occupation at <a href="http://www.mom.gov.sg">http://www.mom.gov.sg</a> (Home &gt; Work passes and permits &gt; Employment Pass &gt; 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.</b></p>
Job Description: (Details to be given) <input type="text"/>

Employment History	
Total Period of Working Experience	
Years:	Months:
Total Relevant Working Experience (Relevant to the occupation in Part 2A)	
Years:	Months:

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 <a href="http://www.mom.gov.sg">www.mom.gov.sg</a> .	
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\$ <input type="text"/> .00
Basic Monthly Salary:	S\$ <input type="text"/> .00
Salary Payable by*:	<input type="checkbox"/> Local <input type="checkbox"/> Overseas <input type="checkbox"/> Both local and overseas
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.	
Name of Employing Company/Society/Organisation: (as shown on the respective registration certificates)	
Unique Entity Number (UEN):	
Registration Number (ACRA):	
Company's Email:	
Tel Number:	
Correspondence Address	
Block/House Number:	Floor Number: Unit Number: Building Name:
Street Name:	Postal Code: <input type="text"/>

2B: Last Employment Details
Please complete this part if you are <u>not</u> an existing Work Pass holder in Singapore. MOM may subsequently request for supporting documents to verify the information declared below.
Occupation: <input type="text"/>
Job Description: (Details to be given)

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 [www.mom.gov.sg](http://www.mom.gov.sg).

# 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\$ .00

Basic 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.

Name of Employing Company:

Country of Employment:

Period of Employment (dd/mm/yyyy)

From:

To:

### PART 3 – LOCAL CONTACT PERSON

**Singapore Citizen or Singapore Permanent Resident who is 21 years old and above.**

**Overseas applicant who does not have a Local Contact Person at the point of application can furnish the details during pass collection, if the application is successful.**

Name: (as shown on NRIC)

<input type="text"/>
<input type="text"/>

Date of Birth: (dd/mm/yyyy)

NRIC Number:

Address in Singapore (as shown on NRIC)

Block/House Number:  Floor Number:  Unit Number:  Building Name:

Street Name:

Postal Code:

**At least one of the contact numbers has to be filled**

Mobile Number:

Office Number:

Home Number:

Email Address:

### PART 4 – ANTECEDENTS OF APPLICANT

Please tick (✓) accordingly. If any of the answers is "YES", please furnish details on a separate sheet of paper.

**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 |

**PART 5 – DECLARATION BY PERSONALISED EMPLOYMENT PASS HOLDER****To be signed by applicant**

I hereby declare that the information furnished in this form is true and correct. I further confirm that all other information in my previous work pass application(s) remains true and correct. All documents submitted with this declaration form and in support of my application for a Personalised Employment Pass are copies of the original. I understand that I may be subject to prosecution if I have provided any information which is false in any material particular or which 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 Personalised Employment Pass, if I am found to be suffering from AIDS or infected with HIV or Tuberculosis, the Personalised 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 understand that the following are conditions and requirements of the Personalised Employment Pass and any violation of the conditions and requirements may result in administrative actions taken against me and/or the revocation of my work pass.

- a. I must notify in writing to the Work Pass Division, Ministry of Manpower, my annual fixed salary earned at the end of each calendar year before 31 January of the following calendar year.
- b. I shall report in writing within 7 days to the Work Pass Division, Ministry of Manpower in the event of the following:
  1. Any change in employer or employment status in Singapore;
  2. Any change in the Local Contact Person; or
  3. Any change in contact details of the Local Contact Person.
- c. I shall report in writing within 14 days to the Work Pass Division, Ministry of Manpower in the event of any change in contact details, including my residential and work place addresses.
- d. I am required to maintain a minimum fixed salary of S\$144,000 per annum.
- e. I will not be continuously unemployed in Singapore for a period of more than 6 months.
- f. I am not to start my own business or engage in any entrepreneurial activities. I must apply for an EntrePass if I intend to do so.

Further and in addition, I hereby declare that -

1. I have informed my Local Contact Person on his/her nomination; and
2. I shall comply with any quarantine and medical surveillance imposed and/or required by the Controller of Immigration.

I shall be responsible for the stay, maintenance and repatriation of myself and my dependants. I shall indemnify the Government of Singapore for any charges or expenses which may be incurred by the Government in respect of the repatriation of myself and/or my dependants.

With reference to my application for PEP and residence in Singapore, I give my consent to the Government of Singapore to obtain from and verify information with any person, organization or any other source for assessing my application and for every subsequent yearly review of my work pass.

I hereby give my consent for the Comptroller of Income Tax to verify my income stated in my current and renewal applications (where applicable), 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 finalized 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.

<b>Name of Applicant</b>	<b>Signature of Applicant</b>
<b>Date</b>	<b>Passport Number</b>

**Note: Incomplete and unpaid application will NOT be processed.**

## WORK PASS DIVISION

## ANNEX A

## DID YOU REMEMBER?

 **1 CLEAR COPY of the following supporting document\*:**

(\*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.
- Educational certificates
- Employment contracts of new or previous employment (if any)
- Employment history
- Latest 3 months of your salary slips and bank account statements
- Latest tax statement

**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).***