

PEP Notification Form

INSTRUCTIONS:

1. Complete the Part(s) accordingly to the type of information you want to update.
2. Any part left blank will be treated as not applicable.
3. Please complete in BLOCK letters and email the completed form to us at: MOM_PEP_notification@mom.gov.sg.
4. For those completing **PART III and IV**, please obtain your employer's endorsement on the form.

For official use only:

Date of notification:	Officer ID:	Remarks:
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Part I Particulars of PEP holder (Compulsory)

Foreign Identification Number (FIN):

Name (as in Disembarkation / Embarkation card)

Part II Particulars to be updated

Please tick on the appropriate box(es) and complete the relevant section(s).

- New/Additional Employment ----- (Please complete **Parts III and VI**)
- Termination of Employment ----- (Please complete **Parts IV and VI**)
- Changes in details of Local Contact Person ----- (Please complete **Parts V and VI**)

Part III Update on commencement of employment details

For updates of more than one employment details, please complete and submit another notification form.

Is this notification for:

Tick one

New employment

Additional employment*

* PEP holders can only take on additional employment after getting MOM's approval

Date of Commencement of Employment:

(must be a current date or past date)

_____ (dd/mm/yyyy)

Name of Employing Company/Society/Organization (as shown on the respective registration certificates)

Unique Entity Number ⁽¹⁾ (UEN)

Registration Number (ACRA)

⁽¹⁾ This is a standard identification number issued to each organisation in Singapore, to facilitate their interactions with various government agencies. For more information on UEN and UEN issuance agencies, please refer to www.uen.gov.sg

Address of Employing Company

Block/House No:	Floor No:	Unit No:	Building Name:
Street Name:			Postal Code:

Tel Number

(+65)

Fax Number

(+65)

Email Address

Occupation

Please refer to the List of Standard Occupation from [MOM website](#) to select the occupation. If the occupation you indicate cannot be found in the list, a close match will be assigned by WPD.

Job Description

Basic Monthly Salary

S\$

Fixed Monthly Salary

S\$

Gross Annual Salary

S\$

Declaration by employing company's representative:

NRIC no. / FIN of company representative	Designation
Name of representative	
I hereby declare that all the information and particulars furnished by me in Part III are true and correct.	
Representative's signature	Date

Part IV Update on termination of employment details

For multiple PEP holders' updates, please complete and submit another notification form. Please note that PEP holders are not allowed to remain unemployed in Singapore for more than 6 continuous months.

Date of Termination of Employment (must be a current date or past date)

	(dd/mm/yyyy)
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Name of Employing Company/Society/Organization (as shown on the respective registration certificates)

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Declaration by employing company's representative:

NRIC no. / FIN of company representative	Designation
Name of representative	
I hereby declare that all the information and particulars furnished by me in Part IV are true and correct.	
Representative's signature	Date

PART V Local contact person

Local Contact Person must be a Singapore Citizen or Singapore Permanent Resident who is 21 years and above.

Name (as shown on NRIC)

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NRIC Number

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Date of Birth – dd/mm/yyyy

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Address in Singapore (as shown on NRIC)

Block/House No:	Floor No:	Unit No:	Building Name:										
Street Name:			Postal Code:										
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Handphone Number

(+65)

Home Number

(+65)

Office Number

(+65)

Email Address

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Part VI Declaration by Personalised Employment Pass holder (Compulsory)

I hereby declare that all the information and particulars furnished by me in this form are true and correct. I shall be responsible to inform the Ministry of Manpower in the event of future change of the above stated information and particulars.

Signature of PEP holder

Date