

STOCKBRIDGE



Ministry of Manpower  
Employee pass application form



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The Employment Pass process is now administered on-line through the Ministry of Manpower website. Manual submission is available only for companies not registered in Singapore. The compilation of key items is being made available for use as an easy reference to publicly available resources accessible to clients of Stockbridge Pte Ltd.

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November 2015



Employment Pass

www.mom.gov.sg/passes-and-permits/employment-pass

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MENU

Work passes and permits

Search

## Employment Pass

The Employment Pass allows foreign professionals, managers and executives to work in Singapore. Candidates need to earn at least \$3,300 a month and have acceptable qualifications.

**Key facts**  
Overview and key facts about the pass, including who it is for, validity and pass map.

**Eligibility**  
Includes eligibility, acceptable qualifications and the Self-Assessment Tool.

**Passes for family**  
Eligibility, which family members you can bring in and the passes available.

**Documents required**  
Documents required to apply for an Employment Pass.

**Apply for a pass**  
Includes how to apply for a pass and check the application status.

**Appeal a rejected pass**  
When you should appeal, who can appeal and how to submit an appeal.

**Renew a pass**  
When and how to renew an Employment Pass before it expires.

**Cancel a pass**  
When and how to cancel an Employment Pass and return the cancelled pass card.

**Replace a pass card**  
How to replace a lost, damaged or stolen Employment Pass card.

**Notify MOM of changes**  
When and how to notify MOM, including updating company name and address, occupation, salary and residential address.

**List of standard occupations for Employment Pass**  
Standard occupations for filling out the manual Employment Pass application form.

**eServices and forms**  
Online services and forms for employment-pass transactions.

- Employment Pass Online (EP Online)
- Application Status Check via Employment Pass Online (Non-login)
- Card Delivery Status Check via Employment Pass Online (Non-login)
- Employment Pass/S Pass Validity Check via Employment Pass Online (Non-login)
- iSubmit
- Employment/S Pass Self-Assessment Tool (SAT)

[View all](#)

Last Updated: 12 October 2015

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## Key facts on Employment Pass

Get a quick overview of the Employment Pass to decide if it is the right pass for you.

### Pass facts

Find out key facts about the pass:

Who it is for	Foreign professionals with a job offer in Singapore who meet the <a href="#">eligibility criteria</a> .
Who can apply	An employer or appointed employment agent needs to <a href="#">apply</a> on behalf of the candidate.
Minimum salary	Fixed monthly salary of at least \$3,300 (more experienced candidates need higher salaries).
What is the duration	The duration of the pass is as follows: <ul style="list-style-type: none"> <li>• First-time candidates: up to 2 years.</li> <li>• Renewals: up to 3 years.</li> </ul>
Is it renewable	Yes. Find out <a href="#">how to renew</a> .
Passes for family	Available for <a href="#">eligible pass holders</a> .
Foreign worker levy or quota	No foreign worker levy or quota required.
Medical insurance	Employers can choose whether to provide medical insurance for EP holders. Learn about an <a href="#">employer's medical obligations</a> .
Relevant legislation	<a href="#">Conditions of Work Pass</a> <a href="#">Employment of Foreign Manpower Act</a>
Related eServices and forms	Access <a href="#">online services and forms</a> for Employment Pass.

### Pass map

Overview of what you need to do before, during and after you apply for an Employment Pass.

[Guide me through the process](#)



WHAT'S NEXT [Eligibility](#)

Source : Ministry of Manpower Singapore, November 2015



Eligibility for Employment... X +

www.mom.gov.sg/passes-and-permits/employment-pass/eligibility

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MENU

Work passes and permits > Employment Pass >

Search

## Eligibility for Employment Pass

Only eligible candidates will be considered for an Employment Pass. Criteria include a minimum salary of \$3,300 and acceptable qualifications. Use the Self-Assessment Tool to check a candidate's eligibility before you apply.

### Who is eligible

The Employment Pass is for foreign professionals who:

- Have a job offer in Singapore.
- Work in a managerial, executive or specialised job.
- Earn a **fixed monthly salary** of at least \$3,300 (more experienced candidates need higher salaries).
- Have acceptable qualifications, usually a good university degree, professional qualifications or specialist skills.

Application for an Employment Pass is open to all nationalities.

Use the [Self-Assessment Tool \(SAT\)](#) to check if the candidate qualifies for the pass.

Note on salaries:

- Young graduates from good institutions can qualify if they earn at least \$3,300.
- Older, more experienced candidates need higher salaries to qualify.

Note on acceptable qualifications:

- We don't have a list of approved institutions. Instead, we evaluate each application on its own merit, based on a wide range of criteria such as global and country rankings, and enrolment standards.
- Candidates without acceptable qualifications may not necessarily be rejected. Similarly, having acceptable qualifications do not guarantee approval.
- We look at other factors such as proven track records and exceptional skill sets on a case-by-case basis.

### Self-Assessment Tool (SAT)

We encourage you to use the [Self-Assessment Tool \(SAT\)](#) to get an indication of whether a candidate meets the Employment Pass requirements. Candidates can also use the tool to assess their eligibility.

If the SAT shows that the candidate is not eligible, you shouldn't apply for the Employment Pass because it will be rejected.

If the SAT shows that the candidate is eligible, there is around a 90% chance that the candidate will get a pass.

### Who can apply

**Note**

As part of the Fair Consideration Framework, you may be required to advertise your job opening on the [Jobs Bank](#) before you can submit an Employment Pass application. The advertisement must be open to Singaporeans and run for at least 14 days.

For Employment Pass applications filed from **1 October 2015**, the accompanying advertisements must include published salary ranges. Read the [full requirements](#).

**An employer or authorised third party** has to apply for a candidate's Employment Pass.

**If you are an overseas employer** that does not have a registered office in Singapore:

- You need to get a Singapore-registered company to act as a local sponsor and apply on your behalf.
- The local sponsor must [apply manually](#).

The candidate will still need to meet the Employment Pass criteria.

WHAT'S NEXT >  
Passes for family

Last Updated: 12 October 2015

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## Employment Pass (EP) Online

If you are an employer or employment agency, you can use EP Online to perform Employment Pass and S Pass transactions such as applying, checking status, issuing, renewing and cancelling.

Login to EP Online

● Service is online

**Availability**  
 08:00AM to 08:00PM  
 (Monday to Friday)  
 08:00AM to 02:00PM  
 (Saturday)  
 Excluding Public Holidays

- + Sign up for an account - business employers
- + Sign up for an account - employment agencies
- + What are the browser requirements?
- What transactions I can do in EP Online?

The appointed administrator and user can do the following transactions using EP Online:

- Apply for new Employment Pass (excluding Sponsorship scheme), S Pass, Dependant's Pass (except dependants of Personalised Employment Pass), Long Term Visit Pass, Letter of Consent and Training Employment Pass (not applicable to employment agencies).
- Renew Employment Pass (excluding Sponsorship scheme), S Pass, Dependant's Pass (except dependants of Personalised Employment Pass), Long Term Visit Pass and Letter of Consent.
- Upload relevant supporting documents for a work pass or related pass application.
- Appeal for rejected applications.
- Check application and renewal status.
- Issue Employment Pass, S Pass and related passes.
- Cancel Employment Pass, S Pass and related passes.
- View rejection reasons for most of the unsuccessful applications.
- Print application outcome letter and Issuance of Notification Letter.
- Check organisation's S Pass quota and tier information.

- + What payment methods can I use?
- + How can I apply for GIRO payments?
- + What is the difference between administrator and a user?
- + How do I change administrators or users?
- + What are the requirements for uploading documents?
- + When are the peak periods for EP Online?
- + How do I close my EP Online account?

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## Employment Pass (EP) Online

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Login to EP Online

Service is online  
**Availability**  
 08:00AM to 08:00PM  
 (Monday to Friday)  
 08:00AM to 02:00PM  
 (Saturday)  
 Excluding Public Holidays

### Sign up for an account - business employers

You can sign up for an EP Online account if you are:

- A business owner. You must be a Singapore citizen, Singapore permanent resident or an EntrePass holder.
- An employee of a registered business. You must be a Singapore citizen or Singapore permanent resident.
- A foreign employee of a registered business. You must hold an Employment Pass (EP), Personalised Employment Pass (PEP), or S Pass.

During registration, an administrator (admin user) has to be appointed, and this person should preferably be the business owner, a director or a senior employee.

The administrator can add another administrator (total 2) and up to 4 users. Having a second administrator is advisable to minimise disruption if the administrator leaves your organisation or is not available.

To sign up for an account you'll need:

- SingPass
- Unique Entity Number (UEN)

#### How to sign up

To sign up for an account:

1. Log in to [Work Pass Account Registration \(WPAR\)](#) using your SingPass.
2. Follow the instructions on the screen.
3. If the application is successful you will get a one-time PIN. This PIN will be mailed to your given address within **7 working days** after the approval.
4. Use the PIN to log in to EP Online for the first time.

- + Sign up for an account - employment agencies
- + What are the browser requirements?
- + What transactions I can do in EP Online?
- + What payment methods can I use?
- + How can I apply for GIRO payments?
- + What is the difference between administrator and a user?
- + How do I change administrators or users?
- + What are the requirements for uploading documents?
- + When are the peak periods for EP Online?
- + How do I close my EP Online account?

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## 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:**

- Provide a copy of each relevant supporting document stated in Annex A.
- 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 <http://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 note that the processing time will take about 5 weeks.  
You may check your application status online  
[<http://www.mom.gov.sg>>eServices>Application Status Check via Employment Pass Online (Non-login)].
4. Please submit this completed application form over the counters at any SingPost branch.

*Affix a recent  
passport-sized  
photograph here*

**For official use only:**

<i>Date of Application:</i>	<i>Officer ID:</i>	<i>Remarks:</i>
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**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: <i>(Applicable only for India qualification)</i>	
Qualifications <sup>#</sup> : <i>(e.g. for Honours Degree, state class/division; Diploma)</i>	
Specialisation: <i>(e.g. Civil engineering)</i>	Faculty: <i>(e.g. Engineering)</i>
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: <i>(Applicable only for India qualification)</i>	
Qualifications <sup>#</sup> : <i>(e.g. for Honours Degree, state class/division; Diploma)</i>	
Specialisation: <i>(e.g. Civil engineering)</i>	Faculty: <i>(e.g. Engineering)</i>
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**

<b>Sijil Tinggi Persekolahan Malaysia (STPM)</b>	
No. of Passes attained <i>(Inclusive of General Studies/Pengajian Am)</i> :	<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
<b>Malaysia Independence Chinese Secondary School (MICSS) United Examination Certificate</b>	
No. of Passes attained <i>(Inclusive of Bahasa Inggeris/English language)</i> :	<input type="text"/> passes
Has the foreign employee attained a pass in Bahasa Inggeris/English Language?*	<input type="checkbox"/> Yes <input type="checkbox"/> No



**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

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

**i** 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:

--

**i** Refer to the List of Standard Occupation before you fill in the "Occupation" field. 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:			
Overseas Registration Number:			
Address:			
Block/House No:	Floor No:	Unit No:	Building Name:
Street Name:			
Tel Number:		Fax Number:	

**PART 6 – SPONSOR COMPANY DETAILS**

**6A: General Information**

Name of Sponsor Company:

Unique Entity Number (UEN):

Registration Number (ACRA):

Tel Number:

Fax Number:

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/ Logistics

Restaurant/ Hotel/ Retail/  
Trading/ Wholesale

Finance/ IT

Others

Value of Turnover of the Company in the past 3 years

Year:

S\$:

Year:

S\$:

Year:

S\$:

**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 different passport issued by a different country? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) entered Singapore using a different 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 |

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

--

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 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.

<b>Signature of Foreign employee</b>	<b>Date</b>

**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 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 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.

**Authorised Signature\* & Date**

**Official Stamp of Company / Firm:**

**Name & Designation / Capacity**

Name:

Designation / Capacity:

\*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 set of original application form duly completed.
- Application form signed by foreign employee.
- Application form signed by an authorised officer<sup>#</sup> from the sponsoring company, and stamped with the company's stamp or seal. (<sup>#</sup>The authorised officer refers to the company's authorised human resource personnel or any person holding at least a managerial position in the sponsoring company.)
- 1 CLEAR COPY of the following supporting documents<sup>&</sup>:**  
(<sup>&</sup>Non-English documents must be accompanied by an official English translation done by a certified translator, High Commission/Embassy or a notary public. This does not apply to verification proof of education certificates from China.)
- 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
- Additional document(s) are required for:
- (a) **diploma/degree qualifications from India**  
Transcripts and marksheets
- (b) **diploma/degree qualifications from China**
- Certificate of Graduation (毕业证书)
  - Verification proof of educational certificates from any one of the following independent verification channels:
    - Dataflow (<http://www.dataflowgroup.com>);
    - The China Higher Education Student Information job portal (<http://job.chsi.com.cn/>);
    - The China Academic Degrees and Graduate Education Information (<http://www.cdgd.edu.cn>).
- 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:*
- Doctor – Singapore Medical Council
  - Dentist – Singapore Dental Council
  - Pharmacist – Singapore Pharmacy Council
  - Nurse – Singapore Nursing Board
  - TCM Practitioner – Traditional Chinese Medicine Practitioners Board
  - Lawyer – Singapore Attorney-General's Chambers
  - Football Player/Coach – Sport Singapore

**Please do not submit original documents unless otherwise stated.**

**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).**





