



**Work Pass Division**

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mom\_wpd@mom.gov.sg



## **Employment Pass / S Pass Application Form (Form 8)**

This form may take you 30 minutes to fill in.

You will need the following information to fill in the form:

- The applicant's Foreign Identification Number (if applicable)
- The applicant's Work Permit Number (if applicable)
- The applicant's old/new Malaysian Identity Number (if applicable)
- The applicant's Malaysian International Passport Number (applicable to Malaysian only)  
(Note: As the Malaysian Restricted Passports (MRPs) will no longer be valid from 1 July 2006, Ministry of Manpower will only accept all work pass applications made with Malaysian International Passports (MIPs) with effect from 1 June 2006.)
- The applicant's educational qualification and work experience details
- The applicant's spouse personal particulars and educational details (if accompanying spouse is a Singapore citizen / Permanent Resident / Employment Pass / S Pass or Work Permit holder)
- The employing company's CPF Account Number (applicable for S Pass application)
- Registry of Companies and Business Registration Number / Registry of Societies Registration Number / International Enterprise Singapore Representative Office Registration Number (whichever is applicable)



**FORM 8**  
**APPLICATION FOR AN EMPLOYMENT / S PASS**

*Affix a recent  
passport-sized  
photograph here*

**INSTRUCTIONS:**

1. For \*, please tick (✓) where appropriate.
2. Indicate "Not applicable" or "N.A." when necessary. Do not leave any blank.
3. To check whether your application has been received, you may call 6438 5122 if you do not hear from MOM after 2 weeks.

**Note:** With effect from 3 Oct 2005, an administrative fee of \$10 will be charged for every Employment/S Pass application submitted. The modes of payment for application submitted via :

- EP Online : Visa/MasterCard or eNETS Debit
- SingPost post offices (MOM-appointed collecting agent) : Cash/NETS/Cashcard

Please note that the deposit box service will no longer be available from 3 Oct 2005.

There shall be no refund of fees paid for the application of Employment Pass/S Pass, unless the fee was not due from the employer. Any such request for refund shall be at the discretion of the Controller of Immigration/Work Permits.

**TYPE OF APPLICATIONS:\***

New Application (Employment Pass  ) (S Pass  ) Change from Work Permit (Employment Pass  ) (S Pass  )  
Change of Employer (Employment Pass  ) (S Pass  )

If you are not eligible for an Employment Pass (P or Q Pass), do you wish to be considered for an S Pass?\*(  
*(You can apply for an S Pass if you are not a partner, sole proprietor or director of a company. Please complete Part IX and Part XII too if 'YES' is selected.)*)

Yes  No

**APPLICABLE FOR S PASS APPLICATION ONLY:**

EMPLOYING COMPANY'S CPF No.

**DURATION OF WORK PASS APPLIED FOR:**

Months  Years (up to 5 years only)

**For official use only:**

<i>Date of application:</i>	<i>Officer ID:</i>	<i>Remarks:</i>
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**PART I – BASIC PARTICULARS OF APPLICANT**

Foreign Identification No. (FIN): <i>(FIN No. held previously)</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Sex :*
Work Permit No. (WP No): <i>(WP No. held previously)</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female

Date of Birth: <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<i>For Malaysians Only</i>
Marital Status:* <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	Old Identity Card No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	New Identity Card No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Colour:* <input type="checkbox"/> Pink <input type="checkbox"/> Blue

Name (as on travel document): <i>Family name / Surname</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<i>Given Name</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Alias: <i>Family name / Surname</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<i>Given Name</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<i>(leave blank if not applicable)</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**Please note that for S Pass holders, only the first 45 characters of your name will be printed on the S Pass card.**

Name in Chinese Characters (If applicable):

**PART I (continued)**

Country of Birth:

State/Province of Birth:

Race: (e.g. Malay, Indian, Chinese, Caucasian, etc.)

Nationality:

Religion:  Denomination: \_\_\_\_\_

**Address in Singapore**

Postal Code:  Block/House No:  Floor No:  Unit No:

Street Name:  Tel No: \_\_\_\_\_

Building Name: \_\_\_\_\_

**Address in Country of Origin**

Country of Origin:

State/Province of Origin:

Address: \_\_\_\_\_

Type of Travel Document Held:

(e.g. Passport, Certificate of Identity, Document of Identity, etc)

Travel Document No:

(If you are a Malaysian, please indicate the details of your Malaysian International Passport (MIP) only.)

Travel Document Issue Date:  -  -  -  -  -  Expiry Date:  -  -  -  -  -

Country of Issue:

Place of Issue:

**PART II- APPLICANT'S DETAILS**

Name of Awarding Body /Institution/ University which awarded the qualification (Start with highest qualification)	Name of School/Institution /College Attended	Country and State/Province (e.g. USA, California or China, Hubei)	Mode of Study (Full-time, Part-time, Distance Learning, Twinning, Offshore etc)	Academic and Professional Qualifications attained (Note: for Honours Degree, state class/ division)	Faculty of Study	Period of Study (State in MYYYYY)	
						From	To

<b>PART II (continued)</b>			
Membership of Societies/Organizations <i>(Past 5 years until to date)</i>	Position(s) Held	Period	
		From	To

**PART III- APPLICANT'S YEARS OF WORKING EXPERIENCE**  
(in chronological order). Please do not leave this part blank. Working testimonials, resumes and other attachments should only be submitted as supplement. Period(s) of unemployment should also be stated.

**A: Work experience relevant to this application for Employment/S Pass**

Period		Name & Location ( <i>State &amp; Country</i> ) of Company	Position Held	Nature of Duties
From	To			

**B: Other work experience**

Period		Name & Location ( <i>State &amp; Country</i> ) of Company	Position Held	Nature of Duties
From	To			

**PART IV- ANTECEDENTS OF APPLICANT**

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

(a) Have you ever been refused entry into or deported from any country?  Yes  No

(b) Have you ever been convicted in a court of law in any country?  Yes  No

(c) Have you ever been prohibited from entering Singapore?  Yes  No

(d) Have you ever entered Singapore using a different passport or name?  Yes  No

(e) Have you ever been a Singapore Citizen or Singapore Permanent Resident?  Yes  No

(f) Are you currently a Singapore Citizen or Singapore Permanent Resident?  Yes  No



**PART VI- PARTICULARS OF APPLICANT'S SPOUSE**

(Part VI & VII to be completed if spouse is a Singapore Citizen, Singapore Permanent Resident, Employment/S Pass holder or Work Permit holder)

Spouse accompanying applicant is \*  a Singapore Citizen  a Permanent Resident  on Employment Pass/S Pass or Work Permit

Name:

Family name/Surname

Given Name

Alias:

Family name/Surname

Given Name

(leave blank if not applicable)

Name in Chinese Characters (If applicable):

Date of Birth:   -   -

Race: (e.g. Malay, Indian, Chinese, Caucasian, etc)

Nationality:

Country of Birth:

State/Province of Birth:

Religion:  Denomination: \_\_\_\_\_

(a) Singapore Identity Card No:

(b) Foreign Identification No:

Occupation:

Name of Employer:

Name of all Schools/Colleges/Universities attended	State or Province (e.g. (a) California (b) Hubei)	Country (e.g. (a) USA (b) PRC)	Academic and Professional Qualification attained (If Honours Degree, state Class/Division)	Period of Study	
				From	To

**PART VII – CITIZENSHIP/RESIDENTIAL STATUS OF APPLICANT’S CHILDREN**

<u>Status</u>	<u>Number</u>
Singapore Citizen	_____
Singapore Permanent Resident	_____
Others	_____

**PART VIII – DECLARATION BY APPLICANT (To be signed by Applicant)  
(Applicable for Employment Pass and S Pass application)**

I confirm that the information as set out in Parts I-IV, and VI-VII were provided by me and that the said information is true and correct.

I understand that I may be subject to prosecution 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**PART IX – FURTHER DECLARATION BY THE APPLICANT (To be signed by Applicant)  
(Applicable for S Pass application)**

Employment

- 1 I shall work only for the employer and in the occupation specified in the S Pass / visit pass.
- 2 I shall not engage in or participate in any business or be a self-employed person.
- 3 I shall reside at the address stipulated by my employer upon the commencement of my employment. I will inform my employer about any change in residential address initiated by me.
- 4 I shall undergo a medical examination by a Singapore registered doctor as and when directed by the Controller. I understand that if I am certified medically unfit, my S Pass shall be revoked.
- 5 I shall carry my original S Pass / visit pass with me at all times and must produce it for inspection on demand by any public officer.
- 6 I shall report to the Controller as and when I am required by the Controller to do so.

Further and in addition, I hereby declare that –

- 1 I have read and understood the Conditions of S Pass / visit pass with regard to my employment and stay in Singapore, and I shall abide by them.
- 2 I shall not make any false statement or submit any document which I know to be false in order to obtain a S Pass or visit pass.
- 3 I understand that if I breach any condition above, my S Pass / visit pass will be revoked and I can be prosecuted in Court, or expelled and prohibited from entering Singapore.
- 4 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.

\_\_\_\_\_  
Name and Signature of Foreign Worker

\_\_\_\_\_  
Date

**PART X – DECLARATION BY LOCAL SPONSOR**

**(Applicable for Employment Pass application)**

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant. We confirm that the information provided in part V is true and correct. The statements made by the applicant in this application are to the best of our knowledge true. We undertake to be responsible for the stay, maintenance and repatriation of the applicant.

Official Stamp of Company / Firm

\_\_\_\_\_  
Authorised Signature / Date

\_\_\_\_\_  
Name & Designation / Capacity

**PART XI – COVENANT BY LOCAL SPONSOR [Complete either (A) or (B)]**

**(A) Applicable for Employment Pass application**

WHEREAS the Controller of the Immigration as a condition precedent to the issue to \_\_\_\_\_  
(hereafter called “the Applicant”) of an Employment Pass to enter Singapore has required that

*(Name of Applicant)*

\_\_\_\_\_ (hereafter called “Sponsor”) shall give security in respect of the Applicant.  
*(Name of Sponsor and Company Stamp)*

NOW THESE PRESENT witness that in consideration of the issue to the applicant of an Employment Pass, the Sponsor for himself and his heirs executors and administrators hereby covenants with the Accountant-General of Singapore that the said Sponsor shall on demand forthwith pay to the Accountant-General any charges or expenses which may be incurred by the Government in respect of the repatriation of the said Applicant or any of his dependants.

**(B) Applicable for S Pass application**

WHEREAS the Controller of the Work Permits as a condition precedent to the issue to \_\_\_\_\_  
(hereafter called “the Applicant”) of an S Pass to enter Singapore has required that

*(Name of Applicant)*

\_\_\_\_\_ (hereafter called “Employer”) shall give security in respect of the Applicant.  
*(Name of Employer and Company Stamp)*

NOW THESE PRESENT witness that in consideration of the issue to the applicant of an S Pass, the Employer for himself and his heirs executors and administrators hereby covenants with the Accountant-General of Singapore that the said Sponsor shall on demand forthwith pay to the Accountant-General any charges or expenses which may be incurred by the Government in respect of the repatriation of the said Applicant or any of his dependants.

**PART XII – DECLARATION BY THE EMPLOYER**

**(Applicable only if it is a S Pass application)**

Employment

1 The worker shall be under my direct employment, and I shall be responsible for the control and supervision of my worker. I shall not permit my worker to be employed by or contracted to any other person or business. I shall not employ my worker in an occupation which is different from that specified in the S Pass.

Upkeep, Maintenance and Well-being

2 I shall pay my worker the wages due to him/her for each month not later than seven (7) days after the last day of that month. I shall maintain a record of the monthly wages paid to my worker and produce the record upon request by any public officer. The wages shall be paid through General Interbank Recurring Order (GIRO) or other electronic means as may be approved by the Controller in writing, except where:

- (a) the S Pass is issued for a period of 3 months or less;
- (b) the wages represent the wages due to the worker for his/her last month of employment with the employer;
- (c) the wages represent wages for overtime work done by the worker; or
- (d) the Controller, in his discretion, exempts I, as the employer, in writing from this condition.

3 I shall send my worker for a medical examination by a registered Singapore doctor as and when directed by the Controller. I shall also bear any medical expenses incurred by my worker for the medical examination.

Cancellation of S Pass / Visit Pass and Duties before/ upon Repatriation of Worker

4 I shall cancel the S Pass / visit pass of my worker if I do not require his/her services or do not wish to renew his/her S Pass/ visit pass. I shall inform the Controller in writing within seven (7) days of such cessation or termination and return the S Pass / visit pass to the Controller.

5 If my worker breaches any of the S Pass conditions applicable to him/her, I shall inform the Controller and cancel the S Pass / visit pass and repatriate the worker. I will also bear the full costs of repatriation and shall ensure that all outstanding salaries or monies due to the worker have been paid before his/her repatriation.

General

6 I shall provide information, documents and statements, which are true and correct, as and when required by the Controller.

7 I shall not retain the original S Pass / visit pass and I shall allow my worker to retain his/her S Pass / visit pass.

8 I shall produce my worker to the Controller as and when I am required by the Controller to do so.

9 I shall inform the Work Pass Division of any change to my company's address stated in this Application Form within fourteen (14) days of such a change.

10 If my worker goes missing, I shall inform the Ministry of Manpower (MOM) within seven (7) days of my knowledge.

11 I shall undertake to make arrangements for payment of my foreign workers' levy by General Interbank Recurring Order (GIRO) and to pay the levy through GIRO deduction each month.

I acknowledge and accept all the above conditions. Further and in addition, I hereby declare that –

1 all particulars given in this Application Form are true and correct and I hereby give my consent to the department to verify the particulars with any government agencies.

2 I am aware that if I make any false statements or produce any documents which I know to be false, I may be liable to prosecution.

3 I ~~am~~/ am not an undischarged bankrupt.

4 I have read and understood the Conditions of S Pass pertaining to both employer and worker. I shall abide by the Conditions of S Pass for Employers during my employment of the worker.

5 I understand that if I breach any of the above conditions, I may be prosecuted. Further, the Controller may revoke the S Pass / visit pass of my worker, and such breaches will be taken into account in considering my future S Pass applications.

\_\_\_\_\_  
Name of Employer<sup>+</sup>

\_\_\_\_\_  
Designation

\_\_\_\_\_  
NRIC Number of Employer<sup>+</sup>

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official Stamp of Company / Firm

*\*\*Delete where inapplicable*

*<sup>+</sup>Employer refers to the Sole Proprietor or a partner in a partnership. For a company, it refers to a director or a manager.*

**Note: Controller mentioned in the above declaration under Part IX and XII means the Controller of Work Permits**

## CONSENT

With reference to my application submitted on..... for Employment/S Pass 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.

Dated.....of.....20.....

.....  
(Name of Applicant)

.....  
(Signature)

.....  
(Passport / Identity Card No.)

\* Delete which ever is not applicable.

# WORK PASS DIVISION

## DID YOU REMEMBER?

- ❑ 1 CLEAR copy of applicant's highest educational certificates, which have not been submitted to MOM during last 2 years for any work pass application.
- ❑ For company submitting S Pass application, please indicate the company's CPF account number on the application form. Companies submitting their first S Pass application should also attach their CPF contribution statement for the most recent 3 months.
- ❑ For Dependant's Pass application, 1 CLEAR copy of official marriage certificate AND/OR child/children's birth certificate.
- ❑ For adopted dependants, 1 CLEAR copy of adoption certificate.
- ❑ For applicant with Singaporean spouse, 1 CLEAR copy of official marriage certificate.
- ❑ For applicant with common-law spouse, 1 CLEAR copy of embassy-certified document confirming the relationship between the parties.

For the above certificates/documents which are not in English, an \*official English translation is required. Certificates in original languages must also be submitted.

**\*Official denotes certificates/documents issued by the High Commission or embassies.**

- ❑ For Training Visit Pass application, 1 CLEAR copy of the training program.
- ❑ For Short-Term Employment Pass application, a letter from sponsoring company undertaking not to extend the Employment Pass beyond the validity period.
- ❑ For the following professionals, 1 CLEAR copy of the registration with respective professional bodies/accreditation agencies or relevant documents as stated:
  - Nurse – Singapore Nursing Board
  - Doctor – Singapore Medical Council / Traditional Chinese Medicine Practitioners Board
  - Teacher – Singapore Ministry of Education
  - Lawyer – Singapore Attorney-General's Chambers
  - Dentist – Singapore Dental Council
- ❑ 1 copy of application form duly completed (original).
- ❑ Application forms signed by applicant.
- ❑ Application forms signed by authorised officer from sponsoring corporation and are enclosed with corporation's stamp or seal.

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

**Note:**

***Any person who falsely declares salary, academic qualifications, or submit forged documents in the employment pass application shall be guilty of an offence under section 57(1)(k) of the Immigration Act (Cap 133). Upon conviction, the person shall be liable to a fine of up to \$4000 or a jail term not exceeding one year or to both.***