



# TIPS

Need to reset your SingPass? Go online!

<https://www.singpass.gov.sg/sppubsvc/>

You can also visit CPF branches for a counter reset



Remember to apply for GIRO with Central Provident Fund (CPF) for levy payments for S pass



Apply Fair Consideration Framework effective from 1 August 2014



Check the status of your manual application from MOM website only 21 days after submitting your application



Worker needs to be in Singapore when issuing the pass and can only start work when S Pass/EP has been issued



## MORE QUESTIONS?

Answers to your questions could be just a click away!



Log on to

<http://www.mom.gov.sg>



Click on **ASK MOM** icon  
Key in your questions and click 'Ask'

This brochure is updated on 4 February 2014.

WPD 11

## A Guide for Business Employer

I want to apply for S pass/ Employment Pass (EP) for my worker.

How do I apply?



## WHAT YOU NEED TO DO...

You can apply S pass or Employment Pass (EP) for your worker via Employment Pass Online (EPOL), complete and submit a manual form or pay an Employment Agency to do it for you.

### How to apply S Pass/EP as an employer?

1. Make sure your applicant meets the S pass or EP criteria.
  - ⇒ Use Self-Assessment Tool (SAT) on MOM website to see if your candidate is suitable for applying the pass.
  - ⇒ S pass criteria: Minimum fixed salary of \$2,200 per month and Diploma/ Degree holder
  - ⇒ EP criteria: Minimum fixed salary of \$3,300 per month and Degree holder.
  - ⇒ Take note: Older applicants would have to earn higher salaries to qualify, due to more work experience and skills they are expected to bring.
2. If you are applying for S Pass, you need to ensure that your company has enough quota.
  - ⇒ S pass quota is capped at 15% of total workforce for Service industry and 20% of total workforce for the remaining industries. Refer to the brochure 'Quota' for more information.
3. If it is your first time applying for a foreign worker, you need to declare your business activities at MOM website. Refer to the 'Work Pass Account Registration' brochure for more information.
4. You can apply for S pass/EP either online or use manual form:
  - (a) Online via Employment Pass Online (EPOL) [Faster processing time! Usually 7 working day to know outcome!]** You need to have a SingPass to log onto EPOL. Refer to MOM website under 'e-guides' for an online demo of application on EPOL <http://www.mom.gov.sg/help/Pages/e-guides.aspx>
  - (b) Manual Form [Processing time is usually 5 weeks]** You can print 'S pass and Employment Pass Application form' from MOM website and submit the completed application forms and documents to Singpost Post Offices over the counter.  
Application fees: S pass- \$60/ EP- \$70 for either online or manual application

## WHAT'S NEXT...

### After applying for the S Pass/EP on EPOL and it has been approved...

- ⇒ Get In-Principal Approval letter (IPA). Print online for EPOL application or receive by mail for manual application.
- ⇒ Buy Medical and Work Injury Compensation insurance (if required in IPA).
- ⇒ Make sure that the passport is valid for 2 years so that the S pass/ EP will be issued for 2 years as well
- ⇒ Bring the foreign worker for a medical examination (if required in IPA). Medical examination is to be done by a Singapore-registered medical practitioner.
- ⇒ Log onto EPOL to do issuance for S pass/EP. Worker needs to be in Singapore when issuing the pass and to issue the S Pass/EP before the expiry of IPA.

Refer to Annex for a detailed comprehensive guide to issue a pass online.

Issuance fees: \$80 for S pass/ \$150 for EP

### After the issuance has been approved...

- ⇒ Print the notification letter and read the instructions on the letter.
- ⇒ **S pass holders:** For cases where you do not need to report for fingerprinting, the new S pass card will be delivered to you within 7 working days of the approval date. You will get an SMS/email the day before delivery. For reporting cases, go to MOM website: <https://appointment.mom.gov.sg/> to make an appointment as stated in letter. S pass holders need to report at Hall C, MOM Services Centre, 1500 Bendemeer Road Singapore 339946.
- ⇒ **EP Holders:** For card collection, EP holders need to make an appointment on MOM website and report at Employment Pass Services Centre, The Riverwalk, 20 Upper Circular Road #04-01/02 Singapore 058416

## Frequently Asked Questions

**Q: It has been 7 days since my application but I still do not know the outcome. What can I do?**

A: You can use iSubmit option 1 on MOM website or email us at [mom\\_wpd@mom.gov.sg](mailto:mom_wpd@mom.gov.sg) with applicant's information to check.

**Q: I need to send my applicant's certificate for verification. What should I do?**

A: You can check with any of the following third party channels.

⇒ **Dataflow**

<https://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.cdgdc.edu.cn/>

**Q: I want to speed up my application. How may I do so?**

A: Request to expedite can only be made by using iSubmit option 1 on MOM website or email to [mom\\_wpd@mom.gov.sg](mailto:mom_wpd@mom.gov.sg).

**Q: Can I apply Dependant's Pass (DP) for my S pass/EP holders?**

A: You can apply for DP for spouse (legally married) and unmarried or legally adopted children under 21 years old for S pass/EP holders if they have a fixed monthly salary of more than \$4000.

**Q: I am not able to issue the S pass because the medical report is not ready but the short term visit pass (STVP) or stay is expiring. What can I do?**

A: Fax us a company letter requesting for extension and a copy of doctor's confirmation stating that the medical report is not ready. Fax number is 6317 1359 and we will reply you within 3 working days.