



# How To Apply for Employment Pass in Singapore Successfully

8 January 2016



**Alex Chong**  
**General Manager**  
**JobPlus Employment Agency**

MOM Reg: R1105591  
Mobile: 65-91005539



Singapore Ministry of Manpower Lic No: 03C4955

[www.jobplus.sg](http://www.jobplus.sg)

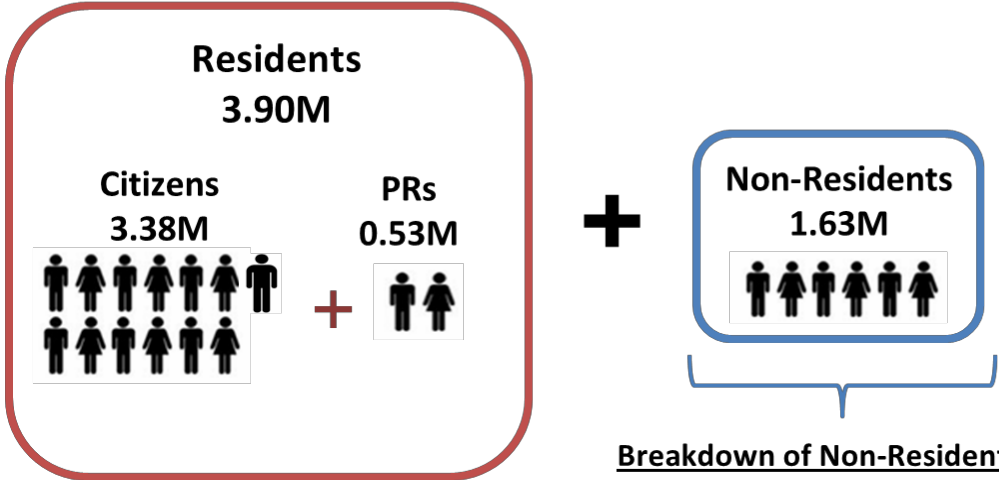


# Work Pass Application In Singapore

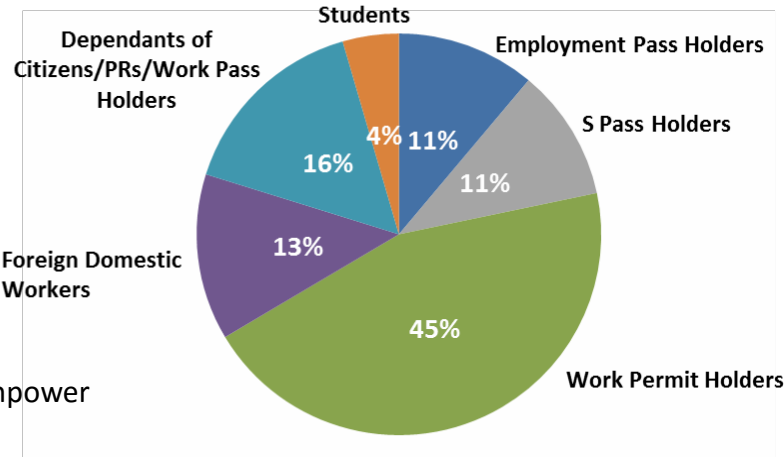
## Presentation Outline

- Local vs Foreign Population Statistics
- Types of Passes Available for Foreigners To Work In Singapore
- Criteria For Approval For Various Types of Passes
- Tips for Successful Employment Pass Application
- Conclusion

# Total Population 5.54M



## Breakdown of Non-Resident Population



Source: Singapore Department of Statistics, Ministry of Manpower



### Foreign Workforce Numbers

Pass Type	Dec 2010	Dec 2011	Dec 2012	Dec 2013	Dec 2014	June 2015
Employment Pass (EP)	143,300	175,400	173,800	175,100	178,900	180,800
S Pass	98,700	113,900	142,400	160,900	170,100	173,800
Work Permit (Total)	865,200	901,000	942,800	974,400	991,300	993,900
- Work Permit (Foreign Domestic)	201,400	206,300	209,600	214,500	222,500	227,100
- Work Permit (Construction)	248,000	264,400	293,300	318,900	322,700	322,400
Other Work Passes <sup>2</sup>	6,000	7,600	9,300	11,300	15,400	19,700
<b>Total Foreign Workforce</b>	<b>1,113,200</b>	<b>1,197,900</b>	<b>1,268,300</b>	<b>1,321,600</b>	<b>1,355,700</b>	<b>1,368,200</b>
<b>Total Foreign Workforce (excluding Foreign Domestic Workers)</b>	<b>911,800</b>	<b>991,600</b>	<b>1,058,700</b>	<b>1,107,100</b>	<b>1,133,200</b>	<b>1,141,100</b>
<b>Total Foreign Workforce (excluding Foreign Domestic Workers &amp; Construction)</b>	<b>638,900</b>	<b>699,100</b>	<b>731,300</b>	<b>748,100</b>	<b>764,500</b>	<b>771,200</b>

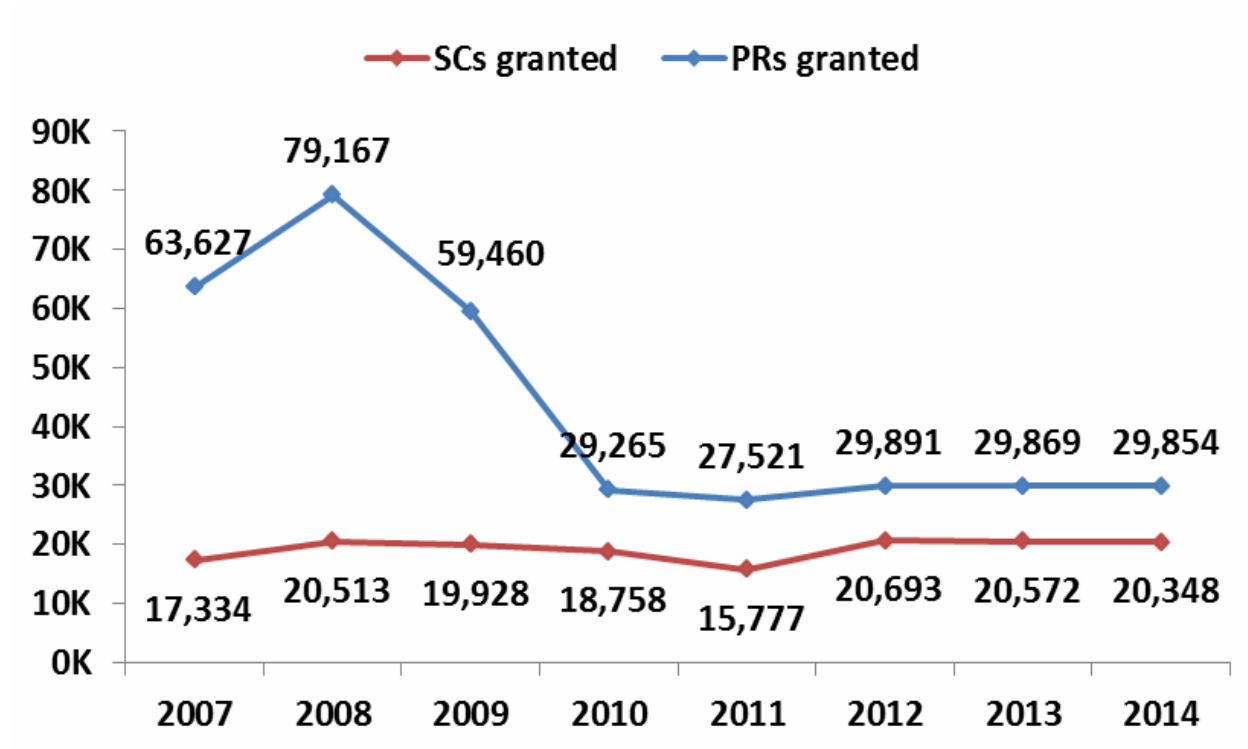
Notes:

1. Data may not add up to the total due to rounding.
2. Other Work Passes' includes Letter of Consent (LOC) holders and Training Work Permit (TWP) previously included in published Work Permit (WP) figures. Training Employment Pass (TEP) was included in 'Other Work Passes' from Mar 2014 onwards.

Source: Ministry of Manpower



## Number of Singapore Citizenships (SC) and Permanent Residents (PR) Granted 2007 to 2014.



Source: Immigration & Checkpoint Authority – [www.ica.gov.sg](http://www.ica.gov.sg)

## Singapore Total Population Statistics as of June 2015 ('000)

	2005	2010	2014	2015
Citizens	3,081.0	3,230.7	3,343.0	3,375.0
PRs	386.8	541.0	527.7	527.7
Residents	3,467.8	3,771.7	3,870.7	3,902.7
Non-residents	797.9	1,305.0	1,599.0	1,632.3
Total	4,265.8	5,076.7	5,469.7	5,535.0

*Source: Department of Statistics*

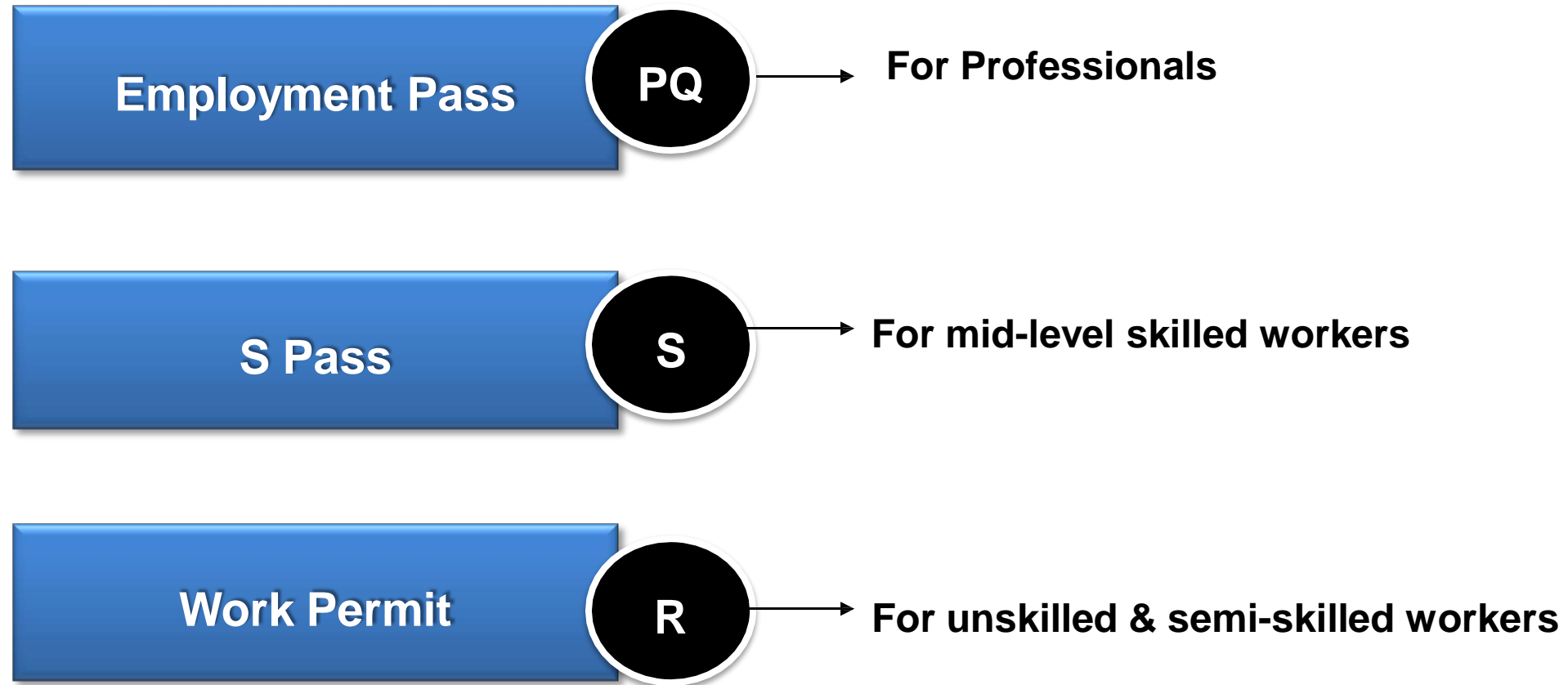
**Table 1: Top Ten Sectors that Employed Foreigners**

SSIC 2010	Industry
F41-43	Construction
C301	Building and Repairing of Ships and Boats (Marine)
G46	Wholesale Trade
I56	Food & Beverage Services
M69-75	Professional Services
H49-53	Transportation & Storage
C25,28	Fabricated Metal Products, Machinery & Equipment
C19-21	Petroleum, Chemical & Pharmaceutical Products
N77-82	Administrative & Support Services
C26	Electronic, Computer & Optical Products

Manpower Minister Tan Chuan-Jin said this in a written reply yesterday to a parliamentary question filed by Nominated Member of Parliament Mary Liew, who wanted to know the total number of foreign workers and which countries they came from. Straits Times – 06 August 2014.



# Overview of Key Types of Work Passes in Singapore



Source: Ministry of Manpower , Singapore



## Criteria for Approval for Various Types of Passes

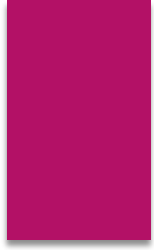
Work Pass Type	Approved Source Countries	Age	Employment Period	Occupation	Qualifications	Salary	Quota & Levy	Other Considerations
Employment Pass				✓	✓	✓		✓
S Pass		✓		✓	✓	✓	✓	✓
Work Permit	✓	✓	✓	✓			✓	✓



Approved Source Countries	Age	Employment Period	Occupation	Qualifications	Salary	Quota & Levy	Other Considerations
---------------------------	-----	-------------------	------------	----------------	--------	--------------	----------------------

- Only applies to work permits. There is no restriction on source for EP or S Pass holders.
- Source control for work permits depend on your industry.
- If the foreigner is from an unapproved source in your sector, your only option is EP or S Passes.

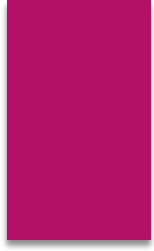
*Example: A restaurant wishes to hire a waitress from the Philippines. WP is not possible as it is an unapproved source in the services sector. Consider S Pass if she meets the criteria.*



Approved Source Countries	Age	Employment Period	Occupation	Qualifications	Salary	Quota & Levy	Other Considerations
---------------------------	-----	-------------------	------------	----------------	--------	--------------	----------------------

- Min age for all work pass holders is 16 yrs.
- The maximum age depends on pass types and where they come from

	Work Permit	S Pass	Employment Pass
New applications	Malaysians - 58 years old Others - 50 years old	62 years old	No maximum age subject to medical condition
Renewal	60 years old		

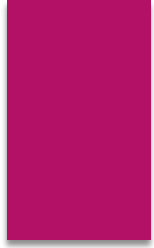


Approved Source Countries	Age	Employment Period	Occupation	Qualifications	Salary	Quota & Levy	Other Considerations
---------------------------	-----	-------------------	------------	----------------	--------	--------------	----------------------

- No maximum employment period for EP and S Passes
- For skilled work permit holder (WPH), max period of employment (POE) = 18 years. Unskilled = 10 years.
  - If your WPH is unskilled, think about upgrading them
  - If they are nearly 18 years of employment, think about applying for S/EP
  - A renewal notice will be sent 2 months prior to the expiry of the WP.
  - No renewal notice will be sent for WPHs whom have reached the max POE.

*If your employees have reached the maximum employment but you still wish to continue employment with them, you may then consider applying S Pass if they meet the criteria.*





Approved Source Countries	Age	Employment Period	Occupation	Qualifications	Salary	Quota & Levy	Other Considerations
---------------------------	-----	-------------------	------------	----------------	--------	--------------	----------------------

- Should be as relevant to the employer's business activity as far as possible
- Ensure that MOM has reflected your business activity and sector correctly.

Approved Source Countries	Age	Employment Period	Occupation	Qualifications	Salary	Quota & Levy	Other Considerations
---------------------------	-----	-------------------	------------	----------------	--------	--------------	----------------------

- Trade tests relevant to Construction for approval. Otherwise, qualifications/trade certs are mostly used to determine skilled/unskilled WPHs
- For EP/S applications, degrees/diplomas from well known institutions have greater weight than those from less known institutions
- Distance learning, part time or courses where the duration is less than 2 years will be considered less favourably as compared to full-time studies.

Approved Source Countries	Age	Employment Period	Occupation	Qualifications	Salary	Quota & Levy	Other Considerations
---------------------------	-----	-------------------	------------	----------------	--------	--------------	----------------------

- No salary thresholds for work permit holders
- For S Pass and EP holders, there is a minimum of \$2200 and \$3300. **HOWEVER**, paying the minimum **WILL NOT** be sufficient if the foreigner is older or has less recognised qualifications

*Examples:*

*If you are thinking of bringing in a 35 years old EP candidate at a pay of \$3300, it **WILL** be rejected.*

*If you are thinking of bringing in a 23 years old EP candidate with a degree from Harvard at a pay of \$3300, it will likely be approved.*



Approved Source Countries	Age	Employment Period	Occupation	Qualifications	Salary	Quota & Levy	Other Considerations
---------------------------	-----	-------------------	------------	----------------	--------	--------------	----------------------

- We cannot approve your application for S Pass/Work Permits unless you have quota to employ the foreigner
- We do not give companies advance quota
- What you can do:
  - Pay your CPF contributions promptly
  - Check your quota just before you make any application
  - Use our e-calculator to help you with your manpower projections



Approved Source Countries	Age	Employment Period	Occupation	Qualifications	Salary	Quota & Levy	Other Considerations
---------------------------	-----	-------------------	------------	----------------	--------	--------------	----------------------

## Levy Tiering (for Work Permit Holders)

(for companies in Services and Manufacturing)

		1 Jul 2015
		DRC Utilization
<b>Manufacturing</b> (Work Permits)	Basic Tier	≤ 25%
	Tier 2	>25-50%
	Tier 3	>50-60%
<b>Services</b> (Work Permits)	Basic Tier	≤ 10%
	Tier 2	>10-25%
	Tier 3	>25-40%

Approved Source Countries	Age	Employment Period	Occupation	Qualifications	Salary	Quota & Levy	Other Considerations
---------------------------	-----	-------------------	------------	----------------	--------	--------------	----------------------

## Levy Tiering (for S Passes)

		1 Jul 2013
		S Pass DRC Utilization
All sectors (except Services)	Basic Tier	≤ 10%
	Tier 2	>10-20%
Services	Basic Tier	≤ 10%
	Tier 2	>10-15%

## SCHEDULE OF FOREIGN WORKER LEVY CHANGES TILL JUL 2015

### Services Sector:

S Pass							
Current		1-July-13		1-July-14		1-July-15	
DR	Levy (\$)	DR	Levy (\$)	DR	Levy (\$)	DR	Levy (\$)
<b>Basic Tier</b> ≤ 10%	250	≤ 10%	300	≤ 10%	<b>315</b>	≤ 10%	<b>330</b>
<b>Tier 2</b> 10-20%	390	<b>10-15%</b>	450	10-15%	<b>550</b>	10-15%	<b>650</b>

Work Permit							
Current		1-July-13		1-July-14		1-July-15	
DR	Levy (\$) Skilled/Unskilled	DR	Levy (\$) Skilled/Unskilled	DR	Levy (\$) Skilled/Unskilled	DR	Levy (\$) Skilled/Unskilled
<b>Basic Tier</b> ≤ 15%	270/370	≤ 10%	300/400	≤ 10%	300/ <b>420</b>	≤ 10%	300/ <b>450</b>
<b>Tier 2</b> 15-25%	380/480	<b>10-25%</b>	400/500	10-25%	400/ <b>550</b>	10-25%	400/ <b>600</b>
<b>Tier 3</b> 25-45%	550	<b>25-40%</b>	600	25-40%	600/ <b>700</b>	25-40%	600/ <b>800</b>





## Overview of Key Types of Work Passes in Singapore- Related Passes

- Employment Pass(EP) or S Pass holders earning more than SGD5,000 per month can sponsor their dependents such as their spouse and children to stay in Singapore. If approved, the dependents of EP or S Pass holders can hold Dependent Passes in Singapore
- Highly Qualified and High Income earners currently earning salary in excess of SGD18,000 per month don't need an employer to sponsor them and can apply for Personalised Employment Pass (PEP)
- Dependent Pass holders can work in Singapore but need to apply for a Letter of Consent To Work
- Work Permit Holders cannot sponsor any dependents to live or work in Singapore.



## Tips for a Successful Employment Pass Application

- Right Salary – Must Be Consistent With Seniority & Experience
- Right Education & Qualification – From Established Academic Institutions
- Right Industry – Demand for Unique Work Experience & Skills Sets
- Right Employer – Higher Chance for those in Promoted Industries
- Right Timing – Higher Chance during strong economic & employment growth period

# Conclusion

- Over the past few years, the Singapore government has streamlined and implemented many measures to better protect local employees by regulating the entry of foreign workers and talents to Singapore.
- Employers hiring Work Passes & Employment Passes need to keep up with changes and better strategies when hiring foreigners.
- Candidates need to have the right qualifications and skill sets in order to stand a chance to obtain a work pass in an increasingly limited growth in numbers of foreigners allowed to work in Singapore.

**We offer the following services in Singapore & Malaysia :**

- **Recruitment of Permanent & Temporary Staff**
- **Employment Pass & Work Passes Application**
- **Contract Staff & Payroll Management**
- **Human Resource Consultancy**



**151 Chin Swee Road #14-05 Manhattan House Singapore 169876**

**Tel: 65-67339388    [www.jobplus.sg](http://www.jobplus.sg)**



**Thank You**