

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

## PART 1 – EMPLOYING COMPANY DETAILS

### 1A: Employing Company General Information

Name of Employing Company/Society/Organisation:

Unique Entity Number (UEN):

Registration Number (ACRA):

Company's Email:

Tel Number:

Correspondence Address

Block/House Number:

Floor Number:

Street Name:

Postal Code:

### 1B: Financial & Other Information

Paid-up Capital (S\$):

Value of Turnover of the Company in the past 3 years (*Please start with the most recent year*)

Year

Value (S\$)

## PART 2 – APPLICATION INFORMATION

### 2A: Pass Declaration

Is the foreign employee a Singapore Citizen or Singapore Permanent Resident?\*

Yes / No

**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*):

### 2B: 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*)

### 2C: Pass Consideration

The foreign employee may apply for an S Pass if he/she is not a partner, sole proprietor or director of a company.

Is the foreign employee a partner, sole proprietor or director of any company?\* Yes / No

**2D: Job Advertisement Information**

**Under the Fair Consideration Framework, you must advertise the job in the WDA Jobs Bank for 14 calendar days before you can submit an Employment Pass Application for this position. Please fill in the following information, if you are submitting from 1 August 2014 onwards.**

Have you advertised this post on the Jobs Bank?\* Yes / No

**i** Advertising is not compulsory if the employing company has 25 or fewer employees; or the job position pays a fixed monthly salary of \$

Job posting ID: JOB – –

Posting date of advertisement – dd/mm/yyyy:

Have you made the effort to interview any Singaporeans for this post?\* Yes / No

Please tell us why you are unable to find a Singaporean for the post (choose up to 3 reasons). The information you provide will be used to improve the Jobs Bank.  
Singaporeans interviewed/ who applied did not have as good technical skills/expertise for the job as the Employment Pass candidate.  
Singaporeans interviewed/who applied did not have as good "soft skills" (e.g. communication, leadership) as the Employment Pass candidate.  
Singaporeans interviewed/who applied did not have as much relevant industry or target market experience as the Employment Pass candidate.  
Singaporeans interviewed/who applied did not have as good qualifications as the Employment Pass candidate. Our firm was unable to find a Singaporean for the post.  
Singaporeans turned down our offer of employment. Yes/No  
No Singaporeans applied for the job. Yes/No  
(only applicable if you have not interviewed a Singaporean)  
No Singaporeans turned up for the interview Yes/No.  
(only applicable if you have not interviewed a Singaporean)  
Others (MOM may contact you for more information).

Is the foreign employee currently working for an overseas/local branch, affiliate or subsidiary of the employer? Yes (Please fill in the details) No

Name of this firm:

**PART 3 – INFORMATION ON EMPLOYMENT AGENCY / THIRD PARTY**

**Applicable if application for foreign employee is made through an Employment Agency or third party.**

Name of Employment Agency/Third party: JobPlus Employment Agency

Employment Agency/Third Party's Stamp:

Telephone Number: 65-67339388

Employment Agency Licence Number: 03C4955

**PART 4 – FOREIGN EMPLOYEE'S PERSONAL INFORMATION**

**4A: Personal Particulars**

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



**PART 5 – FOREIGN EMPLOYEE’S EDUCATION / MEMBERSHIP DETAILS**

Please fill in the two highest qualifications that were awarded to the foreign employee. Please note that qualification is a key criteria assessment of the foreign employee’s eligibility for a work pass and should be provided where applicable.

**5A: Education Details**

**(1) Awarding Body /Institution/ University awarded the qualification**

Country:			
Name:			
Main Campus or Affiliating College Attended: <i>(Applicable only for India qualification)</i>			
Qualifications#: <i>(e.g. for Honours Degree, state class/division; Diploma)</i>			
Specialisation: <i>(e.g. Civil engineering)</i>			
Period of Study - dd/mm/yyyy			
From:		To:	
Mode of Study:*	Distance Learning	Full-Time	Part-Time
Has the foreign employee submitted supporting documents for this qualification before? Yes/No			

**(2) Awarding Body /Institution/ University awarded the qualification**

Country:			
Name:			
Main Campus or Affiliating College Attended: <i>(Applicable only for India qualification)</i>			
Qualifications#: <i>(e.g. for Honours Degree, state class/division; Diploma)</i>			
Specialisation: <i>(e.g. Civil engineering)</i>			
Period of Study - dd/mm/yyyy			
From:		To:	
Mode of Study:*	Distance Learning	Full-Time	Part-Time
Has the foreign employee submitted supporting documents for this qualification before?*			

**# Please complete the relevant information below if the qualification is STPM or MICSS**

**Sijil Tinggi Persekolahan Malaysia (STPM)**

No. of Passes attained <i>(Inclusive of General Studies/Pengajian Am)</i> :	Principal pass-C	Subsidiary pass
Has the foreign employee attained a pass in General Studies/Pengajian AM?*	Yes	No

**Malaysia Independence Chinese Secondary School (MICSS) United Examination Certificate**

No. of Passes attained <i>(Inclusive of Bahasa Inggeris/English language)</i> :	passes
Has the foreign employee attained a pass in Bahasa Inggeris/English Language?*	Yes No

**5B: Societies/Organisations Membership***(Past five years to date)***(1) Society/Organisation Membership**

Name of Society/Organisation:

Position Held:*	Chairman
	Treasurer

Period - dd/mm/yyyy

From:

**(2) Society/Organisation Membership**

Name of Society/Organisation:

Position Held:*	Chairman
	Treasurer

Period - dd/mm/yyyy

From:

**PART 6 – FOREIGN EMPLOYEE’S SPOUSE EDUCATION DETAILS****To be completed if the foreign employee’s marital status in Part 4A is ‘Married’.****Foreign Employee’s Spouse Educational Details****(1) Awarding Body /Institution/ University awarded the qualification**

Country:

Name:

Main Campus or Affiliating College Attended: *(Applicable only for India qualification)*Qualifications#: *(e.g. for Honours Degree, state class/division; Diploma)*Specialisation: *(e.g. Civil engineering)*

Period of Study - dd/mm/yyyy

From:

To:

Mode of Study:*	Distance Learning	Full-Time	Part-Time
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**(2) Awarding Body /Institution/ University awarded the qualification**

Country:

Name:

Main Campus or Affiliating College Attended: *(Applicable only for India qualification)*Qualifications#: *(e.g. for Honours Degree, state class/division; Diploma)*Specialisation: *(e.g. Civil engineering)*

Period of Study - dd/mm/yyyy

From:

To:



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 should be exactly the same as the basic monthly salary.

### 7C: Address and Duties to be Performed

Occupation:

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

**i** close match will be assigned by Work Pass Division. For any subsequent amendments to this assigned occupation, you will have to wi

Is your business entity an Employment Agency/Headhunter firm or does it supply labour to other business entities in the country?  
Yes / No

If Yes, will the foreign employee be deployed to work for another employer so as to supplement that other employer's manpower?  
Yes /No

Address where foreign employee's duties are to be performed

Block/House No:

Floor No:

Street Name:

National Environment Agency Licence Type\*: (For Food Establishment only)

Foodstall (e.g. hawker stall)

Cold Drink Shop (e.g. pub)

Foodshop (e.g. restaurant)

Did you source for this foreign employee with Contact Singapore's assistance?\* Yes/No

### 7D: Vetting Agency/Professional Body/Accreditation Agency Support

Has this application obtained support from the relevant vetting Agency(s)/Professional Body(s)/ Accreditation Agency(s)?  
Yes / No

If 'Yes', please select from the followings.

Please select one or more Vetting Agencies if the foreign employee has obtained support from any of the Vetting Agencies listed. Please note

Attorney-General's Chamber

Singapore Medical Council

Singapore Sports Council

## PART 8 – DECLARATION BY FOREIGN EMPLOYEE

Have you ever:

- (a) been refused entry into or deported from any country? Yes/No
- (b) been convicted in a court of law in any country? Yes/No
- (c) been prohibited from entering Singapore? Yes/No
- (d) entered Singapore using a different passport issued by a different country? Yes/No
- (e) entered Singapore using a different name? Yes/No
- (f) been a Singapore Citizen or Singapore Permanent Resident? Yes/No
- (g) stayed in Singapore? If Yes, please indicate the purpose(s) of stay below.

- |  |       |        |
|--|-------|--------|
| (i) Length of stay in Singapore due to study   | Years | Months |
| (ii) Length of stay in Singapore due to work<br>[excluding the period that is already declared under g(i)] | Years | Months |
| (iii) Length of stay in Singapore due to other purposes  | Years | Months |

(h) \_\_\_\_\_ been issued a work visa by another country?  
If Yes, please provide the most recent details below.

(i) Country of Issue :

(ii) Length of Visa : \_\_\_\_\_ Years \_\_\_\_\_ Months

**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/S Pass is to the best of my knowledge, true and correct. All documents submitted in support of this application for Employment/S Pass are true copies of the originals. I understand that I have read and understood the Conditions of Employment/S 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/S Pass.
2. I understand that if I breach any condition above, my Employment/S Pass and Visit Pass will be revoked and I can be prosecuted.
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/S 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 assessment. I hereby give my consent for the Comptroller of Income Tax to verify my income stated in my current and renewal application on my assessment record for the current Year of Assessment, for the Controller of Work Passes. In the event my assessment is completed, I consent for the Comptroller of Income Tax to thereafter communicate the results of the verification to the Controller of Work Passes.

**Signature of Foreign Employee**

**PART 9 – DECLARATION BY LOCAL EMPLOYER/SPONSOR**

I hereby sponsor this application and certify that it is made for the purpose as stated by the foreign employee. I confirm that information as set out in this application for Employment/S Pass is to the best of my knowledge, true and correct.

I have ensured that the foreign employee fully understands the contents of Part 8 of this application form. I understand that I have not prosecuted if I have provided any information, which is false in any material particular or is misleading by reason of the omission of any information. I understand that the issuance of an Employment/S Pass may adversely affect the future work pass applications of my company/firm.

I am aware that the Controller of Work Passes uses my company/firm's Central Provident Fund contribution information to calculate the number of local workers employed by my company/firm hence determining the number of foreign employees that my company/firm can employ only through a separate CPF Submission Number (CSN).

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 foreign employee;
- (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.

In addition, I declare that: –

1. I hereby give my consent to the department to verify the particulars with any government agencies.
2. The company owner(s) is/are not undischarged bankrupt(s).
3. I have/have not used the services of an Employment Agency or intermediary based in Singapore for the recruitment of the foreign employee. (Please ensure that a copy of Part 10 of this form is completed by each Employment Agency or intermediary used.)

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. I have read and understood the Conditions and Regulatory Conditions of Employment Pass/S Pass, as specified in the Employment of Foreign Manpower (Work Passes) Regulations, which are available on the MOM website. I shall ensure that I declare that I have read and understood the above.



Official Stamp of Company / Firm:

Authorised Signature & Date

Name & Designation / Capacity

Name:

Designation / Capacity:

### DOCUMENT CHECKLIST

- 1 set of original application form duly completed.
- Application form signed by foreign employee.
- Application form signed by an authorised officer from the sponsoring company, and stamped with the company's stamp or

**1 CLEAR COPY of the following supporting documents\*:**

(\*Non-English documents must be accompanied by an official English translation done by a certified translator, High Commission/Embassy

- 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>).
- Official marriage certificate (For foreign employee with Singaporean spouse only).

**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 a**



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	Is the turnover figure from an audited account? <i>(For unaudited accounts or if employing company is exempted from audit,</i>
	Yes                  No
	Yes                  No
	Yes                  No



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here is intended to help MOM understand the profile of the local workforce, and identify skills gaps.  
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nt Pass candidate. Yes/No  
ent Pass candidate. Yes/No  
s unable to meet the salary expectations of the Singaporeans interviewed/applied. Yes/No

subsidiary of the Employing Company? *details below)*

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	Religion:*	Christian/Buddhist
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	Spouse Identification Type:* FIN	NRIC
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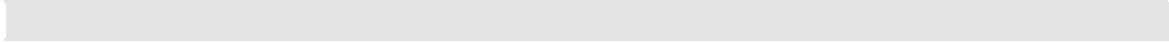
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*Note that the foreign employee must produce documentary proof of support from the agencies concerned together with this a*  
IE Singapore (Representative Office)  
Singapore Nursing Board  
TCM Practitioners Board

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or seal.

r or a notary public. This does not apply to verification proof of education certificates from China)

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<i>please select 'No'.)</i>
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Religion: Muslim/Sikh/Hindu/Taoist/Free Thinker

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Spouse's Date of Birth - dd/mm/yyyy:

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International Cert of Identity  
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Date of Expiry - dd/mm/yyyy:

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Country	Occupation



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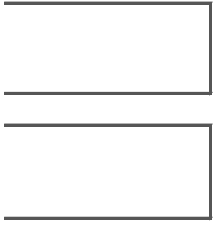
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if payments as required under the Central Provident Fund Act (Cap.36) only reflects every citizen or permanent resident of

any) used for the purposes of this application:

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Singapore who is employed by my company/firm and at the appropriate contribution rate prescribed by law. My company/firm I



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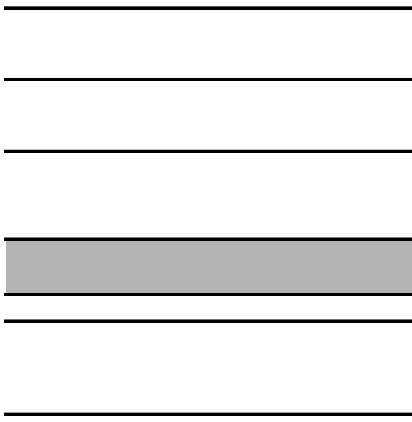
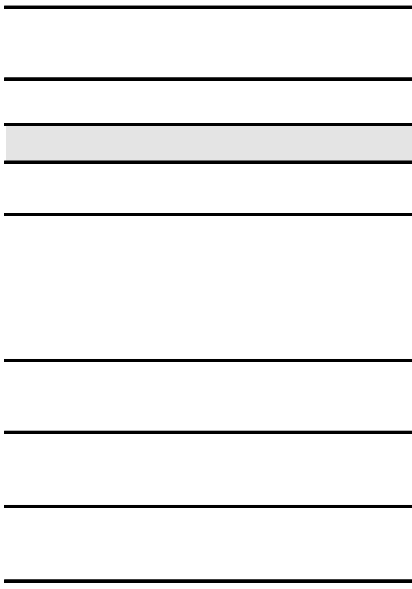
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