

# Employment Pass , S Pass & Dependent Pass Applications

## DOCUMENTS CHECKLIST

### Employment Pass & S Pass Application

Documents Required	Details	Check
Copy of Passport	Personal particulars page; Validity of the passport should be at least 6 months	<input type="checkbox"/>
Copy of Highest Educational Certificate/s	Degree certificate/s or Diploma/s; For India qualification, include all mark sheets; For China qualification, include certificate of graduation;	<input type="checkbox"/>
Copy of Other Professional / Trade / Specialist Certificate/s, if any	Professional development or specialized skills certificate/s	<input type="checkbox"/>
Detailed Curriculum Vitae & Completed Application Form 8	Summary of work experience, educational and professional qualifications and personal background; Completed Application Form 8 endorsed by Sponsoring Employer	<input type="checkbox"/>
EA Authorization Form	Company representative / director / or any authorized personnel must sign the EA Authorization Form	<input type="checkbox"/>

### Dependent's Pass Application

Documents Required	Details	Check
Copy of Passport of Dependent	Personal particulars page; Validity of the passport should be at least 6 months	<input type="checkbox"/>
Copy of Marriage Certificate	Required if the application is for your spouse	<input type="checkbox"/>
Copy of Birth Certificate	Required if the application is for your child or children	<input type="checkbox"/>
Copy of Highest Educational Certificate	If applicable, this supports the declaration in the application as to the spouse's or children's highest educational attainments	<input type="checkbox"/>
<input type="checkbox"/> Copy of Child's Official Adoption Papers <input type="checkbox"/> Copy of Custodial Letter	If applicable, the document proving that the child has been adopted legally, including step-children	<input type="checkbox"/>


**Note: An official or certified translation must be provided for any non-English supporting document.**



## Authorisation Form for Foreign Worker Work Pass Transactions

This authorisation letter shall only be valid for 14 days from the date of employer's authorisation, and only applies to the application / renewal / transfer / cancellation of the foreign worker(s) listed below. To ensure proper authorisation, employers are to indicate **NA** for rows that are not filled.

\*The softcopy of this form contains macros and can only be used with MS Word 2007 version or later. Please print out the PDF version and fill it in hardcopy if you do not have the required software.

Declaration by Employer				
Business Name				
Business UEN				
Business Address				
Representative Name, Designation		Business Stamp, Rep. Signature & Date  		
Rep. NRIC/FIN No.				
Rep. Contact No.				
S/N	Name of Foreign Worker(s)	Passport / FIN / WP No.	Work Pass Type	Authorised Transaction
1				
2				
3				
4				
5				
<input type="checkbox"/> I hereby declare that I am authorising _____ (Name and licence no. of employment agency) to perform the above work pass transaction(s) on my behalf.				
<b><u>Fill in only if applicable.</u></b> <input type="checkbox"/> I hereby authorise _____ (Full name as in NRIC/Passport), _____ (NRIC/Passport No.), to submit this authorisation form on my behalf. A copy of the representative's NRIC/Passport is enclosed with this authorisation form.				

Mei  
2015-05-25 06:

Company re  
signature

Declaration by EA	
<input type="checkbox"/> I have spoken to and verified with employer to confirm his / her authorisation.	
<input type="checkbox"/> I declare that I have verified the business details provided in this form in all publicly available search portals/websites.	
<input type="checkbox"/> I declare that I have ensured all necessary fields are filled in prior to making the abovementioned work pass transactions.	
<input type="checkbox"/> I declare that the information provided on this form is true and correct.	
Name of EA personnel	Signature & Date
Registration No.	