Work Pass Division
18 Havelock Road
Singapore 059764
www.mom.gov.sg

MINISTRY OF MANPOWER

Training Employment Pass Application Form

This form may require you to take 30 minutes to fill in.
You will need the following information to fill it:

- 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)
- The applicant's educational qualification and work experience details
- The applicant's spouse personal particulars (if accompanying spouse is a Singapore citizen / Permanent Resident / Employment Pass / S Pass or Work Permit holder)
- The employing company's Unique Entity Number* (UEN)
- The employing company's Registration No. (ACRA) <if applicable>

***** This is a standard identification number issued to each organisation in Singapore, to facilitate their interaction with various government agencies. For more information on UEN and UEN issuance agencies, please refer to www.uen.gov.sg

Note:

- Provide a copy of each relevant **supporting document** stated in Annex A.
- Submit the application and supporting documents over the counters at any SingPost branch. The submission must be accompanied by a copy of photo identification (ID) of the person submitting the application. The original photo ID must also be produced for verification.
- Pay the administrative fee of $70 for each Training Employment Pass application submitted. Payment can be made by cash, Cashcard or NETS.

  There shall be no refund of fees paid for this application, unless the fee was not due from the employer. Any such request for refund shall be at the discretion of the Controller of Work Passes.
- The application **will be voided** if inaccurate written information or wrong/unclear supporting documents is submitted. You will need to resubmit a new application and pay the required administrative fee.
- MOM regularly updates its forms. The copy that you have downloaded more than 30 days ago may be outdated, and cannot be used. Ensure that you use the latest version by downloading the latest copy from MOM website at http://www.mom.gov.sg.

APPLICATION FOR TRAINING EMPLOYMENT PASS

Affix a recent passport-sized photograph here

INSTRUCTIONS:
1. For *, please tick (✓) where appropriate.
2. Indicate "Not applicable" or "N.A." where necessary. Do not leave any blank.
3. Please note that the processing time will take about 5 weeks.
   You may check your application status online
   (http://www.mom.gov.sg>eServices>EP Online: Check application status).
4. Please submit this completed application form over the counters at any SingPost branch.

For official use only:		
Date of Application:	*Officer ID:*	*Remarks:*

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:	Fax Number:	Mobile Number:

Correspondence Address

Block/House Number:	Floor Number:	Unit Number:	Building Name:

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$)	Is the turnover figure from an audited account?* (*For unaudited accounts or if employing company is exempted from audit, please select 'No'.*)
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

PART 2 – APPLICATION INFORMATION

2A: Pass Declaration

Is the applicant a Singapore Citizen or Singapore Permanent Resident?* ☐ Yes ☐ No

Is the applicant here for practical training attachment?* ☐ Yes ☐ No

Please provide the FIN/Work Permit/S Pass number if the applicant had ever

- applied for or worked in Singapore on an Employment Pass/S Pass/Work Permit
- studied in Singapore on a Student's Pass
- stayed in Singapore on a Dependant's Pass/Long Term Visit Pass

Foreign Identification Number, FIN *(FIN held previously)* :

Work Permit / S Pass Number *(WP number held previously)* :

2B: Pass Duration

Duration of Pass Applied for: *(up to 12 months)*

(If this application is approved, the period granted may be shorter than what you have indicated.)

2C: Employment Agency Recruitment

Is the applicant recruited through an Employment Agency?* ☐ Yes ☐ No

Employment Agency Licence Number:

PART 3 – APPLICANT'S PERSONAL INFORMATION

3A: Personal Particulars

Name: *(as on travel document, excluding salutations, e.g. Mr, Miss, Professor, Doctor)*

Alias:

Sex:* ☐ Female ☐ Male

Marital Status:* ☐ Divorced ☐ Married ☐ Separated ☐ Single ☐ Widowed

Date of Birth - *dd-mm-yyyy* :

Nationality:

For Malaysian only:

Malaysian Old Identity Card Number:

Malaysian New Identity Card Number:

Malaysian Identity Card Colour:* ☐ Blue ☐ Pink

3A: Personal Particulars [continue]	
Country of Birth:	State/Province of Birth:
Country of Origin: *- country where the person obtained his first citizenship by birth or parentage*	State of Origin:

Race:	Religion:*			
	☐ Buddhist	☐ Christian	☐ Free Thinker	☐ Hindu
	☐ Muslim	☐ Others	☐ Sikh	☐ Taoist

If applicant's Marital Status is 'Married', please fill in the details below:

Is accompanying spouse a Singapore Citizen or Singapore Permanent Resident, Employment/S Pass holder or Work Permit holder?*

☐ Yes ☐ No

Name of spouse:

Spouse's FIN / NRIC Number:	Spouse Identification Type:*	Spouse's Date of Birth - dd/mm/yyyy:
	☐ FIN ☐ NRIC	

3B: Travel Document Information of Applicant		
Travel Document Type:*	☐ Hong Kong Special Admin Region	☐ International Cert of Identity
	☐ International Passport	☐ Macau SAR Travel Permit

Travel Document Number:	Date of Issue - dd/mm/yyyy:	Date of Expiry - dd/mm/yyyy:

3C: Residential Address in Singapore

Is the foreigner currently staying in Singapore?*

☐ No. You do not need to provide any more details

☐ Yes. Please fill in the address below:

Block/House Number:	Floor Number:	Unit Number:	Building Name:

Street Name:	Postal Code:

PART 4 – APPLICANT'S EDUCATION / MEMBERSHIP DETAILS

(You may wish to enter up to 2 educational records, one of which the applicant is currently pursuing (to be indicated as the first educational record), and another course that the applicant has completed. Please note that qualification is a key criterion in the assessment of the applicant's eligibility for a work pass and should be provided where applicable. For Training Employment Pass applicant, undergraduate studies may be filled in as one of the educational details)

Is the applicant currently pursuing an undergraduate/postgraduate course?
If 'Yes', please provide details of the course under **Education Details (1)**. ☐ Yes ☐ No

4A: Education Details (1)

Awarding Body /Institution/ University awarded the qualification
Country:

State/Province:

Name of Awarding Body /Institution/ University:

Main Campus or Affiliating College Attended:
(Applicable only for India qualification)

Qualifications *(e.g. for Honours Degree, state class/division; Diploma):*

Faculty *(e.g. Engineering):*

Specialisation *(e.g. Civil engineering):*

Mode of Study:* ☐ Distance Learning ☐ Full-Time ☐ Part-Time

Period of Study - dd/mm/yyyy
From: To:

Has the applicant submitted supporting documents for this qualification before?* ☐ Yes ☐ No

Education Details (2)

Awarding Body /Institution/ University awarded the qualification
Country:

State/Province:

Name of Awarding Body /Institution/ University:

Main Campus or Affiliating College Attended:
(Applicable only for India qualification)

Qualifications* *(e.g. for Honours Degree, state class/division; Diploma):*

Faculty *(e.g. Engineering):*

Specialisation *(e.g. Civil engineering):*

Mode of Study:* ☐ Distance Learning ☐ Full-Time ☐ Part-Time

Period of Study - dd/mm/yyyy
From: To:

Has the applicant submitted supporting documents for this qualification before?* ☐ Yes ☐ No

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

Sijil Tinggi Persekolahan Malaysia (STPM):

No. of Passes attained *(Inclusive of General Studies/Pengajian Am)* : ☐ Principal pass-C ☐ Subsidiary pass-R

Has the applicant attained a pass in General Studies/Pengajian AM?* ☐ Yes ☐ No

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

No. of passes attained *(Inclusive of Bahasa Inggeris/English language)* : ☐ passes

Has the applicant attained a pass in Bahasa Inggeris / English Language?* ☐ Yes ☐ No

4B: Societies/Organisations Membership
(Past five years to date)

Society/Organisation Membership (1)

Name of Society/Organisation:

Position Held:* ☐ Chairman ☐ Member ☐ President ☐ Secretary
☐ Treasurer ☐ Vice Chairman ☐ Vice President

Period - dd/mm/yyyy
From: To:

Society/Organisation Membership (2)

Name of Society/Organisation:

Position Held:* ☐ Chairman ☐ Member ☐ President ☐ Secretary
☐ Treasurer ☐ Vice Chairman ☐ Vice President

Period - dd/mm/yyyy
From: To:

PART 5 – APPLICANT'S EMPLOYMENT DETAILS

5A: Working Experience of Applicant
(Start with the latest working experience)

Total Period of Working Experience		Total Period of Relevant Working Experience - Relevant to the occupation declared in Part 5C	
Years:	Months:	Years:	Months:

Period (dd/mm/yyyy)		Name of Company	Occupation	Country	Last Drawn Monthly Salary (S$)
From	To				

5B: Salary Details

(Please note that the fixed monthly salary includes only basic monthly salary and fixed monthly allowances. It is important that you read and understand the definition of fixed monthly salary, which can be found at http://www.mom.gov.sg.)

Salary Payable by:* ☐ Both local and overseas ☐ Local ☐ Overseas

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

ⓘ 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, MOM will take the difference as the 'fixed monthly allowances'. If there are no fixed monthly allowances, the amount of fixed monthly salary should be exactly the same as the basic monthly salary.

5C: Training Schedule / Activities to be Performed

Trainee's 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 close match will be assigned by Work Pass Division. For any subsequent amendments to this assigned occupation, you will have to withdraw the existing application and submit a new application. The prevailing administration fee will be charged upon submission.

Training Hours per week *(excludes break time)*: _____ hours

Is the training part of the

(a) Degree/Diploma Program* ☐ Yes ☐ No

(b) Intra-company Familiarisation* ☐ Yes ☐ No

Training Activities:* *(Please select one or more training activities)*

☐ Academic Research ☐ Internship ☐ Lab Research ☐ On the Job Training

☐ Production / Work Flow Familiarisation ☐ Project Work ☐ Pupilage

Address where training schedule/activities will be performed:

Block/House Number:	Floor Number:	Unit Number:	Building Name:

Street Name:	Postal Code:

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

☐ $13 Licence ☐ $60 Licence ☐ $120 Licence

5D: 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 applicant has obtained support from any of the Vetting Agencies listed. Please note that the applicant must produce documentary proof of support from the agencies concerned together with this application.)

Vetting Agency:

☐ Attorney-General's Chambers
☐ Singapore Medical Council
☐ Singapore Nursing Board
☐ Singapore Pharmacy Council
☐ IE Singapore (Rep Office)
☐ Sport Singapore
☐ Singapore Dental Council
☐ TCM Practitioners Board

PART 6 – DECLARATION BY APPLICANT
Please tick (✓) accordingly.

(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 issued by a different country? ☐ Yes ☐ No

(e) Have you ever entered Singapore using a different name? ☐ Yes ☐ No

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

(g) Have you ever stayed in Singapore? If Yes, please provide the most recent details below. ☐ Yes ☐ No

(i) Length of Stay ____ Year(s) ____ Month(s)

(ii) Purpose of Stay ☐ Accompanying Relatives ☐ Business ☐ Leisure ☐ Study ☐ Work ☐ Study and Work ☐ Others

(h) Have you ever been issued a work visa by another country? If Yes, please provide the most recent details below. ☐ Yes ☐ No

(i) Country of Issue: _____

(ii) Length of Visa ____ Year(s) ____ Month(s)

If any of the above answers from (a) to (f) is 'Yes', please provide details:

_____

_____

I confirm that the information as set out in Parts 2A, 3, 4, 5A and 6(a) – (h) 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.

_____ _____

Signature of Applicant Date

PART 7 – DECLARATION BY LOCAL SPONSOR

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 Parts 1, 2B, 2C, 5B, 5C and Part 5D 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.

I shall keep copies of the applicant's education certificates as declared in the application form for as long as the applicant is in my employment. I understand the Ministry of Manpower can at any time request for these documents for verification and revoke the pass should the documents be inconsistent with the declaration furnished in the application form or if I am unable to produce the documents.

_____

Authorised Signature[#] & Date

_____ _____

Name & Designation / Capacity Official Stamp of Company / Firm

[#]Authorised human resource personnel or any person holding at least a managerial position in the sponsoring company.

PART 8 – COVENANT BY LOCAL SPONSOR

WHEREAS the Controller of Work Passes as a condition precedent to the issue to _____

(Name of Applicant)

(hereafter called "the Applicant") of a Training Employment Pass, to work in Singapore has required that

_____ (hereafter called "Sponsor") shall give security in respect of the Applicant.

(Name of Sponsor and Company Stamp)

NOW THOSE PRESENT witness that in consideration of the issue to the applicant of a Training Employment Pass, the Sponsor undertakes to:

i) be responsible for the stay, maintenance and repatriation of the applicant

ii) indemnify the Singapore Government for any charges or expenses which may be incurred by the Government

iii) be responsible for the compliance by the applicant of any quarantine and medical surveillance imposed on the regulation 8 (2A) of the Immigration Regulations.

CONSENT

With reference to my application submitted on…….. for Training Employment 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 assessing my application.

Dated……..of……..20…….

…… ……

(Name of Applicant) (Signature)

……

* * (Passport / Identity Card No.)

** Delete which ever is not applicable.

DID YOU REMEMBER?

- ❑ 1 set of original application form duly completed.
- ❑ Application form signed by applicant.
- ❑ Application form signed by an authorised officer[#] from the sponsoring company, and stamped with the company's stamp or seal.
([#]The authorised officer refers to the company's authorised human resource personnel or any person holding at least a managerial position in the sponsoring company.)
- ❑ **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 or a notary public. This does not apply to verification proof of education certificates from China.)
  - ❑ 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.
  - ❑ Applicant'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/); or
      - The China Academic Degrees and Graduate Education Information (http://www.cdgdc.edu.cn).

    [#] If the applicant has not yet completed the educational course, please submit a letter from the educational institution confirming that this applicant is currently pursuing the said course in their school.
  - ❑ Detailed Training Programme stating the employing company name, training objective and duration of the training.
  - ❑ Support Letters from educational institution stating that the training is part of the Degree/Diploma program.
  - ❑ NEA Licence (For Food Establishment only).
  - ❑ Registration or Support Letters from the respective Vetting Agency/ Professional Body/ Accreditation Agency, *if support from them has been declared in the application*:

    - Doctor – Singapore Medical Council
    - Dentist – Singapore Dental Council
    - Pharmacist – Singapore Pharmacy Council
    - Nurse – Singapore Nursing Board
    - TCM Practitioner – Traditional Chinese Medicine Practitioners Board
    - Lawyer – Singapore Attorney-General's Chambers
    - Football Player/Coach – Sport Singapore
  - ❑ Support letter from International Enterprise (IE) Singapore (For application submitted by Representative's Office).
  - ❑ Official marriage certificate (For applicant with Singaporean Spouse).

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 application shall be guilty of an offence under the Employment of Foreign Manpower Act (Cap.91A).