

# **User Guide for EP eService**

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### 1. Getting Started

### 1.1 When

You can now use the EP eService to perform transactions related to:

- Apply for EP, S Pass, Dependant's Pass, Training Employment Pass, Long-Term Visit Pass or Letter of Consent
- Renew an EP, S Pass, Dependant's Pass, Long-Term Visit Pass or Letter of Consent
- Issue a pass (for all pass types, except Work Permit)
- Cancel a pass (for all pass types, except Work Permit)
- Appeal for rejected EP and related applications
- Withdraw an application
- Cancel an in-principle approval (IPA)
- Replace work pass card
- Extend an IPA's validity
- View pass holder's profile where you can
  - o update pass holder's travel document, contact details
  - view card delivery status
  - Manage organisation's profile to
    - o update turnover and contact details
    - o view S Pass quota

### 1.2 What must be done

Ensure that your organisation's users have access to the *myMOM* Portal eService.

### **1.3** Browser Requirements

For the best user experience, please use any of these browsers and enable JavaScript:

- Chrome version 81 or higher (recommended)
- Firefox version 75 or higher
- Safari version 13.1 or higher
- Edge version 81 or higher

### 1.4 Getting Help and Giving Feedback

• If you encounter problems or navigation issues while using the new eService, please refer to the FAQs at www.mom.gov.sg/eservices/services/employment-pass-eservice

If you are unable to find the answers you need, you may contact us at <a href="https://service2.mom.gov.sg/efeedback/Forms/eFeedback.aspx">https://service2.mom.gov.sg/efeedback/Forms/eFeedback.aspx</a>

- To troubleshoot your issues quickly, please do all the following:
  - Take a screenshot of the error.
  - State the login user, company UEN and date/time when error or issue occurred.
  - Provide the URL of the page when the error or issue occurred.

## 2. Log in: Corppass and *myMOM* Portal

### 2.1 Log in to <u>myMOM Portal</u>

- **2.2 Do not** click on your browser's "Back" and "Refresh" buttons as it may result in data loss.
- **2.3 Do not** open concurrent sessions using the same Corppass ID as you may be logged out from all sessions.

MENU     A     Search     MENU     A     Search     MENU     MOM Portal     myMOM Portal allows business employers to centrally access eServices and view	Log in with Corppass to <i>myMOM</i> Portal.
Image: Comparison of the service is online         Image: Compar	
	<ul> <li>After logging in, you will be directed to myMOM Portal.</li> <li>Click on 'Work Passes' tab or icon on the lefthand menu</li> </ul>
Image: Work Passes         I	<ul> <li>Select the organisation that you are transacting for.</li> <li>Employment agencies (EAs) can select to transact for themselves or for the client's organisation.</li> </ul>

## 3. Withdraw a Transaction

y non i	Portal Da	ashboard						•	transaction if it is no longer required
Name	FIN	Date of application / P appeal	Pass type	Submitted by	Status	Action			by the candidate/employer.
DHN DOE ONE	F1234567N	28 JAN 2023 E	Employment Pass	MARY JANE	Pending	Select action 👻	Ð	•	To submit withdrawal, you may do s
HN DOE TWO	F1234567N	29 JAN 2023 E	Employment Pass	MARY JANE	Pending	Withdraw	Ð		using the dashboard page at
HN DOE ONE	F1234567N	19 FEB 2023 S	5 Pass	MARY JANE	Pending	View Pass Holder Profile action	<b>(</b>		<i>myMOM</i> Portal or through Quick Menu.
uick Mei	<u>nu</u>							•	Search for the foreigner by using the transaction's "Application number"
Start	a trans	saction							or "FIN" and "Date of application" to proceed.
l want t									
Action									
Withdra	w a submis	sion			×				
For this	foreigne	er							
-									
Search b	y Applicati	on number	$\sim$						
Application	number								
A22042	2000001								
Contin	ue								
<i>yMOM</i> Port	al 〉 Quic	k Menu >						•	Do note that there is no refund of
Nith	draw	an ap	olicat	tion					any fees paid for the withdrawn
									transaction.
	F / F1 334F/	701							
	<b>E</b> (F123456	57N)						•	Click on "Start withdrawal" to start
	<b>E</b> (F123456	57N)						•	Click on "Start withdrawal" to start the submission.
JOHN DO	E (F123456 s to not							•	
JOHN DOI Thing • Pro	<b>is to not</b>	<b>e</b> ne for withdraw						•	
JOHN DOI Thing • Pro	<b>is to not</b>	e			not be ref	unded.		•	
JOHN DO Thing • Pro • On	s to not	<b>e</b> ne for withdraw	ted, any fee		not be ref	funded.		•	
JOHN DO Thing • Pro • On © Tak	s to not	<b>e</b> ne for withdraw quest is submitt 5 minutes to con	ted, any fee		not be ref	funded.		•	

myMOM Portal > Quick Menu >         Withdraw an application         JOHN DOE (F1234567N)         The following application will be withdrawn         Candidate's full name       JOHN DOE         Candidate's FIN       F1234567N         Pass type       Employment Pass         Date of application       22 Apr 2022         Application number       A220422000001         Organisation name       TESTING COY PTE. LTE. (123412345X-00-000)         Why are you withdrawing this transaction?         Withdrawal by employer         Withdrawal by foreigner         Continue	<ul> <li>Check that the information shown in the screen is for the correct application.</li> <li>You will need to indicate who is requesting for the withdrawal transaction.</li> <li>Click "Continue" to proceed to the next step.</li> </ul>
Notification email         We will send all notifications to test@test.com         ✓ Update email         Updating this email address will affect notifications sent for all transactions.         Declaration         Please read and acknowledge the following:         • I am authorised by the employer to make this declaration.         • All the information I have submitted for this request is true and correct to the best of my knowledge and belief. I made it knowing that I will be liable to prosecution and administrative action if I have stated in it anything which I know to be false or do not believe to be true.         • By submitting this form, I confirm that the foreigner consented to the collection and use of the information in the form by the Government of Singapore, and consented to the sharing of that information with other government and non-government agencies, for such purposes as are relevant to that agency.         • Understand that the employer may be prosecuted and its work pass privileges may be withdrawn if the employer does not comply with the Government's requirements in accordance with any written law, advisory, guideline or other similar instrument issued by any competent authority.         • I cleare that all of the above is true.         Submit withdrawal         We may affer the summary of the summary of the summary of the summary of the advisory.	<ul> <li>If you require to amend the email address shown, click on the "Update email" link to perform the update. All notifications will be sent by email.</li> <li>You must read and acknowledge the declaration by ticking the checkbox.</li> <li>You can download a copy of the withdrawal summary when you click "Download form summary".</li> <li>Click on "Submit withdrawal" to proceed to withdraw the transaction.</li> </ul>
	<ul> <li>Your withdrawal is completed when you see this acknowledgement page.</li> </ul>

I DOE (F1234567N)		
Application wit	thdrawn successfully	
Candidate's full name	JOHN DOE	Download acknowledgement and summary as PDF
Candidate's FIN	F1234567N	sonnaryas Por
Pass type	Employment Pass	
Application number	A220422000001	
Date and time submitted	18 Apr 2023, 11:26am (GMT +0800)	
You will receive an email ackno	wledgement of this withdrawal.	
with the state of		
What do you want to do	next?	
Go to myMOM Portal		
Go to Quick Menu		
<ul> <li>For more information please</li> </ul>	se visit MOM website	

- You may return to *myMOM* Portal to make another transaction/request or log out of the eService.
- After you have submitted a withdrawal and do not see the updated status on the *myMOM* Portal, please refresh the page after 15 minutes.

# 4. Cancel an In-Principle Approval (IPA)

Quick Menu myMOM Portal > Welcome, what would you like to do?	• You may cancel an IPA if it is no longer required by the candidate/employer.
Start a transaction   I want to   Action   Cancel an In-Principle Approval   Conthis foreigner   Search by Application number   Application number   I22042200002	<ul> <li>To submit IPA cancellation, you can do so using Quick Menu.</li> <li>Search for the foreigner by using the transaction's "Application number" or "FIN" and "Date of application" to proceed to the IPA Cancellation form.</li> </ul>
myMOM Portal > Quick Menu >   Cancel an In-Principle Approval   JOHN DOE (F1234567N)   Things to note • Processing time for cancellation is immediate. • Once your request is submitted, any fees paid will not be refunded. • Takes about 5 minutes to complete. Start cancellation	<ul> <li>Do note that there is no refund of any fees paid for the IPA cancellation.</li> <li>Click on "Start cancellation" to start the submission.</li> </ul>

NOM Portal > Quick Menu > ancel an In-Prin HN DOE (F1234567N)	<ul> <li>Check that the information shown in the screen is for the correct application.</li> </ul>	
Candidate's full name JO Candidate's FIN F1 Pass type En Date of renewal request 22 Renewal request number R2	Approval (IPA) will be cancelled HN DOE 234567N aployment Pass Apr 2022 20422000002 STING COY PTE. LTD. (123412345X-00-000)	<ul> <li>You will need to indicate who is requesting for the IPA cancellation.</li> <li>Click "Continue" to proceed to the next step.</li> </ul>
Cancellation requested by emplo Cancellation requested by foreig Continue		
Notification email We will send all notifications to test@tes Ø Update email	it.com	<ul> <li>If you require to amend the email address shown, click or the "Update email" link to perform the update. All notifications will be</li> </ul>
Updating this email address will affect n	otifications sent for all transactions.	sent by email.
<ul> <li>Declaration</li> <li>Please read and acknowledge the follow <ul> <li>I am authorised by the employer to</li> <li>All the information I have submitted knowledge and belief. I made it know administrative action if I have stated to be true.</li> <li>By submitting this form, I confirm th the information in the form by the G of that information with other gover purposes as are relevant to that age</li> <li>I understand that the employer may withdrawn if the employer does not accordance with any written law, additional content of the state of</li></ul></li></ul>	ing: make this declaration. for this request is true and correct to the best of my ving that I will be liable to prosecution and in it anything which I know to be false or do not believe at the foreigner consented to the collection and use of overnment of Singapore, and consented to the sharing nment and non-government agencies, for such	
<ul> <li>Declaration</li> <li>Please read and acknowledge the follow <ul> <li>I am authorised by the employer to</li> <li>All the information I have submitted knowledge and belief. I made it know administrative action if I have stated to be true.</li> <li>By submitting this form, I confirm th the information in the form by the G of that information with other gover purposes as are relevant to that age</li> <li>I understand that the employer may withdrawn if the employer does not</li> </ul></li></ul>	ing: make this declaration. for this request is true and correct to the best of my ving that I will be liable to prosecution and in it anything which I know to be false or do not believe at the foreigner consented to the collection and use of overnment of Singapore, and consented to the sharing nment and non-government agencies, for such ncy. be prosecuted and its work pass privileges may be comply with the Government's requirements in <i>v</i> isory, guideline or other similar instrument issued by	<ul> <li>sent by email.</li> <li>You must read and acknowledge the declaration by ticking the checkbox.</li> <li>You can download a copy of the IPA cancellation summary when you click on "Download form summary".</li> <li>Click on "Submit cancellation" to</li> </ul>
<ul> <li>Declaration</li> <li>Please read and acknowledge the follow <ul> <li>I am authorised by the employer to</li> <li>All the information I have submitted knowledge and belief. I made it know administrative action if I have stated to be true.</li> </ul> </li> <li>By submitting this form, I confirm th the information in the form by the G of that information with other gover purposes as are relevant to that age</li> <li>I understand that the employer may withdrawn if the employer does not accordance with any written law, advany competent authority.</li> </ul>	ing: make this declaration. for this request is true and correct to the best of my ving that I will be liable to prosecution and in it anything which I know to be false or do not believe at the foreigner consented to the collection and use of overnment of Singapore, and consented to the sharing nment and non-government agencies, for such ncy. be prosecuted and its work pass privileges may be comply with the Government's requirements in <i>v</i> isory, guideline or other similar instrument issued by	<ul> <li>sent by email.</li> <li>You must read and acknowledge the declaration by ticking the checkbox.</li> <li>You can download a copy of the IPA cancellation summary when you click on "Download form summary".</li> <li>Click on "Submit</li> </ul>

nyMOM Portal > Quick Menu > Cancel an In-Principle Approval Iоны дов (F1234567N) IOHN DOE (F1234567N)	<ul> <li>Your IPA cancellation is completed when you see this acknowledgement page.</li> </ul>	
Candidate's full name     JOHN DOE       Candidate's FIN     F1234567N       Pass type     Employment Pass       Renewal request number     R220422000002       Date and time submitted     26 Apr 2023, 10:56am (GMT +0800)		• You may return to myMOM Portal to make another transaction/request or log out of the eService.
What do you want to do next? • Go to <i>myMOM</i> Portal • Go to Quick Menu • For more information, please visit MOM website		<ul> <li>After you have submitted an IPA cancellation and do not see the updated status on the <i>myMOM</i> Portal, please refresh the page after 15 minutes.</li> </ul>

# 5. Check the status of submitted Application/Renewal/Appeal

1. 2.	Log in to <u>myMOM Portal</u> Search for the candidate under the 'Application/Appeals' tab.	Application / Appeals (93			Expired passes (0) Expiri	ng passes ( <b>0</b> ) . Advance	ed search	
		Q Enter applicant name or	FIN	Submit				ځ D
		Name	FIN	Date of application / appeal	Pass type	Submitted by	Status	Action
		JOHN DOE ONE	F1234567N	28 JAN 2023	Employment Pass	MARY JANE	Pending	Select action 👻
		JOHN DOE TWO	F1234567N	12 FEB 2023	S Pass	MARY JANE	Pending	Select action 👻
		JOHN DOE THREE	F1234567N	19 FEB 2023	Employment Pass	MARY JANE	Pending	Select action 👻
		JOHN DOE	F1234567N	27 FEB 2023	S Pass	MARY JANE	Rejected	Select action 👻
		Unde	r Action	n, select 'Vie	ew details'.		mg	View details Select
								action 👻
Fo	r an employment agent who is han	dling the for	eigner'	s transacti	ons for the	first time		
3.	Scroll down the Work Passes	Start Tra						
	page to the 'Go to Quick Menu'							
	section.	For trans	actions rel	ated to Employ	ment Pass, S Pa	ss and passes fo	or family m	embers
	Click here	Go to Qui	ck Menu					
4.	At the menu page, under Action,	Welcom	e, wha	at would	l you like	to do?		
4.	select 'View details' from the				l you like	to do?		
4.		Start a t			l you like	to do?		
4.	select 'View details' from the				l you like	to do?		
4.	select 'View details' from the	Start a tr	ransact		l you like	to do?		
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4.	select 'View details' from the	Start a to I want to Action Start typing t	ransact		-	to do?		
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4.	select 'View details' from the drop-down list.	Start a tr I want to Action Start typing tr Submit docu Update conta Update trave View details View pass ho	ransact to search ments act details el document o	ion	-	to do?		
4.	select 'View details' from the drop-down list.	Start a tu I want to Action Start typing tu Submit docu Update conta Update trave View details View paymer	ransact o search ments act details el document d older profile nt records	ion	-	to do?		
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4.	select 'View details' from the drop-down list. Click on 'View details'. Search for the foreigner using	Start a tu I want to Action Start typing tu Submit docu Update conta Update trave View details View paymer	ransact o search ments act details el document d older profile nt records submission	ion	-	to do?		
	select 'View details' from the drop-down list. Click on 'View details'. Search for the foreigner using their FIN or Application number,	Start a tu I want to Action Start typing tu Submit docu Update conta Update trave View details View paymer Withdraw a s	ransact o search ments act details el document d older profile nt records submission	ion	-	to do?		
	select 'View details' from the drop-down list. Click on 'View details'. Search for the foreigner using	Start a tu I want to Action Start typing tu Submit docu Update conta Update trave View details View paymer Withdraw a s	ransact o search ments act details el document d older profile nt records submission	ion	-	to do?		

	Start a transaction
	I want to
	Action
	View details X
	For this foreigner
	Search by FIN $\checkmark$
	RN .
	F1234567N
	Date of application
	27 Feb 2023
Click 'Continue' and you will be directed to	Continue
the landing page of the 'View details' form.	
	To search by Application Number
	Start a transaction
	I want to
	Action
	View details $ imes$
	For this foreigner
	Search by Application number V
	Application number
	A270223803755
Click 'Continue' and you will be directed to	Continue
Click 'Continue' and you will be directed to the landing page of the 'View details' form.	Continue
	Continue
the landing page of the 'View details' form.	Continue View details
<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your</li> </ul>	
<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your application/renewal/appeal,</li> </ul>	View details
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<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your application/renewal/appeal, details shown in this page may</li> </ul>	View details JOHN DOE (F12345672) Vour application is unsuccessful Employing organization TSTING INCLOING FTE LTD. (12341234 00-00) CM Nume JOHN DOE Fin F12345972 Pass type Exployment Pass Application number Endiguages as the state of the
<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your application/renewal/appeal, details shown in this page may</li> </ul>	View details JOHN DOE (#12345672) Vour application is unsuccessful Employing organization III TSTWG HOLDING FTE. LTD. LI2341234 x 004:00 TR E12346972 Part 12346972 Part
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<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your application/renewal/appeal, details shown in this page may</li> </ul>	View details         CHI DOE (F12345672)         Vour application is unsuccessful         Employing organization         Light 2442444 00-001         Tim Light 2345672         Pain type         Date of gaplication is an successful         Date o
<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your application/renewal/appeal, details shown in this page may</li> </ul>	<section-header>         Specific Specifi</section-header>
<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your application/renewal/appeal, details shown in this page may</li> </ul>	Specific constrained       Specific constrained         Upper grammination       Specific constrained         Upper gramination       Specific constrained </th
<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your application/renewal/appeal, details shown in this page may</li> </ul>	<section-header>         Specific constraints         Specific constraints         Constraints</section-header>
<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your application/renewal/appeal, details shown in this page may</li> </ul>	<section-header>         Specification is unsuccessful         Unsupplication unsupplication is unsuccessful         Unsupplication unsupplication is unsupplication is unsupplication unsupplic</section-header>
<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your application/renewal/appeal, details shown in this page may</li> </ul>	<section-header>          Specific Specif</section-header>
<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your application/renewal/appeal, details shown in this page may</li> </ul>	<section-header><section-header></section-header></section-header>
<ul> <li>the landing page of the 'View details' form.</li> <li>6. Based on the status of your application/renewal/appeal, details shown in this page may</li> </ul>	<section-header>          Starting           &lt;</section-header>

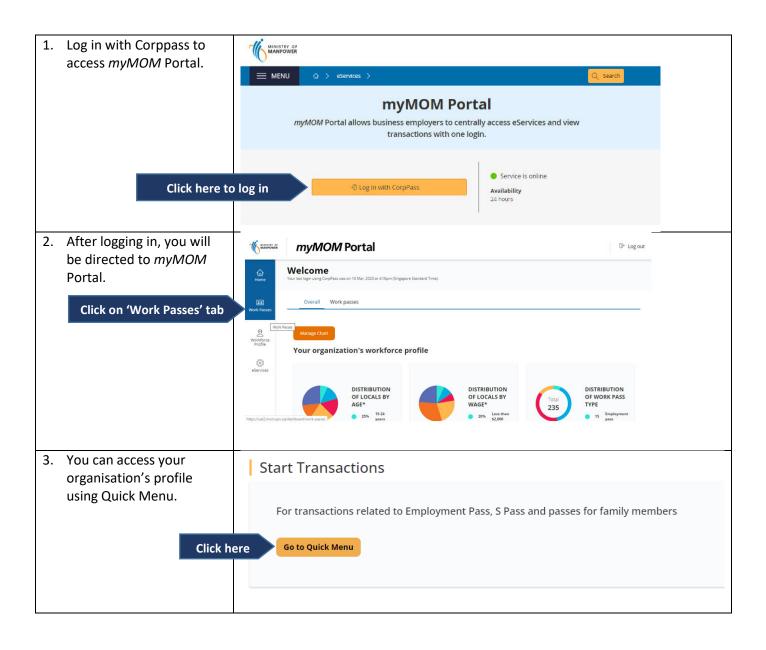
## 6. Access Pass Holder's Profile

1.	Log in with Corppass to	MINISTEY OF MANPOWER
	access myMOM Portal.	■ MENU
		myMOM Portal myMOM Portal allows business employers to centrally access eServices and view
		transactions with one login.
	Click here to	o log in vith CorpPass Service is online Availability 24 hours
		L. L
2.	After logging in, you will	tog out
	be directed to myMOM	
	Portal.	Veur last tegin using CorpRess was on 10 Mar, 3020 at 4-16pm (Singapours Standard Time).
	Click on 'Work Passes' tab	COVerall Work passes
		2 Work Patters
		Weinforce Profile Your organization's workforce profile
		© sternices
		DISTRIBUTION OF LOCALS BY OF LOCALS BY OF WORK PASS
		Mttp://util.mom.gov.glashbaarf.work.psss
		1 Alex and a shorth a chall all challeness of the second
3.	Select the organisation that you are transacting for.	Home / Work Passes Work Passes
	Select organisa	ation I am transacting / viewing data for Submit
		Note: If you have just submitted an EP or 5 Paus application, please refresh this page after 15 minutes for the application to be shown in the dashboard.
		Application / Appeals Pending issuance Existing / Expired passes Expiring passes Advanced search
		Coading
4	Depending on the status	
4.	Depending on the status of the pass holder's pass,	Application / Appeals (0) Pending issuance (0) Existing / Expired passes (13) Expiring passes (11) Advanced search Click on applicable tab
	click on one of the tabs.	Q Enter applicant nume or FN 3.0mmt
	For the pass that you wish	
	to view, go to 'Select	Name FIN Date of Issuance Pass type Submitted by Status Action
	action' and click 'View	10 MAR 2023 Long-Term Viol Pass Issued Select action • ()
	pass holder profile'.	Nedali Versitir
	(Go to Stop 7 for the port	09 MAR 2023 S Pass Click here
	(Go to Step 7 for the next step.)	08 MAR 2023 S Pass Issued Select action + +
		· · · · · · · · · · · · · · · · · · ·

5. Alternatively, you may also access pass holder's	Start Transactions
profile by clicking on "Go to Quick Menu".	For transactions related to Employment Pass, S Pass and passes for family members
Click he	Go to Quick Menu
<ul> <li>6. Within Quick Menu:</li> <li>i. Select Action "View pass holder profile"</li> <li>ii. Enter the FIN</li> </ul>	WINNSPOWER myMMOM Portal > Welcome, what would you like to do?
iii. Click "Continue" button.	
button.	Start a transaction
Select Action	Action View pass holder profile X
	For this foreigner
Enter FIN	
Click here	Continue
7. You will enter the page showing the pass holder's personal particulars, and	A Singapore Government Agency Website     Name of logIn user     Organisation name (Organisation UEN)     Corganisation UEN
details of their travel document, contact, and pass.	myMOM Portal > Quick Menu > View pass holder profile Name of pass holder (FIN)
	Name of Pass holder
<ul> <li>If you need to update the pass holder's personal</li> </ul>	Key personal particulars FIN
particulars, click on Update personal particulars 🛃	Sex Male Date of birth 01 Jan 1982 Nationality/Citizenship
Click here to update	Update personal particulars [ 2]
<ul> <li>If the pass holder's travel document or contact details have changed, you can update them using the relevant buttons.</li> </ul>	Travel document details       Contact details         Travel document type       International Passport       Mobile number         Travel document number       Email         Travel document issue date       01 Jan 2021       Residential address         Travel document expiry date       01 Jan 2026
Click to update	Update travel document details Update contact details Click to update

	Work passes
<ul> <li>The work pass section displays the pass details, list of dependants (if any), and card delivery/collection status.</li> <li>You may also view details</li> </ul>	Employment Pass     View details     Click here       Issued     Replace card     Click here       Date of application     Replace card     Click here       Date of issuance     06 Apr 2022     Date of expiry       Date of expiry     06 Apr 2024     Click here
• You may also view details of the application/renewal request or replace the card using the relevant buttons.	Employer  Cocupation  Fixed monthly salary  Dependants  (spouse)  Pending card delivery  Collection mode Card delivery  Address  Status Card is not ready for delivery.

# 7. Access Organisation Profile (including details such as financial, S Pass quota and S Pass holders' levy)



<ul> <li>4. Within Quick Menu:,</li> <li>i. Select Action         <ul> <li>"Manage organisation profile"</li> <li>ii. Select the organisation</li> <li>iii. Click "Continue"</li> <li>button.</li> </ul> </li> <li>Select Action</li> <li>Select Action</li> </ul>	Start a transaction I want to Action Manage organisation profile For this branch	Name of login user Organisation name ( Organisation UEN)
5. You will be able to view your organisation's details here.	WMOM Portal > Quick Menu > Manage organisat Organisation details UEN-Div-Br Organisation name Branch name Total number of employees •	
<ul> <li>6. You will be able to view your organisation's contact details here.</li> <li>If your contact details have changed, you can update by clicking the "Update contact details" button.</li> </ul>	Contact details Organisation email Telephone number Mobile number Registered address <b>1</b> Mailing address <b>1</b>	ACEROFF1@GMAIL.COM Provide an email address that can receive personal information (including pass holders' solary) and notifications about work pass administrative fees. +65 +65 ! As at 16 Apr 2023. Updates will be reflected in a week. Updated on 06 Jul 2022.

<ul> <li>7. You can make the necessary changes to your contact details here.</li> <li>Click on the "Update" button to confirm your changes.</li> <li>Click on the "Cancel" button to discard your changes without saving.</li> </ul>	Contact details  Please ensure that your organisation contact details are correct and updated, so that you can receive important ensure and updated, so that you can receive important ensure and updated, so that you can receive important ensure and updated so that you can receive important ensure and updated so that you can receive important ensure and updated so that you can receive personal information (including pass holden' salary) and including about work pass administrative free.  Telephone number  +05  Registered address  Mailing address  Mailing address  Telephone number  i for mailing address and e as the registered address?  Some mailing address and e as the registered address?  Some mailing address and e as the registered address?  Different from registered address  Different from registered address
<ul> <li>8. You will be able to view your organisation's consent preferences here.</li> <li>If you wish to change your consent preferences, click the "View consent details" button.</li> </ul>	Consent preferences         For MOM's use of the Occupational Employment Dataset         Image: The set of the optimized details, please refresh this page after 5 minutes.         Status       Yes, I consent         Lost updated on 17 Apr 2023, 05:27 PM         View consent details         Click here to update

-	You can make the	Consent preferences			
	necessary changes to your	1. The Ministry of Manpower ("MOM") requires data about your organisation's workforce to			
(	consent preferences here.	assess whether your organisation has met the requirements for the Progressive Wage Model			
		("PWM"). This data can be obtained from the Occupational Employment Dataset ("OED") collected by MOM's Manpower Research and Statistics Department ("MOM MRSD").			
(	Click on the "Update"				
	button to confirm your	<ol> <li>For your convenience, your organisation can provide consent<sup>1</sup> for MOM MRSD to extract the required data (i.e. employee NRIC, contractual work hours, paid overtime hours, total</li> </ol>			
	changes.	number of working days in the month, actual number of days worked in the month, PWM			
		Job Level and PWM Job Description) from OED for the assessment and share the result with specified government agencies and organisations.			
	Click on the "Cancel"	3. Please indicate your consent for MOM MRSD's use of the required data from OED to assess			
		<ol> <li>Please indicate your consent for MOM MRSD's use of the required data from OED to assess whether your organisation has met the PWM requirements and provide the assessment,</li> </ol>			
	button to discard your	Unique Entity Number ("UEN"), CPF Submission Number ("CSN") and the number of local workers employed by your organisation (collectively known as the "Information"), to the			
	changes without saving.	Controller of Work Passes and the relevant MOM divisions authorised by MOM MRSD (i.e.			
		Work Pass Division and the Labour Relations & Workplaces Division of the Ministry of Manpower ("MOM WPD and LRWD")) to determine your firm's eligibility to hire foreign			
		worker. Without this information, your organisation will not be eligible to hire any foreign			
		workers.			
		🔘 Yes 🔘 No			
		4. By submitting this form, you consent to the use and disclosure of the abovementioned			
		information as stipulated in paragraph 3. You also warrant that you have the authority to provide the above consent on behalf of your organisation and agree to indemnify the			
		Government for all losses that may be suffered by the Government if this representation is or proves to be untrue.			
		<ol><li>You understand that the information given (including the Information in paragraph 3) will be submitted to the Controller of Work Passes or an authorised officer who may act on the</li></ol>			
		information provided. You affirm that the information provided by you is true to the best of			
		your knowledge and belief. You also understand that you may be liable to enforcement action including prosecution if you have stated in it anything which you know to be false or			
		do not believe to be true.			
		6. This consent is effective until withdrawal is made by an authorised representative of your organisation by providing reasonable notice in writing to MOM MRSD, subject to legal or			
		organisation by providing reasonable notice in writing to MOM MRSD, subject to legal or contractual restrictions or public interest requirements.			
		7. Please note that by 1 September 2022, organisations employing foreign workers are			
		required to pay at least the relevant progressive wages to local workers in applicable job			
		roles and at least the Local Qualifying Salary to all other local workers. Without the required information from OED, MOM is unable to determine your organisation's work pass eligibility.			
		Your organisation's work pass applications and renewals may as a result be affected.			
		<sup>1</sup> If you do not consent to sharing the information, please provide the required data separately by emailing to MOM_OED@mom.gov.sg. You may also write to this email if you wish to withdraw your			
		consent.			
		Cancel Update			
10 \	You will be able to view				
	your organisation's	Financial details			
		Paid up capital SGD 1,000,000			
	financial details here.	Source of information is from ACRA.			
.					
	If you wish to change your	Turnover value in the past 3 years			
	financial details, click on	We will use the organisation's turnover value to assess Employment Pass or S Pass applications.			
	the "Update turnover	Year Turnover available Turnover figure from an audited account Value (SGD)			
(	details" button.	2022 Yes Yes 1,348,903			
		2021 Yes Yes 3,488,908			
		2020 Yes Yes 3,120,208			
	Click here to update	Update turnover details			
1					

<ul> <li>11. You can make the necessary changes to your financial details here.</li> <li>Click on the "Update" button to confirm your changes.</li> <li>Click on the "Cancel" button to discard your abanges without soving</li> </ul>	Financial details         Paid up capital       SGD 1,000,000 Source of information is from ACRA.         Turnover value in the past 3 years         We will use the organisation's turnover value to assess Employment Pass or S Pass applications.         Select whether the turnover is available for each year. You may select 'No' if the organisation:         • Was not in operation that year         • Is newly opened         • Is a non-profit organisation         If the figure comes from an account that is not audited, or the employing organisation is not subject to audit requirements for its accounts, please select 'No'.	
changes without saving.	Subject to about requirements for its accounts, please select NO.       Year     Turnover available     Turnover figure from an audited account     Value (SGD)       2022     Yes     Yes     SGD 3,000,000       2021     Yes     Yes     SGD 3,488,908       2020     No     SGD	
<ul> <li>12. You will be able to view your organisation's CPF account(s) here.</li> <li>To view the quota for the corresponding CPF account, click on the "View S Pass quota details" link.</li> </ul>	Cancel       Update         S Pass quota details       CPF account name       CPF submission number       Business activity       Action         SINGAPORE PTE. LTD.       19       -PTE-02       MANUFACTU       Click here to view       View S Pass quota details         Find out how to declare your business activity.       Find out how to declare your business activity.       State of the submission of the	

13. You will be able to view	myMOM Portal 📏 Quick Menu 📏 Manag	e organisation profile >			
the S Pass quota details of	S Pass quota deta	ails			
-					
your CPF account.	CPF submission number	19. /-PTE-02		lick here to view	
To view the S Pass quota	CPF account name	SINGAPORE PTE. LT			
for a different CPF					
account, click on the drop-					
down to select another	S Pass quota				
CPF account.	Quota details				
	Please note				
	Only Issued Work Permits a	nd S Passes are included in your or	ganisation's Total		
	Workforce (TWF). • After the application is subr	nitted, any change in your organisa	tion's workforce will		
	affect the outcome.	nicco, onj change in jour organiza			
	More about how to calculate your	quota.			
	Description S Pass quota Nun	hber of S Pass holders Number of S Pa	ass holders you can hire		
	S Pass holders 44 10	34			
	As at 17 Apr 2023, 08:28 PM.				
	S Pass tier allocation				
	S Pass tier Number o	f S Pass holders Levy rate	(\$)		
	1 10		50		
	2 0	6	50		
	As at 17 Apr 2023, 08:28 PM.				
14. You will be able to view	S Pass holders				
the levy details of your S	10 records found. Only issued and	approved passes are shown.			
Pass holders.		··· ·			
Click here	All levy tier V	Q	Enter nar	ne or FIN	
To filter by different levy					
tier, click on the levy tier	Name FIN	Levy tier	Tier start date 0	Monthly levy rate (\$) 450	
drop-down.		1	01 Aug 2020	450	
		1	01 Apr 2020	450	
To search for a specific S		1	01 Mar 2020	450	
Pass holder, enter the		1	01 Mar 2020	450	
name or FIN in the search		1	01 Feb 2020	450	
box.		1	01 Feb 2020	450	
		1	01 Feb 2020	450	

# 8. View Payment Records

<ol> <li>Log in with Corppass to access <i>myMOM</i> Portal.</li> <li>Click here to</li> </ol>	
<ol> <li>After logging in, you will be directed to myMOM Portal.</li> <li>Click on 'Work Passes' tab</li> </ol>	
<ol> <li>You can "View payment records" using Quick Menu.</li> <li>Click h</li> </ol>	For transactions related to Employment Pass, S Pass and passes for family member ere Go to Quick Menu

4.	Within Quick Menu: i. Select Action "View payment records" ii. Select the organisation iii. Click "Continue" button. Select Action Select organisation Click here	For this branch Organisation name
5.	You will be able to view your organisation's payment records here. To filter by specific payment records, enter your search criteria and click on the "Search" button to retrieve the records.	View payment records         Payment records         Payment records         Payment type       Foreigner's name/Reference number         All       Image: Colspan="2">Image: Colspan="2" Image: Colspa="2" Image: Colspan="2" Image: Colspan="2"
		- Application Employment Paid 30 Jan 2023 Credit 105.00 fee Pass/S Pass

6. To download your search records, click on the	View payment records			
"Download records" link.	Payment records GIRO bill			
	Payment records         Payment type       Foreigner's name/Reference number         All       Image: Constraint of the second secon			
	name         type         type         status         date         method         amount         by         number           -         Application         Employment         Paid         30 Jan 2023         Credit         105.00			
7. To view more details on	fee Pass/S Pass			
the specific record, click on the payment record.	MINISTER out myMOM Portal > Quick Menu > View payment records			
	Payment records GIRO bill			
Click hor	Payment type     All     Payment date (Optional)     Prom     To     19 Jan 2023     Payment method     Payment status     All     Payment method     Payment status     All     Search     17 record(s) found.     Poreigner's O FIN Payment O Payment O Payment O Payment O Submitted O Application O type Vage Vage O Payment O Payment O Vage O Payment O Vage O Payment O Vage O Payment O Vage O			
Click here	fee Pass/S Pass			

8.	You can view more	myMOM Portal > Quick Menu > View payment records >
0.	payment details on the	View payment details
	selected payment records.	
	selected payment records.	Payment details
		Payment type Application fee Payment status Paid
		Payment date 30 Jan 2023
		Payment method Credit
		Payment amount \$105.00
		Receipt number 5577bd96090041
		ePayment reference number -
		Transaction details
		Foreigner's name Baker
		FIN -
		Application number A300123802672
		Date of application 30 Jan 2023
		Date of issuance -
		Pass type Employment Pass/S Pass Employing organisation
		Submission details
		Submitted by
		Submission organisation
9.	To view your	View payment records
	organisation's GIRO bill,	
	click on the GIRO bill tab.	
		Click here GIRO bill
		Payment records
		Payment type Foreigner's name/Reference number 0
		All V Q
		Payment date (Optional)
		From To
		17 Jan 2023 📋 17 Apr 2023 📋
		Payment method Payment status
		Search
		24 record(s) found.
		Foreigner's O       FIN O       Payment O       Payment O       Payment O       Payment O       Submitted O       Application O         name       type       type       status       date       method       amount       by       number         (5)       (5)       (5)       (5)       (5)       (5)       (5)
		- Application Employment Paid 30 Jan 2023 Credit 105.00 fee Pass/S Pass

0. You will be able to view your GIRO bill here.	Payment records GIRO bill			
To view the GIRO bill for a	GIRO bill			
specific month, click on the drop-down to select a	Current GIRO account	As at 6 Jun 2023.		
different billing month.	Payment will be deducted from you working day if it falls on a weekend		day of the month (or the next	
To download your GIRO	You can view more details about e	ach payment under 'Paymen	records'.	
bill, click on the "Download bill" link.	Billing month	June 2023	$\sim$	
Download bill liftk.		View bills before June 202	3	
	Outstanding balance		\$700.00	
	Fees for May 2023		\$500.00	
	Total amount due		\$1,200.00	
			_	l bill (CSV, ~0.59KB)
	Transaction C Payment type date	e O Pass type O For	eigner's name 🗘 🛛 🛛 FIN 🗘	Amount (\$)
	17 May 2023 Issuance fee	Work Holiday Pass		150.00
	17 May 2023 Application fee	e Employment Pass		150.00
	17 May 2023 Application fee 17 May 2023 Single journey fee	Pass		150.00
	17 May 2023 Single journey	Pass		
	17 May 2023 Single journey fee	Pass visa S Pass		105.50

11. To view past GIRO bills, click on the "View bills	Payment records GIRO bill				
before Month YYYY" link.	GIRO bill				
	Current GIRO account As at 6 Jun 2023.				
	Payment will be deducted from your GIRO account on the 17th day of the month (or the next working day if it falls on a weekend or public holiday).				
	You can view more details about each payment under 'Payment records'.				
	Billing month June 2023 V				
	Click here View bills before June 2023				
	Outstanding balance \$700.00				
	Fees for May 2023 \$500.00				
	Total amount due \$1,200.00				
	لي Download bill (				
	Transaction O Payment type O Pass type O Foreigner's name O FIN O date	Amount (\$)			
	17 May 2023 Issuance fee Work Holiday - Pass -	150.00			
	17 May 2023 Application fee Employment Pass	150.00			
	17 May 2023 Single journey visa S Pass fee	105.50			
	17 May 2023 Issuance fee S Pass	94.50			
	Total amount (\$)	\$500.00			
	1 to 4 of 4 < Prev	1 Next >			
12. You will be able to view	myMOM Portal > Quick Menu >				
the past GIRO bill here.	View payment records				
To view the GIRO bill for a					
specific month, click on					
the drop-down to select a different billing month.	GIRO bill				
different binnig month.	Current GIRO account As at 18 Apr 2023.				
	Payment will be deducted from your GIRO account on the 17th day of the month (or the next working day if it falls on a weekend or public holiday).				
	You can view more details about each payment under 'Payment records'.				
	Billing month April 2023 V				
	Outstanding balance \$100.00				
	Fees for March 2023 \$4,195.00				
	Total amount due \$4,295.00				
	S/N $\Diamond$ Type of transaction $\Diamond$ Number of transactions $\Diamond$ Fee per transaction (\$) $\Diamond$	Amount (\$)			
	1         Replacement Fee for Loss of Card         1         100.00           2         Application Fee for Dependant Pass         39         105.00	4,095.00			
		\$4,195.00			
	Sub total amount (\$)	\$4,195.00			

# 9. Request a Card Replacement

1.	At the menu page, select the action from the drop-down list. Complete the form and click "Continue".	MMOM Portal > Welcome, what would you like to do?		
	and click continue.	-		
		Start a transaction		
	Click on "Request a card replacement".	Request a card replacement		
		For this foreigner		
		Continue		
2.	Before submitting the request, ensure that the information of the foreigner is updated.	Request for a Card Replacement		
3.	If you need to update the foreigner's information, use the link at the top of the	Before you start		
	page to return to <i>myMOM</i> Portal.	Ensure that the personal particulars and contact details of the work pass holder are updated before submitting the request.		
		You will need to pay a card replacement fee. The fee is non-refundable once the request is made.     You may pay via GIRO or credit card.     Processing time is immediate upon successful submission of the request.		
	Click on "Start request" to start.	© Takes about 10 minutes to complete.  Start request		
4.	Fill in the required fields in Request section.	Request for a Card Replacement		
		Request Summary Payment		
		What is the reason for the replacement? Replacement reason		
	Click here to continue to Summary section.	Continue		

	- []
5. Ensure the information displayed are correct and acknowledge the	Notification email
declarations to proceed.	We will email the card replacement confirmation to you and the pass holder.
declarations to proceed.	Pass holder's email
	Declaration
	Please read and acknowledge the following:
	I declare that
	<ul> <li>I have obtained the employer's written authorisation to perform this transaction on his/her behalf.</li> <li>The information that I have provided is true and accurate to the best of my knowledge.</li> </ul>
	<ul> <li>I am aware that it is an offence to submit information that I know, or ought reasonably to know, is failse in any material particular or is misleading by reason of the omission of any material</li> </ul>
	particular.  I understand that the card is non-transferrable and must be held by only the work pass holder.
	<ul> <li>The card is the property of the Ministry of Manpower. If the lost card is found, it must be returned to: Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764.</li> </ul>
	<ul> <li>I have obtained written authorisation from the employer and work pass holder for the Ministry of Manpower to display the work pass details when the card is scanned using the SGWorkPass</li> </ul>
	mobile application: I will furnish a copy of such written authorisation to the Ministry of Manpower if requested.
	I declare that all the above is true.
Click here to continue to payment section	
Click here to continue to payment section	Continue to payment
6. Make payment using a credit card (Visa	
or Mastercard or Amex) or GIRO.	Request Summary Payment
	Payment
	Card replacement fee
	Total amount
	Payment method Visa/Mastercard/Amex
	© GIRO
	Proceed to pay
7. You will receive an email from MOM to	
acknowledge successful submission of	
your card replacement request. A PDF	Request for a Card Replacement
copy of the card replacement letter wil	Request for a oura Replacement
be attached in this email.	
	Card replacement request submitted successfully
	Pass type Dependant's Pass Pass Pass Pass Pass Pass Pass Pa
	Date of replacement 17 Feb 2023 Total amount paid
	Payment mode Visa/Mastercard Payment reference number
	Date and time of transaction 17 Feb 2023, 03:64pm (GMT +0800)
	We will email the summary of your card replacement request and the card replacement letter to you and the pass holder. Please refer to the card replacement letter for more information.
	What do you want to do next?
	Go to myMOM Portal     Go to Quick Menu
	For more information, please visit MOM website
	Report withenability 🙆 Terms of use Privacy policy Contact us. 0 2023 Covernment of Singapore

# **10.** Retrieve In-Principle Approval (IPA) Letter

1.	Log in to <u>myMOM Portal</u>							
2.	Search for the candidate under the							
	'Application/Appeals' tab.	Application / Appeals (938	Pending iss	uance (94) Existing / E	xpired passes (0) Expiri	ng passes (0) Advance	ed search	
		Q Enter applicant name or F	IN	Submit				ځ D
		Name	FIN	Date of application / appeal	Pass type	Submitted by	Status	Action
		JOHN DOE ONE	F1234567N	28 JAN 2023	Employment Pass	MARY JANE	Pending	Select action 👻
		JOHN DOE TWO	F1234567N	12 FEB 2023	S Pass	MARY JANE	Pending	Select action 👻
		JOHN DOE THREE	F1234567N	19 FEB 2023	Employment Pass	MARY JANE	Pending	Select action 👻
		JOHN DOE	F1234567N	27 FEB 2023	S Pass	MARY JANE	Rejected	Select action 👻
		Under	r Action	, select 'Vie	ew details'.		ing	View details Select action 👻
_					<i>c</i>			
	an employment agent who is handling the	foreigner's t	ransac	tions for t	he first tim	е		
3.	Scroll down the Work Passes page to the 'Go to Quick Menu' section.	Start Trar	nsactio	ns				
		For transa	ctions rela	ated to Employ	ment Pass, S Pa	ss and passes f	or family me	embers
	Click here	Go to Quic	k Menu					
		Welcome	, what	t would y	ou like to	odo?		
4.	At the menu page, under Action, select							
	'View details' from the drop-down list.	Start a tra	neactio	n				
			insactio					
		I want to						
		Action	12					
		Start typing to s	search		Q			
		Submit docume	ents					
		Update contact	details					
		Update travel d	locument det	tails				
	Click on 'View details'.	View details						
		View pass hold	er profile					
		View payment r	ecords					
		Withdraw a sub	mission		-			
5.	Search for the foreigner using their FIN or	To search b						
5.	Application number, and fill in the	<u>10 search b</u>	<u>y fiin</u>					
	••	Start a transac	tion					
	required fields.	I want to						
		Action						
		View details		×				
		For this foreigner						
		Search by FIN	~					
		FIN						
		F1234567N						
		Date of application						
		27 Feb 2023 📋						
	Click 'Continue' and you will be directed to	Continue						
t	the landing page of the 'View details' form.	To search b	v Annli	ication Nu	mher			
			1 LAAL	Sacion NU				

	Start a transaction
	I want to
	Action
	View details X
	For this foreigner
	Search by Application number
	Application number
	A270223803755
Click (Continue) and you will be directed to	
Click 'Continue' and you will be directed to the landing page of the 'View details' form.	Continue
6. If you do not see the documents, you	Your application is approved in-principle
may click on the "Refresh" link to	Employing organization TESTING HOLDING PTE. ITD.
generate a copy of your IPA and related	(12341234X-00-00)
documents.	Full Name JOHN DOE FIN F12345672
uocuments.	Pass type Employment Pass
	Application number A180323809357 Status Approved
	Date of application 18 Mar 2023
	Uate of nutcome 13 Apr 2023 Submission organization TESTING HOLDING PTE, LTD.
	(12341234X-00-00) Submission user CORPPASS TEST ACCOUNT
	All dates are based on Singapore time (GMT +0800).
	Next steps
	1. Check that the details in the In-Principle Approval (IPA) letter(s) are correct.
	2. Send the foreigner their copy of the IPA letter, and medical form (if applicable).     3. Get the pass issued before the IPA expires on 27 Jun 2023.
	Cancel IPA Extend validity Request pass to be issued
7. A pop-up banner will appear when you	Refreshing documents
attempt to refresh the documents.	You may continue to work on other tasks while we update the documents. Please refresh the page
	after 2 minutes if you do not see the updated
<b>Note</b> : You may wish to refresh the page if you	documents.
do not see the documents on the page after	
waiting for 2 minutes.	
Please <u>contact us</u> for help if you do not see	
the documents despite refreshing the page	
after 10 minutes.	
8. A banner will appear when the	Documents refreshed successfully     X
documents are refreshed.	Please refer to the updated IPA letters.
	Your application is approved in-principle
9. Click on the respective links to download	Employing organization TESTING HOLDING PTE. ITD.
a copy of your IPA letter and related	(12341234X-00-00) Full Name IOLIN DOC
documents.	FIN F1234567Z
	Pass type Employment Pass Application number A180323809357
	Status Approved
	Date of application 18 Mar 2023 Date of outcome 13 Apr 2023
	Submission organization TESTING HOLDING PTE. LTD.
	(12341234X-00-00) Submission user CORPPASS TEST ACCOUNT
	All dates are based on Singapore time (GMT +0800).
	Next steps
	1. Check that the details in the In-Principle Approval (IPA) letter(s) are correct.  I IPA - Employer's copy (PDF, -250K8)
	2. Send the foreigner their copy of the IPA letter, and medical form (if applicable). 3. Get the pass issued before the IPA expires on 15 Oct 2023.      Medical declaration form (PDF, -120KB)
	Cancel IPA Extend validity Request pass to be issued
	Carreer PA

# **11. Extend In-Principle Approval (IPA) Validity**

1.	Select "Request to extend In-Principle	myMOM Portal
1.	Approval validity" in Quickmenu.	Welcome, what would you like to do?
		Start a transaction
ect "I	Request to extend In-Principle Approval validity".	Request to extend In-Principle Approval validity
		For this foreigner
2.	Fill in the required fields in the	Continue
	Identification section.	Start a transaction
		I want to
		Action
		Request to extend In-Principle Approval validity $\qquad  imes$
		For this organisation
		My client's organisation
		For this foreigner
		Search by FIN 🗸
		FIN
		Date of birth
		dd mmm yyyy 🗎
	Click here to proceed to summary page.	Continue
3.	Click "Extend IPA" to proceed to acknowledgement page.	Request to extend In-Principle Approval validity
		Do you wish to extend the In-Principle Approval's validity? This In-Principle Approval's validity may be extended to 02 Sep 2024.

4.	You will receive an email from MOM to acknowledge successful submission of your request to extend IPA validity.	myMOM Portal > Quick Menu > Request to extern	idity	
	your request to externa in A valianty.	Foreigner's full name Foreigner's FIN Pass type Reference number Date and time submitted IPA expiry date You will receive an email acknowle request is approved. This may take	est submitted successfully S Pass DAME070323806158 07 Mar 2023, 11:46am (GMT +0800) 02 Sep 2024 edgement with a summary of the changes after the extension to 15 minutes. a copy of this acknowledgement for your reference.	Print acknowledgement page
		What do you want to do n Go to myMOM Portal Go to Quick Menu For more information, please v		

# 12. Update Travel Document Details

	5 11 0 1 1 1	1	
1.	From the Quick Menu page, select	Malcomo what would you like to do?	
	"Update travel document details" from the drop-down list. Complete the form and click "Continue".	Welcome, what would you like to do?	
		Start a transaction	
		I want to	
		Action	
	Select "Update travel document details".	Update travel document details X	
		For this foreigner	
		FIN	
		Continue	
2	Fill in the fields and click "Continue to	A Singapore Government Agency Website	
2.	summary" to proceed.	MANFOWR	📑 Log o
		N	
		wyktotr Porat > Oulok Menu > Update travel document details	
		00	
		Amendment Summary	
		Travel document details	
		Travel document type	
		Travel document number	
		Travel document issue date	
		ä	
		Travel document expiry date	
Click	"Continue to summary" to proceed to summary page	2. Slear changes Continue to summary	

3. Ensure the information displayed is correct. Then, tick the declaration check box then click "Submit" to proceed to the Acknowledgement page.	Update travel document details
	Amendment summary Travel document details Travel document expiry date
	Declaration         Please read and acknowledge the following:         • I have obtained authorisation in writing from the foreigner to make this request. I will produce the authorisation to the authority on request.         • By submitting this form. I confirm that the foreigner consented to the collection and use of the information with other government of Singapore, and consented to the sharing of that information with other government and non-government agencies, for such purposes as are relevant to that agency.         I declare that all of the above is true.
Click "Submit" to proceed to Acknowledgement page.	Submit
4. You will receive an email from MOM to acknowledge successful submission of your request to update travel document	myMOM Poral > Quick Menu > Update travel document details
details.	Amendment request submitted successfully     Foreigner's full name     Foreigner's FIN     Pass type     S Pass     Reference number     Date and time submitted     07 Mar 2023, 03:28pm (GMT +0600)      You will receive an email acknowledgement with a summary of the changes after the amendment     request is approved. This may take up to 15 minutes.      You may wish to print or download a copy of this acknowledgement for your reference.
	What do you want to do next?         Go to my/MOM Portal         Go to Culick Menu         For more information, please visit MOM website

# 13. Update Contact Details

<ol> <li>Select "Update contact details" from the Quick Menu.</li> </ol>	Welcome, what would you like to do? Start a transaction	
Select "Update contact details".	Update contact details ×  For this foreigner  Fin  Continue	
2. Click on "Start amendment" to proceed with amendment request.	A Singapore Government Agency Webste www.www. myd/OM Poral > Guick Menu > Amend contact details	E Log out
	Before you start, remember to do this Prepare Information	
Click on "Start amendment"	Things to note         • These contact details will be used for all future correspondences with the foreigner.         • To amend contact details for this foreigner's dependants, you will need to update them individually.         So Takes about 3 minutes to complete.         Statt amendment	

3. Fill in the required fields.	myMOM Portal > Civick Menu > Amend contact details	
	Amena contact details	
	Amendment Summary	
	Email and mobile number	
	Foreigner's email	
	Foreigner's mobile number	
	+65	
	Residential address	
	Residential type Postal Code Address	
	Postal code	
	Block/house number	
	Street name	
	Floor number Unit number	
	Building name	
	Service grantes	
Click "Continue" to proceed to summar	ry page.	
4. Ensure the information displayed is	myMOMPeral > Guide Manu > Amend contact details	
correct. Then, tick the declaration check		
box and click on "Amend information" to		
proceed to the Acknowledgment page.	Ameridment Summary	
	Amendment summary	C Edit
		(e) con
	Email and mobile number	
	Foreigner's mobile number	
	Residential address	
	Residential type Overseas Address Address	
	Declaration	
	Please read and acknowledge the following:	
	Please read and acknowledge the following: • I have obtained authorisation in writing from the foreigner to make this request. I will produce the authorisation to the authority on request.	
	Please read and acknowledge the following: • I have obtained authorisation in writing from the foreigner to make this request. I will produce the authorisation to the authority on request. • By submitting this form, I confirm that the foreigner consented to the collection and use of the information in the form by the Government of Singapore, and consented to the sharing of that	
	Please read and acknowledge the following: • I have obtained authorisation in writing from the foreigner to make this request. I will produce the authorisation to the authority on request. • By submitting this form, I confirm that the foreigner consented to the collection and use of the	
	Please read and acknowledge the following: I have obtained authorisation in writing from the foreigner to make this request. I will produce the authorisation to the authority on request. By submitting this form, I contirm that the foreigner consented to the collection and use of the information in the form by the Government of Singapore, and consented to the sharing of that information with other government and non-government agencies, for such purposes as are	
Click "Amend information" to proceed to Acknowledgement page.	<ul> <li>Please read and acknowledge the following:</li> <li>I have obtained authorisation in writing from the foreigner to make this request. I will produce the authorisation to the authority on request.</li> <li>By submitting this form, I confirm that the foreigner consented to the collection and use of the information in the form by the Government of Singapore, and consented to the sharing of that information with other government and non-government agencies, for such purposes as are relevant to that agency.</li> </ul>	

5. You will receive an email from MOM to acknowledge successful submission of your request to update contact details.	mydIOM Poral > Guiek Menu > Amend contact details
	Contact details amended successfully
	Foreigner's full name       Foreigner's full         Foreigner's FIN       Employment Pass         Pass type       Employment Pass         Date and time submitted       09 Mar 2023, 11:10am (GMT +0800)         The foreigner's contact details have been amended. You will receive an email acknowledgement with a summary of the amendments.         You may wish to print or download a copy of this acknowledgement for your reference.
	What do you want to do next? • Go to myMOM Portal • Go to Caulok Menu • For more information, please visit MOM website

# 14. Appeal for an Employment Pass (EP) or S Pass

Application / Appeals (938)       Pending issuance (94)       Existing / Expired passes (0)       Expired passes (0)       Advanced search          F12345672        Externel	<ul> <li>You have 3 months to appeal against an unsuccessful application, but you should do so only if you can address the reasons for rejection.</li> </ul>
Quick Menu Start a transaction I want to Action View details	<ul> <li>To appeal against an unsuccessful application, you will need to proceed to "View details" page.</li> <li>You may reach the "View details" page by using the dashboard page at myMOM Portal</li> </ul>
For this foreigner   Search by Application number   Application number   A100123795376	<ul> <li>Search for the foreigner by using the transaction's "Application number" or "FIN" and "Date of application" to proceed.</li> </ul>
Start a transaction   Iwant to   Acion   View details   For this organisation   My organisation   For this foreigner   Search by FIN   FN   F12345672   Date of application   18 Mar 2023	

HN DOE (F1234567Z)		Ensure that you the necessary information/dc	
Your application	is unsuccessful	to address the	issues in
Employing organization	TESTING HOLDING PTE. LTD. (12341234X-00-00)	your rejection a	advisory
Full Name	JOHN DOE	Click on "Subm	it an
FIN	F1234567Z	appeal" to star	t tha
Pass type	Employment Pass		t the
Application number	A180323809357	submission.	
Status	Rejected		
Date of application	18 Mar 2023		
Date of outcome	13 Apr 2023		
Submission organization	TESTING HOLDING PTE. LTD.		
	(12341234X-00-00)		
Submission user	CORPPASS TEST ACCOUNT		
All dates are based on Singap	pore time (GMT +0800).		
Reason(s) for outcome			
	qualify for an Employment Pass. Before submitting an sessment Tool to find out the salary required for each		
still wish to employ foreig	acancy on MyCareersPuture for at least 14 days first. T in candidate(s) for this position after you have conside wish to provide the advertisement ID in your subsequ	red all	
Reason(s) accurate as at time a	of outcome		
You may consider appealing	by 12 Jul 2023 if you are able to address the reason(s)		
You may consider appealing You can appeal up to 2 times of outcome. Submit an appeal	by <b>12 Jul 2023</b> if you are able to address the reason(s) within 3 months of the original application/renewal re	quest's date	
You may consider appealing You can appeal up to 2 times of outcome. Submit an appeal peal for an Em	by 12 Jul 2023 if you are able to address the reason(s)		-
You may consider appealing You can appeal up to 2 times of outcome. Submit an appeal peal for an Em DOE (F1234567Z) Our services centres are open an appointment if you're unab	by 12 Jul 2023 if you are able to address the reason(s) within 3 months of the original application/renewal re ployment Pass for customers with appointments. Please use our online sen le to use our digital services. Find out the latest update on w	<ul> <li>Make sure you these done bef starting the approcess:</li> <li>✓ Use the self assessment</li> </ul>	fore peal :- tool
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Appeal for an Employment Pass JOHN DOE (F1234567Z) Appeal (Stage 1) Appeal (Stage 2) Supporting information Summary Which pass are you applying for? Employment Pass only			<ul> <li>Information based on the last rejected transaction will be retrieved automatically and displayed for verification.</li> <li>You may edit and update the information if</li> </ul>
What is the pass duration you are applying for? 2 years 0 months	🔀 Edit		the information, if applicable.
Tell us about your job advertisement. I do not need a job advertisement. Are you seeking an exemption from the FCF job advertising requirement on the basis that the candidate is a local transferee ●, or choosing to apply as an overseas intra-corporate transferee (ICT) under the World Trade Organisation's General Agreement on Trade in Services (WTO GATS) or an applicable Free Trade Agreement (FTA) (see definition here)? • Yes ● No ▲ Your application will likely be rejected unless the employing organisation or job position Is exempted from the jobs Bank advertising requirement.	i €dit		<ul> <li>Click on "Save and continue" to navigate to the next stage.</li> </ul>
Save and continue			You will see up to a total
JOHN DDE (F1234567Z)         Appeal (Stage 1)       Appeal (Stage 2)         Supporting information       Summary         Job advertisement and recruitment efforts         Position details         Work experience         Educational qualifications         Membership/professional details         Candidate declarations	Loss sowed of 13 Apr 2023 2:27pv	Save draft	<ul> <li>of 6 sections in Stage 2.</li> <li>Information based on the rejected application will be retrieved automatically and displayed for verification.</li> <li>You may edit and update any of the information, if applicable.</li> </ul>
Expand sections to make edits   Position details  Occupation and salary details		•	• To save the appeal draft in Stage 2, click the "Save
Occupation and safary declars         Select an occupation that best metches         Fixed monthly safary         SGD 5.000         Basic safary and fived allowances, excluding variables. Learn mare         Basic monthly slary         SGD 5.000         Fixed monthly allowances         SGD 0         Slary paid         Locally         © overseas         ® Both locally and overseas			draft" button at the top right-hand corner of the page.

Specified   Specified   Specified   Standard states   Specified   States   States <th>0 0</th> <th>Once all the information</th>	0 0	Once all the information
> Job advertisement and recultarent effors > Position details > Position details > Not experience > Subparticular details > Continue to the next stage. and continue" to continue to the next stage. > Continue to the nex	ppeal (Stage 1) Appeal (Stage 2) Supporting information Summary	
> Position details > Continue to the next stage. continue to stage at the stage a	> Job advertisement and recruitment efforts	
Verk experience Verk experience Staticical qualifications Membership/professional deals Candidate declarations () the constructive declarations () the constructi	> Position details	
<ul> <li>Educational qualifications</li> <li>Membership/professional details</li> <li>Candidate details details</li> <li>Candidate details details</li> <li>Candidate details</li> <li>If the fit cardinal qualifications</li> <li>If the fit card</li></ul>	> Work experience	
<ul> <li>Conditioned exclusions</li> <li>Conditioned exclusions we description of general factor and y controls to the second of the rank y controls to</li></ul>	> Educational qualifications	o stage.
(a) the the under set were indexed and yre or a physical flave may source? (b) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the the under set were indexed and yre or any source? (c) the under set were indexed and yre or any source? (c) the under set were indexed and yre or any source? (c) the under set were indexed and yre or any source? (c) the under set were indexed any source? (c)	> Membership/professional details	•
It is the standard set we stand us a stand if is true of the in any standard is is true of the in any standard is it true of the inaction of the standard is it true of the standard is it true of the inaction of the standard is it true	✓ Candidate declarations	0
It is the standard set we stand us a stand if is true of the in any standard is is true of the in any standard is it true of the inaction of the standard is it true of the standard is it true of the inaction of the standard is it true	(a) Has the candidate even been refused entry into or deported from any country?	
<ul> <li>Yes to No</li> <li>Yes to No</li></ul>		
<ul> <li>a) bit the carditation are there are branch of pages to large a pages of taken to starty?</li> <li>b) bits the foregrease or server different starter?</li> <li>c) bits a contract</li> <li>b) bits the foregrease or server different starter?</li> <li>c) bits a contract</li> <li>c) bits a contract bits a contract bits and contract bits and</li></ul>		
<ul> <li>Yes: • 10</li> <li>(e) Yes: • 10</li> <li>(f) Yes: • 1</li></ul>	O Yes 💿 No	
(i) Is the candidate user entered Singapore using a stratute training in the response of th		
<ul> <li>Yes in No.</li> <li>Yes in No.</li></ul>		
<ul> <li>Is a the foregree vectors as signatore Content or Singatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Content or Singatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Content or Singatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Content or Singatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as Signatore Remement Readers?</li> <li>Is a the foregree vectors as the foregree readers as Signatore Remement Readers?</li> <li>Is a the foregree vector as the signatore remement as the foregree readers as the foregree readers and the foregree readers as the foregree readers and the foregree readers as the foregree readers and the foregree readers and the foregree readers as the foregree readers and the fo</li></ul>		
<ul> <li>(*) Its the foregree revises a Singapore Closer or Singapore Remearent Resident?</li> <li>(*) Yes (*) No</li> <li>(*) Yes (*) No</li> <li>(*) This section allows you to provide relevant information to address the reason(s) for rejection.</li> <li>Supporting information</li> <li>You may include up to 8 documents for your appeal.</li> <li>(*) Click on "Add document?" if you wish to upload any documents for the appeal.</li> <li>Additional remarks</li> <li>(*) Add documents (*)</li> <li>(*) Click on "Continue to summary" if there are no additional information to provide and proceed to</li> </ul>	(e) Has the foreigner ever entered Singapore using a different name?	
<ul> <li>Yes: No</li> <li>Yes: No</li> <li>This section allows you to provide relevant information to address the reason(s) for rejection.</li> <li>Supporting information</li> <li>You may include up to 8 documents for your appeal</li> <li>Section allows you to provide relevant information to address the reason(s) for rejection.</li> <li>Click on "Add document" if you wish to upload any documents for the appeal.</li> <li>Additional remarks</li> <li>Information to address the appeal.</li> <li>Click on "Continue to summary" if there are no additional information to provide and proceed to</li> </ul>	🔿 Yes 💿 No	
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Contract of the second se			<ul> <li>You may include up to 5 documents in your appeal.</li> </ul>
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Pass holder declarations		🗹 Edit		
a) Has the pass holder ever been refused entry into or deported	Yes			
from any country? b) Has the pass holder ever been convicted in a court of law in any	No			
country? c) Has the pass holder ever been prohibited from entering	country?			
Singapore?	0	your answer for this question, it may affect renewal.		
Notification email			•	If you require to amend
We will send all notifications to test@testmail.com  Update email  Updating this email address will affect notifications sent for all transactions.				the email address shown, click on the "Update email" link to perform the update. All
<ul> <li>Declaration</li> <li>Please read and acknowledge the following:</li> <li>I am the registered user of this account and personally filled in the information for an Employment/S Pass and in any related appeals.</li> <li>I declare that the information in this Application for an Employment/S appeals is, to the best of my knowledge, true and correct and that all to a support for this Application, and any related appeals, are true copiel is support for this Application and any related appeals, are true copiel is decret that I have considered all candidates fairly by, including but n advertising the job vacancy and/or interviewing the candidates (as state before making this Application and any related appeals for an Employ.</li> <li>All documents uploaded (if any) are correct, clear and complete.</li> <li>With reference to this Application form its accurate.</li> <li>With reference to this Application for an Employment/S Pass and resid conditions that give and/or form its accurate.</li> <li>Thave explained to the candidate that a SingPass will help him/her to us application.</li> <li>I have explained to the candidate that a SingPass will help him/her to a singPass.</li> <li>I declare that all of the above is true.</li> <li>I declare that all of the above is true.</li> <li>Submit appeal</li> <li>Download summary (PDF, -100KB)</li> </ul>	Pass and any related documents submitted s of the originals. ot limited to, ed under Stage 2) ment/S Pass. ence in Singapore, the o obtain from and cce for assessing the icess Government e- is consent for the is subing agency in if he/she is eligible for		•	notifications will be sent by email. You must read and acknowledge the declaration by ticking the checkbox. You can download a copy of the appeal summary when you click "Download summary". Click on "Submit appeal" to submit the appeal request.
Appeal submitted successfully     End name     FN     FN     Fas type     Application number     Add the submitted     Subm	peal. g peak periods or if we		•	Your appeal request has been submitted when you see this acknowledgement page. You may return to <i>myMOM</i> Portal to make another appeal request or log out of the eService. After you have
What do you want to do next? • Go to <i>myMOM</i> Portal • Go to Quick Menu • For more information, please visit MOM website				submitted an appeal request and do not see it appear on the <i>myMOM</i> Portal, please refresh the page after 15 minutes.

# 15. Appeal for Training Employment Pass (TEP), Dependant's Pass (DP) or Long-Term Visit Pass (LTVP)

Apprication / Appeals (938) Pending issuance (94) Existing / Expiring passes (0) Expiring passes (0) Advanced search F1234567Z E Existing / Expiring passes (0) Expiring passes (0) Advanced search Name FIN Date of application / appeal Pass type Submitted by Status Date of Action JOHN DOE F1234567Z 10 JAN 2023 Training Employment Pass MARY JANE Rejected Search () () () () () () () () () () () () ()	• You have 3 months to appeal against an unsuccessful application, but you should do so only if you can address the reasons for rejection.
Quickmenu Start a transaction	<ul> <li>To appeal against an unsuccessful application, please proceed to the "View details" page.</li> <li>To reach the "View</li> </ul>
Action View details	<ul> <li>To reach the view details" page, use the dashboard page at <i>myMOM</i> Portal or Quickmenu.</li> </ul>
For this foreigner         Search by Application number         Application number         A100123795376	
Continue	

iew details HN DOE (F1234567Z)				Ensure that you have th necessary	
212 A22 A2	1 (1990-1941)				information/documents
Your application i	is unsuccessful				to address the reason(s)
Employing organisation	Employing organisation TESTING HOLDING PTE. LTD. (123412345W- 00-00)		Submitted application (PDF, -80KB)		for the rejection.
Full name	John Doe				
FIN	F1234567Z			•	Click on "Submit an
Pass type	Training Employment Pass				appeal" to start the
Application number	A100123795376				••
Status	Rejected				submission.
Date of application	10 Jan 2023				
	10 Jan 2023				
Date of outcome					
Submission organisation	TESTING HOLDING PTE. LTD. (1234 00-00)	412345W-			
Submission user	Mary Jane				
All dates are based on Singapo	ore time (GMT +0800).				
teason(s) for outcome					
Reason(s) accurate as at time of	outcome.				
21 2001					
You may proceed to ap	peal				
	eal has been accepted. You may appe	eal by <b>11 May 2023</b> if you a	e		
able to address the reason(s) f	or rejection.				
Submit an appeal					
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✓ Supporting information Please give us relevant information to address the reason(s) for rejection and tell us if any application details have changed.      If we have acknowledged and approved your solary amendment request [] for the main pass holder, you do not need to add remarks or the approval documents.      Add document     Add remarks      Skip, no information to add		<ul> <li>address the reason(s) for rejection. Amendments to the rejected applications are not allowed.</li> <li>Click on "Add document" or "Add remarks" if you wish to provide any information to support the appeal.</li> <li>You may also click on "Skip, no information to add" if there is no additional information to provide. This will bring you to the next section.</li> </ul>
<ul> <li>Supporting information</li> <li>Please give us relevant information to address the reason(s) for rejection and tell us if any application details have changed.</li> <li>If we have acknowledged and approved your salary amendment request of the main pass holder, you do not need to add remarks or the approval documents.</li> <li>You may include up to 5 documents for your appeal:         <ul> <li>Select a category from the drop-down list or type to search for a document type.</li> <li>For non-English documents, you must upload the original document with an English translated copy. The translation can be done by a translation service provider.</li> </ul> </li> <li>Document 1         <ul> <li>Candidate's employment information</li> <li>Candidate's employment contract with salary informa ×</li> </ul> </li> <li>Add another document         <ul> <li>Add remarks</li> <li>Continue</li> </ul> </li> </ul>	e î Remove	<ul> <li>If you have documents to upload, select the "Category" from the drop-down list to help filter the document type that you wish to provide.</li> <li>Alternatively, you may perform a search under the "Document type" field.</li> <li>You may include up to 5 documents in your appeal.</li> <li>Click on "Continue" to proceed to the next section.</li> </ul>

V/ Supporting information		If you wish to provide
Supporting information Please give us relevant information to address the reason(s) for rejection and tell us if any application details have changed. If we have acknowledged and approved your salary amendment request [] for the main pass holder, you do not need to add remarks or the approval documents. You may include up to 5 documents for your appeal:     Select a category from the drop-down list or type to search for a document with an English translated     copy. The translation contract with salary informa ×  Category Candidate's employment information     Document type Candidate's employment contract with salary informa ×  Add another document K there anything more you want to add?(Optional) Remarks were added here.	•	new information/explanation for the appeal, click on "Add remarks". A textbox will appear. Enter the necessary information in the textbox shown.
(976 characters left)		
Continue	_	
Supporting information  Notification email  We will send all notifications to test@test.com  Update email  Update email  Updating this email address will affect notifications sent for all transactions.  Declaration  Please read and acknowledge the following:      All data entered in this Application form is accurate.	•	If you need to amend the email address shown, click on the "Update email" link to perform the update. All notifications will be sent by email. You must read and
All documents uploaded (if any) are correct, clear and complete.     With reference to this Application for Training Employment Pass and residence in Singapore, the candidate has given his/her consent to the Government of Singapore to obtain from and verify the information with any person, organisation, or any other source for assessing the Application.     I have explained to the candidate that a Singapore to a singapore to botain from and verify the information with any person, organisation, or any other source for assessing the Application.     I have explained to the candidate that a Singapore to a constrained the candidate's consent for the Ministry of Mangower to share his/her personal details to the Singapare is using applicit on order for the candidate to a spin for a SingPass account at a later time if hei/she is eligible for a SingPass.     I have obtained written consent from the candidate to apply for a Training Employment Pass for him/her. I will produce this consent when requested by the authority.     The candidate has not used the services of a Singapore Registered Employment Agency or EA personnel for this application.	•	acknowledge the declaration by ticking the checkbox. Click on "Submit appeal" to submit the appeal
Submit appeal		request.

ppeal for a Train	ning Employment Pass		Your appeal request has been submitted when
Appeal submitte	ed successfully	ل، Download acknowledgement and form	you see this acknowledgement page
Full name FIN Pass type Application number Date and time submitted You will receive an email acknowle	JOHN DOE F12445672 Treining Employment Pass A100123795376 13 Apr 2023, 2:40pm (GMT +0800) dgement with a summary of the appeal.	summary (PDF, ~56KB)	<ul> <li>You can download a copy of the application summary when you clic</li> </ul>
need to verify the appeal details.	it 3 weeks, but may be longer during peak periods or if w n outcome or if we need more documents.	•	on "Download acknowledgement and form summary".
What do you want to do n	ext?		
Go to myk/OM Ponal     Go to Culck Menu     For more information, please vi	sit MOM website		• You may return to myMOM Portal to make another appeal request or log out of the eService.
			After you have submitted an appeal request and do not see on the <i>myMOM</i> Portal, please refresh the page after 15 minutes.

# 16. Apply for a Training Employment Pass (TEP)

Before you apply, get these done	Make sure you complete
Check eligibility Update company profile Prepare documents	the following before starting the application process:
	<ul> <li>Ensure that the</li> </ul>
The Training Employment Pass (TEP)     Ensure your company profile (e.g. turnover information and contact practical training in Singapore.     Have documents ready to upload with your Training Employment Pass       allows eligible foreigners to undergo practical training in Singapore.     details) is up-to-date, otherwise, it check if the candidate is eligible for application.     Have documents ready to upload with your Training Employment Pass.	candidate is eligible for a TEP. ✓ Update your company's profile (in particular,
Things to note         If the candidate is a foreign student, check on the list of acceptable institutions.         Processing time for most applications is 3 weeks.         We accept payment by GIRO, Visa, Mastercard or Amex.	<ul> <li>the annual turnover and contact information). Please wait for at least 30 minutes before returning to this page to submit the application.</li> <li>✓ Prepare the required documents you need to upload.</li> <li><i>Docs for TEP</i></li> <li>Click "Start application" when you are ready to start.</li> </ul>
Carl application	
MyMOM Portal > Quick Menu >  Apply for a Training Employment Pass  Identification Application Summary Payment  Has the candidate ever studied, worked or stayed long-term (not as a tourist) in Singapore?  Yes, candidate is currently working/studying/staying in Singapore Yes, candidate has worked/studied/stayed in Singapore in the past No No, but candidate has a Foreign Identification Number (FIN) issued by Singapore  Continue	<ul> <li>This is the first question in Application (Stage 1) – Declare if the candidate has ever studied, worked or stayed long-term (not as a tourist) in Singapore.</li> <li>At any time, you may return to <i>myMOM</i> Portal by clicking on the link at the top left-hand corner of the page, under the MOM logo.</li> </ul>

Has the candidate ever studied, worked or stayed long-term (not as a tourist) in Singapore? Yes, candidate is currently working/studying/staying in Singapore	<ul> <li>After each question is answered, you will see its summary view.</li> </ul>
What is the candidate's FIN or Work Permit number?	• You will be shown the next question to be answered.
<ul> <li>If the candidate has both FIN and Work Permit number, please enter the FIN.</li> <li>FIN</li> <li>Work Permit number</li> </ul>	<ul> <li>If the candidate is currently working/studying/staying in Singapore, it is mandatory to provide the FIN or Work Permit</li> </ul>
Continue	number.
Has the candidate ever studied, worked or stayed long-term (not as a tourist) in Singapore? Yes, candidate has worked/studied/stayed in Singapore in the past	If the candidate had previously worked/studied/stayed in Singapore but cannot remember their FIN or Work Permit number, you can select
What is the candidate's FIN or Work Permit number?	"Candidate can't remember both".
If the candidate has both FIN and Work Permit number, please enter the FIN.	both .
<ul> <li>FIN</li> <li>Work Permit number</li> <li>Candidate can't remember both</li> </ul>	
Continue	
Has the candidate ever studied, worked or stayed long-term (not as a tourist) in Singapore? No, but candidate has a Foreign Identification Number (FIN) issued by Singapore	You must provide the candidate's FIN if it has already been issued.
What is the candidate's FIN?	
Continue	
Which describes the candidate?	Select which category your candidate belongs to for this
If the candidate has held a Training Employment Pass before, you cannot apply for another one for the same type of training.	application.
<ul> <li>Foreign student</li> <li>Foreign trainee</li> <li>None of the above</li> </ul>	<b>Note</b> : If the candidate has held a TEP before, you cannot apply for another one for the same type of training.
Continue \$105	

What is the pass duration you are applying for?         months         Most passes are granted up to 3 months.         Save and continue	<ul> <li>Pass duration must be between 1 month and 12 months.</li> <li>If you see an error message, please rectify the error before you continue.</li> <li>You will see up to 6</li> </ul>
myMOM Portal > Quick Menu > Apply for a Training Employment Pass	sections in Stage 2. Each section will be marked with a when it is successfully completed.
IdentificationApplicationSummaryPayment> Candidate particulars•> Training details•> Work experience•> Educational qualifications•> Membership/professional details•> Candidate declarations•	<ul> <li>You may save draft in Stage 2 by clicking the "Save draft" button at the top right-hand corner of the page.</li> <li>At any time, you may return to <i>myMOM</i> Portal by clicking on the link at the top left-hand corner of the page, under the MOM logo.</li> </ul>
Candidate particulars     Full name (in the same order of appearance as travel document)       Exclude salutations   Alias (only if printed on travel document)   Date of birth   dd mmm yyyy     Sex   Female   Male	<ul> <li>Fill in the details as stated in the travel document. Please refer to the actual document when doing so.</li> <li>Name should be entered in full (including surname) and in the same sequence as stated in the travel document.</li> <li>Date of birth: You can either select a date from the date picker or input in dd mmm yyyy format.</li> </ul>

Nationality/Citizenship   Malaysian     State/Province   Johre   Johre     Old Malaysian identity card number     New Malaysian identity card number     Malaysian identity card colour   Blue   Pink     Travel document type   Travel document number   Travel document number   Travel document issue date   01 Mar 2020   Travel document expling date	<ul> <li>You may need to provide additional information, such as the Malaysian, Chinese, or Bangladeshi identity card number depending on the candidate's nationality/citizenship.</li> <li>You will also need to indicate the State/Province* when Nationality/Citizenship is Chinese, Malaysian, or Indian.</li> <li>* Refers to the State/Province the person was residing in when he acquired citizenship of that country</li> <li>Click "Next" after you have completed this section – the system will then check if you need to upload a copy of the candidate's travel document.</li> <li>A second set of questions a second set of questions</li> </ul>
06 Feb 2025 首	will be asked after you have clicked "Next".
Country/Region of birth          Malaysia       X         State/Province of birth       X         Penang       X         Country/Region of origin       X         Singapore       X	<ul> <li>If the candidate's Country/Region of birth or Country/Region of origin is United Kingdom, China, Malaysia, or India, you need to indicate the State/Province of birth/origin.</li> </ul>
Race Chinese X Religion Others V	<ul> <li>"Country/Region of origin" refers to the place where the person obtained his first citizenship (by birth or parentage).</li> </ul>

	<ul> <li>You need to provide more</li> </ul>
Married  Is spouse a Singapore Citizen, Permanent Resident, EP, S Pass or WP holder?  Provements  Pull name of spouse (in the same order of appearance as travel document)  Mary Jane Exclude salutations  Spouse ID type  NRIC FIN  Spouse NRIC  S1234567Z	<ul> <li>information if the candidate is married and their spouse is a Singapore Citizen, Permanent Resident, or work pass holder.</li> <li>Click on "Continue" to proceed.</li> </ul>
Training details           Occupation and salary details           Occupation	<ul> <li>Occupation: You need to select an occupation from the drop-down list (choose the closest match if you</li> </ul>
<ul> <li>Training details</li> <li>Occupation and salary details</li> <li>Occupation</li> <li>Research Fellow</li> </ul>	select an occupation from the drop-down list (choose
Training details     Occupation and salary details     Occupation	select an occupation from the drop-down list (choose the closest match if you

Training location	<ul> <li>Training location: Enter the postal code of the</li> </ul>
Primary training address	candidate's workplace.
Postal code	
038987 Block/house no. 7 Street name TEMASEK BOULEVARD Floor no. Unit no. # 01 – 01	<ul> <li>The address will be retrieved automatically (Building name may not be shown) and you can enter the floor and unit number, if applicable.</li> </ul>
Building name SUNTEC TOWER ONE (+) Add another training address	<ul> <li>Click on "Add another training address" if you wish to provide another of the candidate's workplace.</li> </ul>
Is any of the training location mentioned above a food establishment?	Tell us whether the workplace
<ul> <li>Yes</li> <li>No</li> </ul>	is a food establishment (you may be required to upload the
Singapore Food Agency (SFA) licence type	SFA licence).
Food shop	
O Food stall	
○ Cold drink shop	
Upload licence	
Drag and drop or browse files. Jpeg, png or pdf only. Total file size must not exceed 2MB.	
– Agency support	Agency support: Healthcare
s this application supported by any relevant professional bodies or vetting/accreditation agencies? 🕕	professionals, lawyers,
● Yes 🔿 No	football players or coaches
Agency support 1	will need supporting
Name of professional body or vetting/accreditation agency	documents from the
Singapore Medical Council	respective professional bodies.
Upload registration or support letter	
Drag and drop or browse files. Jpeg, png or pdf only. Total file size must not exceed 2MB.	<ul> <li>If we require you to upload a document, you will see a document upload feature.</li> </ul>
	<ul> <li>Each agency can only be selected once.</li> </ul>
Continue	<ul> <li>Click on "Continue" after you have completed this section.</li> </ul>
	Section.

	∽ Work experience		• You can add up to 2 sets of information under "Work
	Include up to 2 most recent work experience.		experience".
	↔ Add work experience		• You can skip this part if the
	Skip, no work experience to add		candidate does not have any work experience – click on "Skip, no work experience to add".
			<ul> <li>If you have a work experience to add, click</li> </ul>
			🔂 Add work experience
	imes Work experience		If you are adding a work experience, you will need to
	Total work experience		indicate the candidate's length
	years months		of total and relevant work experience.
	Relevant work experience		
	years months		
	Include up to 2 most recent work experience. Work experience 1 must be the job details that the foreign trainee is currently working a	vt.	<ul> <li>Click "Add another work experience", if applicable.</li> </ul>
	Work experience 1		
	Name of company		
	Country/Region of employment		<ul> <li>If the candidate is currently</li> </ul>
	Start typing to search Q		-
	Occupation		working in the company,
	Start typing to search Q		tick "Candidate's current
	Period of employment		position" – You do not
	From To		need to indicate a "To"
	dd mmm yyyy 🖆 dd mmm yyyy 🛱		date.
	Last drawn fixed menthly salary		<ul> <li>You can click "Remove" to</li> </ul>
	SGD Easic menthly salary + fixed menthly allowance. Learn more		delete details of a work experience that you have
	Add another work experience	_	added.
-	Continue		<ul> <li>Click on "Continue" to proceed.</li> </ul>
			Note: It is mandatory to enter
			the details of their current
			employer for candidate that is
			applying TEP under the
			"Foreign Trainee" selection.

Work experience 2	Remove	
Name of company		
Country/Region of employment		
Start typing to search Q		
Occupation		
Start typing to search Q		
Period of employment		
From To		
dd mmm yyyy 📋 dd mmm yyyy 🛱		
Last drawn fixed monthly salary		
SGD		
Basic monthly salary + fixed monthly allowance. Learn more		
Continue		
✓ Educational qualifications	•	Read the guidelines before     were fill in this section (see
Include <b>up to 2</b> qualifications awarded to the candidate.		you fill in this section (see
Things to note: • Enter the details as they appear on the educational certificate.		bullet points just under the
Select the awarding institution from the matches suggested in the drop-down list whenever		header).
possible. Otherwise, you must upload verification proof to confirm that the qualification is genuine and was awarded by an accredited institution.		
For non-English documents, please upload the original document with an English translated		• You can skin this section by
copy. The translation can be done by a translation service provider.		• You can skip this section by
<ul> <li>This application will be rejected if any of the qualifications are doubtful or from an institution that is unaccredited or not recognised by its country's education authorities.</li> </ul>		clicking "Skip, no
To avoid a longer processing time or rejection of the application, ensure that information		qualifications to add" if you
and documents submitted are accurate and complete.		do not wish to declare any
↔ Add a qualification		-
		of the candidate's
This we would extend a shall		qualifications.
Skip, no qualifications to add		
		Note: If the candidate is
<ul> <li>Educational qualifications</li> </ul>		applying TEP under the
		"Foreign Student" selection, it
Include <b>up to 2</b> qualifications awarded to the candidate.		is mandatory to enter the
Things to note:		
Qualification 1 must be the course of study that the foreign student is currently pursuing.		course of study they are
Enter the details as they appear on the educational certificate.		currently pursuing.
Select the awarding institution from the matches suggested in the drop-down list whenever		
possible. Otherwise, you must upload verification proof to confirm that the qualification is		
genuine and was awarded by an accredited institution.		
<ul> <li>For non-English documents, please upload the original document with an English translated copy. The translation can be done by a translation service provider.</li> </ul>		
<ul> <li>This application will be rejected if any of the qualifications are doubtful or from an institution</li> </ul>		
<ul> <li>This application will be rejected if any of the qualifications are doubted of from an institution that is unaccredited or not recognised by its country's education authorities.</li> </ul>		
To avoid a longer processing time or rejection of the application, ensure that information		
and documents submitted are accurate and complete.		
Qualification 1		
Awarding institution ()		
Start typing to search Q		
<ul> <li>Add another qualification</li> </ul>		
Continue		

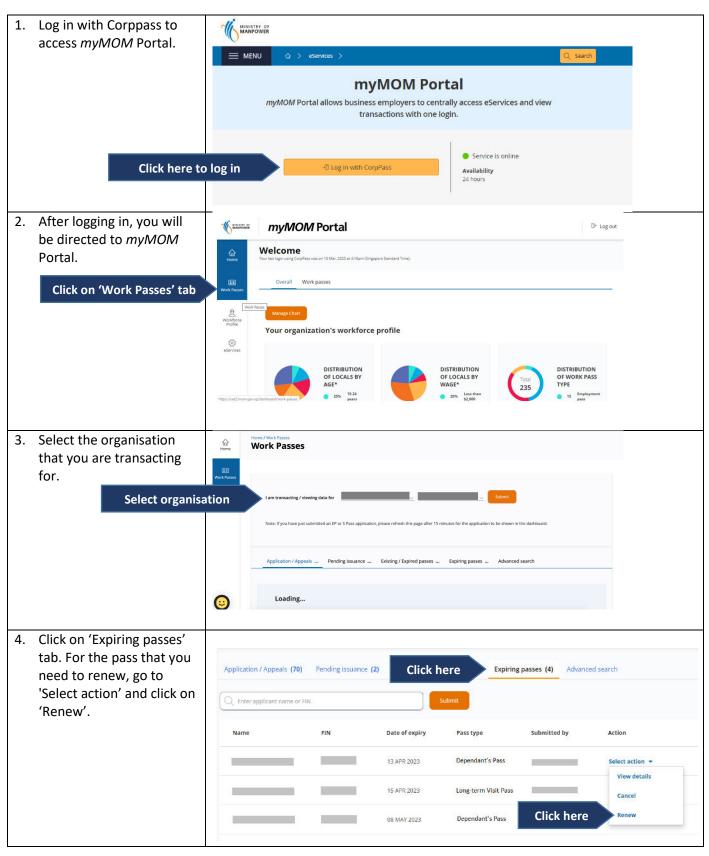
Qualification 1         Awarding institution         Singapore International University         No matches found. Use "Singapore International University"		If you cannot find the awarding institution on the list, click on "No matches found. Use" to use what you had keyed in instead.
Qualification 1 Awarding Institution <b>1</b> Singapore International University		Your input will be displayed once you have clicked on "No matches found. Use".
Qualification 1         Awarding institution I         Singapore International University         Country/Region of awarding institution         Singapore         Qualification I         Bachelor's Degree         Faculty         Business Administration         Upload verification proof I         Drag and drop or browse files.         Jpeg, png or pdf only. Total file size must not exceed 2M	< × × в.	You will be required to upload relevant documents, such as verification proof.

Did the candidate attend classes on campus?    Yes No Is the campus in Singapore?  Yes No Mode of study  Full-time Part-time	<ul> <li>Additional information is required for the candidate that is applying for a TEP under the "Foreign Student" selection.</li> </ul>
Period of study From Expected graduation date Jan 2020  Dec 2023 Matriculation card number T1234567 Is the training attachment part of the candidate's course of study?	<ul> <li>Click "Add another qualification" if the candidate has another qualification to declare.</li> <li>Where applicable, tell us if the candidate is currently</li> </ul>
Yes No Name of institution's contact person John Doe Email of institution's contact person	<ul> <li>You can click "Remove" to</li> </ul>
Add another qualification	delete a qualification that you have added.
Continue ucational qualifications ucational qualifications ucational qualifications awarded to the candidate. Use to 2 qualifications awarded to the candidate. Use to note: Inter the details as they appear on the educational certificate. I elect the awarding institution from the matches suggested in the drop-down list whenever ossible. Otherwise, you must upload verification proof to confirm that the qualification is enuine and was awarded by an accredited institution. or non-English documents, please upload the original document with an English translated opy. The translation can be done by a translation service provider. Is application will be rejected if any of the qualifications are doubful or from an institution hat is unaccredited or not recognised by its country's education authorities. a valid a longer processing time or rejection of the application, ensure that information	•
Infication 1	
ding institution   rt typing to search  Q	_
dd another qualification	
ontinue	—
Membership/professional details	You can declare up to 2     professional memberships
clude up to <b>2 most recent</b> memberships with societies/organisations within the <b>past 5 years</b> .	with
Add a society/organisation	societies/organisations.
Skip, no memberships to add	• You can skip this section if it is not applicable.

Membership/professional details Include up to 2 most recent memberships with societies/organisat Society/organisation 1 Society/organisation Singapore Student Council Position neld President President Ot Jan 2021 - Present Candidate is currently a member      O Add another society/organisation  Continue	ions within the past 5 years.	Remove	•	You can click "Remove" to delete the details added. Click "Add another society/organisation" if the candidate has more than 1 membership or professional position to declare. Click on "Continue" to proceed.
Candidate declarations   (a) Has the candidate ever been refused entry into   Yes   Yes   Yes   Yes   No   (c) Has the candidate ever been prohibited from e Yes No (c) Has the candidate ever been prohibited from e Yes No (d) Has the candidate ever entered Singapore usin Yes No (e) Has the foreigner ever entered Singapore usin Yes No (f) Has the foreigner ever been a Singapore Citize Yes No Continue to summary	irt of law in any country? intering Singapore? ig a passport issued by a different country? g a different name?		•	You are at the last section of Stage 2 when you see "Continue to summary". Ensure that you check with the candidate before answering the questions in this section. If you answer "Yes" to any of the declarations, you must provide information (as detailed as possible) on it.
NystOM Partal > Quick Menu >  Apply for a Training Employmen  Terrification  Application  Application  Austhe candidate ever studied, worked or stayed long-term (not as a tourist) in Singapore?  Which describes the candidate?  Nationality/Citizenship  Travel document type	t Pass Payment No Foreign student 12 months Testing TEP - 01 Jan 1970 Female Australian International Passport	Edit	•	You can review all the information entered for this application on the summary page. You can click on "Edit" if you need to make changes. You will be brought back to the relevant section.

Notification em	ail			•	If you need to amend the
We will send all notification	ns to wpdtest@mom.gov.sg		-		email address shown, click on the "Update email" link
🕜 Update email					to perform the update. All
Updating this email address will affect notifications sent for all transactions.					notifications will now be sent by email instead of SMS.
Declaration				•	You need to confirm and
Please read and acknowled	dge the following:				acknowledge the
All data entered in this	Application form is accurate.			1	declarations by ticking the
	d are correct (if any) are correct, clear and			ł	box.
the candidate has give	Application for Training Employment Pass n his/her consent to the Government of Si with any person, organisation, or any othe	ingapore to obtain from and			
Application.				•	You can download a copy
services in Singapore, a	candidate that a SingPass will help him/h and I confirm that I have obtained the can to share his/her personal details to the Sin	didate's consent for the			of the application summary when you click on
	to apply for a SingPass account at a later	time if he/she is eligible for		1	"Download form
<ul> <li>a SingPass.</li> <li>L have obtained writter</li> </ul>	consent from the candidate to apply for	a Training Employment Pass		1	summary".
	uce this consent when requested by the a			l	Summary 1
The candidate has not	used the services of a Singapore Registere	ed Employment Agency or		l	
EA personnel for this a				•	You should also save a copy
	is Application be approved, I will make an s candidate to enter Singapore subject to			l	of the supporting
	vint of entry into Singapore.	prevaiing encry		l	documents that are
				ł	submitted with this
I declare that all of the above is true.				application.	
Continue to payment					
Download form summ	ary (PDF, –100KB)			<u> </u>	
10M Portal > Quick Menu >				•	When you see this
	ng Employment Pass				acknowledgement page,
oply for a fraim	ig Employment ass			l	your application has been
Application subm	itted successfully				submitted.
<ul> <li>Application subm</li> </ul>	itted successfully	, ↓, Download acknowledgement and f	form	l	
Candidate's full name	Testing TEP	summary (PDF, ~100KB)	Sec. 10	-	You may return to myMOM
Candidate's FIN/Work Permit number	0. <del></del> )				, ,
Pass type	Training Employment Pass			ł	Portal to submit another
Application number	A110423809546			ł	application or log out of
Date and time submitted	11 Apr 2023, 12:14pm (GMT +0800)			ł	
Payment method	GIRO			ł	the eService.
Total amount paid	\$105			ł	
Payment reference number	2-2				After you have submitted
(au will socialize an arrest a land to	tomost with a summer of the surface of				After you have submitted
You will receive an email acknowledgement with a summary of the application. Processing time usually takes about 3 weeks, but may be longer during peak periods or if we need to verify the application details.					an application and do not see it appear on the
	outcome or if we need more documents.				<i>myMOM</i> Portal, please
					refresh the page after 15
What do you want to do not	+2			ł	minutes.
What do you want to do nex	tr.			ł	minutes.
<ul> <li>Go to myMOM Portal</li> </ul>				i i	
Go to Quick Menu					

# 17. Request Renewal of a Dependant's Pass (DP) or Long-Term Visit Pass (LTVP)



	Γ			
5. Alternatively, you may	Start Transactions			
also access renew				
DP/LTVP by clicking on				
"Go to Quick Menu".	For transactions related to Employment Pass, S Pass and passes for fa	mily members		
	Go to Quick Menu			
6. Within Quick Menu:				
i. Select Action "Renew a	MANPOWER	→ Log out		
pass"	myMOM Portal >			
-	Welcome, what would you like to do?			
ii. Select pass type	Welcome, what would you like to do.			
"Dependant's				
Pass/Long-Term Visit	Start a transaction			
Pass"	l want to			
iii. Enter the <mark>FIN</mark>	Action			
Select Action	Renew a pass X			
iv. Click "Continue"				
button.	For this pass			
Select pass type	Dependant's Pass/Long-Term Visit Pass			
Select pass type				
	For this foreigner			
	FIN			
Enter FIN				
Click here	Continue			
7. You will enter the starting	Before you start, remember to do this			
page for renewal of the	Belore you start, remember to do this			
DP/LTVP.	Renew main pass Prepare documents			
<ul> <li>Make sure you get these</li> </ul>				
done before starting the				
renewal process:	Renew the main pass as the duration of the If the dependant has a new travel document			
✓ Submit renewal for the	dependant's pass will be tied to that of the that differs from the one provided in the			
main pass holder first.	main pass. original application, have the new travel document ready for upload.			
<ul> <li>✓ Prepare the required</li> </ul>				
documents.				
documents.	Things to note			
- Click on the "Start renewal"	Processing time for most applications is 3 weeks.			
• Click on the "Start renewal"				
button when you are	Takes about 15 minutes to complete.			
ready. Click here	Start renewal			
If the main pass holder is				
changing pass type (S Pass				
to EP) or (EP to S Pass),				
please apply for a new DP				
or LTVP under the new				
main pass holder's pass				
type, instead of renewing.				
L	1			

- 8. Fill in the required fields in the Dependant particulars section.
- The main pass holder's and dependant's particulars will be auto-populated and displayed for verification.
- If the dependant's particulars differ from the current travel document, please submit a change request before continuing with the renewal request.
- If the dependant's renewal request is submitted before the main pass holder's, the dependant's pass duration (if granted), will be tied to the expiry of the current main pass.
- Therefore, for a longer pass duration, always renew the main pass first.
- 9. If the information differs from our records, you will be prompted to upload the dependant's travel document. Please ensure to upload a clear copy of the travel document.
- If dependant's travel document details have changed, please enter the latest information.
- You will need to enter the Travel document issue date if it is blank.
- You will also need to update the State/Province of Nationality/Citizenship if it is blank. (This applies to Chinese/Indian/Malaysian nationals only).

equest re					
ewal	2 Summary				
Dependant pai	liculars				
documents (e.	s displayed are different from . name, nationality/citizensl y before continuing with the	nip), submit a <mark>reque</mark>	at to change the deta		
Main pass hold	r's particulars				
Full name (in the same (	rder of appearance as travel do	ocument)			
FIN					
Ongoing transaction					
Renewal					
		C 11 C			
longer pass dur	t <mark>ion, renew the main p</mark>	bass first before y	ou renew the de	pendant's pass	i.
		ass first before	ou renew the de	pendant's pass	
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Dependant's p Upload travel docume Drag a Jpeg, p Full name (in the san FIN Date of birth Sex Female Nationality/Citizenshi	articulars It photos Ind drop or browse files. Ig or pdf only. Total file size r e order of appearance as tra	ැරූ View upload	guide	pendant's pass	

<ul> <li>If the dependant's relationship to the main pass holder has changed, please apply for a new DP/LTVP instead of renewing it.</li> </ul>	Marital status Married Travel document type International Passport	
<ul> <li>You may save a draft copy of this request if you wish to continue another day.</li> </ul>	Travel document issue date         dd mmm yyyy         Travel document expiry date         05 Mar 2030	
Click here to continue	Continue	
10. Click on the "Continue" button to proceed to the next section.	<ul> <li>&gt; Highest educational qualification</li> <li>&gt; Dependant declarations</li> </ul>	
11. Existing qualifications	Renewal Summary	
from the current pass is retrieved and displayed. If	> Dependant particulars	•
there is a change in the	$\sim$ Highest educational qualification	•
dependant's highest educational qualification, you may edit it.	Provide the dependant's highest qualification attained. Qualification Start typing to search Q	
Click here to continue	Continue	
	> Dependant declarations	•

Image: Constraint of the second se
<ul> <li>&gt; Dependant particulars</li> <li>&gt; Highest educational qualification</li> </ul>
✓ Dependant declarations
(a) Has the dependant ever been refused entry into or deported from any country? Yes No
(b) Has the dependant ever been convicted in a court of law in any country? Yes No
(c) Has the dependant ever been prohibited from entering Singapore?
If you answered 'Yes' to any of the questions, please provide details.
(500 characters left)
Your declarations have changed
As the answer(s) to the declarations have changed, it may affect the outcome of the renewal request.
Cancel

- 13. You can review all the information entered in this renewal request form.
- You can click "Edit" if you need to make changes. You will be brought back to the relevant section.

- Should there be a change in declaration from the last transaction with us, a warning banner will be reflected under the respective question, in the form summary page.
   Please ensure you have clearly explained why the declarations have changed.
- After submission, we will send a notification to the personnel's email address registered in our system.
- If the email address is outdated, you should update and verify the changes first before submitting the renewal.

ewal Summary	
Dependant particulars	🖉 Ed
Main pass holder's particulars	
Full name (in the same order of appearance as travel document)	
FIN	
Ongoing transaction	Renewal
Dependant's particulars	
Full name (in the same order of appearance as travel document)	
FIN	
Date of birth	03 Jul 2017
Sex	Male
Nationality/Citizenship	Indian
State/Province	Andhra Pradesh
Relationship to main pass holder	Unmarried biological child under 21 years
Marital status	Single
Travel document type	International Passport
Travel document number	
Travel document issue date	01 Oct 2022
Dependant declarations	🖾 Ed
Has the dependant ever been refused entry into or deported from any country?	No You have changed your answer for this question, it may affect the outcome of the renewal request.
Has the dependant ever been convicted in a court of law in any country?	No
Has the dependant ever been prohibited from entering Singapore?	No

No You have changed your answer for this question, it may affect the outcome of the renewal request.

You must provide details if you have answered 'Yes' to any of the above questions. Please also explain why you have changed the answer(s) as you have also previously declared 'Yes' for a) and c).

## Notification email

We will send all notifications to

#### 🖉 Update email

Updating this email address will affect notifications sent for all transactions.

14. Before submitting,	Declaration			
confirm and acknowledge	Please read and acknowledge the following:			
the declaration clauses.	<ul> <li>I am the registered user of this EP Online account and personally filled in the information in this Renewal for a Dependant's Pass and in any related appeals.</li> </ul>			
	I declare that the information in this Renewal for a Dependant's Pass and any related appeals is,			
• You can download a copy	to the best of my knowledge, true and correct; and that all documents submitted in support for this Renewal, and any related appeals, are true copies of the originals.			
of the renewal request	All data entered in this Renewal form is accurate.     All documents uploaded (if any) are correct, clear and complete.			
-	With reference to this Renewal for a Dependant's Pass and residence in Singapore, the foreigner			
summary when you click	has given his/her consent to the Government of Singapore to obtain from and verify the information with any person, organisation, or any other source for assessing the Renewal.			
"Download form	<ul> <li>I have explained to the foreigner that a SingPass will help him/her to access Government e- services in Singapore, and I confirm that I have obtained the foreigner's consent for the Ministry</li> </ul>			
summary".	of Manpower to share his/her personal details to the SingPass issuing agency in order for the foreigner to apply for a SingPass account at a later time if he/she is eligible for a SingPass.			
	I declare that I have informed the Main Pass Holder of this foreigner, that in relation to the			
You should also save a copy	COVID-19 vaccination status of the foreigner, the Main Pass Holder will inform and ensure that the foreigner will adhere to all vaccination requirements, as set out in:			
of the supporting	https://www.mom.gov.sg/vac-regmts. This is undertaken in accordance with the following where applicable – the prevailing guidelines			
documents that are	of the Singapore Ministry of Health and Ministry of Manpower, or the Employment of Foreign Manpower (Work Passes) Regulations 2012.			
submitted with this	To meet the requirements above, I declare that I have read the guidelines contained in			
renewal request.	https://www.mom.gov.sg/vac-regmts-			
	I declare that all of the above is true.			
Click here to submit	Submit renewal			
	, ↓, Download form summary			
	L			
15. Your renewal request has	Renewal request submitted successfully			
been submitted				
successfully when you see				
this acknowledgement	Dependant's full name			
page.	Dependant's FIN			
	Pass type Dependant's Pass			
• You will receive an email	Renewal request number			
from MOM to	Date and time submitted 02 Jun 2022, 10:40am (GMT +0800)			
acknowledge successful				
submission of your	You will receive an empil advantual deement with a summary of your renowal request			
renewal request. A PDF	You will receive an email acknowledgement with a summary of your renewal request.			
copy of the renewal	Processing time is usually 3 weeks, but may be longer during peak periods or if we need to verify			
request summary will be	any details.			
attached in this email.	You will be notified when there is an outcome or if we need more decuments			
	You will be notified when there is an outcome or if we need more documents.			
• You may return to				
<i>myMOM</i> Portal to make				
another renewal request				
or log out of the eService.				
• If you do not see the				
submitted renewal request				
in <i>myMOM</i> Portal, please				
wait for 15 minutes before				
refreshing the page.				

# 18. Request Renewal of a Letter of Consent (LOC)

Before you start, remember to do this			Make sure you get these done before	
Update organisation profile	Prepare documents		starting the application	
Ensure the organisation profile (e.g. turnover information and contact details) is up-to-date, otherwise, it may affect the outcome of your renewal request.	Have these documents ready to upload with your renewal request.	<ul> <li>process:</li> <li>Check that the Dependant's Pass (DP), LTVP (Long- Term Visit</li> </ul>		
Things to note Processing time for most renewals is within 1 week for LTVP/LTVP+ holders and 3 weeks for DP holders.			Pass)/LTVP+ is valid for at least 3 months.	
Notification email			✓ Prepare the required	
We will send all notifications to wpdtest@mom.gov.sg			documents you need	
Updating this email address will affect notifications sent for all transactions.			to upload. Docs for ICA-issued LTVP/LTVP+ holders	
<ul> <li>perform this transaction, and that the employer and/or candidate writing to pre-fill and display their data (including personal data) in</li> <li>Takes about 20 minutes to complete.</li> </ul> Start renewal			<ul> <li>✓ If the candidate is an eligible DP holder, ensure that the request to apply for an LOC has been approved.</li> </ul>	
		•	Click "Start renewal" when you are ready to start your renewal request.	

enewal Summary	The candidate's
Summary	personal particulars
∽ Candidate particulars	will be automatically
	retrieved and displaye
	for verification.
If the particulars displayed are different from those in the candidate's current Long-Term Visit Pass card (e.g. Name, Nationality/Citizenship), approach Immigration Checkpoints & Authority	
(ICA) to update the record. You may proceed with this renewal request 5 working days after ICA	
updated the information.	If any of the
Full name (in the same order of appearance as travel document)	information shown on
JOHN DOE	screen are not correct
FIN	
F1234567Z	please do not proceed
Date of birth	with the application.
01 Jan 1990	You need to update th
Sex	
Male	information with the
Nationality/Citizenship	relevant agencies (i.e.
Malaysian	MOM for DP holders,
Continue	ICA for LTVP/LTVP+
continue	holders).
newal Summary	
iewai Suninary	Click "Continue" if all
✓ Candidate particulars	
	the information
If the particulars displayed are different from those in the candidate's current travel document (e.g. Name, Nationality/Citizenship), submit a request to change the details. Please wait for our reply before continuing with the renewal of this pass.	displayed are accurate
Full name (in the same order of appearance as travel document) JOHN DOE	
FIN	
F1234567Z	
Date of birth	
01 Jan 1990	
Sex	
Male	
Nationality/Citizenship Malaysian	
iviaiaysiaii	
Continue	

✓ Position details	•	Most of the fields will
Occupation and salary details		be pre-populated with
Occupation		the information from
Cook		candidate's existing
Select an occupation that best matches		LOC application.
Fixed monthly salary		
SGD 1,800		You may edit and
Basic salary and fixed allowances, excluding variables. Learn more	-	-
		update the information
Basic monthly salary		where applicable.
SGD 1,800		
Fixed monthly allowances		
SGD 0		
Salary paid		
Overseas     Both locally and overseas		
O both locally and overseas		
$\sim$ Candidate declarations	•	Ensure that you check
		with the candidate
(a) Has the candidate ever been refused entry into or deported from any country?		before answering the
(ii) This the canadace even been reliable endly into or deported normally country.		questions in this
U res U No		section.
(b) Has the candidate ever been convicted in a court of law in any country?		
Yes No	•	If you answer "Yes" to
		any of the declarations,
(c) Has the candidate ever been prohibited from entering Singapore?		you must provide
🔿 Yes 🔿 No		detailed explanations.
	•	If your declaration has
		changed from "Yes" in
Your declarations have changed		the current pass to
, and the second s		"No" in the renewal
As the answer(s) to the declarations have changed, it may affect the		request, you will be
outcome of the renewal. Do you wish to continue?		asked to confirm that
		your declarations have
		changed.
Cancel Continue		changea.
	•	Click on the "Continue"
	•	button if you wish to
		continue with the
		change. Otherwise, click the "Cancel"
		button to return to the
		main form to edit the
		answer.
		ase click "edit" if you
	nee	ed to make any changes.

Request renewal of a Letter of Co JOHN DOE (F1234567Z), TEST HOLDINGS PTE. LTD. (123412345W Renewal Summary	You will be brought back to the relevant section.	
Candidate particulars		
Full name (in the same order of appearance as travel document)	JOHN DOE	
FIN	F1234567Z	
Date of birth	01 Jan 1990	
Sex	Male	
Nationality/Citizenship	Malaysian	
Position details	Edit	
Occupation and salary details	6-1	
Occupation	Cook	
Fixed monthly salary	SGD 1,800	
Basic monthly salary	SGD 1,800	
Fixed monthly allowances	SGD 0	
Salary paid	Locally	
Work location		
Postal code Pass holder declarations	757437	If you have confirmed
<ul> <li>a) Has the pass holder ever been refused entry into or deported from any country?</li> <li>b) Has the pass holder ever been convicted in a court of law in any country?</li> <li>c) Has the pass holder ever been prohibited from entering Singapore?</li> </ul>	Yes No No You have changed your answer for this question, it may affect the outcome of the renewal.	earlier that your declarations have changed, it will be highlighted in the summary form.
Declaration Form The Declaration Form must be signed by the candidate, en applicable), and uploaded with the renewal request. Please check that the information provided is correct befor		<ul> <li>Click "Generate Declaration Form"         <ul> <li>You will need to re-generate the</li> </ul> </li> </ul>
Generate Declaration Form (PDF, ~350KB)	e you generate the Declaration Form.	declaration form if you amend the
Upload signed Declaration Form V1	1 euide	candidate's
Drag and drop or browse files. Jpeg, png or pdf only. Total file size must not exceed 21		particulars, occupation or salary.
		• You need to upload a signed copy of the declaration form. We accept either electronic (Adobe Sign or equivalent) or wet-ink signature.

