



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
 - update pass holder's travel document, contact details
 - view card delivery status
- Manage organisation's profile to
 - update turnover and contact details
 - 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

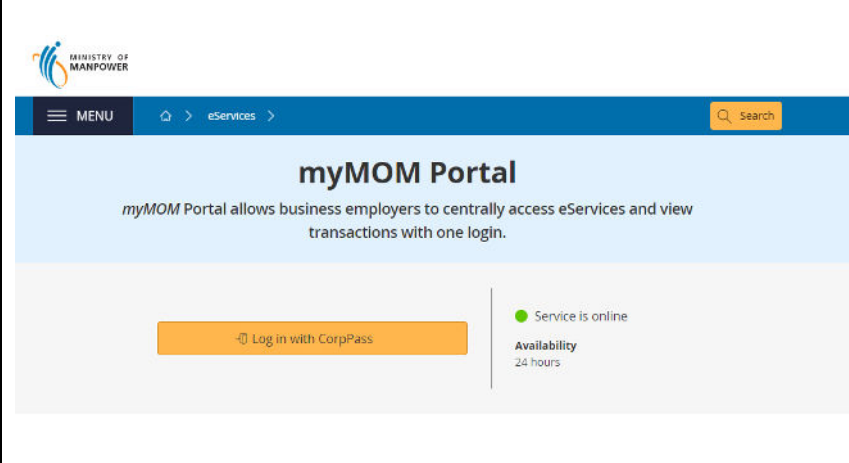
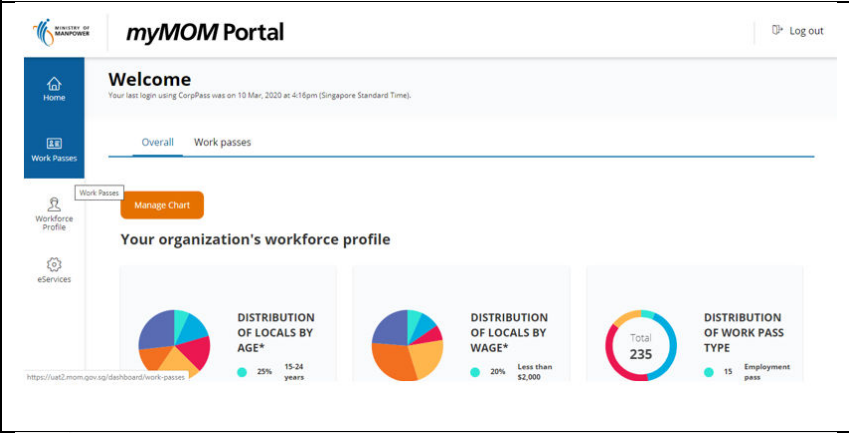

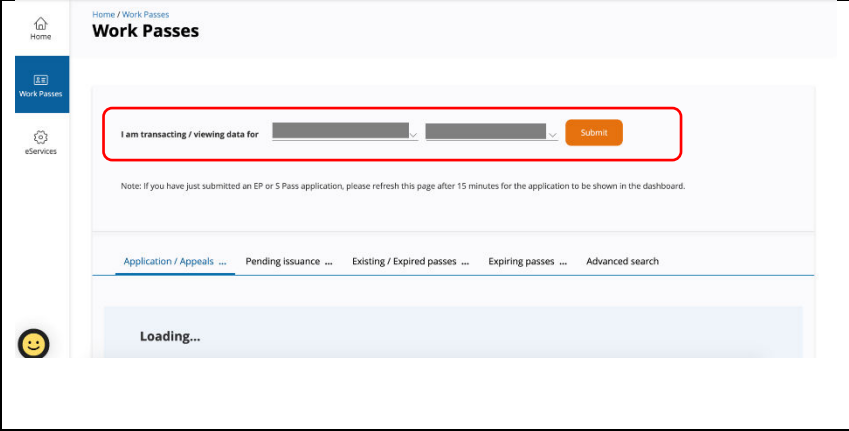
- If you encounter problems or navigation issues while using the new eService, please refer to the FAQs at www.mom.gov.sg/eservices/services/employment-pass-eservice

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

- 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 [myMOM Portal](#)
- 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.

	<p>Log in with Corppass to myMOM Portal.</p>
	<ul style="list-style-type: none"> • After logging in, you will be directed to myMOM Portal. • Click on ‘Work Passes’ tab or icon on the left-hand menu <div style="text-align: center; border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;">  <p>Work Passes</p> </div>
	<ul style="list-style-type: none"> • Select the organisation that you are transacting for. • Employment agencies (EAs) can select to transact for themselves or for the client’s organisation.

3. Withdraw a Transaction

myMOM Portal Dashboard						
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 View details Withdraw View Pass Holder Profile
JOHN DOE TWO	F1234567N	29 JAN 2023	Employment Pass	MARY JANE	Pending	
JOHN DOE ONE	F1234567N	19 FEB 2023	S Pass	MARY JANE	Pending	

Quick Menu

Start a transaction

I want to

Action

Withdraw a submission

For this foreigner

Search by Application number

Application number

A220422000001

Continue

- You may withdraw a submitted transaction if it is no longer required by the candidate/employer.
- To submit withdrawal, you may do so using the dashboard page at myMOM Portal or through Quick Menu.
- Search for the foreigner by using the transaction’s “Application number” or “FIN” and “Date of application” to proceed.

myMOM Portal > Quick Menu >

Withdraw an application

JOHN DOE (F1234567N)

Things to note

- Processing time for withdrawal is immediate.
- Once your request is submitted, any fees paid will not be refunded.

Takes about 5 minutes to complete.

Start withdrawal

- Do note that there is no refund of any fees paid for the withdrawn transaction.
- Click on “Start withdrawal” to start the submission.

<p>myMOM Portal > Quick Menu ></p> <h2>Withdraw an application</h2> <p>JOHN DOE (F1234567N)</p> <hr/> <p>The following application will be withdrawn</p> <table border="0"> <tr> <td>Candidate's full name</td> <td>JOHN DOE</td> </tr> <tr> <td>Candidate's FIN</td> <td>F1234567N</td> </tr> <tr> <td>Pass type</td> <td>Employment Pass</td> </tr> <tr> <td>Date of application</td> <td>22 Apr 2022</td> </tr> <tr> <td>Application number</td> <td>A220422000001</td> </tr> <tr> <td>Organisation name</td> <td>TESTING COY PTE. LTE. (123412345X-00-000)</td> </tr> </table> <hr/> <p>Why are you withdrawing this transaction?</p> <div style="border: 2px solid red; padding: 5px;"> <input type="text"/> </div> <ul style="list-style-type: none"> <input type="radio"/> Withdrawal by employer <input type="radio"/> Withdrawal by foreigner <p>Continue</p>	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)	<ul style="list-style-type: none"> • Check that the information shown in the screen is for the correct application. • You will need to indicate who is requesting for the withdrawal transaction. • Click “Continue” to proceed to the next step.
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)												
<h3>Notification email</h3> <hr/> <p>We will send all notifications to test@test.com</p> <p>Update email</p> <p>Updating this email address will affect notifications sent for all transactions.</p> <hr/> <h3>Declaration</h3> <p>Please read and acknowledge the following:</p> <ul style="list-style-type: none"> • 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. • I 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. <p><input checked="" type="checkbox"/> I declare that all of the above is true.</p> <p>Submit withdrawal</p> <p>Download form summary</p>	<ul style="list-style-type: none"> • 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. • You must read and acknowledge the declaration by ticking the checkbox. • You can download a copy of the withdrawal summary when you click “Download form summary”. • Click on “Submit withdrawal” to proceed to withdraw the transaction. 												
	<ul style="list-style-type: none"> • Your withdrawal is completed when you see this acknowledgement page. 												

Withdraw an application

JOHN DOE (F1234567N)

✔ Application withdrawn successfully

Candidate's full name	JOHN DOE
Candidate's FIN	F1234567N
Pass type	Employment Pass
Application number	A220422000001
Date and time submitted	18 Apr 2023, 11:26am (GMT +0800)

[Download acknowledgement and summary as PDF](#)

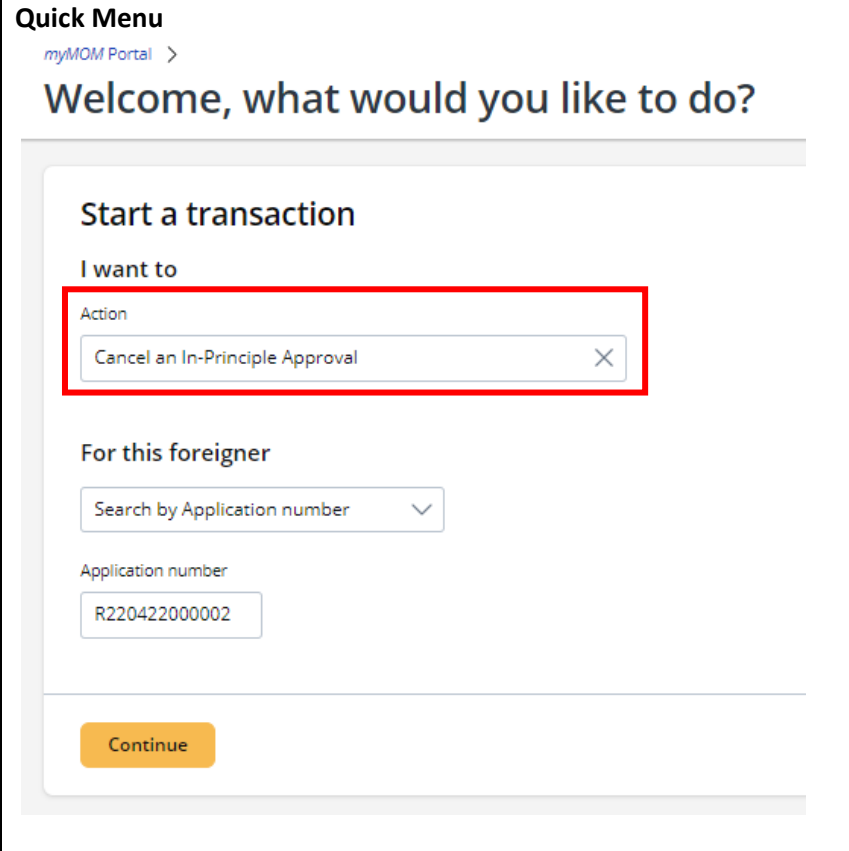
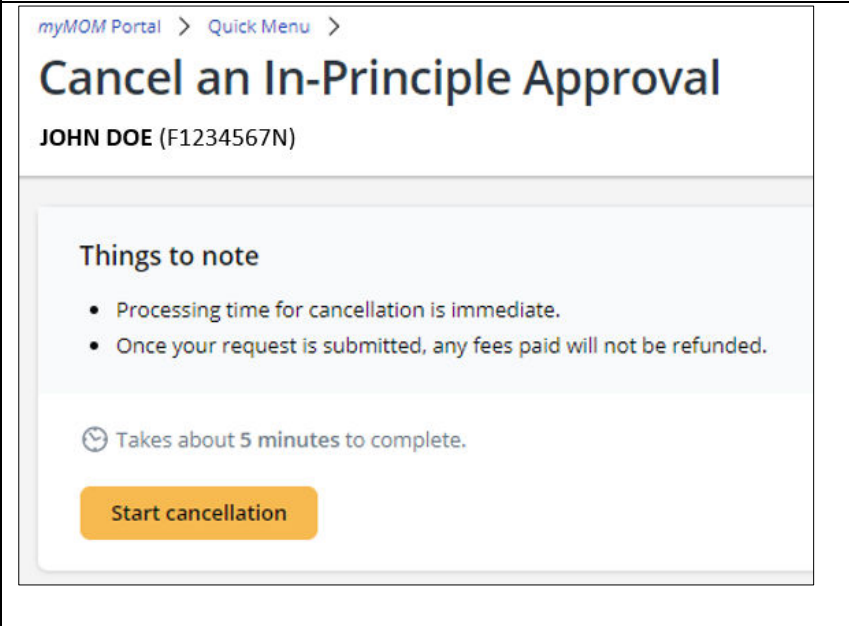
You will receive an email acknowledgement of this withdrawal.

What do you want to do next?

- [Go to myMOM Portal](#)
- [Go to Quick Menu](#)
- [For more information, please 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)


	<ul style="list-style-type: none">• You may cancel an IPA if it is no longer required by the candidate/employer.• To submit IPA cancellation, you can do so using Quick Menu.• Search for the foreigner by using the transaction’s “Application number” or “FIN” and “Date of application” to proceed to the IPA Cancellation form.
	<ul style="list-style-type: none">• Do note that there is no refund of any fees paid for the IPA cancellation.• Click on “Start cancellation” to start the submission.

<p>myMOM Portal > Quick Menu ></p> <h2>Cancel an In-Principle Approval</h2> <p>JOHN DOE (F1234567N)</p> <hr/> <p>The following In-Principle Approval (IPA) will be cancelled</p> <table><tr><td>Candidate's full name</td><td>JOHN DOE</td></tr><tr><td>Candidate's FIN</td><td>F1234567N</td></tr><tr><td>Pass type</td><td>Employment Pass</td></tr><tr><td>Date of renewal request</td><td>22 Apr 2022</td></tr><tr><td>Renewal request number</td><td>R220422000002</td></tr><tr><td>Organisation name</td><td>TESTING COY PTE. LTD. (123412345X-00-000)</td></tr></table> <hr/> <p>Why are you cancelling this In-Principle Approval?</p> <div style="border: 2px solid red; padding: 5px;"><input type="text"/> Cancellation requested by employer Cancellation requested by foreigner</div> <p>Continue</p>	Candidate's full name	JOHN DOE	Candidate's FIN	F1234567N	Pass type	Employment Pass	Date of renewal request	22 Apr 2022	Renewal request number	R220422000002	Organisation name	TESTING COY PTE. LTD. (123412345X-00-000)	<ul style="list-style-type: none">• Check that the information shown in the screen is for the correct application.• You will need to indicate who is requesting for the IPA cancellation.• Click “Continue” to proceed to the next step.
Candidate's full name	JOHN DOE												
Candidate's FIN	F1234567N												
Pass type	Employment Pass												
Date of renewal request	22 Apr 2022												
Renewal request number	R220422000002												
Organisation name	TESTING COY PTE. LTD. (123412345X-00-000)												
<h3>Notification email</h3> <hr/> <p>We will send all notifications to test@test.com</p> <p>Update email</p> <p>Updating this email address will affect notifications sent for all transactions.</p> <hr/> <h3>Declaration</h3> <p>Please read and acknowledge the following:</p> <ul style="list-style-type: none">• 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.• I 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. <p><input type="checkbox"/> I declare that all of the above is true.</p> <p>Submit cancellation</p> <p>Download form summary</p>	<ul style="list-style-type: none">• 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.• You must read and acknowledge the declaration by ticking the checkbox.• You can download a copy of the IPA cancellation summary when you click on “Download form summary”.• Click on “Submit cancellation” to proceed to cancel IPA.												

[myMOM Portal](#) > [Quick Menu](#) >

Cancel an In-Principle Approval

JOHN DOE (F1234567N)

 **In-Principle Approval cancelled successfully**

Candidate's full name	JOHN DOE	Download acknowledgement and summary as PDF
Candidate's FIN	F1234567N	
Pass type	Employment Pass	
Renewal request number	R220422000002	
Date and time submitted	26 Apr 2023, 10:56am (GMT +0800)	

You will receive an email acknowledgement of this cancellation.

What do you want to do next?

- [Go to myMOM Portal](#)
- [Go to Quick Menu](#)
- [For more information, please visit MOM website](#)

- Your IPA cancellation is completed when you see this acknowledgement page.
- You may return to *myMOM* Portal to make another transaction/request or log out of the eService.
- After you have submitted an IPA cancellation and do not see the updated status on the *myMOM* Portal, please refresh the page after 15 minutes.

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

<ol style="list-style-type: none"> 1. Log in to myMOM Portal 2. Search for the candidate under the 'Application/Appeals' tab. 	<p>Under Action, select 'View details'.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>FIN</th> <th>Date of application / appeal</th> <th>Pass type</th> <th>Submitted by</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>JOHN DOE ONE</td> <td>F1234567N</td> <td>28 JAN 2023</td> <td>Employment Pass</td> <td>MARY JANE</td> <td>Pending</td> <td>Select action</td> </tr> <tr> <td>JOHN DOE TWO</td> <td>F1234567N</td> <td>12 FEB 2023</td> <td>S Pass</td> <td>MARY JANE</td> <td>Pending</td> <td>Select action</td> </tr> <tr> <td>JOHN DOE THREE</td> <td>F1234567N</td> <td>19 FEB 2023</td> <td>Employment Pass</td> <td>MARY JANE</td> <td>Pending</td> <td>Select action</td> </tr> <tr> <td>JOHN DOE</td> <td>F1234567N</td> <td>27 FEB 2023</td> <td>S Pass</td> <td>MARY JANE</td> <td>Rejected</td> <td>Select action</td> </tr> </tbody> </table>	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
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																														
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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																														
<p>For an employment agent who is handling the foreigner's transactions for the first time</p>																																				
<ol style="list-style-type: none"> 3. Scroll down the Work Passes page to the 'Go to Quick Menu' section. 	<p>Click here</p>																																			
<ol style="list-style-type: none"> 4. At the menu page, under Action, select 'View details' from the drop-down list. 	<p>Click on 'View details'.</p>																																			
<ol style="list-style-type: none"> 5. Search for the foreigner using their FIN or Application number, and fill in the required fields. 	<p>To search by FIN</p>																																			

Click 'Continue' and you will be directed to the landing page of the 'View details' form.

Start a transaction

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 the landing page of the 'View details' form.

To search by Application Number

Start a transaction

I want to

Action

View details

For this foreigner

Search by Application number

Application number

A270223803755

6. Based on the status of your application/renewal/appeal, details shown in this page may be different.

View details

JOHN DOE (F1234567Z)

Your application is unsuccessful

Employing organization	TESTING HOLDING PTE. LTD. (12341234X-00-00)
Full Name	JOHN DOE
FIN	F1234567Z
Pass type	Employment Pass
Application number	A180323809357
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	CDRPPASS TEST ACCOUNT

All dates are based on Singapore time (GMT +0800).

Reason(s) for outcome

- This candidate does not qualify for an Employment Pass. Before submitting an application or appeal, check the [Self-Assessment Tool](#) to find out the salary required for each candidate to get an Employment Pass.
- You must advertise this (candidate) on MyCareersFuture for at least 14 days first. Then, if you still wish to employ foreign candidate(s) for this position after you have considered all applicants fairly, you may wish to provide the advertisement ID in your subsequent application or appeal.

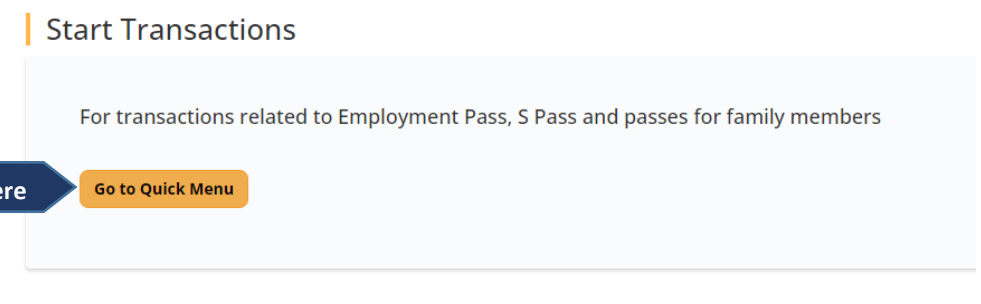
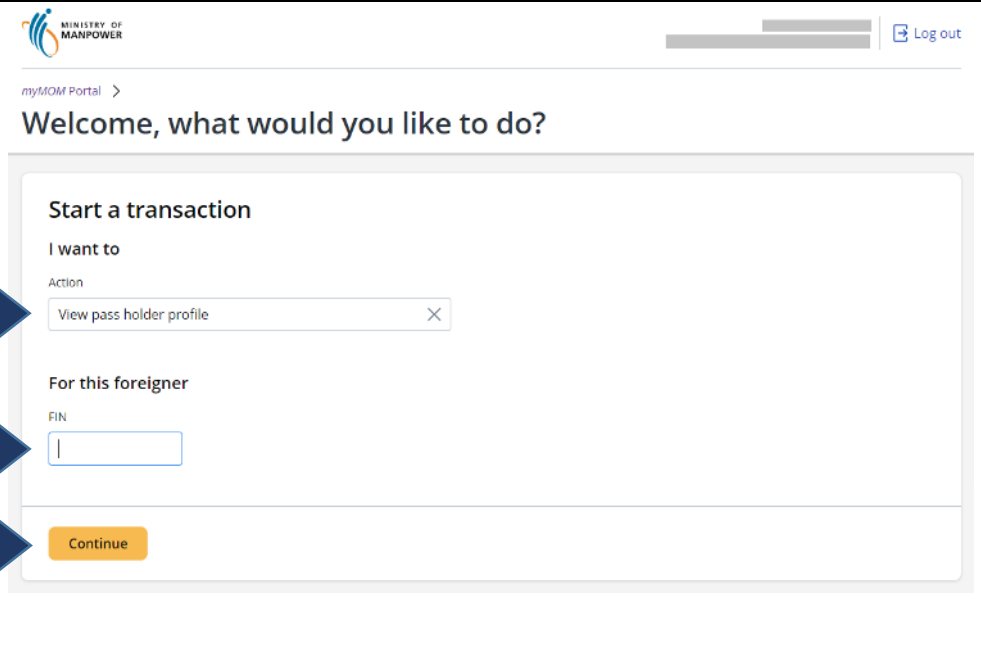
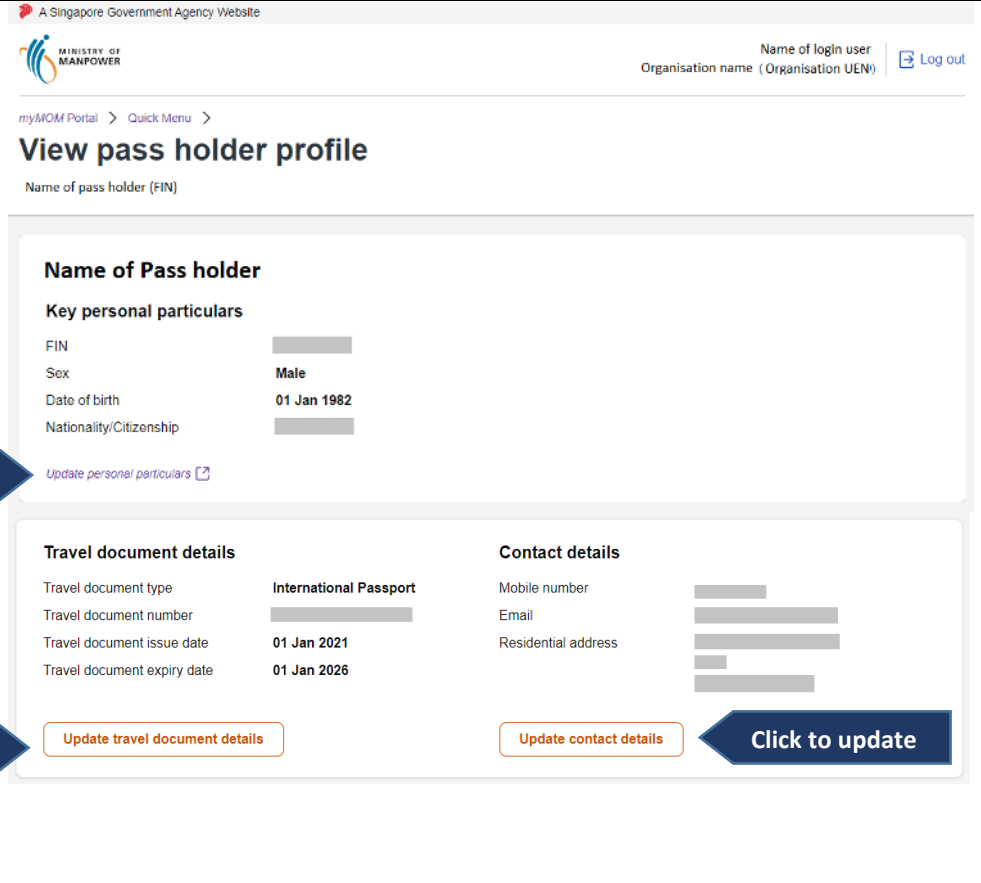
Reason(s) occurred as at time of outcome.

When to consider submitting an appeal

You may consider appealing by 12 Jul 2023 if you are able to address the reason(s) for rejection. You can appeal up to 2 times within 3 months of the original application/renewal request's date of outcome.

6. Access Pass Holder's Profile

<p>1. Log in with Corppass to access <i>myMOM</i> Portal.</p>	
<p>2. After logging in, you will be directed to <i>myMOM</i> Portal.</p>	
<p>3. Select the organisation that you are transacting for.</p>	
<p>4. Depending on the status of the pass holder's pass, click on one of the tabs. For the pass that you wish to view, go to 'Select action' and click 'View pass holder profile'.</p> <p>(Go to Step 7 for the next step.)</p>	

<p>5. Alternatively, you may also access pass holder's profile by clicking on "Go to Quick Menu".</p>	 <p>Start Transactions</p> <p>For transactions related to Employment Pass, S Pass and passes for family members</p> <p>Click here → Go to Quick Menu</p>																						
<p>6. Within Quick Menu:</p> <ol style="list-style-type: none"> Select Action "View pass holder profile" Enter the FIN Click "Continue" button. 	 <p>Start a transaction</p> <p>I want to</p> <p>Action: <input type="text" value="View pass holder profile"/></p> <p>For this foreigner</p> <p>FIN: <input type="text"/></p> <p>Click here → Continue</p>																						
<p>7. You will enter the page showing the pass holder's personal particulars, and details of their travel document, contact, and pass.</p> <ul style="list-style-type: none"> If you need to update the pass holder's personal particulars, click on Update personal particulars If the pass holder's travel document or contact details have changed, you can update them using the relevant buttons. 	 <p>View pass holder profile</p> <p>Name of pass holder (FIN)</p> <p>Name of Pass holder</p> <p>Key personal particulars</p> <table border="1"> <tr><td>FIN</td><td></td></tr> <tr><td>Sex</td><td>Male</td></tr> <tr><td>Date of birth</td><td>01 Jan 1982</td></tr> <tr><td>Nationality/Citizenship</td><td></td></tr> </table> <p>Update personal particulars</p> <p>Travel document details</p> <table border="1"> <tr><td>Travel document type</td><td>International Passport</td></tr> <tr><td>Travel document number</td><td></td></tr> <tr><td>Travel document issue date</td><td>01 Jan 2021</td></tr> <tr><td>Travel document expiry date</td><td>01 Jan 2026</td></tr> </table> <p>Update travel document details</p> <p>Contact details</p> <table border="1"> <tr><td>Mobile number</td><td></td></tr> <tr><td>Email</td><td></td></tr> <tr><td>Residential address</td><td></td></tr> </table> <p>Update contact details</p> <p>Click here to update → Update personal particulars</p> <p>Click to update → Update travel document details Update contact details → Click to update</p>	FIN		Sex	Male	Date of birth	01 Jan 1982	Nationality/Citizenship		Travel document type	International Passport	Travel document number		Travel document issue date	01 Jan 2021	Travel document expiry date	01 Jan 2026	Mobile number		Email		Residential address	
FIN																							
Sex	Male																						
Date of birth	01 Jan 1982																						
Nationality/Citizenship																							
Travel document type	International Passport																						
Travel document number																							
Travel document issue date	01 Jan 2021																						
Travel document expiry date	01 Jan 2026																						
Mobile number																							
Email																							
Residential address																							

- The work pass section displays the pass details, list of dependants (if any), and card delivery/collection status.
- You may also view details of the application/renewal request or replace the card using the relevant buttons.

Work passes

Employment Pass

Issued

Date of application
06 Apr 2022

Date of issuance
06 Apr 2022

Date of expiry
06 Apr 2024

Employer
[Redacted]

Occupation
[Redacted]

Fixed monthly salary
[Redacted]

Dependants ⓘ
[Redacted]
(spouse)

ⓘ Pending card delivery

Collection mode
Card delivery

Address
[Redacted]
[Redacted]

Status
Card is not ready for delivery.

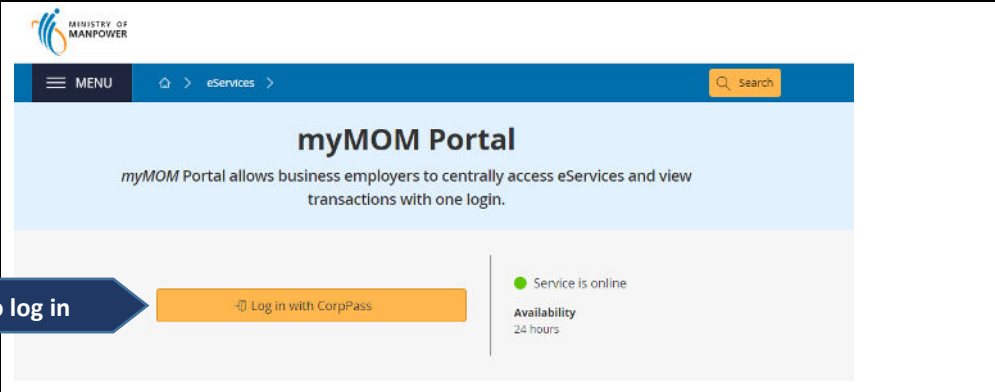
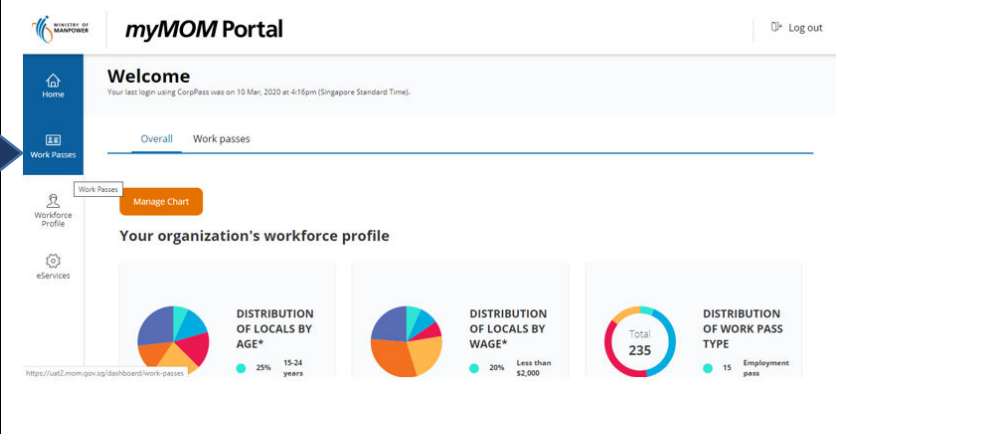
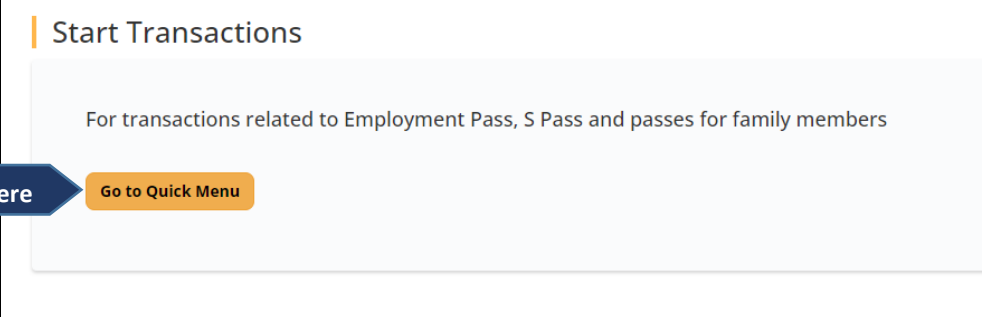
View details

Click here

Replace card

Click here

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

<p>1. Log in with Corppass to access myMOM Portal.</p>	 <p>Click here to log in</p>
<p>2. After logging in, you will be directed to myMOM Portal.</p>	 <p>Click on 'Work Passes' tab</p>
<p>3. You can access your organisation's profile using Quick Menu.</p>	 <p>Click here</p>

<p>4. Within Quick Menu:,</p> <ol style="list-style-type: none"> i. Select Action “Manage organisation profile” ii. Select the organisation iii. Click “Continue” button. <p>Select Action</p> <p>Select organisation</p> <p>Click here</p>	<p>MINISTRY OF MANPOWER</p> <p>Name of login user Organisation name (Organisation UEN)</p> <p>myMOM Portal ></p> <h3>Welcome, what would you like to do?</h3> <p>Start a transaction</p> <p>I want to</p> <p>Action Manage organisation profile</p> <p>For this branch Organisation name</p> <p>Continue</p>
<p>5. You will be able to view your organisation’s details here.</p>	<p>MINISTRY OF MANPOWER</p> <p>NATIONAL</p> <p>Name of 591 (-00-000)</p> <p>myMOM Portal > Quick Menu ></p> <h3>Manage organisation profile</h3> <p>Organisation details</p> <p>UEN-Div-Br -00-000</p> <p>Organisation type COMPANY LIMITED BY GUARANTEE</p> <p>Organisation name NATIONAL</p> <p>Branch name -</p> <p>Total number of employees 12,577 As of 13 Jan 2023. This is updated on the last Saturday of every quarter (Mar, Jun, Sep and Dec).</p> <p>i If your organisation has 10 or more employees, you will need to post a job advertisement to hire Employment Pass and S Pass holders. More about job advertisement requirements.</p>
<p>6. You will be able to view your organisation’s contact details here.</p> <p>If your contact details have changed, you can update by clicking the “Update contact details” button.</p> <p>Click here to update</p>	<p>Contact details</p> <p>Organisation email ACEROFF1@GMAIL.COM <i>Provide an email address that can receive personal information (including pass holders' salary) and notifications about work pass administrative fees.</i></p> <p>Telephone number +65</p> <p>Mobile number +65</p> <p>Registered address</p> <p>Mailing address</p> <p>As of 16 Apr 2023. Updates will be reflected in a week.</p> <p>Updated on 06 Jul 2022.</p> <p>Update contact details</p>

7. You can make the necessary changes to your contact details here.

Click on the “Update” button to confirm your changes.

Click on the “Cancel” button to discard your changes without saving.

Contact details

Please ensure that your organisation contact details are correct and updated, so that you can receive important emails and calls from us.

Organisation email
ACEROFF1@GMAIL.COM

Provide an email address that can receive personal information (including pass holders' salary) and notifications about work pass administrative fees.

Telephone number
+65

Mobile number
+65

Registered address

Mailing address

Is the mailing address same as the registered address?
 Same as registered address
 Different from registered address

Cancel Update

8. You will be able to view your organisation’s consent preferences here.

If you wish to change your consent preferences, click the “View consent details” button.

Consent preferences

For MOM's use of the Occupational Employment Dataset

If you do not see your updated details, please refresh this page after 5 minutes.

Status: Yes, I consent
Last updated on 17 Apr 2023, 05:27 PM

View consent details Click here to update

9. You can make the necessary changes to your consent preferences here.

Click on the “Update” button to confirm your changes.

Click on the “Cancel” button to discard your changes without saving.

Consent preferences

1. The Ministry of Manpower (“MOM”) requires data about your organisation’s workforce to 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”).
2. For your convenience, your organisation can provide consent¹ for MOM MRSD to extract the required data (i.e. employee NRIC, contractual work hours, paid overtime hours, total 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.
3. 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, 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 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.
5. 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 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 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.

¹If 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 here.

If you wish to change your financial details, click on the “Update turnover details” button.

[Click here to update](#)

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.

Year	Turnover available	Turnover figure from an audited account	Value (SGD)
2022	Yes	Yes	1,348,903
2021	Yes	Yes	3,488,908
2020	Yes	Yes	3,120,208

[Update turnover details](#)

11. You can make the necessary changes to your financial details here.

Click on the “Update” button to confirm your changes.

Click on the “Cancel” button to discard your changes without saving.

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'.

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

[Cancel](#) [Update](#)

12. You will be able to view your organisation's CPF account(s) here.

To view the quota for the corresponding CPF account, click on the “View S Pass quota details” link.

S Pass quota details

CPF account name	CPF submission number	Business activity	Action
SINGAPORE PTE. LTD.	19 -PTE-02	MANUFACTU	View S Pass quota details

[Find out how to declare your business activity.](#)

13. You will be able to view the S Pass quota details of your CPF account.

To view the S Pass quota for a different CPF account, click on the drop-down to select another CPF account.

myMOM Portal > Quick Menu > Manage organisation profile >

S Pass quota details

CPF submission number: 19. I-PTE-02 Click here to view

CPF account name: SINGAPORE PTE. LTD.

S Pass quota

Quota details

Please note

- Only Issued Work Permits and S Passes are included in your organisation's Total Workforce (TWF).
- After the application is submitted, any change in your organisation's workforce will affect the outcome.

More about how to calculate your quota.

Description	S Pass quota	Number of S Pass holders	Number of S Pass 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 of S Pass holders	Levy rate (\$)
1	10	450
2	0	650

As at 17 Apr 2023, 08:28 PM.

14. You will be able to view the levy details of your S Pass holders.

To filter by different levy tier, click on the levy tier drop-down.

To search for a specific S Pass holder, enter the name or FIN in the search box.

S Pass holders

10 records found. Only issued and approved passes are shown.

Click here All levy tier Enter name or FIN

Name	FIN	Levy tier	Tier start date	Monthly levy rate (\$)
		1	01 Oct 2020	450
		1	01 Aug 2020	450
		1	01 Apr 2020	450
		1	01 Mar 2020	450
		1	01 Mar 2020	450
		1	01 Feb 2020	450
		1	01 Feb 2020	450
		1	01 Feb 2020	450

8. View Payment Records

<p>1. Log in with Corppass to access <i>myMOM</i> Portal.</p>	
<p>2. After logging in, you will be directed to <i>myMOM</i> Portal.</p>	
<p>3. You can “View payment records” using Quick Menu.</p>	

4. Within Quick Menu:
 - i. Select Action “View payment records”
 - ii. Select the organisation
 - iii. Click “Continue” button.

Select Action

Select organisation

Click here

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.

Foreigner's name	FIN	Payment type	Pass type	Payment status	Payment date	Payment method	Payment amount (\$)	Submitted by	Application number
-		Application fee	Employment Pass/S Pass	Paid	30 Jan 2023	Credit	105.00		

6. To download your search records, click on the “Download records” link.

View payment records

Payment records [GIRO bill](#)

Payment records

Payment type: Foreigner's name/Reference number:

Payment date (Optional): From To

Payment method: Payment status:

[Search](#)

24 record(s) found. [Click here](#) [Download records \(CSV, -4.09KB\)](#)

Foreigner's name	FIN	Payment type	Pass type	Payment status	Payment date	Payment method	Payment amount (\$)	Submitted by	Application number
-	-	Application fee	Employment Pass/S Pass	Paid	30 Jan 2023	Credit	105.00		

7. To view more details on the specific record, click on the payment record.

MINISTRY OF MANPOWER [Log out](#)

myMOM Portal > Quick Menu >

View payment records

Payment records [GIRO bill](#)

Payment records

Payment type: Foreigner's name/Reference number:

Payment date (Optional): From To

Payment method: Payment status:

[Search](#)

17 record(s) found. [Download records \(CSV, -2.99KB\)](#)

Foreigner's name	FIN	Payment type	Pass type	Payment status	Payment date	Payment method	Payment amount (\$)	Submitted by	Application number
-	-	Application fee	Employment Pass/S Pass	Paid	30 Jan 2023	Credit	105.00		

[Click here](#)

8. You can view more payment details on the selected payment records.

myMOM Portal > Quick Menu > View payment records >

View payment details

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	[REDACTED]

Submission details

Submitted by	[REDACTED]
Submission organisation	[REDACTED]

9. To view your organisation's GIRO bill, click on the GIRO bill tab.

View payment records

[Click here](#) GIRO bill

Payment records

Payment type: All Foreigner's name/Reference number:

Payment date (Optional): From 17 Jan 2023 To 17 Apr 2023

Payment method: All Payment status: All

[Search](#)

24 record(s) found. [Download records \(CSV, -4.09KB\)](#)

Foreigner's name	FIN	Payment type	Pass type	Payment status	Payment date	Payment method	Payment amount (\$)	Submitted by	Application number
-	-	Application fee	Employment Pass/S Pass	Paid	30 Jan 2023	Credit	105.00		

10. You will be able to view your GIRO bill here.

To view the GIRO bill for a specific month, click on the drop-down to select a different billing month.

To download your GIRO bill, click on the “Download bill” link.

Payment records
GIRO bill

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 ▼

[View bills before June 2023](#)

Outstanding balance	\$700.00
Fees for May 2023	\$500.00
Total amount due	\$1,200.00

[Download bill \(CSV, ~0.59KB\)](#)

Transaction date	Payment type	Pass type	Foreigner's name	FIN	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 fee	S Pass			105.50
17 May 2023	Issuance fee	S Pass			94.50
Total amount (\$)					\$500.00

1 to 4 of 4 < Prev 1 Next >

11. To view past GIRO bills, click on the “View bills before Month YYYY” link.

Payment records **GIRO bill**

GIRO bill

Current GIRO account [Redacted]
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

Click here View bills before June 2023

Outstanding balance	\$700.00
Fees for May 2023	\$500.00
Total amount due	\$1,200.00

[Download bill \(CSV, ~0.59KB\)](#)

Transaction date	Payment type	Pass type	Foreigner's name	FIN	Amount (\$)
17 May 2023	Issuance fee	Work Holiday Pass	[Redacted]	-	150.00
17 May 2023	Application fee	Employment Pass	[Redacted]	[Redacted]	150.00
17 May 2023	Single journey visa fee	S Pass	[Redacted]	[Redacted]	105.50
17 May 2023	Issuance fee	S Pass	[Redacted]	[Redacted]	94.50
Total amount (\$)					\$500.00

1 to 4 of 4 < Prev 1 Next >

12. You will be able to view the past GIRO bill here.

To view the GIRO bill for a specific month, click on the drop-down to select a different billing month.

myMOM Portal > Quick Menu >

View payment records

GIRO bill

Current GIRO account [Redacted]
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).

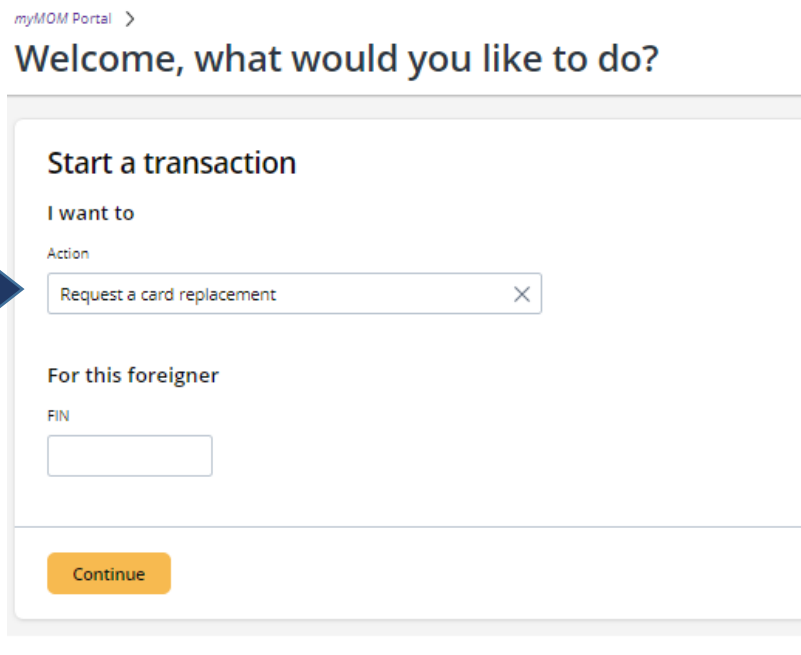
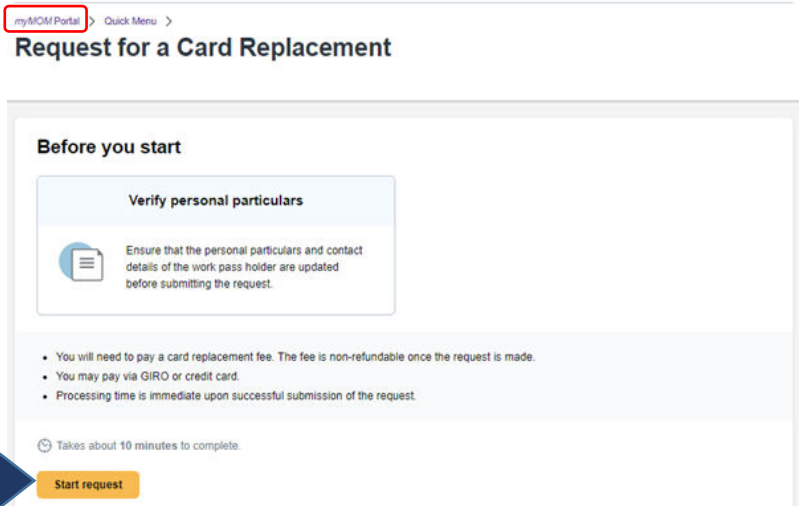
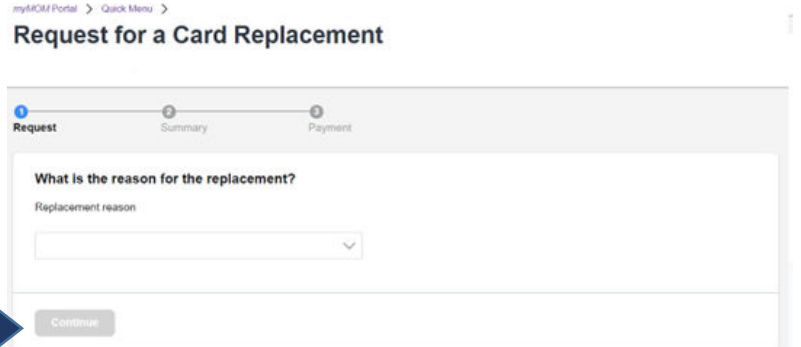
You can view more details about each payment under 'Payment records'.

Billing month: April 2023

Outstanding balance	\$100.00
Fees for March 2023	\$4,195.00
Total amount due	\$4,295.00

S/N	Type of transaction	Number of transactions	Fee per transaction (\$)	Amount (\$)
1	Replacement Fee for Loss of Card	1	100.00	100.00
2	Application Fee for Dependant Pass	39	105.00	4,095.00
Sub total amount (\$)				\$4,195.00

9. Request a Card Replacement

<p>1. At the menu page, select the action from the drop-down list. Complete the form and click "Continue".</p> <p style="text-align: center;">Click on "Request a card replacement".</p>	
<p>2. Before submitting the request, ensure that the information of the foreigner is updated.</p> <p>3. If you need to update the foreigner's information, use the link at the top of the page to return to <i>myMOM</i> Portal.</p> <p style="text-align: center;">Click on "Start request" to start.</p>	
<p>4. Fill in the required fields in Request section.</p> <p style="text-align: center;">Click here to continue to Summary section.</p>	

5. Ensure the information displayed are correct and acknowledge the declarations to proceed.

Notification email

We will email the card replacement confirmation to you and the pass holder:

Pass holder's email: [Redacted]

Declaration

Please read and acknowledge the following:

I declare that

- I have obtained the employer's written authorisation to perform this transaction on his/her behalf.
- The information that I have provided is true and accurate to the best of my knowledge.
- I am aware that it is an offence to submit information that I know, or ought reasonably to know, is false in any material particular or is misleading by reason of the omission of any material particular.
- I understand that the card is non-transferrable and must be held by only the work pass holder.
- 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.
- 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 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.

[Continue to payment](#)

[Click here to continue to payment section.](#)

6. Make payment using a credit card (Visa or Mastercard or Amex) or GIRO.

Request Summary **Payment**

Payment

Card replacement fee: [Redacted]

Total amount: [Redacted]

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 copy of the card replacement letter will be attached in this email.

A Singapore Government Agency Website

MINISTRY OF MANPOWER

myMOM Portal > Quick Menu >

Request for a Card Replacement

Card replacement request submitted successfully

[Print acknowledgement page](#)

Pass type	Dependant's Pass
Replacement reason	[Redacted]
Date of replacement	17 Feb 2023
Total amount paid	[Redacted]
Payment mode	Visa/Mastercard
Payment reference number	[Redacted]
Date and time of transaction	17 Feb 2023, 03:44pm (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 vulnerability [Terms of use](#) [Privacy policy](#) [Contact us](#)

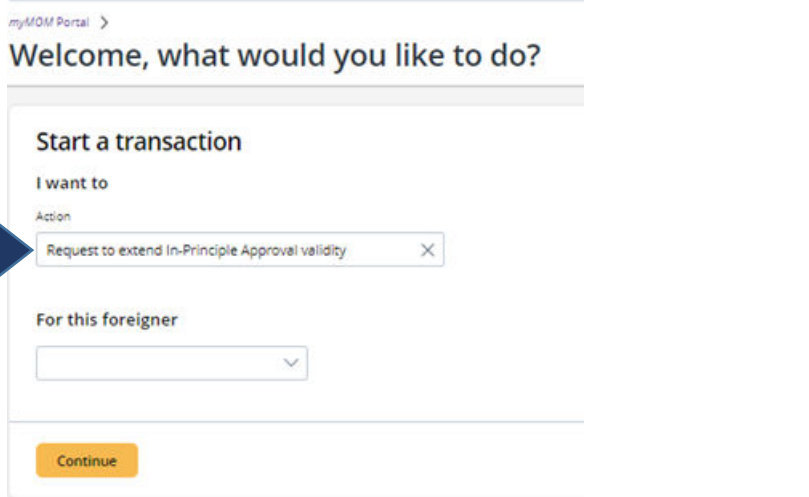
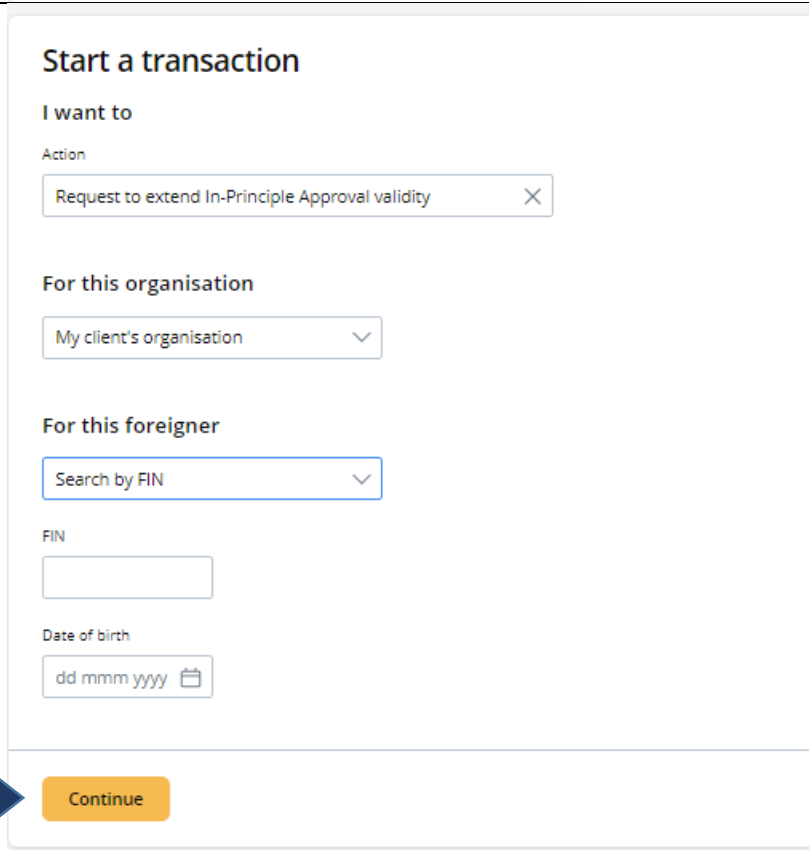
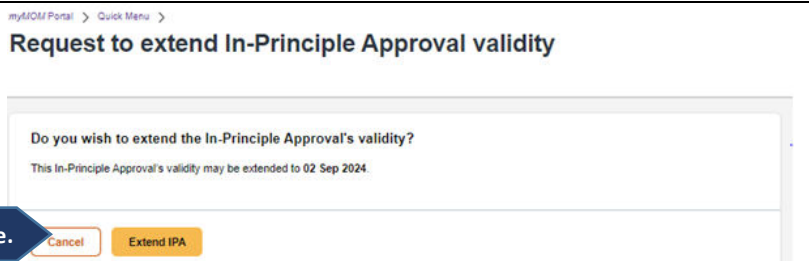
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10. Retrieve In-Principle Approval (IPA) Letter

<p>1. Log in to myMOM Portal</p> <p>2. Search for the candidate under the 'Application/Appeals' tab.</p>	<p>Under Action, select 'View details'.</p>
<p>For an employment agent who is handling the foreigner's transactions for the first time</p>	
<p>3. Scroll down the Work Passes page to the 'Go to Quick Menu' section.</p>	<p>Click here</p>
<p>4. At the menu page, under Action, select 'View details' from the drop-down list.</p>	<p>Click on 'View details'.</p>
<p>5. Search for the foreigner using their FIN or Application number, and fill in the required fields.</p>	<p>To search by FIN</p> <p>Click 'Continue' and you will be directed to the landing page of the 'View details' form.</p> <p>To search by Application Number</p>

<p>Click 'Continue' and you will be directed to the landing page of the 'View details' form.</p>	<p>Start a transaction</p> <p>I want to</p> <p>Action</p> <p>View details ✕</p> <p>For this foreigner</p> <p>Search by Application number ▼</p> <p>Application number</p> <p>A270223803755</p> <p>Continue</p>																				
<p>6. If you do not see the documents, you may click on the "Refresh" link to generate a copy of your IPA and related documents.</p>	<p>Your application is approved in-principle</p> <p>Submitted application (PDF, ~80KB)</p> <table border="1"> <tr> <td>Employing organization</td> <td>TESTING HOLDING PTE. LTD. (12341234X-00-00)</td> </tr> <tr> <td>Full Name</td> <td>JOHN DOE</td> </tr> <tr> <td>FIN</td> <td>F1234567Z</td> </tr> <tr> <td>Pass type</td> <td>Employment Pass</td> </tr> <tr> <td>Application number</td> <td>A180323809357</td> </tr> <tr> <td>Status</td> <td>Approved</td> </tr> <tr> <td>Date of application</td> <td>18 Mar 2023</td> </tr> <tr> <td>Date of outcome</td> <td>13 Apr 2023</td> </tr> <tr> <td>Submission organization</td> <td>TESTING HOLDING PTE. LTD. (12341234X-00-00)</td> </tr> <tr> <td>Submission user</td> <td>CORPPASS TEST ACCOUNT</td> </tr> </table> <p>All dates are based on Singapore time (GMT +0800).</p> <p>Next steps</p> <ol style="list-style-type: none"> 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. <p>Refresh to view updated IPA letters</p> <p>Cancel IPA Extend validity Request pass to be issued</p>	Employing organization	TESTING HOLDING PTE. LTD. (12341234X-00-00)	Full Name	JOHN DOE	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
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Date of outcome	13 Apr 2023																				
Submission organization	TESTING HOLDING PTE. LTD. (12341234X-00-00)																				
Submission user	CORPPASS TEST ACCOUNT																				
<p>7. A pop-up banner will appear when you attempt to refresh the documents.</p> <p>Note: You may wish to refresh the page if you do not see the documents on the page after waiting for 2 minutes. Please contact us for help if you do not see the documents despite refreshing the page after 10 minutes.</p>	<p>Refreshing documents... ✕</p> <p>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 documents.</p>																				
<p>8. A banner will appear when the documents are refreshed.</p> <p>9. Click on the respective links to download a copy of your IPA letter and related documents.</p>	<p>Documents refreshed successfully ✕</p> <p>Please refer to the updated IPA letters.</p> <p>Your application is approved in-principle</p> <p>Submitted application (PDF, ~80KB)</p> <table border="1"> <tr> <td>Employing organization</td> <td>TESTING HOLDING PTE. LTD. (12341234X-00-00)</td> </tr> <tr> <td>Full Name</td> <td>JOHN DOE</td> </tr> <tr> <td>FIN</td> <td>F1234567Z</td> </tr> <tr> <td>Pass type</td> <td>Employment Pass</td> </tr> <tr> <td>Application number</td> <td>A180323809357</td> </tr> <tr> <td>Status</td> <td>Approved</td> </tr> <tr> <td>Date of application</td> <td>18 Mar 2023</td> </tr> <tr> <td>Date of outcome</td> <td>13 Apr 2023</td> </tr> <tr> <td>Submission organization</td> <td>TESTING HOLDING PTE. LTD. (12341234X-00-00)</td> </tr> <tr> <td>Submission user</td> <td>CORPPASS TEST ACCOUNT</td> </tr> </table> <p>All dates are based on Singapore time (GMT +0800).</p> <p>Next steps</p> <ol style="list-style-type: none"> 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 15 Oct 2023. <p>IPA - Pass holder's copy (PDF, ~170KB) IPA - Employer's copy (PDF, ~250KB) Medical declaration form (PDF, ~120KB)</p> <p>Last updated on 18 Apr 2023.</p> <p>Refresh to view updated IPA letters</p> <p>Cancel IPA Extend validity Request pass to be issued</p>	Employing organization	TESTING HOLDING PTE. LTD. (12341234X-00-00)	Full Name	JOHN DOE	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
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Date of outcome	13 Apr 2023																				
Submission organization	TESTING HOLDING PTE. LTD. (12341234X-00-00)																				
Submission user	CORPPASS TEST ACCOUNT																				


11. Extend In-Principle Approval (IPA) Validity

<p>1. Select "Request to extend In-Principle Approval validity" in Quickmenu.</p> <p>Select "Request to extend In-Principle Approval validity".</p>	
<p>2. Fill in the required fields in the Identification section.</p> <p>Click here to proceed to summary page.</p>	
<p>3. Click "Extend IPA" to proceed to acknowledgement page.</p> <p>Click "Extend IPA" to proceed to Acknowledgement page.</p>	

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 extend In-Principle Approval validity

 **Extension request submitted successfully** [Print acknowledgement page](#)

Foreigner's full name	[REDACTED]
Foreigner's FIN	[REDACTED]
Pass type	S Pass
Reference number	DAME070323806158
Date and time submitted	07 Mar 2023, 11:46am (GMT +0800)
IPA expiry date	02 Sep 2024

You will receive an email acknowledgement with a summary of the changes after the extension 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 myMOM Portal](#)
- [Go to Quick Menu](#)
- [For more information, please visit MOM website](#)

12. Update Travel Document Details

1. From the Quick Menu page, select “Update travel document details” from the drop-down list. Complete the form and click “Continue”.

Select “Update travel document details”.

myMOM Portal >
Welcome, what would you like to do?

Start a transaction

I want to

Action

Update travel document details

For this foreigner

FIN

Continue

2. Fill in the fields and click “Continue to summary” to proceed.

Click “Continue to summary” to proceed to summary page.

A Singapore Government Agency Website

MINISTRY OF MANPOWER

myMOM Portal > Quick Menu >

Update travel document details

Amendment Summary

Travel document details

Travel document type

Travel document number

Travel document issue date

Travel document expiry date

Clear 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

Amendment summary

[Edit](#)

Travel document details

Travel document expiry date [Redacted]

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 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.

I declare that all of the above is true.

[Submit](#)

Click “Submit” to proceed to Acknowledgement page.

4. You will receive an email from MOM to acknowledge successful submission of your request to update travel document details.

myMOM Portal > Quick Menu >

Update travel document details

Amendment request submitted successfully

[Print acknowledgement page](#)

Foreigner's full name	[Redacted]
Foreigner's FIN	[Redacted]
Pass type	S Pass
Reference number	[Redacted]
Date and time submitted	07 Mar 2023, 03:28pm (GMT +0800)

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.

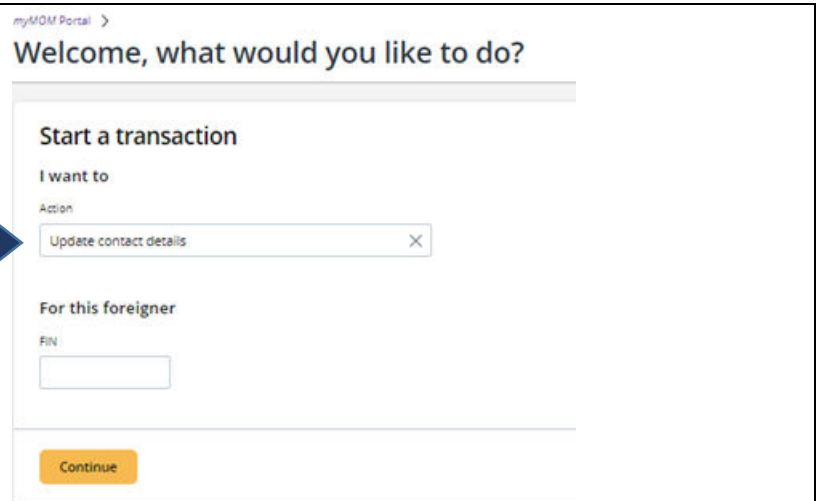
What do you want to do next?

- Go to myMOM Portal
- Go to Quick Menu
- For more information, please visit MOM website

13. Update Contact Details

1. Select "Update contact details" from the Quick Menu.

Select "Update contact details".



myMOM Portal >

Welcome, what would you like to do?

Start a transaction

I want to

Action

Update contact details

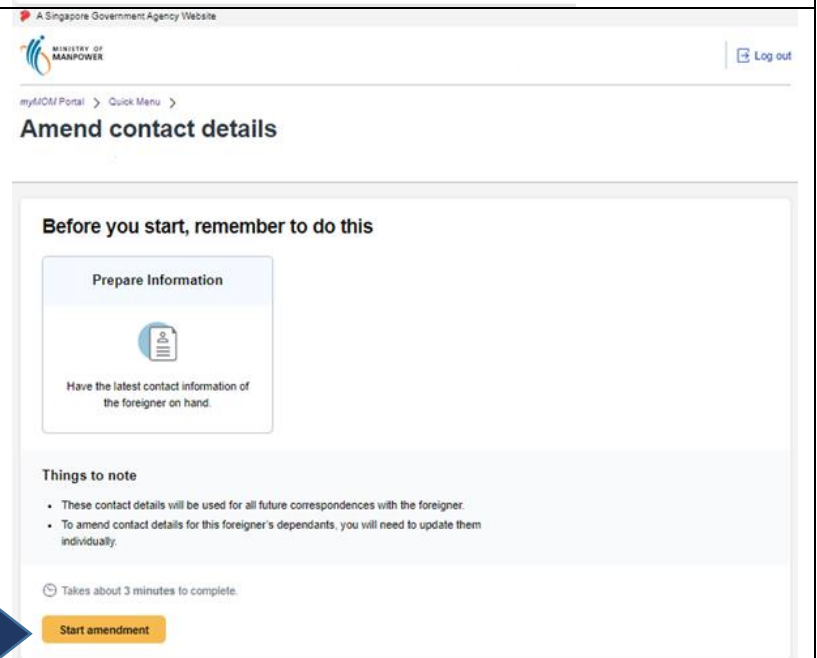
For this foreigner

FIN

Continue

2. Click on "Start amendment" to proceed with amendment request.

Click on "Start amendment"



A Singapore Government Agency Website

MINISTRY OF MANPOWER

myMOM Portal > Quick Menu >

Amend contact details

Before you start, remember to do this

Prepare Information

Have the latest contact information of the foreigner on hand.

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.

Takes about 3 minutes to complete.

Start amendment

3. Fill in the required fields.

myMOM Portal > Quick Menu >
Amend contact details

1 Amendment 2 Summary

Email and mobile number

Foreigner's email
[Text box]

Foreigner's mobile number
+65 [Text box]

Residential address

Residential type
Postal Code Address

Postal code
[Text box]

Blockhouse number
[Text box]

Street name
[Text box]

Floor number [Text box] - Unit number [Text box]

Building name
[Text box]

Continue

Click "Continue" to proceed to summary page.

4. Ensure the information displayed is correct. Then, tick the declaration check box and click on "Amend information" to proceed to the Acknowledgment page.

myMOM Portal > Quick Menu >
Amend contact details

Amendment Summary

Amendment summary [Edit](#)

Email and mobile number

Foreigner's mobile number [Text box]

Residential address

Residential type Overseas Address

Address [Text box]

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 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.

I declare that all of the above is true.


Amend information

Click "Amend information" to proceed to Acknowledgement page.

5. You will receive an email from MOM to acknowledge successful submission of your request to update contact details.

myMOM Portal > Quick Menu >

Amend contact details

 **Contact details amended successfully**

[Print acknowledgement page](#)

Foreigner's full name	[REDACTED]
Foreigner's FIN	[REDACTED]
Pass type	Employment Pass
Reference number	[REDACTED]
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 Quick Menu](#)
- [For more information, please visit MOM website](#)

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

myMOM Portal Dashboard

Application / Appeals (938) Pending issuance (94) Existing / Expired passes (0) Expiring passes (0) **Advanced search**

Search: F1234567Z Submit Download All

Name	FIN	Date of application / appeal	Pass type	Submitted by	Status	Date of expiry	Action
JOHN DOE	F1234567Z	10 JAN 2023	Employment Pass	MARY JANE	Rejected		Select action View details

Showing 1-1 of 1

Quick Menu

Start a transaction

I want to

Action

View details

For this foreigner

Search by Application number

Application number

A10012379537d

Continue

Start a transaction

I want to

Action

View details

For this organisation

My organisation

For this foreigner

Search by FIN

FIN











F1234567Z

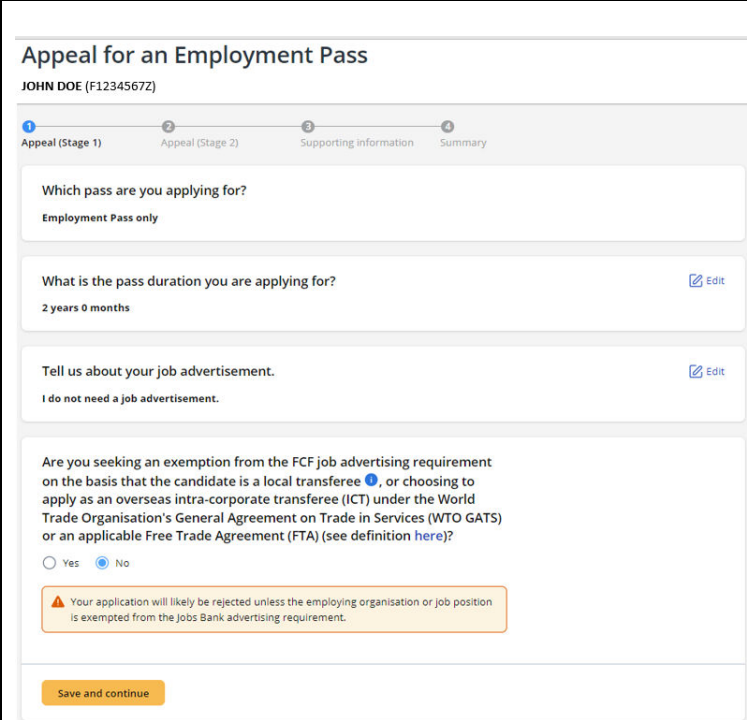
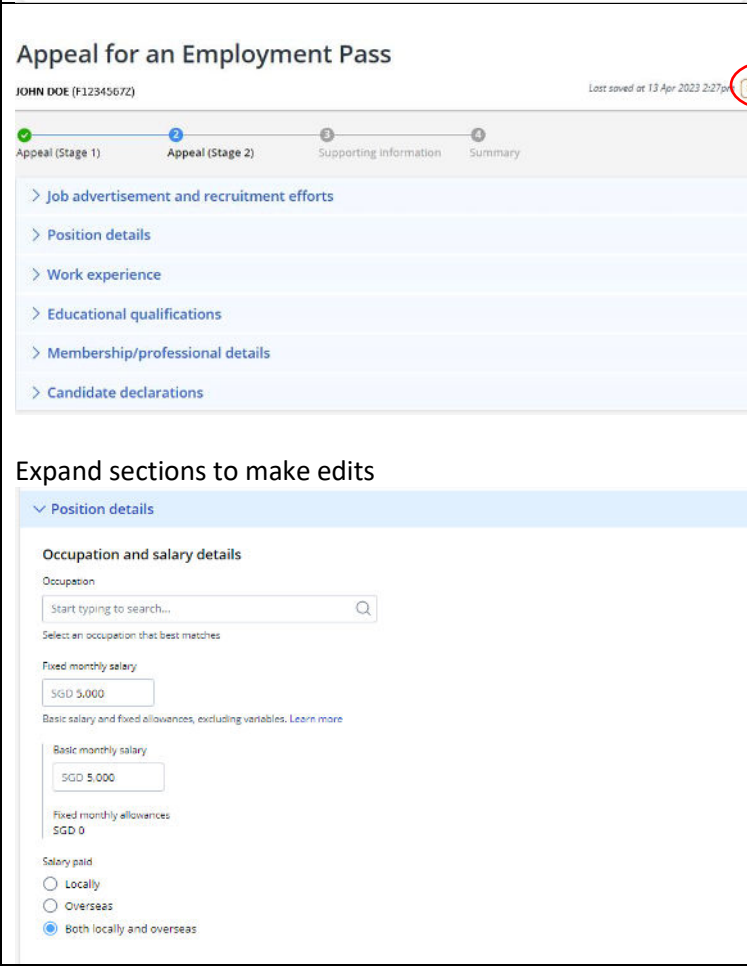
Date of application

18 Mar 2023

Continue

- You have 3 months to appeal against an unsuccessful application, but you should do so only if you can address the reasons for rejection.
- To appeal against an unsuccessful application, you will need to proceed to “View details” page.
- You may reach the “View details” page by using the dashboard page at myMOM Portal or through Quick Menu.
- Search for the foreigner by using the transaction’s “Application number” or “FIN” and “Date of application” to proceed.

<p>View details JOHN DOE (F1234567Z)</p> <p>Your application is unsuccessful</p> <table border="1"> <tr> <td>Employing organization</td> <td>TESTING HOLDING PTE. LTD. (12341234X-00-00)</td> </tr> <tr> <td>Full Name</td> <td>JOHN DOE</td> </tr> <tr> <td>FIN</td> <td>F1234567Z</td> </tr> <tr> <td>Pass type</td> <td>Employment Pass</td> </tr> <tr> <td>Application number</td> <td>A180323809357</td> </tr> <tr> <td>Status</td> <td>Rejected</td> </tr> <tr> <td>Date of application</td> <td>18 Mar 2023</td> </tr> <tr> <td>Date of outcome</td> <td>13 Apr 2023</td> </tr> <tr> <td>Submission organization</td> <td>TESTING HOLDING PTE. LTD. (12341234X-00-00)</td> </tr> <tr> <td>Submission user</td> <td>CORPPASS TEST ACCOUNT</td> </tr> </table> <p>All dates are based on Singapore time (GMT +0800).</p> <p>Reason(s) for outcome</p> <ul style="list-style-type: none"> This candidate does not qualify for an Employment Pass. Before submitting an application or appeal, check the Self-Assessment Tool to find out the salary required for each candidate to get an Employment Pass. You must advertise this vacancy on MyCareersFuture for at least 14 days first. Then, if you still wish to employ foreign candidate(s) for this position after you have considered all applicants fairly, you may wish to provide the advertisement ID in your subsequent application or appeal. <p><i>Reason(s) accurate as at time of outcome.</i></p> <p>When to consider submitting an appeal</p> <p>You may consider appealing by 12 Jul 2023 if you are able to address the reason(s) for rejection. You can appeal up to 2 times within 3 months of the original application/renewal request's date of outcome.</p> <p>Submit an appeal</p>	Employing organization	TESTING HOLDING PTE. LTD. (12341234X-00-00)	Full Name	JOHN DOE	FIN	F1234567Z	Pass type	Employment Pass	Application number	A180323809357	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	<ul style="list-style-type: none"> Ensure that you have the necessary information/documents to address the issues in your rejection advisory. Click on “Submit an appeal” to start the submission.
Employing organization	TESTING HOLDING PTE. LTD. (12341234X-00-00)																				
Full Name	JOHN DOE																				
FIN	F1234567Z																				
Pass type	Employment Pass																				
Application number	A180323809357																				
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																				
<p>Appeal for an Employment Pass JOHN DOE (F1234567Z)</p> <p>Our services centres are open for customers with appointments. Please use our online services (e.g. eServices, web chat, website) or make an appointment if you're unable to use our digital services. Find out the latest update on work pass services.</p> <p>Before you start, remember to do this</p> <table border="1"> <tr> <td> <p>Review outcome</p>  <p>Review the outcome. You may consider appealing if you can address the reason(s) for rejection.</p> </td> <td> <p>Check eligibility</p>  <p>Check if the candidate qualifies for an Employment Pass or S Pass by taking the Self-Assessment Tool (SAT).</p> </td> <td> <p>Prepare documents</p>  <p>You may include supporting documents with your appeal. Documents you have already provided will be considered.</p> </td> </tr> </table> <p>Things to note</p> <ul style="list-style-type: none"> Processing time for most appeals are at least 6 weeks, sometimes longer. <p> Takes about 20 mins to complete.</p> <p>Start appeal</p>	<p>Review outcome</p>  <p>Review the outcome. You may consider appealing if you can address the reason(s) for rejection.</p>	<p>Check eligibility</p>  <p>Check if the candidate qualifies for an Employment Pass or S Pass by taking the Self-Assessment Tool (SAT).</p>	<p>Prepare documents</p>  <p>You may include supporting documents with your appeal. Documents you have already provided will be considered.</p>	<ul style="list-style-type: none"> Make sure you get these done before starting the appeal process: <ul style="list-style-type: none"> ✓ Use the self-assessment tool (SAT) to ensure that the candidate is eligible for an EP or S Pass ✓ Prepare the necessary information you need to provide to address the reason(s) for rejection. Click on “Start appeal” when you are ready to start. 																	
<p>Review outcome</p>  <p>Review the outcome. You may consider appealing if you can address the reason(s) for rejection.</p>	<p>Check eligibility</p>  <p>Check if the candidate qualifies for an Employment Pass or S Pass by taking the Self-Assessment Tool (SAT).</p>	<p>Prepare documents</p>  <p>You may include supporting documents with your appeal. Documents you have already provided will be considered.</p>																			

	<ul style="list-style-type: none"> • Information based on the last rejected transaction will be retrieved automatically and displayed for verification. • You may edit and update the information, if applicable. • Click on “Save and continue” to navigate to the next stage.
 <p>Expand sections to make edits</p>	<ul style="list-style-type: none"> • You will see up to a total of 6 sections in Stage 2. • Information based on the rejected application will be retrieved automatically and displayed for verification. • You may edit and update any of the information, if applicable. • To save the appeal draft in Stage 2, click the “Save draft” button at the top right-hand corner of the page.

	<ul style="list-style-type: none"> • Once all the information is provided, click on “Save and continue” to continue to the next stage.
	<ul style="list-style-type: none"> • This section allows you to provide relevant information to address the reason(s) for rejection. • Click on “Add document” if you wish to upload any documents for the appeal. • Click on “Continue to summary” if there are no additional information to provide and proceed to the Summary page.

- 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.
- Alternatively, you may perform a search under the “Document type” field.
- You may include up to 5 documents in your appeal.
- If you wish to provide new information/explanation for the appeal, you can do so by entering the information in the textbox shown.
- Click on “Continue to summary” to proceed to Summary page.

	Interviewed	Offered	Hired
Singapore citizens	0	-	-
Permanent Residents	0	-	-
Foreigners	0	-	-

- You can review all the information entered for this appeal request.
- You can click on “Edit” if you need to make changes. You will be brought back to the relevant section.
- If you have confirmed earlier that your declarations have changed, it will be highlighted in the summary form.

<p>Pass holder declarations Edit</p> <p>a) Has the pass holder ever been refused entry into or deported from any country? Yes</p> <p>b) Has the pass holder ever been convicted in a court of law in any country? No</p> <p>c) Has the pass holder ever been prohibited from entering Singapore? No</p> <p>⚠ You have changed your answer for this question, it may affect the outcome of the renewal.</p>												
<p>Notification email</p> <p>We will send all notifications to test@testmail.com</p> <p>Update email</p> <p>Updating this email address will affect notifications sent for all transactions.</p> <p>Declaration</p> <p>Please read and acknowledge the following:</p> <ul style="list-style-type: none"> I am the registered user of this account and personally filled in the information in this Application for an Employment/S Pass and in any related appeals. I declare that the information in this Application for an Employment/S Pass and any related appeals is, to the best of my knowledge, true and correct; and that all documents submitted in support for this Application, and any related appeals, are true copies of the originals. I declare that I have considered all candidates fairly by, including but not limited to, advertising the job vacancy and/or interviewing the candidates (as stated under Stage 2) before making this Application and any related appeals for an Employment/S Pass. All data entered in this Application form is accurate. All documents uploaded (if any) are correct, clear and complete. With reference to this Application for an Employment/S 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 SingPass will help him/her to access Government e-services in Singapore, and I confirm that I have obtained the candidate's consent for the Ministry of Manpower to share his/her personal details to the SingPass issuing agency in order for the candidate to apply for a SingPass account at a later time if he/she is eligible for a SingPass. I have obtained written consent from the candidate to apply for an Employment/S Pass for him/her. I will produce this consent when requested by the authority. <p><input type="checkbox"/> I declare that all of the above is true.</p> <p>Submit appeal</p> <p>Download summary (PDF, ~100KB)</p>	<ul style="list-style-type: none"> 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. 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. 											
<p>✔ Appeal submitted successfully</p> <table border="1"> <tr> <td>Full name</td> <td>JOHN DOE</td> <td rowspan="5">Download acknowledgement and form summary (PDF, ~60KB)</td> </tr> <tr> <td>FIN</td> <td>F1234567Z</td> </tr> <tr> <td>Pass type</td> <td>Employment Pass</td> </tr> <tr> <td>Application number</td> <td>A100123795376</td> </tr> <tr> <td>Date and time submitted</td> <td>13 Apr 2023, 2:40pm (GMT +0800)</td> </tr> </table> <p>You will receive an email acknowledgement with a summary of the appeal.</p> <p>Processing time usually takes about 3 weeks, but may be longer during peak periods or if we need to verify the appeal details.</p> <p>You will be notified when there is an outcome or if we need more documents.</p> <p>What do you want to do next?</p> <ul style="list-style-type: none"> Go to myMOM Portal Go to Quick Menu For more information, please visit MOM website 	Full name	JOHN DOE	Download acknowledgement and form summary (PDF, ~60KB)	FIN	F1234567Z	Pass type	Employment Pass	Application number	A100123795376	Date and time submitted	13 Apr 2023, 2:40pm (GMT +0800)	<ul style="list-style-type: none"> Your appeal request has been submitted when you see this acknowledgement page. 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 it appear on the myMOM Portal, please refresh the page after 15 minutes.
Full name	JOHN DOE	Download acknowledgement and form summary (PDF, ~60KB)										
FIN	F1234567Z											
Pass type	Employment Pass											
Application number	A100123795376											
Date and time submitted	13 Apr 2023, 2:40pm (GMT +0800)											

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

myMOM Portal Dashboard

Application / Appeals (938) Pending issuance (94) Existing / Expired passes (0) Expiring passes (0) Advanced search

F1234567Z Submit Download All

Name	FIN	Date of application / appeal	Pass type	Submitted by	Status	Date of expiry	Action
JOHN DOE	F1234567Z	10 JAN 2023	Training Employment Pass	MARY JANE	Rejected		Select action View details

Showing 1-1 of 1

Quickmenu

Start a transaction

I want to

Action

View details

For this foreigner

Search by Application number

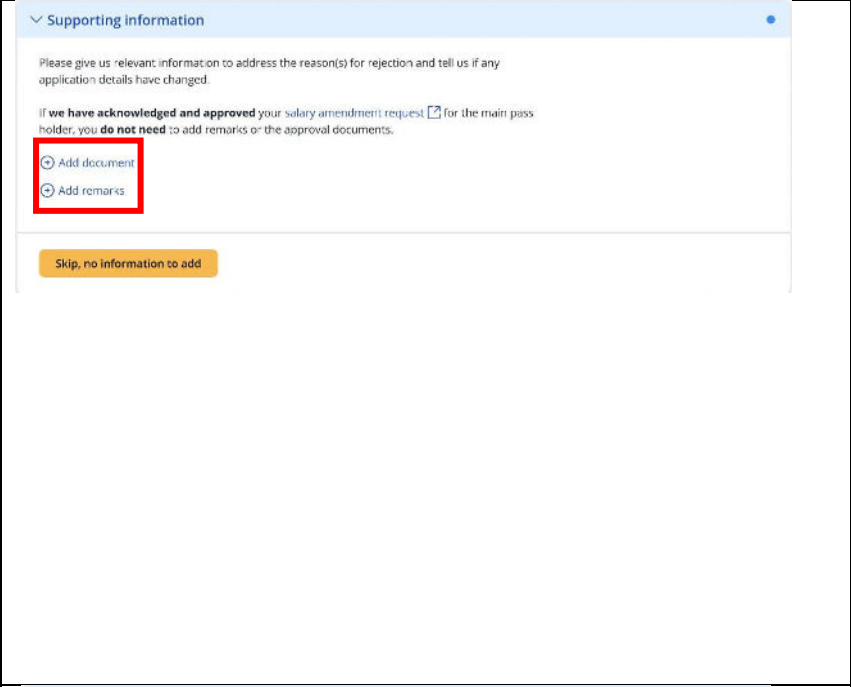
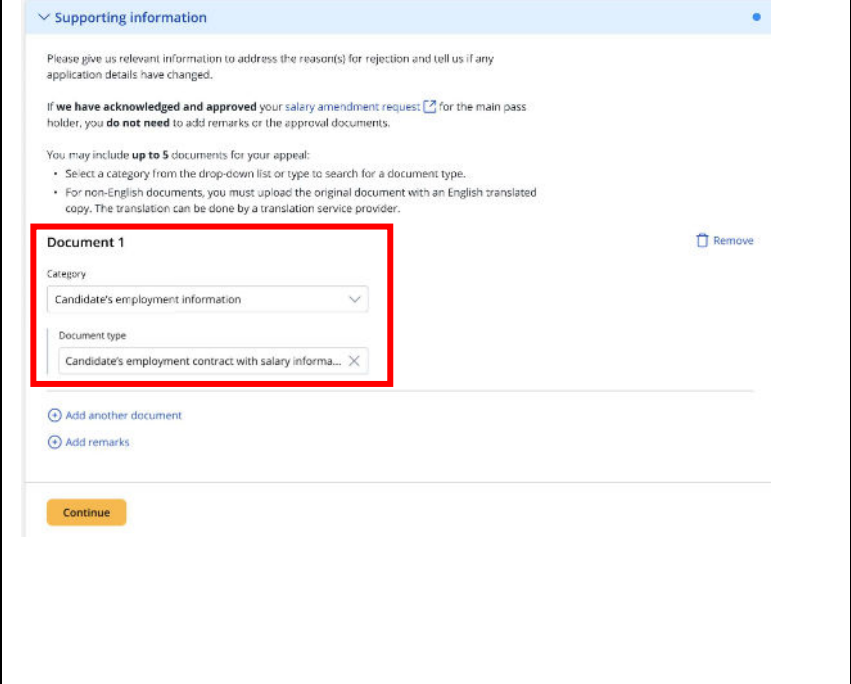
Application number

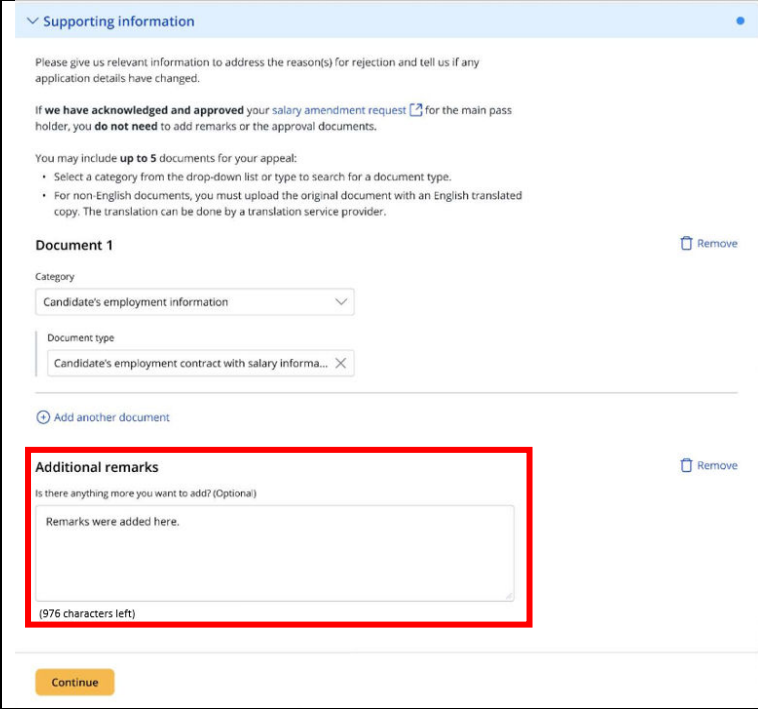
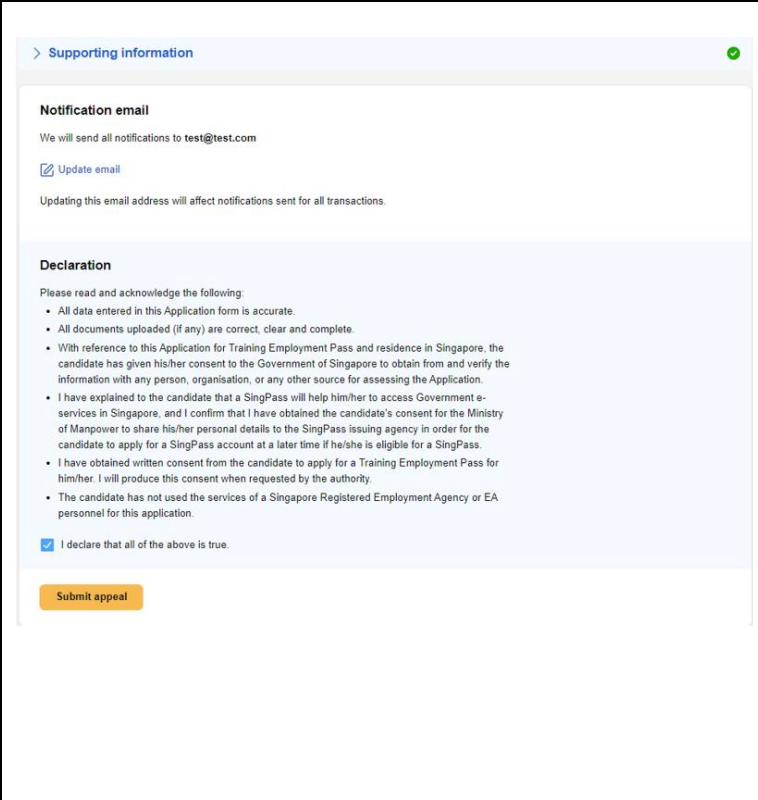
A10012379537d

Continue

- You have 3 months to appeal against an unsuccessful application, but you should do so only if you can address the reasons for rejection.
- To appeal against an unsuccessful application, please proceed to the “View details” page.
- To reach the “View details” page, use the dashboard page at myMOM Portal or Quickmenu.

<p>View details</p> <p>JOHN DOE (F1234567Z)</p> <hr/> <p>Your application is unsuccessful</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <table border="1" style="width: 80%; border-collapse: collapse;"> <tr> <td>Employing organisation</td> <td>TESTING HOLDING PTE. LTD. (123412345W-00-00)</td> </tr> <tr> <td>Full name</td> <td>John Doe</td> </tr> <tr> <td>FIN</td> <td>F1234567Z</td> </tr> <tr> <td>Pass type</td> <td>Training Employment Pass</td> </tr> <tr> <td>Application number</td> <td>A100123795376</td> </tr> <tr> <td>Status</td> <td style="color: red;">Rejected</td> </tr> <tr> <td>Date of application</td> <td>10 Jan 2023</td> </tr> <tr> <td>Date of outcome</td> <td>10 Jan 2023</td> </tr> <tr> <td>Submission organisation</td> <td>TESTING HOLDING PTE. LTD. (123412345W-00-00)</td> </tr> <tr> <td>Submission user</td> <td>Mary Jane</td> </tr> </table> <div style="text-align: right;"> Submitted application (PDF, ~80KB) </div> </div> <p style="font-size: small; margin-top: 10px;">All dates are based on Singapore time (GMT +0800).</p> <hr/> <p>Reason(s) for outcome</p> <p>Foreigners are not allowed to be employed by food stalls.</p> <p><i>Reason(s) accurate as at time of outcome.</i></p> <hr/> <p>You may proceed to appeal</p> <p>Your request to submit an appeal has been accepted. You may appeal by 11 May 2023 if you are able to address the reason(s) for rejection.</p> <p style="text-align: center; margin-top: 10px;">Submit an appeal</p>	Employing organisation	TESTING HOLDING PTE. LTD. (123412345W-00-00)	Full name	John Doe	FIN	F1234567Z	Pass type	Training Employment Pass	Application number	A100123795376	Status	Rejected	Date of application	10 Jan 2023	Date of outcome	10 Jan 2023	Submission organisation	TESTING HOLDING PTE. LTD. (123412345W-00-00)	Submission user	Mary Jane	<ul style="list-style-type: none"> Ensure that you have the necessary information/documents to address the reason(s) for the rejection. Click on “Submit an appeal” to start the submission.
Employing organisation	TESTING HOLDING PTE. LTD. (123412345W-00-00)																				
Full name	John Doe																				
FIN	F1234567Z																				
Pass type	Training Employment Pass																				
Application number	A100123795376																				
Status	Rejected																				
Date of application	10 Jan 2023																				
Date of outcome	10 Jan 2023																				
Submission organisation	TESTING HOLDING PTE. LTD. (123412345W-00-00)																				
Submission user	Mary Jane																				
<p>Before you start, remember to do this</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 10px; width: 45%; text-align: center;"> <p>Review outcome</p> <p style="font-size: small; margin-top: 5px;">When you appeal, please address the reason(s) for rejection.</p> </div> <div style="border: 1px solid #ccc; padding: 10px; width: 45%; text-align: center;"> <p>Prepare relevant information</p> <p style="font-size: small; margin-top: 5px;">We are looking for information that addresses the reason(s) for rejection. Giving us unrelated information may increase the processing time.</p> </div> </div> <hr/> <p>Things to note</p> <ul style="list-style-type: none"> Processing time for most appeals is at least 3 weeks. <p>Notification email</p> <p>We will send all notifications to test@test.com</p> <p>Update email</p> <p style="font-size: x-small;">Updating this email address will affect notifications sent for all transactions.</p> <p style="font-size: x-small; margin-top: 10px;"> Takes about 10 minutes to complete.</p> <p style="text-align: center; margin-top: 10px;">Start appeal</p>	<ul style="list-style-type: none"> Before you start the appeal process, prepare the necessary information you need to provide to address the reason(s) for rejection. If you require to amend the email address shown, click on the “Update email” link to perform the update. All notifications will now be sent by email instead of SMS. Click on “Start appeal” when you are ready to start. 																				
	<ul style="list-style-type: none"> This is the section that allows you to provide relevant information to 																				

 <p>Supporting information</p> <p>Please give us relevant information to address the reason(s) for rejection and tell us if any application details have changed.</p> <p>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.</p> <p>Add document</p> <p>Add remarks</p> <p>Skip, no information to add</p>	<p>address the reason(s) for rejection. Amendments to the rejected applications are not allowed.</p> <ul style="list-style-type: none"> • Click on “Add document” or “Add remarks” if you wish to provide any information to support the appeal. • 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.
 <p>Supporting information</p> <p>Please give us relevant information to address the reason(s) for rejection and tell us if any application details have changed.</p> <p>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.</p> <p>You may include up to 5 documents for your appeal:</p> <ul style="list-style-type: none"> • Select a category from the drop-down list or type to search for a document type. • 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. <p>Document 1 Remove</p> <p>Category Candidate's employment information</p> <p>Document type Candidate's employment contract with salary informa...</p> <p>Add another document</p> <p>Add remarks</p> <p>Continue</p>	<ul style="list-style-type: none"> • 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. • Alternatively, you may perform a search under the “Document type” field. • You may include up to 5 documents in your appeal. • Click on “Continue” to proceed to the next section.

 <p>Supporting information</p> <p>Please give us relevant information to address the reason(s) for rejection and tell us if any application details have changed.</p> <p>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.</p> <p>You may include up to 5 documents for your appeal:</p> <ul style="list-style-type: none"> Select a category from the drop-down list or type to search for a document type. 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. <p>Document 1 Remove</p> <p>Category: Candidate's employment information</p> <p>Document type: Candidate's employment contract with salary informa... ×</p> <p>Add another document Remove</p> <p>Additional remarks Remove</p> <p>Is there anything more you want to add? (Optional)</p> <p>Remarks were added here.</p> <p>(976 characters left)</p> <p>Continue</p>	<ul style="list-style-type: none"> If you wish to provide new information/explanation for the appeal, click on "Add remarks". A textbox will appear. Enter the necessary information in the textbox shown. Click the "Continue" button to proceed to the next section.
 <p>Supporting information</p> <p>Notification email</p> <p>We will send all notifications to test@test.com</p> <p>Update email</p> <p>Updating this email address will affect notifications sent for all transactions.</p> <p>Declaration</p> <p>Please read and acknowledge the following:</p> <ul style="list-style-type: none"> All data entered in this Application form is accurate. 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 SingPass will help him/her to access Government e-services in Singapore, and I confirm that I have obtained the candidate's consent for the Ministry of Manpower to share his/her personal details to the SingPass issuing agency in order for the candidate to apply for a SingPass account at a later time if he/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. <p><input checked="" type="checkbox"/> I declare that all of the above is true.</p> <p>Submit appeal</p>	<ul style="list-style-type: none"> 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 acknowledge the declaration by ticking the checkbox. Click on "Submit appeal" to submit the appeal request.

Appeal for a Training Employment Pass

JOHN DOE (F1234567Z)

✓ Appeal submitted successfully

Full name	JOHN DOE
FIN	F1234567Z
Pass type	Training Employment Pass
Application number	A100123795376
Date and time submitted	13 Apr 2023, 2:40pm (GMT +0800)

[Download acknowledgement and form summary \(PDF, ~60KB\)](#)

You will receive an email acknowledgement with a summary of the appeal.

Processing time usually takes about 3 weeks, but may be longer during peak periods or if we need to verify the appeal details.




You will be notified when there is an outcome or if we need more documents.

What do you want to do next?

- [Go to myMOM Portal](#)
- [Go to Quick Menu](#)
- [For more information, please visit MOM website](#)

- Your appeal request has been submitted when you see this acknowledgement page.
- You can download a copy of the application summary when you click on “Download acknowledgement and form summary”.
- 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 it on the *myMOM* Portal, please refresh the page after 15 minutes.

16. Apply for a Training Employment Pass (TEP)



<p>Before you apply, get these done</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center; background-color: #e6f2ff; padding: 2px;">Check eligibility</p> <div style="text-align: center; margin: 5px 0;">  </div> <p style="font-size: 0.8em;">The Training Employment Pass (TEP) allows eligible foreigners to undergo practical training in Singapore. Check if the candidate is eligible for a Training Employment Pass.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center; background-color: #e6f2ff; padding: 2px;">Update company profile</p> <div style="text-align: center; margin: 5px 0;">  </div> <p style="font-size: 0.8em;">Ensure your company profile (e.g. turnover information and contact details) is up-to-date, otherwise, it may affect the outcome of your application.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center; background-color: #e6f2ff; padding: 2px;">Prepare documents</p> <div style="text-align: center; margin: 5px 0;">  </div> <p style="font-size: 0.8em;">Have documents ready to upload with your Training Employment Pass application.</p> </div> </div> <p>Things to note</p> <ul style="list-style-type: none"> 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. <p style="font-size: 0.8em;">⌚ Takes about 30 minutes to complete.</p> <p style="background-color: #f9a825; color: white; padding: 2px 10px; display: inline-block; border-radius: 3px;">Start application</p>	<ul style="list-style-type: none"> Make sure you complete the following before starting the application process: <ul style="list-style-type: none"> Ensure that the candidate is eligible for a TEP. Update your company's profile (in particular, the annual turnover and contact information). Please wait for at least 30 minutes before returning to this page to submit the application. Prepare the required documents you need to upload. <ul style="list-style-type: none"> Docs for TEP Click "Start application" when you are ready to start.
<p>myMOM Portal > Quick Menu ></p> <h3 style="margin: 0;">Apply for a Training Employment Pass</h3> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p style="font-size: 0.8em; margin: 0;"> 1 Identification 2 Application 3 Summary 4 Payment </p> </div> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Has the candidate ever studied, worked or stayed long-term (not as a tourist) in Singapore?</p> <p style="font-size: 0.8em;"> <input type="radio"/> Yes, candidate is currently working/studying/staying in Singapore <input type="radio"/> Yes, candidate has worked/studied/stayed in Singapore in the past <input type="radio"/> No <input type="radio"/> No, but candidate has a Foreign Identification Number (FIN) issued by Singapore </p> <p style="background-color: #f9a825; color: white; padding: 5px 15px; display: inline-block; border-radius: 3px; margin-top: 10px;">Continue</p> </div>	<ul style="list-style-type: none"> 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. At any time, you may return to <i>myMOM Portal</i> by clicking on the link at the top left-hand corner of the page, under the MOM logo.

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

<p>What is the pass duration you are applying for?</p> <p><input type="text"/> months</p> <p>Most passes are granted up to 3 months.</p> <p>Save and continue</p>	<ul style="list-style-type: none"> • Pass duration must be between 1 month and 12 months. • If you see an error message, please rectify the error before you continue.
<p>myMOM Portal > Quick Menu ></p> <h2>Apply for a Training Employment Pass</h2> <p>Last saved at 03 May 2023 3:32 PM Save draft</p> <p>1 Identification 2 Application 3 Summary 4 Payment</p> <ul style="list-style-type: none"> > Candidate particulars > Training details > Work experience > Educational qualifications ✓ > Membership/professional details ✓ > Candidate declarations 	<ul style="list-style-type: none"> • You will see up to 6 sections in Stage 2. Each section will be marked with a ✓ when it is successfully completed. • You may save draft in Stage 2 by clicking the “Save draft” button at the top right-hand corner of the page. • At any time, you may return to <i>myMOM Portal</i> by clicking on the link at the top left-hand corner of the page, under the MOM logo.
<p>▼ Candidate particulars</p> <h3>Travel document details</h3> <p>Full name (in the same order of appearance as travel document) ⓘ</p> <p><input type="text"/></p> <p>Exclude salutations</p> <p>Alias (only if printed on travel document)</p> <p><input type="text"/></p> <p>Date of birth</p> <p><input type="text" value="dd mmm yyyy"/> ⓘ</p> <p>Sex</p> <p><input type="radio"/> Female</p> <p><input type="radio"/> Male</p>	<ul style="list-style-type: none"> • Fill in the details as stated in the travel document. Please refer to the actual document when doing so. • Name should be entered in full (including surname) and in the same sequence as stated in the travel document. • Date of birth: You can either select a date from the date picker or input in dd mmm yyyy format.


<p>Nationality/Citizenship</p> <p>Malaysian <input type="text"/></p> <p>State/Province</p> <p>Johore <input type="text"/></p> <p>Old Malaysian identity card number</p> <p><input type="text"/></p> <p>New Malaysian identity card number</p> <p><input type="text"/></p> <p>Malaysian identity card colour</p> <p><input type="radio"/> Blue</p> <p><input type="radio"/> Pink</p>	<ul style="list-style-type: none"> You may need to provide additional information, such as the Malaysian, Chinese, or Bangladeshi identity card number depending on the candidate's nationality/citizenship. You will also need to indicate the State/Province* when Nationality/Citizenship is Chinese, Malaysian, or Indian. <p><i>* Refers to the State/Province the person was residing in when he acquired citizenship of that country</i></p>
<p>Travel document type</p> <p>International Passport <input type="text"/></p> <p>Travel document number <input type="text"/></p> <p>Travel document issue date</p> <p>01 Mar 2020 <input type="text"/></p> <p>Travel document expiry date</p> <p>06 Feb 2025 <input type="text"/></p> <p><input type="button" value="Next"/></p>	<ul style="list-style-type: none"> 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. A second set of questions will be asked after you have clicked "Next".
<p>Country/Region of birth</p> <p>Malaysia <input type="text"/></p> <p>State/Province of birth</p> <p>Penang <input type="text"/></p> <p>Country/Region of origin <input type="text"/></p> <p>Singapore <input type="text"/></p> <p>Race</p> <p>Chinese <input type="text"/></p> <p>Religion</p> <p>Others <input type="text"/></p>	<ul style="list-style-type: none"> 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. "Country/Region of origin" refers to the place where the person obtained his first citizenship (by birth or parentage).

<p>Marital status</p> <p>Married ▼</p> <p>Is spouse a Singapore Citizen, Permanent Resident, EP, S Pass or WP holder?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Full name of spouse (in the same order of appearance as travel document)</p> <p>Mary Jane</p> <p>Exclude salutations</p> <p>Spouse ID type</p> <p><input checked="" type="radio"/> NRIC <input type="radio"/> FIN</p> <p>Spouse NRIC</p> <p>S1234567Z</p> <p>Continue</p>	<ul style="list-style-type: none"> • You need to provide more information if the candidate is married and their spouse is a Singapore Citizen, Permanent Resident, or work pass holder. • Click on “Continue” to proceed.
<p>▼ Training details</p> <p>Occupation and salary details</p> <p>Occupation</p> <p>Research Fellow ×</p> <p>Select an occupation that best matches</p> <p>Fixed monthly salary</p> <p>SGD 3,000</p> <p>Basic salary and fixed allowances, excluding variables. Learn more</p> <p>Basic monthly salary</p> <p>SGD 3,000</p> <p>Fixed monthly allowances</p> <p>SGD 0</p> <p>Salary paid</p> <p><input checked="" type="radio"/> Locally <input type="radio"/> Overseas <input type="radio"/> Both locally and overseas</p>	<ul style="list-style-type: none"> • Occupation: You need to select an occupation from the drop-down list (choose the closest match if you cannot find it on the list). • Fixed monthly salary: you need to enter a number from 0 – 999,999. • Basic monthly salary will be displayed after you have indicated a Fixed monthly salary (similarly, enter a number from 0 – 999,999). • Fixed monthly allowances will be computed.

<p>Training location</p> <p>Primary training address</p> <p>Postal code</p> <p>038987</p> <p>Block/house no.</p> <p>7</p> <p>Street name</p> <p>TEMASEK BOULEVARD</p> <p>Floor no. Unit no.</p> <p># 01 - 01</p> <p>Building name</p> <p>SUNTEC TOWER ONE</p> <hr/> <p>+ Add another training address</p>	<ul style="list-style-type: none"> • Training location: Enter the postal code of the candidate’s workplace. • The address will be retrieved automatically (Building name may not be shown) and you can enter the floor and unit number, if applicable. • Click on “Add another training address” if you wish to provide another of the candidate’s workplace.
<p>Is any of the training location mentioned above a food establishment?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Singapore Food Agency (SFA) licence type</p> <p><input checked="" type="radio"/> Food shop</p> <p><input type="radio"/> Food stall</p> <p><input type="radio"/> Cold drink shop</p> <p>Upload licence</p> <div style="border: 1px dashed gray; padding: 5px;">  Drag and drop or browse files. jpeg, png or pdf only. Total file size must not exceed 2MB. </div>	<p>Tell us whether the workplace is a food establishment (you may be required to upload the SFA licence).</p>
<p>Agency support</p> <p>Is this application supported by any relevant professional bodies or vetting/accreditation agencies? ?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Agency support 1</p> <p>Name of professional body or vetting/accreditation agency</p> <p>Singapore Medical Council ▼</p> <p>Upload registration or support letter</p> <div style="border: 1px dashed gray; padding: 5px;">  Drag and drop or browse files. jpeg, png or pdf only. Total file size must not exceed 2MB. </div> <hr/> <p>+ Add another supporting agency</p> <hr/> <p style="text-align: center;">Continue</p>	<ul style="list-style-type: none"> • Agency support: Healthcare professionals, lawyers, football players or coaches will need supporting documents from the respective professional bodies. • If we require you to upload a document, you will see a document upload feature. • Each agency can only be selected once. • Click on “Continue” after you have completed this section.

<p> </p>	<ul style="list-style-type: none"> You can add up to 2 sets of information under “Work experience”. You can skip this part if the candidate does not have any work experience – click on “Skip, no work experience to add”. If you have a work experience to add, click + Add work experience
<p> </p>	<p>If you are adding a work experience, you will need to indicate the candidate’s length of total and relevant work experience.</p>
<p> </p>	<ul style="list-style-type: none"> Click “Add another work experience”, if applicable. If the candidate is currently working in the company, tick “Candidate’s current position” – You do not need to indicate a “To” date. You can click “Remove” to delete details of a work experience that you have added. Click on “Continue” to proceed. <p>Note: It is mandatory to enter the details of their current employer for candidate that is applying TEP under the “Foreign Trainee” selection.</p>

<p>Work experience 2 Remove</p> <p>Name of company <input type="text"/></p> <p>Country/Region of employment <input type="text" value="Start typing to search..."/></p> <p>Occupation <input type="text" value="Start typing to search..."/></p> <p>Period of employment From <input type="text" value="dd mmm yyyy"/> To <input type="text" value="dd mmm yyyy"/></p> <p>Last drawn fixed monthly salary <input type="text" value="SGD"/></p> <p><small>Basic monthly salary + fixed monthly allowance. Learn more</small></p> <hr/> <p style="text-align: center;">Continue</p>	
<p>▼ Educational qualifications</p> <p>Include up to 2 qualifications awarded to the candidate.</p> <p>Things to note:</p> <ul style="list-style-type: none"> • Enter the details as they appear on the educational certificate. • 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. • For non-English documents, please upload the original document with an English translated copy. The translation can be done by a translation service provider. • 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. • To avoid a longer processing time or rejection of the application, ensure that information and documents submitted are accurate and complete. <p>+ Add a qualification</p> <hr/> <p style="text-align: center;">Skip, no qualifications to add</p>	<ul style="list-style-type: none"> • Read the guidelines before you fill in this section (see bullet points just under the header). • You can skip this section by clicking “Skip, no qualifications to add” if you do not wish to declare any of the candidate’s qualifications.
<p>▼ Educational qualifications</p> <p>Include up to 2 qualifications awarded to the candidate.</p> <p>Things to note:</p> <ul style="list-style-type: none"> • Qualification 1 must be the course of study that the foreign student is currently pursuing. • Enter the details as they appear on the educational certificate. • 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. • For non-English documents, please upload the original document with an English translated copy. The translation can be done by a translation service provider. • 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. • To avoid a longer processing time or rejection of the application, ensure that information and documents submitted are accurate and complete. <p>Qualification 1</p> <p>Awarding institution ! <input type="text" value="Start typing to search..."/></p> <hr/> <p>+ Add another qualification</p> <hr/> <p style="text-align: center;">Continue</p>	<p>Note: If the candidate is applying TEP under the “Foreign Student” selection, it is mandatory to enter the course of study they are currently pursuing.</p>

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

<p>Did the candidate attend classes on campus? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is the campus in Singapore? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Mode of study <input checked="" type="radio"/> Full-time <input type="radio"/> Part-time</p> <p>Period of study From <input type="text" value="Jan 2020"/> <input type="calendar"/> Expected graduation date <input type="text" value="Dec 2023"/> <input type="calendar"/></p> <div style="border: 2px solid red; padding: 5px;"> <p>Matriculation card number <input type="text" value="T1234567"/></p> <p>Is the training attachment part of the candidate's course of study? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Name of institution's contact person ⓘ <input type="text" value="John Doe"/></p> <p>Email of institution's contact person <input type="text" value="John.Doe@testmail.com"/></p> </div> <p>+ Add another qualification</p> <p>Is the candidate currently serving a Tuition Grant bond with the Ministry of Education (Singapore)? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Continue</p>	<ul style="list-style-type: none"> • Additional information is required for the candidate that is applying for a TEP under the “Foreign Student” selection. • Click “Add another qualification” if the candidate has another qualification to declare. • Where applicable, tell us if the candidate is currently serving a Tuition Grant bond with MOE. • You can click “Remove” to delete a qualification that you have added. • Click on “Continue” to proceed.
<p>▼ Educational qualifications</p> <p>Include up to 2 qualifications awarded to the candidate.</p> <p>Things to note:</p> <ul style="list-style-type: none"> • Enter the details as they appear on the educational certificate. • 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. • For non-English documents, please upload the original document with an English translated copy. The translation can be done by a translation service provider. • 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. • To avoid a longer processing time or rejection of the application, ensure that information and documents submitted are accurate and complete. <p>Qualification 1 Remove</p> <p>Awarding institution ⓘ <input type="text" value="Start typing to search..."/> <input type="search"/></p> <p>+ Add another qualification</p> <p>Continue</p>	
<p>▼ Membership/professional details</p> <p>Include up to 2 most recent memberships with societies/organisations within the past 5 years.</p> <p>+ Add a society/organisation</p> <p>Skip, no memberships to add</p>	<ul style="list-style-type: none"> • You can declare up to 2 professional memberships with societies/organisations. • You can skip this section if it is not applicable.

<p>Membership/professional details</p> <p>Include up to 2 most recent memberships with societies/organisations within the past 5 years.</p> <p>Society/organisation 1 Remove</p> <p>Society/organisation Singapore Student Council</p> <p>Position held President</p> <p>Period held From 01 Jan 2021 - Present</p> <p><input checked="" type="checkbox"/> Candidate is currently a member</p> <p>Add another society/organisation</p> <p>Continue</p>	<ul style="list-style-type: none"> 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.
<p>Candidate declarations</p> <p>(a) Has the candidate ever been refused entry into or deported from any country? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>(b) Has the candidate ever been convicted in a court of law in any country? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>(c) Has the candidate ever been prohibited from entering Singapore? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>(d) Has the candidate ever entered Singapore using a passport issued by a different country? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>(e) Has the foreigner ever entered Singapore using a different name? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>(f) Has the foreigner ever been a Singapore Citizen or Singapore Permanent Resident? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Continue to summary</p>	<ul style="list-style-type: none"> 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.
<p>myMOM Portal > Quick Menu ></p> <p>Apply for a Training Employment Pass</p> <p>Identification Application Summary Payment</p> <p>Identification Edit</p> <p>Has the candidate ever studied, worked or stayed long term (not as a tourist) in Singapore? No</p> <p>Which describes the candidate? Foreign student</p> <p>What is the pass duration you are applying for? 12 months</p> <p>Candidate particulars Edit</p> <p>Travel document details</p> <p>Full name (in the same order of appearance as travel document) Testing TEP</p> <p>Alias (only if printed on travel document) -</p> <p>Date of birth 01 Jan 1970</p> <p>Sex Female</p> <p>Nationality/Citizenship Australian</p> <p>Travel document type International Passport</p>	<ul style="list-style-type: none"> 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 email

We will send all notifications to wpdtest@mom.gov.sg

[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.
- All documents uploaded are correct (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 SingPass will help him/her to access Government e-services in Singapore, and I confirm that I have obtained the candidate's consent for the Ministry of Manpower to share his/her personal details to the SingPass issuing agency in order for the candidate to apply for a SingPass account at a later time if he/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.
- I declare that should this Application be approved, I will make an application to Ministry of Manpower to allow this candidate to enter Singapore subject to prevailing entry requirements at the point of entry into Singapore.

I declare that all of the above is true.

[Continue to payment](#)

[Download form summary \(PDF, ~100KB\)](#)

- If you need to amend the email address shown, click on the "Update email" link to perform the update. All notifications will now be sent by email instead of SMS.
- You need to confirm and acknowledge the declarations by ticking the box.
- You can download a copy of the application summary when you click on "Download form summary".
- You should also save a copy of the supporting documents that are submitted with this application.

[myMOM Portal](#) > [Quick Menu](#) >

Apply for a Training Employment Pass

✔ Application submitted successfully

Candidate's full name	Testing TEP
Candidate's FIN/Work Permit number	-
Pass type	Training Employment Pass
Application number	A110423809546
Date and time submitted	11 Apr 2023, 12:14pm (GMT +0800)
Payment method	GIRO
Total amount paid	\$105
Payment reference number	-

[Download acknowledgement and form summary \(PDF, ~100KB\)](#)

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.

You will be notified when there is an outcome or if we need more documents.

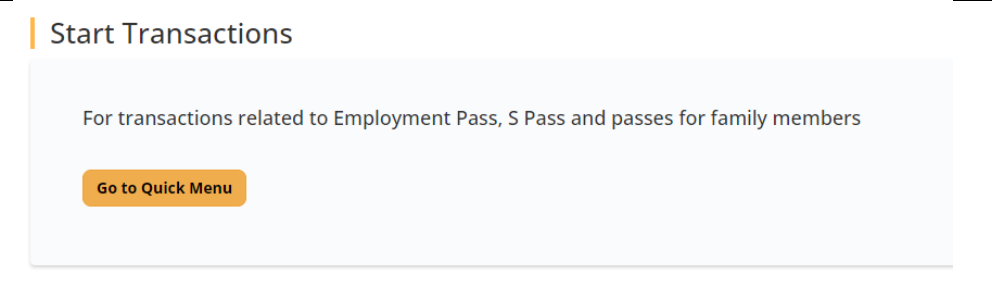
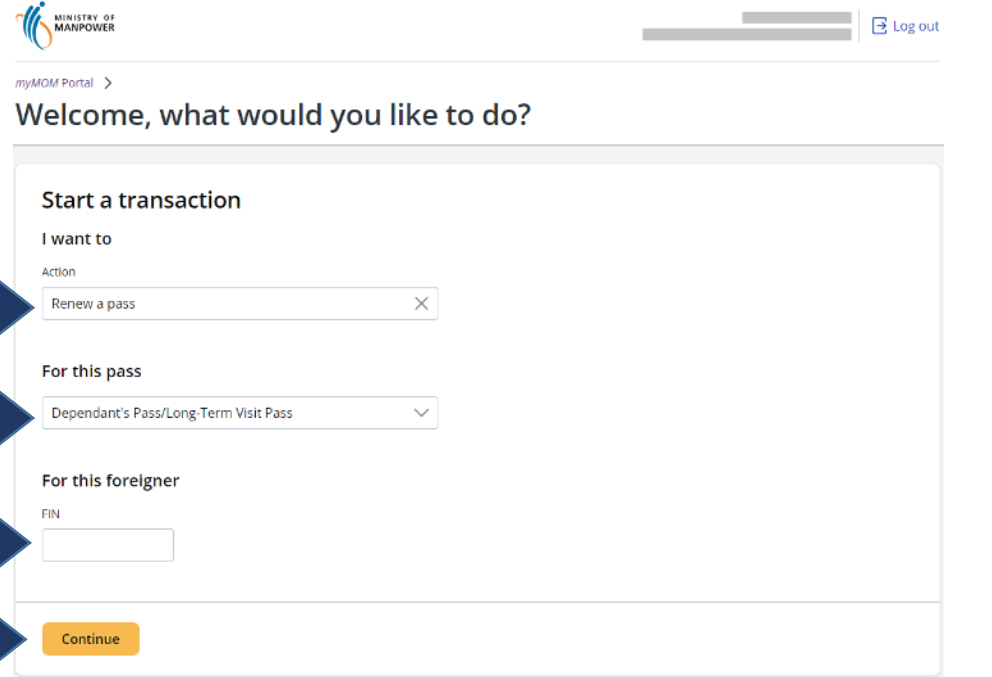
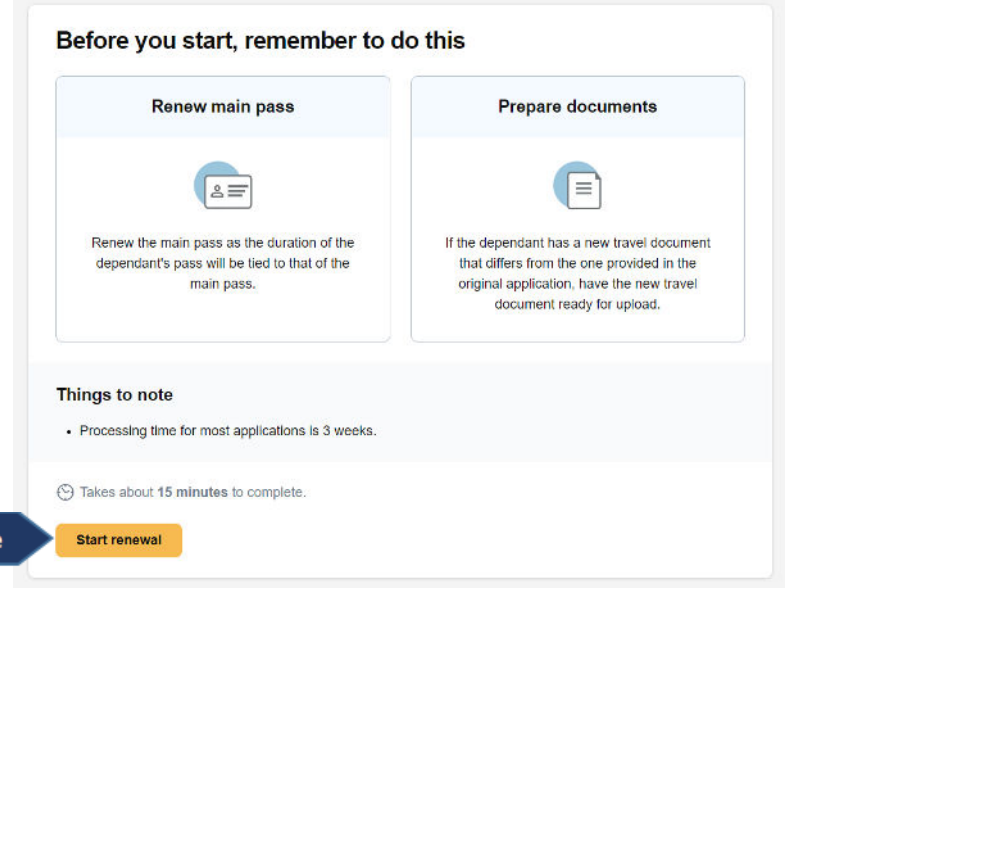
What do you want to do next?

- [Go to myMOM Portal](#)
- [Go to Quick Menu](#)
- [For more information, please visit MOM website](#)

- When you see this acknowledgement page, your application has been submitted.
- You may return to *myMOM* Portal to submit another application or log out of the eService.
- After you have submitted an application and do not see it appear on the *myMOM* Portal, please refresh the page after 15 minutes.

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

<p>1. Log in with Corppass to access myMOM Portal.</p>	
<p>2. After logging in, you will be directed to myMOM Portal.</p>	
<p>3. Select the organisation that you are transacting for.</p>	
<p>4. Click on 'Expiring passes' tab. For the pass that you need to renew, go to 'Select action' and click on 'Renew'.</p>	

<p>5. Alternatively, you may also access renew DP/LTVP by clicking on “Go to Quick Menu”.</p>	 <p>Start Transactions</p> <p>For transactions related to Employment Pass, S Pass and passes for family members</p> <p>Go to Quick Menu</p>
<p>6. Within Quick Menu:</p> <ol style="list-style-type: none"> Select Action “Renew a pass” Select pass type “Dependant’s Pass/Long-Term Visit Pass” Enter the FIN Click “Continue” button. 	 <p>MINISTRY OF MANPOWER</p> <p>myMOM Portal ></p> <p>Welcome, what would you like to do?</p> <p>Start a transaction</p> <p>I want to</p> <p>Action <input type="text" value="Renew a pass"/></p> <p>For this pass <input type="text" value="Dependant's Pass/Long-Term Visit Pass"/></p> <p>For this foreigner</p> <p>FIN <input type="text"/></p> <p>Continue</p>
<p>7. You will enter the starting page for renewal of the DP/LTVP.</p> <ul style="list-style-type: none"> Make sure you get these done before starting the renewal process: <ul style="list-style-type: none"> ✓ Submit renewal for the main pass holder first. ✓ Prepare the required documents. Click on the “Start renewal” button when you are ready. 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. 	 <p>Before you start, remember to do this</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 10px; width: 45%;"> <p>Renew main pass</p> <p>Renew the main pass as the duration of the dependant's pass will be tied to that of the main pass.</p> </div> <div style="border: 1px solid #ccc; padding: 10px; width: 45%;"> <p>Prepare documents</p> <p>If the dependant has a new travel document that differs from the one provided in the original application, have the new travel document ready for upload.</p> </div> </div> <p>Things to note</p> <ul style="list-style-type: none"> Processing time for most applications is 3 weeks. <p> Takes about 15 minutes to complete.</p> <p>Start renewal</p>

<p>8. Fill in the required fields in the Dependant particulars section.</p> <ul style="list-style-type: none"> 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. 	<h2 style="text-align: center;">Request renewal of a Dependant's Pass</h2> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> 1 Renewal 2 Summary </div> <div style="background-color: #e6f2ff; padding: 5px; margin-bottom: 10px;"> <p>▼ Dependant particulars</p> </div> <div style="border: 1px solid #add8e6; padding: 5px; margin-bottom: 10px;"> <p>i If the particulars displayed are different from those in the pass holders' current travel documents (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.</p> </div> <p>Main pass holder's particulars</p> <p>Full name (in the same order of appearance as travel document) <input type="text"/></p> <p>FIN <input type="text"/></p> <p>Ongoing transaction Renewal</p> <div style="border: 1px solid #f4a460; padding: 5px; margin-top: 10px;"> <p>⚠ The main pass holder's pass is expiring within 6 months. The dependant's pass, if successfully renewed, will be granted the same duration as the current main pass. For a longer pass duration, renew the main pass first before you renew the dependant's pass.</p> </div> </div>
<p>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.</p> <ul style="list-style-type: none"> 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). 	<h3 style="text-align: center;">Dependant's particulars</h3> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Upload travel document photos View upload guide</p> <div style="border: 1px dashed #ccc; padding: 5px; margin: 5px 0;"> <p> Drag and drop or browse files. Jpeg, png or pdf only. Total file size must not exceed 2MB.</p> </div> <p>Full name (in the same order of appearance as travel document) <input type="text"/></p> <p>FIN <input type="text"/></p> <p>Date of birth <input type="text"/></p> <p>Sex Female</p> <p>Nationality/Citizenship <input type="text"/></p> <p>State/Province <input type="text" value="Start typing to search..."/></p> <p>Relationship to main pass holder Legally married spouse</p> <div style="border: 1px solid #add8e6; padding: 5px; margin-top: 10px;"> <p>i If the relationship has changed, apply for a new pass.</p> </div> </div>

<ul style="list-style-type: none"> • If the dependant’s relationship to the main pass holder has changed, please apply for a new DP/LTVP instead of renewing it. • You may save a draft copy of this request if you wish to continue another day. <p style="text-align: center;">Click here to continue </p> <p>10. Click on the “Continue” button to proceed to the next section.</p>	
<p>11. Existing qualifications from the current pass is retrieved and displayed. If there is a change in the dependant’s highest educational qualification, you may edit it.</p> <p style="text-align: center;">Click here to continue </p>	

12. Ensure that you check with the dependant before answering the questions in this section.

- If you answer “Yes” to any of the declarations, you must provide detailed explanations.
- If your declaration has changed from “Yes” in the current pass to “No” in the renewal request, you will be prompted to confirm that your declarations have changed.

1 Renewal 2 Summary

> Dependant particulars

> Highest educational qualification

∨ 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?
 Yes No

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

Continue

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.

Request renewal of a Dependant's Pass

EP G3924643R (G3924643R)

Renewal 2 Summary

Dependant particulars [Edit](#)

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 [Edit](#)

- a) 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.
- b) Has the dependant ever been convicted in a court of law in any country? **No**
- c) Has the dependant ever been prohibited from entering Singapore? **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).

Explain why you have changed the answer

Notification email

We will send all notifications to

[Update email](#)

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

14. Before submitting, confirm and acknowledge the declaration clauses.

- You can download a copy of the renewal request summary when you click “Download form summary”.
- You should also save a copy of the supporting documents that are submitted with this renewal request.

Click here to submit

Declaration

Please read and acknowledge the following:

- 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.
- I declare that the information in this Renewal for a Dependant's Pass and any related appeals is, 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.
- 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 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.
- 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 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 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: <https://www.mom.gov.sg/vac-reqmts>.

This is undertaken in accordance with the following where applicable – the prevailing guidelines of the Singapore Ministry of Health and Ministry of Manpower, or the Employment of Foreign Manpower (Work Passes) Regulations 2012.

To meet the requirements above, I declare that I have read the guidelines contained in <https://www.mom.gov.sg/vac-reqmts>.

I declare that all of the above is true.

Submit renewal

[Download form summary](#)

15. Your renewal request has been submitted successfully when you see this acknowledgement page.

- You will receive an email from MOM to acknowledge successful submission of your renewal request. A PDF copy of the renewal request summary will be attached in this email.
- You may return to *myMOM* Portal to make another renewal request or log out of the eService.
- If you do not see the submitted renewal request in *myMOM* Portal, please wait for 15 minutes before refreshing the page.

✓ Renewal request submitted successfully




Dependant's full name	██████████
Dependant's FIN	██████████
Pass type	Dependant's Pass
Renewal request number	██████████
Date and time submitted	02 Jun 2022, 10:40am (GMT +0800)

You will receive an email acknowledgement with a summary of your renewal request.

Processing time is usually 3 weeks, but may be longer during peak periods or if we need to verify any details.

You will be notified when there is an outcome or if we need more documents.

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

<p>Before you start, remember to do this</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="124 414 517 629"> <p style="text-align: center;">Update organisation profile</p>  <p style="text-align: center;">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.</p> </div> <div data-bbox="539 414 932 629"> <p style="text-align: center;">Prepare documents</p>  <p style="text-align: center;">Have these documents ready to upload with your renewal request.</p> </div> </div> <p>Things to note</p> <ul style="list-style-type: none"> Processing time for most renewals is within 1 week for LTVP/LTVP+ holders and 3 weeks for DP holders. <p>Notification email</p> <p>We will send all notifications to wpdtest@mom.gov.sg</p> <p>Update email</p> <p>Updating this email address will affect notifications sent for all transactions.</p> <p><input type="checkbox"/> I declare that I have obtained written authorisation from the employer and/or candidate to perform this transaction, and that the employer and/or candidate has/have consented in writing to pre-fill and display their data (including personal data) in this form.</p> <p> Takes about 20 minutes to complete.</p> <p style="text-align: center;">Start renewal</p>	<ul style="list-style-type: none"> Make sure you get these done before starting the application process: <ul style="list-style-type: none"> ✓ Check that the Dependant’s Pass (DP), LTVP (Long-Term Visit Pass)/LTVP+ is valid for at least 3 months. ✓ Prepare the required documents you need to upload. <ul style="list-style-type: none"> Docs for ICA-issued LTVP/LTVP+ holders ✓ If the candidate is an eligible DP holder, ensure that the request to apply for an LOC has been approved. Click “Start renewal” when you are ready to start your renewal request.
--	--

<p>1 Renewal 2 Summary</p> <p>▼ Candidate particulars</p> <p>i 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.</p> <p>Full name (in the same order of appearance as travel document) JOHN DOE</p> <p>FIN F1234567Z</p> <p>Date of birth 01 Jan 1990</p> <p>Sex Male</p> <p>Nationality/Citizenship Malaysian</p> <p>Continue</p>	<ul style="list-style-type: none">• The candidate's personal particulars will be automatically retrieved and displayed for verification.• If any of the information shown on screen are not correct, please do not proceed with the application. You need to update the information with the relevant agencies (i.e., MOM for DP holders, ICA for LTVP/LTVP+ holders).• Click "Continue" if all the information displayed are accurate.
<p>1 Renewal 2 Summary</p> <p>▼ Candidate particulars</p> <p>i 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.</p> <p>Full name (in the same order of appearance as travel document) JOHN DOE</p> <p>FIN F1234567Z</p> <p>Date of birth 01 Jan 1990</p> <p>Sex Male</p> <p>Nationality/Citizenship Malaysian</p> <p>Continue</p>	

<p>Position details</p> <p>Occupation and salary details</p> <p>Occupation <input type="text" value="Cook"/></p> <p>Select an occupation that best matches</p> <p>Fixed monthly salary <input type="text" value="SGD 1,800"/></p> <p>Basic salary and fixed allowances, excluding variables. Learn more</p> <p>Basic monthly salary <input type="text" value="SGD 1,800"/></p> <p>Fixed monthly allowances SGD 0</p> <p>Salary paid <input checked="" type="radio"/> Locally <input type="radio"/> Overseas <input type="radio"/> Both locally and overseas</p>	<ul style="list-style-type: none"> • Most of the fields will be pre-populated with the information from candidate’s existing LOC application. • You may edit and update the information where applicable.
<p>Candidate declarations</p> <p>(a) Has the candidate ever been refused entry into or deported from any country? <input type="radio"/> Yes <input type="radio"/> No</p> <p>(b) Has the candidate ever been convicted in a court of law in any country? <input type="radio"/> Yes <input type="radio"/> No</p> <p>(c) Has the candidate ever been prohibited from entering Singapore? <input type="radio"/> Yes <input type="radio"/> No</p>	<ul style="list-style-type: none"> • 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 detailed explanations.
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Your declarations have changed</p> <p>As the answer(s) to the declarations have changed, it may affect the outcome of the renewal. Do you wish to continue?</p> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p> </div>	<ul style="list-style-type: none"> • If your declaration has changed from “Yes” in the current pass to “No” in the renewal request, you will be asked to confirm that your declarations have changed. • 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.
	<p>Please click “edit” if you need to make any changes.</p>

<p>Request renewal of a Letter of Consent</p> <p>JOHN DOE (F1234567Z), TEST HOLDINGS PTE. LTD. (123412345W-00-000)</p> <p>Renewal 2 Summary</p> <hr/> <p>Candidate particulars</p> <table border="1"> <tr><td>Full name (in the same order of appearance as travel document)</td><td>JOHN DOE</td></tr> <tr><td>FIN</td><td>F1234567Z</td></tr> <tr><td>Date of birth</td><td>01 Jan 1990</td></tr> <tr><td>Sex</td><td>Male</td></tr> <tr><td>Nationality/Citizenship</td><td>Malaysian</td></tr> </table> <p>Position details Edit</p> <p>Occupation and salary details</p> <table border="1"> <tr><td>Occupation</td><td>Cook</td></tr> <tr><td>Fixed monthly salary</td><td>SGD 1,800</td></tr> <tr><td>Basic monthly salary</td><td>SGD 1,800</td></tr> <tr><td>Fixed monthly allowances</td><td>SGD 0</td></tr> <tr><td>Salary paid</td><td>Locally</td></tr> </table> <p>Work location</p> <table border="1"> <tr><td>Postal code</td><td>757437</td></tr> </table>	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	Occupation	Cook	Fixed monthly salary	SGD 1,800	Basic monthly salary	SGD 1,800	Fixed monthly allowances	SGD 0	Salary paid	Locally	Postal code	757437	<p>You will be brought back to the relevant section.</p>
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																						
Occupation	Cook																						
Fixed monthly salary	SGD 1,800																						
Basic monthly salary	SGD 1,800																						
Fixed monthly allowances	SGD 0																						
Salary paid	Locally																						
Postal code	757437																						
<p>Pass holder declarations Edit</p> <table border="1"> <tr><td>a) Has the pass holder ever been refused entry into or deported from any country?</td><td>Yes</td></tr> <tr><td>b) Has the pass holder ever been convicted in a court of law in any country?</td><td>No</td></tr> <tr><td>c) Has the pass holder ever been prohibited from entering Singapore?</td><td>No</td></tr> </table> <div style="border: 1px solid orange; padding: 5px; margin-top: 5px;"> <p>⚠ You have changed your answer for this question, it may affect the outcome of the renewal.</p> </div>	a) Has the pass holder ever been refused entry into or deported from any country?	Yes	b) Has the pass holder ever been convicted in a court of law in any country?	No	c) Has the pass holder ever been prohibited from entering Singapore?	No	<p>If you have confirmed earlier that your declarations have changed, it will be highlighted in the summary form.</p>																
a) Has the pass holder ever been refused entry into or deported from any country?	Yes																						
b) Has the pass holder ever been convicted in a court of law in any country?	No																						
c) Has the pass holder ever been prohibited from entering Singapore?	No																						
<p>Declaration Form</p> <p>The Declaration Form must be signed by the candidate, employer and employment agent (if applicable), and uploaded with the renewal request.</p> <p>Please check that the information provided is correct before you generate the Declaration Form.</p> <p>Generate Declaration Form (PDF, ~350KB)</p> <p>Upload signed Declaration Form V1 View upload guide</p> <div style="border: 1px dashed gray; padding: 10px; margin-top: 5px;"> <p>Drag and drop or browse files. Jpeg, png or pdf only. Total file size must not exceed 2MB.</p> </div>	<ul style="list-style-type: none"> • Click “Generate Declaration Form” <ul style="list-style-type: none"> ○ You will need to re-generate the declaration form if you amend the candidate’s 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. 																						

The image shows a user interface for generating and uploading a Declaration Form. On the left, a box titled "Declaration Form" contains instructions: "The Declaration Form must be signed by the candidate, employer and (where applicable), and uploaded with the application." Below this, it says "Please check that the information provided is correct before you generate the Declaration Form." There is a yellow button labeled "Generate Declaration Form" and a link "Upload signed Declaration Form V1" with a "View upload guide" icon. A red arrow points from this icon to a larger "Declaration Form upload guide" window. This window shows a form with a "Generate Declaration Form" button and an "Upload signed Declaration Form V1" link. Below the link is a file upload area with instructions: "Drag and drop or browse files. jpg, png or pdf only. Total file size must not exceed 2MB." The guide also states: "The latest version number is shown above the title to upload the Declaration Form. In this example, the latest version to upload is V1." Below this is another "Declaration Form upload guide" window showing a sample form header with the text "Labour of Concern: 01248414 18" and "MINISTRY OF MANPOWER". The sample form includes a "Declaration Form" section with two numbered instructions: "1. This form must be completed and uploaded at the confirmation page before the application can be submitted." and "2. Your application will not be processed if the form uploaded is incomplete." It also notes: "Check the version number on the header of every page before you upload."

Click on "View upload guide" for tips to generate and upload the declaration form correctly.