



EntrePass Renewal Application Form

Important: Please open and complete this form using **Adobe Acrobat Reader DC**, as it may not appear correctly with other PDF readers.

Use this form to renew your EntrePass if it has not expired. If your pass has expired, please submit a [new EntrePass application](#).

This form may take 20 minutes to complete.

Submit this form by completing these steps 3 months before your pass expires:

Step 1: Download and fill in the renewal application form *in soft copy format*.

Step 2: Sign the renewal application form digitally (Please do not submit a scanned copy of the form with your handwritten signature. Otherwise, you have to resubmit the form with your digital signature). Refer to this [guide](#) on signing PDF digitally.

Step 3: Prepare the supporting documents in soft copy and upload them (document list and details on [Page 7](#)).

Step 4: Create an individual profile and claim your company profile on [Startup SG Network \(SSN\)](#).

Note: Please do not submit this form if you have obtained Singapore citizenship or permanent residency.

Step 1 Fill in the form as a soft copy**INSTRUCTIONS**

1. Enter 'Not applicable' or 'N.A' where necessary.
2. It takes around 8 weeks to process the renewal application. Visit www.mom.gov.sg/pass-application-status to check the application status.

PART 1: APPLICANT'S PERSONAL PARTICULARS

Full name (as on travel document, excluding salutations e.g. Mr, Miss, Professor, Doctor)

Foreign Identification Number (FIN)

Marital status

Nationality/Citizenship

State/Province of nationality/citizenship

EntrePass expiry date (DD/MM/YYYY)

Travel document information

Travel document type

Travel document number

Issue date (DD/MM/YYYY)

Expiry date (DD/MM/YYYY)

Contact details

Personal email address (Applicant will be contacted at this address for clarifications on the renewal.)

Singapore mobile number
(Optional)
(+65)

Residential address

Postal code

Block/House No

Floor & Unit No

Street name

Building name

PART 2: APPLICANT'S EMPLOYMENT DETAILS

Occupation <i>Please choose an occupation from the list of standard occupations (www.mom.gov.sg/standard-occupations).</i>	Duties to be performed
Total years of work experience	Relevant years of work experience
Fixed monthly salary (S\$)	Basic monthly salary (S\$)

Salary / fees paid
 Locally Overseas

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

Fixed monthly salary = Basic monthly salary + Fixed monthly allowances
E.g. \$5,000 = \$4,500 + \$500

- i** MOM will use the fixed monthly salary to assess the application. If the amount indicated as fixed monthly salary is more than the basic monthly salary, MOM will take the difference as the 'fixed monthly allowances'. If there are no fixed monthly allowances, the amount of fixed monthly salary should be exactly the same as the basic monthly salary.

Address where duties are to be performed

Postal code	Block/House No	Floor & Unit No
Street name	Building name	

PART 3: APPLICANT COMPANY DETAILS

Registered company name	
Unique Entity Number (UEN)	Telephone number
Date of incorporation	Registration No. (ACRA)
Company email	

Company address

Postal code	Block/House number	Floor & Unit No
Street name	Building Name	

Step 2 Ensure all parties sign the form**PART 4: DECLARATION BY APPLICANT**

(a) Have you ever been refused entry into or deported from any country?	<input type="radio"/> Yes	<input type="radio"/> No
(b) Have you ever been convicted in a court of law in any country?	<input type="radio"/> Yes	<input type="radio"/> No
(c) Have you ever been prohibited from entering Singapore?	<input type="radio"/> Yes	<input type="radio"/> No
(d) Have you ever entered Singapore using a passport issued by a different country?	<input type="radio"/> Yes	<input type="radio"/> No
(e) Have you ever entered Singapore using a different name?	<input type="radio"/> Yes	<input type="radio"/> No
(f) Have you ever been a Singapore Citizen or Singapore Permanent Resident?	<input type="radio"/> Yes	<input type="radio"/> No
(g) Are you currently a Singapore Citizen or Singapore Permanent Resident?	<input type="radio"/> Yes	<input type="radio"/> No

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

I confirm that the information as set out in Parts 1 to 4 mentioned above is true and correct. I further confirm that all other information in my previous application or applications remains true and correct. I understand that I may be prosecuted if I have provided any information which is false in any material particular, or is misleading by reason of the omission of any material particular.

Applicant's name	Signature (only digital signature is allowed)
Date (DD/MM/YYYY)	

PART 5: SPONSORSHIP - DECLARATION AND UNDERTAKING BY LOCAL SPONSOR

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant. We confirm that the information provided in Parts 2 and 3 is true and correct. The statements made by the applicant are to the best of our knowledge true.

We also undertake to: -

- (i) be responsible for the stay, maintenance and repatriation of the applicant;
- (ii) indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the said applicant or any of the applicant's dependants; and
- (iii) be responsible for ensuring the compliance by the applicant of any quarantine and medical surveillance imposed on the applicant under regulation 8 (2A) of the Immigration Regulations.

Company's name

Local sponsor's name

Signature (only digital signature is allowed)

Date (DD/MM/YYYY)

Step 3 Prepare the supporting documents and upload them to complete your renewal application

Submit the following documents at www.mom.gov.sg/submit-renewal-EntrePass. Please do not zip the file. Otherwise, we will return your renewal application form for correction.

Non-English documents must be accompanied by an English translation. The translation can be done by a translation service provider.

Please tick ✓	Document	Upload as	File size limit
	Completed and signed renewal application form	1 PDF file (Do not zip the file, otherwise we will return your renewal application form for correction)	13 MB
	Travel document biodata pages (including any amendments)		
	Company's ACRA Business Profile (must be dated within the last 3 months)		
	Company's financial and CPF statements: <ul style="list-style-type: none"> ▪ Latest audited financial statements (Profit & Loss Statement and Balance Sheet)* ▪ CPF statements for your employees* ▪ Corporate bank statements for the last 3 months 		
	Documents on company's business activities (at least 1 of the following documents): <ul style="list-style-type: none"> ▪ Contracts awarded ▪ Business partnership agreements ▪ Tenancy agreements ▪ Recent invoices issued ▪ Referral letters from customers 		
	Revised business plan (only required if the nature of business or business activities have changed since your previous EntrePass application or renewal)		
	Screenshot of company profile on Startup SG Network (SSN)		

* If this is your first EntrePass renewal application, provide these where applicable.