

## **FAQs on the Manpower for Strategic Economic Priorities (M-SEP) Scheme**

*Updated as of 28 April 2025*

### **A. On flexibilities offered**

#### **Q1a: How many S Pass and Work Permit quota can I request?**

You may request up to 5% of your base workforce headcount, subject to a cap of 50 and the commitments under Condition 2. The quota can comprise any combination of S Pass and Work Permit quota within this total.

For example, a firm with a base workforce size of 100 and commitment to increase net hiring by four local workers under Condition 2 can qualify for four M-SEP quota.

We advise firms to take into account their ability to meet their commitment to local workforce development within the support period of three years, before determining the quota required.

**Note:** Base workforce headcount = Local workforce earning at least Local Qualifying Salary + S Pass holders + Work Permit holders. Firms can obtain the data on their current workforce profiles by logging onto Work Permit Online (WP Online).

#### **Q1b: Can my firm ask for more quota during the 3-year support period?**

Yes, provided your firm increases your commitments under Condition 2: "Commit to hiring or training locals" correspondingly. The total number of quota you can ask for is up to 5% of your base workforce headcount, subject to an overall cap of 50. If you wish to ask for additional quota, please contact your supporting agency.

#### **Q2: Which sources of Work Permit holders can I request under M-SEP?**

You can only request Work Permit quota for approved sources of the sector your firm is in:

- Services and Manufacturing: Malaysia, North Asian sources (NAS)\* and People's Republic of China (PRC)
- Construction, Marine Shipyard, and Process: Malaysia, NAS, PRC, and Non-Traditional sources (NTS)\*\*

\*North Asian sources refer to Hong Kong, Macau, South Korea, and Taiwan.

\*\*Non-Traditional sources refer to India, Sri Lanka, Thailand, Bangladesh, Myanmar, Philippines, Bhutan (from 1 June 2025), Laos (from 1 June 2025), and Cambodia (from 1 June 2025).

#### **Q3: How many PRC Work Permit quota can I request?**

Firms in the Services and Manufacturing sectors will still be subject to the respective PRC sub-Dependency Ratio Ceilings (sub-DRCs)\*. Firms should only request additional PRC Work Permit quota on condition that the number of PRC Work Permit holders in your company will be within the prevailing PRC sub-DRC.

\*The PRC sub-DRC is 8% for the Services sector and 25% for the Manufacturing sector.

## B. On eligibility criteria

Queries pertaining to M-SEP Condition 1: Participate in key economic priorities

### **Q1: How do I know if I am eligible for M-SEP under Condition 1: Participate in key economic priorities?**

To be eligible for M-SEP, firms have to participate in key economic priorities, namely investment, innovation, or internationalisation initiatives by economic agencies, or fulfil specified economic criteria, as listed on MOM's M-SEP information page.

Firms can check against the list of initiatives and criteria to determine if they qualify. Firms which require more information on their eligibility for economic initiatives can reach out to the respective supporting agencies for more information.

### **Q2: What supporting documents are required in the M-SEP application form to meet Condition 1: Participate in key economic priorities?**

Firms are required to submit the following supporting documents as part of their application for M-SEP, to demonstrate their eligibility under Condition 1: Participate in key economic priorities.

<u>Qualifying Firms</u>	<u>Supporting Agency</u>	<u>Supporting Documents Required</u>
a. Recipients of Development and Expansion Incentive (DEI), including International Headquarters-DEI	EDB	Signed Letter of Award
b. Pioneer Certificate Incentive (PC) recipients	EDB	Signed Letter of Award
c. Research and Innovation Scheme for Companies (RIS(C)) participants	EDB	Signed Letter of Award
d. Manufacturers with significant activities in Singapore (i.e. hire at least 500 locals)	EDB	Firm's current workforce profile from WPOL showing that it hires at least 500 locals
e. Refundable Investment Credit (RIC) recipients	EDB and EnterpriseSG	Letter of Award
f. Global Trader Programme (GTP) participants	EnterpriseSG	Signed award of Approved Global Trading Company Status
g. Scale-Up SG participants	EnterpriseSG	Signed Letter of Offer
h. Singapore Global Executive Programme (SGEP) participants	EnterpriseSG	Signed Letter of Offer
i. High-growth startups incorporated in Singapore with minimum investment amount of	EnterpriseSG	<b>1. At least one of the following documents:</b> - Investment Term Sheet - Investment Agreements/Contract

<p>USD\$10 million over the past 36 months, and have received funding from EDBI, SEEDS Capital or other recognised investment firms.<sup>1</sup></p>		<ul style="list-style-type: none"> <li>- Pitchbook / Crunchbase company profile or information - Balance Sheets</li> <li>- Cap Table (e.g. Carta)</li> <li>- News Articles</li> </ul> <p><b>2. At least one of the following documents:</b></p> <ul style="list-style-type: none"> <li>- Company Pitch Deck</li> <li>- Business Plan</li> <li>- News articles clearly stating the product/ service</li> </ul> <p><b>3. ACRA Bizfile*</b></p> <p>If applicant's company is owned by other holding companies: At least one* of the following documents:</p> <ul style="list-style-type: none"> <li>- Certificate of Incumbency for holding company</li> <li>- Registry of Members for holding company</li> </ul>
<p>j. Accreditation@SG Digital recipients</p>	<p>IMDA</p>	<p>Certificate to verify being on the programme</p>
<p>k. SG:D Spark participants</p>	<p>IMDA</p>	<p>Certificate to verify being on the programme</p>
<p>l. Maritime Sector Incentive – Approved International Shipping Enterprise (MSI-AIS) Award recipients</p>	<p>MPA</p>	<p>Letter of Award</p>
<p>m. Maritime Sector Incentive – Shipping-related Support Services (MSI-SSS) Award recipients</p>	<p>MPA</p>	<p>Letter of Award</p>
<p>n. Maritime Sector Incentive – Maritime Leasing (ML) Award recipients</p>	<p>MPA</p>	<p>Letter of Award</p>
<p>o. Maritime Cluster Fund – Business Development (MCF-BD) recipients</p>	<p>MPA</p>	<p>Letter of Award and Letter of Acceptance</p>
<p>p. Selected Business Improvement Fund (BIF) grantees with innovative projects that bring about substantial transformation and/or productivity savings</p>	<p>STB</p>	<p>Signed Letter of Offer</p>
<p>q. Selected Singapore Tourism Accelerator (STA) participants with innovative projects that bring about substantial transformation and/or productivity savings</p>	<p>STB</p>	<p>Tourism firm in partnership with the tech company – signed letter of Intent/Project MOU/Collaboration Agreement with the tech company</p>

<sup>1</sup> This is the same as the Tech@SG criteria. (See this page for more details on Tech@SG: <https://www.edb.gov.sg/en/how-we-help/incentives-and-schemes/tech-sg.html>)

**Q3: Would I still qualify under Condition 1: Participate in key economic priorities if I had taken part in one of the listed programmes earlier, but have since completed that programme?**

No, firms would generally need to be participating in the listed programmes or meet the specified economic criteria at the point of M-SEP application in order to qualify for M-SEP.

**Q4: Should I apply for M-SEP if I do not meet any of the specified criteria under Condition 1: Participate in key economic priorities?**

Firms which do not meet any of the specified criteria under Condition 1 are not eligible for M-SEP.

*Queries pertaining to Condition 2: Commit to hiring or training locals*

**Q5: How do I know if I am eligible for M-SEP under Condition 2: Commit to hiring or training locals?**

Firms on M-SEP will have to commit to developing their local workforce. To do so, firms will have to undertake any of the following commitments: (a) increase in net hiring of locals; (b) training of workers which result in job enhancements; (c) be an industry leader with training excellence or (d) develop local talent to be global-ready via overseas work placements/leadership training programmes. Please refer to our [website](#) for the specific commitments.

**Q6: What supporting documents are required in the M-SEP application form to meet Condition 2: Commit to hiring or training locals?**

Firms are not required to submit supporting documents to demonstrate their eligibility under Condition 2: Commit to hiring or training locals. Instead, firms will be asked to undertake forward-looking commitments under this criterion. The intent is to give firms the flexibility to explore multiple ways to meet such commitments during the M-SEP support period.

Firms will be asked to submit supporting documents to demonstrate that they have met these commitments at the end of the M-SEP support period, regardless of their intention to renew their M-SEP support. If firms fail to present the supporting documents by the end of the M-SEP support period, firms will not be allowed to participate in the M-SEP scheme for a period of two years.

**Q7: When will I have to meet my commitments under Condition 2: Commit to hiring or training locals?**

Firms will have to meet their commitments by the end of the M-SEP support period. The support period will be stated in the approval letter if the application is successful.

**Q8: What documents would I have to submit to show that I have met my commitments under Condition 2: Commit to hiring or training locals?**

At the end of the support period, firms will be asked to submit the following documents to demonstrate that they have met their commitments under Condition 2: Commit to hiring or training locals.

#	<u>Programmes</u>	<u>Supporting Agency</u>	<u>Supporting Documents</u>
If a firm had committed to an Increase in Net Hiring at the point of application:			
1	Not applicable, although firms can opt to tap on Government programmes to help them with the hiring, such as <ul style="list-style-type: none"> <li>• Attach-and-Train Career Conversion Programmes</li> <li>• Place-and-Train Career Conversion Programmes</li> <li>• SGUnited Mid-Career Pathways Programme</li> <li>• SkillsFuture Career Transition Programme (SCTP)</li> <li>• Tech Skills Accelerator (TeSA) Company-Led Training (includes TeSA for ITE and Polytechnic apprenticeships)</li> </ul>	-	<ul style="list-style-type: none"> <li>• Firm's current workforce profile from WPOL</li> </ul>
If a firm had committed to training workers with job enhancements at the point of application:			
2	Work-Study Degree (WSDeg) in-employment upgraders	IHLs (supported by MOE/SSG)	<ul style="list-style-type: none"> <li>• Signed Letter of Offer</li> <li>• Certificate of Completion</li> </ul> If trainees are in the midst of the training, company to provide the OJT logbook that captures trainees' WSP training progress.
3	Work-Study Diploma (WSDip)		
4	Work-Study Post-Diploma (WSPostDip)		
5	Work-Study Certificates (WSCerts)		
6	Redeployment/ Job Redesign Reskilling Career Conversion Programmes	WSG	<ul style="list-style-type: none"> <li>• Screenshot of successfully approved AMS application</li> </ul>

7	Capability Transfer Programme (CTP)	WSG	<ul style="list-style-type: none"> <li>Signed Letter of Offer</li> </ul>
8	Maritime Leadership Programme	MPA	<ul style="list-style-type: none"> <li>Signed Letter of Offer</li> </ul>
9	MaritimeONE Scholarship	MPA	<ul style="list-style-type: none"> <li>Signed Letter of Support</li> </ul>
10	Maritime Cluster Fund – Manpower Development (Management Associate)	MPA	<ul style="list-style-type: none"> <li>Signed Letter of Offer</li> </ul>
<b>Industry Leaders with Training Excellence</b>			
11	National Workplace Learning Certification	National Centre of Excellence for Workplace Learning (NACE) led by Nanyang Polytechnic	<ul style="list-style-type: none"> <li>Attainment of the National Workplace Learning Certification at Platinum/ Gold Award Level</li> </ul>
12	SkillsFuture Queen Bees (SFQBs)	SSG	<ul style="list-style-type: none"> <li>Signed Funding Agreement between the SFQB and SSG, indicating the funding period and committed deliverables to be achieved within the period (e.g. number of enterprises adopting SSG supported training programmes).</li> </ul>
<b>If a firm had committed to sending workers for overseas work experience or leadership programme at the point of application:</b>			
13	Global Business Leaders Programme (GBLP)	EDB	<ul style="list-style-type: none"> <li>Letter of Acceptance</li> </ul>
14	Maritime Cluster Fund – Overseas Attachment (MCF-OA)	MPA	<ul style="list-style-type: none"> <li>Letter of Award</li> </ul>
15	Overseas Market Immersion Programme	WSG	<ul style="list-style-type: none"> <li>Signed Letter of Offer</li> </ul>

**Q9: What does it mean to “increase net hiring”?**

There will need to be an increase in the overall local workforce size and an increase in the local workforce size earning the prevailing Local Qualifying Salary, compared to the point of M-SEP application.

This could include hires and placements from Government-supported programmes such as the Career Conversion Programmes. Alternatively, the company can hire through its own means.

**Q10: What counts as “Workforce Training with Job Enhancements”? Can I send my workers for programmes outside the specified list of training programmes?**

“Workforce Training with Job Enhancements” would require firms to send their local workers to participate in whitelisted training programmes with job enhancement outcomes. \* These programmes require companies to contribute significant effort in directly training the participating workers (e.g. structured on-the-job training, assigning dedicated mentors). Job enhancements for the trainees include providing career enhancement pathways (e.g. promotion or redeployment with wage increment) and expanding job scope or providing higher level of responsibilities for the worker.

\*Firms with high quality in-house training programmes that deliver similar outcomes for local workers are encouraged to apply for the NACE Platinum or Gold certification. In this way, firms will be able to access M-SEP concessions under Category 2c. Industry Leaders with Training Excellence. Such firms may contact their sector lead agencies for further details.

**Q11: Which firms count as “industry leaders with training excellence”?**

This refers to specific whitelisted industry leaders with training excellence where the training benefits the sector at a significant scale in filling critical skill gaps or manpower shortages for the sector, or where the company has been recognised for having established workplace learning structures to support business growth and strategies.

Firms can refer to the M-SEP webpage for the list of whitelisted programmes. This will be refreshed from time to time.

**Q12: What counts as an overseas work placement or leadership training programme? Can I send my workers for programmes outside of the specified list of training programmes?**

This refers to specific whitelisted government programmes with overseas training support, where the training benefits companies by enhancing locals’ skillsets and capabilities, and fills critical skill gaps for companies.

Firms can refer to the M-SEP webpage for the list of whitelisted programmes. To ensure the relevance of these programs, we will review and update the list from time to time.

**Q13: What does it mean to maintain my local workforce share during the M-SEP support period?**

The local workforce share (LWS) of a company is to be calculated using the formula below:

$$LWS = \frac{\# \text{ of Local Employees}}{\# \text{ of Local Employees} + \# \text{ of S Pass Holders} + \# \text{ of Work Permit Holders}}$$

A Singaporean or Permanent Resident employee employed under a contract of service, including the company's director, is considered as (A) 1 local employee if they earn at least the prevailing Local Qualifying Salary (LQS); and (B) 0.5 local employee if they earn at least half the prevailing LQS to below the prevailing LQS.

Firms can obtain the number of local employees, S Pass holders and Work Permit holders hired by the firm from WP Online.

To be eligible for renewals, a firm would have to demonstrate that its local workforce share has not decreased between the point of M-SEP application and the point of M-SEP renewal.

**Q14: What happens if I fail to meet my commitments by the end of the M-SEP support period?**

If your firm fails to meet your commitments by the end of the M-SEP support period, your firm will not be allowed to participate in the M-SEP scheme for a period of two years.

**Q15: What happens if I do not utilise the quota that I had applied for? Do I still have to meet my commitments?**

Yes, in order to renew the M-SEP support, firms will have to meet their commitments even if they do not end up utilising the additional quota within the M-SEP support period.

**Q16: If I do not intend to renew my M-SEP support, do I still have to submit the supporting documents at the end of my M-SEP support period?**

Yes, firms are required to submit the supporting documents to demonstrate that they have met their commitments at the end of the M-SEP support period, regardless of their intention to renew their M-SEP support. If your firm fails to present the supporting documents by the end of the M-SEP support period, your firm will not be allowed to participate in the M-SEP scheme for a period of two years.

**C. On application process**

**Q1: Should a firm with available DRC and/or S Pass sub-DRC headroom apply for M-SEP?**

No, firms should utilise their existing DRC and/or S Pass sub-DRC headroom first before applying for additional quota under M-SEP.

Work Permit or S Pass holders hired by the firm will always draw down on a firm's mainstream quota first before tapping on the additional flexibility provided by M-SEP.

Firms which applied for and successfully obtained M-SEP support are required to meet the training and/or hiring commitments even if they do not end up utilising the M-SEP support.

**Q2: Should a firm with multiple business activities submit a single application or separate applications for each CPF account?**

Should a firm require additional S Pass and Work Permit quota across its different business activities, the firm should submit separate applications for each CPF account. The firm should ensure that each individual application fulfils the necessary conditions.

**Q3: How long will it take for a firm to receive the outcome of the application?**

Firms will receive the outcome of their application within 4 weeks from the date of submission. Applications without the required supporting documents will require a longer processing time.

Given that applications are assessed individually by the various economic agencies, sufficient time is needed to thoroughly assess a firm's eligibility for M-SEP, and the quantum of support it is eligible for.

**Q4: After a firm's M-SEP application is approved, when does the firm need to exercise its flexibility to hire the additional S Pass or Work Permit holder?**

Firms can exercise the flexibility to hire the additional S Pass or Work Permit holders as soon as their M-SEP support is approved, for the duration of the support period listed in the approval letter.

**Q5: I am already receiving M-SEP support currently. If I require more support under M-SEP than I had previously anticipated, can I apply for a second tranche of M-SEP quota that will run concurrently with the first tranche?**

No, firms are eligible for only one tranche of M-SEP support at any one time. However, if your firm requires additional support, you may request more quota. This is provided your firm increases your commitments under Condition 2 "*Commit to hiring or training locals*" correspondingly. The total number of quota that you can ask for is up to 5% of your base workforce headcount, subject to an overall cap of 50. Should you wish to request for additional quota, please contact your supporting agency.

**D. On renewal process**

**Q1: When should a firm apply for the renewal of M-SEP and the respective S Passes and Work Permits obtained through the additional quota granted via M-SEP?**

Firms are encouraged to apply for M-SEP renewal early, and can do so up to 6 months before the expiry of their M-SEP support. They will be informed of the outcomes within 4 weeks from the date of submission. Applications without the requisite supporting documentation will require a longer processing time. Firms should renew their M-SEP support before applying to renewing the S Passes and Work Permits obtained through the additional M-SEP quota.

**Q2: Am I allowed to renew my M-SEP support under a different Condition 1 programme?**

Yes, you may choose to renew under a different Condition 1 programme if the support period for the programme that your firm had previously applied under has ended.

**Q3: Am I allowed to renew under a different Condition 2 programme?**

Yes, you may choose to renew under a different Condition 2 programme.

**Q4: What should a firm do leading up to the M-SEP renewal?**

We advise firms to continuously track their commitments to ensure that they are on track to fulfil their commitments by the end of the M-SEP support period. For example, firms should track the number of workers that they had sent for training programmes, with demonstrable job enhancement outcomes.

Should firms anticipate that they would require more time to meet their commitments, firms should reach out to their supporting economic agencies early prior to applying for the renewal of M-SEP. MOM will not consider any appeal for extension in the last 4 months leading up to the firm's renewal.

**Q5: How long will it take for a firm to receive the outcome of the renewal application?**

Firms will receive the outcome of their renewal application within 4 weeks from the date of submission. Applications without the required supporting documents will require a longer processing time.

**Q6: What happens if a firm's M-SEP renewal is unsuccessful?**

Should a firm's M-SEP renewal be unsuccessful, the firm will be expected to comply with the prevailing DRCs and S Pass sub-DRCs upon the expiry of their M-SEP support.

Firms that have exceeded their DRC or S Pass sub-DRC will not be able to renew the work passes of foreign workers or hire new foreign workers. However, they will be allowed to retain the foreign workers above the DRC/S Pass sub-DRC until their work passes expire, to avoid disrupting existing operations.