



NAVIGATION TIPS FOR
EP ESERVICE TO
APPLY FOR, RENEW, ISSUE OR CANCEL
A PASS

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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 e-Service by referring to [this onboarding guide](#).

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 e-Service, please refer to the FAQs at go.gov.sg/ep-eservice.

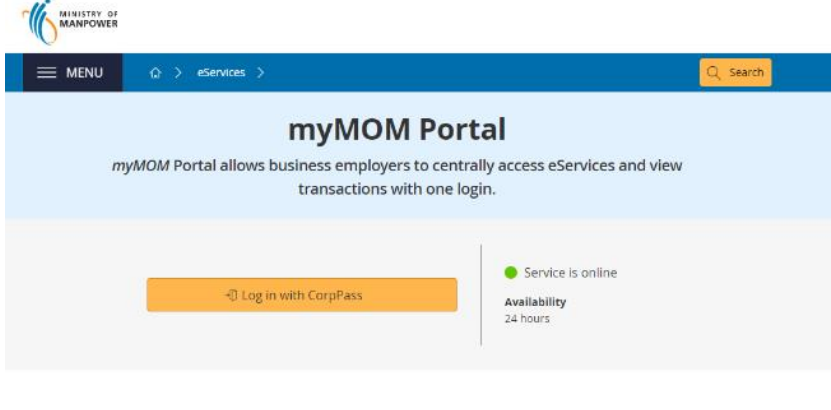
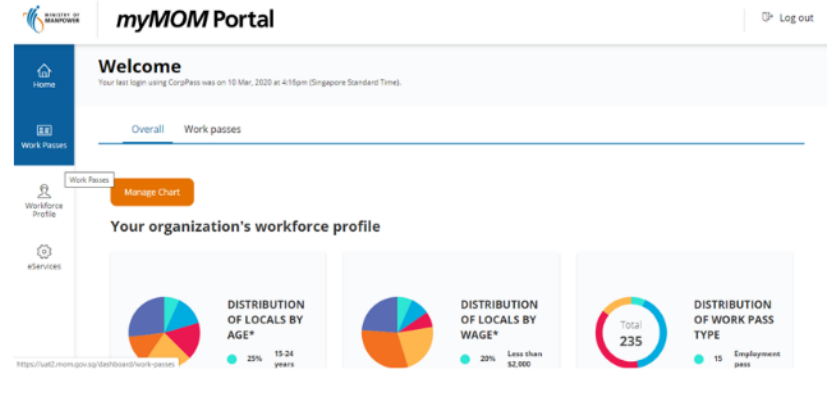
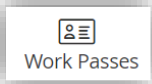
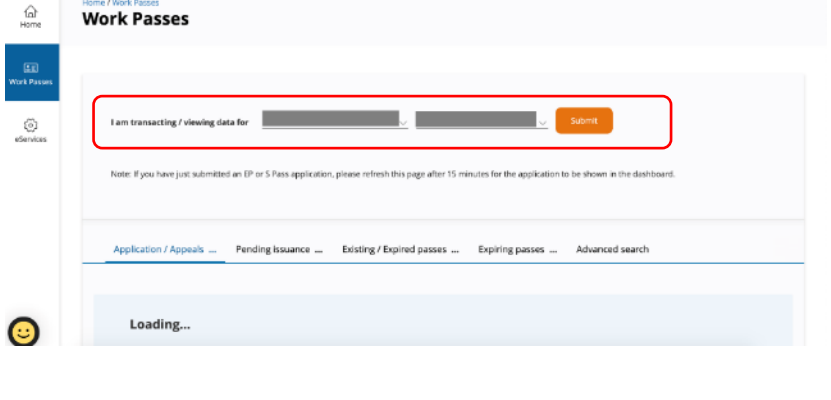
If you are unable to find the answers you need, you may contact us at go.gov.sg/mom-efeedback

- To troubleshoot your issues quickly, please:
 - Take a screenshot of the error or page in question;
 - State the login user, company UEN and date/time when error or issue occurred; and

- 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.

Illustrations and Highlights	Remarks
	<ul style="list-style-type: none"> • Log in with Corppass to <i>myMOM</i> Portal.
	<ul style="list-style-type: none"> • Upon successful log in, you will be directed to <i>myMOM</i> 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. Apply for Employment Pass (EP) & S pass

3.1 How to apply for an Employment Pass (EP) or S Pass

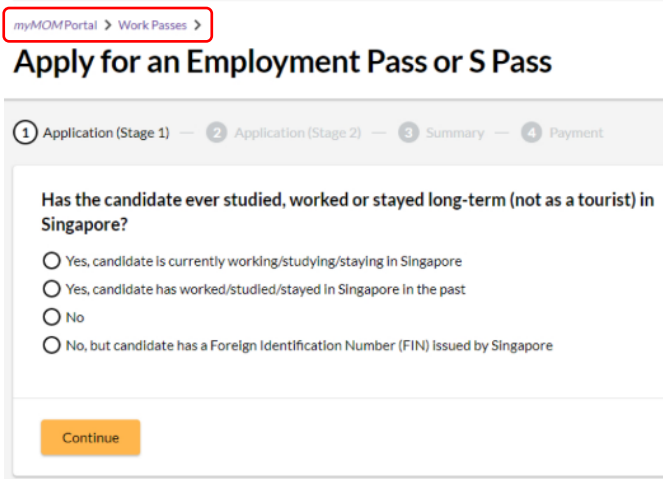
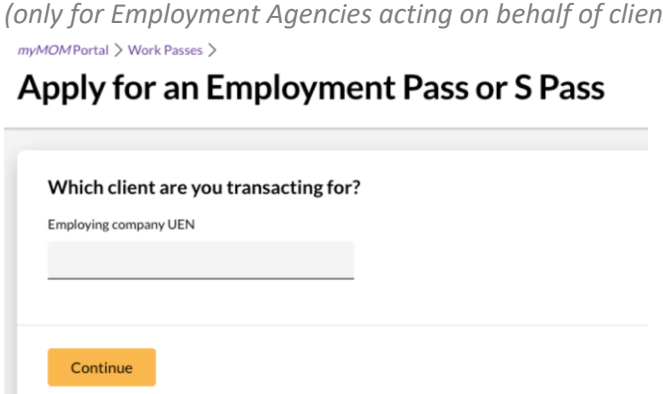
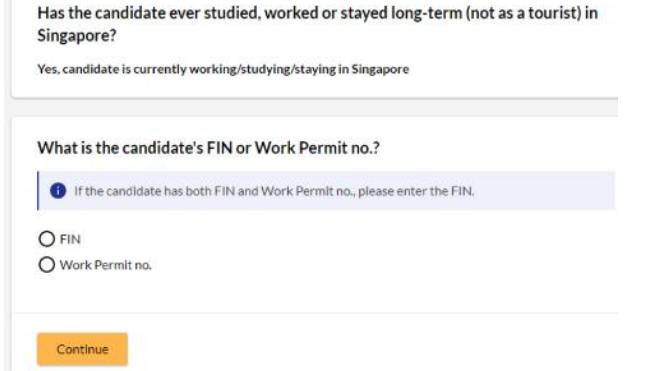
Illustrations and Highlights	Remarks
<div data-bbox="209 488 1031 1137"> <p>Before you apply, get these done</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="240 562 480 864"> <p>Check eligibility</p>  <p>Check if the candidate qualifies for an Employment Pass or S Pass by taking the Self-Assessment Tool (SAT)</p> </div> <div data-bbox="496 562 735 864"> <p>Update company profile</p>  <p>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 data-bbox="751 562 991 864"> <p>Prepare documents</p>  <p>Have documents ready to upload with your Employment Pass or S Pass application.</p> </div> </div> <p>Things to note</p> <ul style="list-style-type: none"> Processing time for most applications is 3 weeks. We accept payment by GIRO, VISA or Mastercard. <p> Takes about 30 minutes to complete.</p> <p>Start application</p> </div>	<ul style="list-style-type: none"> Make sure you get these done before starting the application process: <ul style="list-style-type: none"> Use the self-assessment tool (SAT) to ensure that the candidate is eligible for an Employment or S Pass Update your company's profile (in particular, the 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 EP Docs for S Pass Click Start application when you are ready to start.

3.2 Application (Stage 1)

3.2.1 You must answer all questions in Stage 1 before you can proceed to Stage 2.



3.2.2 You cannot save draft while at Stage 1.

3.2.3 A copy of the application will be auto-saved when you proceed to Stage 2.

Sample Questions / Fields	Remarks
 <p><i>(only for Employment Agencies acting on behalf of client)</i></p> 	<ul style="list-style-type: none"> • This is the first question in Application (Stage 1) – Let us know if the candidate has ever studied, worked or stayed long-term (not as a tourist) in Singapore. • You can use the breadcrumbs at the top of the page to return to myMOM Portal. • For Employment Agencies, you will also be prompted to enter your client organisation’s UEN.
	<ul style="list-style-type: none"> • After each question is answered, you will be shown a summary view. • You will be shown the next question to be answered. • FIN or Work Permit number is mandatory if the candidate is currently working/studying/staying in Singapore.

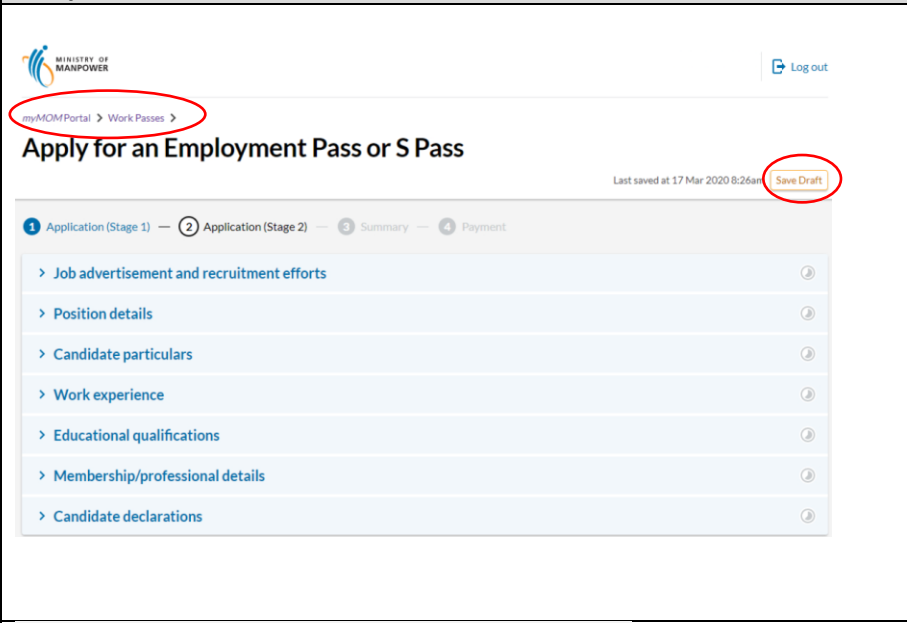
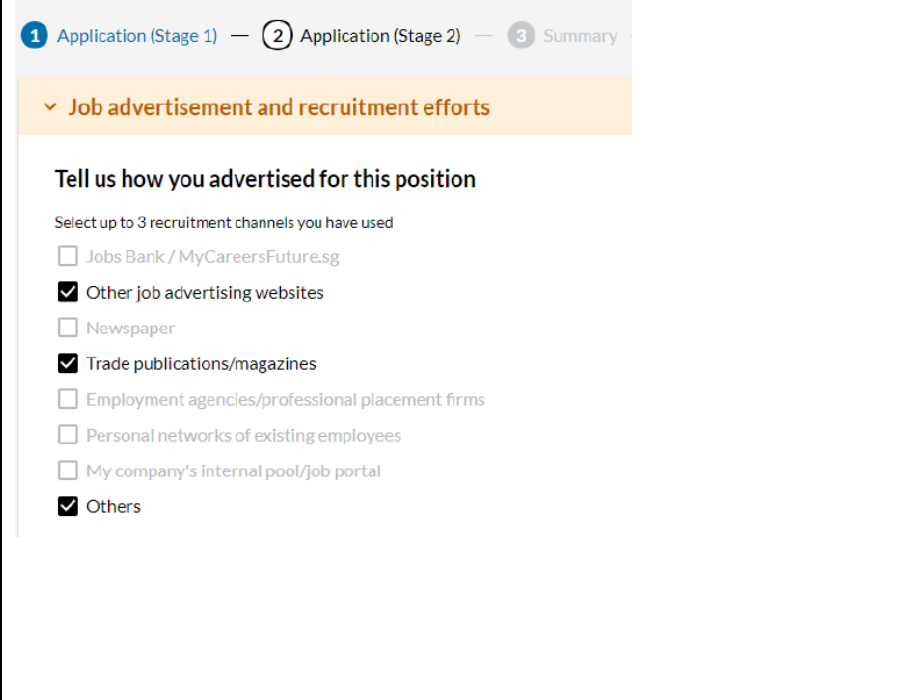

<p>Has the candidate ever studied, worked or stayed long-term (not as a tourist) in Singapore?</p> <p>Yes, candidate has worked/studied/stayed in Singapore in the past</p> <hr/> <p>What is the candidate's FIN or Work Permit no.?</p> <p>i If the candidate has both FIN and Work Permit no., please enter the FIN.</p> <p><input type="radio"/> FIN</p> <p><input type="radio"/> Work Permit no.</p> <p><input type="radio"/> Candidate can't remember both</p> <hr/> <p>Continue</p>	<ul style="list-style-type: none"> • If the candidate had previously worked/studied/stayed in Singapore but is unable to recall the FIN or Work Permit number, you can select "Candidate can't remember both".
<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> <p><input type="text"/></p> <hr/> <p>Continue</p>	<ul style="list-style-type: none"> • You must declare the candidate's FIN if one has already been issued.
<p>Is the candidate a partner, sole proprietor or director of any Singapore-registered company?</p> <p>Yes</p> <hr/> <p>Which pass are you applying for?</p> <p>i The candidate cannot hold an S pass as a director, sole proprietor or partner of any Singapore-registered company, but can hold an Employment Pass as a director of a Private Limited Company or partner of a Limited Liability Partnership.</p> <p><input type="radio"/> S Pass only \$105</p> <p><input checked="" type="radio"/> Employment Pass only \$105</p> <p><input type="radio"/> Employment Pass or S Pass \$105 Candidate will be considered for an EP first</p> <hr/> <p>Continue</p>	<ul style="list-style-type: none"> • If the candidate is a partner, sole-proprietor or director of a company registered in Singapore, you can only submit an EP application (see information in the blue banner).

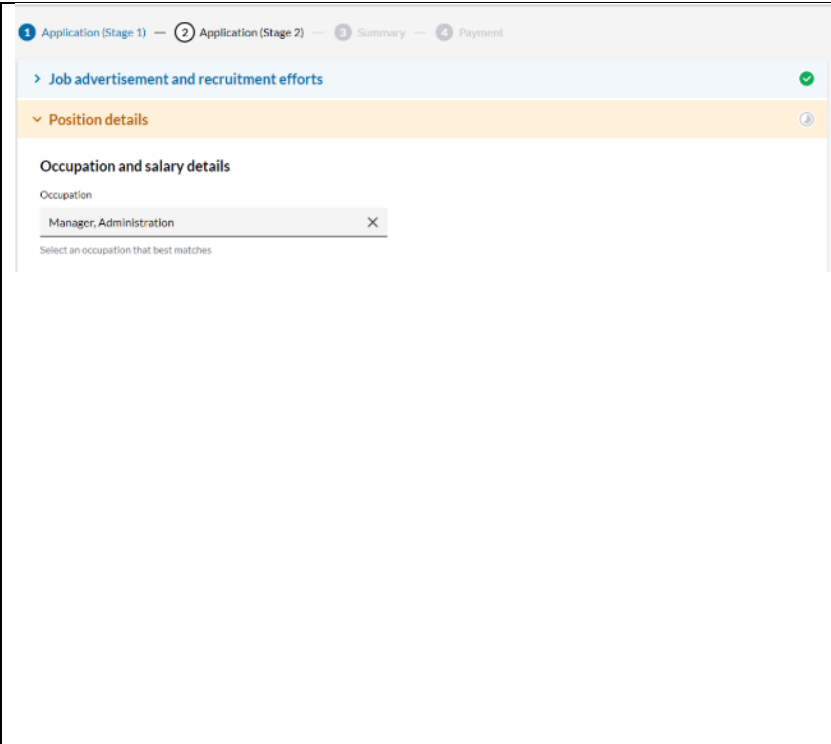

<p>Which pass are you applying for?</p> <p>S Pass only</p> <hr/> <p>Select the business activity the candidate will be employed under</p> <p><i>i</i> Only CPF submission numbers with a declared business activity can be selected. Find out how to declare your business activity</p> <table border="1"> <thead> <tr> <th>Company Name</th> <th>CPF submission no.</th> <th>Business activity</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> MINISTRY OF MANPOWER</td> <td>T</td> <td>E ADMIN</td> </tr> <tr> <td><input type="radio"/> MINISTRY OF MANPOWER</td> <td>T</td> <td></td> </tr> </tbody> </table> <p>Continue</p>	Company Name	CPF submission no.	Business activity	<input type="radio"/> MINISTRY OF MANPOWER	T	E ADMIN	<input type="radio"/> MINISTRY OF MANPOWER	T		<ul style="list-style-type: none"> • If you are applying for an S Pass, you will not be able to select CPF submission numbers if the business activity has not yet been declared.
Company Name	CPF submission no.	Business activity								
<input type="radio"/> MINISTRY OF MANPOWER	T	E ADMIN								
<input type="radio"/> MINISTRY OF MANPOWER	T									
<p>What is the duration of pass applied for? <i>i</i></p> <p>5 years 11 months</p> <p><i>i</i> You cannot exceed the maximum pass duration of 5 years.</p> <p>Continue</p>	<ul style="list-style-type: none"> • Pass duration must be between 1 month and 5 years. • If you see an error message, please rectify the error before you can continue. • You can mouse over the <i>i</i> for useful information or tips related to the question. 									
<p>Tell us about your job advertisement.</p> <p>Job posting ID</p> <p>MCF - 2020 - 1234567</p> <p><input type="checkbox"/> I do not need a job advertisement. Learn more</p> <p>Occupation Manager, Administration</p> <p>Company name ABCD PTE LTD</p> <p>Gross monthly salary range SGD 3,300 - SGD 6,300</p> <p>Job posting expiry date 09 Jan 2020</p>	<ul style="list-style-type: none"> • If you are applying for an EP or S Pass, you need to provide a Job posting ID as part of the Fair Consideration requirements. • The job ad details displayed are from your job ad in WSG's myCareersFuture.sg portal. 									


<p>Tell us about your job advertisement.</p> <p>I do not need a job advertisement.</p> <hr/> <p>Is the candidate currently working for a branch, affiliate or subsidiary of the employing company?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p> Your application will likely be rejected unless the hiring company or job is exempted from the Jobs Bank advertising requirement.</p> <p>Save and continue</p>	<ul style="list-style-type: none"> • Indicate if the candidate is currently working for an overseas branch/ affiliate or subsidiary of the employing company. If you select “Yes”, you will be required to submit an organisation chart later in Application (Stage 2). • You will see a warning message on Fair Consideration requirements while applying for an EP or S Pass, if: <ul style="list-style-type: none"> ○ You do not have a valid job posting ID. ○ The candidate is not transferring from a branch/affiliate or subsidiary.
<p>What is the duration of pass applied for? ⓘ Edit</p> <p>2 years 0 months</p> <hr/> <p>Tell us about your job advertisement. Edit</p> <p>I do not need a job advertisement.</p> <hr/> <p>Is the candidate currently working for a branch, affiliate or subsidiary of the employing company?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p> Your application will likely be rejected unless the hiring company or job is exempted from the Jobs Bank advertising requirement.</p> <p>Save and continue</p>	<ul style="list-style-type: none"> • You may edit previous questions by clicking Edit • You are at the last question of Stage 1 when you see the Save and continue

3.3 Application (Stage 2)

- 3.3.1 You can fill up the questions and sections in Stage 2 in a non-sequential manner
- 3.3.2 You may be asked to upload relevant documents in the respective sections. Please note that:
 - a. Documents should be clear and correct. If not, you may be asked to resubmit them.
 - b. Each document upload should be less than 2MB in file size.
 - c. Documents that are not in English should be submitted together with an official English translation.
- 3.3.3 You can save draft when in Stage 2

Sample Questions / Fields	Remarks
	<ul style="list-style-type: none"> • You will see up to a total of 7 sections in Stage 2. • The first section will be expanded for you. • 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</i> Portal by clicking at the link on the top left-hand corner of the page, under the MOM logo.
	<ul style="list-style-type: none"> • If you are applying for an EP or S Pass, you need to tell us your recruitment efforts (even if you are exempted from the job ad requirement, e.g. your candidate is an intra-corporate transferee). • Click  after you have completed this section. • The next section (top-down order) will be expanded for you once you have successfully completed any section in Stage 2.

 <p>1 Application (Stage 1) — 2 Application (Stage 2) — 3 Summary — 4 Payment</p> <p>> Job advertisement and recruitment efforts ✓</p> <p>▼ Position details ⓘ</p> <p>Occupation and salary details</p> <p>Occupation</p> <p>Manager, Administration ✕</p> <p>Select an occupation that best matches</p>	<ul style="list-style-type: none"> • Each section will be marked with a  when it is successfully completed. • Occupation: You need to select an occupation from the drop-down list (choose the closest match if you cannot find it on the list). • Occupation will be pre-populated if you had indicated a valid job posting ID in Stage 1. This information is taken from “Job Classification” in your job ad at MyCareersFuture.sg portal
<p>Fixed monthly salary</p> <p>SGD 6,000</p> <p>Basic salary and fixed allowances, excluding variables. Learn more ⓘ</p> <p>Basic monthly salary</p> <p>SGD 600</p> <p>Fixed monthly allowances</p> <p>SGD 5,400</p> <p>Salary paid</p> <p><input checked="" type="radio"/> Locally</p> <p><input type="radio"/> Overseas</p> <p><input type="radio"/> Both locally and overseas</p>	<ul style="list-style-type: none"> • 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>Work location</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># – #</p> <p>Building name</p> <p>SUNTEC TOWER ONE</p>	<ul style="list-style-type: none"> • Work 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.

<p>Is the premises (at the above address) a food establishment?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>NEA/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>	<ul style="list-style-type: none"> Tell us whether the workplace is a food establishment (you may be required to upload the NEA/SFA licence).
<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> <p> Drag and drop or browse files. Jpg, png or pdf only. Total file size must not exceed 2MB.</p> <p>+ Add another supporting agency</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. You will see a document upload feature if we require you to upload a document. Each agency can only be selected once.
<p>Deployment details</p> <p>Is the employing company an employment agency/headhunter or does it supply employees to supplement another company's manpower resources?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is the candidate going to supplement another company's manpower?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Client company UEN</p> <p>Client company name</p> <p>MINISTRY OF MANPOWER</p>	<ul style="list-style-type: none"> Deployment details: please let us know if the candidate will be deployed to another company to supplement its manpower.
	<ul style="list-style-type: none"> Employment agency recruitment: if the services of an EA* was used in the hiring process, tell us the EA's licence number. <p><i>* this includes introduction or recommendation of the applicant, recruitment of the</i></p>


<p>Employment agency recruitment</p> <p>Has the applicant used the services of a Singapore-registered employment agency? ⓘ</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Employment agency licence number</p> <p><u>14C6050</u></p> <p>Employment agency name</p> <p>BEST EMPLOYMENT AGENCY</p> <p>Continue</p>	<p><i>foreigner and application of the work pass of the foreigner</i></p> <ul style="list-style-type: none"> Click Continue after you have completed this section.
<p>▼ Candidate particulars</p> <p>Travel document details</p> <p>Full name (in the same order of appearance as travel document) ⓘ</p> <p><u>Kevin</u></p> <p>Exclude salutations</p> <p>Alias (only if printed on travel document)</p> <p><u></u></p> <p>Date of birth</p> <p><u>05 Jan 1970</u> </p> <p>Sex</p> <p><input type="radio"/> Female</p> <p><input checked="" 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><u>Malaysian</u> ×</p> <p>State/Province</p> <p><u></u> ×</p> <p>Old Malaysian identity card number</p> <p><u></u></p> <p>New Malaysian identity card number</p> <p><u></u></p> <p>Malaysian identity card colour</p> <p><input type="radio"/> Blue</p> <p><input checked="" 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</p> <p>Travel document number</p> <p>Travel document issue date</p> <p>01 Mar 2020</p> <p>Travel document expiry date</p> <p>06 Feb 2025</p> <p>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>Travel document expiry date</p> <p>06 Feb 2025</p> <p>Country/Region of birth</p> <p>Malaysia</p> <p>State/Province of birth</p> <p>Penang</p> <p>Country/Region of origin</p> <p>Singapore</p> <p>Race</p> <p>Chinese</p> <p>Religion</p> <p>Others</p> <p>Marital status</p> <p>Married</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>Sisley</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>S9000000A</p>	<ul style="list-style-type: none"> • You need to provide more information if the candidate is married and his/her spouse is a Singapore Citizen, PR, or work pass holder.


<p>Candidate's contact details</p> <p>Email</p> <p>kevinxyz@gmail.com</p> <p>Singapore mobile number (optional)</p> <p>+65</p> <p>Enter only if the candidate has a local Singapore number</p> <p>Continue</p>	<ul style="list-style-type: none"> • Provide the candidate's personal contact details and click Continue to proceed.
<p>Work experience</p> <p>Include 2 most recent work experience.</p> <p>+ Add work experience</p> <p>Skip, no work experience to add</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 Skip, no work experience to add • If you have a work experience to add, click + Add work experience
<p>Work experience</p> <p>Total work experience</p> <p>years months</p> <p>Relevant work experience</p> <p>years months</p>	<ul style="list-style-type: none"> • You will need to indicate the candidate's length of total and relevant work experience, if you are adding a work experience.


<p>Include 2 most recent work experience.</p> <p>Work experience 1 Remove</p> <p>Name of company</p> <p>Country/Region of employment</p> <p>Occupation</p> <p>Period of employment</p> <p>From: dd mmm yyyy To: dd mmm yyyy</p> <p><input type="checkbox"/> Candidate's current position</p> <p>Last drawn fixed monthly salary</p> <p>SGD</p> <p>Basic monthly salary + fixed monthly allowance. Learn more</p> <p>Add another work experience</p> <p>Continue</p>	<ul style="list-style-type: none"> You can click “Remove” to delete details of a work experience that you have added. Click “Add another work experience”, if applicable. If the candidate is currently still working in the company, tick “Candidate’s current position” – You do not need to indicate a “To” date. Click “Continue” to proceed.
<p>Work experience 1</p> <p>Name of company</p> <p>Country/Region of employment</p> <p>Occupation</p> <p>Period of employment</p> <p>From: dd mmm yyyy - Present</p> <p><input checked="" type="checkbox"/> Candidate's current position</p> <p>Last drawn fixed monthly salary</p> <p>SGD</p> <p>Basic monthly salary + fixed monthly allowance. Learn more</p> <p>Upload the employer's organisation chart showing the candidate's position, as proof that he/she is an intra-corporate transferee.</p> <p>Upload organisational chart</p> <p>Drag and drop or browse files. Jpg, png or pdf only. Total file size must not exceed 2MB.</p>	<ul style="list-style-type: none"> If you have declared (Stage 1) that the candidate is currently working for an overseas branch/affiliate or subsidiary of the employing company, you will need to fill in his/her current employment details and upload an organisation chart.
	<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

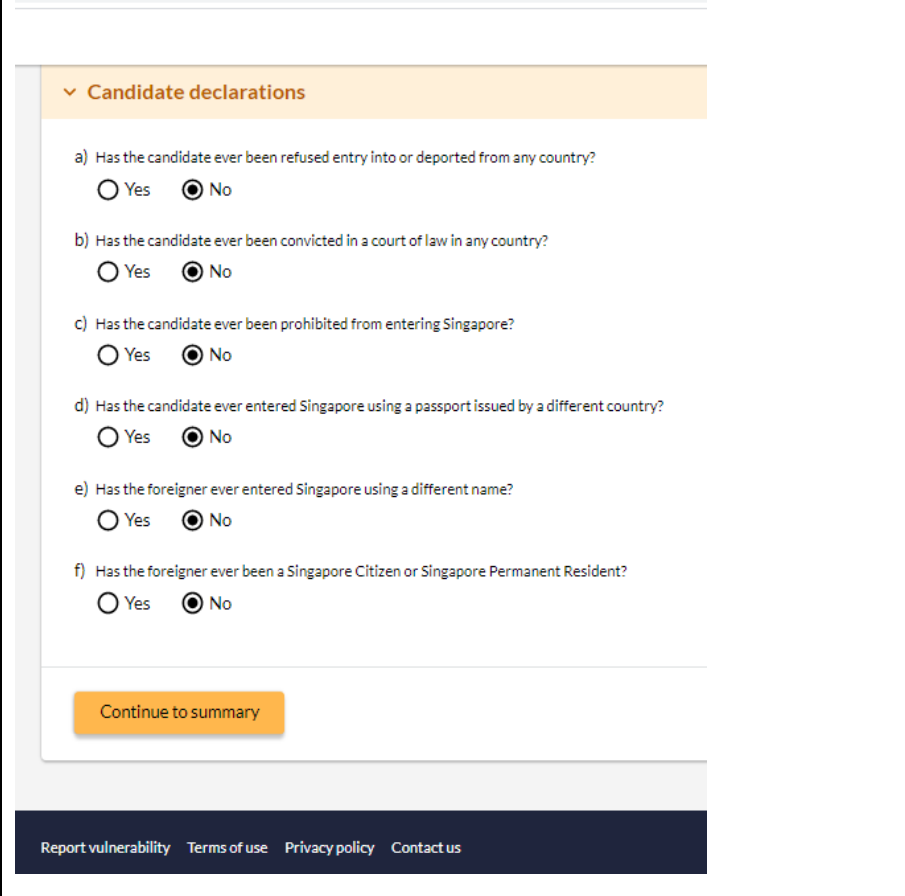
<p>▼ Educational qualifications</p> <p>If you are applying for 'Employment Pass (EP) only', or 'EP or S Pass':</p> <ul style="list-style-type: none"> • Diploma and above qualifications declared to MOM will have to be supported with verification proofs to confirm their authenticity. • Enter the details as they appear on the educational certificate and the verification proof. • For an awarding institution not found in the list, you must provide, from a background screening company: <ol style="list-style-type: none"> i. Verification proof of authenticity of the educational qualification, and ii. The awarding institution's accreditation status. • For a 'degree equivalent' professional qualification, please select the recognised qualification level. • For selected professional occupations (e.g. healthcare), verification proofs from Singapore's professional bodies are also accepted. <p>If you are applying for 'S Pass only':</p> <ul style="list-style-type: none"> • Enter the details as they appear on the educational certificate. If a verification proof is required, enter the details as they appear on the educational certificate and the verification proof. • For an awarding institution not found in the list, you must provide, from a background screening company: <ol style="list-style-type: none"> i. Verification proof of authenticity of the educational qualification, and ii. The awarding institution's accreditation status. <p>+ Add a qualification</p> <hr/> <p>Skip, no qualifications to add</p>	<p>candidate's qualifications.</p>
<p>Qualification 1 Remove</p> <p>Awarding institution ⓘ</p> <p>national university of singapore <input type="text"/></p> <ul style="list-style-type: none"> National University Of Singapore (NUS) Singapore Yale Nus College Of The National University Of Singapore Singapore None of the above. Use "national university of singapore" <p>Continue</p>	<ul style="list-style-type: none"> • Type the awarding institution name exactly as stated in the educational certificate or verification proof.
<p>Qualification 1</p> <p>Awarding institution ⓘ</p> <p>National University Of Singapore (NUS) <input type="text"/></p>	<ul style="list-style-type: none"> • Click on the awarding institution as it appears on the list.
	<ul style="list-style-type: none"> • You will be required to upload verification proof based on the verification method you have selected. • If your awarding institution is not on the drop-down list, you will need to submit verification proof from a background screening company.

<p>Qualification 1</p> <p>Awarding institution ⓘ</p> <p>National University Of Singapore (NUS) ✕</p> <p>Country/Region of awarding institution Singapore</p> <p>Qualification ⓘ</p> <p>Bachelor's Degree ✕</p> <p>Faculty</p> <p>Accountancy ✕</p> <p>Verification method</p> <p><input type="radio"/> Background screening company</p> <p><input type="radio"/> Government/awarding institution's verification portal or verification by a professional body</p> <p><input type="radio"/> Digital certificate verified through OpenCerts portal</p> <p>Learn more about the verification methods.</p> <p>Did the candidate attend classes on campus?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	
<p>Qualification 1</p> <p>Awarding institution ⓘ</p> <p>National University Of Singapore (NUS) ✕</p> <p>Country/Region of awarding institution Singapore</p> <p>Qualification ⓘ</p> <p>Bachelor's Degree ✕</p> <p>Faculty</p> <p>Accountancy ✕</p> <p>Verification method</p> <p><input checked="" type="radio"/> Background screening company</p> <p><input type="radio"/> Government/awarding institution's verification portal or verification by a professional body</p> <p><input type="radio"/> Digital certificate verified through OpenCerts portal</p> <p>Learn more about the verification methods.</p> <p>Verification reference number</p> <p><input type="text"/></p> <p>Enter the reference number found on the verification proof.</p> <p>Upload verification proof from background screening company</p> <div style="border: 1px dashed gray; padding: 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"> • If you have selected “Background screening company” as the verification method, key in the MOM “Verification reference number” as stated on the verification proof. • Upload the verification proof from the background screening company.

<p>Qualification 1</p> <p>Awarding institution ⓘ</p> <p>National University Of Singapore (NUS) ×</p> <p>Country/Region of awarding institution Singapore</p> <p>Qualification ⓘ</p> <p>Bachelor's Degree ×</p> <p>Faculty</p> <p>Accountancy ×</p> <p>Verification method</p> <p><input type="radio"/> Background screening company</p> <p><input checked="" type="radio"/> Government/awarding institution's verification portal or verification by a professional body</p> <p><input type="radio"/> Digital certificate verified through OpenCerts portal</p> <p>Learn more about the verification methods.</p> <p>Upload verification proof from government/awarding institution's verification portal or verification by a professional body</p> <div style="border: 1px dashed gray; padding: 5px;"><p> Drag and drop or browse files. Jpeg, png or pdf only. Total file size must not exceed 2MB.</p></div> <p>Did the candidate attend classes on campus?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<ul style="list-style-type: none">• If you have selected “Government/awarding institution’s verification portal or verification by a professional body” as the verification method, then upload the respective verification proof.
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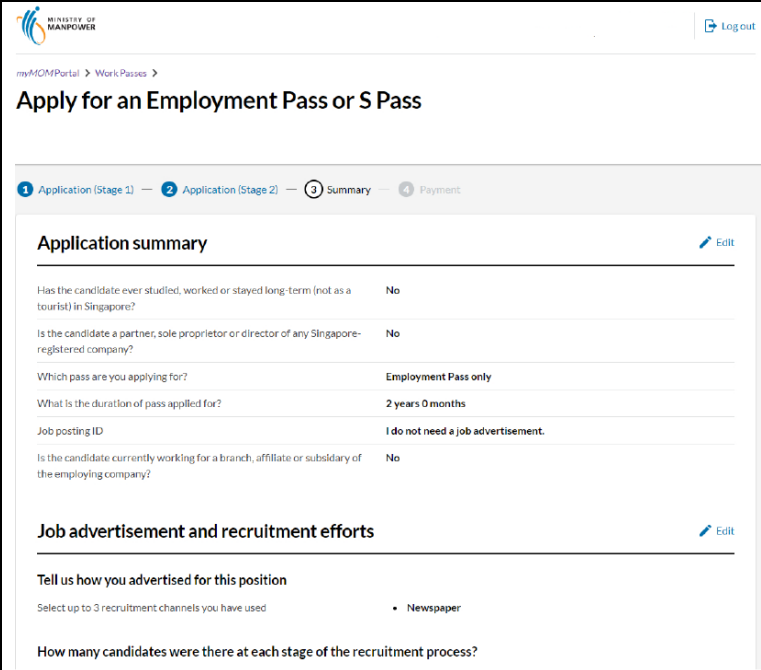

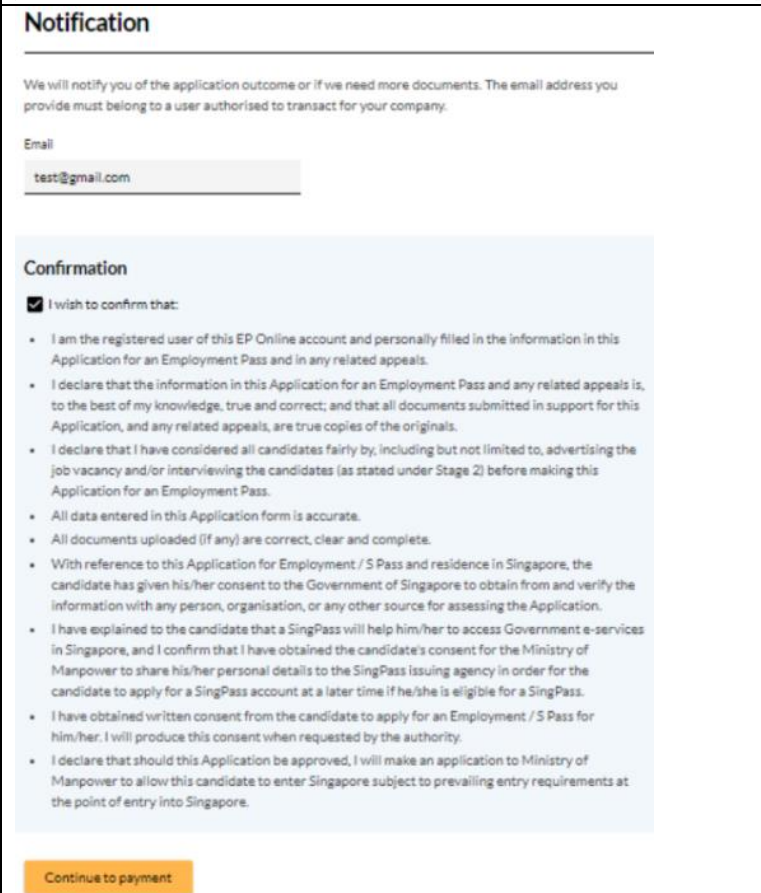

<p>Qualification 1</p> <p>Awarding institution ⓘ</p> <p>National University Of Singapore (NUS) ×</p> <p>Country/Region of awarding institution Singapore</p> <p>Qualification ⓘ</p> <p>Bachelor's Degree ×</p> <p>Faculty</p> <p>Accountancy ×</p> <p>Verification method</p> <p><input type="radio"/> Background screening company</p> <p><input type="radio"/> Government/awarding institution's verification portal or verification by a professional body</p> <p><input checked="" type="radio"/> Digital certificate verified through OpenCerts portal</p> <p>Learn more about the verification methods.</p> <p>Upload digital certificate</p> <div style="border: 1px dashed gray; padding: 5px; text-align: center;">  Drag and drop or browse files. OpenCerts only. Total file size must not exceed 2MB. </div> <p>Did the candidate attend classes on campus?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<ul style="list-style-type: none"> • If you have selected “Digital certificate verified through OpenCerts portal” as the verification method, then upload the digital certificate in OpenCerts format.
<p>Qualification 1 Remove</p> <p>Awarding institution ⓘ</p> <p>National University Of Singapore (NUS) ×</p> <p>Country/Region of awarding institution Singapore</p> <p>Qualification ⓘ</p> <p>Bachelor's Degree ×</p> <p>Faculty</p> <p>Accountancy ×</p> <p>Verification method</p> <p><input checked="" type="radio"/> Background screening company</p> <p><input type="radio"/> Government/awarding institution's verification portal or verification by a professional body</p> <p><input type="radio"/> Digital certificate verified through OpenCerts portal</p> <p>Learn more about the verification methods.</p> <p>Verification reference number</p> <p><input type="text"/></p> <p><small>Enter the reference number found on the verification proof.</small></p>	<ul style="list-style-type: none"> • 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>Upload verification proof from background screening company</p> <div style="border: 1px dashed gray; padding: 5px; margin-bottom: 10px;">  Drag and drop or browse files. .jpeg, .png or .pdf only. Total file size must not exceed 2MB. </div> <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="Feb 2000"/> <input type="calendar"/> To <input type="text" value="Feb 2002"/> <input type="calendar"/></p> <hr/> <p>+ Add another qualification</p> <p>Is the candidate currently serving a Tuition Grant bond with the Ministry of Education (Singapore)? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <hr/> <p>Continue</p>	
<p>Membership/professional details</p> <p>Include 2 most recent memberships with societies/organisations with the past 5 years .</p> <p>+ Add a society/organisation</p> <hr/> <p>Skip, no memberships to add</p>	<ul style="list-style-type: none"> • You can declare up to 2 professional memberships with organisations/societies. • You can skip this section if it is not applicable.
<p>Membership/professional details</p> <p>Include 2 most recent memberships with societies/organisations with the past 5 years .</p> <p>Society/organisation 1 Remove</p> <p>Society/organisation <input type="text" value="The Chartered Institute of Marketing (CIM)"/></p> <p>Position held <input type="text" value="Associate"/></p> <p>Period held From <input type="text" value="01 Mar 2020"/> <input type="calendar"/> To <input type="text" value="18 Mar 2020"/> <input type="calendar"/></p> <p><input type="checkbox"/> Candidate is currently a member</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 “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 checked="" type="radio"/> No</p> <p>Continue to summary</p> <p>Report vulnerability Terms of use Privacy policy Contact us</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 applicant 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.
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3.4 Summary

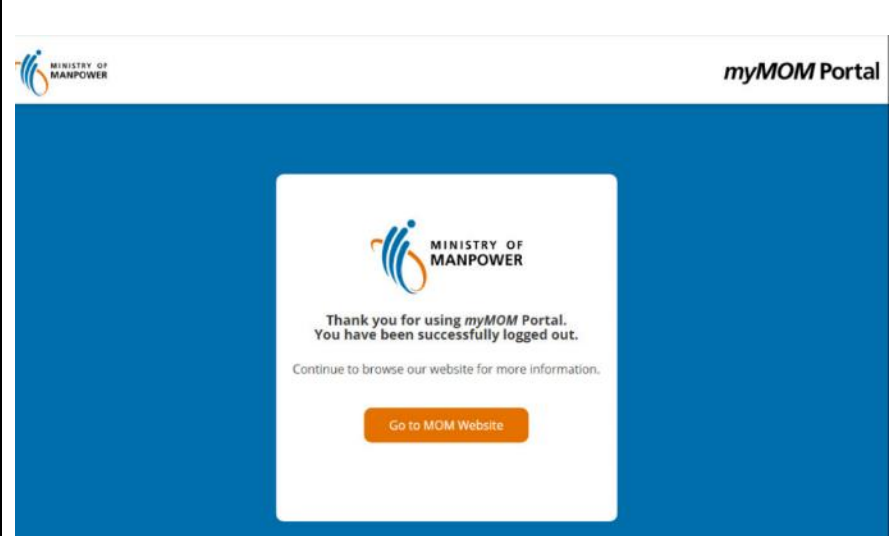
- 3.4.1 You can review all the information entered for the application here and edit if necessary
- 3.4.2 You can download a copy of the application details
- 3.4.3 You need to confirm and acknowledge the declarations

Sample Questions / Fields	Remarks
	<ul style="list-style-type: none"> • You can review all the information entered for this application. • You can click  Edit if you need to make changes. You will be brought back to the relevant section.
	<ul style="list-style-type: none"> • You must provide us with an email address, so that we can notify you of the application outcome, or ask for more documents for our assessment. All notifications will now be done via email instead of SMS. • You need to confirm and acknowledge the declarations. • You can download a copy of the application summary when you click  Download form summary as PDF • You should also save a copy of the supporting documents that are submitted with this application.

3.4.4 Payment & Acknowledgement

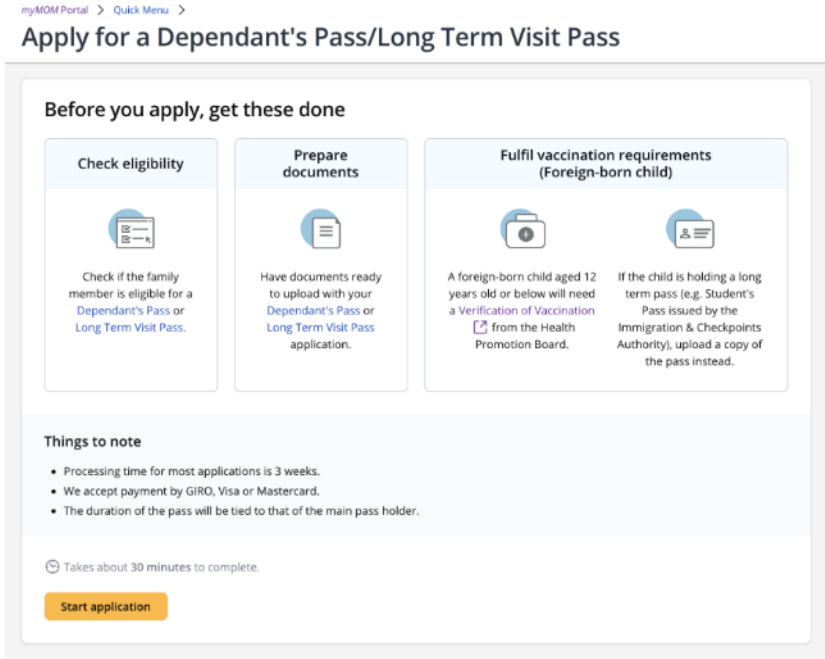
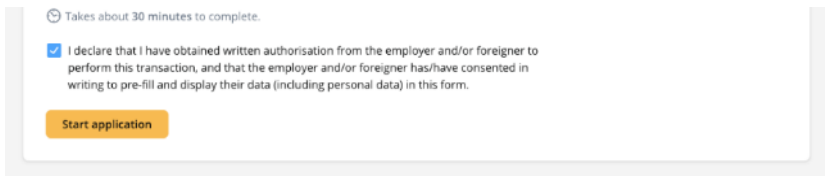
- 3.4.5 You may pay by GIRO (this option will be available if you have an existing GIRO arrangement with EP eService) or credit card (Amex, Mastercard or Visa)
- 3.4.6 You will receive an email from MOM to acknowledge successful submission of your application. A PDF copy of the application summary will be attached in this email for your reference.

Sample Questions / Fields	Remarks
<p>✔ Application submitted successfully</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f8ff;"> <p>Candidate's full name kelvin</p> <p>Candidate's FIN/Work Permit no. -</p> <p>Pass type Employment Pass or S Pass</p> <p>Application no. A290520502601</p> <p>Date and time of application 29 May 2020, 1:23pm (GMT +0800)</p> <p>Payment mode Visa/Mastercard</p> <p>Total amount paid \$105</p> <p>Payment reference number 20502601</p> </div> <p>You will receive an email acknowledgement with a summary of the application.</p> <p>Processing time usually takes about 3 weeks, but may be longer during peak periods or if we need to verify the application details.</p> <p>You will be notified when there is an outcome or if we need more documents.</p> <hr/> <p>What do you want to do next?</p> <ul style="list-style-type: none"> • Return to myMOM Portal • For more information, please visit MOM website 	<ul style="list-style-type: none"> • Your application has been submitted when you see this acknowledgement page. • You may return to <i>myMOM</i> Portal to put another application or log out of the e-Service. • After you have submitted an application and do not see it appear on the <i>myMOM</i> Portal, please refresh the page after 15 minutes.
<div style="border: 1px solid #ccc; padding: 10px;"> <p>✔ Application submi</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f8ff;"> <p>Candidate's full name</p> <p>Candidate's FIN/Work Permit</p> <p>Pass type</p> <p>Application no.</p> <p>Date and time of application</p> <p>Payment mode</p> <p>Total amount paid</p> <p>Payment reference number</p> </div> <p>You will receive an email acknowl</p> <p>Processing time usually takes abo verify the application details.</p> <p>You will be notified when there is</p> <hr/> <p>Rate your transaction</p> <div style="border: 2px solid red; padding: 5px; display: flex; justify-content: space-around;"> 1 2 3 4 5 6 </div> <p>NOT SATISFIED VERY SATISFIED</p> <p>What do you want to do n</p> </div>	<ul style="list-style-type: none"> • You can give us your feedback after you have submitted the application.

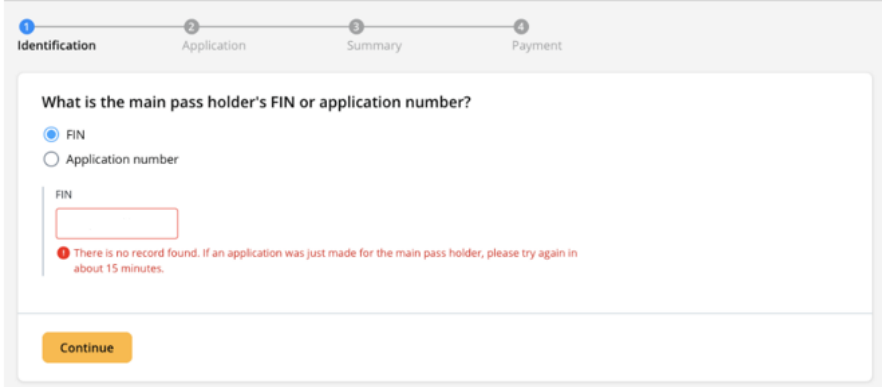
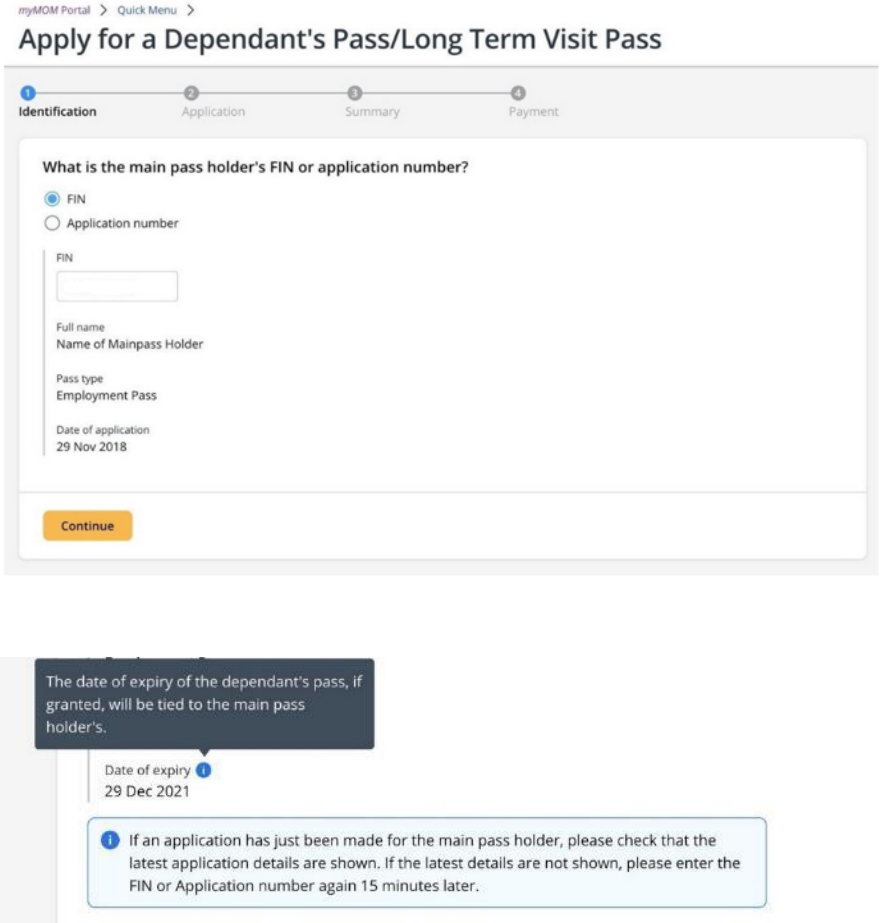
	<ul style="list-style-type: none">• Once you are logged out, you would need to log in through <i>myMOM</i> Portal to access the EP & S pass application eService again.
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4. Apply for a Dependant’s Pass/Long-Term Visit Pass

4.1 How to apply for a Dependant’s Pass/Long-Term Visit Pass

Screenshots	Remarks
 <p>The screenshot shows the application page with the following content:</p> <ul style="list-style-type: none"> Before you apply, get these done <ul style="list-style-type: none"> Check eligibility: Check if the family member is eligible for a Dependant's Pass or Long Term Visit Pass. Prepare documents: Have documents ready to upload with your Dependant's Pass or Long Term Visit Pass application. Fulfil vaccination requirements (Foreign-born child): <ul style="list-style-type: none"> A foreign-born child aged 12 years old or below will need a Verification of Vaccination from the Health Promotion Board. If the child is holding a long term pass (e.g. Student's Pass issued by the Immigration & Checkpoints Authority), upload a copy of the pass instead. Things to note <ul style="list-style-type: none"> Processing time for most applications is 3 weeks. We accept payment by GIRO, Visa or Mastercard. The duration of the pass will be tied to that of the main pass holder. Takes about 30 minutes to complete. Start application button. 	<ul style="list-style-type: none"> • Make sure you get these done before starting the application process: <ul style="list-style-type: none"> ✓ Check the candidate is eligible for a Dependant’s Pass or Long-Term Visit Pass <ul style="list-style-type: none"> ▪ Eligibility for Dependant’s Pass ▪ Eligibility for Long-Term Visit Pass ✓ Prepare the required documents you need to upload <ul style="list-style-type: none"> ▪ Docs for DP ▪ Docs for LTVP ✓ Fulfil HPB vaccination requirements if the applicant is a foreign-born child aged 12 years and below • Click Start application when you are ready to start
<p><i>(only for Employment Agencies acting on behalf of client)</i></p>  <p>The screenshot shows the declaration step with the following content:</p> <ul style="list-style-type: none"> Takes about 30 minutes to complete. <input checked="" type="checkbox"/> I declare that I have obtained written authorisation from the employer and/or foreigner to perform this transaction, and that the employer and/or foreigner has/have consented in writing to pre-fill and display their data (including personal data) in this form. Start application button. 	<ul style="list-style-type: none"> • Employment agencies acting on behalf of client must read and acknowledge the declaration by ticking the checkbox.

4.2 Stage: Identification of main pass holder

Screenshots	Remarks
	<ul style="list-style-type: none"> You need to enter a valid main pass holder's FIN or application number. If the application or renewal had just been submitted, try again after 15 minutes.
	<ul style="list-style-type: none"> If the main pass holder's record displayed is not the latest, please wait for 15 minutes and try again. If the application for the Dependant's Pass is approved, its expiry date will be the same as the main pass holder's. If the main pass holder's application is still in progress, the validity of the Dependant's pass will be capped to the validity of the main pass applied for. Please check all information before proceeding.

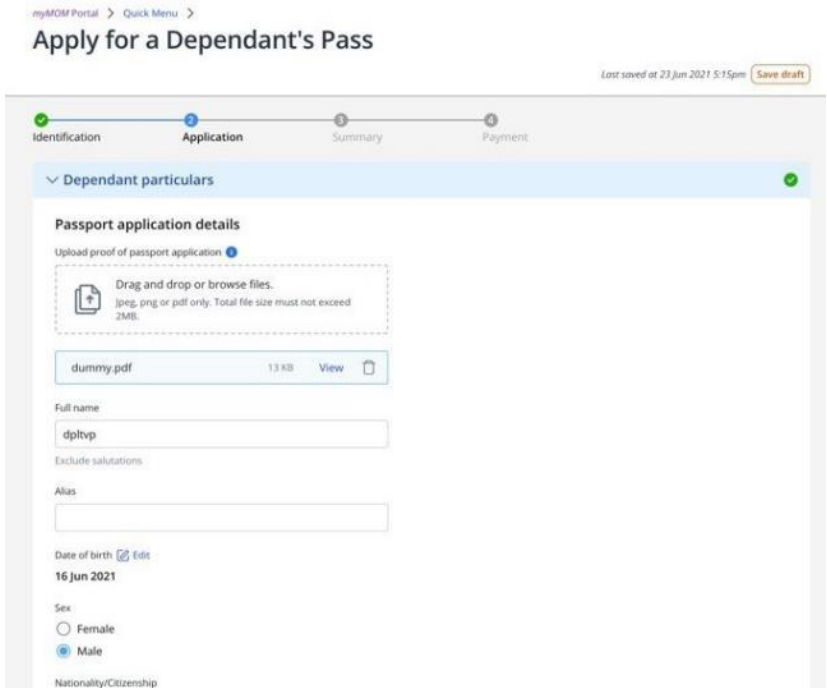

4.3 Stage: Application

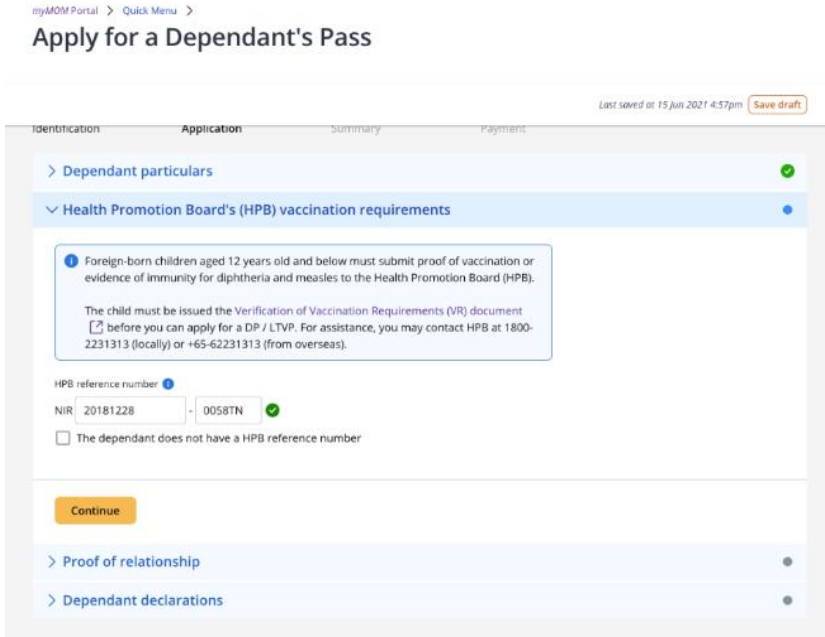
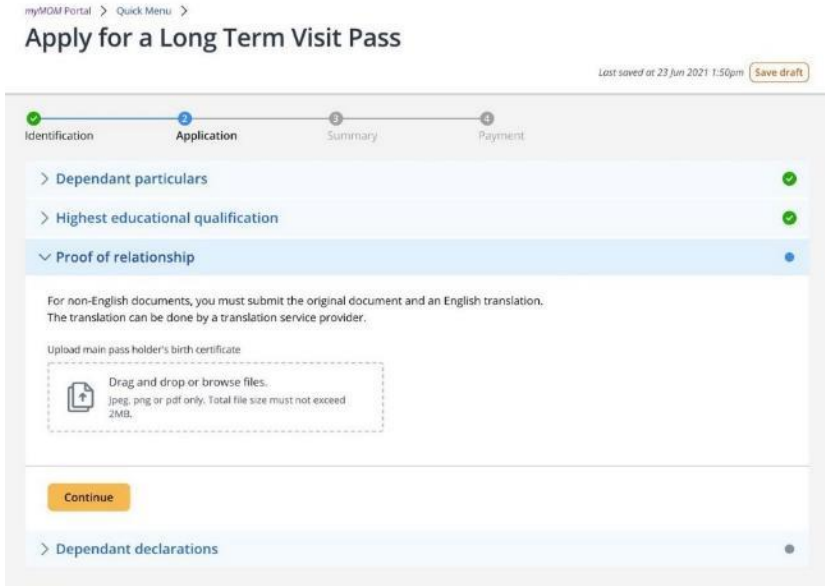
4.3.1 You must fill up all the questions and sections in this stage.

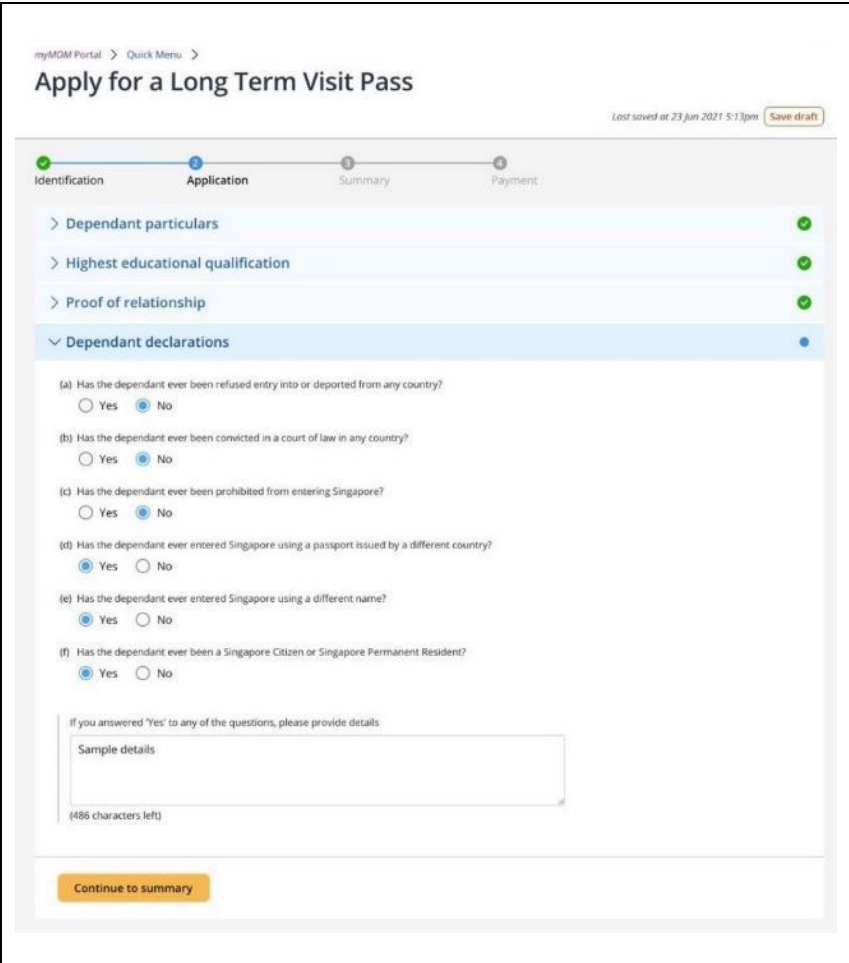
4.3.2 You may be asked to upload relevant documents in the respective sections. Please note that:

- a. Documents should be clear, complete, and correct. If not, you may be asked to resubmit them.
- b. Each document upload should be less than 2MB in file size.
- c. Documents that are not in English should be submitted together with an official English translation.

4.3.3 You can save your draft in Application stage.

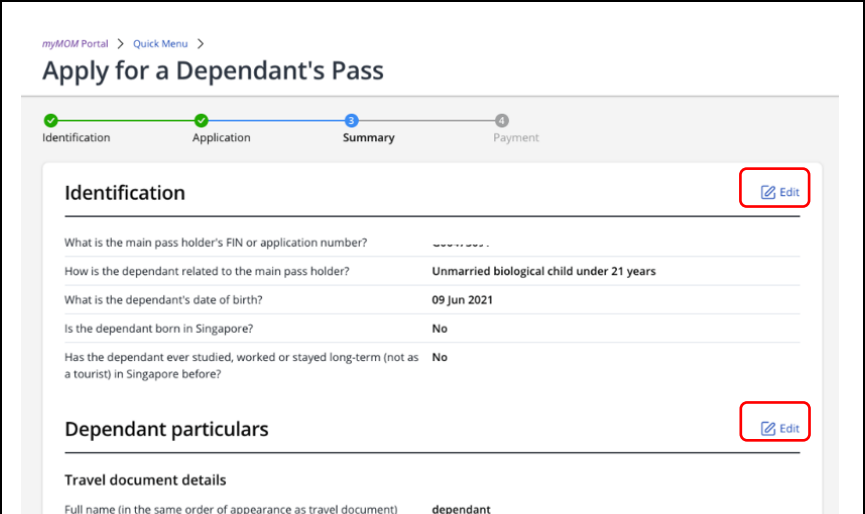

Screenshots	
	<ul style="list-style-type: none">• You may save draft in Application stage by clicking the “Save Draft” button at the top right-hand corner of the page• At any time, you may return to <i>myMOM</i> Portal by clicking the link on the top left-hand corner of the page• Each section will be marked with a  when all relevant fields are completed.

	<p>For foreign-born children aged 12 years old and below:</p> <ul style="list-style-type: none"> You need to fulfil <i>Health Promotion Board's (HPB) vaccination requirements</i> by providing either: <ul style="list-style-type: none"> ✓ valid HPB reference number, or ✓ other necessary information if the dependant does not have a HPB reference number.
	<ul style="list-style-type: none"> You will see a document upload feature if we need you to upload a document. <ul style="list-style-type: none"> Docs for DP Docs for LTVP

 <p>The screenshot shows the 'Apply for a Long Term Visit Pass' form. The progress bar indicates the 'Application' step is active. The 'Dependant declarations' section is expanded, showing six questions (a-f) with radio button options for 'Yes' and 'No'. Question (a) is selected 'No'. Below the questions is a text box for 'Sample details' with a character count of '(486 characters left)'. A 'Continue to summary' button is at the bottom.</p>	<ul style="list-style-type: none"> • In the <i>Dependant declarations</i> section, please check with the applicant before you answer the questions. • If you answer “Yes” to any of the declarations, you must provide information (as detailed as possible).
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4.4 Summary

- 4.4.1 You can review all the information entered for the application here and edit, if necessary.
- 4.4.2 You can download a copy of the application details.
- 4.4.3 You must confirm and acknowledge the declarations.

Screenshots	Remarks
 <p>The screenshot shows the 'Apply for a Dependant's Pass' form at the 'Summary' step. The progress bar shows 'Identification' and 'Application' as completed. The 'Identification' section is expanded, showing fields for 'What is the main pass holder's FIN or application number?', 'How is the dependant related to the main pass holder?' (Unmarried biological child under 21 years), 'What is the dependant's date of birth?' (09 Jun 2021), 'Is the dependant born in Singapore?' (No), and 'Has the dependant ever studied, worked or stayed long-term (not as a tourist) in Singapore before?' (No). 'Edit' buttons are visible for both the 'Identification' and 'Dependant particulars' sections.</p>	<ul style="list-style-type: none"> • Please click  if you need to make any changes. You will be brought back to the relevant section.

<p>Notification</p> <p>We will notify you of the application outcome or if we need more documents. The email address you provide must belong to a user authorised to transact for your company.</p> <p>Email</p> <p><input type="text" value="a@g.com"/></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 EP Online account and personally filled in the information in this Application for a Dependant's Pass and in any related appeals. I declare that the information in this Application 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 Application, and any related appeals, are true copies of the originals. 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 a Dependant's Pass and residence in Singapore, the foreigner has given the 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 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 should this Application be approved, I will make an application to the Ministry of Manpower to allow this foreigner to enter Singapore subject to prevailing entry requirements at the point of entry into Singapore. <p><input checked="" type="checkbox"/> I declare that all of the above is true.</p> <p>Continue to payment</p> <p>Download form summary as PDF</p>	<ul style="list-style-type: none"> You must provide a valid and correct email address for us to notify you of the application outcome or ask for more documents for our assessment. All notifications will be done via email. You must read and acknowledge the declaration by ticking the checkbox. You can download a copy of the application summary when you click Download form summary as PDF Please keep the copy of the supporting document(s) that are submitted with this application.
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4.5 Payment & Acknowledgement

- 4.5.1 You may pay by GIRO (this option will be available if you have an existing GIRO arrangement with EP eService) or credit card (Amex, Mastercard or Visa).
- 4.5.2 You will receive an email from MOM to acknowledge successful submission of your application. A PDF copy of the application summary will be attached in this email for your reference.

Screenshots	Remarks
	<ul style="list-style-type: none"> Your application has been successfully submitted when you see this acknowledgement page. After you have submitted an application and do not see it appear on the <i>myMOM</i> Portal, please refresh the page after 15 minutes. You are encouraged to download and save a copy of the

myMOM Portal > Quick Menu >

Apply for a Long Term Visit Pass

 **Application submitted successfully**

Dependant's full name	dplvvp dependant	Download acknowledgement and summary as PDF
Dependant's FIN/Work Permit number	-	
Pass type	Long Term Visit Pass	
Application number	A230621500000	
Date and time of application	23 Jun 2021, 1:51pm (GMT +0800)	
Payment mode	Visa/Mastercard	
Total amount paid	\$105	
Payment reference number	95a498d7f50c41	

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

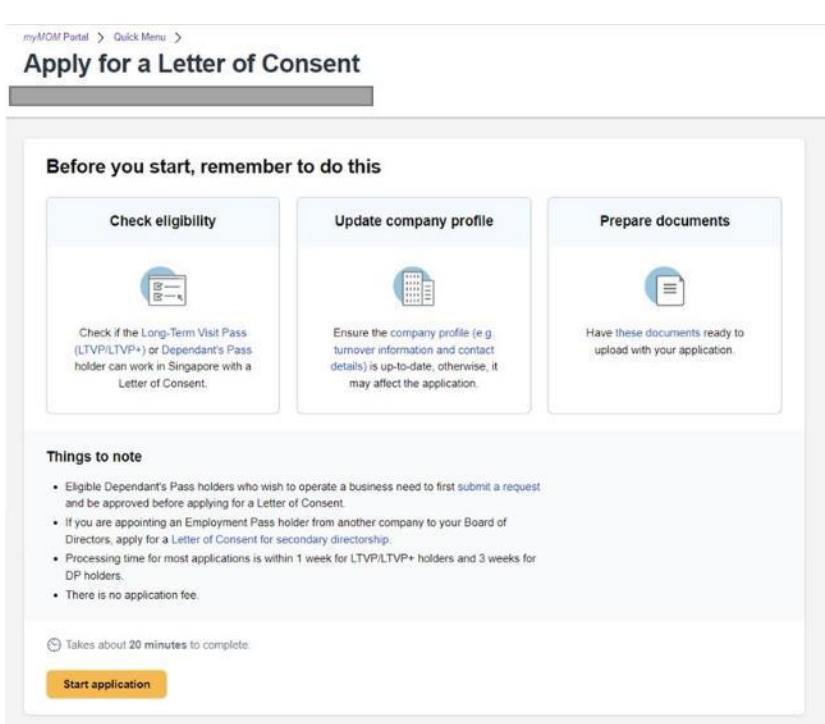
acknowledgement and summary as PDF.

- You may return to myMOM Portal to submit another application or perform another transaction. Else, to log out of the eService, press the “Log Out’ button at the top of the page.

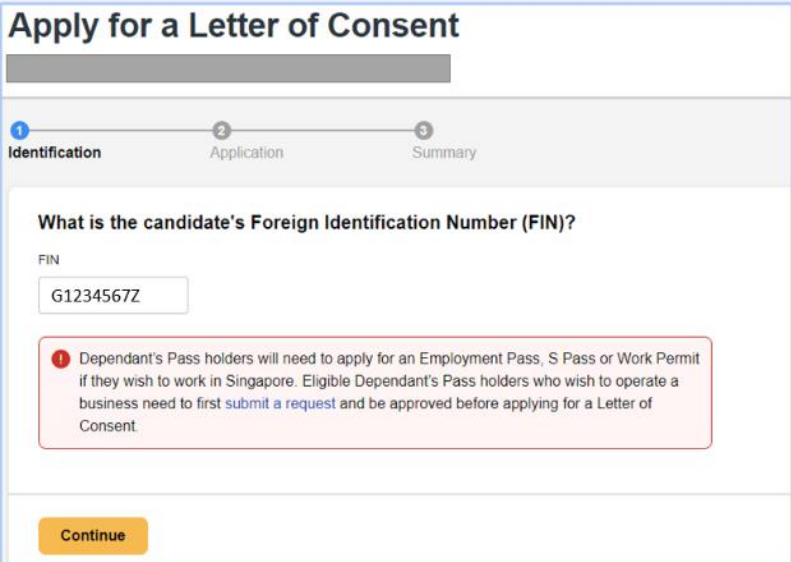
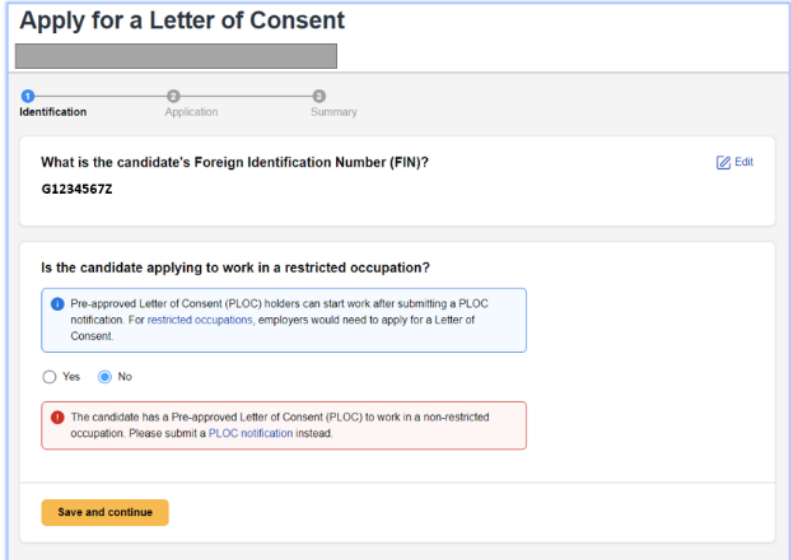
Page 33 of 143

5. Apply for a Letter of Consent

5.1 How to apply for a Letter of Consent



Screenshots	Remarks
	<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 candidate is eligible for a Letter of Consent (LOC) <ul style="list-style-type: none"> ▪ Eligibility for ICA-issued LTVP/LTVP+ holders ▪ Eligibility for Dependant's Pass ✓ 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 Dependant's Pass (DP) holder, ensure that the request to apply for a LOC has been approved • Click Start application when you are ready to start

5.2 Stage 1: Identification

Screenshots	Remarks
	<ul style="list-style-type: none"> You need to enter a valid DP or ICA-issued LTVP/LTVP+ FIN. Candidate who is a DP holder and wishes to operate a business will need to submit a request before applying for LOC.
	<ul style="list-style-type: none"> If the candidate is a Pre-approved Letter of Consent (PLOC) holder, submit a LOC application only if the candidate is applying to work in a restricted occupation. Otherwise, please submit a PLOC notification.

5.3 Stage 2: Application

- 5.3.1 You must fill up all the questions and sections in this stage.
- 5.3.2 You may be asked to upload relevant documents in the respective sections. Please note that:
- Documents should be clear, complete, and correct. If not, you may be asked to resubmit them.
 - Each document upload should be less than 2MB in file size.
 - Documents that are not in English should be submitted with an official English translation.
- 5.3.3 You can save your draft in the Application stage.


Screenshots	
	<ul style="list-style-type: none"> You may save draft in Application stage by clicking the “Save draft” button at the top right-hand corner of the page. At any time, you may return to <i>myMOM</i> Portal by clicking the “<i>myMOM</i> Portal” link on the top left-hand corner of the page. Each section will be marked with a  when all relevant fields are completed.

<p>▼ Candidate particulars</p> <p>Full name (in the same order of appearance as travel document) ⓘ tan ah kow</p> <p>Exclude salutations</p> <p>Date of birth 01 Jan 1900</p> <p>Sex <input type="radio"/> Female <input checked="" type="radio"/> Male</p> <p>Nationality/Citizenship Australian</p> <p>ⓘ Please check that the candidate's particulars are correct. If so, notify MOM to update our records before you can proceed with this application.</p> <p>Continue</p>	<ul style="list-style-type: none">• Ensure that the candidate's particulars are entered correctly.• If the candidate's particulars differ from our records, please notify MOM or ICA to update the particulars before you proceed with the application.
<p>▼ Candidate particulars</p> <p>Full name (in the same order of appearance as travel document) ⓘ Tan Ah Kow</p> <p>Exclude salutations</p> <p>Date of birth 01 Jan 1990</p> <p>Sex <input type="radio"/> Female <input checked="" type="radio"/> Male</p> <p>Nationality/Citizenship Australian</p> <p>ⓘ Please check that the candidate's particulars are correct. If so, notify the Immigration & Checkpoints Authority to update their records. You may proceed with this application 2 days after updating ICA.</p> <p>Continue</p>	

	<ul style="list-style-type: none"> • In the “Candidate declarations” section, please check with the candidate before you answer the questions. • If you answer “Yes” to any of the declarations, you must provide information (as detailed as possible).
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5.4 Summary

- 5.4.1 You can review all the information entered for the application here and edit if necessary.
- 5.4.2 You can download a copy of the application details.
- 5.4.3 You must confirm and acknowledge the declarations.

Screenshots	Remarks
	<ul style="list-style-type: none"> • Please click  if you need to make any changes. You will be brought back to the relevant section.

<div data-bbox="236 210 408 237"> <h3>Declaration Form</h3> </div> <div data-bbox="236 266 724 304"> <p>The Declaration Form must be signed by the candidate, employer and employment agent (if applicable), and uploaded with the application.</p> </div> <div data-bbox="236 320 743 340"> <p>Please check that the information provided is correct before you generate the Declaration Form.</p> </div> <div data-bbox="240 356 427 383"> <p>Generate Declaration Form</p> </div> <div data-bbox="236 400 405 421"> <p>Upload signed Declaration Form V1</p> </div> <div data-bbox="491 400 596 421"> <p>View upload guide</p> </div> <div data-bbox="236 432 596 488"> <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 both electronic (Adobe Sign or equivalent) or wet-ink signatures.
<div data-bbox="209 1021 596 1296"> </div> <div data-bbox="655 969 1027 1509"> </div>	<ul style="list-style-type: none"> • Click on “View upload guide” for tips to generate and upload the declaration form correctly.

<p>Notification</p> <hr/> <p>We will notify you of the application outcome or if we need more documents. The email address you provide must belong to a user authorised to transact for your company.</p> <p>Email</p> <input type="text"/>	<ul style="list-style-type: none">• You must provide a valid and correct email address for us to notify you of the application outcome or ask for more documents for our assessment. All notifications will be done via email.• You must read and acknowledge the declaration by ticking the checkbox.• You can download a copy of the application summary when you click Download form summary as PDF• Please keep a copy of the supporting document(s) that are submitted with this application.
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Declaration

Please read and acknowledge the following:

- I am the registered user of this account and personally filled in the information in this Application for a Letter of Consent and in any related appeals.
- I declare that the information in this Application for a Letter of Consent 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.
- By submitting this application on behalf of my client, I had ensured that all the details pertaining to this application for Letter of Consent are provided to me by my client. If required, I am able to provide documentary proof in the form of hardcopy application forms signed by my client.
- 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 a Letter of Consent and residence in Singapore, the candidate has given the 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 declare that I have obtained written consent from the employer and the candidate to perform this transaction. I will produce this consent when requested by the authority.
- I declare that I have informed my client that should this Application be approved, the client is required to make application to Ministry of Manpower to allow this candidate to enter Singapore subject to prevailing entry requirements at the point of entry into Singapore.

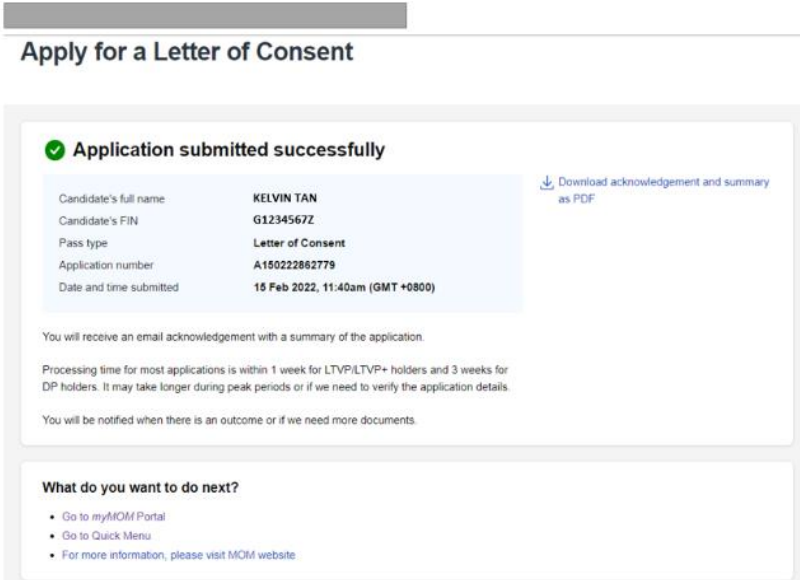
I declare that all of the above is true.

[Submit application](#)





[Download form summary as PDF](#)

5.5 Acknowledgement

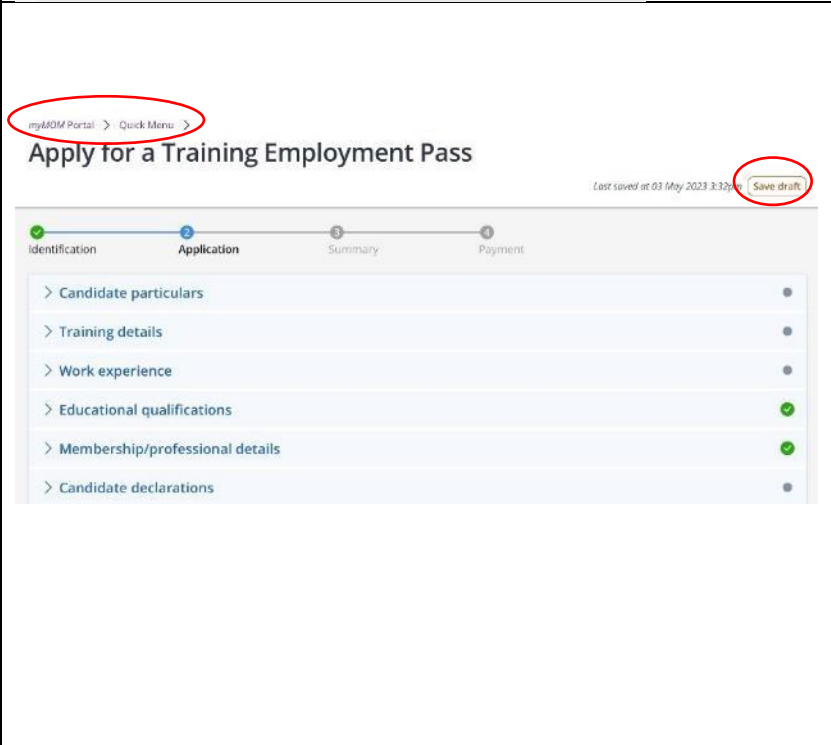

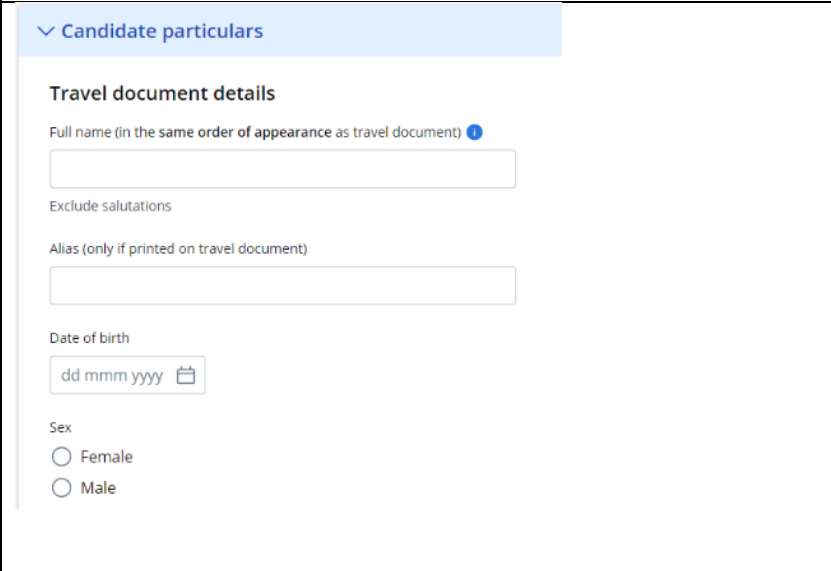
5.5.1 You will receive an email from MOM to acknowledge successful submission of your application. A PDF copy of the application summary will be attached in this email for your reference.

Screenshots	Remarks										
 <p>Apply for a Letter of Consent</p> <p>Application submitted successfully</p> <table border="1"> <tr> <td>Candidate's full name</td> <td>KELVIN TAN</td> </tr> <tr> <td>Candidate's FIN</td> <td>G1234567Z</td> </tr> <tr> <td>Pass type</td> <td>Letter of Consent</td> </tr> <tr> <td>Application number</td> <td>A150222862779</td> </tr> <tr> <td>Date and time submitted</td> <td>15 Feb 2022, 11:40am (GMT +0800)</td> </tr> </table> <p>Download acknowledgement and summary as PDF</p> <p>You will receive an email acknowledgement with a summary of the application.</p> <p>Processing time for most applications is within 1 week for LTVP/LTVP+ holders and 3 weeks for DP holders. It may take longer during peak periods or if we need to verify the application 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 	Candidate's full name	KELVIN TAN	Candidate's FIN	G1234567Z	Pass type	Letter of Consent	Application number	A150222862779	Date and time submitted	15 Feb 2022, 11:40am (GMT +0800)	<ul style="list-style-type: none"> Your application has been submitted successfully when you see this acknowledgement page. If you have submitted an application but do not see it appear on the <i>myMOM</i> Portal, please refresh the page after 15 minutes. You are encouraged to download and save a copy of the acknowledgement and summary as PDF. You may return to <i>myMOM</i> Portal to submit another application or perform another transaction. Else, to log out of the eService, click the "Log Out" button at the top of the page.
Candidate's full name	KELVIN TAN										
Candidate's FIN	G1234567Z										
Pass type	Letter of Consent										
Application number	A150222862779										
Date and time submitted	15 Feb 2022, 11:40am (GMT +0800)										

6. 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: 10px; width: 30%; text-align: center;"> <p>Check eligibility</p>  <p>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: 10px; width: 30%; text-align: center;"> <p>Update company profile</p>  <p>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: 10px; width: 30%; text-align: center;"> <p>Prepare documents</p>  <p>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> Takes about 30 minutes to complete.</p> <p style="text-align: center;">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>Apply for a Training Employment Pass</h3> <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 Identification 2 Application 3 Summary 4 Payment </div> <p>Has the candidate ever studied, worked or stayed long-term (not as a tourist) in Singapore?</p> <p><input type="radio"/> Yes, candidate is currently working/studying/staying in Singapore</p> <p><input type="radio"/> Yes, candidate has worked/studied/stayed in Singapore in the past</p> <p><input type="radio"/> No</p> <p><input type="radio"/> No, but candidate has a Foreign Identification Number (FIN) issued by Singapore</p> <p style="text-align: center; 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> <p><input type="text"/></p> <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.
	<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 myMOM Portal by clicking on the link at the top left-hand corner of the page, under the MOM logo.
	<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.

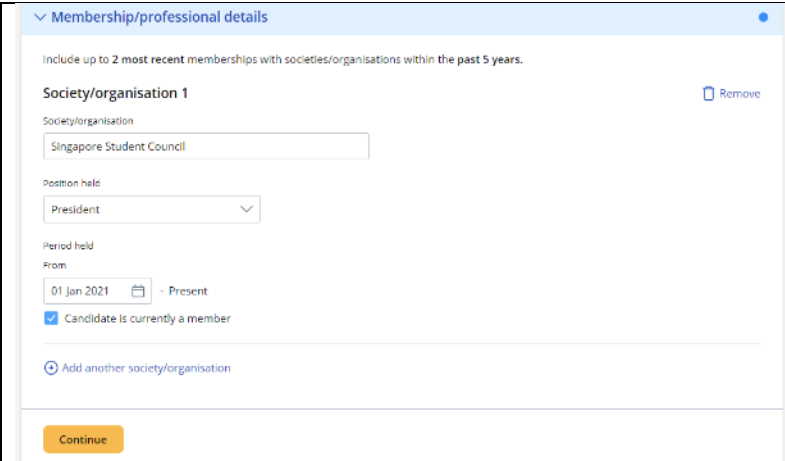
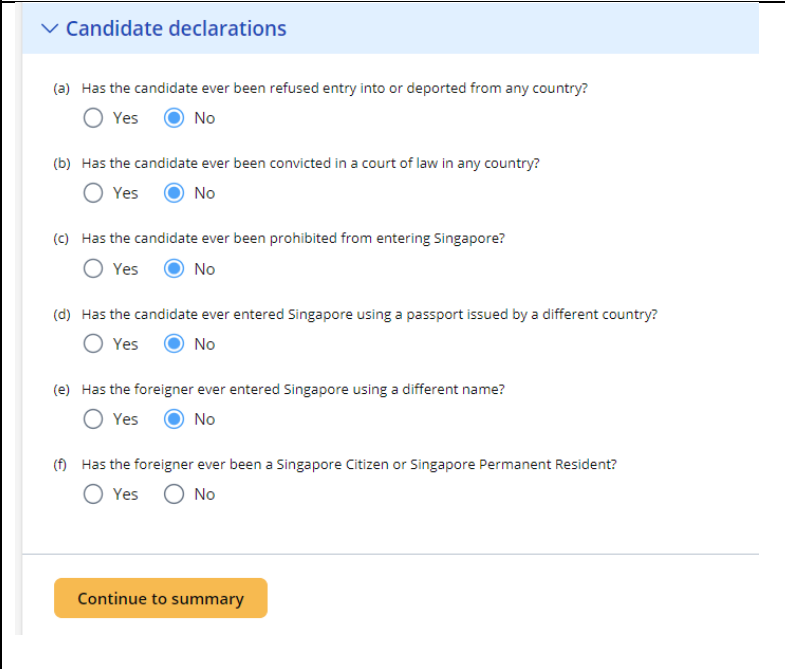
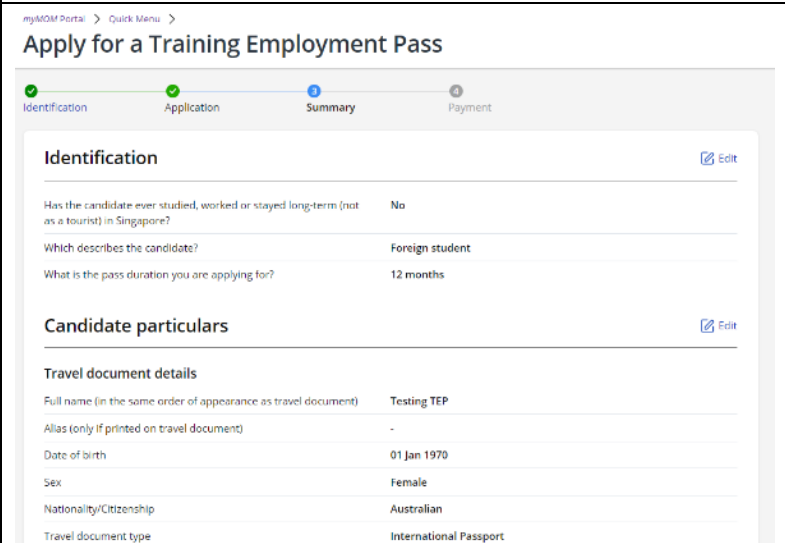
<p>Training location</p> <p>Primary training address</p> <p>Postal code</p> <p>038987</p> <p>Block/house no.</p> <p>7</p> <p>Street name</p> <p>TEMASEK BOULEVARD</p> <p>Floor no. Unit no.</p> <p># 01 - 01</p> <p>Building name</p> <p>SUNTEC TOWER ONE</p> <hr/> <p>+ Add another training address</p>	<ul 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 v</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 i <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 ✕</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 ✕</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 ✕</p> <p>Country/Region of awarding institution</p> <p>Singapore ✕</p> <p>Qualification ⓘ</p> <p>Bachelor's Degree ✕</p> <p>Faculty</p> <p>Business Administration ✕</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="text" value="Dec 2023"/> Expected graduation date</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..."/></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.

	<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.
	<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.
	<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.

<p>Notification email</p> <hr/> <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>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 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. <p><input type="checkbox"/> I declare that all of the above is true.</p> <p>Continue to payment</p> <p>Download form summary (PDF, ~100KB)</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 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. 																
<p>myMOM Portal > Quick Menu ></p> <p>Apply for a Training Employment Pass</p> <p>✔ Application submitted successfully</p> <p>Download acknowledgement and form summary (PDF, ~100KB)</p> <table border="1"> <tr> <td>Candidate's full name</td> <td>Testing TEP</td> </tr> <tr> <td>Candidate's FIN/Work Permit number</td> <td>-</td> </tr> <tr> <td>Pass type</td> <td>Training Employment Pass</td> </tr> <tr> <td>Application number</td> <td>A110423809546</td> </tr> <tr> <td>Date and time submitted</td> <td>11 Apr 2023, 12:14pm (GMT +0800)</td> </tr> <tr> <td>Payment method</td> <td>GIRO</td> </tr> <tr> <td>Total amount paid</td> <td>\$105</td> </tr> <tr> <td>Payment reference number</td> <td>-</td> </tr> </table> <p>You will receive an email acknowledgement with a summary of the application.</p> <p>Processing time usually takes about 3 weeks, but may be longer during peak periods or if we need to verify the application 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 	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	-	<ul style="list-style-type: none"> • When you see this acknowledgement page, your application has been submitted. • You may return to <i>myMOM</i> 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 <i>myMOM</i> Portal, please refresh the page after 15 minutes.
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	-																

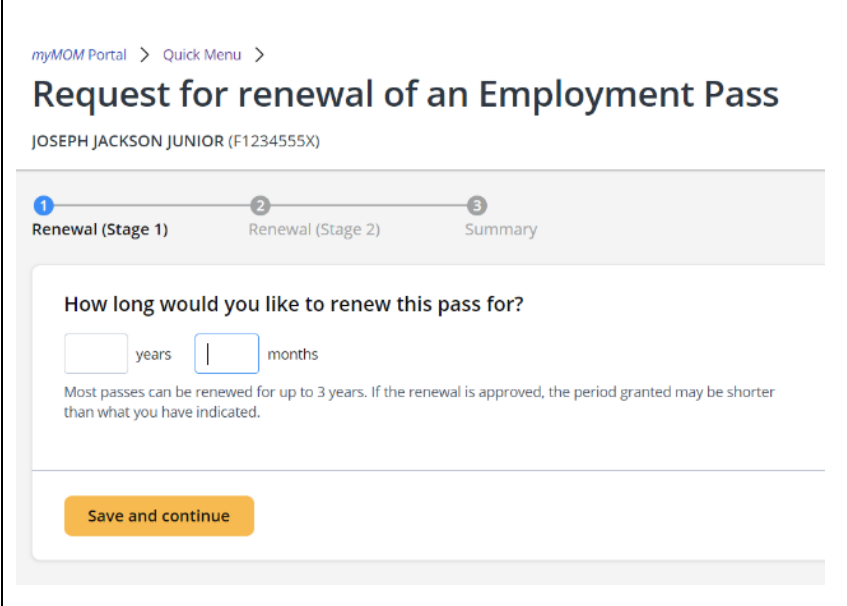
7. Renewal Request for Employment Pass (EP) & S pass

7.1 How to renew an Employment Pass (EP) or S Pass

Illustrations and Highlights	Remarks
<p>Before you start, remember to do this</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center; font-weight: bold;">Check eligibility</p>  <p style="font-size: 0.8em;">Check if the candidate qualifies for an Employment Pass or S Pass by taking the Self Assessment Tool (SAT).</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center; font-weight: bold;">Update company profile</p>  <p style="font-size: 0.8em;">Ensure the company profile (e.g. turnover information and contact details) is up-to-date, otherwise, it may affect the renewal.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center; font-weight: bold;">Prepare documents</p>  <p style="font-size: 0.8em;">Have documents ready to upload with the Employment Pass or S Pass renewal.</p> </div> </div> <p>Things to note</p> <ul style="list-style-type: none"> • Processing time for most renewals is 3 weeks. <p>🕒 Takes about 30 mins to complete.</p> <p style="text-align: center; background-color: #f4a460; color: white; padding: 2px 10px; border-radius: 3px;">Start renewal</p>	<ul style="list-style-type: none"> • Make sure you get these done before starting the renewal request process: <ul style="list-style-type: none"> ✓ Update your company’s profile (in particular, the turnover and contact information). Please wait for at least 30 minutes before returning to this page to submit the renewal request. ✓ Prepare the required documents you need to upload. • Click on the “Start renewal” button when you are ready to start. • To perform any of the following transactions, please wait for at least 20 minutes after submitting this renewal request. <ul style="list-style-type: none"> - Apply for new DP/LTVP using <i>myMOM</i> Portal - Renew DP/LTVP using EP eService

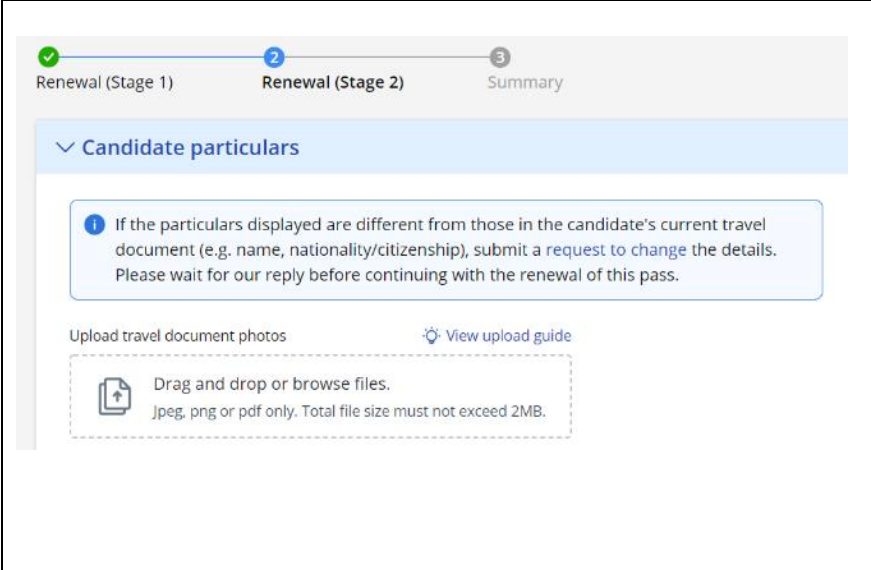
7.2 Renewal Request (Stage 1)

- 7.2.1 You must answer all questions in Stage 1 before you can proceed to Stage 2.
- 7.2.2 A copy of the renewal request will be auto-saved when you proceed to Stage 2.

Sample Questions / Fields	Remarks
	<ul style="list-style-type: none"> • This is the first question in the renewal request (Stage 1) – Let us know how long you would like to renew this pass for. • You can use the breadcrumbs at the top of the page to return to <i>myMOM Portal</i>. • You may also click on the “Save and continue” button to navigate to the next stage.



7.3 Renewal Request (Stage 2)

- 7.3.1 You can fill up the questions and sections in Stage 2 in a non-sequential manner.
- 7.3.2 You may be asked to upload relevant documents in the respective sections. Please note that:
 - a. Documents should be clear and correct. If not, you may be asked to resubmit them.
 - b. Each document upload should be less than 2MB in file size.
 - c. Documents that are not in English should be submitted together with an official English translation.
- 7.3.3 You can save draft at any point.




Sample Questions / Fields	Remarks
	<ul style="list-style-type: none"> • The personal particulars of the pass holder will be automatically retrieved and displayed for verification. • A clear copy of the travel document will be required to be uploaded, if you have not submitted it to us previously.

Sample Questions / Fields	Remarks
<p>Full name (in the same order of appearance as travel document) JOSEPH JACKSON JUNIOR</p> <p>FIN F1234555X</p> <p>Date of birth 02 Mar 1975</p> <p>Sex Male</p> <p>Nationality/Citizenship Belgian</p> <p>Travel document type International Passport</p> <p>Travel document number ⓘ AXXX7777</p> <p>Travel document issue date dd mmm yyyy 📅</p> <p>Travel document expiry date 22 Aug 2023 📅</p> <p>Continue</p>	<ul style="list-style-type: none"> • If your travel document details has changed, please enter the latest information. • You will need to enter the Travel document issue date if it is blank. • You may save a draft copy of this request if you wish to continue another day. • Click on the “Continue” button to proceed to the next section.

<p>Work location</p> <p>Postal code 188537</p> <p>Block/house no. 15</p> <p>Street name QUEEN STREET</p> <p>Floor no. Unit no. # 03 - 05</p> <p>Building name TAN CHONG TOWER</p> <p>Is the premises (at the above address) a food establishment? <input type="radio"/> Yes <input checked="" type="radio"/> No </p>	<ul style="list-style-type: none"> • Work location: Edit and update the workplace address, if applicable. • The address will be retrieved automatically (Building name may not be shown) and you can enter the floor and unit number, if applicable.
	<ul style="list-style-type: none"> • Agency support: Edit and update the list of agency

<p>Agency support</p> <p>Is this renewal supported by any relevant professional bodies or vetting/accreditation agencies? ⓘ</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Agency support</p> <p>Is this renewal 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><input type="text" value=""/></p> <p> Remove</p> <p>Upload registration or support letter</p> <div style="border: 1px dashed gray; padding: 5px;"> <p> Drag and drop or browse files. Jpeg, png or pdf only. Total file size must not exceed 2MB.</p> </div> <p>+ Add another supporting agency</p>	<p>support you have received that is different from the current pass.</p> <ul style="list-style-type: none"> You will see a document upload feature if we require you to upload a document. Each agency can only be selected once.
<p>Work experience</p> <p>Total work experience</p> <p><input type="text" value="3"/> years <input type="text" value="0"/> months</p> <p>Relevant work experience</p> <p><input type="text" value="1"/> years <input type="text" value="5"/> months</p>	<ul style="list-style-type: none"> You may edit and update the pass holder's length of total and relevant work experience.
	<ul style="list-style-type: none"> The existing qualifications from current pass is retrieved and displayed, excluding those with awarding institution not in the standard listing. You will be required to upload relevant documents, such as the educational certificate and verification proof

<p>▼ Educational qualifications</p> <p>Include up to 2 of the candidate's qualifications:</p> <ul style="list-style-type: none">• Enter the details exactly as they appear on the educational certificate.• Select from 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, you must 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 not accredited or recognised by its country's education authorities. <p>Qualification 1</p> <p>Awarding institution</p> <p>Royal Melbourne Institute Of Technology (ALSO KNOW... X)</p> <p>Country/Region of awarding institution</p> <p>Australia</p> <p>Qualification</p> <p>Bachelor's Degree X</p> <p>Faculty</p> <p>Science (Computer Studies) X</p> <p>Did the candidate attend classes on campus?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is the campus in Australia?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Mode of study</p> <p><input checked="" type="radio"/> Full-time <input type="radio"/> Part-time</p> <p>Period of study</p> <p>From To</p> <p>Jan 2017 Feb 2019</p> <p>+ Add another qualification</p>	<p>for each new qualification that is added.</p> <ul style="list-style-type: none">• You can click “Remove” icon to delete a qualification that you have added.• Click “Add another qualification” if the candidate has another qualification to declare.
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<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> <hr/> <p>Skip, no memberships to add</p>	<ul style="list-style-type: none"> You can declare up to 2 professional memberships with organisations /societies. You can skip this section, if it is not 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 applicant 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 #add8e6; 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> <hr/> <p> <input type="button" value="Cancel"/> <input type="button" value="Continue"/> </p> </div>	<ul style="list-style-type: none"> If your declaration answer 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. 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.

7.4 Summary

7.4.1 You can review all the information entered for the renewal request here and edit, if necessary.

7.4.2 You can download a copy of the renewal request details.

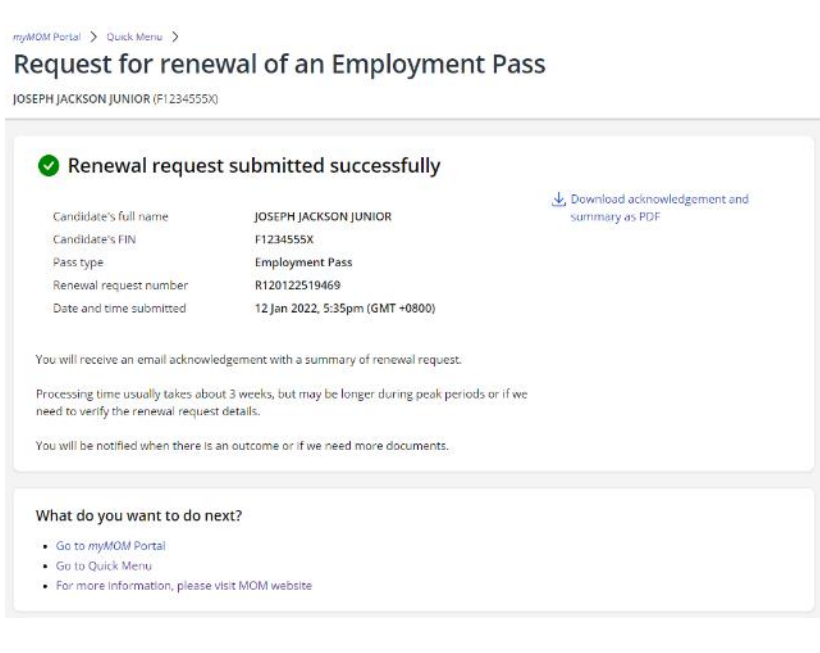
7.4.3 You need to confirm and acknowledge the declarations.

Illustrations and Highlights	Remarks
	<ul style="list-style-type: none"> You can review all the information entered for this renewal request. If the candidate is unlikely to qualify for an Employment Pass or S Pass based on the information provided, the system will show an alert at the top of the summary form. You can click  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.
<h3>Notification</h3> <p>We will notify you of the renewal outcome or if we need more documents. The email address you provide must belong to a user authorised to transact for your company.</p> <p>Email</p> <input type="text"/>	<ul style="list-style-type: none"> You must provide us with an email address, so that we can notify you of the renewal request outcome or ask for more documents for our assessment. All notifications will now be sent via email instead of SMS. You need to confirm and acknowledge the declaration clauses.

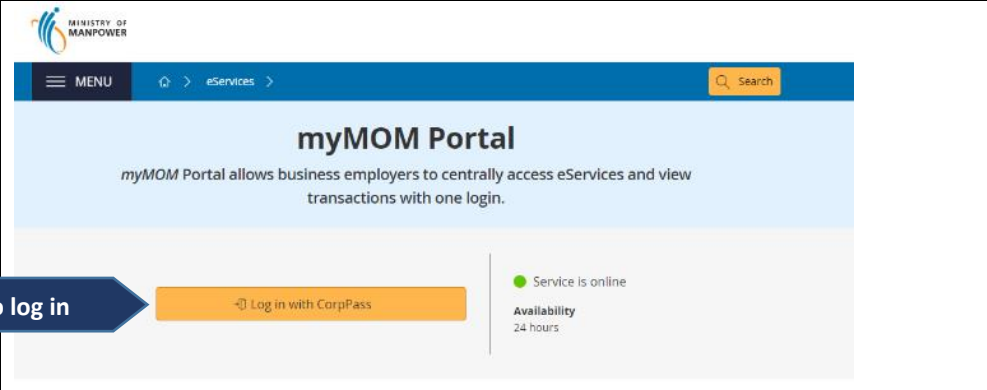
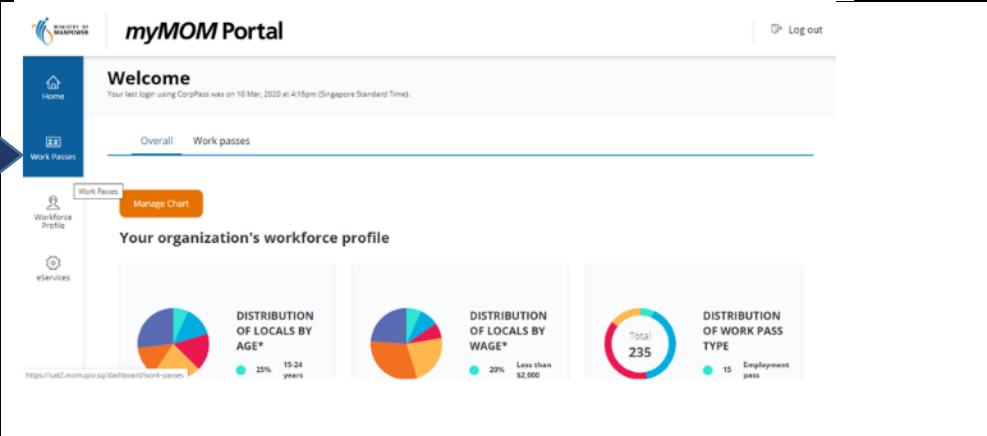
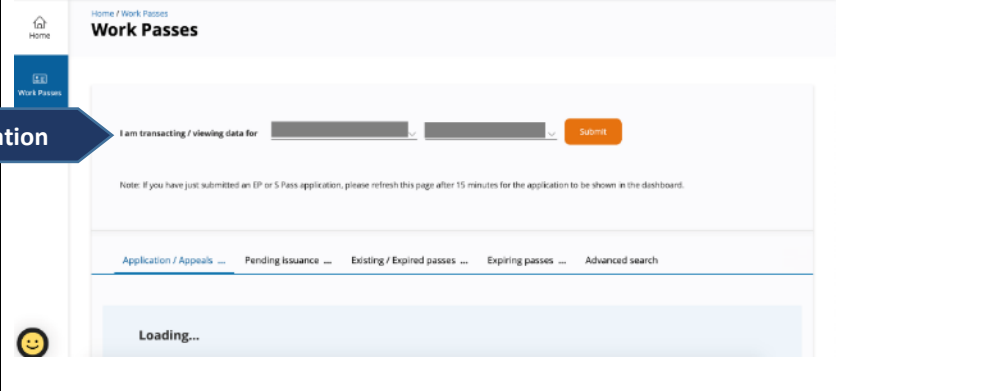
<p>Declaration</p> <p>Please read and acknowledge the following:</p> <ul style="list-style-type: none"> • I am the registered user of this EP Online account and personally filled in the information in this Renewal for an Employment Pass and in any related appeals. • I declare that the information in this Renewal for an Employment 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 an 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 Renewal. • I have obtained written consent from the candidate to apply for an Employment Pass for him/her. I will produce this consent when requested by the authority. • I declare that should this Renewal 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. <p><input type="checkbox"/> I declare that all of the above is true.</p> <p>Submit renewal</p> <p>Download form summary as PDF</p>	<ul style="list-style-type: none"> • You can download a copy of the renewal request summary when you click Download form summary as PDF • You should also save a copy of the supporting documents that are submitted with this renewal request.
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7.5 Acknowledgement

7.5.1 You will receive an email from MOM to acknowledge successful submission of your application. A PDF copy of the application summary will be attached in this email.

Illustrations and Highlights	Remarks
 <p>The screenshot shows the 'Request for renewal of an Employment Pass' page for JOSEPH JACKSON JUNIOR (F1234555X). A green checkmark indicates the renewal request was submitted successfully. A table lists the candidate's details: full name (JOSEPH JACKSON JUNIOR), FIN (F1234555X), pass type (Employment Pass), request number (R120122519469), and submission date (12 Jan 2022, 5:35pm GMT +0800). Below the table, there are instructions on receiving an email acknowledgement, processing time (usually 3 weeks), and notification of outcomes. At the bottom, there are navigation options: 'Go to myMOM Portal', 'Go to Quick Menu', and 'For more information, please visit MOM website'.</p>	<ul style="list-style-type: none"> • Your renewal request has been submitted when you see this acknowledgement page. • You may return to <i>myMOM</i> Portal to make another renewal request or log out of the eService. • After you have submitted a renewal request and do not see it appear on the <i>myMOM</i> Portal, please refresh the page after 15 minutes.

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

<p>1. Log in with Corppass to access <i>myMOM</i> Portal.</p>	 <p>The screenshot shows the myMOM Portal login interface. At the top, there is a navigation bar with 'MENU', 'eServices', and a search box. Below this, the main heading is 'myMOM Portal' with a sub-heading: 'myMOM Portal allows business employers to centrally access eServices and view transactions with one login.' A prominent orange button labeled 'Log in with CorpPass' is visible. A blue arrow points to this button with the text 'Click here to log in'. To the right of the button, there is a status indicator: 'Service is online' with a green dot and 'Availability 24 hours'.</p>
<p>2. After logging in, you will be directed to <i>myMOM</i> Portal.</p>	 <p>The screenshot shows the myMOM Portal dashboard after login. The left sidebar has 'Work Passes' selected. The main content area shows a 'Welcome' message and a 'Work Passes' section with a 'Manage Chart' button. Below this is a 'Your organization's workforce profile' section with three charts: 'DISTRIBUTION OF LOCALS BY AGE*', 'DISTRIBUTION OF LOCALS BY WAGE*', and 'DISTRIBUTION OF WORK PASS TYPE'. A blue arrow points to the 'Work Passes' tab in the sidebar with the text 'Click on 'Work Passes' tab'.</p>
<p>3. Select the organisation that you are transacting for.</p>	 <p>The screenshot shows the 'Work Passes' page. At the top, there is a dropdown menu labeled 'I am transacting / viewing data for' with a 'Submit' button. A blue arrow points to this dropdown with the text 'Select organisation'. Below the dropdown, there is a note: 'Note: If you have just submitted an EP or S Pass application, please refresh this page after 15 minutes for the application to be shown in the dashboard.' At the bottom, there is a 'Loading...' indicator.</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>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. 	

7. You will enter the starting page for renewal of the DP/LTVP.

- Make sure you get these done before starting the renewal process:
 - ✓ Submit renewal for the main pass holder first.
 - ✓ Prepare the required documents.

• Click on the “Start renewal” button when you are ready.

Click here

- 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.

8. Fill in the required fields in the Dependant particulars section.

- The main pass holder’s and dependant’s particulars will be auto-populated and displayed for verification.
- If the dependant’s particulars differ from the current travel document, please submit a change request before continuing with the renewal request.
- If the dependant’s renewal request is submitted before the main pass holder’s, the dependant’s pass duration (if granted), will be tied to the expiry of the current main pass.
- Therefore, for a longer pass duration, always renew the main pass first.

Request renewal of a Dependant's Pass

9. If the information differs from our records, you will be prompted to upload the dependant’s travel document. Please ensure to upload a clear copy of the travel document.


- If dependant’s travel document details have changed, please enter the latest information.
- You will need to enter the Travel document issue date if it is blank.
- You will also need to update the State/Province of Nationality/Citizenship if it is blank. (This applies to Chinese/Indian/Malaysian nationals only).
- 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.

Click here to continue

10. Click on the “Continue” button to proceed to the next section.

Dependant's particulars

Upload travel document photos [View upload guide](#)

 Drag and drop or browse files.
 Jpeg, png or pdf only. Total file size must not exceed 2MB.

Full name (in the same order of appearance as travel document)

FIN

Date of birth

Sex

Female

Nationality/Citizenship

State/Province

Relationship to main pass holder

Legally married spouse

i If the relationship has changed, apply for a new pass.

Marital status

Married

Travel document type

Travel document number **i**

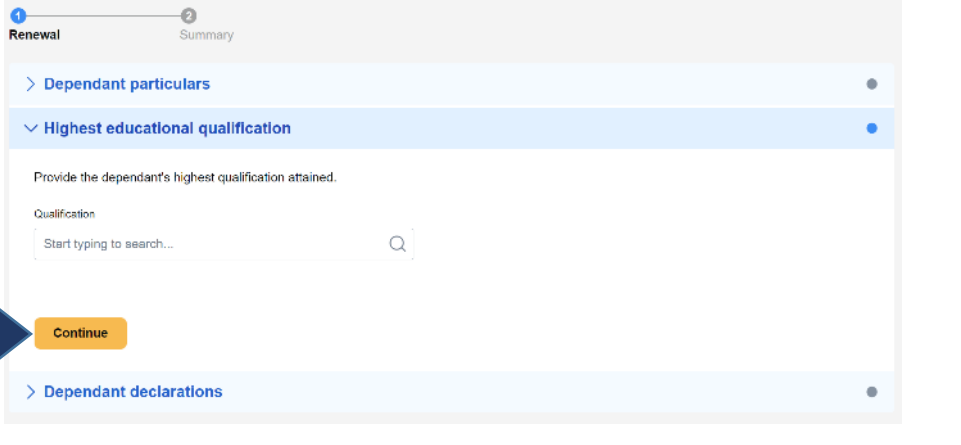
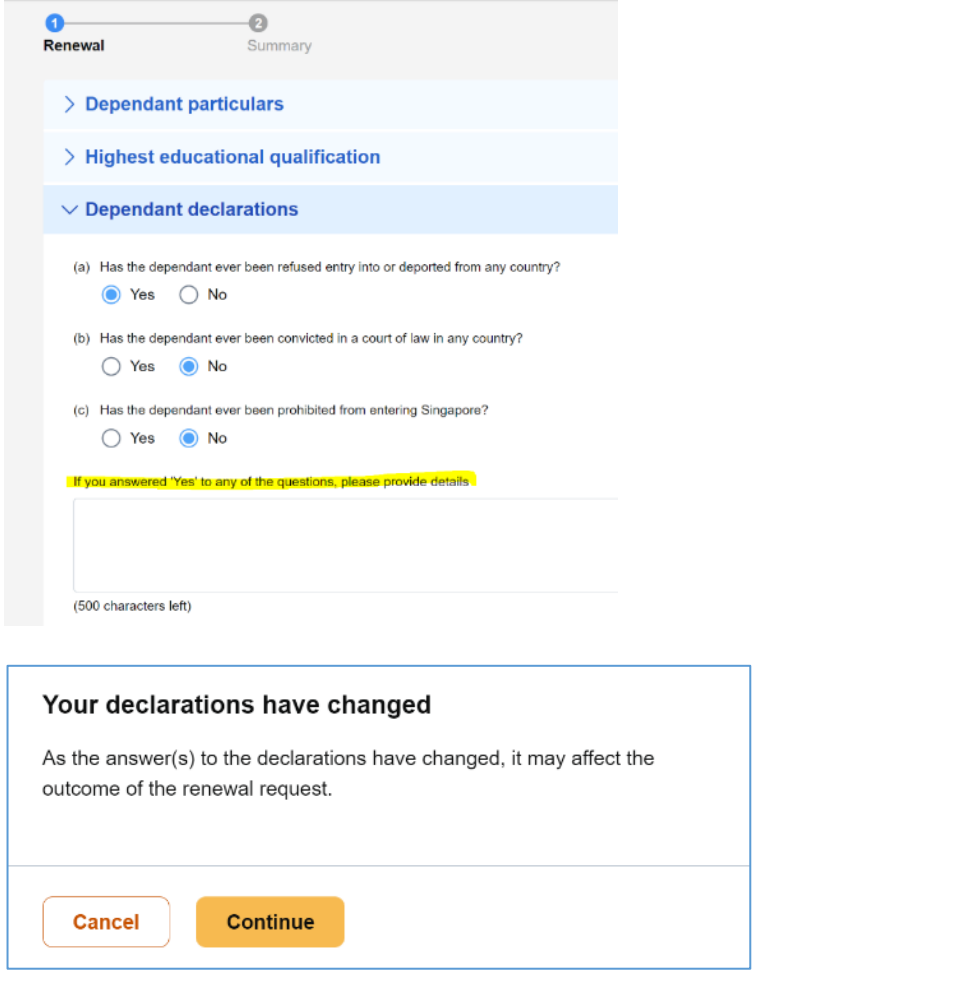
Travel document issue date

Travel document expiry date

Continue

> [Highest educational qualification](#)

> [Dependant declarations](#)

<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>	
<p>12. Ensure that you check with the dependant before answering the questions in this section.</p> <ul style="list-style-type: none"> • 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. 	

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) [REDACTED]
 FIN [REDACTED]
 Ongoing transaction **Renewal**

Dependant's particulars

Full name (in the same order of appearance as travel document) [REDACTED]
 FIN [REDACTED]
 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 [REDACTED]
 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 [REDACTED]

[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-rqmbs>
- 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-rqmbs>

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.

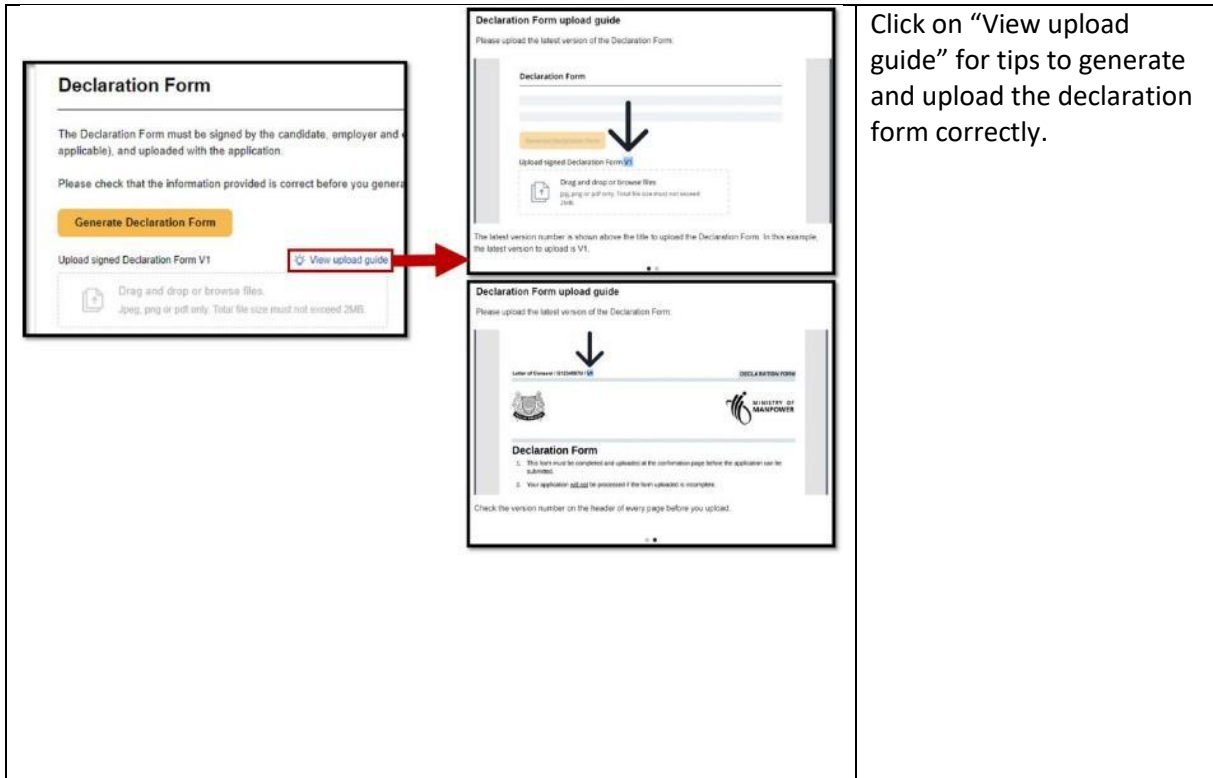
9. Request Renewal of a Letter of Consent (LOC)

<p>Before you start, remember to do this</p> <div data-bbox="220 421 612 638"><p>Update organisation profile</p><p>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="635 421 1027 638"><p>Prepare documents</p><p>Have these documents ready to upload with your renewal request.</p></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>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.
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	<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).
	<ul style="list-style-type: none"> • Click "Continue" if all the information displayed are accurate.

<p> ▼ Position details </p> <p>Occupation and salary details</p> <p>Occupation</p> <p>Cook ✕</p> <p>Select an occupation that best matches</p> <p>Fixed monthly salary</p> <p>SGD 1,800</p> <p>Basic salary and fixed allowances, excluding variables. Learn more</p> <p>Basic monthly salary</p> <p>SGD 1,800</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"> • 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?</p> <p><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?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>(c) Has the candidate ever been prohibited from entering Singapore?</p> <p><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 #00a0e3; 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>

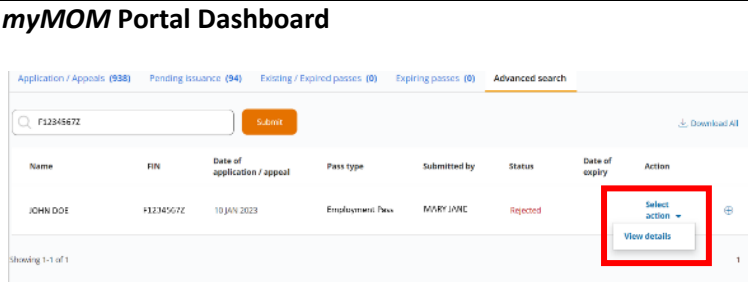
<p>Request renewal of a Letter of Consent</p> <p>JOHN DOE (F1234567Z), TEST HOLDINGS PTE. LTD. (123412345W-00-000)</p> <p>Renewal Summary</p> <hr/> <p>Candidate particulars</p> <table border="1"> <tr> <td>Full name (In the same order of appearance as travel document)</td> <td>JOHN DOE</td> </tr> <tr> <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																						
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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: 10px;"> <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 illustrates the process of navigating to the Declaration Form upload guide. On the left, a screenshot of the 'Declaration Form' page shows a 'View upload guide' button highlighted with a red box. A red arrow points from this button to two examples of the 'Declaration Form upload guide' document. The top example shows a form with a 'Declaration Form' field and an 'Upload signed Declaration Form' button. The bottom example shows a form with a 'Letter of Consent' field and a 'DECLARATION FORM' field, along with a list of instructions for the form.

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

10. 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: F12345672 Submit Download All

Name	FIN	Date of application / appeal	Pass type	Submitted by	Status	Date of expiry	Action
JOHN DOE	F12345672	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

A100123795376

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>Start a transaction</p> <p>I want to</p> <p>Action</p> <p>View details ✕</p> <p>For this organisation</p> <p>My organisation ▼</p> <p>For this foreigner</p> <p>Search by FIN ▼</p> <p>FIN</p> <p>F1234567Z</p> <p>Date of application</p> <p>18 Mar 2023 📅</p> <p>Continue</p>																					
<p>View details</p> <p>JOHN DOE (F1234567Z)</p> <hr/> <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> <hr/> <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> <hr/> <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																				
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Submission organization	TESTING HOLDING PTE. LTD. (12341234X-00-00)																				
Submission user	CORPPASS TEST ACCOUNT																				

Appeal for an Employment Pass

JOHN DOE (F1234567Z)


i 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](#).

Before you start, remember to do this

<h5>Review outcome</h5>  <p>Review the outcome. You may consider appealing if you can address the reason(s) for rejection.</p>	<h5>Check eligibility</h5>  <p>Check if the candidate qualifies for an Employment Pass or S Pass by taking the Self-Assessment Tool (SAT).</p>	<h5>Prepare documents</h5>  <p>You may include supporting documents with your appeal. Documents you have already provided will be considered.</p>
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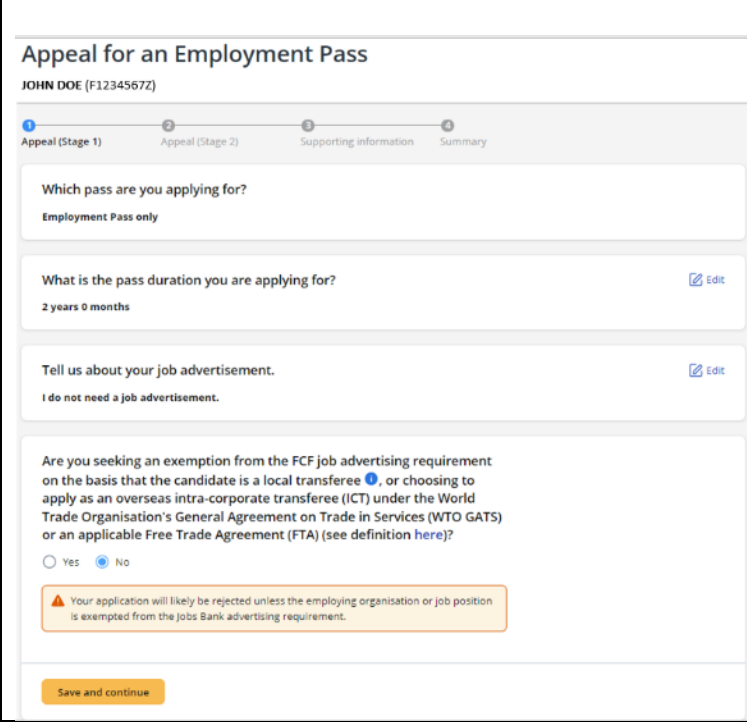
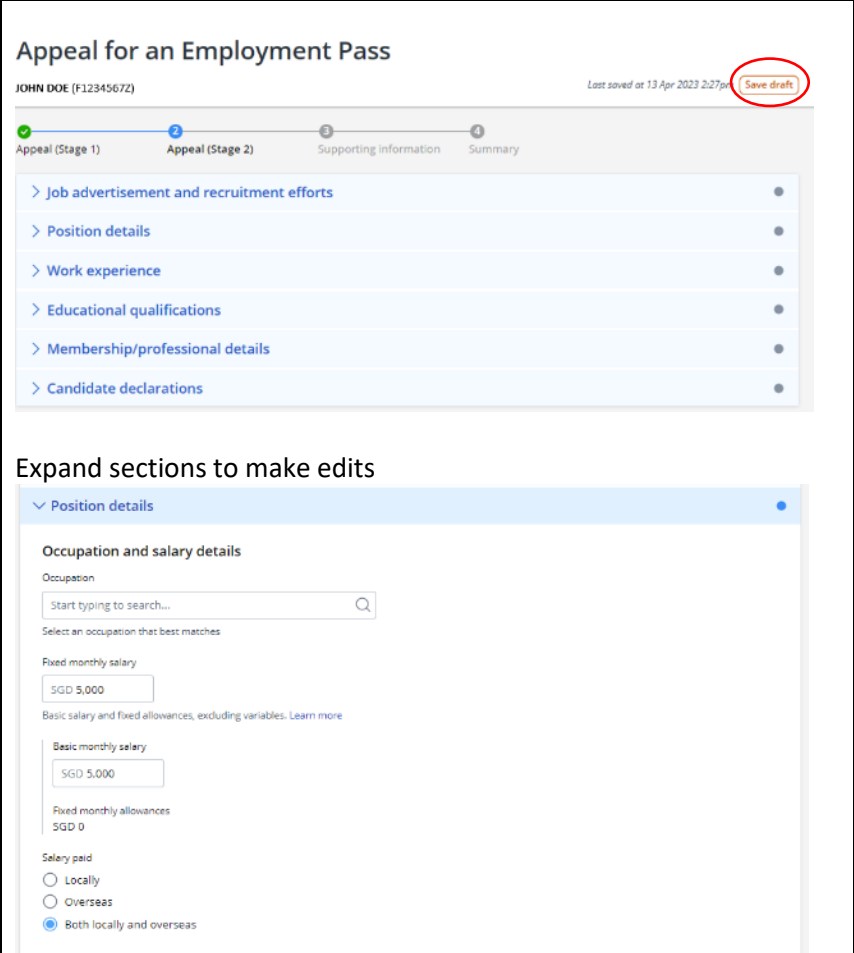
Things to note

- Processing time for most appeals are at least 6 weeks, sometimes longer.

 Takes about 20 mins to complete.



[Start appeal](#)

- Make sure you get these done before starting the appeal process:
 - ✓ 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.

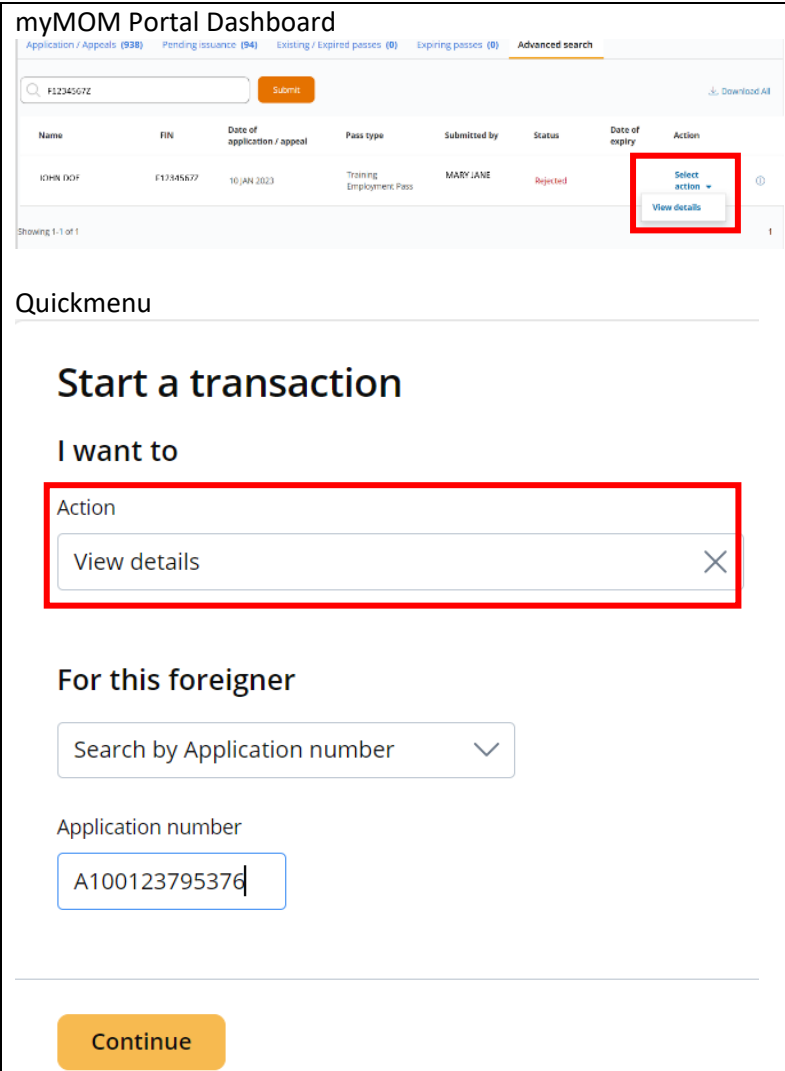
	<ul style="list-style-type: none"> • Information based on the last rejected transaction will be retrieved automatically and displayed for verification. • You may edit and update the information, if applicable. • Click on “Save and continue” to navigate to the next stage.
 <p>Expand sections to make edits</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.

<p>Appeal (Stage 1) Appeal (Stage 2) Supporting information Summary</p> <ul style="list-style-type: none"> > Job advertisement and recruitment efforts ✓ > Position details ✓ > Work experience ✓ > Educational qualifications ✓ > Membership/professional details ✓ ▼ Candidate declarations ✓ <ul style="list-style-type: none"> (a) Has the candidate ever been refused entry into or deported from any country? <input type="radio"/> Yes <input checked="" type="radio"/> No (b) Has the candidate ever been convicted in a court of law in any country? <input type="radio"/> Yes <input checked="" type="radio"/> No (c) Has the candidate ever been prohibited from entering Singapore? <input type="radio"/> Yes <input checked="" type="radio"/> No (d) Has the candidate ever entered Singapore using a passport issued by a different country? <input type="radio"/> Yes <input checked="" type="radio"/> No (e) Has the foreigner ever entered Singapore using a different name? <input type="radio"/> Yes <input checked="" type="radio"/> No (f) Has the foreigner ever been a Singapore Citizen or Singapore Permanent Resident? <input type="radio"/> Yes <input checked="" type="radio"/> No <p>Save and continue</p>	<ul style="list-style-type: none"> Once all the information is provided, click on “Save and continue” to continue to the next stage.
<p>Appeal for an Employment Pass</p> <p>JOHN DOE (F12345672) Last saved at 13 Apr 2023 2:30pm Save draft</p> <p>Appeal (Stage 1) Appeal (Stage 2) Supporting information Summary</p> <h3>Supporting information</h3> <p>You may include up to 5 documents for your appeal:</p> <ul style="list-style-type: none"> Select from the drop-down list whenever possible. 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>Add document</p> <h3>Additional remarks</h3> <p>Is there anything more you want to add? (Optional)</p> <p><input type="text"/></p> <p>(1000 characters left)</p> <p>Continue to summary</p>	<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.

	<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. • 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. 																
<table border="1" data-bbox="582 1818 837 1912"> <thead> <tr> <th></th> <th>Interviewed</th> <th>Offered</th> <th>Hired</th> </tr> </thead> <tbody> <tr> <td>Singapore citizens</td> <td>0</td> <td>-</td> <td>-</td> </tr> <tr> <td>Permanent Residents</td> <td>0</td> <td>-</td> <td>-</td> </tr> <tr> <td>Foreigners</td> <td>0</td> <td>-</td> <td>-</td> </tr> </tbody> </table>		Interviewed	Offered	Hired	Singapore citizens	0	-	-	Permanent Residents	0	-	-	Foreigners	0	-	-	<ul style="list-style-type: none"> • 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.
	Interviewed	Offered	Hired														
Singapore citizens	0	-	-														
Permanent Residents	0	-	-														
Foreigners	0	-	-														

<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> </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>Download acknowledgement and form summary (PDF, ~60KB)</p> <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	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										
FIN	F1234567Z										
Pass type	Employment Pass										
Application number	A100123795376										
Date and time submitted	13 Apr 2023, 2:40pm (GMT +0800)										

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







The screenshot shows the myMOM Portal Dashboard. At the top, there are navigation links for 'Application / Appeals (938)', 'Pending issuance (94)', 'Existing / Expired passes (0)', and 'Expiring passes (0)'. Below these is an 'Advanced search' section with a search bar containing 'F1234567Z' and a 'Submit' button. A table below lists application details:

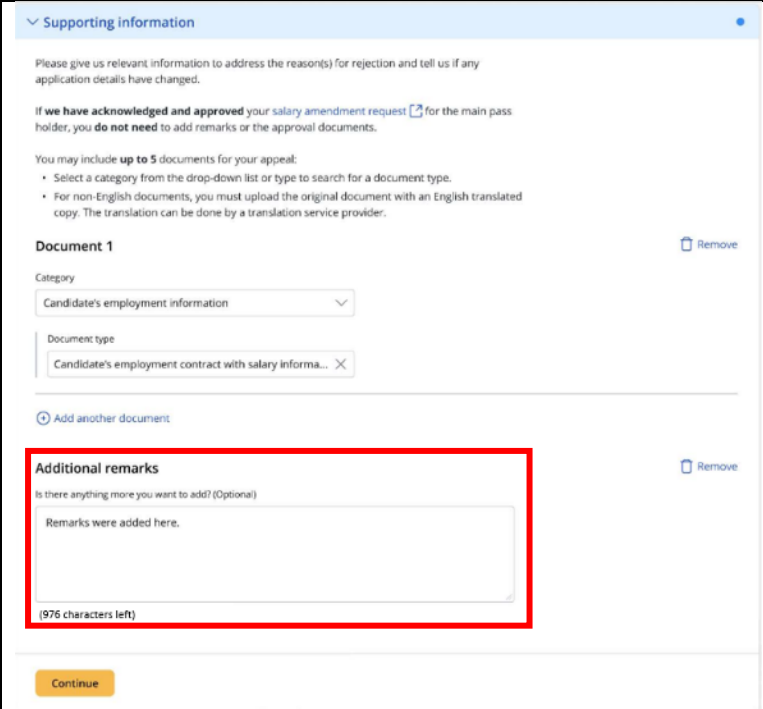
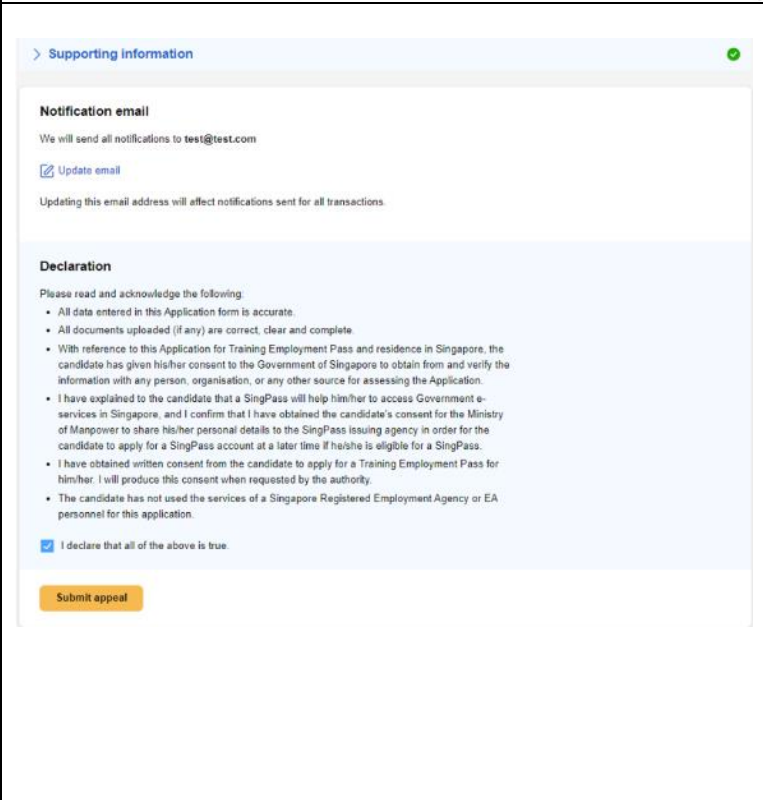
Name	RIN	Date of application / appeal	Pass type	Submitted by	Status	Date of expiry	Action
JOHN DOE	F1234567Z	10 JAN 2023	Training Employment Pass	MARY JANE	Rejected		Select action View details

Below the table is a 'Quickmenu' section titled 'Start a transaction' with the heading 'I want to'. A search filter is set to 'Action', and a dropdown menu shows 'View details'. Below this is a section 'For this foreigner' with a dropdown set to 'Search by Application number' and an input field containing 'A10012379537d'. A 'Continue' button is at the bottom.

- 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> <p style="text-align: right;"> Submitted application (PDF, ~80KB)</p> <table border="1"> <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>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> <p>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;">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;"> <div style="border: 1px solid #ccc; padding: 10px; width: 45%;"> <p style="text-align: center;">Review outcome</p> <div style="text-align: center;"></div> <p style="text-align: center;">When you appeal, please address the reason(s) for rejection.</p> </div> <div style="border: 1px solid #ccc; padding: 10px; width: 45%;"> <p style="text-align: center;">Prepare relevant information</p> <div style="text-align: center;"></div> <p style="text-align: center;">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><input checked="" type="checkbox"/> Update email</p> <p>Updating this email address will affect notifications sent for all transactions.</p> <p> Takes about 10 minutes to complete.</p> <p style="text-align: center;">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 																				

<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> <input type="button" value="Add document"/> <input type="button" value="Add remarks"/> </p> <p>Skip, no information to add</p>	<p>relevant information to 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... X</p> <p> <input type="button" value="Add another document"/> <input type="button" value="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... X</p> <p>Add another document</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	Download acknowledgement and form summary (PDF, ~60KB)
FIN	F1234567Z	
Pass type	Training Employment Pass	
Application number	A100123795376	
Date and time submitted	13 Apr 2023, 2:40pm (GMT +0800)	

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.

12. Retrieving Drafts

The screenshot shows the 'My drafts' page in the myMOM Portal. The page header includes the Singapore Government Agency Website logo and the Ministry of Manpower logo. The breadcrumb trail is 'myMOMPortal > Work Passes >'. The main heading is 'My drafts'. Below the heading, there are filters for 'All pass type' and 'All last saved', and a search bar. The table below lists the drafts:

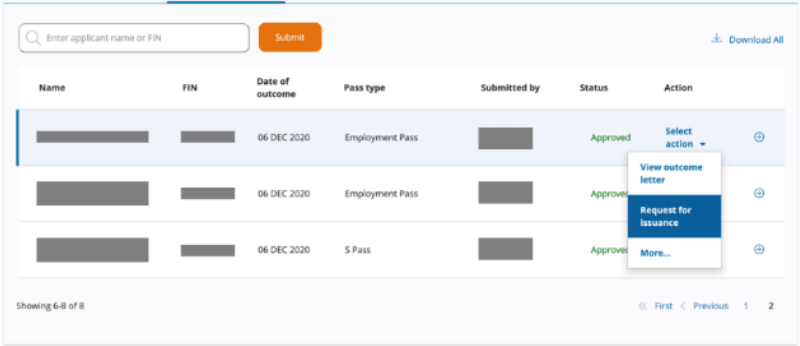
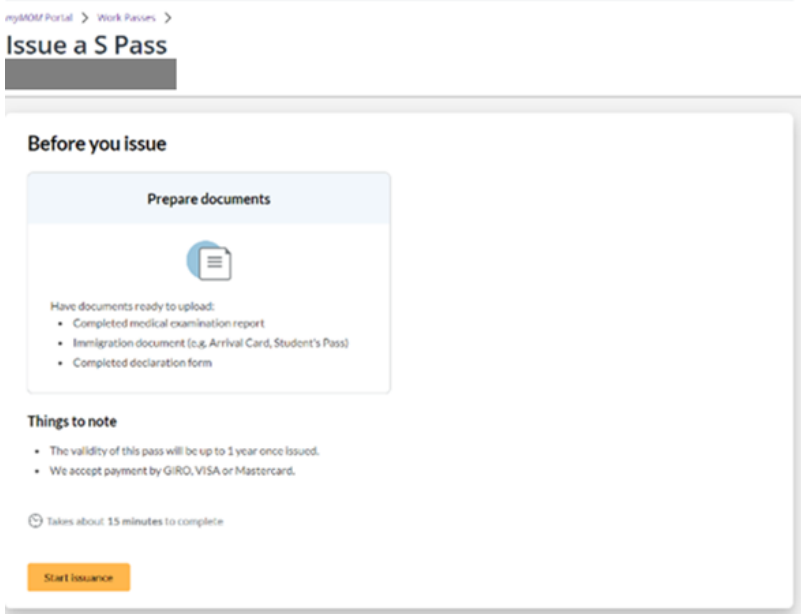
Name	FIN/Work Permit no.	Travel document number	Pass type	Employer UEN	Last saved
Desmond Lii He		QW34523583	EP	195700119M-00-000	03 Mar 2020 03:33:33 pm
Riri Erlina	F9890569M	G345672303	EP	195700119M-00-000	03 Mar 2020 03:35:41 pm
Robinson Harvard		T345678345	EP	195700119M-00-000	03 Mar 2020 03:32:40 pm
			EP	195700119M-00-000	20 Feb 2020 11:26:09 am
			EP	195700119M-00-000	17 Feb 2020 04:41:54 pm
	G5515074K		EP	195700119M-00-000	11 Feb 2020 03:21:43 pm

At the bottom of the table, it shows '1 to 6 of 6' and navigation buttons for 'Prev', '1', and 'Next'.

- The “My drafts” page lists all drafts saved for the organisation.
- Clicking on a selected draft will bring you to that saved draft.
- You can use the search filters (e.g. Name, Travel document number) to find your draft.
- Drafts that are inactive for 90 days (from last saved date) will be automatically deleted.
- If you wish to return to the main menu of *myMOM* Portal, click on the link at the top left-hand corner of the page.

13. Issue a pass

13.1 How to get a pass issued

Illustrations and Highlights	Remarks
 <p>The screenshot shows a table with columns: Name, FIN, Date of outcome, Pass type, Submitted by, Status, and Action. The table contains three rows of data. The 'Action' column for the first two rows has a dropdown menu open, with 'Request for issuance' selected. The third row has a 'More...' option. The table is on page 2 of 2, showing 6-8 of 8 items.</p>	<ul style="list-style-type: none"> • Click on “Pending issuance” tab. • Search for the foreigner and select the action “Request for issuance”.
 <p>The screenshot shows the 'Issue a S Pass' page. It includes a breadcrumb trail 'myMOM Portal > Work Passes > Issue a S Pass'. Under the heading 'Before you issue', there is a 'Prepare documents' section with a document icon and a list of documents to upload: 'Completed medical examination report', 'Immigration document (e.g. Arrival Card, Student's Pass)', and 'Completed declaration form'. Below this is a 'Things to note' section with two bullet points: 'The validity of this pass will be up to 1 year once issued.' and 'We accept payment by GIRO, VISA or Mastercard.' At the bottom, there is a 'Start Issuance' button and a note that it 'Takes about: 15 minutes to complete'.</p>	<ul style="list-style-type: none"> • Make sure you get these done before requesting to get the pass issued: <ul style="list-style-type: none"> ✓ Ensure you have the contact information of the foreigner. ✓ Prepare required documents for uploading. • Click Start Issuance when you are ready to start. • Use the breadcrumbs at the top of the page to return to myMOM Portal.

(Only for an employment agent who is handling the foreigner's transactions for the first time)

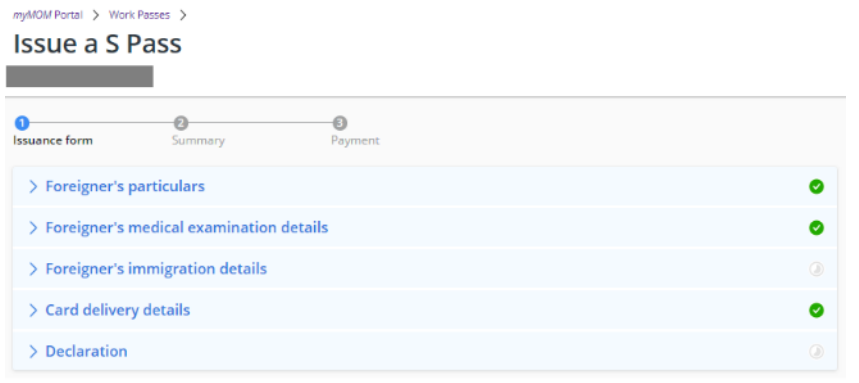








<p>myMOM Portal > Welcome, what would you like to do?</p> <div data-bbox="209 309 991 779"><p>Start a transaction</p><p>I want to</p><p>Action</p><input type="text" value="Start typing to search..."/><ul style="list-style-type: none">Issue a passResubmit document (issuance)Cancel a passWithdraw cancellation requestRequest for Short-Term Visit Pass<p>dd mmm yyyy</p><p>Date of application</p><p>dd mmm yyyy</p><p>Continue</p></div>	<ul style="list-style-type: none">• Under action, type 'Issue a pass' or select from the drop-down list.
<p>myMOM Portal > Welcome, what would you like to do?</p> <div data-bbox="209 891 850 1406"><p>Start a transaction</p><p>I want to</p><p>Action</p><input type="text" value="Issue a pass"/><p>For this foreigner</p><p>PIN</p><input type="text"/><p>Date of birth</p><p>dd mmm yyyy</p><p>Date of application</p><p>dd mmm yyyy</p><p>Continue</p></div>	<ul style="list-style-type: none">• Complete the form and click "Continue".

13.2 Issuance form

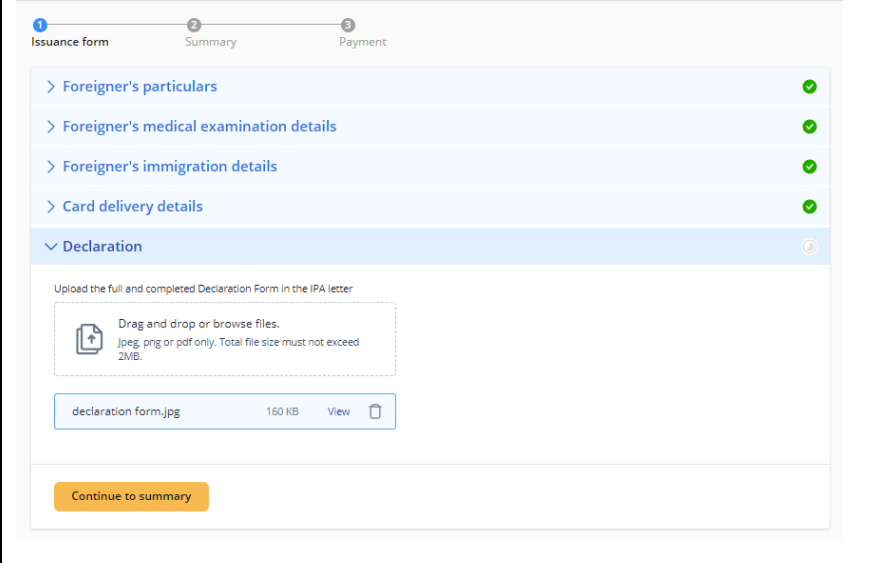
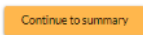
13.2.1 You must fill up all the questions and sections, and you can do so in a non-sequential manner.

13.2.2 You will be asked to upload relevant documents in the respective sections.

13.2.3 You cannot save a draft for issuance form.

Sample Questions / Fields	Remarks
	<ul style="list-style-type: none"> Depending on pass type, you will see up to 5 sections. The first section i.e. Foreigner's particulars, will expand by default. Each section after successful completion will be marked by 
<p>Travel document details</p> <p>Ensure the foreigner's travel document details are correct and updated</p> <div style="border: 1px solid orange; padding: 5px; margin: 10px 0;"> <p> This S Pass will only be issued up to 1 month before the expiry of the travel document or pass duration granted in the IPA, whichever is earlier.</p> </div>	<ul style="list-style-type: none"> The warning message provides information that may have implications on the foreigner's pass.
<p>Travel document type</p> <p>International Passport </p> <p>Travel document number </p> <p>Issue date</p> <p>dd mmm yyyy </p> <p> You must answer this question</p> <p>Expiry date</p> <p>08 Dec 2025 </p>	<ul style="list-style-type: none"> If you see an error message, please rectify the error before you can continue. You can hover your cursor over the  for useful information or tips related to the question.

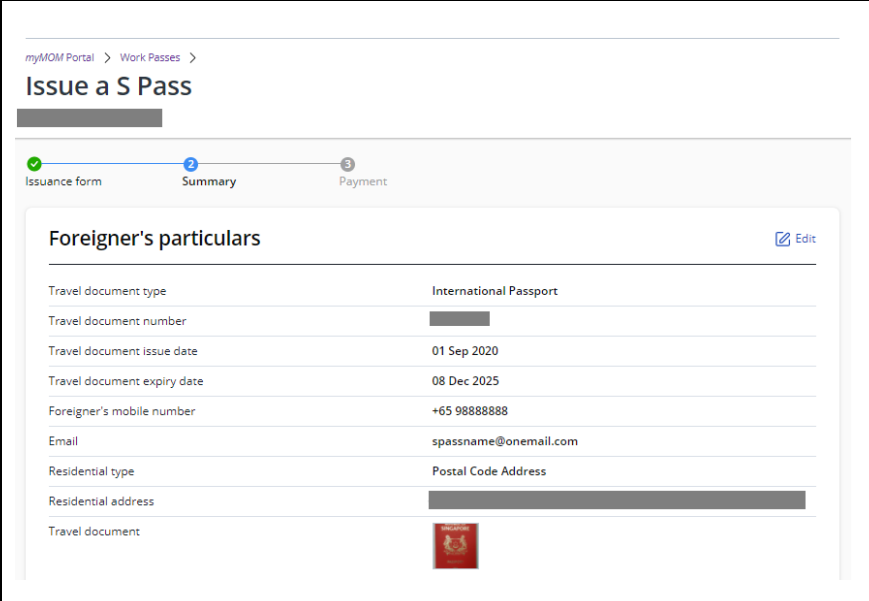

<p>Travel document details</p> <p>Ensure the foreigner's travel document details are correct and updated</p> <div data-bbox="220 271 564 333"><p>⚠ This S Pass will only be issued up to 1 month before the expiry of the travel document or pass duration granted in the IPA, whichever is earlier.</p></div> <p>Travel document type International Passport</p> <p>Travel document number</p> <p>Issue date 01 Sep 2020</p> <p>Expiry date 08 Dec 2025</p> <div data-bbox="220 622 564 685"><p>⚠ The information entered is different from our records. You need to upload the foreigner's latest travel document.</p></div> <p>Upload travel document View upload guide</p> <div data-bbox="220 734 564 797"><p>Drag and drop or browse files. Jpeg, png or pdf only. Total file size must not exceed 2MB.</p></div> <p>Only jpg and png files will display a preview.</p>	<ul style="list-style-type: none">• You will see a document upload feature if we require you to upload a document (e.g. travel document in this case).
<p>Foreigner's contact details</p> <p>Email spassname@onemail.com</p> <p>Does the foreigner have a Singapore mobile number? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Foreigner's mobile number +65 98888888</p> <p>Foreigner's residential address</p> <p>Residential type Postal Code Address</p> <p>Postal code</p>	<ul style="list-style-type: none">• You must provide the foreigner's contact details as we will email him/her the issuance outcome, and may contact him/her for other purposes.

	<ul style="list-style-type: none"> • You are at the last section when you see . • You must upload a completed declaration form in the in-principle approval (IPA) letter to continue.
--	--

13.3 Summary

13.3.1 You can review all the information entered for the issuance request and edit, if necessary.

13.3.2 You need to confirm and acknowledge the declarations.

Sample Questions / Fields	Remarks
	<ul style="list-style-type: none"> • You can review all the information entered for this request. • You can click  to make changes. You will be brought back to the relevant section.

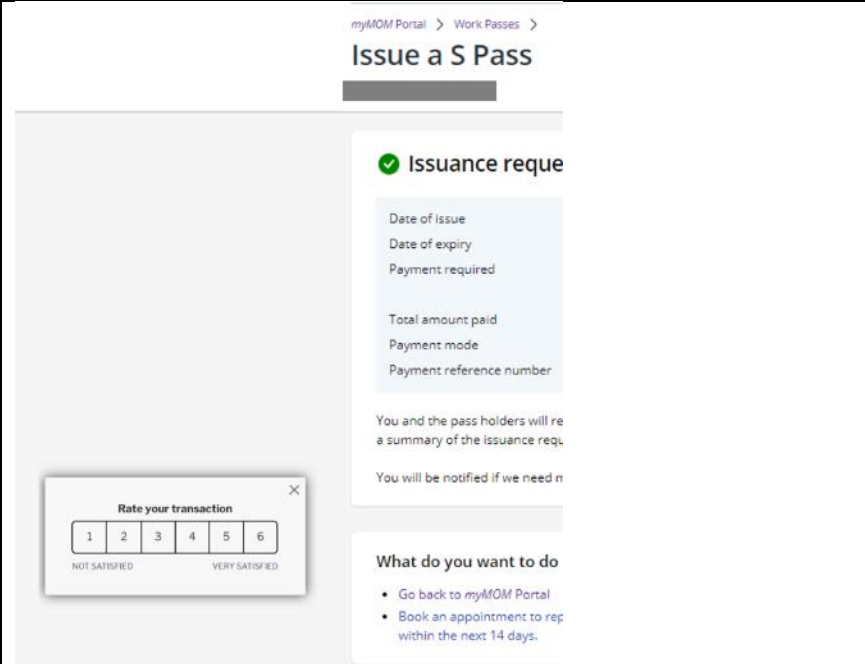
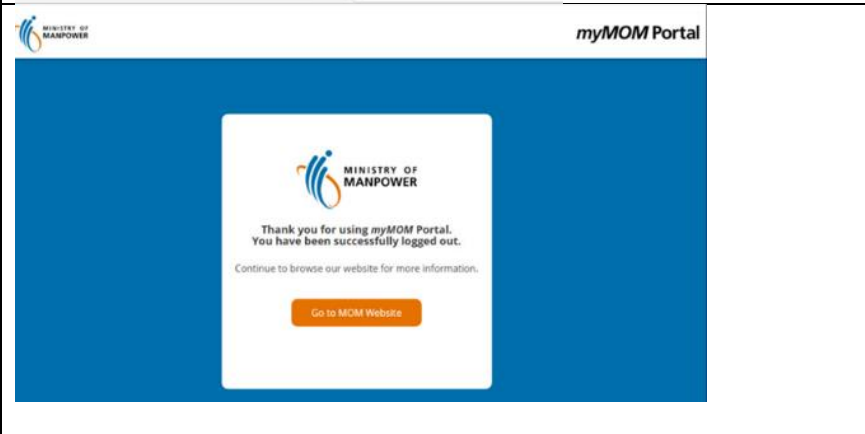
<p>Declaration</p> <hr/> <p>Full and completed Declaration Form in the IPA letter Declaration form.pdf</p> <p><input checked="" type="checkbox"/> I declare that:</p> <ul style="list-style-type: none"> I have obtained authorisation in writing from the employer to make this declaration. All the information and documents I have submitted for this request are 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. I confirm that the foreigner consents to the display of his/her pass information when the pass card is scanned using the MOM's mobile application on passes. 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 have a written declaration from the employer that it understands that it may be prosecuted, and its work pass privileges may be withdrawn if it 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>Continue to payment</p>	<ul style="list-style-type: none"> You need to confirm and acknowledge the declarations. A copy of the summary will be sent to you, the employer and foreigner once you submit the request for the pass issued.
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13.4 Payment & Acknowledgement

13.4.1 You may pay by GIRO (this option will be available if you have an existing GIRO arrangement with EP eService) or credit card (Amex, Mastercard or Visa)

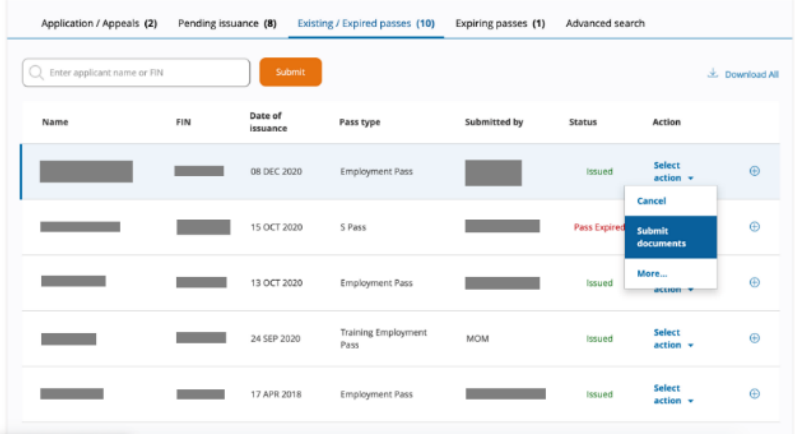
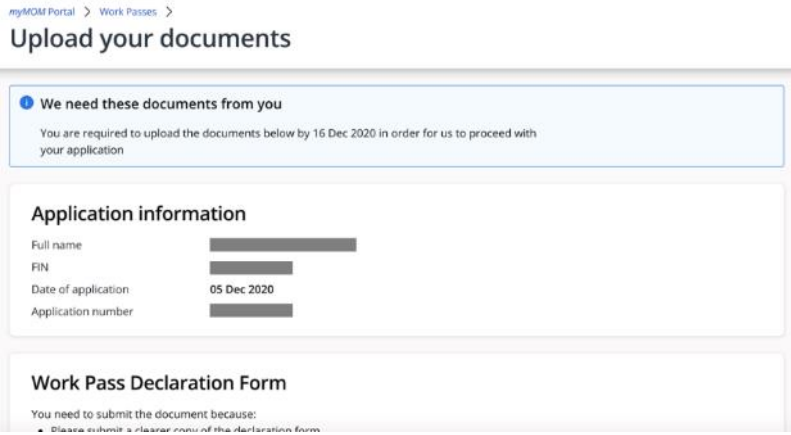
13.4.2 You and the foreigner will receive an email from MOM to acknowledge successful submission of your issuance request. A PDF copy of the issuance summary and the notification letter will be attached in the email for your reference.

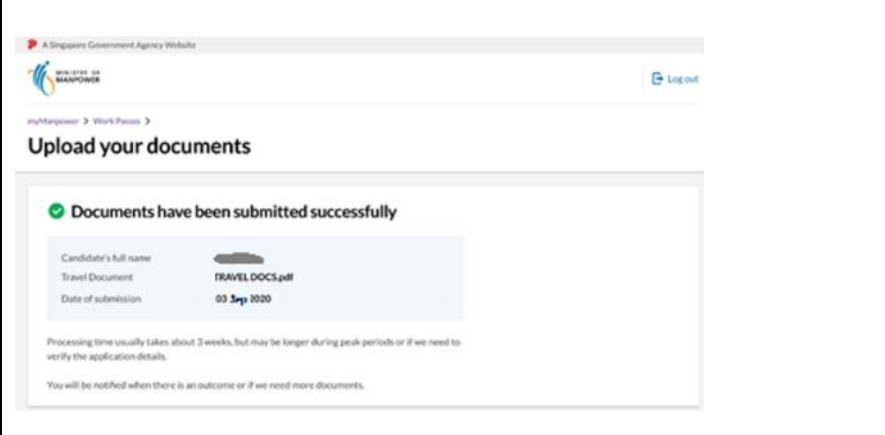
Sample Questions / Fields	Remarks												
<p>myMOM Portal > Work Passes ></p> <p>Issue a S Pass</p> <p>✔ Issuance request submitted successfully</p> <p>Print acknowledgement page</p> <table border="1"> <tr> <td>Date of issue</td> <td>11 Sep 2020</td> </tr> <tr> <td>Date of expiry</td> <td>11 Sep 2022</td> </tr> <tr> <td>Payment required</td> <td>Issuance fee -- \$100 Multi-Journey Visa -- \$30</td> </tr> <tr> <td>Total amount paid</td> <td>\$130</td> </tr> <tr> <td>Payment mode</td> <td>Visa/Mastercard</td> </tr> <tr> <td>Payment reference number</td> <td>86c1cbd1050849</td> </tr> </table> <p>You and the pass holders will receive an email acknowledgement with notification letter and a summary of the issuance request.</p> <p>You will be notified if we need more documents.</p> <p>What do you want to do next?</p> <ul style="list-style-type: none"> Go back to myMOM Portal Book an appointment to report for card registration at the MOM Services Centre - Hall C within the next 14 days. 	Date of issue	11 Sep 2020	Date of expiry	11 Sep 2022	Payment required	Issuance fee -- \$100 Multi-Journey Visa -- \$30	Total amount paid	\$130	Payment mode	Visa/Mastercard	Payment reference number	86c1cbd1050849	<ul style="list-style-type: none"> You will see this acknowledgement page when you have successfully submitted the request to get the pass issued. You may return to myMOM Portal to get another pass issued, or log out of the eService. Once a request is submitted, you would need to wait for 15 minutes for the record to appear on the myMOM Portal (please refresh the browser).
Date of issue	11 Sep 2020												
Date of expiry	11 Sep 2022												
Payment required	Issuance fee -- \$100 Multi-Journey Visa -- \$30												
Total amount paid	\$130												
Payment mode	Visa/Mastercard												
Payment reference number	86c1cbd1050849												

	<ul style="list-style-type: none"> You can give us your feedback after you submitting your request.
	<ul style="list-style-type: none"> Once you are logged out, you would need to log in through myMOM Portal.

13.5 Checking Issuance Request & Payment

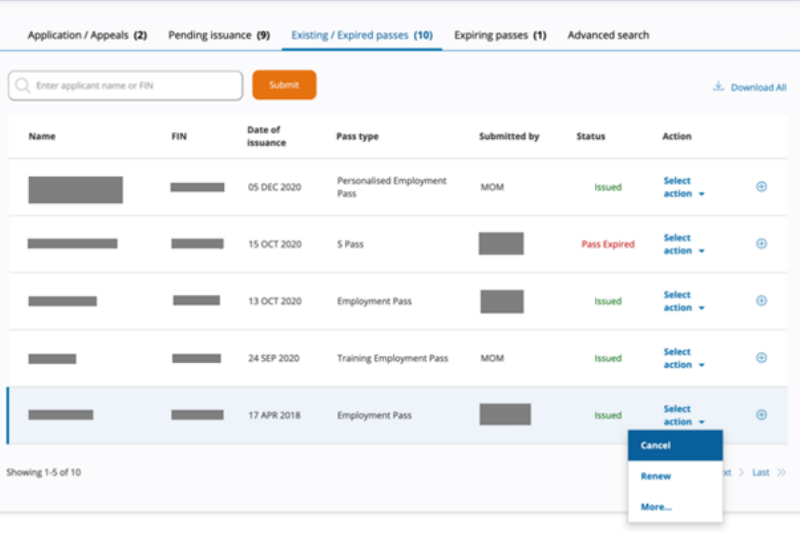
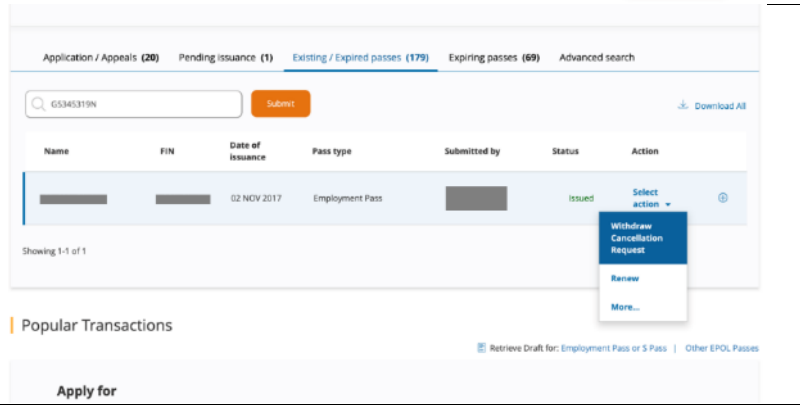
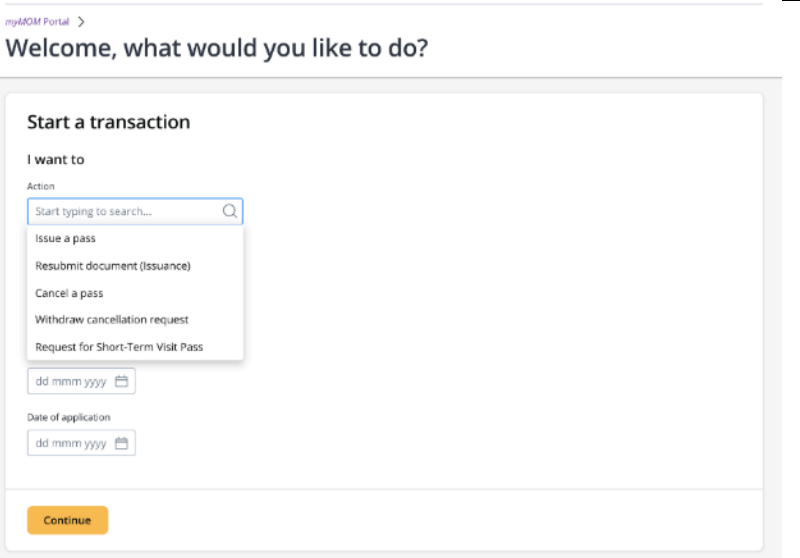
- 13.5.1 You can check the outcome of the issuance request via *myMOM* Portal
- 13.5.2 You can also check the payment of the issuance request under ‘View payment records’ in Quick Menu
- 13.5.3 You will receive an email from MOM if we need you to resubmit documents / submit additional supporting documents. Log in to *myMOM* Portal and search for the foreigner’s issuance request. Click on ‘Submit Documents’
- 13.5.4 You and the foreigner will receive the outcome of the issuance via the company’s email address found in the company profile with MOM and the pass holder’s email provided at the issuance form respectively.

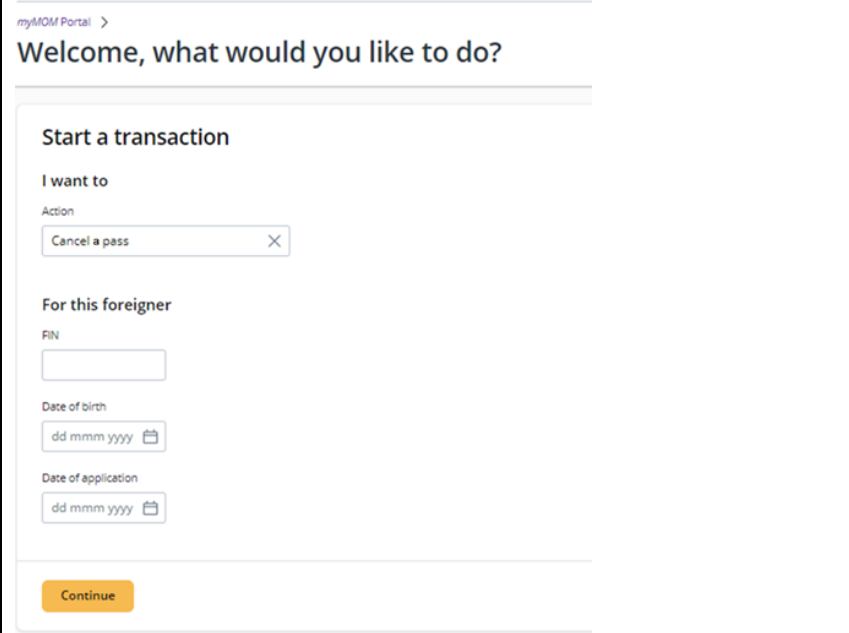
Sample Questions / Fields	Remarks
	<ul style="list-style-type: none"> • You can check the issued pass in <i>myMOM</i> Portal. • If you need to resubmit a document or submit supporting documents, search for the foreigner under <i>Existing passes</i> tab and click Submit documents. • Documents must be submitted by the due date stated in the email. • The Submit documents action would not be available after the due date.
	<ul style="list-style-type: none"> • Upload the requested documents by the due date.

	<ul style="list-style-type: none">• Your documents have been successfully submitted when you see this acknowledgement page.
--	---

14. Cancel a pass

14.1 How to cancel a pass

Illustrations and Highlights	Remarks
 <p>The screenshot shows the 'Existing / Expired passes' tab with a search bar and a table of passes. The table has columns for Name, FIN, Date of issuance, Pass type, Submitted by, Status, and Action. One pass is selected, and its 'Action' dropdown menu is open, showing 'Cancel', 'Renew', and 'More...' options.</p>	<ul style="list-style-type: none"> • Click on “Existing/Expired passes” tab. • Search for the pass holder and select the action “Cancel”. • For foreigners who are still in Singapore, you can request for a 30-day Short-Term Visit Pass to give them a valid stay in the meantime.
 <p>The screenshot shows the search results for a specific pass (FIN: G5345319N). The 'Action' dropdown menu is open, showing 'Withdraw Cancellation Request', 'Renew', and 'More...' options.</p>	<ul style="list-style-type: none"> • You can only withdraw a cancellation request for advance cancellations that have not been processed. • To do so, click on the ‘Existing/Expired passes’ tab.
<p>(Only for an employment agent who is handling the foreigner’s transactions for the first time)</p>	
 <p>The screenshot shows the 'Start a transaction' form in the myMOM Portal. The 'Action' dropdown menu is open, showing options like 'Issue a pass', 'Resubmit document (issuance)', 'Cancel a pass', 'Withdraw cancellation request', and 'Request for Short-Term Visit Pass'.</p>	<ul style="list-style-type: none"> • Under action, type ‘Cancel a pass’/‘Withdraw cancellation request’ or select from the dropdown list.

	<ul style="list-style-type: none"> • Fill in the required information and click “Continue”.
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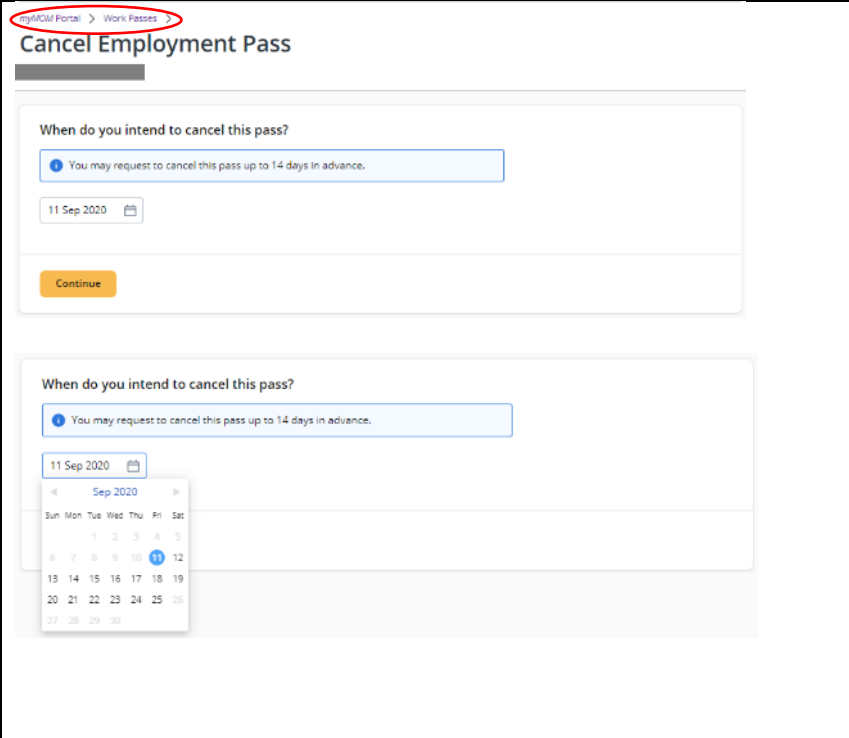

14.2 Cancellation form

14.2.1 You must answer all the questions.

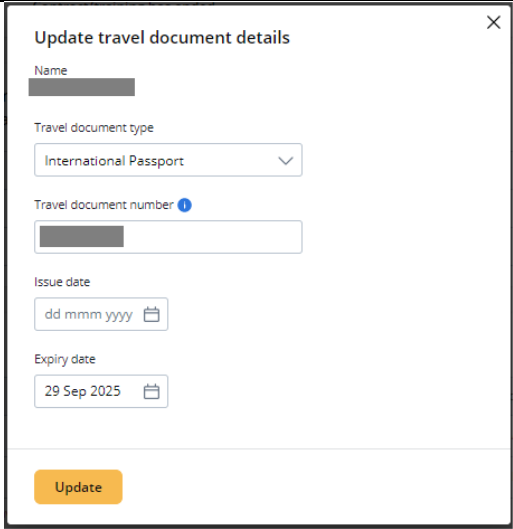
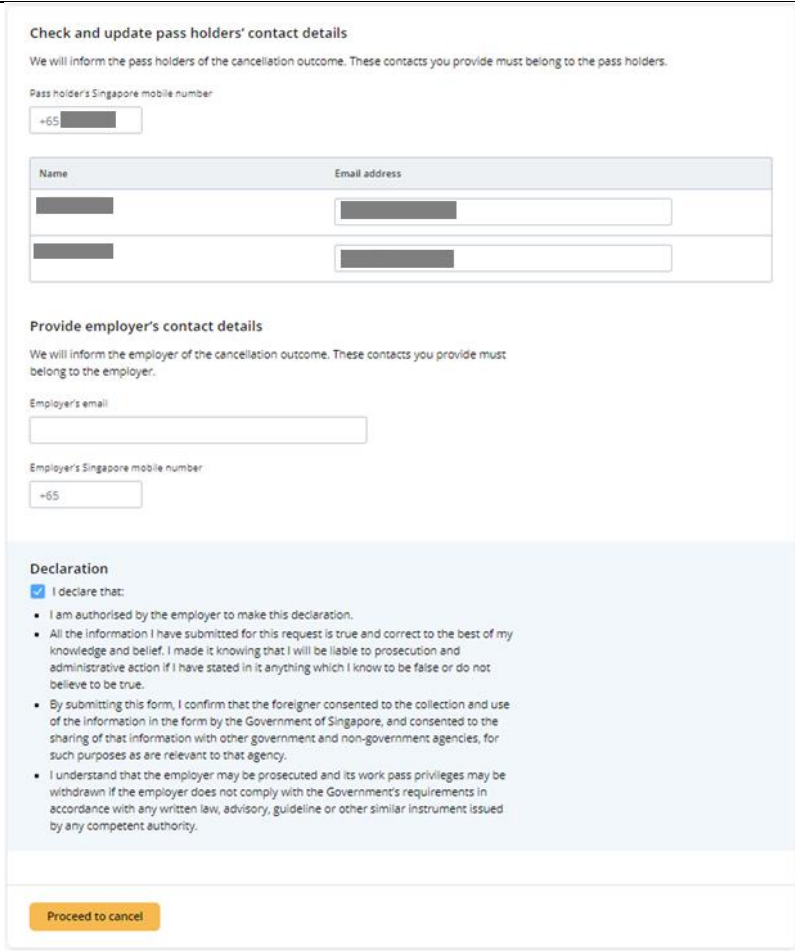
14.2.2 You will be asked to upload relevant documents in the respective section.

14.2.3 You will need to indicate if the pass holder requires a Short-Term Visit Pass (STVP).

14.2.4 You need to confirm and acknowledge the declarations to proceed with the cancellation request.

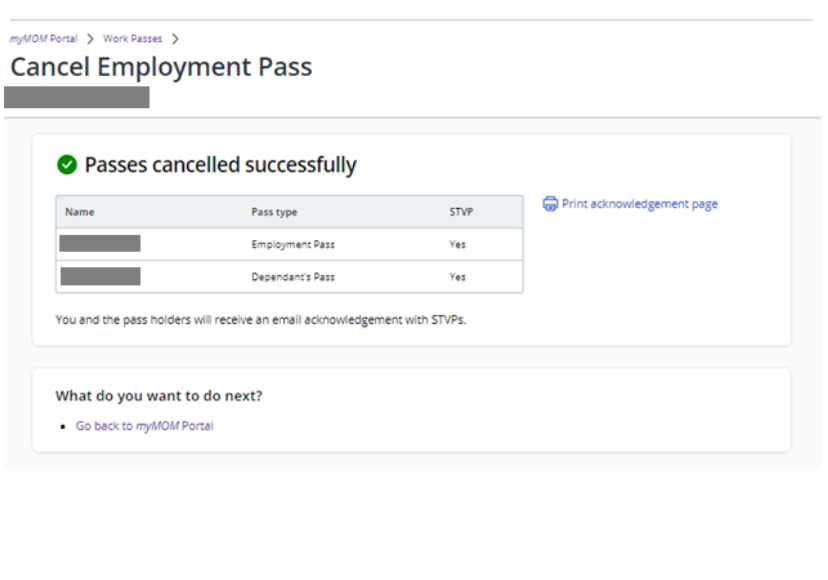
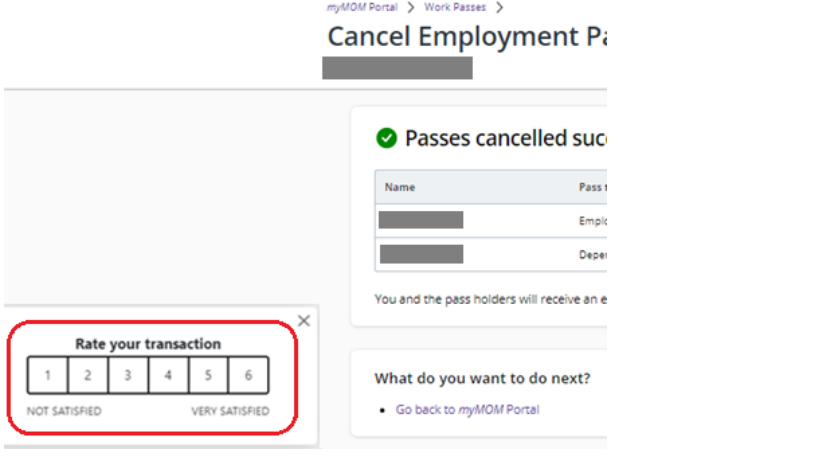
Sample Questions / Fields	Remarks
	<ul style="list-style-type: none"> • You need to enter the intended date of pass cancellation. You can choose up to 14 days in advance by clicking the date-picker . • You can use the breadcrumbs at the top of the page to return to myMOM Portal.

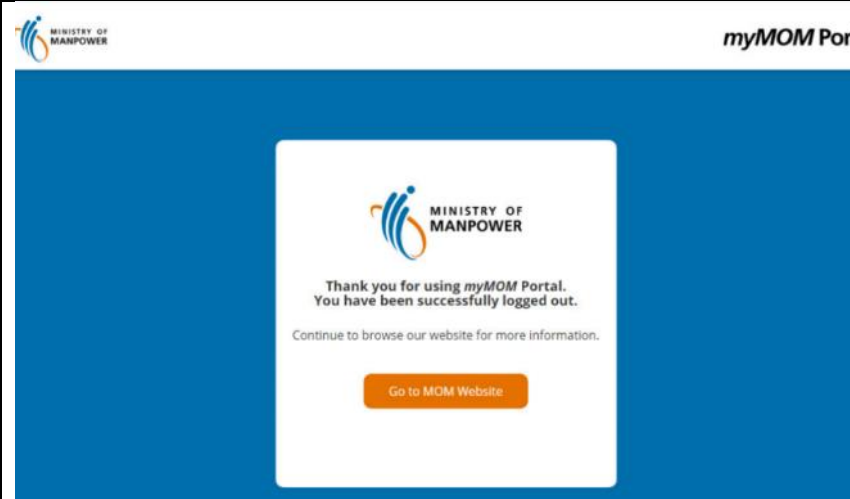
<p>When do you intend to cancel this pass?</p> <p>Date of cancellation 11 Sep 2020</p> <p>Why are you cancelling this pass?</p> <p>Continue</p>	<ul style="list-style-type: none"> • After each question is successfully validated, you will be shown a summary view. • You may edit previous questions by clicking Edit • You will be shown the next question to be answered. 															
<p>Why are you cancelling this pass?</p> <p>Pass holder has gone missing</p> <p>Date pass holder went missing</p> <p>dd mmm yyyy</p> <p>Police report number</p> <p>Upload police report</p> <p>Drag and drop or browse files. Jpeg, png or pdf only. Total file size must not exceed 2MB.</p> <p>Continue</p>	<ul style="list-style-type: none"> • You will see a document upload feature if we require you to upload a document (e.g. a police report in this case). 															
<p>These passes will be cancelled. Tell us who will be in Singapore on the date of cancellation so that a Short-Term Visit Pass (STVP) can be granted.</p> <p>If you proceed, any ongoing application, work permit, Letter of Consent, appeal and early cancellation request tied to these passes will be cancelled/withdrawn.</p> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Name</th> <th>Pass type</th> <th>FIN</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>[REDACTED]</td> <td>Employment Pass</td> <td>[REDACTED]</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>[REDACTED]</td> <td>Dependant's Pass</td> <td>[REDACTED]</td> </tr> </tbody> </table> <p>Continue</p>	<input checked="" type="checkbox"/>	Name	Pass type	FIN	<input checked="" type="checkbox"/>	[REDACTED]	Employment Pass	[REDACTED]	<input checked="" type="checkbox"/>	[REDACTED]	Dependant's Pass	[REDACTED]	<ul style="list-style-type: none"> • If the pass holder need a STVP, check the box of the left of the pass holder's name. (e.g. in the screenshot, it shows that all pass holders require STVP). 			
<input checked="" type="checkbox"/>	Name	Pass type	FIN													
<input checked="" type="checkbox"/>	[REDACTED]	Employment Pass	[REDACTED]													
<input checked="" type="checkbox"/>	[REDACTED]	Dependant's Pass	[REDACTED]													
<p>Check travel document details to be printed on the STVPs</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Travel document number</th> <th>Issue date</th> <th>Expiry date</th> <th></th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>(Please update)</td> <td>29 Apr 2024</td> <td>Edit</td> </tr> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>(Please update)</td> <td>07 Feb 2019 (expired)</td> <td>Edit</td> </tr> </tbody> </table> <p>You must provide the latest travel document details</p> <p>Continue</p>	Name	Travel document number	Issue date	Expiry date		[REDACTED]	[REDACTED]	(Please update)	29 Apr 2024	Edit	[REDACTED]	[REDACTED]	(Please update)	07 Feb 2019 (expired)	Edit	<ul style="list-style-type: none"> • If you see an error message, please rectify the error before you can continue. • You can update the pass holder's travel document details by clicking Edit.
Name	Travel document number	Issue date	Expiry date													
[REDACTED]	[REDACTED]	(Please update)	29 Apr 2024	Edit												
[REDACTED]	[REDACTED]	(Please update)	07 Feb 2019 (expired)	Edit												

	<ul style="list-style-type: none"> • An “Update travel documents details” window will pop up.
	<ul style="list-style-type: none"> • You can check all the information entered for this cancellation request. • You are at the last section when you see the declaration. • You need to confirm and acknowledge the declarations before you can proceed to cancel.

14.3 Acknowledgement of cancellation

14.3.1 We will notify you and your pass holder of the outcome of your cancellation request. A PDF copy of the STVP, if requested, will be attached in this email.

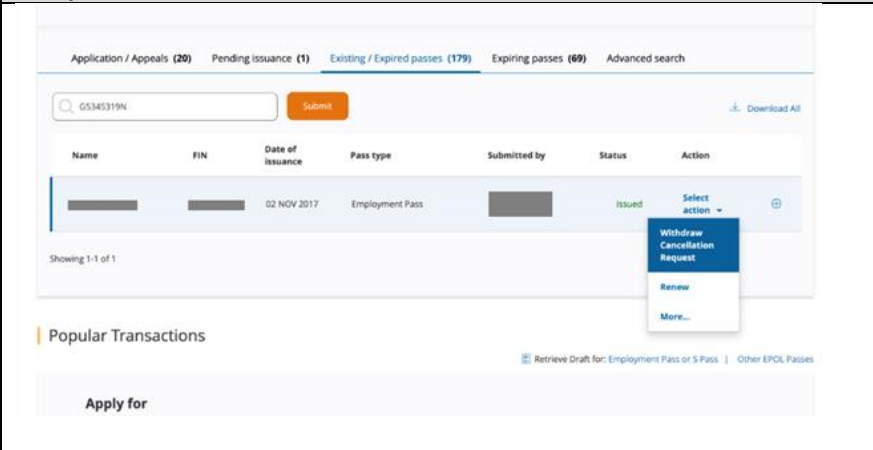
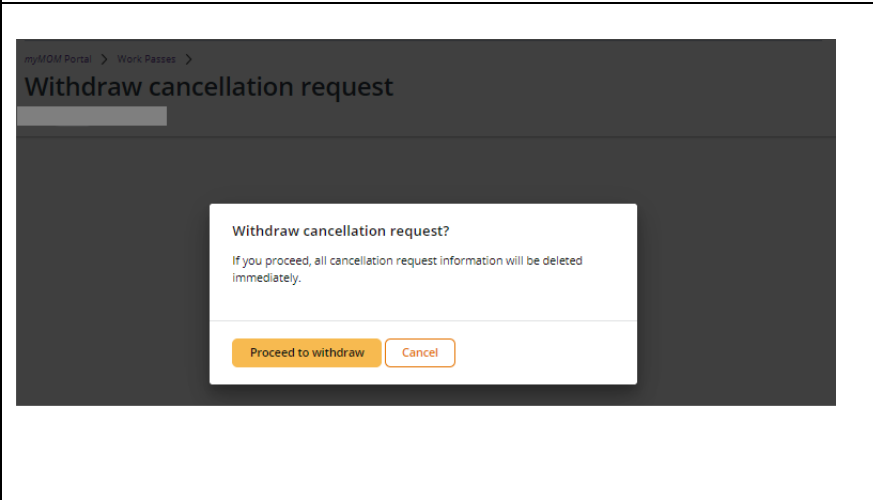
Sample Questions / Fields	Remarks									
 <p>myMOM Portal > Work Passes > Cancel Employment Pass</p> <p>✓ Passes cancelled successfully</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Pass type</th> <th>STVP</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>Employment Pass</td> <td>Yes</td> </tr> <tr> <td>[REDACTED]</td> <td>Dependant's Pass</td> <td>Yes</td> </tr> </tbody> </table> <p>You and the pass holders will receive an email acknowledgement with STVPs.</p> <p>What do you want to do next?</p> <ul style="list-style-type: none"> Go back to myMOM Portal 	Name	Pass type	STVP	[REDACTED]	Employment Pass	Yes	[REDACTED]	Dependant's Pass	Yes	<ul style="list-style-type: none"> Your cancellation request has been submitted when you see this acknowledgement page. You may return to myMOM Portal to request for another cancellation or log out of the eService. Once a request is submitted, you would need to wait for 15 minutes for the record to appear on the myMOM Portal (please refresh the browser).
Name	Pass type	STVP								
[REDACTED]	Employment Pass	Yes								
[REDACTED]	Dependant's Pass	Yes								
 <p>myMOM Portal > Work Passes > Cancel Employment Pass</p> <p>✓ Passes cancelled successfully</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Pass type</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>Empic</td> </tr> <tr> <td>[REDACTED]</td> <td>Deper</td> </tr> </tbody> </table> <p>You and the pass holders will receive an e</p> <p>What do you want to do next?</p> <ul style="list-style-type: none"> Go back to myMOM Portal <p>Rate your transaction</p> <p>1 2 3 4 5 6</p> <p>NOT SATISFIED VERY SATISFIED</p>	Name	Pass type	[REDACTED]	Empic	[REDACTED]	Deper	<ul style="list-style-type: none"> You can give us your feedback on the transaction after you have submitted your request. 			
Name	Pass type									
[REDACTED]	Empic									
[REDACTED]	Deper									

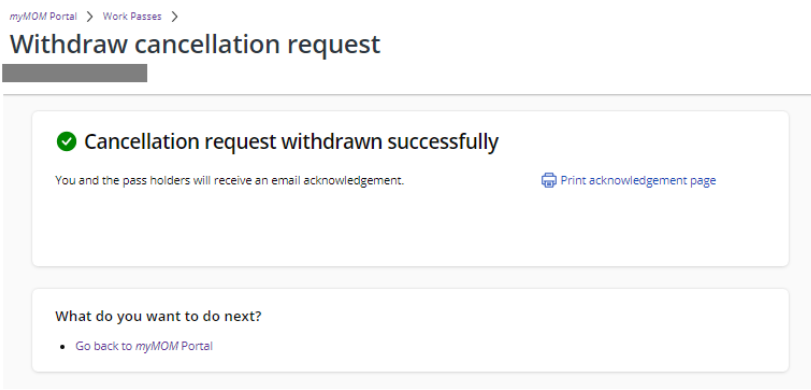
	<ul style="list-style-type: none"> Once you are logged out, you would need to log in through <i>myMOM</i> Portal to cancel a pass again.
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14.4 Withdraw Advance Cancellation Request

14.4.1 You can withdraw the advance cancellation request before the effective date of cancellation.

14.4.2 We will notify you and your pass holder when the advance cancellation request is withdrawn.

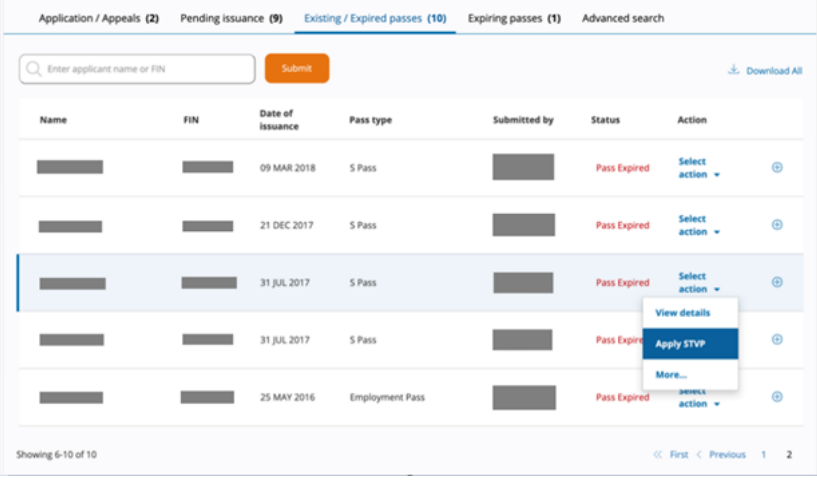
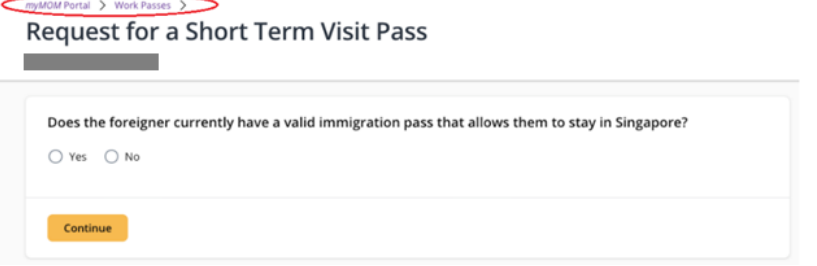
Sample Questions / Fields	Remarks
	<ul style="list-style-type: none"> At <i>myMOM</i> Portal, select the action “Withdraw Cancellation Request” if you want to change the details of the advance cancellation request submitted.
	<ul style="list-style-type: none"> You can withdraw your advance cancellation request by clicking Proceed to withdraw.

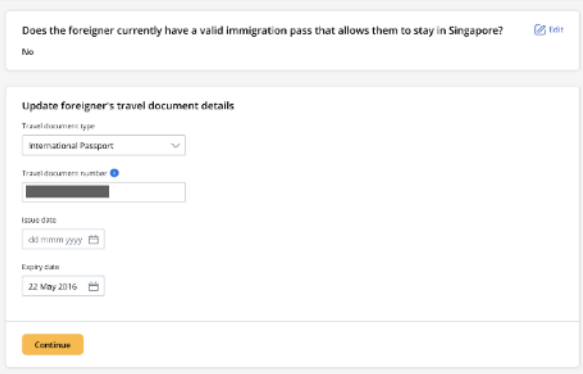
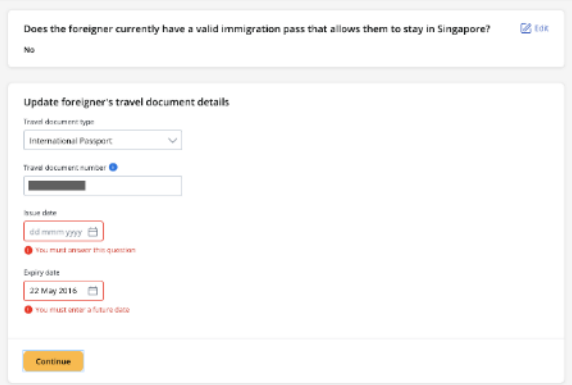

 <p>myMOM Portal > Work Passes > Withdraw cancellation request</p> <p>✓ Cancellation request withdrawn successfully You and the pass holders will receive an email acknowledgement. Print acknowledgement page</p> <p>What do you want to do next? • Go back to myMOM Portal</p>	<ul style="list-style-type: none"> • Your advance cancellation request has been withdrawn when you see this acknowledgement page. • You may return to myMOM Portal to request for another cancellation or log out of the eService. • Once a request is submitted, you would need to wait for 15 minutes for the record to appear on the myMOM Portal (please refresh the browser).
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14.5 Request for Short-Term Visit Pass (STVP)

14.5.1 You can request for a STVP for the foreigner, if pass has expired.

14.5.2 We will notify you and your foreigner when the STVP is issued.

Sample Questions / Fields	Remarks																																										
 <p>Application / Appeals (2) Pending issuance (9) Existing / Expired passes (10) Expiring passes (1) Advanced search</p> <p>Enter applicant name or FIN Submit Download All</p> <table border="1"> <thead> <tr> <th>Name</th> <th>FIN</th> <th>Date of issuance</th> <th>Pass type</th> <th>Submitted by</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>██████</td> <td>██████</td> <td>09 MAR 2018</td> <td>S Pass</td> <td>██████</td> <td>Pass Expired</td> <td>Select action</td> </tr> <tr> <td>██████</td> <td>██████</td> <td>21 DEC 2017</td> <td>S Pass</td> <td>██████</td> <td>Pass Expired</td> <td>Select action</td> </tr> <tr> <td>██████</td> <td>██████</td> <td>31 JUL 2017</td> <td>S Pass</td> <td>██████</td> <td>Pass Expired</td> <td>Select action</td> </tr> <tr> <td>██████</td> <td>██████</td> <td>31 JUL 2017</td> <td>S Pass</td> <td>██████</td> <td>Pass Expired</td> <td>View details Apply STVP More...</td> </tr> <tr> <td>██████</td> <td>██████</td> <td>25 MAY 2016</td> <td>Employment Pass</td> <td>██████</td> <td>Pass Expired</td> <td>Select action</td> </tr> </tbody> </table> <p>Showing 6-10 of 10 First Previous 1 2</p>	Name	FIN	Date of issuance	Pass type	Submitted by	Status	Action	██████	██████	09 MAR 2018	S Pass	██████	Pass Expired	Select action	██████	██████	21 DEC 2017	S Pass	██████	Pass Expired	Select action	██████	██████	31 JUL 2017	S Pass	██████	Pass Expired	Select action	██████	██████	31 JUL 2017	S Pass	██████	Pass Expired	View details Apply STVP More...	██████	██████	25 MAY 2016	Employment Pass	██████	Pass Expired	Select action	<ul style="list-style-type: none"> • At myMOM Portal, select the action “Apply STVP”.
Name	FIN	Date of issuance	Pass type	Submitted by	Status	Action																																					
██████	██████	09 MAR 2018	S Pass	██████	Pass Expired	Select action																																					
██████	██████	21 DEC 2017	S Pass	██████	Pass Expired	Select action																																					
██████	██████	31 JUL 2017	S Pass	██████	Pass Expired	Select action																																					
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██████	██████	25 MAY 2016	Employment Pass	██████	Pass Expired	Select action																																					
 <p>myMOM Portal > Work Passes > Request for a Short Term Visit Pass</p> <p>Does the foreigner currently have a valid immigration pass that allows them to stay in Singapore? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Continue</p>	<ul style="list-style-type: none"> • Ensure the foreigner does not have an existing immigration pass that allows them to stay in Singapore. • You can use the breadcrumbs at the top of the page to return to myMOM Portal. 																																										

 <p>Request for a Short Term Visit Pass</p> <p>Does the foreigner currently have a valid immigration pass that allows them to stay in Singapore? Edit</p> <p>No</p> <p>Update foreigner's travel document details</p> <p>Travel document type: International Passport</p> <p>Travel document number: [Redacted]</p> <p>Issue date: dd/mm/yyyy</p> <p>Expiry date: 22 May 2016</p> <p>Continue</p>	<ul style="list-style-type: none"> • After each question is completed, you will see a summary view. • You may edit previous questions by clicking Edit. • You will be asked to update the foreigner's travel document details.
 <p>Request for a Short Term Visit Pass</p> <p>Does the foreigner currently have a valid immigration pass that allows them to stay in Singapore? Edit</p> <p>No</p> <p>Update foreigner's travel document details</p> <p>Travel document type: International Passport</p> <p>Travel document number: [Redacted]</p> <p>Issue date: dd/mm/yyyy</p> <p>You must answer this question</p> <p>Expiry date: 22 May 2016</p> <p>You must enter a future date</p> <p>Continue</p>	<ul style="list-style-type: none"> • If you see an error message, please rectify the error before you can continue.
 <p>Does the foreigner currently have a valid immigration pass that allows them to stay in Singapore? Edit</p> <p>No</p> <p>Update foreigner's travel document details Edit</p> <p>Travel document type: International Passport</p> <p>Travel document number: [Redacted]</p> <p>Issue date: 01 Feb 2019</p> <p>Expiry date: 01 Jan 2029</p>	<ul style="list-style-type: none"> • You can review all the information entered for this STVP request.

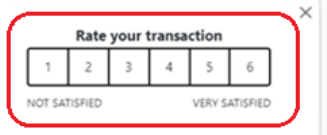
<p>Check and update foreigner's contact details</p> <p>We will inform the foreigner of the STVP outcome. These contacts you provide must belong to the foreigner.</p> <p>Foreigner's email <input type="text"/></p> <p>Foreigner's Singapore mobile number <input type="text" value="+65"/></p> <p>Provide employer's contact details</p> <p>We will inform the employer of the STVP outcome. These contacts you provide must belong to the employer.</p> <p>Employer's email <input type="text"/></p> <p>Employer's Singapore mobile number <input type="text" value="+65"/></p> <p>Declaration</p> <p><input checked="" type="checkbox"/> I declare that:</p> <ul style="list-style-type: none"> I have obtained authorisation in writing from 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 have a written declaration from the employer that it understands that it may be prosecuted and its work pass privileges may be withdrawn if it 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>Proceed to pay</p>	<ul style="list-style-type: none"> You need to confirm and acknowledge the declarations before you can proceed.
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14.6 Payment & Acknowledgement of STVP

14.6.1 You may pay by credit card (Amex, Mastercard or Visa) for any outstanding overstaying fine.

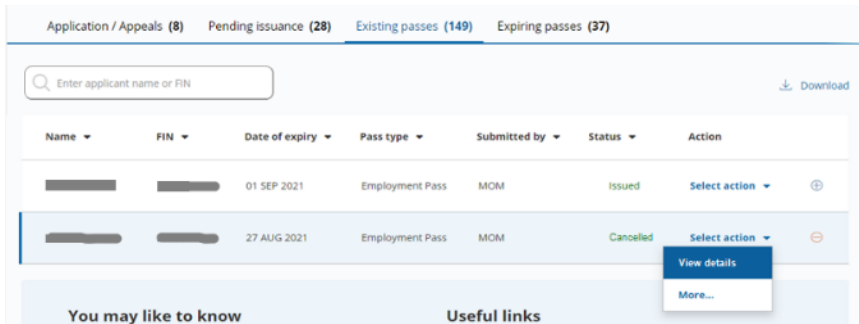
14.6.2 We will notify you and your foreigner of the outcome of your request. A PDF copy of the STVP will be attached in this email.

Sample Questions / Fields	Remarks										
<p>myMOM Portal > Work Passes ></p> <p>Request for a Short Term Visit Pass</p> <p>Request for Short Term Visit Pass submitted successfully</p> <p>Print acknowledgement page</p> <table border="1"> <tr> <td>Name</td> <td>[REDACTED]</td> </tr> <tr> <td>Travel document number</td> <td>[REDACTED]</td> </tr> <tr> <td>Overstaying fine</td> <td>[REDACTED]</td> </tr> <tr> <td>Payment mode</td> <td>Visa/Mastercard</td> </tr> <tr> <td>Payment reference number</td> <td>003bb0e6876d48</td> </tr> </table> <p>We will email the outcome of the Short Term Visit Pass request to you and the foreigner shortly.</p>	Name	[REDACTED]	Travel document number	[REDACTED]	Overstaying fine	[REDACTED]	Payment mode	Visa/Mastercard	Payment reference number	003bb0e6876d48	<ul style="list-style-type: none"> Your STVP request has been submitted when you see this page. You may return to myMOM Portal to request for another STVP or log out of the eService. Once a request is submitted, you would need to wait for 15 minutes for the record to appear on the myMOM Portal (please refresh the browser).
Name	[REDACTED]										
Travel document number	[REDACTED]										
Overstaying fine	[REDACTED]										
Payment mode	Visa/Mastercard										
Payment reference number	003bb0e6876d48										

	<ul style="list-style-type: none"> You can give us your feedback on the transaction after you have submitted your request.
---	---

14.7 Check Cancellation and STVP Request


14.7.1 You can check the cancelled pass via myMOM Portal.

Sample Questions / Fields	Remarks
	<ul style="list-style-type: none"> You can check the status of the cancellation request in myMOM Portal.


15. Withdraw a Transaction

<u>myMOM Portal Dashboard</u>						
Name	FIN	Date of application / appeal	Pass type	Submitted by	Status	Action
JOHN DOE ONE	F1234567N	28 JAN 2023	Employment Pass	MARY IAN	Pending	Select action View details Withdraw View Pass Holder Profile
JOHN DOE TWO	F1234567N	29 JAN 2023	Employment Pass	MARY JANE	Pending	Select action View details Withdraw View Pass Holder Profile
JOHN DOE ONE	F1234567N	19 FEB 2023	S Pass	MARY IAN	Pending	Select action View details Withdraw View Pass Holder Profile

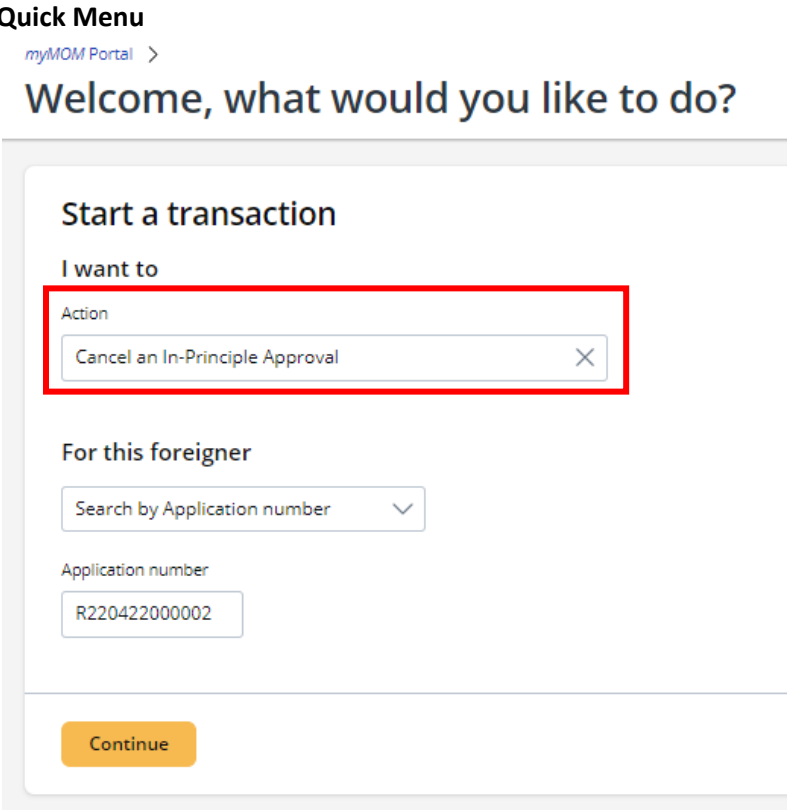
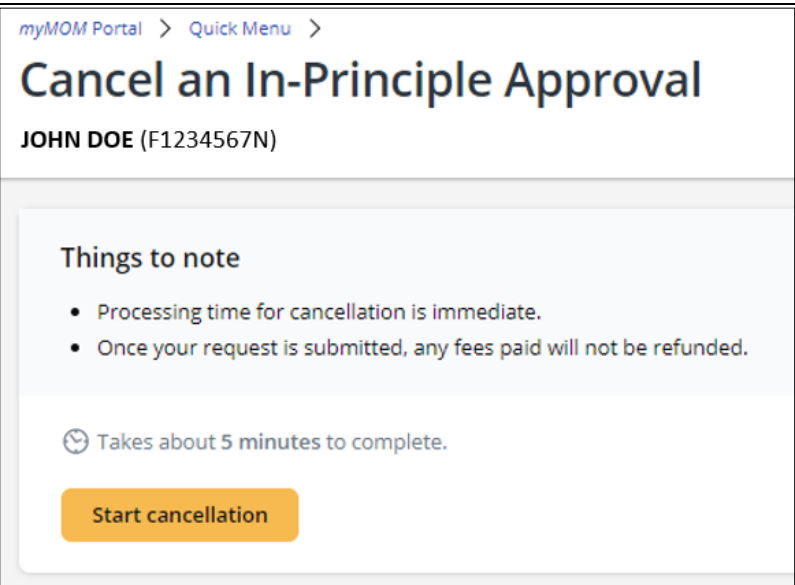
- You may withdraw a submitted transaction if it is no longer required by the candidate/employer.
- To submit withdrawal, you may do so using the dashboard page at myMOM Portal or through Quick Menu.
- Search for the foreigner by using the transaction’s “Application number” or “FIN” and “Date of

<p>Quick Menu</p> <div data-bbox="209 266 863 918"><h3>Start a transaction</h3><p>I want to</p><div data-bbox="220 371 852 497"><p>Action</p><p>Withdraw a submission ✕</p></div><p>For this foreigner</p><p>Search by Application number ▼</p><p>Application number</p><p>A220422000001</p><p>Continue</p></div>	<p>application” to proceed.</p>
<p>myMOM Portal > Quick Menu ></p> <h2>Withdraw an application</h2> <p>JOHN DOE (F1234567N)</p> <div data-bbox="220 1126 1027 1512"><h3>Things to note</h3><ul style="list-style-type: none">• Processing time for withdrawal is immediate.• Once your request is submitted, any fees paid will not be refunded.<p> Takes about 5 minutes to complete.</p><p>Start withdrawal</p></div>	<ul style="list-style-type: none">• 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="checkbox"/> Withdrawal by employer <input type="checkbox"/> 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 												

<h3>Withdraw an application</h3> <p>JOHN DOE (F1234567N)</p> <p> Application withdrawn successfully</p> <table border="1"><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>Application number</td><td>A220422000001</td></tr><tr><td>Date and time submitted</td><td>18 Apr 2023, 11:26am (GMT +0800)</td></tr></table> <p>Download acknowledgement and summary as PDF</p> <p>You will receive an email acknowledgement of this withdrawal.</p> <p>What do you want to do next?</p> <ul style="list-style-type: none">• Go to <i>myMOM</i> Portal• Go to Quick Menu• For more information, please visit MOM website	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)	<p>acknowledgement page.</p> <ul style="list-style-type: none">• You may return to <i>myMOM</i> 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 <i>myMOM</i> Portal, please refresh the page after 15 minutes.
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)										

16. 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 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 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"/> </div> <ul style="list-style-type: none"> <input type="radio"/> Cancellation requested by employer <input type="radio"/> Cancellation requested by foreigner <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
Candidate's FIN	F1234567N
Pass type	Employment Pass
Renewal request number	R220422000002
Date and time submitted	26 Apr 2023, 10:56am (GMT +0800)

 Download acknowledgement and summary as PDF

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.

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

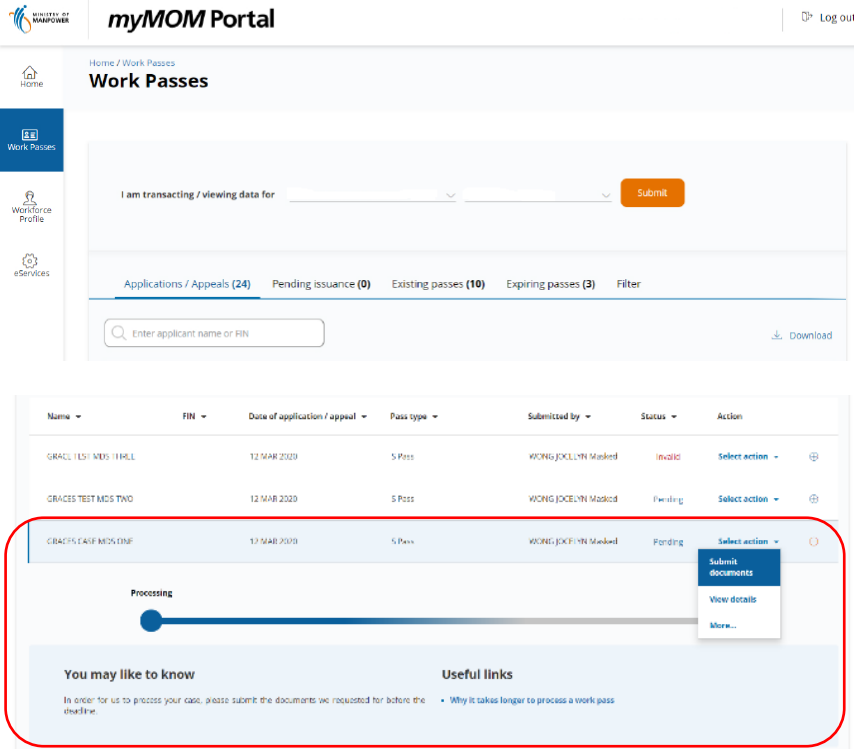
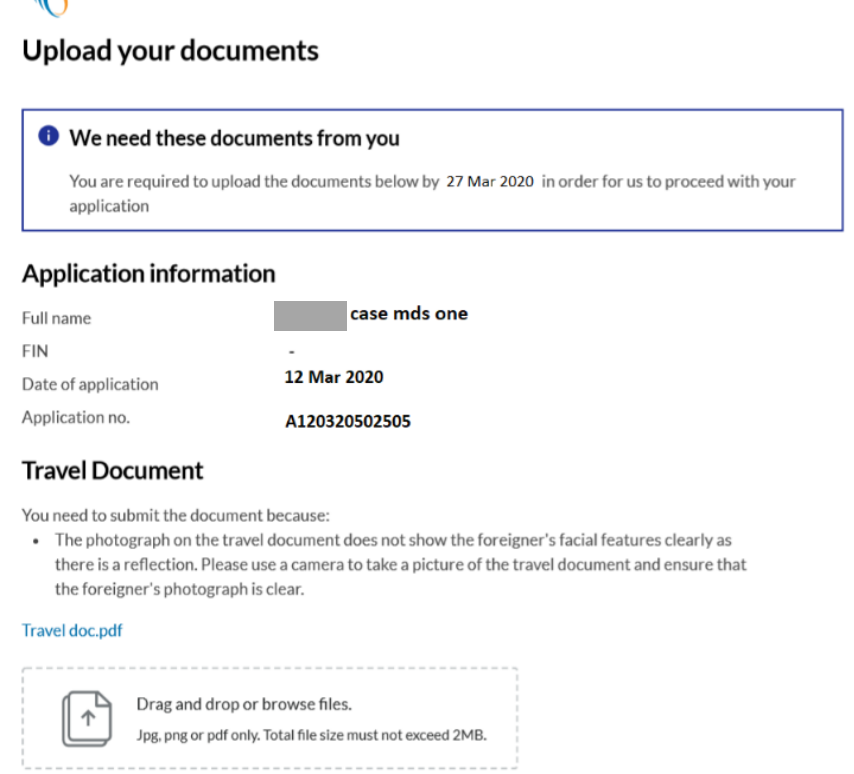
17.1.1 You can check the status of the application via *myMOM* Portal.

<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>
<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>

	<p>Start a transaction</p> <p>I want to</p> <p>Action</p> <p>View details <input type="button" value="X"/></p> <p>For this foreigner</p> <p>Search by FIN <input type="button" value="v"/></p> <p>FIN</p> <p>F1234567N</p> <p>Date of application</p> <p>27 Feb 2023 <input type="button" value="calendar"/></p> <p><input type="button" value="Continue"/></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>Start a transaction</p> <p>I want to</p> <p>Action</p> <p>View details <input type="button" value="X"/></p> <p>For this foreigner</p> <p>Search by Application number <input type="button" value="v"/></p> <p>Application number</p> <p>A270223803755</p> <p><input type="button" value="Continue"/></p>																				
<p>6. Based on the status of your application/renewal/appeal, details shown in this page may be different.</p>	<p>View details</p> <p>JOHN DOE (F1234567Z)</p> <p>Your application is unsuccessful</p> <table border="1"> <tr> <td>Employing organisation</td> <td>TESTING HOLDING PTE. LTD. (12341234R 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>A180328000007</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 organisation</td> <td>TESTING HOLDING PTE. LTD. (12341234R 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 first, you may wish to provide the advertisement ID in your subsequent application or appeal. <p>Reason(s) occurred at or time of outcome:</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><input type="button" value="Submit an appeal"/></p>	Employing organisation	TESTING HOLDING PTE. LTD. (12341234R 00-00)	Full Name	JOHN DOE	FIN	F1234567Z	Pass type	Employment Pass	Application number	A180328000007	Status	Rejected	Date of application	18 Mar 2023	Date of outcome	13 Apr 2023	Submission organisation	TESTING HOLDING PTE. LTD. (12341234R 00-00)	Submission user	CORPPASS TEST ACCOUNT
Employing organisation	TESTING HOLDING PTE. LTD. (12341234R 00-00)																				
Full Name	JOHN DOE																				
FIN	F1234567Z																				
Pass type	Employment Pass																				
Application number	A180328000007																				
Status	Rejected																				
Date of application	18 Mar 2023																				
Date of outcome	13 Apr 2023																				
Submission organisation	TESTING HOLDING PTE. LTD. (12341234R 00-00)																				
Submission user	CORPPASS TEST ACCOUNT																				

17.1.2 You will receive an email from MOM, via the email address you had provided in the application form ("Notification email"), when:

- a. **We need you to re-submit documents or submit additional supporting documents.** Please refer to the email on for more details. Log in to *myMOM* Portal and search for the candidate's application. Under the 'Action' column, click on 'Submit Documents'.

Screenshots	Remarks																												
 <p>The screenshot shows the 'myMOM Portal' interface for 'Work Passes'. It includes a search bar, a table of applications, and a 'Processing' progress bar. A red box highlights the 'Processing' bar and the 'Submit documents' dropdown menu for the application with ID A120320502505.</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>GRACEL TSEI MDS THLL</td> <td></td> <td>12 MAR 2020</td> <td>S Pass</td> <td>WONG JOEYIN Masked</td> <td>Invalid</td> <td>Select action</td> </tr> <tr> <td>GRACES TSET MDS TWO</td> <td></td> <td>12 MAR 2020</td> <td>S Pass</td> <td>WONG JOEYIN Masked</td> <td>Pending</td> <td>Select action</td> </tr> <tr> <td>GRACES TSET MDS ONE</td> <td></td> <td>12 MAR 2020</td> <td>S Pass</td> <td>WONG JOEYIN Masked</td> <td>Pending</td> <td>Select action</td> </tr> </tbody> </table>	Name	FIN	Date of application / appeal	Pass type	Submitted by	Status	Action	GRACEL TSEI MDS THLL		12 MAR 2020	S Pass	WONG JOEYIN Masked	Invalid	Select action	GRACES TSET MDS TWO		12 MAR 2020	S Pass	WONG JOEYIN Masked	Pending	Select action	GRACES TSET MDS ONE		12 MAR 2020	S Pass	WONG JOEYIN Masked	Pending	Select action	<ul style="list-style-type: none"> • Search for the candidate’s application under “Applications/Appeals” tab and click Submit documents. • Documents must be submitted by the due date stated in the email. • The Submit documents action will not be available after the due date, and the application will be voided. You will be required to submit a new application for the candidate.
Name	FIN	Date of application / appeal	Pass type	Submitted by	Status	Action																							
GRACEL TSEI MDS THLL		12 MAR 2020	S Pass	WONG JOEYIN Masked	Invalid	Select action																							
GRACES TSET MDS TWO		12 MAR 2020	S Pass	WONG JOEYIN Masked	Pending	Select action																							
GRACES TSET MDS ONE		12 MAR 2020	S Pass	WONG JOEYIN Masked	Pending	Select action																							
 <p>The screenshot shows the 'Upload your documents' page. It includes a message box stating: 'We need these documents from you. You are required to upload the documents below by 27 Mar 2020 in order for us to proceed with your application.' Below this is 'Application information' and 'Travel Document' details.</p> <p>Application information</p> <p>Full name: [Redacted] case mds one FIN: - Date of application: 12 Mar 2020 Application no.: A120320502505</p> <p>Travel Document</p> <p>You need to submit the document because:</p> <ul style="list-style-type: none"> • The photograph on the travel document does not show the foreigner’s facial features clearly as there is a reflection. Please use a camera to take a picture of the travel document and ensure that the foreigner’s photograph is clear. <p>Travel doc.pdf</p> <p>Drag and drop or browse files. Jpg, png or pdf only. Total file size must not exceed 2MB.</p>	<ul style="list-style-type: none"> • You will be brought to this page upon clicking the Submit documents link. • Upload the documents as requested. 																												

myMOMPortal > Work Passes >

Upload your documents

✔

Documents have been submitted successfully

Candidate's full name	[REDACTED] mds case one
Travel Document	AAC6jiA.jpg
Date of submission	15 Mar 2020

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?

- Return to myMOMPortal
- For more information, please visit MOM website

- Your documents have been submitted successfully when you see this acknowledgement page.

b. Your application cannot be processed due to errors or omissions in your application information or documents

Refer to the email for the actions needed. When you are ready to re-apply with the required information and/or documents, log in to myMOM Portal and search for the candidate's application. Click on "Apply" under the 'Action' column.

Application / Appeals (5)
Pending issuance
Existing passes
Expiring passes
Filter

Download

Name	FIN	Date of application / appeal	Pass type	Submitted by	Status	Action
MARCUS [REDACTED]	[REDACTED]	29 MAR 2020	S Pass	MOM	Invalid	Select action <ul style="list-style-type: none"> <li style="border: 1px solid #ccc; padding: 2px; margin: 2px;">View details <li style="background-color: #0070c0; color: white; padding: 2px; margin: 2px;">Apply <li style="border: 1px solid #ccc; padding: 2px; margin: 2px;">More...

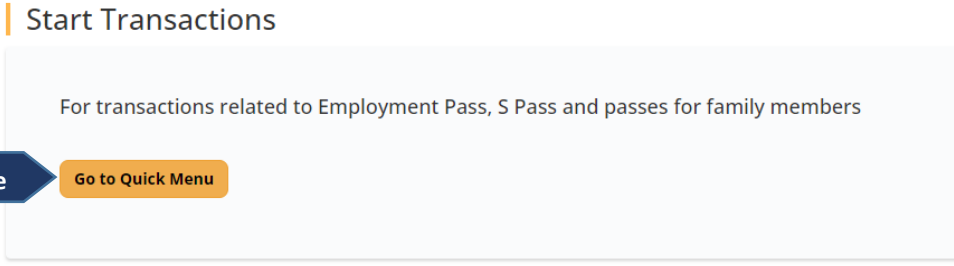
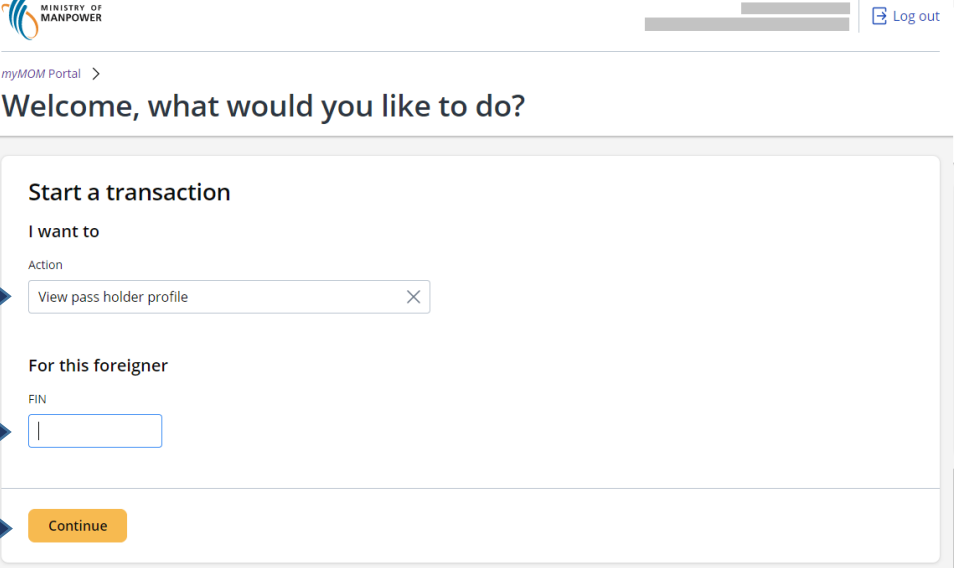
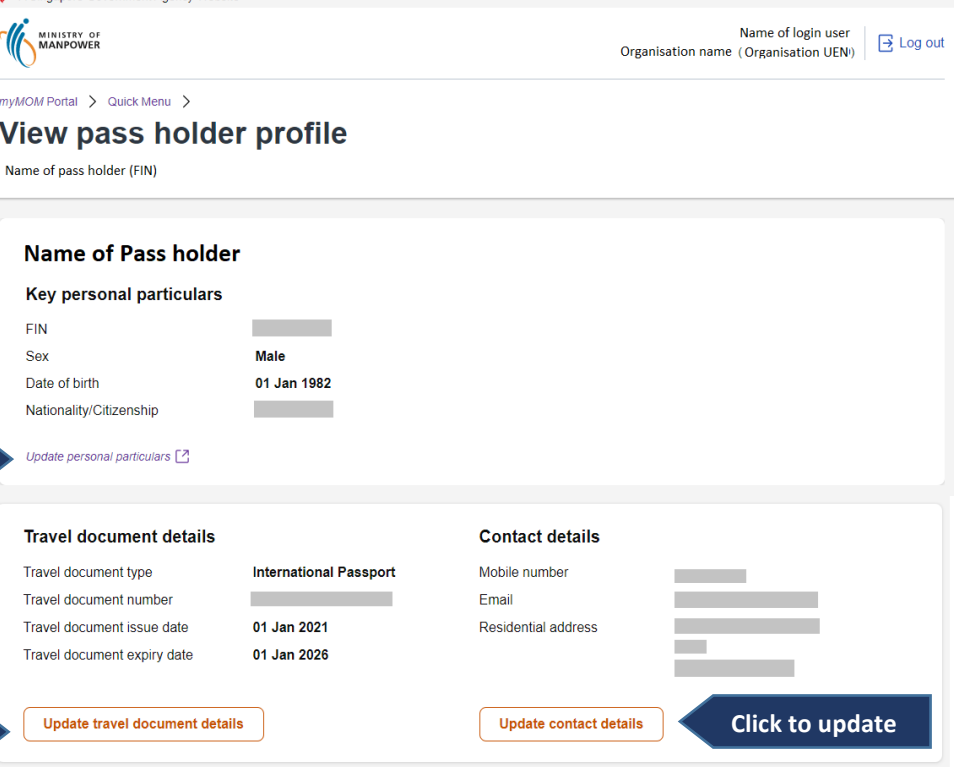
You may like to know

Please check the advisory for next steps. If you still like to hire this foreigner, please submit a new application.

- Click on "Apply" under the "Action" column.
- You will be brought to the first page of the new application or renewal request for EP/S Pass/ DP/LTVP.

18. Access Pass Holder's Profile

<p>1. Log in with Corppass to access <i>myMOM</i> Portal.</p>	<p>Click here to log in</p>																												
<p>2. After logging in, you will be directed to <i>myMOM</i> Portal.</p>	<p>Click on 'Work Passes' tab</p>																												
<p>3. Select the organisation that you are transacting for.</p>	<p>Select organisation</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>Click on applicable tab</p> <p>Click here</p> <table border="1"> <thead> <tr> <th>Name</th> <th>FIN</th> <th>Date of issuance</th> <th>Pass type</th> <th>Submitted by</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>10 MAR 2023</td> <td>Long-Term Visit Pass</td> <td>[Redacted]</td> <td>Issued</td> <td>Select action View details View pass holder profile</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>09 MAR 2023</td> <td>S Pass</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>Select action</td> </tr> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>08 MAR 2023</td> <td>S Pass</td> <td>[Redacted]</td> <td>Issued</td> <td>Select action</td> </tr> </tbody> </table>	Name	FIN	Date of issuance	Pass type	Submitted by	Status	Action	[Redacted]	[Redacted]	10 MAR 2023	Long-Term Visit Pass	[Redacted]	Issued	Select action View details View pass holder profile	[Redacted]	[Redacted]	09 MAR 2023	S Pass	[Redacted]	[Redacted]	Select action	[Redacted]	[Redacted]	08 MAR 2023	S Pass	[Redacted]	Issued	Select action
Name	FIN	Date of issuance	Pass type	Submitted by	Status	Action																							
[Redacted]	[Redacted]	10 MAR 2023	Long-Term Visit Pass	[Redacted]	Issued	Select action View details View pass holder profile																							
[Redacted]	[Redacted]	09 MAR 2023	S Pass	[Redacted]	[Redacted]	Select action																							
[Redacted]	[Redacted]	08 MAR 2023	S Pass	[Redacted]	Issued	Select action																							

<p>5. Alternatively, you may also access pass holder's profile by clicking on "Go to Quick Menu".</p>	
<p>6. Within Quick Menu: i. Select Action "View pass holder profile" ii. Enter the FIN iii. Click "Continue" button.</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. 	

- 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

View details

Click here

Replace card

Click here

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)

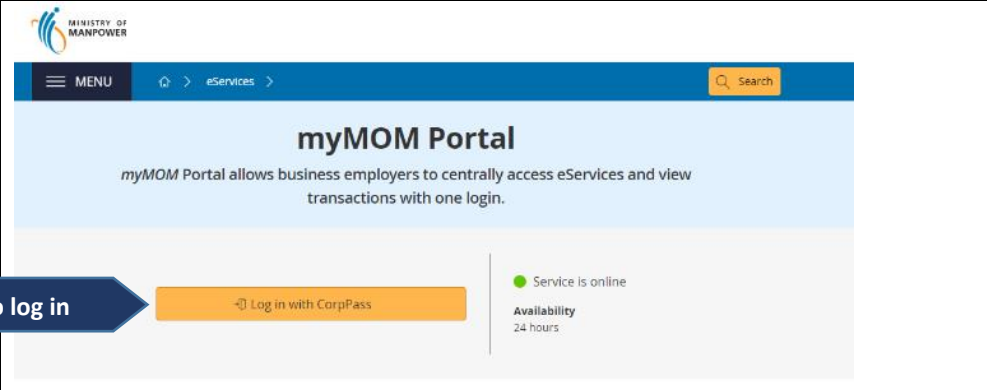
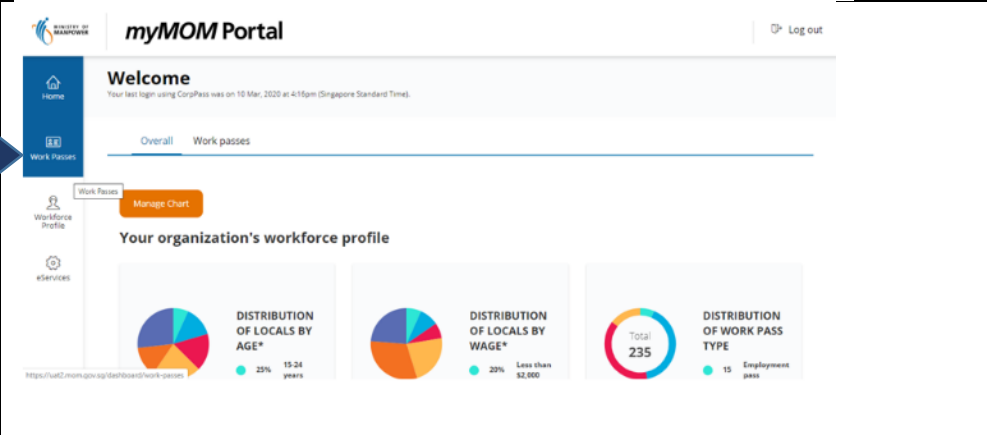
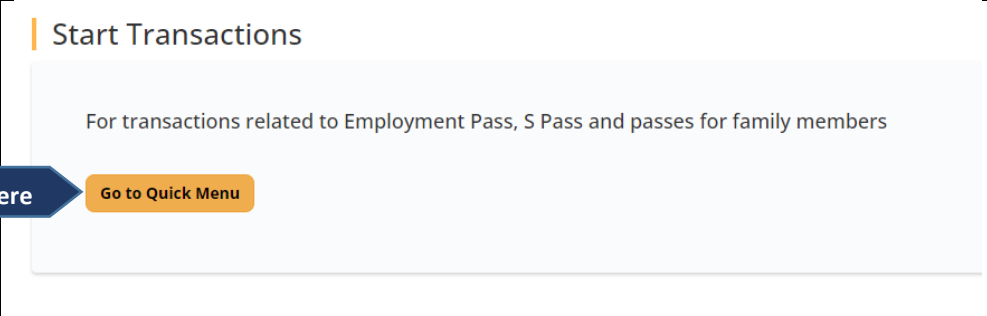
🔄 Pending card delivery

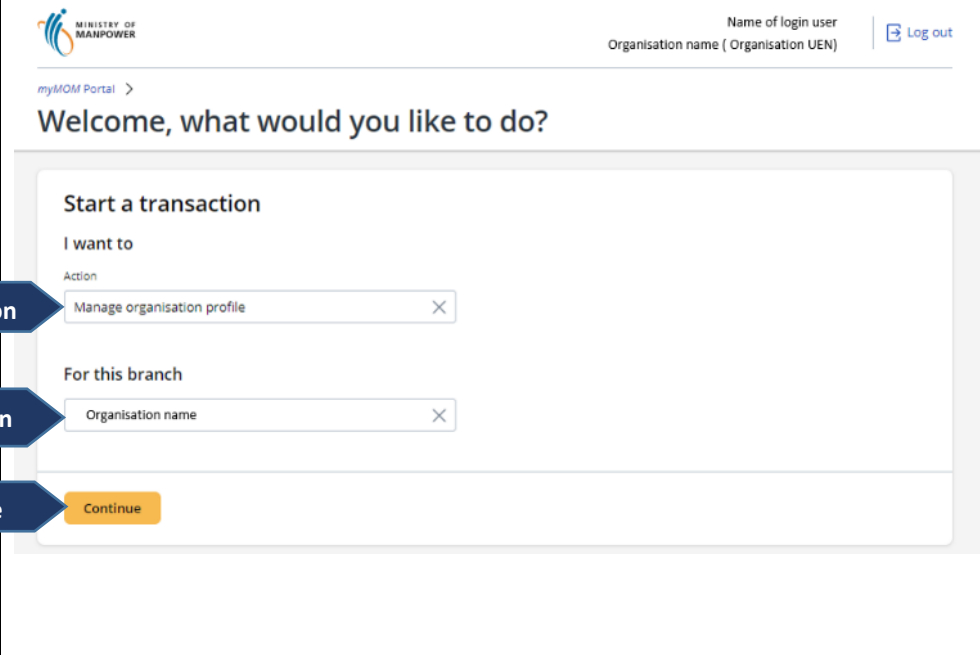
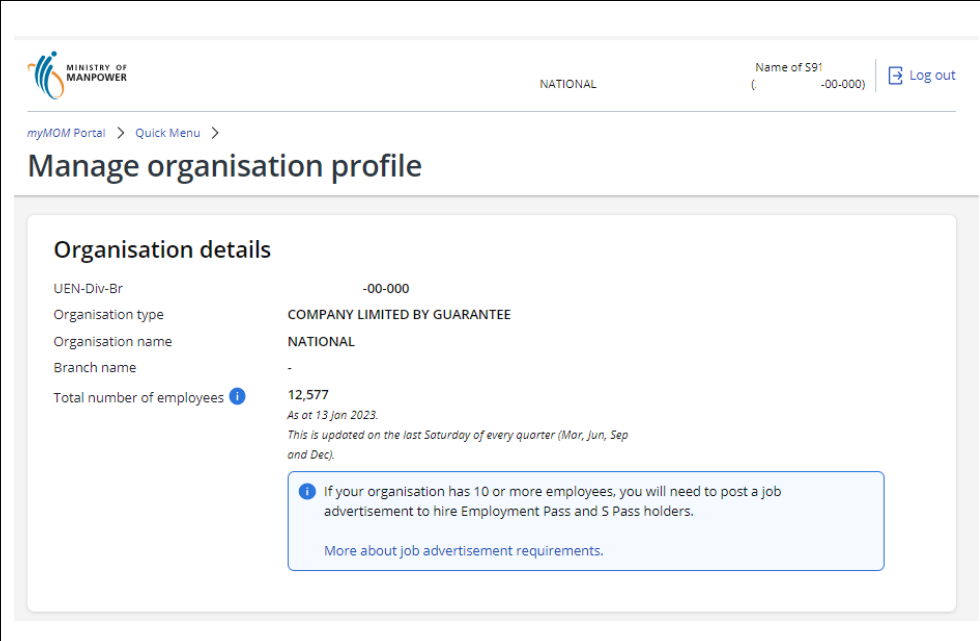
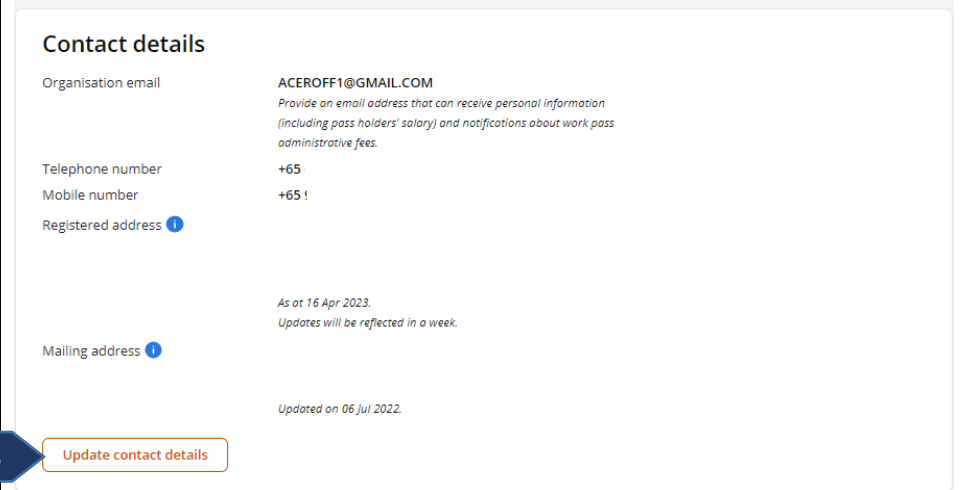
Collection mode
Card delivery

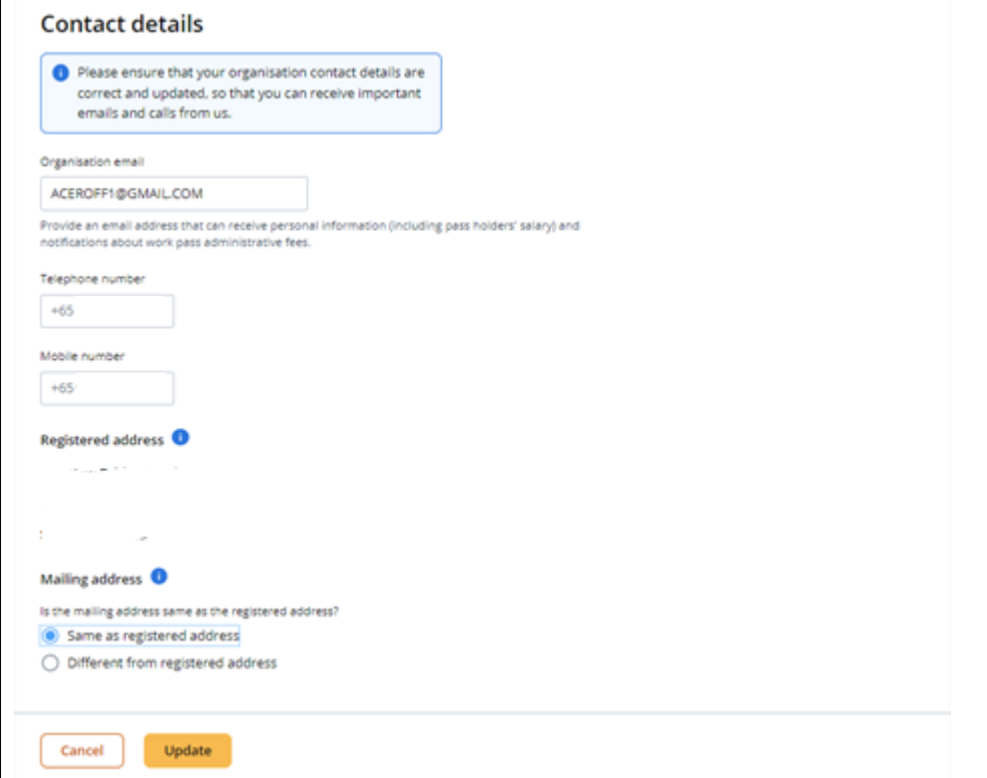
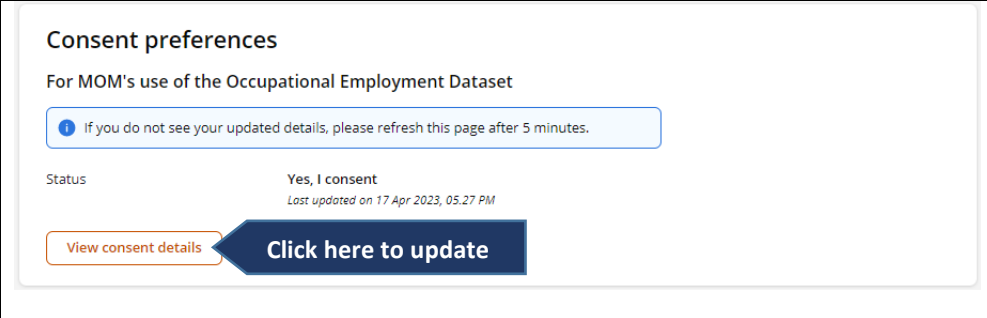
Address
[Redacted]
[Redacted]

Status
Card is not ready for delivery.

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

<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 access your organisation's profile using Quick Menu.</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>5. You will be able to view your organisation’s details here.</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>7. You can make the necessary changes to your contact details here.</p> <p>Click on the “Update” button to confirm your changes.</p> <p>Click on the “Cancel” button to discard your changes without saving.</p>	 <p>Contact details</p> <p>Please ensure that your organisation contact details are correct and updated, so that you can receive important emails and calls from us.</p> <p>Organisation email ACEROFF1@GMAIL.COM</p> <p>Provide an email address that can receive personal information (including pass holders' salary) and notifications about work pass administrative fees.</p> <p>Telephone number +65</p> <p>Mobile number +65</p> <p>Registered address</p> <p>Mailing address</p> <p>Is the mailing address same as the registered address?</p> <p><input checked="" type="radio"/> Same as registered address</p> <p><input type="radio"/> Different from registered address</p> <p>Cancel Update</p>
<p>8. You will be able to view your organisation’s consent preferences here.</p> <p>If you wish to change your consent preferences, click the “View consent details” button.</p>	 <p>Consent preferences</p> <p>For MOM's use of the Occupational Employment Dataset</p> <p>If you do not see your updated details, please refresh this page after 5 minutes.</p> <p>Status: Yes, I consent Last updated on 17 Apr 2023, 05:27 PM</p> <p>View consent details Click here to update</p>

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	Click here to view 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. /-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.

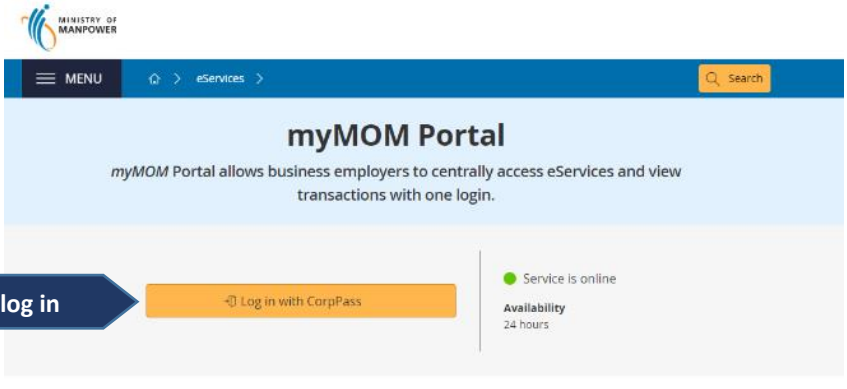
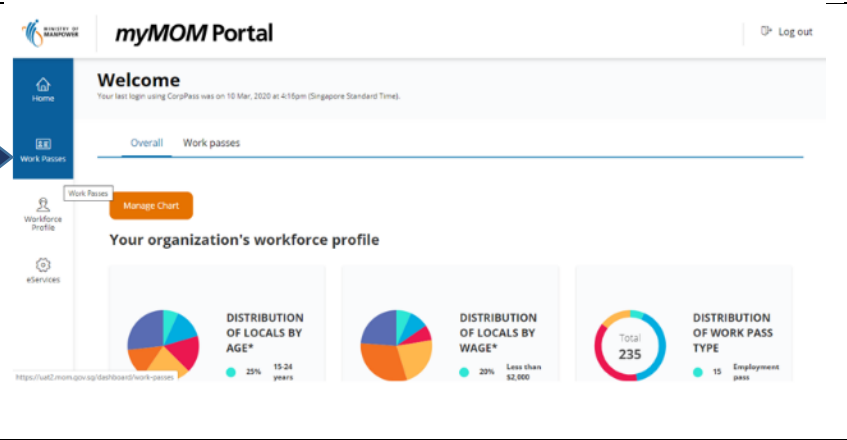
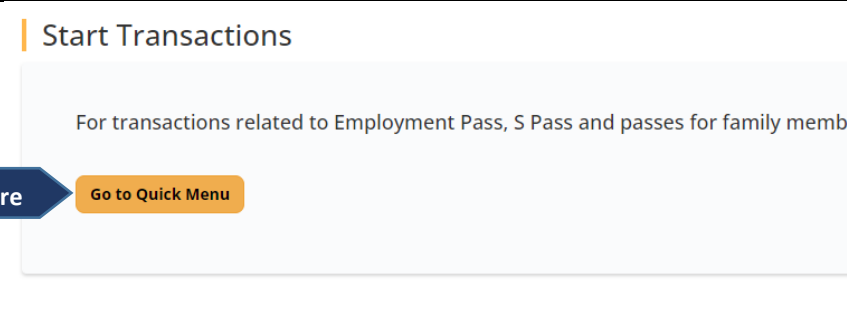
S Pass holders

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

20. 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		

- 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		

- 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

[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. [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 [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
[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 >

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

21. Request a Card Replacement

1. At the menu page, select the action from the drop-down list. Complete the form and click "Continue".

Click on "Request a card replacement".

myMOM Portal >

Welcome, what would you like to do?

Start a transaction

I want to

Action

Request a card replacement

For this foreigner

FIN

Continue

2. Before submitting the request, ensure that the information of the foreigner is updated.
3. If you need to update the foreigner's information, use the link at the top of the page to return to *myMOM Portal*.

Click on "Start request" to start.

myMOM Portal > Quick Menu >

Request for a Card Replacement

Before you start

Verify personal particulars

Ensure that the personal particulars and contact details of the work pass holder are updated before submitting the request.

- You will need to pay a card replacement fee. The fee is non-refundable once the request is made.
- You may pay via GIRO or credit card.
- Processing time is immediate upon successful submission of the request.

Takes about 10 minutes to complete.

Start request

4. Fill in the required fields in Request section.

Click here to continue to Summary section.

myMOM Portal > Quick Menu >

Request for a Card Replacement

1 Request 2 Summary 3 Payment

What is the reason for the replacement?

Replacement reason

Continue

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

Click here to continue to payment section.

Notification email

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

Pass holder's email

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

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

Request Summary Payment

Payment

Card replacement fee

Total amount

Payment method

- Visa/Mastercard/Amex
- GIRO

Proceed to pay

7. You will receive an email from MOM to acknowledge successful submission of your card replacement request. A PDF copy of the card replacement letter will be attached in this email.

A Singapore Government Agency Website



Log out

myMOM Portal > Quick Menu >

Request for a Card Replacement

Card replacement request submitted successfully

Print acknowledgement page

Pass type	Dependant's Pass
Replacement reason	
Date of replacement	17 Feb 2023
Total amount paid	
Payment mode	Visa/Mastercard
Payment reference number	
Date and time of transaction	17 Feb 2023, 03:44pm (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

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22. Retrieve In-Principle Approval (IPA) Letter

1. Log in to [myMOM Portal](#)
2. Search for the candidate under the 'Application/Appeals' tab.

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

Enter applicant name or FIN Submit

Name	FIN	Date of application / appeal	Pass type	Submitted by	Status	Action
JOHN DOE ONE	I1234567N	28 JAN 2023	Employment Pass	MARY JANE	Pending	Select action
JOHN DOE TWO	I1234567N	12 FEB 2023	S Pass	MARY JANE	Pending	Select action
JOHN DOE THREE	I1234567N	19 FEB 2023	Employment Pass	MARY JANE	Pending	Select action
JOHN DOE	F1234567N	27 FEB 2023	S Pass	MARY JANE	Rejected	Select action View details Select action

Under Action, select 'View details'.

For an employment agent who is handling the foreigner's transactions for the first time

3. Scroll down the Work Passes page to the 'Go to Quick Menu' section.

Start Transactions

For transactions related to Employment Pass, S Pass and passes for family members

Click here Go to Quick Menu

4. At the menu page, under Action, select 'View details' from the drop-down list.

Welcome, what would you like to do?

Start a transaction

I want to

Action

Start typing to search...

- Submit documents
- Update contact details
- Update travel document details
- View details
- View pass holder profile
- View payment records
- Withdraw a submission

Click on 'View details'.

5. Search for the foreigner using their FIN or Application number, and fill in the required fields.

To search by FIN

Start a transaction

I want to

Action

View details

For this foreigner

Search by FIN

FIN

F1234567N

Date of application

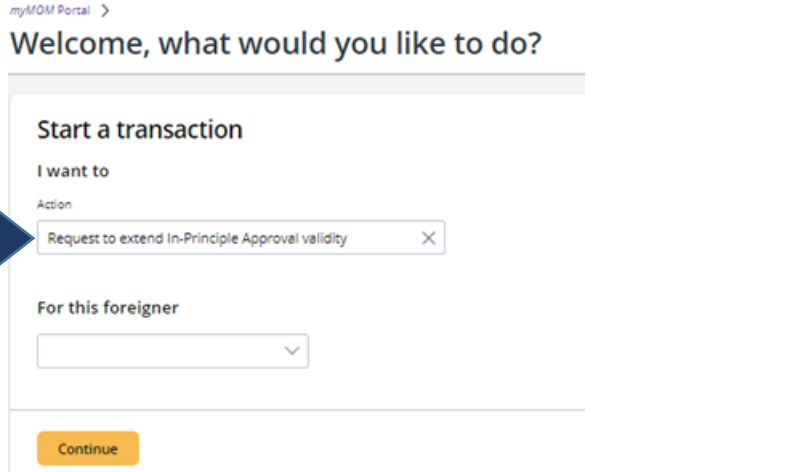
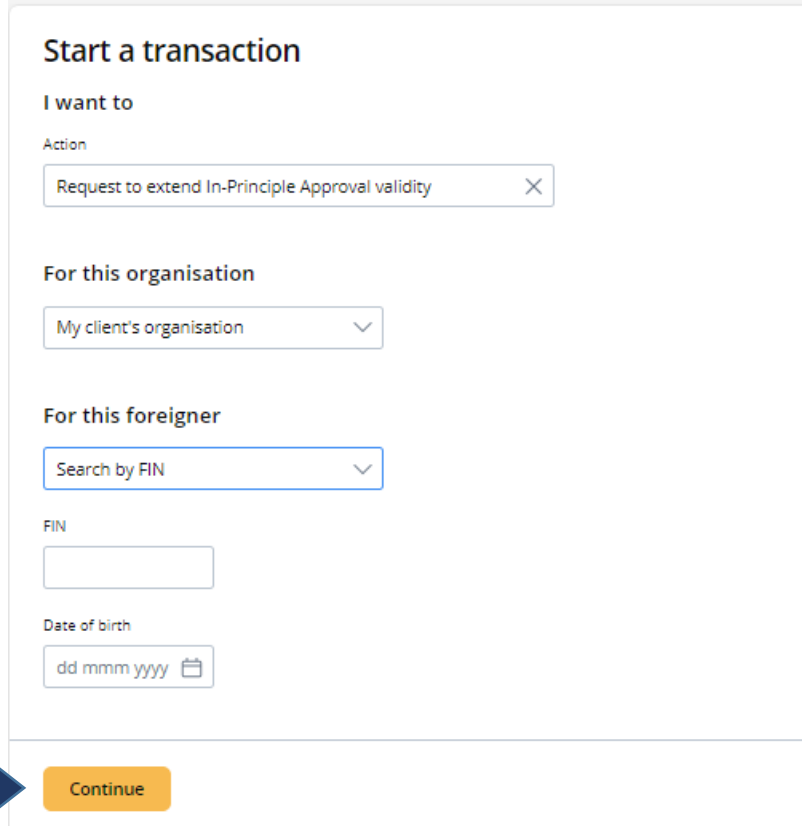
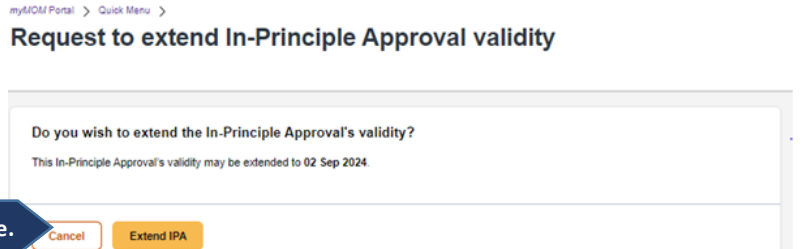
27 Feb 2023

Continue

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

<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>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
Employing organization	TESTING HOLDING PTE. LTD. (12341234X-00-00)																				
Full Name	JOHN DOE																				
FIN	F1234567Z																				
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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																				
<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>Cancel IPA Extend validity Request pass to be issued</p> <p>Refresh to view updated IPA letters</p> <p> IPA - Pass holder's copy (PDF, ~170KB) IPA - Employer's copy (PDF, ~250KB) Medical declaration form (PDF, ~120KB) </p> <p>Lost updated on 18 Apr 2023.</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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Submission user	CORPPASS TEST ACCOUNT																				


23. 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](#)

24. 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

1 Amendment 2 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

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

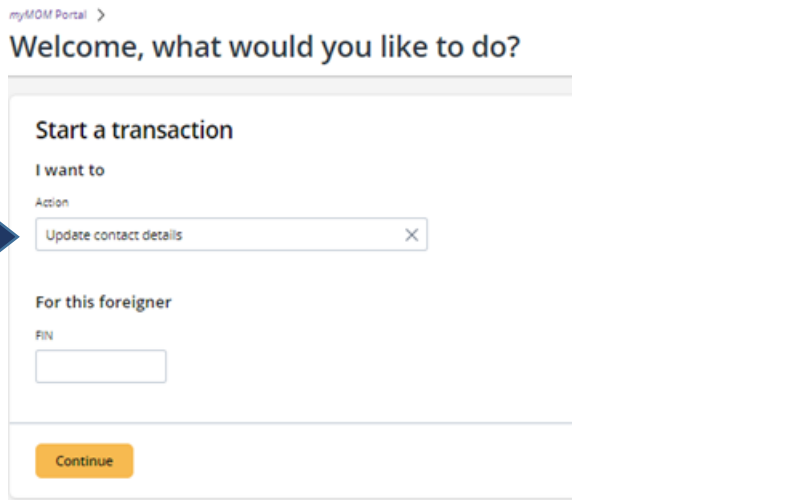
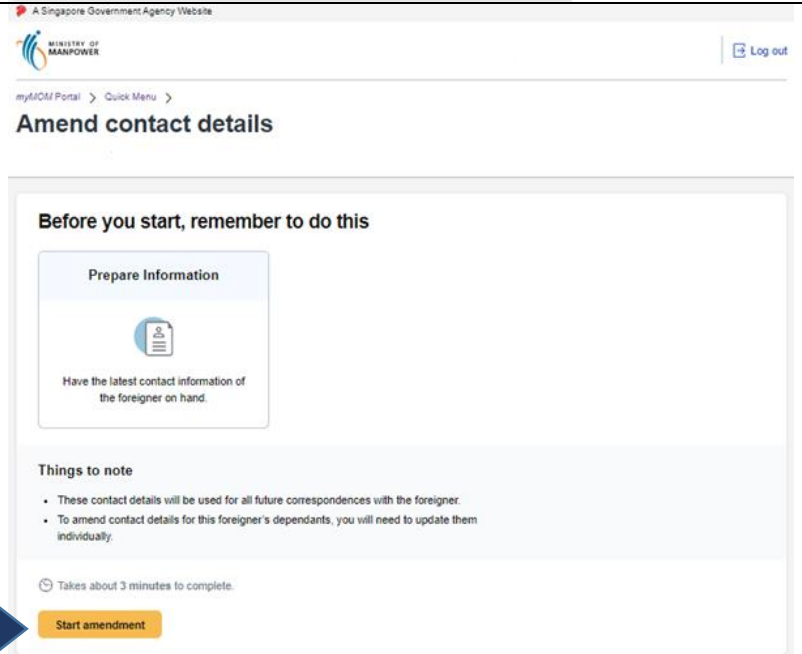
You will receive an email acknowledgement with a summary of the changes after the amendment request is approved. This may take up to 15 minutes.

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

25. Update Contact Details

<p>1. Select "Update contact details" from the Quick Menu.</p> <p>Select "Update contact details".</p>	
<p>2. Click on "Start amendment" to proceed with amendment request.</p> <p>Click on "Start amendment"</p>	

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 Field]

Foreigner's mobile number
+65 [Text Field]

Residential address

Residential type
Postal Code Address [Dropdown]

Postal code
[Text Field]

Block/house number
[Text Field]

Street name
[Text Field]

Floor number [Text Field] - Unit number [Text Field]

Building name
[Text Field]

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

1 Amendment 2 Summary

Amendment summary [Edit]

Email and mobile number

Foreigner's mobile number [Text Field]

Residential address

Residential type: Overseas Address

Address: [Text Field]

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](#)

-End of Guide-