



## Work Pass Division

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Tel: 6438 5122  
www.mom.gov.sg  
mom\_wpd@mom.gov.sg



# Work Permit Application Form For A Foreign Worker/Trainee in Non-Domestic Sector

This form may take you 15 minutes to fill in.

You will need the following information to fill in the form:

1. For Foreign Worker

- The worker's passport number
- The worker's Work Permit number (if applicable)
- The worker's Identity Card (IC) number (if he / she is Malaysian or from People's Republic of China)
- The worker's spouse IC number (if he / she is married to a Singapore Citizen or Singapore Permanent Resident)

2. For Employer

- The company's CPF Submission No.(CSN)\*  
\*CSN will replace Employer Reference Number (CPF Account Number) from 1 January 2009. For companies / organisations, CSN consists of your Unique Entity Number (UEN) + CPF Payment Code. For more information, please refer to [www.cpf.gov.sg](http://www.cpf.gov.sg) or call CPF Call Centre at 1800-227-1188.
- The prior approval reference number (if applicable)

**Important Things to Note:**

1. If you are a first-time business employer who has not applied for Work Permits or S Passes before, you are required to select **ONE** business activity in which the foreign workers will be recruited for. To do that, please submit an application for Industrial Classification first **before** you submit the Work Permit application form.
  - (a) We encourage you to submit this form electronically. The processing time for application for Industrial Classification submitted via:
    - Online Application for Industrial Classification (under 'Work Permit (Foreign Workers) >'e-Services and Forms' at <http://www.mom.gov.sg>) -2 working days
    - Application for Industrial Classification form which can be printed from MOM's website (click on 'Work Permit (Foreign Workers) >'e-Services and Forms' >'Forms for Foreign Worker (Non-construction/Non-domestic)'). Please fax the completed application for Industrial Classification form to 6538 7275/6538 7276. -7 working days
  - (b) Please note that we will return the Work Permit application form(s) if the first-time business employer has not been classified under a specific sector or industry. There will also be no refund of fees paid for application of Work Permit, unless the fee was not due from the employer.
2. Please complete Page 3, and Page 5 to 9 of this application form. Where an item is not applicable, please fill in "NA". An incomplete application form will not be processed.
3. The processing time for Work Permit applications submitted via:
  - WP Online (under 'Work Permit (Foreign Worker) >'e-Services and Forms' at <http://www.mom.gov.sg>) - Next working day
  - any SingPost post offices, MOM-appointed collecting agent - 7 working days
4. Please obtain a Singapore Personal Access (SINGPASS) and register for a WPOL account under 'Services' at MOM's website (click on "WP Online for Company and Employment Agency Users) before you can access WP Online (WPOL). Upon successful SINGPASS application and WPOL account registration, you will be able to apply for Work Permits electronically. Please refer to Step-by-Step Guide on Work Permit application via WPOL.
5. An administrative fee of \$10 will be charged for every Work Permit application submitted. For Work Permit application for Performing Artiste (Public Entertainment Licensees), the administrative fee is \$40. There shall be no refund of fees paid for the application of Work Permit, unless the fee was not due from the employer. Any such request for refund shall be at the discretion of the Controller of Work Passes.
6. The payment modes for Work Permit application submitted :
  - via WP Online - Visa/Master Card/eNets Debit/GIRO. GIRO payment is available to WPOL subscribed users only.
  - via SingPost post office (MOM-appointed Collecting Agent) - Cash/Nets/Cashcard
7. The outcome will be mailed to company's address for Work Permit applications submitted through SingPost post office. WP Online users may print the outcome from the WP Online system.

A)  **Please tick here if this is a Work Permit application for a Performing Artiste (Public Entertainment Licensees).**

B) Please fill in the company's CPF Submission No. If the company has more than one CPF Submission No. under the same company's Registration No. (ACRA) for the same business activity, please write to the Work Pass Division (WPD) to request linking the CPF accounts in order to increase the company's quota entitlement for foreign workers.

CPF Submission No. | | | | | | | | | | - | | | | | - | | | | |

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C) If the company has obtained a Prior Approval for recruiting foreign workers, please fill in the Prior Approval reference number:

Prior Approval reference number | | | | | | | | | | | | | | | |

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D) If the foreign worker is a Malaysian, please fill in his/her Identity Card Number(s):

Worker's old Malaysian Identity Card number | | | | | | | | | | | | | | | |

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Worker's new Malaysian Identity Card number | | | | | | | | | | - | | | | | - | | | | |

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E) If the foreign worker is a current Work Permit holder or an ex-Work Permit holder, please fill in his/her Work Permit number:

Work Permit number | | - | | | | | | | | | | | | | |

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<b>For Official Use:</b>																			
DSN												DOA							
DEPT												WP SK							
NRIC No./FIN																			

**Key Information:**

1. An employer who wishes to employ a foreigner (except Singapore Permanent Resident and Dependant's Pass holder under the Employment Pass scheme) at a monthly basic salary of not more than SGD\$1800, needs to submit a Work Permit application for the foreigner.
2. A foreigner must be at least 16 years old at the time of the Work Permit application.
3. A non-Malaysian worker must not be in Singapore at the time of the Work Permit application. He can enter Singapore only after the employer has obtained the In-Principle Approval letter and furnished a Security Bond of SGD\$5000.
4. All employers who employ foreign workers are required to pay the monthly foreign worker levy by Inter-Bank GIRO.
5. If the employer has not made prior arrangements for payment of foreign worker levy by GIRO, he has to complete the attached GIRO Application Form and mail it to the CPF Board. The employer is advised to sign up for GIRO early as the processing of GIRO applications takes about 4 weeks. The GIRO deduction for levy due each month will be made on 17th of the following month. The employer is required to maintain sufficient funds in his bank account for the GIRO deduction, failing which interest for late payment will be charged. The deduction will cease once the Work Permit is cancelled.
6. The employer should continue to pay the levy using his current payment mode to the CPF Board until his GIRO application is approved by the bank. The CPF Board will inform the employer when the GIRO deduction of the levy will take effect. The employer does not have to pay any fee for GIRO application.

**Documents to be attached to this completed Application Form:**

- a) A photocopy of the foreign worker's Passport/Travel Document that shows his particulars including any amendments made
- b) A photocopy of the foreign worker's Educational Certificates [e.g. GCE 'O' Level, Sijil Pelajaran Malaysia (SPM) or equivalent] if his educational level is Sec 4 or above. If the worker's SPM Result Slip is submitted in lieu of the original certificate, the worker/employer is required to present the original SPM educational certificate at the WPD for verification 12 months after the issue of the Work Permit. The WPD will inform the worker/employer accordingly when it is required to do so. If the worker/employer is unable to present the original educational certificate when required, the Work Permit will be revoked. The worker may also be placed on future employment ban.
- c) A photocopy of the foreign worker's Identity Card (**applicable to all Malaysian workers and the group of PRC workers who have not obtained their Passports**)
- d) For companies that are currently not employing any Work Permit holders, please attach:
  - i) A photocopy of the Company/Business Profile from the Accounting and Corporate Regulatory Authority (ACRA)
  - ii) A photocopy of the Company's most recent past 3 monthly CPF Contribution Statement(s) for its local workforce
  - iii) A photocopy of the Food Establishment Licence issued by the National Environment Agency (NEA) (**applicable to food establishments**)



Highest Qualification Obtained:

- 00 No education
- 15 Below Primary 6 (Below Form I). Please state the Primary Level: \_\_\_\_\_
- 16 Completed Primary 6 (Form I)
- 21 Secondary 1 (Form II)
- 22 Secondary 2 (Form III)
- 23 Secondary \*3 / GCE 'N' Level (Form IV)
- 24 Secondary 4 (Form V)
- 2401 GCE 'O' Level (SPM). Please state the number of 'O' Level Passes and attach a copy of the certificate [ ][ ][ ]
- 2601 \*GCE 'A' Level (STPM) / Middle High School / Senior High School. Please state the number of 'A' Level Passes and attach a copy of the certificate [ ][ ][ ]
- 30 Diploma. Please state Diploma obtained, Name of Institution and Years of Working Experience in the space below. Please attach a copy of the certificate(s).

Type of Diploma/Trade Certificate Obtained: \_\_\_\_\_ Year Obtained: \_\_\_\_\_  
Name of Institution: \_\_\_\_\_

Years of Working Experience: \_\_\_\_\_  
 40 Degree. Please state Degree obtained, Name of Institution and Years of Working Experience in the space below. Please attach a copy of the certificate(s).

Type of Degree/Trade Certificate Obtained: \_\_\_\_\_ Year Obtained: \_\_\_\_\_  
Name of Institution: \_\_\_\_\_  
Years of Working Experience: \_\_\_\_\_

For foreign students who wish to undergo job attachment as part of course requirements, please indicate the type of educational institution:  Overseas  Local

**1B: Particulars of Foreign Worker's Spouse (Applicable to Foreign Worker who is married to a Singapore Citizen or Singapore Permanent Resident)**

Spouse's Name \_\_\_\_\_

Spouse's Date of Birth (DD-MM-YYYY) [ ][ ] - [ ][ ] - [ ][ ][ ][ ]

Nationality (please specify): \_\_\_\_\_

Residential Status:  Singapore Permanent Resident  Non-Singapore Permanent Resident

Spouse's Singapore Identity Card Number [S][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Spouse's Date of Singapore Permanent Residency Issued (DD-MM-YYYY) [ ][ ] - [ ][ ] - [ ][ ][ ][ ]

Type of Spouse's Identity Card:  
 3 Singapore Blue  4 Singapore Pink  
Date of Marriage (DD-MM-YYYY) [ ][ ] - [ ][ ] - [ ][ ][ ][ ]

Place of Marriage:  1 Malaysia  2 Singapore  3 Others (Please specify): \_\_\_\_\_

**1C: Particulars of Foreign Worker's Parents (Applicable to Religious Organisations Only)**

Relationship	Name	Nationality/ Residential Status	Identity Card/ Passport/Work Permit Number	Date of Birth	Current Country of Residence
Father					
Mother					

\*Delete where inapplicable.

**Part 2 Information on Employer (Company/Firm) and Job Offered**

**2A: Particulars of Employer**

Name of Company/Firm: \_\_\_\_\_

Address of Company/Firm: \_\_\_\_\_

Postal Code

Telephone

Facsimile

**2B: Foreign Worker's Occupation if given a Work Permit**

\_\_\_\_\_  
\_\_\_\_\_

**For Official Use**

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**2C: Foreign Worker's Main Duties if given a Work Permit (Please describe)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2D: Foreign Worker's Basic Salary if given a Work Permit S\$ \_\_\_\_\_ per month.**

**2E: Foreign Worker's Employment Status in the Company/Firm**

- 1 Employee (includes Foreign Trainee)
- 2 Partner/Sole Proprietor/Director
- 3 Others (Please specify): \_\_\_\_\_

**2F: For Performing Artiste<sup>1</sup> or Training Work Permit, please state the duration of Work Permit:**

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 \*Days/Weeks/Months

\*Delete where inapplicable.

<sup>1</sup>The Work Permit application for Performing Artiste is only applicable for company with Public Entertainment Licence.

**2G: Declaration By Employer (Company/Firm)**

I hereby declare that:

1. I have read and understood the relevant Conditions of Work Permit pertaining to both employer and foreign worker. I shall abide by the Conditions of Work Permit (Employers) during the employment of my workers.
2. If my foreign worker breaches any of the Work Permit Conditions, I undertake to cancel the Work Permit/Visit Pass and to repatriate the worker.
3. All particulars given in this application form are true and correct and I hereby give my consent to the Division to verify and share the particulars with any Government Agencies as and when necessary.
4. I am aware that if I make any false statements or produce any documents which I know to be false, I shall be guilty of an offence.
5. I \*am/am not an undischarged bankrupt (applicable where employer is a Sole-Proprietor or Partner).
6. I undertake that I shall be responsible for the foreign worker upon his arrival in Singapore.
7. If I fail to repatriate the worker after the In-Principle Approval or Work Permit is cancelled or revoked, my security deposit (for non-Malaysian worker) shall be forfeited.
8. I am aware that my company/firm's Central Provident Fund account(s) are used by the Controller of Work Passes for the purpose of determining my local workforce and foreign worker entitlement, and I certify that the account(s) only include Central Provident Fund contributions made to persons actively employed by my company/firm.
9. I have/have not\* used the services of an Employment Agency or intermediary based in Singapore for the recruitment of the foreign worker. (Please also state the licence number of all Employment Agencies or intermediaries (if any) used for the purposes of this application: \_\_\_\_\_ . Please ensure that a copy of Part 3 of this form is completed by each Employment Agency or intermediary used.)
10. I have / have not\* been offered or received (directly or indirectly), any sum or other benefit:
  - (a) as consideration or as a condition for employing the foreign employee;
  - (b) as consideration or as a condition for continuing to employ the foreign employee; or
  - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.

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Name of Employer	Designation
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NRIC Number of Employer	**Signature of Employer
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Date	Company's Stamp
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**Part 3 Declaration by Employment Agency (Applicable if the employer has used the services of an Employment Agency or intermediary. If more than one Employment Agency/intermediary is used, please complete the attached additional declaration sheets.)**

Name of Employment Agency: \_\_\_\_\_  
 Licence Number: \_\_\_\_\_  
 Registered Address: \_\_\_\_\_

I hereby declare that-

1. I am the licensee/representative\* of the abovenamed Employment Agency.
2. The abovenamed employer has/has not\* been offered (directly or indirectly) , any sum or other benefit:
  - (a) as consideration or as inducement for employing the foreign employee;
  - (b) as consideration or as inducement for continuing to employ the foreign employee; or
  - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.

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Name, Designation & NRIC of Licensee/Representative	Date & Signature of Licensee/Representative
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Employment Agency's Stamp

\* Delete where inapplicable.  
 \*\* Employer refers to the Sole-Proprietor or a Partner in a Partnership. For a Pte Ltd Company, it refers to a Director or a Manager.



**Part 4 Information on Shipyard (Applicable to Employers in the Marine Industry)**

If you are holding a Shipyard Licence issued by the Occupational Safety Department, Ministry of Manpower, please indicate

Shipyard Licence Number | | - | | | | | - | | | - | | | | |

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If you are NOT holding a Shipyard Licence issued by the Occupational Safety Department, Ministry of Manpower, the Shipyard is required to complete the following section to confirm that the Contract is awarded to your company:

I, (Name) \_\_\_\_\_, NRIC Number \_\_\_\_\_

Designation \_\_\_\_\_

of the (Name of Shipyard) \_\_\_\_\_

CPF Submission No. | | | | | | | | | | - | | | - | | | | |

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Support the application made by (Name of \*Resident/Common Contractor) \_\_\_\_\_

The Shipyard Licence issued to my company is | | | | | | | - | | - | | | | |

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Signature \_\_\_\_\_ Date \_\_\_\_\_ Company's/Shipyard's Stamp \_\_\_\_\_

\*Delete where inapplicable

**Work Pass Division**

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mom\_wpd@mom.gov.sg



## Additional Declaration By Employment Agency or Intermediary Based In Singapore

This form may take you 5 minutes to fill in.  
You will need the following information to fill in the form:

- The worker's passport number
- The worker's Work Permit number
- The company's CPF Submission No.
- The name of employer
- The name of employment agency
- The employment agency's licence number

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### Particulars of Worker and Employer

Name of Worker: \_\_\_\_\_

Passport No.: \_\_\_\_\_

Nationality: \_\_\_\_\_

CPF Submission No.: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

### Particulars of Employment Agency

Name of Employment Agency: \_\_\_\_\_

Licence Number: \_\_\_\_\_

Registered Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Declaration by Employment Agency

I hereby declare that –

- 1 I am the licensee / representative\* of the abovenamed Employment Agency.
- 2 The abovenamed employer has/has not\*, been offered (directly or indirectly) any sum or other benefit:
  - a. as consideration or as inducement for employing the foreign employee; or
  - b. as consideration or as inducement for continuing to employ the foreign employee; or
  - c. as a financial guarantee related, in any way, to the employment of the foreign employee.

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Name, Designation & NRIC of Licensee/Representative

Date & Signature of Licensee/Representative

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Employment Agency's Stamp

\*Delete where applicable

Important Note:

Please read the Second, Third and Fourth Schedules and detach them for your retention.

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**Second Schedule**  
**Conditions of Work Permit for Employer of Construction Worker**

**Definitions**

1. For the purposes of these conditions,

“construction site” means any worksite for the purpose of general building construction or civil engineering works;  
“employer” means the employer of a foreign worker to whom these conditions apply;

**Application of Condition**

2. The conditions in this Schedule shall apply to a foreign worker whose Work Permit occupation is that of a “construction worker”.

**Specified Activities**

3. A foreign worker to whom these conditions apply may perform any of the following Specified Activities:-

**Basic construction**

- (a) erection of any building or part thereof;
- (b) renovation of any building or part thereof;
- (c) installation of roofs;
- (d) waterproofing of basement, roofs and wall;
- (e) erection of perimeter fences and gates;
- (f) concrete repairs, which encompass the reinforcement of structures and joints through the use of cement-sand-mortar mix, the injection of slurry into the joints and cracks in concrete structures, and the application of spraying of cement-sand-mortar onto surfaces of reinforced concrete works;
- (g) repainting and minor non-structural repair of buildings and existing structures;

**Roadworks**

- (h) marking and painting of roads;
- (i) laying asphalt;
- (j) laying underground pipes and the subsequent reinstatement of roads and other surfaces;
- (k) installation of underground cables and subsequent reinstatement of roads and other surfaces;

**Specialised installation activities**

- (l) installation of integrated signposting systems for complexes, airports and shopping centres;
- (m) installation of cold rooms and ventilation systems;
- (n) installation of microprocessor or computer based control systems, such as integrated environmental control, fire and security computer control systems, and industrial process control systems;
- (o) installation of communications system, such as intercom and wireless radio, and security systems, such as closed circuit television, security alarms, car park security control and card access systems;
- (p) installation of central antenna television systems;
- (q) installation of electrical based systems such as switch gears, transformers and large generators, including electrical installations in buildings;
- (r) installation of fire alarms, fire prevention and fire protection systems;
- (s) installation of low-tension and high-tension overhead wires, and poles for overhead cable and street lighting;
- (t) installation of lifts, escalators and travelators;
- (u) installation of mechanical plant, machinery, power generators and turbines systems;
- (v) installation of aluminium, steel, steel alloy and timber structural components, metal scaffolds and curtain walls;
- (w) installation of water and gas pipes, sanitary works and plumbing fixtures;
- (x) installation of traffic light systems, and the set-up of signs along roads;
- (y) installation of all heavy sheet piles, driven precast reinforced and prestressed concrete piles, bored cast-in-situ piles and timber piles;

**Telecommunication works**

- (z) laying underground telecommunication cables;
- (aa) laying underground pipes for the purposes of telecommunications;
- (bb) wiring work within a building for telecommunication purposes;

**Earthworks & soil sampling**

- (cc) excavation and earthmoving works;
- (dd) collection of or removing earth samples for the purpose of investigation and testing services to determine soil classification, strength and composition, and soil stabilization works such as micro piling, ground anchoring, sand drains and ground grouting;

**Landscaping works**

- (ee) provision of landscaping works, excluding grass cutting and nursery work;

**Demolition works**

- (ff) general demolition works;

**Marine construction works**

- (gg) works involving marine piling and the construction of marine structures such as jetties, wharves, sea and river walls;

**Dredging & land reclamation works**

- (hh) works involving the dredging of canals, rivers and offshore waters for the purpose of deepening;
- (ii) works involving the reclamation of land; and

**Corrosion protection works**

- (jj) corrosion protection work on metal surfaces and structures, including processes such as cathodic, anodic and electrolytic protection;

**Driving**

- (kk) driving vehicles within construction sites, and shall not include driving vehicles in the course of work on public roads;

4. A foreign worker to whom these conditions apply shall only perform the Specified Activities at construction sites, with the following exception:-

**Fabrication works**

- (a) the fabrication of structural precast concrete products, such as slab panels, wall panels, column and beams; and
- (a) the fabrication of prefabricated steel reinforcement products, such as beam cages and pile cap cages;

**Responsibilities of the employer**

5. The employer shall ensure that the contract of service with the foreign worker does not contravene any provisions of the Employment Act.
6. The employer shall pay the foreign worker his salary and allowances not later than seven (7) days after the last day of the salary period. Any salary period agreed between the employer and the foreign worker shall not exceed one month. If the foreign worker so requests, the salary and allowances shall be paid via direct transfer into the foreign worker's bank account in a bank established in Singapore. The employer shall maintain a record of the monthly wages paid to the foreign worker and produce the record upon request by any public officer.
7. Subject to condition 26, the employer shall ensure that the foreign worker is not sent to work for any other person.
8. Subject to condition 28(b), the employer or his employees shall supervise the foreign worker and ensure that he performs only the Specified Activities.
9. The employer shall provide the foreign worker a safe working environment.
10. The employer shall provide the foreign worker with acceptable accommodation.
11. The employer shall pay the foreign workers' levy through General Interbank Recurring Order (GIRO).
12. The employer shall be responsible for and bear the costs of the foreign worker's upkeep and maintenance. This includes the provision of medical treatment.
13. The employer shall insure and maintain workmen's compensation insurance in respect of the foreign worker.
14. The employer shall purchase and maintain medical insurance with coverage of at least SGD\$15,000 per twelve-month period of the worker's employment (or for such shorter period where the worker's period of employment is less than twelve months) for the worker's inpatient care and day surgery except as the Controller may otherwise provide by notification in writing.
15. The employer shall send the foreign worker for a medical examination by a registered Singapore doctor as and when directed by the Controller. The employer shall also bear any medical expenses incurred by the worker for the medical examination.

16. The employer shall register or update the foreign worker's accommodation address electronically through the Online Foreign Worker Address System within five (5) days of the commencement of employment in Singapore or of the worker moving to a new address, for the period specified in the Work Permit.
17. The employer shall provide information, documents and statements which are true and correct as and when required by the Controller.
18. The employer shall not retain the original Work Permit/Visit Pass and shall allow the foreign worker to retain his Work Permit/Visit Pass.
19. The employer shall produce the foreign worker to the Controller as and when he is required by the Controller to do so.
20. The employer shall inform the Controller of any change to the business address stated in the Work Permit application form within fourteen (14) days of such a change.
21. If the foreign worker goes missing, the employer shall inform the Controller within seven (7) days of the employer's knowledge of the foreign worker going missing.
22. The employer shall cancel the Work Permit/Visit Pass of the foreign worker if the employer does not require the foreign worker's services or does not wish to renew the foreign worker's Work Permit/Visit Pass. The employer shall inform the Controller in writing within seven (7) days of such cessation or termination and return the Work Permit/Visit Pass to the Controller.
23. The employer shall give the worker reasonable notice of his repatriation. The employer shall repatriate the worker when his Work Permit/Visit Pass expires or is cancelled or revoked, unless he is transferred to another employer. The employer shall bear the full cost of repatriation and shall ensure that all outstanding salaries or monies due to the worker have been paid before his repatriation.
24. If the worker breaches any of the Work Permit conditions applicable to him, the employer shall inform the Controller, cancel the Work Permit/Visit Pass and repatriate the worker.
25. If the worker dies while in Singapore, the employer shall-
  - (a) bear the cost of burial or cremation or the return of his body or remains to the country of origin;
  - (b) bear the cost of returning the worker's belongings to his family; and
  - (c) pay any outstanding monies due to him to the administrators of his estate.

#### **Contracts for the supply of labour**

26. Notwithstanding condition 7, and with the consent of the foreign worker, an employer may enter into a contract for the supply of labour with an eligible third party engaged in the construction industry, in relation to a foreign worker to whom these conditions apply.
27. The employer shall verify the eligibility of the third party with the Ministry of Manpower, through such means as maybe provided by the Ministry, before entering into any such contract the supply of labour.
28. Any such contract for the supply of labour shall provide that:-
  - (a) The third party shall ensure that the foreign worker is not sent to work for any other person;
  - (b) The third party or his employees shall supervise the foreign worker and ensure he performs only the Specified Activities;
  - (c) The third party shall notify and update the employer of the particular Specified Activities that the foreign worker will perform;
  - (d) The third party shall notify and update the employer of the worksite address where the foreign worker will work;
  - (e) The third party shall produce the said foreign worker to the employer once his services are no longer required, and the contract for the supply of labour shall be deemed terminated;
  - (f) The third party shall produce the said foreign worker to the employer if the contract for the supply of labour is terminated by either party, for whatsoever reason;
  - (g) The third party shall inform the employer immediately if the foreign worker goes missing; and
  - (h) The third party shall not retain the original Work Permit/Visit Pass and shall allow the foreign worker to retain his Work Permit/Visit Pass.
29. The employer shall specify in the contract for the supply of labour that any breach of the contractual provisions in condition 27, by the third party, would be viewed as a material breach, entitling the employer to terminate the contract.
30. Subject to the terms specified in condition 27, no other responsibilities of the employer as specified in these Conditions shall be delegated to the third party.

31. The contract for the supply of labour shall be in writing, a copy of which is to be retained for a period of no less than two (2) years.
32. Where the contract for the supply of labour is terminated or where the foreign worker is no longer working for the third party for any reason whatsoever, the employer shall take all necessary measures to resume his General Responsibilities to the foreign worker.

**Restrictions on employer receiving or recovering moneys from foreign employee**

33. Prohibited payments: An employer shall not deduct from any salary payable to a foreign employee, or demand or receive (directly or indirectly) from the foreign employee, any sum or other benefit —
  - (a) as consideration or as a condition for employing the foreign employee;
  - (b) as consideration or as a condition for continuing to employ the foreign employee; or
  - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.
34. Payments to be borne by employer not recoverable from foreign employee: An employer shall not deduct from any salary payable to a foreign employee, or recover (directly or indirectly) from the foreign employee, in whole or in part, any of the following sums paid or payable, or any other benefit given or to be given, by the employer:
  - (a) fees associated with the application, issuance, renewal, or reinstatement of a work permit or S pass;
  - (b) costs associated with furnishing a security deposit required by the Controller;
  - (c) costs associated with purchasing and maintaining medical insurance coverage for the foreign employee, as required by the Controller;
  - (d) costs associated with medical examinations required by the Controller;
  - (e) levy payments under the Act;
  - (f) costs associated with training a foreign employee, where the training is provided by the employer or required by the Controller;
  - (g) costs associated with repatriating a foreign employee at any time; and
  - (h) such other similar sums connected or related to the employment of a foreign employee.

**Restriction on employers receiving moneys in connection with the employment of foreign employees**

35. An employer shall not demand or receive any sum or other benefit from an employment agent or any other person in connection with the employment of a foreign employee.

**Third Schedule  
Conditions of Work Permit for Employer of Foreign Worker**

**Employment**

1. The foreign worker shall be under the employer's direct employment and the employer shall be responsible for the control and supervision of the foreign worker. The employer shall not permit the foreign worker to be employed by or contracted to any other person or business. The employer shall not employ the foreign worker in an occupation which is different from that specified in the Work Permit/Visit Pass.

**Upkeep, Maintenance and Well-being**

2. The employer shall be responsible for and bear the costs of the foreign worker's upkeep and maintenance. This includes the provision of medical treatment. The employer shall provide safe working conditions and acceptable accommodation for the foreign worker.
3. The employer shall purchase and maintain medical insurance with coverage of at least SGD\$15,000 per twelve-month period of the worker's employment (or for such shorter period where the worker's period of employment is less than twelve months) for the worker's inpatient care and day surgery except as the Controller may otherwise provide by notification in writing.
4. The employer shall pay the foreign worker his/her salary not later than seven (7) days after the last day of the salary period. Any salary period agreed between the employer and the foreign worker shall not exceed one month. If the foreign worker so requests, the salary shall be paid via direct transfer into the foreign worker's bank account in a bank established in Singapore. The employer shall maintain a record of the monthly wages paid to the foreign worker and produce the record upon request by any public officer.
5. The employer shall send the foreign worker for a medical examination by a registered Singapore doctor as and when directed by the Controller. The employer shall also bear any medical expenses incurred by the foreign worker for the medical examination.

6. The employer shall register or update the foreign worker's accommodation address (in the Online Foreign Worker Address System) within five (5) days of the commencement of employment in Singapore or of the worker moving to a new address. Unless specified, this condition applies as long as the foreign worker is not repatriated.

**Cancellation of Work Permit/Visit Pass and duties before/upon repatriation of foreign worker**

7. The employer shall cancel the Work Permit/Visit Pass of the foreign worker if the employer does not require the foreign worker's services or does not wish to renew the foreign worker's Work Permit/Visit Pass. The employer shall inform the Controller in writing within seven (7) days of such cessation or termination and return the Work Permit/Visit Pass to the Controller.
8. The employer shall give the foreign worker reasonable notice of his/her repatriation. The employer shall repatriate the foreign worker when his/her Work Permit/Visit Pass expires or is cancelled or revoked, unless he/she is transferred to another employer. The employer shall bear the full cost of repatriation and shall ensure that all outstanding salaries or monies due to the foreign worker have been paid before his/her repatriation.
9. If the foreign worker breaches any of the Work Permit Conditions applicable to him/her, the employer shall inform the Controller, cancel the Work Permit/Visit Pass and repatriate the foreign worker.

**General**

10. The employer shall ensure that the contract of service with the foreign worker does not contravene any provisions of the Employment Act.
11. The employer shall pay the monthly foreign worker levy through General Interbank Recurring Order (GIRO).
12. The employer shall provide information, documents and statements which are true and correct as and when required by the Controller.
13. The employer shall not retain the original Work Permit/Visit Pass and shall allow the foreign worker to retain his/her Work Permit/Visit Pass.
14. The employer shall produce the foreign worker to the Controller as and when he is required by the Controller to do so.
15. The employer shall inform the Work Pass Division of any change to the business address stated in the Work Permit application form within fourteen (14) days of such a change.
16. If the foreign worker goes missing, the employer shall inform the Ministry of Manpower within seven (7) days of the employer's knowledge of the foreign worker going missing.
17. If the foreign worker dies while in Singapore, the employer shall —
  - (a) bear the cost of burial or cremation or the return of the body or remains to the country of origin;
  - (b) bear the cost of returning the foreign worker's belongings to his/her family; and
  - (c) pay any outstanding monies due to him/her to the administrators of his/her estate.

**Restrictions on employer receiving or recovering moneys from foreign employee**

18. Prohibited payments: An employer shall not deduct from any salary payable to a foreign employee, or demand or receive (directly or indirectly) from the foreign employee, any sum or other benefit —
  - (a) as consideration or as a condition for employing the foreign employee;
  - (b) as consideration or as a condition for continuing to employ the foreign employee; or
  - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.
19. Payments to be borne by employer not recoverable from foreign employee: An employer shall not deduct from any salary payable to a foreign employee, or recover (directly or indirectly) from the foreign employee, in whole or in part, any of the following sums paid or payable, or any other benefit given or to be given, by the employer:
  - (a) fees associated with the application, issuance, renewal, or reinstatement of a work permit or S pass;
  - (b) costs associated with furnishing a security deposit required by the Controller;
  - (c) costs associated with purchasing and maintaining medical insurance coverage for the foreign employee, as required by the Controller;
  - (d) costs associated with medical examinations required by the Controller;
  - (e) levy payments under the Act;
  - (f) costs associated with training a foreign employee, where the training is provided by the employer or required by the Controller;
  - (g) costs associated with repatriating a foreign employee at any time; and

- (f) costs associated with training a foreign employee, where the training is provided by the employer or required by the Controller;
- (g) costs associated with repatriating a foreign employee at any time; and
- (h) such other similar sums connected or related to the employment of a foreign employee.

**Restriction on employers receiving moneys in connection with the employment of foreign employees**

20. An employer shall not demand or receive any sum or other benefit from an employment agent or any other person in connection with the employment of a foreign employee.

**Fourth Schedule  
Conditions of Work Permit/Visit Pass for Foreign Worker**

**Employment**

- 1. The foreign worker shall work only for the employer specified in the Work Permit/Visit Pass.
- 2. The foreign worker shall work only in the occupation specified in the Work Permit/Visit Pass.
- 3. The foreign worker shall not engage in or participate in any business or be a self-employed person.
- 4. If the foreign worker is a foreign domestic worker, the foreign worker shall only perform household/domestic duties and reside at the employer's residential address or residential premises as stated in the Work Permit/Visit Pass.
- 5. The foreign worker shall reside at the address stipulated by the employer upon the commencement of his/her employment. The foreign worker is to inform the employer about any self-initiated change in residential address.
- 6. The foreign worker shall undergo a medical examination by a Singapore registered doctor as and when directed by the Controller. If the foreign worker is certified medically unfit, his/her Work Permit shall be revoked.
- 7. The foreign worker shall carry his/her original Work Permit/Visit Pass with him/her at all times and must produce it for inspection on demand by any public officer.
- 8. The foreign worker shall report to the Controller as and when he/she is required by the Controller to do so.

**Conduct**

- 9. The foreign worker shall not go through any form of marriage or apply to marry under any law, religion, custom or usage with a Singapore Citizen or Permanent Resident in or outside Singapore, without the prior approval of the Controller, while he/she holds a Work Permit, and also after his/her Work Permit has expired or has been cancelled or revoked.
- 10. If the foreign worker is a female foreign worker, the foreign worker shall not become pregnant or deliver any child in Singapore during the validity of her Work Permit/Visit Pass, unless she is a Work Permit holder who is already married to a Singapore Citizen or Permanent Resident with the approval of the Controller. This condition shall apply even after the Work Permit of the foreign worker has expired or has been cancelled or revoked.
- 11. The foreign worker shall not indulge or be involved in any illegal, immoral or undesirable activities, including breaking up families in Singapore.



CENTRAL PROVIDENT FUND BOARD  
ROBINSON ROAD P.O. BOX 626  
SINGAPORE 901226



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## Central Provident Fund Board

79 Robinson Road  
CPF Building  
Singapore 068897

**APPLICATION FOR INTER-BANK GIRO**  
Customer Service Call Centre : 1800-227 1188  
E-mail : [giro@cpf.gov.sg](mailto:giro@cpf.gov.sg)

### **INFORMATION ON APPLICATION FOR INTER-BANK GIRO**

- Please allow 3 to 4 weeks time for processing as the GIRO form with original signature(s) is required by the bank for verification. Letters will be sent to you to inform you of the status and effective date of the GIRO arrangement upon approval. Meanwhile, please make payment using cheque, NETS/cash (at SingPost), NETS/CashCard/Diners Club Credit Card (at AXS stations) or Internet Payment (via eNETS).
- You may also check the status of your GIRO application at [www.cpf.gov.sg](http://www.cpf.gov.sg).
- Please maintain sufficient fund in your bank account for GIRO deduction. Some banks may charge an administrative fee for each unsuccessful deduction.
- To terminate GIRO, please notify your bank and submit the Form GIRO/T available at [www.cpf.gov.sg](http://www.cpf.gov.sg) to CPF Board.

### **For CPF contribution for employee(s):**

- You may email us at [employer-accounts@cpf.gov.sg](mailto:employer-accounts@cpf.gov.sg) for queries on Unique Entity Number (UEN) and CPF Payment Code.
- You are required to submit the CPF contribution details by the 14th of the month (or the next working day if the 14th falls on a Saturday, Sunday or public holiday) for deduction to take place. Otherwise, a late payment interest will be charged.
- If the first deduction is unsuccessful, a second deduction will be made 7 calendar days later and a late payment interest will be charged.

### **For Business Foreign Worker Levy & Domestic Foreign Worker Levy:**

- Foreign Worker Levy will be deducted automatically from your bank account on the 17th (or the next working day if the 17th falls on a Saturday, Sunday or public holiday). Please do not include the Foreign Worker Levy details in your CPF contribution details.
- For further enquiries on levy matters, please call the MOM Work Pass Division at 6438 5122.
- You need not re-apply for Inter-Bank GIRO when renewing work permit for your foreign workers or changing foreign workers.

### **For Medisave and/or Voluntary Contributions for self-employed person & Voluntary Contributions for non self-employed person:**

- To effect deduction of voluntary contributions upon approval of GIRO, please submit your Standing Instruction online via My Requests or complete the Form SI/C (via GIRO) available at [www.cpf.gov.sg](http://www.cpf.gov.sg).
- GIRO deductions will be made on the 25th for a self-employed person or 18th for a non self-employed person. (If the deduction date falls on a Saturday, Sunday or public holiday, the deduction will be made on the next working day.)

**PART 1: For Applicant's Completion**

Notes: Please read "INFORMATION ON APPLICATION FOR INTER-BANK GIRO" overleaf.  
 Please complete all required details (marked with →) and post the original form to CPF Board directly.  
 Please do not fax the form to us as the bank requires the original signature(s) for verification.  
 Amendments made on the form must be countersigned by bank account holder(s) as in the Bank's records, use of correction fluid / tape is not allowed.

→ Date :	Name of Billing Organisation (BO) : <b>Central Provident Fund Board</b>		
→ To : Name of Bank & Branch :	→ Name of Company/Employer/Member :		
→ Type(s) of payments (Please <input checked="" type="checkbox"/> where applicable)			
For business/company/registered entity		CPF Payment Code <sup>^</sup> : □ □ □ □ - □ □ □ □	
<input type="checkbox"/> 1. CPF contribution for employee(s)	<b>Unique Entity Number (UEN):</b> □ □ □ □ □ □ □ □ □ □ <small>UEN is the standard identification number of an entity. For more information on UEN, please visit www.aen.gov.sg.</small>		
<input type="checkbox"/> 2. <b>Business</b> Foreign Worker Levy			
For individual trading under own name (e.g. architect/engineer or individual hiring local personal driver/gardener)		CPF Payment Code <sup>^</sup> : □ □ □ □ - □ □ □ □	
<input type="checkbox"/> 3. CPF contribution for employee(s)	<b>NRIC/FIN:</b> □ □ □ □ □ □ □ □ □ □		
<input type="checkbox"/> 4. <b>Business</b> Foreign Worker Levy			
<input type="checkbox"/> 5. <b>Domestic</b> Foreign Worker Levy		<b>NRIC/FIN:</b> □ □ □ □ □ □ □ □ □ □	
<input type="checkbox"/> 6. Medisave and/or Voluntary Contributions for <b>self-employed</b> person		<b>NRIC:</b> S E □ □ □ □ □ □ □ □ □ □	
<input type="checkbox"/> 7. Voluntary Contributions for <b>non</b> self-employed person		<b>NRIC:</b> V C □ □ □ □ □ □ □ □ □ □	

<sup>^</sup> CPF Payment Code identifies the different types of payments (e.g. Mandatory/Voluntary CPF Contributions, Additional Medisave Contribution Scheme, etc) made by you to the Board. You may email us at employer-accounts@cpf.gov.sg for queries on CPF Payment Code.

(a) I/We hereby instruct you to process the Billing Organisation's (BO's) instructions to debit my/our account.  
 (b) You are entitled to reject the BO's debit instruction if my/our account does not have sufficient fund and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.  
 (c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.

→ Name of Bank Account Holder(s) :	→ My/Our Company Stamp/Signature(s)/Thumbprint(s)* :    Original Signature(s)/Thumbprint(s) as in Bank's records. *For thumbprint(s), please go to the branch with your identification.
→ My/Our Bank Account Number :	
→ My/Our Contact Number(s)/E-mail address :	

**PART 2: For CPF Board's Completion**

Bank	Branch	CPF Board's Account No.
7 3 3 9	5 0 1	6 0 0 0 0 1 0 0 1
Bank	Branch	Account No. To Be Debited

**PART 3: For Bank's Completion**

This application is hereby REJECTED (please ) for the following reason(s) :

<input type="checkbox"/> Signature/Thumbprint <sup>#</sup> differs from Bank's records	<input type="checkbox"/> Wrong account number
<input type="checkbox"/> Signature/Thumbprint <sup>#</sup> incomplete/unclear <sup>#</sup>	<input type="checkbox"/> Amendments not countersigned by applicant
<input type="checkbox"/> Account operated by signature/thumbprint <sup>#</sup>	<input type="checkbox"/> Others : _____

<sup>#</sup> Please delete where inapplicable.

\_\_\_\_\_  
Name of Bank Officer    Authorised Signature and Stamp of Bank    Date

Please apply glue and seal here. Do not staple.

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