



SINGAPORE KNOWLEDGE SERIES #5 - EMPLOYMENT PASS

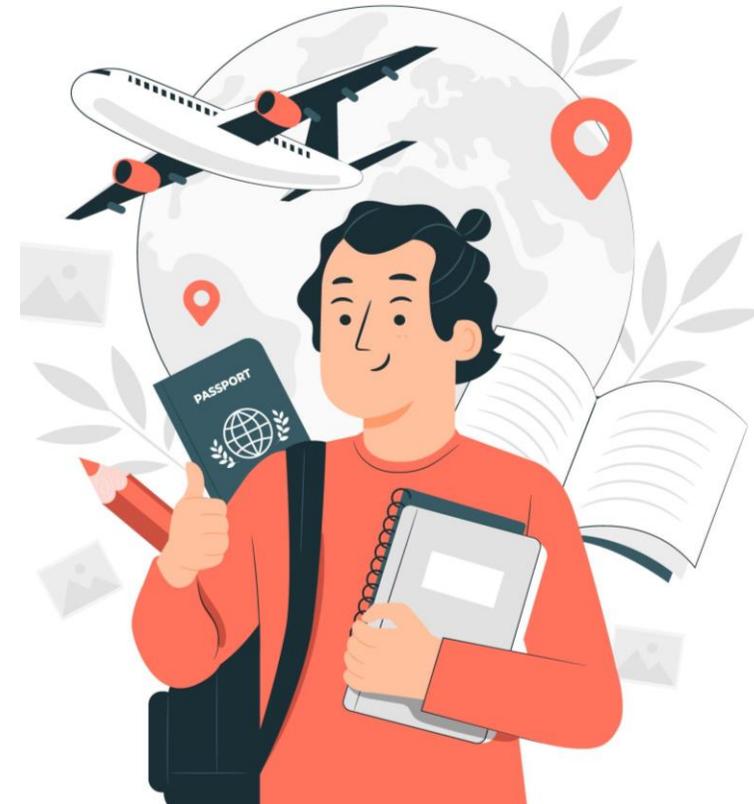
Employment Pass (EP)

An **Employment Pass** is a Singapore work visa issued by Singapore's **Ministry of Manpower (MOM)** to foreign professional employees, managers, and owners or directors of Singaporean companies.

An EP allows you to **live and work** in Singapore, as well as travel in and out of the country without having to apply for entry visas.

An Employment Pass is usually **valid for 1-2 years** and can be **renewed after**. Possessing an EP also makes it easier to apply for **permanent residence (PR)** in Singapore.

The **authorities must be notified**, if there are any changes in the employment particulars and personal particulars (such as duties performed, salary revisions, change of designation, change of residential address, marital status, nationality, name, etc.).



There is no limit to the number of EPs that can be granted to an employing Singapore company.

Qualifications for EP

A Draw a minimum qualifying fixed salary on the basis of the age/experience and the sector of employment as stated below.

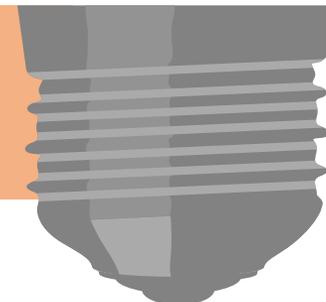
Sectors	Current Salary Range		Revised* Salary Range	
	Young Candidates	Candidate in mid-40s	Young Candidates	Candidate in mid-40s
All other sectors	\$4,500	\$8,400	\$5,000	\$10,500
Financial services	\$5,000	\$9,300	\$5,500	\$11,500

B Works in a **managerial, executive or specialized** job.

C Possess a **tertiary degree** from a reputable university. A strong professional employment history and high salary may compensate for lack of education.



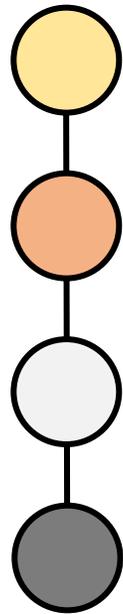
The authorities review all Employment Pass applications before approval is granted & the above-mentioned are mere general guidelines.



**The revised qualifying salary will apply to: New applications from 1 September 2022 & Renewals from 1 September 2023*

Obligations of Employers

To promote fair employment practices and improve labor market transparency, employers submitting EP applications must first advertise and consider all local candidates fairly.



The details of the job advertised must be the same as the one in the EP application

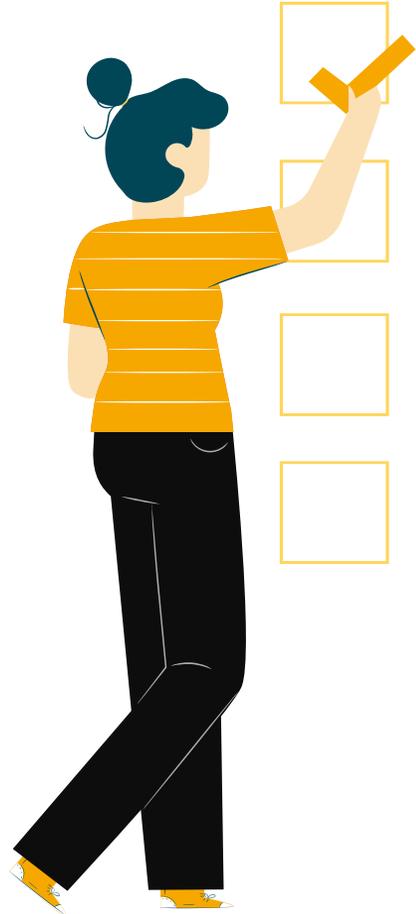
The salary offered must be clear, specific, and consistent.

The advertisement must be open for at least 28 consecutive days to allow job seekers to view and apply for the vacancy provided that there are no changes in the advertisement.

Job advertisements that have expired or have closed for more than 3 months cannot be used for EP applications.

The employee **may not advertise** if the company has fewer than 10 employees, the fixed monthly salary for the vacancy is \$20,000 and above, the role is short-term (less than a month). The role is to be filled by a local transferee, (i.e., an existing employee from your company in Singapore transferring to another related branch, subsidiary, or affiliate in Singapore.)

Documentation Required



1. An EP Application (Form 8), duly endorsed by the employing Singapore company
2. A copy of the latest resume and relevant educational certificates
3. References/testimonials from previous employers
4. A passport-size photograph, taken within the past three months
5. A copy of the personal particulars page of the passport
6. A copy of the business profile of the employing company
7. A detailed description of the job duties
8. A detailed description of the activities and/or products of the employing Singapore company



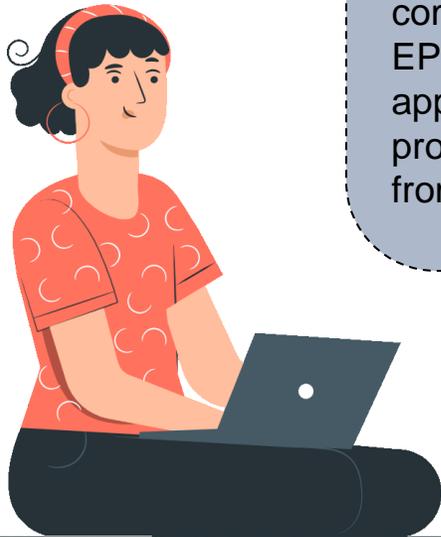
Beside the eight documents described above, additional supporting documents may be required to be submitted. Any non-English document submitted might have to be officially translated into English.

Employment Pass Application

There are two ways to file your Employment Pass application:

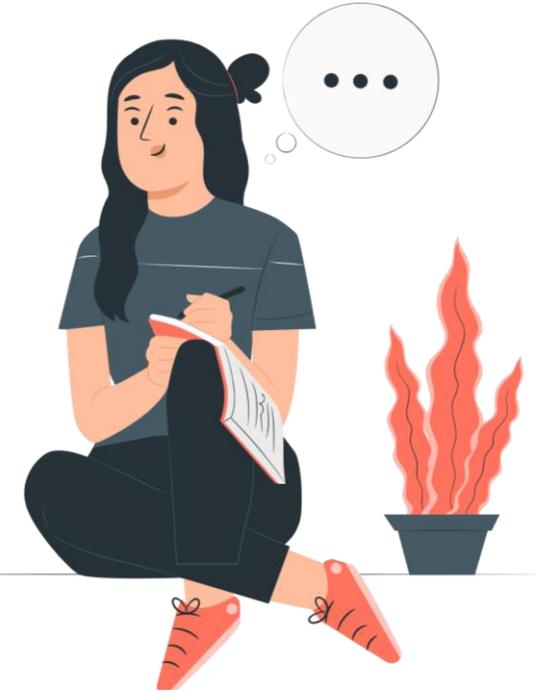
Online Application

One may register online if the employing Singapore company has registered for an EP online account. Online applications are usually processed within 3 weeks from the date of submission.



Manual application

One may opt for manual application as attachment of all supporting documents cannot be done in case of online applications. These are processed within 8 weeks from the date of submission.



Several factors, affect the overall processing time of the application such as the **credentials** of the employing Singapore company, the **qualifications** of the applicant, and the **availability of supporting documents**.

Employment Pass Approval



01

Upon approval of application, MOM will send an In-Principle-Approval (IPA) letter to the employing Singapore company's address. The IPA letter is **valid for 6 months from the date it is issued**.

02

To collect your pass, one would need to be **physically present in Singapore** and present a copy of the IPA letter, the passport, and any other documents that may be requested in the IPA letter.

03

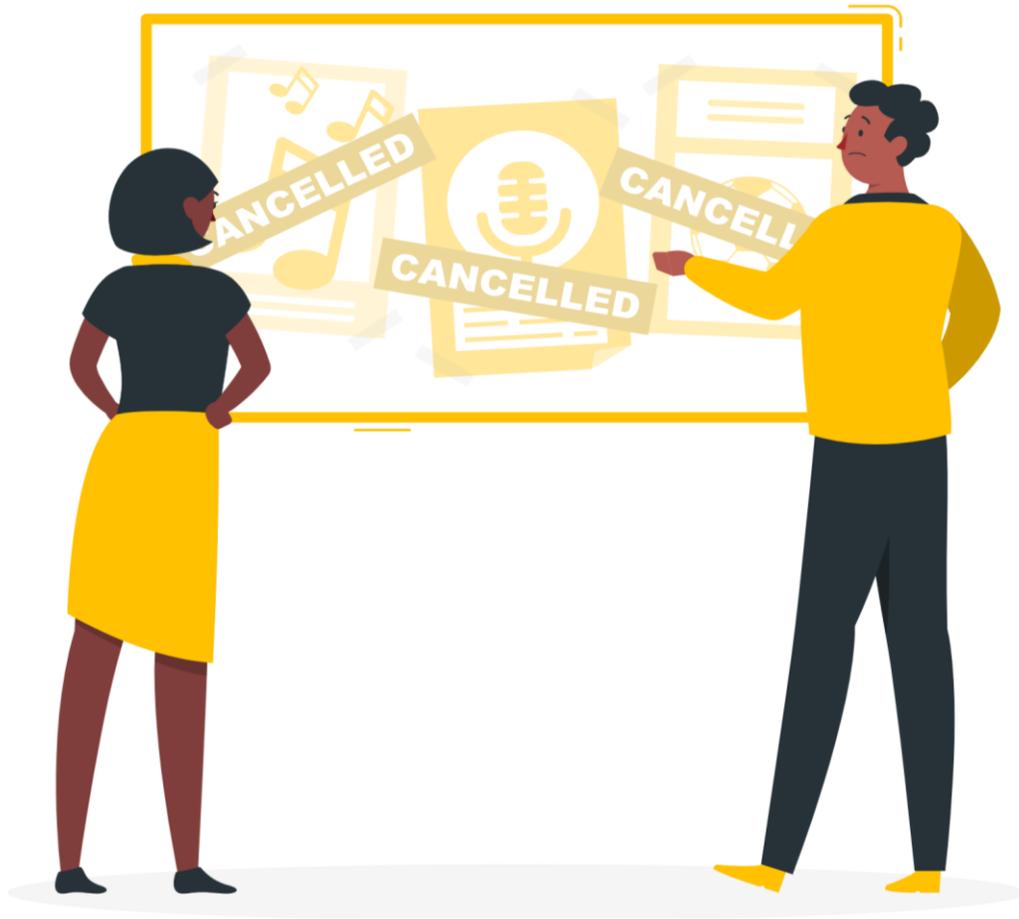
A **one-time entry visa** will be issued to you to enter Singapore and collect the EP.

04

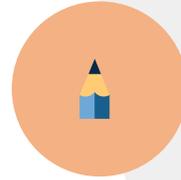
The IPA letter may require certain **medical test reports** to be produced at the time of visa collection.

All the EP applications are not considered final until the applicant has received an In-Principle-Approval of the application. The applicant can appeal an unsuccessful Employment Pass application **within 3 months of rejection**, if it can address the reasons for rejection.

Renewal & Cancellation of EP



EP renewal forms are sent to the employer's registered address **three (3) months before** the EP expires



The renewal application should be completed and submitted to MOM **at least four weeks** before your EP expires.



If the renewal application is approved, the employer will receive an approval letter. The EP holder would need to visit the MOM office to collect the new EP.

Cancellation: Employment Pass must be cancelled **by the employer within 7 days** upon termination of employment. The EP holder will typically be given a **one-month social visit pass** upon cancellation of the EP.

Upcoming Singapore Knowledge Series

Please find below the list of completed & upcoming alerts from the series. In case you have missed the previous alerts, click on the hyperlink for the completed alerts to refer the same.

1. [Incorporation of Company](#)
2. [Allotment of shares](#)
3. [Issuance of share certificate](#)
4. [Register of registerable controllers](#)
5. [Employment Pass](#)
6. XBRL Filing
7. Annual General Meeting
8. ACRA Return filing
9. Audit requirements
10. Strike off company

**Corporate
law related**

11. Taxability of individuals
12. Taxability of corporates
13. Certificate of Residence (TRC)
14. Dormant Company
15. Estimate Tax Chargeable
16. Tax Return Requirements
17. Withholding tax
18. Auto Inclusion Submission

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19. GST Registration
20. GST Filing Requirement
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