# Employment Pass Questionnaire Form

## *\*\* Dear client, this questionnaire will assist us in determining the Employment Pass submission method. Kindly fill in all the particulars to assist us better.*

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| Part 1: Existing or Previous Pass Holder | | | | | | | | | | | | | | | | | | | | | | |
| What pass are you currently or previously holding? | | | * Entrepass | | | | | * Employment Pass | | | | | | | | * S Pass | | | | * Dependent Pass | | |
|  | | | * Work Permit | | | | | * Student’s Pass | | | | | | | | * Long Term Visit Pass | | | | | | |
| Pass No.: | | |  | | | | | | | | | | | | | | | | | | | |
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| Part 2: Applicant’s Personal Information | | | | | | | | | | | | | | | | | | | | | | |
| Applying For | | | * Employment Pass | | | | | | | | | | | | | | * Dependent Pass | | | | | |
| How soon | | |  | | | | | | | | | | | | | |  | | | | | |
| Name (as on travel document) | | |  | | | | | | | | | | | | | | Alias: | | | | | |
| Sex | | | * Female | | | | | | | | | | | | | | * Male | | | | | |
| Marital Status | | | * Divorced | | | | * Married | | | | * Separated | | | | | | * Single | | | | | * Widowed |
| Date of Birth (dd/mm/yyyy) | | |  | | | | | | | | | | | | | | Nationality: | | | | | |
| **For Malaysian only:** | | | | | | | | | | | | | | | | | | | | | | |
| Malaysian Old Identity Card Number: | | | | | | | | | | Malaysian New Identity Card Number: | | | | | | | | | | | | |
| Malaysian Identity Card Colour: | | | | | * Blue | | | | | | | | | * Pink | | | | | | | | |
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| Country of Birth: | | | | | | | | | | State/Province of Birth | | | | | | | | | | | | |
| Race: | * Caucasian | | | * Chinese | | | | | * Indian | | | | | | * Malay | | | | | | * Others | |
| Religion: | * Buddhist | | | | | * Christian | | | | | | * Free Thinker | | | | | | * Hindu | | | | |
| * Muslim | | | | | * Others | | | | | | * Sikh | | | | | | * Taoist | | | | |
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| **If foreign employee’s marital status is “Married”, please fill in the details below:** | | | | | | | | | | | | | | | | | | | | | | |
| Is accompanying spouse a Singapore citizen, PR or any pass holders? | | | | | | | | | | | | | | * Yes | | | | | * No | | | |
| If yes, please fill in the following: | | | | | | | | | | | | | | | | | | | | | | |
| Name of spouse: | |  | | | | | | | | | | | | | | | | | | | | |
| Spouse’s FIN/NRIC number: | |  | | | | | | | | | | | Spouse’s Date of Birth (dd/mm/yyyy): | | | | | | | | | |
| Spouse’s Identification type: | | * FIN | | | | | | | | | | | * NRIC | | | | | | | | | |
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| Is the foreign employee currently staying in Singapore? | | | | | | | | | | | | | * Yes, please fill in below | | | | | | * No | | | |
| **Correspondence Address** | | | | | | | | | | | | | | | | | | | | | | |
| Block/House number: | | Floor number: | | | | | | | | | | | Unit number: | | | | | | | | | |
| Building name: | | Street name: | | | | | | | | | | | Postal code: | | | | | | | | | |

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| Part 3: Applicant’s Education/Membership Details | | | | | | | | | | | | |
| Please fill in the two highest qualifications. Please note this is a key criterion in the assessment of the applicant’s eligibility for a work pass and should be provided where applicable. | | | | | | | | | | | | |
| **3A. Education Details** | | | | | | | | | | | | |
| 1. **Awarding Body/Institution/University awarded the qualification** | | | | | | | | | | | | |
| Country: | | | State/Province: | | | | | Name: | | | | |
| Main Campus or Affiliating College Attended: *(Applicable only for India qualification)* | | | | | | | | | | | | |
| Qualifications: *(e.g. Honours Degree, state class/division; Diploma)* | | | | | | | | | | | | |
| Specialisation: | | | | | | Faculty: | | | | | | |
| Period of Study (dd/mm/yyyy): From dd/mm/yyyy To dd/mm/yyyy | | | | | | | | | | | | |
| Mode of Study: | | * Distance Learning | | | | * Full-Time | | | * Part-Time | | | |
| 1. **Awarding Body/Institution/University awarded the qualification** | | | | | | | | | | | | |
| Country: | | | State/Province: | | | | | Name: | | | | |
| Main Campus or Affiliating College Attended: *(Applicable only for India qualification)* | | | | | | | | | | | | |
| Qualifications: *(e.g. Honours Degree, state class/division; Diploma)* | | | | | | | | | | | | |
| Specialisation: | | | | | | Faculty: | | | | | | |
| Period of Study (dd/mm/yyyy): From [dd/mm/yyyy] To [dd/mm/yyyy] | | | | | | | | | | | | |
| Mode of Study: | | * Distance Learning | | | | * Full-Time | | | * Part-Time | | | |
| **For Malaysian only. Please complete the relevant information below if the qualification is STPM or MICSS** | | | | | | | | | | | | |
| **Sijil Tinggi Persekolahan Malaysia (STPM)** | | | | | | | | | | | | |
| No. of Passes attained (inclusive of General Studies/Pengajian Am): | | | | | | \_ \_ Principal pass – C | | | | \_ \_ Subsidiary pass - R | | |
| Has the applicant attained a pass in General Studies/Pengajian Am? | | | | | | * Yes | | | | * No | | |
| **Malaysia Independence Chinese Secondary School (MICSS) United Examination Certificate** | | | | | | | | | | | | |
| No. of Passes attained (inclusive of Bahasa Inggeris/English language): | | | | | | | | | | \_ \_ passes | | |
| Has the applicant attained a pass in Bahasa Inggeris/English language? | | | | | | | | | | * Yes | | * No |
|  | | | | | | | | | | | | |
| **3B. Societies / Organisations Membership *(Past five years to date)*** | | | | | | | | | | | | |
| 1. **Society/Organisation Membership** | | | | | | | | | | | | |
| Name of Society/Organisation: | | | | | | | | | | | | |
| Position held: | * Chairman | | | * Member | | | * President | | | | * Secretary | |
| * Treasurer | | | | * Vice Chairman | | | * Vice President | | | | |
| Period (dd/mm/yyyy): From [dd/mm/yyyy] To [dd/mm/yyyy] | | | | | | | | | | | | |

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| **3B. Societies / Organisations Membership *(Past five years to date)*** | | | | | | | | | | | | |
| 1. **Society/Organisation Membership** | | | | | | | | | | | | |
| Name of Society/Organisation: | | | | | | | | | | | | |
| Position held: | * Chairman | | | * Member | | | * President | | | | * Secretary | |
| * Treasurer | | | | * Vice Chairman | | | * Vice President | | | | |
| Period (dd/mm/yyyy): From [dd/mm/yyyy] To [dd/mm/yyyy] | | | | | | | | | | | | |
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| **To be completed if the applicant’s marital status in Part 2 is “Married”.** | | | | | | | | | | | | |
| Part 4: Applicant’s Spouse Education/Membership Details | | | | | | | | | | | | |
| **4A. Education Details** | | | | | | | | | | | | |
| 1. **Awarding Body/Institution/University awarded the qualification** | | | | | | | | | | | | |
| Country: | | | State/Province: | | | | | Name: | | | | |
| Main Campus or Affiliating College Attended: *(Applicable only for India qualification)* | | | | | | | | | | | | |
| Qualifications: *(e.g. Honours Degree, state class/division; Diploma)* | | | | | | | | | | | | |
| Specialisation: | | | | | | Faculty: | | | | | | |
| Period of Study (dd/mm/yyyy): From [dd/mm/yyyy] To [dd/mm/yyyy] | | | | | | | | | | | | |
| Mode of Study: | | * Distance Learning | | | | * Full-Time | | | * Part-Time | | | |
| 1. **Awarding Body/Institution/University awarded the qualification** | | | | | | | | | | | | |
| Country: | | | State/Province: | | | | | Name: | | | | |
| Main Campus or Affiliating College Attended: *(Applicable only for India qualification)* | | | | | | | | | | | | |
| Qualifications: *(e.g. Honours Degree, state class/division; Diploma)* | | | | | | | | | | | | |
| Specialisation: | | | | | | Faculty: | | | | | | |
| Period of Study (dd/mm/yyyy): From [dd/mm/yyyy] To [dd/mm/yyyy] | | | | | | | | | | | | |
| Mode of Study: | | * Distance Learning | | | | * Full-Time | | | * Part-Time | | | |
| **For Malaysian only. Please complete the relevant information below if the qualification is STPM or MICSS** | | | | | | | | | | | | |
| **Sijil Tinggi Persekolahan Malaysia (STPM)** | | | | | | | | | | | | |
| No. of Passes attained (inclusive of General Studies/Pengajian Am): | | | | | | \_ \_ Principal pass – C | | | | \_ \_ Subsidiary pass - R | | |
| Has the spouse attained a pass in General Studies/Pengajian Am? | | | | | | * Yes | | | | * No | | |
| **Malaysia Independence Chinese Secondary School (MICSS) United Examination Certificate** | | | | | | | | | | | | |
| No. of Passes attained (inclusive of Bahasa Inggeris/English language): | | | | | | | | | | \_ \_ passes | | |
| Has the spouse attained a pass in Bahasa Inggeris/English language? | | | | | | | | | | * Yes | | * No |

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| **4B. Societies / Organisations Membership *(Past five years to date)*** | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Society/Organisation Membership** | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Society/Organisation: | | | | | | | | | | | | | | | | | | | | | | | | |
| Position held: | | * Chairman | | | | | | | * Member | | | | | * President | | | | | | | * Secretary | | | |
| * Treasurer | | | | | | | | * Vice Chairman | | | | | * Vice President | | | | | | | | | |
| Period (dd/mm/yyyy): From dd/mm/yyyy To dd/mm/yyyy | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Society/Organisation Membership** | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Society/Organisation: | | | | | | | | | | | | | | | | | | | | | | | | |
| Position held: | | * Chairman | | | | | | | * Member | | | | | * President | | | | | | | * Secretary | | | |
| * Treasurer | | | | | | | | * Vice Chairman | | | | | * Vice President | | | | | | | | | |
| Period (dd/mm/yyyy): From dd/mm/yyyy To dd/mm/yyyy | | | | | | | | | | | | | | | | | | | | | | | | |
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| Part 5: Applicant’s Employment Details | | | | | | | | | | | | | | | | | | | | | | | | |
| **5A: Working Experience of Applicant** | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Period of Working Experience: | | | | | | | | | | | Total Period of Relevant Working Experience  **(Relevant to the occupation declared in Part 5C)** | | | | | | | | | | | | | |
| Years: | | | | Months: | | | | | | | Years: | | | | | | | | Months: | | | | | |
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| **Period (dd/mm/yyyy)** | | | **Name of Company** | | | | | | | | | | **Country** | | | | | **Occupation** | | | | | **Last Drawn Monthly Salary (S$)** | |
| **From** | **To** | |
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| Part 5: Applicant’s Employment Details | | | | | | | | | | | | | | | | | | | | | | | | |
| **5B: Salary Details** | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary payable by: | | | | | | | * Both local and overseas | | | | | | | | | * Local | | | | | | * Overseas | | |
| Fixed Monthly Salary = Basic Monthly Salary + Fixed Monthly Allowances  E.g. S$5,000 = $4,500 + $500 | | | | | | | | | | | | | | | | | | | | | | | | |
| As specified in Employment Contract:  Fixed Monthly Salary: S$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Basic Monthly Salary: S$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | |
| **5C: Address and Duties to be Performed** | | | | | | | | | | | | | | | | | | | | | | | | |
| Occupation: | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address where foreign employee’s duties are to be performed** | | | | | | | | | | | | | | | | | | | | | | | | |
| Block/House number: | | | | | Floor number: | | | | | | | | | | Unit number: | | | | | | | | | |
| Building name: | | | | | Street name: | | | | | | | | | | Postal code: | | | | | | | | | |
| **National Environment Agency Licence Type: *(For Food Establishment only)*** | | | | | | | | | | | | | | | | | | | | | | | | |
| * Foodstall *(e.g. hawker stall)* | | | | | | | | * Cold Drink Shop *(e.g. pub)* | | | | | | | | | * Foodshop *(e.g. restaurant)* | | | | | | | |
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| Part 6: Additional information on Applicant | | | | | | | | | | | | | | | | | | | | | | | | |
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| Do you own any companies in other countries? | | | | | | | | | | | | * Yes, kindly specify company name and provide certificate of incorporation: | | | | | | | | | | | | * No |
| Are you currently in the process of negotiating any contracts/in possess of letter of intent for the Singapore-established company? | | | | | | | | | | | | * Yes, kindly specify the details: | | | | | | | | | | | | * No |
| Do you have business plan for the Singapore-established company | | | | | | | | | | | | * Yes, kindly provide | | | | | | | | | | | | * No |
| Have you hired any staff for the Singapore-established company? | | | | | | | | | | | | * Yes | | | | | | | | | | | | * No |
| Do you previously have any unresolved matters with Singapore Authorities? (MOM, IRAS, ICA etc.) | | | | | | | | | | | | * Yes, kindly provide details and status update | | | | | | | | | | | | * No |
| Do you have any testimonials, reference letter from past employers/clients or universities (for fresh graduate)? | | | | | | | | | | | | * Yes, kindly provide | | | | | | | | | | | | * No |
| Have your application been rejected by MOM before? | | | | | | | | | | | | * Yes, kindly provide rejection letter from MOM | | | | | | | | | | | | * No |
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| Part 7: Declaration by Applicants | | | | | | | | | | | | | | | | | | | | | | | | |
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| Please tick (√accordingly.  **Have you ever:** | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Been refused entry into or deported from any country? | | | | | | | | | | | | | | | | * Yes | | | | | | * No | | |
| 1. Been convicted in a court of law in any country? | | | | | | | | | | | | | | | | * Yes | | | | | | * No | | |
| 1. Been prohibited from entering Singapore? | | | | | | | | | | | | | | | | * Yes | | | | | | * No | | |
| 1. Entered Singapore using a different passport issued by a different country? | | | | | | | | | | | | | | | | * Yes | | | | | | * No | | |
| 1. Entered Singapore using a different name? | | | | | | | | | | | | | | | | * Yes | | | | | | * No | | |
| 1. Been a Singapore Citizen or Singapore Permanent Resident? | | | | | | | | | | | | | | | | * Yes | | | | | | * No | | |
| 1. Stayed in Singapore? If Yes, please indicate the purpose(s) of stay below. | | | | | | | | | | | | | | | | * Yes | | | | | | * No | | |
| 1. Length of stay in Singapore due to study | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_ Year (s) | | | | | | \_\_\_\_\_\_\_\_ Month(s) | | |
| 1. Length of stay in Singapore due to work | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_ Year (s) | | | | | | \_\_\_\_\_\_\_\_ Month(s) | | |
| 1. Length of stay in Singapore due to other purposes | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_ Year (s) | | | | | | \_\_\_\_\_\_\_\_ Month(s) | | |
| 1. Been issued a work visa by another country? | | | | | | | | | | | | | | | | * Yes | | | | | | * No | | |
| If Yes, please provide the most recent details below. | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Country of issue | | | | | | | | | | | | | | | |  | | | | | | | | |
| 1. Length of visa | | | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_ Year (s) | | | | | | \_\_\_\_\_\_\_\_ Month(s) | | |
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| Declaration | | | | | | | | | | | | | | | | | | | | | | | | |
| I, Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declared that the above information are true and accurate. I hereby authorized Paul Hype Page Management Services Pte. Ltd. to process my work pass application. The applicant 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. | | | | | | | | | | | | | | | | | | | | | | | | |
| **Signature:** | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dated this: | | | | | | | | | | | | | | | | | | |

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| Documents to be submitted with this Questionnaire |
| **1 CLEAR COPY of the following supporting documents\*:** |
| * Travel Document Page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any. |
| * Front and back copy of the existing or previous pass issued by MOM |
| * For Malaysian only – Front and back copy of Malaysia NRIC |
| * Foreign employee’s Educational Certificates   Additional document(s) are required for:  (a) **diploma/degree qualifications from India**   Transcripts and marksheets  (b) **diploma/degree qualifications from China**   Certificate of Graduation (毕业证书)   Verification proof of educational certificates from any one of the following independent verification channels:   Dataflow (http://www.dataflowgroup.com);   The China Higher Education Student Information job portal (http://job.chsi.com.cn/);   The China Academic Degrees and Graduate Education Information (http://www.cdgdc.edu.cn). |
| * NEA Licence (For Food Establishment only). |
| * Resume |
| * For applicant with “Married” status, to provide the following information for spouse:  1. Official marriage certificate 2. Spouse’s travel document page 3. Spouse’s front and back page of pass issued by MOM (if applicable) 4. Spouse’s front and back page of Malaysian NRIC (if applicable) 5. Spouse’s educational certificates |
| * If any of the answers from **Part 6** and **Part 7** is “Yes”, please provide supporting details. |