OVERVIEW OF EMPLOYMENT PASS FOR FOREIGN INDIVIDUAL

The Employment Pass (EP) is the main type of Singapore work visa issued to overseas professionals, managerial personnel (managing directors, general managers, CEOs), executives or specialists who wish to work in Singapore.

The Ministry of Manpower (MOM) allows foreigners to apply for the Singapore EP after they have incorporated their Singapore company. The EP neither falls under any quota system nor requires a monthly levy charge.

You can apply for Singapore Employment Pass (EP), if:

- You are a foreign entrepreneur, professional or managing director of a Singapore company and wish to relocate to Singapore to manage your company operations;
- You are a locally-incorporated Singapore company and need to hire foreign employees;
- You have an employment offer from a prospective Singapore employer. In this case, you will need the company to process the EP application on your behalf;

Employment Pass is normally issued for 1-2 years at a time and renewable thereafter. An EP visa enables you to work and live in Singapore and travel in and out of the country freely without applying for Singapore entry visas. Possessing an Employment Pass also opens the door for Singapore permanent residence, normally after one (1) year.

Company Setup Requirements

- Minimum 1 shareholder
- 1 resident director
- 1 company secretary
- Minimum paid-up capital of $51
- A local registered office address

Application Process

1. Incorporate a Singapore company
2. Apply for the Employment Pass Assessment (1 to 4 weeks) by MOM
3. If approved, an In-Principle-Approval (IPA) letter is issued
4. Collect Employment Pass and start business

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Eligibility and Requirements

Who is it for?
Professionals, managerial personnel (managing director, CEO), executives or specialists who wish to work in Singapore may apply for the Singapore Employment Pass.

Eligibility Criteria
To be considered for an Employment Pass, a professional must have a fixed monthly salary, and possess an acceptable degree, professional qualifications or specialist skills set.

Singapore Employment Passes are carefully assessed by the Ministry of Manpower who take into consideration a number of factors such as the applicant’s educational qualifications, work experience, job profile, economic contributions, employer’s track record and the additional value of the applicant to the Singapore local workforce.

Minimum Salary Requirement
A candidate must earn at least $3,300 a month to qualify for an EP. Older applicants will have to command a higher salary that is commensurate with the work experience and quality they are expected to bring.

**As a general guide, the salary requirements based on the former EP categories are as follows:**

<table>
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<tr>
<th>Eligibility Criteria</th>
<th>Applicable for</th>
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<tr>
<td>1: Fixed monthly salary &gt; $8,000 Possess recognized qualifications</td>
<td>Senior level managers; Managing Directors; CEOs; CFOs; Specialists (SMEs - Subject Matter Experts)</td>
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<tr>
<td>2: Fixed monthly salary &gt; $4,500 Possess recognized qualifications</td>
<td>Mid-level Managers or Senior Executives; Skilled Technicians</td>
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<tr>
<td>3: Fixed monthly salary &gt; $3,300 Possess recognized qualifications / specialized skills;</td>
<td>Young graduates of acceptable institutions <em>(Minimum of 5 years work experience may compensate for lack of recognized qualifications)</em></td>
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Company Paid-up Capital
S$1.00 (One of the assessed factors is the paid-up capital of the company.)

Visa Validity
1 – 2 years

Renewal
Renewable as long as you continue to be employed by the company.

Dependent Pass
Applicable to immediate family members (for those earning a minimum of $4,000/month)

Permanent Residence (PR)
Eligible to apply after 12 months for Singapore Permanent Residence

Documents Required for EP Application
- A clear scanned copy (preferably color) of Travel Document Particulars Page detailing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any.
- Educational Certificates, if any1. Please provide a clear scan copy of the documents in 150 dpi Resolution not exceeding 2MB in PDF file format.
- Registration or Support Letters from a relevant Vetting Agency / Professional Body / Accreditation Agency, if support from them has been declared in the application.

1 Applicants with diploma/degree qualifications from India will need to submit their transcript and mark sheets. Applicants with degree qualifications from China will need to submit their Certificate of Graduation.

Application Filing
The Employment Pass can be applied anytime after the incorporation of a company.

NOTES:
In some instances, an applicant who does not possess recognized educational qualifications may not necessarily be rejected for an EP, if there are other compensating positive factors in favour of his application, namely:

- Applicant job profile, salary, citizenship, work experience, etc.
- Repute of the company, employer’s track record, Company paid up capital, tax contribution, etc.
- Strategic and in-demand skills set, Government highlighted key industry for development, etc.

Conversely, having recognised educational qualifications does not guarantee a successful EP application.