

Singapore Employment Pass Application

Summary

Singapore Employment Pass ("EP") is a type of work visa that is designed for managers, executives, specialists and other skilled professionals who wish to work in Singapore. Ministry of Manpower of Singapore ("MOM") also allows entrepreneurs to apply for an EP after they have incorporated a company in Singapore. This enables them to relocate to Singapore in order to run company operations.

With effect from 1 September 2023, EP applicants must pass a two-stage eligibility framework. In addition to meeting the qualifying salary (Stage 1), EP applicants must pass a points-based Complementarity Assessment Framework (COMPASS) (Stage 2). COMPASS will apply to new EP applications from 1 September 2023 and EP renewals for passes expiring from 1 September 2024.

You can apply for the Singapore EP if you are:-

- An entrepreneur, executive or managing director of a Singapore company and wish to relocate to manage your company operations;
- A locally incorporated Singapore company and need to hire an employee from overseas; or
- You have an employment offer from a Singapore employer. In this case, your employer will make the EP application on your behalf.

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1. Eligibility Requirements and Key Facts

- (a) The applicant must earn a fixed monthly salary of at least **SGD5,000**. The minimum monthly salary of applicant is vary, and will increase progressively in accordance with the applicant's age;
- (b) The applicant must score a passing score of **40 points** for COMPASS.
- (c) The applicant's educational qualifications with verification proof and work experience are also key considerations for the MOM in granting the EP. A tertiary degree from a reputable university and relevant professional experience is important. Applicants should be educationally qualified with qualifications from reputable institutions. In some cases, the strong professional employment history and good salary may compensate for lack of good education.
- (d) To improve the probability of a successful application, it is recommended that the company maintain a reasonable paid-up capital, capable of covering the applicant's annual salary for at least one year.
- (e) There is no official quota system. Each application is reviewed by authorities based on the credentials of the employing company and the applicant;
- (f) The applicant must be **fully vaccinated** against COVID-19 with WHO EUL vaccines including booster, and must updated the vaccination record in the National Immunisation Registry (NIR) upon arrival in Singapore to get the pass issued. Otherwise, the applicant needs to undergo a medical review with a Singapore-registered doctor to determine if they can be medically exempted from vaccination;
- (g) Before applying for an EP, the employer should advertise the job on Singapore Job Bank, namely MyCareerFuture for at least 14 days and consider all applicants fairly. The company can be exempted from advertising requirements if meet any of the requirements:
 - (i) Company with fewer than 10 employees;
 - (ii) The fixed monthly salary of applicant is SGD22,500 and above;
 - (iii) The role is short-term;
 - (iv) The role is to be filled by a local transferee; or
 - (v) The role is to be filled by an overseas intra-corporate transferee.

2. Complementarity Assessment Framework (COMPASS)

The COMPASS framework comprises both individual and firm-level criteria, the scores data restricted to approved users due to its sensitivity. Upon EP eService account approved by MOM, Kaizen will conduct Self-Assessment Tool (SAT) as well as COMPASS test, along with providing expert guidance for the EP application based on the result. Please note that the applicant must attain a minimum of 40 points across the foundational and bonus criteria.

	INDIVIDUAL ATTRIBUTES			FIRM-RELATED ATTRIBUTES		
Foundational Criteria	C1	SALARY		C3	DIVERSITY	
	❖ Based on sector salary benchmarks by age, and compared to local professionals, managers, executives and technicians (PMET).			❖ Based on applicant’s nationality among the firm’s PMET, diverse mix of nationalities is encouraged. ❖ Your application scores 10 points by default if your firm employs fewer than 25 PMET employees.		
	≥ 90%		20	< 5%		20
	65% to 90%		10	5 % to 25%		10
	< 65%		0	≥ 25%		0
	C2	QUALIFICATIONS		C4	SUPPORT FOR LOCAL EMPLOYMENT	
	❖ Based on applicant’s education qualifications, supported with the verification proof from professional background screening companies.			❖ Based on the percentage of local PMETs within the sector. ❖ Your application scores 10 points by default if your firm employs fewer than 25 PMET employees.		
	Top-tier institution		20	≥ 50%		20
	Degree-equivalent qualification		10	20% to 50%		10
	No degree-equivalent qualification		0	< 20%		0
Bonus Criteria	C5	SKILLS BONUS		C6	STRATEGIC ECONOMIC PRIORITIES BONUS	
	❖ For applicants with occupation listed in the Shortage Occupation List (SOL) that require highly specialized skills. (Reduced to +10 if share of candidate’s nationality among firm’s PMETs is one-third or higher.)		+20	❖ For the firm intends to have partnership with Government on ambitious investment, innovation, internationalisation, or workforce transformation activities.		+10

Exemption from COMPASS

The applicant's EP application is exempted from COMPASS if they fulfil **any** of these conditions:

- (a) Earning at least SGD22,500 fixed monthly salary;
- (b) Applying as an overseas intra-corporate transferee under the World Trade Organisation's General Agreement on Trade in Services or any applicable Free Trade Agreement which Singapore is a part of; or
- (c) Filling a role on a short-term basis, i.e. one month or less.

The recent changes in the Employment Pass application scoring framework clearly indicate a more rigorous vetting process. The MOM prioritizes applications within the same age group and industry category based on higher monthly salaries, superior academic backgrounds, and a diverse employee structure that addresses local employment needs. This shift acknowledges companies that actively contribute to the local workforce and promote diversity among professionals, both local and foreign. Recognizing that the foundational criteria may not fully align with the local labour market's requirements, the MOM introduced additional bonus criteria to improve application quality.

3. Documents Required for EP Application

Applicant needs to provide the following documents and information to Kaizen by email for purpose of EP application:

(1) Basic Documents required for EP Application

- (a) Copy of the latest business profile for the Company (*Kaizen will be pleased to provide, if required***);
- (b) The resume detailing the applicant's work experience and salary;
- (c) Copy of the personal particulars page of the applicant's passport;
- (d) Copy of education qualifications;
- (e) ****Verification proof of education qualifications which issued by [professional background screening company](#); and**
- (f) Applicant's actual working location in Singapore, can be either a physical or ****rental a coworking space.**

*** Kaizen will be pleased to assist with additional charges applied.*

(2) Additional Supporting Documents which may be required for EP Application

After the Company has submitted the EP application, the MOM may request the following additional supporting documents from the Company for assessment. Therefore, the Company may prepare them in advance and provide to us when the MOM requests the same:-

- (a) Employment contract between the applicant and the company, showing the breakdown of the job description, salary, including any portion paid by overseas employer (if any);
- (b) Tenancy agreement of the company's Singapore office;
- (c) Bank statements, major contract secured with the applicant and major invoices issued to the applicants, to prove that the company can sustain its business operations and pay salaries to the applicant for the next 12 months; and
- (d) Additional supporting documents may be required on as needed basis.

(3) Documents/ Information required upon arrival in Singapore after EP approved

- (a) Singapore mobile number of the applicant;
- (b) Singapore residential address of the applicant. Please note that if the applicant is going to rent a flat, HDB must approve the tenant registration before issuing the pass;
- (c) [SG Arrival Card](#), which is a copy of the email confirmation from Singapore Immigration & Checkpoints Authority (ICA);
- (d) Visit Pass, which is a copy of the email confirmation from Singapore ICA;

Please be informed that the above documents have to be translated into English by the Certified Translator/Notary Public/respective Embassy if the originals are not in English.

4. EP Application Procedure and Time Frame

Step	Description	Estimated Working Days
1.	Applicant confirms with Kaizen the engagement of EP application and provide the documents and information listed in Section 3(1) to Kaizen by email.	Applicant's Schedule
2.	Kaizen issues and sends applicant an invoice for service fee and applicant arranges payment of our fee.	Applicant's Schedule
3.	Kaizen can assist the employer to advertise the job on MyCareerFuture (if applicable).	14
4.	Kaizen proceeds the registration of Corppass.	2
5.	For the newly incorporated company which registered within 2 weeks, Kaizen assists to create UEN profile with MOM, and subject to MOM approval (if applicable).	14
6.	Kaizen proceeds the registration of EP eService account with MOM, and subject to MOM approval.	7-10
7.	Upon approval of the EP eService account, Kaizen will conduct the SAT and COMPASS test in collaboration with the MOM. Following the assessment results, Kaizen will provide applicant with expert guidance and recommendations for Employment Pass (EP) application.	2

8.	Kaizen can assist the verification of educational qualifications with professional background screening company. The processing timeframe may vary on a case-by-case basis, depending on individual circumstances (if applicable).	14-45
9.	Kaizen assists to prepare EP application form and send to the applicant for approval.	2
10.	Upon receipt of applicant's confirmation, Kaizen will submit the EP application to MOM.	Applicant's Schedule
11.	MOM will evaluate the EP application.	10-15
12.	If the EP application is rejected by MOM, Kaizen will assist in applying for an appeal (if applicable).	42-84
13.	<u>Upon approval of EP application</u> <ul style="list-style-type: none"> ❖ MOM issues In Principle Approval (IPA) Letter, Kaizen will forward for applicant's signature arrangement. ❖ Please note that the IPA is only valid for six (6) months, and the applicant must enter Singapore for EP pass issuance within this timeframe to maintain approval. ❖ The IPA contains a pre-approved single journey visa for applicant use. 	Applicant's Schedule
14.	<u>Preparation for arrival in Singapore</u> <ul style="list-style-type: none"> ❖ The applicant must fill in the SG Arrival Card (SGAC) declaration up to 3 days before arrival Singapore. ❖ It typically takes approximately 3 weeks to obtain EP card after arriving in Singapore. Kaizen advises the applicant to plan the travel itinerary and secure return ticket in advance to mitigate any potential disruptions to the schedule caused by unforeseen circumstances. 	Applicant's Schedule
15.	<u>Upon arrival in Singapore</u> <ul style="list-style-type: none"> ❖ The applicant has to provide the documents and information listed in Section 3(3) to Kaizen by email. ❖ The applicant is required to undergo serological testing at local clinic in Singapore at own expense in order to update vaccination records in the National Immunization Register (NIR). 	Applicant's Schedule
16.	Kaizen will assist the EP card issuance and schedule appointment for fingerprint and photo registration at the Employment Pass Service Center. Please note that appointment date is typically fall within 2-3 weeks, subject to MOM availability.	MOM's Schedule
17.	The applicant will have fingerprints and photo taken on the scheduled appointment date.	1
18.	Upon receipt of EP card, Kaizen will inform applicant to collect EP card at Kaizen's office or assist to courier to designated address (courier charges applied).	5
TOTAL:		7 weeks

5. Rejection of EP Application

Please note that not all EP applications are approved. MOM takes into account the applicant's qualifications, work experience, and employer credentials when approving or rejecting applications.

If the initial application is rejected, we will explore the reasons with MOM and, if appropriate, we shall submit an appeal at a fee of SGD1,800 (without our assistance in drafting the appeal letter) or SGD2,800 (with our assistance in drafting the appeal letter) per applicant by addressing the issues raised by authorities.

If the additional details submitted are satisfactory to MOM, your application will likely be approved. The processing of an appeal application can take at least 6 weeks. You may wish to note that the approval of an EP application is granted at the sole discretion of MOM.

In the event that your application is rejected by MOM, our service fee for EP application and appeal is not refundable.

6. Service Fees, Time of Billing and Payment Methods

- (1) Our service fee for EP application is SGD2,000 per applicant (include one round of our service in submission of additional documents). You may wish to note that the fee is exclusive of the MOM fee, courier charges (if any), EP appeal (at a fee of SGD1,800 or SGD2,800, subject to your requirement of our assistance in drafting the EP appeal letter), EP card issuance and Multiple Journey Visa fee (SGD255).
- (2) Our service fee for assisting the verification of educational qualification with professional background screening company is SGD600 per educational qualification (if applicable).
- (3) Our service fee for assisting the employer to advertise the job on MyCareerFuture is SGD200 per advertisement (if applicable).
- (4) Our service fee for assisting with the rental of a cost-effective and strategically located coworking space in Singapore is SGD600 (if applicable).

Upon receipt of your order, we will issue and send an invoice to you for your settlement. We require full payment in advance.

If China or Taiwan official tax invoice is required, Value-Added Tax or Business Tax at the prevailing rate in the respective jurisdiction will be charged.

We currently only accept Singapore and US Dollar check, cash or TT and credit card payment through PayPal. If payment is settled through PayPal, extra 5% services fee will be charged.

7. Special Note

Please note that should the EP applicant undergo any changes in personal details after collecting the EP Card, including but not limited to passport number, name, marital status, residential address, mobile number, etc., it is mandatory to promptly update this information with the MOM within 5 days from the date of the change. Penalties for non-compliance may include the revocation of work passes and suspension of work pass privileges.

[Disclaimer]

All the information and requirement are revised periodically and may be subject to change from time to time by the Singapore government authorities without prior notice. Please consult with Kaizen Consultants for more information.

Kaizen specializes in the areas of company formation and registration, tax filing and planning, audit and assurance, merger and acquisition, intellectual property, human resources management, visa and immigration services and many others. Through our own offices and the network of professional firms that we built up, Kaizen is capable of providing above mentioned services in Hong Kong, Macau, Taiwan, Mainland China, Singapore, Malaysia, UK, USA, Italy, Germany, Australia and many other jurisdictions.

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