

EMPLOYMENT PASS PROCESS MAP

STEP 9: DELIVERY OF PASS CARDS

The pass card will be delivered to the authorized recipients about four working days after successful registration of the pass holder.
Processing time: 4-7 days

STEP 8: BIOMETRIC REGISTRATION

F&I will assist the applicant (and any dependents) to complete the relevant fingerprinting and registration process in person at the Employment Pass Services Centre.

STEP 7: NOTIFICATION LETTER

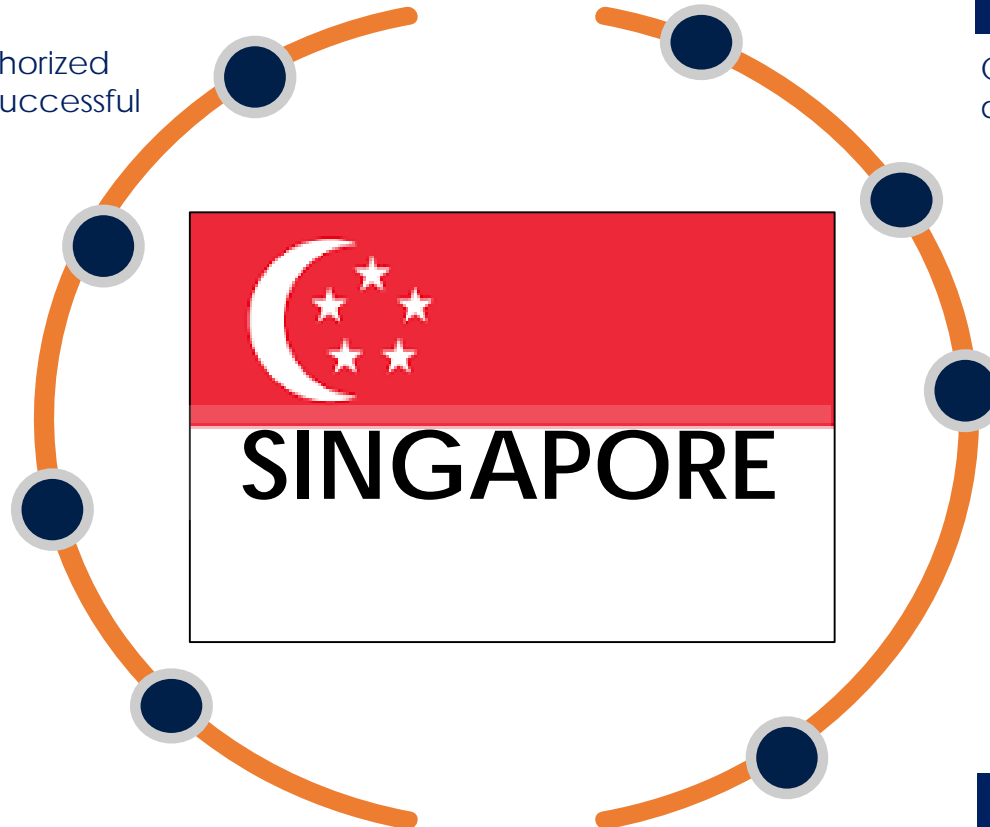
Once the employee is in Singapore, the Employment Pass Notification Letter may be printed. The applicant can now begin working.

STEP 6: ENTRY TO SINGAPORE

The applicant may enter Singapore once the In-Principle Approval ("IPA") letter has been issued. For nationals requiring an entry visa, the IPA letter should function as a single-entry visa.

STEP 5: IPA LETTER

Approval is received in the form of issuance of In-Principle Approval letter (IPA) sent by post to the Singaporean sponsoring company



STEP 1: INITIATION

Client initiates case and F&I sends document checklist.

STEP 2: REGISTER WITH EP ONLINE (OPTIONAL)

It may be required to register with the EP Online portal.
Processing time: 1-2 weeks

STEP 3: LABOUR MARKET TESTING

The Fair Consideration Framework (FCF) requires employers to advertise their job vacancies on the Jobs Bank administered by the Singapore Workforce Development Agency (WDA) for at least 14 days before a new Employment Pass application is submitted. Exemptions are possible.
Processing time: 14 days

STEP 4: APPLICATION FOR EMPLOYMENT PASS

The application for the Employment Pass (and any Dependent's Passes or Long Term Visit Passes) can be made online if an EP Online Account is registered.
Processing time: 2-3 weeks