

PERSONALISED EMPLOYMENT PASS PROCESS MAP

STEP 8: 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.

STEP 7: BIOMETRIC REGISTRATION

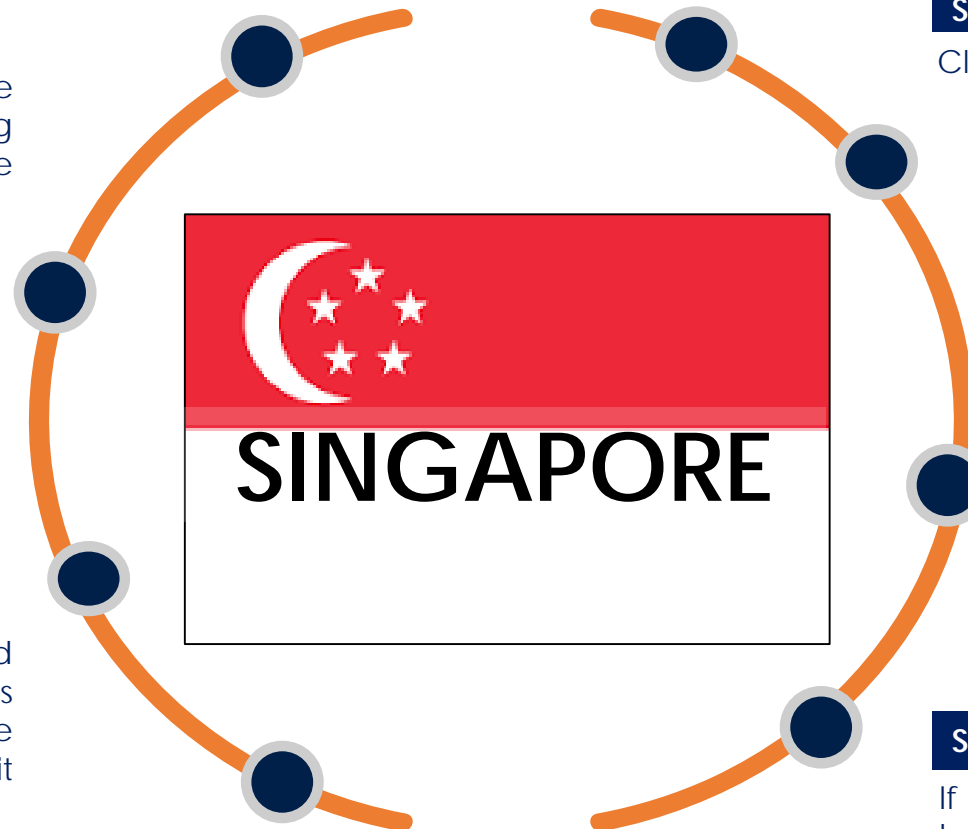
Any new applicant (and their dependents) must complete the relevant fingerprinting and registration process in person at the Employment Pass Services Centre.

STEP 6: BIOMETRIC APPOINTMENT

Before receiving the Personalised Employment Pass (PEP) (and any Dependent's Passes or Long Term Visit Passes), the applicant (and any dependents) must submit biometric data at a personal appointment. Processing time: 1 day – 2 weeks

STEP 5: ISSUANCE OF NOTIFICATION LETTER

Once the employee is in Singapore, the Notification Letter may be printed via EP Online.



STEP 1: INITIATION

Client initiates case and FGI sends document checklist.

STEP 2: PEP PASS APPLICATION

The completed Personalised Employment Pass application form, any Dependant's Pass or Long Term Visit Pass application forms, supporting documents and fees should be submitted in person at any SingPost branch office. Processing time: 7-8 weeks

STEP 3: ISSUANCE OF IPA LETTER

Once the PEP Employment Pass application has been approved, an In-Principle Approval (IPA) letter will be issued and sent by post to the Singaporean sponsoring company.

STEP 4: ENTRY TO SINGAPORE

If the applicant is not an existing Employment Pass holder, they 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. The applicant can begin working after this step.