

Work Pass Division

18 Havelock Road
Singapore 059764
www.mom.gov.sg



Guide on Prior Approval (PA) Application to recruit Foreign Workers (Process Construction)

Use this form for the recruitment of process construction workers from Non-Traditional Source (NTS) or People's Republic of China (PRC) sources. You do not need PA for NTS or PRC workers who have worked with any employer for a cumulative period of 2 or more years in the process sector.

1. A company which engages in activities related to Process Construction may be involved in the building of process plants (e.g. chemical process or pharmaceutical plants), and activities related to piping, mechanical steel, fabrication of parts and components or equipment.
2. If the applicant company is the:
 - Main contractor, a valid Man-Year Entitlement (MYE) certificate is required.
 - Sub-contractor, MYE directly allocated from the main contractor is required.
3. Prior Approval (PA) application must be submitted before the completion date of the main contractors' projects.
4. PAs given will be valid for 3 months.

Processing Time for PA

We encourage the business employers to submit the PA application via electronically. Online applications will have a shorter processing time.

The processing time for PA application submitted via:

- | | |
|--|--------------------|
| • Work Permit Online (WP Online) | - Next working day |
| • Post to:
Construction and Process Section
Work Pass Division
Ministry of Manpower
18 Havelock Road, Singapore 059764 | - 14 working days |

For manual application, please ensure that all the documents and verification are in order. Incomplete application form will not be taken into consideration.

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Prior Approval (PA) Application to Recruit Non-Traditional Source (NTS)/ People's Republic of China (PRC) Workers for Process Industry

- This form may take you 15 minutes to fill in.
 You will need the following information to fill in the form:
- The applicant company's CPF Submission Number
 - The MYE certificate number
 - The project / contract details
 - The CPF Submission Number of main contractor

Note: Please refer to the guide on page 1 before completing the application form.

This form is to be signed only by a Director/Partner/Sole Proprietor listed in the Instant Business Profile Printout. The date of all the signatures in the application forms must not be more than 1 month at the time of submission.

Part I Particulars of Applicant Company

Name & address of company	
Singapore ()	
Company's CPF Submission Number	
Tel number	Fax number

Part II Type of Prior Approval Applying for

Please tick the appropriate box

Man-Year certificate number	(Please indicate MYE certificate number)		
Nationalities of workers			
Purpose of Prior Approval	<input type="checkbox"/> New Workers	<input type="checkbox"/> Renewal	<input type="checkbox"/> Transfer
<input type="checkbox"/> One Year Work Permit			
New workers from country of origin	_____ (a)	Number of Man-Year (g)	
Work Permit renewal	_____ (b)	g = a + b	
<input type="checkbox"/> Two Year Work Permit			
New workers from country of origin	_____ (d)	Number of Man-Year (h)	
Work Permit renewal	_____ (e)	h = 2(d + e)	
Number of Man-Years to be deducted from the main contractor =		(g + h)	

Part III Project Duration and Value (Project Awarded to Applicant Company)

Project Duration	: From _____ To _____
Project Value	: S\$ _____

Part IV Particulars of Main Contractor

To be completed if the Applicant Company is not the Main Contractor

Name & address of company	
Singapore ()	
Company's CPF Submission Number	
Tel number	Fax number

**Prior Approval (PA) Application to Recruit Non-Traditional Source (NTS)/ People's Republic of China (PRC)
Workers for the Process Industry**

Part V Declaration

By Applicant Company

I, _____, in my capacity as _____ of
(Name of Person Making Declaration) (Position/Designation)

the Applicant Company mentioned above, hereby declare that my company has been awarded a contract by

(Name of Owner/Developer/Company Awarding contract to Applicant Company)

I further declare that the above Prior Approval application made by my company is meant for the recruitment of foreign workers for the purpose of the above contract. My company has read and understood all the Conditions and Regulatory Conditions of Work Permit and agrees to abide by them. We will also comply with the provisions of the Employment Act. I understand that failure to do so will affect my company's present and future Work Permit applications. The Controller of Work Passes also reserves the right to revoke Work Permits issued if the Work Permit conditions are not complied with or the documents submitted in supporting the applications are not valid.

Name of Declarant: _____

NRIC of Declarant: _____

Signature of Declarant: _____

Date: _____

Part VI Declaration

By Main Contractor if the Applicant Company is NOT the Main Contractor.

Declaration should be made by the main contractor providing the Man-Year Entitlement.

I, _____, in my capacity as _____ of
(Name of Person Making Declaration) (Position/Designation)

_____ hereby declare that _____
(Name of Main Contractor) (Name of Sub Contractor/Applicant Company)

has been awarded a contract by _____ to work
(Name of Company Awarding Contract to Sub Contractor/Applicant Company)

on the project stated in the Man-Year Entitlement certificate and the latter is a bona fide subcontractor for the project.

My company understands that with this support, _____ No. (g + h) of Man-Years will be deducted from my company's Man-Years Entitlements under the Man-Year Certificate Number _____ if the application is successful.

My company undertakes to be jointly responsible with the sub-contractor for the foreign workers employed by the sub-contractor under this prior approval, should they be abandoned by the sub-contractor as a result of sub-contractor defaulting levy payments leading to the revocation of the workers' Work Permits. Under such circumstances, my company will undertake to accommodate the abandoned workers as soon as possible. However, the responsibility would cease once the project awarded to the subcontractor ends. I understand that if my company fails to do so without valid ground or reasonable cause, my company could be debarred from employing foreign workers of which such period may be decided by the Controller of Work Passes.

Name of Declarant: _____

NRIC of Declarant: _____

Signature of Declarant: _____

Date: _____