



Updated on 04 Nov 2016

Request for an Employment Pass holder to be on your company’s Board of Directors

Completing the form

This form may take you 10 minutes to fill in.

Who should use this form:

A company that wants to appoint an Employment Pass holder already employed by another company, to be a member of its Board of Directors.

Note: S Pass and Work Permit (WP) holders are not allowed to be Directors of any company in Singapore.

How to use this form:

- Complete all sections in this form (indicate “NA” if an item is not applicable), and ensure it is duly signed by all relevant parties. An incomplete application form will not be processed.
- Submit this form to us using iSubmit (www.mom.gov.sg/iSubmit). Under Request Type, select option 1: Work Pass Application Matters (excluding Work Permits). Then select: Appointment of pass holder from related company to your Board of Directors.
- We will email the outcome to your stated company’s email address about 5 weeks after we receive your form.

About your company

Unique Entity Number (UEN):

Name of company:

Contact no.:

(o)

(hp)

(fax)

Email:

Relationship of Employment Pass holder’s employer to your company (tick one):

Parent or subsidiary company

Investor with shares in your company

Others (please specify): _____



Information on EP holder’s proposed role in your company

Name:

Two empty text boxes for the EP holder's name.

FIN:

Empty text box for the EP holder's FIN number.

Foreigner’s proposed remuneration (if any):

Empty text box for the proposed remuneration.

Foreigner’s proposed responsibilities:

Two empty text boxes for the proposed responsibilities.

Your declaration

I hereby declare that the information as set out in this application is to be best of my knowledge, true and correct.

Name

Company stamp

Designation

Signature

Date (dd-mm-yyyy)

Declaration by Employment Pass holder

I hereby declare that the information as set out in this application is to be best of my knowledge, true and correct.

Signature

Date (dd-mm-yyyy)



Declaration of no objection by Employment Pass holder's employer

We have no objections to the Employment Pass holder taking on directorship with the other company stated above. We understand our responsibilities as the main employer of the Employment Pass holder remain unchanged throughout the duration of his/her work pass. These include the responsibilities on the stay, maintenance and repatriation of the Employment Pass holder, amongst other responsibilities stated in the work pass conditions.

Name	Company stamp
Designation	
Contact no.	Email
Signature	Date (dd-mm-yyyy)