

## **EXPLANATORY NOTES**

### **APPLICATION FOR PERMANENT RESIDENCE FOR AGED PARENTS OF A SINGAPORE CITIZEN**

#### **Eligibility**

1. Aged parents of a Singapore Citizen may submit an application for permanent residence (PR) to the Immigration & Checkpoints Authority (ICA) for consideration.

#### **Application**

2. Submission of PR application is done via the Electronic Permanent Residence (e-PR) system. When completing the online application form, "NA" must be keyed in for fields that are not applicable.

3. You are highly encouraged to refer to the Frequently Asked Questions (FAQs) and Step-by-Step guide at the e-PR homepage for more information before proceeding with the PR submission. Incomplete and insufficient information / documents may result in non-acceptance of the application.

#### **Photograph of Applicant(s)**

4. One passport-sized digital, colour photograph of each applicant to be uploaded during the submission of supporting documents.

5. Photo Guidelines:

- 35mm wide by 45 mm high without border and taken within the last 3 months;
- Taken against a plain white background with a matt or semi-matt finish;
- 400 by 514 pixels image size;
- Taken full face without headgear, unless the applicant habitually wears a headgear in accordance with religious or racial customs. The headgear must not hide the applicant's facial features;
- Facial image must be between 25 mm and 35 mm from chin to crown; and
- JPEG image format

#### **Basic Salary**

6. Basic salary does not include the following:

- (a) Additional payment by way of overtime, bonus or commission
- (b) Travel, food or housing allowance
- (c) Any contribution paid by employer or contractor to any pensions fund or provident fund
- (d) Any sum paid to an employee or contract worker to defray special expenses incurred by him owing to the special, unusual or hazardous nature of the employment
- (e) Any gratuity payable on discharge or retirement.

#### **Occupation / Industry**

7. When completing the offline application form, please input a keyword and click 'Search' in order to search for the correct option under the list. If there is no exact match, applicant may wish to choose the best option available. Please refer to Appendix A for the full list of available occupations and industries.

#### **Translated Documents**

8. Documents not in English must be translated. ICA accepts:

- (i) Translations provided by the embassy of the country that issued the document
- (ii) Translations produced by a notary public in Singapore or the country that issued the document
- (iii) Privately created translations attested by the embassy of the country that issued the document, or notarised by a notary public in Singapore or the country that issued the document.

9. Please refer to the attached Document list for details on the required documents.

## Declaration

10. Declaration forms, one set each for the applicant and sponsor, are required to be downloaded and printed after login to e-PR system. The signed declaration forms must be uploaded via the e-PR system during the submission of supporting documents.

11. All information furnished in the form must be complete, accurate and verifiable. You may be required to provide additional information and documents if necessary.

## Important Notes

12. The grant of permanent residence does not exempt an individual from registration with the relevant professional bodies or any other statutory conditions as required by legislation governing the regulation of their professions (e.g. doctors, lawyers, etc.).

13. Ex-Singapore Citizens and Ex-Singapore PRs who have withdrawn their CPF monies would have to refund the full CPF amount withdrawn if their PR application is approved. **A letter of clearance from CPF Board is required for completion of PR formalities.** For further enquiries please contact the CPF Board via the following avenues:

CPF Service Centres

(you may visit [www.cpf.gov.sg](http://www.cpf.gov.sg) for the addresses of the five Service Centres and their operating hours)

Contact number: 1800-2271188

Email: [closing-account@cpf.gov.sg](mailto:closing-account@cpf.gov.sg)

14. You should inform ICA promptly via the e-PR system should you change your residential address before the outcome of your application is known, otherwise you will not receive important letters relating to the application.

15. ICA collects personal information to administer immigration and registration functions in Singapore. We may share necessary data with other Government agencies (or non-Government entities authorized to carry out specific Government services) so as to process any applications you made or to render you a service, to serve you in the most efficient and effective way, unless such sharing is prohibited by law.

## Enquiries on PR Application

16. Applicants may enquire the status of their PR application via iEnquiry (<https://ienquiry.ica.gov.sg>) or use the "Enquire Application Status" function in the e-PR homepage.

### Warning

If you knowingly and wilfully falsify or conceal a material fact or submit a false document in relation to any application, action will be instituted against you and you will be denied all immigration facilities. In addition, you will face severe penalties provided by the law.

# DOCUMENT LIST FOR PR APPLICATION (AGED PARENTS OF A SINGAPORE CITIZEN)

**IMPORTANT!** Please ensure that all the required documents are submitted within **7 days/ 168 hours** from the time you start the online application. Incomplete submission will result in non-acceptance of the application during e-PR submission. **Official translations are required if documents are not in English.**

## **For Applicant(s):**

- A1. Valid travel document with validity of at least 6 months, valid Immigration Pass and passport pages showing personal particulars and official descriptions;
- A2. Identity card (if applicable);
- A3. Deed Poll or change of name certificate (if applicable);
- A4. Identity Card / Travel Document of applicant's spouse or Death Certificate of applicant's spouse (if deceased). If Death Certificate is not available, the photograph of the tombstone may be produced;
- A5. Official marriage certificate;
- A6. Death certificate or divorce certificate in respect of your previous marriages (if any);

### *If you are gainfully employed, please include the following:*

- A7. Work Pass (if any);
- A8. Employer's letter stating the date of employment, position held, salary per month for the last 6 months with breakdown into basic, overtime and allowance per month. The letter, addressed to the Controller of Immigration, should be dated within 1 month from the date of submission;
- A9. Payslips for the last 6 months;
- A10. Appendix – 2 (PR-FTS) is to give consent for ICA to obtain and verify financial information provided in respect of this application (This form is available for downloading before the start of application upon Singpass login); and
- A11. (For self-employed) Valid Business Registration Certificate with names of partners shown.

## **For Sponsor:**

- B1. Identity card/ 11B;
- B2. Singapore Citizenship Certificate (if any);
- B3. Birth Certificate. This must be issued, signed and sealed by the proper authorities. Unnamed Birth Certificate must be substantiated with supporting documentary evidence;
- B4. Deed Poll or change of name certificate (if applicable).  
  
For item B3 and B4: If these are not available, a letter from a competent authority (eg, Village Headman, Chairman of Communes, Tahsildar, Panchayat, etc in the case of applicants from China and India) certifying the relationship between applicant and sponsor may be accepted. The letter should also state the names and present whereabouts of applicant's spouse and children;
- B5. Employer's letter stating the date of employment, position held, salary per month for the last 6 months with breakdown into basic, overtime and allowance per month. The letter, addressed to the Controller of Immigration, should be dated within 1 month from the date of submission;
- B6. Payslips for the last 6 months;
- B7. Appendix – 2 (PR-FTS) is to give consent for ICA to obtain and verify financial information provided in respect of this application (This form is available for downloading before the start of application upon Singpass login);

- B8. (For self-employed) Valid Business Registration Certificate with names of partners shown and/or valid vocational license;
- B9. (For self-employed) Occupational license pertaining to your employment (e.g. Stall license, business license, property agent license);
- B10. Birth Certificates and Citizenship Certificates of sponsor's siblings (if any);
- B11. Identity cards and travel documents of sponsor's siblings (if any); and
- B12. Highest educational certificates (including all tertiary qualifications) of sponsor and siblings.