

EXPLANATORY NOTES TO FORM 4

APPLICATION FOR PERMANENT RESIDENCE FOR SPOUSE AND/OR CHILDREN OF A SINGAPORE CITIZEN/ PERMANENT RESIDENT

Who may apply

1. Spouse and unmarried children (below 21 years old) of a Singapore Citizen/ Permanent Resident.

Application Form (Form 4)

2. Application Form 4 is to be completed (1 original copy).
3. Applicant is required to complete Part A to Part E and Part G. Local sponsor to complete Part F and Part H of the application form.

Photograph Requirements

4. A recent colour passport-sized photograph of the main applicant is to be pasted onto the space provided on page 1. Photographs of children included in the application are to be pasted onto the spaces provided on page 7.
5. The photograph must be:
 - 35 mm wide by 45 mm high without border and taken within the last three months;
 - 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;
 - the facial image must be between 25 mm and 35 mm from chin to crown; and
 - taken against plain white background with a matt or semi-matt finish.

Basic Salary

6. When completing the application form, please note that 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

Documents to be produced – IMPORTANT

ICA will **NOT** accept PR applications with incomplete or insufficient documents for processing. Applicants will be required to make a fresh appointment to resubmit their PR applications.

7. **Official translations are required if documents are not in English.** Acceptable translated documents include:-

- (i) Translated copy provided by the Embassy; or
- (ii) Copy translated by a Notary Public; or
- (iii) A privately translated copy attested by the Embassy.

8. **Please refer to the attached Document Checklist for details on the required documents.**

To Note:

Please produce all the originals and a photocopy of the required documents.

The photocopied documents are to be prepared in advance as commercial photocopying services are no longer available at ICA Building.

Original documents will be returned immediately after sighting.

Submission

9. **Please note that the submission of PR application is by appointment only.** To make an appointment, please visit our website at <http://www.ica.gov.sg>. On the date of your appointment, please arrive punctually to submit your application together with supporting documents personally to:

Permanent Resident Services Centre
Immigration & Checkpoints Authority
ICA Building, 5th Storey
10 Kallang Road
Singapore 208718

10. **Submission of application by post will not be accepted.**
11. All information contained in the form must be complete, accurate and verifiable.
12. Applicant and sponsor may be required to furnish additional documents and information whenever necessary.

National Service Liability

13. Under the Enlistment Act, all male Singapore Citizens and Permanent Residents, unless exempted are liable to register for National Service (NS). Following the completion of full-time NS, they will be required to serve up to 40 days of Operationally Ready National Service (ORNS) per year for the duration of their ORNS training cycle till the age of 50 years (for officers) or 40 years (for other ranks).
14. Main applicants who are granted PR status under the Professionals /Technical Personnel and Skilled Workers (PTS) Scheme or the Investor Scheme are exempted from NS. Male children who are granted PR status under their parents' sponsorship are liable for NS under the Enlistment Act. They are required to register for NS upon reaching 16 ½ years old and will be scheduled for enlistment at the earliest opportunity upon reaching 18 years old. If they are pursuing full-time studies, deferment from full-time NS may be granted only if they meet the deferment conditions stipulated by the Ministry of Defence which can be found at <http://www.ns.sg>.

All NS-liable males aged 13 years old and above, are required to obtain an Exit Permit (EP) when travelling overseas for 3 months or more.

15. NS-liable PRs are expected to serve NS. Renouncing or losing one's PR status without serving or completing full-time NS would have an adverse impact on any immediate or future applications to work or study in Singapore, or for Singapore citizenship or PR status.
16. Males who are granted Singapore PR, and who were previously Singapore Citizens or Singapore Permanent Residents, are liable to be called up for NS regardless of the type of PR status they have been granted. For further enquiries, please write to:-

Central Manpower Base
CMPB Podium
3, Depot Road
Singapore 109680
Contact no(s): 1800-3676767 (local)
65-65676767 (overseas)
Email: contact@ns.sg

Important Notes

17. 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.).
18. 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:

Central Provident Fund Board
79 Robinson Road CPF Building
Singapore 068897
Contact number: 1800-2271188
Email: closing-account@cpf.gov.sg

19. All correspondences will be sent to the sponsor's residential address as registered in the sponsor's Singapore identity card.
20. ICA may share your personal information with other Government agencies to process any applications you have made or to render you a service, so as to serve you in an efficient and effective way, unless such sharing is prohibited by legislation.

Warning

21. If you knowingly and willfully 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 CHECKLIST FOR PR APPLICATION (FTS)

IMPORTANT! Please ensure that all the required documents are submitted at the time of application. Incomplete submission will result in non-acceptance of the application at the counter. **Official translations are required if documents are not in English. A photocopy of all the required documents is needed.**

Applicant(s) is to produce the following documents:

- A1. Valid travel document and photocopies of passport pages showing personal particulars and official descriptions are required;
- A2. Identity card (if applicable);
- A3. Birth certificate or official household census list or family register;
- A4. Deed Poll or change of name certificate (if applicable);
- A5. Birth certificates of your child(ren) showing both parents' names and child's name (including adoption papers) from the current marriage (if any);
- A6. Death certificate or divorce certificate and the custody papers for the child(ren) in respect of your previous marriage(s) (if any);
- A7. All educational certificates (including all tertiary qualifications);

If you are gainfully employed, please include the following:

- A8. Work Pass (if any);
- A9. 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 ;
- A10. Payslips for the last 6 months;
- A11. Income Tax Notices of Assessment for the last 3 years. Alternatively, you may complete Appendix - 2 (PR-FTS) to give consent for ICA to obtain and verify financial information provided in respect of this application with the Inland Revenue Authority of Singapore directly; and
- A12. (For self-employed person) Valid Business Registration Certificate with names of partners shown AND major business contracts / invoices and receipts for the last 3 months.

Note: For minor applicants who are applying under Child of a Singapore Citizen (SC) / Singapore Permanent Resident (SPR), only item A1 to A4 are required.

Sponsor is to produce the following documents:

- B1. Identity card;
- B2. Official marriage certificate;
- B3. Death certificate or divorce certificate and the custody papers for the child(ren) in respect of your previous marriage(s) (if any);
- B4. All educational certificates (including all tertiary qualifications);
- 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. Statement from the Central Provident Fund (CPF) Board showing the monthly CPF contribution history for the past 12 months;
- B8. Income Tax Notices of Assessment for the last 3 years;

For item B7 and B8: Alternatively, you may complete Appendix - 2 (PR-FTS) to give consent for ICA to obtain and verify financial information provided in respect of this application with the Inland Revenue Authority of Singapore and CPF Board directly; and

- B9. (For self-employed person) Valid Business Registration Certificate with names of partners shown and/or valid vocational license AND major business contracts / invoices and receipts for the last 3 months.