

EXPLANATORY NOTES TO FORM 4A & Annex A

APPLICATION FOR PERMANENT RESIDENCE FOR PROFESSIONALS / TECHNICAL PERSONNEL / SKILLED WORKERS AND THEIR FAMILIES

Who may apply

1. Any person, who is working in Singapore on an Employment Pass or S Pass, may submit an application to the Immigration & Checkpoints Authority (ICA) for consideration. He/she may include his/her spouse and unmarried children under 21 years of age in the permanent residence application.

Application form (Form 4A)

2. Application Form 4A is to be completed (1 original copy).
3. Please complete all questions in the application form. Indicate those items that are not applicable with "N.A." and not available with "Nil". If you need extra space to answer any item, please attach a sheet of paper and write your name on it. To allow us to process your application expeditiously, it is important that the form is completed fully, accurately and duly signed.

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 spouse and 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.

Employer's information (Annex A)

6. To enable us to assess your application expeditiously, it is important that your employer provides the information requested in Annex A (attached to Form 4A). Your employer should state the nature of the company's business and activities e.g., if it is in manufacturing industry, state the type of product(s) manufactured; if it is a trading entity, state the type of product(s) traded and sources of imports; if it is in a service-oriented industry, state the type of service(s) rendered, etc.

Completing Annex A to Form 4A does not imply company's sponsorship of the application. Employer's signature is to serve as confirmation that the employment information provided is accurate and valid.

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.

Original documents will be returned immediately after sighting.

Basic Salary

9. 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) Travelling, food or housing allowance
 - (c) Any contribution paid by the employer or contractor to any pension 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.

Submission

10. **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

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

11. Submission of application by post will not be accepted.

12. All information furnished in the form must be complete, accurate and verifiable. You may be required to provide additional information and documents 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 $\frac{1}{2}$ 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:

19. Should you change your residential address before the outcome of your application is known, you are required to inform ICA promptly.

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.

21. Once a work pass holder has obtained Singapore Permanent Resident status, his/her work pass will be invalidated. Whether or not the work pass holder includes his/her family member(s) who are Dependant's Pass holders, in the PR application, the family member(s) must surrender their Dependant's or long term Visit Pass(es) (if any) to the Ministry of Manpower (MOM), Work Pass Division immediately for cancellation. For more details, please refer to MOM's website at <http://www.mom.gov.sg>.

Warning

22. 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 (PTS)

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.**

If you are applying for yourself, you need to produce the following documents:

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	A1. Valid travel document and photocopies of passport pages showing personal particulars and official descriptions are required;
<input type="checkbox"/>	A2. Employment Pass or S Pass;
<input type="checkbox"/>	A3. Identity card (if applicable);
<input type="checkbox"/>	A4. Birth certificate or official household census list or family register;
<input type="checkbox"/>	A5. Deed poll or change of name certificate (if applicable);
<input type="checkbox"/>	A6. All educational certificates (including <u>all</u> tertiary qualifications), transcripts, professional license/membership certificates and vocational trade certificates;
<input type="checkbox"/>	A7. Testimonials from previous employer(s) stating the nature and duration of employment and the last drawn basic salary (if applicable);
<input type="checkbox"/>	A8. Payslips for the last 6 months;
<input type="checkbox"/>	A9. Income Tax Notices of Assessment for the last 3 years. <u>Alternatively</u> , you may complete Appendix - 1 (PR-PTS) 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
<input type="checkbox"/>	A10. (For self-employed person) Valid Business Registration Certificate with names of partners shown <u>AND</u> major business contracts / invoices and receipts for the last 3 months.

If you are married, you need to produce the following additional documents:

<input type="checkbox"/>	B1. Official marriage certificate;
<input type="checkbox"/>	B2. Death certificate or divorce certificate in respect of your previous marriages (if any);
<input type="checkbox"/>	B3. Custody papers for the children in respect of your previous marriage(s) (if any);
<input type="checkbox"/>	B4. Spouse's highest educational certificates (including <u>all</u> tertiary qualifications);
<i><u>If you are including your spouse in the application, please include the following:</u></i>	
<input type="checkbox"/>	B5. Spouse's valid travel document and photocopies of passport pages showing personal particulars and official descriptions are required;
<input type="checkbox"/>	B6. Spouse's birth certificate;
<input type="checkbox"/>	B7. Spouse's deed poll or change of name certificate (if applicable);
<input type="checkbox"/>	B8. Spouse's identity card (if applicable); and
<input type="checkbox"/>	B9. Death certificate or divorce certificate and the custody papers for the child(ren) in respect of your spouse's previous marriage(s) (if any).

If you are including your child(ren) in the application, you need to produce the following additional documents:

<input type="checkbox"/>	C1. Child's valid travel document and photocopies of passport pages showing personal particulars and official descriptions are required;
<input type="checkbox"/>	C2. Child's birth certificate showing both parents' names and the child's name;
<input type="checkbox"/>	C3. Child's Adoption papers (if applicable); and
<input type="checkbox"/>	C4. Child's deed poll or change of name certificate (if applicable).