

## **EXPLANATORY NOTES**

### **APPLICATION FOR PERMANENT RESIDENCE FOR PROFESSIONALS, TECHNICAL PERSONNEL AND SKILLED WORKERS**

#### **Eligibility**

1. Any person, who is working in Singapore on an Employment Pass or S Pass, may submit an application for permanent residence (PR) to the Immigration & Checkpoints Authority (ICA) for consideration. He/She may include in the application, his/her spouse and any unmarried children aged below 21 who was born to him/her within the context of a legal marriage, or has been legally adopted by him/her.

#### **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

#### **Employer's Information (Annex A)**

6. To enable us to assess your application holistically, it is important that your employer provides the information requested in Annex A. Annex A can be downloaded after your log in to e-PR system. Your employer should state the nature of the company's business and activities e.g., if it is a 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 a service-oriented industry, state the type of service(s) rendered, etc.

7. Completing Annex A does not imply your company's sponsorship of the application. Employer's signature serves as confirmation that the employment information provided is accurate and valid.

8. A scanned copy of Annex A, either in PDF format or a photo in JPEG format is to be uploaded during the submission of supporting documents. The original copy may be required on a later date.

#### **Basic Salary**

9. 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.

## Occupation / Industry

10. 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, you may wish to choose the best option available. Please refer to Appendix A for the full list of available occupations and industries.

## Translated Documents

11. 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.
12. Please refer to the attached Document List for details on the required documents.

## Declaration

13. Declaration forms, one set each for the applicant and spouse (if applicable), 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.

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

## National Service Liability

15. Under the Enlistment Act, all male Singapore Citizens and Permanent Residents, unless exempted<sup>1</sup> are required to serve 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).

16. **Male applicants who are granted PR status as a Foreign Student or under their parents' sponsorship 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.** Deferment from NS for university studies, regardless of whether such studies have begun, will **not** be granted. Those who are pursuing full-time GCE 'A' Level or Polytechnic Diploma studies (or equivalent) may be granted deferment if they meet the deferment conditions stipulated by the Ministry of Defence. **All male applicants are required to access [www.cmpb.gov.sg](http://www.cmpb.gov.sg) for information on NS deferment, pre-enlistment process and Exit Permit requirements, before proceeding with this application.**

17. 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 scheme under which their PR status was granted.

18. 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, study or live in Singapore, or for Singapore citizenship or PR status. Renouncing or losing one's PR status without serving or completing full-time NS may also adversely affect any immediate or future applications for renewal of Re-entry Permits made by one's family members or sponsors.

19. For further enquiries, please contact:

Central Manpower Base  
Email: [contact@ns.sg](mailto:contact@ns.sg)  
Contact no(s): 1800-3676767 (local) or  
65-65676767 (overseas)

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<sup>1</sup> Male applicants who are granted PR status under the Professionals/Technical Personnel and Skilled Workers Scheme or the Investor Scheme are exempted from NS.

## Important Notes

20. 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.).

21. 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)

22. 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.

23. 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.

24. Once a work pass holder has obtained PR status, his/her work pass will be invalidated. His/Her family member(s) is/are required to 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>.

## Enquiries on PR Application

25. 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 (PROFESSIONALS, TECHNICAL PERSONNEL AND SKILLED WORKERS)

**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.**

- A1. Valid travel document with validity of at least 6 months and passport pages showing personal particulars and official descriptions;
- A2. Employment Pass or S Pass;
- A3. Identity card (if applicable);
- A4. Birth certificate or official household census list or family register showing both parents' name;
- A5. Deed poll or change of name certificate (if applicable);
- A6. Highest educational certificates (including all tertiary qualifications), transcripts, professional license/membership certificates and vocational trade certificates;
- A7. Testimonials from previous employer(s) stating the nature and duration of employment and the last drawn basic salary (if any);
- A8. Payslips for the last 6 months;
- A9. Current Employer's letter stating the date of employment, position held, salary per month for the past 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. IRAS consent form 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 (This form is available for downloading before the start of application upon Singpass login);
- A11. (For self-employed) Valid Business Registration Certificate with names of partners shown; and
- A12. (For self-employed) Occupational license pertaining to your employment (e.g. Stall license, business license, property agent license).

***The following additional documents are required if you are married:***

- B1. Official marriage certificate;
- B2. Death certificate or divorce certificate in respect of your previous marriages (if any);
- B3. Custody papers for the child(ren) in respect of your previous marriage(s) (if any);
- B4. Spouse's highest educational certificates (including all tertiary qualifications), transcripts, professional license/membership certificates and vocational trade certificates;

***If you are including your spouse in the application, please include the following:***

- B5. Spouse's valid travel document with valid Immigration Pass and passport pages showing personal particulars and official descriptions are required;
- B6. Spouse's birth certificate showing both parents' name;
- B7. Spouse's deed poll or change of name certificate (if applicable);
- B8. Spouse's identity card (if applicable); and
- 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).

***The following additional documents are required if you are including your child(ren) in the application:***

- C1. Child's valid travel document with valid Immigration Pass and passport pages showing personal particulars and official descriptions;
- C2. Child's birth certificate showing both the child's and the parents' names;
- C3. Child's adoption papers (if applicable); and
- C4. Child's deed poll or change of name certificate (if applicable).