

Singapore - Personalised Employment Pass (PEP) Application Procedures and Fees

The Personalised Employment Pass (PEP) is for high-earning Employment Pass holders and overseas foreign professionals. The visa offers great flexibility, and sponsorship of the Singaporean employer is not required for PEP holders. No foreign worker levy or quota is required.

PEP holder(s) can generally hold a job in any sector. However, the PEP does not exempt the holder(s) from complying with registration requirements to practise in Singapore for professions such as medicine, dentistry, pharmacy, architecture, law, etc.

Instead of applying for new passes, PEP holder(s) only need to notify Singapore MOM in the case of changing jobs. PEP holder(s) can stay in Singapore for a continuous period of up to six (6) months without a job to search for new employment.

1. PEP Application Service Fees

Our fees for handling the application for Personalised Employment Pass (PEP) to enable a foreigner to work in Singapore is **SGD2,500**. An extra SGD1,800 will be charged for each dependent Pass and long-term visit Pass. In particular, our fees cover the following services:

- (1) Preliminary assessment of the eligibility of the applicant for Personalised Employment Pass (PEP);
- (2) Pre-application information and advice on employment pass/work permit
- (3) Providing assistance for the preparation of documents required for the client;
- (4) Review application documents prepared by applicant(s) and employing company;
- (5) Preparation of authorization letter(s) and application form(s);
- (6) Filing of Personalised Employment Pass application
- (7) Tracking application status while under processing
- (8) Liaison with the MOM regarding the application when necessary;
- (9) Responding to MOM's request for additional information as necessary
- (10) Arranging for issuance of Work Pass upon in-principle approval;
- (11) Filing of maximum of 2 appeals within 3 months from the date of rejection as per MOM's guideline in case of rejection of Work Pass application. The additional cost for assisting to apply for EP appeal (if required) is requested. For details, please contact Kaizen consultant.
- (12) Arranging appointment with Employment Pass Services Centre (EPSC);

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(13) Forwarding of documents and/or approved Pass to Client's mailing address.

Notes:

- (1) The fee quoted above are excluded out-of-pocket expenses or reimbursement such as translation fee, card issuance fees, MOM fee, delivery fee and notarial fee etc. For your information, as at August 22, 2022, the Singapore government fee for applying PEP are as the following:

Submission fee	SGD105 / 1 pass
Issuance fee	SGD225 / 1 pass
Multiple Journey Visa Fee (if applicable)	SGD30 / 1 application

- (2) All fees quoted above do not include Goods and Service Tax (business tax) at 7%, if applicable.
- (3) In the event that the application/appeal/renewal is rejected by MOM, the fees quoted above are not refundable.

2. Time of Billing and Payment Methods

We currently only accept check, cash or TT and credit card payment through PayPal. If invoice is settled by PayPal, an extra 5% service fee will be charged.

Upon receipt of confirmation of engagement, we will issue an invoice and email it together with detailed wire instructions to you. Because of the nature of services, we require full payment in advance. In addition, once service is commenced, no service fees will be refunded.

If Taiwan uniform invoice is required, a Business Tax at 5% of the invoiced amount will be charged and collected.

3. Eligibility Criteria

- An overseas foreign professional and your last drawn fixed monthly salary overseas was at least \$18,000. Your last drawn salary should have been within 6 months before you apply; **OR**
- An Employment Pass holder earning a fixed monthly salary of at least \$12,000.

Ineligible conditions of applying for PEP:

- (1) An Employment Pass holder under the sponsorship scheme;
- (2) A freelancer or foreigner who intends to work on a freelance-basis
- (3) A sole proprietor, partner or where a director is also a shareholder in an ACRA-registered company
- (4) A journalist, editor, sub-editor or producer

Notes:

- PEP holders are not allowed to start a business or conduct any form of entrepreneurial activity while on a PEP.
- If PEP holder has been unemployed in Singapore for more than 6 months at any time, the PEP needs to be canceled.
- The PEP holder must earn a fixed salary of at least \$144,000 per calendar year, regardless of the number of months you are in employment.
- The PEP holder will have to notify Singapore MOM of the following situation:
 - (1) Started or resign employment
 - (2) Change of contact details (e.g. local contact person/address)

- (3) Declare of current year's salary by 31 January of the following year of earning a fixed salary.

The Employment Pass criteria are revised periodically and may be subject to change from time to time by the Singapore immigration authorities without prior notice. Please consult with Kaizen Consultants for more information.

4. Passes for family member of PEP holders

The family members of PEP holders may be applicable to apply for different passes:

Family member	Pass type
Legally married spouse	Dependant's Pass
Unmarried children under 21 (including legally adopted)	Dependant's Pass
Common-law spouse	Long Term Visit Pass
Unmarried handicapped children above 21	Long Term Visit Pass
Unmarried step-children under 21	Long Term Visit Pass
Parents	Long Term Visit Pass

A separate application for each family member will be required even if they currently hold a Dependant's Pass or Long Term Visit Pass. The family passes can be submitted along with the PEP application.

Once the principal pass is cancelled, all the related Dependant's Passes, Long Term Visit Passes, Letters of Consent and Work Permits for the family will also be cancelled.

5. Application Procedures and Timeline

The whole application government process will take up to eight (8) weeks for most cases. It may take longer when additional documents are required by the government authorities.

Each appeal process will normally take at least eight (8) weeks. The table below shows the estimated time frame for each of the steps for the registration process.

Step	Procedure	Responsible Party	Working Days (estimated)
1	Interview with our immigration expert.	Client	Client's Schedule
2	Sign and return the retainer agreement along with retainer fees.	Client	Client's Schedule
3	Complete the questionnaire and prepare the documents specified in the checklist.	Client	Client's Schedule
4	Upon receipt of the aforesaid documents, our firm will prepare the immigration filing package.	Kaizen	14 Days
5	Sign back immigration forms and letters to our firm.	Client	Client's Schedule
6	Submission of PEP to Singapore MOM	Kaizen	3 Days
7	Receive a response from MOM	MOM / Kaizen	MOM Standard Processing Time: Within 8 Weeks
8	If the case is approved, an in-principal	MOM /	RFE Response:

	approval (IPA) will be issued. Kaizen will assist to arrange the appointment with Employment Pass Services Centre (EPSC) for the applicant's fingerprint and photo registration. If MOM requests further evidence, we will prepare for the response.	Kaizen	Upon MOM's request
9	In response to the situation, an appeal was lodged with MOM.	Client / MOM / Kaizen	Upon Client's request. Each appeal process will take at least 8 weeks.
10	The client must enter Singapore by holding IPA and Singapore Short Term Visit Pass for the upcoming procedures.	Client	Within 6 months of IPA
11	Obtain a notification letter card from MOM after approval	Kaizen	
12	Make an appointment to visit EPSC for registering fingerprints and photo (if applicable).	Client	Within 2 weeks after the pass is issued
13	MOM issues the physical card and deliver to Kaizen SG office	Kaizen / Client	1 month after registration or document verification at EPSC
14	Forward the PEP card to the Client's mailing address	Kaizen / Client	Client's Schedule
Total working days			10 Weeks – Upon MOM and Client's Schedule

Note:

- (1) The estimated time is based on high cooperation between Kaizen and the client.
- (2) The estimated time does not include delays caused by relevant government agencies.

6. Documents required**Applicant**

- (1) Personal particulars page of candidate's passport;
- (2) Singapore local contact
 - Overseas applicant(s) who do not have a local contact person during application can provide when report for card registration.
 - **(Kaizen will NOT provide service for local contact)**
- (3) Applicant(s)' current Short-Term Visit Pass or immigration pass details
- (4) Singapore residential address that met the housing requirements
- (5) Medical declaration form
- (6) Educational certifications and related details
- (7) Employment history stating the company name, occupation, fixed monthly salary, country and period of employment (applicable to the applicant who is not a current EP holder)
- (8) Latest tax statement
- (9) Payslips and bank account statement for the past 3 months

Further Documents

- (1) Foreign identification document (e.g. ID card)
- (2) Singapore mobile number & email
- (3) Personal resume
- (4) Salary details
- (5) Unique Entity Number
- (6) Employment contract (If applicable)
- (7) Details of most recent employment (Including occupation, salary, employer's details, period of employment, etc.)
- (8) Any further document required by the Singapore departments

7. Validity Period

Once the application is approved, the PEP is valid for up to three (3) years.

Applicant(s) do not have to cancel the existing PEP for the employer to apply for the new pass unless the PEP is expired. In these circumstances, an Employment Pass (EP) or S Pass is required to continue working in Singapore.

Please be noted that PEP can only be issued once and is not renewable.

PEP holders are eligible to apply for permanent residency in Singapore through the Professional, Technical Personnel & Skilled Workers (PTS) scheme. But it is advisable to wait for at least six months before making the application so that you can furnish the required proof of six (6) months' salary.

8. Rejection of PEP Application

Please note that **NOT** all PEP applications are approved. MOM takes into account the applicant's qualifications, work experience, and employer credentials when approving or rejecting applications.

If the initial application is rejected, Kaizen may assist in the filing of appeals from the date of rejection as per MOM's guidelines. Upon request, an additional fee will be charged for assisting with the PEP appeal.

If the additional details submitted are satisfactory to MOM, your application will likely be approved. The processing of an appeal application can take at least eight (8) weeks. You may wish to note that the approval of an PEP application is granted at the sole discretion of MOM.

In the event that your application is rejected by MOM, our service fee for PEP application and appeal is not refundable.

If you wish to obtain more information or assistance, please visit our official website at www.kaizenvis.com or contact us through the following and talk to our professionals:

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