

PART 4A REASON CODES AND DOCUMENT(S) REQUIRED	
Reason Code # and the corresponding reason(s) for application for waiver -	Document(s) required: -
1 Foreign worker granted PR status	i) Original passport of worker showing entry & re-entry permits endorsements.
2A Foreign worker was on home leave (home country)	i) Original Boarding Passes (to and fro) and photocopy of passport of worker with endorsement showing the date of arrival at country and departure from country of visit; or ii) Letter from Airline Office confirming date of arrival and departure from country of visit; or iii) Original passport of worker with endorsement showing the date of arrival at country and departure from country of visit.
2B Foreign worker was on vacation for at least 7 consecutive days (other countries except home country).	
2C Foreign worker was on overseas assignment for at least 7 consecutive days.	
3 Foreign worker with Embassy/Police Custody	i) Original Confirmation letter from the Embassy/Police.
4 Foreign worker failed to return to Singapore after *home leave/vacation	i) Letter from the Airline Office confirming the departure to destination or Original Boarding Pass showing departure to destination.
5 Foreign worker was on hospitalisation leave (applicable to hospital in Singapore only)	i) Original medical certificate from Singapore hospitals (for hospitalisation leave only); or ii) Original hospital bills which reflect the admission and discharge dates; or iii) Original Confirmation letters from doctors/hospitals.
6 Foreign worker in harbour craft industry on board vessel which leaves Singapore Port for at least 3 consecutive days.	i) Original declaration form signed by vessel captain with Maritime And Port Authority of Singapore (MPA) confirming that the foreign worker was on board the vessel during the said period. There should be endorsement showing the departure and arrival dates.
7 Malaysian workers serving 3-months National Service	i) Letter from the Malaysia Authority requiring them to perform National Service (the period of National Service must be stated in the letter) and documents/evidence e.g. passport to prove their exit and entry to Singapore.

PART 4B PARTICULARS OF WORKERS																			
Please fill the information of the workers and indicate the reason code as listed above.																			
Particulars of Foreign Worker(s)										Period Applied for Waiver DD-MM-YY and Reason Code									
1	Foreign Worker's Name									Start date				-			-		
	Work Permit Number									End date				-			-		
	FIN Number									+Reason Code#	1	2A	2B	2C	3	4	5	6	7
2	Foreign Worker's Name									Start date				-			-		
	Work Permit Number									End date				-			-		
	FIN Number									+Reason Code#	1	2A	2B	2C	3	4	5	6	7
3	Foreign Worker's Name									Start date				-			-		
	Work Permit Number									End date				-			-		
	FIN Number									+Reason Code#	1	2A	2B	2C	3	4	5	6	7
4	Foreign Worker's Name									Start date				-			-		
	Work Permit Number									End date				-			-		
	FIN Number									+Reason Code#	1	2A	2B	2C	3	4	5	6	7
5	Foreign Worker's Name									Start date				-			-		
	Work Permit Number									End date				-			-		
	FIN Number									+Reason Code#	1	2A	2B	2C	3	4	5	6	7
6	Foreign Worker's Name									Start date				-			-		
	Work Permit Number									End date				-			-		
	FIN Number									+Reason Code#	1	2A	2B	2C	3	4	5	6	7
I certify that the particulars of the foreign workers stated in Part 4B are true, correct and complete.																			
Name & Signature of Employer / Authorised officer										Date									

* Delete whichever is not applicable
+ Circle one reason code only for each period