

Work Pass Division

18 Havelock Road
 Singapore 059764
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 mom_wpd@mom.gov.sg



Application for Replacement of Work Permit/S Pass Card

This form may take you 5 minutes to fill in.
 You will need the following information to fill in the form:

- The worker's passport number
- The worker's Work Permit number or Foreign Identification Number (FIN)
- The worker's Work Permit or S Pass date of application

Please complete the application form and submit it with the following documents to:

Work Pass Services Centre (WPSC)
Tanjong Pagar Complex, #02-27/29
7 Keppel Road, Singapore 089053

1. The worker's original passport.
2. If the Work Permit/S Pass is destroyed/defaced, please attach the destroyed/defaced card.
3. A replacement fee of \$30 is payable in cash only.
4. Please complete Part 3b below if a representative is coming on the employer's behalf.

Part 1 – Personal Particulars of Work Permit/S Pass Holder

Name as in passport: _____

Passport number: _____

Please tick the appropriate box: Work Permit S Pass

If the worker is a Work Permit holder, please provide *his/her Work Permit number: _____

If the worker is a S Pass holder, please provide *his/her FIN: _____

Date of application: _____

Part 2 – Declaration By Work Permit/S Pass Holder

I declare that all the particulars given above are true and correct.

My *Work Permit/S Pass for the employment stated above was *lost/destroyed/defaced on _____. I undertake to return the lost *Work Permit/S Pass to the Work Pass Division immediately if it is recovered. I note that the *Work Permit/S Pass is not transferable to another person. It should only be held by the *Work Permit/S Pass holder. I understand that strict action will be taken against the employer and/or worker who are found making false declaration on loss of *Work Permit/S Pass card in order to apply for a replacement.

Signature of *Work Permit/S Pass Holder _____

Date _____

Part 3a – Declaration By Employer

I declare that the *Work Permit/S Pass holder is still in *my/our employment. I request for a *Work Permit/S Pass replacement for the worker as the original *Work Permit/S Pass has been *lost/destroyed/defaced. I note that the *Work Permit/S Pass is not transferable to another person. It should only be held by the *Work Permit/S Pass holder. I understand that strict action will be taken against the employer and/or worker who are found making false declaration on loss of *Work Permit/S Pass card in order to apply for a replacement.

Name and *NRIC/Passport No/FIN of Employer _____

Designation _____

Signature of Employer _____

Date _____

Company's Stamp (applicable to Business Employers) _____

Part 3b – Authorisation By Employer (if applicable)

I authorise _____ of *NRIC/Passport No. _____ to act on my behalf to apply for a replacement of *Work Permit/S Pass card.

For Official Use

CPF Ref No: _____

Replacement Date: _____

**Delete where inapplicable*

WPI 004