

Date: 19/03/2021

Reference Number: MSL-WPL-210319000642

R0001



**The pass holder is allowed to enter Singapore from 24/03/2021 to 26/03/2021**

[REDACTED]		
<b>FIN</b> [REDACTED]	Travel document number -	Travel document expiry date -
<b>Period allowed to enter Singapore</b> From 24/03/2021 to 26/03/2021	<b>Duration of Stay-Home Notice (SHN)</b> <ul style="list-style-type: none"><li>• For pass holders not staying in dormitories: 14 days</li><li>• For pass holders staying in dormitories: 21 days</li></ul>	
<b>SHN address</b> Dedicated SHN facility assigned on arrival		
<b>Departing from</b> INDIA	Other countries/regions visited -	

Dear Sir/Madam,

Your application for [REDACTED] to enter Singapore is approved. If any of the information above changes, you must submit a new entry application to bring the pass holder in. Please note that all charges paid for this application are non-refundable

**Please get him/her to show a print-out of this letter to the airline staff before boarding the plane and to the Singapore Immigration & Checkpoints Authority (ICA) officers upon arrival.** You must also ensure that his/her in-principle approval (IPA) or Work Permit is valid when he/she arrives. Otherwise, he/she will be denied entry and his/her Work Permit may be revoked immediately.

You have a joint duty with the pass holder. Work pass holders are also responsible for ensuring their dependants comply with the entry approval requirements. All parties must comply with the entry approval requirements listed in this letter and prevailing border measures. If any party is unable to fulfil the requirements, please do not bring the pass holder into Singapore.

## Please complete these steps:

### Before the pass holder leaves for Singapore

1. Inform the pass holder of the need to serve SHN at a dedicated SHN facility. Pass holders not staying in dormitories must serve a **14-day SHN**. While those staying in dormitories must serve a **21-day SHN**. Once the pass holder arrives in Singapore, he/she will be informed of the location. The Singapore Government will arrange for his/her transport to the dedicated SHN facility and COVID-19 test venue.
2. Explain and ensure the pass holder understands and is able to comply with [all the conditions imposed during the SHN period](#). Please also ensure that he/she has a thermometer to record his/her temperature during his/her SHN.
3. (Only applicable to Work Permit, Training Work Permit or S Pass holders or those with an in-principle approval (IPA) for any of these 3 passes) Buy a COVID-19 medical insurance **before the pass holder arrives in Singapore**. The insurance must have a coverage of **at least \$10,000** for medical expenses if he/she develops COVID-19 symptoms or tests positive within 14 days of arrival in Singapore. Please check with your insurer whether the pass holder's existing medical insurance plan meets the required coverage. If not, you can consider [these insurers](#).
4. (Only applicable to IPA holders) Complete the pre-arrival procedures in the employer's copy of the IPA letter. Please also refer to our [current work pass requirements](#) for any updates.
5. (Only applicable to pass holders who are 7 years old and above this year) Ensure the pass holder takes a COVID-19 polymerase chain reaction (PCR) test **within 72 hours before departure**. He/She must present a valid negative test result, in English and from an [internationally accredited or recognised laboratory](#), to enter Singapore. The test memo also must state these details:
  - Test Result
  - Date of PCR test
  - Pass holder's name and either date of birth or passport number, as stated in the passport. If the particulars on his/her memo are not in the passport (e.g. memo states identification number instead of passport number), he/she must produce the relevant identification documents for verification.
6. Get the pass holder to submit his/her arrival information, including health declaration, using the [SG Arrival Card e-Service](#) **within 3 days before arrival**. IPA holders must submit this information under the 'Foreign Visitors' category.
7. If the pass holder's mobile number has changed, please [update it](#) immediately.

8. (Only applicable to pass holders who are 7 years old and above this year) Register and pay for the pass holder's on-arrival COVID-19 test (\$160 including GST) **before he/she arrives in Singapore**. Otherwise, your subsequent entry approval requests may be rejected. Follow these instructions:

Pass holder's mode of entry into Singapore	How to register and pay for the test?
Air	Use <a href="#">Changi Airport's eService</a> .
Land	<p>On arrival, the pass holder must register and pay for the test at the checkpoint using any of these modes:</p> <ul style="list-style-type: none"> <li>• Cash in Singapore dollars</li> <li>• NETS</li> <li>• MasterCard or VISA</li> </ul> <p>You may need to reimburse the pass holder. Find out <a href="#">who is responsible for the test cost</a>.</p>
Sea	Use <a href="#">MPA's eService</a> .

9. Arrange for non-emergency medical needs (e.g. reschedule follow-up visits for chronic conditions or refilling of prescriptions) so that the pass holder does not need to leave his/her SHN accommodation

### **When the pass holder arrives in Singapore**

1. (Only applicable to pass holders who are 7 years old and above this year) Ensure the pass holder takes the on-arrival COVID-19 test at the checkpoint.
2. **Once the pass holder arrives at his/her SHN accommodation**, get him/her to download both WhatsApp and FWMOMCare app (refer to the [user guide](#)) on his/her mobile phone. He/She must respond to MOM's phone calls, WhatsApp video calls or SMSes **within 1 hour**. He/She must also report her health status using the FWMOMCare app.
3. (Only applicable to pass holders who are 7 years old and above this year) **By Day 12 of the SHN**, check whether pass holder has received an SMS or call on the COVID-19 test appointment details. If not, please [inform MOM](#). Failure to take the tests as scheduled may lead to an extension of the SHN period and revocation of the pass.

### **After the pass holder has completed the SHN**

1. (Only applicable to IPA holders) Complete the post-arrival procedures in the employer's copy of the IPA letter. Please also refer to our [current work pass requirements](#) for any updates.

Yours sincerely

Safe Travel Office

*This is a computer-generated letter. No signature is required.*

## IMPORTANT

- Under section 7(4A) of the Employment of Foreign Manpower Act ("EFMA"), the [additional work pass conditions in the annexes](#) are imposed on the parties indicated in those annexes.
- All terms used in the additional work pass conditions in the annexes have the same meaning as defined in the EFMA and its subsidiary legislation.
- Enforcement measures, including criminal proceedings, revocation of passes and withdrawal of work pass privileges, will be taken against those who do not comply with the entry approval requirements or give false information or documents.