

Prior approval (PA) for construction sector

If your company is in the construction sector and wants to employ construction workers from non-traditional source (NTS) countries or China, you will need to get prior approval (PA) before applying for their Work Permits.

What is prior approval

PA is an approval for companies to employ migrant workers from NTS countries and the People's Republic of China (PRC).

PA indicates the number of migrant workers the company is allowed to employ from these countries. It also determines the number of workers who can have their Work Permits renewed, or who can be transferred from another company in Singapore.

PAs are given based on:

- The duration of the Work Permits applied for.
- The number of full-time local workers employed by the company over the past 3 months as reflected in the company's CPF contribution statements.
- The quota remaining.
- The number of **man-year entitlements (MYE)** allocated.

Who should apply

You should apply for PA if you are submitting a new application, renewal, or change of employer for an NTS or PRC worker.

You need to get the PA before applying for individual Work Permits.

For NTS or PRC workers who have worked with any employer for a **cumulative period of 3 or more years** in the construction sector, you can consider hiring them on **MYE waiver** if you do not have PA. They will be placed on higher levy.

Requirements

Before applying:

- You must have a valid Building Construction Authority (BCA) or Singapore List of Trade Subcontractors (SLOT) registration certificate.
- If you are the main contractor, you must have a valid MYE certificate.
- If you are a sub-contractor, you must have MYE directly allocated from the main contractor.

Types of PAs

Depending on how you want to use the PA, you can get a new, transfer or renewal PA.

For NTS workers

Type	Use of PA	Validity
New	For recruiting new workers with Skills Evaluation Certificates or Skills Evaluation Certificates (Knowledge) from their home countries.	5 months
Transfer	For transfer of workers currently working in Singapore.	5 months
Renewal	For renewal of workers.	5 months

For PRC workers

Type	Use of PA	Validity
New	For recruiting new workers with Skills Evaluation Certificates or Skills Evaluation Certificates (Knowledge) from PRC.	6 months
Transfer	For transfer of workers currently working in Singapore.	5 months
Renewal	For renewal of workers.	5 months

How to apply

When: Before MYE expires

You need to apply for PA before your man-year entitlement expires.

You can apply using **WP Online**. The application will be processed **within the next working day**.

Appeal a rejected PA application

You can make an appeal if your application for prior approval was unsuccessful.

To appeal, write to the Work Pass Division and state the reasons for the appeal.

You need to submit the appeal **within 1 month** of the date of rejection and while your MYE is still valid.

Alternatively, if you can address the reasons for rejection, you can also re-submit the PA application using **WP Online**.

Cancel or withdraw a PA

To cancel or withdraw a PA:

1. Submit the request in one of the following ways:

- By **online feedback**.
- By **iSubmit**, using your company letterhead. (Under request type, choose **option 6**).

2. Include the following details:

- Your name, designation and contact number.
- Company name and registration number.
- Why you want to cancel or withdraw the PA.

Partial withdrawal of PA is not allowed.

Change the PA type

You can apply to change the PA type after approval.

You can apply using **WP Online**. The application will be processed **within the next working day**.

Before you apply, check that the PA meets the **minimum validity period**:

- 7 days for a change of PA type.
- 37 days for a change of **Construction PA** for PRC workers (from "NEW" to other types).

Note:

- The original validity date of the PA remains the same. You cannot request to extend the PA expiry date.
- The number of man-years applied remains the same.
- You cannot request to change the PA type if the man-year entitlement has expired.
- You cannot request for a partial change of PA type.