

How to update your worker's particulars using WP Online

Step 1:

Prepare a clear copy of the supporting documents in PDF format as you may need to upload them to submit your request:

Worker's particulars you wish to update	Supporting documents
Name	Personal particulars page of the worker's latest passport
Date of birth	
Passport number	
Passport expiry date	
Marital status	If the worker is married to a Singapore citizen or permanent resident: <ul style="list-style-type: none">• Marriage certificate• Spouse's NRIC (front and back)

Step 2:

Log in to WP Online. Click 'Change Worker's Information' > 'Change Personal Particulars' on the left menu.

Step 3:

Enter the Work Permit number and click 'go' to proceed.

The screenshot shows the WP Online interface. On the left, a navigation menu is visible with the following items: 'Change Worker's Information', 'Change Personal Particulars' (highlighted with a red box), 'Check Status - Personal Particulars', 'Change Worker's Salary', and 'Check Worker's Salary Change'. The main content area is titled 'Change Personal Particulars-PIWPSOLRCP617'. Below the title, it asks 'What would you like to update?' and lists 'Personal Particulars' with a numbered list: 1. Worker's Name, 2. Date of Birth, 3. Travel Document No, 4. Travel Document Expiry Date, and 5. Marital Status. To the right of this list is a text input field labeled 'WP No.:' followed by a 'go' button. At the bottom, a 'Note:' states: 'If your worker is an S Pass holder, please do not use this service. To amend the detail, complete this [form](#) and submit it to the Work Pass Division using iSubmit.'

How to update your worker's particulars using WP Online

Step 4:

Enter the worker's new particulars under the category you wish to update. Click 'Next' to continue.

Change Personal Particulars-PIWPSOLRCP617

If you have all the right information on hand, this request should take 10 minutes to complete. You may need a clear copy of the following documents in PDF format:

Data to Amend	Required Supporting Documents
Worker's Name	Worker's latest Travel Document
Date of Birth	
Travel Document No.	
Travel Document Expiry Date	
Marital Status	For workers married to a Singapore Citizen/Singapore Permanent Resident a. Marriage Certificate b. NRIC copy of Spouse (both front & back)

	Current Particulars	New Particulars
Name	Wong Ah Meng	<input type="text"/>
Date of Birth	12/12/1982	<input type="text"/>   (DD/MM/YYYY)
Travel Document No.	A1234597	<input type="text"/>
Travel Document Expiry Date	12/12/2020	<input type="text"/>   (DD/MM/YYYY)
Marital Status	MARRIED	<-SELECT-> 
Is the worker married to a Singapore citizen or Singapore Permanent Resident?	NO	<-SELECT-> 

< Previous

Next >

How to update your worker's particulars using WP Online

Step 5:

Ensure the worker's particulars are correct. Click 'Submit Document(s)' to upload the supporting documents. Once you have done so, click the declaration checkbox and 'Next' button to continue.

Note: The 'Submit Document(s)' button will be disabled if you are not required to submit any supporting documents.

Change Personal Particulars-PIWPSOLRCP617

	Current Particulars	New Particulars
Name	WONG AH MENG	WONG AH SENG
Date of Birth	12/12/1982	
Travel Document No.	A1234597	
Travel Document Expiry Date	12/12/2020	
Marital Status	MARRIED	
Is the worker married to a Singapore citizen or Singapore Permanent Resident?	NO	

To avoid unnecessary delays, make sure all the document(s) uploaded are clear and complete. Otherwise, you may have to submit a new request.

Submit Document(s)

Important:

Any person who knowingly gives false information shall be guilty of an offence under the Employment of Foreign Manpower Act (Cap. 91A).

I declare that the information in this request is true, correct and consistent with all the supporting documents submitted for this request.

< Previous

Next >

How to update your worker's particulars using WP Online

Step 6:

Enter your contact number and select your preferred mode of notification. Click 'Submit' to complete your request.

Change Personal Particulars-PIWPSOLRCP617

Please give us a contact number for us to call you for any clarification.

Contact No.:

We aim to provide you with an outcome within 5 working days. Please indicate your preferred mode of notification.

- Mobile No.:**
- Email Address:**

Click on 'Submit' to complete the request.