

How do I submit work pass-related requests?

Refer to the table below on how to submit your requests.

If your request is on	Use
Work pass application matters (excluding Work Permit)	<ul style="list-style-type: none"> Apply for secondary directorship (for Employment Pass holder) Request to extend in-principle approval validity for: <ul style="list-style-type: none"> Training Employment Pass, Employment Pass, Employment Pass (Sponsorship), S Pass and their dependants Work Holiday Pass, Personalised Employment Pass, EntrePass and their dependants Update salary details of Employment Pass or S Pass holder Amend occupation of Employment Pass or S Pass holder Submit requested documents for Employment Pass, S Pass, Training Employment Pass, Employment Pass (Sponsorship), Dependant's Pass and Long-Term Visit Pass Request for approval to transfer work pass holders due to business restructuring Appeal for a rejected EntrePass, Personalised Employment Pass, or a related Dependant's Pass or Long-Term Visit Pass, or a Work Holiday Pass application <p>Note Use EP Online to appeal for a rejected Employment Pass or S Pass or a related Dependant's Pass or Long-Term Visit Pass application.</p> <ul style="list-style-type: none"> Request to amend application details after the pass is approved (e.g. educational qualification) for: <ul style="list-style-type: none"> Employment Pass, Employment Pass (Sponsorship), S Pass and Training Employment Pass Personalised Employment Pass, EntrePass and Work Holiday Pass
Work Permit application matters for foreign domestic workers (FDWs) and confinement nannies	<ul style="list-style-type: none"> Request for handover period Extend confinement nanny's visit pass Submit FDWs' six-monthly medical examination results (only for clinics) Request to postpone or waive FDW's 6ME Submit employer's IRAS Notice of Assessment for renewal of FDW's Work Permit <ul style="list-style-type: none"> Employment agents FDW employers
Work Permit application matters for business sectors (including religious organisations and foreign missions)	<ul style="list-style-type: none"> Add or change business activity Inform MOM of worker's pregnancy (for Work Permit holders employed by businesses) Submit 6-monthly medical examination results (for female Work Permit holders employed by businesses) Defer 6-monthly medical examination (for Work Permit holders employed by businesses) Waive 6-monthly medical examination (for Work Permit holders employed by businesses) Link or delink resident contractor under marine sponsorship scheme Submit supporting documents for declaration of business activity Submit documents for prior approval (Marine shipyard sector) Submit supporting documents for Training Work Permit Submit quota-related request Appeal for rejected or revoked Work Permit/JPA or request to proceed with a Work Permit application for: <ul style="list-style-type: none"> Marine shipyard Construction and Process Services Manufacturing Apply for pre-approval to hire an existing work permit holder with consent from the current employer <p>Note The transfer must be within the same business sector</p>
Update of EntrePass details after company incorporation	<ul style="list-style-type: none"> Update EntrePass details after company incorporation
Update of personal particulars / information for Work Permit holders or FDW employers	<p>The relevant eService to update the following details for Work Permit holders:</p> <ul style="list-style-type: none"> Name Date of birth Marital status Salary Passport number or expiry date <p>For FDWs, use our FDW eService. You can also use the eService to update the FDW employer's particulars.</p> <p>For workers employed by businesses, use WP Online.</p> <p>To update other details for Work Permit holders, please use the link below and upload the relevant supporting documents (e.g. worker's passport personal particulars page):</p> <ul style="list-style-type: none"> Business employers and employment agents FDW employers
Update of personal particulars (information for all passes (except Work Permit))	<p>For passport number and expiry date, you can update the details instantly using EP Online. Click 'Change Particulars'.</p> <p>Use this form for the below particulars:</p> <p>Update pass holder personal particulars</p> <ul style="list-style-type: none"> Name Nationality/Citizenship Date of Birth Marital Status Gender Country/Region of Birth Country/Region of Origin Race Religion Malaysian ID details
Update company's information in EP Online	<ul style="list-style-type: none"> Update company name or paid-up capital in EP Online
EP Online and WP Online account matters	<ul style="list-style-type: none"> Close account or appoint a new administrator Submit supporting documents requested by MOM for online account related matters Update entity's Unique Entity Number (UEN)
Issuance and renewal matters	<ul style="list-style-type: none"> Appeal for man-year entitlement waiver Appeal to use remaining prior approval Request for time to get pass issued or renewed (e.g. waiting for new passport or renewal application outcome for Employment Pass or S Pass) Extend notification letter validity, card registration period or change collection date for: <ul style="list-style-type: none"> Work Permit or S Pass holders Employment Pass holders Appeal to renew Work Permit Submit security bond form for transfer of non-Malaysian Work Permit holders to new entity Appeal for refund of overstaying fines by: <ul style="list-style-type: none"> Business employers and employment agents FDW employers
Cancellation matters	<ul style="list-style-type: none"> Cancel Employment Pass (Sponsorship) Request for time to send pass holders home for: <ul style="list-style-type: none"> Business employers and employment agents FDW employers
Levy matters	<ul style="list-style-type: none"> Apply for FDW levy concession Apply for conversion to higher-skilled foreign worker levy for: <ul style="list-style-type: none"> Manufacturing, marine shipyard, process or services sector Harbour craft industry Appeal to reinstate a Work Permit revoked due to levy default for: <ul style="list-style-type: none"> Foreign workers employed by businesses FDWs