

Work Pass Division

18 Havelock Road
Singapore 059764
<http://www.mom.gov.sg>



Request Form for Short Term Visit Pass (STVP)

- Applicable only to passes cancelled without any STVP issued via EP Online

This form may require you 2 minutes to fill in.

You will need the following information to fill in the form:

- The employer/company name and date of cancellation request submitted
- The foreigner's name, FIN and travel document number.

Important Note:

1. **Use this form only if you have wrongly indicated that the foreigner has left Singapore during the cancellation of the pass via EPOL.**
2. Please complete this form and fax it to [6317 1359](tel:63171359) to obtain a short term visit pass for the foreigner to stay in Singapore.
3. Work Pass Division will use fax/phone to communicate with you the following day after receiving the completed form. Please indicate your contact details clearly in the boxes provided below. Incomplete form will not be processed.
4. If there is any overstaying fine, pay using cashier order/cheque. Please send the payment within five days to: Cancellation & Repatriation Officer, Work Pass Division, Ministry of Manpower, 18 Havelock Road Singapore 059764. Cheque should be made payable to 'Ministry of Manpower'.
5. Once we have approved the STVP, hand over a copy to the foreigner. This must be produced at the immigration checkpoint at point of departure. Otherwise, he/she may encounter problems with his/her departure.

To: Work Pass Division (Cancellation and Repatriation Section)

Part 1: Foreigner's Particulars

To provide another person's particulars, please include the details behind this form.

Name :

FIN :

Travel Documents No. :

(Please provide the Travel Document Number only if the foreigner has obtained a new travel document or emergency certificate for the purpose of departure.)

Part 2: Customer's Particulars

Name :

Office no. : Mobile no. : Fax no. :

Name of *employer/company :

Date of cancellation request :

I undertake that I will make prompt payment for the overstaying fine within 5 days from submitting this form. If Work Pass Division did not receive the payment or the payment transaction is not successful, I may be barred from future work pass applications.

Date

Company's Stamp

* Delete where inapplicable