



NATIONAL UNIVERSITY OF SINGAPORE  
21 LOWER KENT RIDGE ROAD  
#04-01  
SINGAPORE 119077



16 Sep 2019



## Your application is approved

Dear Sir/Madam

We are pleased to inform you that WANG NAIBO's Training Employment Pass has been approved for 3 months. This In-Principle Approval is valid until **14 Mar 2020**.

This letter lists the employment details for you to confirm and the next steps you need to take so that a Training Employment Pass card can be issued.

Once your pass holder gets here, please complete all the steps on the next few pages before this IPA expires. Otherwise, we will withdraw the approval and you will need to send him home.

Yours sincerely

Penny Han (Mrs)  
Controller of Work Passes

### Please confirm the details below

If you have any changes, send them to us  
(with supporting documents) using iSubmit.  
We will tell you if you need to reapply.

FOREIGN EMPLOYEE'S NAME

WANG NAIBO

DATE OF BIRTH

05 SEP 1997

SEX

MALE

NATIONALITY

CHINESE

PASSPORT NO

EH1119629

FIN

G3904135P

DATE OF APPLICATION

09 SEP 2019

OCCUPATION

RESEARCHER

#### ⚠ IMPORTANT

- You must comply with the conditions under the Employment of Foreign Manpower Act and conditions of the Training Employment Pass, as well as the Work Injury Compensation Act. Otherwise, we can cancel the Training Employment Pass, prosecute you and withdraw your permission to employ Training Employment Pass holders. You can read the rules at [www.mom.gov.sg](http://www.mom.gov.sg).
- This letter does not grant the pass holder's stay in Singapore. You must issue the pass before the pass holder's visit pass expires.



## What you need to do to get the Training Employment Pass card:

### Before they arrive

#### Send them the pass holder's copy of the IPA letter.

If they require a visa, the pass holder's IPA contains a pre-approved single journey visa for their use - a charge of S\$30 for a multiple journey visa (if applicable) will have to be made to MOM later.

#### Send them a copy of their employment contract.

This contract should state their salary and other terms of employment, such as how much home leave they are allowed and any monthly allowances and/or deductions.

### After they get here

#### Ask them to go for a medical exam which includes HIV Test and Chest X-Ray Test. The doctor must complete the attached form.

This medical should not be taken as any guarantee of your new employee's health. Medicals must not be more than three months old when the Training Employment Pass is collected.

#### Tell us your address in Singapore using EPOL.

You have not told us where they will live.

#### Login to EP Online to ask for their Training Employment Pass card to be issued. This will cost S\$225.

For this step, you need to provide the pass holder's Singapore residential address. If he/she is going to rent a flat, HDB must approve the tenant registration before you can get the pass issued.

### ⚠ IMPORTANT

This approval does not exempt the pass holder from compliance or registration required under the respective professions, for which professional registration to practise in Singapore is a prerequisite (e.g. medicine, dentistry, pharmacy, architecture, law, etc).



**Have these documents ready before you ask for their Training Employment Pass card to be issued. A duplicate copy is printed on the pass holder's copy for them to bring during card registration.**

- This In-Principle Approval letter.
- The pass holder's original passport / travel document.
- The completed medical examination form.
- The original and completed Declaration Form duly signed by the pass holder, local Employer / Sponsor and if applicable, the Third Party user who submitted the application on behalf of the local employer / sponsor.
- If you are the new employer / sponsor of existing Work Pass, Dependant's Pass or Long Term Visit Pass holders, they must cancel their current pass first before you can ask for their new pass to be issued.

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## Declaration Form

This form must be submitted during pass issuance. If there are any discrepancies in this Declaration Form, the correct information must be provided using iSubmit at [www.mom.gov.sg/submit](http://www.mom.gov.sg/submit) before the collection of the pass. The application will be re-assessed and we will inform you of the outcome.

### **PART A** DECLARATION BY FOREIGN EMPLOYEE

Name: WANG NAIBO

FIN: G3904135P

Date of Application: 09 SEP 2019

Date of Birth: 05 SEP 1997

Nationality: CHINESE

Educational details:

Country of Awarding Body/Institution/University: CHINA

Name of Awarding Body/Institution/University: ZHEJIANG UNIVERSITY

Main Campus or Affiliating College Attended: -

Qualification: MASTER'S DEGREE

Faculty: COMPUTER SCIENCE AND TECHNOLOGY

Mode of study: FULL-TIME

Period of study: 14 SEP 2017 to -

Country of Awarding Body/Institution/University: CHINA

Name of Awarding Body/Institution/University: XIDIAN UNIVERSITY

Main Campus or Affiliating College Attended: -

Qualification: BACHELOR'S DEGREE

Faculty: COMPUTER SCIENCE AND TECHNOLOGY

Mode of study: FULL-TIME

Period of study: 24 AUG 2013 to 02 JUL 2017

Name of Employer/Sponsor: NATIONAL UNIVERSITY OF SINGAPORE

Occupation: RESEARCHER

Fixed Monthly Salary (S\$): 1,600

I declare that:

- I have never been refused entry or deported from any country.
- I have never been convicted in a court of law in any country.
- I have never been prohibited from entering Singapore.
- I have never entered Singapore using a different passport issued by a different country.
- I have never entered Singapore using a different name.
- I have never been a citizen or permanent resident of Singapore.
- I have read and understood the conditions of Training Employment Pass in the Employment of Foreign



Manpower (Work Passes) Regulations c.91A, available at MOM counters or at [www.mom.gov.sg](http://www.mom.gov.sg).

Declaration Details: Nil

I consent, for the purpose of assessing this Application for an Training Employment Pass and the administration of work pass matters,

- for the Government of Singapore and statutory authorities thereof to obtain from and verify information with any person, organisation or any other source, and further,
- to the release of all information thereby obtained to the Government of Singapore, statutory authorities and their agents thereof.

I consent for the Government of Singapore and its statutory authorities to display my information on the Ministry of Manpower's work pass systems, and to disclose such information to any relevant person or organisation for the administration of matters relating to work pass and passes for dependants.

I hereby give my consent for the Comptroller of Income Tax to verify my income stated in my current and renewal applications, based on my assessment record for the current Year of Assessment, for the Controller of Work Passes. In the event my assessment record for the current Year of Assessment is not available or finalised at the point of verification, I understand the Comptroller of Income Tax will verify my income against my assessment record for the two previous Years of Assessment. I also hereby give my consent for the Comptroller of Income Tax to thereafter communicate the results of the verification to the Controller of Work Passes.

I consent to the Ministry of Manpower displaying my pass details when my card is scanned using the Ministry of Manpower's work pass mobile application.

I give my consent for the Ministry of Manpower to use my contact details to contact me during emergencies and to send me messages related to my work pass and employment in Singapore. I also consent for the Ministry of Manpower to share my contact details with other Government agencies and statutory authorities for the same purposes.

I declare that the information in this Application for an Training Employment Pass, Declaration Form and any appeals are, to the best of my knowledge, true and correct; and that all documents submitted in support for this Application, Declaration Form and any appeals, are true copies of the originals.



Name of Foreign Employee:

Signature of Foreign Employee:

FIN:

Date

(DD-MM-YYYY)



## PART B DECLARATION BY EMPLOYER / LOCAL SPONSOR

I declare that I have read and understood the conditions and regulatory conditions of Training Employment Pass in the Employment of Foreign Manpower (Work Passes) Regulations available at MOM counters or on our MOM website and I further declare that I am authorised to bind NATIONAL UNIVERSITY OF SINGAPORE, the employer/sponsor or WANG NAIBO to the following:

- The employer/sponsor shall keep copies of the education certificates of the foreign employee declared in this application for an Training Employment Pass for the duration of the foreign employee's employment with the employer/sponsor.
- Where the foreign employee has a diploma or degree from the People's Republic of China, the employer/sponsor has verified the authenticity using one of the following channels:
  - a. CHESICC - China Higher Education Student Information and Career Center (<http://job.chsi.com.cn>)
  - b. CDGDC - China Academic Degrees and Graduate Education Information (<http://www.cdgdc.edu.cn>)
  - c. Dataflow - (<http://www.dataflowgroup.com>)
 The employer/sponsor shall keep a printout of this verification throughout the foreign employee's employment.
- The employer/sponsor has ensured that the foreign employee fully understands the contents of Part A of the Declaration Form and that it was signed by the foreign employee.

The employer/sponsor, for the foreign employee named in Part A of this Declaration Form, undertakes to:

- bear responsibility for the foreign employee's upkeep and maintenance in Singapore.
- indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the foreign employee or any of the foreign employee's dependants.
- provide all reasonable assistance to the foreign employee to comply with any quarantine and medical surveillance imposed on the foreign employee under Regulation 8(2A) and 8(4) of the Immigration Regulations c. 133.

I consent, for the purpose of assessing this Application for an Training Employment Pass and the administration of work pass matters,

- for the Government of Singapore and statutory authorities thereof to obtain from and verify information with any person, organisation or any other source; and further,
- to the release of all information thereby obtained to the Government of Singapore, statutory authorities and their agents thereof.

I consent to the Ministry of Manpower displaying pass details when the pass holder's card is scanned using the Ministry of Manpower's work pass mobile application.

I declare that the information in this Application for a Training Employment Pass, Declaration Form and any appeals are, to the best of my knowledge, true and correct; and that all documents submitted in support for





this Application, Declaration Form and any appeals, are true copies of the originals.

<p>Name of Authorised Representative:</p>  <p>NRIC:</p> <p>Designation:</p> <p>Signature:</p>	<p>Organisation Stamp:</p>    <p>If you do not have a stamp, please attach a letter using your company letterhead to confirm that this representative is authorised.</p>
<p>Date <input type="text"/> <input type="text"/> <input type="text"/> (DD-MM-YYYY)</p>	

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## Medical Examination Form

- This form is to be completed by a qualified doctor and returned to the foreign employee.
- The foreign employee must produce his/her passport and the In-Principle Approval letter from the Ministry of Manpower to the doctor.
- The foreign employee must submit this report to the Ministry of Manpower during card registration.

### A. Personal Particulars

Name (as in the passport): WANG NAIBO

Sex: M

Date of Birth: 05 SEP 1997

Medical: HIV Test and Chest X-Ray Test

FIN: G3904135P

Nationality: CHINESE

Passport No.: EH1119629

### B. Clinical Examination

Remarks:

- |                          |                                 |                                   |       |
|--------------------------|---------------------------------|-----------------------------------|-------|
| 1. Cardiovascular System | <input type="checkbox"/> Normal | <input type="checkbox"/> Abnormal | _____ |
| 2. Respiratory System    | <input type="checkbox"/> Normal | <input type="checkbox"/> Abnormal | _____ |
| 3. Abdomen               | <input type="checkbox"/> Normal | <input type="checkbox"/> Abnormal | _____ |
| 4. Neurological          | <input type="checkbox"/> Normal | <input type="checkbox"/> Abnormal | _____ |

### C. Other Tests

Chest X-ray\*:

Any evidence of active TB detected?  No  Yes  Examinee is pregnant

[\* Pregnant women are exempted from Chest X-ray.]

HIV(AIDS):  Negative / Non-Reactive  Positive / Reactive

### Certification

I certify that I have examined the above-named person and my findings are as above.

I also certify that he/she is  Fit  Unfit for employment.

Name of Examining Doctor (in block letters):

Clinic's Stamp & Address:

Signature of Examining Doctor:

Telephone No.:

Date    (DD-MM-YYYY)

### IMPORTANT

If the examinee fails the medical examination, the In-Principle Approval will be deemed as withdrawn. If he/she is in Singapore, he/she must leave before the Short Term Visit Pass expires.

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WANG NAIBO  
NATIONAL UNIVERSITY OF SINGAPORE  
21 LOWER KENT RIDGE ROAD  
#04-01  
SINGAPORE 119077



16 Sep 2019



## Your application is approved

Dear WANG NAIBO,

We are pleased to inform you that your Training Employment Pass application has been approved. We look forward to welcoming you to Singapore.

This letter serves as a single journey visa to enter Singapore. You need to show the entire letter to Immigration.

Your employer must ask for your Training Employment Pass to be issued by **14 Mar 2020**. Otherwise we will withdraw this approval.

Yours sincerely

Penny Han (Mrs)  
Controller of Work Passes

### What happens next?

Please follow these simple steps and get your Training Employment Pass. There are more detailed instructions on the next page(s).

#### CHECK YOUR DETAILS

Make sure the employment details overleaf are correct. If not, please inform your employer immediately.

#### COLLECT YOUR CARD

Make sure your employer arranges for your Training Employment Pass to be issued before **14 Mar 2020**.

#### ⚠ IMPORTANT

This letter does not grant you stay in Singapore. You need to ask for your pass to be issued before your visit pass expires.



### Check your employment details before you leave.

If you find a problem, please contact your employer straight away.

YOUR NAME <b>WANG NAIBO</b>	DATE OF BIRTH <b>05 SEP 1997</b>	SEX <b>MALE</b>
NATIONALITY <b>CHINESE</b>	PASSPORT NO. <b>EH1119629</b>	FIN NO. <b>G3904135P</b>
DATE OF APPLICATION <b>09 SEP 2019</b>	OCCUPATION <b>RESEARCHER</b>	MEDICAL REQUIRED <b>HIV Test and Chest X-Ray Test</b>
PERIOD GRANTED (MONTHS) <b>3</b>	EMPLOYER <b>NATIONAL UNIVERSITY OF SINGAPORE</b>	
BASIC MONTHLY SALARY <b>S\$0 +</b>	FIXED MONTHLY ALLOWANCES <b>S\$1,600 =</b>	FIXED MONTHLY SALARY <b>S\$1,600</b>

### About your salary:

Your employer has declared that your fixed monthly salary of S\$1,600 will not vary from month to month and shall be paid to you regardless of performance on a monthly basis. It does not include overtime, bonus or commission.

**After  
you  
arrive**

**Once you are in Singapore, please get your employer to apply for your Training Employment Pass to be issued straight away.**

**Your Training Employment Pass is important because it allows you to work and stay in Singapore. It can also help you open a bank account or sign lease or service agreements.**

**Once your employer has asked for your Training Employment Pass to be issued, check the Notification Letter to see if you need to register your fingerprints and photo.**

**Please book your appointment as early as possible if you are asked to do so.**

### **▲ IMPORTANT**

**These steps must be completed or we will withdraw the approval and you have to leave Singapore. This approval does not exempt you from compliance or registration required under the respective professions, for which professional registration to practise in Singapore is a prerequisite (e.g. medicine, dentistry, pharmacy, architecture, law, etc).**



## Getting Ready

**Your employer has told us that you will be working at:**

13 COMPUTING DRIVE  
SINGAPORE 117417

**Why not use the Internet to find your nearest supermarket or work out your journey to work? Singapore has safe, clean and efficient bus and commuter rail services.**

Find out more at  
[www.publictransport.sg](http://www.publictransport.sg).

## Learn about Singapore

**Singapore is a vibrant, multicultural, world-leading city state.**

English is the main spoken language for business, but most people speak at least one other. Crime rates are very low in Singapore and the law is enforced very strictly.

**Take a look at these sites to find out more:**

Immigration and customs	<a href="http://www.customs.gov.sg">www.customs.gov.sg</a>
Tourism, culture and events	<a href="http://www.yoursingapore.com">www.yoursingapore.com</a>
Moving to Singapore	<a href="http://www.contactsingapore.sg">www.contactsingapore.sg</a>
Expatriate information	<a href="http://www.entersingapore.info">www.entersingapore.info</a>

**Bring this page along when you report for your card registration.**

- This In-Principle Approval letter.
- The pass holder's original passport / travel document.
- The completed medical examination form.
- The original and completed Declaration Form duly signed by the pass holder, local Employer / Sponsor and if applicable, the Third Party user who submitted the application on behalf of the local employer / sponsor.

### **▲ IMPORTANT**

**You must comply with the conditions under the Employment of Foreign Manpower Act. Otherwise, MOM can cancel the Training Employment Pass and you may be prosecuted and sent home.**