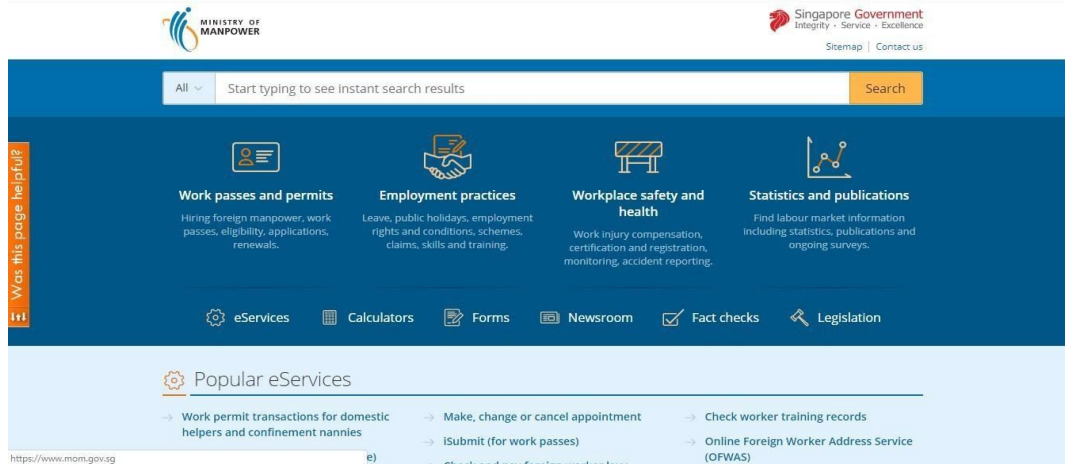


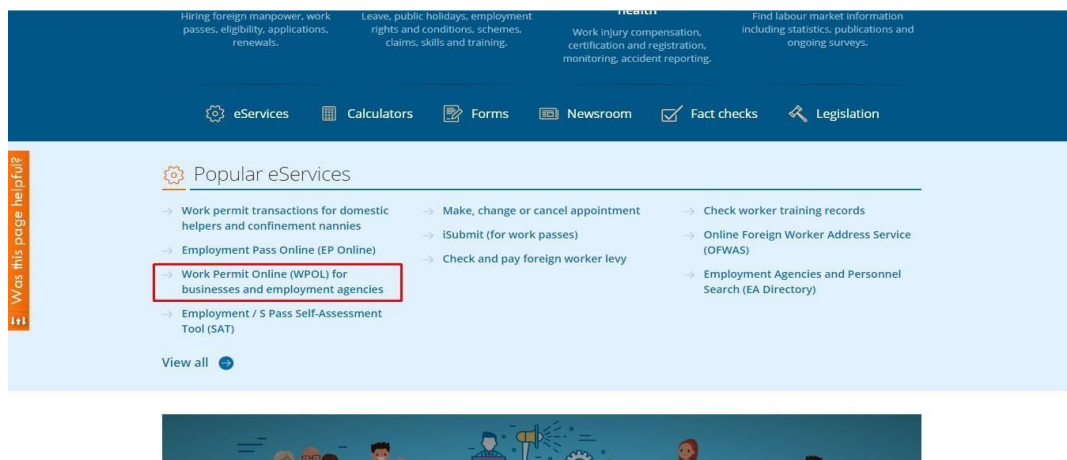
## Work Permit Issuance Completion and Notification Printing - User Guide

Instructions to use this user guide, this user guide will help you to navigate through work permit Issuance completion and Notification Letter printing. You will be responsible for the data you submit to MOM in the issuance completion procedure.

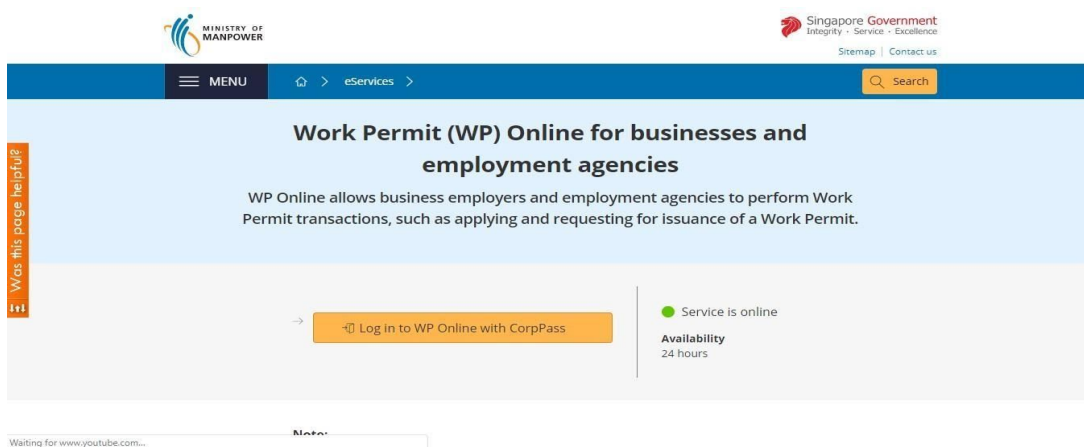
1. Go to Ministry of Manpower website <https://www.mom.gov.sg/>



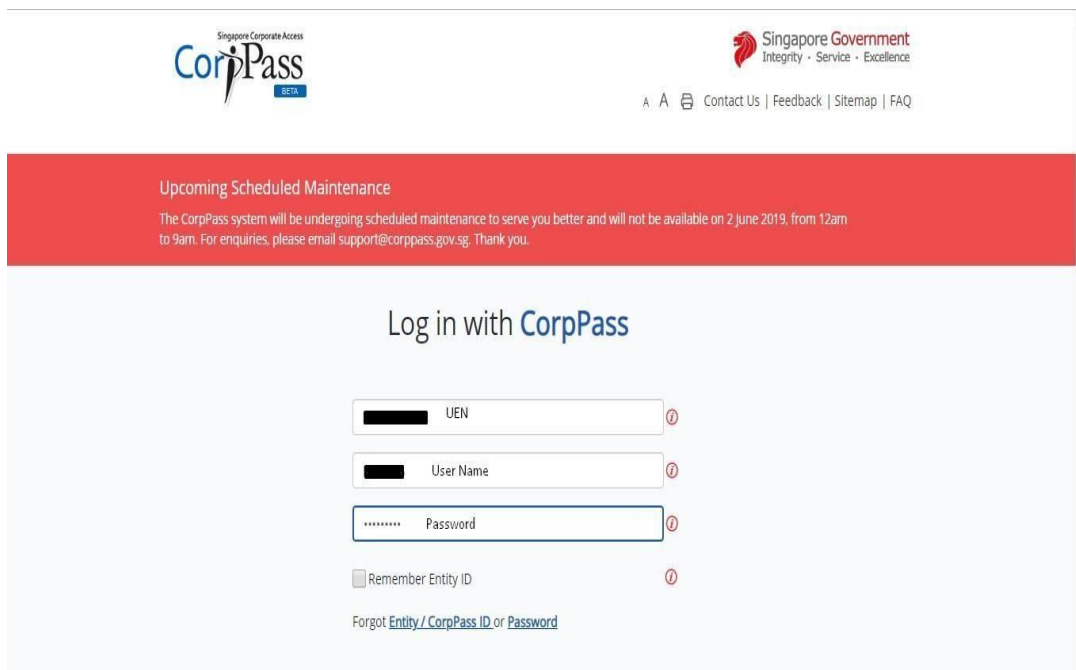
2. Select eService Work Permit Online (WPOL) for businesses and employment agencies



### 3. Please proceed to Login WP Online with Corp Pass



### 4. Enter the UEN, Corp Pass Id/User Name and Password



5. Select your Organization from the drop down menu if you have more one CPF Submission Number (CSN) for your company. If you have one CSN, click Next.

User Selection-PENTPUAM200-22/05/2019

Note:  
Please select an organization from the list box.

Organization: <-SELECT->

Next >

6. Proceed further clicking on – I Agree



## WORK PASS DIVISION MINISTRY OF MANPOWER

### TERMS AND CONDITIONS

When you click on the "I Agree" button, you agree to be bound by the Terms and Conditions of use of the WP Online system.

#### CUSTOMER'S AGREEMENT FOR EP ONLINE AND WP ONLINE

This agreement contains the terms and conditions which will bind customers of the EP Online and WP Online systems provided by the Ministry of Manpower.

#### 1 Definition of terms

1.1 In this agreement, the following words and phrases will have the meanings assigned to them except where the context otherwise requires:

"MOM", "We", means Ministry of Manpower.  
"Our" or "Us"

"EP Online" means the electronic system designed for the provision of services in relation to all passes issued by MOM, including Employment Pass, S Pass, Training Employment Pass, Long Term Visit Pass, Dependant's Pass and Letter of Consent.

"WP Online" means the electronic system designed for the provision of services in relation to Work Permits.

7. Click – Next to proceed further

#### Important Message(s):

Sent On: 03/05/2019

**New operating hours of MOM Services Centre - Hall C from 3 Jun 2019**

Dear WP Online users

From 3 Jun 2019, the MOM Services Centre - Hall C will operate from Monday to Friday, 8.00am to 5.30pm. The Services Centre will no longer operate in the evenings on Tuesday and Thursday.

We will continue to serve pass holders within 15 minutes of their appointments. To make an appointment, please use our [appointment eService](#).

Yours sincerely  
Work Pass Division

## 8. Select Issue

**MINISTRY OF MANPOWER**

**Singapore**  
Integrity • Serv  
Best Viewed With Internet Explorer

Terms And Conditions | Report Vulnerability | Help | Logout

Logout

Apply

Withdraw

**Issue**

Issue Work Permit

Check Status - Issuance Request

Retrieve Draft Request for Work Permit Issuance

Bank Account

Renew

Re-Submit

Cancel

Card Return

Reinstate

Special Pass / Short Work Permit Extension

WP Card Replacement

Prior Approval Function

Change Worker's Information

Change Worker's Occupation

Extend Worker's IPA

Medical Insurance

**You should make reasonable efforts to hire on merit, develop Singaporean workers and have a grievance handling process, in line with the Tripartite Guidelines on Fair Employment Practices. Employers who do not observe Tripartite Guidelines may be considered unsuitable to be granted work passes.**

**Upcoming system maintenance**

Please note that WP Online will not be available:

From	To
17 May 2020 (Sunday) 05:00 PM	17 May 2020 (Sunday) 10:00 PM

**Message Details**

**Note:**  
The message will be deleted from your inbox after the 'Message Purge Date'. You may wish to print a copy of the message for reference before the purge date.

Results Found: 8

Sent Date	Urgency	Message ID	Message Purge Date	Message Subject
12/05/2020	HIGH	<a href="#">530375</a>	12/11/2020	Job matching assistance for Work Permit holders in the construction sector
05/05/2020	HIGH	<a href="#">200501514823</a>	17/05/2020	Your Latest Bill Is Now Available
04/05/2020	HIGH	<a href="#">514829</a>	22/05/2020	Extension of Stay-Home Notice for workers and dependants in the

- Click the option **Issue Work Permit** and enter **WP No** and **Date of Application** and select the checkbox and Click **Go** to proceed further

Terms And Conditions | Report Vulnerability | Help | Logout

WPOL Menu

- Logout
- Apply
- Withdraw
- Issue
  - Issue Work Permit**
  - Check Status - Issuance Request
  - Retrieve Draft Request for Work Permit Issuance
- Bank Account
- Renew
- Re-Submit
- Cancel
- Card Return
- Reinstate
- Special Pass / Short Work Permit Extension
- WP Card Replacement
- Prior Approval Function
- Change Worker's Information

Issue Work Permit - DWPOLIR712-15 [REDACTED]  
Work Permit No. [REDACTED]  
20 [REDACTED]

CPF Submission No. : 201327052K-PTE-02

WP No. : 0 [REDACTED]

Date of Application : 07 [REDACTED] go  
DD/MM/YYYY

[Find WP No. or Date of Application](#)

I have read and understood the [Important Notes on Documents Submission and Card Delivery](#).

10. Please proceed with the instructions given in the subsequent screens and complete the issuance process.

11. Upon completion of Issuance, print Issuance Notification letter.

If you encounter any difficulties in filling up details in the Issuance process screens and printing Issuance Notification letter, please call MOM general enquiry hotline number 6438 5122. Phone operating hours Monday to Friday, 8:30AM to 8:30PM. Saturday and Sunday, 8:30AM to 1PM (Excluding public holidays).

End