



Updated on 11 Nov 2020

## Use this form to apply for In-Principle Support (IPS) to hire process maintenance (PM) workers

### Before you start

- If you have all the right information on hand, this form should take between 10 and 20 minutes.
- This form must be downloaded and completed using a PDF reader on a computer or laptop.

### You will need:

- Your company's details
- Details of process maintenance contract with the same plant owner, that the company is hiring the foreign workers to fulfil.

### Please submit clear copies of these documents with this application:

1. Process maintenance contract or project with plant owner and/or main contractors.
2. Relevant supporting documents, if any.

### Complete and submit this form by:

1. Download and complete this application form in soft copy so that the plant owner's endorsement can be generated.
2. Print out the completed form and get it signed.
3. Post the completed form and required documents to:

Construction and Process Section  
Work Pass Division  
Ministry of Manpower  
18 Havelock Road  
Singapore 059764

### Processing time:

The processing time is 2 weeks.

Ensure that you complete this form and give us all the details that we need to process your request. Processing may take longer if the form is incomplete or filled wrongly.

## PART A

### About the company

**Company's name:**

**CPF submission number:**

**Name of contact person:**

**Email:**

**Contact number:**

**Key process activities:**

1.

2.

3.

**PART B**

**About the process maintenance (PM) contract**

Use this page to give us the details for **one contract only**. If you have other contracts with the same plant owner, you can give us the details using the annexes.

**Client’s name (plant owner):**

**Contract or PO reference number:**

**CPF submission number:**

**Project start date (DD-MM-YYYY):**

**Project end date (DD-MMM-YYYY):**

**Contract value for works undertaken by your company**

If there are sub-contracting arrangements, you should declare the following for works undertaken by your company only:

- **Total contract value**
- **Total labour cost:** projected cost for employing labour for this contract. It includes workers’ salaries, levies, accommodation etc.

**Example:** Plant owner X awards a \$200,000 maintenance contract to main contractor A. Main contractor A takes on \$150,000 worth of the work (of which \$75,000 is projected labour cost), and awards remaining \$50,000 to sub-contractor B (of which \$35,000 is projected labour cost):

- If you are main contractor A submitting this form, indicate “plant owner X” as the client. For contract value, indicate “\$150,000” as total value and “\$75,000” as labour cost.
- If you are sub-contractor B submitting this form, indicate “main contractor A as the client. For contract value, indicate “\$50,000” as total value and “\$35,000” as labour cost.

**Total contract value per year:**

**Total labour cost per year:**

**Total number of existing PM workers sponsored by plant owner for this project:**

**The actual value of the work done for the past calendar year undertaken by your company:**

**Number of workers that your company want to apply IPS for:**

• New:	PRC	NTS		<b>Total</b>
• Renewal:	PRC	NTS		

**Contract summary:**

## PART C

### Declaration by your company

I declare that the facts stated in this application are true and that the workers requested under this application will serve process maintenance activities only.

**Name of declarant**

**Signature of declarant**

**Designation of declarant**

**Date (DD-MM-YYYY)**

### Endorsement by plant owner

For sub-contractors, endorsement by main contractor is not necessary, but final endorsement by plant owner is required.

**Name of authorised personnel**

**Signature of authorised personnel**

**Designation of authorised personnel**

**Date (DD-MM-YYYY)**

**Email**

**Contact number**

## ANNEX

### About the process maintenance (PM) contract

Use this page to give us the details for another contract with the **same plant owner**.

**Client's name (plant owner):**

**Contract or PO reference number:**

**CPF submission number:**

**Project start date (DD-MM-YYYY):**

**Project end date (DD-MMM-YYYY):**

#### Contract value for works undertaken by your company

If there are sub-contracting arrangements, you should declare the following for works undertaken by your company only:

- **Total contract value**
- **Total labour cost:** projected cost for employing labour for this contract. It includes workers' salaries, levies, accommodation etc.

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**Total contract value per year:**

**Total labour cost per year:**

**The actual value of the work done for the past calendar year undertaken by your company:**

**Contract summary:**

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### About the process maintenance (PM) contract

Use this page to give us the details for another contract with the **same plant owner**.

**Client's name (plant owner):**

**Contract or PO reference number:**

**CPF submission number:**

**Project start date (DD-MM-YYYY):**

**Project end date (DD-MMM-YYYY):**

#### Contract value for works undertaken by your company

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**Total contract value per year:**

**Total labour cost per year:**

**The actual value of the work done for the past calendar year undertaken by your company:**

**Contract summary:**