

# **JOCKEYS/APPRENTICE JOCKEYS**

**Guide For Work Permit  
Applications / Renewals / Appeals**

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## 2 Work Permit Applications

### 2.1 Employment Pass (Under Sponsorship of Singapore Turf Club)

An Employment Pass is for foreign professionals with a job in Singapore earning a fixed monthly salary of at least S\$3,600. Professional Jockeys at Singapore Turf Club holding Employment Passes **would be able to ride** trackwork/trials/races **for any MRA licensed Trainers based at Singapore Turf Club.**

#### Application process for an Employment Pass from MOM:

##### Step 1

Applicants may wish to conduct a self-assessment via the URL below to know if you are eligible to apply for an Employment / a S Pass.

<https://service1.mom.gov.sg/workpass/sat>

##### Step 2

Click here to download the Employment Pass (Sponsorship) Application Form

[https://www.mom.gov.sg/-/media/mom/documents/services-forms/passes/ep\\_sponsor\\_form8.pdf](https://www.mom.gov.sg/-/media/mom/documents/services-forms/passes/ep_sponsor_form8.pdf)

##### Step 3

Complete the Employment Pass (Sponsorship) Application Form in **soft copy format**, ensure that the form is duly endorsed by Singapore Turf Club's Official and obtain a supporting letter from the Club.

##### Step 4

Pay the application fee electronically. Application fees are non-refundable. The payment reference number will be automatically generated in the soft copy form.

Pay the administrative fee of **\$105** for each Employment Pass application submitted. **Payment to be made only via PayNow. (The fee is subject to change, please visit the MOM website for the latest fee imposed.)**

Ensure that the application form and supporting letter from the Club are accompanied by **1 CLEAR COPY of the following supporting documents in PDF or JPG format** (Non-English documents must be accompanied by an English translation. The translation can be done by a translation service provider.):

- Travel document page showing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any.
- Foreign employee's educational certificates

### Step 5

Submit the application form and supporting documents to **Racing Development Department**. The staff will assist to upload the following documents at [www.mom.gov.sg/submit-ep-sponsorship](http://www.mom.gov.sg/submit-ep-sponsorship):

- Original signed application form (as a PDF file, cannot exceed 3 MB)
- Screenshot of banking page and foreign employee's travel document (as 1 PDF or JPG file, cannot exceed 1 MB)
- Remaining supporting documents listed on Page 1 (as 1 PDF file, cannot exceed 3 MB)

## 2.2 Dependant’s Pass (for dependants of EP Sponsorship holders)

For dependants of Employment Pass (Sponsorship) holders such as spouse and other family members.

### Application process for a Dependant’s Pass from MOM:

#### Step 1

Click here to download the Dependant’s Pass Application Form

<https://www.mom.gov.sg/-/media/mom/documents/services-forms/passes/dpform12.pdf>

#### Step 2

Complete the Dependant’s Pass Application Form in **soft copy format**, ensure that the form is duly endorsed by Singapore Turf Club’s Official.

#### Step 3

Pay the application fee electronically. Application fees are non-refundable. The payment reference number will be automatically generated in the soft copy form.

Pay the administrative fee of **\$105** for each Dependant’s Pass application submitted. **Payment to be made only via PayNow. (The fee is subject to change, please visit the MOM website for the latest fee imposed.)**

Ensure that the application form is accompanied by **1 CLEAR COPY of the following supporting documents in PDF or JPG format** (Non-English documents must be accompanied by an English translation. The translation can be done by a translation service provider.):

Personal particulars page of the applicant’s travel document. If there are any amendments to the particulars (e.g. name or expiry date), please include the pages confirming them.

Additional documents depending on the family member you are applying for:

If the applicant is a/an	Additional documents required
Spouse	<ul style="list-style-type: none"> <li>• Marriage certificate</li> </ul>
Unmarried child under 21 years old	<ul style="list-style-type: none"> <li>• Birth certificate stating the parents’ names</li> <li>• Verification of Vaccination Requirements (for entry to Singapore) document issued by</li> </ul>

	<p>the Health Promotion Board (HPB) if the applicant meets all these conditions:</p> <ul style="list-style-type: none"> <li>-Was not born in Singapore.</li> <li>-Is aged 12 years old and below.</li> <li>-Is applying for a new DP – this includes those whose DPs have expired or been cancelled for more than 30 days.</li> </ul>
<p>Unmarried and legally adopted child under 21 years old</p>	<ul style="list-style-type: none"> <li>• Adoption order or other relevant documents</li> <li>• Verification of Vaccination Requirements (for entry to Singapore) document issued by the Health Promotion Board (HPB) if the applicant meets all of these conditions: <ul style="list-style-type: none"> <li>-Was not born in Singapore.</li> <li>-Is aged 12 years old and below.</li> <li>-Is applying for a new DP – this includes those whose DPs have expired or been cancelled for more than 30 days.</li> </ul> </li> </ul>

#### Step 4

Submit the application form and supporting documents to **Racing Development Department**. The staff will assist to upload the following documents at <https://form.gov.sg/#!/5cef43f92902070010dfa5e3> :

- Original signed application form (as a PDF file)
- Screenshot of banking page and applicant's travel document (as 1 PDF or JPG file, cannot exceed 1 MB)
- Remaining supporting documents listed on Page 1 (as 1 PDF file, cannot exceed 3 MB)

## 2.3 S Pass

A S Pass is for mid-level skilled workers earning at least \$2,300 a month and meet the assessment criteria. Professional/Apprentice Jockeys at Singapore Turf Club holding S Passes **would only be able to ride** trackwork/trials/races **for the Employing Trainer** who applied the S Pass for the applicant under their registered company.

### Application process for a S Pass from MOM:

#### Step 1

Applicants may wish to conduct a self-assessment via the URL below to know if you are eligible to apply for an Employment / a S Pass.

<https://service1.mom.gov.sg/workpass/sat>

#### Step 2

Employing Trainer or Appointed Employment Agent to apply via EP Online (<https://www.mom.gov.sg/eservices/services/ep-online>)

You will need these documents to apply for an S Pass:

- Personal particulars page of the candidate's passport.
- Company's latest business profile or instant information registered with the Accounting and Corporate Regulatory Authority (ACRA).
- Candidate's educational certificates.

### Costs Involved

When you submit the application: \$75 for each pass.

When the pass is issued: \$100 for each pass.

Processing Time: Within 3 weeks for most cases

### 3 Work Permit Renewals

#### 3.1 Renew an Employment Pass (Sponsorship)

You can start applying to renew when you get the renewal forms by post, **3 months** before the pass expires. Your application need to reach Ministry of Manpower (MOM) **at least 2 months** before the pass expires.

Duration of renewed pass: Up to 3 years.

Cost for renewal: **\$225** for each pass.

How long it takes for MOM to process: Renew by post (for EP sponsorship cases only): **within 8 weeks** for most cases.

#### Renewal process for Employment Pass from MOM:

1. Complete the renewal form from MOM.
2. Gather all supporting documents mentioned in the form.
3. Post the completed form and supporting documents to:  
**Work Pass Division**  
Ministry of Manpower  
18 Havelock Road  
Singapore 059764.
4. The outcome will be emailed to the contact person indicated in the application.

#### Upon Renewal

If your renewal is successful, you:

1. Will get an In-Principle Approval (IPA) letter. It is valid for **3 months**.
2. Must follow the instructions in the IPA to **get the pass issued**.

You must get the pass issued before the IPA or current pass expires, whichever occurs first. The duration of the renewed pass will start when the current pass expires.

#### Upon Pass Issue

After the pass is issued, **check the notification letter** to see:

<b>If the notification letter states</b>	<b>You must:</b>
Getting a new card.	Return according to instruction given in the notification letter.



Continue using the existing card.	Be kept by the pass holder.
	<b>Note:</b> If you return it when you don't need to, you have to pay <b>\$60</b> to <b>replace the pass</b> .

If you need to return the card to MOM, you can post it to  
**Work Pass Division**  
Ministry of Manpower  
18 Havelock Road  
Singapore 059764.

### 3.2 Renew a Dependant's Pass (for dependants of EP Sponsorship holders)

You can start applying to renew when you get the renewal forms by post, **3 months** before the pass expires. Your application need to reach Ministry of Manpower (MOM) **at least 2 months** before the pass expires.

Duration of renewed pass: The duration is tied to the main pass holder's pass or up to the duration requested, whichever is shorter.

Cost for renewal: **\$225** for each pass.

How long it takes for MOM to process: Renew by post (for dependants of EP sponsorship cases only): **within 8 weeks** for most cases.

#### Renewal process for Dependant's Pass from MOM:

1. Complete the renewal form from MOM.
2. Gather all supporting documents mentioned in the form.
3. Post the completed form and supporting documents to:  
**Work Pass Division**  
Ministry of Manpower  
18 Havelock Road  
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If you need to return the card to MOM, you can post it to  
**Work Pass Division**  
Ministry of Manpower  
18 Havelock Road  
Singapore 059764.

### 3.3 Renew a S Pass

The Employing Trainer or appointed Employment Agent can start renewing the S Pass **up to 6 months** before the pass expires. The S Pass **must be** renewed before the expiry date.

Duration of the renewed S Pass: Up to 3 years

**Note:** If the passport is valid for less than 3 years, the duration granted will only be up to 1 month before the expiry date of the passport.

Costs involved: **\$100** per renewal

Processing Time:

Renew using EP Online (<https://www.mom.gov.sg/eservices/services/ep-online>): **within 3 weeks** for most cases.

## 4 Appeals

### 4.1 Appeal Against a Rejected Employment Pass (Sponsorship)

#### Application

You can submit an appeal for a rejected Employment Pass (sponsorship scheme) application using iSubmit:

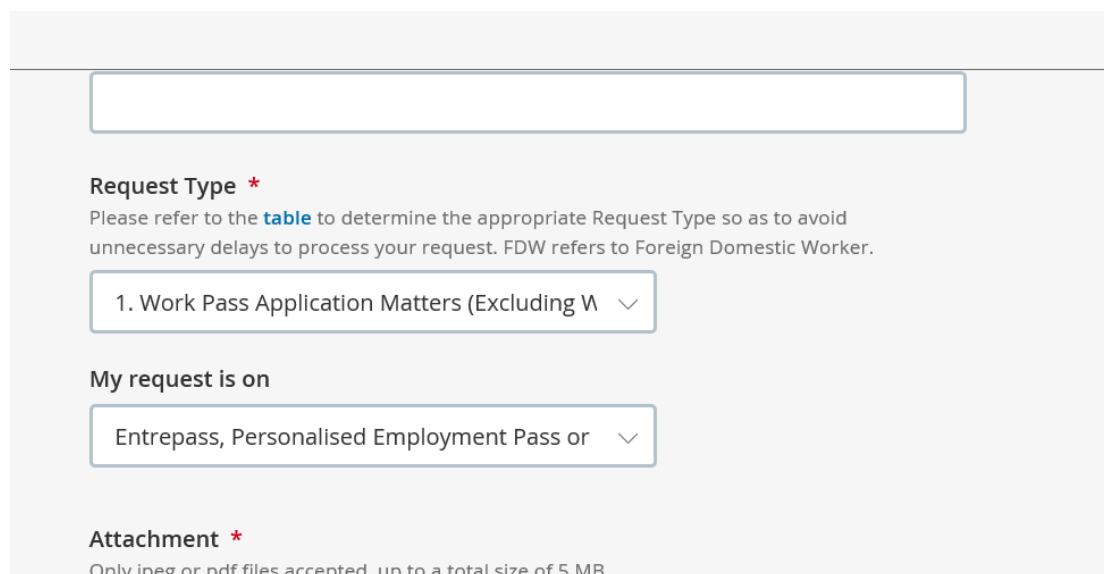
<https://www.mom.gov.sg/eservices/services/isubmit>

#### Appeal process against a rejected Employment Pass (Sponsorship) application from MOM:

##### Step 1

Fill in your particulars and worker's details on iSubmit.

Under Request Type, select "Work Pass application matters (excluding Work Permit)" and "Entrepass, Personalised Employment Pass or EP (Sponsorship scheme) appeal".



The screenshot shows a web form interface. At the top, there is a large empty rectangular input field. Below it, the section is titled "Request Type" with a red asterisk. A note below the title reads: "Please refer to the [table](#) to determine the appropriate Request Type so as to avoid unnecessary delays to process your request. FDW refers to Foreign Domestic Worker." Below the note is a dropdown menu with the selected option "1. Work Pass Application Matters (Excluding W". Below this, the section is titled "My request is on" and has a dropdown menu with the selected option "Entrepass, Personalised Employment Pass or". At the bottom of the form, there is a section titled "Attachment" with a red asterisk, and a note below it: "Only jpeg or pdf files accepted, up to a total size of 5 MB."

##### Step 2

Complete the rest of the form and click "Submit".

If you have submitted your request successfully, you will be directed to a webpage displaying your case Request ID number. You will also receive an email acknowledgement with an estimated processing time.

## 4.2 Appeal Against a Rejected S Pass Application

You have 3 months to appeal an unsuccessful S Pass application, but you should do so only if you can address the reasons for rejection.

You should only appeal if you can address the issues in your rejection advisory. There will be no change in the outcome unless there is new information in the appeal.

To help you make your decision:

- Use the **Self-Assessment Tool (SAT)** to get an idea of whether the applicant qualifies
- Check the rejection advisory for the steps you need to take

You need to submit your appeal **within 3 months** of getting the rejection. If you miss this time period, you will have to submit a new application.

### Who can appeal?

Only the **Employing Trainer or the authorized third party** who submitted the application can make enquiries or appeals.

### Submit an Appeal

*When: Within 3 months of rejection*

The Employing Trainer or authorised third party can make an appeal through **EP Online** (<https://www.mom.gov.sg/eservices/services/ep-online>).

After making your appeal, you can log in to EP Online to:

- Check the status of your appeal.
- Print the outcome letter.

### How long it takes?

Appeals take **at least 3 weeks**, sometimes a little longer. You can always log in to EP Online to check your appeal status.

Should you require any assistance on the above, please contact Ms. Maisarah at +65 6879 1905 or [maisarahbaharudin@turfclub.com.sg](mailto:maisarahbaharudin@turfclub.com.sg).