



CONE STONE PTE. LTD.
11 MARTIA ROAD
#02-11 VILLA MARTIA
SINGAPORE 424808



20 NOV 2025

(VIA EMAIL)

Your Employment Pass application is approved

Dear Sir/Madam

We are pleased to inform you that **MUSTAFA SK's** Employment Pass has been approved for 24 months. This In-Principle Approval (IPA) is valid until **19 MAY 2026**.

Please confirm the employment details on the next page and carry out the steps to get the Employment Pass issued.

After the foreigner gets here, you need to get his pass issued as soon as possible. The pass must be issued before he can start work. This must be done before this IPA expires. Otherwise, we will withdraw the approval and he may need to leave Singapore.

Yours sincerely

SHIRLEY LIM (MS)
CONTROLLER OF WORK PASSES

Check the particulars on the next page

If you need to make any changes, visit www.mom.gov.sg/update-passholder-particulars to submit your request and the relevant supporting documents. We will get back to you within 7 working days and let you know if you need to reapply.

⚠ IMPORTANT

You must comply with the conditions under the Employment of Foreign Manpower Act and conditions of the Employment Pass, as well as the Work Injury Compensation Act. Otherwise, we can cancel the Employment Pass, prosecute you and withdraw your permission to employ Employment Pass holders. You can read the rules at www.mom.gov.sg.



What you need to do to get the Employment Pass issued:

Before arrival

Check the particulars

FOREIGNER'S NAME MUSTAFA SK	FIN M4489474W	DATE OF BIRTH 16 SEP 1996
TRAVEL DOCUMENT NUMBER X4050069	NATIONALITY/CITIZENSHIP INDIAN	SEX MALE
DATE OF APPLICATION 15 NOV 2025	OCCUPATION BUSINESS DEVELOPMENT ASSISTANT MANAGER	

Send them the foreigner's copy of the IPA letter.

If they do not have a separate visa, they will need this whole letter as a visa to enter Singapore – A S\$30 fee will be charged.

Send them a copy of their employment contract

The 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 arrival

Tell us their address in Singapore using *myMOM* Portal

You have not told us where they will live.

Login to *myMOM* Portal to ask for their Employment Pass to be issued. This will cost S\$225.

You need to provide the foreigner's Singapore residential address. If he is going to rent a flat, HDB must approve the tenant registration before you can get the pass issued.

⚠ IMPORTANT

- This letter does not grant the foreigner stay in Singapore. You must issue the pass before the foreigner's visit pass expires.
- Some jobs require professional registration (e.g. medicine, law) or licensing (e.g. massage establishment licensing from Police) to be carried out in Singapore. This approval does not exempt the foreigner or the employer from these requirements.



Have the documents listed below ready when getting the Employment Pass issued. The list is also printed on the foreigner's copy. The foreigner's original passport / travel document must be brought along during card registration.

- This In-Principle Approval letter.
- The foreigner's original passport / travel document.
- The original and completed Declaration Form duly signed by the foreigner, local Employer / Sponsor and if applicable, the Third Party user who submitted the Application on behalf of the local employer / sponsor.
- The foreigner's current Short-Term Visit Pass (STVP) or SG Arrival Card.

Inform the foreigner to set up their Singpass and SGWorkPass app.

After pass issuance, the foreigner can view their digital pass and other information on the SGWorkPass app. For more details on digital passes, visit go.gov.sg/sgworkpass.

⚠ IMPORTANT

- 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.
- Ask for the Employment Pass to be issued first, before you proceed to get their family member's Dependant's or Long-Term Visit Passes issued (if any).
- MOM officers will NEVER ask you to transfer money or disclose bank log-in details over a phone call or email. Find out more on how to transact safely and securely (www.mom.gov.sg/transact-safely-and-securely). You may also wish to call the 24/7 ScamShield Helpline at 1799 to check if it is a scam.

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DATE OF APPLICATION

15 NOV 2025

FIN

M4489474W

NAME

MUSTAFA SK

To be signed by the various parties and uploaded when you issue the Employment Pass



Part I. Foreigner's Details and Employment

Personal Particulars

Name	MUSTAFA SK	Date of Birth	16 Sep 1996
Travel Document Number	X4050069	Nationality/Citizenship	Indian
Travel Document Expiry Date	19 Mar 2034	Sex	Male

Education Details 1

Awarding Institution	-	Qualification	-
Country/Region of Awarding Institution	-	Faculty	-
Mode of Study	-	Period of Study	-

Employment Details

Name of Employer	CONE STONE PTE. LTD.	Basic Monthly Salary	S\$5,800
Occupation	Business Development Assistant Manager	Allowances	S\$2,700
		Fixed Monthly Salary	S\$8,500



DATE OF APPLICATION

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FIN

M4489474W

NAME

MUSTAFA SK

Part I. Declaration by Foreigner

I declare that

1. I have never been refused entry into or deported from any country.
2. I have never been convicted in a court of law in any country.
3. I have never been prohibited from entering Singapore.
4. I have never entered Singapore using a passport issued by a different country.
5. I have never entered Singapore using a passport showing another name.
6. I have never been a Singapore Citizen or Singapore Permanent Resident.
7. Declaration Details:
Nil
8. I have read, understood and will comply with all the Regulations governing the Employment Pass in the Employment of Foreign Manpower (Work Passes) Regulations c.91A, available at MOM counters or at www.mom.gov.sg.
9. I have not suffered from or am not suffering from AIDS or Tuberculosis, and am not infected with HIV.
10. The information in this Application for an 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.
11. I understand that a Singpass will help me to access Government e-services in Singapore and I give my consent to the Ministry of Manpower to share my personal details with the Singpass issuing agency. This allows me to apply for a Singpass account at a later time if I am eligible for a Singpass.
12. 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.
13. I consent for the Comptroller of Income Tax to verify my income in my Application and Renewal, 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.
14. 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.
15. I 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.
16. I consent, for the purpose of assessing this Application for an Employment Pass and the administration of work pass matters,
 - a. for the Government of Singapore and statutory authorities to obtain from and verify information with any person, organisation or any other source, and
 - b. to the release of all information obtained to the Government of Singapore, statutory authorities and their agents.
17. I am aware that if I have stated or provided any information within this Declaration that I know to be false or do not believe to be true, I may be subject to enforcement action including prosecution, the cancellation of the in-principle approval and the revocation of my Employment Pass.

Name of Foreigner
MUSTAFA SK

FIN
M4489474W

Signature of Foreigner

Date (DD-MM-YYYY)



DATE OF APPLICATION

15 NOV 2025

FIN

M4489474W

NAME

MUSTAFA SK

Part II. Declaration by the Employer/Local Sponsor

I declare that

1. I have read, understood and will comply with all the conditions and regulatory conditions of 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 CONE STONE PTE. LTD., the employer/sponsor for MUSTAFA SK to the following:
 - a. The employer/sponsor shall keep copies of the education certificates of the foreigner declared in this Application for an Employment Pass for the duration of the foreigner's employment with the employer/sponsor.
 - b. Where the foreigner has a post-secondary diploma or degree from the People's Republic of China, the employer/sponsor has verified its authenticity and accreditation.
 - c. The employer/sponsor shall keep the proof of the verification throughout the foreigner's employment.
 - d. The employer/sponsor has ensured that the foreigner fully understands the contents of Part I of the Declaration Form and that it was signed by the foreigner.
2. The employer/sponsor, for the foreigner named in Part I of this Declaration Form, undertakes to:
 - a. bear responsibility for the foreigner's upkeep and maintenance in Singapore.
 - b. indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the foreigner or any of the foreigner's dependants.
 - c. provide all reasonable assistance to the foreigner to comply with any quarantine and medical surveillance imposed on the foreigner under Regulation 8(2A) and 8(4) of the Immigration Regulations c. 133.
3. I consent, for the purpose of assessing this Application for an Employment Pass and the administration of work pass matters,
 - a. 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,
 - b. to the release of all information thereby obtained to the Government of Singapore, statutory authorities and their agents thereof.
4. I consent to the Ministry of Manpower displaying pass details when the foreigner's card is scanned using the Ministry of Manpower's work pass mobile application.
5. I declare that the information in this Application for an 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 original.

Details of authorised company representative

Name:	NRIC/FIN (e.g. SXXXX123A/GXXXX123A)							
Designation:		X	X	X	X			
Signature	Date (DD-MM-YYYY)							