



MUSTAFA SK
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 MUSTAFA SK

We are pleased to inform you that your 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.

Yours sincerely

SHIRLEY LIM (MS)
CONTROLLER OF WORK PASSES

What happens next?

Please follow these simple steps and get your 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.

GET YOUR PASS ISSUED AS SOON AS POSSIBLE

Make sure your employer arranges for your Employment Pass to be issued before 19 May 2026. Otherwise, we will withdraw this approval.

GET READY FOR YOUR DIGITAL PASS

Once your pass is issued, get a local number and install both the Singpass and SGWorkPass app on your mobile phone.

LEARN ABOUT SINGAPORE

Take some time to find out about our culture.

GETTING READY

Think about where you will be living and where to buy the things you will need.

⚠ 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:

Employment details

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

YOUR NAME MUSTAFA SK	FIN M4489474W	DATE OF BIRTH 16 SEP 1996
TRAVEL DOCUMENT NUMBER X4050069	NATIONALITY/CITIZENSHIP INDIAN	SEX MALE
PERIOD GRANTED (MONTHS) 24	EMPLOYER CONE STONE PTE. LTD.	OCCUPATION BUSINESS DEVELOPMENT ASSISTANT MANAGER
DATE OF APPLICATION 15 NOV 2025	MEDICAL REQUIRED DECLARATION	
BASIC MONTHLY SALARY S\$5,800	+ FIXED MONTHLY ALLOWANCE S\$2,700	= FIXED MONTHLY SALARY S\$8,500

Your employer has declared that your fixed monthly salary of S\$8,500 will not vary from month to month and shall be paid to you regardless of performance. It does not include overtime, bonus or commission.

Your employer has told us that you will be working at
6 CHANGI BUSINESS PARK AVENUE 1
#01-23 ESR BIZPARK @ CHANGI
Singapore 486017

After you arrive

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

Your 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 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.
- 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 you or your employer from these requirements.

**Have these documents ready when getting the Employment Pass issued:**

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

Get your phone ready for your digital pass.

Download the Singpass and SGWorkPass app on your phone and get a local number. You will require all three to access your digital pass when your pass is issued.

Set up your digital pass.

Reduce the risk of lost or damaged cards by carrying your digital pass on your mobile phone. Follow the instructions on the notification letter to see your digital pass in the SGWorkPass app. For more details on digital passes, visit go.gov.sg/sgworkpass.

⚠ IMPORTANT

- Ask for the Employment Pass to be issued first, before you proceed to get your family member's Dependant's or Long-Term Visit Passes issued (if any).
- Remember, there are rules in Singapore. You cannot work for another employer in Singapore without applying for a new Work Pass. You must comply with the conditions under the Employment of Foreign Manpower Act. Otherwise, MOM can cancel your Work Pass and you may be prosecuted and sent home.



Learn About Singapore

Join the **Singapore Global Network (SGN)** at go.gov.sg/sgnmom and gain access to their relocation guides to help prepare you for your move! SGN is part of the Singapore Government that aims to grow Singapore's networks by building meaningful and lasting relationships with family, friends, and fans across the globe. You can also follow them on social media (@singaporeglobalnetwork) or send them an email (hello@singaporeglobalnetwork.sg) to find out more.

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 language. Crime rates are very low in Singapore and the law is enforced very strictly.

⚠ IMPORTANT

- **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.**