

Step-by-Step Guide to Application for a Foreign Domestic Worker's Work Permit via WP Online

Part A Log in to WP Online using SingPass

Step	Actions
1	Go to Ministry of Manpower's (MOM) website at http://www.mom.gov.sg.
2	Under ' Services & Forms ', click on: - If you are an Employment Agent submitting application on your clients' behalf: 'Work Permit Online (WP Online) – For Business & Employment Agency Users' - If you are submitting application for your own household: 'Work Permit Online (WP Online) – For Foreign Domestic Worker Employers'.
3	Click ' Login to WP Online '.
4	Enter <SINGPASS ID>, <SINGPASS> and click ' Submit '. For more information on SINGPASS, please visit the SINGPASS's website at http://www.singpass.gov.sg .
5	Click ' I Agree ' after you have read and accepted the Terms and Conditions on use of the WP Online System.

Part B-I Submit Application for a Foreign Domestic Worker's (FDW) Work Permit **Using Own Income or Combined Income with Spouse**

Step	Actions
1	Click ' Foreign Domestic Worker (Malaysian and Non-Malaysian) ' under ' Apply '.
2	Enter employer's name in Section A.
3	Enter only ONE of the sections in Section B i.e. B1 or B2 or B3 or B4. Note: Your SingPass ID will be populated on Section B if you are logging in as an employer and not employment agent.
4	Click ' Next '.
5	Enter the employer's details where applicable and click ' Next '. Note: If the employer's marital status is ' Married ', you have to enter the employer's spouse information in the same page as follows: - Enter employer's spouse Name in Section A - Enter only ONE of the sections in Section B i.e. B1 or B2 or B3 or B4.
6	Select ' Applying for a domestic worker using own income or combined with spouse's income ' as the ' Type of Application '. Fill in the 'Nature of Application' for e.g. employing a new FDW accordingly and click ' Next '.
7	Enter the latest residential address (registered with National Registration Office) by clicking on the ' Search ' icon.
8a	Enter the 6 digit postal code of your residential address and click ' Search '.
8b	Enter the floor and unit number (if any) and click ' Submit '.
9	Enter FDW's Work Permit (WP) no. (if any).
10	Select ' Yes ' or ' No ' at the ' Is the Worker a Malaysian? ' field accordingly and click ' Next '.
11a	If WP no. is not entered and the worker is a Malaysian, enter the FDW's information accordingly at the ' General Information of New Foreign Domestic Worker (Malaysian) ' page accordingly. Otherwise, proceed to Step 12.
11b	If WP no. is not entered and the worker is a non-Malaysian, enter the FDW's information accordingly at the ' General Information of New Foreign Domestic Worker (Non-Malaysian) ' page accordingly. Otherwise, proceed to Step 12.
12	Enter the FDW's details where applicable and click ' Next '.
13	If the FDW's marital status is ' Married ' and is married to Singaporean or Singapore Permanent Resident, enter the FDW's spouse details and click ' Next '. Otherwise, proceed to Step 14.

14	If the FDW is a current WP holder, select ' Yes ' or ' No ' to indicate whether consent is given by the current employer for the transfer of the FDW. Enter the current employer's name as reflected on the FDW's WP card. Otherwise, proceed to Step 15.
15	Enter the employer's details where applicable and click ' Next '.
16	If employer's marital status is ' Married ', enter the employer's spouse details where applicable and click ' Next '. Otherwise, proceed to Step 17.
17	Select ' Yes ' or ' No ' to indicate whether do you wish to authorise the Controller of Work Passes to verify your income with the Comptroller of Income Tax and click 'Next'.
18	Enter the Employer's and/or Employer's spouse income information accordingly and click ' Next '.
19	Enter the employer's family members' details (if any) accordingly and click ' Next '. Otherwise, proceed to Step 20.
20	Application completed. Click ' Print & Save Completed Application ' to print and save the application.
21	Click ' Pay & Submit Completed Application ' after ensuring that all information provided is true and correct.

Part B-II Submit Application for a Foreign Domestic Worker's (FDW) Work Permit Using Combined Income with One of the Immediate Family Members (other than Spouse) i.e. Joint Income Scheme

Step	Actions
1	Follows Steps 1 to 5 of Part B-I.
2	Select ' Applying for a domestic worker by combining income with ONE of immediate family members (other than spouse) living at the SAME ADDRESS as in the NRIC ' as the ' Type of Application '. Fill in the ' Nature of Application ' for e.g. employing a new FDW accordingly and click ' Next '.
3	Click ' Yes ' after reading the instructions on ' Joint Income Application Supporting Documents ' if you wish to proceed with the application.
4	Follows Steps 7 to 16 of Part B-I.
5	Enter the Joint Income Applicant's Name in Section A and NRIC no. in Section B and click ' Next '.
6	Enter the Joint Applicant's details where applicable and click ' Next '.
7	Follow Step 17 of Part B-I.
8	Enter the Employer's and Joint Applicant's income information accordingly and click ' Next '.
9	Follow Steps 19 to 21 of Part B-I.

Part B-III Submit Application for a Foreign Domestic Worker's (FDW) Work Permit Using Children's and/or Children's Spouse Income i.e. Sponsorship Scheme

Step	Actions
1	Follows Steps 1 to 5 of Part B-I.
2	Select the ' Applying for a domestic worker by using children or children's spouse income as the prospective employer is 60 years old and above with no income and no other working adults living at the SAME ADDRESS as in the NRIC ' as the ' Type of Application '. Select the no. of children or children's spouse who are sponsoring the application and fill in the ' Nature of Application ' for e.g. employing a new FDW accordingly and click ' Next '.
3	Click ' Yes ' after reading the instructions on ' Sponsorship Application Supporting Documents ' if you wish to proceed with the application.
4	Follows Steps 7 to 16 of Part B-I.

5	Enter the Sponsor's Name in Section A and only ONE section in Section B i.e. B1 or B2 or B3 or B4 and click 'Next' .
6	Enter the Sponsor's details where applicable and click 'Next' .
7	Follow Step 17 of Part B-I.
8	Enter the Sponsor's income information accordingly and click 'Next' .
9	Follows Steps 19 to 21 of Part B-I.

Part C Check Status of Submitted Application for a Foreign Domestic Worker's (FDW) Work Permit

Step	Actions
1	Click on 'Check Status – Work Permit Application' under 'Apply' on the left function sidebar of WP Online.
2	Enter at least one of the search parameters for e.g. NRIC No./FIN, WP No. and click 'Search' .
3	Click on the worker's name hyperlink to view the application details.
4	Tick 'Approval/Rejection letters (Employer's Copy)' and 'In-Principle Approval for domestic Workers (Worker's Copy)' to print Approval/rejection letter.
5	Tick 'Work Permit Application Form' and click on 'Generate' to print the application form.

Please refer to the Frequently Asked Questions (FAQs) and WP Online User Guides under 'Help' on the WP Online top menu for more information on the above.