



**Our ref :** WPD/CKCG5896808R/20070914

Date: 18/09/2007

OPTIMUM SOLUTIONS (SINGAPORE) PTE LTD  
3 PHILIP ST  
#12-03A COMMERCE POINT  
SINGAPORE 048693

Dear Sir/Mdm

**IN-PRINCIPLE APPROVAL LETTER FOR DEPENDANT'S PASS(ES)**

| <u>FIN</u> | <u>Application No</u> | <u>Name</u>             | <u>Passport No / Expiry Date</u> |
|------------|-----------------------|-------------------------|----------------------------------|
| G6016452K  | A140907264583         | (D) BOJJIREDDY SOUJANYA | G4104700 / 23072017              |

SPOUSE/SON(S)/DAUGHTER(S) OF G5896808R MOORI ASHOK KUMAR REDDY

I am pleased to inform you that (a) Dependant's Pass(es) has/have been approved ***in-principle*** for the abovenamed person(s) to enable him/her/them to accompany or join the Employment Pass holder and to remain with the pass holder in Singapore, subject to the validity of MOORI ASHOK KUMAR REDDY's Employment Pass. [If the Employment Pass holder is granted permanent residence, this letter will be considered void].

2 This In-Principle Approval is valid for 6 months from the date of this letter. If the pass(es) is/are not collected by the abovenamed person(s) within the 6-month period, the application(s) shall be deemed to be withdrawn.

3 The In-Principle Approval letter does not validate the stay of the abovenamed person(s) in Singapore. Prior to the collection of the Dependant's Pass(es), please ensure that the abovenamed person(s) has a/have valid Social Visit Pass(es) duly endorsed in the travel document(s). In the case of renewal(s), please ensure that the existing Dependant's Pass(es) is/are still valid in the travel document(s). Extension of the existing pass(es) may be requested for from the Work Pass Counters at 18 Havelock Road. It is an offence to stay in Singapore without a valid pass.

4 This letter is accompanied by an Annex which contains two parts:

Part I - Procedures and requirements for the collection of the pass(es).  
Part II - Useful information related to the application.

5 In addition, a Single-Journey Visa has also been approved and is endorsed on this letter. Should the Single-Journey Visa be used for entry into Singapore, a fee will be charged for its use together with any other statutory fees that are to be paid during the collection of the Pass. To use this visa for entry, please inform the abovenamed person(s) to present the original in-principle approval letter to the Duty Officer at the Immigration Checkpoint upon his/her arrival in Singapore.

Yours faithfully,

DIRECTOR

WORK PASS DIVISION  
MINISTRY OF MANPOWER  
On behalf of CONTROLLER OF IMMIGRATION

(As this is a computer generated letter, no signature is required)

**Work Pass Division**  
18 Havelock Road  
Singapore 059764  
Telephone (65) 6438 5122  
Facsimile (65) 6293 2138 / 6296 2086  
Website <http://www.mom.gov.sg>  
Email [mom\\_wpd@mom.gov.sg](mailto:mom_wpd@mom.gov.sg)



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## ANNEX

### PART I - PROCEDURES AND REQUIREMENTS FOR THE COLLECTION OF THE PASS(ES)

The Dependant Pass(es) or Long Term Social Visit Pass(es) has been approved subject to the following conditions:

#### **HEALTH DECLARATION**

Any applicant whose name in this In-Principle Approval letter is indicated with "(D)" is required to declare his/her health status in the EPOne Declaration Form(s) attached with the In-Principle Approval letter. The applicant does not need to undergo any medical examination.

#### **PERSONS WHO MAY COLLECT THE PASS(ES)**

The Employment and related pass(es) may be collected by the company's authorised personnel or the applicant himself/herself.

#### **DOCUMENTS REQUIRED FOR COLLECTION**

The applicant must be in Singapore when the pass is collected. The following documents must be produced at the point of collection. Failure to do so may result in the pass not being issued:

- Applicant's travel document (with at least 2 blank visa pages);
- A clear copy of the travel document showing the applicant's personal details;
- The Disembarkation/Embarkation Card (the "Green Card") in the case of a renewal, or the IMM27 (the "Immigration White Card") in the case of a new application;
- The In-Principle Approval letter (together with the accompanying Annex); and
- The original and completed EPOne Declaration Form duly signed by the applicant(s) and local Employer/Sponsor, if the application had been submitted electronically. An electronic application will have an Application Number shown on the first page of this letter;
- Foreigners who are currently holding an Employment Pass, S Pass or Training Employment Pass and/or related pass(es) (Dependant's or Long Term Social Visit Pass) and wish to change employer or pass type, are required to bring along the following documents to cancel their current work pass and/or related pass(es) :
  - Disembarkation/ Embarkation Card or S Pass;
  - Disembarkation/Embarkation Card(s) and travel document(s) of the Dependant's/Long Term Social Visit Pass holders (if there are Dependant's/Long Term Social Visit Pass issued under the applicant's existing work pass); and
  - Letter from the current employer/sponsorship requesting for the cancellation of the existing work pass and/or related pass(es) (if any);
- Foreigners who are currently holding a work permit have to ensure that the current employer has submitted a Cancellation request via WP Online to cancel the work permit before they can collect their Employment Pass. The employer will print a copy of the WP Online Cancellation result page.

They are required to bring the following documents at the point of collection:

- A printed copy of the WP Online Cancellation result page with the Cancellation application status indicating "Pending Verification" (This page will appear after the employer has successfully submitted your Cancellation request); and
- Work Permit Card.
- Any other document(s) that is/are stated under Part I - Procedures and requirements for the collection of the pass(es)

If the certificate(s) / document(s) submitted is/are not in English, the applicant must also bring along the photocopy(ies) of the official English translation when collecting the pass(es).

Even after the pass(es) has/have been issued, MOM will also request for other documents that are not requested for at the point of collection.

**Please note that related Dependant's Pass(es) and / or Long Term Social Visit Pass(es) cannot be collected until the Employment Pass has been collected.**

### **FEES PAYABLE**

Fees must be paid upon collection of the pass. Acceptable payment modes are by NETS, Cashcard, cash or cheque only. The amount of fees payable are as follows:

S\$30 per year or part thereof for an Employment/Dependant's Pass  
 S\$20 per issue of a Multiple Journey Visa (if applicable)  
 S\$20 per issue of a Single Journey Visa (if applicable)

S\$40 per issue of the Long Term Social Visit Pass  
 S\$20 per issue of a Multiple Journey Visa (if applicable)  
 S\$20 per issue of a Single Journey Visa (if applicable)

### **OPERATING HOURS**

Queue tickets for submission of documents are issued between 8.00 a.m. and 4.00 p.m. on weekdays and between 8.00 a.m. and 12.00 p.m. on Saturdays. The pass(es) can be collected about three hours after the submission of documents. They can be collected on the same day where documents are submitted before 3.00 pm (Mondays to Fridays) and 11.00 am (Saturdays).

## **PART II - USEFUL INFORMATION**

- The Work Pass Division is located at Ministry of Manpower, 18 Havelock Road, Singapore 059764. A copy of the location map is available at <http://www.mom.gov.sg>.
- Any Dependant's Pass(es) which has/have been approved in-principle for the above named person(s) enables him/her/them to accompany or join the Employment Pass holder and to remain with the pass holder in Singapore, subject to the validity of the Employment Pass.
- Dependant's Pass(es) which is/are approved in-principle for the child/children of the Employment Pass holder will only be issued up till 21 years of age.
- A dependant of an Employment Pass holder who wishes to work in Singapore must apply for a Letter of Consent from the Work Pass Division. A copy of the application form is available at [http://www.mom.gov.sg/publish/etc/medialib/mom\\_library/work\\_pass/files5.Par.9762.File.tmp/LOC\\_11012006.pdf](http://www.mom.gov.sg/publish/etc/medialib/mom_library/work_pass/files5.Par.9762.File.tmp/LOC_11012006.pdf).
- To cancel an Employment and related pass(es), the following documents must be produced at the Work Pass Division within seven days from the last day of employment of the Employment Pass holder :
  - A letter from the employer requesting cancellation of the Employment and related pass(es);
  - The valid travel document and the Disembarkation/Embarkation Card (Green card) of the pass holder; and

- The IMM 27 (Immigration White Card) duly completed.

If the Employment Pass holder has left employment without informing the employer and the travel document cannot be produced for cancellation of the Employment Pass, the employer must also produce a police report.

Any Dependant's Pass and/or Long Term Social Visit Pass tied to an Employment Pass must be produced for cancellation along with the Employment Pass. Failure to do so will result in the Dependant's Pass and/or Long Term Social Visit Pass holder becoming an overstayer.

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## EPONLINE

## DECLARATION FORM FOR AN APPLICATION FOR A DEPENDANT'S PASS/ LONG TERM SOCIAL VISIT PASS

1. This Declaration Form is to be completed and signed only after the In-Principle Approval (IPA) letter has been issued.
2. If there are any discrepancies in the information found in this Declaration Form, the correct information must be provided in writing to the Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764, before collection of the Pass. If there has been a change in the information, the application will need to be re-assessed. If the applicant is still in his/her home country, the applicant is advised not to enter Singapore till the application is re-assessed and approved.
3. The original copy of the completed Declaration Form must be submitted to the Work Pass Division, Ministry of Manpower, Singapore, when the Dependant's Pass / Long Term Social Visit Pass is collected.
4. For children below 12 years old, one of the parents is required to declare on their behalf. No photograph is required for children below 12 years old.

## PART A DECLARATION BY APPLICANT

**Our reference: G6016452K/14/09/2007**

*Compulsory to affix a recent passport-sized photograph of DP or LTSVP applicant here if applicable.*

I, BOJJIREDDY SOUJANYA, reference no: G6016452K/A140907264583, declare that the following particulars provided in the Application for a Dependant's Pass Form are true and correct:-

- i. Date of Application: 14/09/2007
- ii. Date of birth: 25/08/1984
- iii. Nationality: INDIAN
- iv. Relationship to main applicant MOORI ASHOK KUMAR REDDY/G5896808R: SPOUSE

I declare that:-

- |                                                                        |    |
|------------------------------------------------------------------------|----|
| i. I have been refused entry or deported from any country              | NO |
| ii. I have been convicted in a court of law in any country             | NO |
| iii. I have been prohibited from entering Singapore                    | NO |
| iv. I have entered Singapore using a different passport or name        | NO |
| v. I have been a citizen or permanent resident of Singapore            | NO |
| vi. I am currently a Singapore citizen or Singapore permanent resident | NO |

If any of the above answers is "Yes", please provide details:

I confirm that the information as set out in this Declaration Form is, to the best of my knowledge, true and correct. All documents submitted with this Declaration Form and in support of my Application for a Dependant's Pass / Long Term Social Visit Pass are true copies of the originals. I understand that I may be prosecuted if I have provided any information which is false in any material particular, or is misleading by reason of the omission of a material particular.

I further declare that I have not suffered or am not suffering from AIDS or infected with HIV or Tuberculosis. I know that if I am found to be suffering from AIDS or infected with HIV or Tuberculosis, the pass issued to me will be cancelled and I will have to leave Singapore by the date the Controller of Immigration requires me to

leave Singapore.

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(Signature of Declarant)

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(Name of Declarant)

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(Fin No of Declarant)

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(Date of Signature)

**PART B DECLARATION BY WORK PASS APPLICANT / HOLDER IN SUPPORT OF  
APPLICATION FOR A DEPENDANT'S PASS / LONG TERM SOCIAL VISIT PASS**

***Our reference: G6016452K/14/09/2007***

I, MOORI ASHOK KUMAR REDDY,G5896808R, declare that Part A of this Declaration Form is, to the best of my knowledge, true and correct. I understand that I may be prosecuted if I have provided any information which is false in any material particular, or is misleading by reason of the omission of a material particular.

I undertake to be responsible for ensuring the compliance by the applicant of any quarantine and medical surveillance imposed on the applicant under regulations 8 (2A) of the Immigration Regulations.

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(Signature of Work Pass Applicant / holder)

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(Date of Signature)

**PART C DECLARATION AND UNDERTAKING BY LOCAL SPONSOR*****Our reference: G6016452K/14/09/2007***

We hereby sponsor this application and certify that it is made for the purpose as stated by the applicant. The statements made by the applicant in this application are to the best of our knowledge true. We undertake to indemnify the Singapore Government for any charges or expenses which may be incurred by the Government in respect of the repatriation of the said applicant.

We shall keep copies of the applicant's marriage or birth certificates showing the relationship as declared in the application form for as long as the main pass holder is in my employment. We understand the Ministry of Manpower can at any time request for these documents for verification and revoke the pass should the documents be inconsistent with the declaration furnished in the application form or if I am unable to produce the documents.

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(Authorised Signature / Date)

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(Company / Firm Stamp)

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(Name & Designation / Capacity)

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