

# SINGAPORE IMMIGRATION GUIDE

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**RIKVIN**



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# OVERVIEW

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Non-residents working in a Singapore will require a work visa and while that fact itself is quite evident, the exact procedures in obtaining it may not be so.

There are various types of Singapore work visas starting from work permits for the lower-skilled labourers, to P1 and P2 category Employment Passes to attract niche professionals with good credentials in both education and work experience.

To help you get a better understanding of the various work visa schemes available in Singapore and which specific work visa is most suitable for your needs, here's a quick summary.

## SINGAPORE EMPLOYMENT PASS

Also known as Singapore E pass or EP, this is the main type of Singapore work visa issued to foreign professionals, managerial personnel (managing directors, general managers, CEOs), executives or specialists who wish to work in Singapore. To be eligible, salary must be above S\$3,000.

## SINGAPORE ENTREPRENEUR PASS

Also known as the EntrePass, this is designed for foreign entrepreneurs who may lack the appropriate educational or specialist skills, but have either a proven track record of successful business ventures or possess innovative business ideas that have good economic prospects. To be eligible, salary must be above S\$3,000.

## SINGAPORE PERSONALISED EMPLOYMENT PASS (PEP)

This is a special type of Employment Pass issued to an individual based on his/her own merits and independent of any employer. The PEP pass holder can switch employers without affecting the status of the pass, and is also entitled to stay in Singapore for up to 6 months in between jobs and evaluate opportunities. It is issued for a period of 5 years, and non renewable thereafter. To be eligible past 6 month salary must be a minimum of S\$8,000 per month or P2,Q1 holders above \$ 34,000 p.a

## S PASS

This is a work pass designed for mid-level skilled foreign workers employed by companies operating in Singapore. The application is assessed based on a point system with consideration for each of the following factors: salary, education qualifications, skills, job type and work experience. The number of S Pass holders a Singapore company can employ is capped at a sub-quota of 25% of the company's total workforce. To be eligible, salary must above S\$2,000

## MISCELLANEOUS WORK PASS

Foreigners working in Singapore on short-term assignments of up to 60 days are required to obtain a Miscellaneous Work Pass (MWS). The MWS has replaced the Professional Visit Pass.

## TRAINING EMPLOYMENT PASS

Foreign undergraduates or workers seeking to undertake practical training in relation to professional, specialist, managerial, or executive jobs. Where the applicant is an undergraduate (from an approved university), the attachment should be an essential part of their degree course. To qualify for the Training Employment Pass, the applicant should earn a fixed monthly salary of at least \$2,800 and possess acceptable qualifications.

# SINGAPORE EMPLOYMENT PASS

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The Employment Pass (EP) is the main type of Singapore work visa issued to overseas professionals, managerial personnel (managing directors, general managers, CEOs), executives or specialists who wish to work in Singapore.

The Ministry of Manpower (MOM) allows foreigners to apply for the Singapore EP after they have incorporated their Singapore company so that they can live and work in Singapore. The EP neither falls under any quota system nor requires a monthly levy charge.

## You can apply for Singapore Employment Pass (EP), if:

- You are a foreign entrepreneur, professional or managing director of a Singapore company and wish to relocate to Singapore to manage your company operations;
- You are a locally-incorporated Singapore company and need to hire foreign employees;
- You have an employment offer from a prospective Singapore employer. In this case, you will need the company to expedite the EP application on your behalf;

The eligibility for a Singapore EP is based on the individual applicant's educational and professional qualifications, specialist skills set or related work experience. The applicant must be drawing a minimum fixed monthly salary of at least S\$3,000.

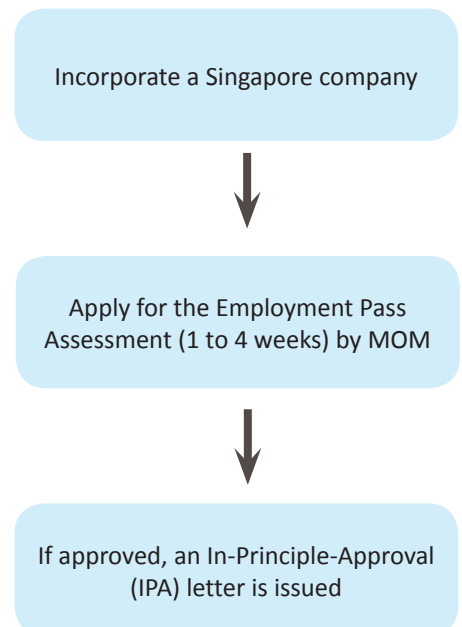
Note: Singapore Employment Passes are carefully assessed by the Ministry of Manpower (MOM), taking into consideration not just the applicant's eligibility, but also the employer's track record and the applicant's value add to the Singapore local workforce.

An application's success is also closely-tied to the economic climate within Singapore at the time of application. The authority also considers companies that are able to:

1. complement any of the developing industries promoted by the Singapore government and
2. hire individuals who possess skills that are in short supply or add value to the Singapore workforce.

- *Minimum 1 shareholder*
  - *1 resident director*
  - *1 company secretary*
  - *Minimum paid-up capital of S\$1*
  - *A local registered office address*
- 

## Application Process



# EMPLOYMENT PASS

## Eligibility and Requirements

<b>Who is it for?</b>	Professionals, managerial personnel (managing director, CEO), executives or specialists who wish to work in Singapore may apply for the Singapore Employment Pass.							
<b>Eligibility Criteria</b>	<p>To be considered for an Employment Pass, a professional must have a fixed monthly salary of at least S\$3,000, and possess an acceptable degree, professional qualifications or specialist skills set.</p> <p>Singapore Employment Passes are carefully assessed by the Ministry of Manpower who take into consideration a number of factors such as the applicant's educational qualifications, work experience, job profile, economic contributions, employer's track record and the additional value of the applicant to the Singapore local workforce.</p> <table border="1"> <thead> <tr> <th>Applicant</th> <th>Company</th> <th>Government</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Relevant work experience and educational qualifications</li> <li>Proposed salary</li> <li>Age</li> <li>Position</li> <li>Special skill sets</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Paid-up capital</li> <li>Operational history</li> <li>International presence</li> <li>Employer track record</li> <li>No. of local employees</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Industry economic contribution</li> <li>Skill in demand</li> <li>Complement and value add to work force</li> </ul> </td> </tr> </tbody> </table>		Applicant	Company	Government	<ul style="list-style-type: none"> <li>Relevant work experience and educational qualifications</li> <li>Proposed salary</li> <li>Age</li> <li>Position</li> <li>Special skill sets</li> </ul>	<ul style="list-style-type: none"> <li>Paid-up capital</li> <li>Operational history</li> <li>International presence</li> <li>Employer track record</li> <li>No. of local employees</li> </ul>	<ul style="list-style-type: none"> <li>Industry economic contribution</li> <li>Skill in demand</li> <li>Complement and value add to work force</li> </ul>
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<b>Pass Type &amp; Eligibility</b>	<b>Pass Type</b>	<b>Eligibility Criteria</b>						
	<b>P1:</b>	Fixed monthly salary > \$8,000 Possesses recognized qualifications						
	<b>P2:</b>	Fixed monthly salary > \$4,500 Possesses recognized qualifications						
	<b>Q1:</b>	Fixed monthly salary > \$3,000 Possesses recognized qualifications; or Specialized skills and a minimum of 5 years of work experience may compensate for the lack of recognized qualifications.						
<b>Company Paid-up Capital</b>	S\$1.00 (One of the assessed factors is the paid-up capital of the company.)							
<b>Visa Validity</b>	1 – 2 years							
<b>Renewal</b>	Renewable as long as you continue to be employed by the company.							
<b>Dependent Pass</b>	Applicable to immediate family members							
<b>Permanent Residence (PR)</b>	Eligible to apply after 12 months for Singapore Permanent Residence							
<b>Documents Required for EP Application</b>	<ul style="list-style-type: none"> <li>A clear scanned copy (preferably color) of Travel Document Particulars Page detailing the personal particulars and travel document number. Please include pages reflecting amendments to details (e.g. name, expiry date), if any.</li> <li>Educational Certificates, if any<sup>1</sup>. Please provide a clear scan copy of the documents in 150 dpi Resolution not exceeding 2MB in PDF file format.</li> <li>Registration or Support Letters from a relevant Vetting Agency / Professional Body / Accreditation Agency, if support from them has been declared in the application.</li> </ul> <p><small><sup>1</sup> Applicants with diploma/degree qualifications from India will need to submit their transcript and marksheets. Applicants with degree qualifications from China will need to submit their Certificate of Graduation.</small></p>							
<b>Application Filing</b>	The Employment Pass can be applied anytime after the incorporation of a company.							

### Online Resources

[Singapore Employment Pass](#) | [FAQs on Employment Pass](#)

# SINGAPORE ENTREPRENEUR PASS

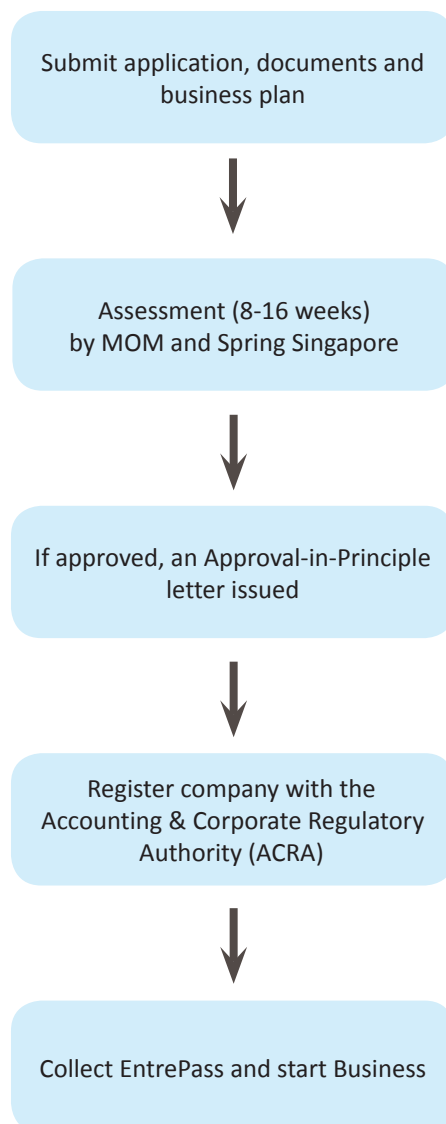
The Singapore Entrepreneur Pass, popularly known as EntrePass, is suitable for foreign entrepreneurs seeking to set up a business in Singapore. Foreigners with a proven business track record and holding at least 30% share in a company registered in Singapore, for not more than six months, may apply for an EntrePass.

EntrePass is granted to foreigners based on the feasibility and growth prospects of the proposed business. Applications are reviewed against a set of criteria that gauges the effective economic benefits that the proposed venture will bring to the country. Besides job creation for the locals another significant aspiration behind EntrePass is to foster innovation. Singapore as an enterprise hub is extremely receptive towards innovations and facilitates the commercialisation of such ideas through several initiatives. Therefore, promoters of ventures that involve application of innovative technology or complement any existing technical innovation, or contribute to the growth of innovations stand a better chance of approval.

To qualify for the EntrePass, the applicant must incorporate a private limited company with paid-up capital of \$50,000. Submission of a comprehensive business plan of not more than 10 pages is also required, outlining how the company will, within its first year of operation, execute the requisite total business spending (TBS) and hire the requisite number of Singaporeans as stipulated by the Ministry of Manpower (MOM) in accordance with the type of EntrePass applied for.

**Rikvin's Partial Money Back Guarantee:** Rikvin takes utmost care and spares no effort to ensure the success of the EntrePass applications. However, in the unlikely event of an application being rejected by the MOM, we undertake to refund the fees after deducting S\$1000 for the drafting of Business Plan.

## Application Process





# ENTREPRENEUR PASS

## Eligibility and Requirements

<b>Who is It For?</b>	The Singapore Entrepreneur Pass, widely known as EntrePass, is suitable for foreign entrepreneurs seeking to set up a business in Singapore.													
<b>Eligibility Criteria</b>	<p>Proposed business idea, hiring locals, investment amount, applicant's relevant background and total business spending.</p> <ul style="list-style-type: none"> <li>You can incorporate a new company upon your EntrePass approval: or</li> <li>Company must not have been registered for more than six months at the point of application;</li> <li>Applicant to own a minimum of 30% of the shareholding in the company;</li> <li>Company to have at least \$50,000 paid-up capital;</li> <li>Submit a comprehensive business plan detailing business goals and objectives.*</li> </ul> <p>* Business plan must demonstrate the viability in executing the total business spending (TBS) and hiring of Singaporeans within a one-year period of starting your business.</p> <table border="1"> <thead> <tr> <th>Pass Type</th> <th>Number of Singaporeans</th> <th>TBS (\$)</th> </tr> </thead> <tbody> <tr> <td>P1</td> <td>8</td> <td>300,000</td> </tr> <tr> <td>P2</td> <td>4</td> <td>150,000</td> </tr> <tr> <td>Q1</td> <td>2</td> <td>100,000</td> </tr> </tbody> </table>		Pass Type	Number of Singaporeans	TBS (\$)	P1	8	300,000	P2	4	150,000	Q1	2	100,000
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<b>Company Paid-up Capital</b>	S\$50,000													
<b>Required Annual Total Business Spending</b>	P1: S\$300,000 P2: S\$150,000 Q1: S\$100,000													
<b>Minimum Number of Singapore Employees</b>	P1: 8 local employees P2: 4 local employees Q1: 2 local employees													
<b>MOM EntrePass Processing Time</b>	3 weeks – 3 months													
<b>Visa Validity</b>	1 – 2 years													
<b>Renewal</b>	Renewal of EntrePass is contingent on achieving goals and objectives outlined in the business plan													
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### Online Resources

[Setting Up a Business in Singapore](#) | [Registration Procedure & Timeline](#) | [Entrepass vs Employment Pass](#)

# COMPARISON - EP VS ENTREPASS

This guide provides a side-by-side comparison of the two passes so you can explore which pass might better suit your unique circumstances. Please note that this is a general guide only. Singapore manpower authorities review each application based on its own merits. We will be able to advise you further once our services are engaged.

	Employment Pass (EP)	Entrepreneur Pass (EntrePass)														
<b>Who is it for?</b>	Professionals, managerial personnel (managing director, CEO), executives or specialists who wish to work in Singapore can apply for an Employment Pass.	The Singapore Entrepreneur Pass, widely known as EntrePass, is suitable for foreign entrepreneurs seeking to set up a business in Singapore.														
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<b>Company Paid-up Capital</b>	S\$1.00 (Higher paid-up is one of the reviewing factors considered by MOM.)	S\$50,000														
<b>MOM Processing Time</b>	1 day – 8 weeks	3 weeks – 3 months														
<b>Visa Validity</b>	1 – 2 years	1 – 2 years														
<b>Renewal</b>	Renewable as long as you continue to be employed by the company	Renewal of EntrePass is contingent on achieving goals and objectives outlined in the business plan														
<b>Dependent Pass</b>	Will be granted to immediate family members	Will be granted to immediate family members														
<b>Permanent Residence (PR)</b>	Eligible to apply for Singapore Permanent Residence after 12 months	Eligible to apply for Singapore Permanent Residence after 12 months														
<b>When can it be applied?</b>	Employment pass can be applied anytime after incorporation of the company.	Entrepreneur Pass can be applied either before company incorporation or within six months of the incorporation.														



# PERSONALISED EMPLOYMENT PASS (PEP)

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Now that the economic epicenter has shifted towards the east, the opportunities in this part of the globe are both abundant and attractive. Foreign talent in pursuit of such opportunities in Singapore can take advantage of the Personalized Employment Pass.

The globalization and the resultant free flow of capital, goods and people and exchange of information have tipped off a trend – talent in transit. Exceptionally qualified and skilled people seek and seize the opportunities and Singapore, being the hub of Asia and a significant center of growth, offers irresistible opportunities for such people.

Although there are several work passes available, the Personalized Employment Pass hosts some unique merits that sets it apart from the rest and it is available for a privileged few with exceptional skills, qualifications or professional track record.

The PEP is a work visa which is issued to a foreigner based on the applicant's merits.

***PEP: the ideal work visa for exceptional foreign talents targeting Singapore***

- *Based on merits - not tied to a specific employer.*
- *Valid for 5 years and non-renewable.*
- *PEP holders are entitled to stay in Singapore for up to 6 months in between jobs.*

# ELIGIBILITY CRITERIA

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Foreigners who fit any of the following criteria become eligible to apply for the PEP:

- Overseas foreign professional whose last drawn fixed monthly salary overseas was at least \$8,000. They should not have remained unemployed for more than six months.
- Current holders of employment passes such as, P1, P2 and Q1. While the P2 pass holders are required to have held that status for at least two years the Q1 Pass holders ought to have held the status for at least five years. Both should have earned a fixed salary of minimum S\$34,000 in the preceding year. There are no restrictions of minimum holding period on P1 pass holders.
- Former P1 pass holders who are presently not staying in Singapore are also eligible to apply for PEP. At the point of application, the former P1 Pass holders should not have remained unemployed for more than six months.
- Foreigners graduated from institutions of higher learning in Singapore with at least two years of working experience on a P or Q1 Pass. A minimum fixed salary of at least \$34,000 in the preceding year is also a prerequisite.

The key highlight of the PEP is that it is issued to an individual based on his or her merits therefore not tied to a specific employer. They do not have to stay put with an employer because of the work pass constraints. They have the flexibility and liberty to switch jobs at their free will and explore opportunities.

Moreover, PEP holders are entitled to stay in Singapore for up to 6 months in between jobs to evaluate employment opportunities. On finding the right fit, they may hit the ground running without having to go through the EP application hassles. This also makes it easier for the hiring company because it reduces the work on their side as well as a high value resource becomes available to them almost instantly. Thus it will enhance the holder's attractiveness to the potential employers as well as unfold unlimited opportunities.

An individual can apply for PEP in his individual capacity even before he has a job in Singapore. The PEP is valid for five years and non renewable. PEP holders are eligible to bring his/her spouse and children below 21 years of age on Dependant Passes to Singapore. A PEP Pass holder can also bring his/her parents and parents-in-law on Long Term Visit Passes.

A PEP also has certain limitations, any changes in employment, local contact, address, travel document etc must be duly updated with the MOM and the PEP holders have to declare to the MOM, their annual earnings within 30 days at the end of each calendar year. More importantly, it is not renewable like other work passes, the PEP holder must apply for an ordinary Employment pass and remain bound to an employer or alternatively may apply for Permanent Resident (PR) Status. Since they are endowed with outstanding skills, qualifications and track record, PR status for PEP holders will not be that elusive.

## **Online Resources**

[Singapore Personalised Employment Pass](#) | [FAQ's on Personalised Employment Pass](#)

# PERMANENT RESIDENCE IN SINGAPORE

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Singapore has emerged as one of the top thriving cosmopolitan cities in the world with its diverse culture and vibrant economy. Given its political and financial stability, Singapore appeals to investors all over the world to invest both in the country and other economies in the Asia-Pacific region. A dynamic and rich city-state, it's the chosen place for many to call home.

Singapore has been keeping an open door immigration policy to attract foreign talent and to maintain a healthy population growth. The driving factor has always been an economic one. The low birth rate and the need to improve human capital in Singapore have been the two main impetuses that led to the escalation in Singapore's population growth in the last two decades. Foreign talent is an invaluable asset to a competitive economy. Singapore has made a concerted effort in courting and retaining foreign talent through various schemes including the benefit of permanent residence status.

**Live & Play.** Singapore is a preferred city to many in the world for its clean and safe environment. It has been voted the best place to live, work and play in Asia, a place where people experience a wholesome and rich environment to raise their children and make a home.

**Work & Invest.** Singapore has one of the most competitive corporate tax regimes in the world. The country's extensive trade links also provide companies with greater market connectivity. Singapore has numerous free trade agreements in Asia as well as with the US, Australia, New Zealand, Chile, Panama and members of the European Free Trade Association. In addition, Singapore has signed 35 investment guarantee agreements, designed to help protect investments made by Singapore-based companies in other countries against non-commercial risks.

# SINGAPORE FINANCIAL INVESTOR SCHEME (FIS)

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Singapore offers several avenues of opportunity for people around the world to come to Singapore and make it home. For investors, there is the Financial Investor Scheme, which aims to attract investors and to develop new and existing businesses. Aside from benefiting from Singapore's wealth of financial services, the scheme enables you and your family to become Permanent Residents of Singapore.

To qualify for the Financial Investor Scheme, individual investors must meet the following criteria:

- Must be 21 years or older
- Must have a Net Personal Asset of S\$20 million; and
- Place a minimum of S\$10 million of financial assets in Singapore with a MAS-approved financial institution for a continuous period of five years, commencing from the date of issuance of the Entry Permit. No withdrawal of assets is allowed except for interest income, capital gains and dividend income.

## Permanent Resident Status

The Immigration and Checkpoints Authority of Singapore grants the Permanent Resident status to qualified applicants upon submission and approval of all required documents. The application process takes between 4–6 months

before an Approval-In-Principle (AIP) letter is issued. You have six months from the date of the issuance of AIP to fulfill conditions prescribed in the letter, including the commitment of the Minimum Sum and a medical examination.

## Family Eligibility Criteria

Spouses and children who are below 21 years of age are eligible for the Singapore Permanent Residence (PR) status. Male dependants will then be liable for Singapore National Service. The investor's unmarried children who are over 21 years of age do not qualify for Singapore PR but are eligible to apply for the renewable five-year Long Term Visit Pass, subject to the investor's re-entry permit validity.

As of 1 January 2011, parents and parents-in-law are no longer eligible for PR status; instead, they can apply for a renewable five-year Long Term Visit Pass (LTVP).

## Next Steps:

Rikvin offers a free eligibility evaluation for FIS application. The assessment is free on condition that you accept one of the Rikvin recommended FIS MAS-approved financial institutions. If you feel that you qualify for the above requirements, contact us for an evaluation.

# SINGAPORE GLOBAL INVESTOR PROGRAMME (GIP)

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Global Investor Programme is launched for investors who are interested in starting up a business or investing in Singapore. Through this programme, the investors, their spouses and children who are below 21 years of age are eligible for Singapore Permanent Residence (PR) status. Male dependants under the age of 21 years will be liable for Singapore National Service. The investor's unmarried children who are over 21 years of age do not qualify for Singapore PR but are eligible to apply for the renewable five-year Long Term Visit Pass, subject to the investor's re-entry permit validity.

## Eligibility Criteria

You are eligible to apply if you meet one of following criteria:

1. A minimum of three-year entrepreneurial track record. The annual revenue of your company must be at least S\$30 million in the most recent year and an average of S\$30 million per year for the last three years. Audited financial statements of your company for the last three years are also required.
2. Corporate managers holding the position of Chairman, CEO, CFO, CTO, etc. who have more than 10 years of experience in a company with annual revenue of at least S\$100 million may also apply for GIP.

If you qualify for the GIP scheme based on the above information, please email us your profile and Profit & Loss statement for the past three years for a quick evaluation. Upon evaluation, we will contact you on the necessary GIP application proceedings.

## GIP offers two investment options:

### Option A:

Invest at least S\$2.5 million in a new business entity or expansion of an existing business operation. A business proposal or investment plan is required.

### Option B:

Invest at least S\$2.5 million in a GIP-approved fund.

# PTS SCHEME FOR PROFESSIONAL, TECHNICAL PERSONNEL AND SKILLED WORKERS

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Singapore immigration policies are becoming more stringent. Knowing how to apply for a Singapore PR is therefore crucial to a successful outcome.

The PTS Scheme is provided by Singapore for any foreign individual working in Singapore on a P, Q or S Singapore work pass to have the opportunity to become a permanent resident of Singapore. The PTS scheme is the most preferred route to attaining the Singapore PR. It is estimated that more than 95% of the foreign workers obtain their Singapore Permanent Residence through PTS scheme.

Through the PTS scheme, the work pass holder, his spouse and children aged under 21 years are eligible for the Singapore Permanent Residence (PR) status. Male dependants will then be liable for Singapore National Service. Unmarried children who are over 21 years old do not qualify for Singapore PR but are eligible to apply for the renewable Long Term Visit Pass, subject to the work pass holder's re-entry permit validity.

As of 1 January 2011, parents and parents-in-law are no longer eligible for PR status. Instead, they can apply for a renewable Long Term Visit Pass (LTVP), which is valid for up to 5 years.

## ELIGIBILITY CRITERIA

- Age – Although there are exceptions based on certain circumstances, you should preferably be under 50 years old.
- Current professional vocation and employment history are vital, and you must currently hold a P, Q or S Singapore Employment Pass.
- Your current employer's credentials play a part.
- Educational certifications and qualifications – Preference is given to those who have graduated from highly reputable academic institutions.
- Your current salary and overall financial status.
- Duration of stay and employment in Singapore – The longer you stay with employment, the better your chances are for approval.
- It is considered a plus factor if you have family ties in Singapore.
- Your personal interests and contributions to the Singapore community.

It is recommended to wait for at least twelve months after you have started working in Singapore before applying for permanent residence with Immigration and Checkpoints Authority of Singapore (ICA).



# FOREIGN ARTIST TALENT SCHEME

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The Foreign Artistic Talent Scheme is a joint program of the National Arts Council and the Immigration and Checkpoints Authority of Singapore to attract foreign artists with outstanding track records in dance, music, theatre, literary arts, visual arts to immigrate to Singapore. This scheme includes technical professionals in related arts but excludes the entertainment, journalism, broadcasting, and film industries. These artists should have had at least 3 years formal training and at least 6 years active work. The successful applicants will enjoy the same benefits like NAC grants and awards as Singaporean artists, and will be required to take up full employment in Singapore for the grant of full PR status.

## Helpful Links:

[Company Registration](#)

[Singapore Work Visas](#)

[Business Services](#)

[Accounting Services](#)

[Offshore Company](#)



RIKVIN PTE LTD

20 Cecil Street, #14-01, Equity Plaza, Singapore 049705

Main Line : (+65) 6320 1888

Fax : (+65) 6438 2436

Email : [info@rikvin.com](mailto:info@rikvin.com)

Website : [www.rikvin.com](http://www.rikvin.com)

Reg No 200100602K

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