

# Singapore Entrepreneur Pass

## Application Procedures

**Step 1**   **Processing Cycle**   2-3 weeks and the required time period

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### Applicant's Personal Data:

- Passport photos within the last 3 months
- Hong Kong Identity Card and Applicant's Passport
- Family Background:
  - Single or Married (Provide marriage certificate if any)
  - Age of the child (if any)
- Education Background
  - Provide relevant graduation certificate (if any)
  - Work resume and recommendation letter from former employer (if any)

### Company Information:

- BR & CI (Business Registration & Certificate of Incorporation)
- Nature of Company's Business
- Tax Returns in last two years
- Accounting Journal & Account Book
- Organization Structure
- No. of Employees (How many ?)
- Products / Services information (Involves import and export ?)
- Physical Shops (All branches address/ Shops Photos)
- ISO awards / Company's past award-winning projects (if any)
- Company Website
- Applicant Name Card (Front & Back)

### **Step 2**

Consultant will consults relevant documents and arrange to discuss the contents of the “**Business Plan**” with the applicant :

- The company's expansion plan / future development in Singapore in the coming year, etc.

\* This Plan is one of the approval requirements (minimum of 10 pages)

### **Step 3**

Consultants conceive and write detailed business plans

- Conduct market research for relevant industries in accordance with Singapore's latest policy

#### Step 4

Consultant submits a complete business plan to the applicant for inspection (will modify if necessary)

#### Step 5 Processing Cycle 4-6 weeks and the required time period

Consultant submits the application file to Singapore Ministry of Manpower (MOM) for approval:

- Business Plan and Applicant's Personal Information

#### Step 6

Approval Result:

#### If Application is Successful:

\* The First stage:

- Applicants will be grant an Approval In-Principle
- Applicants register a Singapore company and open a Singapore Bank Account, Deposit about (SGD 50,000)
- After completed company registration, applicant will be grant an Entrepreneur Pass **EntrePass**

\* The Second stage:

Applicant received **EntrePass** after **ONE YEAR** → **can apply Permanent Resident (PR)**

#### If Application Failed:

- Consultant will meet MOM Officer to find out the status
- Report to Applicant the status and prepare appeal documents (Twice)
- Waiting for Approval