

Singapore – EntrePass Application Procedures and Fees

Singapore EntrePass is intended for active entrepreneurs, high-calibre innovators, or experienced investors who wish to operate a business in Singapore. The applicant may apply for this type of Pass if they registered a company in Singapore with the Accounting and Corporate Regulatory Authority (ACRA) within the last 6 months.

No foreign worker levy or quota is required for applying EntrePass and is open to all nationalities.

1. Singapore EntrePass Application Fees

Our fees for handling the application for EntrePass to enable a foreigner to work in Singapore is SGD2,800. An extra SGD1,800 will be charged for each dependent Pass and long-term visit Pass. In particular, our fees cover the following services:

- (1) Preliminary assessment of the eligibility of the applicant for EntrePass;
- (2) Pre-application information and advice on EntrePass;
- (3) Assistance with the preparation of the required documentation;
- (4) Reviewing application documents provided by the applicant(s) and employing company;
- (5) Preparing authorization letter(s) and application form(s);
- (6) Filing of EntrePass application;
- (7) Tracking EntrePass application status while under processing;
- (8) Liaising with the Singapore government departments regarding the application when necessary;
- (9) Responding to requests for additional information as necessary;
- (10) Arranging for issuance of EntrePass upon in-principle approval;
- (11) In the event of a rejection of the EntrePass application, we may assist in the filing of appeals within 3 months from the date of rejection as per MOM's guidelines. Upon request, an additional fee will be charged for assisting with the EntrePass appeal;
- (12) Arranging an appointment with Employment Pass Services Centre (EPSC);
- (13) Forwarding of documents and/or approved Pass to Client's mailing address.

Notes:

- (1) The fees quoted above exclude out-of-pocket expenses or reimbursement such as translation fees, card issuance fees, government fee, delivery fees and notarial fees, etc.

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- (2) All fees quoted above exclude Goods and Service Tax (business tax) at 7%, if applicable.
- (3) In the event of the rejection of an application/appeal/renewal, the fees quoted above are non-refundable.
- (4) The fees stated above exclude the preparation of the business plan, where applicable. Please contact us for a quotation.
- (5) An EntrePass application from the ACRA and any relevant license(s) must be applied for separately for the Business Registration. An EntrePass approval does not guarantee that the Business Registration and relevant licenses will be approved.

2. Payment Term and Method

We currently only accept check, cash or TT and credit card payment through PayPal. If invoice is settled by PayPal, an extra 5% service fee will be charged.

Upon receipt of confirmation of engagement, we will issue an invoice and email it together with detailed wire instructions to you. Because of the nature of services, we require full payment in advance. In addition, once service is commenced, no service fees will be refunded.

If Taiwan uniform invoice is required, a Business Tax at 5% of the invoiced amount will be charged and collected

3. Eligibility Criteria

In order to apply for the EntrePass, the applicant(s) must fulfil **BOTH** of these conditions:

- (1) Have started, or intend to start, a private limited company registered with [ACRA](#) that is venture-backed or owns innovative technologies ([check here](#)).
- (2) Meet any of the innovative criteria as an **entrepreneur**, **innovator** or **investor**.

The EntrePass criteria are revised periodically and may be subject to change from time to time by the Singapore immigration authorities without prior notice. Please consult with Kaizen Consultants for more information.

4. Documents and Information Needed

- (1) Personal particulars page of your passport
- (2) If available, past employment testimonials in English or resume to elaborate on professional experiences, awards, or recognitions.
- (3) (For businesses registered with ACRA) Company's latest business profile or instant information from Bizfile
- (4) A business plan in English, maximum 10 pages
- (5) Further supporting documents would be requested respectively for the application of an entrepreneur, innovator or investor.

Notes:

- (1) All documents submitted must be in English or translated into English by a certified translation body.
- (2) The Singapore departments reserve the right to demand further documents from the applicant or employing company as and when necessary.

5. Application Procedures and Timeline

The whole application process will take up to eight (8) weeks for most cases. It may take longer when additional documents are required by the government authorities.

If the application is not being approved in the first assessment, MOM will require additional information (e.g., business plan, testimonial, Employment letter / contract and etc.) and we will submit an appeal on your behalf for extra fees by addressing the issues raised by the authorities.

Each appeal process will normally take at least six (6) weeks.

6. Validity Period

The initial application for EntrePass and the first renewal are valid for one (1) year. Subsequent renewals are valid for a period of two (2) years. EntrePass holder may be eligible to renew the Pass if the company is registered with ACRA as a private limited company and meet standard.

If you need any assistance or wish to obtain more information, please browse our official website at www.kaizenvis.com or contact us through the following means:

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