

**Security Bond Form for Work Permit Holders employed by Companies  
Employment of Foreign Manpower Act (Chapter 91A)  
Employment of Foreign Manpower (Work Passes) Regulations (Regulation 12)**

I/We \_\_\_\_\_ (Company's Name) \_\_\_\_\_ (Company's Unique Entity  
Number) of (or having our registered office at) \_\_\_\_\_ (Company's  
Address) acknowledge myself/ourselves bound to pay the Government of the Republic of Singapore the sum of SGD\$5000 per work pass holder, or such sums as  
may be specified by the Controller from time to time ("the Obligation").

**PURPOSE**

I/We wish to apply for the issue of Work Passes for the persons whose particulars appear in **the Letter(s) of Guarantee** ("the said persons");

**STATUTORY AUTHORITY**

The Controller of Work Passes is agreeable to the issuing of Work Passes to the said persons on the following conditions to be observed by me/us in respect of the said persons, namely:-

- i. That during their stay in Singapore, I/we shall be responsible for the prompt payment of salary, be responsible for and bear the costs of their upkeep and maintenance, including medical treatment, and give them reasonable notice of and bear the full cost of their repatriation, ensuring that all outstanding salaries or monies due to them have been paid before their repatriation;
- ii. That I/we shall provide acceptable accommodation for them;
- iii. That, if any of them should die while in Singapore, I/we shall be responsible for the cost of burial or cremation or the return of the body to the country of nationality;
- iv. That I/we shall produce to the Controller of Work Passes any person whose Work Pass has been cancelled or whose Visit Pass/Special Pass has expired or who is required to report to the Controller at such times as I/we may be required to do so;
- v. That I/we shall employ them in accordance with the Work Pass Conditions and Regulatory Conditions applicable to them;
- vi. That I/we shall take reasonable steps to ensure that they comply with the Work Pass Conditions and Regulatory Conditions<sup>1</sup> applicable to them, and such steps shall include (a) reporting to the Controller of Work Passes if I/we know they are not complying and (b) informing them of the Work Pass Conditions and Regulatory Conditions applicable to them; and
- vii. That upon completion or termination of employment or resignation from employment of any of them, or the cancellation or revocation of their Work Passes, I/we shall inform the Controller of Work Passes in writing within seven days of such completion or termination of employment or resignation from employment and, subject to giving them reasonable notice, I/we shall immediately or within such period that may be specified by the Controller of Work Passes repatriate them.

And regulation 12 of the Employment of Foreign Manpower (Work Passes) Regulations provides that the Controller of Work Passes may require a bond to ensure compliance of the above conditions.

**I/We acknowledge that the Controller of Work Passes may from time to time amend or remove the above conditions or introduce new conditions to be observed by me/us in respect of the said persons. Any amendment or removal of existing conditions or introduction of new conditions and its effective date will be made available to me/us by the Controller of Work Passes via electronic communications or website [at [www.mom.gov.sg](http://www.mom.gov.sg)]. I/We am/are solely responsible in keeping abreast of such amendment, removal, or introduction of conditions.**

NOW THE OBLIGATION above will be in force as long as the Letter of Guarantee is valid.

Should I/we breach any of the above conditions in respect of any of the said persons, then the Obligation shall be in full force and effect and the amount in respect of that person as indicated in the Letter of Guarantee shall be forfeited partially or in whole by the Government of the Republic of Singapore. A partial forfeiture shall not extinguish the Government of the Republic of Singapore's right to forfeit the remainder for the same breach or a different breach.

Signed, sealed and delivered by\*:

In the presence of:

Name, Designation & Signature

Name & Address of Witness

Signature

for and on behalf of \_\_\_\_\_

Name of Company

Seal\*\*

Date

\* For sole proprietorships or partnerships, it has to be signed by the sole proprietor or partner. For private limited companies, it has to be signed by a director, registered with ACRA. If the director wishes to appoint his employee to sign the form, he must provide a written authorisation to MOM.

\*\* Provision of a common seal by the company is optional pursuant to section 41A of the Companies Act. Where there is no company seal, then the director of the company has to sign the document, and a witness is required as per section 41B(1)(c) of the Companies Act.

<sup>1</sup> "Work Pass Conditions and Regulatory Conditions" means the conditions and regulatory conditions for all work pass holders in the Employment of Foreign Manpower (Work Passes) Regulations 2012.