**APPLICATION FORM FOR ADDITIONAL FOREIGN WORKER (FW) QUOTA FOR DRIVERS**

*MOE Use only.*

Ref No:

|  |
| --- |
| **Part 1 – Particulars of Bus Operator** |
|  |  |  |
| **1.1** | **Name of Business:** |  |
| **1.2** | **UEN or NRIC/FIN (if UEN is not available):** |  |
| **1.3** | **CPF Account:** |  |
|  |  |  |
| **Part 2 – Details of Company Workforce[[1]](#footnote-1)** |
|  |  |  |
| **2.1** | **No. of Workforce:** *Include all local and foreign full-time employees i.e., admin etc. Exclude Employment Pass Holders)* | **Local employees (including PR)** | **Work Permit Holders** | **S-Pass Holders** |
| **People’s Republic of China (PRC)** | **Non-PRC** |
|  |  |  |  |
| **2.2** | **Remuneration Details. of Local (including Permanent Resident (PR)) Bus Drivers (Full-Time):***(Please provide details in the given format and the necessary supporting documents.)* |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name of Driver** | **Monthly Basic Salary ($)** | **Monthly Allowance (Trip, Shift and Overtime etc) ($) (Pl. indicate N.A. if there is no allowance)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| … |  |  |  |

 |
| **2.3** | **No. of Work Permit Bus Drivers (Full-Time):** | **PRC** | **Malaysian** | **North Asian Sources [Hong Kong (HKSAR passport), Macau, South Korea and Taiwan]**  |
|  |  |  |
| **2.4** | **No. of S-Pass Bus Drivers (Full-Time):** |  |
| **2.5** | **Dependency Ratio Ceiling (DRC) and Sub-Quotas:***(Please provide screenshot from MOM website.)* | **Company’s Current PRC Work Permit Holders Sub-Quota Utilised (%)** | **Company’s Current DRC Utilised (%)** |
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|  |  |  |
| **Part 3 – Justifications for the Request for Additional Foreign Worker Quota** |
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| **3.1** | **No. of additional FW quota Company is requesting:***(The permitted countries or regions under the Work Permit are PRCs, Malaysia and North Asian Sources [Hong Kong (HKSAR passport), Macau, Taiwan, South Korea] ONLY)*  |

|  |  |  |
| --- | --- | --- |
| **No.** | **Approved Sources of FWs** | **No. of additional FWs required** |
| 1 |  PRC |   |
| 2 | Malaysia |   |
| 3 | Taiwan |   |
| 4 | South Korea |  |
| 5 | Macau |  |
| 6 | Hong Kong (HKSAR passport) |  |
|  | **Total:** |  |

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| **3.2** | **Please list the MOE schools which Company is servicing as main operator.***(Please include the schools where the company has already secured a tender/ contract)* |  |
| **3.3** | **Please provide the deployment plan for the additional FW drivers.** **Company should also provide any plans/intention to expand its workforce to serve more MOE schools.**  |  |
| **3.4** | **Please provide the list of all current drivers (Full-Time) and the sector(s) they are servicing in the given format.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name of Driver** | **Local (incl PR) / S-Pass / WP (please indicate)** | **Sectors Served by Drivers****(Please** ✔ **in all applicable boxes)** |
| **MOE schools** | **Other Schools** | **Tourism** | **Office/****Factories** | **Residentials (Condos etc)** | **Others****(please state)** |
| 1 |   |  |   |   |   |   |   |   |
| 2 |   |  |   |   |   |   |   |   |
| 3 |   |  |   |   |   |   |   |   |
| 4 |   |  |   |   |   |   |   |   |
| … |   |  |   |   |   |   |   |   |

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|  |  |  |
| **Part 4 – Initiatives to recruit Local & PR Drivers** |
|  |  |
| **4.1** | **Please provide supporting documents (e.g. advertisements etc) on Company’s recruitment efforts on local (including PR) drivers.****Please include remuneration details (incl incentives such as sign-on bonus etc.) offered.**  |  |
|  |  |  |
| **Part 5 – Step-down plan to revert to FW quota** |
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| **5.1** | **Please provide Company’s step-down plan to revert to the FW quota after 2-year period runs out.** |  |
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| **Part 6 – Particulars of Contact Person** |
|  |  |
| **Name** |  |
| **Designation** |  |
| **Contact No.**  |  |
| **Email Address:** |  |
|  |  |
| **Part 7 – Declaration by Employer** |
|  |  |
| **I declare that all the information given in this Form is true, correct and complete.**  |
| Particulars of Applicant, i.e. Business Owner (Sole-Proprietor / Partner / Company Director) |
| **Full Name (as shown on NRIC):** |  |
| **NRIC / FIN no.:** |  |
| **Designation:** |  |
| **Signature:** |  |
| **Contact No.**  |  |
| **Email Address:** |  |
| **Date:****(DD/MM/YYYY)** |  |

1. To include personnel who are given In-Principle Approvals (IPAs) [↑](#footnote-ref-1)