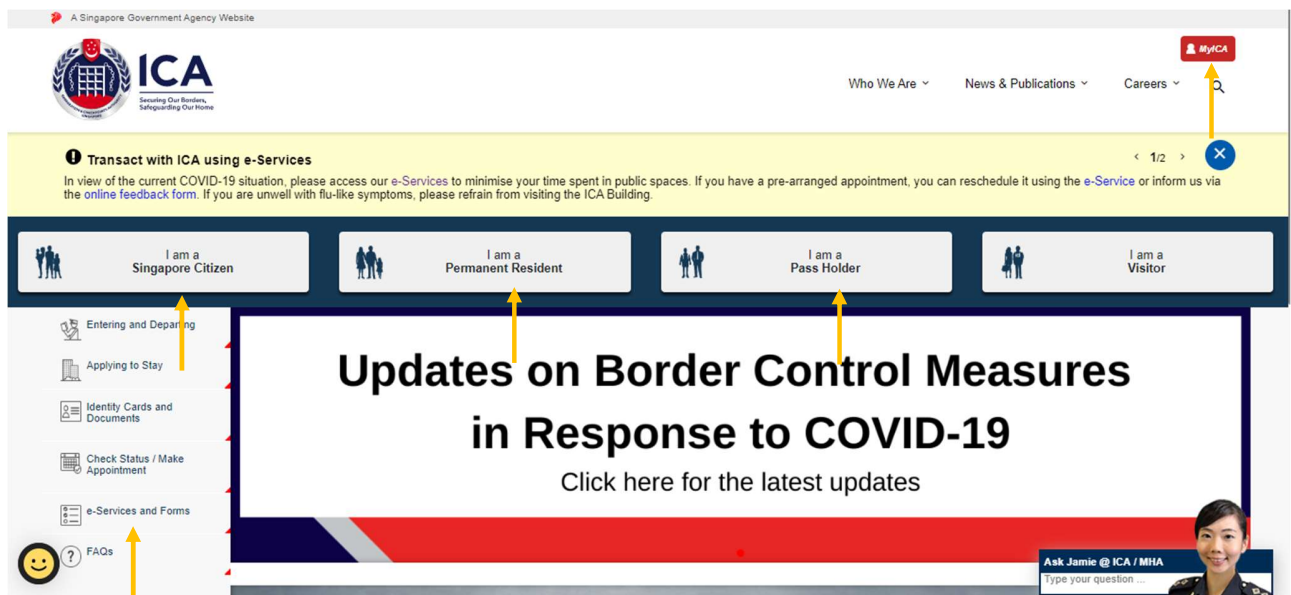

STEP-BY-STEP GUIDE TO USE THE E-SERVICE FOR APPLICATION OF PERMANENT RESIDENCE

1) Navigate to the electronic Permanent Residence (ePR) system

Start the application process from ICA's website through any of the below methods:

Login to MyICA from the top navigation bar and access **e-Services > Permanent Residence > Apply/Sponsor for Permanent Residence** from the dashboard

- a) From the left sidebar, **e-Services and Forms > Apply for Permanent Residence**
- b) From the shortcut **I am a Pass Holder > Becoming a Permanent Resident > Apply Online**
- c) From the shortcut **I am a Singapore Citizen > Sponsor Stay in Singapore > Permanent Residence > Click [here](#) for information > Apply Online**
- d) From the shortcut **I am a Permanent Resident > Sponsor Stay in Singapore > Permanent Residence > Click [here](#) for information > Apply Online**



If you are following methods b to d, you will also need to verify your status and select your preferred action in the process. For Employment Pass Holder who wishes to apply as the spouse of a Singapore Citizen or Permanent Resident (if applicable), you will have to select “I am a... Singapore Citizen or Permanent Resident” and the Singapore Citizen or Permanent Resident spouse will need to login in using his/her Singpass.

I am a/an...



I want to...



Go Back

You will need to login using your Singpass if you are not applying for PR as a foreign student.

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singpass

Log in with Singpass
Your trusted digital identity

Advisory Note ^
Your Singpass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.

Singpass app Password login

Log in

Singpass ID

Password

Log in

[Forgot Singpass ID](#) [Reset password](#)

[Register For Singpass](#)

If you are applying for PR as a foreign student, you will need to answer a questionnaire to determine your eligibility

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Questionnaire

Before you apply, you will need to answer the following questions. Please select the options below.

Are you currently studying in Singapore?

☐ Yes ☐ No

[Back](#) [Next](#)

2) After you have successfully logged in, select the icon, which indicates the PR category you are applying.

a) If you are applying for your spouse and/or child(ren) or parents, you will see one of the following:

Application for Singapore Permanent Residence (PR)

I want to apply for ...



[Back to MyICA](#)

b) If you are applying as an Employment Pass or S pass holder, you will see the following:

Application for Singapore Permanent Residence (PR)

I want to apply for ...



* If you are the spouse of a SC or PR, you may choose to apply for PR under his/her sponsorship.

[Back to MyICA](#)

c) If you are applying as a student, you will see the following:

Application for Singapore Permanent Residence (PR)

I want to apply for ...




* If you are the spouse of a SC or PR, you may choose to apply for PR under his/her sponsorship.

[Back to MyICA](#)

3) Prepare the stated documents required, according to steps 1 and 2.

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ICA Website Logout

Application for Singapore Permanent Residence (PR)

Step 1: Download Explanatory Notes and prepare documents listed in Document List:-

- [Explanatory Notes and Document List](#)

Step 2: Download, print, complete and sign the following documents:-


- [Declaration of Applicant\(s\)](#)
- [IRAS Consent Form](#)
- [Annex A](#)

The information shown in this section may differ

4) You can either

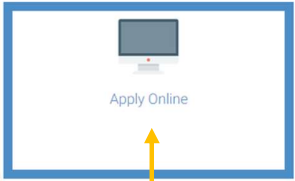
- Download the PR application form, complete it electronically and return to the same page to upload the form (recommended) or
- Complete the PR application form online.

Option 1 (Recommended)



OR

Option 2



If you encounter any problems with this e-Service, please email ICA_PR@ica.gov.sg with a screenshot of the error message.

Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.

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- 5) If you chose to complete the form offline, you may select “Upload Completed Form” to upload your completed application form.

Option 1 (Recommended)

Option 2

OR

Download Form
Fill up offline

Upload Completed Form

Apply Online

If you encounter any problems with this e-Service, please email ICA_PR@ica.gov.sg with a screenshot of the error message.

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Logout

Application for Singapore Permanent Residence (PR)

Important Notes

Note:

- Completion of this PR application may take 90 minutes.

Warning:

- It is an offence under the Immigration Act to make any false statement, representation or declaration in connection with this application.

Completed Application Form

Click on the "Choose" button to select the completed application form to be uploaded.

+ Choose Upload

Form 4A_new_V1.pdf has been uploaded successfully

Back

Select **Choose** to choose a file from your computer.

Select **Upload** to upload the file.

After the file has been uploaded successfully, a success message should appear. Select **Next** to proceed to the disclosure form.

Next

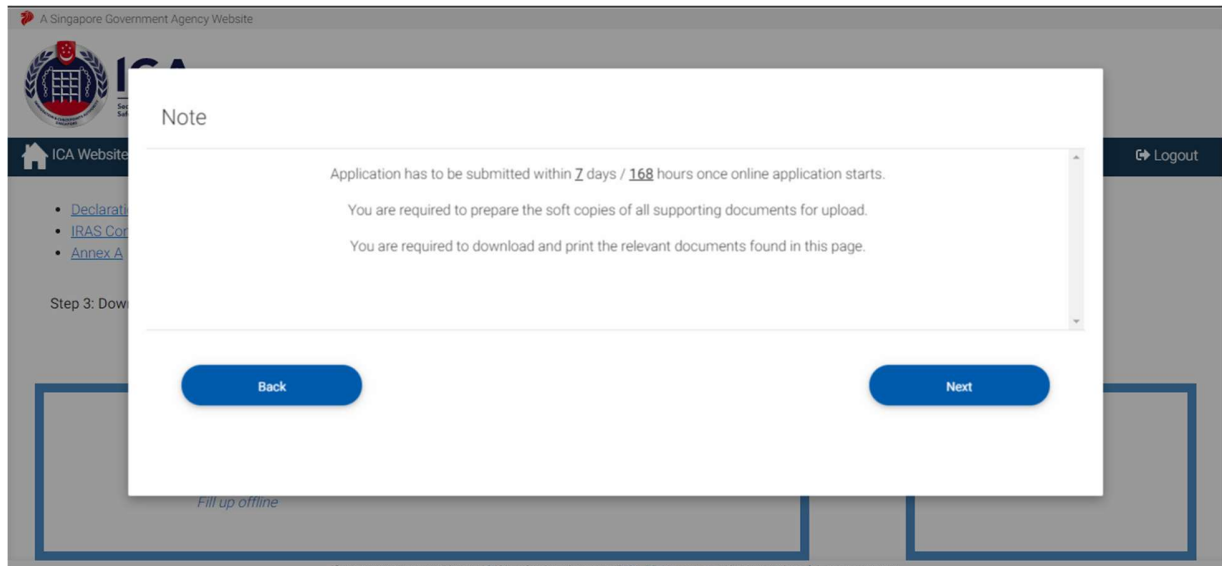
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- 6) Ensure that your application is submitted within **7 days/ 168 hours** once the online application starts.




- 7) Provide the required information in the Disclosure page. Note that all fields are mandatory. The inputs provided will determine the information required in the online form.

A screenshot of the ICA Disclosure page. The page title is 'Disclosure'. Below the title, it says 'Your online application will be customised based on the information provided on this page.' The section 'Main Applicant's Particulars' is visible. There is a red button labeled 'Clear Myinfo with singpass'. A callout box with a black border and white text is overlaid on the form, stating: 'There will be one or two pages of Disclosure form to complete, depending on the scheme and values you have selected. E.g. If your marital status is SINGLE, spouse information will not be requested for in the Disclosure'. The form fields include 'Full Name', 'MAIN APPLICANT', 'Full name as shown in Travel Document', 'Have you received any education?' (with radio buttons for YES and NO), and 'Are you a member of any professional societies, associations, clubs and other organisations?' (with radio buttons for YES and NO). A dropdown menu for 'Marital Status' is also visible, with 'MARRIED' selected. A yellow arrow points to the 'MARRIED' option in the dropdown.

8) Provide the required information for each person in the Personnel List.

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Application for Singapore Permanent Residence

Applicant's Particulars Review Upload Documents Payment Overview

Important Notes

Note:

- This application will be purged after the mentioned date/time: **03 Mar 2020 04:00 PM**
- Please save any changes before navigating to another page.
- Please click the "Back to Listing" button below the page to proceed to the next person.

Warning:

- It is an offence under the Immigration Act to make any false statement, representation or declaration in connection with this application.

Personnel List

Person

Person	Progress	Action
MAIN APPLICANT Main Applicant	In Progress	Edit
MAIN APPLICANT PREVIOUS MARRIAGE ONE Main Applicant's Other Marriage	Form Completed	Edit
MOTHER Main Applicant's Mother	In Progress	Edit
SPOUSE Main Applicant's Spouse	In Progress	Edit
SPOUSE PREVIOUS MARRIAGE ONE Main Applicant's Spouse's Other Marriage	In Progress	Edit
FATHER IN LAW Main Applicant's Spouse Parents	In Progress	Edit
MOTHER IN LAW Main Applicant's Spouse Parents	In Progress	Edit
DAUGHTER Main Applicant's Child	Form Completed	Edit
SON Main Applicant's Child	Form Completed	Edit

Amend Disclosure **Proceed**

If you encounter any problems with this e-Service, please email ICA_PR@ica.gov.sg with a screenshot of the error message.


Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.

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Application for Singapore Permanent Residence

Applicant's Particulars Review Upload Documents Payment Overview



Important Notes ▾







Note:

- This application will be purged after the mentioned date/time: **03 Mar 2020 04:00 PM**
- Please save any changes before navigating to another page.
- Please click the "Back to Listing" button below the page to proceed to the next person.

Warning:

- It is an offence under the Immigration Act to make any false statement, representation or declaration in connection with this application.

Main Applicant - MAIN APPLICANT

 Biodata  Employment  Qualification  Immigration  Membership  Antecedent

Please correct the errors.

Personal Information

A message will be displayed to inform if the data entered has been saved successfully.

All fields are mandatory. Enter "NA" if the field is not applicable to the person

Select **Back to Listing** to navigate to next person.

Select **Save** to save all data entered in the current page before proceeding to the next tab or page. Failing which, the information will not be saved.

Buttons: Add Record, Amend Disclosure, Back to Listing, Save

If you encounter any problems with this e-Service, please email ICA_PRR@ica.gov.sg with a screenshot of the error message.

Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.

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- 9) After the required fields are completed, the “Proceed” button is enabled. Select “Proceed” to move to the next step.

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Application for Singapore Permanent Residence

Applicant's Particulars Review Upload Documents Payment Overview

Important Notes




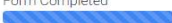


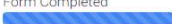


Note:

- This application will be purged after the mentioned date/time: **03 Mar 2020 04:00 PM**
- Please save any changes before navigating to another page.
- Please click the "Back to Listing" button below the page to proceed to the next person.

Warning:

- It is an offence under the Immigration Act to make any false statement, representation or declaration in connection with this application.

Personnel List

Person	Action
MAIN APPLICANT Main Applicant	Form Completed  Edit
MAIN APPLICANT PREVIOUS MARRIAGE ONE Main Applicant's Other Marriage	Form Completed  Edit
MOTHER Main Applicant's Mother	Form Completed  Edit
SPOUSE Main Applicant's Spouse	Form Completed  Edit
SPOUSE PREVIOUS MARRIAGE ONE Main Applicant's Spouse's Other Marriage	Form Completed  Edit
FATHER IN LAW Main Applicant's Spouse Parents	Form Completed  Edit
MOTHER IN LAW Main Applicant's Spouse Parents	Form Completed  Edit
DAUGHTER Main Applicant's Child	Form Completed  Edit
SON Main Applicant's Child	Form Completed  Edit

Amend Disclosure Proceed to Review

If you encounter any problems with this e-Service, please email ICA_PR@ica.gov.sg with a screenshot of the error message.
Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.


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10) You may choose to review all information entered or proceed to upload documents immediately.

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Application for Singapore Permanent Residence

Applicant's Particulars Review Upload Documents Payment Overview

Important Notes ▾

Note:

- This application will be purged after the mentioned date/time: **03 Mar 2020 04:00 PM**
- Please save any changes before navigating to another page.
- Please click the "Back to Listing" button below the page to proceed to the next person.

Warning:

- It is an offence under the Immigration Act to make any false statement, representation or declaration in connection with this application.

Review

Would you like to review your application?

[Back to Listing](#) [No](#) [Yes](#)

Proceed To Submit Documents Proceed To Review

Select **No** to upload documents directly

Select **Yes** to review all information that you have provided

If you encounter any problems with this e-Service, please email ICA_PR@ica.gov.sg with a screenshot of the error message.

Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.

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If you have chosen to review your application, you will see the following:


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Application for Singapore Permanent Residence

Applicant's Particulars Review Upload Documents Payment Overview



Important Notes ▾

Note:

- This application will be purged after the mentioned date/time: **03 Mar 2020 04:00 PM**
- Please save any changes before navigating to another page.

Warning:

- It is an offence under the Immigration Act to make any false statement, representation or declaration in connection with this application.

MAIN APPLICANT's Information

Personal Information

Personal Particulars

Declaration(s)

If you would like to amend your choice, please click on the "Amend Disclosure" button at the bottom of the page.

You have indicated that you do not have information of your father.

Reason
DEAD
(max 2000 characters)

You have indicated that you have no siblings.

Select Next Person to continue

Amend Disclosure **Select Amend Disclosure to amend any incorrect information entered** **Next Person**

If you encounter any problems with this e-Service, please email ICA_PRT@ica.gov.sg with a screenshot of the error message.

Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.

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- 11) Before you upload your documents, you will be shown the stipulated date/time, your email address and your correspondence address. Ensure that the addresses are correct. Click on “OK” to proceed.

The screenshot shows the ICA Singapore Government Agency Website. A modal box titled "Note" is displayed in the center. The modal contains the following text:

Please upload all the required documents and make payment by

03 Mar 2020 04:00 PM

Please ensure that your email and correspondence addresses are correct as correspondences will be sent to the following addresses indicated in this application:

MAINAPPLICANT@EMAIL.COM


At the bottom of the modal, there are two buttons: "Back to Amend" and "Proceed".

In the background, the website header includes the ICA logo and the text "A Singapore Government Agency Website". The left sidebar shows "ICA Website" and "Applicant". The right sidebar shows a "Logout" button. Below the modal, there is a section titled "Important" with a "Note:" and a list of links: "Declaration of Applicant(s)", "IRAS Consent Form", and "Annex A".

12) Proceed to upload the documents.

*Important note: **No amendment** can be made to the application information after uploading has started.





A Singapore Government Agency Website



ICA Website Logout

Application for Singapore Permanent Residence

Applicant's Particulars Review Upload Documents Payment Overview

Important Notes ▾

Note:

- No amendment can be made to the application information once the uploading of documents starts.
- You are required to download a copy of these documents if you have not done so earlier:
 - [Declaration of Applicant\(s\)](#)
 - [IRAS Consent Form](#)
 - [Annex A](#)

Please upload all the required documents and make payment by **03 Mar 2020 04:00 PM**

This application will be **deleted** after the abovementioned date/time.

Amend Select **Upload Documents** from this page or the last review page to enter the module for document uploads Upload Documents

If you encounter any problems with this e-Service, please email ICA_PR@ica.gov.sg with a screenshot of the error message.


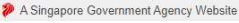
Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.

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Note that only PDF and JPG documents are accepted.



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ICA Website

Upload Documents

Important Notes ▾

These are the instructions to follow:

Maximum file size is 2MB per file
All documents are mandatory unless stated otherwise
Please ensure that you have uploaded all required documents to facilitate processing of your application
In order for ICA to view your documents, please unprotect or unlock your documents before uploading

All documents have to be in English. ICA accepts:

Translations provided by the embassy of the document's country of origin
Translations produced by a notary public in Singapore or the document's country of origin
Privately created translations attested by the embassy of the document's country of origin, or notarised by a notary public in Singapore or the document's country of origin

MAIN APPLICANT > SPOUSE > DAUGHTER > SON
(1 of 3)

Applicant's colour photograph
Photo must be of dimension 400 by 514 pixels

Select **Upload Document** to select and upload file.

*Required
Upload Document

Amendment/Visa/observation page stating additional biodata information/ Signature for Travel Document of AFGHAN nationality valid from 02/03/2010 to 02/03/2030

*Where Applicable
Upload Document

Bio-data page for Travel Document of AFGHAN nationality valid from 02/03/2010 to 02/03/2030

*Required
Upload Document

Employment Pass / S Pass / Work Pass for : Gxxxx904U
Please provide the front and back of the pass separately in two pages.

*Required
Upload Document

Birth certificate
Please ensure the document contains the parent(s)' name(s).

A reason is mandatory if you indicate
I do not have the document

☒ I do not have the document

Select 'Save' after keying in the reason why you do not have the document

Select **"Save"** after keying in the reason why you do not have the document

Save

Select **Next** after you have uploaded all your documents in the current page

Next

Click on the buttons or links once only. Do not use the Back button.

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Upload Documents

Important Notes ▾

These are the instructions to follow:

Maximum file size is 2MB per file

All documents are mandatory unless stated otherwise

Please ensure that you have uploaded all required documents to facilitate processing of your application

In order for ICA to view your documents, please unprotect or unlock your documents before uploading

All documents have to be in English. ICA accepts:

Translations provided by the embassy of the document's country of origin

Translations produced by a notary public in Singapore or the document's country of origin

Privately created translations attested by the embassy of the document's country of origin, or notarised by a notary public in Singapore or the document's country of origin

MAIN APPLICANT > SPOUSE > DAUGHTER > SON (1 of 3)

Applicant's colour photograph

Photo must be of dimension 400 by 514 pixels

*Required

Upload Document

View Upload Details

Files Uploaded Successfully

Delete All

400x514.jpg

0.04 MB



Failed To Upload

Meteosat.jpg

3.02 MB

Each file size cannot exceed 2MB



The "Delete All" button will remove all files.

An error message will be displayed if the upload fails.

Amendment/Visa
02/03/2030

Personal biodata information/ Signature for Travel Document of AFGHAN nationality valid from 02/03/2010 to

*Where Applicable

Upload Document

Bio-data page for Travel Document of AFGHAN nationality valid from 02/03/2010 to 02/03/2030

*Required

Upload Document

Employment Pass / S Pass / Work Pass for : Gxxxx904U

Please provide the front and back of the pass separately in two pages.

*Required

Upload Document

Birth certificate

Please ensure the document contains the parent(s)' name(s).

☐ I do not have the document

Upload Original and Translated Document

Next

Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.


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The documents have been uploaded. To proceed with the submission, click on <Next>. You will be redirected back to e-Service.

Exit the document upload module by clicking on the "Next" button.

[Next](#)

Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.


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13) After the upload of documents is complete, proceed to make payment for your PR application


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ICA Website
Logout

Application for Singapore Permanent Residence

Applicant's Particulars Review Upload Documents Payment Overview



Important Notes

Note:

- A non-refundable fee will be collected for each applicant.

Payment Overview

Applicants	Amount (S\$)
MAIN APPLICANT	100.00
SPOUSE	100.00
DAUGHTER	100.00
SON	100.00
Total Amount(S\$) :	400.00

Go to MyICA Home

Select **Make Payment** after you have verified the number of applicants and amount payable to add this application into your cart. Ensure that you have enabled pop-ups to see your receipt

Total Amount(S\$) : 400.00

[Make Payment](#)

If you encounter any problems with this e-Service, please email ICA_PR@ica.gov.sg with a screenshot of the error message.

Click on the buttons or links once only. Do not use the Back or Forward button on your browser as this may end your transaction.


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14) Payment will be done through MyCart

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MyCart Payment Summary

<input checked="" type="checkbox"/>	Application Details	Unit Price(\$)	Quantity	Amount(\$)
<input checked="" type="checkbox"/>	Singapore Permanent Residence Application for : FXXXX452T Application Number: EPR-2020-PRE-000082503	400.00	1	400.00
Total Payable Amount(\$):				400.00

[Make Another Application](#)

Select **Proceed to Payment** to make your payment through a secure link

[Proceed To Payment](#)


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- 15) An acknowledgement page will be shown to indicate the successful submission of your application
- 16) You may download a copy of the application form in PDF format before the stated date and time.

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ICA Website

Search ICA Website

SEARCH MyICA

Acknowledgement

 Your transaction for the following application(s) has been **successfully** submitted on 2020-02-25 17:43:06 PM

Your **Singapore Permanent Residence Application** reference number is **EPR-2020-PRE-000082503**

The normal processing time for PR application is 4-6 months while some applications may take a longer time to process.

You will be informed of the outcome by post once it is finalised.

You may enquire the application status via the "Enquire Application Status" function.

You may download your application form [here](#). Alternatively you may download it at the "Enquire Application Status" before 04/03/2020 16:00.

Please save this screen for reference and take note of all application reference number(s). You can view the status of your application(s) on MyICA Home.

[Go To MyICA Home](#)

Click **here** to download your copy of the application form in PDF format

[Save To PDF](#)

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