

Workflow for pre-registration and registration of your workers with ATTCs

Employers (*all Construction firms*) to approach appointed local ATTCs* for pre-test registration with the following details and documents to be submitted.

Details to be submitted:

1. Employer's Company Name
2. Company's UEN No.
3. PA Reference No. (if applicable)
4. MYE No. (if applicable)
5. Date of Application with ATTC
6. Name of worker-to-be (*pls translate the name of worker-to-be using "Han Yu Pin Yin". If there are 3 characters in name, 2nd and 3rd characters should be merged*)
7. IC No.
8. Passport No. (if available)
9. Date of Birth
10. Nationality
11. Province
12. Educational/ Vocational Level
13. Years of experience in Construction in PRC
14. Test level to take (SEC(K)/ Validation Test)
15. Trade to take in SEC(K) Test / Validation Test
16. Last drawn salary in PRC (in SGD)
17. Occupation in PRC

Documents to be submitted to ATTCs for verification:

1. Copy of Worker's IC
2. Copy of Worker's passport (if available)
3. Copy of PA Quota

* no administration fees will be charged for pre-registration.

