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.
4. MYE No.
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.

If the details provided are accurate and complete, ATTCs will inform the Employers within 3 working days that Employers may prepare for the workers for departure to Singapore.

ATTCs will notify Employers when they are able to apply for In-Principle Approval (IPA) for the workers. This will take about 14-21 days after submitting the registration to ATTCs. Employers should not submit the work pass application before receiving a confirmation from the ATTC, as it will be rejected.

Employers to apply IPA and to bring workers from PRC to Singapore. Employers are to update ATTCs once their workers arrive in Singapore and enroll with ATTCs. Employers are to apply e-issuance in WPOL. Newly arrived PRC workers are required to complete the required safety courses, Settling-in Programme and medical clearance within 2 weeks of arrival. The workers need not attend identity verification at BCA Braddel Campus.The new PRC WPHs have until their pass expiry to obtain their skills certification. Workers that have yet to obtain their skills certification by then will not be able to renew their work permit, and Employers will be responsible for their repatriation back home.