

SUBMISSION CHECKLIST



	Document type	ICT Subscription	ICT Projection	MSC Projection
1	Tenancy Agreement – at least 6 months validity period, full set	√	√	√
2	E-SSM Search document (latest 6 months)	√	√	√
3	Latest Management Service Agreement** (MSA) / Contract / PO / SOW / LOA - project value, duration, scope of work ** Not applicable for captive services. However, project description, scope of work, FKW requirement i.e. Position title, nationality, skillset, salary range are required	√	√	√
4	Latest certified true copy of company's past years financial audited report and/or management account (year to date)	√	√	√
5	Organization/Group structure (if applicable)	√	√	√
6	Phone bill registered under the company name	√		
7	Copy of IC / passport of directors	√		
8	Company profile i.e. business activities, revenue model, clientele, website, etc.	√		
9	FKW Summary for New : Position title, nationality, skillset, salary range, project(s) assigned to (as per point 3), total positions required. FKW Summary for Renewal : Employment Pass Expiry date, Name, Position, Salary, Project(s) assigned.	√	√	√
10	Business Premise License issued by Local Authority (PBT) (if applicable)	√		
12	Latest EPF statement and receipt of payment (latest 1 month)	√	√	√
13	Latest CP39 form and receipt of payment (latest 1 month)	√	√	√