

## EXPLANATORY NOTES

### APPLICATION FOR PERMANENT RESIDENCE FOR AGED PARENTS OF SINGAPORE CITIZENS

#### Who may apply

1. Aged parents of a Singapore Citizen

#### Application Form (Form 4)

2. Application Form 4 is to be completed (1 original copy)
3. Applicant is required to complete Part A to Part E and Part G. Local sponsor to complete Part F and Part H of the application form.

#### Photograph Requirement

4. A recent colour passport-sized photograph is to be pasted onto the space provided on page 1.
5. The photograph must be:
  - 35 mm wide by 45 mm high without border and taken within the last three months;
  - taken full face without headgear, unless the applicant habitually wears a headgear in accordance with religious or racial customs. The headgear must not hide the applicant's facial features;
  - the facial image must be between 25 mm and 35 mm from chin to crown; and
  - taken against plain white background with a matt or semi-matt finish.

#### Documents to be produced

6. The originals and a photocopy of each of the following items are required. **Official translations are required if they are not in English. Original documents will be returned immediately after sighting.**
  - (a) Valid travel document of applicant. Photocopies of pages showing personal particulars, official descriptions and Singapore immigration endorsements are required.
  - (b) Identity cards of both applicant (if applicable) and sponsor.
  - (c) Sponsor's Singapore Citizenship Certificate, if any

- (d) Sponsor's Birth Certificate. This must be issued, signed and sealed by the proper authorities. Unnamed Birth Certificate must be substantiated with supporting documentary evidence.
- (e) Deed Poll or Change of Name Certificate of applicant and sponsor, if applicable.
- (f) If items (d) and (e) are not available, a letter from a competent authority (eg, Village Headman, Chairman of Communes, Tahsildar, Panchayat etc in the case of applicants from China and India) certifying the relationship between applicant and sponsor may be accepted. The letter should also state the names and present whereabouts of applicant's spouse and children.
- (g) Identity Card / Travel Document of applicant's spouse or Death Certificate of applicant's spouse (if deceased). If Death Certificate is not available, the photograph of the tombstone may be produced.
- (h) Official Marriage Certificate of applicant.
- (i) Employer's letter from sponsor stating the date of employment, position held, salary per month for the last 6 months (with breakdown into basic, overtime and allowances per month). The letter, addressed to the Controller of Immigration, should be dated within 1 month from the date of submission.
- (j) Income Tax Notices of Assessment\* of sponsor and applicant (if applicable) for the last 3 years.
- (k) Statement\* from the CPF Board showing the sponsor's monthly "CPF contribution history" for the last 12 months.

[Note: \*Alternatively for (j) and (k) above, sponsor and applicant may choose to complete Appendix – 2 (PR-FTS) to give consent for ICA to obtain and verify financial information provided in respect of this application with the Inland Revenue Authority of Singapore and Central

Provident Fund Board of Singapore directly instead.]

- (l) Sponsor's valid Business Registration Certificate (for self employment) with names of partners shown and valid Vocational licence, if applicable.
- (m) Birth Certificates and Citizenship Certificates of sponsor's siblings, if applicable.
- (n) Identity cards and travel documents of sponsor's siblings, if applicable.
- (o) Highest education certificates of sponsor and siblings.

### Submission

7. **Please note that the submission of PR application is by appointment only.** To make an appointment, please visit our website at <http://www.ica.gov.sg>. On the date of your appointment, please arrive punctually to submit your application together with supporting documents personally to:

Permanent Resident Services Centre  
Immigration & Checkpoints Authority  
ICA Building  
5<sup>th</sup> Storey, 10 Kallang Road  
Singapore 208718

- 8. All information contained in the form must be complete, accurate and verifiable.
- 9. Please submit all the required documents together at the time of application. Incomplete submission may result in non-acceptance of the application at the counter.
- 10. **Submission of application by post will not be accepted.**
- 11. Applicant and sponsor may be required to furnish additional documents and information whenever necessary.

### Important Notes

- 12. The grant of permanent residence does not exempt an individual from registration with the relevant professional bodies or any other statutory conditions as required by legislation governing the regulation of their professions (e.g. doctors, lawyers, etc.).

- 13. Ex-Singapore Citizens and Ex-Singapore PRs who have withdrawn their CPF monies would have to refund the full CPF amount withdrawn if their PR application is approved. A letter of clearance from CPF Board is required for completion of PR formalities. For further enquiries please contact:

Central Provident Fund Board  
79 Robinson Road CPF Building  
Singapore 068897  
Contact number: 1800-2271188  
Email: [closing-account@cpf.gov.sg](mailto:closing-account@cpf.gov.sg)

- 14. All correspondences will be sent to the sponsor's residential address as registered in the sponsor's Singapore identity card.
- 15. ICA may share your personal information with other Government agencies to process any applications you have made or to render you a service, so as to serve you in an efficient and effective way, unless such sharing is prohibited by legislation.

### Warning

- 16. If you knowingly and willfully falsify or conceal a material fact or submit a false document in relation to any application, action will be instituted against you and you will be denied all immigration facilities. In addition, you will face severe penalties provided by the law.