Primary Source Verification

Ministry of Manpower (MoM) - Singapore

How to Apply

'A Step By Step Guide for Completing Your Application'

Step One

- Visit the DataFlow Group official website at www.dataflowgroup.com/payment.html

The below screenshot will appear:

This process has 4 simple steps.

Please note that all the fields marked with red * are mandatory and has to be completed

Step 1

Please fill out the section of the form below headed "Company Details" (the company that is applying for the work pass).

Step 2

Please fill out the section of the form headed Candidate's Details. Please note that all the requested documents must be uploaded.

Step 3

After clicking on the "Submit Form & Pay" button, you will be directed to PayPal for payment purpose. Please note that the verification fee for one education certificate is SGD 105. Payment for this verification can only be made via this online submission and PayPal. Please note that PayPal allows you to have the option of paying through both PayPal account and by major credit cards (VISA, MASTER and AMEX).

Step 4

Once you have entered all the payment details. Please click on the "Pay" button. The page will refresh to complete the payment transaction. After the payment transaction has been completed, a "RETURN TO CROSSCHECK PRIVATE LIMITED" button or link will appear. Please click on the button to complete the submission process successfully.

Step Two

- Read the instructions carefully and fill all the mandatory fields under the Company Details section

Company Details

Company Name *

Contact Person's Name *

Contact Person's Email Address *

Re-enter Email Address *

Company Address *

City	State/Province	Zip/Postal

Country

Company Telephone Number *

Please include country code

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Step Three

- Read the instructions carefully, fill all the mandatory fields under the Candidate Details section and upload the required documents

Candidate's Details

Name of Candidate *

First Name

Middle Name

Last Name

Fin Number *

NOTE: For all Applicants who are currently employed in Singapore, it is mandatory for the FIN Number to be specified. Applicants who are yet to attain FIN Number or are applying from outside Singapore, may specify "NA" in the box above.

Date of Birth *

Name of Educational Institution *

Location of Educational Institution (City and Country) *

PRC ID

Mandatory for Chinese education

Qualification Attained *

Major Subject

Degree Certificate Copy *

Browse...

These are mandatory for undertaking verifications (4 MB file size supported)

Copy of Marksheet (Mandatory for Indian Qualifications Only)

Browse...

(4 MB file size supported)

Letter of Authorization *

Browse...   Letter of Authorization

Letter of Authorization needs to be downloaded, signed by the Applicant/Employee which authorizes DataFlow India Services Pvt Ltd to verify his/her qualification
A letter or form signed by the candidate authorizing the employer to verify his/her qualification (4 MB file size supported)

Step Four

- Click on the 'Submit Form and Pay' tab

Qualification Attained *

Major Subject

Degree Certificate Copy *

Browse...

These are mandatory for undertaking verifications (2 MB file size supported)

Copy of Marksheet (Mandatory for Indian Qualifications Only)

Browse...

(100 MB file size supported)

Letter of Authorization *

Browse... Letter of Authorization

Letter of Authorization needs to be downloaded, signed by the Applicant/Employee which authorizes DataFlow India
Services Pvt Ltd to verify his/her qualification
A letter or form signed by the candidate authorizing the employer to verify his/her qualification (100 MB file size supported)

Submit Form and Pay

Step Five

- Proceed with the online payment

- Applicant will receive two confirmation emails as shown below

Receipt of request confirmation

Payment confirmation

Note:

The Applicant may be instructed by the MoM to verify more than one qualification. In this case, each qualification MUST be submitted and initiated separately - even if both have been conferred from the same authority and to the same person.

Paid DataFlow Group fees may only be refunded within 48 hours of successful payment submission

Communication:

- For further inquiries, visit the FAQ page under the Support section at **www.dataflowgroup.com/faq.html**
- To track the status of your application, visit **www.dataflowstatus.com/applicationstatus**
- For additional inquiries, visit the Contact Us link at the bottom of the Support section, fill in your query details and we will get back to you as soon as possible. Visit our official website at **www.dataflowgroup.com** to find out more
- The DataFlow Group does not process any query received via phone call or other communication method
- In case of any additional documents or details required by the MoM, the DataFlow Group may contact the Applicant via the registered email ID

Appeal Process:

- With regards to applications marked as 'Negative' or 'Unable to Verify', contact the DataFlow Group. Please refer to the Contact Us section for details
- The DataFlow Group will advise on the steps to follow or documents to provide in order to proceed with the re-verification process
- The DataFlow Group will contact you regarding the new result, as well as update the MoM on the matter