



**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](http://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.

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## 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



### 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 \***

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

**Copy of Marksheet (Mandatory for Indian Qualifications Only)**

(4 MB file size supported)

**Letter of Authorization \***

[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 \***

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

**Copy of Marksheet ( Mandatory for Indian Qualifications Only)**

(100 MB file size supported)

**Letter of Authorization \***

  [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)




## Step Five

- Proceed with the online payment

**Your order summary**

Descriptions	Amount
SGD 105/ Per Education Verificatio...	\$105.00
Item price: \$105.00	
Quantity: 1	
<b>Item total</b>	<b>\$105.00</b>
<b>Total</b>	<b>\$105.00 SGD</b>

**Choose a way to pay**





**Pay with my PayPal account** 

Log in to your PayPal account to complete the purchase

**Pay with my debit or credit card**  
(Optional) Sign up with PayPal for faster checkout in future

Country:

Card number:

Payment types:    

Expiry date: mm / yy  /

CSC:

[What is this?](#)

- Applicant will receive two confirmation emails as shown below

### Receipt of request confirmation

Delete Respond Quick Steps Move Tags Editing Zoom

From: [Redacted] Sent: Tuesday, February 9, 2016 3:01:02 PM (UTC+10:00) Canberra, Melbourne, Sydney

To: [Redacted]

Cc: [Redacted]

Subject: Work Pass Application, Singapore

Dear Requestor

Thank you for your order. We are undertaking the verification for following candidate:

- Name of the Candidate: [Redacted]
- Qualification Attained: Bachelors Degree
- Transaction ID: [Redacted]

This is to inform you that your application will be completed within 30 working days. Occasionally, verifications get delayed due to strikes, holidays or concerned personnel being on leave etc. If result does not reach you within the given time frame, we will contact you to inform you of the status and the exact reason for the delay. We may also contact you if we need any additional information to complete the verification.

Requestor / Applicant may be approached on a later date requesting to provide additional information and or documents to complete the verification. Requestor / Applicant reserve the right to file for cancellation of the request. However, entitlement for refund will be applicable only if the cancellation request is received within 48 hours of successful submission of the application.

Kind Regards  
DataFlow Team

### Payment confirmation

From: [Redacted] Sent: Tue 10/27/2015 6:01 PM

To: [Redacted]

Cc: [Redacted]

Subject: Payment Confirmation

Message: 20151027180040756\_267.pdf (18 KB)

Dear test,

We are pleased to confirm the payment received for the following details:

Name: test User

DataFlow Reference Number: 1202

Client Reference Number: Test01

Payment Amount: OMR 144

Please note that application will be processed once payment has been received and credited to our bank.

Follow up on application status:

Check status at: <http://www.dataflowgroup.com>

Or

Incase of further queries, please visit our website <http://www.dataflowgroup.com/contact-us>.

Please note that it will take around 30 to 60 days for an application to be processed.





### 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](http://www.dataflowgroup.com/faq.html)
- To track the status of your application, visit [www.dataflowstatus.com/applicationstatus](http://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](http://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

