



FONG XIN YI (FANG XINYI)  
335 THOMSON ROAD  
#04-09  
SINGAPORE 307691



096675720150825

For Immigration Use (To clear by FIN)

M3662748K

09 Sep 2025

## Your helper needs to report for card registration

Dear FONG XIN YI (FANG XINYI)

Your helper now needs to visit the MOM Services Centre – Hall C by **16 Sep 2025** for card registration. Please go to <https://service2.mom.gov.sg/appointment> to make an appointment.

There is a letter attached that you need to give to your helper. It acts as a temporary Work Permit while she waits for her card. **When your helper goes to the MOM Services Centre, make sure she brings her temporary Work Permit letter, the appointment letter and her original passport.** Please inform your helper to have a password (consisting of 8-24 alphanumeric characters) ready as we will register her for a SingPass account as part of the card registration process.

Provided any documents you uploaded as part of your application are in order, we will deliver the Work Permit within five working days of the helper being registered at the MOM Services Centre. The card will only be handed over to the recipients whom you have named, and only if they show a photo ID. We will send them an SMS one working day before we deliver it. Your helper's new Work Permit has a QR code which will display her Work Permit details when scanned using the **SGWorkPass** App (refer to the guide attached for more details). Your helper may also view her salary in SGWorkPass using her SingPass.

MOM is unable to accept requests to change delivery times. However, if we fail the first time, we will try to deliver the card again a few days later — we will send the recipients another SMS. If we are unable to deliver after two attempts, you will be asked to collect the card from the MOM Services Centre in Bendemeer.

PAYMENT REFERENCE  
3C59F617B0B466

RECEIPT NO  
I00003981802

HELPER'S NAME  
NANT THAZIN MOE

FIN  
M3662748K

WPNO  
0 96675720

DATE OF APPLICATION  
15 AUG 2025

WORK PERMIT EXPIRY DATE  
21 AUG 2027

DATE OF BIRTH  
12 MAY 2001

SEX  
FEMALE

NATIONALITY  
MYANMAR

PASSPORT NO.  
MK000880

PASSPORT EXPIRY DATE  
07 MAY 2030

OCCUPATION  
FOREIGN DOMESTIC WORKER

EMPLOYER'S NAME  
FONG XIN YI (FANG XINYI)



You can check the status of your delivery through Work Permit Online. Go to Enquire > Card Delivery / Collection Status.

Yours sincerely

Pansy Chow  
For the Controller of Work Passes

**△ IMPORTANT**

- If your helper fails to report to the MOM Services Centre — Hall C for card registration, her Work Permit may be revoked.
- MOM officers will **NEVER** ask you to transfer money or disclose bank log-in details over a phone call or email. Find out more on how to transact safely and securely ([www.mom.gov.sg/transact-safely-and-securely](https://www.mom.gov.sg/transact-safely-and-securely)). You may also wish to call the 24/7 ScamShield Helpline at 1799 to check if it is a scam.



## Download the free SGWorkPass app



Available in Google Play Store, App Store and Huawei AppGallery.



With the SGWorkPass app, you and your helper can check their latest pass details any time.

### Benefits at a glance

- Available 24/7
- View the latest pass details (e.g. pass status and expiry date).
- Your helper can view their salary information using their Singpass. If your helper does not have a Singpass account, they can register for one at <https://go.gov.sg/register-singpass>.
- Your helper can continue to use their card upon pass renewal.

For more information, go to <https://www.mom.gov.sg/sgworkpass>.

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