



JOTHI LAKSHMI D/O JAYABALAN
662 YISHUN AVENUE 4
#06-247
SINGAPORE 760662



096488297240425

For Immigration Use (To clear by FIN)



M3587116T

05 May 2025

Your helper's card will be delivered after we verify the documents

Dear JOTHI LAKSHMI D/O JAYABALAN

Your helper's new Work Permit card is almost ready. MOM will deliver it within five working days, after we have checked the documents submitted.

There is a letter attached that you need to give to your helper. It acts as a temporary Work Permit while you wait for your helper's new permit.

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. Guide your helper on how to register for a SingPass account at <https://go.gov.sg/register-singpass> if she does not have one.

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 them 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.

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

PAYMENT REFERENCE
E0FC0B6E8415F4

RECEIPT NO
I00003810142

HELPER'S NAME
THIN THIN KHAING

FIN
M3587116T

WPNO
0 96488297

DATE OF APPLICATION
24 APR 2025

WORK PERMIT EXPIRY DATE
25 APR 2027

DATE OF BIRTH
26 MAY 1986

SEX
FEMALE

NATIONALITY
MYANMAR

PASSPORT NO.
MF353876

PASSPORT EXPIRY DATE
23 SEP 2026

OCCUPATION
FOREIGN DOMESTIC WORKER

EMPLOYER'S NAME
JOTHI LAKSHMI D/O JAYABALAN



Your helper has previously worked for another employer. If your helper is still holding on to her old Work Permit card, you do not need to return the card. To prevent misuse, cut the card in half and discard it.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Pansy Chow'.

Pansy Chow
For the Controller of Work Passes



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>.