



LEK HWEE CHUANG  
34 UPPER CROSS STREET  
#12-160 CHIN SWEE VIEW  
SINGAPORE 050034



096649940270725

For Immigration Use (To clear by FIN)

M3653772P

18 Aug 2025

## Your helper needs to report for card registration

Dear LEK HWEE CHUANG

Your helper now needs to visit the MOM Services Centre – Hall C by **25 Aug 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  
A16FAF8F9F18D8

RECEIPT NO  
I00003951654

HELPER'S NAME  
SAN SAN MOE

FIN  
M3653772P

WPNO  
0 96649940

DATE OF APPLICATION  
27 JUL 2025

WORK PERMIT EXPIRY DATE  
03 AUG 2027

DATE OF BIRTH  
20 JUL 1997

SEX  
FEMALE

NATIONALITY  
MYANMAR

PASSPORT NO.  
MJ925631

PASSPORT EXPIRY DATE  
24 MAR 2030

OCCUPATION  
FOREIGN DOMESTIC WORKER

EMPLOYER'S NAME  
LEK HWEE CHUANG



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.



## 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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