



CHENG LAI WOON
306 HOUGANG AVENUE 5
#11-353
SINGAPORE 530306

SB Transmission Ref No.: N830171



Reprinted on 19 Mar 2025

Your application for a helper is approved

Please confirm the employment details on the next page

If you have any changes, go to www.mom.gov.sg > Work Permit for migrant domestic worker > Notify MOM. We will tell you if you need to reapply.

Dear CHENG LAI WOON

We are pleased to inform you that HKA MAI's Work Permit application has been approved.

Your helper must complete the Settling-In Programme (SIP) **before all these can be done:**

- For her to start work.
- For you to perform the steps to get the Work Permit card issued.

You need to complete the steps for issuance on the next page before this in-principle approval expires on 18 Jun 2025. Otherwise, this approval will be withdrawn and she has to be sent home.

Yours sincerely

Shirley Lim
Controller of Work Passes

△ IMPORTANT

You must comply with the Employment of Foreign Manpower Act and Conditions and Regulatory conditions of Work Permit. Otherwise, we can cancel this approval, prosecute you and withdraw your permission to employ Work Permit holders. You can read the rules at www.mom.gov.sg.



What you need to do before your helper can get her Work Permit card

Before she arrives

Check the employment details

YOUR HELPER HKA MAI	DATE OF BIRTH 03 Mar 2000	NATIONALITY/CITIZENSHIP Myanmar
PASSPORT NO. MG598876	WORK PERMIT NO. 0 96510411	FIN M3596579X
DATE OF APPLICATION 17 Mar 2025	OCCUPATION Foreign Domestic Worker	BASIC MONTHLY SALARY* \$540.00
YOUR NAME CHENG LAI WOON	MONTHLY LEVY RATE \$300.00	NUMBER OF REST DAYS PER MONTH* 1
AMOUNT YOU WILL PAY FOR EACH REST DAY HELPER AGREES TO FOREGO (monthly salary / 26 days) \$20.77	SINGAPORE EMPLOYMENT AGENCY (EA) GLOBAL UNITED CHANNEL PRIVATE LIMITED	FEES PAYABLE (BY HELPER) TO SINGAPORE EA BASED ON A 2-YEAR WORK CONTRACT \$540.00
SB TRANSMISSION REF NO. N830171		

* You and your helper may mutually agree in writing to change her rest days and monthly salary. You must inform MOM of any changes.

Send her the helper's copy of this in-principle approval letter.

Your helper will need to use the whole letter as a visa to enter Singapore.

Send her a copy of her employment contract.

This contract must state her salary and any terms, such as rest days and compensation-in-lieu of rest day.

Give MOM a \$5,000 security bond backed by a bank or an insurance guarantee valid for 26 months.

Please use "Work Permit transactions for domestic helpers and confinement nannies" to confirm that MOM has received the bond, before arranging for your helper to come to Singapore. **If MOM does not receive the bond by the time your helper arrives, your helper will not be allowed into Singapore and you will have to send her home immediately at your own cost.**

Buy and maintain personal accident insurance and medical insurance for her. This is in accordance with the Employment of Foreign Manpower (Work Passes) Regulations 2012. Go to go.gov.sg/mom-mdw-insurance for more details.

Make a compulsory GIRO Application for levy payment.

You need to pay your monthly levy by GIRO. If not, it might affect the renewal of your helper's Work Permit or any new Work Permit application. Download the GIRO application form at www.mom.gov.sg/apply-fdw-levy-giro.

Make sure that your helper has the right qualifications

She may need to show MOM her education certificates that prove any education declared in her application.



After she gets here

Within 7 days (excluding Sunday and public holidays)

Make sure that she attends the Settling-In Programme (SIP) and shows the test centre her education certificates (you can find your nearest test centre at www.mom.gov.sg).

Within 14 days

Make sure your helper has a medical check done by a Singapore-registered doctor.

Log in to "Work Permit transactions for domestic helpers and confinement nannies" to get her Work Permit card issued.

For more information, go to www.mom.gov.sg > Work passes > Work Permit for migrant domestic worker > Key facts > Get the Work Permit issued.

When your request is successful, please print her Temporary Work Permit.

Make an appointment for your helper to go to the MOM Services Centre – Hall C for card registration. She will need to bring along her Temporary Work Permit, original passport and appointment letter.

Once all these steps are completed, the Work Permit card will be delivered to you.

After she gets her card

Your helper must carry the Work Permit card with her at all times.

If she asks you to look after her passport, you can. But you must give it back to her as soon as she asks for it.

⚠ IMPORTANT

- These steps need to be completed or MOM's approval will be withdrawn and you will need to send your helper home.
- You need to give your helper 1 rest day per week, where at least 1 rest day per month cannot be compensated with pay. You and your helper are required to agree on when she should take her rest days.