



TAN YEOW MIN JOSEPH
15 MINBU ROAD
#05-15 MANDALAY MANSION
SINGAPORE 308166

SB Transmission Ref No.: W662824



31 Aug 2022

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 TAN YEOW MIN JOSEPH

We are pleased to inform you that NAW PAW EH YOU's Work Permit application has been approved. Please ask for your helper's Work Permit card to be issued by 21 Sep 2022.

This letter lists the employment details for you to confirm and the next steps you need to take so that a Work Permit can be issued. Your helper can only start work with you after her new Work Permit card is issued.

The steps on the next page need to be completed before this in-principle approval expires on 21 Sep 2022. Otherwise, this approval will be withdrawn and she has to be sent home.

Yours sincerely

Penny Han (Mrs)
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.
- You must inform and ensure your helper complies with the COVID-19 vaccination requirements (<https://www.mom.gov.sg/vac-reqmts>) in accordance with the following where applicable - the prevailing guidelines of the Singapore Ministry of Health and Ministry of Manpower, or the Employment of Foreign Manpower (Work Passes) Regulations 2012. If you fail to do so, we may take action against you, including cancelling this approval.



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

Check the employment details

YOUR HELPER NAW PAW EH YOU	DATE OF BIRTH 15 Jul 1990	NATIONALITY/CITIZENSHIP Myanmar
PASSPORT NO. MD675624	WORK PERMIT NO. 0 93405951	FIN G2474242W
DATE OF APPLICATION 30 Aug 2022	OCCUPATION Foreign Domestic Worker	BASIC MONTHLY SALARY* \$650.00
YOUR NAME TAN YEOW MIN JOSEPH	MONTHLY LEVY RATE \$60.00	NUMBER OF REST DAYS PER MONTH* 1
AMOUNT YOU WILL PAY FOR EACH REST DAY HELPER AGREES TO FOREGO (monthly salary / 26 days) \$25.00	SINGAPORE EMPLOYMENT AGENCY (EA) GLOBAL UNITED CHANNEL PRIVATE LIMITED	FEES PAYABLE (BY HELPER) TO SINGAPORE EA BASED ON A 2-YEAR WORK CONTRACT \$650.00
SB TRANSMISSION REF NO. W662824		

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

Give her the helper's copy of this In-Principle Approval letter.

Give 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 personal accident insurance of at least \$60,000 coverage and medical insurance (hospital care and day surgery) of at least \$15,000 coverage per year for her.

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.



By 21 Sep 2022

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.

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 are required to give your helper a weekly rest day or pay in lieu of it. You cannot force your helper to work if she would prefer a rest day.