



XU SHIWEI
486 SEGAR ROAD
#06-524 SEGAR GROVE
SINGAPORE 670486



096697635030925

For Immigration Use (To clear by FIN)

M3669907P

19 Sep 2025

Your helper needs to report for card registration

Dear XU SHIWEI

Your helper now needs to visit the MOM Services Centre – Hall C by **26 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
B69149A8AA5A1F

RECEIPT NO
I00003994679

HELPER'S NAME
MYINT MYINT THU

FIN
M3669907P

WPNO
0 96697635

DATE OF APPLICATION
03 SEP 2025

WORK PERMIT EXPIRY DATE
07 SEP 2027

DATE OF BIRTH
15 OCT 2000

SEX
FEMALE

NATIONALITY
MYANMAR

PASSPORT NO.
MK022487

PASSPORT EXPIRY DATE
18 MAY 2030

OCCUPATION
FOREIGN DOMESTIC WORKER

EMPLOYER'S NAME
XU SHIWEI



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). 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>.