



JANICE TAN SU YIN  
10 HAIG AVENUE  
#04-01 ROSE MAISON  
SINGAPORE 438865



095667783010925

For Immigration Use (To clear by FIN)



M3273507R

04 Sep 2025

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

Dear JANICE TAN SU YIN

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  
851682D0C65302

RECEIPT NO  
I00003975708

HELPER'S NAME  
AYE YU HLAING

FIN  
M3273507R

WPNO  
0 95667783

DATE OF APPLICATION  
01 SEP 2025

WORK PERMIT EXPIRY DATE  
02 SEP 2027

DATE OF BIRTH  
29 SEP 1997

SEX  
FEMALE

NATIONALITY  
MYANMAR

PASSPORT NO.  
MH306219

PASSPORT EXPIRY DATE  
12 APR 2028

OCCUPATION  
FOREIGN DOMESTIC WORKER

EMPLOYER'S NAME  
JANICE TAN SU YIN



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

Pansy Chow  
For the Controller of Work Passes

**⚠ IMPORTANT**

**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](https://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>.

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