MINISTRY OF
MANPOWER

WONG SUET HAN
34 LORONG SARI
SINGAPORE 119111

04 Mar 2019

Your helper's work permit has been renewed

PAYMENT REFERENCE
1C118EAEE9C4C2
RECEIPT NO
R00001353778
HELPER'S NAME
ADE YULIANA
FIN
G6957655P

Dear WONG SUET HAN

This letter confirms that you can keep your helper. Her new work permit will expire on 21 Apr 2021.

There is a letter with this one that you need to print and give to your helper. It acts as a temporary work permit while you wait for your helper's new permit.

MOM will send your helper a new work permit in the next four to five days, once we have checked all the information in your renewal application. The new permit will only be released to any of the authorised recipients whom you have named. We will send you an SMS one working day before we deliver the permit. 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).

MOM is unable to accept requests to change delivery times. However, if we fail the first time, we will try to deliver the permit again a few days later — we will send you another SMS. If we are unable to deliver after two attempts, you will be asked to collect the permit from the MOM Services Centre in Bendemeer.

You can check the status of your delivery through Work Permit Online. Click Enquire > Card Delivery / Collection Status.

Yours sincerely

Pansy Chow
For the Controller of Work Passes

MINISTRY OF
MANPOWER

You can check the latest work pass details using the SGWorkPass App

Employers and helpers can use the SGWorkPass App to scan the QR code on the work permit card to view the latest pass details. For more information on the App, please visit www.mom.gov.sg/sgworkpass

Benefits of the new work pass card and SGWorkPass App

- Allows you and your helper to check her latest pass details (e.g. pass status and expiry date)
- Available 24/7
- Helpers can continue to use the same card upon the work pass renewal

1 **Download SGWorkPass App**

Available on Android and iOS for free.

2 **Scan QR code on the card**

a) Open the **SGWorkPass** app.

b) Scan the QR code.

c) The latest pass information will be displayed.