



TAN HUEY SZE  
6 MEYER PLACE  
#11-02 MEYER PLACE CONDO  
SINGAPORE 437995

30 Jun 2017

## Your helper's work permit has been extended

Dear Sir/Madam,

Your request to extend CARBONEDA ROSEMARIE ALMODIENTE's current work permit has been approved. Her work permit is now extended until 25 Aug 2017.

During the extension period, the same work permit conditions will apply. You will need to continue paying her salary and foreign worker levy. You must also ensure that she continues to have medical insurance coverage.

Yours sincerely

Pansy Chow  
For the Controller of Work Passes

HELPER'S NAME  
CARBONEDA ROSEMARIE  
ALMODIENTE

WORK PERMIT NO.  
O 26481260

DATE OF APPLICATION  
02 JUN 2015

### If you intend to renew the work permit

- 1 Ensure you have completed all the tasks listed on the Renewal Notice
- 2 If you are an employer renewing on your own, go to [services.mom.gov.sg/workpass/keepmyhelper](http://services.mom.gov.sg/workpass/keepmyhelper) when you are ready to renew.
- 3 For employment agents renewing on behalf of your clients, go to [services.mom.gov.sg/workpass/ea\\_login](http://services.mom.gov.sg/workpass/ea_login).

#### ▲ IMPORTANT

Make sure your helper carries this letter, the Special Pass and her original work permit card at all times. Do not let her leave Singapore during this period because our immigration officers may not allow her to re-enter the country.



TAN HUEY SZE  
6 MEYER PLACE  
#11-02 MEYER PLACE CONDO  
SINGAPORE 437995

KTI- UCE



31 May 2017

## It's time to renew your helper's work permit

Dear TAN HUEY SZE

Your helper's work permit will expire on 30 Jun 2017.

If you want to keep your helper, you will need to buy new insurance before you can renew. Insurance for helpers is usually sold as Maid Insurance and includes a security bond, personal accident insurance and medical insurance.

Your current security bond details:

Insurer: ALLIED WORLD ASSURANCE COMPANY,LTD (SINGAPORE BRANCH)

Policy number: MAA033376

Expires on: 31 Aug 2017

Once you have bought insurance, the company will send MOM the details the next working day. Then you will be ready to complete the process online at [services.mom.gov.sg/workpass/keepmyhelper](http://services.mom.gov.sg/workpass/keepmyhelper)

If you don't intend to renew your helper's permit, you will need to think about transferring her to another employer or sending her home. You can find out more about this at [mom.gov.sg](http://mom.gov.sg) > Foreign Manpower > Work passes and permits > Work Permit for foreign domestic worker.

Yours sincerely

Pansy Chow  
For the Controller of Work Passes

HELPER'S NAME  
CARBONEDA ROSEMARIE  
ALMODIENTE

FIN  
G2193591W

WP NO  
0 26481260

DATE OF APPLICATION  
02 JUN 2015

SB TRANSMISSION NO  
U682771

### ⚠ IMPORTANT

There may be an overstaying fine of up to \$500 if your helper's permit is not renewed, transferred or cancelled before 30 Jun 2017





CARBONEDA ROSEMARIE ALMODIENTE  
C/O TAN HUEY SZE  
6 MEYER PLACE  
#11-02 MEYER PLACE CONDO  
SINGAPORE 437995



026481260020615

For Immigration Use (To clear by FIN)



G2193591W

30 Jun 2017

## This letter allows you to stay and work in Singapore

Dear CARBONEDA ROSEMARIE ALMODIENTE

Your employer has renewed your work permit with MOM.

MOM will send you your new work permit in the next four to five days after we have checked everything in your application. We will send your employer an SMS one working day before we deliver your card.

Before you get your new permit, this letter allows you to stay and work in Singapore. It is valid until 29 Jul 2017. You will need to show this letter at Immigration if you leave the country before your new permit arrives.

You must return your old permit to us by 07 Jul 2017. Please post it to the *Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764*.

Yours sincerely

Pansy Chow  
For the Controller of Work Passes

HELPER'S NAME  
CARBONEDA ROSEMARIE  
ALMODIENTE

FIN  
G2193591W

NEW WORK PERMIT EXPIRY DATE  
01 JUL 2018

DATE OF BIRTH  
12 FEB 1984

GENDER  
FEMALE

NATIONALITY  
FILIPINO

PASSPORT NO  
EB6703865

PASSPORT EXPIRY DATE  
31 DEC 2019

EMPLOYER'S NAME  
TAN HUEY SZE

OCCUPATION  
FOREIGN DOMESTIC WORKER



TAN HUEY SZE  
6 MEYER PLACE  
#11-02 MEYER PLACE CONDO  
SINGAPORE 437995



30 Jun 2017

## Your helper's work permit has been renewed

Dear TAN HUEY SZE

This letter confirms that you can keep your helper. Her new work permit will expire on 01 Jul 2018.

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.

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

PAYMENT REFERENCE  
355C5226AA4129

RECEIPT NO  
R00000686718

HELPER'S NAME  
CARBONEDA ROSEMARIE  
ALMODIENTE

FIN  
G2193591W





Use this form only if you are an employment agent acting on behalf of an employer

### Declaration by the employer:

1. In order to renew a work pass under the Employment of Foreign Manpower Act ("EFMA"), I declare that:
  - a. I am fully aware of and shall fulfil my obligations as an employer of a foreign domestic worker under the EFMA and the Employment of Foreign Manpower (Work Passes) Regulations ("EFMR") which includes the following:
    - Pay her salary promptly
    - Pay for her upkeep and maintenance, including medical treatment
    - Provide acceptable accommodation for her
    - Should she die while in Singapore, pay for her burial or cremation and pay for her body and belongings to be returned to her home
    - Take her to the Controller of Work Passes when required by MOM
    - Inform the Controller of Work Passes in writing within seven days when her employment ends or her work pass is cancelled
    - Arrange and pay for her passage home, after giving her reasonable notice, and paying her outstanding salary.
  - b. I shall take reasonable steps to ensure that my foreign domestic worker complies with the EFMA and the EFMR; and such steps shall include reporting to the Controller of Work Passes if I know that she is non-compliant; and
  - c. I have obtained my foreign domestic worker's written consent to continue her employment with me.
2. When a new security bond is needed, I declare that:
  - a. I have furnished my security bond as follows:
 

Policy Number	Expiry Date (DD-MM-YYYY)
02A165812	31-08-2018
  - b. I understand that the Controller of Work Passes has imposed on me a security bond for the sum of FIVE THOUSAND SINGAPORE DOLLAR (SGD 5,000) payable to the Government of the Republic of Singapore to ensure that I comply with my obligations under the EFMA and the EFMR [including those in 1(a) above];
  - c. I understand that if I breach any of my obligations as an employer of a foreign domestic worker, my Security Bond may be forfeited fully or in part. I also understand that if there is only partial forfeiture, the Government of the Republic of Singapore may forfeit the rest at a later point in time for the same breach or a different breach.
3. By signing this form, I indicate that I have read and understood this declaration; and intend to be bound by it. I am aware that if I have wilfully stated in it anything which I know to be false or do not believe to be true, I may be prosecuted.

Name of foreign domestic worker  
Carboneda Rosemarie Almodicante

FIN of foreign domestic worker

G2193591W

Name of employer

Tan Huey Sze

Signature of employer

NRIC / FIN

F0274544P

Date (DD-MM-YYYY)

30 JUN 2017



77

PASAPORTE  
PASSPORT

Pasaporto big / Паспорт big  
EB6703865

P<PHLCARBONEDA<<ROSEMARIE<<<<<<<<<<<<<<<<<<<<<  
EB67038658PHL8402127F1711073<<<<<<<<<<<<<<<02

IMMIGRATION ACT  
(CHAPTER 133)  
IMMIGRATION REGULATIONS  
**SPECIAL PASS**  
REGULATION 15(3)

WP No. : 0 26481260  
DOA : 02/06/2015  
SB No. : DZA165812  
SB EXPIRY : 31/08/2018  
FIN : G2193591W

To : CARBONEDA ROSEMARIE ALMODIENTE

Nationality: FILIPINO Sex: Female Date of birth: 12/02/1984

Your legal stay in Singapore has been extended to 25/08/2017.



G2193591WX

TAN HUEY SZE  
6 MEYER PLACE  
#11-02 MEYER PLACE CONDO  
SINGAPORE 437995  
Tel No. : 97259562  
EA Tel No. :

Special Pass Issue Date: 30/06/2017  
Special Pass Expiry Date: 25/08/2017

CHOW CHOON YEN  
for Controller Of  
Immigration  
Singapore

Note: Please surrender this pass to the Immigration Duty Officer's counter at the time of departure.



Underwritten by:



TOKIOMARINE

TOKIO MARINE INSURANCE SINGAPORE LTD  
20 McCallum Street #09-01  
Tokio Marine Centre Singapore 069046  
Tel: +65 62216111 Fax: +65 63242180  
Web: www.tokiomarine.com.sg  
Company's Registration No. 192300014M

For Enquiries / Documentations / Claims Handling, please contact:



AVA INSURANCE AGENCY PTE LTD  
91 Bencoolen Street #09-06  
Sunshine Plaza Singapore 189652  
Tel: +65 65356838 / 64638138  
Fax: +65 65356828 / 64635021  
Web: www.ava-ins.com.sg  
Company's Registration No. 201113230C

Domestic Maid Insurance

UNITED CHANNEL EMPLOYMENT AGENCY PTE LTD (KT1)

Certificate No. DZA165812

The Insured : TAN HUEY SZE

The Address : 6 MEYER PLACE #11-02 MEYER PLACE CONDO SINGAPORE 437995

The Beneficiary : The Estate of the Insured Person named below in respect of Section 1A and 1B only.

The Insured Person : CARBONEDA ROSEMARIE ALMONDIENTE

Date of Birth : 12/02/1984

Passport No : EB6703865

Nationality : FILIPINO

The Period of Insurance : 01/07/2017

to 31/08/2018

Or until cessation of the employment whichever is the earlier.

Section	Coverage	Limit
1.	Personal Accident	
	(A) Death	S\$40,000
	(B) Permanent Disablement	As per scale in Policy
	(C) Medical Expenses	S\$1,500
2.	Hospital & Surgical Expenses	S\$30,000 (Annual Limit : S\$15,000) (Worldwide)
3(A).	Recuperation Expenses	S\$10 per day (Max 60 Days)
3(B).	Temporary Help Benefit	S\$10 per day, up to 30 days & subject to a max benefit limit of S\$300
4.	Repatriation Expenses	Up to S\$10,000
5.	Wages & Levy Reimbursement	Up to S\$30 per day (Max 60 Days)
6.	Termination/Re-hiring Expenses	S\$250
8.	Special Grant	S\$1,000
9.	Maid & Household Liability	S\$50,000 AOA/Unlimited AOP
11.	Reimbursement of Indemnity paid to Insurer(excess S\$250)	Covered wef 01-Jul-2017

Premium : S\$230.00

GST : S\$16.10

Premium (w/GST) : S\$246.10

Signed this 01/06/2017

Not valid unless countersigned

Authorised Representative  
AVA Insurance Agency Pte Ltd

Tokio Marine Insurance Singapore Ltd

A.K. Cher  
CEO and Managing Director



Underwritten by:



TOKIOMARINE

TOKIO MARINE INSURANCE SINGAPORE LTD  
20 McCallum Street #09-01  
Tokio Marine Centre Singapore 069046  
Tel: +65 62216111 Fax: +65 63242180  
Web: www.tokiomarine.com.sg  
Company's Registration No. 192300014M

For Enquiries / Documentations / Claims Handling, please contact:



AVA INSURANCE AGENCY PTE LTD  
91 Bencoolen Street #09-05  
Sunshine Plaza Singapore 189652  
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Fax: +65 65356828 / 64635021  
Web: www.ava-ins.com.sg  
Company's Registration No. 201113230C

Ministry of Manpower  
Singapore

Date : 01/06/2017

Letter of Guarantee No. DZA165812

Dear Sir,

Whereas TAN HUEY SZE

holder of employer's NRIC/Passport No F0274544P of  
6 MEYER PLACE #11-02 MEYER PLACE CONDO SINGAPORE 437995

(hereinafter called the Employer) by a  
Bond (hereinunder called the Security Bond) dated 01/07/2017 made under section  
12 of Employment of Foreign Manpower (Work Passes) Regulations or section 21 of Immigration Regulations,  
undertake to ensure that the work pass/special pass holder whose particulars appear in the schedule to the Security  
Bond shall comply with all the conditions on which the pass was granted and which are set forth in the Security  
Bond and to observe further conditions imposed on himself in the Security Bond.

And whereas the Employer is required to deposit a sum of dollars Five Thousand only (S\$5,000) to you as security  
under Security Bond.

And whereas, at our request, you have agreed to accept this guarantee in lieu of the said sum of S\$5,000 in cash,  
upon the terms and conditions hereinafter set forth.

1. Now, we **Tokio Marine Insurance Singapore Ltd** having our registered office at 20 McCallum Street #09-01.  
Tokio Marine Centre Singapore 069046, in consideration of you having agreed, at our request, not to insist on  
cash deposit from the Employer as security under the Security Bond, hereby guarantee and undertake as  
principal debtors to pay to you at any time forthwith, on demand any sum or sums not exceeding in total the said  
sum of S\$5,000. Our guarantee shall not be discharged by a demand of any sum by you resulting from a partial  
forfeiture of the Security Bond and you shall be entitled to demand any remaining sum resulting from any  
ensuing forfeiture of the remainder of the security.
2. On receiving from us the sum under Clause 1, you will be entitled to hold and use them as if they were the  
security deposit paid to you under the Security Bond.
3. We shall not be discharged or released from this guarantee by an alteration in the Employer obligations and  
liabilities under the Security Bond without your consent or by any forbearance shown towards him thereunder.
4. All requests for payments under Clause 1 shall be in writing and shall be made to us on or before 31/08/2018.
5. This guarantee shall be effective from 01/07/2017.

Yours faithfully  
for and on behalf of  
Tokio Marine Insurance Singapore Ltd

A.K. Cher  
CEO and Managing Director

In the presence of

Joanne Huang  
Assistant General Manager, Business Development



Underwritten by



TOKIOMARINE

TOKIO MARINE INSURANCE SINGAPORE LTD  
20 McCallum Street #09-01  
Tokio Marine Centre Singapore 069046  
Tel: +65 62216111 Fax: +65 63242180  
Web: www.tokiomarine.com.sg  
Company's Registration No. 192300014M

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91 Bencoolen Street #09-06  
Sunshine Plaza Singapore 189652  
Tel: +65 65356838 / 64638138  
Fax: +65 65356828 / 64635021  
Web: www.ava-ins.com.sg  
Company's Registration No. 201113230C

Date : 01/06/2017

**PHILIPPINE OVERSEAS LABOUR OFFICE**

Attention: The Labour Attache  
EMBASSY OF THE PHILIPPINES  
20 Nassim Road  
Singapore 258395

Dear Sir/Madam

INSURANCE BOND NO. DAA034719

Whereas TAN HUEY SZE

holder of NRIC/Passport No. F0274544P and residing at 6 MEYER PLACE #11-02 MEYER PLACE CONDO SINGAPORE 437995

(hereinafter called the EMPLOYER) by this Insurance Bond undertakes to ensure that the said EMPLOYER during the employment of the HOUSEHOLD WORKER whose particulars appear in the Schedule below shall abide and comply with the Terms and Conditions of the STANDARD EMPLOYMENT CONTRACT FOR FILIPINO HOUSEHOLD WORKER IN SINGAPORE (hereinafter referred to as the CONTRACT) executed by the EMPLOYER, the HOUSEHOLD WORKER and the EMPLOYMENT AGENCY named in the CONTRACT duly verified by the Philippine Overseas Labour Office in Singapore (P.O.L.O. - Singapore) and authenticated by the Consulate General of the Philippines in Singapore.

We, **Tokio Marine Insurance Singapore Ltd** (hereinafter called the Company) having our registered office at 20 McCallum Street #09-01 Tokio Marine Centre Singapore 069046 hereby guarantee that if, on the occurrence of a breach by the said EMPLOYER of one or more of the Terms and Conditions of the CONTRACT, the P.O.L.O. - Singapore sends a written demand specifying such breach, we shall pay within fourteen (14) days of the date of the letter of demand the sum or sums as demanded but not exceeding the total sum of Singapore Dollars Two Thousand (S\$2,000) only.

This Bond is valid from the above date of issuance until the expiration date of the CONTRACT unless the CONTRACT is prematurely terminated by P.O.L.O. - Singapore as a result of any breach by the EMPLOYER or HOUSEHOLD WORKER of one or more of the CONTRACT's Terms and Conditions, after which date this Bond shall automatically cease. In no case shall this Bond's validity period be longer than twenty-six (26) months from the date of issuance. It is a condition under this bond that a written claim be made no later than fourteen (14) days beyond its validity period.

**THE SCHEDULE**

Name of HOUSEHOLD WORKER CARBONEDA ROSEMARIE ALMONDIENTE  
Passport No. EB6703865 Date of Birth 12/02/1984

Yours faithfully  
for and on behalf of  
Tokio Marine Insurance Singapore Ltd

A.K. Cher  
CEO and Managing Director

In the presence of

Joanne Huang  
Assistant General Manager, Business