



E SHEWEN
17 ANCHORVALE CRESCENT
#09-13 BELLEWATERS
SINGAPORE 544652

SB Transmission Ref No.: P832953



11 Mar 2019

Your application for a helper is approved

Dear E SHEWEN,

We are pleased to tell you that NOVITA SARI's work permit application has been approved. Please ask for the work permit card to be issued by 17 Mar 2019.

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 she has attended the Settling-in-Programme (SIP) and while you finish the process for getting her work permit.

The steps on the next page need to be completed before this IPA expires. Otherwise, we will withdraw this approval and you will need to send her home.

Yours sincerely

Penny Han (Mrs)
Controller of Work Passes

**Please confirm the
employment details
on the next page**

If you have any changes, go to
www.mom.gov.sg > Work permit for
foreign worker > Notify MOM of changes.
We will tell you if you need to reapply.

⚠ 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



What you need to do before your helper can get her work permit card

Check the employment details

YOUR HELPER NOVITA SARI	DATE OF BIRTH 15 Dec 1988	NATIONALITY Indonesian
PASSPORT NO. AU509030	WORK PERMIT NO. 0 09614230	FIN -
DATE OF APPLICATION 09 Mar 2019	OCCUPATION Foreign Domestic Worker	MONTHLY SALARY* \$550.00
YOUR NAME E SHEWEN	MONTHLY LEVY RATE \$60.00	NUMBER OF REST DAYS PER MONTH* 4
AMOUNT YOU WILL PAY FOR EACH REST DAY HELPER AGREES TO FOREGO (monthly salary / 26 days) \$21.15	SINGAPORE EMPLOYMENT AGENCY (EA) UNITED CHANNEL EMPLOYMENT AGENCY PTE. LT	FEES PAYABLE (BY HELPER) TO SINGAPORE EA BASED ON A 2-YEAR WORK CONTRACT \$550.00

* 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 Inter-bank GIRO (IBG) Application for levy payment.

You need to pay your monthly levy by Inter-bank GIRO. If you fail to do so, it might affect the renewal of your helper's work permit or any new work permit application. The GIRO application form is available 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.



Within 3 days

Make sure that she attends the Settling-in Programme (SIP) and shows the test centre her education certificates (you can find your nearest test centre at mom.gov.sg).

Within 7 days

Make sure your helper has a medical check done by a Singapore-registered doctor.

Login to "Work permit transactions for domestic helpers and confinement nannies" to ask for her work permit card to be issued.

For more information, go to mom.gov.sg > Work passes and permits > Work permit for foreign domestic worker > Key facts > Get the work permit issued.

When your request is successful, please print her temporary work permit.

Make an appointment for your helper to go to the MOM Services Centre – Hall C for card registration. She will need to bring along her temporary work permit, original passport and appointment letter.

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.