



XU GUOJUN  
281 YISHUN STREET 22  
#01-356  
SINGAPORE 760281



04 Mar 2019

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

Dear XU GUOJUN

Your helper's work permit will expire on 01 May 2019.

There are a few things you need to do if you want to keep her. Use the handy checklist over the page to make sure you have everything ready before you renew.

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  
MUNDRIKAH

FIN  
G6825306W

WORK PERMIT NO.  
0 07422733

DATE OF APPLICATION  
30 APR 2017

SECURITY BOND TRANSMISSION NO.  
P256707

### If you wish to keep your helper

- 1 If your address has changed recently, update the Police Post or ICA
- 2 Buy a new insurance package
- 3 Then go online to renew at [services.mom.gov.sg/workpass/keepmyhelper](http://services.mom.gov.sg/workpass/keepmyhelper)

#### ⚠ IMPORTANT

There may be an overstaying fine of up to \$500 if your helper's permit is not renewed, transferred or cancelled before 01 May 2019



Use this form only if you are an Employment Agent acting on behalf of an employer

**To be signed by the employer  
and uploaded as part of the  
renewal process**

**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 Ministry of Manpower
    - 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.
  - d. I consent to MOM displaying the work pass details when my foreign domestic worker's card is scanned using MOM's work pass mobile application.
2. When a new security bond is needed, I declare that:
  - a. I have furnished my security bond.
  - b. I understand that the Controller of Work Passes has imposed on me a security bond for the sum of FIVE THOUSAND SINGAPORE DOLLARS (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 helper

Mundrikah

FIN of helper

G6825306W

Name of employer

Xu Guojun

NRIC/FIN of employer

S8142249D

Signature of employer

Date (DD-MM-YYYY)

04 MAR 2019





**WORK PERMIT**  
Employment of Foreign Manpower Act (Chapter 91A)  
Republic of Singapore

Ministry of Manpower

Employer/Location  
**XU GUOJUN**  
281 YISHUN STREET 22 #01-356 S(760281)

Name  
**MUNDRIKAH**  
Occupation  
**DOMESTIC WORKER**

Work Permit No.  
**0 07422733**

Date of Application  
**30-04-2017**

Date of Issue  
**06-05-2017**

Date of Expiry  
**01-05-2019**







**L7905599**

**VISIT PASS**  
Immigration Regulations

Name  
**MUNDRIKAH**



Date of Birth	Sex	Nationality
12-02-1975	F	INDONESIAN
FIN	Date of Issue	Date of Expiry
G6825306W	06-05-2017	01-05-2019

**MULTIPLE JOURNEY VISA ISSUED**



**YOU ARE TO SURRENDER THIS CARD WHEN IT IS CANCELLED OR HAS EXPIRED, OR WHEN A NEW CARD IS ISSUED TO YOU.**








## Authorisation Form for Foreign Domestic Worker Work Pass Transactions

This authorisation letter shall only be valid for 14 days from the date of employer's authorisation, and only applies to the application / renewal / transfer / cancellation of the foreign domestic worker(s) listed below. To ensure proper authorisation, employers are to indicate NA for rows that are not filled.

\*The softcopy of this form contains macros and can only be used with MS Word 2007 version or later. Please print out the PDF version and fill it in hardcopy if you do not have the required software.

### Declaration by Employer

Employer Name	Xu Guo Jun
NRIC No./ FIN	S8142249D
Contact No.	92374528
Signature and Date	

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	Mundri Kah	AT6F1994	Renew
2		007422733	


☒ I hereby declare that I am authorising \_\_\_\_\_ (Name and licence no. of employment agency) to perform the above work pass transaction(s) on my behalf.

Fill in only if applicable.

☐ I hereby authorise \_\_\_\_\_ (Full name as in NRIC/Passport),  
\_\_\_\_\_ (NRIC/Passport No.), to submit this authorisation form on my behalf. A copy of the representative's NRIC/Passport is enclosed with this authorisation form.

### Declaration by EA

- ☒ I have spoken to and verified with employer to confirm his / her authorisation.
- ☒ I have spoken to and verified with employer that the person submitting this form to the EA is authorised to do so on behalf of the employer.
- ☒ I declare that I have ensured all necessary fields are filled in prior to making the abovementioned work pass transactions.
- ☒ I declare that the information provided on this form is true and correct.

Name of EA personnel	Nang May Oo
Registration No.	R1100634
Signature and Date	

# RENEWAL OF WORK PERMIT / PASSPORT / VISA Documentation

\*\*Note : Please make sure that all authorization  
forms are filled and signed

(company stamp)



Date : 02/03/19

Package Fee : 850

Official Receipt No. : KT0120190311138

Insurance : Plan B

RIP: YES / NO

Name of Employer : Xa Guo Jun

Contact No. : (H) \_\_\_\_\_ (HP) 92374528

Spouse : \_\_\_\_\_

Contact No. : (H) \_\_\_\_\_ (HP) \_\_\_\_\_

Myanmar / Filipino Indonesia

Name of FDW Mendrikah

Work Permit No. : 007422733

Date of Expiry : 01/05/2019

Passport No. : AT671994

Date of Expiry : 10/06/2021

Remarks / Special Instructions ,

Yofee X @ gmail.com