



TAY AI LIN  
36 METROPOLE DRIVE  
OPERA ESTATE  
SINGAPORE 456713



03 Aug 2017

## Your helper's work permit has been renewed

PAYMENT REFERENCE  
25040A4356612C

RECEIPT NO  
R00000723187

HELPER'S NAME  
EI EI PHYU

FIN  
G2719337X

Dear TAY AI LIN

This letter confirms that you can keep your helper. Her new work permit will expire on 28 Sep 2019.

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



EI EI PHYU  
C/O TAY AI LIN  
36 METROPOLE DRIVE  
OPERA ESTATE  
SINGAPORE 456713



093722337280915

For Immigration Use (To clear by FIN)



G2719337X

03 Aug 2017

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

Dear EI EI PHYU

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 01 Sep 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 10 Aug 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  
EI EI PHYU

FIN  
G2719337X

NEW WORK PERMIT EXPIRY DATE  
28 SEP 2019

DATE OF BIRTH  
10 MAR 1992

GENDER  
FEMALE

NATIONALITY  
MYANMAR

PASSPORT NO  
MB306120

PASSPORT EXPIRY DATE  
08 SEP 2020

EMPLOYER'S NAME  
TAY AI LIN

OCCUPATION  
FOREIGN DOMESTIC WORKER






## 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      | Tay Ai Lin  |
| NRIC No./ FIN      | S6909420A   |
| Contact No.        | 96292246  |
| Signature and Date |  02 AUG 2017 |

| S/N | Name of Foreign Domestic Worker(s) | Passport / FIN / WP No. | Authorised Transaction |
|-----|------------------------------------|-------------------------|------------------------|
| 1   | El El Phyu                         | 0 937 22337             | Renewal                |
| 2   |                                    |                         |                        |

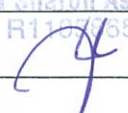
☒ I hereby declare that I am authorising United Channel Employment Agency Pte Ltd (Name and licence no. of employment agency) to perform the above work pass transaction(s) on my behalf.

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 | Palma Sharon Asuncion   |
| Registration No.     | R1107/55  |
| Signature and Date   |  02 AUG 2017 |





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) |
|---------------|--------------------------|
  - 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

KEI KEI PHU

FIN of foreign domestic worker

G2119337X

Name of employer

TAY AI LIN

Signature of employer

NRIC / FIN

S690 9420A

Date (DD-MM-YYYY)

02.08.2017



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 Dencooler Street #09-06  
Sunshine Plaza Singapore 109652  
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. DZA170449

The Insured : TAY AI LIN

The Address : 36 METROPOLE DRIVE OPERA ESTATE SINGAPORE 456713

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

The Insured Person : EI EI PHYU

Date of Birth : 10/03/1992

Passport No : MB306120

Nationality : MYANMAR

The Period of Insurance : 29/09/2017

to 28/11/2019

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\$4,000   |
| 2.      | Hospital & Surgical Expenses                                 | S\$60,000 (Annual Limit : S\$30,000)<br>(Worldwide)                        |
| 3(A).   | Recuperation Expenses  | S\$30 per day (Max 60 Days)  |
| 3(B).   | Temporary Help Benefit                                       | S\$20 per day, up to 30 days & subject to<br>a max benefit limit of S\$600 |
| 4.      | Repatriation Expenses  | Up to S\$10,000  |
| 5.      | Wages & Levy Reimbursement                                   | Up to S\$35 per day (Max 60 Days)  |
| 6.      | Termination/Re-hiring Expenses                               | S\$500   |
| 7.      | Outpatient Kidney Dialysis/<br>Cancer Treatment              | S\$5,000 (Policy Limit)  |
| 8.      | Special Grant  | S\$3,000   |
| 9.      | Maid & Household Liability                                   | S\$50,000 AOA/Unlimited AOP  |
| 10.     | Fidelity Guarantee   | S\$5,000   |
| 11.     | Reimbursement of Indemnity paid to<br>Insurer(excess S\$250) | Covered wef 29-Sep-2017  |
|         |  |  |

Premium : S\$400.00

GST : S\$28.00

Premium (w/GST) : S\$428.00

Signed this 02/08/2017

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



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. 1923C0014M

For Enquiries / Documentations / Claims Handling, please contact:



AVA INSURANCE AGENCY PTE LTD  
91 Bencoolen Street #05-06  
Sunshine Plaza Singapore 106652  
Tel: +65 65356838 / 64636138  
Fax: +65 65356828 / 64635021  
Web: www.ava-ins.com.sg  
Company's Registration No. 201113230C

Ministry of Manpower  
Singapore

Date : 02/08/2017

Letter of Guarantee No. DZA170449

Dear Sir,

Whereas TAY AI LIN

holder of employer's NRIC/Passport No S6909420A of  
36 METROPOLE DRIVE OPERA ESTATE SINGAPORE 456713

(hereinafter called the Employer) by a  
Bond (hereinafter called the Security Bond) dated 29/09/2017 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  
ensuring 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 28/11/2019.
5. This guarantee shall be effective from 29/09/2017.

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





REPUBLIC OF THE UNION OF MYANMAR

# PASSPORT

|      |              |
|------|--------------|
| Type | Country code |
| PV   | MMR          |

Passport No  
MB306120



Name  
EI EI PHYU  
Nationality  
MYANMAR  
Date of birth  
10 MAR 1992  
Sex  
F  
Date of issue  
09 SEP 2015  
Date of expiry  
08 SEP 2020



Place of birth  
YEDASHE  
Authority  
MOHA, YANGON  
Holder's signature

Σ

[illegible]

## WORK PERMIT

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

Employer/Location  
TAY AI LIN  
36 METROPOLE DRIVE S(456713)



Name  
EI EI PHYU  
Occupation  
DOMESTIC WORKER

Work Permit No.  
0 93722337

Date of Application  
22-02-2017

Date of Issue

26-10-2015

Date of Expiry  
**28-09-2017**

0 93722337



L6202698



TAY AI LIN  
36 METROPOLE DRIVE  
OPERA ESTATE  
SINGAPORE 456713



02 Aug 2017

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

Dear TAY AI LIN

Your helper's work permit will expire on 28 Sep 2017.

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  
EI EI PHYU

FIN  
G2719337X

WP NO  
O 93722337

DATE OF APPLICATION  
28 SEP 2015

SB TRANSMISSION NO  
9495576

### 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 28 Sep 2017





## Keep this checklist handy and work your way through it

### 1 If your address has changed recently, update the Police Post or ICA

- You need to inform the Police Post or ICA whenever you move. You can find out more about this at [www.ica.gov.sg](http://www.ica.gov.sg).
- Tell them about your move at least three days before you renew with MOM. Your helper can only work at the address MOM prints on the work permit.

### 2 Buy a new insurance package

- Insurance for helpers is usually sold as Maid Insurance and includes a security bond, personal accident insurance and medical insurance. Once you have bought insurance, the company will send MOM the details the next working day.

- **Your current security bond details:**

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

Policy number: MAA037645

Expires on: 28 Nov 2017

### 3 Then go online to renew at [services.mom.gov.sg/workpass/keepmyhelper](http://services.mom.gov.sg/workpass/keepmyhelper)