

DATE OF APPLICATION  
05 Mar 2018WORK PERMIT NUMBER  
0 09188479HELPER NAME  
SITI KHOTIMAH

To be signed by the various parties and uploaded as part of the issuance process

TYPE OF APPLICATION  
STANDARD APPLICATION

## Part I. Helper and employment

### About the helper

|                      |                         |   |                                   |
|----------------------|-------------------------|---|-----------------------------------|
| Full name            | SITI KHOTIMAH           | Date of birth                               | 07 Oct 1992                       |
| FIN                  | G8555559L               | Birth place                                 | Indonesia                         |
| Work permit number   | 0 09188479              | Religion                                    | Muslim                            |
| Passport number      | AT833295                | Ethnic group                                | Indonesian                        |
| Passport expiry date | 04 Nov 2021             | 8 years of formal education?                | Yes                               |
| Immigration pass     | Current Workpass Holder | Highest education level                     | Secondary with spm or gce o level |
| Nationality          | Indonesian              | Marital status                              | Single                            |
| Gender               | Female                  | Monthly salary                              | \$550                             |
|                      |                         | Rest days per month                         | 4                                 |
|                      |                         | Fee paid to Employment Agency by the helper | 550                               |

### About the employment

|                     |   |
|---------------------|---|
| Employer's name     | STEPHEN CHIA SOO MENG                             |
| Place of employment | 114 SIMEI STREET 1<br>#09-630<br>Singapore 520114 |



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### Part I. Declaration by foreign domestic worker

I declare that:

1. I have read and understood the conditions of work permit, which are set out in the Employment of Foreign Manpower (Work Passes) Regulations c 91A, available at [www.mom.gov.sg](http://www.mom.gov.sg)
2. I have had at least eight years of formal education and have the certificates to prove this. (This does not apply to you if you have been employed as a foreign domestic worker or confinement nanny in Singapore before.)
3. I have never been convicted of a criminal offence in any country or state.
4. All the documents that have been submitted on my behalf in support of this Application for a Work Permit are true copies of the authentic documents.

Name of worker  
SITI KHOTIMAH

Work permit number of worker  
0 09188479

Signature of worker

Date (DD-MM-YYYY)

11/03/18





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HELPER NAME

SITI KHOTIMAH

CURRENT EMPLOYER NAME

PAN CHOON LENG

CONSENT GIVEN FOR TRANSFER

Yes

## Part II. Prospective employer

### About the employer

Full name **STEPHEN CHIA SOO MENG**  
 Gender **Male**  
 Date of birth **10 Nov 1963**  
 Nationality **Singapore citizen**  
 Residential status **Singapore citizen**  
 NRIC **S1584556B**  
 Marital status **Married**  
 Housing type **HDB 5 rooms**

### About the employer's spouse

Full name **LEE BEE SUAN**  
 Gender **Female**  
 Date of birth **21 May 1965**  
 Nationality **Singapore citizen**  
 Residential status **Singapore citizen**  
 NRIC **S1695059I**

### Income details

Income used for application **Employer's income**  
 Monthly income range **\$12,500 - \$14,999**  
 Income proof **IRAS**  
 Tax reference number **S1584556B**

### Contact details

Mobile number **+65 96169782**  
 Email **soomeng.chia@yahoo.com.sg**  
 Residential address **114 SIMEI STREET 1  
 #09-630  
 Singapore 520114**

### Employer's household details

Number of family members in the household (excluding employer and spouse): **2**

| Full name            | ID number | ID type           | Date of birth | Relationship |
|----------------------|-----------|-------------------|---------------|--------------|
| Marcus Chia Wei Xuan | T0537520C | Birth Certificate | 25 May 2005   | Son          |
| Lee Sai Kiow         | S0282039J | Nric              | 13 Mar 1941   | Mother       |



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**Part II. Declaration by employer**

I declare that:

1. I have read and understood the applicable conditions and regulatory conditions of work permit set out in the Employment of Foreign Manpower (Work Passes) Regulations ("EFMR"), available at [www.mom.gov.sg](http://www.mom.gov.sg).
2. In order for MOM to assess my application, I consent to the Government of Singapore and statutory authorities to getting from and verifying information with any person, organisation or any other source. Further, I consent to the information obtained in this process to be released to the Government of Singapore, its statutory authorities and their authorised agents.
3. To the best of my knowledge, the foreign domestic worker (if she has not worked as a foreign domestic worker or confinement nanny in Singapore before) has had a minimum of eight years of formal education and has educational certificates as documentary proof of this.
4. I have obtained written consent from the foreign domestic worker to perform this transaction. I will produce this consent when requested by the authority.
5. I am not related to the foreign domestic worker.
6. I have ensured that the foreign domestic worker fully understands the contents of PART I and that it was signed by the foreign domestic worker.
7. The information in this application and any appeals I have made in relation to this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application and any appeals made in relation to the application, are true copies of the authentic documents.
8. I am aware of and shall fulfil my obligations as an employer of a foreign domestic worker under the Employment of Foreign Manpower Act (Chapter 91A) ("EFMA") and EFMR which includes the following:
  - a. Pay her salary promptly
  - b. Pay for her upkeep and maintenance, including medical treatment
  - c. Provide acceptable accommodation for her
  - d. 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
  - e. Take her to the Controller of Work Passes when required by MOM
  - f. Inform the Controller of Work Passes in writing within seven days when her employment ends by cancelling her work permit
  - g. Arrange and pay for her passage home, after giving her reasonable notice and paying her outstanding salary
9. I shall take reasonable steps to ensure that my foreign domestic worker complies with the EFMA and the EFMR. Such steps shall include reporting to the Controller of Work Passes if I know that she is non-compliant.
10. I understand that if I breach any of my obligations as an employer of a foreign domestic worker, my Security Bond in the sum of \$5,000 which I have furnished to the Controller of Work Passes may be forfeited fully or in part. I also understand if there is only partial forfeiture, the Government of Singapore may forfeit the rest at a later point in time for the same breach or a different breach.
11. I also understand that if I breach any of my obligations as an employer of a foreign domestic worker, other enforcement actions may be taken against me in addition to my Security Bond being forfeited fully or in part.

Name of employer

STEPHEN CHIA SOO MENG

NRIC/FIN

S1584556B

Signature of employer

Date (DD-MM-YYYY)

11/3/18



Date: \_\_\_\_\_

To:

Work Permit Department  
Ministry Of Manpower  
18 Havelock Road  
Singapore 059764

Dear Sir / Madam

**CONSENT TO TRANSFER FOREIGN DOMESTIC WORKER**

FOREIGN DOMESTIC WORKER

SITI KHOTIMAH

WORK PERMIT

0 09188479

DATE OF APPLICATION

05 March 2018

I, Pan Choon Leng of NRIC / Passport No S0587270.  
(Name of Current Employer)

Agree to release my Foreign Domestic Worker named above to the prospective employer

STEPHEN CHIA SOO MENG  
(Name of Prospective Employer)

Pending the outcome of the application, I undertake all responsibilities for the employment of the said Foreign Domestic Worker and will extend her work permit ( if necessary ).

If the application is not approved, I will repatriate this worker.

潘春玲

Signature of Current Employer



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SITI KHOTIMAH

## Part IV. Employment Agency

### About the Employment Agency

Name UNITED CHANNEL  
EMPLOYMENT AGENCY  
PTE. LT  
Licence no. 07C4306  
Telephone +65 63448807  
Address

## Part IV. Declaration by Employment Agency

This declaration must be completed by the Employment Agency or intermediary who is making the application on behalf of the employer. (If more than one Employment Agency or intermediary is used, please download additional declaration sheets from MOM's website.)

I declare that:

1. I am the Employment Agency personnel handling this application.
2. To the best of my knowledge, the foreign domestic worker (if she has not worked as a foreign domestic worker or confinement nanny in Singapore before) has had a minimum of eight years of formal education and has educational certificates as documentary proof of this.
3. I have obtained written consent from the employer and foreign domestic worker to perform this transaction. I will produce this consent when requested by the authority.
4. I have explained the contents of the application and the applicable conditions and regulatory conditions of this work permit, as set out in the Employment of Foreign Manpower (Work Passes) Regulations c 91A, to the foreign employee and the employer.
5. The information in this application and any appeals I have made in relation to this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application and any appeals made in relation to the application, are true copies of the authentic documents.

Name of Employment Agency personnel

Employment Agency stamp

Employment Agency personnel number

Nang May Oo  
R1100684



Signature of Employment Agency personnel

Date (DD-MM-YYYY)

Nang May Oo

11/03/18