



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
Zin MAR HTUN

FIN of helper 62708863K

Name of employer
TAY SICK LAY

NRIC/FIN of employer Tay Siok Lay
S1691589/J

Signature of employer
* [Signature]

Date (DD-MM-YYYY) 05 AUG 2018



ZIN MAR HTUN
C/O TAY SIOK LAY
32 RIZENZI STREET
OPERAE STATE
SINGAPORE 456419



093709284070915

For Immigration Use (To clear by FIN)



G2708863K

07 Aug 2018

This letter allows you to stay and work in Singapore

Dear ZIN MAR HTUN

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. Your new work permit has a QR code which will display your work permit details when scanned using the **SGWorkPass** App (refer to the guide attached for more details).

Before you get your new permit, this letter allows you to stay and work in Singapore. It is valid until 05 Sep 2018. 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 14 Aug 2018. 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
ZIN MAR HTUN

FIN
G2708863K

NEW WORK PERMIT EXPIRY DATE
06 SEP 2019

DATE OF BIRTH
26 JUN 1983

GENDER
FEMALE

NATIONALITY
MYANMAR

PASSPORT NO
MB174096

PASSPORT EXPIRY DATE
02 JUN 2020

EMPLOYER'S NAME
TAY SIOK LAY

OCCUPATION
FOREIGN DOMESTIC WORKER



TAY SIOK LAY
32 RIZENZI STREET
OPERAESTATE
SINGAPORE 456419



07 Aug 2018

Your helper's work permit has been renewed

PAYMENT REFERENCE
E3B49C3311AD5E

RECEIPT NO
R00001128843

HELPER'S NAME
ZIN MAR HTUN

FIN
G2708863K

Dear TAY SIOK LAY

This letter confirms that you can keep your helper. Her new work permit will expire on 06 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. Your helper's new work permit has a QR code which will display her work permit details when scanned using the **SGWorkPass** App (refer to the guide attached for more details).

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