



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 May San

FIN of helper  
G2518841T

Name of employer  
Heng Kai Koon

NRIC/FIN of employer  
S17864294

Signature of employer

Date (DD-MM-YYYY)  
13/02/18





ZIN MAY SAN  
C/O HENG KAI KOON  
22 HAVELOCK ROAD  
#11-707 BUKIT HO SWEE COURT  
SINGAPORE 160022



093460553250814

For Immigration Use (To clear by FIN)



G2518841T

15 Aug 2018

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

Dear ZIN MAY SAN

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 13 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 22 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 MAY SAN

FIN  
G2518841T

NEW WORK PERMIT EXPIRY DATE  
24 AUG 2020

DATE OF BIRTH  
25 MAY 1982

GENDER  
FEMALE

NATIONALITY  
MYANMAR

PASSPORT NO  
MA695300

PASSPORT EXPIRY DATE  
12 JUN 2019

EMPLOYER'S NAME  
HENG KAI KOON

OCCUPATION  
FOREIGN DOMESTIC WORKER

MINISTRY OF  
MANPOWER

HENG KAI KOON  
22 HAVELOCK ROAD  
#11-707 BUKIT HO SWEE COURT  
SINGAPORE 160022



15 Aug 2018

## Your helper's work permit has been renewed

Dear HENG KAI KOON

This letter confirms that you can keep your helper. Her new work permit will expire on 24 Aug 2020.

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

PAYMENT REFERENCE  
B8AF4F21F78DB4

RECEIPT NO  
R00001137835

HELPER'S NAME  
ZIN MAY SAN

FIN  
G2518841T