




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	Chua Say Eng
NRIC No./ FIN	S0790621/H
Contact No.	9237 2373
Signature and Date	

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	MUDARIFAH	0 05785103	TRANSFER
2			


☒ I hereby declare that I am authorising Lic. No. 07C4306 (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	Yetty Simbar
Registration No.	R1112371
Signature and Date	

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

MUNDARIFAH

WORK PERMIT

0 05785103

DATE OF APPLICATION

I, CHUA SAY ENG of NRIC / Passport No S0790621/H
(Name of Current Employer)

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

(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.

X.

Signature of Current Employer



United Channel

Cancellation Request (for other Country)

I, _____ of Passport no: _____
and Work Permit No: _____ hereby request to be sent to _____

(Place of Repatriation) instead of my home country upon the cancellation of my work permit.

FDW's Signature: _____

Date: _____

Employer's Undertaking

I, _____ holder of Nric/Fin no: _____

Have no objection to the request of my Foreign Domestic Worker (FDW) named above to be
sent to _____ instead of her home country and I hereby authorized
(Place of Repatriation)

UNITED CHANNEL to cancel my FDW's work permit on _____ and she shall be

Repatriated within 14 days by flight/ferry/Coach No: _____ reporting to
(Flight Number)

Immigration _____ checkpoint.

Employer's Signature: _____

Date: _____

EA Personnel Name Reg No: _____

Signature: _____

United Channel Employment Agency Pte Ltd (07c4306)

Placement Fee Breakdown Acknowledgement Slip

Name of FDW : Mundaneh
WP No. : 0 05785103
Passport No : B 5806254

(ပြန်လာသည့် အကြောင်းအရင်း)
Reason for coming back : I want to change employer.

I have receive \$ — being refund of 1 month service fee from my agency

(ကျွန်မ အေဂျင်စီကနေ ဝန်ဆောင်ခ ၁လ ပြန်အမ်းရမည့်ငွေကို \$ — လက်ခံရရှိပါသည်။)

I am aware the agency has added a service fee of \$ 600 being 1 month(s) of my salary to my overseas expenses / placement loan balance.

ကျွန်မ ၏ လစာ ပင်လယ်ရပ်ခြားစရိတ် / ကြိုတင်ချေးငွေ လက်ကျန် ပမာဏ ထဲ သို့ ကျွန်မရဲ့ အေဂျင်စီ က ဝန်ဆောင်ခ ကို ထပ်တိုးမယ်ဆိုတာ သိပါတယ်။

Overseas Expenses / Placement Loan balance 1073
(ပင်လယ်ရပ်ခြားစရိတ်/ကြိုတင်ချေးငွေလက်ကျန်ပမာဏ)

Service Fee charged by Agency 600 X 1 months [max 2 months]
(အေဂျင်စီကနေ ဝန်ဆောင်ခဖြတ်သည်) (လ [အများဆုံး ၂လ])

Less Refund of Service Fee (if applicable) : — [this is not applicable if refund has been made]
(ဝန်ဆောင်ခပြန်အမ်းရမည့်ငွေ(အကယ်၍သက်ဆိုင်လျှင်)) : — [အကယ်၍ဝန်ဆောင်ခပြန်အမ်း
ငွေပြုလုပ်ပြီး ရင် မသက်ဆိုင်တော့ပါ]

Total Loan 1073 + 600 (Loan Balance + Service fee charge + Refund (if any))

(စုစုပေါင်းကြိုတင်ချေးငွေ) = — + — {လက်ကျန်အကြွေး+ဝန်ဆောင်ခထပ်ဖြတ်သည် - ပြန်အမ်းငွေ
(အကယ်၍လိုအပ်လျှင်)}

Acknowledged by FDW : [Signature]
(FDWရဲ့ ဝန်ခံချက်)

Acknowledged by : Palma Sharon Asuncion
R1105865
(EA Name & Registration No.)

