




MINISTRY OF  
MANPOWER

## 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	Goh Hock Soon
NRIC No./ FIN	S7009970E
Contact No.	9199 3405
Signature and Date	 13 OCT 2018

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	Tin Zar Win	0 93737555	Transfer
2			

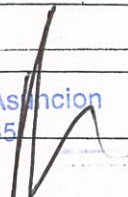
☒ I hereby declare that I am authorising \_\_\_\_\_ (Name and licence no. of employment agency) to perform the above work pass transaction(s) on my behalf.

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	
Registration No.	Palma Sharon Asuncion R1105865
Signature and Date	 13 OCT 2018

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

Tin. Zar Win

WORK PERMIT

0 93737555

DATE OF APPLICATION

I, Goh Hock Soon of NRIC / Passport No S7009970E  
(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



Date : 13 OCT 2018

FDW Reference No. : *By OIC*

## LETTER OF ACKNOWLEDGEMENT

1. Please be informed that the Foreign Domestic Worker (FDW) *Tim Zan Win*, Work Permit No. *093737SSS* has a (21) days period with the Employment Agency for transfer/re-deployment. The due period will be on \_\_\_\_\_.
2. The Employer remains legally responsible for the FDW till the FRW's Work Permit is cancelled, FRD repatriated or FDW is handed to the new Employer.
3. Please note that under the Ministry of Manpower, "Conditions of Work Permit", the employer shall bear all cost of repatriating the FDW at all times and the Employer shall not deduct, or recover (directly or indirectly) the costs associated with the repatriation from the FDW.
4. Please refer to the Standard Service Agreement between the FDW Employer and the Employment Agency.

*\* emp refer to sign*

Signature of Employer

Name : *Goh Hock Soon*

NRIC or Passport No. : *S7009970E*

*Palma Sharon Asuncion*  
*R1108855*

Signed for and on behalf of Agency





United Channel

Cancellation Request (for other Country)

I, Tin Zaw Win of Passport no. MB 324132  
and Work Permit No. 0 93737555 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, Goh Hock Soon holder of Nric/Fin No. S 7009970E

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: lh

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

EA Personnel Name Reg No. \_\_\_\_\_ Signature: \_\_\_\_\_



Date: 13 OCT 2018

To. The Employer

Employer's Name : Goh Hock Soon

FDW's Name : Lim Ren Win

### TAKING CUSTODY OF FDW

We herein confirm that we have taken over custody of the abovementioned FDW today, 13 OCT 2018 at 2pm.

However, until her transfer or repatriation, the employer is reminded that he or she will still be responsible and liable for the FDW, in accordance with MOM's conditions of Work Permit for Employers, even though the FDW is in our custody.

UNITED CHANNEL

Palma Sharon / Asuncion  
R1105865

Name: \_\_\_\_\_

United Channel Employment Agency Pte Ltd (07c4306)

Placement Fee Breakdown Acknowledgement Slip

Name of FDW :

၇၇၈ ၃၃၃ ၃၃၃

WP No.

0 93737555

Passport No

M13 324132

(ပြန်လာသည့် အကြောင်းအရင်း)

Reason for coming back :

I want to come back agency

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 550 being 1 month(s) of my salary to my overseas expenses / placement loan balance.

ကျွန်မ ဇီ။ လစာ ပင်လယ်ရပ်ခြားစရိတ် / ကြိုတင်ချေးငွေ လက်ကျန် ပမာဏ ထဲ သို့ ကျွန်မရဲ့အေဂျင်စီက ဝန်ဆောင်ခ ကို ထပ်တိုးမယ်ဆိုတာ သိပါတယ်။

Overseas Expenses / Placement loan balance : 620

(ပင်လယ်ရပ်ခြားစရိတ်/ကြိုတင်ချေးငွေလက်ကျန်ပမာဏ)

Service Fee charged by Agency

550 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၍ဝန်ဆောင်ခပြန်အမ်းငွေပြုလုပ်ပြီး ရင် မသက်ဆိုင်တော့ပါ]

Total Loan

620 + 550 (Loan Balance + Service fee charge - Refund (if any))

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

Acknowledged by FDW :

၁၆

(FDWရဲ့ဝန်ခံချက်)

Palma Sharon Asuncion

R1105865

Acknowledged by :

(EA Name & Registration No.)

