



CHIA MUN FOONG (XIE WENFENG)  
412 SERANGOON CENTRAL  
#03-329  
SINGAPORE 550412



12 Sep 2017

## Your helper's work permit has been renewed

Dear CHIA MUN FOONG (XIE WENFENG)

This letter confirms that you can keep your helper. Her new work permit will expire on 21 Oct 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.

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  
554D161618E0B4

RECEIPT NO  
R00000765460

HELPER'S NAME  
MARICEL COSTINAR BALLIUNO

FIN  
G2343832T



MARICEL COSTINAR BALLIUNO  
C/O CHIA MUN FOONG (XIE WENFENG)  
412 SERANGOON CENTRAL  
#03-329  
SINGAPORE 550412



026739756191013

For Immigration Use (To clear by FIN)



G2343832T

12 Sep 2017

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

Dear MARICEL COSTINAR BALLIUNO

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.

Before you get your new permit, this letter allows you to stay and work in Singapore. It is valid until 11 Oct 2017. 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 19 Sep 2017. 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  
MARICEL COSTINAR BALLIUNO

FIN  
G2343832T

NEW WORK PERMIT EXPIRY DATE  
21 OCT 2019

DATE OF BIRTH  
05 JUN 1986

GENDER  
FEMALE

NATIONALITY  
FILIPINO

PASSPORT NO  
P3520419A

PASSPORT EXPIRY DATE  
28 JUN 2022

EMPLOYER'S NAME  
CHIA MUN FOONG (XIE WENFENG)

OCCUPATION  
FOREIGN DOMESTIC WORKER





Use this form only if you are an employment agent acting on behalf of an employer

**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 MOM
    - 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.
2. When a new security bond is needed, I declare that:
  - a. I have furnished my security bond as follows:

Policy Number	Expiry Date (DD-MM-YYYY)
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  - b. I understand that the Controller of Work Passes has imposed on me a security bond for the sum of FIVE THOUSAND SINGAPORE DOLLAR (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 foreign domestic worker

Maricel Costinar Balliano

Name of employer

Chia Mun Foong

NRIC / FIN

S 7724979F

FIN of foreign domestic worker

G 2843832 T

Signature of employer

Date (DD-MM-YYYY)

11 SEP 2017






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	CHIA MUN FOONG
NRIC No./ FIN	S772 49791P
Contact No.	9010 4064
Signature and Date	 09 SEP 2017

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	Maricel Costinax Balliano	P3520419A	Renew
2		O 26739756	

☒ 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	Nang May Oo
Registration No.	R1100684 09 SEP 2017
Signature and Date	Nang May Oo



Underwritten by:



TOKIO MARINE

TOKIO MARINE INSURANCE SINGAPORE LTD  
20 McCallum Street #09-01  
Tokio Marine Centre Singapore 069046  
Tel: +65 62216111 Fax: +65 63242180  
Web: www.tokiomarine.com.sg  
Company's Registration No. 192300014M

For Enquiries / Documentations / Claims Handling, please contact:



AVA INSURANCE AGENCY PTE LTD  
91 Bencoolen Street #09-06  
Sunshine Plaza Singapore 189652  
Tel: +65 65356838 / 64636138  
Fax: +65 65356828 / 64635021  
Web: www.ava-ins.com.sg  
Company's Registration No. 201113230C

Domestic Maid Insurance

UNITED CHANNEL EMPLOYMENT AGENCY PTE LTD (KT1)

Certificate No. DZA173426

The Insured : CHIA MUN FOONG (XIE WENFENG)

The Address : 412 SERANGOON CENTRAL #03-329 SINGAPORE 550412

The Beneficiary : The Estate of the Insured Person named below in respect of Section 1A and 1B only.

The Insured Person : MARICEL COSTINAR BALLIUNO

Date of Birth : 05/06/1986

Passport No : P3520419A

Nationality : FILIPINO

The Period of Insurance : 22/10/2017

to 21/12/2019

Or until cessation of the employment whichever is the earlier.

Section	Coverage	Limit
1.	Personal Accident	
	(A) Death	S\$40,000
	(B) Permanent Disablement	As per scale in Policy
	(C) Medical Expenses	S\$1,500
2.	Hospital & Surgical Expenses	S\$30,000 (Annual Limit : S\$15,000) (Worldwide)
3(A).	Recuperation Expenses	S\$10 per day (Max 60 Days)
3(B).	Temporary Help Benefit	S\$10 per day, up to 30 days & subject to a max benefit limit of S\$300
4.	Repatriation Expenses	Up to S\$10,000
5.	Wages & Levy Reimbursement	Up to S\$30 per day (Max 60 Days)
6.	Termination/Re-hiring Expenses	S\$250
8.	Special Grant	S\$1,000
9.	Maid & Household Liability	S\$50,000 AOA/Unlimited AOP
11.	Reimbursement of Indemnity paid to Insurer(excess S\$250)	Not Covered

Premium : S\$265.70

GST : S\$18.60

Premium (w/GST) : S\$284.30

Signed this 11/09/2017

Not valid unless countersigned

Authorised Representative  
AVA Insurance Agency Pte Ltd

Tokio Marine Insurance Singapore Ltd

A.K. Cher  
CEO and Managing Director









CHIA MUN FOONG (XIE WENFENG)  
412 SERANGOON CENTRAL  
#03-329  
SINGAPORE 550412



22 Aug 2017

## It's time to renew your helper's work permit

Dear CHIA MUN FOONG (XIE WENFENG)

Your helper's work permit will expire on 21 Oct 2017.

There are a few things you need to do if you want to keep her. Use the handy checklist over the page to make sure you have everything ready before you renew.

If you don't intend to renew your helper's permit, you will need to think about transferring her to another employer or sending her home. You can find out more about this at [mom.gov.sg](http://mom.gov.sg) > Foreign Manpower > Work passes and permits > Work Permit for foreign domestic worker.

Yours sincerely

Pansy Chow  
For the Controller of Work Passes

HELPER'S NAME  
MARICEL COSTINAR BALLIUNO

FIN  
G2343832T

WORK PERMIT NO.  
0 26739756

DATE OF APPLICATION  
19 OCT 2013

SECURITY BOND TRANSMISSION NO.  
V028153

### If you wish to keep your helper

- 1 Renew your helper's passport
- 2 If your address has changed recently, update the Police Post or ICA
- 3 Buy a new insurance package
- 4 Then go online to renew at [services.mom.gov.sg/workpass/keepmyhelper](http://services.mom.gov.sg/workpass/keepmyhelper)

#### ⚠ IMPORTANT

There may be an overstaying fine of up to \$500 if your helper's permit is not renewed, transferred or cancelled before 21 Oct 2017