



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 <u>NA</u> 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.

	oloyer		
mployer Name	Tan Poh Hwa		
IRIC No./ FIN	81512 180 G		
ontact No.	9010 8382		
ignature and Date	13 18 2	13 JUN 2017	
6/N Name of Foreign	Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
I Zin Mar HI	ey	MB 172454	Renew
	hat I am authorising	orm the above work pass tran	(Name and saction(s) on my behalf.
☐ I hereby authorise	e	(Full name a	- ! NIDIC (D)
copy of the repres		No.), to submit this authorisatis enclosed with this authoris	
Declaration by EA	sentative's NRIC/Passport	No.), to submit this authorisatis enclosed with this authoris	ation form on my behalf. A ation form.
Declaration by EA	sentative's NRIC/Passport A and verified with employe	No.), to submit this authorisatis enclosed with this authorisation and the series of the submitting of the submitteness of the submitting of the submitteness of the submitting of the submitting of the submitting of the submitting of the submitteness of the submitt	ation form on my behalf. A ation form.
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RENEWAL OF WORK PERMIT / PASSPORT / VISA Documentation

**Note: Please make sure that all authorization

forms are filled and signed



Date :	16 [17	
Package Fee :	50	Official Receipt No.: <u>KT0120170 654</u> 28
insurance : Pla	<u> </u>	RIP: YES (NO
Name of Employer	: Tan Poh Hwa	
Contact No.	: (H)	(HP) 90108382
Spouse	1	
Contact No.	: (H)	(HP)
Myanmar Filipino	/ Indonesia	
Name of FDW	Zin Mer Ifley	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
		Date of Expiry. 27 07 17
Passport NoM(3 172454	Date of Expiry . 28 05 20 20
Remarks / Special I		
<u> </u>	Cinbin to	an @ hotmast com



United Channel

865 Mountbatten Road, #01-22/23/24/25, Katong Shopping Centre, Singapore 437844

Tel: 6344 8807 Fax: 6345 0806 Email: unitedes@singnet.com www.unitedchannel.com.sg

License No. 07C4306

GST Registration No. 200716859W

TAX INVOICE

nplover Detail NRIC No: S1512180G TAN POH HWA nployer Name: 10-06-2017 Date: KT011006173114 oking No:

DW Detail

)W's Name:

ationality: acement Fee

\$0.00

Code No: VDA

P/PNo:

escription ORK PERMIT RENEWAL (ONLINE) (\$30 MOM charge) **ISURANCE** ISCOUNT

\$ 50.00 \$ 265.70 \$50.00

Taxable Amount GST Standard Rated 7%

Sub Total REIMBURSEMENT \$265.70 \$18.60 \$284.30

Total Amount (rounding of adjustment \$0.00)

\$284.30

\$0.00

\$284.30 **Amount Received** Payment Mode/Ref Description Amount Date Receipt No. Booking fee for WORK PERMIT RENEWAL (ONLINE) (\$30 Credit Card-OCBC -visa MOM charge) (\$50.00) INSURANCE ~ PLAN B (2 YEARS) 10-06-2017 \$ 284.30 KT012017065428 (\$234.3)

> AGENCY P.L. 865 HUMPDAFTEN #81-22 KATOKS SHIPPINS CENTRY

ALDS: 049861656335912 T.DS: 957432₆ DATE: TIME: JUN 10, 2017 12:06

*payment includes 7% GST where its applicable.

Amount Balance

Signature by Employer

Name: TAN POH HWA

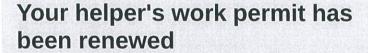
NRIC: S1512180G



TAN POH HWA 52 KENT ROAD #09-23 SINGAPORE 210052

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13 Jun 2017



Dear TAN POH HWA

This letter confirms that you can keep your helper. Her new work permit will expire on 27 Jul 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

A

Pansy Chow
For the Controller of Work Passes



PAYMENT REFERENCE 06048A19D4830E

RECEIPT NO R00000669486

HELPER'S NAME
ZIN MAR HLEY

G2688403P



ZIN MAR HLEY C/O TAN POH HWA 52 KENT ROAD #09-23 SINGAPORE 210052





093685601270715

For Immigration Use (To clear by FIN)



G2688403P

13 Jun 2017

This letter allows you to stay and work in Singapore

Dear ZIN MAR HI FY

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 12 Jul 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 20 Jun 2017. Please post it to the *Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764.*

Yours sincerely

A

Pansy Chow
For the Controller of Work Passes

HELPER'S NAME
ZIN MAR HLEY

G2688403P

NEW WORK PERMIT EXPIRY DATE 27 JUL 2019

DATE OF BIRTH 20 FEB 1983

GENDER FEMALE

NATIONALITY MYANMAR

PASSPORT NO MB172454

PASSPORT EXPIRY DATE 28 MAY 2020

EMPLOYER'S NAME
TAN POH HWA

OCCUPATION FOREIGN DOMESTIC WORKER



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
TOKIOMARINE Company's Registration No. 192300014M For Enquiries / Documentations / Claims Handling, please contact: AVA INSURANCE AGENCY PTE LTD

AVA INSURANCE AGENCY PTE LTD 91 Bencoblen Street #09-06 Sunshino Plaza Singapore 189652 Tet: +65 65356838 / 64636138 Fax: +65 65356828 / 84635021 Web: www.ava-ins.com.sg Company's Registration No. 201113230C

Domestic Maid Insurance

UNITED CHANNEL EMPLOYMENT AGENCY PTE LTD (KT1)

Certificate No. DZA166586

The Insured

: TAN POH HWA

The Address

: 52 KENT ROAD #09-23 SINGAPORE 210052

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

The Insured Person

: ZIN MAR HLEY

Date of Birth

: 20/02/1983

Passport No

: MB172454

Nationality: MYANMAR

The Period of Insurance : 28/07/2017

to

27/09/2019

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
	to Insurer(excess S\$250)	

Premium: S\$265.70

GST: S\$18.60

Premium (w/GST):

S\$284.30

Signed this

12/06/2017

Not valid unless countersigned

A.K. Cher

CEO and Managing Director

Tokio Marine Insurance Singapore Ltd

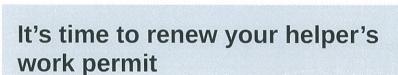
Authorised Representative AVA Insurance Agency Pte Ltd



TAN POH HWA 52 KENT ROAD #09-23 SINGAPORE 210052



28 May 2017



Dear TAN POH HWA

Your helper's work permit will expire on 27 Jul 2017.

Renewing your helper's permit is now easier and faster. In fact, 6 in 10 employers have used our new e-service to renew their helpers' permits.

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 > 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 ZIN MAR HLEY

G2688403P

WP NO 0 93685601

DATE OF APPLICATION 27 JUL 2015

SB TRANSMISSION NO U728356

If you wish to keep your helper

- If your address has changed recently, update the Police Post or ICA
- Buy a new insurance package
- Then go online to renew at 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 27 Jul 2017





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 noncompliant; 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)

- 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

Zin Mar Hley

Name of employer

Tan Poh Hwa

NRIC / FIN

S1512180 G

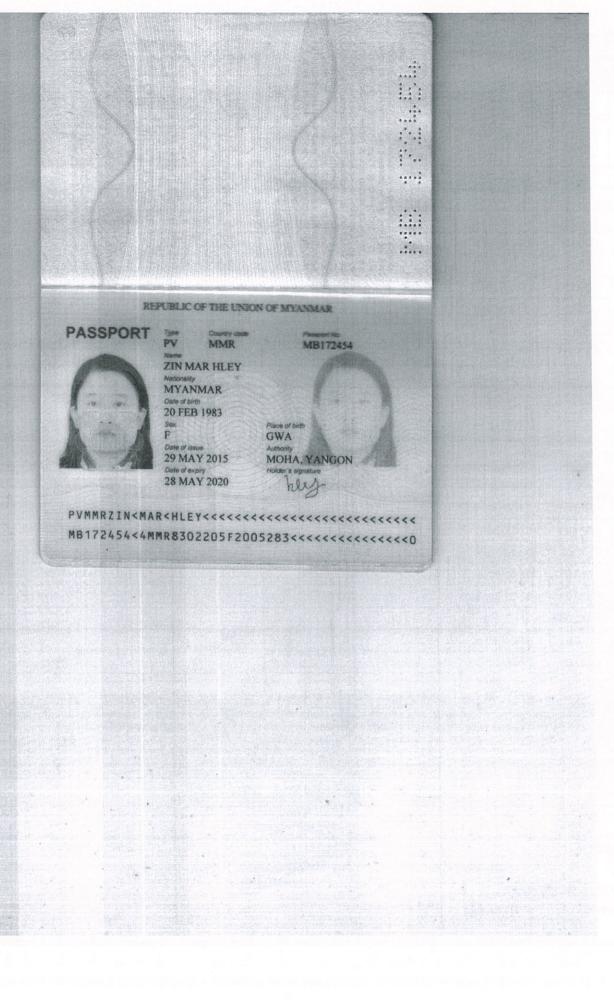
FIN of foreign domestic worker

G 268840 3P

Signature of employer

Date (DD-MM-YYYY)

12 JUN 2017





WORK PERMIT Employment of Foreign Manpower Act (Chapter 91A) Republic of Singapore

Employer Location TAN POH HWA 52 KENT ROAD #09-23 S(210052)



ZIN MAR HLEY DOMESTIC WORKER

Work Permit No. 0 93685601



27-07-2015

04-08-2015



L5912200

VISIT PASS Immigration Regulations

Name ZIN MAR HLEY



20-02-1983 F FIN

Date of Issue

MYANMAR G2688403P 04-08-2015 27-07-2017

MULTIPLE JOURNEY VISA ISSUED