




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	Tan Poh Hwa
NRIC No./ FIN	S1512180 G
Contact No.	9010 8382
Signature and Date	 13 JUN 2017

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	Zin Mar Hley	MB 172454	Renew
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	Nang May Oo
Registration No.	R1100684
Signature and Date	13 JUN 2017 Nang May Oo

RENEWAL OF WORK PERMIT / PASSPORT / VISA Documentation

**Note : Please make sure that all authorization

forms are filled and signed

(company stamp)



Date : 10/6/17

Package Fee : 850

Official Receipt No. : KT012017065428

Insurance : Plan

RIP : YES / NO

Name of Employer : Tan Poh Hwa

Contact No. : (H) _____ (HP) 90108382

Spouse : _____

Contact No. : (H) _____ (HP) _____

Myanmar / Filipino / Indonesia

Name of FDW : Zin Mar Hley

Work Permit No. : 0 93685601

Date of Expiry : 27/07/17

Passport No. : MB 172454

Date of Expiry : 28/05/2020

Remarks / Special Instructions :

linbin_tan@hotmail.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

GST Registration No. 200716859W

License No. 07C4306

TAX INVOICE

Employer Detail

Employer Name: TAN POH HWA
Working No: KT011006173114

NRIC No: S1512180G
Date: 10-06-2017

OW Detail

OW's Name:

Code No : VDA

ationality:

P / P No :

lacement Fee \$0.00

Description	
WORK PERMIT RENEWAL (ONLINE) (\$30 MOM charge)	\$ 50.00
INSURANCE	\$ 265.70
DISCOUNT	\$ 50.00

Taxable Amount	\$265.70
GST Standard Rated 7%	\$18.60
Sub Total	\$284.30
REIMBURSEMENT	

Total Amount (rounding of adjustment \$0.00)	\$284.30
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Amount Received				Payment Mode/Ref
Receipt No.	Date	Amount	Description	
KT012017065428	10-06-2017	\$ 284.30	Booking fee for WORK PERMIT RENEWAL (ONLINE) (\$30 MOM charge) (\$50.00) INSURANCE ~ PLAN B (2 YEARS) (\$234.3)	Credit Card-OCBC -visa

*payment includes 7% GST where its applicable.

Amount Balance	\$0.00
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Signature by Employer

Name: TAN POH HWA

NRIC: S1512180G

Signature by Agent



UNITED CHANNEL EMPLOYMENT
AGENCY P.L. 865 MOUNTBATTEN RD
#01-22 KATONG SHOPPING CENTRE
DATE TIME: JUN 10, 2017 17:00
RID: 00006168395912 UID: 99701326

SALE

U158
EXP DATE: 10/10
BATCH No: 000153
APP CODE: 454016
REF NO: 0001160650

TOTAL AMOUNT: 300 284.30

Signature: TAN POH HWA
I HEREBY PAY THE ABOVE TOTAL AMOUNT
ACCORDING TO THE CARD ISSUER AGREEMENT
*** CUSTOMER COPY ***
THANK YOU, HAVE A GREAT DAY



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



13 Jun 2017



Your helper's work permit has been renewed

PAYMENT REFERENCE
06048A19D4830E

RECEIPT NO
R00000669486

HELPER'S NAME
ZIN MAR HLEY

FIN
G2688403P

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

Pansy Chow
For the Controller of Work Passes



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 HLEY

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

Pansy Chow
For the Controller of Work Passes

HELPER'S NAME
ZIN MAR HLEY

FIN
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

Underwritten by:



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. 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

Premium : S\$265.70

GST : S\$18.60

Premium (w/GST) : S\$284.30

Signed this 12/06/2017

Not valid unless countersigned

Authorised Representative
AVA Insurance Agency Pte Ltd

Tokio Marine Insurance Singapore Ltd

A.K. Cher
CEO and Managing Director



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



28 May 2017

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

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

FIN
G2688403P

WP NO
0 93685601

DATE OF APPLICATION
27 JUL 2015

SB TRANSMISSION NO
U728356

If you wish to keep your helper

- 1 If your address has changed recently, update the Police Post or ICA
- 2 Buy a new insurance package
- 3 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 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

Zin Mar Hley

Name of employer

Tan Poh Hwa

NRIC / FIN

S1512180 G

FIN of foreign domestic worker

G1268840 3P

Signature of employer

Date (DD-MM-YYYY)


12 JUN 2017

MB172454


28 MAY 2020

hleg

PVMMRZIN<MAR<HLEY<<<<<<<<<<<<<<<<<<<<<<<<
MB172454<4MMR8302205F2005283<<<<<<<<<<<<<<<D

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


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





Name
ZIN MAR HLEY
Occupation
DOMESTIC WORKER

Work Permit No.
0 93685601

Date of Application
27-07-2015
Date of Issue
04-08-2015
Date of Expiry
27-07-2017







L5912200

VISIT PASS
Immigration Regulations

Name
ZIN MAR HLEY



Date of Birth
20-02-1983

Sex
F

Nationality
MYANMAR

FIN
G2688403P

Date of Issue
04-08-2015

Date of Expiry
27-07-2017

MULTIPLE JOURNEY VISA ISSUED

**YOU ARE TO SURRENDER THIS CARD WHEN IT IS CANCELLED
OR HAS EXPIRED, OR WHEN A NEW CARD IS ISSUED TO YOU.**

