

RENEWAL OF WORK PERMIT / PASSPORT / VISA Documentation

**Note : Please make sure that all authorization
forms are filled and signed

(company stamp)



Date : 10 Aug. 2019

Package Fee : Renewal

Insurance : Plan A.

Official Receipt No. : _____

RIP : YES / NO

Name of Employer : WONG STEW LAN

Contact No. : (H) 96487150 (HP) _____

Spouse : _____

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

Myanmar / Filipino / Indonesia

Name of FDW : MAW JET FEELY WIN

Work Permit No. : 0 927283-

Date of Expiry : 06 Oct 2019

Passport No. : MC420692

Date of Expiry : 04 Sept 2022

Remarks / Special Instructions :




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

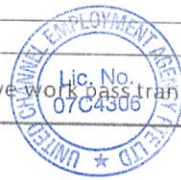
Employer Name	WONG SIEW LAN
NRIC No. / FIN	S130712E2
Contact No.	96487150
Signature and Date	

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	MAW JET FEELY WIN	09272283-	renewal.
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.	Huang Yuling R1658004
Signature and Date	



Use this form only if you are an Employment Agent acting on behalf of an employer

**To be signed by the employer
and uploaded as part of the
renewal process**

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 Ministry of Manpower
 - 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.
 - d. I consent to MOM displaying the work pass details when my foreign domestic worker's card is scanned using MOM's work pass mobile application.
2. When a new security bond is needed, I declare that:
 - a. I have furnished my security bond.
 - b. I understand that the Controller of Work Passes has imposed on me a security bond for the sum of FIVE THOUSAND SINGAPORE DOLLARS (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 helper **MAW JET FEELX WIN**

FIN of helper **G6864 685k**

Name of employer **WONG SIEW LAN**

NRIC/FIN of employer **S13071252**

Signature of employer



Date (DD-MM-YYYY)

10 - Aug 2019



DOMESTIC MAID APPLICATION FORM

The Insurance Act: You are to disclose in the proposal form fully and faithfully all the facts which you know or ought to know in respect of the risk that is being proposed; otherwise the policy issued hereunder may be void.

A. PROPOSER'S / EMPLOYER'S PARTICULARS

Name of Proposer WONG SIEW LAN		Sex <input type="checkbox"/> M <input checked="" type="checkbox"/> F
Address Blk 31 Marine Crescent #18-151 Singapore 440031		
Nationality Singaporean	SB Transmission Ref	Occupation
Name of Company		NRIC/FIN No S 13071252
Contact No: (H) 96487150 (HP) 96487150		

B. MAID'S PARTICULARS

Name of Maid NAW JET FEET WIN	
*Date of Birth (dd/mm/yyyy) 01 '02 '1986	Passport No MC420692
WP No 09272283-	Nationality MYANMAR
The Period of Insurance (dd/mm/yyyy) From / / To / /	

C. PERIOD OF INSURANCE:

* ☐ 1-YEAR ☒ 2-YEAR

*Please tick one only

D. CHOICE OF MEDICAL INSURANCE COVERAGE:

* ☒ PLAN A ☐ PLAN B ☐ PLAN C ☐ PLAN D

E. REIMBURSEMENT OF INDEMNITY PAID TO INSURER:

* ☐ YES ☒ NO

Provided always that if I/we pay the additional premium for the waiver of counter indemnity, my/our liability to keep Tokio Marine Insurance Singapore Ltd. indemnified as stipulated above shall only arise if the breach of the condition under the Security Bond was caused by or resulted from any deliberate act or omission of the Employer. Where the breach of the condition under the Security Bond was not caused by or resulted from the Employer's deliberate act or omission, I/we will only be liable to pay Tokio Marine Insurance Singapore Ltd. a fixed sum of S\$250.

*Age Limit: 69 years of age & below

F. POLO GUARANTEE (For Filipino Helper only):

* ☐ \$2,000 ☐ \$7,000 (\$70.00)

FOR OFFICE USE ONLY

G. TOP-UP FOR SECTION 2 : H&S EXPENSES (Only with 2-Year Plan)(Optional):

☐ \$10,000 (Annual Limit \$5,000) ☐ \$20,000 (Annual Limit \$10,000) ☐ \$30,000 (Annual Limit \$15,000)

By submitting this information:

- I acknowledge and consent to TMIS collecting, using, disclosing and/or processing my personal data for the purpose of processing/servicing my policy/claim and be disclosed to third party service providers, or intermediaries, within or outside Singapore.
- I declare and confirm that I have obtained the consent of the proposer/employer name herein, where applicable, and that he/she has authorized me to disclose their personal data and to give consent on their behalf for the above collection, use, process and disclosure; and
- I acknowledge the detailed Privacy Policy Statement, governing the above, posted at www.tokiomarine.com.sg.

COUNTER-INDEMNITY FORM

IMPORTANT NOTICE: The Employer is hereby notified that by virtue of signing this Counter-Indemnity Form, it is hereby understood and agreed that a copy of it, either by way of fax or otherwise, shall be deemed binding and legally enforceable in a court of law and shall have the same legal effects as that of the original.

To: **Tokio Marine Insurance Singapore Ltd.**
20 McCallum Street #09-01 Tokio Marine Centre Singapore 069046

Dear Sirs,

RE: COUNTER-INDEMNITY FOR LETTER OF GUARANTEE NO. _____

In lieu of the cash deposit that I/we would otherwise have to provide as security, **Tokio Marine Insurance Singapore Ltd.** ("you") agrees to my/our request to provide the following (whichever is selected to be covered under the insurance plan):

- ☐ A Letter of Guarantee for \$5,000 to the Ministry of Manpower of Singapore and/or Controller of Immigration of Singapore; and/or
- ☐ An Insurance Bond for \$2,000 or \$7,000 (whichever amount is indicated in the insurance bond) to the Philippine Overseas Labour Office in Singapore, which guarantee(s) the payment on demand of any sum or sums not exceeding the amount stated in the Letter of Guarantee and/or Insurance Bond issued.

In return, I/we agree and undertake as follows:

- I/We will, at all times, unconditionally and irrevocably guarantee to jointly and severally compensate you for all claims, payments, demands, actions, suits, proceedings losses, liabilities, costs and expenses whatsoever (including legal costs and expenses determined on a solicitor or client basis) which may be taken or made against you or which become payable by you under the Letter of Guarantee and/or Insurance Bond.
- You will have absolute discretion to compromise all claims, payments, demands, actions, suits, proceedings, losses and liabilities whatsoever which may be taken or made against you under the Letter of Guarantee and/or Insurance Bond.
- I/We shall accept the receipts, vouchers or any other evidence of all payments made by you or all liabilities or obligations incurred by you because of the Letter of Guarantee and/or Insurance Bond as conclusive evidence of my/our liability to you.
- This counter indemnity shall be a continuing demand and you may at any time have absolute discretion without giving any notice to me/us extend the validity of the Letter of Guarantee and/or Insurance Bond without discharging or impairing my/our liability under the indemnity.

IN WITNESS WHEREOF I/we have hereto subscribed my/our name(s) this _____ day of _____ year

Signature of Witness

Full Name:

NRIC No.:

Address:

Huang Yuling
R1658004



Signature of Employer

Full Name:

NRIC No.:



Subject **It's time to renew your helper's work permit**
From MOM WPD <wpd_do_not_reply@mom.gov.sg>
To <slwong@ppw.sg>
Date 2019-08-07 03:27



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

NAW JET FEELY WIN

FIN
G6864685K

WP NO
0 9272283-

DATE OF APPLICATION
05 Oct 2013

SB TRANSMISSION NO
V289100

Dear WONG SIEW LAN

Your helper's work permit will expire on 06 Oct 2019.

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

Then go online to renew

✓ 3 Make an appointment for your helper to go to MOM Services Centre

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

It's also time for your helper to register her fingerprints again. Once you have renewed her work permit, we will ask you to

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make an appointment for your helper to report to the MOM Services Centre at Bendemeer.

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 > Passes & Visas > Work Permit (FDW).

Yours sincerely



Pansy Chow

For the Controller of Work Passes

△ IMPORTANT

There may be an overstaying fine of up to \$500 if your helper's permit is not renewed, transferred or cancelled before 06 Oct 2019

Keep this checklist handy and work your way through it

- 1 If your address has changed recently, update the Police Post or ICA
 - You need to inform the Police Post or ICA whenever you move. You can find out more about this at [ICA portal](#)
 - Tell them about your move at least three days before you renew with MOM. Your helper can only work at the address MOM prints on the work permit.

- ✓ 2 Buy a new insurance package

Your current security bond details:

Insurer: TOKIO MARINE INSURANCE SINGAPORE LTD

Policy number: DZA173419

Expires on: 06 Dec 2019

- Insurance for helpers is usually sold as 'FDW insurance package' and includes the security bond, personal accident insurance and medical insurance.
- Once you have bought insurance, the company will send MOM the details (take up to 3 working days).
- The work permit expires two months earlier than the security bond.

✓ ☒ Then go online to renew

✓ 3 Make an appointment for your helper to go to MOM Services Centre

- Your helper needs to register her fingerprints every five years.
- After her work permit is renewed, you'll be asked to book an appointment for her to do so at the MOM Services Centre.

Ministry of Manpower Work Pass Division

Web <http://www.mom.gov.sg> Contact us <http://www.mom.gov.sg/contact>