

RENEWAL OF WORK PERMIT / PASSPORT / VISA Documentation

**Note : Please make sure that all authorization

forms are filled and signed

(company stamp)



Date : 11/01/20

Package Fee : \$55

Official Receipt No. : KT0120200111975

Insurance : Plan B

RIP : YES / (NO)

Name of Employer : Low chiew Hock

Contact No. : (H) _____ (HP) 96496498

Spouse : _____

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

Myanmar / Filipino / Indonesia

Name of FDW : Melud Radel Lactaoen

Work Permit No : 0 27636950 Date of Expiry : 04/03/20

Passport No : P1552638B Date of Expiry : 30/04/29

Remarks / Special Instructions ,



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

Khulud Radel Laetaoen

FIN of helper

G8546830N

Name of employer

Low chiew Hock

NRIC/FIN of employer

81364648A

Signature of employer

[Signature]

Date (DD-MM-YYYY)

13/01/20



LOW CHIEW HOCK
135 BEDOK RESERVOIR ROAD
#10-1241 EUNOS SPRING
SINGAPORE 470135



04 Jan 2020

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

Dear LOW CHIEW HOCK

Your helper's work permit will expire on 04 Mar 2020.

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
NULUD RADEL LACTAOEN

FIN
G8546830N

WORK PERMIT NO.
0 27636950

DATE OF APPLICATION
13 JAN 2018

SECURITY BOND TRANSMISSION NO.
4520300

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 04 Mar 2020