




## 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	Goh Ah Lak.
NRIC No./ FIN	S0630109F
Contact No.	91838173. (Low)
Signature and Date	 Goh. 13 JUN 2017

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	Max Max Myint	MA 832990	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 R1100684
Registration No.	13 JUN 2017
Signature and Date	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 : 12/06/2017

Package Fee : \$246.10

Insurance : (Plan A)

Official Receipt No. : KT 012017 065442

RIP : YES ☒ NO

Name of Employer : Gro h Ah Lak

Contact No. : (H) \_\_\_\_\_ (HP) 9183 8173 (Mr. Koo)  
Son

Spouse : \_\_\_\_\_

Contact No. : (H) \_\_\_\_\_ (HP) \_\_\_\_\_

ksaverio@gmail.com

☒ Myanmar / Filipino / Indonesia

Name of FDW : Mar Mar Myint

Work Permit No. : 093018257

Date of Expiry : 26-06-2017

Passport No. : MA832990

Date of Expiry : 08-09-2020

Remarks / Special Instructions :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





GOH AH LAK  
28 NEW UPPER CHANGI ROAD  
#13-724  
SINGAPORE 460028



13 Jun 2017

## Your helper's work permit has been renewed

PAYMENT REFERENCE  
AB57097C10EB2B

RECEIPT NO  
R00000669502

HELPER'S NAME  
MAR MAR MYINT

FIN  
G2157390L

Dear GOH AH LAK

This letter confirms that you can keep your helper. Her new work permit will expire on 26 Jun 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



MAR MAR MYINT  
C/O GOH AH LAK  
28 NEW UPPER CHANGI ROAD  
#13-724  
SINGAPORE 460028



093018257091012

For Immigration Use (To clear by FIN)



G2157390L

13 Jun 2017

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

Dear MAR MAR MYINT

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  
MAR MAR MYINT

FIN  
G2157390L

NEW WORK PERMIT EXPIRY DATE  
26 JUN 2019

DATE OF BIRTH  
09 JUN 1986

GENDER  
FEMALE

NATIONALITY  
MYANMAR

PASSPORT NO  
MA832990

PASSPORT EXPIRY DATE  
08 APR 2020

EMPLOYER'S NAME  
GOH AH LAK

OCCUPATION  
FOREIGN DOMESTIC WORKER



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 109652  
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. DZA166650

The Insured : GOH AH LAK

The Address : 28 NEW UPPER CHANGI ROAD #13-724 SINGAPORE 460028

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

The Insured Person : MAR MAR MYINT

Date of Birth : 09/06/1986

Passport No : MA832990

Nationality : MYANMAR

The Period of Insurance : 27/06/2017

to 26/08/2019

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\$1,000
2.	Hospital & Surgical Expenses	S\$30,000 (Annual Limit : S\$15,000) (Worldwide)
4.	Repatriation Expenses	Up to S\$10,000
11.	Reimbursement of Indemnity paid to Insurer(excess S\$250)	Not Covered

Premium : S\$230.00

GST : S\$16.10

Premium (w/GST) : S\$246.10

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



# 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](mailto:unitedes@singnet.com)

License No. 07C4306

[www.unitedchannel.com.sg](http://www.unitedchannel.com.sg)

GST Registration No. 200716859W

## TAX INVOICE

### Employer Detail

Employer Name: GOH AH LAK  
Booking No: KT011206173126

NRIC No: S0630109F  
Date: 12-06-2017

### FDW Detail

FDW's Name: *Mar Mar Myint*  
Nationality:  
Placement Fee \$0.00

Code No: VDA  
P / P No:

### Description

INSURANCE *(plan A)* \$ 230.00

Taxable Amount

\$230.00

GST Standard Rated 7%

\$16.10

Sub Total

\$246.10

### REIMBURSEMENT

Total Amount (rounding of adjustment \$0.00)

\$246.10

### Amount Received

\$246.10

Receipt No.	Date	Amount	Description	Payment Mode/Ref
KT012017065442	12-06-2017	\$ 246.10	Booking fee for INSURANCE ~ PLAN A (2 YEARS) (\$230.00) INSURANCE ~ PLAN A (2 YEARS) (\$16.099999999999994)	Cash-

\*payment includes 7% GST where its applicable.

### Amount Balance

\$0.00

*[Signature]*  
Signature by Employer

Name: GOH AH LAK

NRIC: S0630109F

*[Signature]*  
Signature by Agent

Name: Phang Hui Ting

Reg No: R1110926

Any enquiries/feedback, kindly contact us at [feedback@unitedchannel.net](mailto:feedback@unitedchannel.net)





GOH AH LAK  
28 NEW UPPER CHANGI ROAD  
#13-724  
SINGAPORE 460028



27 Apr 2017

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

Dear GOH AH LAK

Your helper's work permit will expire on 26 Jun 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  
MAR MAR MYINT

FIN  
G2157390L

WP NO  
0 93018257

DATE OF APPLICATION  
09 OCT 2012

SB TRANSMISSION NO  
V487751

### 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](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 26 Jun 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

Mar Mar Myint

Name of employer

Goh Ah Lak

NRIC / FIN

S0630109F

FIN of foreign domestic worker

G2157390L

Signature of employer

Date (DD-MM-YYYY)

12 JUN 2017



PJMMRMAR<MAR<MYINT<<<<<<<<<<<<<<<<<<<  
MA832990<1MMR8606095F2004080<<<<<<<<<<<<<4





# WORK PERMIT

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

Employer Location  
GOH AH LAK  
28 NEW UPPER CHANGI ROAD #13-724 S(460028)



Name  
MAR MAR MYINT  
Occupation  
DOMESTIC WORKER

Work Permit No.  
O 93018257

Date of Application  
09-10-2012  
Date of Issue  
09-06-2015  
Date of Expiry  
26-06-2017



L5715411

# VISIT PASS

Immigration Regulations

Name  
MAR MAR MYINT



Date of Birth	Sex	Nationality
09-06-1986	F	MYANMAR
FIN	Date of Issue	Date of Expiry
G2157390L	09-06-2015	26-06-2017

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

