



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 | <i>Loi Siang Hwei</i> |
| NRIC No. / FIN | <i>S1689029D</i> |
| Contact No. | <i>88695625</i> |
| Signature and Date | <i>[Signature]</i> |

| S/N | Name of Foreign Domestic Worker(s) | Passport / FIN / WP No. | Authorised Transaction |
|-----|------------------------------------|-------------------------|------------------------|
| 1 | <i>Thu Zar Win</i> | <i>0 93450140</i> | <i>Transfer</i> |
| 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. | <i>Palma Sharon</i> <i>R1105875</i> |
| Signature and Date | <i>[Signature]</i> |

Date: _____

To:

Work Permit Department
Ministry Of Manpower
18 Havelock Road
Singapore 059764

Dear Sir / Madam

CONSENT TO TRANSFER FOREIGN DOMESTIC WORKER

FOREIGN DOMESTIC WORKER

Thu Zar Win

WORK PERMIT

0 9 3450140.

DATE OF APPLICATION

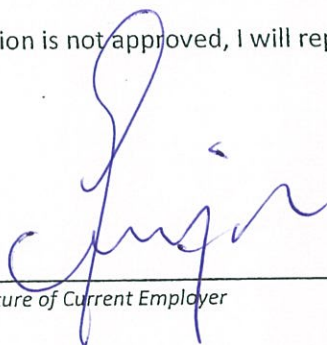
I, Loh Siang Hwei of NRIC / Passport No S1689029D.
(Name of Current Employer)

Agree to release my Foreign Domestic Worker named above to the prospective employer

(Name of Prospective Employer)

Pending the outcome of the application, I undertake all responsibilities for the employment of the said Foreign Domestic Worker and will extend her work permit (if necessary).

If the application is not approved, I will repatriate this worker.

x. 

Signature of Current Employer



United Channel

Cancellation Request (for other Country)

I, Thu Zaw Win of Passport no: MA700226
and Work Permit No: 093450140 hereby request to be sent to _____

(Place of Repatriation) instead of my home country upon the cancellation of my work permit.

FDW's Signature: _____

Date: _____

Employer's Undertaking

I, Loh Siang Huen holder of Nric/Fin no: S1689029D

Have no objection to the request of my Foreign Domestic Worker (FDW) named above to be
sent to _____ instead of her home country and I hereby authorized
(Place of Repatriation)

UNITED CHANNEL to cancel my FDW's work permit on _____ and she shall be

Repatriated within 14 days by flight/ferry/Coach No: _____ reporting to
(Flight Number)

Immigration _____ checkpoint.

Employer's Signature: _____

Date: _____

EA Personnel Name Reg No: _____

Signature: [Signature]

Date: 10/10/2018

To. The Employer

Employer's Name : Loh Sang Hwei

FDW's Name : Thy Zar Win

TAKING CUSTODY OF FDW

We herein confirm that we have taken over custody of the abovementioned FDW today, 10/10/2018 at 3pm.

However, until her transfer or repatriation, the employer is reminded that he or she will still be responsible and liable for the FDW, in accordance with MOM's conditions of Work Permit for Employers, even though the FDW is in our custody.

UNITED CHANNEL

Palma Sharon Asuncion
R1102865

Name: _____



Date

10/10/2018

FDW Reference No.

: 22034

LETTER OF ACKNOWLEDGEMENT

1. Please be informed that the Foreign Domestic Worker (FDW) Tha Zar Win, Work Permit No. 093450140 has a (21) days period with the Employment Agency for transfer/re-deployment. The due period will be on _____.
2. The Employer remains legally responsible for the FDW till the FRW's Work Permit is cancelled, FRD repatriated or FDW is handed to the new Employer.
3. Please note that under the Ministry of Manpower, "Conditions of Work Permit", the employer shall bear all cost of repatriating the FDW at all times and the Employer shall not deduct, or recover (directly or indirectly) the costs associated with the repatriation from the FDW.
4. Please refer to the Standard Service Agreement between the FDW Employer and the Employment Agency.

Signature of Employer

Name :

Loh Sian Hui

NRIC or Passport No. :

S1689029D

Palma Sharon Asuncion

R1175865

Signed for and on behalf of Agency



United Channel Employment Agency Pte Ltd (07c4306)

Placement Fee Breakdown Acknowledgement Slip

Name of FDW : THU ZAR WIN
WP No. : 0 93450140
Passport No : MA 760226

(ပြန်လာသည့် အကြောင်းအရင်း) - I want to change employer
Reason for coming back : _____

I have receive \$ _____ being refund of 1 month service fee from my agency

(ကျွန်မ အေဂျင်စီကနေ ဝန်ဆောင်ခ ၁လ ပြန်အမ်းရမည့်ငွေကို \$ _____ လက်ခံရရှိပါသည်။)

I am aware the agency has added a service fee of 554 being 30 days month(s) of my salary to my overseas expenses / placement loan balance.

ကျွန်မ ၏ လစာ ပင်လယ်ရပ်ခြားစရိတ် / ကြိုတင်ချေးငွေ လက်ကျန် ပမာဏ ထဲ သို့ ကျွန်မရဲ့ အေဂျင်စီက ဝန်ဆောင်ခ ကို ထပ်တိုးမယ်ဆိုတာ သိပါတယ်။

Overseas Expenses / Placement Loan balance : 1402
(ပင်လယ်ရပ်ခြားစရိတ်/ကြိုတင်ချေးငွေလက်ကျန်ပမာဏ)

Service Fee charged by Agency : 554 x 30 days months (max 2 months)
(အေဂျင်စီကနေ ဝန်ဆောင်ခဖြတ်သည်) (လ [အများဆုံး: ၂၀])

Less Refund of Service Fee (if applicable) : _____ [this is not applicable if refund has been made]
{ဝန်ဆောင်ခပြန်အမ်းရမည့်ငွေ(အကယ်၍သက်ဆိုင်လျှင်)} : _____ [အကယ်၍ဝန်ဆောင်ခပြန်အမ်းငွေပြုလုပ်ပြီး ရင် မသက်ဆိုင်တော့ပါ]

Total Loan : 1402 + 554 (Loan Balance + Service fee charge - Refund (if any))

(စုစုပေါင်းကြိုတင်ချေးငွေ) = 1402 + 554 (လက်ကျန်အကြွေး + ဝန်ဆောင်ခထပ်ဖြတ်သည် - ပြန်အမ်းငွေ (အကယ်၍လိုအပ်လျှင်))

Acknowledged by FDW : CE 7
(FDWရဲ့ ဝန်ခံချက်)

Palma Sharon Asuncion
R1105865

Acknowledged by : _____
(EA Name & Registration No.)

