



LIM LEONG CHUAN  
157 JALAN TECK WHYE  
#05-123  
SINGAPORE 680157



For Immigration Use (To clear by FIN)



23 Mar 2019

## Your helper's card will be delivered after we verify the documents

Dear LIM LEONG CHUAN

Your helper's new work permit card is almost ready. MOM will deliver it within five working days, after we have checked the documents submitted.

**There is a letter attached that you need to give to your helper. It acts as a temporary work permit while you wait for your helper's new permit.**

The card will only be handed over to the recipients whom you have named, and only if they show a photo ID. We will send them an SMS one working day before we deliver it. Your helper's new work permit has a QR code which will display her work permit details when scanned using the **SGWorkPass App** (refer to the guide attached for more details).

MOM is unable to accept requests to change delivery times. However, if we fail the first time, we will try to deliver the card again a few days later — we will send them another SMS. If we are unable to deliver after two attempts, you will be asked to collect the card from the MOM Services Centre in Bendemeer.

You can check the status of your delivery through Work Permit Online. Go to Enquire > Card Delivery / Collection Status.

PAYMENT REFERENCE  
960EA2E80913DARECEIPT NO  
I00001379313HELPER'S NAME  
ERNA SUSILOWATIFIN  
G8784491PWPNO  
0 09606130DATE OF APPLICATION  
16 MAR 2019WORK PERMIT EXPIRY DATE  
19 MAR 2021DATE OF BIRTH  
04 JUN 1989GENDER  
FEMALENATIONALITY  
INDONESIANPASSPORT NO.  
AT229479PASSPORT EXPIRY DATE  
16 MAR 2020OCCUPATION  
FOREIGN DOMESTIC WORKEREMPLOYER'S NAME  
LIM LEONG CHUAN



Your helper has previously worked for another employer. If your helper is still holding on to her old work permit card, please get her to mail it to the Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764 by 30 Mar 2019.

Yours sincerely

Pansy Chow  
For the Controller of Work Passes



## You can check the latest work pass details using the SGWorkPass App



Employers and helpers can use the SGWorkPass App to scan the QR code on the work permit card to view the latest pass details. For more information on the App, please visit [www.mom.gov.sg/sgworkpass](http://www.mom.gov.sg/sgworkpass)

### Benefits of the new work pass card and SGWorkPass App

- Allows you and your helper to check her latest pass details (e.g. pass status and expiry date)
- Available 24/7
- Helpers can continue to use the same card upon the work pass renewal



### 1 Download SGWorkPass App

Available on Android and iOS for free.



### 2 Scan QR code on the card

- a) Open the **SGWorkPass** app.
- b) Scan the QR code.



- c) The latest pass information will be displayed.

