




## 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	TAN WAH TOCK		
NRIC No./ FIN	S0073347D		
Contact No.	9622 4064		
Signature and Date	 04 MAY 2017		

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	Thin Myat Soe	0 939115_63	CRL WIP
2			

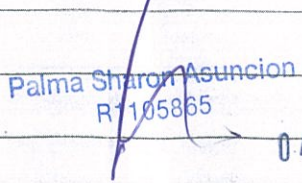
☒ I hereby declare that I am authorising \_\_\_\_\_ (Name and licence no. of employment agency) to perform the above work pass transaction(s) on my behalf.

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	Palma Sharon Asuncion
Registration No.	R1105865
Signature and Date	 04 MAY 2017

IMMIGRATION ACT  
(CHAPTER 133)  
IMMIGRATION REGULATIONS  
**SPECIAL PASS**  
REGULATION 15(3)

WP No. : 0 93911563  
DOA : 15/04/2017  
SB No. : DZA162427  
SB EXPIRY : 18/06/2019  
FIN : G2870833K

To : THIN MYAT SOE



Nationality: MYANMAR Sex: Female Date of birth: 02/02/1991

G2870833KX

Your legal stay in Singapore has been extended to 05/05/2017, when you will need to leave the country.

TAN WAH TOCK  
10B BEDOK SOUTH AVENUE 2  
#19-554  
SINGAPORE 461010  
Tel No. : 90465501  
EA Tel No. :

Special Pass Issue Date: 04/05/2017  
Special Pass Expiry Date: 05/05/2017

CHOW CHOON YEN  
for Controller Of  
Immigration  
Singapore

Note: Please surrender this pass to the Immigration Duty Officer's counter at the time of departure.



1. The check in counter will be closed 40 minutes before standard departure time
2. The boarding gate will be closed 20 minutes before standard departure time
3. A single checked baggage weight may not exceed total 32kg
4. The Passenger shall not pack/place, fragile or perishable items, money, jewellery, or other valuables, business documents and other identification document or samples, in Checked Baggage
5. The dangerous goods must not be packed/placed/put in checked baggage or hand carry baggage
6. Be sure to remove sharp item/s and restricted items in hand-carry baggage and check liquid, gel and aerosol limits by authority
7. Economy passengers may bring one main item of carry-on baggage and one other small item, with a total combined weight of up to 7kg
8. If you bring too many carry-on baggage items or if they exceed the weight or size limits at the departure gate, staff will insist that the hand-carry baggage will be checked in. Charges may apply
9. The carrier is not liable for any damages or expenses, which the passenger incurred due to non-compliance with the stated obligations.
10. The carrier reserves the right to check all travel documents and formalities
11. The passenger shall obtain all the necessary documents and comply with all conditions requested by authorities (e.g. entry and exit conditions of the country).

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 \_\_\_\_\_

WORK PERMIT \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

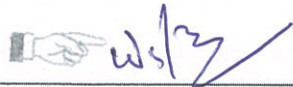
I, TAN WAH TOCK of NRIC / Passport No S0073347D  
(Name of Current Employer)

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

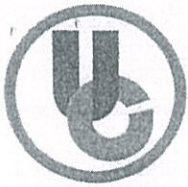
\_\_\_\_\_  
(Name of Prospective Employer)

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.



\_\_\_\_\_  
Signature of Current Employer



United Channel

Cancellation Request (for other Country)

I, \_\_\_\_\_ of Passport no. \_\_\_\_\_

and Work Permit No. \_\_\_\_\_ 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, \_\_\_\_\_ holder of Nric/Fin No. \_\_\_\_\_

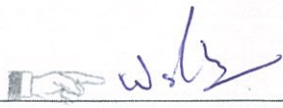
Have no objection to the request of my Foreign Domestic Worker (FDW) named above to be

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: \_\_\_\_\_





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- FDW
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Maid Return							
NRIC	Name	Address	Phone	Email	Maid Code	Status	Date
S0073347D	TAN WAH TOCK	BLK 108 BEDOK SOUTH AVE 2 #19-554 SINPORE 461010	/96224064	pye580@yahoo.com.sg	KW 894S	RETURNED	23-04-2017

Deployed Date : 20-04-2017  
Return Date : 23-04-2017  
No. days worked: 4  
Salary: \$500.00  
Pocket Money: \$20.00  
Placement Fee: \$3,360.00  
Used Placement Fee: \$67.00  
Balance: \$3,293.00  
Topup Loan: \$ 67.00  
New Placement Fee: \$ 3,360.00  
Reason: