



## 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	STEPHEN CHIA SOO MENG
NRIC No. / FIN	S1584556 B
Contact No.	96169782
Signature and Date	

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	Zuana Maula	R3651938	APPLY
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
Registration No.	RTT00634
Signature and Date	Nang May Oo



Underwritten by:



TOKIO MARINE INSURANCE SINGAPORE LTD.  
20 McCallum Street #09-01  
Tokio Marine Centre Singapore 069046

TOKIO MARINE

Managed By:



AVA INSURANCE AGENCY PTE LTD  
91 Bencoolen Street #09-06  
Sunshine Plaza Singapore 189652  
Tel: +65 65356838 / 64638138  
Fax: +65 65356828 / 64635021  
Web: www.ava-ins.com.sg  
Company's Registration No. 201113230C

## DOMESTIC MAID APPLICATION FORM

The Insurance Act: You are to disclose in the proposal form fully and faithfully all the facts which you know or ought to know in respect of the risk that is being proposed; otherwise the policy issued hereunder may be void.

### A. PROPOSER'S / EMPLOYER'S PARTICULARS

Name of Proposer <u>Stephen Chia Soo Meng</u>		Sex <input checked="" type="checkbox"/> M <input type="checkbox"/> F
Address <u>114 Simei Street 1 #09-630</u> <u>S(520114)</u>		
Nationality <u>Singaporean</u>	SB Transmission Ref	Occupation
Name of Company		NRIC/FIN No <u>S1584556B</u>
Contact No: (H) _____ (HP) <u>9616 9782</u>		

### B. MAID'S PARTICULARS

Name of Maid <u>Znana Maula</u>	
*Date of Birth (dd/mm/yyyy) <u>30 / 10 / 1988</u>	Passport No <u>B 3651938</u>
WP No <u>0 07706170</u>	Nationality <u>Indonesia</u>
The Period of Insurance (dd/mm/yyyy) From / / To / /	

### C. PERIOD OF INSURANCE:

\*Please tick one only

\* ☐ 1-YEAR ☒ 2-YEAR

### D. CHOICE OF MEDICAL INSURANCE COVERAGE:

\* ☐ PLAN A ☒ PLAN B ☐ PLAN C ☐ PLAN D

### E. REIMBURSEMENT OF INDEMNITY PAID TO INSURER:

\* ☐ YES ☒ NO

Provided always that if I/we pay the additional premium for the waiver of counter indemnity, my/our liability to keep Tokio Marine Insurance Singapore Ltd. indemnified as stipulated above shall only arise if the breach of the condition under the Security Bond was caused by or resulted from any deliberate act or omission of the Employer. Where the breach of the condition under the Security Bond was not caused by or resulted from the Employer's deliberate act or omission, I/we will only be liable to pay Tokio Marine Insurance Singapore Ltd. a fixed sum of S\$250.

\*Age Limit: 69 years of age &amp; below

### F. POLO GUARANTEE (For Filipino Helper only):

\* ☐ \$2,000 ☐ \$7,000 (\$70.00)

### FOR OFFICE USE ONLY

--

### G. TOP-UP FOR SECTION 2 : H&S EXPENSES (Only with 2-Year Plan)(Optional):

☐ \$10,000 (Annual Limit \$5,000) ☐ \$20,000 (Annual Limit \$10,000) ☐ \$30,000 (Annual Limit \$15,000)

By submitting this information:

- I acknowledge and consent to TMIS collecting, using, disclosing and/or processing my personal data for the purpose of processing/servicing my policy/claim and be disclosed to third party service providers, or intermediaries, within or outside Singapore.
- I declare and confirm that I have obtained the consent of the proposer/employer name herein, where applicable, and that he/she has authorized me to disclose their personal data and to give consent on their behalf for the above collection, use, process and disclosure; and
- I acknowledge the detailed Privacy Policy Statement, governing the above, posted at [www.tokiomarine.com.sg](http://www.tokiomarine.com.sg).

## COUNTER-INDEMNITY FORM

**IMPORTANT NOTICE:** The Employer is hereby notified that by virtue of signing this Counter-Indemnity Form, it is hereby understood and agreed that a copy of it, either by way of fax or otherwise, shall be deemed binding and legally enforceable in a court of law and shall have the same legal effects as that of the original.

To: **Tokio Marine Insurance Singapore Ltd.**  
20 McCallum Street #09-01 Tokio Marine Centre Singapore 069046

Dear Sirs,

RE: COUNTER-INDEMNITY FOR LETTER OF GUARANTEE NO. \_\_\_\_\_

In lieu of the cash deposit that I/we would otherwise have to provide as security, **Tokio Marine Insurance Singapore Ltd.** ("you") agrees to my/our request to provide the following (whichever is selected to be covered under the insurance plan):

- ☐ A Letter of Guarantee for \$5,000 to the Ministry of Manpower of Singapore and/or Controller of Immigration of Singapore; and/or
- ☐ An Insurance Bond for \$2,000 or \$7,000 (whichever amount is indicated in the insurance bond) to the Philippine Overseas Labour Office in Singapore, which guarantee(s) the payment on demand of any sum or sums not exceeding the amount stated in the Letter of Guarantee and/or Insurance Bond issued.

In return, I/we agree and undertake as follows:

- I/We will, at all times, unconditionally and irrevocably guarantee to jointly and severally compensate you for all claims, payments, demands, actions, suits, proceedings losses, liabilities, costs and expenses whatsoever (including legal costs and expenses determined on a solicitor or client basis) which may be taken or made against you or which become payable by you under the Letter of Guarantee and/or Insurance Bond.
- You will have absolute discretion to compromise all claims, payments, demands, actions, suits, proceedings, losses and liabilities whatsoever which may be taken or made against you under the Letter of Guarantee and/or Insurance Bond.
- I/We shall accept the receipts, vouchers or any other evidence of all payments made by you or all liabilities or obligations incurred by you because of the Letter of Guarantee and/or Insurance Bond as conclusive evidence of my/our liability to you.
- This counter indemnity shall be a continuing demand and you may at any time have absolute discretion without giving any notice to me/us extend the validity of the Letter of Guarantee and/or Insurance Bond without discharging or impairing my/our liability under the indemnity.

IN WITNESS WHEREOF I/we have hereto subscribed my/our name(s) this \_\_\_\_\_ day of \_\_\_\_\_ year

Signature of Witness

Full Name:

NRIC No.:

Address:

Nang May Oo  
R1100634



Signature of Employer

Full Name:

NRIC No.:

## Worker Details

**WP No.** : 0 07706170

**Name of Worker** : ZUANA MAULA

**DOB of Worker** : 30/10/1988

**Sex** : FEMALE

**Worker's FIN** : G6995558X

**Passport No.** : B3651938

**Nationality** : INDONESIAN

## Employment History

Results Found : 2

Employer	Period of Employment		Industry
	Start Date	End Date	
Employer 2	14/07/2012	04/07/2018	General Household
Employer 1	10/01/2012	14/07/2012	General Household

Page 1

[Back to Top](#) [Enquire Another Worker](#) [Print Employment History](#)

  
.....  
Name of Employer

.....  
Date Sign



## Annex A Employer and Spouse Income Tax Declaration

This form may take you 1 minute to fill in.

Please complete this form only if you do not wish to submit your Income Tax Notice of Assessment when applying for a Work Permit (WP) for a foreign domestic worker.

### Part I – Monthly Combined Income of Employer and Spouse

Please tick (✓) the appropriate box.

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Below \$2,000        | <input type="checkbox"/> \$2,000 to \$2,499   | <input type="checkbox"/> \$2,500 to \$2,999              | <input type="checkbox"/> \$3,000 to \$3,499   |
| <input type="checkbox"/> \$3,500 to \$3,999   | <input type="checkbox"/> \$4,000 to \$4,999   | <input type="checkbox"/> \$5,000 to \$5,999              | <input type="checkbox"/> \$6,000 to \$7,999   |
| <input type="checkbox"/> \$8,000 to \$9,999   | <input type="checkbox"/> \$10,000 to \$12,499 | <input checked="" type="checkbox"/> \$12,500 to \$14,999 | <input type="checkbox"/> \$15,000 to \$19,999 |
| <input type="checkbox"/> \$20,000 to \$24,999 | <input type="checkbox"/> \$25,000 and above   |  |   |

### Part II – Authorisation by Employer and His/Her Spouse



If either you and/or your spouse do not wish to submit a copy of your Income Tax Notice of Assessment, please complete Part II and authorise the Comptroller of Income Tax to verify your income range stated in Part I above and communicate the results of the verification to the Controller of Work Passes.

I, Stephen Chia Soo Meng, \*NRIC/WP No/FIN: S 1584 556B,  
(Name of employer)

and/or I, \_\_\_\_\_, \*NRIC/WP No/FIN: \_\_\_\_\_,  
(Name of the employer's spouse)

authorise the Comptroller of Income Tax to verify \*my/our income tax range stated in Part I above, based on \*my/our assessment record(s) for the current Year of Assessment and the two previous Years of Assessment, for the Controller of Work Passes. \*I/We also authorise the Comptroller of Income Tax to thereafter communicate the results of the verification to the Controller of Work Passes.

In the event that \*my/our assessment record(s) for the current Year of Assessment \*is/are not available or finalised at the point of verification, I\*/we understand that the Comptroller of Income Tax will verify \*my/our income range stated in Part I against \*my/our assessment record(s) for the two previous Years of Assessment.

Employer	Employer's Spouse
Income Tax Notice of Assessment No:	Income Tax Notice of Assessment No:
Signature: 	Signature: 
Date:	Date:

\*Delete where inapplicable