

RENEWAL OF WORK PERMIT / PASSPORT / VISA Documentation

**Note : Please make sure that all authorization
forms are filled and signed

(company stamp)



Date : 16/05/17

Package Fee : \$50

Official Receipt No. : KT012017055191

Insurance : - Plan B

RIP : YES / (NO)

Name of Employer : Kendy

Contact No. : (H) _____ (HP) 97240548

Spouse : Htet Htet @ Marian Ong

Contact No. : (H) _____ (HP) 96630230

Myanmar / Filipino / Indonesia

Name of FDW : Pa Pa Lin

Work Permit No : 099420675

Date of Expiry : 02/06/17

Passport No : MA 655655

Date of Expiry : 17/05/19

Remarks / Special Instructions :



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

License No. 07C4306

www.unitedchannel.com.sg

GST Registration No. 200716859W

TAX INVOICE

Employer Detail

Employer Name: KENDY
Booking No: KT011605172994

NRIC No: S7876262D
Date: 16-05-2017

FDW Detail

FDW's Name: PA PA LIN
Nationality: MYANMAR
Placement Fee: \$0.00

Code No: VDA
P / P No: MA655655

Description

WORK PERMIT RENEWAL (ONLINE) (\$30 MOM charge)	\$ 50.00
INSURANCE	\$ 265.70
DISCOUNT	\$ 50.00

Taxable Amount

\$265.70

GST Standard Rated 7%

\$18.60

Sub Total

\$284.30

REIMBURSEMENT

Total Amount (rounding of adjustment \$0.00)

\$284.30

Amount Received

\$284.30

Receipt No.	Date	Amount	Description	Payment Mode/Ref
KT012017055191	16-05-2017	\$ 284.30	Booking fee for WORK PERMIT RENEWAL (ONLINE) (\$30 MOM charge) (\$50.00) INSURANCE ~ PLAN B (2 YEARS) (\$234.3)	Credit Card-POSB Master Card

*payment includes 7% GST where its applicable.

Amount Balance

\$0.00

Signature by Emplc

Name: KENDY

NRIC: S7876262D

TOTAL AMOUNT:
SGD 284.30

I AGREE TO PAY THE ABOVE TOTAL AMOUNT
ACCORDING TO THE CARD ISSUER AGREEMENT

THANK YOU. HAVE A NICE DAY

*** MERCHANT COPY ***

SIGN: KENDY TAN

MASTERCARD

***** 5501

EXP DATE: 01/21

BATCH No.: 000132

APPR CODE: R03081

REF NUM: 00001000562

STAN# : 000562

EXP TYPE: Chip

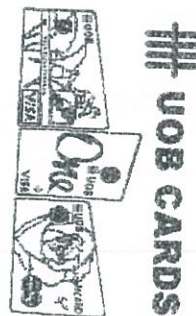
TRNCE No.: 000492

SALE

DATE/TIME: MAY 16, 2017 18:27

MID: 000001050395912 TID: 99701326

Signature by Agent





KENDY
259C COMPASSVALE ROAD
#07-627
SINGAPORE 543259



16 May 2017

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

Dear KENDY

Your helper's work permit will expire on 02 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 > 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
PA PA LIN

FIN
G2484162L

WP NO
0 93420675

DATE OF APPLICATION
03 JUN 2015

SB TRANSMISSION NO
U466580

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

▲ IMPORTANT

There may be an overstaying fine of up to \$500 if your helper's permit is not transferred or cancelled before 02 June 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)
---------------	--------------------------
 - 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

Pa Pa Lin

FIN of foreign domestic worker

G12484162L

Name of employer

Kendy

Signature of employer

NRIC / FIN

S7876262D

Date (DD-MM-YYYY)

17-05-2017



Keep this checklist handy and work your way through it

1 If your address has changed recently, update the Police Post or ICA

- You need to inform the Police Post or ICA whenever you move. You can find out more about this at www.ica.gov.sg.
- Tell them about your move at least three days before you renew with MOM. Your helper can only work at the address MOM prints on the work permit.

2 Buy a new insurance package

- Insurance for helpers is usually sold as Maid Insurance and includes a security bond, personal accident insurance and medical insurance. Once you have bought insurance, the company will send MOM the details the next working day.
- **Your current security bond details:**

Insurer: ALLIED WORLD ASSURANCE COMPANY,LTD (SINGAPORE BRANCH)

Policy number: MAA033369

Expires on: 02 Aug 2017

3 Then go online to renew at services.mom.gov.sg/workpass/keepmyhelper




MINISTRY OF
MANPOWER

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	Kendy
NRIC No./ FIN	878762620
Contact No.	97240548
Signature and Date	

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	Pa Pa Lin	MA655655	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	
Registration No.	Nang May Oo R1100684
Signature and Date	Nang May Oo

12/13/51

PVMMRPA<PA<LIN<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<
MA655655<6MMR9012318F1905179<<<<<<<<<<<<<<<<8



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

Employer/Location

KENDY

259C COMPASSVALE ROAD #07-627 S(543259)



Name

PA PA LIN

Occupation

DOMESTIC WORKER

Work Permit No.
0 93420675

Date of Application
03-06-2015

Date of Issue
12-06-2015

Date of Expiry
02-06-2017



L5749530

VISIT PASS

Immigration Regulations

Name

PA PA LIN



Date of Birth Sex

31-12-1990 F

Nationality

MYANMAR

FIN

Date of Issue

Date of Expiry

G2484162L 12-06-2015 02-06-2017

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.**





PA PA LIN
C/O KENDY
259C COMPASSVALE ROAD
#07-627
SINGAPORE 543259



093420675030615

For Immigration Use (To clear by FIN)



G2484162L

18 May 2017

This letter allows you to stay and work in Singapore

Dear PA PA LIN

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 16 Jun 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 25 May 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

PA PA LIN

FIN

G2484162L

NEW WORK PERMIT EXPIRY DATE

02 JUN 2019

DATE OF BIRTH

31 DEC 1990

GENDER

FEMALE

NATIONALITY

MYANMAR

PASSPORT NO

MA655655

PASSPORT EXPIRY DATE

17 MAY 2019

EMPLOYER'S NAME

KENDY

OCCUPATION

FOREIGN DOMESTIC WORKER



KENDY
259C COMPASSVALE ROAD
#07-627
SINGAPORE 543259



18 May 2017

Your helper's work permit has been renewed

Dear KENDY

This letter confirms that you can keep your helper. Her new work permit will expire on 02 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

PAYMENT REFERENCE
AC05DB24693C26

RECEIPT NO
R00000641242

HELPER'S NAME
PA PA LIN

FIN
G2484162L

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 189552
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. DZA164592

The Insured : KENDY

The Address : 259C COMPAASSVALE ROAD #07-627 SINGAPORE 543259

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

The Insured Person : PA PA LIN

Date of Birth : 31/12/1990

Passport No : MA655655

Nationality : MYANMAR

The Period of Insurance : 03/06/2017

to 02/08/2019

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\$1,500
2.	Hospital & Surgical Expenses	S\$30,000 (Annual Limit: S\$15,000) (Worldwide)
3(A).	Recuperation Expenses	S\$10 per day (Max 60 Days)
3(B).	Temporary Help Benefit	S\$10 per day, up to 30 days & subject to a maximum benefit limit of S\$300
4.	Repatriation Expenses	Up to S\$10,000
5.	Wages & Levy Reimbursement	Up to S\$30 per day (Max 60 Days)
6.	Termination/Re-hiring Expenses	S\$250
8.	Special Grant	S\$1,000
9.	Maid & Household Liability	S\$50,000 AOA / Unlimited AOP
11.	Reimbursement of Indemnity paid to Insurer (excess S\$250)	Not Covered

Premium : S\$265.70

GST : S\$18.60

Premium (w/GST) : S\$284.30

Signed this 17/05/2017

Not valid unless countersigned

Tokio Marine Insurance Singapore Ltd

Authorized Representative
AVA Insurance Agency Pte Ltd

A.K. Cher
CEO and Managing Director