



## 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	Karin Ho Yuen Peng
NRIC No./ FIN	S 1648917D
Contact No.	9069 9288
Signature and Date	

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	CLARO SHEILA ESPOSO	027878733	
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.	Palma Sharon Asuncion R1106865
Signature and Date	





**Booking Details**
**Status:**  
**CONFIRMED**
**Booking Date:**  
**Wed. 07 Nov. 2018**
**Booking Reference:**  
**WK59SX**

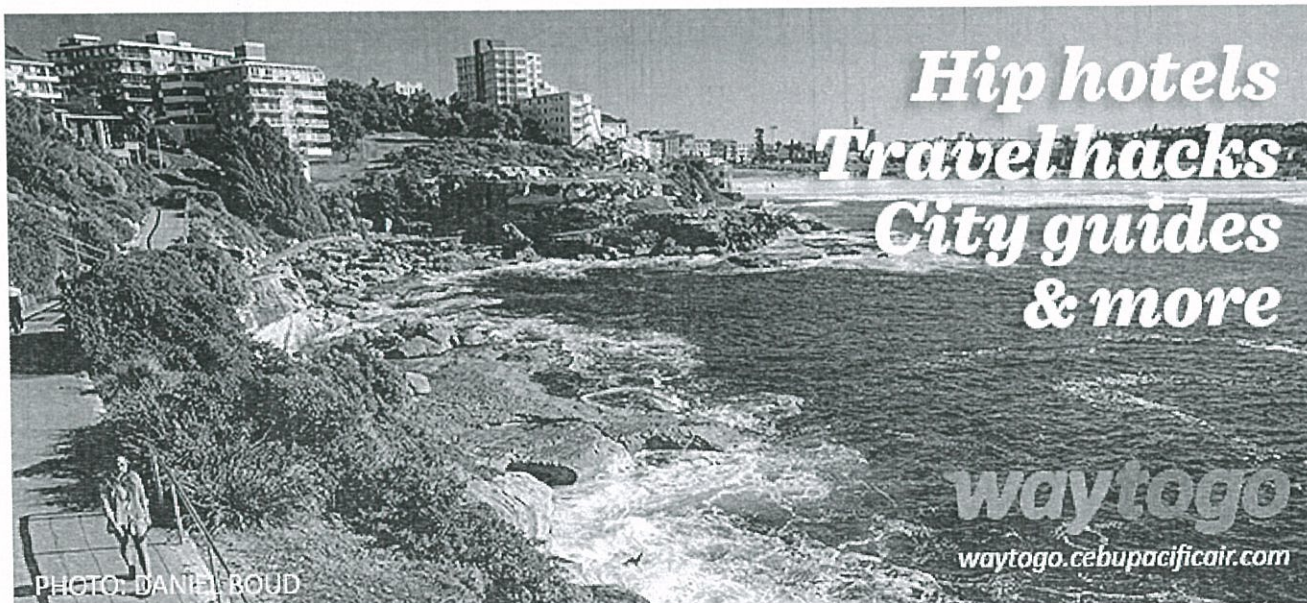
**Flight Details**
**Flight No./ Airline**
**Departure**
**Arrival**

Cebu Pacific Air  
✈ **5J 804**
**SINGAPORE | SIN**  
Singapore Changi International Airport  
Terminal 4  
Sun. 11 Nov. 2018, 0330H (03:30AM)

**MANILA | MNL**  
Ninoy Aquino International Airport  
Terminal 3  
Sun. 11 Nov. 2018, 0710H (07:10AM)

**Reminders**

Guests booked on Cebu Pacific's interline partners may need to transfer airport terminals when transiting via Manila. Please proceed to the transit area for the free Manila International Airport Authority shuttle service from 05:30 AM to 01:00 AM of the following day. The MIAA shuttle leaves every 30 to 40 minutes.



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**Guest Details**
**Name**
**Add Ons**

1. Ms GERLY AQUINO VICENTE (Adult)

**Singapore - Manila**  
20kg. - Baggage Allowance

2. Ms SHEILA ESPOSO CLARO (Adult)

**Singapore - Manila**  
20kg. - Baggage Allowance



Name

Add Ons

3. Ms LESELDA MATOL OBIAS (Adult)

Singapore - Manila  
20kg. - Baggage Allowance

## Fare Breakdown

Details	Amount
Fare, Taxes and Fees:	
Fare	SGD 324.00
Administrative Fee	36.00
Fuel Surcharge	15.00
Airport Development Fee - SG	32.40
Aviation Levy	18.30
Passenger Service and Security Fee - SG	91.20

## Payment Details

Date	Trans.ID	Type	Amount	Status
11/07/2018	187301340	Visa (VI)	SGD 516.90	APPROVED
Print Official Receipt				



## Did you know?

You can be insured for as low as **PHP280**. Small price to pay but with great insurance coverage! Visit our website and click TravelSure.

## Cover your trip with TravelSure Insurance

- Personal Accident
- Medical and Evacuation Expenses\*
- Travel Inconveniences



We provide medical treatment coverage of USD 5000\*\* or more  
\*\* Based on a recent payout for a claim in Hong Kong.



## Fare Rules

## YEAR-ROUND SPECIAL FARE

**Cancellation/ Rerouting** : Allowed and subject to penalties. Balance of the fare (excluding ancillaries) is stored in a Travel Fund which must be used within 90 days.

**Rebooking** : Allowed but subject to applicable fees and penalties.

**No Show** : Fares and all other fees are forfeited or considered flown.

**Name Change** : Not allowed.

**Meals** : Not included. Guest has an option to purchase Hot Meals using the "Manage Booking" function on selected flights.

## NOTE:

For complete summary of applicable fees, taxes and surcharges, please check out Fees Summary. Carriage of passenger and baggage is subject to the Terms and Conditions of Carriage approved by the Civil Aeronautics Board. For complete Terms and Conditions of Carriage, please refer to Cebu Pacific's Conditions of Carriage.

## Check-in Guidelines

## Booking Changes