

Date: **27/01/2022**

Reference number: **MSL-WPL-220127000272**



**The pass holder is allowed to enter Singapore from 09/02/2022 to 11/02/2022**

<b>FENNY ANASTASIA UNTU</b>		
FIN <b>M3019124W</b>	Travel document number <b>C8429902</b>	Travel document expiry date <b>30/12/2026</b>
Period allowed to enter Singapore <b>From 09/02/2022 to 11/02/2022</b>	Duration of Stay-Home Notice (SHN) <b>7 days</b>	
SHN address <b>BLK 400 E COAST RD, SINGAPORE 428996</b>		
Departing from <b>INDONESIA</b>	Other countries/regions visited <b>-</b>	

Dear Sir/Madam

Your application for **FENNY ANASTASIA UNTU** to enter Singapore is approved. If any of the information above changes, you must submit a new entry application to bring the pass holder in.

**Please get her to show a print-out of this letter to the airline staff before boarding the plane and to the Singapore Immigration & Checkpoints Authority (ICA) officers on arrival.** You must also ensure that her Work Permit or in-principle approval (IPA) is valid when she arrives. Otherwise, she will be denied entry and her Work Permit may be revoked immediately.

You have a joint duty with the pass holder. Both of you must comply with the entry approval requirements listed in this letter and prevailing border measures. If any party is unable to fulfil the requirements, please do not bring the pass holder into Singapore.

## Please complete these steps:

### **Before the pass holder leaves for Singapore**

1. Ensure the pass holder is [fully vaccinated](#) with approved COVID-19 vaccines before she arrives in Singapore and has the necessary documents to prove her vaccination status.
2. Inform the pass holder that she must serve a **7-day SHN** at her SHN accommodation. Please ensure that her accommodation has been secured before departing for Singapore. She is allowed to serve SHN at her accommodation based on the travel declarations in her entry application. If found to be false, she may be denied entry or required to serve SHN at a dedicated SHN facility.
3. Explain and ensure the pass holder understands and is able to comply with all the conditions imposed for entry and during the SHN period, as listed in [Annex A](#). Please also ensure that she has a thermometer to record her temperature during her SHN.
4. Buy a COVID-19 medical insurance for the pass holder **before she arrives in Singapore**. The insurance must have a coverage of **at least S\$10,000** for medical expenses if she develops COVID-19 symptoms or tests positive within 14 days of arrival in Singapore. Please check with your insurer whether the pass holder's existing medical insurance plan meets the required coverage. If not, you can consider [these insurers](#).
5. (Only applicable to in-principle approval (IPA) holders) Complete the pre-arrival procedures in the employer's copy of the IPA letter. Please also refer to our [current work pass requirements](#) for any updates.
6. Ensure the pass holder takes a COVID-19 test before departure ("pre-departure test") [within the period stated on Safe Travel website](#) based on her travel history.

She must present a valid negative test result, in English and from an [internationally accredited or recognised laboratory](#), to enter Singapore. The test memo must also state these details:

- Test Result
  - Date of pre-departure test
  - Pass holder's name
  - Date of birth or passport number, as stated in the passport. If the particulars on her memo are not in the passport (e.g. memo states identification number, instead of passport number), she must produce the relevant identification documents.
7. Get the pass holder to submit her arrival information and health declaration using the [SG Arrival Card e-Service](#) **3 days before arrival**.
  8. If the pass holder's SHN address or mobile number as declared in the application has changed, please [update it](#) immediately.

9. Provide the pass holder with food and other daily essentials throughout her SHN. Please also arrange for any non-emergency medical needs (e.g. reschedule follow-up visits for chronic conditions or refilling of prescriptions) so that she does not need to leave her SHN accommodation.

#### **When the pass holder arrives in Singapore**

1. Ensure that the pass holder presents her [documentary proof of vaccination](#) or the exemption letter from the Singapore Government to the ICA officers on arrival. Otherwise, she will be denied entry.
2. Ensure that the pass holder is picked up at the checkpoint and departs for her SHN accommodation as soon as practicable after clearing immigration. Book a private transport, taxi or private hire car to send the pass holder directly to her SHN accommodation. **All forms of public transport such as public bus /train are not allowed.** She must inform the driver that she needs to serve SHN when getting into the vehicle. She must also sit alone in the rear passenger seat, with windows down and air-conditioning turned off.
3. **Once the pass holder arrives at her SHN accommodation,** get her to download both WhatsApp and FWMOMCare app (refer to the [user guide](#)) on her mobile phone. She must respond to MOM's phone calls, WhatsApp video calls or SMSes within 1 hour. She must also report her health status using the FWMOMCare app.
4. **By Day 6 of the SHN,** check whether the pass holder has received an SMS or call on the COVID-19 exit test appointment details at the mobile number declared. If not, please call the SafeTravel Enquiries helpline at 6812 5555.
5. Once she has received the appointment details, please arrange for private transport (private car, taxi or private-hire vehicle) to travel between the SHN accommodation and designated COVID-19 testing facility. **All forms of public transport such as public bus/train are not allowed.** She must inform the driver that she is on SHN when getting into the vehicle and return to her accommodation **immediately** after the test. Failure to take the exit test as scheduled may lead to an extension of her SHN period and revocation of her Work Permit.

**After the pass holder has completed her SHN**

1. (Only applicable to IPA holders) Complete the post-arrival procedures in the employer's copy of the IPA letter. Please also refer to our [current work pass requirements](#) for any updates.
2. (Only applicable to pass holders who were vaccinated overseas) Ensure that the pass holder takes a COVID-19 serology test within the [stipulated timeframe at a designated healthcare provider](#). Failure to do so may lead to a revocation of the pass. If the serology test is negative, the pass holder must undergo full vaccination in Singapore within 2 months.
3. (Only applicable to pass holders who were exempted from vaccination requirements for entry) Pass holders with a medical memo from her home country will have to get medical exemption from vaccination from a Singapore medical practitioner within 14 days after completing her SHN. Otherwise, she will have to:
  - Get her first dose of a [WHO-EUL](#) vaccine within one month after her SHN ends; and
  - Be fully vaccinated with two doses of a [WHO-EUL](#) vaccine within two months after her SHN ends.

Yours sincerely

Safe Travel Office

*This is a computer-generated letter. No signature is required.*

**IMPORTANT**

- Under section 7(3) of the Employment Agencies Act (EAA), the [conditions in Annex B](#) are imposed on you, a licensee of the employment agency.
- All terms used in [Annexes A and B](#) have the same meaning as defined in the EAA, Employment of Foreign Manpower Act (EFMA) and its subsidiary legislation.
- Enforcement measures, including criminal proceedings, revocation of passes and withdrawal of work pass privileges, will be taken against those who do not comply with the entry approval requirements or give false information or documents.