

Date: 16/03/2021

Reference Number: MSL-WPL-210316000526

H0002



**The pass holder is allowed to enter Singapore from 18/03/2021 to 20/03/2021**

<b>MISTIANAH</b>		
FIN <b>G8979413M</b>	Travel document number <b>C7571230</b>	Travel document expiry date <b>18/02/2026</b>
Period allowed to enter Singapore <b>From 18/03/2021 to 20/03/2021</b>	Duration of Stay-Home Notice (SHN) <b>14 days</b>	
SHN address <b>Dedicated SHN facility assigned on arrival</b>		
Departing from <b>INDONESIA</b>	Other countries/regions visited <b>-</b>	

**Dear Sir/Madam,**

Your application for **MISTIANAH** 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 note that all charges paid for this application are non-refundable

**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 upon arrival.** You must also ensure that her in-principle approval (IPA) or Work Permit 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. Inform the pass holder that she must serve a **14-day SHN** at a dedicated SHN facility. Once she arrives in Singapore, she will be informed of the location and sent directly to the facility.
2. Explain and ensure the pass holder understands and is able to comply with all the conditions imposed during the SHN period, as listed in [Annex A](#). Please also ensure that she has a thermometer to record her temperature during her SHN
3. Buy a COVID-19 medical insurance for the pass holder **before she arrives in Singapore**. The insurance must have a coverage of **at least \$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](#).
4. If the pass holder is currently on an in-principle approval (IPA), please complete the pre-arrival procedures in the employer's copy of the IPA letter. You should also refer to our [current work pass requirements](#) for any updates.
5. Ensure the pass holder takes a COVID-19 polymerase chain reaction (PCR) test **within 72 hours before departure**. She must present a valid negative test result, in English and from an [internationally accredited or recognised laboratory](#), to enter Singapore. Her test memo must state these details:
  - Test Result
  - Date of PCR test
  - Her name and either 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 for verification
6. Get the pass holder to submit her arrival information, including health declaration, using the [SG Arrival Card e-Service](#) **within 3 days before arrival**. IPA holders must submit this information under the 'Foreign Visitors' category.
7. If the pass holder's mobile number has changed, please [update it](#) immediately.
8. Arrange for non-emergency medical needs (e.g. reschedule follow-up visits for chronic conditions or refilling of prescriptions) so that the pass holder does not need to leave her SHN accommodation

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

1. Ensure the pass holder takes the on-arrival COVID-19 test.
2. You have requested for the pass holder to share a room at the dedicated SHN facility. Please note that this request is subject to availability. If she is able to share a room, the cost of her stay will be \$1,000 including GST. The excess amount will be refunded to you

To be considered, please inform her to present the following to the staff at the dedicated SHN facility upon check-in:

- Printout of this letter
- Indemnity form signed by her. You can download [the form](#) again if she has misplaced it.

3. The pass holder will have to take the COVID-19 serology and PCR tests within the first few days of arrival at the dedicated SHN facility. Based on the test results, pass holders who have been identified to have recovered from a previous COVID-19 infection can be released from SHN earlier. While all other pass holders must serve their full 14-day SHN at the dedicated SHN facilities.
4. **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.
5. **By Day 12 of the SHN**, check with the pass holder whether she has received an SMS or call on her COVID-19 test appointment details. If not, please [inform MOM](#). Failure to take the tests 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. Monitor the pass holder closely for flu-like symptoms and send her to a doctor immediately if she is unwell. Please collect the [TraceTogether](#) token for her or help her download the mobile app. She should minimise contact with others within 1 week after her SHN.

Yours sincerely

Safe Travel Office

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

**IMPORTANT**

- Pursuant to 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 [Annex A and Annex B](#) shall have the same meaning as defined in the (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.