

Date: 16/09/2021

Reference number: **MSL-WPL-210422000432**
H0001



The pass holder is allowed to enter Singapore from 21/09/2021 to 23/09/2021

RATMI		
FIN G8992496R	Travel document number C7840342	Travel document expiry date 16/04/2026
Period allowed to enter Singapore From 21/09/2021 to 23/09/2021	Duration of Stay-Home Notice (SHN) 14 days	
SHN address Dedicated SHN facility assigned on arrival		
Departing from INDONESIA	Other countries/regions visited -	

Dear Sir/Madam

Your application for **RATMI** 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 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. The Singapore Government will arrange for her transport to the dedicated SHN facility and COVID-19 test venue.
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 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](#).
4. (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.
5. Ensure the pass holder takes a COVID-19 Polymerase Chain Reaction (PCR) test before departure [within the period stated on Safe Travel website](#) based on his/her travel history

He/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 PCR test
 - Pass holder's name
 - Date of birth or passport number, as stated in the passport. If the particulars on his/her memo are not in the passport (e.g. memo states identification number, instead of passport number), he /she must produce the relevant identification documents.
6. Get the pass holder to submit her arrival information and health declaration using the [SG Arrival Card e-Service](#) **3 days before arrival**.
 7. If the pass holder's mobile number has changed, please [update it](#) immediately.
 8. For pass holders departing from, transiting through or visiting countries/regions [listed here](#) within the last 21 days before arrival, please register and pay for their on-arrival Antigen Rapid Test (S\$67 including GST) **before they arrive in Singapore**. Otherwise, they may be denied entry and your subsequent entry applications may be rejected.
 9. 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 Antigen Rapid Test at the checkpoint, if required.
2. 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.
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. Ensure the pass holder takes the Antigen Rapid Tests using the self-test kits issued by the dedicated SHN facility during SHN
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.
2. (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.
3. If the pass holder did not serve her full 14-day SHN at the dedicated SHN facility, you can [ask for a refund](#) of the excess amount paid for her stay.

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.