



KOH SIEW JU
39 SPRINGLEAF AVENUE
SPRINGLEAF GARDEN
SINGAPORE 788455



027697887031217

For Immigration Use (To clear by FIN)

G8590415P

06 Dec 2017

Your helper needs to report for card registration

Dear KOH SIEW JU

Your helper now needs to visit the MOM Services Centre – Hall C by **13 Dec 2017** for card registration. Please go to <https://services.mom.gov.sg/appointment> to make an appointment.

There is a letter attached that you need to give to your helper. It acts as a temporary work permit while she waits for her card. **When your helper goes to the MOM Services Centre, make sure she brings her temporary work permit letter, the appointment letter and her original passport.**

Provided any documents you uploaded as part of your application are in order, we will deliver the work permit within five working days of the helper being registered at the MOM Services Centre. The card will only be handed over to the recipients whom you have named, and only if they show a photo ID. We will send them an SMS one working day before we deliver it.

MOM is unable to accept requests to change delivery times. However, if we fail the first time, we will try to deliver the card again a few days later — we will send the recipients another SMS. If we are unable to deliver after two attempts, you will be asked to collect the card from the MOM Services Centre in Bendemeer.

PAYMENT REFERENCE
1E315E07961D3C

RECEIPT NO
I00000857025

HELPER'S NAME
MARGARETTE FORTES MARIKIT

FIN
G8590415P

WPNO
0 27697887

DATE OF APPLICATION
03 DEC 2017

WORK PERMIT EXPIRY DATE
03 DEC 2019

DATE OF BIRTH
23 JAN 1989

GENDER
FEMALE

NATIONALITY
FILIPINO

PASSPORT NO.
P4701336A

PASSPORT EXPIRY DATE
11 OCT 2022

OCCUPATION
FOREIGN DOMESTIC WORKER

EMPLOYER'S NAME
KOH SIEW JU



You can check the status of your delivery through Work Permit Online. Go to Enquire > Card Delivery / Collection Status.

Yours sincerely

Pansy Chow
For the Controller of Work Passes

⚠ IMPORTANT

- If your helper fails to report to the MOM Services Centre — Hall C for card registration, her work permit may be revoked.