

UCE\_KT  
(I)MP 021  
TRF8205750A  
MINISTRY OF  
MANPOWERSITI ISWANON ASBAD  
896A TAMPINES STREET 81  
#02-852 TAMPINES GROVE  
SINGAPORE 521896IPA No.: 007333013161218  
SB Transmission Ref No.: P783642

17 Dec 2018

## Your work permit application has been approved

Permohonan izin kerja Anda telah disetujui

Dear SITI ISWANON ASBAD,  
SITI ISWANON ASBAD yang terhormat,

Your application for a work permit has been approved in-principle. This letter tells you what to do next.

Pada dasarnya, permohonan izin kerja Anda telah disetujui. Surat ini ditujukan untuk memberi tahu Anda apa yang harus dilakukan selanjutnya.

You can only start work for TAN LEE CHOY (CHEN LICA) after your new work permit is issued.

Anda diperbolehkan bekerja untuk TAN LEE CHOY (CHEN LICA) setelah izin kerja baru Anda diterbitkan.

Yours sincerely  
Hormat kami,

Penny Han (Mrs)  
Controller of Work Passes  
Pengontrol Izin Kerja

## What happens next?

Apa selanjutnya?

Please follow the steps in the next few pages to get your work permit.

Ikuti langkah di beberapa halaman berikutnya untuk mendapatkan izin kerja.

**1. Check your details**

**Make sure the employment details in this letter are correct.**

If you find a problem, please contact your employer or employment agent straight away.

**1. PERIKSA DETAIL INFORMASI ANDA**

**Pastikan informasi pekerjaan di dalam surat ini sudah benar.**

Jika terdapat masalah, hubungi majikan Anda atau agen tenaga kerja saat itu juga.

|                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                        |                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| YOUR NAME<br>NAMA ANDA<br><b>SITI ISWANON ASBAD</b>                                                                                                                                         | DATE OF BIRTH<br>TANGGAL LAHIR<br><b>21 Sep 1986</b>                                                                                                                                                                                                                                                   | NATIONALITY<br>KEBANGSAAN<br><b>INDONESIAN</b>                                 |
| PASSPORT NO<br>NO. PASPOR<br><b>AS933199</b>                                                                                                                                                | FIN<br>FIN<br><b>G6788046W</b>                                                                                                                                                                                                                                                                         | WORK PERMIT NO<br>NO. IZIN KERJA<br><b>0 07333013</b>                          |
| DATE OF APPLICATION<br>TANGGAL PERMOHONAN<br><b>16 Dec 2018</b>                                                                                                                             | OCCUPATION<br>PEKERJAAN<br><b>Foreign Domestic Worker</b><br>Pekerja Domestik Asing                                                                                                                                                                                                                    | MONTHLY SALARY*<br>GAJI BULANAN*<br><b>\$600.00</b>                            |
| YOUR EMPLOYER<br>MAJIKAN ANDA<br><b>TAN LEE CHOY (CHEN LICA)</b>                                                                                                                            | SINGAPORE EMPLOYMENT AGENCY (EA)<br>BADAN TENAGA KERJA SINGAPURA (EA)<br><b>UNITED CHANNEL EMPLOYMENT AGENCY PTE. LT</b>                                                                                                                                                                               | NUMBER OF REST DAYS PER MONTH*<br>JUMLAH HARI ISTIRAHAT PER BULAN*<br><b>4</b> |
| SALARY YOU WILL GET FOR EACH REST DAY<br>WORKED (monthly salary / 26 days)<br>GAJI PER HARI YANG AKAN ANDA PEROLEH<br>KETIKA BEKERJA DI HARI LIBUR (gaji bulanan/26 hari)<br><b>\$23.08</b> | AGENCY FEE TO BE PAID TO SINGAPORE EA<br>BASED ON 2-YEAR WORK CONTRACT (exclude<br>fees for overseas expenses)<br>BIAYA AGENSI HARUS DIBAYAR KE AGENSI<br>PEMASOK TENAGA KERJA (EA) BERDASARKAN<br>KONTRAK KERJA 2 TAHUN (tidak termasuk biaya<br>untuk pengeluaran di luar negeri)<br><b>\$600.00</b> |                                                                                |

\* You and your employer may mutually agree in writing to change your rest day and monthly salary. Your employer must inform MOM of any changes.

\* Anda dan majikan Anda dapat membuat persetujuan tertulis untuk mengubah hari libur dan gaji bulanan. Majikan Anda harus memberi tahu MOM terkait perubahan apa pun.

**2. Make sure this In-Principle Approval is still valid**

Go to [www.mom.gov.sg](http://www.mom.gov.sg) > search for "validity check" > click on Work Permit Validity Check via Work Permit Online (Non-login)

Enter your work permit number and Date of Application. If you cannot go online, call us at +65 6438 5122.

**2. PASTIKAN PERSETUJUAN SEMENTARA INI MASIH BERLAKU**

Buka [www.mom.gov.sg](http://www.mom.gov.sg) > cari "pemeriksaan validitas" > klik Pemeriksaan Validitas Izin Kerja melalui Izin Kerja Online (tanpa login)

Masukkan nomor izin kerja Anda dan Tanggal Permohonan. Jika Anda tidak bisa online, hubungi kami di +65 6438 5122.

**Within 7 days**

Dalam waktu 7 hari

**Your employer will need to:**

- Send you for a medical check-up if required.
- Ask for your work permit card to be issued and delivered.

**Majikan Anda harus:**

- Meminta Anda untuk melakukan pemeriksaan medis.
- Meminta agar kartu izin kerja Anda dikeluarkan dan dikirim.

**⚠ IMPORTANT PENTING**

**These steps need to be completed or MOM's approval will be withdrawn and you will need to return home.**

Langkah-langkah ini harus diselesaikan, atau persetujuan dari MOM akan ditolak dan Anda harus kembali ke negara asal.



## Protect yourself – know your rights and responsibilities

Lindungi diri Anda – ketahui hak dan kewajiban Anda

### **Your employer or agent should give you a copy of your contract before you leave for Singapore.**

Your contract must state your salary and any terms, such as rest days and compensation-in-lieu of rest day.

Anda harus meminta salinan kontrak ke majikan atau agen Anda sebelum pergi ke Singapura.

Kontrak Anda harus menyebutkan gaji dan ketentuan apa pun, seperti hari libur dan kompensasi pengganti hari libur.

### **Your Singapore EA cannot charge you more than one month's salary for each year of your contract or work permit, whichever is shorter, up to a maximum of two months' salary.**

If your employer ends your contract within the first six months, your Singapore EA must refund you at least half of the fees.

### **Your Singapore EA must give you a receipt for the service fees you pay.**

EA Singapura tidak akan mengenakan biaya kepada Anda lebih dari gaji satu bulan untuk setiap tahun kontrak atau izin kerja, mana saja yang lebih pendek, hingga maksimum gaji dua bulan.

Jika majikan Anda mengakhiri kontrak dalam waktu enam bulan pertama, EA Singapura Anda harus mengembalikan dana kepada Anda minimal setengah dari biaya tersebut.

EA Singapura Anda harus memberi Anda tanda terima untuk biaya layanan yang Anda bayarkan.

### **You can only work in Singapore as a Foreign Domestic Worker for TAN LEE CHOY (CHEN LICA).**

Your employer should not deploy you to work for someone else or to do non-domestic work.

Anda hanya dapat bekerja di Singapura sebagai Pekerja Domestik Asing untuk TAN LEE CHOY (CHEN LICA).

Majikan Anda tidak boleh meminta Anda bekerja untuk orang lain atau melakukan pekerjaan non-domestik.



**You should carry your work permit card. Your employer must not hold your passport without your permission.**

Anda harus membawa kartu izin kerja. Majikan Anda tidak boleh menahan paspor Anda tanpa izin.

**It is against the law for your employer to make you pay:**

- The \$5,000 Security Bond
- Fees for the Work Permit application, renewal or cancellation
- The Foreign Worker Levy
- Fees for personal accident insurance, medical insurance, medical checks or training courses
- The cost of your journey home

Majikan Anda melanggar hukum bila mengharuskan Anda untuk membayar:

- Asuransi Penjaminan sebesar \$5,000
- Biaya untuk pengajuan, perpanjangan, atau pembatalan Izin Kerja
- Levi Pekerja Asing
- Biaya asuransi kecelakaan pribadi, asuransi kesehatan, pemeriksaan medis, atau kursus pelatihan
- Biaya pulang ke negara asal

**You must not break Singapore's laws, e.g. Conditions of the Work Permit. If you do, we may cancel your work permit, prosecute you and send you home.**

You can read the rules at [www.mom.gov.sg/legislation/work-passes](http://www.mom.gov.sg/legislation/work-passes)

Anda tidak boleh melanggar UU Singapura, misalnya Ketentuan Izin Kerja. Jika demikian, kami dapat membatalkan izin kerja Anda, menuntut Anda, dan memulangkan Anda.

Anda dapat membaca peraturan tersebut di [www.mom.gov.sg/legislation/work-passes](http://www.mom.gov.sg/legislation/work-passes)

**Your employer must ensure your safety, health and well-being, including:**

- Adequate rest daily
- Weekly rest day or pay for each rest day worked
- Sufficient food
- Appropriate place to sleep
- Safety at work
- Medical care

Majikan Anda harus memastikan keselamatan, kesehatan, dan kesejahteraan Anda, termasuk:

- Libur harian yang memadai
- Hari libur mingguan atau biaya per hari ketika bekerja di hari libur
- Makanan yang cukup
- Tempat istirahat yang layak
- Keselamatan di tempat kerja
- Perawatan medis

#### ⚠ IMPORTANT PENTING

- **If you are found to be under 23 years old or have less than eight years of education, you will have to return home and may be banned from working here in future.**

Jika ditemukan bahwa Anda berumur di bawah 23 tahun atau mengenyam pendidikan kurang dari delapan tahun, Anda harus kembali ke negara Anda dan mungkin dilarang bekerja lagi di sini di masa mendatang.

- **If you encounter any employment issues, please call the FDW hotline at 1800 339 5505.**

Jika Anda mengalami masalah pekerjaan, hubungi saluran siaga FDW di 1800 339 5505.