




Authorisation Form for Foreign Domestic Worker Work Pass Transactions

This authorisation letter shall only be valid for 14 days from the date of employer's authorisation, and only applies to the application / renewal / transfer / cancellation of the foreign domestic worker(s) listed below. To ensure proper authorisation, employers are to indicate NA for rows that are not filled.

*The softcopy of this form contains macros and can only be used with MS Word 2007 version or later. Please print out the PDF version and fill it in hardcopy if you do not have the required software.

Declaration by Employer

Employer Name	SHERIN BANU BATCHA
NRIC No./ FIN	S8064222I
Contact No.	96824689
Signature and Date	 Sherin 11.3.2018

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	KAY ZIN OO	094230594	OK
2			

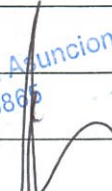
☒ I hereby declare that I am authorising _____ (Name and licence no. of employment agency) to perform the above work pass transaction(s) on my behalf.

Fill in only if applicable.

☐ I hereby authorise _____ (Full name as in NRIC/Passport), _____ (NRIC/Passport No.), to submit this authorisation form on my behalf. A copy of the representative's NRIC/Passport is enclosed with this authorisation form.

Declaration by EA

- ☒ I have spoken to and verified with employer to confirm his / her authorisation.
- ☐ I have spoken to and verified with employer that the person submitting this form to the EA is authorised to do so on behalf of the employer.
- ☒ I declare that I have ensured all necessary fields are filled in prior to making the abovementioned work pass transactions.
- ☒ I declare that the information provided on this form is true and correct.

Name of EA personnel	
Registration No.	Palma Sharon Azuncion R1105865
Signature and Date	 11.3.2018

SCAN THIS BARCODE AT OUR AIRPORT KIOSKS:



Booking reference

EDNQQP

This is not a boarding pass

Your flight itinerary

Itinerary issue date: 20 Mar 2018

Booking Contact Details

Name MOE TUN

Address No.41 Sule Pagoda round about. KTD Township, Yangon, 959, Myanmar (was Burma)

Check-in options

Check in online and jump the queue, from 48 hours before your flight.

At the airport: Print this itinerary and check in at our airport kiosks or at the Jetstar counter.

Your flights

Booking date: 20 Mar 2018

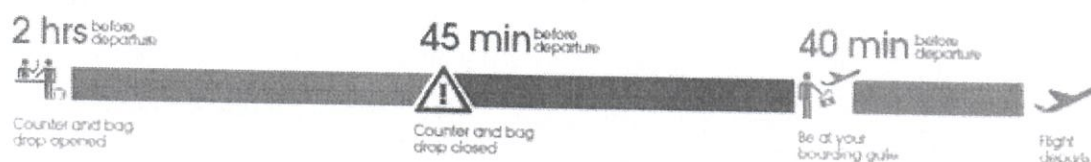
Date	Flight number	Departing	Arriving
Fri 23 Mar 2018 5:30pm / 17:30 Change flight	3K583 Airbus A320 Starter Flight duration: 2hr 55min	Singapore Fri 23 Mar 2018 5:30pm / 17:30 Changi Airport - Terminal 1	Yangon Fri 23 Mar 2018 6:55pm / 18:55 Yangon International Airport - International Terminal 2

Passenger: Seat: Baggage: Extras and services requested:

MS KAY ZIN OO [Choose seat](#) 0kg ([Add](#)) Book below

Intra Asia check-in times

Flight #1: Singapore > Yangon



Date: _____

To:

Work Permit Department
Ministry Of Manpower
18 Havelock Road
Singapore 059764

Dear Sir / Madam

CONSENT TO TRANSFER FOREIGN DOMESTIC WORKER

FOREIGN DOMESTIC WORKER

Kay Zin oo

WORK PERMIT

0 94230594

DATE OF APPLICATION

I, Sherin Benu Battha of NRIC / Passport No S 8064222I
(Name of Current Employer)

Agree to release my Foreign Domestic Worker named above to the prospective employer

(Name of Prospective Employer)

Pending the outcome of the application, I undertake all responsibilities for the employment of the said Foreign Domestic Worker and will extend her work permit (if necessary).

If the application is not approved, I will repatriate this worker.

X. Sherin

Signature of Current Employer



United Channel

Cancellation Request (for other Country)

I, Kay zin oo of Passport no. MC 6645 26
and Work Permit No. 094230544 hereby request to be sent to _____

(Place of Repatriation) Instead of my home country upon the cancellation of my work permit.

FDW's Signature: _____

Date: _____

Employer's Undertaking

I, Sherin Benny Batchan holder of Nric/Fin No. S8064222I

Have no objection to the request of my Foreign Domestic Worker (FDW) named above to be
Sent to _____ instead of her home country and I hereby authorized
(Place of Repatriation)

UNITED CHANNEL to cancel my FDW's work permit on _____ and she shall be
Repatriated within 14 days by flight/ferry/Coach No. _____ reporting to
(Flight Number)
Immigration _____ checkpoint.

Employer's Signature: _____

Date: _____

EA Personnel Name Reg No. _____ Signature: _____

Date : 11/03/2018

FDW Reference No. : MY 805

LETTER OF ACKNOWLEDGEMENT

1. Please be informed that the Foreign Domestic Worker (FDW) Kay Lin Oo, Work Permit No. 094230574 has a (21) days period with the Employment Agency for transfer/re-deployment. The due period will be on _____.
2. The Employer remains legally responsible for the FDW till the FRW's Work Permit is cancelled, FRD repatriated or FDW is handed to the new Employer.
3. Please note that under the Ministry of Manpower, "Conditions of Work Permit", the employer shall bear all cost of repatriating the FDW at all times and the Employer shall not deduct, or recover (directly or indirectly) the costs associated with the repatriation from the FDW.
4. Please refer to the Standard Service Agreement between the FDW Employer and the Employment Agency.

emp refer to sign

✓

Signature of Employer

Name : Sherin Benny Batcha

NRIC or Passport No. : S80647221

Palma Sharon Asuncion
R1105865

Signed for and on behalf of Agency



Date: 11.03.2018

To. The Employer

Employer's Name : Shen'in Ben Batko

FDW's Name : Kay Lin Do

TAKING CUSTODY OF FDW

We herein confirm that we have taken over custody of the abovementioned FDW today, 11.03.2018 at 2pm.

However, until her transfer or repatriation, the employer is reminded that he or she will still be responsible and liable for the FDW, in accordance with MOM's conditions of Work Permit for Employers, even though the FDW is in our custody.

UNITED CHANNEL

Palma Sharon Asuncion
R1 05865

Name:

United Channel Employment Agency Pte Ltd (07c4306)

Placement Fee Breakdown Acknowledgement Slip

Name of FDW : Kay zin oo
WP No. : 0 94230594
Passport No : MC 664526

(ပြန်လာသည့် အကြောင်းအရင်း)

Reason for coming back : I want to come back agency

I have receive \$ - being refund of 1 month service fee from my agency.

(ကျွန်မ အေဂျင်စီကနေ ဝန်ဆောင်ခ ဘလ ပြန်အမ်းရမည့်ငွေကို \$ - လက်ခံရရှိပါသည်။)

I am aware the agency has added a service fee of 430 being 1 month(s) of my salary to my overseas expenses / placement loan balance.

ကျွန်မ ၏ လစာ ပင်လယ်ရပ်ခြားစရိတ် / ကြိုတင်ချေးငွေ လက်ကျန် ပမာဏ ထဲ သို့ ကျွန်မရဲ့အေဂျင်စီ က ဝန်ဆောင်ခ ကို ထပ်တိုးမယ်ဆိုတာ သိပါတယ်။

Overseas Expenses / Placement Loan balance : 1753.00

(ပင်လယ်ရပ်ခြားစရိတ်/ကြိုတင်ချေးငွေလက်ကျန်ပမာဏ)

Service Fee charged by Agency : 430 X 1 months [max 2 months]


(အေဂျင်စီကနေ ဝန်ဆောင်ခဖြတ်သည်) (လ [အများဆုံး: ၂လ])


Less Refund of Service Fee (if applicable) : - [this is not applicable if refund has been made]

{ဝန်ဆောင်ခပြန်အမ်းရမည့်ငွေ(အကယ်၍သက်ဆိုင်လျှင်)} , - [အကယ်၍ဝန်ဆောင်ခပြန်အမ်း
ငွေပြုလုပ်ပြီး ရင် မသက်ဆိုင်တော့ပါ]

Total Loan : 1753 + 430 (Loan Balance + Service fee charge - Refund (if any))

(စုစုပေါင်းကြိုတင်ချေးငွေ) = 1753 + 430 {လက်ကျန်အကြွေး+ဝန်ဆောင်ခထပ်ဖြတ်သည် - ပြန်အမ်းငွေ
(အကယ်၍လိုအပ်လျှင်)}

Acknowledged by FDW : 
(FDWရဲ့ဝန်ခံချက်)

Acknowledged by : Palma Sharon Asuncion
R1/05865
(EA Name & Registration No.) 



Agency Stamp

PVMMRKAY<ZIN<00<<<<<<<<<<<<<<<<<<<<<
MC664526<7MMR8605261F2210263<<<<<<<<<<<<<2