



SHAWN CORCORAN WARESH
80 EMERALD HILL ROAD
SINGAPORE 229356



18 Jun 2017

Your helper's work permit has been renewed

Dear SHAWN CORCORAN WARESH

This letter confirms that you can keep your helper. Her new work permit will expire on 06 Aug 2019.

There is a letter with this one that you need to print and give to your helper. It acts as a temporary work permit while you wait for your helper's new permit.

MOM will send your helper a new work permit in the next four to five days, once we have checked all the information in your renewal application. The new permit will only be released to any of the authorised recipients whom you have named. We will send you an SMS one working day before we deliver the permit.

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

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

Yours sincerely

Pansy Chow
For the Controller of Work Passes

PAYMENT REFERENCE
1C6E8D285BCA50

RECEIPT NO
R00000675196

HELPER'S NAME
NERISSA PITOGO ADORIO

FIN
G8151795P



NERISSA PITOGO ADORIO
C/O SHAWN CORCORAN WARESH
80 EMERALD HILL ROAD
SINGAPORE 229356



024504212050813

For Immigration Use (To clear by FIN)



G8151795P

18 Jun 2017

This letter allows you to stay and work in Singapore

Dear NERISSA PITOGO ADORIO

Your employer has renewed your work permit with MOM.

MOM will send you your new work permit in the next four to five days after we have checked everything in your application. We will send your employer an SMS one working day before we deliver your card.

Before you get your new permit, this letter allows you to stay and work in Singapore. It is valid until 17 Jul 2017. You will need to show this letter at Immigration if you leave the country before your new permit arrives.

You must return your old permit to us by 25 Jun 2017. Please post it to the *Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764*.

Yours sincerely

Pansy Chow
For the Controller of Work Passes

HELPER'S NAME
NERISSA PITOGO ADORIO

FIN
G8151795P

NEW WORK PERMIT EXPIRY DATE
06 AUG 2019

DATE OF BIRTH
10 FEB 1980

GENDER
FEMALE

NATIONALITY
FILIPINO

PASSPORT NO
EC4209501

PASSPORT EXPIRY DATE
19 MAY 2020

EMPLOYER'S NAME
SHAWN CORCORAN WARESH

OCCUPATION
FOREIGN DOMESTIC WORKER



SHAWN CORCORAN WARESH
80 EMERALD HILL ROAD
SINGAPORE 229356



14 Jun 2017

It's time to renew your helper's work permit

Dear SHAWN CORCORAN WARESH

Your helper's work permit will expire on 06 Aug 2017.

There are a few things you need to do if you want to keep her. Use the handy checklist over the page to make sure you have everything ready before you renew.

If you don't intend to renew your helper's permit, you will need to think about transferring her to another employer or sending her home. You can find out more about this at mom.gov.sg > Foreign Manpower > Work passes and permits > Work Permit for foreign domestic worker.

Yours sincerely

Pansy Chow
For the Controller of Work Passes

HELPER'S NAME
NERISSA PITOGO ADORIO

FIN
G8151795P

WP NO
0 24504212

DATE OF APPLICATION
05 AUG 2013

SB TRANSMISSION NO
V074481

If you wish to keep your helper

- 1 If your address has changed recently, update the Police Post or ICA
- 2 Buy a new insurance package
- 3 Then go online to renew at services.mom.gov.sg/workpass/keepmyhelper

△ IMPORTANT

There may be an overstaying fine of up to \$500 if your helper's permit is not renewed, transferred or cancelled before 06 Aug 2017




MINISTRY OF
MANPOWER

Authorisation Form for Foreign Domestic Worker Work Pass Transactions

This authorisation form 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	Shawn Corcoran Wareh
NRIC No. / FIN	G6294482G
Contact No.	96541112
Signature and Date	 Shawn Wareh 14 JUN 2017

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	Nerissa Pitogo Adorio	O 24SD4212	Renewal
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	United Channel Employment Agency Pte Ltd Lic. No. 07C4306 GST Reg. No. 200716859W 655 Mountbatten Road #01-22/23/24/25 Katong Shopping Centre Singapore 437844 Tel: 6344 8807 Fax: 6345 0806 Email: unitedes@singnet.com
Registration No.	14 JUN 2017 Palma Sharon Asuncion H1105865
Signature and Date	



Use this form only if you are an employment agent acting on behalf of an employer

Declaration by the employer:

1. In order to renew a work pass under the Employment of Foreign Manpower Act ("EFMA"), I declare that:
 - a. I am fully aware of and shall fulfil my obligations as an employer of a foreign domestic worker under the EFMA and the Employment of Foreign Manpower (Work Passes) Regulations ("EFMR") which includes the following:
 - Pay her salary promptly
 - Pay for her upkeep and maintenance, including medical treatment
 - Provide acceptable accommodation for her
 - Should she die while in Singapore, pay for her burial or cremation and pay for her body and belongings to be returned to her home
 - Take her to the Controller of Work Passes when required by MOM
 - Inform the Controller of Work Passes in writing within seven days when her employment ends or her work pass is cancelled
 - Arrange and pay for her passage home, after giving her reasonable notice, and paying her outstanding salary.
 - b. I shall take reasonable steps to ensure that my foreign domestic worker complies with the EFMA and the EFMR; and such steps shall include reporting to the Controller of Work Passes if I know that she is non-compliant; and
 - c. I have obtained my foreign domestic worker's written consent to continue her employment with me.
2. When a new security bond is needed, I declare that:
 - a. I have furnished my security bond as follows:

Policy Number	Expiry Date (DD-MM-YYYY)
DZA166840	06.10.2019
 - b. I understand that the Controller of Work Passes has imposed on me a security bond for the sum of FIVE THOUSAND SINGAPORE DOLLAR (SGD 5,000) payable to the Government of the Republic of Singapore to ensure that I comply with my obligations under the EFMA and the EFMR [including those in 1(a) above];
 - c. I understand that if I breach any of my obligations as an employer of a foreign domestic worker, my Security Bond may be forfeited fully or in part. I also understand that if there is only partial forfeiture, the Government of the Republic of Singapore may forfeit the rest at a later point in time for the same breach or a different breach.
3. By signing this form, I indicate that I have read and understood this declaration; and intend to be bound by it. I am aware that if I have wilfully stated in it anything which I know to be false or do not believe to be true, I may be prosecuted.

Name of foreign domestic worker

Nerissa Pitego Adorio

Name of employer

Shawn Corcoran Naresk

NRIC / FIN

G6294482Q

FIN of foreign domestic worker

G815195P

Signature of employer

Date (DD-MM-YYYY)

14 JUN 2017



WORK PERMIT
Employment of Foreign Manpower Act (Chapter 91A)
Republic of Singapore

Employer/Location
SHAWN CORCORAN WARESH
80 EMERALD HILL ROAD S(229356)



Name
NERISSA PITOGO ADORIO
Occupation
DOMESTIC WORKER

Work Permit No.
0 24504212

Date of Application
05-08-2013

Date of Issue
17-06-2015

Date of Expiry
06-08-2017



L5743577

VISIT PASS

Immigration Regulations

Name
NERISSA PITOGO ADORIO



Date of Birth Sex Nationality
10-02-1980 F FILIPINO
FIN Date of Issue Date of Expiry
G8151795P 17-06-2015 06-08-2017

MULTIPLE JOURNEY VISA ISSUED

**YOU ARE TO SURRENDER THIS CARD WHEN IT IS CANCELLED
OR HAS EXPIRED, OR WHEN A NEW CARD IS ISSUED TO YOU.**



Underwritten by:



TOKIO MARINE

TOKIO MARINE INSURANCE SINGAPORE LTD
20 McCallum Street #09-01
Tokio Marine Centre Singapore 069046
Tel: +65 62216111 Fax: +65 63242180
Web: www.tokiomarine.com.sg
Company's Registration No. 192300014M

For Enquiries / Documentations / Claims Handling, please contact



AVA INSURANCE AGENCY PTE LTD
91 Bencoolen Street #09-06
Sunshine Plaza Singapore 189652
Tel: +65 65356838 / 64638138
Fax: +65 65356628 / 64635021
Web: www.ava-ins.com.sg
Company's Registration No. 201113230C

Domestic Maid Insurance

UNITED CHANNEL EMPLOYMENT AGENCY PTE LTD (KT1)

Certificate No. DZA166840

The Insured : SHAWN CORCORAN WARESH

The Address : 80 EMERALD HILL ROAD SINGAPORE 229356

The Beneficiary : The Estate of the Insured Person named below in respect of Section 1A and 1B only.

The Insured Person : NERISSA PITOGO ADORIO

Date of Birth : 10/02/1980

Passport No : EC4209501

Nationality : FILIPINO

The Period of Insurance : 07/08/2017

to 06/10/2019

Or until cessation of the employment whichever is the earlier.

Section	Coverage	Limit
1.	Personal Accident	
	(A) Death	S\$40,000
	(B) Permanent Disablement	As per scale in Policy
	(C) Medical Expenses	S\$1,500
2.	Hospital & Surgical Expenses	S\$30,000 (Annual Limit : S\$15,000) (Worldwide)
3(A).	Recuperation Expenses	S\$10 per day (Max 60 Days)
3(B).	Temporary Help Benefit	S\$10 per day, up to 30 days & subject to a max benefit limit of S\$300
4.	Repatriation Expenses	Up to S\$10,000
5.	Wages & Levy Reimbursement	Up to S\$30 per day (Max 60 Days)
6.	Termination/Re-hiring Expenses	S\$250
8.	Special Grant	S\$1,000
9.	Maid & Household Liability	S\$50,000 AOA/Unlimited AOP
11.	Reimbursement of Indemnity paid to Insurer(excess S\$250)	Covered wef 07-Aug-2017

Premium : S\$315.70

GST : S\$22.10

Premium (w/GST) : S\$337.80

Signed this 14/06/2017

Not valid unless countersigned

Authorised Representative
AVA Insurance Agency Pte Ltd

Tokio Marine Insurance Singapore Ltd

A.K. Cher
CEO and Managing Director

Underwritten by:



TOKIO MARINE

TOKIO MARINE INSURANCE SINGAPORE LTD
20 McCallum Street #09-01
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Web: www.ava-ins.com.sg
Company's Registration No. 201113230C

Ministry of Manpower
Singapore

Date : 14/06/2017

Letter of Guarantee No. DZA166840

Dear Sir,

Whereas SHAWN CORCORAN WARESH

holder of employer's NRIC/Passport No G6294482Q of
80 EMERALD HILL ROAD SINGAPORE 229356

(hereinafter called the Employer) by a
Bond (hereinunder called the Security Bond) dated 07/08/2017 made under section
12 of Employment of Foreign Manpower (Work Passes) Regulations or section 21 of Immigration Regulations,
undertake to ensure that the work pass/special pass holder whose particulars appear in the schedule to the Security
Bond shall comply with all the conditions on which the pass was granted and which are set forth in the Security
Bond and to observe further conditions imposed on himself in the Security Bond.

And whereas the Employer is required to deposit a sum of dollars Five Thousand only (S\$5,000) to you as security
under Security Bond.

And whereas, at our request, you have agreed to accept this guarantee in lieu of the said sum of S\$5,000 in cash,
upon the terms and conditions hereinafter set forth.

1. Now, we **Tokio Marine Insurance Singapore Ltd** having our registered office at 20 McCallum Street #09-01.
Tokio Marine Centre Singapore 069046, in consideration of you having agreed, at our request, not to insist on
cash deposit from the Employer as security under the Security Bond, hereby guarantee and undertake as
principal debtors to pay to you at any time forthwith, on demand any sum or sums not exceeding in total the said
sum of S\$5,000. Our guarantee shall not be discharged by a demand of any sum by you resulting from a partial
forfeiture of the Security Bond and you shall be entitled to demand any remaining sum resulting from any
ensuing forfeiture of the remainder of the security.
2. On receiving from us the sum under Clause 1, you will be entitled to hold and use them as if they were the
security deposit paid to you under the Security Bond.
3. We shall not be discharged or released from this guarantee by an alteration in the Employer obligations and
liabilities under the Security Bond without your consent or by any forbearance shown towards him thereunder.
4. All requests for payments under Clause 1 shall be in writing and shall be made to us on or before 06/10/2019.
5. This guarantee shall be effective from 07/08/2017.

Yours faithfully
for and on behalf of
Tokio Marine Insurance Singapore Ltd

A.K. Cher
CEO and Managing Director

In the presence of

Joanne Huang
Assistant General Manager, Business Development