



XU FENFEN  
99 CAIRNHILL CIRCLE  
#04-02 HILLTOPS  
SINGAPORE 229808



093911210170818

For Immigration Use (To clear by FIN)

G2870911R

31 Aug 2018

## Your helper needs to report for card registration

Dear XU FENFEN

Your helper now needs to visit the MOM Services Centre – Hall C by **07 Sep 2018** 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. Your helper's new work permit has a QR code which will display her work permit details when scanned using the **SGWorkPass** App (refer to the guide attached for more details).

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  
2601CE125869F2

RECEIPT NO  
I00001155958

HELPER'S NAME  
BAN NU

FIN  
G2870911R

WPNO  
0 93911210

DATE OF APPLICATION  
17 AUG 2018

WORK PERMIT EXPIRY DATE  
20 AUG 2020

DATE OF BIRTH  
06 JAN 1993

GENDER  
FEMALE

NATIONALITY  
MYANMAR

PASSPORT NO.  
MB654831

PASSPORT EXPIRY DATE  
03 JUN 2021

OCCUPATION  
FOREIGN DOMESTIC WORKER

EMPLOYER'S NAME  
XU FENFEN



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.



## You can check the latest work pass details using the SGWorkPass App



Employers and helpers can use the SGWorkPass App to scan the QR code on the work permit card to view the latest pass details. For more information on the App, please visit [www.mom.gov.sg/sgworkpass](http://www.mom.gov.sg/sgworkpass)

### Benefits of the new work pass card and SGWorkPass App

- Allows you and your helper to check her latest pass details (e.g. pass status and expiry date)
- Available 24/7
- Helpers can continue to use the same card upon the work pass renewal



### 1 Download SGWorkPass App

Available on Android and iOS for free.



### 2 Scan QR code on the card

- a) Open the **SGWorkPass** app.
- b) Scan the QR code.



- c) The latest pass information will be displayed.

