



MINISTRY OF  
MANPOWER

## 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	Lee Tian Peng		
NRIC No. / FIN	S0542062H		
Contact No.			
Signature and Date	 30.10.2017		
S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1	HTV MAI	0 929611 76	Renew WP
2			
<input checked="" type="checkbox"/> 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.			
<i>Fill in only if applicable.</i>			
<input type="checkbox"/> 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

<input checked="" type="checkbox"/> I have spoken to and verified with employer to confirm his / her authorisation.	
<input checked="" type="checkbox"/> 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.	
<input checked="" type="checkbox"/> I declare that I have ensured all necessary fields are filled in prior to making the abovementioned work pass transactions.	
<input type="checkbox"/> I declare that the information provided on this form is true and correct.	
Name of EA personnel	Nang May Oo
Registration No.	R1.00684
Signature and Date	Nang May Oo



# United Channel

865 Mountbatten Road, #01-22/23/24/25, Katong Shopping Centre, Singapore 437844

Tel: 6344 8807 Fax: 6345 0806 Email: [unitedes@singnet.com](mailto:unitedes@singnet.com)

License No. 07C4306

[www.unitedchannel.com.sg](http://www.unitedchannel.com.sg)

GST Registration No. 200716859W

## TAX INVOICE

### Employer Detail

Employer Name: LEE TIAN PENG  
Booking No: KT011411173793

NRIC No: S0542062H  
Date: 14-11-2017

### FDW Detail

FDW's Name: HTU MAI  
Nationality: MYANMAR

Code No : VDA  
Placement Fee: \$0.00

### Description

Work Permit Renewal (on line MOM charges)	30.00
Insurance - Plan A (2 yrs)	230.00
Indemnity Insurance	50.00

### Discount

-\$30.00

### Taxable Amount

GST Standard Rated 7%

\$280.00

### Sub Total

\$19.60

\$299.60

### Grand Total

\$299.60

Receipt No.	Date	Amount	Description	Payment Mode/Ref
KT012017116784	14-11-2017	\$ 299.60	Booking Fee	Bank Transfer-DATE OF 30-10-2017

\*payment includes 7% GST where its applicable.

### Amount Balance

\$0.00

I would like to stay in touch with the company to get updates and promotion via phone, mail, email and other means of communication. By agreeing the above, I understand that:-  
a. The company and their representatives may collect, use and/or disclose my personal data for contacting me about services and products offered by the Company and our related business Company.

b. My response here does not affect my other consents given to the Company and their Representatives and their right at law in respect of my personal data.  
i. This consent is independent of this Service Agreement and the relevant service offer.

ii. This option include voice calls, text and fax via my Singapore telephone numbers in your record from time to time.

iii. Leaving any of the above blank will not be treated as a withdrawal of any other consent I may have previously provide to the company and their Representative.

Signature by Employer

Name: LEE TIAN PENG

NRIC: S0542062H

Signature by Agent

Name: Helen Huang Yuling

Reg No: \_\_\_\_\_

Any enquiries/feedback, kindly contact us at [unitedes@singnet.com](mailto:unitedes@singnet.com)



**Your funds ✓  
have been transferred!**

From **POSB Everyday Savings  
Account 207-71705-3  
SGD**

To **United Channel  
3563024974  
UNITED OVERSEAS BANK LTD**

Amount **S\$ 299.60**

Date **Immediate**

Transaction Status **Successful**

Service **FAST**

Purpose **Others**

Comments **htu mai - renew**

Ref. Number **MBI3398371985B29**

**MAKE ANOTHER TRANSFER**



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)
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  - 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 HTU MAI.

FIN of foreign domestic worker 92105537P.

Name of employer Lee Tian Peng

Signature of employer

NRIC / FIN

S0542062H.

Date (DD-MM-YYYY) 30.10.2017.



[illegible]Type  
PJCountry code  
MMR

Passport No  
MA833030



Name  
HTU MAI  
Nationality  
MYANMAR  
Date of birth  
18 MAY 1989  
Sex  
F  
Date of issue  
10 APR 2015  
Date of expiry  
09 APR 2020



Place of birth  
**KUTKAI**  
Authority  
**ME, SINGAPORE**  
Holder's signature

PJMMRHTU<MAI<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<  
MA833030<3MMR8905189F2004091<<<<<<<<<<<<<<<<<0





LEE TIAN PENG  
36 BOON TECK ROAD  
SINGAPORE 329605



14 Nov 2017



## Your helper's work permit has been renewed

PAYMENT REFERENCE  
49C34CD07C7BCF

RECEIPT NO  
R00000832709

HELPER'S NAME  
HTU MAI

FIN  
G2105537P

Dear LEE TIAN PENG

This letter confirms that you can keep your helper. Her new work permit will expire on 08 Dec 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



HTU MAI  
C/O LEE TIAN PENG  
36 BOON TECK ROAD  
SINGAPORE 329605



092961176301115

For Immigration Use (To clear by FIN)



G2105537P

14 Nov 2017

## This letter allows you to stay and work in Singapore

Dear HTU MAI

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 13 Dec 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 21 Nov 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

HTU MAI

FIN

G2105537P

NEW WORK PERMIT EXPIRY DATE

08 DEC 2019

DATE OF BIRTH

18 MAY 1989

GENDER

FEMALE

NATIONALITY

MYANMAR

PASSPORT NO

MA833030

PASSPORT EXPIRY DATE

09 APR 2020

EMPLOYER'S NAME

LEE TIAN PENG

OCCUPATION

FOREIGN DOMESTIC WORKER





Renew



LEE TIAN PENG  
36 BOON TECK ROAD  
SINGAPORE 329605



04 Nov 2017

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

Dear LEE TIAN PENG

Your helper's work permit will expire on 08 Dec 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](http://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  
HTU MAI

FIN  
G2105537P

WORK PERMIT NO.  
0 92961176

DATE OF APPLICATION  
30 NOV 2015

SECURITY BOND TRANSMISSION NO.  
U840385

### 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](http://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 08 Dec 2017