





## 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      | Lim Gim Hoi   |
| NRIC No. / FIN     | 01396238C   |
| Contact No.        | 90084018  |
| Signature and Date |   |

| S/N | Name of Foreign Domestic Worker(s) | Passport / FIN (WP No.) | Authorised Transaction |
|-----|------------------------------------|-------------------------|------------------------|
| 1   | Siti Mustaghfirah Fadhol           | 003115291               | Transfer               |
| 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 | Palma Sharon Asuncion  |
| Registration No.     | R1105865   |
| Signature and Date   |  |

WORK PASS DIVISION  
APPLICATION FOR A WORK PERMIT FOR A DOMESTIC WORKER  
PART IV - TO BE COMPLETED BY CURRENT EMPLOYER WHOSE  
DOMESTIC WORKER IS APPLYING FOR A CHANGE OF EMPLOYER

To:  
Work Pass Division  
Ministry of Manpower  
18 Havelock Road  
Singapore 059764

Dear Sir / Madam

CONSENT TO TRANSFER DOMESTIC WORKER

FOREIGN WORKER : Siti Mustaghfirah Fadhoi  
WORK PERMIT NO. : 00315291  
DATE OF APPLICATION : \_\_\_\_\_

I, \_\_\_\_\_ of IC / Passport No. \_\_\_\_\_  
(Name of Current Employer)

Agree to release my domestic worker named above to the prospective employer,

\_\_\_\_\_  
(Name of Prospective Employer)

Pending the outcome of the application, I undertake all the responsibilities for the employment of the said domestic worker and will extend her work permit (if necessary). If the application is not approved and I do not wish to continue her employment, I will repatriate this worker.

  
\_\_\_\_\_  
SIGNATURE OF CURRENT EMPLOYER





United Channel

Cancellation Request (for other Country)

I, \_\_\_\_\_ of Passport no. \_\_\_\_\_

and Work Permit No. \_\_\_\_\_ 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, \_\_\_\_\_ holder of Nric/Fin No. \_\_\_\_\_

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: \_\_\_\_\_