



PAK GEOK HUA  
AUTOMATED BUILDING  
87B AMOY STREET  
#B80-5148A  
SINGAPORE 069906

SB Transmission Ref No.: O30697G



04 May 2016

## Your application for a helper is approved

Dear PAK GEOK HUA,

We are pleased to tell you that Test Helper's work permit application has been approved. Please bring your helper into Singapore before this In-Principle Approval (IPA) expires on 04 Aug 2016.

This letter lists the employment details for you to confirm and the next steps you need to take so that a work permit can be issued. Your helper can only start work with you after she has attended the Settling-in-Programme (SIP) and while you finish the process for getting her work permit.

The steps on the next page need to be completed before this IPA expires. Otherwise, we will withdraw this approval and you will need to send her home.

Yours sincerely,

Penny Han (Mrs)  
Controller of Work Passes

**Please confirm the employment details on the next page**

If you have any changes, go to [www.mom.gov.sg](http://www.mom.gov.sg) > Work permit for foreign worker > Notify MOM of changes. We will tell you if you need to reapply.

### ⚠ IMPORTANT

**You must comply with the Employment of Foreign Manpower Act and Conditions and Regulatory conditions of Work Permit. Otherwise, we can cancel this approval, prosecute you and withdraw your permission to employ work permit holders. You can read the rules at [www.mom.gov.sg](http://www.mom.gov.sg)**



## What you need to do before your helper can get her work permit card

### Before she arrives

#### Check the employment details

YOUR HELPER <b>Test Helper</b>	DATE OF BIRTH <b>01 Jan 1990</b>	NATIONALITY <b>Indian</b>
PASSPORT NO. <b>P123456789</b>	WORK PERMIT NO. <b>0 34402768</b>	FIN <b>-</b>
DATE OF APPLICATION <b>04 May 2016</b>	OCCUPATION <b>Foreign Domestic Worker</b>	MONTHLY SALARY * <b>\$500.00</b>
YOUR NAME <b>PAK GEOK HUA</b>	MONTHLY LEVY RATE <b>\$265.00</b>	NUMBER OF REST DAYS PER MONTH * <b>3</b>
AMOUNT YOU WILL PAY FOR EACH REST DAY HELPER AGREES TO FOREGO (monthly salary / 26 days) <b>\$19.23</b>	SINGAPORE EMPLOYMENT AGENCY (EA) <b>KASTHURI ALAGUMALAI Company</b>	FEES PAYABLE (BY HELPER) TO SINGAPORE EA BASED ON A 2-YEAR WORK CONTRACT <b>\$501.00</b>

\* You and your helper may mutually agree in writing to change her rest days and monthly salary. You must inform MOM of any changes.

#### Send her the helper's copy of this In-Principle Approval letter.

Your helper will need to use the whole letter as a visa to enter Singapore.

#### Send her a copy of her employment contract.

This contract must state her salary and any terms, such as rest days and compensation-in-lieu of rest day.

#### Give MOM a \$5,000 Security Bond backed by a bank (or an insurance guarantee valid for 26 months)

You can use "Work permit transactions for domestic helpers and confinement nannies" to see when MOM has received the bond – this must be done before your helper gets here. If MOM does not get the bond on time, your helper will not be allowed into Singapore and you may have to pay all costs for sending her home.

#### Buy personal accident insurance of at least \$40,000 coverage and medical insurance (hospital care and day surgery) of at least \$15,000 coverage per year for her.

#### Make a compulsory Inter-bank GIRO (IBG) Application for levy payment.

You need to pay your monthly levy by Inter-bank GIRO. If you fail to do so, it might affect the renewal of your helper's work permit or any new work permit application. The IBG application form is available on CPF's website ([www.cpf.gov.sg/Employers](http://www.cpf.gov.sg/Employers)) and at all CPF Service Centres.

#### Make sure that your helper has the right qualifications

She may need to show MOM her education certificates that prove any education declared in her application.



## After she gets here

### Within 3 days

Make sure that she attends the Settling-in Programme (SIP) and shows the test centre her education certificates (you can find your nearest test centre at [mom.gov.sg](http://mom.gov.sg)).

### Within 14 days

Make sure your helper has a medical check done by a Singapore-registered doctor.

Login to "Work permit transactions for domestic helpers and confinement nannies" to ask for her work permit card to be issued.

For more information, go to [mom.gov.sg](http://mom.gov.sg) > Work passes and permits > Work permit for foreign domestic worker > Key facts > Get the work permit issued.

When your request is successful, please print her temporary work permit.

Make an appointment for your helper to go to the MOM Services Centre – Hall C for card registration. She will need to bring along her temporary work permit, original passport and appointment letter.

Once all these steps are completed, the work permit card will be delivered to you.

## After she gets her card

Your helper must carry the work permit card with her at all times.

If she asks you to look after her passport, you can. But you must give it back to her as soon as she asks for it.

### ⚠ IMPORTANT

- These steps need to be completed by 04 Aug 2016 or MOM's approval will be withdrawn and you will need to send your helper home.
- You are required to give your helper a weekly rest day or pay in lieu of it. You cannot force your helper to work if she would prefer a rest day.