

EA Alert Dated: 13 September 2019

EA Alert (09/2019): Use the Foreign Domestic Worker (FDW) eService to ask for a handover period

Dear Key Appointment Holders & Employment Agency Personnel

You can now use the [new function in our FDW eService](#) to help your clients ask for a handover period.

The handover period will allow your client's replacement FDW to work together with the outgoing FDW for up to 30 days to hand over the duties. You will get the outcome immediately using the new function.


Please remember to get the employer's written consent to pay the levies and salaries for both FDWs for the entire handover period before you submit the request.

With this new function, we no longer accept requests for handover period through iSubmit.

Thank you.

Home Manage my Helpers Apply for a Helper or Nanny Check and Pay Levy Sign out

✓ Your work permit application for CHAN XIAN HE ALE CZ has been approved



CHAN XIAN HE ALE CZ

WP Number: XXXXXX FIN: XXXXXX

IN-PRINCIPLE APPROVAL VALID UNTIL  
14 Nov 2019

INSURANCE DETAILS ▾

YOU CAN

- Ask for reinstatement
- Cancel In-Principle Approval
- Ask for work permit to be issued
- Ask for handover period**  
You can get your current and new helpers to work together for up to 30 days.

IMPORTANT DOCUMENTS

- [In-Principle Approval \(Employer's copy\)](#) (PDF)
- [In-Principle Approval \(Helper's copy\)](#) (PDF)
- [Declaration Form](#) (PDF)
- [Medical form](#) (PDF)

Yours sincerely  
Work Pass Division