

Work Pass Division

18 Havelock Road
 Singapore 059764
 Tel: 6438 5122
 www.mom.gov.sg
 mom_wpd@mom.gov.sg



Application for Refund of Forfeited Security Deposit

This form may take you 5 minutes to fill in.
 You will need the following information to fill in the form:

- The worker's Work Permit number
- The date of Work Permit cancellation
- The worker's passport number
- The details of police report

Important Note:

1. **This form should only be used by the employer whose foreign worker had gone missing before Work Permit cancellation and had been found within 4 months from the date of Work Permit cancellation.**

2. Please complete the application form and fax or post it with a copy of the police report of the missing foreign worker to:

Issuing, Renewal and Cancellation Section
 Work Pass Division
 Ministry of Manpower
 18 Havelock Road
 Singapore 059764
 Fax no.: (65) 6317 1359

Part 1 – Particulars of Foreign Worker

Name of Worker : _____
 Work Permit number : _____
 Passport number : _____
 Date of Work Permit cancellation : _____
 Name of employer : _____
 Address of employer : _____

 Contact number of employer : _____

Part 2 – Police Report of Missing Foreign Worker

Date of missing : _____
 Date of police report made : _____
 Contact number of Police Investigation Officer (If available) : _____

Part 3 – Whereabout of Missing Foreign Worker

Date of worker found : _____
 Brief description of how worker was found : _____

Has worker been repatriated : Yes No (Please tick the appropriate box)

(Note: Refund of the forfeited Security Deposit will only be processed upon confirmation of worker's departure from Singapore.)

If No, please state the worker's present whereabouts : _____

Part 4 – Declaration by Employer

I/We declare that the above information provided by me/us is true and correct. I/We understand that I/we can be penalised if I/we have provided false information.

 Employer's name / designation Signature of employer

 Date Company's stamp (applicable to business employers)