



Updated on 11 Mar 2017

Use this form to apply for a work permit for a foreign domestic worker

If you have never employed a domestic helper before

You will need to complete the Employer's Orientation Programme first. Go to mom.gov.sg > Work passes and permits > Work permit for a foreign domestic worker > Eligibility and requirements > Employer's Orientation Programme (EOP).

⚠ SORRY, WE CANNOT ACCEPT APPLICATIONS:

- For an FDW who has less than 8 years of formal education (unless she has previously worked in Singapore)
- For an FDW who is over 50 or under 23 (under 18 if she has previously worked in Singapore)
- For an FDW who is related to you
- For a male FDW
- If you have been diagnosed with Alzheimer, Dementia or Schizophrenia

The process is quicker if you use the new online FDW service

MOM has built a new online system (<https://services.mom.gov.sg/workpass>)

You can use the new FDW system if you have a SINGPASS.

If you use the new FDW service, we can process your application within 1 week for most cases.

Applications submitted through SingPost will take about 3 weeks.

When you use the new FDW service, you can see the outcome online. If you use SingPost, it'll take longer since we'll post the outcome to you.

However you apply, it costs \$30.



Before you start

If you have all the right information on hand, this form should take between 10 and 20 minutes.

You will need:

- The helper's (and any spouse's) details such as personal particulars and passport information
- The employer's (and any spouse's) personal particulars, including income information
- Identity details for anyone else who lives at the employer's address

Please submit copies of these documents with this application:

1. A copy of the employer's Identity Card (for Singaporeans / Malaysians)
2. A copy of the employer's passport and Employment/Dependant's Pass (for foreigners)
3. A copy of the employer's Long-Term Visit Pass (LTVP) and the employer's child's Birth Certificate/Student Pass (for LTVP holders)
4. Supporting documents to prove the employer's (and any spouse's) income. Alternatively, the employer can give their consent to allow MOM to verify their income with IRAS (page 8).
5. A copy of the foreign domestic helper's passport/travel document
6. A copy of the foreign domestic helper's Identity Card (for Malaysians)
7. A copy of the foreign domestic helper's SPM certificate (for Malaysians with SPM)
8. A copy of the employer's children's Birth Certificates and/or parents'/parent-in-laws' Identity Cards and employer's/spouse's Birth Certificates (applicable if the employer is applying for an additional domestic worker).
9. The attached GIRO form if the employer has not made prior arrangements for the payment of levy (The Foreign Worker levy must be paid using GIRO)

If the employer is unable to produce any of the supporting documents, please tell us why in writing.

Special circumstances

One of the main ways MOM assesses applications is by income. But there are special circumstances where people with a low (or no) income can still apply (If they are a Singapore Citizen/PR). Please complete the relevant parts of the form based on the type of application the employer is making.

PART A

For everyone to complete

PART B (Sponsorship)

If the employer is over 60 years old, have no income and there are no working adults living with them

The sponsor may be the employer's:

- Children/children's spouse
- Grandchildren/
grandchildren's spouse
- Siblings

The application will be assessed based on the total income of the sponsors. **Read and complete Part B together with Part A.**

PART C (Joint)

If the employer is combining their income with an immediate family member (other than their spouse) living with them

The employer can combine their income with only one other family member. Of the two, the person earning the higher income must be the employer while the other will be the joint applicant. **Read and complete Part C together with Part A.**



PART A

Is the employer applying for a new helper or a replacement? New Replacement

About the helper

Full name:

FIN (if any):

Work Permit no. (if any):

Passport no.:

Passport expiry date (dd/mm/yyyy):

Gender (tick one):

Female

Male

Immigration pass type (tick one):

Not in Singapore yet

Social visit pass

Special pass

Work pass (includes WP, EP, PEP, and S Pass)

Date of birth (dd/mm/yyyy):

Country of birth:

Nationality:

State/Province where helper was granted her citizenship:

If the helper is Malaysian, please also tell us the details of her identity card (tick one):

Malaysia Pink

Malaysia Blue

New Malaysian identity card no.:



PART A

Religion (tick one):

- Buddhist Christian Free Thinker Hindu
 Muslim Other Sikh Unknown

Ethnic group (tick one):

- Chinese Filipino Indian Indonesian Malay

Others (please specify): _____

Does the helper have 8 years of formal education (tick one):

- Yes No

Highest educational level (tick one):

- No formal education Primary
 Secondary (without SPM or GCE 'O' Level) Secondary (with SPM or GCE 'O' Level)
 Post-secondary and above

Marital status (tick one):

- Single Divorced Widowed Separated Married

If the helper is married to a Singapore Citizen or Singapore Permanent Resident, please fill in her spouse's details.

Spouse's name:

Spouse's NRIC:

Date of marriage (dd/mm/yyyy):

Helper's monthly salary:

Rest days per month:

Fee to be paid to Employment Agent by the helper:



PART A

About the employer

Full name:

Gender (tick one):

Female Male

Date of birth (dd/mm/yyyy):

Nationality:

Residential status (tick one):

Singapore Citizen Permanent Resident Long Term Visit Pass (LTVP)
 Employment or S Pass Dependant's Pass Diplomat
 Others

NRIC (if any):

FIN (if any):

Passport no.:

Passport expiry date (dd/mm/yyyy):

If the employer is a diplomat, please fill in their diplomatic status details.

Occupation (tick one):

Head of foreign mission Foreign diplomatic personnel Long Term Visit Pass (LTVP)

Diplomat ID no.:

Diplomat ID card expiry date:

Housing type (tick one):

Landed property Non-HDB public flat / apartment
 Shop house Private flat / apartment HUDC
 HDB (1-room) HDB (2-room) HDB (3-room)
 HDB (4-room) HDB (5-room) Others

Marital status (tick one):

Single Divorced Widowed Separated Married



PART A

If the employer is married, please complete this section.

Was the marriage registered in Singapore? (tick one):

- Yes No

Spouse's full name:

Spouse's gender (tick one):

- Female Male

Spouse's date of birth (dd/mm/yyyy):

____ / ____ / ____

Spouse's nationality:

Spouse's residential status (tick one):

- Singapore Citizen Permanent Resident Long Term Visit Pass (LTVP)
 Employment or S Pass Dependant's Pass Diplomat
 Others

Spouse's NRIC (if any):

Spouse's FIN (if any):

Passport no.:

Passport expiry date (dd/mm/yyyy):

____ / ____ / ____

If the employer's spouse is a diplomat, please fill their details.

Occupation (tick one):

- Head of foreign mission Foreign diplomatic personnel Long Term Visit Pass (LTVP)

Diplomat ID no.:

Diplomat card expiry date:

____ / ____ / ____



PART A

Employer's contact details

Mobile no.:

+ 6 5

Email:

Residential address:

Postal Code

Family members staying with the employer

Full name	Birth cert. / NRIC / Passport No. / FIN no.	Date of birth	Relationship



PART A

Income details

Please fill in 1, 2 or 3 to tell us about the employer's income. If the employer is applying under the Sponsorship or Joint Applicant Scheme, leave this section blank and tell us the income details under Part B and C respectively.

1. Employer's monthly income:

2. Employer's spouse's monthly income:

3. Employer and their spouse's combined monthly income range:

Has the employer and/or their spouse worked in Singapore for the last 2 years? (tick one):

- Yes No

What income proof do the employer and/or their spouse want to provide? (tick one):

- Notice of assessment (NOA)
- Employer letter & CPF statements, overseas income tax, or any other documents to show that the employer can afford to maintain the helper
- Allow MOM to verify the employer's income and/or their spouse's income with IRAS. Please provide us with:

- Employer's Singapore Tax Reference No.:

- Employer's spouse's Singapore Tax Reference No.:



Declaration by employer

Conditions and regulatory conditions of work permit applicable to the employer of the foreign domestic worker

I declare that:

1. I have read and understood the applicable conditions and regulatory conditions of work permit set out in the Employment of Foreign Manpower (Work Passes) Regulations c 91A, available at www.mom.gov.sg.
2. In order for MOM to assess my application, I consent to the Government of Singapore and statutory authorities to getting from and verifying information with any person, organisation or any other source. Further, I consent to the information obtained in this process to be released to the Government of Singapore, its statutory authorities and their authorised agents.
3. To the best of my knowledge, the foreign domestic worker (if she has not worked as a foreign domestic worker or confinement nanny in Singapore before) has had a minimum of eight years of formal education and has educational certificates as documentary proof of this.
4. I have obtained written consent from the foreign domestic worker to perform this transaction. I will produce this consent when requested by the authority.
5. I am not related to the foreign domestic worker.
6. I **have / have not*** used the services of an Employment Agency based in Singapore for the recruitment and/or application of a work permit for this foreign domestic worker. (If applicable: Employment Agency Licence No. _____ . Please also ensure that the Employment Agency completes "Declaration by Employment Agency".)
7. The information in this application and any appeals I have made in relation to this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application and any appeals made in relation to the application, are true copies of the authentic documents.

Name of employer

NRIC/Passport number

Signature of employer

Date (DD-MM-YYYY)

Declaration by current employer whose foreign domestic worker is applying for a change of employer

I, _____ (Name of Current Employer) of NRIC / Passport No. _____ agree to release my foreign domestic worker named above to the prospective employer, _____ (Name of Prospective Employer).

Until the transfer is successful, I remain responsible for this foreign domestic worker. In the meantime, if the work permit of this foreign domestic worker is expiring, I will either apply to extend her work permit or send her back to her home country.

Signature of current employer

Date (DD-MM-YYYY)



Declaration by Employment Agency

This declaration must be completed by the Employment Agency or intermediary who is making the application on behalf of the employer. (If more than one Employment Agency or intermediary is used, please download additional declaration sheets from MOM's website.)

I declare that:

1. I am the Employment Agency personnel handling this application.
2. To the best of my knowledge, the foreign domestic worker (if she has not worked as a foreign domestic worker or confinement nanny in Singapore before) has had a minimum of eight years of formal education and has educational certificates as documentary proof of this.
3. I have obtained written consent from the employer and foreign domestic worker to perform this transaction. I will produce this consent when requested by the authority.
4. I have explained the contents of the application and the applicable conditions and regulatory conditions of this work permit, as set out in the Employment of Foreign Manpower (Work Passes) Regulations c 91A, to the foreign employee and the employer.
5. The information in this application and any appeals I have made in relation to this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application and any appeals made in relation to the application, are true copies of the authentic documents.

Name of Employment Agency personnel	Employment Agency stamp
Employment Agency personnel number	
Contact no. of Employment Agency personnel	Employment Agency licence no.
Signature of Employment Agency personnel	Date (DD-MM-YYYY)



Pay Domestic Foreign Worker Levy Using GIRO

This form may take you 3 minutes to complete.

Form DFWL 02/2017

IMPORTANT: Do not fax this form as original signature(s) is required. **Bank account holder must sign against amendments made. DO NOT use correction fluid/tape.** Incomplete or illegible details on the form will delay the processing.

Section 1: For Applicant's Completion

1 Applicant's Particulars and Authorisation

NOTE: Please submit your GIRO application only after your Foreign Domestic Worker's application has been approved.

Name of Registered Employer

Employer's NRIC/FIN No.

► For bank's use: DDA reference no.

- I/We authorise the Bank to process the Billing Organisation's (BO), Central Provident Fund Board (Ministry of Manpower's collecting agent for Foreign Worker Levy), instructions to debit and credit my/our account.
- The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also have the discretion to allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- This authorisation will remain in force until the Bank's written notice sent to my/our address last known to the Bank; upon the Bank's receipt of my/our written revocation; or upon the Bank's receipt of the notice of expiry from the BO.

Name (as in Bank Account)

Signature(s)/Thumbprint(s) as in Bank's records*

Bank's Name

Bank Account No.

Contact No.

Email

Date:

*For thumbprint(s), you must approach your respective Bank with your identification documents for verification. For signature(s), you have the option to approach your respective Bank for verification.

2 What to Do Next?



Complete and return this form to us by mailing it to:
Tampines Central P.O. BOX 171 Singapore 915206

Your GIRO application will be sent to your bank and will be processed within one month.

#You can check your application status at www.mom.gov.sg/levy-giro-status. While waiting for it to be approved, you should pay the levy for each month using other payment methods **by the 14th of the following month.**

*You will be redirected to the CPF Board's website to check your GIRO application status.

Section 2: For CPF Board's Completion

CPF Board's Account Details SWIFT BIC: OCBCSGSGXXX Account No.: 501600001001

Debiting Account Details SWIFT BIC: _____ Account No.: _____

Section 3: For Bank's Completion

To CPF Board: The application is hereby **REJECTED** because: ► Please tick all the applicable reasons

- | | |
|---|--|
| <input type="checkbox"/> Signature/Thumbprint differs from bank's records | <input type="checkbox"/> Wrong account number |
| <input type="checkbox"/> Signature/Thumbprint incomplete/unclear | <input type="checkbox"/> Amendments not countersigned by Bank Account Holder |
| <input type="checkbox"/> Account operated by signature/thumbprint | <input type="checkbox"/> Others: _____ |

Authorised Signature and Stamp of Bank

Name:

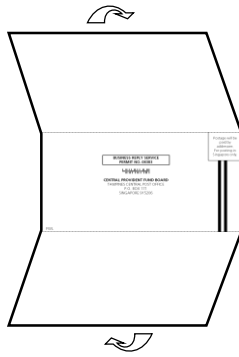
Date:

How to use the Business Reply Envelope?



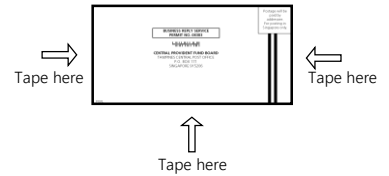
Step 1

Fold along the dotted lines. Fold the top and bottom sections inwards with the mailing address in front.



Step 2

Enclose your documents within the sleeve created in Step 1.



Step 3

Seal the edges with clear tape to secure your documents inside.

**BUSINESS REPLY SERVICE
PERMIT NO. 08383**



TAMPINES CENTRAL POST OFFICE
P.O. BOX 171
SINGAPORE 915206

Postage will be paid by addressee.
For posting in Singapore only.

FWL

Other payment methods

While waiting for your GIRO to be approved, you should pay the levy for each month by the 14th of the following month using other payment methods listed in the table below:

Payment Channel	Payment Mode	How to make payment
Online	eNETS Direct Debit	Log in to Check and Pay foreign worker levy at www.mom.gov.sg/checkpaylevy and pay.
SingPost	Cash, Cash Card, NETS	Bring along your latest levy bill and pay over the counter at any SingPost branch.
By post	Cheque	Send the cheque together with your latest levy bill and post it to Foreign Worker Levy, Robinson Road P.O. Box 2052, Singapore 904052 . The cheque should be crossed and made payable to "CPF Board". Write the CPF Submission Number, Employer's Name and Contact Number on the back of the cheque.
AXS or SAM	NETS	Pay to CPF Board, MOM's appointed foreign worker levy collecting agent.

Paying Foreign Worker Levy via GIRO

- We will inform you of the GIRO application status and effective date of the GIRO arrangement via post.
- The foreign worker levy will be deducted automatically from your bank account on the 17th (or the next working day if the 17th falls on a Saturday, Sunday or public holiday). Please ensure you have enough balance in your bank account before the deduction date. You will be considered late in paying levy if the deduction is unsuccessful and will be charged a late penalty.
- If you have an existing GIRO arrangement with CPF Board and wish to change your bank account, you will need to complete a new GIRO application form. Your foreign worker levy will be deducted from your existing bank account until the new GIRO application is approved.
- You may submit your GIRO termination form if you are no longer employing any foreign worker(s).



PART B

Fill in the details of the sponsors (and/or their spouse) below and ask them to sign the declaration. Please also complete Part A of the application form. Note that the section "Sponsor Income Details" should be completed with the sponsor's income, not the employer's. MOM can only consider two incomes, but they can be any of the employer's children/grandchildren/siblings or their partners.

Please also submit copies of these additional documents with this application:

1. The sponsors' NRIC
2. Supporting documents to prove their income

Sponsor income details

Please use 1 or 2 to tell us about the sponsor's income.

1. The sponsor's monthly income range:

2. The sponsors' combined monthly income range:

Have the sponsor(s) worked in Singapore for the last 2 years? (tick one):

- Yes No

What income proof do the sponsor(s) want to provide? (tick one):

- Notice of assessment (NOA)
- Employer letter & CPF statements, overseas income tax, or any other documents to show that they can afford to maintain the helper
- Allow MOM to verify the sponsor(s)' income with IRAS. Please provide us with:

- Sponsor 1's Singapore Tax Reference No.:

- Sponsor 2's Singapore Tax Reference No.:



PART B

About sponsor one

Relationship with the employer:

Full name:

Gender (tick one):

Female Male

Date of birth (dd/mm/yyyy):

NRIC (if any):

Nationality:

Residential status (tick one):

Singapore Citizen Permanent Resident

Residential address:

Postal Code

Marital status (tick one):

Single Divorced Widowed Separated Married



PART B

If sponsor 1 is married, please complete this section.

Was the marriage registered in Singapore? (tick one):

Yes No

Spouse's full name:

Spouse's gender (tick one):

Female Male

Spouse's date of birth (dd/mm/yyyy):

____ / ____ / ____

Spouse's NRIC (if any):

Spouse's FIN (if any):

Passport no.:

Passport expiry date (dd/mm/yyyy):

____ / ____ / ____

Spouse's nationality:

Spouse's residential status (tick one):

Singapore Citizen Permanent Resident Long Term Visit Pass (LTVP)
 Employment or S Pass Dependant's Pass Diplomat
 Others

Sponsor 1's contact details

Mobile no.:

+ 6 5 _____

Email:

Residential address:

 _____ **Postal Code** _____



PART B

About sponsor 2 (if any)

Relationship with the employer:

Full name:

Gender (tick one):

Female Male

Date of birth (dd/mm/yyyy):

NRIC (if any):

Nationality:

Residential status (tick one):

Singapore Citizen Permanent Resident

Residential address:

Postal Code

Marital status (tick one):

Single Divorced Widowed Separated Married



PART B

If sponsor 2 is married, please complete this section.

Was the marriage registered in Singapore? (tick one):

Yes No

Spouse's full name:

Spouse's gender (tick one):

Female Male

Spouse's date of birth (dd/mm/yyyy):

____ / ____ / ____

Spouse's NRIC (if any):

Spouse's FIN (if any):

Passport no.:

Passport expiry date (dd/mm/yyyy):

____ / ____ / ____

Spouse's nationality:

Spouse's residential status (tick one):

Singapore Citizen Permanent Resident Long Term Visit Pass (LTVP)
 Employment or S Pass Dependant's Pass Diplomat
 Others

Sponsor 2's contact details

Mobile no.:

+ 6 5 _____

Email:

Residential address:

Postal Code



Declaration by sponsor(s)

I/We declare that:

1. I/We are responsible for the upkeep, maintenance and well-being of the foreign domestic worker.
2. I/We remain responsible for this foreign domestic worker as long as we remain sponsor(s).
3. If I/we apply for a new foreign domestic worker, MOM will take into consideration our existing responsibilities for the foreign domestic worker.
4. I/We must pay the foreign domestic worker levy and all other employment related expenses on behalf of _____ (Name of employer), for as long as we remain sponsor(s).

Name of sponsor 1

Name of sponsor 2

NRIC/Passport number of sponsor 1

NRIC/Passport number of sponsor 2

Signature of sponsor 1

Signature of sponsor 2

Date (DD-MM-YYYY)



PART C

Fill in the details of the joint applicant and ask them to sign the declaration. Please also complete Part A of the application form. Note that the section "Income details" should be completed with the total of the employer's and the joint applicant's income. Of the two, the person earning the higher income must be the employer while the other will be the joint applicant.

Please also submit copies of these additional documents with the application:

1. The joint applicant's NRIC
2. Supporting documents to prove their income

Joint applicant Income details

Employer and the joint applicant's combined monthly income range:

Have the employer and the joint applicant worked in Singapore for the last 2 years? (tick one):

- Yes No

What income proof do the employer and the joint applicant want to provide? (tick one):

- Notice of assessment (NOA)
- Employer letter & CPF statements, overseas income tax, or any other documents to show that they can afford to maintain the helper
- Allow MOM to verify the employer and the joint applicant's income with IRAS. Please provide us with:

- The employer's Singapore Tax Reference No.:

- The joint applicant's Singapore Tax Reference No.:



PART C

About the joint applicant

Relationship with the employer:

Full name:

Gender (tick one):

 Female Male

Date of birth (dd/mm/yyyy):

NRIC (if any):

Nationality:

Residential status (tick one):

 Singapore Citizen Permanent Resident

Residential address:

Postal Code

Marital status (tick one):

 Single Divorced Widowed Separated Married



PART C

If the joint applicant is married, please complete this section.

Was the marriage registered in Singapore? (tick one):

Yes No

Spouse's full name:

Spouse's gender (tick one):

Female Male

Spouse's date of birth (dd/mm/yyyy):

Spouse's NRIC (if any):

Spouse's FIN (if any):

Passport no.:

Passport expiry date (dd/mm/yyyy):

Spouse's nationality:

Spouse's residential status (tick one):

Singapore Citizen Permanent Resident Long Term Visit Pass (LTVP)
 Employment or S Pass Dependant's Pass Diplomat
 Others



Declaration by joint applicant

I declare that:

1. I am responsible for the upkeep, maintenance and well-being of the foreign domestic worker.
2. I remain responsible for this foreign domestic worker as long as I remain a joint applicant.
3. If I apply for a new foreign domestic worker, MOM will take into consideration my existing responsibilities for the foreign domestic worker.
4. I must pay the foreign domestic worker levy and all other employment related expenses, for as long as I remain a joint applicant.

Name of joint applicant

NRIC/Passport number

Signature of joint applicant

Date (DD-MM-YYYY)