



BOJJIREDDY SOUJANYA
359 TAMPINES STREET 34
#02-433
SINGAPORE 520359

SB Transmission Ref No.: P463478



Reprinted on 25 Aug 2022

Your application for a helper is approved

Dear BOJJIREDDY SOUJANYA

We are pleased to inform you that SINGUMAL KAVITHAMMA's Work Permit application has been approved.

Your helper must be fully vaccinated before she arrives in Singapore. As administrative, health and vaccination requirements may change depending on COVID-19 situation, please check the SafeTravel website (<https://safetravel.ica.gov.sg>) for the latest requirements before you arrange for your helper's arrival.

Your helper can start work with you on the day after her arrival in Singapore and while you complete the steps for her Work Permit card to be issued.

You need to complete the steps for issuance on the next page before this in-principle approval expires on 25 Nov 2022. Otherwise, this approval will be withdrawn and she has to be sent home.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 > Work Permit for migrant domestic worker > Notify MOM. 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.
- You must inform and ensure your helper complies with the COVID-19 vaccination requirements (<https://www.mom.gov.sg/vac-reqmts>) in accordance with the following where applicable - the prevailing guidelines of the Singapore Ministry of Health and Ministry of Manpower, or the Employment of Foreign Manpower (Work Passes) Regulations 2012. If you fail to do so, we may take action against you, including cancelling this approval.



What you need to do before your helper can get her Work Permit card

Before she arrives

Check the employment details

YOUR HELPER SINGUMAL KAVITHAMMA	DATE OF BIRTH 01 Jun 1980	NATIONALITY/CITIZENSHIP Indian
PASSPORT NO. M5035158	WORK PERMIT NO. 0 37666041	FIN G8594648Q
DATE OF APPLICATION 05 Aug 2022	OCCUPATION Foreign Domestic Worker	BASIC MONTHLY SALARY* \$450.00
YOUR NAME BOJJIREDDY SOUJANYA	MONTHLY LEVY RATE \$300.00	NUMBER OF REST DAYS PER MONTH* 4
AMOUNT YOU WILL PAY FOR EACH REST DAY HELPER AGREES TO FOREGO (monthly salary / 26 days) \$17.31	SINGAPORE EMPLOYMENT AGENCY (EA) -	FEES PAYABLE (BY HELPER) TO SINGAPORE EA BASED ON A 2-YEAR WORK CONTRACT \$0.00
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* 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.

Please use "Work Permit transactions for domestic helpers and confinement nannies" to confirm that MOM has received the bond, before arranging for your helper to come to Singapore. **If MOM does not receive the bond by the time your helper arrives, your helper will not be allowed into Singapore and you will have to send her home immediately at your own cost.**

Buy personal accident insurance of at least \$60,000 coverage and medical insurance (hospital care and day surgery) of at least \$15,000 coverage per year for her.

Make a compulsory GIRO Application for levy payment.

You need to pay your monthly levy by GIRO. If not, it might affect the renewal of your helper's Work Permit or any new Work Permit application. Download the GIRO application form at www.mom.gov.sg/apply-fdw-levy-giro.

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 14 days

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

Log in to "Work Permit transactions for domestic helpers and confinement nannies" to get her Work Permit card issued.

For more information, go to www.mom.gov.sg > Work passes > Work Permit for migrant 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 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.