



**WORK PERMIT RENEWAL NOTICE & APPLICATION FORM (printed on Thursday 03 September 2020 10:24 AM SGT)**

**Renew early if you wish to keep your worker**

From 1 June 2017, an existing worker can be transferred to another employer starting from 40 days before his current work permit expires without having to leave Singapore. If a new employer has submitted an application for this worker, you will not be able to renew his permit while the application is being processed or has been approved. If you wish to keep this worker, you should take steps to retain him and renew his permit early. Please buy the security bond early as it takes 1-5 days to be transmitted to us. To check the latest status of such applications, go to 'WPOL > Enquire > Application for Transfer Worker'.

1. You must update your worker's residential address and mobile number using the Online Foreign Worker Address Service. Once the details are updated, please wait at least 1 hour before renewing the Work Permit (WP).
2. You need to get ready the completed scanned copies in PDF of the Work Permit Renewal Notice & Application Form, Worker's Passport (pages showing personal details, passport no. and other amendments) and Security Bond Form (this is not the letter of guarantee your insurer or bank gave you. Get the security bond form from WP Online > Enquire > Security Bond status). **Depending on what you have entered during the request for renewal online, you may have to upload more or fewer documents.**
3. Log in to Work Permit Online (WPOL) to renew the WP.

<b>Name of Employer</b>	: FRP PRODUCTS CO., PTE. LTD.	<b>CPF Submission No.</b>	: 197000609W - PTE - 01
<b>Name of Foreign Worker</b>	: MOLLA MD JONAYAT HOSSAIN	<b>SB Transmission Ref No.</b>	: 6068553
<b>Work Permit No.</b>	: 0 63343404	<b>Date of Application</b>	: 01/07/2010
<b>Occupation</b>	: PROCESS MAINTENANCE & CONSTRUCTION WORKER	<b>WP Expiry Date</b>	: 29/09/2020

**Declaration by the Foreign Employee:**

- For the purpose of applying for a visit pass under the Immigration Act, I declare that:
  - a) I have not ever been refused entry into or deported from any country/region;
  - b) I have not been convicted in a court of law in any country/region;
  - c) I have not been prohibited from entering Singapore; and
  - d) I have not ever entered Singapore using a different Passport and Name.
 (You are required to indicate the details separately if any or all of the above is / are not in accordance with the above declaration.)
- I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.
- I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.
- I consent to the Ministry of Manpower displaying my work pass details when my work pass card is scanned using the Ministry of Manpower's work pass mobile application.
- I give my consent for the Ministry of Manpower to use my contact details to contact me during emergencies and to send me messages related to my work pass and employment in Singapore. I also consent for the Ministry of Manpower to share my contact details with other Government agencies and statutory authorities for the same purposes.

11/09/2020  
WPCMP

**Declaration by the employer:**

- I declare that I am aware that the Controller of Work Passes uses its Central Provident Fund contribution information to determine the number of local workers employed by the employer hence determining the number of foreign employees that it may employ. The employer has ensured that its Central Provident Fund contribution record of payments as employer required under the Central Provident Fund Act (Cap.36) only reflects every citizen or permanent resident of Singapore who is employed by the employer and at the appropriate contribution rate prescribed by law. The employer has made any voluntary CPF contributions only through a separate CPF Submission Number (CSN).
- The employer consents to the Ministry of Manpower displaying work pass details when the foreign employee's work pass card is scanned using the Ministry of Manpower's work pass mobile application.
- I declare that if the foreign employee travels out of Singapore while under my employment, I will make an application to Ministry of Manpower to allow this foreign employee to return to Singapore, subject to prevailing entry requirements at the point of entry into Singapore.

**Declaration by the foreign employee and employer:**

I / We declare that all the information provided above is true. I / We are aware if I / we make any false statements or produce any documents that are false, I / we shall be guilty of an offence. The foreign employee's Work Permit will be revoked and the employer can be barred from future employment of foreign employees.



Please ensure that the blanks below are filled in, especially the Date of Declaration and the Signatures.

Loh Lock Mun,  
Director

\_\_\_\_\_  
Date of Declaration

\_\_\_\_\_  
Signature of Foreign Worker

\_\_\_\_\_  
Name, Designation & Signature of Business Employer

\_\_\_\_\_  
Employer / Employment Agency Tel No.

\_\_\_\_\_  
Name of Employment Agency if authorised to act on employer's behalf

\_\_\_\_\_  
Name & NRIC / Passport No. of Representative if authorised to act on employer's behalf