



ACCION LABS PTE. LTD.
63 ROBINSON ROAD
#06-06 AFRO-ASIA BUILDING
SINGAPORE 068894

23 Jun 2015

Dear Sir / Madam

We are pleased to inform you that the Work Permit application for ZHOU KAI has been approved in-principle. This In-Principle Approval will expire if your worker does not enter Singapore by 20 Sep 2015. Your worker may start work on the day after entering Singapore, while the necessary steps for obtaining the Work Permit card are completed.

This letter contains the employment details for you to confirm and the next steps you need to complete so that a Work Permit card may be issued to your worker. If you do not complete these steps within 14 days of your worker's arrival, this approval will be revoked and you will need to repatriate your worker.

This approval does not exempt the pass holder from complying with other licensing requirements in Singapore (e.g. driving or operating a crane).

Yours faithfully

Penny Han (Mrs)
Controller of Work Passes



Check the details. If you have any corrections, please send in your amendments with the supporting documents to www.mom.gov.sg/submit. We will inform you whether a new application is required.

Industry	SERVICE	CPF Submission Number	201106959W - PTE - 01
Worker's name	ZHOU KAI	Basic monthly salary	S\$ 3600
Date of Birth	10 OCT 1986	Fixed monthly allowances	S\$ 400
Nationality	CHINESE	Fixed monthly salary	S\$ 4000
Passport number	G53950915	Monthly housing deduction	S\$ 0
Work Permit number	0 7460384-	Monthly food deduction	S\$ 0
Date of Application	22 JUN 2015	Monthly salary after taking into account fixed monthly allowances and deductions	S\$ 4000
Occupation	SOFTWARE ENGINEER	Housing provided	YES
		Monthly Levy Rate	S\$ 300-\$700



Send the Worker's Copy of the In-Principle Approval letter to your worker. Otherwise, you may be liable for a penalty of up to S\$10,000 and/or any other administrative action.



Comply with the Employment of Foreign Manpower Act, and the Conditions and Regulatory Conditions of Work Permit, available at www.mom.gov.sg. Otherwise, the Work Permit may be revoked and you may face criminal or administrative penalties (including debarment).



The actual monthly levy rate varies from month to month, depending on the employer's workforce profile.



Please complete the following tasks so that your worker may receive their Work Permit card:



Before your worker's arrival

- Send the Worker's Copy of the In-Principle Approval letter written in the native language to this worker. It is their visa and must be shown to Immigration to enter Singapore.
- Provide this worker with a copy of the employment contract. This contract should state the occupation, job scope, daily working hours, number of working days, basic monthly salary, and terms such as deductions, rate of overtime pay, and leave entitlements.
- Provide a S\$5000 Security Bond backed by a bank or insurance guarantee valid for 26 months. Check via your Work Permit Online Account (WPOL) that the Security Bond has been received by MOM before the worker's arrival. If we do not have the Security Bond details, your worker will be refused entry.
- Buy medical insurance (inpatient care and day surgery) of at least S\$15,000 per year for this worker.
- Verify the authenticity of your worker's diploma or degree (refer to www.mom.gov.sg for the verification process. Click on Foreign Manpower > Passes & Visas > Work Permit (Foreign Worker) > Before you apply > Levy concessions for skilled workers). A clear photocopy of the diploma or degree with the certification of graduation and the verification record must be submitted to MOM.



After your worker's arrival

- Ensure that your worker completes a medical examination by a registered medical practitioner in Singapore.



Request for the Work Permit card to be issued

- Login to the WPOL within 14 days of your worker's arrival to request for the Work Permit to be issued. Otherwise, this approval will be revoked and you will need to repatriate your worker. If you need help, please refer to the 'Step by Step Guide to Issue A Foreign Worker's Work Permit' via WPOL, or visit www.mom.gov.sg. (click on Foreign Manpower > Passes & Visas > Work Permit (Foreign Worker) > After you apply).



Upon approval of request

- When your request has been approved, please print the Notification Letter.
- Have your worker report to the MOM Services Centre, Hall C with the documents listed in the Notification Letter.
- The current skilled levy rate is based upon your declaration of your worker's education/skills in the application. If your worker fails to submit the appropriate documents when registering for a Work Permit card, you will be charged a higher unskilled levy rate.



Work Permit card delivery

- Your card will be delivered to you. You will receive an SMS/email alert prior to the delivery date.



ZHOU KAI
c/o ACCION LABS PTE. LTD.
63 ROBINSON ROAD
#06-06 AFRO-ASIA BUILDING
SINGAPORE 068894

23 Jun 2015

Dear ZHOU KAI

We are pleased to inform you that your application for a Work Permit has been approved in-principle. This letter serves as confirmation and explains what to do next. You should keep this letter as it contains important information on your employment in Singapore.

You will need to show the entire 3-page letter to Immigration to enter Singapore. This letter may be used:

- As a visa to enter Singapore.
- To start work as a SOFTWARE ENGINEER for ACCION LABS PTE. LTD. on the day after arriving in Singapore.

You must enter Singapore no later than 20 Sep 2015 or this approval will expire.

This approval does not exempt you from complying with other licensing requirements in Singapore (e.g. driving or operating a crane).

Yours sincerely

Penny Han (Mrs)
Controller of Work Passes

What happens next? Please follow these simple steps to get your Work Permit card. You will find the complete set of instructions on pages 2 and 3.

Before you leave home		After you arrive in Singapore
Check your details	Protect yourself	Receive your Work Permit card
Check and confirm your employment details in this letter. Ensure that this In-Principle approval has not been cancelled nor expired.	Protect yourself by knowing your rights and responsibilities whilst working in Singapore	You and your employer must complete the steps overleaf within 14 days of your arrival so we can deliver your Work Permit card to you. Otherwise this approval will be revoked and you may be sent home.

**Important: Ensure that this approval has not been cancelled nor expired.**

Check via www.mom.gov.sg (click Services & Forms > Passes > Work Permit for Foreign Workers > Work Permit Validity Check via Work Permit Online) or call us at +65 64385122. You will need to enter your Work Permit number and Date of Application displayed below.

**Check your details before you leave your home country**

If you find a problem with the details of your employment, please contact your employer or employment agent immediately.

Your name	ZHOU KAI
Date of Birth	10 OCT 1986
Nationality	CHINESE
Passport number	G53950915
Work Permit Number	0 7460384-
Date of Application	22 JUN 2015
Employer name	ACCION LABS PTE. LTD.
Employer CPF Submission Number	201106959W - PTE - 01
Industry	SERVICE
Occupation	SOFTWARE ENGINEER
Basic monthly salary	S\$ 3600
Fixed monthly allowances	S\$ 400
Fixed monthly salary	S\$ 4000
Monthly housing deduction	S\$ 0
Monthly food deduction	S\$ 0
Monthly salary after taking into account fixed monthly allowances and deductions	S\$ 4000
Housing provided	YES

Additional allowances may be provided by the employer and these allowances should be stated in your employment contract.

If you or your employer has declared any educational qualifications or skills in your application, you must present your original certificates when you report at the MOM Services Centre, Hall C.



Protect yourself – Know your rights and responsibilities

- A** You are only permitted to work in Singapore as a / an SOFTWARE ENGINEER for ACCION LABS PTE. LTD..
- B** You or your employer has the right to terminate your job at any time with sufficient notice. If this happens, you will not be allowed to stay in Singapore and find another job.
- C** Your employer or employment agent should provide a copy of your employment contract to you before you leave for Singapore. The contract should state your occupation, job scope, daily working hours, number of working days, basic monthly salary, and terms such as deductions, rate of overtime pay, and leave entitlements.
- D** It is against the law for your employer to make you pay:
- S\$5000 Security Bond
 - Fees for application, renewal or the cancellation of your Work Permit
 - Foreign Worker Levy
 - Fees for medical insurance, medical examinations or training courses
 - Cost of your journey home
- E** If you use an agent in your home country, be careful about fees and promises. The Singapore Government is unable to help you with disputes with your agent in your home country.
- F** You must comply with the provisions of the Employment of Foreign Manpower Act and Conditions of Work Permit. Failure to do so may result in the revocation of your Work Permit and you may be prosecuted and/or sent home. You may view the information at www.mom.gov.sg (click on Foreign Manpower > Passes & Visas > Work Permit (Foreign Worker) > Before you apply).



Receive your Work Permit card

Once you arrive in Singapore, your employer must complete the following tasks within 14 days. Otherwise, this approval will be revoked and you risk being sent home.

- Arrange a medical examination for you. You must pass the examination to work in Singapore.
- Apply for your Work Permit card to be issued and delivered.



ZHOU KAI
c/o ACCION LABS PTE. LTD.
63 ROBINSON ROAD
#06-06 AFRO-ASIA BUILDING
SINGAPORE 068894

23 Jun 2015

ZHOU KAI 先生/女士:

您的新加坡工作准证申请原则上已获得批准，特此通知。本信件为此提供确认，并解释下一步程序。请妥善保管本信件，因为其中含有您在新加坡工作的重要信息。

您必须在入境新加坡时给移民局边检站出示这封共计三页的信件。这封信件可：

- 作为您入境新加坡的签证。
- 允许您在进入新加坡后的第二天在 ACCION LABS PTE. LTD. 担任 SOFTWARE ENGINEER 。

您必须于 20 Sep 2015 或之前抵达新加坡，否则本批准信将失效。

获得此许可后，您仍需遵照新加坡的其他执照要求（如驾驶或操作起重机的要求）。

此致

Penny Han (Mrs)
工作准证总监

下一步是什么？ 请按以下步骤申请签发您的工作准证卡。详细说明请查阅第二页与第三页。

出国之前		抵达新加坡之后
检查您的详细资料	保护自己	领取您的工作准证卡
检查并确认此批准信列明的您的雇佣详情。 确保此批准信仍未被取消或失效。	了解您在新加坡工作时享有的雇佣权益及所承担的责任。	当您抵达新加坡后，您和您的雇主必须在 14 天 内完成背面所注明的事项，以便我们为您签发工作准证卡。否则，本批准信将被撤消而您将有可能被遣送回国。

**工作准证原则性批准信（员工持有副本） - Chinese**IPA No : 07460384-220615 SB Transmission Ref No: 6354734
FIN: G5189332N

! 重要提示：确保此批准信仍未被取消或失效。

请登录网站 www.mom.gov.sg 查询 (点击 **Services & Forms > Passes > Work Permit for Foreign Workers > Work Permit Validity Check via Work Permit Online**) 或拨打电话+65 64385122与我们联系。您必须输入您的工作准证号码及申请日期(见下表)。

出国前应检查您的详细资料

如果发现您的雇佣资料有问题，请立即联络您的雇主或雇佣代理。

姓名	ZHOU KAI
出生日期	10 OCT 1986
国籍	CHINESE
护照号码	G53950915
工作准证号码	0 7460384-
申请日期	22 JUN 2015
雇主名称	ACCION LABS PTE. LTD.
雇主公积金缴交号码	201106959W - PTE - 01
行业	SERVICE
职业	SOFTWARE ENGINEER
基本月薪	S\$ 3600
每月固定补贴	S\$ 400
固定月薪	S\$ 4000
每月住宿抵扣	S\$ 0
每月伙食抵扣	S\$ 0
每月固定补贴和扣费之后的月薪	S\$ 4000
是否提供住宿	YES

若雇主提供额外津贴，此额外津贴应该注明在雇佣合约中。

如果您或您的雇主在工作准证申请书中列出您的教育程度或技能背景，您必须在人力部服务中心 (MOM Services Centre) C 大厅办理手续时出示相关证书的正本。



保护您的利益 - 了解您的权利和责任

- A** 您只可在 ACCION LABS PTE. LTD. 担任 SOFTWARE ENGINEER 。
- B** 您或您的雇主有权在做出充分通知的情况下随时终止雇佣合约。一旦合约被终止，您不能继续逗留在新加坡寻找另一份工作。
- C** 在前往新加坡之前，您的雇主或雇佣代理公司应该向您提供一份雇佣合约，请索取并保存完好。合约内容应该包含您的职位、工作范围、工作时间、工作日、基本月薪、工资抵扣、加班费和假期等条款。
- D** 雇主如要求您支付以下费用，皆为违法：
- S\$5000 保证金
 - 工作准证申请、更新或取消的费用
 - 外籍劳工税
 - 医疗保险、身体检查或培训课程的费用
 - 返程费用
- E** 如果您在新加坡的工作是通过您本国雇佣代理公司所安排，请留意相关的费用及承诺。新加坡政府将无法帮助您处理您与您本国雇佣代理公司之间的纠纷。
- F** 您必须遵守新加坡《雇佣外籍劳工法》(Employment of Foreign Manpower Act) 和《工作准证条款》(Conditions of Work Permit)，否则您的工作准证可能被撤销。您也可能遭起诉或遣返或两者兼施。您可登录网站 www.mom.gov.sg 查询相关信息 (点击 Foreign Manpower > Passes & Visas > Work Permit (Foreign Worker) > Before you apply) 。

领取您的工作准证卡

一旦您抵达新加坡，您的雇主必须在 14 天内完成以下任务。否则，本批准信将被撤消而您将有可能被遣送回国。

- 为您安排身体检查。只有身体检查合格，您才能在新加坡工作。
- 申请签发并领取您的工作准证卡。

APPLICATION FOR A WORK PERMIT

USER ID	:6354734	USER NAME	:ACCION LABS PTE. LTD.
WPNO	:0 7460384-	DOA	:22/06/2015
COMPANY CPF SUBMISSION NO.	:201106959W - PTE - 01	DATE / TIME	:23 June 2015 04:34 PM

PART I PERSONAL PARTICULARS OF FOREIGN EMPLOYEE



NAME	:ZHOU KAI	PLACE OF BIRTH	:CHINA
DATE OF BIRTH	:10/10/1986	STATE / PROVINCE OF BIRTH	:HUBEI
NATIONALITY	:CHINESE	SEX	:MALE
STATE / PROVINCE where the foreigner obtained his / her nationality	:HUBEI	RELIGION	:OTHERS
MARITAL STATUS	:SINGLE	COLOR OF IC	:
RACE	:CHINESE	MALAYSIAN NEW IC NO.	:
MALAYSIAN OLD IC NO.	:	FIN	:G5189332N
PRC IC NO.	:	TRAVEL DOCUMENT TYPE	:PASSPORT
TRAVEL DOCUMENT NO.	:G53950915		
TRAVEL DOCUMENT EXPIRY DATE	:03/08/2021		
EDUC	:DIPLOMA	ENDORSEMENT TYPE	:NOT IN SINGAPORE
YEARS OF WORKING EXP	:4 YEARS TO < 5 YEARS	NAME OF INSTITUTION	:EAST CHINA INSTITUTE OF TECHNOLOGY
EXPIRY DATE OF LTVP	:		
CATEGORY OF WORKER'S LTVP / DP	:		

PARTICULARS OF EMPLOYMENT

EMPLOYMENT STATUS	:EMPLOYEE	NAME OF EMPLOYER	:ACCION LABS PTE. LTD.
OCCUPATION CODE	:21323		
OCCUPATION DESCRIPTION	:SOFTWARE ENGINEER		
HOUSING PROVIDED	:YES		
BASIC MONTHLY SALARY	:S\$3600		
FIXED MONTHLY ALLOWANCES	:YES	FIXED MONTHLY DEDUCTIONS	:NO
FIXED MONTHLY ALLOWANCES	:S\$400	HOUSING DEDUCTION	:S\$0
FIXED MONTHLY SALARY	:S\$4000	FOOD DEDUCTION	:S\$0
MONTHLY SALARY AFTER TAKING INTO ACCOUNT FIXED MONTHLY ALLOWANCES AND DEDUCTIONS	:S\$4000		
VETTING AUTHORITY	:	SUPPORT FROM VA?	:
TRAINING DURATION	:		
SUPPORT AUTHORITY	:		

PARTICULARS OF FOREIGN EMPLOYEE'S SPOUSE

WORKER MARRIED TO SC / SPR :

NAME	:	PLACE OF MARRIAGE	:
DATE OF MARRIAGE	:	NATIONALITY	:
DATE OF BIRTH	:	COLOR OF IC	:
RESIDENTIAL STATUS	:	DATE OF SPR ISSUANCE	:
IC NO. (SC / SPR)	:	MALAYSIAN NEW IC NO.	:
MALAYSIAN OLD IC NO.	:		
PASSPORT NO.	:		

PART I (A) DECLARATION BY FOREIGN EMPLOYEE

I declare that -

(a) I have read and understood the applicable conditions of work permit, as specified in the Employment of Foreign Manpower (Work Passes) Regulations c.91A, available at www.mom.gov.sg.

(b) I have / have never* been convicted in any country or state of an criminal offence (if applicable, please provide details)

***Delete accordingly**(c) The information as set out in **PART I** is true and correct; and that all documents I have submitted in support of this application for a Work Permit are true copies of the authentic documents.

(d) For the purpose of setting up a bank account as part of this work permit application, I consent to the Ministry of Manpower disclosing my personal particulars and work permit information to the bank.

(e) I understand that a SingPass will help me to access Government e-services in Singapore and I give my consent to the Ministry of Manpower to share my personal particulars with the SingPass issuing agency. This allows me to apply for a SingPass account at a later time if I am eligible for a SingPass.

Signature of Foreign Employee

Date: (DD-MM-YYYY)

PART II PARTICULARS OF COMPANY OR EMPLOYER

MAIN CONTRACTOR / SHIPYARD :

CPF SUBMISSION NO. OF MAIN SHIPYARD / MAIN CONTRACTOR :

NAME : ACCION LABS PTE. LTD.

ADDRESS : 63 ROBINSON ROAD
#06-06 AFRO-ASIA BUILDING
SINGAPORE 068894

BUSINESS ACTIVITY : SOFTWARE CONSULTANCY

CPF SUBMISSION NO. : 201106959W - PTE - 01 REGISTRATION NO. : 201106959W
(ACRA) PRIOR APPROVAL :
REF NO.

TELEPHONE : 62209646

FAX : 62209642


TEMPORARY PERMIT ISSUED AT THE TIME OF SUBMISSION? : NO

CHANGE OF EMPLOYER

IS CONSENT GIVEN FOR TRANSFER? :

NAME OF CURRENT EMPLOYER :

PART II (A) DECLARATION BY EMPLOYERWP NO. : 0 7460384- DOA : 22/06/2015
NAME OF WORKER : ZHOU KAI
CPF SUBMISSION NO. : 201106959W - PTE - 01
NAME OF EMPLOYER : ACCION LABS PTE. LTD.I declare that I am authorised to bind the employer for the foreign employee named in **PART I** to the following -

- (a) I have read and understood the applicable conditions and regulatory conditions of work permit, as specified in the Employment of Foreign Manpower (Work Passes) Regulations c.91A, available at www.mom.gov.sg.
- (b) The employer consents, for the purpose of assessing this application, for the Government of Singapore and statutory authorities thereof to obtain from and verify information with any person, organisation or any other source; and further, to the release of all information thereby obtained to the Government of Singapore, statutory authorities and authorised agents thereof.
- (c) The employer is 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).
- (d) The employer has ensured that the foreign employee fully understands the contents of **PART I** and that it was signed by the foreign employee.
- (e) For the purpose of setting up a bank account as part of this work permit application, I consent to the Ministry of Manpower disclosing the employer's particulars and contact information to the bank.
-  (f) The employer **has / has not*** used the services of an Employment Agency based in Singapore for the recruitment and / or application of a work permit for this foreign employee.
*Delete accordingly (If applicable: Employment Agency Licence No: _____. Please also ensure that the employment agency completes **PART III**).
- (g) The information as set out in **PART II** and any appeals the employer has 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 this application, are true copies of the authentic documents.

Name of Authorised Representative:	Organisation Stamp:
NRIC:	
Designation:	
Signature:	
Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (DD-MM-YYYY)	

IS A SINGAPORE EMPLOYMENT AGENCY USED FOR THE PURPOSES OF THIS APPLICATION FOR ZHOU KAI (WP NUMBER: 07460384-) : NO

FEE PAYABLE TO SINGAPORE EMPLOYMENT AGENCY

FEES FOR COSTS INCURRED OVERSEAS	: S\$
AGENCY FEE	: S\$

I declare that -

- (a) I, the undersigned, am the Employment Agency personnel handling this application.
- (b) I have explained the contents of the application and the applicable conditions and regulatory conditions of work permit, as specified in the Employment of Foreign Manpower (Work Passes) Regulations c.91A to the foreign employee and the authorised officer of the employer.
- (c) The information as set out in this application and any appeals I have made in relation to this application is, to the best of my knowledge, true and correct; and that all documents I have submitted in support of this application and any appeals I have made in relation to this application, are true copies of the authentic documents.

Name of Employment Agency Personnel: Employment Agency Personnel Number: Signature:	Employment Agency Stamp:
<div style="text-align: right;"> Date: <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 0 5px;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 0 5px;"></div> <div style="display: inline-block; border: 1px solid black; width: 40px; height: 30px; margin: 0 5px;"></div> (DD-MM-YYYY) </div>	

CONSENT TO TRANSFER FOREIGN EMPLOYEE

I, _____ agree to release ZHOU KAI 0 7460384-
(Name of Company) (Name and WP Number of Worker)
to the prospective employer ACCION LABS PTE. LTD.
(Name of Prospective Company)

because _____.

Pending the outcome of the application, I undertake all responsibilities for the employment of the said employee and will extend his / her work permit (if necessary). If the application is not approved and I do not wish to continue his / her employment, I will repatriate this employee.

Name of Declarant: NRIC: Designation: Signature:	Organisation Stamp:
<div style="text-align: right;"> Date: <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 0 5px;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 0 5px;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 0 5px;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 30px; margin: 0 5px;"></div> (DD-MM-YYYY) </div>	