



WEI XIAOCHI  
c/o ROBERT BOSCH SECURITY SOLUTIONS PTE. LTD.  
11 BISHAN STREET 21  
#07-00  
SINGAPORE 573943



G1679821K201216

For Immigration Use (To clear by FIN)



G1679821K

28 Dec 2016

## You need to make an appointment for Card Registration

Dear WEI XIAOCHI

We have received a request to issue your long term pass on 28 Dec 2016. Now you need to come to the Employment Pass Services Centre by **11 Jan 2017** for card registration.

Please go to <https://services.mom.gov.sg/appointment> to make an appointment for card registration. At registration, we will check your documents (listed on page 2), register your fingerprints and take your photograph. We can only deliver your long term pass card to the authorised recipient(s) 4 working days after you have successfully registered. An SMS / email with the delivery details will be sent to your authorised recipient(s) at least 1 working day before the delivery.

**This Notification Letter allows you to stay in Singapore until you get your card. It is valid from 28 Dec 2016 till 27 Jan 2017.**

Yours sincerely

Mdm Chow Choon Yen  
for Controller of Work Passes

YOUR NAME  
WEI XIAOCHI  
FIN  
G1679821K  
DATE OF APPLICATION  
20 DEC 2016  
PASS EXPIRY DATE  
31 MAY 2018  
DATE OF BIRTH  
26 NOV 2016  
SEX  
MALE  
NATIONALITY  
CHINESE  
TRAVEL DOCUMENT NO  
E81446111  
TRAVEL DOCUMENT EXPIRY DATE  
04 DEC 2021  
FINGERPRINT REQUIREMENT  
EXEMPTED  
MULTIPLE JOURNEY VISA  
ISSUED  
ISSUANCE REQUEST SUBMITTED BY  
ANG SWEE YEE  
MAIN PASS HOLDER'S NAME  
WEI YUANMIN  
MAIN PASS HOLDER'S FIN  
G0971891K

### ⚠ IMPORTANT

- If you fail to report to the Employment Pass Services Centre for card registration, your pass may be cancelled.
- You must keep this Notification Letter with you until you get your card. If you need to leave / enter Singapore, you will have to show this letter at the Immigration Checkpoints.



## Your card registration checklist (FIN: G1679821K DOA: 20 DEC 2016)

**Bring the following documents to the Employment Pass Services Centre on the appointment date:**

- ☐ This Notification Letter.
- ☐ Your latest original travel document and old travel document if any.
- ☐ Your In-Principle Approval (IPA) letter and any other documents listed in it (the letter we sent you when your application was first approved). If the IPA letter indicates that your education documents are required, you will be required to sign on your education certificates to confirm ownership and authenticity, in the presence of the counter officer.
- ☐ Your original and completed Declaration Form signed by yourself, local Employer / Sponsor and if applicable, the Third Party user who submitted the application on behalf of the local employer / sponsor.
- ☐ Your original Special Pass with the expiry date 05 Jan 2017 entered at the time of Issuance Request.

### Take note of the following

- During photo-taking, no headgear should be worn unless normally worn for religious purpose. Glasses worn should not have tinted lenses and frames should not cover any part of the eyes.
- Children, including infants, will be required to report at the centre for card registration.

## Things to note about card delivery (FIN: G1679821K DOA: 20 Dec 2016)

- Either the authorised recipient(s), or the pass holder himself / herself must be present to receive the card(s). We will check his / her photo ID (e.g. NRIC, work pass card, travel document of the pass holder, etc.) upon delivery.
- We cannot allow changes in delivery schedule / address / authorised recipient(s) due to the short turnaround time from pass issuance to card delivery.
- If delivery is not successful, we will try again on another day. The authorised recipient(s) will receive an SMS / email regarding the next delivery date.
- If both delivery attempts fail, the card will have to be collected from the Employment Pass Services Centre.
- To check your card delivery status, go to *EPOL > Enquire > Card Delivery / Collection Status*. For more information on card delivery, you may visit [www.mom.gov.sg/card-delivery](http://www.mom.gov.sg/card-delivery).