

**In-Principle Approval for Work Permit Worker's Copy – English**

IPA No : 075197047130813 SB Transmission Ref No: 1630482
FIN: G2131048X

YU BIN
c/o T C KHOO & CO PTE LTD
35 SENOKO WAY
SINGAPORE 758051

14 Aug 2013

Dear YU BIN

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 DRIVER for T C KHOO & CO PTE LTD on the day after arriving in Singapore.

You must enter Singapore no later than 12 Nov 2013 or this approval will expire.

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.

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! 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	YU BIN
Date of Birth	16 AUG 1988
Nationality	CHINESE
Passport number	G54281657
Work Permit Number	0 75197047
Date of Application	13 AUG 2013
Employer name	T C KHOO & CO PTE LTD
Employer CPF Submission Number	197500399G - PTE - 01
Industry	MANUFACTURING
Occupation	DRIVER
Basic monthly salary	S\$ 1000
Monthly housing allowance	S\$ 200
Monthly food allowance	S\$ 0
Monthly housing deduction	S\$ 0
Monthly food deduction	S\$ 0
Monthly salary after taking into account food and housing	S\$ 1200
Housing provided	YES

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



Protect yourself – Know your rights and responsibilities

- A You are only permitted to work in Singapore as a / an DRIVER for T C KHOO & CO 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.



YU BIN
c/o T C KHOO & CO PTE LTD
35 SENOKO WAY
SINGAPORE 758051

14 Aug 2013

YU BIN 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 T C KHOO & CO PTE LTD 担任 DRIVER 。

您必须于 12 Nov 2013 或之前抵达新加坡，否则本批准信将失效。

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 : 075197047130813 SB Transmission Ref No: 1630482
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! 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	YU BIN
出生日期	16 AUG 1988
国籍	CHINESE
护照号码	G54281657
工作准证号码	0 75197047
申请日期	13 AUG 2013
雇主名称	T C KHOO & CO PTE LTD
雇主公积金缴交号码	197500399G - PTE - 01
行业	MANUFACTURING
职业	DRIVER
基本月薪	S\$ 1000
每月 住宿 津贴	S\$ 200
每月伙食津贴	S\$ 0
每月住宿抵扣	S\$ 0
每月伙食抵扣	S\$ 0
加/扣除伙食和住宿费后每月工资	S\$ 1200
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。



保护您的利益 - 了解您的权利和责任

- A** 您只可在 T C KHOO & CO PTE LTD 担任 DRIVER 。
- 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。