



RAVINDRAN RESHMA
c/o ASPIRE NXT PTE. LTD.
20 BENDEMEER ROAD
#03-12
SINGAPORE 339914



G3921772X211119

For Immigration Use (To clear by FIN)



G3921772X

07 Jan 2020

You need to make an appointment for Card Registration

Dear RAVINDRAN RESHMA

We have received a request to issue your long term pass on 07 Jan 2020. Now you need to come to the Employment Pass Services Centre by **21 Jan 2020** 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 07 Jan 2020 till 06 Feb 2020.

Yours sincerely

Mdm Chow Choon Yen
for Controller of Work Passes

YOUR NAME
RAVINDRAN RESHMA

FIN
G3921772X

DATE OF APPLICATION
21 NOV 2019

DATE OF ISSUE
07 Jan 2020

PASS EXPIRY DATE
07 DEC 2020

DATE OF BIRTH
06 APR 1996

SEX
FEMALE

NATIONALITY
INDIAN

TRAVEL DOCUMENT NO
P0237626

TRAVEL DOCUMENT EXPIRY DATE
07 AUG 2026

FINGERPRINT REQUIREMENT
MANDATORY

MULTIPLE JOURNEY VISA
ISSUED

ISSUANCE REQUEST SUBMITTED BY
KEJENDERA KANAPATHY

MAIN PASS HOLDER'S NAME
RAMSINGH SAKTHI NARAYANAN

MAIN PASS HOLDER'S FIN
G1552097W

⚠ 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: G3921772X DOA: 21 NOV 2019)

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 Long Term Visit Pass (LTVP) with the expiry date 19 May 2020 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: G3921772X DOA: 21 Nov 2019)

- 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.

Mobile Application

- The pass holder's pass details will be displayed when the card is scanned using our SGWorkPass mobile application.



Check your latest pass details using SGWorkPass App

The SGWorkPass App reads the QR code on your card for you to obtain the latest information on your pass details. For more information on the App, you may refer to www.mom.gov.sg.

Benefits

- (i) Check the latest pass details (e.g. Pass status and expiry date)
- (ii) Available 24/7
- (iii) Continue to use your card upon your pass renewal



Step 1: Download SGWorkPass App



Available on Android and iOS for free.



Step 2: Scan QR code on the card

- a) Open the **SGWorkPass** app.
- b) Scan the QR code.



- c) You can view your latest pass information.

