



GUPTA SWATI
c/o MICRON SEMICONDUCTOR ASIA OPERATIONS PTE. LTD.
1 NORTH COAST DRIVE
SINGAPORE 757432



038424734130820

For Immigration Use (To clear by FIN)



G3816690K

07 Sep 2020

You need to make an appointment for Card Registration

Dear GUPTA SWATI

We have received a request to issue your work pass on 07 Sep 2020. Now you need to come to the MOM Services Centre - Hall C by **14 Sep 2020** for card registration.

Please go to <https://services.mom.gov.sg/appointment> to make an appointment for work pass 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 work 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 work and stay in Singapore until you get your card. It is valid from 07 Sep 2020 till 07 Oct 2020.

Yours sincerely

Mdm Chow Choon Yen
for Controller of Work Passes

YOUR NAME
GUPTA SWATI

FIN
G3816690K

DATE OF APPLICATION
13 AUG 2020

DATE OF ISSUE
07 Sep 2020

PASS EXPIRY DATE
07 SEP 2022

DATE OF BIRTH
06 JUN 1990

SEX
FEMALE

NATIONALITY
INDIAN

TRAVEL DOCUMENT NO
N2709689

TRAVEL DOCUMENT EXPIRY DATE
02 SEP 2025

YOUR EMPLOYER'S NAME
MICRON SEMICONDUCTOR ASIA
OPERATIONS PTE. LTD.

EMPLOYER'S CSN
201815216Z-00-000

SECTOR
MANUFACTURING

OCCUPATION
BUSINESS ANALYST

FINGERPRINT REQUIREMENT
MANDATORY

MULTIPLE JOURNEY VISA
ISSUED

ISSUANCE REQUEST SUBMITTED BY
LOH WEI SHENG

⚠ IMPORTANT

- If you fail to report to the MOM Services Centre - Hall C 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: G3816690K DOA: 13 AUG 2020)

Bring the following documents to the MOM Services Centre – Hall C 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 full Medical Examination Form completed by a Singapore registered medical doctor with HIV Test on 27 Aug 2020 and Chest X-Ray Test on 27 Aug 2020.
- ☐ Your original Disembarkation / Embarkation card (IMM27) with Short Term Visit Pass issued on 06 Jul 2020 and expiring on 02 Oct 2020.

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: G3816690K DOA: 13 Aug 2020)

- 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 MOM Services Centre - Hall C.
- 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.

