



CHALLAGULLA MUNIKUMAR  
c/o AIA SINGAPORE PRIVATE LIMITED  
1 ROBINSON ROAD  
#12-00  
SINGAPORE 048542



G3380941M060420

For Immigration Use (To clear by FIN)



G3380941M

08 Jun 2020

## You need to make an appointment for Card Registration

Dear CHALLAGULLA MUNIKUMAR

We have received a request to issue your work pass on 08 Jun 2020. Now you need to come to the Employment Pass Services Centre by **22 Jun 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 08 Jun 2020 till 08 Jul 2020.**

Yours sincerely

Mdm Chow Choon Yen  
for Controller of Work Passes

YOUR NAME  
CHALLAGULLA MUNIKUMAR

FIN  
G3380941M

DATE OF APPLICATION  
06 APR 2020

DATE OF ISSUE  
08 Jun 2020

PASS EXPIRY DATE  
08 JUN 2022

DATE OF BIRTH  
21 JUN 1989

SEX  
MALE

NATIONALITY  
INDIAN

TRAVEL DOCUMENT NO  
K0673554

TRAVEL DOCUMENT EXPIRY DATE  
11 DEC 2021

YOUR EMPLOYER'S NAME  
AIA SINGAPORE PRIVATE LIMITED

EMPLOYER'S UEN-DIV-BR  
201106386R-00-000

OCCUPATION  
TECHNICAL ANALYST

FINGERPRINT REQUIREMENT  
MANDATORY

MULTIPLE JOURNEY VISA  
ISSUED

ISSUANCE REQUEST SUBMITTED BY  
VANESSALEE

### ⚠ 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: G3380941M DOA: 06 APR 2020)

**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.

### 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: G3380941M DOA: 06 Apr 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 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).

### 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](http://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.

