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Cancel a Work Permit for a migrant domestic worker (MDW)

You must cancel your **MDW's** Work Permit if she no longer works for you or when her Work Permit expires.

At a glance

When to cancel the Work Permit	Depending on which comes first, you must cancel the Work Permit either : <ul style="list-style-type: none">• Within 1 week after the last day of work.• 1 day after the Work Permit expires.
Who can cancel	Employer, sponsor or employment agent
How long it takes	Cancellation is immediate
When levy stops	1 day before cancellation

Note: If your helper has left Singapore and will not return to work for you, you must cancel her Work Permit **within 1 week** from her departure date.

Tip

Instead of cancelling your helper's Work Permit, you can consider **transferring her directly to another employer** or **through an employment agency**.

If you still need help with household chores, but do not plan to hire a helper, you can consider **part-time household services**.

Before cancelling

As an employer, you need to:


1. **Agree on the last day of work** with your helper.
2. **Settle all outstanding employment issues** that your helper may raise, including salary payments.
3. **Ensure your helper has a valid passport.**
4. **Have a discussion and written agreement** with your helper on the following before buying an air ticket:
 - Transit arrangements, such as connecting flights and layover hours
 - The allowance needed to sustain your helper during the transit
5. **Buy an air ticket with check-in luggage** and pay for all connecting transport costs to the international port of entry in your helper's home country or the region nearest to their hometown. The departure date must be **within 2 weeks** from the Work Permit cancellation.

Note

Before booking the flight, please check:

- **Whether the airline has any requirements for boarding**, such as pre-departure COVID-19 tests, and ensure your helper complies with them. Otherwise, they may not be allowed to board.
- **The home country's or region's embassy website** for entry requirements. Alternatively, you may refer to MFA's travel guides [↗](#).

How to cancel

1. Log in to our  FDW eService to cancel the Work Permit.
2. Print the Special Pass and give it to the helper. The Special Pass allows the helper to stay in Singapore before leaving.
3. The helper needs to show the Special Pass and a valid passport to the immigration officer when leaving Singapore.

Tip

If you need your helper to work only for a short period beyond the Work Permit expiry date, you can request for a short extension of her permit.

You must ensure your helper leaves Singapore before the Special Pass expires. The security bond will usually be discharged 1 week after your helper's departure, and if all conditions are met.

After cancelling

Once the Work Permit is cancelled, your helper **cannot work**, even while waiting to leave Singapore. Your helper's levy will be charged until 1 day before the cancellation.

Note

Once the Work Permit is cancelled, please cut the card in half and discard it to prevent misuse.

Consequences of overstaying

If your helper is still in Singapore, please ensure that they have a valid legal stay throughout. Otherwise, an **overstaying fine** will be imposed.

It is also a **criminal offence** for:

- Foreigners to remain beyond the expiry date of a visa
- Employers to employ foreigners without a valid work pass



Related questions

How can I extend my pass holder's stay in Singapore?

What should I do if I decide not to hire a worker after getting in-principle approval for the Work Permit?

Can I repatriate my MDW to another destination?

What will happen to my missing MDW when her Work Permit is cancelled?

What should the family do if an MDW's employer passes away?

My worker has left Singapore and the work permit has been cancelled. What should I do if the security bond is not discharged within a week?

How do I extend the Special Pass if my Work Permit holder needs more time to leave Singapore?

I have cancelled my worker's Work Permit by mistake, how do I reinstate it?

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