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

You must renew your MDW's Work Permit before it expires. Before renewing, you also need to complete certain steps, such as buying an insurance package (security bond, medical and personal accident insurance).

Note

- If you no longer need your helper, you can consider [transferring her to another employer](#).
- **Additional step for employment agencies:** Please get the employer's authorisation using our [FDW eService](#) before you can perform any transactions for them. For more details, you can refer to [our FAQs](#)  and [infographic](#) .

At a glance


When to renew	After you receive the renewal letter, you can renew your helper's Work Permit online . You should receive the letter from <u>MOM</u> about 8 weeks before the Work Permit expires.
Who can renew	Employer, sponsor or authorised employment agency (EA)
How much it costs	\$35 per renewal
What is the duration of the renewed permit	Up to 2 years. It may be shorter in these situations .
How long it takes	The outcome is immediate

Note

You can [make an appeal](#) if your helper is not eligible for renewal. However, any appeal is unlikely to be successful unless you provide new information for our consideration. Alternatively, you can consider [part-time help with household chores](#).


When to renew

You should receive the renewal letter from MOM **about 8 weeks** before your helper's Work Permit expires. Otherwise, an overstaying fine will be imposed.

After you receive the renewal letter, you can  [renew her Work Permit online](#).

If your helper plans to travel overseas just before the expiry date, you should renew the Work Permit before she leaves Singapore.

Tip

If you didn't receive the renewal letter, you can  [print a copy](#).

Late renewals



If you renew a Work Permit late, you are still liable for levy after it expires. Levy penalties or overstaying fine, if applicable, may also be imposed.

Tip

You can [request for an extension](#) if you're unable to renew the Work Permit on time.

Renewal requirements

You will need the following documents and information for renewal:

Documents and information	Instructions
Scanned copy of the personal particulars page of the helper's passport (including amendments)	MOM must have a record of your helper's most updated passport if it has been renewed.
Security bond (for non-Malaysian helper)	<p>Get a new security bond.</p> <p>Ask your bank or insurance company to send us the new security bond details before you renew the permit. This will take up to 3 working days.</p> <p>The effective date of the security bond can be post-dated up to 1 day after the expiry date of the existing Work Permit.</p> <p>If you are renewing through an employment agency, they should get you to complete the Renewal Declaration Form .</p>
Personal accident insurance (PAI) 	Extend your helper's existing personal accident insurance or get a new policy. You can buy the PAI from the same bank or insurance company where you place the security bond.
Medical insurance	<p>Extend your helper's existing medical insurance or get a new policy.</p> <p>You can buy the medical insurance from the same bank or insurance company where you place the security bond.</p>
Details for a secure card delivery (only if the temporary work permit states that your helper will be getting a new card)	<p>MOM will ask you for:</p> <ul style="list-style-type: none"> An address (home or office) where the card will be delivered. The names and mobile numbers of up to 3 authorised recipients to sign for the card.

Note

Helpers do not need to meet any [vaccination requirements](#) for Work Permit renewals. However, COVID-19

vaccination is strongly encouraged to protect helpers from the disease and minimise the risk of transmission.

How to renew

Processing time: Immediate

To renew the permit:

1. Log in to **submit the application and upload the required documents**. Refer to the **renewal letter** for specific instructions.
2. Pay \$35 for each renewal. You can pay by VISA, Master Card or direct debit.

After the Work Permit is renewed

After the Work Permit is renewed, **print and check the temporary work permit** to see:

If temporary work permit states	The existing card
Continue using the existing card.	Must be kept by the helper. Note: If you return it when you don't need to, you have to pay \$60 to <u>replace the pass</u> .
<u>Getting a new card.</u> Note: <u>Newly issued Work Permit cards for helpers</u> will no longer state the name and address of employers.	Must be cut in half and discarded to prevent misuse.

Duration of renewal

The Work Permit is **usually valid for 2 years**. However, it may be shorter in these situations:

In this situation	The duration will be until
The validity of the insurance package is less than 26 months	2 months before the insurance package expires
The helper is approaching 60 years old	The day the helper turns 60 years old

The helper's passport is no longer tied to her Work Permit duration. Thus, you can renew her Work Permit even if her passport has expired or has a validity of less than 2 years.

Tip

You should make sure your helper's passport is valid if she is travelling out of Singapore. Embassies may impose requirements on the renewal of passports.



Related questions

Can I renew my MDW's work permit early?

For pass holders who entered Singapore using the SG Arrival Card, how do I enter their immigration details when getting the pass issued or renewed?

I am an MDW employer but my MOM-issued pass is no longer valid. Can I continue to hire my MDW?

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