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Transfer a migrant domestic worker (MDW) directly to a new employer

To transfer an **MDW** directly, both the new and current employers must carry out certain steps.

If you are the current employer

You need to:

1. Send the helper for her **6-monthly medical examination** if you have not done so.
2. Log in to our **FDW eService** to approve the transfer request from the new employer. Please **wait** for the request which will be emailed to you before you log in to approve it.
3. **Pay levy** up till the date the new employer issues the Work Permit.

Once the new Work Permit is issued, the current one will be automatically cancelled and your levy billing will stop.

4. Cut the cancelled Work Permit card in half and discard it to prevent misuse.

We will discharge the security bond 1 week after the helper starts working for the new employer. We will inform you of the discharge by post.

If you are the new employer

You need to carry out these steps in sequence.

Note: The first 2 steps must be completed **30 days** before the helper's Work Permit expires.

Step	When to do it	Result
<p>Before you submit an application</p> <p>Check with the current employer that the helper has met all these conditions:</p> <ul style="list-style-type: none"> • She has gone for her <u>6-monthly medical examination</u>. • She is <u>fully vaccinated</u>. 	At least 30 days before the helper's Work Permit expires	<p>Ensure the helper</p> <ul style="list-style-type: none"> • Has completed her 6-monthly medical examination. • Is <u>fully vaccinated</u>. • Has a Work Permit that is valid for more than 30 days. If her pass is expiring, the current employer can <u>submit a request</u> to extend her Work Permit.
<p>Submit an application</p> <p>Log in to our <u>FDW eService</u> to request for the current employer's consent for the transfer.</p> <p>Once consent is given, you can proceed to <u>apply for the helper's Work Permit</u>.</p>	At least 30 days before the helper's Work Permit expires	<p>Receive outcome within 1 week.</p> <p>If the application is approved, we will email you the in-principle approval (<u>IPA</u>). Employers can also log in to our <u>FDW eService</u> to download the IPA and declaration form.</p>
<p>Prepare for helper's transfer</p> <p>Complete the steps on the IPA.</p> <p>Log in to our <u>FDW eService</u> to print the Declaration form.</p> <p>Both you and the helper need to sign it.</p>	When you receive the IPA	<p>You will need to:</p> <ul style="list-style-type: none"> • Buy a security bond. • Buy a medical and personal accident insurance. • Ensure that the declaration form is signed by you and the helper.
<p>Get the permit issued</p> <p>Contact the current employer to arrange the date for the helper's transfer.</p> <p>On the agreed transfer date, use our <u>FDW eService</u> to do the following:</p> <ol style="list-style-type: none"> 1. Get the new Work Permit issued. 2. Upload the Declaration form. 3. Print the Temporary Work Permit. 	Agreed transfer date	<p>Give the Temporary Work Permit to the helper so that she can start working for you.</p> <p>Her current Work Permit will be automatically cancelled.</p>

Note

The due date to get the new Work Permit issued is one of the following dates, whichever is earlier:

- 21 days from Work Permit approval
- Current Work Permit expiry date

Otherwise, an overstaying fine will be imposed.

Change the transfer date

Processing time: Immediate

As the new employer, you can request to change the transfer date if both you and the current employer agree to it.

You can delay the transfer date by:

1. Extending the IPA expiry date using our **FDW eService**.
2. Print the updated IPA letter which will show the new due date for the Work Permit issuance.



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