



This authorisation letter shall only be valid for 14 days from the date of employer's authorisation, and only applies to the application / renewal / transfer / cancellation of the foreign domestic worker(s) listed below. To ensure proper authorisation, employers are to indicate NA for rows that are not filled.

*The softcopy of this form contains macros and can only be used with MS Word 2007 version or later. Please print out the PDF version and fill it in hardcopy if you do not have the required software.

Employer Name	ROGER NEO ENG CHUAN
NRIC No./ FIN	S7613445F
Contact No.	86220000 / 96585799 / 88226666
Signature and Date	

S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1.	JACKIELOU JOYAG ALIGATO	EC6119269	APPLY
2.			

✓ I hereby declare that I am authorising UNITED CHANNEL EMPLOYMENT AGENCY PTE LTD (07C4306) (Name and licence no. of employment agency) to perform the above work pass transaction(s) on my behalf.

I hereby declare that I am authorising ____ (Full name as in NRIC/Passport) ____ (NRIC/Passport No.), to submit this authorisation form on my behalf. A copy of the representative's NRIC/Passport is enclosed with this authorisation form.

- ☒ I have spoken to and verified with employer to confirm his / her authorisation.
- ☒ I have spoken to and verified with employer that the person submitting this form to the EA is authorised to do so on behalf of the employer.
- ☒ I declare that I have ensured all necessary fields are filled in prior to making the abovementioned work pass transactions
- ☒ I declare that the information provided on this form is true and correct

Name of EA personnel	Palma Sharon Asuncion
Registration No.	R1105865
Signature and Date	

Ministry of Manpower Foreign Manpower Management Division

1500 Bendemeer Road Singapore 339946 Tel +65 6438 5122 Web <http://www.mom.gov.sg> Email mom_fmmd@mom.gov.sg

Underwritten by



TOKIO MARINE

TOKIO MARINE INSURANCE SINGAPORE LTD.
20 McCallum Street #09-01
Tokio Marine Centre Singapore 069046

Managed By



AVA INSURANCE AGENCY PTE LTD
31 Ramakrishna Street #09-05
Suntech Plaza Singapore 115652
Tel: +65 65368238 / 64636133
Fax: +65 65368226 / 64635023
Web: www.ava-ins.com.sg
Company's Registration No. 201113230C

KT-4CE

DOMESTIC MAID APPLICATION FORM

The Insurance Act: You are to disclose in the proposal form fully and faithfully all the facts which you know or ought to know in respect of the risk that is being proposed, otherwise the policy issued hereunder may be void.

A. PROPOSER'S / EMPLOYER'S PARTICULARS

Name of Proposer ROGER NEO ENG CHIAN		Sex ☒ M ☐ F
Address BLK 144 Lorong 2 Toa Payoh #26-206 S(210144)		
Nationality SINGAPOREAN	SB Transmission Ref	Occupation
Name of Company	NEIC FIN No S7613445F	
Contact No. (H)	(HP)	8822-6666

B. MAID'S PARTICULARS

Name of Maid ALIGATO JACKIELOU JOYAG	
*Date of Birth (dd/mm/yyyy) 11 / 07 / 1986	Passport No EC6119269
WP No.	Nationality FILIPINO
The Period of Insurance (dd/mm/yyyy) From / / To / /	

C. PERIOD OF INSURANCE:

* ☐ 1-YEAR ☒ 2-YEAR

*Please tick one only

*Age Limit: 69 years of age & below

D. CHOICE OF MEDICAL INSURANCE COVERAGE:

* ☐ PLAN A ☒ PLAN B ☐ PLAN C ☐ PLAN D

F. POLO GUARANTEE (For Filipino Helper only):

* ☐ \$2,000 ☐ \$7,000 (\$70.00)

E. REIMBURSEMENT OF INDEMNITY PAID TO INSURER:

* ☒ YES ☐ NO

Provided always that if I/we pay the additional premium for the waiver of counter indemnity, my/our liability to keep Tokio Marine Insurance Singapore Ltd. indemnified as stipulated above shall only arise if the breach of the condition under the Security Bond was caused by or resulted from any deliberate act or omission of the Employer. Where the breach of the condition under the Security Bond was not caused by or resulted from the Employer's deliberate act or omission, I/we will only be liable to pay Tokio Marine Insurance Singapore Ltd. a fixed sum of S\$250.

FOR OFFICE USE ONLY

G. TOP-UP FOR SECTION 2: H&S EXPENSES (Only with 2-Year Plan)(Optional):

☐ \$10,000 (Annual Limit \$5,000) ☐ \$20,000 (Annual Limit \$10,000) ☐ \$30,000 (Annual Limit \$15,000)

By submitting this information,

- I acknowledge and consent to TMS collecting, using, disclosing and/or processing my personal data for the purpose of processing/servicing my policy/claim and be disclosed to third party service providers, or intermediaries, within or outside Singapore.
- I declare and confirm that I have obtained the consent of the proposer/employer name herein, where applicable, and that he/she has authorized me to disclose their personal data and to give consent on their behalf for the above collection, use, process and disclosure, and
- I acknowledge the detailed Privacy Policy Statement, governing the above, posted at www.tokiomarine.com.sg.

COUNTER-INDEMNITY FORM

IMPORTANT NOTICE: The Employer is hereby notified that by virtue of signing this Counter-Indemnity Form, it is hereby understood and agreed that a copy of it, either by way of fax or otherwise, shall be deemed binding and legally enforceable in a court of law and shall have the same legal effects as that of the original.

To: **Tokio Marine Insurance Singapore Ltd**
20 McCallum Street #09-01 Tokio Marine Centre Singapore 069046

Dear Sir,

RE: COUNTER-INDEMNITY FOR LETTER OF GUARANTEE NO.

In lieu of the cash deposit that I/we would otherwise have to provide as security, Tokio Marine Insurance Singapore Ltd. ("you") agrees to my/our request to provide the following (whichever is selected to be covered under the insurance plan):

- ☐ A Letter of Guarantee for \$5,000 to the Ministry of Manpower of Singapore and/or Controller of Immigration of Singapore; and/or
- ☐ An Insurance Bond for \$2,000 or \$7,000 (whichever amount is indicated in the insurance bond) to the Philippine Overseas Labour Office in Singapore, since guarantee(s) the payment on demand of any sum or sums not exceeding the amount stated in the Letter of Guarantee and/or Insurance Bond issued.

In return, I/we agree and undertake as follows:

- I/we will, at all times, unconditionally and irrevocably guarantee to jointly and severally compensate you for all claims, payments, demands, actions, suits, proceedings, losses, liabilities, costs and expenses whatsoever including legal costs and expenses determined on a solicitor or client basis which may be taken or made against you or which become payable by you under the Letter of Guarantee and/or Insurance Bond.
- You will have absolute discretion to compromise, at claims, payments, demands, actions, suits, proceedings, losses and liabilities whatsoever which may be taken or made against you under the Letter of Guarantee and/or Insurance Bond.
- I/we shall accept the receipts, vouchers or any other evidence of all payments made by you or all liabilities or obligations incurred by you because of the Letter of Guarantee and/or Insurance Bond as conclusive evidence of my/our liability to you.
- This counter indemnity shall be a continuing demand and you may at any time have absolute discretion without giving any notice to me/us extend the validity of the Letter of Guarantee and/or Insurance Bond without discharging or impairing my/our liability under the indemnity.

In WITNESS WHEREOF, I/we have hereunto signed my/our names) on

day of

year

Palma Sharon Asuncion
R1905653

Signature of Witness

Full Name

NRIC No

Address

Signature of Employer

Full Name

NRIC No

REPUBLIC OF SINGAPORE
IDENTITY CARD NO. S2503144Z



Name
KEE AH SIA

Race
CHINESE

Date of Birth
10-12-1945

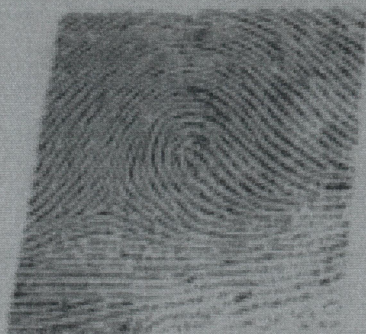
Sex
M

Country of Birth
MALAYSIA



8312580

NRIC No. S2503144Z



Nationality
MALAYSIAN

Blood Group Date of issue
O+ 31-05-1999

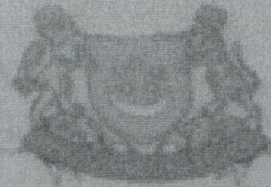
APT BLK 144 LORONG 2 TDA PAYOH #28-208
SINGAPORE 310144

S0228934B

09/05/2014

Employer Father In-Law

REPUBLIC OF SINGAPORE
IDENTITY CARD NO. S0228934B



WONG BEE BEE
@NG LEE IMM

王梅梅

Race

CHINESE

Date of Birth

Sex

24-03-1950 F

Country of Birth

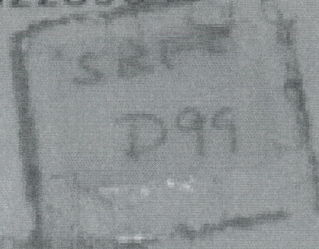
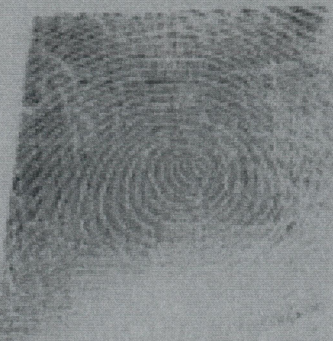
SINGAPORE



2504002



NRIC No. S0228934B



30237

Blood Group

Date of Birth

O+

31-03-1995

APT BLK 144 LORONG 2 TOA PAYOH #28-208
SINGAPORE 310144

NRIC No: S0228934B

Date: 09/05/2014

Employer Mother in Law