



Authorisation Form for Foreign Worker Work Pass Transactions

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 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.

Declaration by Employer				
Business Name				
Business UEN				
Business Address				
Representative Name, Designation		Business Stamp, Rep. Signature & Date		
Rep. NRIC/FIN No.				
Rep. Contact No.				
S/N	Name of Foreign Worker(s)	Passport / FIN / WP No.	Work Pass Type	Authorised Transaction
1				
2				
3				
4				
5				
<input checked="" type="checkbox"/> I hereby declare that I am authorising <u>Hunter Consulting & Engineering Pte Ltd (16C7938)</u> (Name and licence no. of employment agency) to perform the above work pass transaction(s) on my behalf.				
<u>Fill in only if applicable.</u>				
<input type="checkbox"/> I hereby authorise _____ (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.				
Declaration by EA				
<input checked="" type="checkbox"/> I have spoken to and verified with employer to confirm his / her authorisation.				
<input checked="" type="checkbox"/> I declare that I have verified the business details provided in this form in all publicly available search portals/websites.				
<input checked="" type="checkbox"/> I declare that I have ensured all necessary fields are filled in prior to making the abovementioned work pass transactions.				
<input checked="" type="checkbox"/> I declare that the information provided on this form is true and correct.				
Name of EA personnel		Signature & Date		
Registration No.				