

**Work Permit Cancellation Request Form A: For Repatriation of Foreign (Malaysian & Non-Malaysian) Workers currently in Singapore**

Issue, Renewal and Cancellation Section  
 Work Pass Division (WPD)  
 Tel: 6317 1347  
 Fax: 6883 5355

Dear Sir

**Work Permit Cancellation via Fax [For Repatriation of Foreign (Malaysian & Non-Malaysian) Workers currently in Singapore]**

1 I wish to cancel the Work Permit(s) of the worker(s) indicated below with immediate effect.

S/No	Work Permit No	Date of WP Application	Name of Worker	Passport No	FIN	Scheduled Departure Date	Flight No (if depart from Changi Airport Checkpoint)
1							
2							

Please use a separate attachment following the above format if there are more than 2 workers.

Please tick one of the appropriate boxes below:

- I will arrange to send the Non-Malaysian worker(s) back to his / her home country.
- The Malaysian worker(s) will return to Malaysia upon the Work Permit Cancellation.
- The Malaysian worker(s) has obtained an In-Principle Approval under a new employer and \*he/she/they will either remain in Singapore for a maximum period of 7 days or return to Malaysia first.

2 The worker(s) \*is / are scheduled to depart **within the next 7 days** by (tick the appropriate box):

- Flight from the Changi Airport Checkpoint
- Ferry from \*Singapore Cruise Centre / Tanah Merah Checkpoint / Seamen Checkpoint
- Coach from \*Woodlands Checkpoint / Tuas Checkpoint

3 I note that the WPD's Cancellation Acknowledgement Letter and Special Pass (issued to the worker) will be faxed to my Fax No: \_\_\_\_\_ as indicated here.

4 I will **detach the Special Pass for the worker to carry and surrender to the Immigration Checkpoint** at the point of departure.

5 I will return the Work Permit Card(s) to the Work Pass Division **within the next 7 calendar days of cancellation** by Post, drop into the Deposit Box at Main Entrance, MOM Building or at WPSC, Tanjong Pagar Complex or allowing the worker to surrender it to the Immigration Checkpoint at the point of departure.

6 I understand that I can be penalised if I fail to return the Work Permit Card(s) to the WPD as required above.

7 I declare that all the information given above is true and correct.

Name & \*NRIC/ Passport No of Foreign Domestic Worker's Employer

Signature

Name & Signature of \*Sole Proprietor / Partner of Firm / Personnel Manager / General Manager / Company's Director

Designation in Company

Company's / Firm's Stamp

Name of Employment Agency (if acting on Employer's behalf)

Employment Agency's Stamp

Telephone No of \*Employer / Company / Employment Agency

Date

*\*Delete where inapplicable*