

Date :

Controller for Work Permits
Work Permit Department
18 Havelock Road
Singapore 059764

Dear Sir ,

REQUEST FOR CHANGE OF TRANSFER DATE

Name of Domestic Maid : _____

Work Permit No. : _____

The TRANSFER of my domestic maid is scheduled on _____ as on
the IPA.

Please allow the early/late TRANSFER of the work permit of my domestic maid. Please
change the date from _____ to _____

I hereby authorize _____ holder of

NRIC No. _____ to change the transfer date.

Thank you .

Employer Signature

Name : _____

Passport No. /NRIC No. : _____