



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	NA			
3	NA			
4	NA			
5	NA			

- I hereby declare that I am authorising LEE KIM HR PTE. LTD. (14C7217)
(Name and licence no. of employment agency) to perform the above work pass transaction(s) on my behalf.

Fill in only if applicable.

- 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

- I have spoken to and verified with employer to confirm his / her authorisation.
- I declare that I have verified the business details provided in this form in all publicly available search portals/websites.
- 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	LIN HUAYAN LAWRENCE	Signature & Date	
Registration No.	R1440132		

Dispute Resolution with LEE KIM HR PTE. LTD.

(EA Reg No: R1440132)

1. Any dispute or complaint instituted by the Employer during the currency of the service engagement shall be brought to the attention of the Agent in writing. Any counseling and or mediation between the parties shall be conducted during office hours at the Agency office.
 - A. Third Party Mediation: If the Agency is unable to resolve the grievance(s) of the Employer under Clause 1 or if the parties are unable to resolve any dispute between them with respect to service engagement, the parties shall refer the grievance(s) or dispute to CASE Mediation Centre for mediation prior to instituting any legal action or proceedings. The parties hereby agree to such procedures and to pay such fees as CASE Mediation Centre may prescribe from time to time.
 - B. Alternative Dispute Resolution Mechanisms: If the dispute arising from the service engagement cannot be settled by mediation, the dispute can be brought forward to any alternative dispute resolution mechanism provided by the respective Accreditation Body at the discretion of either the EA or the Employer.

I had acknowledged terms and conditions and fees and engage the service with Lee Kim HR Pte Ltd as our Employment Agency.

Signature of Employer/Client

Name: _____

NRIC/FIN or Passport No: _____

Date: _____