

## Domestic Helper Accompanying Employer for Temporary Visit Up To 90 Days (Single or Double-entry only)

A domestic helper holding a valid Singapore work permit accompanying her employer to Japan, for example, for taking care of her employer's child(ren) during the trip or to assist elderly member(s) of the employer's family, can apply for a Temporary-Visitor visa.

**Domestic helpers intending to travel without their employers will not be eligible to apply for visa in Singapore.**

### Required Documents for the visa application

#### Important Notes

- Arrange your documents in the order according to the checklist
- All documents should be printed or photocopied on A4-sized paper
- Separate all the application documents into individual sets
- Submit photocopies of documents as specified in our requirements, submitted documents would NOT be returned
- NO staples/pins/paper clips used on documents
- A Letter of Authorisation is required for submission on behalf. Only the employer is permitted to submit
- Highlighted blue color is a hyperlink. Please click and check the template/sample

#### **[CHECK LIST]**

Prepared by Applicant (Helper)	
<input type="checkbox"/>	<b>① A valid passport (Original)</b> <ul style="list-style-type: none"> <li>▪ Passport must not be broken, damaged or soiled and has at least two blank pages</li> <li>▪ Passport will be kept in Embassy during the visa processing period</li> <li>▪ Old passport with a valid Japan visa is required to submitted during application</li> </ul>
<input type="checkbox"/>	<b>② <a href="#">Visa application form</a> (Original) <a href="#">✖How To Fill Out</a></b> <ul style="list-style-type: none"> <li>▪ Form must be completed (fill in 'N/A' where appropriate), dated and signed by applicant</li> </ul>
<input type="checkbox"/>	<b>③ Photo (Original)</b> <ul style="list-style-type: none"> <li>▪ Color photo taken within 6 months with white background</li> <li>▪ 3.5cmx4.5cm and affixed to application form (by glue only)</li> <li>▪ Full faced, front-facing with head straight, without glasses, with mouth closed, unedited, sharp with white/light background (no shadow or object shown in background)</li> <li>▪ Print out using normal A4 paper is not acceptable</li> </ul>
<input type="checkbox"/>	<b>④ Identity card issued by Singapore Government (Photocopy)</b> <ul style="list-style-type: none"> <li>▪ Front and back photocopies of Work Permit (WP) card</li> <li>▪ The validity of the pass should cover the trip to Japan and the return to Singapore</li> </ul>
<input type="checkbox"/>	<b>⑤ QR code reading print out</b> <ul style="list-style-type: none"> <li>▪ For Work Permit (WP) issued physically with QR code on the card</li> <li>▪ A clear print out of the <a href="#">SGWorkPass Mobile App</a> which displays the latest pass information (scanned within 5 days from application date)</li> </ul>
<input type="checkbox"/>	<b>⑥ IPA (In-Principle Approval) letter issued by Singapore government</b> <p>Submit a copy of IPA (In-Principle Approval) letter if:</p> <ul style="list-style-type: none"> <li>▪ <b>Employer's name is not stated on the helper's Work Permit Card (to verify employer's name)</b></li> <li>▪ <b>helper is in the process of renewing the work permit card</b></li> </ul>

**Prepared by Helper's Employer (name as per stated in the Work Permit Card or IPA Letter)**

<input type="checkbox"/>	<b>⑦</b> A valid passport (photocopy)
<input type="checkbox"/>	<b>⑧</b> Identity card issued by Singapore Government (Photocopy) <ul style="list-style-type: none"> <li>• Front and back photocopies of Singapore PR, Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass (DP) or Long-Term Visit Pass (LTVP), etc.</li> <li>• <b>Digital Long-Term Passes (Digital DP/LTVP/STP)</b> should print out together with the QR code for verification purposes. A clear print out of the MyICA Mobile App, ICA website or FileSG which displays the latest pass information (print within 5 days from application date)</li> <li>• The pass must be valid and validity of the pass should cover the trip to Japan and the return to Singapore</li> <li>• If you are in the process of renewing your pass, please submit a photocopy of IPA(In-principle approval) letter issued by Singapore government.</li> </ul>
<input type="checkbox"/>	<b>⑨</b> QR code reading (for Employment Pass (EP), S Pass (SP), Work Permit (WP), Dependent Pass (DP) or Long-Term Visit Pass (LTVP), etc. issued with QR code) <ul style="list-style-type: none"> <li>• For EP/SP/WP/DP/LTVP issued physically with QR code on the card</li> <li>• A clear print out of the <b>SGWorkPass Mobile App</b> which displays the latest pass information (scanned within 5 days from application date)</li> </ul>
<input type="checkbox"/>	<b>⑩</b> Approved Japan Visa printout For Employers and/or accompanying family members whose nationality requires visa to enter Japan
<input type="checkbox"/>	<b>⑪</b> Letter of explanation (Original) Clearly explaining the necessity of the domestic helper to accompany the employer
<input type="checkbox"/>	<b>⑫</b> Supporting documents (Depending on the purpose of the domestic helper accompanying her employer) <ul style="list-style-type: none"> <li>• Prove relationship with employer such as Marriage/Birth certificate (Original language and English translation) and photocopy of passport</li> <li>e.g1 -Helper to look after employer's children <ul style="list-style-type: none"> <li>• Photocopy of birth certificate(s) of travelling child(ren) and travelling child(ren) photocopy of passport</li> </ul> </li> <li>e.g2 - Helper to assist elderly parents <ul style="list-style-type: none"> <li>• Photocopy of birth certificate of employer and travelling elderly parent(s) photocopy of passport</li> </ul> </li> </ul>
<input type="checkbox"/>	<b>⑬</b> Income Tax Notice of Assessment OR latest bank statement/updated bank passbook <ul style="list-style-type: none"> <li>• Latest year "Income Tax Notice of Assessment" issued by IRAS Singapore (with total annual income indication) OR</li> <li>• Latest 2 months Personal savings account statements showing the account holder's name, current balance and the banking transaction history (All pages are required)</li> </ul>
<input type="checkbox"/>	<b>⑭</b> (If applicable) <b>Helper's Employer's Certificate of Employment</b> (Original) or Business Registration Profile from ACRA (for Business Owner) (Photocopy) <p><b>* If the latest year "Income Tax Notice of Assessment" issued by IRAS Singapore (with total annual income (EMPLOYMENT or TRADE) indication) is submitted by helper's employer, this document ⑭ is not required.</b></p> <ul style="list-style-type: none"> <li>• <b>Helper's Employer's</b> Certificate of Employment issued by the employer's company or organization within one month of application, including detailed information such as issuance date, position, salary, date of joined etc.. (please refer to the sample)</li> <li>• Business Registration Profile issued within 3 months (for business owner whose name is listed in the profile only)</li> <li>• If the Employer is a Retiree, Unemployed or Homemaker who doesn't have above documents, please provide an explanation letter.</li> </ul>
<input type="checkbox"/>	<b>⑮</b> Flight information of all travellers <ul style="list-style-type: none"> <li>• Domestic helper is not allowed to travel alone, must be accompanied by the employer or employer's family member (required in the same flight with employer or employer's family member).</li> <li>• The information should include all passengers' names, flight details of round trip departing from and returning to Singapore (airport, flight number, date and time)</li> <li>• Purchase of the ticket is not required.</li> </ul>
<input type="checkbox"/>	<b>⑯</b> <b>Schedule of stay</b> (Daily activities) <b>※How To Fill Out</b>
<input type="checkbox"/>	<b>⑰</b> <b>Guarantee Letter For Domestic Helper</b> (Original)

**If employer submit application on behalf of applicant**

<input type="checkbox"/>	<b>18 Letter of authorisation</b> (Original)
Only employer is allowed to submit on behalf.	
Please bring along the following documents: • IPA (In-principle approval) letter & employer's Singapore ID	

**I hereby declare that all required documents are submitted with truth and correction.**

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

\* \* \* \* \* OFFICIAL USE \* \* \* \* \*

<b>CONFIRMER</b>	
<b>REMARKS</b>	