

“Getting an Indonesian maid WITHOUT an agent” (INDONESIAN)

Let me share my experience too.

1. My main guide line was through MOM official portal. <http://www.mom.gov.sg/services-forms/Pages/wp-online-fdw.aspx>

Before you apply

- [Employer Guidelines](#)
- [Employer Requirements](#)
- [Foreign Domestic Worker Requirements](#)

When you apply

- [Application Process](#)
- Special Schemes
  - [Joint Income Scheme](#)

After you apply

- [Before Arrival in Singapore](#)
- [Upon Arrival in Singapore](#)
- [Pass Collection](#)

## THINGS TO DO WITH SINGAPORE AUTHORITIES

1. Get the potential FDW's details
  - a. Passport Number
  - b. Passport expiry Date
  - c. FDW's Date of Birth
  - d. If FDW is married, details of spouse
  - e. If you have her X-Singapore WP number work is much easy
2. Get a SingPass Before you start the proces
3. Once you get the SingPass login to the portal
4. In the WPOL Menu click under 'Apply> Foreign Domestic Worker(Malaysian and Non-Malaysian) fill the below information
  - a. General Information
  - b. Foreign Domestic Worker Details
  - c. Foreign Domestic Worker Spouse Details
  - d. Change of Employer
  - e. Employer Details
  - f. Employer's Spouse Details
  - g. Applicant Details

- h. Income Authorisation or Declaration or Proclamation
  - i. Family Members Details
  - j. Application Completed
5. SGD20.00 charging for the online application. ( NETS & Credit cards accepted)
6. You may enquire on the WP applications status the next working day from the Date of Application via the 'Check Status - Work Permit Application' function under 'Apply' at the function sidebar. Please note that for WP Applications submitted after 8pm on Monday to Friday or after 2pm on Saturday will be considered as submitted on the next working day. Services will not be available on Sundays and Public Holidays.
7. You may print a copy of the In-Principal Approval (IPA) and completed application form via the 'Check Status - Work Permit Application' function under 'Apply' at the function sidebar once an outcome is made available. For printing of the IPA/completed application form, please ensure the following:
8. Once you have the IPA proceed for the
- a. Security Deposit
  - b. Medical Insurance
    - i. NTUC Insurance- <http://www.income.com.sg/insurance/foreignmaid/index.asp>
    - ii. Anda Insurance <http://www.anda.com.sg/prg/PackPrem.asp>
    - iii. eTiQa Insurance <http://www.etiqa.com.my/English/AboutUs/Pages/default.aspx>  
Tel: 65155778
9. You may enquire on the Security Bond applications status the next working day from the WPOL Menu click under (click under 'Enquire > Security Bond Status'),
10. You may enquire on the Medical Insurance applications status the next working day from the WPOL Menu click under (click under 'Enquire > Medical Insurance Status'),
11. Once the insurance is bought, the bond guarantee will be transmitted to MOM online by the next working day then only you can proceed to allow your FDW to come to Singapore.
12. By the Air ticket online depending on the state of your FDW.
- a. Select Indonesian domestic Airlines and budget Airlines
    - i. Batavia Air <http://www.batavia-air.com/etiket/> (from Bandung or Yogyakarta)
    - ii. AirAsia <http://www.airasia.com/sg/en/home.page>
    - iii. Jet airways <http://www.jetairways.com/EN/SG/Home.aspx>
    - iv. Tiger airways <http://www.tigerairways.com/sg/en/> (from Jakarta)
    - v. Garuda Indonesia airlines <http://www.garuda-indonesia.com/> (from Surabaya)

13. Send the Documents to your FDW - To communicate with your FDW the best way is to by a Singtell Hello card for SGD9.00 and the total talking time is for SGD10.00 which is 1 hour 54mins.
- a. IPA - Get a printout from WPOL Menu Check WP Status
  - b. Air ticket
    - i. Send this 2 documents via
      1. FAX
      2. E-mail (as PDF) -The best method is e-mail
        - a. Ask your FDW to go to a communication center and ask for an email address for you to send the documents. Send the documents to that given email address and ask FDW to get them printout and confirm with you.
      3. Registered Post

## THINGS TO DO WITH INDONESIAN AUTHORITIES

14. **Make sure your Indonesian FDW is having a KTKLN ID Card. If not ask FDW to make it. This has to make only from Indonesia. There is a nice forum at <http://www.kiasuparents.com/kiasu/forum/viewtopic.php?f=49&t=23393>**
- a. KTKLN offices in Indonesia [http://ktkln.bnp2tki.go.id/lokasi\\_ktkln.pdf](http://ktkln.bnp2tki.go.id/lokasi_ktkln.pdf)
  - b. The documents need to make the KTKLN ID
    - i. FDW's KTP card ( similar to Singapore NRIC)
    - ii. FDW's KK card ( Birth Certificate)
    - iii. FDW's Passport
      1. 2 photocopies from the Identification page and the last page if the Employers address is chopped from the Indonesian Embassy in Singapore
    - iv. 2 passport size photos (white background colour photo)
    - v. The FDW need to take a Insurance policy from Indonesia to apply for this KTKLN card, but the insurance conformation letter is not provided. If you request for one, you may need to pay additional amount.
  - c. The total cost to make this KTKLN card for 2 years is ranging from IDR300.000 to IDR600,000 depend on the place you make it. Things are different from Singapore.
    - i. ( 1SGD = 7007IDR on 16/02/2012) <http://www.mustafa.com.sg/forex.asp>
  - d. Making the KTKLN card in Indonesia is not that easy.
  - e. If your FDW is not having this card she has to pay cash at immigration. the amount is depending on case by case.
15. Upon Arrival in Singapore
- a. Be in the Singapore Airport with the original documents in your hand in case needed.

- i. IPA
- ii. Security Bond
- iii. Medical Insurance

16. IF your FDW is a X Singapore WP holder, then no need to do the Safety Awareness Course and Entry test.


17. Get FDW's Medical Examination form SATA <http://www.sata.com.sg/> no need to get a prior appointment for WP Medical Examinations. Try to avoid Monday due to more clients and Week ends due to more clients and additional SGD5.00 (weekend charge) Cost for the Medical Examination SGD62.05

18. Get the Medical Examination form from the MOM web site <Services & Forms>, Left hand side < Passes>, <Work Permit for FDW>, <[Step-by-Step Guide on Issuance, Security Bond Form, Full Medical Examination Form and Form 12B for Foreign Domestic Worker](#)>

19. Once you get the Medical Examination report. Can apply for the WP Online through <Issue Pass>. You have to have the Medical examination report Original copy with you to apply online. Need to input the medical certify date.

20. Upon approval of the request for issuance of the Work Permit (WP), the Foreign Domestic Worker (FDW) should proceed to the [Work Pass Services Centre](#) with the Work Permit issuance notification letter within seven days for fingerprinting and photo imaging. The Work Permit card will subsequently be ready for collection in four working days.

21. Documents Required for Card Collection

- a. The original Notification Letter
- b. The original travel document and the old travel document, if any
- c. If a representative is coming on the employer's behalf, a letter of authorisation signed by the employer, indicating both the foreigner's and the representative's particulars. The representative must also bring an official identification document that shows his/her name, NRIC/ travel document no. and photo-image, for verification at the point of card collection. Alternatively, please download the  [Authorisation Form for Card Collection](#).
- d. Address of Work Pass Services Centre (WPSC)  
[The Work Pass Services Centre](#)  
Tanjong Pagar Complex

7 Keppel Road, #02-27/29  
Singapore 089053

22. Cost for the Work Permit (WP) SGD20.00