

## 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 necessary when the application is made on behalf by employer

### <CHECK LIST>

#### Prepared by Applicant (Helper)

<input type="checkbox"/>	A valid passport (Original)
<input type="checkbox"/>	<b>Visa application form</b> (Original) <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"/>	Photo (Original) <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"/>	Identity card issued by Singapore Government (Photocopy) <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"/>	QR code reading print out <ul style="list-style-type: none"> <li>• For Work Permit (WP) issued with QR code</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"/>	IPA (In-Principle Approval) letter issued by Singapore government <p>Submit a copy of IPA (In-Principle Approval) letter if:</p> <ul style="list-style-type: none"> <li>• Employer's name is not stated on the helper's Work Permit Card (to verify employer's name)</li> <li>• helper is in the process of renewing the work permit card</li> </ul>

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

<input type="checkbox"/>	A valid passport (photocopy)
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<input type="checkbox"/>	<p>Identity card issued by Singapore Government (Photocopy)</p> <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 or Long-Term Visit Pass, etc.</li> <li>• Digital Long-Term Passes should print out together with the QR code for verification purposes.</li> <li>• The 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"/>	<p>QR code reading printout</p> <ul style="list-style-type: none"> <li>• For Employment Pass (EP), S Pass (SP), Dependent Pass or Long-Term Visit Pass, etc. issued with QR code</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"/>	<p>Approved Japan Visa printout</p> <ul style="list-style-type: none"> <li>• For Employers and/or accompanying family members whose nationality requires visa to enter Japan</li> </ul>
<input type="checkbox"/>	<p>Letter of explanation (Original) and supporting documents</p> <ul style="list-style-type: none"> <li>• Clearly explaining the necessity of the domestic helper to accompany the employer</li> <li>• Depending on the purpose of the domestic helper accompanying her employer, please submit the following documents as prove of relationship: e.g – <b>Helper to look after employer’s children – photocopy of birth certificate(s) of travelling child(ren)</b> – <b>Helper to assist elderly parents – photocopy of birth certificate of employer</b></li> </ul>
<input type="checkbox"/>	<p><b>Employer’s Certificate of Employment</b> (Original) or Business Registration Profile from ACRA(for Business Owner) (Photocopy)</p> <ul style="list-style-type: none"> <li>• Certification of Employment Letter issued by employer 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> </ul>
<input type="checkbox"/>	<p>Income Tax Notice of assessment OR Updated bank statement/bank passbook (Photocopy)</p> <ul style="list-style-type: none"> <li>• Latest year notice issued by IRAS Singapore (with total yearly income indication) OR</li> <li>• 2 months Personal savings accounts showing the account holder’s name, current balance and the banking transaction history</li> </ul>
<input type="checkbox"/>	<p>Flight information of all travellers</p> <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.</li> <li>• The information should include all passengers’ names, flight details of round trip (airport, flight number, date and time)</li> <li>• Purchase of the ticket is not required.</li> </ul>
<input type="checkbox"/>	<p><a href="#">Schedule of stay</a> (Daily activities)</p>
<input type="checkbox"/>	<p><a href="#">Guarantee Letter For Domestic Helper</a> (Original)</p>
<input type="checkbox"/>	<p><a href="#">Letter of authorisation</a> (Original)</p>