Work Pass Division
18 Havelock Road
Singapore 059764
www.mom.gov.sg

MINISTRY OF MANPOWER

Short Message Send (SMS)

1   To use the SMS to check validity of a Work Permit

Illustration	Step	What to do
WPD001 CHKWP **012345678** **01042008** Fig. 1: Step 1 to 4	1	On your mobile phone, select the function to write a SMS message
	2	Key in **wpd001** followed by a space, then **chkwp** followed by a space
	3	Key in the Work Permit number followed by a space The Work Permit number is printed on the Work Permit card and it consists of 9 characters (e.g. 012345678 or 01234567-)
	4	a) Key in the date of application in the "day day month month year year year year" (ddmmyyyy) format The date of application is printed as "Date of Application." and is next to the Work Permit number on the card
96175993 Fig 2: Step 5	5	Send the message to the number 96175993
<MOM> Work permit no: 0 05040469 Applied on: 01/07/2012 is valid as at 19/07/2013. Fig 3: Step 6	6	Our system will verify the information and send an SMS message on the outcome of your request back to you (see Fig 3). Work Permits which are cancelled or expired will have their status indicated accordingly.

2   Due Diligence Requirements

Before renting out your room/premises to a foreigner, you must to exercise due diligence under the Immigration Act to ensure that the prospective tenant is in Singapore legitimately. You should perform the following checks personally:

1. Check the original immigration pass and/or work pass
    - Check that the photo matches the pass holder. Look out for difference in facial features such as mole, shape of eyes and nose, etc
    - Inspect the two holographic lenses on the front of the card. One should reflect the pass holder's image; the other should show the Work Permit number when tilted at an angle
    - The wordings on the card are very clear as they are laser-engraved
    - Check that the pass card matches the design of the different types of passes at http://www.mom.gov.sg/~/media/mom/documents/services-forms/passes/types_of_passes.pdf.
2. Check that the details on the pass match the information on the tenant's original passport.
3. Verify the validity of the pass either by checking with the Ministry of Manpower or the employer (for work pass), or the Immigration & Checkpoints Authority (for immigration pass) at http://www.ica.gov.sg or call Tel: 6391 6100. You may also check the validity period of the pass from the work / immigration pass card.

3   Other means to check validity of a Work Permit

- Use the Ministry's interactive voice response (IVR) system at Tel : 6438 5122
- Via the Application Status Check using Work Permit Online (Non-login) eservice at http://www.mom.gov.sg

4   Additional Uses of the SMS Services

- Check worker's last medical date (Applicable only to foreign domestic workers and non-Malaysian female foreign workers)
- Check Work Permit application status/outcome of application
- Check cancellation date of Work Permit

After keying in the information in (a), send the SMS to the number 96175993

Uses	What to key in (a)	Information you will receive
To check the last medical date of your worker	1 **wpd001** followed by a space 2 **chkwp** followed by space 3 Work Permit No. followed by a space. 4 NRIC number, e.g. S1234567C (for employer of foreign domestic worker)	• Work Permit number • Date of application • Last medical date
To check the outcome of the Work Permit application	1 **wpd001** followed by a space 2 **chkwp** followed by space 3 Work Permit No. followed by a space. 4 NRIC number, e.g. S1234567C (for employer of foreign domestic worker)	• Work Permit number • Date of application • Status of application: - Approved or; - Still being processed or; - Rejected
To check the cancellation date for the Work Permit	1 **wpd001** followed by a space 2 **chkwp** followed by space 3 Work Permit No. followed by a space. 4 NRIC number, e.g. S1234567C (for employer of foreign domestic worker)	• Work Permit number • Date of application • The date of cancellation if the Work Permit has been cancelled.