

**IDEA Management Services Pte Ltd**  
 EA Licence No. 04C4555  
 10 Jalan Besar #13-03, Sim Lim Tower  
 Singapore 208787  
 Tel : 6536 5181  
 Fax : 6536 5189  
 Email : idea@ideamgt.com

**\*Please duly complete this form and return to us by Fax No. 6536 5189**

Dear \_\_\_\_\_,

**e-Cancellation of Work Pass/In-Principle-Approval (IPA)**

1. We hereby authorize your agency to cancel the following work pass.

S/N	WP No (9 digits) or FIN No	Date of Application (dd/mm/yyyy)	Name of Worker  (Underline surname)	Date to cancel the work pass/IPA (dd/mm/yyyy)	The workers are scheduled to depart within the next 7 days by (Delete if not applicable)			Scheduled Departure Date (dd/mm/yyyy)	Destination
					Coach	Ferry	Flight No: ( )		
1					Coach	Ferry	Flight No: ( )		
2					Coach	Ferry	Flight No: ( )		
3					Coach	Ferry	Flight No: ( )		

2. The Work Pass card(s) will be returned: (please tick)

- By Post to the Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764
- At Immigration Checkpoint at the point of worker's departure
- Drop into the Deposit Box at MOM by ourselves
- Drop into the Deposit Box at MOM thru your Agency (Surcharge applicable)

3. Please fax the Cancellation Acknowledgement Letter/Special Pass to our **Fax No:** \_\_\_\_\_ for us to detach the Special Pass for the worker.

Thank you.

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Contact No

\_\_\_\_\_  
Date