

Quick Reference Guide

Register FDW Interim Address for Employment Agencies (Web)

A. Register FDW interim address (<https://services.mom.gov.sg/register-fdw-address>)

- 1 Click on the **Register FDW Interim Address** link on the MOM website
- 2 Click **Register Address** on the MOM website

Registration of Foreign Domestic Worker Interim Address

Quick Facts

- Time to Complete**
1 - 3 minutes
- Processing Time**
Immediate
- Fees and Payment**
Nil.
- Mobile Version Available**

Who is eligible to use this service?
You must be a registered employment agency's personnel.

Register Address

- 3 Enter your **SingPass ID** and **Singpass**. Click **Submit**

SingPass
Singapore Personal Access

Welcome to SingPass Authentication Service

Security Advisory
SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.

SingPass ID: (Enter your identification Number)
e.g. S1234567G, Q1234567Q

SingPass: (8-24 characters, CASE-SENSITIVE)

Submit **Cancel** **Change SingPass**

Note: Only registered EA Personnel can access the e-service to register FDW Interim Address

- 4 >Click **Register New Address** to register a new interim address used to house foreign domestic workers under your employment agency's care
Or
>Click **Delete** to remove a previously registered address (refer to section **B. Delete Address**)

Registration of Foreign Domestic Worker Interim Address

Registered Address(es)

Licence No. 07C1234
Employment Agency S RESOURCES (S) PTE LTD

Address	Maximum Capacity	Registration Date	Action
222 SERANGOON ROAD #01-234 SINGAPORE 111222	10	12/08/2013	Delete
88 BUFFALO ROAD #02-567 SINGAPORE 777888	8	11/06/2012	Delete

Register New Address

- 5 You will be presented with your personal details. Click **Continue**

Registration of Foreign Domestic Worker Interim Address

Information Provided By

Licence No. 07C1234
Employment Agency S RESOURCES (S) PTE LTD
NRIC / FIN No. S1234567A
Name NELSON TAN
Contact No. 97778888
Email Address NTAN@MAIL.COM

Continue

- 6 >Enter the **Postal Code** and click **Get Address** to auto populate the Street Name, Building Name and Block/House No.
>Enter the **Floor/ Unit No.**
>Click **Continue** to proceed

Registration of Foreign Domestic Worker Interim Address

Address Details

Postal Code: 111222 **Get Address**

Street Name: CLEMENTI AVENUE 7

Building Name:

Block/House No.: 222

Floor/Unit No.: 01 - 888

Continue

- 7 Enter the **Premise Owner Name** and **Premise Owner Contact No.** Click **Continue**

Registration of Foreign Domestic Worker Interim Address

Premise Information

Accommodation Type: RESIDENTIAL PREMISES
Housing Type: 5-ROOM
Maximum Capacity: 11

Premise Owner Name: JOHN LEE

Premise Owner Contact No.: 98999999

Continue

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Register FDW Interim Address for Employment Agencies (Web)

- 8 A review page will be presented
 - >Click **Edit** to change any detail provided
 - Or
 - >Tick the **declaration checkbox** and click **Submit**

Registration of Foreign Domestic Worker Interim Address

Information Provided By | Address Details | Premise Information | **Preview** | Acknowledgement

Information Provided By

Licence No: 07C1234
 Employment Agency: S RESOURCES (S) PTE LTD
 NRIC / FIN No: S1234567A
 Name: NELSON TAN
 Contact No: 97778888
 Email Address: NTAN@MAIL.COM

Address Details

Postal Code: 111222
 Street Name: CLEMENTI AVENUE 7
 Building Name:
 Block/House No: 222
 Floor/Unit No: 01-888

Premise Information

Accommodation Type: RESIDENTIAL PREMISES
 Housing Type: 5-ROOM
 Maximum Capacity: 11
 Premise Owner Name: JOHN LEE
 Premise Owner Contact No: 98999999

Declaration

I hereby declare that,
 1. All particulars given in this application form are true and correct, to the best of my knowledge, I hereby give my consent to the Ministry to verify the particulars with any Government Agencies.
 2. I am aware that if I make any false statement or produce any document which I know to be false, I shall be guilty of an offence and may be subject to Prosecution.

Back | **Submit** | Cancel

- 9 An acknowledgement will be presented
 - >Click **Register more addresses** and repeat steps 5 to 8; or
 - >Click **Print** to print a hardcopy acknowledgement; or
 - >Click **Save as PDF** to save a copy of the acknowledgement to your computer; or
 - >Click **email to me** to send a copy of the acknowledgement to your email account; or

- 10 Click **Logout** to exit the service

Registration of Foreign Domestic Worker Interim Address

Information Provided By | Address Details | Premise Information | Preview | **Acknowledgement**

Acknowledgement

The FDW interim address has been registered successfully.

Reference No: FDW-2013-09-30-0100
 Date and Time of Registration: 30 SEP 2013 08:30
 Licence No: 07C1234
 Employment Agency: S RESOURCES (S) PTE LTD
 Information Provided By: NELSON TAN
 Address Registered: 222 CLEMENTI AVENUE 7 #01-888 S111222
 Premise Owner Name: JOHN LEE
 Maximum Capacity: 11

Register more addresses | Print | Save as PDF | Email to me

B. Delete Address

- 1 Click **Delete** in the main menu to remove the address

Registration of Foreign Domestic Worker Interim Address

Registered Address(es)

Licence No: 07C1234
 Employment Agency: S RESOURCES (S) PTE LTD

Address	Maximum Capacity	Registration Date	Action
222 SERANGOON ROAD #01-234 SINGAPORE 111222	10	12/08/2013	1
88 BUFFALO ROAD #02-567 SINGAPORE 777888	8	11/06/2012	Delete

Register New Address

- 2 Click **Yes** to confirm

Confirm to Delete

Proceed to delete this address?

Yes | No

- 3 An acknowledgement will be presented
 - >Click **Register more addresses** and repeat steps 5 to 8 in A. Register FDW interim address; or
 - >Click **Save as PDF** to save a copy of the acknowledgement to your computer; or
 - >Click **email to me** to send a copy of the acknowledgement to your email account; or

- 4 Click **Logout** to exit the service

Registration of Foreign Domestic Worker Interim Address

Acknowledgement

The FDW interim address has been deleted successfully.

Reference No: FDW-2013-09-30-0100
 Date and Time of Deletion: 30 SEP 2013 08:30
 Employment Agency: S RESOURCES (S) PTE LTD
 Licence No: 07C1234
 Information Provided By: NELSON TAN
 Registered Address: 88 BUFFALO ROAD#02-567 S777888
 Premise Owner Name: SALLY WONG
 Maximum Capacity: 11

*Please note that deleted address will take 1 day for processing.

Register more addresses | Save as PDF | Email to me

Quick Reference Guide

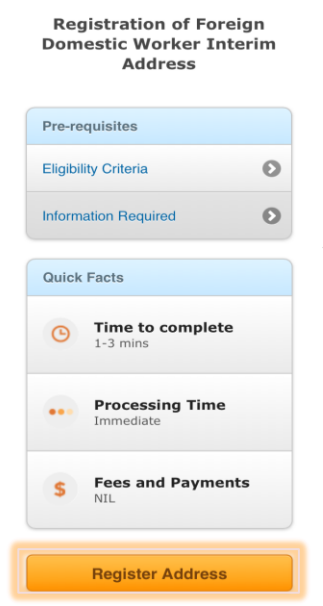
Register FDW Interim Address for Employment Agencies (Mobile)

A. Register FDW interim address

1 Click on the **FDW Interim Address** on the MOM mobile website at m.mom.gov.sg



2 Click **Register Address**



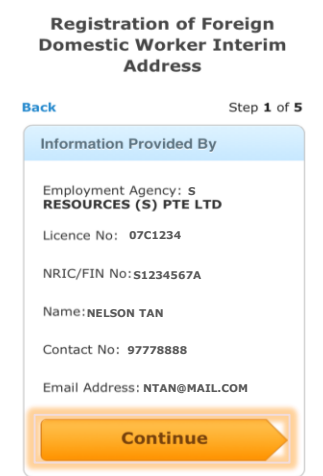
3 Enter your **SingPass ID** and **Singpass**. Click **Submit**



4 On the main menu page, click **Register New Address**



5 You will be presented with your personal details.. Click **Continue**



6 >Enter the **Postal Code**
>Click **Get Address** to auto populate the Street Name, Building Name and Block/House No.
>Enter the **Floor/ Unit No.**
>Click **Continue**



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Register FDW Interim Address for Employment Agencies (Mobile)

7 >Enter the **Premise Owner Name** and **Premise Owner Contact No.**
>Click **Continue**

8 A review page will be presented
>Check the declaration box after reading
> Tick the **declaration checkbox** and click **Submit**

9 An acknowledgement will be presented
>Click **Done** to complete the transaction

B. Delete Address

1 Select the registered address to be deleted from the main menu page

3 Click **Yes** to confirm the deletion of the address

2 Click **Delete Address** to delete the selected address

4 An acknowledgement will be presented
>Click **Done** to complete the transaction