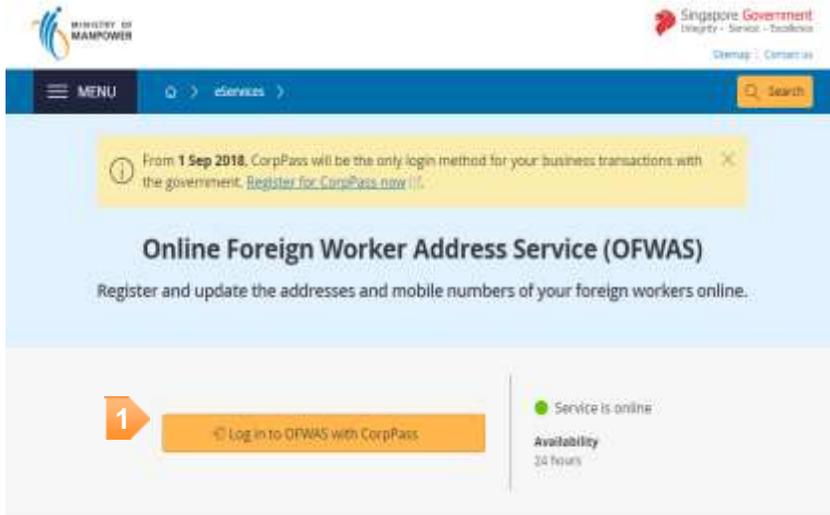


Quick Reference Guide

OFWAS for Web / Mobile

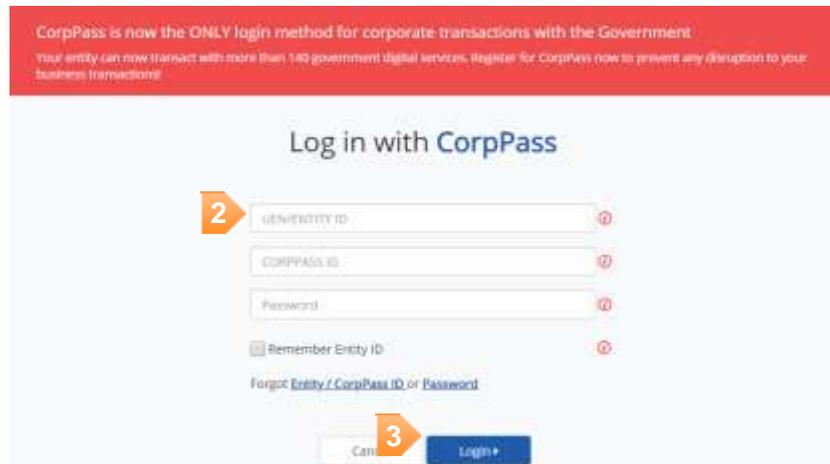
Access OFWAS via <https://service2.mom.gov.sg/ofwas/>



- 1 Click *CorpPass Login*
- 2 Key in *CorpPass ID, UEN/Entity ID and password*
- 3 Click *Login*

Note: Your CorpPass ID will be authenticated with the Work Permit Online (WPOL) account. You will not be able to proceed without the WPOL account. To apply, go to:

<http://www.mom.gov.sg/service2-forms/Pages/wpar.aspx>



Step 1: Enter CPF Submission No. & Provider's Information

Online Foreign Worker Address Service



Information Provided By

* indicates a required field

* Contact No.

* Email Address

* CPF Submission No.

I understand and agree to the following:

1. Registrations of addresses in OFWAS **shall not** be interpreted as the Ministry accepting the registered premises as being "acceptable accommodation".

2. I have read the [rules and regulations](#) and I am authorised by my client/company to perform the transactions in OFWAS.

3. MOM has come across cases of employers registering HDB flats as their foreign workers' residential addresses in OFWAS, but the foreign workers are not staying in the flats. To address this, employers are now required to **make sure that the workers are registered as subtenants in HDB's subletting system** and are staying in the flats, **before** the addresses can be registered in OFWAS.

5

4 Enter *Contact No., Email address. & CPF Submission No.*

5 Click on *Continue* button.

Quick Reference Guide

OFWAS for Web / Mobile

Step 2: Select Type of Service

Online Foreign Worker Address Service

Please select type of service:

6 OFWAS Address Registration

View Government Facilitated Location

7

[Report Vulnerability](#) | [Privacy](#) | [Terms of Use](#) | [Contact](#)

© 2020 Government of Singapore. Last Updated 30 Nov 2019

6 Select *Type of Service*

7 Click on *Proceed* button.

Step 3a: View Government Facilitated Location Listing

Online Foreign Worker Address Service

This is based on the employment record at the time of relocation.

Government Facilitated Location Listing

8

9

8 items | Page 1 | 1 2 3

| Name | FIN No | Address | Last Updated Date |
|----------|-----------|----------------|-------------------|
| Muhammad | GT234567F | Test Address 1 | 29-APR-2020 |

[< Back](#)

8

Enter *FIN No.*

9

Click on *Search* button.

Quick Reference Guide

OFWAS for Web / Mobile

Step 3b: Select worker for address registration

Online Foreign Worker Address Service



- 8 View Worker(s):
 - Show all 423 pending address registration
 - Show 1 due for renewal
 - Show all 1100 with registered addresses
- 9 Search for specific worker

OR

- 10 View Registered Address:
 - [Show Address Listing](#)

Worker(s) Listing

423 items | Page 1 2 3 > >>

| Name | Work Permit No. | Address | Mobile No. <small>(For Registration No. only for 1-10)</small> |
|---------------|-----------------|---------|---|
| Tan Ling Ling | 0 261XXXXX | - | <input type="text"/> |
| Mohammad | 0 066XXXXX | - | <input type="text"/> |
| Shankumar | 0 131XXXXX | - | <input type="text"/> |

Each submission may take up to 15 seconds and is limited to a maximum of 10 workers per submission.

- 13 [Next >](#)

- 8 Select one of the radio option to view workers pending address registration or due for renewal or with registered addresses.
- 9 (Optional) Select the last radio option to search for specific worker.
- 10 (Optional) Click on [Show Address Listing](#) link to display list of previously registered addresses.
- 11 Tick the checkbox(es) to select worker(s) for address registration.
- 12 Enter mobile number for selected workers.
- 13 Click on [Next](#) button to continue.

Step 4: Select address for registration

Online Foreign Worker Address Service



Enter Address Details

14 Select New or Previous Address
New Address

* Indicates a required field

15 Standard Postal Code Address

Quarters on Construction Sites

Quarters at Temporary Occupational Licence(TOL) Site

Harbourcraft / Vessel

Workers Quarters at Farm

Overseas Address

16 Postal Code

Street Name :

Building Name :

17 Block/House No. :

18 >

14 Select either *New Address* or previously registered addresses for registration.

15 Select address type from the radio selection.

16 Key in *Postal Code* and click on *Get Address* button.

17 Fill in the necessary address details.

18 Click on *Continue* button to proceed.

Step 5: Review worker and address details

Online Foreign Worker Address Service



19 Review selected worker(s) and address details before submission.

20 Click on *Submit* button.

Review Workers & Address Details

| S/N | Name | Work Permit No. | Address | Mobile No. |
|-----|----------|-----------------|--------------|------------|
| 1 | Muhammad | 0 628XXXXX | Lita Address | 99999999 |

19

20

Submit >

Step 6: Acknowledgement for successful registration

21 Acknowledgement

The address of selected workers has been registered successfully.

| | |
|-------------------------------|-----------------------|
| Reference No. | REGPW-2018-10-19-5007 |
| Information Provided By | Benjamin |
| NRIC/FIN No. | X0000407 |
| Company Name | Engineering Pte Ltd |
| Date and Time of Registration | 19 OCT 2018 11:17AM |

22 Registered Worker(s)

| S/N | Name | Work Permit No. | Address | Mobile No. |
|-----|----------|-----------------|--------------|------------|
| 1 | Mohammad | 0-62B00000 | Lira Address | 99999999 |

23 Register more workers

24 Save as PDF

25 Email to me

- WP Online Main Page
- MGM Website Homepage
- List of Approved Housing

- 21** Acknowledgement summary details will be presented.
- 22** List of registered worker(s) will be displayed.
- 23** Click on *Register more workers* button to perform new address registration.
- 24** Click on *Save as PDF* to download a copy of PDF acknowledgement.
- 25** Click on *Email to me* button to send a copy of acknowledgment email.
- 26** Click on *Logout* button to logout from OFWAS.

ANNEX

Site Requirements:-

Supported browsers:

- Google Chrome
- Internet Explorer
- Firefox