



Work Permit Address Change: Use MOM's Five-Day Clock

Description

When a Work Permit holder changes residential address or mobile number, the employer should verify that the new housing meets the applicable requirements and update MOM within five days. Address updates go through the Online Foreign Worker Address Service, while other particulars can follow different channels.

The practical task is to verify the accommodation and complete the MOM update within five days. A sound decision separates the controlling condition from convenience, then records the evidence before money, travel, work or a deadline makes the choice harder to reverse.

Match the decision to the situation

Only the mobile number changed

Update MOM within five days and save acknowledgement. Confirm the condition before treating that route as settled.

The residential address changed

Validate housing, then update through OFWAS. Confirm the condition before treating that route as settled.

The new address fails a housing check

Do not register an unsuitable address; arrange compliant housing. Confirm the condition before treating that route as settled.

Passport or personal particulars changed too

Use the separate WP Online particulars route. Confirm the condition before treating that route as settled.

Record the actual change date

[MOM Work Permit change guide](#) states the controlling point used here: Employers must update a worker address or mobile number within five days and use OFWAS for address updates. The five-day clock follows the real change, not the next payroll cycle. Ask the worker to report moves immediately.

For record the actual change date, this becomes consequential when • Only the mobile number changed • applies. The next move is to update MOM within five days and save acknowledgement, but only after the underlying condition has been verified and dated.

Verify the address first

An OFWAS submission does not cure prohibited or overcrowded accommodation. Check housing type, permitted use and occupancy.

For verify the address first, record the result as confirmed, pending or not applicable. If it is still pending, do not let a convenient assumption close the gap; identify the person or service that can resolve it and the last safe time to ask.

Use the correct channel

OFWAS handles address information, while WP Online and request forms handle other changes. Route each field to the stated service.

For use the correct channel, this becomes consequential when • The new address fails a housing check • applies. The next move is to do not register an unsuitable address; arrange compliant housing, but only after the underlying condition has been verified and dated.

Keep worker consent and contact

[MOM housing for migrant workers](#) states the controlling point used here: Employers must ensure Work Permit holders live in permitted housing that meets applicable occupancy and registration rules. A current mobile number supports notices and emergency contact. Confirm the number with the worker before submission.

For keep worker consent and contact, record the result as confirmed, pending or not applicable. If it is still pending, do not let a convenient assumption close the gap; identify the person or service that can resolve it and the last safe time to ask.

Reconcile related systems

Dormitory, payroll, insurer and internal emergency records may not update automatically. Run a controlled downstream update list.

For reconcile related systems, this becomes consequential when • Only the mobile number changed• applies. The next move is to update MOM within five days and save acknowledgement, but only after the underlying condition has been verified and dated.

Save the acknowledgement

A dated receipt proves when and what was filed. Store it with the housing evidence and change notice.

For save the acknowledgement, record the result as confirmed, pending or not applicable. If it is still pending, do not let a convenient assumption close the gap; identify the person or service that can resolve it and the last safe time to ask.

A five-day address-change countdown with housing verification before filing

Start with Record the actual change date, then test Verify the address first and Use the correct channel. Show the input, the condition applied and the resulting action in separate columns. If a number is calculated, retain the arithmetic; if a route is selected, retain the branch that ruled out the alternative.

Input or condition	Evidence to keep	Decision it changes
Only the mobile number changed	Ask the worker to report moves immediately.	Update MOM within five days and save acknowledgement
The residential address changed	Check housing type, permitted use and occupancy.	Validate housing, then update through OFWAS
The new address fails a housing check	Route each field to the stated service.	Do not register an unsuitable address; arrange compliant housing

A downstream systems map for MOM, payroll, insurer and emergency contacts

Use Keep worker consent and contact, Reconcile related systems and Save the acknowledgement as the verification pass. Check the live condition, note the time checked and keep the response or document that supports the conclusion. Unknowns remain visible until resolved; they should not be replaced by a guessed price, deadline, eligibility result, service level or operating detail.

Worked example

A worker moves on Friday evening and tells HR on Monday. The control should retain Friday as the change date, not Monday as a convenient start. HR checks that the address is permitted, files through OFWAS within the five-day period and saves the acknowledgement, then updates its separate payroll

and emergency-contact records.

The example is a calculation or decision model, not a guarantee. Change one material input at a time, preserve the original inputs and recheck the live authority or operator page before relying on the result.

Before you commit

1. Update MOM within five days and save acknowledgement.
2. Validate housing, then update through OFWAS.
3. Do not register an unsuitable address; arrange compliant housing.
4. Use the separate WP Online particulars route.
5. Save the date and evidence used for every material condition.
6. Stop and ask the controlling authority, operator or qualified professional if a disputed fact changes the outcome.

Build the compliance record around the legal entity, triggering event, effective date, responsible officer, filing channel and acknowledgement. That sequence exposes a missing approval or access role before it becomes a late or incorrect submission.

Limits

Housing rules vary by sector, worker and premises. MOM's live services and current housing requirements control.

For an adjacent live guide, see [Retrenchment Notification: Start the Five-Day Clock Right](#). If the next decision shifts to a second practical issue, [Outsourced PWM Leave Rises to 10 Days: Plan the Contract](#) provides the relevant progression without duplicating this primary intent.

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