

Name of Employer: Bala

Name of FDW: Ff

DOCUMENTS FILING		Checked	EA Filed	Employer Filed
1	Employer and spouse data sheet		YES	
2	Services & Fee Schedule		YES	
3	Rest day Form		YES	
4	Form 12B		YES	YES
5	Package Form		YES	YES
6	Authorisation For Collection Of Work Permit Card		YES	YES
7	Job Conformation Form		YES	YES
8	Job Handing Or Take Over Form		YES	YES
9	Maids Contract		YES	YES
10	Maid Belonging Form		YES	YES
11	LGS Standard Employment Contract		YES	YES
12	Std Service Agreement		YES	YES
13	Safety Agreement Between Foreign Domestic Worker And Employer Mom		YES	YES
14	MOM Authorisation Form for Foreign Domestic Worker Work Pass Transactions		YES	YES
15	.Invoice		YES	YES
16	Employer and spouse income tax form		YES	YES
17	Maid Salary		YES	YES

Sales Rep: Super Admin

Reg No: Sss999

Checked by:

Reg No:

# LGS/LGS

Addree | Tel: (65) 6468 3831 | Fax: (65) 6468 2969 | E-mail: lgshr@gmail.com Agency No: 03C4483

Information obtain is solely for the purpose of work permit application. None of it should be divulged for any purposes.			
	Employer	Spouse	
Name	Bala		
Date of Birth	0000-00-00	0000-00-00	
NRIC No. / FIN			
Passport (foreign national only)			
Residential Status	<input type="checkbox"/> S'Porean <input type="checkbox"/> 'PR <input type="checkbox"/> EP <input type="checkbox"/> Retiree <input type="checkbox"/> DP Others, Please specify _____	<input type="checkbox"/> S'Porean <input type="checkbox"/> 'PR <input type="checkbox"/> EP <input type="checkbox"/> Retiree <input type="checkbox"/> DP Others, Please specify _____	
Profession			
Company			
Mobile Phone	6565656556		
Home Phone			
Email Address	ssasji@gmail.com		
Address		Postal Code _____	
Type of House	<input type="checkbox"/> Bungalow <input type="checkbox"/> Terrace <input type="checkbox"/> HDB 0 ____ Room <input type="checkbox"/> Condominium <input type="checkbox"/> Semi-D Others _____		
Name Of Family Members		Relationship	Birth Cert, FIN or PPNo.
Date of Birth			
Is the Marriage Registered in Singapore with Registry of Marriages / Muslim Marriages? YES / NO no			
Purpose of this application to hire Cus Info			
<input type="checkbox"/>	A new FDW	<input type="checkbox"/>	A replacement
<input type="checkbox"/>		<input type="checkbox"/>	An Additional FDW
	W/Pno. Of FDW to be replace. _____		
Kindly provide us with the following documents to facilitate your application: 1. Copy of NRIC Green Card (Employer & Spouse) 2. Copy of Children birth cert.Green Card 3. Copy of your Income Tax Notice of Assessment from the inland Revenue (Employer & Spouse)			
For EXPAT employers that just arrive Singapore and still not liable for Income tax yet kindly provide us a letter from your company stating your : 1. Designation _____ 2. Commencement date of your employment _____ 3. Monthly Income: _____			
FDW selected: ff		Passport No: 55555	Salary S\$ 55
I, bala _____ of NRIC/Passport No _____ authorize my agent to proceed with the application on my behalf.			
Employer's Signature / Date		Super Admin/ Sss999	



## Services & Fees Schedule

### **PART A: Description**

Date: 15-03-2017

Name of FDW: Ff  
Nationality: Nationality Name  
Passport No: 55555  
Salary: 55  
Type: \_\_\_\_\_

### **PART B: Agency Fees**

The Agency Fees shall include the following:

1	Agent Services Deposit (\$ _____)	\$ <u>100</u>
2	MOM Work Permit Application	\$ <u>200</u>
3	MOM Work Permit Issuance	\$ <u>300</u>
4	Medical Examination	\$ <u>400</u>
5	SIP	\$ <u>500</u>
6	SIP Transportation	\$ <u>600</u>
7	Thumbprinting	\$ <u>700</u>

Total Agency Fees: 2,800

Note: Cost for Replacement within the Maximum Replacement \_\_\_\_\_ months:

@ First Replacement Cost: :	\$ <u>800</u>
@ Second Replacement Cost: :	\$ <u>900</u>
@ Third Replacement Cost:	\$ <u>1,000</u>

### **PART C: Insurance Fees**

1	Medical Insurance	\$ <u>1,100</u>
2	Medical Insurance with SBP	\$ <u>1,200</u>
3	Embassy Bond	\$ <u>1,300</u>

Total Insurance Fees: 3,600

### **PART D: FDW Placement Fee**

1	FDW Service Fee	\$ <u>1,400</u>
2	Supplier Recruitment Costs	\$ <u>1,500</u>

Total Placement Fees: 2,900

### **Part E: Others**

1	Counselling Services (\$ _____ per session)	\$ <u>1,600</u>
2	Food & Lodging (\$ _____ per day)	\$ <u>1,700</u>
3	FDW Additional Fee	\$ <u>1,800</u>
4	Others : Philippine Embassy Documentation	\$ <u>1,900</u>
5	Others : One-way Airticket	\$ <u>2,000</u>

Total Other Fees: 9,000

Total Fees Payable: 21000

I confirmed that the various types of fees and deposit in the Package have been explained to me.

\_\_\_\_\_  
Signature by Employer  
Name: Bala  
NRIC / FIN: Sadew

\_\_\_\_\_  
Signature of EA  
Name: Super Admin  
Registration No: Sss999

**AGREEMENT BETWEEN FOREIGN DOMESTIC WORKER (FDW) AND EMPLOYER ON  
FDW WEEKLY REST DAY ARRANGEMENT**

Parties Involved	FDW	Employer
Name	Ff	Bala
NRIC/WORK Permit No.	55555	

This agreement is made between (a) the Ff and (b) the Bala in accordance with the Ministry of Manpower's regulations on the provision of a weekly rest day for FDWs. Please refer to Annex A on excerpt from the Employment of Foreign Manpower (Work Passes) Regulations.

**Terms of Agreement:**

We, the FDW and the Employer, agree that the employer shall grant the FDW:

☐ One rest day for every week. The rest day shall be granted on ffff (day of the week);

OR

☐ \_\_\_\_\_ rest days in a month on \_\_\_\_\_ (day of the week) with compensation in lieu at \$\_\_\_\_\_ for each rest day forgone.

\_\_\_\_\_  
FDW's Signature

\_\_\_\_\_  
Employer's Signature

Date:

Date:

[For any subsequent variations that are agreed between the employer and FDW, the following record should be maintained]

We, the FDW and the Employer, agree that the employer shall grant the FDW:

☐ Rest day on \_\_\_\_\_ (date) in lieu of rest day forgone on \_\_\_\_\_ (date);

OR

☐ Compensation in lieu at \$\_\_\_\_\_ (minimum of 1 day's pay) for working on rest day on \_\_\_\_\_ (date)

\_\_\_\_\_  
FDW's Signature

\_\_\_\_\_  
Employer's Signature

Date:

Date:

**Form 12B For Work Permit Applicants/Holders Only**

Immigration Act (Chapter 133)

Immigration Regulations [Regulations 12(2) and 12(5)]

**Application For A ☐ Visit Pass [Regulations 12(2) and 12(5)]**☐ **Visa****Part A: Particulars of Applicant**

Full Name in BLOCK LETTERS (Underline Surname)  FF	Name in Chinese Character, if applicable
Alias, if any	
Work Permit Number:	
Have you ever been refused entry into or deported from any country?	*Yes / No
Have you ever been convicted in court of law in any country?	*Yes / No
Have you ever been prohibited from entering Singapore?	*Yes / No
Have you ever entered Singapore using a different Passport and Name?	*Yes / No
If Yes for any or all of the above, give details on a separate sheet of paper.	

**Part B: Particulars of Local Sponsor**

Please note that the local sponsor is responsible for the stay, maintenance and repatriation of the applicant.

Identity Card Number (applicable to Employer of Foreign Domestic Worker)	Name and Address of Sponsor (Company's Stamp - if applicable)	Relationship to Applicant
SADEW	Bala Sedawedaw	EMPLOYER

**Part C: Declaration By Applicant**

I hereby declare that all the particulars furnished by me in this application are true.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I understand that if the Controller of Immigration is satisfied that I or any of my family member breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my Immigration Pass and the Passes of my family members, and we may be required to leave Singapore within 24 hours of such cancellation.

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date*(Delete where inapplicable)*

The above form is updated on 15 April 2004

**LGS**

587 Bukit Timah Road, #03-21 Coronation Shopping Plaza, Singapore 269707  
Tel : 64683831

**Package****PART A: Description**Date: 15-03-2017

Name of FDW: Ff  
Nationality: Nationality Name  
Passport No: 55555  
Salary: 55  
Type: \_\_\_\_\_

**PART B: Agency Fees**

The Agency Fees shall include the following:

1	Agent Services Deposit (\$ _____)	\$ <u>100</u>
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Total Agency Fees: 2,800

Note: Cost for Replacement within the Maximum Replacement \_\_\_\_\_ months:

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@ Second Replacement Cost: : \$ 900  
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3	Embassy Bond	\$ <u>1,300</u>

Total Insurance Fees: 3,600**PART D: FDW Placement Fee**

1	FDW Service Fee	\$ <u>1,400</u>
2	Supplier Recruitment Costs	\$ <u>1,500</u>

Total Placement Fees: 2,900**Part E: Others**

1	Counselling Services (\$ _____ per session)	\$ <u>1,600</u>
2	Food & Lodging (\$ _____ per day)	\$ <u>1,700</u>
3	FDW Additional Fee	\$ <u>1,800</u>
4	Others : Philippine Embassy Documentation	\$ <u>1,900</u>
5	Others : One-way Airticket	\$ <u>2,000</u>

Total Other Fees: 9,000Total Fees Payable: 21000

I confirmed that the various types of fees and deposit in the Package have been explained to me.

\_\_\_\_\_  
Signature by Employer  
Name: Bala  
NRIC / FIN: Sadew

\_\_\_\_\_  
Signature of EA  
Name: Super Admin  
Registration No: Sss999

Date: 15-03-2017

To: Work Pass Service Centre (WPSC)

Dear Sir/Madam,

**RE: AUTHORISATION FOR COLLECTION OF WORK PERMIT CARD**

Name of Applicant : Ef

Work permit No :

I hereby authorize Super Admin Nric No:GABRIEL NRIC

from Lgs to collect the work permit card on my behalf.

Thank You.

Yours faithfully,

Employer's Name : Bala

Nric No : SADEW

Company Stamp

**Job Scope Sheet for Foreign Domestic Worker****Employment Agency Name:**LGS**License No** : 45555**Reference No** : A00001

This job scope sheet pertains to the job offer made by the *Employer* to the *FDW*. It shall be translated into the FDW's language and given to her before she signs the employment contract.

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**Particulars of Parties***The Employer*Full Name: Bala NRIC/Passport No.: Sadew*The Foreign Domestic Worker (FDW)*Full Name: Ff Passport No.: 55555**Job Scope****1. Persons in household of Employer's family:**

0 adults

0 young adults aged 13 to 18

0 children aged 5 to 12

0 children aged between 3 to 5

0/babies below 3

\_\_\_\_\_ person(s) requiring constant care and attention (excluding babies)

**2. The FDW shall be required to perform domestic duties as follows (to tick where applicable):**☐ Household chores☐ Cooking☐ Looking after aged person(s) in the household [constant attention is \*required/not required]☐ Baby-sitting☐ Child-minding☐ Others (please specify):

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**3. Place of Work (to tick where applicable):****a) House Type:**☐ Landed Property☐ Condominium/ Private Apartment☐ HDB 5-room or larger☐ Baby-sitting☐ HDB \_\_\_\_\_-Room Flat (*specify no. of rooms*)☐ Others \_\_\_\_\_ (*specify*)**b) Number of Bedrooms in the house:** \_\_\_\_\_

Employer Signature: \_\_\_\_\_ FDW Signature: \_\_\_\_\_



Addree

Tel: (65) 64683831 Fax: (65) 64682969 E-mail: lgshr@ymail.com

**JOB CONFIRMATION**

REF NO.:A00001

TO			
FROM	Super Admin	DATE	15-03-2017
Applicant selected	ff	Passport No.	55555
Salary Offered	55,	Date of Arrival	

**EMPLOYER'S INFORMATION**

Name of Employer	bala		
OTHER Members			
No. of Children	0		
Children Age/s		Expecting baby: no (Mth del 0000-00-00 )	
Type of Residence	( )Bungalow ( )Semi-D ( )Terrace ( )Condo HDB ( )		Others :

**MAIN DUTIES (According to Priority)**

Care for New Born Day/Night ( )	Cooking ( )	No. / Type of Pets :
Care of Children ( )	Cleaning ( )	Care of Pets ( )
Care of Elderly ( )	Laundry ( )	Care of Garden and Plants ( )
Care of Disable ( )	Ironing ( )	Wash Employers Car ( )

Language Requirement \_\_\_\_\_

REMARKS :

I clearly understand all the terms above and I am willing to accept all of the abovementioned. I PROMISE TO COMPLETE MY TWO YEARS CONTRACT. Please kindly proceed my application. If I withdraw after acceptance, I will compensate **LGS HR Consultants Pte Ltd** the costs of processing my papers.

\_\_\_\_\_  
Signature of Applicant

Name : ff \_\_\_\_\_

Date : 15-03-2017 \_\_\_\_\_

\_\_\_\_\_  
Super Admin / Signature / Sss999

# LGS HR Consultants Pte Ltd

## EMPLOYER'S ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS

EMPLOYER NAME : Bala

MAID NAME : Ff

PASSPORT NUMBER : 55555

ADDRESS : Sedawedaw

CONTACT NO. : 6565656556

### DOCUMENTS

- |  |                          |
|--|--------------------------|
| 1. Copy of signed <b>Monthly Salary</b>                          | <input type="checkbox"/> |
| 2. Copy of signed <b>Agency Contract</b>                         | <input type="checkbox"/> |
| 3. Copy of signed <b>Employment Contract</b>                     | <input type="checkbox"/> |
| 4. Copy of <b>IPA</b>  | <input type="checkbox"/> |
| 5. Copy of <b>Original Insurance Policy / Banker's Guarantee</b> | <input type="checkbox"/> |
| 6. Copy of <b>Passport Copy / Job Confirmation</b>               | <input type="checkbox"/> |
| 7. Copy of <b>Biodata</b>  | <input type="checkbox"/> |
| 8. Maid <b>Handed Over</b>                                       | <input type="checkbox"/> |
| 9. MOM <b>FDW Handy Guide &amp; Safety Guidelines</b>            | <input type="checkbox"/> |
| 10. FDW <b>Extendable Wiper</b>                                  | <input type="checkbox"/> |
| 11. FDW <b>Safety Advisory &amp; Observation Checklist</b>       | <input type="checkbox"/> |
| 12. FDW <b>Medical Examination Result</b>                        | <input type="checkbox"/> |

\_\_\_\_\_  
Super Admin / SIGNATURE

15-03-2017  
DATE

### DOCUMENTS

- |                                |                          |
|--------------------------------|--------------------------|
| 1. <b>Original Work Permit</b> | <input type="checkbox"/> |
| 2. <b>Original Passport</b>    | <input type="checkbox"/> |

\_\_\_\_\_  
Super Admin/SIGNATURE / DATE

\_\_\_\_\_  
Super Admin /signature / Sss999

## HANDING & TAKING OVER FORM

Information		Facilitation	Date
Reference No	A00001	Application of WP	29-03-2017
Employer's Name	bala	Approval of WP	
FDW's Name	ff	BG/Insurance	
Passport No	55555	Arrival of FDW	
Work Permit No		Medical Examination	
		Settling In Programme	
		Thumb Print	
		Collection of WP	

Documents Handed Over to FDW		Documents Handed Over to Employer	
Description	Signature	Description	Signature
FDW's Passport		Employment History	
Work Permit		Services & Fees Schedule	
IPA		IPA	
Employment Contract		Medical Report	
Rest day Agreement		Rest day Agreement	
Safety Agreement		BG/Insurance	
SIP Assessment		Safety Agreement	
Payment Schedule		Employment Contract	
FDW PF Record		Service Agreement	
FDW Receipt		SIP Assessment	
		Receipts	

I, bala, NRIC/Passport No: 55555 hereby confirm that  
ff, 55555, Passport No: 55555 is the FDW employed by me and I take custody and  
responsibility of the FDW with effect from                     .

\_\_\_\_\_  
Signature of Employer

Name: bala

Date: 15-03-2017

\_\_\_\_\_  
Signature of EA Personnel/ Super Admin / Sss999

## MAID'S CONTRACT

- 1) You are employed as a maid for two years contract. (Anda di ambil sebagai pekerja pembantu rumah selama dua tahun mengikut perjanjian contract.)
- 2) Your monthly salary is S\$ 55 per month with no day off.(Gaji anda ialah S\$ \_\_\_\_\_ sebulan tanpa hari cuti.)
- 3) On completion of contract,your employer will pay for your passage back to Indonesia.(Selepas tamat contract anda,majikan anda akan membayar pembelanjaan untuk balik ke Indonesia)
- 4) However,should you resign than you must pay your passage back to indonesia.(Tetapi,jikalau anda berhenti kerja,anda hendaklah membayar pembelanjaan untuk balik ke Indonesia sendiri.)
- 5) Should you commit theft,fraud or dishonest act you will be repatriated.(Jikalau anda melakukan kesalahan seperti kecurian,penipuan atau pecah amanah anda akan segeradihantar pulang.)
- 6) You are not allowed to make calls unless with the permission of your employer.(Anda tidak dibenarkan menggunakan talifon tanpa izin dari majikan anda)
- 7) Should you make any oversea calls you must pay for the charges incurred.(Jikalau anda membuat panggilan talifon ke luar negeri,anda mesti membayarnya sendiri)
- 8) You must promise not to bring friends or relatives to the house.(Anda dikehendaki berjanji untuk tidak membawa kenalan dan saudara mara anda di rumah majikan anda.)
- 9) At all times you are expected to maintain a high standard of personal hygiene.(Pada setiap masa anda dikehendaki untuk menjaga kebersihan diri anda dengan baik.)
- 10) You must perform all duties/tasks assigned to you.(anda dikehendaki untuk membuat segala pekerjaan yang diberi kepada anda.)
- 11) You are not allowed to pray in the house.(Anda dibenarkan/tidak dibenarkan bersolat di rumah majikan anda.)
- 12) Must follow employers instruction and have manners.(Harus ikut arahan majikan dan harus bersopan santun)
- 13) Be honest. Any dishonest act, the employer will report to police.(tidak boleh ambil barang majikan,jika ambil majikan boleh melaporkan pada polis.)
- 14) Do not take or use things without permission, if require any, please ask.(Tidak boleh gunakan barang tanpa izin,jika ingin pakai,tanya dahulu.)
- 15) Anything you do not understand or have doubts concerning children or household matters,you may ask questions. However, do not ask things which does not concern you.(Jika anda tidak mengerti atau ada sesuatu hal tentang anak atau rumah,harus bertanya.)
- 16) After bringing children to school, go home straight away, do not loiter around downstairs or corridor.(Sesudah bawa ank pergi sekolah,cepat pulang.)
- 17) Must not tell lies.(Tidak boleh bohong.)
- 18) Do not sleep or watch tv when employer is not at home.(Tidak boleh tidur atau tonton tv jika majikan tiada di rumah.)

I, Ff hereby agree and accept the above mentioned terms condition for employment.

Saya, Ff setuju dan menerima segala perkara yang dijelaskan dan difahamkan yang tertulis di atas.)

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Employer's Signature & Date

Name: Bala

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Maid's Signature & Date

## MAID BELONGINGS

NAME : Ff \_\_\_\_\_

PASSPORT NUMBER : 55555 \_\_\_\_\_

### CHECKLIST

Phil. Peso : \_\_\_\_\_

Indo Rupiah : \_\_\_\_\_

Other : \_\_\_\_\_

US Dollar : \_\_\_\_\_

Singapore Dollar : \_\_\_\_\_

### CLOTHINGS

T-shirt : \_\_\_\_\_

Shorts : \_\_\_\_\_

Long pants : \_\_\_\_\_

Quarter pants : \_\_\_\_\_

Panty : \_\_\_\_\_

Bra : \_\_\_\_\_

Shoes : \_\_\_\_\_

Slipper : \_\_\_\_\_

Napkin : \_\_\_\_\_

Tooth paste : \_\_\_\_\_

Shampoo : \_\_\_\_\_

Body lotion : \_\_\_\_\_

Deodorant : \_\_\_\_\_

Bags : \_\_\_\_\_

Jewelry : \_\_\_\_\_

Handphone/Electronics : \_\_\_\_\_

Cosmetics : \_\_\_\_\_

Stationery : \_\_\_\_\_

Food : \_\_\_\_\_

Medicine : \_\_\_\_\_

Comb : \_\_\_\_\_

Bath Towel : \_\_\_\_\_

Tooth Brush : \_\_\_\_\_

Soap : \_\_\_\_\_

Perfume : \_\_\_\_\_

Others : \_\_\_\_\_

I hereby certify that the above information are true and correct.

\_\_\_\_\_  
Signature (MAID)

\_\_\_\_\_  
Super Admin/ Signature / Sss999

**STANDARD EMPLOYMENT CONTRACT  
BETWEEN FOREIGN DOMESTIC WORKER AND EMPLOYER**

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**Section A: Particulars of Parties in Contract**

(a) The Employer

Full Name: bala

NRIC / Passport No: Sadew

Address: Sedawedaw

(b) The Foreign Domestic Worker (FDW)

Full Name: Ff

Work Permit No: \_\_\_\_\_

Passport No: 55555

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**Section B: Terms of Contract**

1. EMPLOYMENT PERIOD & WORK PLACE

1. 1. The FDW shall be employed by the Employer as a domestic worker for a period of 2 years commencing from the date granted by the Controller of Work Passes to the helper to remain in Singapore to begin employment under this contract.
1. 2. The FDW shall work and reside only in the Employer's residence as specified in the FDW's work permit.

2. RESPONSIBILITIES OF THE FDW

2. 1. The FDW shall undertake to perform her work diligently and honestly at all times.
2. 2. The FDW shall not take up, and shall not be required by the Employer to take up, any other employment with any other person.
2. 3. The FDW shall be responsible for her own personal effects.
2. 4. The FDW's Job Scope sheet is attached as per Annex A.

3. REMUNERATION & BENEFITS

3. 1. The Employer shall pay the FDW a monthly basic salary of S\$ 55
3. 2. The salary shall be paid within 30 day of every month.
3. 3. The Salary shall be paid not later than 7 days after the monthly date of salary payment. The salary shall be paid in cash.
3. 4. The FDW shall acknowledge the amount received under her signature in the attached of Salary & Placement Fee Schedule. Where applicable, the FDW shall make repayment of her placement fee through monthly payments deducted from her salary in accordance with the Schedule.

4. RESPONSIBILITIES OF THE EMPLOYER

4. 1. The Employer shall provide, free of charge, at least three adequate meals a day to the FDW, over and above the salary paid.
4. 2. The Employer shall provide the FDW with 8 hours of rest nightly. For special care case, the FDW must be given reasonable rest periods during working hours.
4. 3. The employer shall also provide acceptable accommodation for the FDW. Such accommodation must be consistent with any written law, regulation, directive, and guideline, circular or other similar instruments issued by the Government of Singapore.
4. 4. The Employer has the legal obligation to provide safe working conditions and take steps to eliminate the risks involved in other household tasks in high-rise residences. The Employer shall abide by the Safety Agreement Form - FDW002.

4. 5. The Employer shall not verbally abuse or physically harm the FDW nor expose her to inhumane and cruel treatment.
4. 6. A FDW is ill treated if:
  4. 6. 1. The FDW is subjected to physical or sexual abuse, or to criminal intimidation;
  4. 6. 2. The employer or other person does, or causes the FDW to do, any act which causes or is likely to cause injury to the health or safety of the FDW;
  4. 6. 3. The employer or other person neglects or abandons the FDW in circumstances which cause or are likely to cause injury to the health or safety of the FDW; or
  4. 6. 4. The employer or other person commits an act detrimental to the welfare of the FDW.
4. 7. In the event the FDW falls ill or suffers personal injury during the period of employment in Singapore, the Employer shall provide free medical treatment to the FDW. Free medical treatment includes medical consultation, maintenance in hospital and emergency treatment. The FDW shall accept medical treatment provided by any registered medical practitioner.
4. 8. The Employer shall insure the FDW with personal accident/hospitalization coverage according to the requirements of the Ministry of Manpower of Singapore.
4. 9. In the event of a medical practitioner certifying that the FDW is unfit for further service during her term of employment, the Employer shall immediately take steps to repatriate the FDW to her country of origin at the employer's cost.
4. 10. In the event of the death of the FDW, the Employer shall pay the cost of transporting the FDW's remains and personal property to her country of origin.
4. 11. External communications shall be made available to the FDW and the Employer shall not deny the FDW of communication with her employment agency or family members.
4. 12. The FDW shall work only for the employer specified and in the occupation and sector specified in the work permit.

#### 5. REST DAYS

5. 1. As per MOM guidelines, the FDW is entitled to 4 rest days in a month, commencing from the first month of employment.
5. 2. Both Employer and FDW can mutually agree to opt for compensation in-lieu of day off. The compensation rate must be at least the FDW's daily wage for each rest day. This is payable on top of her monthly salary.
5. 3. The FDW's daily wage is calculated by dividing her basic monthly salary by 26 days.

#### 6. TERMINATION OF CONTRACT

6. 1. Either party may terminate this contract by giving 30 day notice.
6. 2. Either party may terminate this contract without notice if either party is in breach of the work permit condition(s).
6. 3. In cases where the Employer decides to terminate the contract under any circumstances, the Employer shall ensure the FDW's proper upkeep until she is repatriated or transferred to another employer, whichever is applicable.
6. 4. The employer shall be responsible for the cost of repatriation of the FDW at all times.
6. 5. Upon termination of this contract, the Employer shall bear the cost of repatriating the FDW to the \_\_\_\_\_ that affords the FDW reasonable access to her hometown. The employer may repatriate the FDW to a destination other than the FDW's country of origin:
  6. 5. 1. if the FDW so requests in writing, and the Controller of Work Pass is informed by the employer of the employer's intention to do so, before the repatriation occurs; or
  6. 5. 2. if the Controller of Work Pass so determines.

#### 7. EXTENSION OF CONTRACT

7. 1. Should both Employer and FDW agree to extend this contract, the FDW shall be entitled to a minimum 15 days paid home leave, inclusive of a paid round trip ticket (Singapore/country of origin/Singapore).
7. 2. If the FDW does not wish to utilize her home leave, the Employer shall compensate the FDW a lump sum equivalent to the cost of a round trip ticket and 15 days salary in lieu of home leave. Such compensation shall be made before the renewal of contract.

## 8. OTHERS

8. 1. In the event of any conflict or inconsistency between any term of this contract (including the Annexes) in the English language and any translation thereof in any other language, the English language version of this contract shall prevail.
8. 2. Any dispute arising from this contract shall be referred to the employment agency for mediation. If it cannot be settled, the dispute can be referred to AEA(S) or the relevant embassy, for alternative dispute resolution.
8. 3. Any alterations to this contract shall be deemed null and void.
8. 4. The Laws of Singapore shall be applicable to this Employment Contract.

---

### SECTION C: Employers Declaration

I have read and understood the contents of this Contract, and hereby agree to abide by it.

The Employer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by EA Personnel

Name: Super Admin

Registration: Sss999

---

### SECTION D: Foreign Domestic Worker's Declaration

I have read and understood the contents of this Contract, and hereby agree to abide by it.

Signature of FDW

Date: \_\_\_\_\_

Witnessed by EA Personnel

Name: Super Admin

Registration: Sss999



**SERVICE AGREEMENT**  
**BETWEEN FOREIGN DOMESTIC WORKER EMPLOYER AND EMPLOYMENT AGENCY**

Employment Agency Reference No: A00001

Parties to this Agreement to retain a signed copy of this Agreement.

The Agency shall highlight the following important clauses to the employer's attention: 2.1, 3.1, 3.4, 3.5, 3.6, 4.1, 4.2.3, 5.1, 5.4, 5.5, 5.7, 6.2, and 6.3. To affirm this, both the Employer and Agency shall initial to indicate their agreement to these clauses at the bottom of each page.

This Service Agreement is dated 15-03-2017 and made between:

**PARTIES:**

(A) LGS (EA License No: 03C4483) at registered business address  
Addree.

(B) bala NRIC/Passport No: Sadew with address at  
It is hereby agreed between the parties that:

**1. Appointment of Services**

1. 1. The Employer hereby appoints the Agency to secure the services of a Foreign Domestic Worker (FDW) (set out in the Services & Fees Schedule) for a contract of service on the terms and conditions that appear below.
1. 2. The period of this Service Agreement shall be from the date of signing this Service Agreement for a minimum period of 2 years or the expiry of the work permit whichever comes earlier, and subject to the clauses under Section 3 on Replacement and Guarantee.
1. 3. The Agency shall handover the FDW to the employer within **90 days** after obtaining the Letter of Notification to bring FDW into Singapore by Ministry of Manpower, subject to the conditions under Clause 3.2 Table 1.

**2. Fees Payment Charged on Employer**

2. 1. In consideration of the services to be provided by the Agency, the Employer shall pay the following fees as set out in the Services & Fees Schedule:

a) Total Package Fee of S\$ 17,195 will be charged on Employer:

- 1 Agent Services Deposit (\$       )\$ 100 .
- 2 MOM Work Permit Application\$ 200 .
- 3 MOM Work Permit Issuance\$ 300 .
- 4 Medical Examination\$ 400 .
- 5 SIP\$ 500 .
- 6 SIP Transportation\$ 600 .
- 7 Others : One-way Airticket\$ 2,000 .
- 8 Insurance and Bankers Guarantee \$ 13,000 .
- 9 Supplier Recruiter Fee of \$ 50 .
- 10 Embassy Documentation of\$ 45 .

b) Placement Fees

- a. The Placement Fee of S\$ 3300 comprises Service Fee charged on the FDW by the Agency and Overseas Recruitment Costs incurred by the FDW overseas.
- b. The Employer agrees to pay the Placement fee on behalf of the FDW which the Employer may contractually recover from the FDW in the form of salary deductions

c) A deposit of S\$ 20,000 shall be paid in full before the Agency submits the Employer's application to the Ministry of Manpower (MOM).

d) The balance of S\$ 500 shall be paid when the FDW reports for work / duty.

2. 2. Apart from the Agency Package Fees, the Agency confirms that there are no hidden or other costs or expense that the Employer shall be liable for except those, if any, under this Agreement.

2. 3 All payments ~~shall~~/shall not be subjected to prevailing Goods and Services Tax (GST).

### 3. Replacement and Guarantee

3. 1. According to the Services & Fees Schedule, the Employer is entitled to 1 replacement(s) of FDW from the Agency within a period of 6 month(s)/. This is subject to the conditions below and those stated in clause 4.

a) The replacement(s) shall be subjected to the following:

i. A new Services and Fees Schedule for replacement shall be signed.

ii. The replacement FDW shall be of the same nationality and selection criteria as the previous FDW unless both parties explicitly agree to the contrary. In the event that an Employer selects a replacement (FDW) whose nationality is different from that of the FDW to be replaced, the Employer shall have to pay the difference as prescribed in the Service & Fees Schedule if applicable.

iii. The replacement shall take effect within 2 month(s). After which time, if the Agency fails to provide a replacement, the Employer may choose to terminate this agreement. The Agency fee of S\$0 shall be refunded within 0 weeks.

3. 2. Under the circumstances depicted in Table 1, the Agency shall provide the employer with a replacement FDW at no additional cost. Such replacement(s) would not be counted towards the employer's entitlement in clause 3.1.

**Table 1.** *Circumstances where employers are **entitled** to replacements.*

- a) The FDW is refused entry into Singapore by the Immigration and Checkpoints Authority (ICA).
- b) FDW's Letter of Notification is revoked by the Ministry of Manpower (MOM).
- c) The issuance of a work permit to the FDW is incomplete.
- d) The FDW fails any entry requirements stipulated by MOM.
- e) FDW fails, refuses or is otherwise unable to come to Singapore for whatever reason(s) to take up the intended employment within 3 month(s) of the Employer's selection of the FDW

3. 3 In the event that the FDW needs to be repatriated as a result of the circumstances stated in clause 3.2, the Agency shall be responsible for and bear the cost of repatriation<sup>2</sup> of the FDW to the international port of entry that affords her reasonable access to her hometown within her own country.

3. 4 If the FDW is unable to be placed to the Employer, the agency shall provide the Employer with a replacement FDW at no additional cost and which shall not count towards the Employer's entitlement in **clause 3.1.**

**Table 2.** *Circumstances where employers are **not** entitled to replacements.*

- a) The Employer is found to have breached any Work Permit Conditions.
- b) The Employer terminates and repatriates the FDW without the Agency's prior knowledge and consent.
- c) If the FDW dies from any mishap or accident as a result of the employer's actions.
- d) If the FDW seeks the assistance of MOM and/or the embassy of the home country as a result of the employer's wrongful actions.
- e) FDW unable to transfer to another Employer.

3. 5 Under the circumstances depicted in Table 2, the Employer shall not be entitled to a replacement as provided in clause 3.1.

3. 6 Pursuant to clause 3.4, the Employer shall bear all the costs incurred, including medical expenses, for the duration of the relevant authorities' investigation in any event or despite any official finding or outcome.

3. 7 In the event that the Employer opts not to have a replacement FDW as stated in clauses 3.1 and 3.2 when FDW(s) which matches the Employer's selection criteria is available, the Employer shall not be liable to a service fee as stated in clause 5.1.

3. 8 After a replacement has been accepted by the Employer, the Employer **~~shall~~ / shall not** be entitled to any refund of the **Agency Fees** for the replacement FDW as set out in the Services and Fees Schedule (if any) has been paid.

#### 4. Conditions for Replacement/ Transfer

4. 1. The employer may request for a replacement after the FDW has worked for the Employer for a minimum of 30 days but before the expiry of the replacement period. Refer to Clause 3. If the employer insists to cancel the FDW's work permit after 30 days, balance of the placement amount will be borne by Employer.
4. 2. The grant of replacement is subject to the following:
  - a) The Employer agrees to transfer the FDW to a new employer specified by the Agency and will not in any way prevent or jeopardize the FDW's transfer or opportunity to seek re-employment with the new employer, unless the employer can show to the satisfaction of the Agency that the FDW is medically unfit to work as a domestic worker or has committed a criminal offence in Singapore.
  - b) For request of transfer, the Employer must sign Authorization Form for Transfer and the Consent to Transfer Form from the Work Pass Division to allow the FDW to seek employment with the new Employer.
  - c) The Employer must make the FDW available to the Agency for **21** days for her to be interviewed and re-deployed. During this period, the employer shall bear the cost of providing the FDW with food and accommodation at a rate of \$ 15.00 per day, (if applicable), in addition to the levy payable. The Employer **remains legally responsible** for the FDW and **includes but is not limited to bearing the costs of the FDW's medical expenses**.
  - d) If the Agency is unable to transfer the FDW after **21** calendar days, in writing, that the Employer remains legally responsible for the FDW, and that the Employer has the right to cancel the work permit and repatriate the FDW, if the FDW's work permit is still not cancelled.
  - e) In the event that the Agency requires further extension of time for the transfer of the FDW, the Agency shall get a written consent from the Employer for the extension.
4. 3 In the event of any fines or penalties imposed by the Immigration and Checkpoints Authority (ICA) and/or the Ministry of Manpower (MOM) if the FDW overstays due to any delay resulting from either the Employer's or the Agency's failure to complete the transfer of the FDW to the new Employer, the party at fault shall bear the costs.
4. 4 The Agency will provide or bring in the replacement FDW into Singapore only when the existing FDW's work permit application for transfer has been approved.
4. 5 In the event that the FDW seeks the protection of MOM, an NGO or the Embassy of her home country, the Agency will assist in resolving the matter. However, the agency shall not be held responsible for the FDW's action.
4. 6 The Agency reserves the right to arrange for a replacement subject to the selection of a new FDW by the Employer, in the event of delay or non-arrival of the FDW due to death, injury, sickness, civil unrest, war or any acts of God or other circumstances beyond the agency's control.
4. 7 The Employer reserves the right to reject the intended replacement and terminate this Agreement if the replacement does not fulfill Employer's selection criteria (based on the original selection criteria).

#### 5. Refund Policy

- 5.1. Agency Fees. The Employer shall be entitled to the following refunds of the Agency Fees (if any) less the administrative charge from the Agency within 2 week(s) if the Employer terminates the agreement orally, in writing or by conduct with the Agency in accordance to the following circumstances:

	Event	Administrative Charge
i.	<b>Before</b> the submission of the Work Permit application to MOM	S\$200
ii.	<b>After</b> the submission of the Work Permit application to MOM	S\$300
iii.	<b>If</b> the application is rejected by MOM	S\$300
iv.	<b>After</b> the Letter of Notification by MOM but before FDW arrives Singapore	S\$688
v.	<b>After</b> the Letter of Notification by MOM and after FDW arrives Singapore	S\$ <u>2,800</u> + Lodging \$15 per day
vi.	<b>After</b> the Letter of Notification, by MOM, relating to FDW on transfer	S\$ <u>2,800</u> + Lodging \$15 per day
vii.	<b>If</b> the Service Agreement is terminated by Employer under Clause 3.2 Table 1	No Charge

5. 2 If the FDW withdraws from her application before her arrival in Singapore, the Employer shall be entitled to terminate this Agreement or re-select a substitute FDW at no additional cost.
5. 3 If the employer decides to terminate the contract of the FDW prematurely and returns the FDW to the Agency, the Agency shall refund to the Employer any advance payment made in the form of placement fee on a pro-rated basis, within 2 week(s) (not exceeding 4 weeks) if the FDW can be transferred. 5.3.1 The Employer agrees to transfer the FDW to a new employer specified by the Agency and will not in any way prevent or jeopardize the FDW's transfer or opportunity to seek re-employment with the new employer, unless the employer can show to the satisfaction of the Agency that the FDW is medically unfit to work as a domestic worker or has committed a criminal offence in Singapore.
5. 4 In the following cases, the Agency and Employer shall share the settlement of the outstanding placement fee in the following manner within 2 week(s) (not exceeding 4 weeks).

		Agency %	Employer %
i.	FDW is found by the relevant authorities to have breached Work Permit conditions and/or is unable to remain in employment	N/A	100%
ii.	FDW has been transferred / assigned to another Agency / Employer by MOM or Police or NGOs	N/A	100%
iii.	Employer is found by the relevant authorities to have breached Work Permit conditions	N/A	100%
iv.	FDW runs away and/or is unwilling to continue employment in Singapore.	N/A	100%

5. 5 The Employer shall inform the Agency 3 week(s) before the FDW's services is terminated and repatriated.
5. 6 If the Employer decides to terminate the services of the FDW, the Employer shall inform the Agency for settlement of any outstanding issues between the FDW and Agency.
5. 7 If the Employer terminates this agreement and repatriates or transfers the FDW through another EA or to another Employer, when the placement fee set out in 2.1(ii) is still outstanding, the Employer **\*shall/shall not** be refunded the balance of the Placement Fee of the FDW.

## 6. Special Provisions

6. 1. The Agency should exercise due diligence in ensuring the accuracy of all personal information given in the bio-data of the FDW, within the agency's reasonable control to check and verify.
6. 2. The Agency shall furnish the Employer with the employment history of the FDW. The Agency shall obtain such information from the Ministry of Manpower and ensure that the most updated information is made available to the Employer during the FDW selection process. The Employer shall acknowledge on the MOM print-out that he has received this information.
6. 3 The Agency shall provide the Employer with a copy of the FDW's Singapore entry medical examination records. (This is not applicable for FDW who is currently working in Singapore.)
6. 4 The Agency shall ensure that the FDW arrives on time as scheduled, but should there be any delay not caused by the Agency, the Agency will not be liable for any claims made by the Employer for consequential loss or delay.
6. 5 The Employer shall permit the Agency or such authorized persons as the Agency may appoint to visit the work location to determine the welfare of the FDW and to observe and adjudge the performance of her obligations to the Employer or Agency.
6. 6 Should the Employer require the Agency to provide food and lodging for the FDW (under circumstances that do not violate the regulations and guidelines set by the Ministry of Manpower), the employer shall pay \$ 15 per day, (if applicable) to the Agency for provision of this service. The Agency shall charge in advance 21 days for food and lodging on return of the FDW to the Agency's office. These costs cannot be recovered from the FDW.
6. 7 Should the Agency agree to provide food and accommodation for the FDW as stated in clause 6.6, the Employer shall remain legally responsible for the FDW. This includes but is not limited to bearing the costs of the FDW's medical expenses. Prior to providing food and accommodation for the FDW, the Agency shall inform the Employer that the Employer is legally responsible for the FDW.
6. 8 The Employer shall be liable to pay the Agency a sum of S\$ 0 (if any) for each counseling session at the \*Agency's premise / Employer's residence, as requested by the Employer and conducted by the Agency. However, this sum is not payable if the Employer has previously made payment (set out in the Services & Fees Schedule).
6. 9 The employer shall inform the Agency of the FDW's repatriation with the same period of notice given to the FDW for termination of employment, as that provided for in the Employment Contract.

## 7. **Renewal of Contract**

At the completion of the two years of service by the FDW, this Agreement shall be renewed if the Employer agrees to pay a service fee prevailing at the time of renewal. If the employer decides not to extend the Agreement or the Agency did not receive any fees for the extension of the Agreement, the Agreement is deemed to have been terminated immediately and the Agency shall be discharged from all future responsibilities and obligations under this Agreement. The Employer shall agree to take over the full responsibility of the FDW while she remains in Singapore.

## 8. **Force Majeure**

In the event that any party shall be rendered unable to carry out the whole or any part of its obligations under this Agreement for any reason beyond the control of that party, including but not limited to acts of God, force majeure, strikes, war, riot and any other causes of such nature, then the performance of the obligations hereunder of that party or all the parties as the case may be and as they are affected by such cause shall be excused during the continuance of any inability so caused, but such inability shall as far as possible be remedied with all reasonable dispatch.

## 9. **Confidentiality**

All information provided by the Employer under this Agreement shall be kept strictly confidential and shall be used solely for the purpose of processing the Work Permit application of the FDW.

## 10. **Dispute Resolution**

10. 1. Any dispute or complaint instituted by the Employer or the FDW during the currency of the employment contract shall be brought to the attention of the Agent in writing. Any counseling and or mediation between the parties shall be conducted during office hours at the Agency office.
10. 2. Third Party Mediation. If the Agency is unable to resolve the grievance(s) of the Employer under Clause 10.1 or if the parties are unable to resolve any dispute between them with respect to this Agreement, the parties shall refer the grievance(s) or dispute to Association of Employment Agencies (Singapore). The parties hereby agree to such procedures and to pay such fees as Association of Employment Agencies (Singapore) may prescribe from time to time.
10. 3 The parties may also refer the grievance(s) or dispute to Singapore Mediation Centre. 3
10. 4 Alternative Dispute Resolution Mechanisms. If the dispute arising from this Agreement cannot be settled by mediation, either party may choose to bring the dispute before an arbitration panel provided by the relevant Accreditation Body or seek the assistance of the Courts.

## 11. **Precedence to Other Agreement**

In the event of there being any inconsistency between the terms of this Agreement and the terms of any other agreement (oral or written) entered into between the Agency and the Employer, the terms of this Agreement shall prevail and the terms of such other agreement shall be deemed to be amended to the extent necessary for it to be read as being consistent with this Agreement.

## 12. **Severability of Provision**

If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and it shall in no way affect or prejudice the enforceability of the remainder of such provision or the other provisions of this Agreement.

## 13. **Third Party Rights**

A person who is not a party to this Agreement has no right under the Contracts (Rights of Third Parties) Act, Chapter 53B of Singapore or any other laws in any jurisdiction to enforce any term of this Agreement.

14. **Entire Agreement**

This Agreement sets forth the entire agreement and understanding between the parties or any of them in relation to the FDW and no party has relied on any warranty or representation of any other party except as expressly stated or referred to in this Agreement.

15. **Termination of Agreement**

Any party intending to terminate this agreement shall provide at least \_21\_ day(s) prior notice to the other party. The Agency shall be able to exercise the right to terminate this contract should the Employer fail to provide necessary documents sufficient for work permit application within \_7\_ days from the date of confirmation and will refund the service fee less the administrative charges set out in Clause 5.1.

16. **Miscellaneous**

16. The Employer shall observe and comply with all laws and regulations and government policies affecting this Agreement (including  
1. but not limited to The Employment of Foreign Workers Act, The Immigration Act, and The Immigration Regulations) which may be made from time to time. The Employer shall give all notices and pay all fees required to be given or paid under any law in force in Singapore.
16. It is the Employer's responsibility to receive or send the FDW from/to the premises of the Agency for reasons pertaining to  
2. deployment, re-deployment (FDW seeking new employer) or counseling.

IMPORTANT NOTES:

- i) The FDW is deemed to be in the custody and the responsibility of the Employer at all times until such time as the work permit is cancelled and the FDW is repatriated, or until a transfer approved by the Ministry of Manpower and the FDW is handed over to the new employer.
- ii) The Employer continues to pay all levies imposed by the relevant authorities until a transfer is approved or the work permit is cancelled in the prescribed manner.

IN WITNESS whereof this Agreement has been entered into the day and year first above written, the contracting parties having read and understood the terms and conditions of this contract hereunto set their signatures below.

\_\_\_\_\_  
Signature of Employer

Name: Ff

NRIC/Passport No: \_\_\_\_\_

Date: 15-03-2017

\_\_\_\_\_  
Signed for and on behalf of Agency

EA Name: Super Admin

EA Reg No: Sss999/

Date: 15-03-2017



FDW002

## Safety Agreement Form -



## Instructions:

Authorised EA Name
LGS

**SAFETY AGREEMENT BETWEEN FOREIGN DOMESTIC WORKER AND EMPLOYER**

This agreement is made between (a) The Employer and (b) The Foreign Domestic Worker (FDW) and facilitated by (c) The Employment Agency (EA) to accord with the Ministry of Manpower's regulations on conditions for window cleaning.

[Refer to Annex A on excerpt from the Employment of Foreign Manpower (Work Passes) Regulations ("the Condition")]

Employers of FDWs shall not permit their FDWs to clean the window exterior except where two conditions are met:

- Window grilles have been installed and are locked at all times during the cleaning process; and**
- The employer or an adult representative of the employer is physically present to supervise the FDW.**

The rules will apply to all homes, except for windows that are at the ground level or along common corridors.

Part A-Employer		
Employer Name	Bala	
NRIC No./FIN	SADEW	
Contact No.	6565656556	
Residential Address	Sedawedaw	
Residential Dwelling Type	<input type="checkbox"/> HDB Apartment <input type="checkbox"/> Private Apartment/Condominium <input type="checkbox"/> Landed Property	
Do I require my FDW to clean window exterior?		
<input type="checkbox"/> Yes		<input type="checkbox"/> No
(i) Location of window exterior	<input type="checkbox"/> On ground floor <input type="checkbox"/> Facing common corridor <input type="checkbox"/> Others If Others is selected, proceed to (ii)	
(ii) Grilles installed on windows required to be cleaned by FDW	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes is selected, proceed to (iii)	
(iii) Adult supervision when cleaning window exterior	<input type="checkbox"/> Yes <input type="checkbox"/> No	



FDW002

## Safety Agreement Form -

**Continuation of Part A - Employer**

☐ I have received the advisory letter and trainer's assessment checklist from the Settling-In-Programme(for employers of first-time FDWs)

[The Employer is required to choose only **one** of the following options]

☐ I understand the Conditions and I will not require my FDW to clean the window exterior of my home.

☐ I understand the Conditions and I require my FDW to clean only the window exterior on the ground floor of my home.

☐ I understand the Conditions and I require my FDW to clean only the window exterior along the common corridor of my home.

☐ I require my FDW to clean the window exterior of my home, and I shall ensure that the grilles are locked when cleaning the window exterior and cleaned only when supervised by myself or my adult representative.

Signature/ Date

*Employer is to ensure that Part-A is duly completed before the agreement is signed and dated. Do not pre-sign the agreement or sign on in complete form.*

**Part-B Employment Agency**

Name Super Admin

Registration No. SSS999

I have explained the Conditions to the Employer and advised the Employer that he \* can/cannot require the FDW to clean the window exterior of his home based on the information presented in Part A [\* to delete accordingly]

Signature/ Date

**Part-C Foreign Domestic Worker**

Name Ff

WP No.

☐ I shall abide by my Employers instructions to clean the window exterior safely in compliance with the Condition

[The FDW is required to choose only **one** of the following options.]

As indicated by the Employer above:-

☐ I understand that I am not required to clean the window exterior of my employers home.

☐ I understand that I am required to clean only the window exterior on the ground floor of my employers home.

☐ I understand that I am required to clean only the window exterior along the common corridor of my employers home.

☐ I understand that I am required to clean the window exterior of my employers home, and I shall ensure that I clean the window exterior only when the grilles are locked and only when supervised by my employer or his adult representative.





FDW002

## Safety Agreement Form -



messages.malaysia5

Foreign Housemaid required to choose one course from the following options.

As proposed by the employers listed above:

☐ I shall abide by my Employers instructions to clean the window exterior safely in compliance with the Condition [The FDW is required to choose only one of the following options.] As indicated by the Employer above:-

☐ I understand that I am not required to clean the window exterior of my employers home.

☐ I understand that I am required to clean only the window exterior along the common corridor of my employers home. .

I understand that I am required to clean the window exterior of my employers home, and I shall ensure that I clean  
☐ the window exterior only when the grilles are locked and only when supervised by my employer or his adult representative.

Signature/ Date / Tanda  
Tangan / Tanggal

## Part-D Employment Agency

I have explained the Conditions to the FDW and advised the FDW that she can/cannot clean the window exterior of the residential address based on the employers declaration in Part-A[\*to delete accordingly]

Signature/ Date

**Annex A****Condition 4A of the Employment of Foreign Manpower Regulations**

The employer shall provide safe working conditions and take such measures as are necessary to ensure the safety and health of the foreign employee at work. This includes

- a) Not permitting the foreign employee to clean the outward facing side of any window not located on the ground level or not facing a common corridor if the window is not fitted with a grille securing against any adult extending any part of this body beyond the window ledge except his arms; and
- b) In the case of a window referred to in paragraph (a) fitted with a grille of the description specified in that paragraph, not permitting the foreign employee to clean the outward facing side of the window unless at all times during the cleaning process-
  - i. The grille is locked or secured in a manner that prevents the grille from being opened;
  - ii. The foreign employee remains inside the room
  - iii. No part of the foreign employees body extends beyond the window ledge except the arms; and

The foreign employee is supervised by the employer, or an adult representative of the employer, who is reasonably capable of conducting such supervision and is aware of the requirements in sub-paragraphs (i), (ii) and (iii).



## Authorisation Form for Foreign Domestic Worker Work Pass Transactions

This authorisation letter shall only be valid for 14 days from the date of employer's authorisation, and only applies to the application / renewal / transfer / cancellation of the foreign domestic worker(s) listed below. To ensure proper authorisation, employers are to indicate **NA** for rows that are not filled.

**\*The softcopy of this form contains macros and can only be used with MS Word 2007 version or later. Please print out the PDF version and fill it in hardcopy if you do not have the required software.**

### Declaration by Employer

Employer Name			
NRIC No./ FIN			
Contact No.			
Signature and Date			
S/N	Name of Foreign Domestic Worker(s)	Passport / FIN / WP No.	Authorised Transaction
1			
2			

☐ I hereby declare that I am authorising LGS HR Consultants Pte Ltd(03c4483)  
(Name and licence no. of employment agency) to perform the above work pass transaction(s) on my behalf.

### *Fill in only if applicable.*

☐ I hereby authorise \_\_\_\_\_ (Full name as in NRIC/Passport),  
\_\_\_\_\_ (NRIC/Passport No.), to submit this authorisation form on my behalf. A copy of  
the representative's NRIC/Passport is enclosed with this authorisation form.

### Declaration by EA

- ☐ I have spoken to and verified with employer to confirm his / her authorisation.
- ☐ I have spoken to and verified with employer that the person submitting this form to the EA is authorised to do so on behalf of the employer.
- ☐ I declare that I have ensured all necessary fields are filled in prior to making the abovementioned work pass transactions.
- ☐ I declare that the information provided on this form is true and correct.

Name of EA personnel	
Registration No.	
Signature and Date	

### Ministry of Manpower Foreign Manpower Management Division

1500 Bendemeer Road Singapore 339946  
mom\_fmmd@mom.gov.sg

Tel +65 6438 5122

Web <http://www.mom.gov.sg>

Email

### Work Pass Division

18 Havelock Road  
Singapore 059764  
Tel: 6438 5122

## Annex A

### Employer and Spouse Income Tax Declaration

This form may take you 1 minute to fill in.

**Please complete this form only if you do not wish to submit your Income Tax Notice of Assessment when applying for a Work Permit (WP) for a foreign domestic worker.**

#### Part I - Monthly Combined Income of Employer and Spouse

**Please tick ( ) the appropriate box.**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Below \$2,000        | <input type="checkbox"/> \$2,000 to \$2,499   | <input type="checkbox"/> \$2,500 to \$2,999   | <input type="checkbox"/> \$3,000 to \$3,499   |
| <input type="checkbox"/> \$3,500 to \$3,999   | <input type="checkbox"/> \$4,000 to \$4,999   | <input type="checkbox"/> \$5,000 to \$5,999   | <input type="checkbox"/> \$6,000 to \$7,999   |
| <input type="checkbox"/> \$8,000 to \$9,999   | <input type="checkbox"/> \$10,000 to \$12,499 | <input type="checkbox"/> \$12,500 to \$14,999 | <input type="checkbox"/> \$15,000 to \$19,999 |
| <input type="checkbox"/> \$20,000 to \$24,999 | <input type="checkbox"/> \$25,000 and above   |   |   |

I, Bala, \*NRIC/WP No/FIN: sadew, and/or I,  
, \*NRIC/WP No/FIN: ,

authorise the Comptroller of Income Tax to verify \*my/our income tax range stated in Part I above, based on \*my/our assessment record(s) for the current Year of Assessment and the two previous Years of Assessment, for the Controller of Work Passes. \*I/We also authorise the Comptroller of Income Tax to thereafter communicate the results of the verification to the Controller of Work Passes.

In the event that \*my/our assessment record(s) for the current Year of Assessment \*is/are not available or finalised at the point of verification, I/\*we understand that the Comptroller of Income Tax will verify \*my/our income range stated in Part I against \*my/our assessment record(s) for the two previous Years of Assessment.

Employer	Employer's Spouse
Income Tax Notice of Assessment No:	Income Tax Notice of Assessment No:
Signature:	Signature:
Date:	Date:

This form is updated on 1 July 2007

Addree

Tel: (65) 64683831 Fax: (65) 64682969 E-mail: lgshr@ymail.com

**Repayment Schedule****Ref No.:A00001**

Employer :	Bala	Maid :	Ff
NRIC No.		Passport No.:	55555
Tel No.	6565656556	Passport Expiry:	2017-03-28
Salary	55	Work Permit :	
Rest day	ffff	Arrival Date :	
CPF No. :		Commencement Date :	

Details Of Repayment						
Month	Salary	Loan	Balance Salary	Comp.4 day off	Rev Total	Sign
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

**Witness by:**  
Agent

Employer

**Agreed by :**  
Maid

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LGS

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Bala

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Ff

# LGS HR Consultants

587 Bukit Timah Road #03-21, Coronation Shopping Plaza, Singapore 269707

Tel: (65) 64683831 Fax: (65) 64682969 E-mail: lgshr@gmail.com.

ROC No. 200513194R

## INVOICE

LGS 001 03/01/2017

Employer :	Super Admin	Maid :	Ff
NRIC No.	Sadew	Passport No.:	55555 Exp. date: 2017-03-28
Tel No.	6565656556	Arrival Date :	---
Address :	Sedawedaw	Commencement Date :	
Postal Code:	---		
CPF No. :		Work Permit No. / FIN :	---

	Amount
Agent Services Deposit (\$ _____)	100.00
MOM Work Permit Application	200.00
MOM Work Permit Issuance	300.00
Medical Examination	400.00
SIP	500.00
SIP Transportation	600.00
Thumbprinting	700.00
@ First Replacement Cost:	800.00
@ Second Replacement Cost:	900.00
@ Third Replacement Cost	1,000.00
Medical Insurance	1,100.00
Medical Insurance With SBP	1,200.00
Embassy Bond	1,300.00
FDW Service Fee	1,400.00
Supplier Recruitment Costs	1,500.00
Counselling Services (\$ _____per Session)	1,600.00
Food & Lodging (\$ _____ Per Day)	1,700.00
FDW Additional Fee	1,800.00
Others : Philippine Embassy Documentation	1,900.00
Others : One-way Airticket	2,000.00
Deposit Fee	20,000.00
Insurance And Bankers Guarantee	13,000.00
Supplier Recruiter Fee Of	50.00
Embassy Documentation Of	45.00
The Balance	500.00
<b>TOTAL :</b>	\$54,595.00
<b>DEPOSIT :</b>	\$297
<b>OUTSTANDING :</b>	\$54,298.00

PAID INV-201703001/AMK

PAID

PAID

\_\_\_\_\_  
Authorised Signature  
**LGS HR Consultants Pte Ltd**

\_\_\_\_\_  
Employer Name and Signature  
**[Super Admin]**

Remarks	---
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