

NAME OF APPLICANT: _____

NAME OF EMPLOYER: _____

RECEIVED BY: _____

DATE: _____

PARTICULARS

VERIFICATION FEE \$20.00

AUTHENTICATION FEE \$42.50

\$62.50

☒

VACATION

☐

PASSPORT AMMENDMENT

☐

RENEWAL OF PASSPORT

☐

NEW DEPLOYMENT

☐

OTHER DOCUMENTS

☐

TRANSFER

DATE RECEIVED: _____

COLLECTION DATE: _____

PARTICULARS
EMPLOYMENT CONTRACT: **MAIDS CENTRAL PTE LTD**
AGENCY

No. **+6597461576**

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VACATION

☐

PASSPORT AMMENDMENT

☐

RENEWAL OF PASSPORT

☐

NEW DEPLOYMENT

☐

OTHER DOCUMENTS

☐

TRANSFER

COLLECTION DATE: _____

NAME OF APPLICANT

STANDARD EMPLOYMENT CONTRACT
For Filipino Household Service Workers

This employment contract is executed and entered in by and between:

A. Employer : _____
Address : _____
Civil Status: _____ Contact Nos: _____
Represented in the host country by:
Foreign Placement Agency: **MAIDS CENTRAL PTE LTD (LIC NO. 17C8553) 8 KITCHENER LINK**
Address : **#01-71 CITY SQUARE RESIDENCES SINGAPORE 207226**
Contact Numbers: **+65 9746 1576**

and the

B. Household Service Worker: _____
Philippine Address: _____
Civil Status: _____ Contact Nos: _____
Passport No: _____ Date & Place of Issue: _____
Represented in the Philippines by:
Philippine Recruitment Agency: **JTC INTERNATIONAL MANPOWER SERVICES INC.**
Address: **UNIT 40, 4TH FLOOR MARCOS ROCES BLDG 704 P.OCAMPO ST. LALATE MANILA**
Contact Numbers: **+63 995 468 4643**

Voluntarily binding themselves to the following terms and conditions:

1. Site of Employment: SINGAPORE
2. Contract Duration: TWO (2) years commencing from the Household Service Worker's departure from the point of origin to the site of employment.
3. Basic monthly salary: **SIX HUNDRED AND FIFTY SINGAPORE DOLLARS EXACTLY (SGD 650.00)**
4. Work Hours: The Household Service Worker shall be provided with continuous rest of at least 8 hours per day.
5. Rest day: At least one (1) rest day per week.
6. Free transportation to the site of employment and back to the point of origin upon expiration of contract or when contract of employment is terminated through no fault of the Household Service Worker and/or due to force majeure. In case of contract renewal, free round trip economy class air ticket shall be provided by the employer.
7. The Employer shall furnish the household service worker, free of charge, separate, suitable and sanitary living quarters as well as adequate food or food allowance.
8. Free emergency medical and dental services for the Household Service Worker including facilities and medicine.
9. Vacation leave with full pay of not less than 15 calendar days for every year of service to be availed of upon completion of the contract.
10. The Employer shall provide the Household Service Worker with personal life accident, medical and repatriation insurance with a reputable insurance company in the Singapore.
11. In the event of death of the Household Service Worker during the term of this contract, his/her remains and personal belongings shall be repatriated to the Philippines at the expense of the Employer. In case the repatriation of remains is not possible, the same may be dispensed with upon prior approval of the Household Service Worker's next of kin or by the Philippines Embassy.



Employer

Household Service Worker

Philippine Recruitment Agency

Foreign Placement Agency

12. The Employer shall assist the Household Service Worker in remitting a percentage of his/her salary through proper banking channels.
13. Termination:
- a. Termination by Employer: The Employer may terminate the Household Service Worker's Contract of Employment for any of the following just causes: serious misconduct or willful disobedience by the Household Service Worker of the lawful orders of the Employer or immediate household members in connection with her work; gross habitual neglect by the Household Service Worker of her duties; and violation of the laws of Singapore.
 - b. Termination by Household Service Worker:
 - 1) Termination without just cause: The Household Service Worker may terminate the contract without just cause by serving a written notice on the Employer at least one month in advance. Without such notice, the worker shall shoulder her/his return transportation/repatriation.
 - 2) Termination for a just cause: The Household Service Worker may also terminate the contract without serving any notice on the Employer for any of the following just causes: when the worker is maltreated by the Employer or any member of his household; when the Employer violates the terms and conditions of this contract; when the Employer commits any of the following acts - unlawfully deduction from the salary of the Household Service Worker, deliberate non payment of salary, physical molestation and physical assault. The Employer shall pay for the repatriation expenses.
 - 3) Termination due to illness. Either party may terminate the contract on the grounds of illness, disease or injury suffered by the worker, where the worker's continued employment is prohibited by law or is prejudicial to his/her health as well as to the health of the Employer and his household. The repatriation expenses shall be shouldered by the Employer.
14. Settlement of Disputes. In case of dispute between the Household Service Worker and the Employer, the matter must be referred by either party to the Philippine Embassy who shall endeavor to settle the issue amicably to the best interest of both parties, as appropriate. If the dispute remains unresolved, the Embassy official shall refer the matter to the appropriate Labor authorities of Singapore for adjudication without prejudice to whatever legal action the aggrieved party may take against the other.
15. Special Provisions:
- a. The Employer shall treat the Household Service Worker in a just and humane manner. In no case shall physical violence be used upon the Household Service Worker.
 - b. The Household Service Worker shall work solely for the employer and his immediate household. The Employer shall in no case require the worker to work in another residence or be assigned in any commercial, industrial or agricultural enterprise.
 - c. The Employer shall not deduct any amount from the regular salary of the Household Service Worker other than compulsory contributions prescribed by law. Such legal deductions must be issued a corresponding receipt.
 - d. The Employer shall pay for the Household Service Worker's work/residence permit and exit/re-entry visa.
 - e. It shall be unlawful for the Employer to hold or withhold the Household Service Worker's passport with or without his/her consent.
 - f. The work/residence permit of the Household Service Worker shall remain in her possession.
16. No provisions of this contract shall be altered, amended or substituted without the written approval of the Philippine Embassy or POEA.
17. In the event of war, civil disturbance or major natural calamity, the employer shall repatriate the worker at no cost to the worker.
18. Other terms and conditions of employment shall be governed by the pertinent laws of the Philippines or Singapore. Any applicable provisions on labor and employment of the Singapore are hereby incorporated as part of this contract.

In witness thereof, we hereby sign this contract this _____ day of _____ 20_____ at Singapore.



Employer

Household Service Worker

Philippine Recruitment Agency

Foreign Placement Agency

NOTE: This contract shall be verified by the Philippine Overseas Labor Office (POLO) before submission to POEA

**UNDERTAKING OF EMPLOYER
FOR THE EMPLOYMENT OF A HOUSEHOLD SERVICE WORKER (HSW)**

I, _____, with residence and postal address at
(Name of employer)

_____, in connection with the
(Address of employer)

employment of Filipino household service worker (HSW) thru **MAIDS CENTRAL PTE LTD**
(Name of agency, if any)

do hereby undertake the following:

1. That I will shoulder all expenses to be incurred in hiring _____
(Name of HSW)
Including recruitment agency fees, if applicable;
2. That I shall not allow the deduction of any amount from the monthly salary/wages of Above-named HSW as placement fee or refund of expenses and agency fees;
3. That upon the arrival of the HSW, I will allow/permit her to attend the Post-arrival Orientation Seminar (PAOS) being conducted by the Philippine Embassy for the newly-arrival workers;
4. That the HSW shall be permitted to communicate with the embassy when needed and Have custody of her passport/ travel document at all times.
5. That I shall provide the HSW with separate sleeping quarters and given a rest period of At least eight (8) continuous hours daily;
6. That the HSW shall be given a weekly rest day as provided in the employment contract and as required under MOM regulations;
7. That the HSW shall be made to work in my residence only and shall be treated humanely by me and other persons staying at my house;
8. That the HSW shall be allowed to freely communicate with her family in the Philippines at reasonable times of the day and night;
9. That I shall not make the HSW extend her contract or transfer to another Employer without informing the Embassy and shall present the person of the HSW to The embassy when so required;
10. That I shall first notify the Philippine Embassy and/or the Singapore Employment Agency of my intention to cancel the work permit of my HSW;
11. That I shall notify the Philippine Embassy and/or the Singapore Employment Agency of any Significant developments about the condition and employment of the HSW including her repatriation;
12. That I shall explain to the members of my household the foregoing undertaking and ensure that The undertakings are observed by them; and
13. That I shall assist the HSW in availing of benefits provided under the laws of **SINGAPORE.**

It is my understanding that if any or all of the above undertakings are violated or not complied with, I will be blacklisted and banned from hiring household service workers from the Philippines.

Date



Signature of Employer

UNDERTAKING OF FOREIGN PLACEMENT AGENCY FOR THE RECRUITMENT OF DOMESTIC WORKERS

I, **TAN THIAN SIANG (CHEN TIANXIANG)**, Owner/Manager of **MAIDS CENTRAL PTE LTD** a foreign
(Name of the Agency)

placement agency with postal address at **#01-71 CITY SQUARE RESIDENCES SINGAPORE 207226**
do hereby undertake the following in connection with my application for pre-qualification as a foreign placement agency hiring domestic workers from the Philippines:

1. That I/our agency shall not collect any amount of placement fee and/or recruitment expenses from our recruited/deployed domestic workers;
2. That I/our agency shall not allow our client-employers to deduct whatever recruitment expenses/agency service fees they paid to our agency from the salary/wages of our recruited/deployed domestic workers;
3. That upon arrival of our recruited domestic workers in Singapore, I/our agency shall immediately report to the Philippine Overseas Labor Office (POLO) for scheduling of their attendance in the Post-Arrival Oriental Seminar (PAOS) of the POLO/Philippine Embassy;
4. That all domestic workers recruited/deployed under our agency shall be treated humanely while in our custody and be allowed to communicate freely with their respective families in the Philippines or with the POLO/Philippine Embassy;
5. That I/our agency will ensure that our recruited/deployed domestic workers shall be provided with separate living quarters and given at least eight (8) consecutive hours of rest daily by their respective employers;
6. That I/our agency will inform the respective employers of our recruited/deployed domestic workers to provide them with weekly rest day;
7. That I/our agency will inform the respective employers of our recruited/deployed domestic workers that their domestic workers should have custody of their passport/travel documents/work permit at all times ;
8. That I/our agency will allow the POLO/Philippine Embassy to visit our housing facility as well as the domestic workers under the custody of our agency;
9. That I/our agency will not make arrangements for extension of contract or transfer to another employer of our recruited/deployed domestic workers without informing POLO and subjecting their new contract to the verification process of POLO;
10. That I/our agency shall act on problems of, and extend assistance to our recruited/deployed domestic workers; and cooperate, with the POLO/Philippine Embassy in addressing these problems;
11. That I/our agency shall inform POLO of any cancellation of work permit or termination of employment of our recruited/deployed domestic workers;
12. That upon demand of POLO, I/our agency shall render a report on the whereabouts and condition of any of our recruited/deployed domestic workers and present them to the POLO/Philippine Embassy;
13. That I/our agency shall monitor and promote the well-being of our recruited/deployed domestic workers and notify the POLO/Philippine Embassy of any significant development about their condition and employment including their repatriation when applicable; and
14. That I assume full and complete responsibility for the acts of my employees and those I have authorized to act on my behalf in dealing with and handling our recruited /deployed domestic workers.

It is my understanding that if any or all of the above undertakings are violated or not complied with, I/our agency will be subject to sanctions that are provided by the rules and regulations governing the recruitment of domestic workers from the Philippines.

Director/ General Manager
(Signature over Printer Name)

Agency Chop