

## **Employment Contract of Foreign Domestic Worker (FDW)**

This employment contract, between the Employer and Foreign Domestic Worker, will be effective from the commencement date of employment mentioned in the contract under the following terms and conditions.

Employer:

Name: Address: FIN: Contact:

FDW:

Name: Address (Source Country): Contact:

Terms & Conditions of Employment:

- The contract period will be two years from the commencement of work in Singapore. After successful completion of 2 years, the contract may be extended upon mutual agreement by both the parties.
- Travel along with all other employment related expenses both in Bangladesh & Singapore will be borne by the Employer. If the FDW fails to enter into Singapore, she will be repatriated to Bangladesh at Employer's expenses.
- Monthly salary payable will be S\$ ----- per month. Employer will maintain a written acknowledgement of all salary payment, remittance, and other expenses of the FDW.
- FDW will accomplish all the household chores e.g. cleaning, washing and ironing of clothes, cooking etc. in the home address of Employer. The number of rest days per month will be 4 (four).
- Compensation in lieu of One Rest day will be equivalent to the FDW's one-day salary.
- Employer will provide all free food & lodging, clothing and items required for personal hygiene.
- Employer will cover the Medical insurance (in-patient care & day surgery) & personal Accident insurance according to "In-Principal Approval (IPA)" and the existing rules of Ministry of Manpower (MOM) in Singapore.
- Both the parties are required to give at least one-month notice to terminate the contract. In the cases of misconduct and emergency, both the employer and the employee should seek immediate guideline from appropriate authority e.g. Ministry of Manpower in Singapore, Bangladesh High Commission in Singapore, Singapore police Force, Hospital authority etc.
- Singapore Government levy & other expenses will be borne by the employer.
- Employer and the employee should first try to resolve any dispute by themselves, failing which, the assistance of the appropriate authority may be sought.
- On early termination of the contract, salaries and other dues to be paid according to the contract including one month's additional salary in the case of failure to serve prior notice.
- The contract will be governed by the laws of Singapore. Both the employer and the Employee are responsible for being compliant with all legal obligations.

Signed by: Employer

Signed by: Employee

## **Documents to be filed**

- Approved IPA from MOM for incoming FDW
- Employment contract signed by both the employer and the employee
- Copy of Passport, FIN, Work Permit of the Employer
- Legal document of Home Address of the employer in Singapore e.g. copy of utility bill etc.
- Copy of Passport, NID of the employee
- Verifiable contact and address of the incoming FDW

## **Applying for IPA (Criteria to fulfil)**

- Check the minimum wage provision for FDW with Bangladesh High Commission in Singapore. It may change from time to time. Currently the minimum wage is SGD350/
- Make sure you put 4 (Four) rest days in a month while applying for IPA
- Know your employee well before you apply