

**Bangladesh High Commission
Singapore**

No.19.01.6501.701.23.004.25.97

Date: 19.03.2025

Maid Visa Attestation

Sl. No.	Date of receipt of the demand letters along with the relevant documents to be attested in the Mission	Date of attestation by the Mission	Name of the Mission	Name of overseas Employer/company	Name and License no. of the recruiting	Number of workers under the proposal to attested	Copy of the demand letter submitted by the R/A to this Ministry or not	Remarks
1	Registration no: 249162 BEGUM PARVIN Passport No: A03514980	19.03.2025	Singapore	RUSSELL IVY HUQ FIN NO: G3915082X H/P: +6588917274 8 NASSIM HILL #05-03 SINGAPORE-258484	Employer Herself	1	N/A	

(Signature)
19.03.2025
Ahammed Hossain Bhuiyan
Counsellor (Local) (L)
Phone no: +65 66610298
Email: fssg@probashi.gov.bd

Director (Emigration & Protocol)
Bureau of Manpower, Employment & Training
89/2, Kakrail, Dhaka.

Copy for information:
Joint Secretary (Employment)
Ministry of Expatriates' Welfare and Overseas Employment
Probashi Kallayan Bhaban, Dhaka, Bangladesh



What you need to do before your helper can get her Work Permit card

Before she arrives

Check the employment details

YOUR HELPER PARVIN BEGUM	DATE OF BIRTH 05 Feb 1987	NATIONALITY/CITIZENSHIP Bangladeshi
PASSPORT NO. A03514980	WORK PERMIT NO. 0 65836157	FIN M3596110T
DATE OF APPLICATION 12 Mar 2025	OCCUPATION Foreign Domestic Worker	BASIC MONTHLY SALARY* \$480.00
YOUR NAME Russell Ivy Huq	MONTHLY LEVY RATE \$300.00	NUMBER OF REST DAYS PER MONTH* 24
AMOUNT YOU WILL PAY FOR EACH REST DAY HELPER AGREES TO FOREGO (monthly salary / 26 days) \$18.46	SINGAPORE EMPLOYMENT AGENCY (EA) MILESTONES EMPLOYMENT	FEES PAYABLE (BY HELPER) TO SINGAPORE EA BASED ON A 2-YEAR WORK CONTRACT \$960.00
SB TRANSMISSION REF NO. Q32286		

* You and your helper may mutually agree in writing to change her rest days and monthly salary. You must inform MOM of any changes.

Send her the helper's copy of this in-principle approval letter.
Your helper will need to use the whole letter as a visa to enter Singapore.

Send her a copy of her employment contract.
This contract must state her salary and any terms, such as rest days and compensation-in-lieu of rest day.

Give MOM a \$5,000 security bond backed by a bank or an insurance guarantee valid for 26 months.
Please use "Work Permit transactions for domestic helpers and confinement nannies" to confirm that MOM has received the bond, before arranging for your helper to come to Singapore. **If MOM does not receive the bond by the time your helper arrives, your helper will not be allowed into Singapore and you will have to send her home immediately at your own cost.**

Buy and maintain personal accident insurance and medical insurance for her. This is in accordance with the Employment of Foreign Manpower (Work Passes) Regulations 2012. Go to go.gov.sg/mom-mdw-insurance for more details.

Make a compulsory GIRO Application for levy payment.
You need to pay your monthly levy by GIRO. If not, it might affect the renewal of your helper's Work Permit or any new Work Permit application. Download the GIRO application form at www.mom.gov.sg/apply-fdw-levy-giro.

Make sure that your helper has the right qualifications
She may need to show MOM her education certificates that prove any education declared in her application.

Mst. Ayesha
SM Abdullah Al Mamun
Counselor (Labour)
Bangladesh High Commission
Singapore

19 MAR 2025

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: Mdm Russell Ivy Huq.

Address: 8 Nassim Hill #05-03
Singapore 258484

FIN: G3915082X. Contact: 88917274

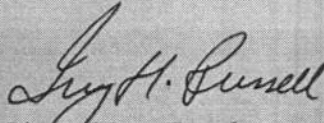
FDW:

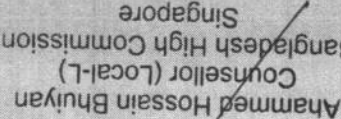
Name: Parvin Begum.

Address (Source Country): Parulitola, Muktagacha
Gabfali-2210, Mymensingh. Contact: 880162355531

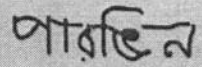
Terms & Conditions of Employment:

- 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\$ 480. 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


Ahammed Hossain Bhuiyan
Counsellor (Local-L)
Bangladesh High Commission
Singapore

Attested


Signed by: Employee

Attested


Ahammed Hossain Bhuiyan
Counsellor (Local-L)
Bangladesh High Commission
Singapore

REPUBLIC OF SINGAPORE

FIN G3915082X



Name

RUSSELL IVY HUQ

Date of Birth
08-08-1978

Nationality
BRITISH

Sex
F

Attested
(Signature)
Ahammed Hossain Bhuiyan
Counsellor (Local-L)
Bangladesh High Commission
Singapore

