

Work Pass Division

18 Havelock Road
 Singapore 059764
 Tel: 6438 5122
<http://www.mom.gov.sg>
 mom_wpd@mom.gov.sg



Application for a Foreign Domestic Worker's Work Permit under Sponsorship Scheme

This form may take you 3 minutes to fill in.

Important Notes:

1. To apply for a foreign domestic worker's Work Permit under the Sponsorship scheme, the employer must be 60 years old and above with no income and no working adults staying with him/her. The employer must be using the income of his/her sponsors to apply for the foreign domestic worker. The sponsors refer to the employer's children/children's spouses, grandchildren/grandchildren's spouses or the employer's siblings.
2. Please fill in the Particulars of the Sponsor and Sponsor's spouse (if married) in Page 1 and sign the Undertaking Letter in Page 2. In addition, please complete the attached Work Permit application for a Foreign Domestic Worker form.
3. Please attach a clear copy of the Sponsor's NRIC, latest Income Tax Notice of Assessment, Birth Certificate of the Employer's Child/Children and Marriage Certificate [if sponsor(s) is/are the Employer's son/daughter-in-law]

Particulars of Sponsor(s):

	Details of Sponsor 1	Details of Sponsor 2
Name of Sponsor: (as in NRIC / Passport)		
Gender:	* Female / Male	* Female / Male
Date of Birth: (DD/MM/YYYY)		
Nationality:		
Marital Status:	* Single / Married / Divorced / Separated / Widowed	* Single / Married / Divorced / Separated / Widowed
Sponsor's Relationship with Employer:		
Residential Status:	* Singapore Citizen / Singapore Permanent Resident / Employment Pass Holder / Others, please specify:	* Singapore Citizen / Singapore Permanent Resident / Employment Pass Holder / Others, please specify:
Sponsor's Identity Card/Malaysian Old or New IC/Passport Number/FIN:		
Sponsor's Occupation:		
Name of Company:		
Contact Number:		
Email Address:		
Is the Sponsor's NRIC address different from the Employer's address?	* Yes / No	* Yes / No

Particulars of Sponsor's Spouse(s):

	Details of Sponsor 1's Spouse (if married)	Details of Sponsor 2's Spouse (if married)
Name of Sponsor's Spouse: (as in NRIC/Passport)		
Spouse's Identity Card / Passport Number / FIN:		

* Delete where inapplicable.

Undertaking Letter by the Sponsor(s)

I/We, the undersigned hereby undertake the following conditions:

1. To be responsible for the upkeep, maintenance and well-being of the foreign domestic worker.
2. In the event that I or any of the undersigned subsequently apply for a foreign domestic worker for my/own household at anytime during the Work Permit validity of the foreign domestic worker, this undertaking shall be taken into consideration.
3. This undertaking shall be valid for the period the employer (as stated above) is employing a foreign domestic worker under my/our sponsorship.
4. To sponsor and pay the Foreign Worker Levy and all other employment related expenses on behalf of (Name of Employer) _____, who is applying to employ a foreign domestic worker, in the event the said application is successful.

Dated _____ day of _____ month _____ year.

Signature of Sponsor 1

Signature of Sponsor 2

Details of Sponsor 1's Witness

Name of Witness

NRIC No.

Signature

Details of Sponsor 2's Witness

Name of Witness

NRIC No.

Signature

For Official Use

DOA:

NRIC No./FIN:

WP No:



Work Pass Division

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Work Permit Application for a Foreign Domestic Worker

This form may take you 20 minutes to fill in.
You will need the following information to fill in the form:

1. For Foreign Domestic Worker

- Name, date of birth, marital status and religion
- Passport number and expiry date
- Work Permit number (if applicable)
- Place of birth, citizenship, race and highest qualification
- Malaysian IC number (if applicable)
- Spouse name, IC number, residential status and nationality (if she is married to a Singapore Citizen / Singapore Permanent Resident)

2. For Foreign Domestic Worker's employer

- The employer's name, date of birth, Identity Card (IC) number or Foreign Identification Number (FIN) and residential status
- The employer's spouse name, date of birth, IC number or FIN, marital status and residential status
- The employment information of both employer and employer's spouse
- The particulars of family members staying in same residential address
- The Income Tax Notice of Assessment Reference number for previous or current year
- The employer and/ or spouse's monthly income
- The current employer's name, IC number / passport number / FIN and signature (for change of employer)

Important Things to Note:

1. Please complete Part 1 to 5 in this Application Form. Where an item is not applicable, please fill in "NA". An incomplete application form will not be processed.
2. The processing time for Work Permit Applications submitted via:
 - WP Online (under 'Services & Forms' > 'Passes' > 'Work Permit for Foreign Domestic Workers' at <http://www.mom.gov.sg>) - Next working day
 - Any SingPost post offices, MOM-appointed Collecting Agent - 7 working days
3. Please obtain a Singapore Personal Access (SINGPASS) before you access WP Online. Upon successful SINGPASS application, you will be able to apply for Work Permits electronically. Please refer to enclosed Step-by-Step Guide on Work Permit Application via WP Online.
4. An administrative fee of \$30 will be charged for every Work Permit application submitted. There shall be no refund of fee paid for the application of Work Permit, unless the fee was not due from the employer. Any such request for refund shall be at the discretion of the Controller of Work Passes.
5. The payment modes for Work Permit application submitted via:
 - WP Online for Company and Employment Agency Users (GIRO payment is available to WP Online subscribed users only.) - Visa/Master Card/eNets Debit/GIRO
 - WP Online for Employers of Foreign Domestic Workers - Visa/Master Card/eNets Debit
 - SingPost post office (MOM-appointed Collecting Agent) - Cash/Nets/Cashcard
6. The outcome will be mailed to employers at their residential address for Work Permit Applications submitted through SingPost post office.

Please the appropriate

A) This Work Permit application is to:

- 1 replace the existing domestic worker (Work Permit number):
- 2 employ a new domestic worker
- 3 employ an additional domestic worker, please enclose:
- i. A copy of the children's birth certificates
(For children below 18 years old and are residing at the same address as the employer) AND/Or
 - ii. A copy of the parents'/parents-in-laws' Identity Cards and employer's/spouse's birth certificate
(For parents/parents-in-laws who are 60 years old or above and are residing at the same address as the employer)

B) If the domestic worker is holding a Work Permit or had held a Work Permit in Singapore before, please fill in her Work Permit number:

C) Please fill in the employer's and spouse's NRIC No./FIN, which will be used for the foreign domestic worker's levy payment.

Employer's NRIC number/FIN.:

Spouse's NRIC number/FIN.:

For Official Use:

DOA: - - DSN: Dept:

NRIC No./FIN: Foreign Domestic Worker: SK1 SK6

Support Type – MP / Non-MP Type of Application – Normal / Joint / Sponsor

*** Key Information:**

1. A Foreign Domestic Worker must meet the following basic requirements:
 - (a) She must be a female, aged 23 or above, and below 50 (**applicable to first-time Foreign Domestic Workers in Singapore**) at the time of the Work Permit application.
 - (b) She must have a minimum of 8 years of formal education and possess the necessary educational certificates as documentary proof of her education (**applicable to first-time Foreign Domestic Workers in Singapore**). Please refer to the List of Acceptable Educational Certificates in Ministry of Manpower's (MOM) website at <http://www.mom.gov.sg> (Please click on 'Work Permit (Foreign Domestic Worker)' > 'Foreign Domestic Worker Requirements').
 - (c) She must attend the Settling-in Programme (**applicable to first-time Foreign Domestic Workers in Singapore**), within 3 working days of her arrival in Singapore (excluding day of arrival), before the issuance of her Work Permit. For information on the course, please visit MOM's website (Please click on 'Work Permit (Foreign Domestic Worker)' > 'Upon Arrival in Singapore').
 - (d) She must be employed at her employer's residential address as stated on the employer's Identity Card (NRIC).
 - (e) She must not be related to the employer.
 - (f) She must not be in Singapore before an In-Principle Approval is given and a \$5000 security deposit is furnished by the employer (**applicable to Non-Malaysian workers**). This does not apply to a current Work Permit holder making a Work Permit application under a new employer in Singapore.
2. The employer must note the following:
 - (a) The employer must not be an undischarged bankrupt.
 - (b) The employer must attend the Employer's Orientation Programme (**applicable to first-time employers of Foreign Domestic Workers in Singapore**) before he/she submits a Work Permit application for the domestic worker. For information on the programme, please visit MOM's website (Please click on 'Work Permit (Foreign Domestic Worker)' > 'Employers' Requirements').
 - (c) The employer must fully understand his/her responsibility in ensuring a safe working environment for the FDW under his/her employment. Therefore the employer must not be diagnosed with Alzheimer/Dementia/Schizophrenia, which can cause symptoms such as severe memory lapses, confusion, emotional instability, progressive loss of mental ability, paranoia etc.
3. The Foreign Worker Levy should be paid using GIRO. If the employer has not made prior arrangements for GIRO payment, please complete the attached GIRO Form and submit it with the duly completed Work Permit Application Form to the Work Pass Division, Ministry of Manpower.


*** Documents to be attached to this completed Application Form:**

1. A copy of the employer's Identity card (**applicable to Singaporeans and Malaysians**)
2. A copy of the employer's Passport and Employment/Dependant's Pass (**applicable to foreigners**)
3. A copy of the employer's or spouse's Long-Term Visit Pass (LTVP) and the child's Birth Certificate/Student Pass (**applicable to LTVP holders**)
4. A copy of the employer's and spouse's Income Tax Notice of Assessment for the current or previous assessment year from the Comptroller of Income Tax (if any). Alternatively, the employer must give his/her consent (in Page 7) to the Controller of Work Passes to verify his/her income with the Comptroller of Income Tax.
5. If the employer and/or spouse is/are unable to produce the required Income Tax Notice of Assessment mentioned in (4), the employer must give the reasons in writing and enclose a copy of his/her/their CPF Account Statement(s) for the last 3 months and an Employment Letter from the company (on the company's letterhead) stating the commencement date of employment and the monthly salary.
6. If the employer is unable to produce any of the supporting document mentioned above, please provide these following alternatives:
 - (a) Reasons in writing; and
 - (b) Other documentary proof of income
 - i) Overseas Income Tax of Assessment; or
 - ii) Fixed deposit statement with a local bank
(For employer who does not earn an income and is 60 years old and above)
7. A copy of the Foreign Domestic Worker's Passport/Travel Document
8. A copy of the Foreign Domestic Worker's Identity Card (**applicable to Malaysian workers**)
9. A copy of the children's Birth Certificates and/or parents'/parent-in-laws' Identity Cards and employer's/spouse's Birth Certificates (**applicable to employers applying for an additional domestic worker**).

Part 3 Prospective Employer’s Declaration

I hereby declare that:

1. I have read and understood the applicable conditions and regulatory conditions of Work Permit, as specified in the Employment of Foreign Manpower (Work Passes) Regulations c.91A, available at www.mom.gov.sg.
2. I consent, for the purpose of assessing this application, for the Government of Singapore and statutory authorities thereof to obtain from and verify information with any person, organisation or any other source; and further, to the release of all information thereby obtained to the Government of Singapore, statutory authorities and authorised agents thereof.
3. To the best of my knowledge, the foreign domestic worker (if she has not worked as a foreign domestic worker in Singapore before) has had a minimum of 8 years of formal education and possesses the necessary educational certificates as documentary proof of such education (applicable if the foreign domestic worker is not recruited through an Employment Agency).
4. I am not related to the foreign domestic worker.
5. I **have / have not*** used the services of an Employment Agency based in Singapore for the recruitment and/or application of a work permit for this foreign domestic worker.
(If applicable: Employment Agency Licence No. _____ . Please also ensure that the Employment Agency completes **PART 4.**)
6. The information as set out in PART 2 and any appeals I have made in relation to this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application and any appeals made in relation to this application, are true copies of the authentic documents.

* Delete  accordingly

Name of Prospective Employer	Signature of Prospective Employer	Date
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Part 4 Declaration by Employment Agency

(Applicable if the employer has used the services of an Employment Agency or intermediary. If more than one Employment Agency/intermediary is used, please complete the attached additional declaration sheets.)

Name of Employment Agency: _____

Licence Number: _____

Registered Address: _____

I hereby declare that:

1. I, the undersigned, am the Employment Agency personnel handling this application.
2. To the best of my knowledge, that the foreign domestic worker in this application (if she is a first-time foreign domestic worker in Singapore) has had a minimum of 8 years of formal education; and possesses the necessary educational certificates as documentary proof of such education (applicable if the foreign domestic worker is recruited through an Employment Agency).
3. I have explained the contents of the application and the applicable conditions and regulatory conditions of Work Permit, as specified in the Employment of Foreign Manpower (Work Passes) Regulations c.91A to the foreign employee and the employer.
4. The information as set out in this application and any appeals I have made in relation to this application is, to the best of my knowledge, true and correct; and that all documents I have submitted in support of this application and any appeals I have made in relation to this application are true copies of the authentic documents.

Name of Employment Agency Personnel: _____

Employment Agency Personnel Number: _____

Date	Signature of Employment Agency Personnel	Employment Agency’s Stamp
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**Additional Declaration By Employment Agency or Intermediary
Based In Singapore**

This form may take you 5 minutes to fill in.
You will need the following information to fill in the form:

- The domestic worker's passport number
- The domestic worker's Work Permit number
- The employer's Identity Card number or Foreign Identification number
- The name of employer
- The name of employment agency
- The employment agency's licence number

Particulars of Worker and Employer

Name of Domestic Worker: _____

Passport No.: _____

Nationality: _____

Identity Card Number or Foreign Identification Number: _____

Name of Employer: _____

Particulars of Employment Agency

Name of Employment Agency: _____

Licence Number: _____

Registered Address: _____

Telephone: _____

Declaration by Employment Agency

I hereby declare that –

- 1 I, the undersigned, am the Employment Agency personnel handling this application.
- 2 To the best of my knowledge, that the foreign domestic worker in this application (if she is a first-time foreign domestic worker in Singapore) has had a minimum of 8 years of formal education; and possesses the necessary educational certificates as documentary proof of such education (applicable if the foreign domestic worker is recruited through an Employment Agency).
- 3 I have explained the contents of the application and the applicable conditions and regulatory conditions of Work Permit, as specified in the Employment of Foreign Manpower (Work Passes) Regulations c.91A to the foreign employee and the employer.
- 4 The information as set out in this application and any appeals I have made in relation to this application is, to the best of my knowledge, true and correct; and that all documents I have submitted in support of this application and any appeals I have made in relation to this application are true copies of the authentic documents.

Name of Employment Agency Personnel: _____

Employment Agency Personnel Number: _____

Date

Signature of Employment Agency Personnel

Employment Agency's Stamp

*Delete where applicable

Part 5 Current Employer's Consent to Transfer Foreign Domestic Worker to Prospective Employer

The Work Permit application for a change of employer will only be considered if the domestic worker's Work Permit expiry date is not less than 30 days from the date of this application.

I, (Name)

of *NRIC/Passport number/FIN:

agree to allow my Foreign Domestic Worker (Name on page 4) to be employed by the prospective employer,
(Name)

Pending the outcome of this application, I shall continue to undertake all responsibilities for the said worker's employment and will extend her Work Permit, if necessary. If the application is unsuccessful, and I choose not to employ the said worker further, I will repatriate her.

Current Employer's Signature

Date

Name of Prospective Employer:

Signature of Prospective Employer

Date

**Delete where inapplicable*

Important Note:

Please read Part 1 and 2 of the First Schedule and Part 1, 2 and 6 of the Fourth Schedule and detach them for your retention.

FIRST SCHEDULE

CONDITIONS AND REGULATORY CONDITIONS OF IN-PRINCIPLE APPROVAL FOR A WORK PERMIT

PART I

CONDITIONS TO BE COMPLIED WITH BY EMPLOYER OF FOREIGN EMPLOYEE WHO IS DOMESTIC WORKER ISSUED WITH IN-PRINCIPLE APPROVAL FOR WORK PERMIT

1. The employer shall be responsible for and bear the costs of the upkeep and maintenance of the foreign employee in Singapore. This includes the provision of adequate food as well as medical treatment.
2. The employer shall ensure that the foreign employee has acceptable accommodation. Such accommodation must be consistent with any written law, directive, guideline, circular or other similar instrument issued by any competent authority.
3. The employer shall bear any medical expenses incurred by the foreign employee for any medical examination required by the Controller.
4. The employer shall not cause or knowingly permit the foreign employee to be engaged in any illegal, immoral or undesirable conduct or activity.
5. An employer shall not demand or receive any sum or other benefit from any employment agency or person in connection with the employment or change in employment of the foreign employee.
6. If the foreign employee dies while in Singapore, the employer shall —
 - (a) bear the cost of either —
 - (i) burial of the body in Singapore;
 - (ii) cremation of the body in Singapore and return of the ashes to the country of origin; or
 - (iii) return of the body to the country of origin,with the foreign employee's family deciding on burial, cremation or return of the body;
 - (b) bear the cost of returning the foreign employee's belongings to the foreign employee's family; and
 - (c) pay to the administrators of the foreign employee's estate any outstanding salaries or moneys due from the employer to the foreign employee.
7. Subject to paragraph 8, the employer shall repatriate the foreign employee to the international port of entry that affords reasonable access to the foreign employee's hometown within the foreign employee's home country if the in-principle approval for the foreign employee expires or is cancelled or revoked and if the employee is not earlier employed by another employer. In the event of any dispute about the international port of entry to which the foreign employee shall be repatriated, the dispute shall be referred to the Controller, whose decision shall be final.
8. The employer may repatriate the foreign employee to a destination other than that specified in paragraph 7 —
 - (a) if the foreign employee so requests, and the Controller is informed by the employer of the employer's intention to do so, before the repatriation occurs; or

FIRST SCHEDULE - *continued*

(b) if the Controller so determines.

9. The employer shall bear the costs associated with repatriating the foreign employee at any time except where the Controller permits otherwise. The employer shall ensure that all outstanding salaries or moneys due from the employer to the foreign employee have been paid before the foreign employee's before repatriation.

PART II

REGULATORY CONDITIONS TO BE COMPLIED WITH BY EMPLOYER OF FOREIGN EMPLOYEE WHO IS DOMESTIC WORKER ISSUED WITH IN-PRINCIPLE APPROVAL FOR WORK PERMIT

1. The employer shall take all necessary steps to ensure that the foreign employee's copy of the in-principle approval letter, in its entirety as furnished by the Ministry of Manpower, is sent to the foreign employee within a reasonable time prior to the foreign employee's departure for Singapore. The employer will be regarded to have taken all necessary steps —

- (a) where the employer does not engage the service of an employment agency, if the employer can provide sufficient evidence that the foreign employee's copy of the in-principle approval letter, in its entirety as furnished by the Ministry of Manpower, has been sent to the foreign employee; or
- (b) where the employer engages the services of an employment agent, if the employer can provide sufficient evidence that —
 - (i) the employer instructed the employment agency to send the foreign employee's copy of the in-principle approval letter, in its entirety as furnished by the Ministry of Manpower, has been sent to the foreign employee; or
 - (ii) the employment agency informed him that the employment agency will send the foreign employee's copy of the in-principle approval letter, in its entirety as furnished by the Ministry of Manpower, to the foreign employee.

2. The employer shall purchase and maintain medical insurance with coverage of at least \$15,000 per 12-month period of the foreign employee's employment (or for such shorter period where the foreign employee's period of employment is less than 12 months) for the foreign employee's in-patient care and day surgery except as the Controller may otherwise provide by notification in writing.

3. The employer shall send the foreign employee for a medical examination by a medical practitioner registered under the Medical Registration Act (Cap. 174) as and when directed by the Controller.

4. If the foreign employee goes missing, the employer shall inform the Controller within 7 days after the employer becomes aware of the foreign employee going missing.

5. If the foreign employee dies while in Singapore, the employer shall inform the Controller within 12 hours after the employer becomes aware of the foreign employee's death.

FOURTH SCHEDULE

CONDITIONS AND REGULATORY CONDITIONS OF WORK PERMIT

PART I

CONDITIONS TO BE COMPLIED WITH BY EMPLOYER OF FOREIGN EMPLOYEE WHO IS DOMESTIC WORKER ISSUED WITH WORK PERMIT

1. The employer shall be responsible for and bear the costs of the upkeep and maintenance of the foreign employee in Singapore. This includes the provision of adequate food as well as medical treatment.
2. 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 his body beyond the window ledge except his arms; and
 - (b) in the case of a window referred to in sub-paragraph (a) fitted with a grille of the description specified in that sub-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 employee's body extends beyond the window ledge except the arms; and
 - (iv) 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).
3. Subject to paragraph 2, the employer shall, so far as is reasonably practicable, ensure that the life or personal safety of the foreign employee is not endangered during and in the course of employment, and that the foreign employee acts in a manner which is in accordance with the work practices stipulated by the Controller in its training courses and relevant safety and training materials.
4. The employer shall provide acceptable accommodation for the foreign employee. Such accommodation must be consistent with any written law, directive, guideline, circular or other similar instrument issued by any competent authority.
5. The employer shall ensure that the foreign employee resides at the residential address stated in the work permit.
6. The employer shall pay not less than the fixed monthly salary due to the foreign employee not later than 7 days after the last day of the salary period. Any salary period agreed between the employer and foreign employee shall not exceed one month.
7. Except where the foreign employee is on no-pay leave outside Singapore, the employer shall, regardless of whether there is actual work for the foreign employee but subject to any other written law, pay the foreign employee not less than —
 - (a) the amount declared as the fixed monthly salary in the work pass application submitted to the Controller in relation to the foreign employee; or

FOURTH SCHEDULE - *continued*

- (b) if the amount of fixed monthly salary is at any time subsequently revised in accordance with paragraph 5A of Part II, the last revised amount.

Such payment must be made not later than 7 days after the end of each salary period, which shall be agreed between the employer and the employee and which in no case shall exceed one month.

7A. In paragraphs 6, 7 and 7B, "fixed monthly salary" means the sum of basic monthly salary and fixed monthly allowances.

7B. In paragraph 7, "revised amount" means the fixed monthly salary that is revised in accordance with paragraph 5A of Part II.

7C. "Basic monthly salary" means all remuneration payable monthly to a foreign employee that does not vary from month to month on any basis in respect of work done under his contract of service. However, basic monthly salary does not include —

- (a) any allowances however described;
- (b) any form of overtime payment, bonus, commission or annual wage supplements;
- (c) any in-kind payments;
- (d) any form of reimbursements, including for expenses incurred by the foreign employee in the course of his employment;
- (e) any productivity incentive payments;
- (f) any contributions payable by the employer to any pension or provident fund, including any contributions made on the foreign employee's behalf; or
- (g) any gratuity payable on the discharge, retrenchment or retirement of the foreign employee.

7D. "Fixed monthly allowances" means all allowances payable monthly to a foreign employee that do not vary from month to month on any basis. However, fixed monthly allowances shall not include any payments listed in paragraph 7C(b) to (g).

8. The employer shall bear any medical expenses incurred by the foreign employee for any medical examination required by the Controller.

9. The employer shall not ill-treat the foreign employee, and shall not cause or knowingly permit the foreign employee to be ill-treated by any other person. A foreign employee is ill-treated if —

- (a) the foreign employee is subjected to physical or sexual abuse, or to criminal intimidation;
- (b) the employer or other person does, or causes the foreign employee to do, any act which causes or is likely to cause injury to the health or safety of the foreign employee;
- (c) the employer or other person neglects or abandons the foreign employee in circumstances which cause or are likely to cause injury to the health or safety of the foreign employee; or
- (d) the employer or other person commits an act detrimental to the welfare of the foreign employee.

10. The employer of the foreign employee shall grant the foreign employee —

- (a) adequate rest daily; and

FOURTH SCHEDULE - *continued*

(b) where the work permit is issued or renewed before 1st January 2013, rest day(s) in accordance with the terms of the employment contract between them.

11. Paragraphs 12, 13 and 14 shall apply to any work permit issued on or after 1st January 2013 pursuant to any application for new or renewal work permit.

12. Subject to paragraph 13, the employer shall grant the foreign employee a rest day without pay for every 7-day period (including Sunday and public holidays). The rest day must be any day within the 7-day period and must be mutually agreed between the employer and the foreign employee.

13. Notwithstanding paragraph 12, the employer does not have to grant a rest day to the foreign employee if there is a prior written agreement mutually agreed between the employer and the foreign employee —

(a) for the foreign employee to work in lieu of the rest day; and

(b) for the foreign employee to be compensated for working in lieu of the rest day with either —

(i) a replacement rest day without pay. The replacement rest day must be a day within the same month as the rest day to be taken and must be mutually agreed between the employer and the foreign employee; or

(ii) a monetary compensation which shall not be less than the rate of pay for one day's work of the foreign employee,

and the foreign employee is compensated in accordance with the prior written agreement.

14. For the purposes of paragraphs 12 and 13 —

(a) a Sunday or public holiday shall be regarded as a rest day only if the employer and foreign employee mutually agree that the Sunday or public holiday is a rest day;

(b) if a 7-day period referred to in paragraph 12 falls between 2 months, the employer and the foreign employee shall mutually agree on a day within either of the 2 months to be the replacement rest day;

(c) the prior written agreement referred to in paragraph 13 must be mutually agreed between the employer and the foreign employee prior to the foreign employee working in lieu of the rest day;

(d) in calculating the rate of pay for one day's work under paragraph 13(b)(ii), the rate of pay for one day's work shall be the foreign employee's monthly rate of pay divided by 26; and

(e) any monetary compensation provided in lieu of the rest day must be paid by the employer to the foreign employee together with the next earliest monthly salary due to the foreign employee.

15. The employer shall not cause or knowingly permit the foreign employee to be engaged in any illegal, immoral or undesirable conduct or activity.

16. The employer shall not retain possession of the foreign employee's original work permit and visit pass and shall allow the foreign employee to retain possession of the foreign employee's work permit and visit pass.

17. The employer shall inform the Controller of any change to the employer's residential address stated in the work pass application form within 14 days after such a change.

18. If the foreign employee dies while in Singapore, the employer shall —

(a) bear the cost of either —

FOURTH SCHEDULE - *continued*

- (i) burial of the body in Singapore;
- (ii) cremation of the body in Singapore and return of the ashes to the country of origin; or
- (iii) return of the body to the country of origin,

with the foreign employee's family deciding on burial, cremation or return of the body;

- (b) bear the cost of returning the foreign employee's belongings to the foreign employee's family; and
- (c) pay to the administrators of the foreign employee's estate any outstanding salaries or moneys due from the employer to the foreign employee.

19. The employer shall not demand or receive any sum or other benefit from an employment agency or any other person in connection with the employment or change in employment of a foreign employee.

Cancellation of work permit and visit pass and duties before or upon repatriation of foreign employee

20. The employer shall return the work permit and visit pass to the Controller within 7 days after the cancellation of the work permit.

20A. The employer shall be responsible for and bear the costs of the upkeep and maintenance of the foreign employee in Singapore. This includes the provision of adequate food as well as medical treatment.

20B. The employer shall ensure that the foreign employee has acceptable accommodation in Singapore. Such accommodation must be in accordance with the requirements in any written law, directive, guideline, circular or other similar instrument issued by any competent authority.

21. Subject to paragraph 22, the employer shall repatriate the foreign employee to the international port of entry that affords reasonable access to the foreign employee's hometown within the foreign employee's home country when the work permit or visit pass of the employee expires or is cancelled or revoked and if the employee is not earlier employed by another employer. In the event of any dispute about the international port of entry to which the foreign employee shall be repatriated, the dispute shall be referred to the Controller, whose decision shall be final.

22. The employer may repatriate the foreign employee to a destination other than that specified in paragraph 21 —

- (a) if the foreign employee so requests, and the Controller is informed by the employer of the employer's intention to do so, before the repatriation occurs; or
- (b) if the Controller so determines.

23. The employer shall bear the cost associated with repatriating the foreign employee at any time except where the Controller permits otherwise. The employer shall ensure that all outstanding salaries or moneys due from the employer to the foreign employee have been paid before the foreign employee's repatriation.

FOURTH SCHEDULE - *continued*

PART II

REGULATORY CONDITIONS TO BE COMPLIED WITH BY EMPLOYER OF FOREIGN EMPLOYEE WHO IS DOMESTIC WORKER ISSUED WITH WORK PERMIT

1. The employer shall control and supervise the foreign employee. The foreign employee shall be under the employer's direct employment.

2. The employer shall not permit the foreign employee to be employed by or contracted to any other person or business to do work for that person or business.

3. The employer shall employ the foreign employee to only perform household and domestic duties at the residential address as stated in the work permit.

4. The employer shall purchase and maintain medical insurance with coverage of at least \$15,000 per 12-month period of the foreign employee's employment (or for such shorter period where the foreign employee's period of employment is less than 12 months) for the foreign employee's in-patient care and day surgery except as the Controller may otherwise provide by notification in writing.

5. If the foreign employee so requests, the foreign employee's salary shall be paid through direct transfer into the foreign employee's bank account in a bank established in Singapore. The employer shall maintain a record of the monthly salary paid to the foreign employee that is accessible to the foreign employee upon request and produce the record upon request by any public officer acting in his official capacity.

5A.—(1) The employer shall not —

- (a) reduce the foreign employee's basic monthly salary or fixed monthly allowances to an amount less than that declared as such in the work pass application submitted to the Controller in relation to the foreign employee; or
- (b) increase the amount of fixed monthly deductions to more than that declared as such in the work pass application submitted to the Controller in relation to the foreign employee,

except with the foreign employee's prior written agreement.

(2) Before implementing such reduction or increase, as the case may be, the employer shall inform the Controller in writing of the proposed reduction or increase, as the case may be.

5B. In paragraph 5A —

"basic monthly salary" means all remuneration payable monthly to a foreign employee that does not vary from month to month on any basis in respect of work done under his contract of service. However, basic monthly salary does not include —

- (a) any allowances however described;
- (b) any form of overtime payment, bonus, commission or annual wage supplements;
- (c) any in-kind payments;
- (d) any form of reimbursements, including for expenses incurred by the foreign employee in the course of his employment;
- (e) any productivity incentive payments;

FOURTH SCHEDULE - *continued*

(f) any contributions payable by the employer to any pension or provident fund, including any contributions made on the foreign employee's behalf; or

(g) any gratuity payable on the discharge, retrenchment or retirement of the foreign employee;

"fixed monthly allowances" means all allowances payable monthly to a foreign employee that do not vary from month to month on any basis. However, fixed monthly allowances shall not include any payments listed in paragraphs (b) to (g) of the definition of "basic monthly salary".

6. The employer shall send the foreign employee for a medical examination by a medical practitioner registered under the Medical Registration Act (Cap. 174) as and when directed by the Controller.

7. If the foreign employee contravenes any of the work permit conditions applicable to the foreign employee, and the employer has knowledge of the contravention, the employer shall inform the Controller and, if required by the Controller, apply for the cancellation of the foreign employee's work permit and visit pass and comply with any other instruction from the Controller with respect to the contravention.

8. The employer shall pay the monthly foreign employee levy through General Interbank Recurring Order (GIRO) or by such other means as may be approved by the Controller in writing.

9. If the foreign employee goes missing, the employer shall inform the Controller within 7 days after the employer becomes aware of the foreign employee going missing.

10. If the foreign employee dies while in Singapore, the employer shall inform the Controller within 12 hours after the employer becomes aware of the foreign employee's death.

Cancellation of work permit and visit pass and duties before or upon repatriation of foreign employee

11. The employer shall apply for the cancellation of the work permit and visit pass of the foreign employee when the employment of the foreign employee ceases. The employer shall inform the Controller in writing within 7 days after such cessation of employment.

12. The employer shall give the foreign employee reasonable notice of the foreign employee's repatriation.

PART VI

CONDITIONS TO BE COMPLIED WITH BY FOREIGN EMPLOYEE ISSUED WITH WORK PERMIT

Employment

1. The foreign employee shall work only for the employer specified and in the occupation and sector specified in the work permit.

2. Where the foreign employee whose occupation as stated in the work permit is that of a "domestic worker", the foreign employee shall only perform household and domestic duties and reside at the employer's residential address or residential premises as stated in the work permit and visit pass.

3. Except for a foreign employee whose occupation as stated in the work permit is that of a "domestic worker", the foreign employee shall reside at the address indicated by the employer to the foreign employee upon the commencement of employment of the foreign employee and shall inform the employer about any subsequent self-initiated change in residential address.

FOURTH SCHEDULE - *continued*

4. The foreign employee shall undergo a medical examination by a medical practitioner registered under the Medical Registration Act (Cap. 174) as and when directed by the Controller.

5. The foreign employee shall report to the Controller as and when required by the Controller to do so.

Conduct

6. The foreign employee shall not go through any form of marriage or apply to marry under any law, religion, custom or usage with a Singapore citizen or permanent resident in or outside Singapore, without the prior approval of the Controller, while the foreign employee holds a work permit, and also after the foreign employee's work permit has expired or has been cancelled or revoked.

7. If the foreign employee is a female foreign employee, the foreign employee shall not become pregnant or deliver any child in Singapore during and after the validity period of her work permit, unless she is a work permit holder who is already married to a Singapore citizen or permanent resident with the approval of the Controller.

8. The foreign employee shall not be involved in any illegal, immoral or undesirable activities, including breaking up families in Singapore.

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Application For Inter-Bank GIRO (Foreign Worker Levy Payment)

Contact Us

www.cpf.gov.sg • giro@cpf.gov.sg
CPF Call Centre : 1800-227-1188

Information On Application For Inter-Bank GIRO

- Your GIRO application will be sent to your bank and will be processed within 21 working days. You will receive a letter on the status and effective date of the GIRO arrangement upon approval.
- You can also check the status of your GIRO application at www.cpf.gov.sg under E-Services > Direct Debit Authorisation / GIRO Application Status.
- Please ensure you have enough balance in your bank account before the deduction date. If you have set a payment limit on your GIRO deduction with your bank, ensure that the limit is sufficient to pay for the Foreign Worker Levy. Some banks may charge an administrative fee for each unsuccessful deduction .
- If you have an existing GIRO arrangement with CPF Board and wish to change your bank account, you will need to complete a new GIRO application form. The deduction for your Foreign Worker Levy from your existing bank account will continue until the new GIRO application is approved.

For Business & Domestic Foreign Worker Levy Payment:

- While your GIRO application is being processed, please continue to pay your Foreign Worker Levy by the 14th of each month. Otherwise, late payment interest will be charged.
- The Foreign Worker Levy will be deducted automatically from your bank account on the 17th (or the next working day if the 17th falls on a Saturday, Sunday or public holiday).
- For further enquiries on Foreign Worker Levy matters, please call the MOM Work Pass Division at 6438 5122.
- You need not re-apply for Inter-Bank GIRO when renewing work permits for your foreign workers or changing foreign workers.

For enquiries on CPF Submission Number (CSN), Unique Entity Number (UEN) and CPF Payment code, please email employer@cpf.gov.sg.