**EMPLOYMENT CONTRACT FOR SRI LANKAN HOUSEKEEPER**

**IN SINGAPORE**

Employment Agency Name:

License No. :

Reference No. :

This employment contract is made between (a) The Employer and (b) The Sri Lankan housekeeper in *Section A,* based on the terms contained in *Section B*.

A copy of the Contract (with all blanks filled in and options selected) and Job Scope

Sheet *(Annex A)* translated into the housekeeper’s language should be given to the domestic workers in Sri Lanka before she signs the contract.

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

(a) The Employer

Full Name :

NRIC / Passport No. :

Address :

Telephone No. :

(b) The housekeeper

Full Name :

Address in Sri Lanka :

Telephone No. in Sri Lanka :

Work Permit No. :

Passport No. :

**Section B: Terms of Contract**

Part I : Employment Period and Workplace

1. The housekeeper shall be employed by the Employer as a housekeeper for a

period specified in the housekeeper’s work permit.

2. The housekeeper shall work and reside only in the Employer’s residence as specified

in the Housekeeper’s work permit.

Part II : Responsibilities of the Housekeeper

3. The housekeeper shall undertake to perform her work diligently and honestly at all

times.

4. The housekeeper shall not take up, or be required by the Employer to take up, any

other employment with any other person(s).

Part III : Remuneration and Benefits

5. The Employer shall pay the housekeeper wages of **SGD**\_\_\_\_\_\_\_ per month.

6. The salary shall be paid on the \_\_\_\_ day of every month.

7. The housekeeper shall acknowledge the amount received under her signature in the

attached Schedule of Salary Payment (Annex B) as proof of payment.

8. The salary will be paid by \*cash / crediting into the housekeeper’s bank account

*(Delete where applicable).*

9. The Employer shall provide the housekeeper with suitable accommodation

in accordance with Ministry of Manpower and Sri Lanka High Commission's guidelines,

with a reasonable amount of privacy.

\* Please tick where applicable:

o Share a room with \_\_\_\_\_ child/children

o Separate room

o Others (please specify) :

10. The Employer shall provide at least three adequate meals a day to the

housekeeper, over and above the salary paid.

11. The Employer shall provide the housekeeper with \_\_\_\_\_\_ hours **[recommended 8**

**hours]** of continuous rest daily (except for occasional special-care cases), with

reasonable rest periods during working hours

12. The housekeeper shall be entitled to \*one / two / three / four rest day(s) a month,

on a day mutually agreed *(\*delete where applicable).* If the rest day was not taken,

the housekeeper shall be compensated in cash as agreed in writing between the

employer and the housekeeper**.** If there is no such existing agreement, the

accreditation body’s prevailing compensation guideline shall apply.

13. Should both parties (Employer and housekeeper) agree to extend this contract, she

(the housekeeper) shall be entitled to \_\_\_\_\_\_ days **[recommended 15 days]** of paid

home leave.

14. In the event that the housekeeper falls ill or suffers personal injury during the

period of employment, except for the period the housekeeper leaves Singapore of

her own violation and for her own personal purposes, the Employer shall bear all

the necessary treatment costs, including medical consultation, medicine,

hospitalization and others.

15. External communications shall be made available for the Domestic Worker and the

employer must allow the housekeeper seek the advice/help of the relevant

bodies/ authorities such as the Sri Lanka High Commission, Ministry of Manpower

etc at all times.

16. The employer shall provide safe working conditions for the housekeeper at all times.

**Part IV : Conciliation and Amicable Settlement**

17. Both parties agree that all disputes arising from this contract, including but not limited to,

maltreatment, physical harm, non payments of salary and prolonged working hours may be

brought to the attention of the Labour Counsellor / Attaché - Sri Lanka High Commission in

Singapore and/ or the proper Singapore Government authorities immediately for the

purpose of conciliation/ amicable settlement, otherwise, the competent authorities of

Singapore arising out of or in connection with this contract in accordance with relevant

Singapore laws.

Part V : Termination

18. Either party may terminate this Contract by giving \_\_\_\_\_ notice **[Recommended at**

**least one week].**

19. In cases where the employer decides to terminate the contract under any

circumstances, the employer should ensure the domestic worker’s proper upkeep

until she is repatriated or transferred to another employer, whichever is applicable.

20. The employer shall be responsible to bear the cost of repatriation of the

housekeeper at all times.

21. Upon termination or expiry of the contract, the Employer shall bear the cost of

repatriating the housekeeper back to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [her town/city of origin]

in Sri Lanka.

22. Should both parties agree to renew this employment relationship, a new employment

contract shall be signed by both the employer and the housekeeper.

Part VI : Others

23. Any substantial variation or addition to the terms of this Contract shall be

deemed void unless made with the consent of both parties to the Contract and

a witness through signatories.

24. In the event of any conflict or inconsistency between any terms 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.

25. Any dispute arising from this Contract shall be referred to the Labour Welfare

Division of Sri Lanka High Commission in Singapore for mediation. If it cannot be

settled, the dispute can be referred at the election of either party to an alternative

dispute resolution mechanism.

26. In the case whereby any term of the contract contradicts the existing Work

Permit conditions or any Singapore government regulations, the latter two

shall supersede.

**Section C: Employer’s Declaration**

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

it.

The Employer’s Signature :

Witnessed by (Name & Signature) :

Date :

**Section D: Housekeeper’s Declaration**

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

it.

The Foreign Domestic Worker’s Signature:

Witnessed by (Name & Signature) :

Date :

***Annex A***

**Job Scope Sheet for Housekeeper**

Employment Agency Name **:**

License No**. :** Reference No**. :**

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

**Particulars of Parties**

***\* The Employer***

Full Name :

NRIC / Passport No. :

***\* The* Housekeeper**

Full Name :

Passport No. :

**Job Scope**

27. Persons in household of Employer’s family:

\_\_\_ \_\_ Adults

\_\_\_\_\_ Young adults aged 13 to 18

\_\_\_\_\_ Children aged 5 to 12

\_\_\_\_\_ Children aged 3 to 5

\_\_\_\_\_ Infants/Babies below aged 3

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

28. The housekeeper shall be required to perform domestic duties as follows (to tick

where applicable):

o Household chores

o Cooking

o Looking after aged person(s) in the household [constant attention is

\*required/not required]

o Baby-sitting

o Child-minding

o Others (please specify):

29. Place of Work (to tick where applicable):

**a) House Type:**

o Landed Property

o Condominium/ Private Apartment

o HDB 5-room or larger

o HDB \_\_\_\_\_-Room Flat *(specify no. of rooms)*

o Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify)*

**b) Number of Bedrooms in the house:**

30. Whole Agreement

This contract embodies the entire understanding of the parties hereto and there are no promises, terms, conditions or obligations oral or written expressed or implied other that those contain herein.

IN WITNESS WHEREOF the contracting parties having read carefully and fully understood the terms and conditions of this contract herewith set their signatures on the dates and places as follows:-

1. …………………………………………………… 3. ………………………………………………………

Employer / Sponsor Name Housekeeper Name

…………………………………………………… ………………………………………………………

Signature & Date Signature & Date

2. …………………………………………………… 4. ………………………………………………………

Singapore Agent Name Sri Lanka Agent Name

…………………………………………………… ………………………………………………………

Signature & Date Signature & Date

**AUTHENTICATION BY SRI LANKA HIGH COMMISSION:-**

Reg. No.

**Date: Signature:**

**AUTHENTICATION BY SLBFE:**

**Date: Signature:**