

CONTRACT OF EMPLOYMENT FOR DOMESTIC HELPERS FROM SRI LANKA  
IN SINGAPORE – PRIVATE RECRUITMENT/DIRECT EMPLOYMENT

Reg. No: HCS/DIR/EMP/	/20
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This contract is executed entered into only by and between:

**A. Employer:**..... I.C. No:.....  
Nationality:..... Residence Tel No:.....  
Address:.....  
.....

AND

**B. Employee:**..... Passport No:.....  
Job Description:..... Work Permit No:.....  
Marital Status:.....  
Address in Sri Lanka:.....

Voluntarily binding themselves to the following terms and conditions:

1. Site of Employment shall be residence of employer. The Sri Lanka High Commission shall be informed of any change of residence within seven (7) days.
2. Contract duration: Two (2) years inclusive of ninety (90) days probation period commencing from employment's departure from the point of origin to the site of employment.
3. Monthly Salary of **S\$.....** to be paid at the end of each month. An acknowledgment record of salary to be maintained duly signed by the employer and employee. If requested by the employee, the sponsor should help the employee to remit the salary or part thereof into a Bank Account. No deduction should be made from the salary. Saving Account, the pass book must be in the possession of the employee.
4. Working hours of the employee shall not exceed twelve (12) staggered hours per day.
- 5. Employer shall provide free air passage at the termination of employee's contract at all circumstances. Onward air passage is to be borne by the employee.**
6. The employer shall ensure that the resident Visa/Work permit for the employee is obtained when due without delay at the expense of the employer.
7. The employer shall provide the employee suitable sanitary living quarters and three (3) adequate meals a day free of charge.
- 8. The employer shall provide all medical services including hospitalization expenses medical etc free of charge.**
9. One day off for each week is compulsory, unless agreed otherwise by both employer and employee in which case a sum of **S\$.....** to be paid in lieu of the day off not taken.
10. In the event of death of the employee during the term of this contract, the Sri Lanka High Commission shall be immediately informed and her remains and personal belongings shall be repatriated to Sri Lanka at the expense of the employer. In case of repatriation of remains is not possible, the same maybe disposed of upon prior approval of the employee's next of kin and the Sri Lanka High Commission.

**The contract of Employment may be terminated by either party upon one-month notice by either side or the payment of one month's salary in lieu of this notice. Before any termination is affected, the Sri Lanka High Commission shall be consulted by employer/employee as the case may be and shall be acted upon on findings of the said High Commission.**

11. The refundable deposit of SS1290 will be released the employer at the completion or termination of employment contract after deducting and unpaid salaries, compensation or any other dues from employer to the employee.
12. Settlement of dispute: In the event of dispute between the employee and the employer the matter must be referred by either party to the Sri Lanka High Commission who shall endeavors to settle the issue amicably. If the dispute remains unresolved, the high Commission shall refer the matter to the appropriate authority of the host country for adjudication without prejudice to whatever legal action the aggrieved party may take against each other.
13. The employee shall work solely for the employer and his immediate household. The employer shall in no case require the employee to work in another residence or be assigned in any commercial, industrial or agricultural enterprise.
14. The employer shall treat the employee in a humane manner. In no case, shall physical violence be used upon the employee by the employer or any member of his household.

At the expiry of the contract the employer and employee any with mutual consent enter into a new contract with an increase of salary by a minimum of 10%. The cost of the return air ticket shall be provided by the employer or the cash payment in lieu of the cost of such ticket if the employee is not returning to the home country at the end of the two (2) years of contract period.

15. This document is solely for the purpose of direct employment and cannot be utilized by employment agencies.
16. No provisions of this contract shall be altered.

In witness, thereof, we hereby sign this contract on .....day of ..... 201  
at the Sri Lanka, High Commission, Singapore.

.....  
Employer

.....  
Employee

.....  
Sri Lanka High Commission

.....  
Seal of S.L.B.F.E

**INFORMATION SHEET – PRIVATE RECRUITMENT/DIRECT EMPLOYMENT**

**1. Registration of Employers for Recruitment of Housemaids / Keepers from Sri Lanka**

- Name of Applicant / Employer:.....
- IC / Passport No:.....
- Business Name & Address:.....  
.....
- Designation / Profession of Application:.....
- Telephone / Hand Phone No:.....
- Fax:.....

**2. Particulars of Housemaid / Housekeeper:**

Name:.....

Passport no:.....

Sri Lanka Address:.....

**3. Through whom proposed Housemaid / Keeper was contacted**

- a) Through a relation
- b) Through a Sri Lankan worker
- c) Through a personal party
- d) Others (specify)
- e)

Name / contact nos. of person who recommended Housemaid / Housekeeper

I certify that the above particulars are true and correct

Date:.....

Signature of Applicant:.....

**Undertaking on the recruitment of Housemaids /Housekeepers from Sri Lanka – Private Recruitment/Direct Employment**

Name of Applicant / Employer:.....  
Of

(Address)

.....  
do hereby declare and agree to comply with the following terms and conditions for recruitment of housemaids/housekeepers from Sri Lanka:

1. To submit the service agreement for verification and registration to the Sri Lankan High Commission/Embassy/Consulate.
2. To prepare the individual employment contract upon receipt of passport copy and other relevant documents of prospective employee on approved standard format.
3. To submit following document to Sri Lankan High Commission
  - a) Employment Contract duly signed by employer
  - b) Original and copy of In-principle approval
  - c) Copy of employee's passport
4. To send verified and registered employment contract with copy of IPA to Sri Lanka to be signed by employee and to finalize departure clearance of Sri Lanka Bureau of Foreign Employment.
5. To bring employee to Sri Lanka High Commission within 7 days of arrival.
6. To inform Sri Lanka High Commission of any subsequent change of address place of work of employee within one week of such occurrence.
7. To Comply with Sri Lanka High Commission to attend inquiries on complaints by employee.
8. To cooperate with Sri Lanka High Commission on settlement of disputes between employees and employers.
9. To ensure that the passport is returned to the employee when formally requested by the Sri Lanka High Commission.

Date:.....

Signature of Applicant:.....