

Employment & Labour Welfare Section of the High Commission of Sri Lanka – Singapore

Requirement	Documents required & charges
Registration/ Insurance Renewal	<ul style="list-style-type: none"> • Application (Can be obtained from the Labour Section) • Original PP • IC copy of the Employer • <u>Charge- SGD 32</u>
Individual Job Contract through an Agency	<ul style="list-style-type: none"> • Contract (Specimen available on the website) • IPA- Employers Copy • IPA- Employees Copy • PP copy of the employee • IC copy of the Employer • Agency registration • <u>Charge- SGD- 70</u>
Direct Employment Contract	<ul style="list-style-type: none"> • Contract (Specimen available on the website) • IPA- Employers Copy • IPA- Employees Copy • PP copy of the employee • IC copy of the Employer • <u>Charge- SGD 70 + (SGD 1290 security deposit payable if the salary is less than SGD 600)</u>
Registration of a new Job Order	<ul style="list-style-type: none"> • Job Order • Application (Can be obtained from the Labour Section) • Agreement • Special Power of Attorney • MOM license of the SG agent • SLBFE license copy of the SL agent • IC copy of the SG agent • PP copy of the SL agent • <u>Charge- SGD 200 per job order</u>
New agency registration	<ul style="list-style-type: none"> • Application 1 (Specimen available on the website) • Application 2 (Specimen available on the website) • ACRA – Accounting & Corporate Regulatory Authority License • IC copy of the SG agent • <u>Charge- SGD 45</u>
Renewal of agency	<ul style="list-style-type: none"> • MOM License copy • IC copy of the SG agent • <u>Charge- SGD 45</u>
Claiming Security/ Refundable Deposit	<ul style="list-style-type: none"> • Request letter addressed to the High Commissioner • Original issued receipt from the High Commission if lost, an affidavit from a lawyer • Application form (Can be obtained from the Labour Section) • Copy of the Air Ticket • Work Permit cancellation from the MOM • Time to process- 2– 3 months