

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

Reg. No: HCS/DIR/EMP/____/202____

This contract is executed and entered into only by and between

Employer Name:.....

I.C. No:.....

Nationality. :.....

Residence Tel No: Mobile No:.....

Email Address:.....

Address:.....

AND

Employee:.....

Passport No:..... Job Description:.....

Work Permit No: Marital Status:.....

Telephone No. :.....

Address in Sri Lanka:.....

Voluntarily binding themselves to the following terms and conditions:

1. Site of Employment shall be the residence of the 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 (60) days probation period commencing from employment's departure from the point of origin to the site of employment.
3. Monthly Salary of SGD.....to be paid at the end of each month. An acknowledgment record of salary is 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 passbook must be in possession of the employee.
4. Working hours of the employee shall not exceed twelve (12) staggered hours per day, and 1 hour of rest must be given in between.

5. Employer shall provide free **direct air passage** at the termination of the employee's contract under all circumstances. Onward air passage is to be borne by the employee.

5.1 If the employer provides the inward air passage and wishes to claim from the employee, it shall not be claimed at once and shall be claimed in equal installments over a minimum period of three (3) months. Purchase receipt of the air ticket must be given to the employee to clarify the amount spent.

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.

6.1 The employer shall not detain the employee's passport under any circumstance, and the passport must always be in possession of the employee.

7. The employer shall provide the employee with suitable sanitary living quarters and three (3) adequate meals a day free of charge & The employer shall provide all medical services, including hospitalization expenses, medical, etc., free of charge and shall not deduct from the employee's salary under any circumstance.

8. One day off for each week is compulsory unless agreed otherwise by both employer and employee, in which case a sum of SGD..... is to be paid in lieu of the day off not taken.

9. In the event of the 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 may be disposed of upon prior approval of the employee's next of kin and the Sri Lanka High Commission.

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

11. The refundable deposit of SS1350 will be released to the employer at the completion or termination of the employment contract after deducting unpaid salaries, compensation, or any other dues from the employer to the employee.

11.1 Settlement of dispute: In the event of a dispute between the employee and the employer, the matter must be referred by either party to the High Commission of Sri Lanka shall endeavor 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.

11.2 If a dispute remains unsolved and in the event of being referred to the Ministry of Manpower by the High Commission, the refundable deposit will be forfeited and will not be released by the High Commission.

12. The employee shall work solely for the employer and his immediate household. The employer shall in no case requires the employee to work in another residence or be assigned to any commercial, industrial, or agricultural enterprise.

13. The employer shall humanely treat the employee. In the event of failure, the High Commission has the sole right to request the Ministry of Manpower of Singapore for assistance to demand the employee's custody and forfeit the refundable deposit.

14. At the expiry of the contract, the employer and employee, with mutual consent, enter into a new contract with an increase in 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 the contract period.

15. Additionally, the refundable deposit of SGD 1350 will be forfeited, and the Employer will be blacklisted from the Sri Lankan recruitment system permanently in the event of:

- **Not presenting the Employee before the High Commission when the High Commission of Sri Lanka requests within a period of ten working days after notifying (Email, Telephone, or Message communications).**
- **Deducting salaries under any circumstance unless otherwise the inward air ticket is being sponsored by the employer (Such reimbursements shall be deducted in 3 installments up to a maximum of SGD 1000 upon submitting a payment receipt).**
- **Termination of contract without one month prior written notice given to the Employee (Signed by both parties).**
- **Not maintaining written salary payment records (Including off day payments) signed by both Employer & Employee.**
- **Not obtaining a consent letter prior to the repatriation of the Employee.**

16. This document is solely for the purpose of direct employment and cannot be utilized by employment agencies.

17. No provisions of this contract shall be altered or negotiated. After reading and understanding it at the High Commission of Sri Lanka in Singapore, the Employer signed the agreement on the.....(Day).....(Month).....(Year).

Employer:.....

Employee:.....

Verification of The High Commission of Sri Lanka: