

## 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"> <li>• Application (Can be obtained from the Labour Section)</li> <li>• Original PP</li> <li>• IC copy of the Employer</li> <li>• <b><u>Charge- SGD 32</u></b></li> </ul>   |
| Individual Job Contract through an Agency | <ul style="list-style-type: none"> <li>• Contract (Specimen available on the website)</li> <li>• IPA- Employers Copy</li> <li>• IPA- Employees Copy</li> <li>• PP copy of the employee</li> <li>• IC copy of the Employer</li> <li>• Agency registration</li> <li>• <b><u>Charge- SGD- 85</u></b></li> </ul>  |
| Direct Employment Contract                | <ul style="list-style-type: none"> <li>• Contract (Specimen available on the website)</li> <li>• IPA- Employers Copy</li> <li>• IPA- Employees Copy</li> <li>• PP copy of the employee</li> <li>• IC copy of the Employer</li> <li>• <b><u>Charge- SGD 85 + ( SGD 1350 refundable security deposit OR SGD 550 Non-refundable deposit is payable)</u></b></li> </ul>   |
| Registration of a new Job Order           | <ul style="list-style-type: none"> <li>• Job Order</li> <li>• Application (Can be obtained from the Labour Section)</li> <li>• Agreement</li> <li>• Special Power of Attorney</li> <li>• MOM license of the SG agent</li> <li>• SLBFE license copy of the SL agent</li> <li>• IC copy of the SG agent</li> <li>• PP copy of the SL agent</li> <li>• <b><u>Charge- SGD 250 per job order</u></b></li> </ul>  |
| New agency registration                   | <ul style="list-style-type: none"> <li>• Application 1 (Specimen available on the website)</li> <li>• Application 2 (Specimen available on the website)</li> <li>• ACRA – Accounting &amp; Corporate Regulatory Authority License</li> <li>• IC copy of the SG agent</li> <li>• <b><u>Charge- SGD 60</u></b></li> </ul>   |
| Renewal of agency                         | <ul style="list-style-type: none"> <li>• MOM License copy</li> <li>• IC copy of the SG agent</li> <li>• <b><u>Charge- SGD 60</u></b></li> </ul>   |
| Claiming Security/ Refundable Deposit     | <ul style="list-style-type: none"> <li>• A request letter addressed to the High Commissioner (Reason for termination)</li> <li>• No objection letter from the Helper/ Consent letter for repatriation or transfer</li> <li>• Original issued receipt from the High Commission if lost, an affidavit from a lawyer</li> <li>• Application form (Can be obtained from the Labour Section)</li> <li>• Copy of the Air Ticket (If a transfer MOM Transfer document and Cancellation Document)</li> <li>• Work Permit cancellation from the MOM</li> <li>• Monthly Salary Payment Record including off day payments (Signed by both employer and employee)</li> <li>• Time to process- 2 months</li> </ul> |