

INSTRUCTIONS FOR EDITING THIS TEMPLATE:

All personal details, specific rates, dates, address details, and job scope options have been replaced with editable dummy placeholders highlighted in **YELLOW**. Please review each section and replace the highlighted text with your actual agreed details before printing or signing.

STANDARD EMPLOYMENT CONTRACT

BETWEEN FOREIGN DOMESTIC WORKER AND EMPLOYER

Section A: Particulars of Parties in Contract

(A) EMPLOYER PARTICULARS	
Full Name of Employer	[EMPLOYER FULL NAME]
NRIC / FIN	[SXXXXXXXXA]
Residential Address	[123 SAMPLE ROAD, #08-01, SINGAPORE 123456]

(B) FOREIGN DOMESTIC WORKER (FDW) PARTICULARS	
Full Name of FDW	[HELPER FULL NAME]
Work Permit No.	[0 1234567-8]
Passport No.	[A12345678]

Section B: Terms of Contract

1. EMPLOYMENT PERIOD & WORKPLACE

- 1.1. The FDW shall be employed by the Employer as a domestic worker for a period of 2 years commencing from the date granted by the Controller of Work Passes to the helper to remain in Singapore to begin employment under this contract.
- 1.2. The FDW shall work and reside only in the Employer's residence as specified in the FDW's work permit.

2. RESPONSIBILITIES OF THE FDW

- 2.1. The FDW shall undertake to perform her work diligently and honestly at all times.
- 2.2. The FDW shall not take up any other employment with any other person.
- 2.3. The FDW shall be responsible for her own personal effects.
- 2.4. The FDW's Job Scope sheet is attached as per Annex A.

3. REMUNERATION & BENEFITS

- 3.1. The Employer shall pay the FDW a monthly basic salary of **S\$650.00** with a rest day compensation in-lieu of **S\$25.00/day**.
- 3.2. The salary shall be paid on the **25th** day of every month.
- 3.3. The salary shall be paid not later than 7 days after the monthly date of salary payment.
- 3.4. The salary will be paid by crediting into the FDW's bank account.

4. RESPONSIBILITIES OF THE EMPLOYER

4.1. The Employer shall provide, free of charge, at least three adequate meals a day to the FDW, over and above the salary paid.

4.2. For special care cases, the FDW must be given reasonable rest periods during working hours.

4.3. The employer shall also provide acceptable accommodation for the FDW. Such accommodation must be consistent with any written law, regulation, directive, and guideline, circular or other similar instruments issued by the Government of Singapore. Please tick where applicable:

☒ Shared room with **[1 child / family member]**

☐ Separate room

☐ Others (please specify): **[Specify accommodation details if applicable]**

4.4. The Employer has the legal obligation to provide safe working conditions and take steps to eliminate the risks involved in other household tasks in high-rise residences. The Employer shall abide by the Safety Agreement Form FDW002.

4.5. The Employer shall not verbally abuse or physically harm the FDW nor expose her to inhumane and cruel treatment.

4.6. A FDW is ill treated if:

4.6.1. The FDW is subjected to physical or sexual abuse, or to criminal intimidation;

4.6.2. The employer or other person does, or causes the FDW to do, any act which causes or is likely to cause injury to the health or safety of the FDW;

4.6.3. The employer or other person neglects or abandons the FDW in circumstances which cause or are likely to cause injury to the health or safety of the FDW; or

4.6.4. The employer or other person commits an act detrimental to the welfare of the FDW.

4.7. In the event the FDW falls ill or suffers personal injury during the period of employment in Singapore, the Employer shall provide free medical treatment to the FDW. Free medical treatment includes medical consultation, maintenance in hospital and emergency treatment. The FDW shall accept medical treatment provided by any registered medical practitioner.

4.8. The Employer shall insure the FDW with personal accident/hospitalization coverage according to the requirements of the Ministry of Manpower of Singapore.

4.9. In the event of a medical practitioner certifying that the FDW is unfit for further service during her term of employment, the Employer shall immediately take steps to repatriate the FDW to her country of origin at the employer's cost.

4.10. In the event of the death of the FDW, the Employer shall pay the cost of transporting the FDW's remains and personal property to her country of origin.

4.11. External communications shall be made available to the FDW and the Employer shall not deny the FDW of communication with her family members.

4.12. The FDW shall work only for the employer specified and in the occupation and sector specified in the work permit.

5. REST DAYS

5.1. As per MOM guidelines, the FDW is entitled to a weekly rest day in a month. The Employer is required to provide at least one rest day a month that cannot be compensated away.

5.2. Both Employer and FDW can mutually agree to opt for compensation in-lieu of day off. The compensation rate must be at least the FDW's daily wage for each rest day. This is payable on top of her monthly basic salary.

5.3. The FDW's daily wage is calculated by dividing her basic monthly salary by 26 days as per MOM guidelines.

5.4. The timing for the rest days will be mutually agreed between the employer and the FDW.

6. TERMINATION OF CONTRACT

- 6.1. Either party may terminate this contract by one months' notice.
- 6.2. Either party may terminate this contract without notice if either party is in breach of the work permit condition(s).
- 6.3. In cases where the Employer decides to terminate the contract under any circumstances, the Employer shall ensure the FDW's proper upkeep until she is repatriated or transferred to another employer, whichever is applicable.
- 6.4. The employer shall be responsible for the cost of repatriation of the FDW at all times.
- 6.5. Upon termination of this contract, the Employer shall bear the cost of repatriating the FDW to the international port of entry that affords the FDW reasonable access to her hometown.

7. EXTENSION OF CONTRACT

- 7.1. Should both Employer and FDW agree to extend this contract, the FDW shall be entitled to 7 to 14 days of paid home leave, inclusive of a paid round trip ticket (Singapore/country of origin/Singapore).
- 7.2. If the FDW does not wish to utilize her home leave, the Employer shall compensate the FDW a lump sum equivalent to the cost of 7 to 14 days salary in lieu of home leave. Such compensation shall be made before the renewal of contract.

8. OTHERS

- 8.1. In the event of any conflict or inconsistency between any term 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.
- 8.2. Any dispute arising from this contract can be referred to Association of Employment Agencies (AEAS).
- 8.3. Any alterations to this contract shall be deemed null and void.
- 8.4. The Laws of Singapore shall be applicable to this Employment Contract.

SECTION C: Employer's Declaration

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

Signature of Employer

Date: [DD/MM/YYYY]

Name: [EMPLOYER FULL NAME]

SECTION D: Foreign Domestic Worker's Declaration

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

Signature of FDW

Date: [DD/MM/YYYY]

Name: [HELPER FULL NAME]

Annex A

Job Scope Sheet for Foreign Domestic Worker

This job scope sheet pertains to the job offer made by the Employer to the FDW.

Employer Name:		[EMPLOYER FULL NAME]		
FDW Name:		[HELPER FULL NAME]		
Housing Type	Levels / Floor	Bedrooms	Toilets / Bathrooms	
[Condominium / HDB / Landed]	[06]	[2]	[2]	
Total Members	Adults	Infants (0-2 yrs)	Children (3-12 yrs)	Elderly
[3]	Male: [1] Female: [1]	[1]	[0]	[0]
Anyone Pregnant / Delivery Date: [N/A or Date]			Elderly Health Status: [N/A or Health Condition]	
[X] General Housework	[] Elderly Care		[X] Infant Care (Age: 0-2)	
[X] Cooking	[] Elderly Nursing		[] Toddler Care (Age: 3-5)	
[X] Laundry	[] Care for Disabled		[] Child Care (Age: 5-12)	
[X] Marketing	[X] Pet Care: [Fish / Cat / Dog]		[] Car Wash / Gardening	

[e.g., Midnight feeding required / Specific dietary preferences / Special care instructions]

 Name / Signature of FDW
 Date: [DD/MM/YYYY]

 Name / Signature of Employer
 Date: [DD/MM/YYYY]

Annex B

Schedules of Salary Payment

Name of Employer:	[EMPLOYER FULL NAME]
Name of Foreign Domestic Worker (FDW):	[HELPER FULL NAME]
Monthly Basic Salary of FDW (SGD):	S\$ [650.00]
Rest Day Allowance per day (SGD):	S\$ [25.00]

***Note:** Rest Day Allowance may change depending on the number of rest days mutually agreed between Employer and FDW with a minimum of 1 rest day per month as per MOM guidelines.

No.	Date Due for Salary	Basic Salary	Rest Day Allowance* (Amount will vary based on number of off days in the month, i.e. 4 or 5)	Amount Due to FDW	FDW Acknowledgement (Signature)	Date Received
1	[25/01/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
2	[25/02/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
3	[25/03/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
4	[25/04/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
5	[25/05/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
6	[25/06/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
7	[25/07/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
8	[25/08/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
9	[25/09/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
10	[25/10/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
11	[25/11/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
12	[25/12/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
13	[25/01/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
14	[25/02/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
15	[25/03/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
16	[25/04/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
17	[25/05/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
18	[25/06/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
19	[25/07/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
20	[25/08/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
21	[25/09/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
22	[25/10/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
23	[25/11/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]

24	[25/12/202X]	[S\$650.00]	[S\$75.00]	[S\$725.00]		[DD/MM/YYYY]
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I hereby declare that I understand and agree with the content of the above table.

Name / Signature of FDW: [HELPER FULL NAME]

Name / Signature of Employer: [EMPLOYER FULL
NAME]