

Dear Key Appointment Holders and EA Personnel,

We have noticed that some EAs and migrant domestic worker (MDW) employers have been wrongly updating the “monthly salary” field in the work permit application and renewal form. “Monthly salary” is defined as the **basic salary that the MDW gets, plus any fixed monthly allowances** e.g. for toiletries. The monthly salary does not vary from month to month. It should **NOT** include the compensation that the MDW will get for working on her rest day.

It is important that the monthly salary declared to MOM is accurate, as it serves as the official source of reference should there be a salary dispute. As you are required to notify MOM of any reduction in the MDW’s salary, do update any changes through [FDW eService](#). Do also remind the MDW and her employer that any reduction in salary should be mutually agreed between both parties and documented in a written agreement, so as to prevent any misunderstanding or dispute.

Yours sincerely

Kevin Teoh
Commissioner for Employment Agencies
Ministry of Manpower