

Application for Foreign Domestic Worker Levy Concession

This form may take you 2 minutes to fill in.
 You will need the following information to fill in the form:

- The worker's Work Permit number and date of application
- The employer's NRIC / FIN No.
- The information of the employer's family member staying in the same address

Please read the Important Notes on page 2 carefully before completing this Form.

Please submit the completed form and the supporting documents by post to the Levy Enforcement Section, Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764. Alternatively, you may fax the documents to 6317 1307.

You may also submit electronic/scanned copy of the completed form and the supporting documents via the iSubmit web portal (<http://www.mom.gov.sg/iSubmit>). For this mode of submission, please select '9. Levy Matters' under 'Request Type' on the iSubmit portal.

Part 1 Employer's Particulars

Employer's NRIC /FIN No.: _____

Employer's name: _____

Employer's address: _____

 _____ Singapore _____

Contact number: _____

Fax number: _____

Part 2 Foreign Domestic Worker's Particulars

I wish to apply for low levy conversion for the following foreign domestic worker(s):

	Name of Worker	Work Permit No.	Date of Application for Work Permit
1			
2			

Part 3 Particulars of my Family Member(s) who is/are living with me at the same registered address as in NRIC

Name of Family Member(s)	Relationship	Birth Certificate or NRIC No.	Date of Birth	Please indicate whether: Singapore Citizen / Singapore Permanent Resident / Foreigner

Part 4 Employer's Declaration

1. I declare that the information given above is true and correct.
2. I understand that if I make any false statement or produce any document which I know to be false, I am liable to prosecution and my application will be rejected by the Controller of Work Passes.

Signature of Employer

Date

Important Notes on Application for Foreign Domestic Worker Levy Concession

1 Application Form

Please complete all parts in this application form and send it together with the required documents, if any (see item 3 below) :

- Via fax to: Levy Enforcement Section at **Fax No: 6317 1307** or
- Via mail to : Levy Enforcement Section, Work Pass Division, Ministry of Manpower, 18 Havelock Road, Singapore 059764
- Via the iSubmit web portal (<http://www.mom.gov.sg/iSubmit>): Please select '9. Levy Matters' under 'Request Type' on the iSubmit portal.

2 Eligibility for Foreign Worker Levy Concession

An employer is eligible for low levy for each foreign domestic worker if he/she satisfies **Conditions A, B or C** below at the time of application for levy concession:

Condition:	Details of condition
A(i)	the employer or spouse has a child who is a Singapore Citizen below 12 years old, and is living with him/her
A(ii)	the employer or spouse has a grandchild who is a Singapore Citizen below 12 years old, and is living with him/her
B(i)	the employer or co-residing spouse is a Singapore Citizen who is aged 65 years old or above
B(ii)	the employer or spouse is a Singapore Citizen and the other party is a Singapore Permanent Resident aged 65 years old or above, and both are living together at the same registered address as in NRIC
C(i)	the employer or spouse has a parent, parent-in-law, grandparent or grandparent-in-law who is a Singapore Citizen aged 65 years old or above, and is living with him/her at the same registered address as in NRIC
C(ii)	the employer or spouse is a Singapore Citizen and has a parent, parent-in-law, grandparent or grandparent-in-law who is a Singapore Permanent Resident aged 65 years old or above, and is living with him/her at the same registered address as in NRIC

- For each condition that is satisfied, the employer is eligible for levy concession for one FDW. However, each household is only eligible for levy concession for a total of two FDWs at any one time.
- The levy concession will start from the first of the following month after the application is approved.

3 Supporting documents to be submitted together with the completed application form

If you meet the following conditions	Please provide clear photocopies of the following documents
A(i)	<p><u>Child born in Singapore:</u></p> <ul style="list-style-type: none"> • No application is required as the child's information will be transmitted to MOM upon the child's birth registration and the levy concession will be automatically granted, and shall commence from the first of the following month after child's birth. (E.g. If the child is born in June, the levy concession will start from 01 July.) <p><u>Child born overseas and issued with Singapore citizenship certificate:</u></p> <ul style="list-style-type: none"> • Child's Singapore citizenship certificate • Child's birth certificate • If you have a child who is a Singapore Citizen below 12 years old, and is living with you but you are not enjoying the FDW levy concession, please contact Ministry of Manpower.
A(ii)	<ul style="list-style-type: none"> • NRIC of employer and grandchild's parents • Birth certificate of grandchild and grandchild's parents (to prove relationship) • Employer's undertaking letter to confirm that his/her grandchild is under his/her care (if NRIC addresses of employer and grandchild's parents are different).
B(i) & (ii)	<ul style="list-style-type: none"> • No application is required. The concession will be granted automatically if the information provided by the employer during the application for a FDW meets the criteria. If the employer/spouse turns 65 years old during the employment of the FDW, the levy concession shall commence from the first of the following month after the 65th birthday of the employer/spouse. (E.g. If the 65th birthday is in June, the levy concession will start from 01 July.)
C(i) & (ii)	<ul style="list-style-type: none"> • NRIC of employer's parents(s)/in-law(s) and/or grandparent(s)/in-law(s)

4. Please allow up to two weeks for the application to be processed. The outcome will be mailed to the employer.