



Work Pass Division

18 Havelock Road
Singapore 059764
Tel: 6438 5122
<http://www.mom.gov.sg>
mom_wpd@mom.gov.sg



Work Permit Application for a Foreign Domestic Worker

This form may take you 20 minutes to fill in.
You will need the following information to fill in the form:

1. For Foreign Domestic Worker

- Name, date of birth, marital status and religion
- Passport number and expiry date
- Work Permit number (if applicable)
- Place of birth, citizenship, race and highest qualification
- Malaysian IC number (if applicable)
- Spouse name, IC number, residential status and nationality (if she is married to a Singapore Citizen / Singapore Permanent Resident)

2. For Foreign Domestic Worker's employer

- The employer's name, date of birth, Identity Card (IC) number or Foreign Identification Number (FIN) and residential status
- The employer's spouse name, date of birth, IC number or FIN, marital status and residential status
- The employment information of both employer and employer's spouse
- The particulars of family members staying in same residential address
- The Income Tax Notice of Assessment Reference number for previous or current year
- The employer and/ or spouse's monthly income
- The current employer's name, IC number / passport number / FIN and signature (for change of employer)

* **Key Information:**

1. A Foreign Domestic Worker must meet the following basic requirements:
 - (a) She must be a female, aged 23 or above, and below 50 (**applicable to first-time Foreign Domestic Workers in Singapore**) at the time of the Work Permit application. If the Foreign Domestic Worker has previously worked in Singapore, she must be aged 18 or above, and below 50 years old at the time of this application.
 - (b) She must have a minimum of 8 years of formal education and possess the necessary educational certificates as documentary proof of her education (**applicable to first-time Foreign Domestic Workers in Singapore**). Please refer to the List of Acceptable Educational Certificates in Ministry of Manpower's (MOM) website at <http://www.mom.gov.sg> (Please click on 'Work Permit (Foreign Domestic Worker)' > 'Foreign Domestic Worker Requirements').
 - (c) She must pass an MOM-stipulated entry test, if so required, (**applicable to first-time Foreign Domestic Worker in Singapore**) within 3 working days of her arrival in Singapore, excluding day of arrival, and before the issuance of her Work Permit. She will be allowed a maximum of 3 attempts to pass the test.
 - (d) She must attend the Safety Awareness Course, if so required, (**applicable to first-time Foreign Domestic Workers in Singapore**), within 3 working days of her arrival in Singapore, excluding day of arrival, before the issuance of her Work Permit. For information on the course, please visit MOM's website (Please click on 'Work Permit (Foreign Domestic Worker)' > 'Upon Arrival in Singapore').
 - (e) She must be employed at her employer's residential address as stated on the employer's Identity Card (NRIC).
 - (f) She must not be related to the employer.
 - (g) She must not be in Singapore before an In-Principle Approval is given and a \$5000 security deposit is furnished by the employer (**applicable to Non-Malaysian workers**). This does not apply to a current Work Permit holder making a Work Permit application under a new employer in Singapore.
2. The employer must note the following:
 - (a) The employer must not be an undischarged bankrupt.
 - (b) The employer must attend the Employer's Orientation Programme (**applicable to first-time employers of Foreign Domestic Workers in Singapore**) before he/she submits a Work Permit application for the domestic worker. For information on the programme, please visit MOM's website (Please click on 'Work Permit (Foreign Domestic Worker)' > 'Employers' Requirements').
 - (c) The employer must fully understand his/her responsibility in ensuring a safe working environment for the FDW under his/her employment. Therefore the employer must not be diagnosed with Alzheimer/Dementia/Schizophrenia, which can cause symptoms such as severe memory lapses, confusion, emotional instability, progressive loss of mental ability, paranoia etc.
3. The Foreign Worker Levy should be paid using GIRO. If the employer has not made prior arrangements for GIRO payment, please complete the attached GIRO Form and submit it with the duly completed Work Permit Application Form to the Work Pass Division, Ministry of Manpower.

* **Documents to be attached to this completed Application Form:**

1. A copy of the employer's Identity card (**applicable to Singaporeans and Malaysians**)
2. A copy of the employer's Passport and Employment/Dependant's Pass (**applicable to foreigners**)
3. A copy of the employer's or spouse's Long-Term Visit Pass (LTVP) and the child's Birth Certificate/Student Pass (**applicable to LTVP holders**)
4. A copy of the employer's and spouse's Income Tax Notice of Assessment for the current or previous assessment year from the Comptroller of Income Tax (if any). Alternatively, the employer must give his/her consent (in Page 7) to the Controller of Work Passes to verify his/her income with the Comptroller of Income Tax.
5. If the employer and/or spouse is/are unable to produce the required Income Tax Notice of Assessment mentioned in (4), the employer must give the reasons in writing and enclose a copy of his/her/their CPF Account Statement(s) for the last 3 months and an Employment Letter from the company (on the company's letterhead) stating the commencement date of employment and the monthly salary.
6. If the employer is unable to produce any of the supporting document mentioned above, please provide these following alternatives:
 - (a) Reasons in writing; and
 - (b) Other documentary proof of income
 - i) Overseas Income Tax of Assessment; or
 - ii) Fixed deposit statement with a local bank (For employer who does not earn an income and is 60 years old and above)
7. A copy of the foreign domestic worker's Passport/Travel Document
8. A copy of the foreign domestic worker's Identity Card (**applicable to Malaysian workers**)
9. A copy of the children's Birth Certificates and/or parents'/parent-in-laws' Identity Cards and employer's/spouse's Birth Certificates (**applicable to employers applying for an additional domestic worker**).

Part 3 Prospective Employer's Declaration

I hereby declare that:

1. I *am/am not an undischarged bankrupt.
2. All particulars given in this Application Form are true and correct. I hereby give my consent to the Division to verify the particulars with any Government Agencies as and when necessary.
3. I have read and understood the Conditions of Work Permit, pertaining to both employer and employee. I shall abide by the Conditions of Work Permit during the worker's employment.
4. If my foreign domestic worker breaches any of the Work Permit Conditions, I undertake to cancel the Work Permit and Visit Pass and to repatriate the worker.
5. My Foreign Domestic Worker (if she has not worked as a Foreign Domestic Worker in Singapore before) has had a minimum of 8 years of formal education and possesses the necessary educational certificates as documentary proof of such education. (applicable to employers who do not go through an Employment Agency)
6. I am aware that if I make any false statements or produce any documents which I know to be false, I shall be guilty of an offence.
7. I have/have not* used the services of an Employment Agency or intermediary based in Singapore for the recruitment of the foreign worker. (Please also state the licence number of all Employment Agencies or intermediaries (if any) used for the purposes of this application: _____ . Please ensure that a copy of Part 4 of this form is completed by each Employment Agency or intermediary used.)
8. I have / have not* been offered or received (directly or indirectly), any sum or other benefit:
 - (a) as consideration or as a condition for employing the foreign employee;
 - (b) as consideration or as a condition for continuing to employ the foreign employee; or
 - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.

Name of Prospective Employer	Signature of Prospective Employer	Date
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Part 4 Declaration by Employment Agency (Applicable if the employer has used the services of an Employment Agency or intermediary. If more than one Employment Agency/intermediary is used, please complete the attached additional declaration sheets.)

Name of Employment Agency: _____
 Licence Number: _____
 Registered Address: _____

I hereby declare that-

1. I am the licensee/representative* of the abovenamed Employment Agency.
2. To the best of my knowledge, that the Foreign Domestic Worker in this application (if she is a first-time Foreign Domestic Worker in Singapore) has had a minimum of 8 years of formal education; and process the necessary educational certificates as documentary proof of such education.
3. The abovenamed employer has/has not* offered (directly / indirectly) , any sum or other benefit:
 - (a) as consideration or as inducement for employing the foreign employee;
 - (b) as consideration or as inducement for continuing to employ the foreign employee; or
 - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.

Name, Designation & NRIC of Licensee/Representative	Date & Signature of Licensee/representative
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Employment Agency's Stamp

Part 5 Current Employer's Consent to Transfer Foreign Domestic Worker to Prospective Employer

The Work Permit application for a change of employer will only be considered if the domestic worker's Work Permit expiry date is not less than 30 days from the date of this application.

I, (Name) _____
 of *NRIC/Passport No/FIN: _____
 agree to allow my foreign domestic worker (Name on page 4) to be employed by the prospective employer,
 (Name) _____

Pending the outcome of this application, I shall continue to undertake all responsibilities for the said worker's employment and will extend her Work Permit, if necessary. If the application is unsuccessful, and I choose not to employ the said worker further, I will repatriate her.

Current Employer's Signature	Date
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*Delete where inapplicable

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Additional Declaration By Employment Agency or Intermediary Based In Singapore

This form may take you 5 minutes to fill in.
 You will need the following information to fill in the form:

- The domestic worker's passport number
- The domestic worker's Work Permit number
- The employer's Identity Card number or Foreign Identification number
- The name of employer
- The name of employment agency
- The employment agency's licence number

Particulars of Worker and Employer

Name of Domestic Worker: _____

Passport No.: _____

Nationality: _____

Identity Card Number or Foreign Identification Number.: _____

Name of Employer: _____

Particulars of Employment Agency

Name of Employment Agency: _____

Licence Number: _____

Registered Address: _____

Telephone: _____

Declaration by Employment Agency

I hereby declare that –

- 1 I am the licensee / representative* of the abovenamed Employment Agency.
- 2 The abovenamed employer has/has not*, been offered (directly or indirectly) any sum or other benefit:
 - a. as consideration or as inducement for employing the foreign employee; or
 - b. as consideration or as inducement for continuing to employ the foreign employee; or
 - c. as a financial guarantee related, in any way, to the employment of the foreign employee.

 Name, Designation & NRIC of Licensee/Representative

 Date & Signature of Licensee/Representative

 Employment Agency's Stamp

*Delete where applicable

Important Note:

Please read Part 1 and 4 of the First Schedule and detach them for your retention.

FIRST SCHEDULE

CONDITIONS OF WORK PERMIT

PART I

**CONDITIONS TO BE COMPLIED WITH BY EMPLOYER OF
FOREIGN EMPLOYEE WHO IS DOMESTIC WORKER**

Application of this Part

1. The conditions in this Part shall apply to the employer of every foreign employee whose occupation as stated in the Work Permit is that of a "domestic worker".

Employment

2. The foreign employee shall be under the employer's direct employment and the employer shall be responsible for the control and supervision of the foreign employee. The employer shall not permit the foreign employee to be employed by or contracted to any other person or business to do work for that person or business.
3. The employer shall employ the foreign employee to only perform household and domestic duties at the residential address as stated in the Work Permit.

Upkeep, maintenance and well-being

4. The employer shall be responsible for and bear the costs of the foreign employee's upkeep and maintenance in Singapore. This includes the provision of adequate food, as well as medical treatment. The employer shall provide safe working conditions and take such measures as are necessary to ensure the safety and health of the foreign employee at work. The employer shall also provide acceptable accommodation for the foreign employee. Such accommodation must be consistent with any written law, regulation, directive, guideline, circular or other similar instruments issued by the Government of Singapore.
5. The employer shall ensure that the foreign employee resides at the residential address stated in the Work Permit.
6. The employer shall purchase and maintain medical insurance with coverage of at least \$15,000 per 12-month period of the foreign employee's employment (or for such shorter period where the foreign employee's period of employment is less than 12 months) for the foreign employee's inpatient care and day surgery except as the Controller may otherwise provide by notification in writing.
7. The employer shall pay the salary (including allowances) due to the foreign employee not later than 7 days after the last day of the salary period. Any salary period agreed between the employer and foreign employee shall not exceed one month. If the foreign employee so requests, the salary shall be paid through direct transfer into the foreign employee's bank account in a bank established in Singapore. The employer shall maintain a record of the monthly salary paid to the foreign employee and produce the record upon request by any public officer acting in his official capacity.
8. Except where the foreign employee is on no-pay leave outside Singapore, the employer shall, regardless of whether there is actual work for the foreign employee, and subject to any written law, pay the foreign employee no less than the fixed salary amount declared in the application for a Work Permit submitted to the Controller.
9. The employer shall send the foreign employee for a medical examination by a registered Singapore doctor as and when directed by the Controller. The employer shall also bear any medical expenses incurred by the foreign employee for the medical examination.
10. The employer shall not ill-treat the foreign employee, and shall not cause or knowingly permit the foreign employee to be ill-treated by any other person. A foreign employee is ill-treated if —
 - (a) the foreign employee is subjected to physical or sexual abuse, or to criminal intimidation;
 - (b) the employer or other person does, or causes the foreign employee to do, any act which causes or is likely to cause injury to the health or safety of the foreign employee;
 - (c) the employer or other person neglects or abandons the foreign employee in circumstances which cause or are likely to cause injury to the health or safety of the foreign employee; or
 - (d) the employer or other person commits an act detrimental to the welfare of the foreign employee.
11. The employer of the foreign employee shall grant the foreign employee —
 - (a) adequate rest daily; and
 - (b) rest day(s) in accordance with the terms of the employment contract between them.

12. The employer shall not cause or knowingly permit the foreign employee to be engaged in any illegal, immoral or undesirable conduct or activity.
13. The employer shall, so far as is reasonably practicable, ensure that the life or personal safety of the foreign employee is not endangered during and in the course of employment, and that the foreign employee acts in a manner which is in accordance with the work practices stipulated by the Ministry of Manpower in its training courses and relevant safety and training materials.

Cancellation of Work Permit and visit pass and duties before or upon repatriation of foreign employee

14. The employer shall apply for the cancellation of the Work Permit and visit pass of the foreign employee if the employer terminates the foreign employee's services. The employer shall inform the Controller in writing within 7 days after such termination and return the Work Permit and visit pass to the Controller within 7 days after the cancellation of the Work Permit.
15. The employer shall give the foreign employee reasonable notice of the foreign employee's repatriation.
16. Subject to paragraph 17, the employer shall repatriate the foreign employee to the international port of entry that affords reasonable access to the foreign employee's hometown within the foreign employee's home country when the Work Permit and visit pass of the employee expire or are cancelled or revoked and if the employee is not earlier employed by another employer. In the event of any dispute about the international port of entry to which the foreign employee shall be repatriated, the dispute shall be referred to the Controller, whose decision shall be final.
17. The employer may repatriate the foreign employee to a destination other than that specified in paragraph 16 —
 - (a) if the foreign employee so requests, and the Controller is informed by the employer of the employer's intention to do so, before the repatriation occurs; or
 - (b) if the Controller so determines.
18. The employer shall bear the full cost of repatriation and shall ensure that all outstanding salaries or moneys due to the foreign employee have been paid before the foreign employee's repatriation.
19. If the foreign employee breaches any of the Work Permit conditions applicable to the foreign employee, and the employer has knowledge of the breach, the employer shall inform the Controller and, if required by the Controller, apply for the cancellation of the foreign employee's Work Permit and visit pass and comply with any other instruction from the Controller with respect to the breach.

General

20. The employer shall pay the monthly foreign employee levy through General Interbank Recurring Order (GIRO) or by such other means as may be approved by the Controller in writing.
21. The employer shall not be related to the foreign employee.
22. The employer shall not, directly or indirectly, engage or use the services of an unlicensed employment agency in connection with the employment or change in employment of the foreign employee.
23. The employer shall provide such information, documents and statements relating to the employment of the foreign employee which are true and correct as and when required by the Controller, an employment inspector, or any other person duly authorised by the Controller for this purpose.
24. The employer shall not retain possession of the foreign employee's original Work Permit and visit pass and shall allow the foreign employee to retain possession of the foreign employee's Work Permit and visit pass.
25. The employer shall produce the foreign employee to the Controller as and when the employer is required by the Controller to do so.
26. The employer shall inform the Controller of any change to the employer's residential address stated in the work pass application form within 14 days after such a change.
27. If the foreign employee goes missing, the employer shall inform the Controller within 7 days after the employer becomes aware of the foreign employee going missing.
28. If the foreign employee dies while in Singapore, the employer shall inform the Controller within 12 hours after the employer becomes aware of the foreign employee's death. The employer shall —
 - (a) bear the cost of burial, or the return of the body, or cremation and the return of the body or remains to the country of origin;
 - (b) bear the cost of returning the foreign employee's belongings to the foreign employee's family; and
 - (c) pay any outstanding moneys due to the foreign employee to the administrators of the foreign employee's estate.

Restrictions on employer receiving or recovering moneys from foreign employee

29. Prohibited payments: An employer shall not deduct from any salary payable to a foreign employee, or demand or receive (directly or indirectly) from the foreign employee, any sum or other benefit —
- (a) as consideration or as a condition for employing the foreign employee;
 - (b) as consideration or as a condition for continuing to employ the foreign employee; or
 - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.
30. Payments to be borne by employer not recoverable from foreign employee: An employer shall not deduct from any salary payable to a foreign employee, or recover (directly or indirectly) from the foreign employee, in whole or in part, any of the following sums paid or payable, or any other benefit given or to be given, by the employer:
- (a) fees associated with the application, issuance, renewal or reinstatement of a Work Permit;
 - (b) costs associated with furnishing a security deposit required by the Controller;
 - (c) costs associated with purchasing and maintaining medical insurance coverage for the foreign employee, as required by the Controller;
 - (d) costs associated with medical examinations required by the Controller;
 - (e) levy payments under the Act;
 - (f) costs associated with training a foreign employee, where the training is provided by the employer or required by the Controller;
 - (g) costs associated with repatriating a foreign employee at any time; and
 - (h) such other similar sums connected with or related to the employment or change in employment of a foreign employee.

Restriction on employer receiving moneys in connection with employment of foreign employee

31. An employer shall not demand or receive any sum or other benefit from an employment agency or any other person in connection with the employment or change in employment of a foreign employee.

PART IV

CONDITIONS TO BE COMPLIED WITH BY FOREIGN EMPLOYEE

Employment

1. The foreign employee shall work only for the employer specified and in the occupation and sector specified in the Work Permit.
2. The foreign employee shall not engage in or participate in any business or be a self-employed person.
3. If the foreign employee whose occupation as stated in the Work Permit is that of a “domestic worker”, the foreign employee shall only perform household and domestic duties and reside at the employer’s residential address or residential premises as stated in the Work Permit and visit pass.
4. Except for a foreign employee whose occupation as stated in the Work Permit is that of a “domestic worker”, the foreign employee shall reside at the address stipulated by the employer upon the commencement of employment of the foreign employee. The foreign employee is to inform the employer about any self-initiated change in residential address.
5. The foreign employee shall undergo a medical examination by a Singapore registered doctor as and when directed by the Controller. If the foreign employee is certified medically unfit, the Work Permit of the foreign employee shall be revoked.
6. The foreign employee shall carry the original Work Permit and visit pass issued to that employee at all times and must produce it for inspection on demand by any public officer.
7. The foreign employee shall report to the Controller as and when required by the Controller to do so.

Conduct

8. The foreign employee shall not go through any form of marriage or apply to marry under any law, religion, custom or usage with a Singapore Citizen or Permanent Resident in or outside Singapore, without the prior approval of the Controller, while the foreign employee holds a Work Permit, and also after the foreign employee’s Work Permit has expired or has been cancelled or revoked.
9. If the foreign employee is a female foreign employee, the foreign employee shall not become pregnant or deliver any child in Singapore during and after the validity period of her Work Permit, unless she is a Work Permit holder who is already married to a Singapore Citizen or Permanent Resident with the approval of the Controller.
10. The foreign employee shall not be involved in any illegal, immoral or undesirable activities, including breaking up families in Singapore.

CENTRAL PROVIDENT FUND BOARD
ROBINSON ROAD P.O. BOX 626
SINGAPORE 901226



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Central Provident Fund Board

79 Robinson Road
CPF Building
Singapore 068897

APPLICATION FOR INTER-BANK GIRO
Customer Service Call Centre : 1800-227 1188
E-mail : giro@cpf.gov.sg

INFORMATION ON APPLICATION FOR INTER-BANK GIRO

- Please allow 3 to 4 weeks time for processing as the GIRO form with original signature(s) is required by the bank for verification. Letters will be sent to you to inform you of the status and effective date of the GIRO arrangement upon approval. Meanwhile, please make payment using cheque, NETS/cash (at SingPost), NETS/CashCard/Diners Club Credit Card (at AXS stations) or Internet Payment (via eNETS).
- You may also check the status of your GIRO application at www.cpf.gov.sg.
- Please maintain sufficient fund in your bank account for GIRO deduction. Some banks may charge an administrative fee for each unsuccessful deduction.
- To terminate GIRO, please notify your bank and submit the Form GIRO/T available at www.cpf.gov.sg to CPF Board.

For CPF contribution for employee(s):

- You may email us at employer-accounts@cpf.gov.sg for queries on Unique Entity Number (UEN) and CPF Payment Code.
- You are required to submit the CPF contribution details by the 14th of the month (or the next working day if the 14th falls on a Saturday, Sunday or public holiday) for deduction to take place. Otherwise, a late payment interest will be charged.
- If the first deduction is unsuccessful, a second deduction will be made 7 calendar days later and a late payment interest will be charged.

For Business Foreign Worker Levy & Domestic Foreign Worker Levy:

- Foreign Worker Levy will be deducted automatically from your bank account on the 17th (or the next working day if the 17th falls on a Saturday, Sunday or public holiday). Please do not include the Foreign Worker Levy details in your CPF contribution details.
- For further enquiries on levy matters, please call the MOM Work Pass Division at 6438 5122.
- You need not re-apply for Inter-Bank GIRO when renewing work permit for your foreign workers or changing foreign workers.

For Medisave and/or Voluntary Contributions for self-employed person & Voluntary Contributions for non self-employed person:

- To effect deduction of voluntary contributions upon approval of GIRO, please submit your Standing Instruction online via My Requests or complete the Form SI/VC (via GIRO) available at www.cpf.gov.sg.
- GIRO deductions will be made on the 25th for a self-employed person or 18th for a non self-employed person. (If the deduction date falls on a Saturday, Sunday or public holiday, the deduction will be made on the next working day.)

