

# INFOCUS



## Allow your FDW to keep her personal documents

It is important to let your foreign domestic worker (FDW) keep her personal documents at all times. These documents contain important information. Her lack of access to such information could lead to a misunderstanding of employment terms and result in unnecessary disputes.

### Employment and Personal Documents include:

- ✓ In-Principle Approval (IPA) Letter
- ✓ Employment Contract
- ✓ Bank book/Bank Statement (if applicable) and ATM Card
- ✓ Passport and Work Permit Card

### Before your FDW arrives

The **IPA** letter must be sent to your FDW at least 3 to 7 days prior to her departure for Singapore.

The **IPA** letter states the amount of agency fees charged by the Singapore EA, her monthly salary, number of off-days in a month and the compensation in lieu of each rest day worked. The IPA letter also informs your FDW of her rights and responsibilities.

### After your FDW arrives

If you have signed an **employment contract** and a **loan payment schedule** with your FDW, she should also have a copy of these documents.

If your EA collects fees from your FDW, your FDW should be issued with an **itemised receipt** by the EA, indicating the breakdown of fees charged to her such as the local and overseas placement fees, and other fees.

### During your FDW's employment

You should pay your FDW her monthly salary in full and on time. She should receive her salary no later than seven days from the last salary period. We encourage you to pay your FDW's salary electronically as there would be proper records of the salary payment. If you pay her salary by cash, your FDW should acknowledge receiving it. For example, signing against a salary payment schedule. Both of you should each keep a copy of this salary schedule. You are not allowed to safe-keep any portion of her salary.

## Your FDW Must Keep Her Own Documents

Remember, your FDW should keep her IPA letter, employment contract, **bank book/statement (if applicable)**, ATM card, passport and work permit card.