

STANDARD EMPLOYMENT CONTRACT (DIRECT HIRE) BETWEEN MIGRANT DOMESTIC WORKER AND EMPLOYER

This employment contract is made between (a) the Employer and (b) the Migrant Domestic Worker (MDW), as detailed in Section A, based on the terms contained in Section B.

A copy of the Contract (with all blanks filled in and options selected) and Job Scope Sheet (Annex A), translated into the MDW's language, should be provided before she signs the contract.

The Schedules of Salary Payment and Loan Repayment (Annex B), if applicable, shall be filled up at the time the contract is signed.

Section A: Particulars of Parties in Contract

(a) The Employer

Full Name: _____

NRIC/Passport No.: _____

Address: _____

(b) The Migrant Domestic Worker (MDW)

Full Name: _____

Work Permit No.: _____

Passport No.: _____

Section B: Terms of Contract

Part I: Employment Period and Workplace

1. The MDW shall be employed by the Employer as a domestic worker for the period specified in her valid work permit.
2. The MDW shall work and reside only at the Employer's residence as specified in the work permit.

Part II: Responsibilities of the MDW

3. The MDW shall undertake to perform her work diligently and honestly at all times.
4. The MDW shall not take up, or be required to take up, employment with any other person(s).

Part III: Remuneration and Benefits

5. The Employer shall pay the MDW wages of SGD _____ per month.
6. Salary shall be paid on the _____ day of each month.
7. The MDW shall acknowledge receipt of her salary under her signature in the attached Schedule of Salary Payment (Annex B).
8. Salary will be paid either in cash or credited to the MDW's bank account.
9. The Employer shall provide the MDW with suitable accommodation in line with MOM guidelines and a reasonable amount of privacy:
 - ☐ Share a room with child/children
 - ☐ Separate room
 - ☐ Others (please specify): _____
10. The Employer shall provide the MDW with three adequate meals a day.
11. The MDW shall be given at least 8 continuous hours of rest daily (except for occasional special-care cases), along with reasonable rest periods during working hours.
12. The MDW shall be entitled to *one / two / three / four* rest day(s) per month (delete where appropriate), on a day mutually agreed. If the rest day is not taken, compensation in cash shall be paid as agreed in writing between the parties.
13. Should both parties agree to extend this contract, the MDW shall be entitled to 15 days of paid home leave, inclusive of a return ticket to her city of origin.
14. If the MDW does not take her home leave, the Employer shall pay a lump sum equivalent to the cost of the return ticket plus 15 days' salary.
15. If the MDW falls ill or is injured during employment (except when outside Singapore voluntarily for personal reasons), the Employer shall bear the cost of all necessary treatment, including consultation, medicine, hospitalization, etc.
16. The MDW shall be allowed reasonable access to external communications and may seek advice or help from relevant authorities, including the Ministry of Manpower (MOM).
17. The Employer shall provide a safe working environment for the MDW at all times.
18. On rest days, the MDW must return to the Employer's residence by _____ PM unless otherwise agreed in advance.

Part IV: Termination

19. Either party may terminate the Contract by giving 30 days' notice.
20. The Contract may be terminated without notice in the event of breach of work permit conditions or job scope.
21. If the Employer terminates the contract, the Employer must ensure proper upkeep of the MDW until she is either repatriated or transferred to another employer.
22. The Employer shall bear the cost of repatriation of the MDW at all times.
23. Upon termination or expiry of the contract, the Employer shall repatriate the MDW to

her city of origin: _____.

24. If both parties agree to renew the employment relationship, a new contract shall be signed.

Part V: Others

25. Any substantial variation to the terms must be made in writing and signed by both parties and a witness.

26. In the event of a conflict between versions, the English language version shall prevail.

27. Any disputes arising from this Contract may be referred to the Ministry of Manpower (MOM) or other appropriate authorities.

28. Where any contract term conflicts with Singapore law or MOM regulations, the latter shall prevail.

Section C: Employer's Declaration

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

Employer's Signature: _____

Witness (Name & Signature): _____

Date: _____

Section D: Migrant Domestic Worker's Declaration

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

MDW's Signature: _____

Witness (Name & Signature): _____

Date: _____

Prepared by: Employhelpers.com