



DATE OF APPLICATION

18 Mar 2025

WORK PERMIT NUMBER

0 95013724

NAME OF HELPER

ZIN MAR WAI

To be signed by the various parties and uploaded when you get the pass issued



TYPE OF APPLICATION
STANDARD APPLICATION

Part I. Helper and employment

About the helper

Full name	ZIN MAR WAI	Date of birth	10 Nov 1998
FIN	G4136102L	Birth place	Myanmar
Work Permit number	0 95013724	Birth province	Kanaungto
Passport number	MF422637	Religion	Buddhism
Passport expiry date	11 Nov 2026	Ethnic group	Burmese
Immigration pass	Special Pass Holder	8 years of formal education?	Yes
Nationality	Myanmar	Highest education level	Secondary without spm or gce o level
Sex	Female	Marital status	Divorced
		Monthly salary	\$650
		Rest days per month	1
		Fee paid to Employment Agency by the helper	\$650

About the employment

Employer's name	LE THUY THU TRANG
Place of employment	CITY GATE 371 BEACH ROAD #12-11 Singapore 199597



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ZIN MAR WAI

Part I. Declaration by foreign domestic worker

I declare that:

1. I have read and understood the conditions of Work Permit, which are set out in the Employment of Foreign Manpower (Work Passes) Regulations 2012, available at www.mom.gov.sg
2. I have had at least eight years of formal education and have the certificates to prove this. (This does not apply to you if you have been employed as a foreign domestic worker or confinement nanny in Singapore before.)
3. I have never been convicted of a criminal offence in any country or state.
4. For the purpose of assessing this application, I consent for the Government of Singapore and its statutory authorities to obtain from and verify information (including my medical records and information relating to them) with any person, organisation or any other source, and to disclose such information (including my medical records and information relating to them) to its authorised agents. For the purpose of my employment, I also consent for the Government of Singapore and its statutory authorities to display my employment information on the MOM's work pass systems, and to disclose such information to any relevant person or organisation.
5. I understand I have the option to set up a POSB bank account to receive my salary and get a free Centre for Domestic Employees (CDE) membership. If I choose to set up my POSB bank account and CDE membership, I confirm that I:
 - a. Have given my employer my written consent to submit my bank account application and any declarations to POSB
 - b. Have provided true and correct information to my employer for the bank account application
 - c. Allow the Ministry of Manpower to send my personal details to POSB and CDE
 - d. Allow CDE to use and store my personal details and contact me about my membership and participation in activities
6. I consent to the Ministry of Manpower displaying my work pass details when my work pass card is scanned using the Ministry of Manpower's work pass mobile application.
7. All the documents that have been submitted on my behalf in support of this Application for a Work Permit are true copies of the authentic documents.
8. I am aware that if I have stated or provided any information within this Declaration that I know to be false or do not believe to be true, I may be subjected to enforcement action including prosecution, the cancellation of the in-principle approval and the revocation of my Work Permit.

Name of worker

ZIN MAR WAI

Work Permit number of worker

0 95013724

Signature of worker

Date (DD-MM-YYYY)



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NAME OF HELPER

ZIN MAR WAI

Part II. Declaration by employer

I declare that:

1. I do not have any medical condition(s) that will impair my ability to supervise and ensure the well-being of my foreign domestic worker.
2. I have read and understood the applicable conditions and regulatory conditions of Work Permit set out in the Employment of Foreign Manpower (Work Passes) Regulations ("EFMR"), available at www.mom.gov.sg.
3. I consent to the Government of Singapore and statutory authorities to obtain and verify information, including information relating to my medical condition, with any person, organisation or any other source, and retain such information for the purpose of assessing my suitability as an employer of foreign domestic worker(s). Further, I consent to the information obtained in this process to be released to the Government of Singapore, its statutory authorities and any authorised agents.
4. To the best of my knowledge, the foreign domestic worker (if she has not worked as a foreign domestic worker or confinement nanny in Singapore before) has had a minimum of eight years of formal education and has educational certificates as documentary proof of this.
5. I understand my foreign domestic worker has the option to set up a POSB bank account to receive her salary. If she chooses to set up her POSB bank account, I confirm that I:
 - a. Have obtained her written consent to submit her bank account application and any declarations to POSB
 - b. Have checked with her on the accuracy of her details for the bank account application
 - c. Allow the Ministry of Manpower to send my personal details and contact information to POSB
6. I have obtained written consent from the foreign domestic worker to perform this transaction. I will produce this consent when requested by the authority.
7. I consent to the Ministry of Manpower displaying work pass details when the foreign domestic worker's work pass card is scanned using the Ministry of Manpower's work pass mobile application.
8. I am not related to the foreign domestic worker.
9. I have ensured that the foreign domestic worker fully understands the contents of PART I and that it was signed by the foreign domestic worker.
10. The information in this application and any appeals I have made in relation to this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application and any appeals made in relation to the application, are true copies of the authentic documents.
11. I am aware of and shall fulfil my obligations as an employer of a foreign domestic worker under the Employment of Foreign Manpower Act 2012 ("EFMA") and EFMR which includes the following:
 - a. Pay her salary promptly
 - b. Pay for her upkeep and maintenance, including medical treatment
 - c. Provide acceptable accommodation for her
 - d. Should she die while in Singapore, pay for her burial or cremation and pay for her body and belongings to be returned to her home
 - e. Take her to the Controller of Work Passes when required by MOM
 - f. Inform the Controller of Work Passes in writing within seven days when her employment ends by cancelling her Work Permit
 - g. Arrange and pay for her passage home, after giving her reasonable notice and paying her outstanding salary
 - h. Shall employ her in accordance with the Work Pass Conditions and Regulatory Conditions applicable to her
12. I shall take reasonable steps to ensure that my foreign domestic worker complies with the EFMA and the EFMR. Such steps shall include reporting to the Controller of Work Passes if I know that she is non-compliant.
13. I understand that if I breach any of my obligations as an employer of a foreign domestic worker, my Security Bond in the sum of \$5,000 which I have furnished to the Controller of Work Passes may be forfeited fully or in part. I also understand if there is only partial forfeiture, the Government of Singapore may forfeit the rest at a later point in time for the same breach or a different breach.
14. I also understand that if I breach any of my obligations as an employer of a foreign domestic worker, other enforcement actions may be taken against me in addition to my Security Bond being forfeited fully or in part.

Name of employer

LE THUY THU TRANG

NRIC/FIN

SXXXX414D

Signature of employer

Date (DD-MM-YYYY)



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0 95013724

NAME OF HELPER

ZIN MAR WAI

Part II. Prospective employer**About the employer**

Full name **LE THUY THU TRANG**
Sex **Female**
Date of birth **03 Oct 1989**
Nationality **Vietnamese**
Residential status **Singapore PR**
NRIC **SXXXX414D**
Marital status **Married**
Housing type **Private flat / Apartment**

About the employer's spouse

Full name **TAN BOON SENG (CHEN WENSHENG)**
Sex **Male**
Date of birth **05 May 1981**
Nationality **Singapore Citizen**
Residential status **Singapore Citizen**
NRIC **SXXXX865J**

Contact details

Mobile number **+65 87643567**
Email **boonseng_tan@hotmail.com**
Residential address **CITY GATE
371 BEACH ROAD
#12-11
Singapore 199597**

Employer's household detailsNumber of family members in the household (excluding employer and spouse): **1**

Full name	ID number	ID type	Date of birth	Relationship
TAN ZHEN XIAN LUCAS	TXXXX735D	Birth Certificate	29 Aug 2017	Child



DATE OF APPLICATION

04 Nov 2020

WORK PERMIT NUMBER

0 09938915

HELPER NAME

YENI AFIYANI

Part II. Prospective employer

About the employer

Full name **TAN BOON SENG (CHEN WENSHENG)**
 Gender **Male**
 Date of birth **05 May 1981**
 Nationality **Singapore citizen**
 Residential status **Singapore citizen**
 NRIC **SXXXX865J**
 Marital status **Married**
 Housing type **Private flat / Apartment**

About the employer's spouse

Full name **LE THUY THU TRANG**
 Gender **Female**
 Date of birth **03 Oct 1989**
 Nationality **Vietnamese**
 Residential status **Long-term visit pass**
 FIN **GXXXX500W**
 Passport number **C0689930**
 Passport expiry date **27 Jul 2025**

Income details

Income used for application **Employer's income**
 Monthly income range **\$10,000 - \$12,499**
 Income proof **IRAS**
 Tax reference number **SXXXX865J**

Contact details

Mobile number **+65 91293228**
 Email **boonseng_tan@hotmail.com**
 Residential address **320B ANCHORVALE DRIVE
 #05-116
 Singapore 542320**

Employer's household details

Number of family members in the household (excluding employer and spouse): **1**

Full name	ID number	ID type	Date of birth	Relationship
TAN ZHEN XIAN LUCAS	TXXXX735D	Birth Certificate	29 Aug 2017	Child



DATE OF APPLICATION

18 Mar 2025

WORK PERMIT NUMBER

0 95013724

NAME OF HELPER

ZIN MAR WAI

Part III. Employment Agency**About the Employment Agency**Name **GLOBAL UNITED
CHANNEL PRIVATE
LIMITED**Licence no. **17C8945**Telephone **+65 63441706**

Address

Part III. Declaration by Employment Agency

This declaration must be completed by the Employment Agency or intermediary who is making the application on behalf of the employer.

I declare that:

1. I am the Employment Agency personnel handling this application.
2. To the best of my knowledge, the foreign domestic worker (if she has not worked as a foreign domestic worker or confinement nanny in Singapore before) has had a minimum of eight years of formal education and has educational certificates as documentary proof of this.
3. I have obtained written consent from the employer and foreign domestic worker to perform this transaction. I will produce this consent when requested by the authority.
4. I have explained the contents of the application and the applicable conditions and regulatory conditions of this Work Permit, as set out in the Employment of Foreign Manpower (Work Passes) Regulations 2012, to the foreign domestic worker and the employer.
5. The information in this application and any appeals I have made in relation to this application are, to the best of my knowledge, true and correct; and that all documents submitted in support of this application and any appeals made in relation to the application, are true copies of the authentic documents.

Name of Employment Agency personnel

**Soh Geok Sian
R1100683**

Employment Agency personnel number

**Soh Geok Sian
R1100683**

Signature of Employment Agency personnel

Date (DD-MM-YYYY)

02 APR 2025

Job Scope Sheet for Foreign Domestic Worker

Employment Agency Name : United Channel Services Pte Ltd

License No. : 11C4954

865 Mountbatten Road #01-11 & #01-22/23/24/25 Katong Shopping Centre S437844

Tel : (65) 63448807

Fax : (65) 63450806

Staff: Sharon on _____

This job scope sheet pertains to the job offer made by the *Employer* to the *FDW*. It shall be translated into the *FDW*'s language and given to her before she signs the employment contract.

Particulars of Parties

The Employer

Full Name : Le Thuy Thu Trang NRIC/Passport No. : _____

- ☒ New
☐ Reselect
☐ Replacement

The Foreign Domestic Worker (FDW)

Full Name : Zen Mar Wai (Code: _____) Passport No. : _____

P/P Ready Date : _____

Job Scope

Persons in household of Employer's family:

- 2+1 adults
 _____ young adults aged 13 to 18
1 children aged 5 to 12 (8 yrs old)
 _____ children aged between 3 to 5
 _____ infants/babies below 3
 _____ person(s) requiring constant care and attention (excluding babies)

The FDW shall be required to perform domestic duties as follows (to tick where applicable):

- ☒ Household chores
☐ Cooking
☐ Looking after aged person(s) in the household [constant attention is
 *required/not required]
☒ Baby-sitting
☒ Child-minding } 1st priority
☐ Others (please specify):

Place of Work (to tick where applicable):

a) House Type:

- ☒ Landed Property
☐ Condominium/ Private Apartment
☐ HDB 5-room or larger
☐ HDB _____-Room Flat (specify no. of rooms)
☐ Others _____ (specify)

b) Number of Bedrooms in the house: _____

W

 Signature of FDW

AGREEMENT BETWEEN FOREIGN DOMESTIC WORKER (FDW) AND EMPLOYER ON FDW WEEKLY REST DAY ARRANGEMENT

Parties Involved	FDW	Employer
Name	ZIN MAR WAI	LE THUY THU TRANG
NRIC/Work Permit No.	0 95013724	GUC-XXXXX414D

This agreement is made between (a) the FDW and (b) the Employer in accordance with the Ministry of Manpower's regulations on the provision of a weekly rest day for FDWs. Please refer to Annex A on excerpt from the Employment of Foreign Manpower (Work Passes) Regulations.

Terms of Agreement

We, the FDW and the Employer, agree that the employer shall grant the FDW:

- ☐ One rest day for every week. The rest day shall be granted on ANYDAY (day of the week);
- OR
- ☒ 4 rest days in a month on (day of the week) with compensation in lieu at \$ 25.00 for each rest day forgone.



FDW's Signature

Date:
02 APR 2025



Employer's Signature

Date:
02 APR 2025

[For any subsequent variations that are agreed between the employer and FDW, the following record should be maintained]

We, the FDW and the Employer, agree that the employer shall grant the FDW:

- ☐ Rest day on (date) in lieu of rest day forgone on (date);
- OR
- ☐ Compensation in lieu at \$ (minimum of 1 day's pay) for working on rest day on (date)

FDW's Signature

Date:

Employer's Signature

Date:

Fourth Schedule, Employment of Foreign Manpower (Work Passes) Regulations 2012

12. Subject to paragraph 13, the employer shall grant the foreign employee a rest day without pay for every 7-day period (including Sunday and public holidays). The rest day must be any day within the 7-day period and must be mutually agreed between the employer and the foreign employee.

13. Notwithstanding paragraph 12, the employer does not have to grant a rest day to the foreign employee if there is a prior written agreement mutually agreed between the employer and the foreign employee—

- a) for the foreign employee to work in lieu of the rest day; and
- b) for the foreign employee to be compensated for working in lieu of the rest day with either –
 - (i) a replacement rest day without pay. The replacement rest day must be a day within the same month as the rest day to be taken and must be mutually agreed between the employer and the foreign employee; or
 - (ii) a monetary compensation which shall not be less than the rate of pay for one day's work of the foreign employee, and the foreign employee is compensated in accordance with the prior written agreement.

14. For the purposes of paragraphs 12 and 13 –

- a) a Sunday or public holiday shall be regarded as a rest day only if the employer and foreign employee mutually agree that the Sunday or public holiday is a rest day;
- b) if a 7-day period referred to in paragraph 12 falls between 2 months, the employer and foreign employee shall mutually agree on a day within either of the 2 months to be the replacement rest day;
- c) the prior written agreement referred to in paragraph 13 must be mutually agreed between the employer and the foreign employee prior to the foreign employee working in lieu of the rest day;
- d) in calculating the rate of pay for one day's work under paragraph 13(b)(ii), the rate of pay for one day's work shall be the foreign employee's monthly rate of pay divided by 26; and
- e) any monetary compensation provided in lieu of the rest day must be paid by the employer to the foreign employee together with the next earliest monthly salary due to the foreign employee

Schedule of Salary and Loan (including loan for placement fee) Repayment

Name of Employer: LE THUY THU TRANG
 Name of MDW: ZIN MAR WAI
 Basic Salary: S\$650.00
 WP No: 0 95013724


Start Worked: 02-04-2025
 Per day Salary: S\$25.00
 Total Loan: S\$2,275.00

S.No.	Salary Date	Basic Salary	Repayment of Placement Fee	Rest Day Taken	Rest Day Salary	Total Salary Paid	Date Received	Employer Ack. (Signature)	MDW Ack. (Signature)
1	01-05-2025	\$650.00	\$650.00	1	\$75.00	\$ 75.00			
2	01-06-2025	\$650.00	\$650.00	1	\$75.00	\$ 75.00			
3	01-07-2025	\$650.00	\$650.00	1	\$75.00	\$ 75.00			
4	01-08-2025	\$650.00	\$325.00	1	\$75.00	\$ 400.00			
5	01-09-2025	\$650.00		1	\$75.00	\$ 725.00			
6	01-10-2025	\$650.00		1	\$75.00	\$ 725.00			
7	01-11-2025	\$650.00		1	\$75.00	\$ 725.00			
8	01-12-2025	\$650.00		1	\$75.00	\$ 725.00			
9	01-01-2026	\$650.00		1	\$75.00	\$ 725.00			
10	01-02-2026	\$650.00		1	\$75.00	\$ 725.00			
11	01-03-2026	\$650.00		1	\$75.00	\$ 725.00			
12	01-04-2026	\$650.00		1	\$75.00	\$ 725.00			
13	01-05-2026	\$650.00		1	\$75.00	\$ 725.00			
14	01-06-2026	\$650.00		1	\$75.00	\$ 725.00			
15	01-07-2026	\$650.00		1	\$75.00	\$ 725.00			
16	01-08-2026	\$650.00		1	\$75.00	\$ 725.00			
17	01-09-2026	\$650.00		1	\$75.00	\$ 725.00			
18	01-10-2026	\$650.00		1	\$75.00	\$ 725.00			
19	01-11-2026	\$650.00		1	\$75.00	\$ 725.00			
20	01-12-2026	\$650.00		1	\$75.00	\$ 725.00			
21	01-01-2027	\$650.00		1	\$75.00	\$ 725.00			
22	01-02-2027	\$650.00		1	\$75.00	\$ 725.00			
23	01-03-2027	\$650.00		1	\$75.00	\$ 725.00			
24	01-04-2027	\$650.00		1	\$75.00	\$ 725.00			
** Total Amount (S\$)						\$15,125.00			

** The total amount should be filled in at the point of acknowledging this schedule.

I hereby declare that and agree with the monthly salary and total amount of loan indicated above.


 Name / Signature of FDW


 Name / Signature of Employer

Witnessed by EA Representative:

Name / Signature:

Soh Geok Sian
 R1100683



Safety Agreement Between Migrant Domestic Worker And Employer

Name of Employment Agency (EA)

UNITED CHANNEL SERVICES PTE LTD
11C4954

Instructions:

Employer to fill in
Part A

MDW to fill
in Part C

EA to explain,
and to fill in
Part B & D

This agreement is made between (a) The Employer and (b) The Migrant Domestic Worker (MDW) and facilitated by (c) The Employment Agency (EA) to accord with the Ministry of Manpower's regulations on conditions for window cleaning.

[Refer to Annex A on excerpt from the Employment of Foreign Manpower (Work Passes) Regulations ("the Condition")]


Employers of MDWs shall not permit their MDWs to clean the window exterior except where two conditions are met:

- Window grilles have been installed and are locked at all times during the cleaning process; and*
- The employer or an adult representative of the employer is physically present to supervise the MDW.*

The rules will apply to all homes, except for windows that are at the ground level or along common corridors.


Part A – Employer

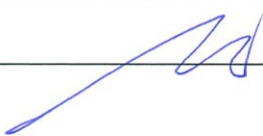
Name of Employer (as reflected in the NRIC or work pass card / long-term pass card)	LE THUY THU TRANG	
NRIC no. / FIN (last 4 alphanumeric characters, e.g. 123A)	SXXXX414D	
Residential Dwelling Type	<input type="checkbox"/> HDB Apartment <input checked="" type="checkbox"/> Private Apartment/Condominium <input type="checkbox"/> Landed Property	
Do I require my MDW to clean window exterior?		
<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
(i) Location of window exterior	<input type="checkbox"/> On the ground <input type="checkbox"/> Facing common corridor <input type="checkbox"/> Others If "Others" is selected, proceed to (ii)	
(ii) Grilles installed on windows required to be cleaned by MDW	<input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" is selected, proceed to (iii)	
(iii) Adult supervision when cleaning window exterior	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Continuation of Part A – Employer	
<input type="checkbox"/> I have received the advisory letter and trainer's assessment checklist from the Settling-In-Programme (for employers of first-time MDWs)	
<p>[The Employer is required to choose only one of the following options]</p> <input checked="" type="checkbox"/> I understand the Conditions and I will not require my MDW to clean the window exterior of my home.	
<input type="checkbox"/> I understand the Conditions and I require my MDW to clean only the window exterior on the ground floor of my home.	
<input type="checkbox"/> I understand the Conditions and I require my MDW to clean only the window exterior along the common corridor of my home.	
<input type="checkbox"/> I require my MDW to clean the window exterior of my home, and I shall ensure that the grilles are locked when cleaning the window exterior and cleaned only when supervised by myself or my adult representative.	
Signature / Date	 02/04/2025

Employer is to ensure that Part A is duly completed before the agreement is signed and dated. Do not pre-sign the agreement or sign on incomplete form.

Part B – Employment Agency Personnel (EAP) / Key Appointment Holder (KAH)	
Name of EAP / KAH (as reflected in the NRIC or work pass card / long-term pass card)	SOH GEOK SIAN
Registration number (in full)	R1100683
I have explained the Conditions to the Employer and advised the Employer that he * can / cannot require the MDW to clean the window exterior of his home based on the information presented in Part A [* to delete accordingly]	
Signature / Date	 02/04/2025

Part C – Migrant Domestic Worker	
Name of MDW (as reflected in the in-principle approval (IPA) or Work Permit card)	ZIN MAR WAI
Work Permit number (last 4 digits)	X XXXX3724
<input type="checkbox"/> I shall abide by my Employer's instructions to clean the window exterior safely in compliance with the Condition [The MDW is required to choose only <u>one</u> of the following options.] (နိုင်ငံခြား သား အိမ်ဖော်အလုပ်သမား သည် အောက်ပါရွေးချယ်စရာများထဲမှ တစ်ခုကိုသာရွေးချယ်ရန်လိုအပ်ပါသည်။)	
As indicated by the Employer above: - အထက်ပါအလုပ်ရှင် ၏ ဖော်ပြချက်အရ :-	
<input checked="" type="checkbox"/> I understand that I am not required to clean the window exterior of my employer's home. ကျွန်မ အလုပ်ရှင်၏အိမ် ပြုတင်းပေါက်အပြင်ဘက်ကို သန့်ရှင်းရေးလုပ်ရန် မလိုအပ်ကြောင်းကို နားလည်ပါသည်။	
<input type="checkbox"/> I understand that I am required to clean only the window exterior on the ground floor of my employer's home. ကျွန်မအလုပ်ရှင်၏အိမ် မြေညီထပ်၌ရှိသော ပြုတင်းပေါက်အပြင်ဘက်ကိုသာ သန့်ရှင်းရေးလုပ်ရန်လိုအပ်ကြောင်းကို နားလည်ပါသည်။	
<input type="checkbox"/> I understand that I am required to clean only the window exterior along the common corridor of my employer's home. ကျွန်မအလုပ်ရှင်၏အိမ် စင်္ကြံလမ်း၌ရှိသော ပြုတင်းပေါက်အပြင်ဘက်ကိုသာ သန့်ရှင်းရေးလုပ်ရန်လိုအပ်ကြောင်းကို နားလည်ပါသည်။	
<input type="checkbox"/> I understand that I am required to clean the window exterior of my employer's home, and I shall ensure that I clean the window exterior only when the grilles are locked and only when supervised by my employer or his adult representative. ကျွန်မ အလုပ်ရှင်၏အိမ် ပြုတင်းပေါက်အပြင်ဘက်ကို သန့်ရှင်းရေးလုပ်ရန် လိုအပ်ကြောင်း နှင့် ပူးတွဲပေါက်အပြင်ဘက်ကို သန့်ရှင်းရေးလုပ်လျှင် ပြုတင်းပေါက်တွင်ရှိသောသံပန်းကို သေခြာစွာသော့ခတ်ပြီး အလုပ်ရှင် သို့မဟုတ် ၎င်း၏ကိုယ်စားလှယ်တစ်ယောက် ရှိမှသာ သန့်ရှင်းရေးလုပ်ရမည်ကို နားလည်ပါသည်။	
Signature / Date လက်မှတ် / နေ့စွဲ	 02/04/2025

Part D – Employment Agency Personnel (EAP) / Key Appointment Holder (KAH)	
I have explained the Conditions to the MDW and advised the MDW that she * can / cannot clean the window exterior of the residential address based on the employer's declaration in Part A [* to delete accordingly]	
Signature / Date	 02/04/2025

Annex A

Condition 2, Part I of the Fourth Schedule of the Employment of Foreign Manpower (Work Passes) Regulations

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. This includes: -

- a) not permitting the foreign employee to clean the outward facing side of any window not located on the ground level or not facing a common corridor if the window is not fitted with a grille securing against any adult extending any part of the foreign employee's body beyond the window ledge except the arms; and
- b) in the case of a window referred to in sub-paragraph (a) fitted with a grille of the description specified in that sub-paragraph, not permitting the foreign employee to clean the outward facing side of the window unless at all times during the cleaning process –
 - i. the grille is locked or secured in a manner that prevents the grille from being opened;
 - ii. the foreign employee remains inside the room;
 - iii. no part of the foreign employee's body extends beyond the window ledge except the arms; and
 - iv. the foreign employee is supervised by the employer, or an adult representative of the employer, who is reasonably capable of conducting such supervision and is aware of the requirements in sub-paragraphs (i), (ii) and (iii).



Global United Channel

865 Mountbatten Road, #01-56, Katong Shopping Centre, Singapore 437844

Tel: 6344 1706 Email: unitedes@singnet.com

License No. 17C8945

www.unitedchannel.com.sg

Business Reg No. 201730425C

STANDARD SERVICE AGREEMENT BETWEEN FOREIGN DOMESTIC WORKER EMPLOYER AND EMPLOYMENT AGENCY

Agreement Reference No. by EA : GUC/KT011503250449

Parties to this agreement to retain a signed copy of this agreement.

The Agency shall highlight the following important clauses to the employer's attention: 2.1, 3.1, 3.4, 3.5, 3.6, 4.1, 4.2.3, 5.1, 5.4, 5.6, 6.2, and 6.3. To affirm this, both the Employer and Agency shall initial to indicate their agreement to these clauses at the bottom of each page

This Service Agreement is dated 15-03-2025 (dd/mm/yyyy) and made between:

(1)	Full Name of Employment Agency ("Agency")	:	Global United Channel Pte Ltd
	Employment Agency License Number	:	17C8945
	Registered Business Address	:	865 Mountbatten Road #01-56, Katong Shopping Centre Singapore 437844
(2)	Full Name of Employer ("Employer")	:	LE THUY THU TRANG
	NRIC/Passport Number	:	GUC-XXXXX414D
	Address	:	371 BEACH ROAD #12-11 SINGAPORE 199597

It is hereby agreed between the parties that:

1. Appointment of Services

- 1.1 The Employer hereby appoints the Agency to secure the services of a Foreign Domestic Worker (FDW) (set out in the Services & Fees Schedule) for a contract of service on the terms and conditions that appear below.
- 1.2 The period of this Service Agreement shall be from the date of signing this Service Agreement, to the last day of employment of the last FDW provided by the Agency for the Employer, subject to the validity of the work permit as well as the clauses under Section 3 on Replacement and Guarantee.
- 1.3 The Agency shall handover the FDW to the employer within (2) month(s) after obtaining the "Letter of Notification to bring FDW into Singapore" by Ministry of Manpower, subject to the conditions under Clause 3.2 Table 1

2. Fees Payment charged on Employer

- 2.1 2.1 In consideration of the services to be provided by the agency, the Employer shall pay the following fees as set out in the *Services & Fees Schedule*:

i. Service Fee

Total package fee of S\$ 3024.30 shall be paid to the Agency for the services rendered in the following manner:

- a. A deposit of S\$ 500 (if any), shall be paid in full before the Agency submits the Employer's application to the Ministry of Manpower.
- b. The balance of S\$ 2524.30 when the FDW reports for work/ duty

ii. Placement Fee

The placement fee of S\$ 2275.00 shall be paid (on behalf of the FDW by the employer) as stipulated in the package in the Service and Fees Schedule agreed to at the time.

- 2.2 Apart from the Service Fee, the Agency confirms that there are no hidden or other costs or expense that the Employer shall be liable except those, if any, under this Agreement.
- 2.3 All payments shall *include / exclude the prevailing Goods and Services Tax (GST). [*To delete accordingly]

3. Replacement and Guarantee

- 3.1 According to the Services & Fees Schedule, the Employer is entitled to 4 replacement(s) of FDW from the Agency within a period of 12 month(s). This is subject to the conditions below and those stated in clause 4.

3.1.1 The replacement(s) shall be subjected to the following:

- i. A new fees schedule for replacement (Form B) contained within this Agreement shall be signed
- ii. The replacement FDW shall be of the same nationality and selection criteria as the previous FDW unless both parties explicitly agree to the contrary. In the event that an Employer selects a replacement (FDW) whose nationality is different from that of the FDW to be replaced, the Employer shall have to pay the difference in the prescribed package and replacement fee, if applicable.
- iii. The replacement shall take effect within two months. After which time, if the Agency fails to provide a replacement, the Employer may choose to terminate this agreement, subject to the clauses under Section 5 on Refund Policy.

3.2 Under the circumstances depicted in Table 1, the Agency shall provide the employer with a replacement FDW at no additional cost. Such replacement(s) would not be counted towards the employer's entitlement in clause 3.1.

Table 1: Circumstances where employers are entitled to replacements.

- | |
|---|
| <ol style="list-style-type: none">a) The FDW is refused entry into Singapore by the Immigration and Checkpoints Authority (ICA).b) FDW's Letter of Notification is revoked by the Ministry of Manpower (MOM).c) The issuance of a work permit to the FDW is incomplete.d) Failed any entry requirements stipulated by MOM.e) FDW fails, refuses or is otherwise unable to come to Singapore for whatever reason(s) to take up the intended employment within one month of the Employer's selection of the FDW |
|---|

3.3 In the event that the FDW needs to be repatriated as a result of the circumstances stated in clause 3.2, the Agency shall be responsible for and bear the cost of repatriation of the FDW to the international port of entry that affords her reasonable access to her hometown within her own country.

3.4 Under the circumstances depicted in Table 2, the Employer shall not be entitled to a replacement as provided in clause 3.1

Table 2: Circumstances where employers are **not entitled** to replacements as provided in clause 3.1

- | |
|---|
| <ol style="list-style-type: none">a) The Employer is found to have breached any Work Permit Conditions. (To be determined and proven by relevant authorities)b) The Employer terminates and repatriates the FDW without the Agency's prior knowledge.c) If the FDW dies from any mishap or accident as a result of the employer's actions.d) If the FDW seeks the assistance of MOM and/or the embassy of the home country as a result of the employer's wrongful actions. (To be determined and proven by relevant authorities) |
|---|

3.5 Pursuant to clause 3.4, the Employer shall bear all the costs incurred, including medical expenses, for the duration of the relevant authorities' investigation in any event or despite any official finding or outcome.

3.6 In the event that the Employer opts not to have a replacement (FDW) as stated in clauses 3.1 and 3.2 when FDW(s) which matches the Employer's selection criteria is available, the Employer shall not be entitled to the refund of any part of the service fees (less costs incurred by the Agency) so paid to the Agency.

3.7 After a replacement has been accepted by the Employer, the Employer shall not be entitled to any refund of the service fee for the replacement FDW as set out in the Services and Fees Schedule- Form B (if any) has been paid.

4. **Conditions for replacement/ transfer**

4.1 The employer may request for a replacement after the FDW has worked for the Employer for a minimum of at least four weeks but before the expiry of the replacement period. Refer to Clause 3.

4.2 The grant of replacement is subject to the following:

- 4.1.1 The Employer agrees to transfer the FDW to a new employer specified by the Agency and will not in any way prevent or jeopardize the FDW's transfer or opportunity to seek re-employment with other employer, unless the employer can show to the satisfaction of the Agency that the FDW is medically unfit to work as a domestic worker or has committed a criminal offence in Singapore.
- 4.1.2 For request of transfer, the Employer must sign the Consent to Transfer Form from the Work Permit Office to allow the FDW to seek employment with the new Employer.
- 4.1.3 The Employer must release the FDW to the Agency for (**30**) days for her to be interviewed and re-deployed. During this period, the employer shall bear the cost of providing the FDW with **Food and Accommodation** at a rate of S \$ 35.00 per day , **in addition to the levy payable. Thereafter, the Agency shall bear the costs, until it finds a new employer for the FDW.**

- 4.3 In the event of any fines or penalties imposed by the Immigration and Checkpoints Authority (ICA) and/or the Ministry of Manpower (MOM) if the FDW overstays due to any delay resulting from either the Employer's or the Agency's failure to complete the transfer of the FDW to the new Employer, the party at fault shall bear the costs.
- 4.4 The Agency will bring the replacement (FDW) into Singapore only when the existing FDW's work permit application for transfer has been approved
- 4.5 In the event that the FDW seeks the protection of MOM and or the Embassy of her home country, the Agency will assist in resolving the matter. However, the agency shall not be held responsible for the FDW's action.
- 4.6 The Agency reserves the right to arrange for a replacement subject to the selection of a new FDW by the Employer, in the event of delay or non arrival of the FDW due to death, injury, sickness, civil unrest, war or any acts of God or other circumstances beyond the agency's control.
- 4.7 The Employer reserves the right to reject the intended replacement and terminate this Agreement if the replacement does not fulfill Employer's selection criteria (based on the original selection criteria).

5. **Refund Policy**

Service Fee

- 5.1 The Employer shall be entitled to refunds of the service fee (if any) less the following administrative charges from the Agency within one month if the Employer terminates the agreement orally, in writing or by conduct with the Agency in accordance to the following circumstances:

	Event	Administrative Charge
i	FDW Work Permit Application is rejected by the Ministry of Manpower due to no fault of the Agency.	\$ 50.00
ii	<i>Before</i> the submission of the Work Permit application to MOM.	No Charge
iii	<i>After</i> the submission of the application to MOM.	\$ 50.00
iv	<i>After</i> the Letter of Notification by MOM but before FDW arrives Singapore	\$ 150.00
v	<i>After</i> the Letter of Notification by MOM and after FDW arrives Singapore	\$FULL Agency Fee & Service Fee
vi	<i>After</i> the Letter of Notification, by MOM, relating to FDW on transfer	\$ 100.00

- 5.2 If the FDW withdraws from her application before her arrival in Singapore, the Employer shall be entitled to terminate this Agreement or re-select a substitute FDW at no additional cost

Placement Fee

- 5.3 Should the Employer (or FDW) decide to terminate the contract of the FDW prematurely and returns the FDW to the Agency, the Agency shall refund to the Employer any advance payment made in the form of placement fee on a pro-rated basis, within 04 weeks
- 5.3.1 The Employer agrees to transfer the FDW to a new employer specified by the Agency and will not in any way prevent or jeopardize the FDW's transfer or opportunity to seek re-employment with the new employer, unless the employer can show to the satisfaction of the Agency that the FDW is medically unfit to work as a domestic worker or has committed a criminal offence in Singapore
- 5.4 In the following cases, the Agency and Employer shall share the settlement of the outstanding placement fee in the following manner within 04 week(s).

	Description	Agency %	Employer %
i	FDW is found by the relevant authorities to have breached Work Permit conditions and/or is unable to remain in employment	10%	90%
ii	FDW has been transferred / assigned to another Agency / Employer by MOM or Police or NGOs	10%	90%
iii	Employer is found by the relevant authorities to have breached Work Permit conditions	0%	100%
iv	FDW runs away and/or is unwilling to continue employment in Singapore.	10%	90%

- 5.5 The Employer shall inform the Agency one month before the FDW's services is terminated and repatriated.

- 5.6 If the Employer terminates this agreement and repatriates or transfers the FDW through another EA or to another Employer, when the placement fee set out in 2.1(ii) is still outstanding, the Employer shall be liable for the Placement Fee of the FDW.
- 5.7 The employer must use the service of the agency for a minimum period of 90 days of employment. (Actual employment of FDW can be accumulated with all replacement under the same employer) **In the event of premature termination of such service, there shall be an administration fee surcharge of \$500.**

6. **Special Provisions**

- 6.1. The Agency should exercise due diligence in ensuring the accuracy of all personal information given in the bio-data of the FDW, within the agency's reasonable control to check and verify.
- 6.2 The Agency shall inform the Employer that the FDW has had 3 previous employers.
- 6.3 The Agency shall provide the Employer with a copy of the FDW's Singapore entry medical examination records
- 6.4 The Agency shall ensure that the FDW arrives on time as scheduled, but should there be any delay not caused by the Agency, the Agency will not be liable for any claims made by the Employer for consequential loss or delay..
- 6.5 The Employer shall permit the Agency or such authorized persons as the Agency may appoint to visit the work location to determine the welfare of the FDW and to observe and adjudge the performance of her obligations to the Employer or Agency.
- 6.6 Should the Employer require the Agency to provide food and lodging for the FDW (under circumstances that do not violate the regulations and guidelines set by the Ministry of Manpower), the employer shall pay \$35 per day, to the Agency for provision of this service.
- 6.7 The Employer shall be liable to pay the Agency a sum of S\$0.00 for each counseling session at the Agency's premise as requested by the Employer and conducted by the Agency. However, this sum is not payable if the Employer has previously made payment (set out in the *Services & Fees Schedule*)
- 6.8 The employer shall inform the Agency of the FDW's repatriation with the same period of notice given to the FDW for termination of employment, as that provided for in the Employment Contract.

7. **Force Majeure**

In the event that any party shall be rendered unable to carry out the whole or any part of its obligations under this Agreement for any reason beyond the control of that party, including but not limited to acts of God, force majeure, strikes, war, riot and any other causes of such nature, then the performance of the obligations hereunder of that party or all the parties as the case may be and as they are affected by such cause shall be excused during the continuance of any inability so caused, but such inability shall as far as possible be remedied with all reasonable dispatch.

8. **Confidentiality**

All information provided by the Employer under this Agreement shall be kept strictly confidential and shall be used solely for the purpose of processing the Work Permit application of the FDW.

9. **Dispute Resolution**

Any dispute or complaint instituted by the Employer or the FDW during the currency of the employment contract shall be brought to the attention of the Agent in writing. Any counseling and or mediation between the parties shall be conducted during **office hours at the Agency office.**

10. **Third Party Mediation**

If the Agency is unable to resolve the grievance(s) of the Employer under Clause 9.1 or if the parties are unable to resolve any dispute between them with respect to this Agreement, the parties shall refer the grievance(s) or dispute to CASE Mediation Centre or AEAS for mediation. The parties hereby agree to such procedures and to pay such fees as CASE Mediation Centre or AEAS may prescribe from time to time.

11. **Alternative Dispute Resolution Mechanisms**

If the dispute arising from this Agreement cannot be settled by mediation, either party may choose to bring the dispute before an arbitration panel provided by the relevant Accreditation Body or seek the assistance of the Courts.

12. **Precedence to Other Agreements**

In the event of there being any inconsistency between the terms of this Agreement and the terms of any other agreement (oral or written) entered into between the Agency and the Employer, the terms of this Agreement shall prevail and the terms of such other agreement shall be deemed to be amended to the extent necessary for it to be read as being consistent with this Agreement.

13. **Severability of Provisions**

If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and it shall in no way affect or prejudice the enforceability of the remainder of such provision or the other provisions of this Agreement.

14. **Third Party Rights**

A person who is not a party to this Agreement has no right under the Contracts (Rights of Third Parties) Act, Chapter 53B of Singapore or any other laws in any jurisdiction to enforce any term of this Agreement.

15. **Entire Agreement**

This Agreement sets forth the entire agreement and understanding between the parties or any of them in relation to the FDW and no party has relied on any warranty or representation of any other party except as expressly stated or referred to in this Agreement.

16. **Termination of Agreement**

Any party intending to terminate the agreement shall provide at least (30) days' prior notice to the other party.

17. **Miscellaneous**

17.1 The Employer shall observe and comply with all laws and regulations and government policies (including but not limited to The Employment of Foreign Workers Act, The Immigration Act, The Immigration Regulations) which may be made from time to time.

17.2 It is the Employer's responsibility to receive or send the FDW from/to the premises of the Agency for reasons pertaining to deployment, re-deployment (FDW seeking new employer) or counseling (unless otherwise specified by the Agency).

IMPORTANT NOTES :

- | | |
|-----|--|
| i) | The FDW is deemed to be in the custody and the responsibility of the employer at all times from the date of handing over from the agent until such time as the work permit is cancelled and the FDW is repatriated or the transfer approved by the Ministry of Manpower and handed over to the new employer. |
| ii) | The employer continues to pay all levies imposed by the relevant authorities until a transfer is approved or the work permit is cancelled in the prescribed manner. |

IN WITNESS whereof this Agreement has been entered into the day and year first above written, the contracting parties having read and understood the terms and conditions of this contract hereunto set their signatures below.



Signature of Employer/Client

Name: LE THUY THU TRANG

NRIC / Passport No: GUC-S8955414D


Soh Geok Sian
R1100683

Signed for and on behalf of

United Channel Services Pte Ltd

Agent : Soh Geok Sian

Reg No : R1100683

Agency: GLOBAL UNITED CHANNEL PTE LTD (Licence No: 17C8945)

Service & Fees Schedule for NEW of FDW

* delete where appropriate

PART A: Particulars of FDW Selected

Date : 15-03-2025

Name of FDW Selected	ZIN MAR WA1
Nationality	MYANMAR
Passport No	MF422637
Salary	\$ 750 [COMPENSATION:\$ 100, OFF DAY:1/4]

PART B: SERVICE FEE

SS

The services Fee shall include the following :

Agency Fee	2388.00
Administrative & Transportation	75.00
Documentation Fee	70.00
WPOL Filing Fee (\$35 application+\$35 e-issue)	70.00
26 Months Insurance+Bond+SBP	621.30
TOTAL SERVICE PACKAGE FEE	3,024.30

PART C: Placement Fee for Replacement FDW

1. Service fee charged on the FDW by the Agency (subject to fee cap)	650
Breakdown of Service fee	
650 x 1 month salary	
2. Overseas Placement Fee	1625
TOTAL PLACEMENT FEE	\$ 2,275.00

Addendum to Service Agreement

- 1.For every FDW employed, Employer has to pay for Setting-in-Programme (SIP) (if required). SAC, Insurance premium and the cost of selected Banker's Guarantee, Personal Accident Hospitalization & Surgical Insurance cover
- 2.Employer is to give the FDW (1) month probationary period to adapt to the family culture.
- 3.Employer is liable for the food & lodging of the FDW when the FDW is returned to the Agency for transfer
- 4.All cheques are to be crossed and made payable to " **GLOBAL UNITED CHANNEL PTE LTD** " only

I confirm that the Foreign Domestic Worker named in Part A of this Schedule is selected by me and I agree to pay the various fees and schedule of payment stated in Parts B and C.

Signature by Employer

NRIC: GUC-XXXXX414D

Signed for and on behalf Global United Channel Pte Ltd

Agent's name:Soh Geok Sian

Reg No: R1100683



Global United Channel

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Business Reg No. 201730425C

DETAIL

Employer's Name: LE THUY THU TRANG NRIC/FIN No.: GUC-XXXXX414D
Address: 371 BEACH ROAD #12-11 SINAGPORE 199597
Contact No: 87643567

FDW's Name: ZIN MAR WAI Passport No.: MF422637
Work Permit No.: 0 95013724 D.O.A: 15-03-2025

HANDOVER OF DOCUMENTS

I hereby acknowledge receipt of the following documents from

(To chop Company stamp)

Signature & Date

Service Agreement
Employment Contract
Insurance + Letter of Guarantee + Policy Jacket
IPA
FDW's Passport Copy
Safety Agreement
Rest Day Agreement
FDW Medical Report (Only applicable for New Arrivals) / 6 ME (If any)
SIP Certificate + Observation Checklist (Only applicable for 1st timer)
Bio data
Employment History (If any)
Salary Table
FDW's Passport (After Thumbprint)
Work Permit Card (Courier by MOM)

I, LE THUY THU TRANG, NRIC / Passport No: GUC-S8955414D hereby confirm that ZIN MAR WAI, Passport No: MF422637 is the Foreign Domestic Worker (FDW) selected by me and I am taking over custody and responsibilities of the FDW with effect from 02-04-2025.

Signature of Employer



NAME
ZIN MAR WAI

FIN
G4136102L

NATIONALITY
Myanmar

DATE OF BIRTH
10 Nov 1998

Employment Period	Household Size	Housing Type	Cancellation Reason	Expected Job Scope
17 Dec 2024 - 22 Feb 2025	5	HDB (5 ROOMS)	Helper wishes to end the employment <i>Shun - Old Age line</i>	Cooking, General household, Taking care of child
06 May 2022 - 11 May 2024	3	HDB (4 ROOMS)	Employer no longer needs the helper <i>Zin /</i>	Cooking, General household, Taking care of infant
19 Dec 2021 - 06 May 2022	4	PRIVATE FLAT / APARTMENT	Helper was transferred to a new employer <i>Zin - Myanmar</i>	Cooking, General household, Taking care of child

Le thuy Thu trang
Name of Employer
15 MAR 2025
Date
[Signature]
Sign

Note: Some of the information (e.g. expected job scope and cancellation reason) was declared by the employer and has not been verified by MOM. You are advised to interview the helper to find out more about her.

Legend:

General household (e.g. cleaning, laundry or ironing)

Infant (below 18 months)

Toddler (from 18 months to 3 years old)

Child (above 3 to 12 years old)

Person with special needs (e.g. Autism, Down syndrome, Dementia or needs help with activities of daily living)

MIGRANT DOMESTIC WORKER INSURANCE APPLICATION FORM

IMPORTANT NOTICE: Please read the policy wordings for the full terms, conditions and exclusions. A copy of the policy wording may be obtained from your intermediary.
The Insurance Act: You are under a duty to disclose to the Company every fact you know, or could reasonably be expected to know, that may influence the Company's assessment and acceptance of the risk and the terms of such acceptance. If you are uncertain as to whether a particular information is material, these facts should be disclosed to the Company, otherwise the Policy issued may be void.

A. PROPOSER / EMPLOYER PARTICULARS	
Name of Proposer Le Khay Thu Trang	Gender <input checked="" type="checkbox"/> M <input type="checkbox"/> F
Nationality <input checked="" type="checkbox"/> Singaporean <input type="checkbox"/> Others	NRIC/FIN No. S895444D
Address 371 Beach Road #12-11 S (9999)	
Date of Birth (dd/mm/yyyy) 03/10/1989	Mobile No. 87643564
Email boonseytan@hotmail.com	

B. MIGRANT DOMESTIC WORKER (MDW) PARTICULARS	
Name of MDW Zin May Wai	FIN No. 94136102L
Nationality <input checked="" type="checkbox"/> Indonesian <input type="checkbox"/> Filipino <input type="checkbox"/> Others	Passport No. MF430637
Name of Employment Agency Myanmar Channel Limited	Policy start date (dd/mm/yyyy) 10/11/1998
From: / /	

C. CHOICE OF INSURANCE COVER (PLEASE TICK <input checked="" type="checkbox"/> / PREMIUM (INCLUSIVE OF GST))	
Basic	Standard
Deluxe	Premier
14-month <input type="checkbox"/> 26-month <input type="checkbox"/> 14-month <input type="checkbox"/> 26-month <input type="checkbox"/> 14-month <input type="checkbox"/> 26-month <input type="checkbox"/>	14-month <input type="checkbox"/> 26-month <input type="checkbox"/> 14-month <input type="checkbox"/> 26-month <input type="checkbox"/> 14-month <input type="checkbox"/> 26-month <input type="checkbox"/>
Insurance + Letter of Guarantee <input type="checkbox"/> Insurance + Letter of Guarantee + Waiver of Indemnity <input type="checkbox"/>	Insurance + Letter of Guarantee <input type="checkbox"/> Insurance + Letter of Guarantee + Waiver of Indemnity <input type="checkbox"/>

I consent to Singapore Life Ltd ("Singlife") (and/or Singlife related group of companies) collecting, using and/or disclosing my personal data (whether contained in this form or obtained from other sources, including the processing of my personal data for underwriting purposes, payment of premiums and/or claims purposes).
To issue and administer my existing and/or new policy(ies) and/or accounts with Singlife, and such other purposes ancillary or related to the administering of the policy(ies) and/or accounts, including the processing of my personal data for underwriting purposes, payment of premiums and/or claims purposes.
I also consent to Singlife (and Singlife related group of companies) disclosing and transferring my personal data to Singlife (and Singlife related group of companies) and their respective third party service providers, reinsurers, suppliers and intermediaries, whether located in Singapore or elsewhere, for the above purpose.
I have read and understood Singlife's Data Protection Notice which may be found at www.singlife.com/pdp. Singlife's Data Protection Notice may be updated from time to time without notice. I am aware that I should visit your website regularly to ensure that I am well informed of the updates.

IMPORTANT NOTICE: The Employer is hereby notified that by virtue of signing this Counter-Indemnity Form, it is hereby understood and agreed that a copy of it, either by way of fax or otherwise, shall be deemed binding and legally enforceable in a court of law and shall have the same legal effects as that of the original.

To Singapore Life Ltd. 4 Shenton Way #01-01 SGX Centre 2 Singapore 068807	Dear Sirs, RE COUNTER-INDEMNITY FOR LETTER OF GUARANTEE NO. In lieu of the cash deposit that I/we would otherwise have to provide as security, Singapore Life Ltd. (you) agrees to my/our request to provide a Letter of Guarantee for \$5,000 to the Ministry of Manpower of Singapore and/or Controller of Immigration of Singapore. I/we will at all times, unconditionally and irrevocably guarantee to jointly and severally compensate you for all claims, payments, demands, actions, suits, proceedings, losses, liabilities, costs and expenses payable by you under the Letter of Guarantee. You will have absolute discretion to compromise all claims, payments, demands, actions, suits, proceedings, losses and liabilities whatsoever which may be taken or made against you under the Letter of Guarantee. I/we shall accept the receipts, vouchers or any other evidence of my/our liability to you. This counter indemnity shall be a continuing demand and you may at any time have absolute discretion without giving any notice to me/us extend the validity of the Letter of Guarantee without discharging or impairing my/our liability under the indemnity.
--	---

Date

15 MAR 2025

Signature of Proposer / Employer





865 Mountbatten Road, #01-56, Katong Shopping Centre, Singapore 437844
Tel: 6344 1706 Email: unitedes@singnet.com
www.unitedchannel.com.sg License No. 17C8945
Business Reg No. 201730425C

STANDARD EMPLOYMENT CONTRACT BETWEEN MIGRANT DOMESTIC WORKER AND EMPLOYER

This employment contract is made between (a) The Employer and (b) The Migrant Domestic Worker (MDW) 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 given to the MDW in her home country before she signs the contract.

The Schedules of Salary, Payment and Loan (including loan for Overseas Personal Loan / Singapore Service Fee Charged on MDW by the Agency (subject to Fee Cap), Repayment Annex B shall be filled up at the same time the contract is signed.

Section A: PARTICULARS of PARTIES in the CONTRACT

(a) The Employer

Full Name	:	LE THUY THU TRANG
NRIC/Passport No.	:	GUC-XXXXXX414D
Address	:	371 BEACH ROAD #12-11 SINGAPORE 199597

(b) The Migrant Domestic Worker (MDW)

Full Name	:	ZIN MAR WAI
Work Permit No.	:	0 95013724
Passport No.	:	MF422637

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 a period specified in the MDW's work permit
2. The MDW shall work and reside only in the Employer's residence as specified in the MDW's 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 by the Employer to take up, any other employment with any other person(s).

Part III : Remuneration and Benefits

5. The Employer shall pay the MDW wages of SGD 650 per month and **\$75** as compensation for 3 day(s)
6. The salary shall be paid on the 1st of every month.
7. The MDW shall acknowledge the amount received under her signature in the attached Schedule of Salary Payment (Annex B) as proof of payment. Where applicable, the MDW shall make a monthly loan (including loan for Overseas Personal Loan) repayment with the Employment Agency, through monthly payments to the employer in accordance with the Schedule of Loan (including loan for Overseas Personal Loan) Repayment in Annex B.

8. The Salary will be paid by *CASH/ *CREDITING into MDW's bank account (delete where applicable)

9. The Employer shall provide the MDW's with suitable accommodation in accordance with MOM's guidelines, with a reasonable amount of privacy. Please tick where applicable:

☐ Share a room with _____ child/children/elderly

☒ separate room

☐ other (please specify): _____

10. The Employer shall provide at least three adequate meals a day to the MDW, over and above the salary paid.

11. The Employer shall provide the MDW with 8 hours (recommended 8 hours) of continuous rest daily (except for

occasional special-care cases, with reasonable rest periods during working hours.

12. The MDW shall be entitled to *ONE/ *TWO/ *THREE/ *FOUR rest day(s) a month, on a day mutually agreed (*delete where applicable). If the rest day was not taken, the MDW shall be compensated in cash as agreed in writing

between the employer and the MDW. If there is no such existing agreement, the accreditation body's prevailing

compensation guideline shall apply.

13. Should both parties (Employer and MDW) agree to extend this contract, she (the MDW) shall be entitled to 15 days (recommended 15 days) of paid home leave (inclusive of a return air ticket to her City of Origin)

14. If the MDW does not wish to utilize her leave as stated in clause 13, the Employer shall pay the MDW *a lump sum equivalent to the return ticket to her City of Origin

15. In the event that the MDW falls ill or suffers personal injury during the period of employment, except for the period the MDW leaves Singapore of her own personal purposes, the Employer shall bear all the necessary treatment costs, including medical consultation, medicine, hospitalization and others.

16. External communications shall be made available for the MDW and the Employer must allow the MDW seek advice/help of the relevant bodies/authorities such as the Employment Agency, Ministry of Manpower. Etc at all times.

17. The Employer shall provide safe working conditions for the MDW at all times.

Part IV: Termination

18. Either party may terminate this Contract by giving 30 days notice (recommended at least one week).

19. Either party may terminate the contract without notice if either party is in breach of the work permit condition(s). In cases where the Employer decides to terminate the contract under any circumstances, the employer should ensure the MDW's proper upkeep until she is repatriated or transferred to another employer, whichever is applicable.

21. The employer shall be responsible to bear the cost of repatriation of the MDW at all times.

22. Upon termination or expiry of the contract, the Employer shall bear the cost of repatriating the MDW back to

MINGALARDON, YANGON.

23. Should both parties agree to renew this employment relationship, a new employment contract shall be signed by both the employer and the MDW.

PART V : Others

24. Any substantial variation or addition to the terms of this contract shall be deemed void unless made with the consent of both parties to the Contract and a witness through signatories.

25. In the event of any conflict or inconsistency between any term of this contract (including the Annexes) in the English language and any translation thereof in any other language, the English language version of this Contract shall prevail.

26. Any dispute arising from this contract shall be referred to the Employment Agency for mediation. If it cannot be settled, the dispute can be referred at the election of either party to an alternative dispute resolution mechanism.

27. In the case whereby any term of contract contradicts the existing Work Permit conditions or any Singapore government regulations, the latter two shall supersede.

Section C: Employer's Declaration

The Employer's Signature :

Witnessed by (Name & Signature) :

Date :

[Signature]
Soh Geok Sian
R1100623
02 APR 2025

Section D: Migrant Domestic Worker's Declaration

The MDW's Signature :

Witnessed by (Name & Signature) :

Date :

[Signature]
Soh Geok Sian
R1100623
02 APR 2025

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



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License No. 17C8945
www.unitedchannel.com.sg

Business Reg No. 201730425C

Orientation Checklist

FDW Name	ZIN MAR WAI	Nationality	MYANMAR	Passport No.	MF422637	Work Permit No.		Date Arrived in Spore		Employer Name	LE THUY THU TRANG	Expected Handover Date		Employer's Address	371 BEACH ROAD #12-11 SINGAPORE 199597	Date of Orientation	
Conducted by																	
Soh Geok Eian R1100683																	

A. General Areas: Completed?

01 Work Permit Rules & Restrictions Yes ☒

02 Periodic Medical Check-up Yes ☒

03 Employer Relations Yes ☒

04 Insurance/Medical Coverage Yes ☒

05 Viewing of MOM's Orientation Video Tape for FDW (C-H4) Yes ☒

B. Personal Conduct (Dos and Don'ts) Completed?

06 Need for Initiative Yes ☒

07 Show Courtesy Yes ☒

08 Result of Forgetfulness Yes ☒

09 Use of Telephone Yes ☒

10 Answering Back Yes ☒

11 Honesty Yes ☒

12 Indulging in Gossip Yes ☒

13 Inviting Friends to Home without Permission Yes ☒

14 Afternoon Naps Yes ☒

15 Punctuality Yes ☒

16 Respect for Elders Yes ☒

17 Food and Drink Yes ☒

C. Housekeeping Tasks Completed?



18 Laundry and Ironing Yes ☒

19 Child / Elder Care Yes ☒

20	Cleaning & Hygiene	<input checked="" type="checkbox"/>	Yes
21	Cooking & Food Hygiene	<input checked="" type="checkbox"/>	Yes
22	Home Safety	<input checked="" type="checkbox"/>	Yes
D. Miscellaneous Items			
23	Salary Advance and Loans (Foreign Placement Fee)	<input checked="" type="checkbox"/>	Yes
24	Sending Money Home	<input checked="" type="checkbox"/>	Yes
25	Ask for advice or direction when in doubt from employer/agent	<input checked="" type="checkbox"/>	Yes
26	Provide with contact number in the event of need/emergency	<input checked="" type="checkbox"/>	Yes

Completed?

Preferably, the Orientation of FDW is to be conducted in the presence of the Employer or anyone of his/her adult family member. If the Employer is present, then the Checklist should be used together with the Ministry of Manpower's FDW Orientation Checklist for Employer.*

<div> <div>02 APR 2025</div> <div>Date</div> </div>	<div> <div>Signature of FDW</div> <div>  </div> </div>	<div> <div>Name & Passport No. of FDW</div> <div>ZIN MAR WAI / MF422637</div> </div>
<div> <div>02 APR 2025</div> <div>Date</div> </div>	<div> <div>Signature of Employer</div> <div>  </div> </div>	<div> <div>Name & NRIC/PP No. of Employer</div> <div>LE THUY THU TRANG / GUC-XXXXXX414D</div> </div>
<div> <div>02 APR 2025</div> <div>Date</div> </div>	<div> <div>Signature of EA Staff</div> <div></div> </div>	<div> <div>Name, Designation & Reg No. EA staff</div> <div>Soh Geok Sian / R1100683</div> </div>