



865 Mountbatten Road, #01-22/23/24/25, Katong Shopping Centre, Singapore 437844
Tel: 6344 8807 Fax: 6345 0806 Email: unitedes@singnet.com
www.unitedchannel.com.sg
License No. 11C4954

DETAIL

Employer's Name: SONG YANG NRIC/FIN No.: UCS-XXXXXX730J
Address: 79A TOA PAYOH CENTRAL #24-15 CENTRAL HORIZON SINGAPORE 311079
Contact No: 92228172

FDW's Name: SU SU WIN
Work Permit No.: 0 96530609
Passport No.: MJ440927
D.O.A: 05-04-2025

HANDBOOK OF DOCUMENTS

I hereby acknowledge receipt of the following documents from



(To chop Company stamp)

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, SONG YANG, NRIC / Passport No: UCS-S8978730J hereby confirm that SU SU WIN, Passport No: MJ440927 is the Foreign Domestic Worker (FDW) selected by me and I am taking over custody and responsibilities of the FDW with effect from 12-04-2025.

Signature of Employer

Agency: UNITED CHANNEL SERVICES PTE LTD (Licence No: IIC4954)

Service & Fees Schedule

for NEW of FDW

* delete where appropriate

PART A: Particulars of FDW Selected

Name of FDW Selected

SU SU WIN

Nationality

MYANMAR

Passport No

MJ440927

Salary

\$ 554 [COMPENSATION:\$ 74, OFF DAY:1]

PART B: SERVICE FEE

The services Fee shall include the following :

Agency Fee

988.00

WPOL Filing Fee (\$35 application+\$35 e-issue)

70.00

Documentation Fee (OVERSEAS)

488.00

SIP (Settling-In-Programme)

76.40

Medical

85.00

Administrative & Transportation

180.00

Pre-Deployment Lodging Fees

95.00

26 Months Insurance+Bond+SBP

621.30

TOTAL SERVICE PACKAGE FEE

2,403.70

PART C: Placement Fee for Replacement FDW

1. Service fee charged on the FDW by the Agency (subject to fee cap)

\$480.00

Breakdown of Service Fee

\$480.00 * 1 MONTH SALARY

2. Overseas Placement Fee

\$2,880.00

TOTAL PLACEMENT FEE

\$ 3,360.00

Addendum to Service Agreement

1. For every FDW employed, Employer has to pay for Settling-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 " UNITED CHANNEL SERVICES 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: UCS-XXXXXX730J

Reg No: R1100472

Agent's name: Farahizah Binte Shariff

Signed for and on behalf United Channel Services Pte Ltd

Palma Angdon Asuncion
R1105865



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	:	SONG YANG
NRIC/Passport No.	:	UCS-XXXXXX730J
Address	:	79A TOA PAYOH CENTRAL #24-15 CENTRAL HORIZON SINGAPORE 311079

(b) The Migrant Domestic Worker (MDW)

Full Name	:	SU SU WIN
Work Permit No.	:	0 96530609
Passport No.	:	MJ440927

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 480 per month and S\$ 55.50 as compensation for 3 day(s)
6. The salary shall be paid on the 11TH 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 violation and for 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).

20. 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

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

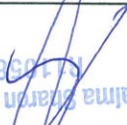
The Employer's Signature : 

Witnessed by (Name & Signature) : 
Palma Sharon Asuncion
R1105865

Date : 12 APR 2025

Section D: Migrant Domestic Worker's Declaration

The MDW's Signature : 

Witnessed by (Name & Signature) : 
Palma Sharon Asuncion
R1105865

Date : 12 APR 2025

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





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Tel: 6344 8807 Fax: 6345 0806 Email: unitedes@singnet.com
www.unitedchannel.com.sg
License No. 11C4954
Business Registration No. 201012751K

STANDARD SERVICE AGREEMENT BETWEEN FOREIGN DOMESTIC WORKER EMPLOYER AND EMPLOYMENT AGENCY

Agreement Reference No. by EA : UCS/KT010504255921

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 05-04-2025 (dd/mm/yyyy) and made between:

(1) Full Name of Employment Agency ("Agency")

: United Channel Services Pte Ltd

Employment Agency License Number

: 11C4954

Registered Business Address

: 865 Mountbatten Road #01-22/23/24/25, Katong Shopping Centre Singapore

: 437844

(2) Full Name of Employer ("Employer")

: SONG YANG

NRIC/Passport Number

: UCS-XXXXXX730J

Address

: 79A TOA PAYOH CENTRAL #24-15 CENTRAL HORIZON SINGAPORE 311079

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 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\$ 2403.70 shall be paid to the Agency for the services rendered in the following manner:

a.

A deposit of S\$ 500.00 (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\$ 1903.70 when the FDW reports for work/ duty

ii.

Placement Fee

The placement fee of S\$ 3360 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.

- The FDW is refused entry into Singapore by the Immigration and Checkpoints Authority (ICA).
- FDW's Letter of Notification is revoked by the Ministry of Manpower (MOM).
- The issuance of a work permit to the FDW is incomplete.
- Failed any entry requirements stipulated by MOM.
- 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

- The Employer is found to have breached any Work Permit Conditions. (To be determined and proven by relevant authorities)
- The Employer terminates and repatriates the FDW without the Agency's prior knowledge.
- If the FDW dies from any mishap or accident as a result of the employer's actions.
- 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. 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 overstay 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	\$ 50.00
II	No Charge
III	\$ 50.00
IV	\$ 150.00
V	\$FULL Agency Fee & Service Fee
VI	\$ 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	10%	90%
II	10%	90%
III	0%	100%
IV	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(!!) 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 NO 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 \$50.00 for each counselling 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 counselling 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 counselling (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: SONG YANG
NRIC / Passport No: UCS-S8978730J

Signed for and on behalf of
United Channel Services Pte Ltd
Agent : Farahizah Binte Shariff
Reg No : R1100472

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

Parties Involved	FDW	Employer
Name	SU SU WIN	SONG YANG
NRIC/Work Permit No.	0 96530609	UCS-XXXXXX730J

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 \$ 18.50 for each rest day forgone.

FDW's Signature
Date: 12 APR 2025

Employer's Signature
Date: 12 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

Annex A

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

- WA 1959404125910
833744975 (57)

Name of Employer: SONG YANG
Name of MDW: SU SU WIN
Basic Salary: S\$480.00
WP No:

Start Worked: 12-04-2025
Per day Salary: S\$18.50
Total Loan: S\$3,360.00

12-04-2025
S\$18.50
S\$3,360.00

S.No.	Salary Date	Basic Salary	Repayment of	Rest Day Taken	Rest Day Salary	Total Salary Paid	Date Received	Employer Ack. (Signature)	MDW Ack. (Signature)
1	11-05-2025	\$480.00	\$480.00	1	\$55.50	\$ 55.50			
2	11-06-2025	\$480.00	\$480.00	1	\$55.50	\$ 55.50			
3	11-07-2025	\$480.00	\$480.00	1	\$55.50	\$ 55.50			
4	11-08-2025	\$480.00	\$480.00	1	\$55.50	\$ 55.50			
5	11-09-2025	\$480.00	\$480.00	1	\$55.50	\$ 55.50			
6	11-10-2025	\$480.00	\$480.00	1	\$55.50	\$ 55.50			
7	11-11-2025	\$480.00	\$480.00	1	\$55.50	\$ 55.50			
8	11-12-2025	\$480.00		1	\$55.50	\$ 55.50			
9	11-01-2026	\$480.00		1	\$55.50	\$ 55.50			
10	11-02-2026	\$480.00		1	\$55.50	\$ 55.50			
11	11-03-2026	\$480.00		1	\$55.50	\$ 55.50			
12	11-04-2026	\$480.00		1	\$55.50	\$ 55.50			
13	11-05-2026	\$480.00		1	\$55.50	\$ 55.50			
14	11-06-2026	\$480.00		1	\$55.50	\$ 55.50			
15	11-07-2026	\$480.00		1	\$55.50	\$ 55.50			
16	11-08-2026	\$480.00		1	\$55.50	\$ 55.50			
17	11-09-2026	\$480.00		1	\$55.50	\$ 55.50			
18	11-10-2026	\$480.00		1	\$55.50	\$ 55.50			
19	11-11-2026	\$480.00		1	\$55.50	\$ 55.50			
20	11-12-2026	\$480.00		1	\$55.50	\$ 55.50			
21	11-01-2027	\$480.00		1	\$55.50	\$ 55.50			
22	11-02-2027	\$480.00		1	\$55.50	\$ 55.50			
23	11-03-2027	\$480.00		1	\$55.50	\$ 55.50			
24	11-04-2027	\$480.00		1	\$55.50	\$ 55.50			
		** Total Amount (S\$)				S\$9,492.00			

** 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:

Palma Sharon Asuncion
R1105865



865 Mountbatten Road, #01-22/23/24/25, Katong Shopping Centre, Singapore 437844
Tel: 6344 8807 Fax: 6345 0806 Email: unitedes@singnet.com
www.unitedchannel.com.sg
License No. 11C4954
Business Registration No. 201012751K

Orientation Checklist

FDW Name	SU SU WIN		
Nationality	MYANMAR	Passport No.	MJ440927
Work Permit No.	0 96530609	Date Arrived in Spore	03 APR 2025
Employer Name	SONG YANG	Expected Handover Date	12 APR 2025
Employer's Address	79A TOA PAYOH CENTRAL #24-15 CENTRAL HORIZON SINGAPORE 311079		
Date of Orientation	12 APR 2025	Conducted by	Palma Sharon Asuncion

R1105865

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 ☒ Yes

- Completed?**

***The Checklist should be used together with the Ministry of Manpower's FDW Orientation Checklist for Employer.**

Signature of EA Staff

*Cane be downloaded from the Ministry of Manpower website: www.gov.sg/mom

Job Scope Sheet for Foreign Domestic Worker

Employment Agency Name : United Channel Services Pte Ltd

License No. : IIC4954

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

Tel : (65) 634448807

Fax : (65) 63450806

Staff: **Palma Sharon Asuncion** on **21/5/15**

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 : **Gong Yan**

NRIC/Passport No. : _____

The Foreign Domestic Worker (FDW)

Full Name : **Yu Ju Win**

(Code : _____)

Passport No. : _____

P/P Ready Date : _____

Job Scope

Persons in household of Employer's family:

2 adults7 young adults aged 13 to 182 children aged 5 to 122 children aged between 3 to 52 infants/babies below 32 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☐ Others (please specify):Pick up & send to schoolaccompany children

Place of Work (to tick where applicable):

a) House Type:

☐ Landed Property☐ Condominium/ Private Apartment☐ HDB 5-room or larger☒ HDB 4-Room Flat (specify no. of rooms)☐ Others 2 toilets

b) Number of Bedrooms in the house: _____

Signature of FDW

Win

Yu Ju Win

Young
Single

APS



United Channel
BIO-DATA OF FOREIGN DOMESTIC WORKER (FDW)

Please ensure that you run through the information within the biodata as it is an important document to help you select a suitable FDW

Code : CHO 219

Passport Status: M3440927

A1 Personal Information

1. Name : SU SU WIN

2. Date of Birth : 02-05-2001 Age: 24

3. Place of Birth : YANGON

4. Height & Weight : 152 CM 42 KG

5. Nationality : MYANMAR

6. Residential address in home country : MYANMAR

7. Name of port / airport to be repatriated to : YANGON

8. Contact number in home country :

9. Religion : Buddhist

10. Education level : High School

11. Number of siblings : No. of Brother Age:

12. Marital Status : Single No. of Sister 1 Age: 26

13. Number of children : NA

Age (S) of children (if any) : Age (boy): Age (girl):

Arrival: 03/04/25 (Thurs)
Avr: updated 03/04

A2 Medical History/Dietary Restrictions

14. Allergies (if any) : NA

15. Past and existing illnesses (including chronic ailments and illnesses requiring medication):

i. Mental illness

Yes
No

ii. Epilepsy

Yes
No

iii. Asthma

Yes
No

iv. Diabetes

Yes
No

v. Hypertension

Yes
No

16. Physical disabilities: NO

17. Dietary restrictions: NO

x. Others:

ix. Operations

viii. Malaria

vii. Heart disease

vi. Tuberculosis

Yes
No

18. Food handling preferences: ☐ No pork ☐ No beef ☐ Others: Can Handle all

19. No. of Rest days: 1 rest day(s) per month.

20. Any other remarks: Salary S\$: 554 (incl. rest days compensation) / Loan S\$: 3360 OR No. of months : 7 / Pocket Money S\$: 74

(B) SKILLS OF FDW

B1 Method of Evaluation of Skills

Please indicate the method(s) used to evaluate the FDW's skills (can tick more than one):

- ☐ Based on FDW's declaration, no evaluation/observation by Singapore EA or overseas training centre/ EA
- ☐ Interviewed by Singapore EA
- ☐ Interviewed via telephone/teleconference
- ☐ Interviewed via videoconference
- ☐ Interviewed in person
- ☐ Interviewed in person and also made observation of FDW in the areas of work listed in table

S/No	Areas of Work	Willingness Yes/No	Experience Yes/No If yes, state the no. of years	Assessment/Observation Please state qualitative observations of FDW and/or rate the FDW (indicate N.A. if no evaluation was done) Poor Excellent ... N.A 1 2 3 4 5 N.A	1.	2.	3.	4.	5.	6.	7.
	Care of infants/children	☒ Yes ☐ No	☒ Yes ☐ No	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A
	Care of elderly	☒ Yes ☐ No	☒ Yes ☐ No	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A
	Care of disabled	☒ Yes ☐ No	☒ Yes ☐ No	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A
	General housework	☒ Yes ☐ No	☒ Yes ☐ No	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A
	Cooking Please specify cuisines: Simple Cooking, Myanmar food, Chinese food	☒ Yes ☐ No	☒ Yes ☐ No	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A
	Language abilities (spoken) Please specify: Simple English	-	☒ Yes ☐ No	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A
	Other skills, if any Please specify: ☐ Mandarin ☐ Dialect	☒ Yes ☐ No	☒ Yes ☐ No	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A	☐ Poor ☐ Average ☒ Excellent 1 2 3 4 5 N.A

☐ Interviewed by overseas training centre / EA (Please state name of foreign training centre / EA:
State if the third party is certified (e.g. ISO9001) or audited periodically by the EA:

☐ Interviewed via telephone/teleconference

☐ Interviewed via videoconference

☐ Interviewed in person

☐ Interviewed in person and also made observation of FDW in the areas of work listed in table

S/No	Areas of Work	Willingness Yes/No	Experience Yes/No If yes, state the no. of years	Assessment/Observation Please state qualitative observations of FDW and/or rate the FDW (indicate N.A. if no evaluation was done) 1 2 3 4 5 N.A	1.	2.	3.	4.	5.	6.	7.
	Care of infants/children Please specify age range:	☐ Yes ☐ No	☐ Yes ☐ No	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA
	Care of elderly	☐ Yes ☐ No	☐ Yes ☐ No	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA
	Care of disabled	☐ Yes ☐ No	☐ Yes ☐ No	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA
	General housework	☐ Yes ☐ No	☐ Yes ☐ No	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA
	Cooking Please specify cuisines: Simple Cooking, Myanmar food, Chinese food	☐ Yes ☐ No	☐ Yes ☐ No	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA
	Language abilities (spoken) Please specify: Simple English	☐ Yes ☐ No	☐ Yes ☐ No	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA
	Other skills, if any Please specify: ☐ Mandarin ☐ Dialect	☐ Yes ☐ No	☐ Yes ☐ No	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA	☐ Poor ☒ Average ☐ Excellent ☐ NA

(B) EMPLOYMENT HISTORY OF THE FDW

C1 Employment History Overseas

Date		Country (including FDW's home country)	Employer	Work Duties	Remarks
From	To				
2021	2022	Myanmar	Myanmar	Take care 1 yrs kid , General house work & cooking	

*Please approach EA personnel for more detail

C2 Employment History in Singapore

Previous work experience in Singapore : ☐ Yes (Work Permit No:) ☒ No

(The EA is required to obtain the FDW's employment history from MOM and furnish the employer with the employment history of the FDW. The employer may also verify the FDW's employment history in Singapore through WPOL using SingPass)

C3 Feedback from previous employer in Singapore

Feedback was/was not obtained by the EA from the previous employers. If feedback was obtained (attach testimonial if possible), please indicate the feedback in the table below:

Feedback	
Employer 1	
Employer 2	

(D) AVAILABILITY OF FDW TO BE INTERVIEWED BY PROSPECTIVE EMPLOYER

☐ FDW is not available for interview

☒ FDW can be interviewed by phone

☒ can be interviewed by video-conference

☒ FDW can be interviewed in person

(E) OTHER REMARKS

Su Su Win

FDW Name and Signature

12 APR 2025

Date:

I have gone through the 4 page biodata of this FDW and confirm that I would like to employ her.

Date:

12 APR 2025

EA Personnel Name and Registration Number

Palma Sharon Asuncion
R1105865

Employer Name and NRIC No.

Song Xiang Sxxxx7305

Date:

12 APR 2025

IMPORTANT NOTES FOR EMPLOYERS WHEN USING THE SERVICES OF AN EA

- Do consider asking for an FDW who is able to communicate in a language you require, and interview her (in person/phone/videoconference) to ensure that she can communicate adequately
- Do consider requesting for an FDW who has a proven ability to perform the chores you require, for example, performing household chores (especially if she is required to hang laundry from a high-rise unit), cooking and caring for young children or the elderly.
- Do work together with the EA to ensure that a suitable FDW is matched to you according to your needs and requirements.
- You may wish to pay special attention to your prospective FDW's employment history and feedback from the FDW's previous employer(s) before employing her.



Singapore Life Ltd
4 Shenton Way #01-01
SGX Centre 2 Singapore 068807
Company's Registration No. 196900493K

Managed by
boltech
agency

boltech Insurance Agency Pte. Ltd.
152 Beach Road #26-08
Singapore 189720
T (65) 6535 6838 F (65) 6535 6828
agency.boltech.sg

MIGRANT DOMESTIC WORKER INSURANCE APPLICATION FORM

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.

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.

A. PROPOSER / EMPLOYER PARTICULARS

Name of Proposer		Song Yang	
Gender	☒ M ☐ F	NRIC/FIN No.	589787307
Nationality	☐ Singaporean ☒ Others PR	Date of Birth (dd/mm/yyyy)	06/07/1989
Address		Mobile No.	9022 8172
Horizon Singapore 311079.		Email	yang-84t06@hotmail.com

B. MIGRANT DOMESTIC WORKER (MDW) PARTICULARS

Name of MDW		Su Su win	
Nationality	☐ Filipino ☐ Indonesian ☒ Myanmar ☐ Others	Date of Birth (dd/mm/yyyy) (Age Limit 69 and Below)	03/05/2001
Passport No.	M3604696u	Policy start date (dd/mm/yyyy)	M3440927.
From:		UNITED CHANNEL SERVICES PTE. LTD.	

C. CHOICE OF INSURANCE COVERAGE (PLEASE TICK ☒ / PREMIUM (INCLUSIVE OF GST))

	Basic	Standard	Deluxe	Premier
Insurance + Letter of Guarantee	☒ \$283.40	☒ \$381.50	☒ \$654.00	☒ \$730.30
Insurance + Letter of Guarantee + Waiver of Indemnity	☐ \$337.90	☐ \$479.60	☐ \$490.50	☐ \$545.00
	14-month	14-month	14-month	26-month
	26-month	26-month	26-month	26-month

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 source), existing data in Singlife's record or to be collected in future) for the following 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;
- For statistical, research, compliance, audit and regulatory 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/dpna. 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.

COUNTER-INDEMNITY FORM

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.

\$5,000 to the Ministry of Manpower of Singapore and/or Controller of Immigration of Singapore.

In return, I/we agree and undertake as follows:

- 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 whatsoever (including legal costs and expenses determined on a solicitor or client basis) which may be taken or made against you or which become 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 all payments made by you or all liabilities or obligations incurred by you because of the Letter of Guarantee conclusive 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.

Signature of Proposer / Employer

Date

12/04/2015

Migrant Domestic Worker Insurance & Bond Package

Section	Coverage	Basic	Standard	Deluxe 	Premier
---------	----------	-------	----------	--	---------

1	Letter of Guarantee to MOM	S\$5,000			
	Personal Accident				
	(A) Death	S\$60,000	S\$60,000	S\$60,000	S\$70,000
	(B) Permanent Disablement	As per scale in Policy			
2	(C) Medical Expenses	S\$500	S\$1,500	S\$3,500	S\$4,000
	Hospital & Surgical Expenses	S\$120,000	S\$120,000	S\$160,000	S\$200,000
	(Worldwide)	(Annual Limit: S\$60,000)	(Annual Limit: S\$60,000)	(Annual Limit: S\$80,000)	(Annual Limit: S\$100,000)
	Co-insurance applicable for claimable amount beyond first S\$15,000 per year	25%	0%	0%	0%
3	(A) Recuperation Expenses	Nil	S\$10 / day	S\$20 / day	S\$30 / day
	(B) Temporary Help Benefit (Max 30 Days)	Nil	S\$10 / day	S\$20 / day	S\$30 / day
4	Reparation Expenses	Up to S\$10,000			
5	Wages & Levy Reimbursement (Max 60 Days)	Nil	S\$30 / day	S\$40 / day	S\$50 / day
6	Termination / Re-Hiring Expense	Nil	S\$500	S\$600	S\$700
7	Outpatient Kidney Dialysis / Cancer Treatment	Nil	S\$5,000 (Policy Limit)		
8	Special Grant	S\$1,000	S\$2,000	S\$3,000	S\$4,000
9	Maid & Household Liability	S\$5,000	S\$50,000		
10	Fidelity Guarantee	Nil	S\$1,000	S\$3,000	S\$5,000
Premium	14-month (Incl GST)	S\$283.40	S\$381.50	S\$436.00	S\$490.50
	26-month (Incl GST)	S\$426.10	S\$566.80	S\$664.00	S\$730.30

Reimbursement of Indemnity paid to insurer (excess S\$250)

If purchased with Policy (Incl GST)	S\$54.50
If purchased subsequently (Incl GST)	S\$87.20

Key Benefit Highlights:

- Worldwide coverage, including whilst your maid is on home leave (with valid work permit)
- Treatment by Licensed TCM registered with MOH
- Day Surgery hospital expenses
- Communicable diseases or illness covering hospitalisation expenses for quarantine or isolation e.g. for Covid-19, SARS, Tuberculosis, H1N1, Dengue Fever, MERS
- Direct settlement with hospitals upon the admissibility of claim (less 25% co-payment if any)
- Covers first occurrence of mental conditions including self-inflicted injuries arising from attempted suicide
- Personal Accident Medical Expenses limit applies on a per accident basis, no maximum annual or policy limit

Refund Policy:

Cancellation Period	Within 60 days	Within 61 to 120 days	Within 121 to 180 days	Within 181 to 270 days	After 270 days
14-month Policy	70% of Premium	50% of Premium	No Refund	No Refund	No Refund
26-month Policy	70% of Premium	50% of Premium	30% of Premium	20% of Premium	No Refund

This Policy is protected under the Policy Owner's Protection Scheme which is administered by the Singapore Deposit Insurance Corporation (SDIC). Coverage for your policy is automatic and no further action is required from you. For more information on the types of benefits that are covered under the scheme as well as the limits of coverage, where applicable, please contact your insurer or visit the GIA / LIA or SDIC websites (www.gia.org.sg or www.lia.org.sg or www.sdics.org.sg)

Safety Agreement Between Migrant Domestic Worker And Employer

Instructions:

Employer to fill in
Part A

MDW to fill
in Part C

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

Name of Employment Agency (EA)

UNITED CHANNEL SERVICES PTE LTD
11C4954

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:

a. Window grilles have been installed and are locked at all times during the cleaning process; and

b. 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)		SONG YANG	
NRIC no. / FIN (last 4 alphanumeric characters, e.g. 123A)		SXXXXX730F	
Residential Dwelling Type		☒ HDB Apartment ☐ Private Apartment/Condominium ☐ Landed Property	
Do I require my MDW to clean window exterior?			
☐ Yes ☒ No		(i) Location of window exterior ☐ On the ground ☐ Facing common corridor ☐ Others If "Others" is selected, proceed to (iii) ☐ Yes ☐ No If "Yes" is selected, proceed to (iiii)	
(ii) Grilles installed on windows required to be cleaned by MDW ☐ Yes ☐ No If "Yes" is selected, proceed to (iiii)		(iii) Adult supervision when cleaning window exterior ☐ Yes ☐ No	

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)	PALMA SHARON ASUNCION
Registration number (in full)	R1105865
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	12-04-2025

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.

Continuation of Part A – Employer	
☐ I have received the advisory letter and trainer's assessment checklist from the Settling-In-Programme (for employers of first-time MDWs)	
[The Employer is required to choose only <u>one</u> of the following options]	
☒ I understand the Conditions and I will not require my MDW to clean the window exterior of my home.	
☐ I understand the Conditions and I require my MDW to clean only the window exterior on the ground floor of my home.	
☐ I understand the Conditions and I require my MDW to clean only the window exterior along the common corridor of my home.	
☐ 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	12-04-2025

Signature / Date	12-04-2025
	
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]	
Part D – Employment Agency Personnel (EAP) / Key Appointment Holder (KAH)	

Signature / Date	12-04-2025
	
As indicated by the Employer above: - အထက်ပါအလုပ်ရှင် ၏ဖော်ပြချက်အရ - ☒ I understand that I am not required to clean the window exterior of my employer's home. ကျွန်ုပ်အလုပ်ရှင်၏အိမ် မလျှော့ရှင်းပေးရန် လိုအပ်ကြောင်းကို သိနု. ရှင်းရေးလုပ်ရန် မလုပ်အပ်ကြောင်းကို နားလည်ပါသည်။ ☐ I understand that I am required to clean only the window exterior on the ground floor of my employer's home. ကျွန်ုပ်အလုပ်ရှင်၏အိမ် မြေညီထပ်ရှိပုံရိပ်သော ပြတင်းပေါက်အပြင်ဘက်ကိုသာ သန့်ရှင်းရေးလုပ်ရန် လိုအပ်ကြောင်းကို နားလည်ပါသည်။ ☐ I understand that I am required to clean only the window exterior along the common corridor of my employer's home. ကျွန်ုပ်အလုပ်ရှင်၏အိမ် စုတ်လမ်းခွဲရှိသော ပြတင်းပေါက်အပြင်ဘက်ကိုသာ သန့်ရှင်းရေးလုပ်ရန် လိုအပ်ကြောင်းကို နားလည်ပါသည်။ ☐ 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. ကျွန်ုပ်အလုပ်ရှင်၏အိမ် ပြတင်းပေါက်အပြင်ဘက်ကို သန့်ရှင်းရေးလုပ်ရန် လိုအပ်ကြောင်း နှင့် ပြတင်းပေါက်အပြင်ဘက်ကို သန့်ရှင်းရေးလုပ်ရန် ဖြုတ်ဖွင့်ပေးသည့်အခါမှသာ သန့်ရှင်းရေးလုပ်ရန် လိုအပ်ကြောင်းကို နားလည်ပါသည်။	
[The MDW is required to choose only one of the following options.] (နံင်ခြား သား အိမ်ရှင်အလုပ်သမား သည် အောက်ပါရွေးချယ်စရာများထဲမှ တစ်ခုခုကိုသာရွေးချယ်ရန်လိုအပ်ပါသည်။)	
☐ I shall abide by my Employer's instructions to clean the window exterior safely in compliance with the Condition	
Work Permit number (last 4 digits)	X XXXXX0609
Work Permit card principle approval (IPA) or (as reflected in the in-	SU SU WIN
Name of MDW	
Part C – Migrant Domestic Worker	

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).



DATE OF APPLICATION	05 Apr 2025
WORK PERMIT NUMBER	0 96530609
NAME OF HELPER	SU SU WIN



TYPE OF APPLICATION
STANDARD APPLICATION

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

Part I. Helper and employment

About the helper

Full name	SU SU WIN
FIN	-
Work Permit number	0 96530609
Passport number	MJ440927
Passport expiry date	15 Sep 2029
Immigration pass	Social Visit Pass
Nationality	Myanmar
Sex	Female

Date of birth	02 May 2001
Birth place	Myanmar
Birth province	Yangon
Religion	Buddhism
Ethnic group	Burmese
8 years of formal education?	Yes
Highest education level	Secondary without spm or gce o level
Marital status	Single
Monthly salary	\$480
Rest days per month	1
Fee paid to Employment Agency by the helper	\$480

About the employment

Employer's name	SONG YANG
Place of employment	CENTRAL HORIZON 79A TOA PAYOH CENTRAL #24-15 Singapore 311079



DATE OF APPLICATION	05 Apr 2025
WORK PERMIT NUMBER	0 96530609
NAME OF HELPER	SU SU WIN

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 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	SU SU WIN
Work Permit number of worker	0 96530609
Signature of worker	win
Date (DD-MM-YYYY)	12 APR 2025



Part II. Prospective employer

About the employer

Full name SONG YANG
Sex Female
Date of birth 06 Jul 1989
Nationality Chinese
Residential status Singapore PR
NRIC SXXXXX730J
Marital status Married
Housing type HDB 4 rooms

Income details

Income used for application
Employer's and Spouse's income \$12,500 - \$14,999
IRAS
Tax reference number SXXXXX730J

Employer's household details

Number of family members in the household (excluding employer and spouse): 2

Full name	ID number	ID type	Date of birth	Relationship
YANG JIU KAI	TXXXXX017C	Birth Certificate	17 Aug 2016	Child
YANG JIU SHEN	TXXXXX699A	Birth Certificate	17 Apr 2018	Child

Contact details

Full name YANG GUIMING
Sex Male
Date of birth 01 Jun 1988
Nationality Singapore Citizen
Residential status Singapore Citizen
NRIC SXXXXX306G

Mobile number +65 92228172
Email yang_89706@hotmail.com
Residential address CENTRAL HORIZON 79A TOA PAYOH CENTRAL #24-15 Singapore 311079



DATE OF APPLICATION	WORK PERMIT NUMBER	NAME OF HELPER
05 Apr 2025	0 96530609	SU SU WIN

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 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	SONG YANG
NRIC/FIN	SXXXXX730J
Signature of employer	
Date (DD-MM-YYYY)	12 APR 2025



Part III. Employment Agency

About the Employment Agency

Name UNITED CHANNEL SERVICES PTE. LTD.
Licence no. 11C4954
Telephone +65 63448807
Address

DATE OF APPLICATION 05 Apr 2025
WORK PERMIT NUMBER 0 96530609
NAME OF HELPER SU SU WIN

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

Palma Sharon Asuncion
R1105865

Signature of Employment Agency personnel

Employment Agency personnel number

Palma Sharon Asuncion
R1105865

Date (DD-MM-YYYY)

12 APR 2025

