

## AGREEMENT

This agreement made and entered in to between.....  
 .....(Name of Chief Executive/Chairman/Managing Director, Name  
 and Address of Foreign Agent/Company) herein called as foreign principal and .....  
 .....name of (Chief  
 Executive/Chairman/Managing Director, Name and Address of Sri Lankan Agent) herein called as local agent to  
 recruit manpower from Sri Lanka for employment in.....(Country of  
 Employment) and shall have the following terms and conditions herein after referred to.

### 1. RECRUITMENT

- A. The Person or persons recruited shall be for the employment recruited as per demand letter and shall be designated as stated in the letter of demand

### 2. DURATION OF THE CONTRACT

- A. The duration of the contract initially shall be for a period of two years and renewable by mutual agreement.

### 3. AIR PASSAGE

- A. Free both way (onward and return) air tickets should be provided for domestic female worker without considering their race or religion.
  - B. For Singapore female domestic workers- onward air ticket should be provided by the Singapore foreign principal and the cost can be deducted from employee's monthly salary within five or six minimum installments. Return air ticket should be provided after completion of contract free of charge by the employer.
  - C. Return air ticket should be provided for all employees (All male and female workers) after completion of contract free of charge by the foreign principal or employer.
- (Note: Please use appropriate clauses above as per your Job Order)

### 4. WORKING HOURS

- A. Working hours should be eight (8) for skilled employees per day and 48 hours per week.
  - B. Overtime shall be paid for off duty hours and off duty days.
  - C. The working hours of female domestic workers shall not be exceeded 12 hours per day.
- (Note: Please use appropriate clauses above as per your Job Order)

### 5. RESPONSIBILITIES OF THE FOREIGN PRINCIPAL

- A. The salary and other allowances shall be paid as stated in the letter of demand or the letter of appointment.
- B. Free meals or meal allowances shall be provided. (In the case of meal allowance the amount should be stated)
- C. Free accommodation or accommodation allowance shall be provided. (In the case of accommodation allowance the amount should be stated)
- D. Free medical shall be provided.
- E. All complaints made by the employee or employees and their relations regarding the employee or employees and their working condition shall be settled as soon as possible.

**6. RESPONSIBILITIES OF THE LOCAL AGENT**

- A. The local agent shall select suitable candidates according to the foreign principal's requirements and submit the relevant documents to foreign principal.
- B. The local agent shall undertake to ensure that all candidates will be for the employment mentioned in the agreement and ..... days period from the date of departure is considered as probation period.

**7. TERMS OF PAYMENTS**

- A. The foreign principal shall pay the sum of US \$ ..... for selected employee as processing and administrative fees payable upon final selection of employee.
- B. The Singapore foreign principal prevails to ensure payments of the training levy to the local agent.  
(Note: Please use appropriate clauses above as per your Job Order).

**8. ANNUAL LEAVE**

- A. The employee or employees shall be entitled to 30 days paid leave on completion of 12 months period.

**9. IN THE CASE OF DEATH**

- A. In the case of death of the employee or employees during the contract period, the foreign principal shall agree to dispatch the remains of the deceased along with the personal effects and o savings of the employee.

**10. COMPENSATION**

- A. The foreign principal shall ensure that the personal and accident insurance for the employee or employees to be provided for work and connected illness, Injuries or death in accordance with the pertinent laws of the host country.

**11. OTHER TERMS AND CONDITIONS**

- A. All the terms and condition of employment shall be covered by the prevailing laws of the country of employment.

.....  
**The Foreign Principal**  
**(Signature and Rubber Stamp)**  
**Date**

.....  
**The Sri Lankan Agent**  
**(Signature and Rubber Stamp)**  
**Date**

NOTE:- THIS SPECIMEN RECRUITMENT AGREEMENT SHOULD BE WRITTEN ON LETTER HEAD OF FOREIGN PRINCIPAL,