

# AGREEMENT

THIS AGREEMENT MADE AND ENTERED INTO BETWEEN.....  
.....(NAME OF CHIEF EXECUTIVE/ CHAIRMAN/MANAGING DIRECTOR NAME AND ADDRESS OF FOREIGN AGENT/COMPANY HEREN AFTER CALED AS FOREIGN PRINCIPAL) AND  
.....  
.....(NAME OF CHIEF EXECUTIVE/ CHARMAN/MANAGING DIRECTOR NAME AND ADDRESS OF LOCAL AGENT HEREN AFTER CALLED AS LOCAL AGENT) TO RECRUIT MANPOWER FROM SRI LANKA FOR EMPLOYMENT IN .....(COUNTRY OF EMPLOYMENT) AND SHALL HAVE THE FOLLOWING TERMS AND CONDITIONS HEREN AFTER REFERRED TO.

## 1. RECRUIMENT

A) THE PERSON OR PERSON RECRUITED SHAI BE FOR THE EMPLOYMENT OR EMPLOYMENTS AS PER DEMAND LETTER AND SHALL BE DEISONATED AS STATED IN THE LETTER OF DEMAND.

## 2. DURATION OF THE CONTRACT

A) THE DURATION OF THE CONTRACT INTIALLY SHALL BE APERIOD OF TWO YEARS AND RENEWABLE BY MATUAL AGREEMENT.

## 3. AIR PASSAGE

A) FREE BOTH WAY (ONWARD AND RETURN ) AIR TICKETS SHOULD BE PROVIDED FOR HOUSE MAIDS WITHOUT CONSIDERING THEIR RACE OR RELIGION.

B) FOR SINGAPORE HOUSEMAIDS ONWARD AIR TICKET SHOULD BE PROVIDED BY THE SINGAPORE FOREIGN PRINCIPAL AND THE COST CAN BE DEDUCTED FROM EMPLOYEES MONTHLY SALARY WITHIN FIVE OR SIX MINIMUM INSTALLMENTS RETURN AIR TICKET SHOULD BE PROVIDED AFTER COMPLETION OF CONTRACT FREE CHANGE BY THE EMPLOYER.

C) RETURN AIR TICKET SHOULD BE PROVIDED FOR ALL EMPLOYEES AFTER COMPETION OF CONTRACT FREE OF CHARGE BY THE FOREIGN PRINCIPAL OR THE EMPLOYER.

## 4. WORKING HOURS

A) WORKING HOURS SHALL BE EIGHT (8) FOR SKILLED EMPLOYEES PER DAY AND 48 HOURS PER WEEK.

B) OVER TIME SHALL BE PAID FOR OFF DUTY HOURS AND OFF DUTY DAYS.

C) THE WORKING HOURS OF HOUSE MAIDS SHALL NOT BE EXCEED 12 HOURS PER DAY.

## 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 APPONTMENT.

B) FREE MEALS OR MEAL ALLOWANCE SHALL BE PROVIDED.

C) FREE ACCOMODATION OR ACCOMMODATION ALLOWANCE SHALL BE PROVIDED.

D) FREE MEDICAL FACILITIES SHALL BE PROVIDED.

E) ALL COMPLAINTS MADE BY THE EMPLOYEE OR EMPLOYEES AND THEIR RELATIONS REGARDING THE EMPLOYEE OR EMPLOYERS AND THEIR WORKING CONDITION SHALL BE SETTLED AS SOON AS POSSIBALE.

6. RESPONSIBILITIES OF THE LOCAL AGENT

- A) THE LOCAL AGENT SHALL SELECT SUITABLE CANDIDATES ACCORDING TO THE FOREIGN PRINCIPAL'S REQUIRMENTS AND SUBMIT THE RELEVANT DOCUMENTS TO FOREIGN PRINCIPAL.
- B) THE LOCAL AGENT SHALL UNDERTAKE TO ENROSE THAT ALL CANDIDATES WILL FOR THE EMPLOYMENTS AND SHALL BE GURANTEED FOR A PERIOD OF 90 DAYS FROM THE DATE OF DEPARTURE 90 DAYS PERIOD CONSIDERED AS PROBATION PERIOD.

7. TERMS OF PAYMENTS

- A) THE FOREIGN PRINCIPAL SHALL PAY THE SUMOF US \$ ..... FOR SELECTED EMPLOYEE AS PROCESSING AND ADMINISTRATIVE FEES PAYABLE UPON FINAL SECTION OF EMPLOYEE.
- B) THE SINGAPORE FOREIGN PRINCIPAL PREVAIL TO INSURE AYMENTS OF THE TRAINING LEVY TO THE LOCAL AGENT.

8. ANNUAL LEAVE

- A) THE EMPLOYEE OR EMPLOYEES SHALL BE ENTERED 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 EMPLOEES DURING THE CONTRACT PERIOD THE FOREIGN PRICIPAL SHALL AGREE TO REPATRATION OF THE REMAINS OF THE DECIESED ALONG WITH THE PERSONAL EFACTS AND SAVING ON THE EXPENCES OF THE FOREIGN PRINCIPAL.

10.COMPANSATIONS

- A. THE FOREIGN PRINCIPAL SHALL ENSURE THAT THE PERSONALEE AND ACCIDENT INSURANCE THE EMPLOYEE OR EMPLOEES TO BE PROVIDED FOR WORK. CONNECTED ILLNES INJURIES OR DEATH IN ACCORDENCE WITH THE PERTINENT LAWS OF THE HOSTCOUNTRY.

11. OTHER TERMS AND CONDITIONS

- A) ALL THE TERMS AND CONDITION OF EMPLOYMENT SHALL BE COVERED BY THE PARTINENT LAW OF THE COUNTRY.

.....  
 THE FOREIGN PRINCIPAL  
 (SIGNATURE & RUBBER STAMP)  
 DATE

.....  
 THE LOCAL AGENT  
 (SIGNATURE & RUBBER STAMP)  
 DATE

NOTE THIS SPECIMEN RECRUITMENT AGREEMENT SHOULD BE WRITTEN ON LETTER HEAD OF FOREIN PRINCIPAL,