

## Employment & Labour Welfare Section of the High Commission of Sri Lanka – Singapore

Requirement	Documents required & charges
Registration/ Insurance Renewal	<ul style="list-style-type: none"> <li>• Application (Can be obtained from the Labour Section)</li> <li>• Original PP</li> <li>• IC copy of the Employer</li> <li>• <b><u>Charge- SGD 32</u></b></li> </ul>
Individual Job Contract through an Agency	<ul style="list-style-type: none"> <li>• Contract (Specimen available on the website)</li> <li>• IPA- Employers Copy</li> <li>• IPA- Employees Copy</li> <li>• PP copy of the employee</li> <li>• IC copy of the Employer</li> <li>• Agency registration</li> <li>• <b><u>Charge- SGD- 85</u></b></li> </ul>
Direct Employment Contract	<ul style="list-style-type: none"> <li>• Contract (Specimen available on the website)</li> <li>• IPA- Employers Copy</li> <li>• IPA- Employees Copy</li> <li>• PP copy of the employee</li> <li>• IC copy of the Employer</li> <li>• <b><u>Charge- SGD 85 + SGD 1350 refundable security deposit</u></b></li> </ul>
Registration of a new Job Order	<ul style="list-style-type: none"> <li>• Job Order</li> <li>• Application (Can be obtained from the Labour Section)</li> <li>• Agreement</li> <li>• Special Power of Attorney</li> <li>• MOM license of the SG agent</li> <li>• SLBFE license copy of the SL agent</li> <li>• IC copy of the SG agent</li> <li>• PP copy of the SL agent</li> <li>• <b><u>Charge- SGD 250 per job order</u></b></li> </ul>
New agency registration	<ul style="list-style-type: none"> <li>• Application 1 (Specimen available on the website)</li> <li>• Application 2 (Specimen available on the website)</li> <li>• ACRA – Accounting &amp; Corporate Regulatory Authority License</li> <li>• IC copy of the SG agent</li> <li>• <b><u>Charge- SGD 60</u></b></li> </ul>
Renewal of agency	<ul style="list-style-type: none"> <li>• MOM License copy</li> <li>• IC copy of the SG agent</li> <li>• <b><u>Charge- SGD 60</u></b></li> </ul>
Claiming Security/ Refundable Deposit	<ul style="list-style-type: none"> <li>• A request letter addressed to the High Commissioner (Reason for termination)</li> <li>• No objection letter from the Helper/ Consent letter for repatriation or transfer</li> <li>• Original issued receipt from the High Commission if lost, an affidavit from a lawyer</li> <li>• Application form (Can be obtained from the Labour Section)</li> <li>• Copy of the Air Ticket (If a transfer MOM Transfer document and Cancellation Document)</li> <li>• Work Permit cancellation from the MOM</li> <li>• Time to process- 2– 3 months</li> </ul>