

**HIGH COMMISSION OF THE DEMOCRATIC SOCIALIST
REPUBLIC OF SRI LANKA**

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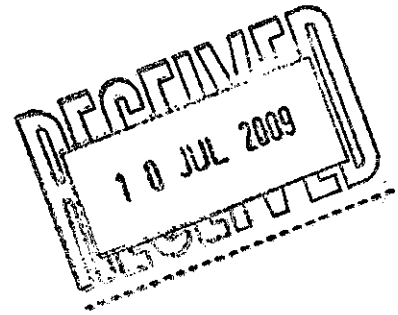
Website: <http://www.lanka.com.sg>

7th July 2009

Association of Employment Agencies (Singapore)
9 Jalan Kukoh #03-77 Singapore 160009

Attn: Ms Shirley Ng Chiou Peng
President, AEA (S)

Dear Ms Shirley,



Sri Lankan Migrant Worker Registration With The Sri Lankan High Commission

We write to inform you that all Employment Agencies handling Sri Lankan migrant workers should enter into a contract with Sri Lanka High Commission in Singapore. This contract will be valid for one year and it should be renewed on expiry if the employment Agency continues, to handle Sri Lankan migrant workers.

Please note the mandatory requirements by Sri Lanka Bureau of Foreign Employment with regard to Employment Agents:

1. All Sri Lankan migrant workers should be registered with Sri Lanka High Commission in Singapore on arrival in Singapore
2. The Sri Lanka High Commission should be notified of any transfer of Sri Lankan migrant worker to another Employer and register a new contract for each transfer.
3. The Sri Lanka High Commission should be notified of any repatriation of Sri Lankan migrant worker.
4. Sri Lanka High Commission should be notified of any Sri Lankan migrant worker traveling out of Singapore on vacation.

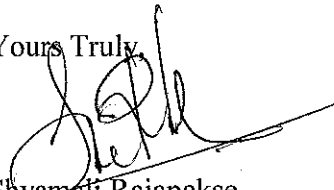
5. Agency should ensure the employment contract with employer is renewed every two years with the Sri Lanka High Commission.
6. Agents should provide accurate Employer and Employee details such as address, telephone number and other necessary details at the time of signing the contract.

Appreciate if above requirements are notified to all agencies handling Sri Lanka migrant workers.

Further we attach here with revised Standard Employment Contract between Foreign Domestic Worker and Employer, which will be effective from 1st August 2009.

Thanking you all for your usual cooperation

Yours Truly,



Shyamali Rajapakse
Counsellor – (Employment & Labour Welfare)
Sri Lankan High Commission in Singapore