

## Annex B – Key Employment Terms Template

# Key Employment Terms

All fields are mandatory, unless they are not applicable

### Section A | Employment Details

Company Name	Place of Work
Employee Full Name (as in NRIC/ Work Pass)	Employee NRIC number/FIN
Job Title	Main Duties and Responsibilities
<input type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment	
Employment Start Date	Employment End Date <i>(only applicable for fixed term contract)</i>

### Section B | Working Hours and Rest Day

Daily working hours Start and end of work:	Number of working days per week
Break during work:	Rest day <i>(specify day)</i>

### Section C | Salary

Salary Period: _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date(s) of Salary Payment																				
Overtime Payment Period: _____ <i>(only if different from salary period)</i> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date(s) of Overtime Payment																				
Basic rate of pay: _____ Gross rate of pay: _____																					
Overtime rate of pay: _____																					
<table border="1"> <thead> <tr> <th colspan="2">Fixed Allowances Per Salary Period</th> </tr> <tr> <th>Item</th> <th>Allowance (S\$)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total Fixed Allowances</td> <td> </td> </tr> </tbody> </table>	Fixed Allowances Per Salary Period		Item	Allowance (S\$)					Total Fixed Allowances		<table border="1"> <thead> <tr> <th colspan="2">Fixed Deductions Per Salary Period</th> </tr> <tr> <th>Item</th> <th>Deduction (S\$)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total Fixed Deductions</td> <td> </td> </tr> </tbody> </table>	Fixed Deductions Per Salary Period		Item	Deduction (S\$)					Total Fixed Deductions	
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Other Salary-Related Components	<input type="checkbox"/> CPF contributions payable <i>(subject to prevailing CPF contribution rates)</i>																				

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All information accurate as of issuance date

### Section D | Leave and Medical Benefits

<b>Types of Leaves</b> <i>(Applicable if service is at least 3 months; pay will not be deducted for taking leave)</i>  Paid Annual Leave Per Year: _____ (days/hrs)  Paid Outpatient Sick Leave Per Year: _____ (days/hrs)  Paid Hospitalisation Leave Per Year: _____ (days/hrs)  Others: _____  <i>(Note that paid hospitalisation leave per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</i>	<b>Medical Benefits</b>
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### Section E | Others

Length of probation: _____  Probation Start Date: _____  Probation End Date: _____	<b>Notice Period for Termination of Employment</b> <i>(initiated by either party whereby the length shall be the same)</i>
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Please refer to [www.mom.gov.sg](http://www.mom.gov.sg) for more details on employment laws, leave benefits and soft copy of the KETs template.

# Key Employment Terms

All fields are mandatory, unless they are not applicable

## Section A | Employment Details

Company Name <b>Fourteen Concepts Pte Ltd</b>	Place of Work
Employee Full Name (as in NRIC/ Work Pass) <b>Loh Li Li, Desiree</b>	Employee NRIC number/FIN <b>S9576543F</b>
Job Title <b>Administrative Assistant</b>	Main Duties and Responsibilities <b>General administrative duties, filing and customer service.</b>
<input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment	
Employment Start Date <b>02/08/2021</b>	Employment End Date <i>(only applicable for fixed term contract)</i>

## Section B | Working Hours and Rest Day

Daily working hours Start and end of work: <b>Mon - Fri: 9am - 6pm, Sat: 9am - 1pm</b> <b>8 hours (Mon - Fri), 4 hours (Sat)</b>	Number of working days per week <b>5.5 hours per week</b>
Break during work: <b>Mon - Fri: 1 hour lunch break</b>	Rest day (specify day) <b>1 day per week (Sunday)</b>

## Section C | Salary

Salary Period: <b>First to last day of the month</b>	Date(s) of Salary Payment <b>2nd of every calendar month</b>														
<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input checked="" type="checkbox"/> Monthly	Date(s) of Overtime Payment <b>2nd of every calendar month</b>														
Overtime Payment Period: _____ <i>(only if different from salary period)</i>															
<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly															
Basic rate of pay: <b>\$2,000.00 per month</b>	Gross rate of pay: <b>\$2,100.00 per month</b>														
Overtime rate of pay: <b>1.5x hourly basic rate (\$15.80)</b>															
Fixed Allowances Per Salary Period	Fixed Deductions Per Salary Period														
<table border="1"> <thead> <tr> <th>Item</th> <th>Allowance (S\$)</th> </tr> </thead> <tbody> <tr> <td><b>Uniform</b></td> <td><b>\$50.00</b></td> </tr> <tr> <td><b>Laundry</b></td> <td><b>\$50.00</b></td> </tr> <tr> <td>Total Fixed Allowances</td> <td><b>\$100.00</b></td> </tr> </tbody> </table>	Item	Allowance (S\$)	<b>Uniform</b>	<b>\$50.00</b>	<b>Laundry</b>	<b>\$50.00</b>	Total Fixed Allowances	<b>\$100.00</b>	<table border="1"> <thead> <tr> <th>Item</th> <th>Deduction (S\$)</th> </tr> </thead> <tbody> <tr> <td><b>CDAC</b></td> <td><b>\$1.00</b></td> </tr> <tr> <td>Total Fixed Deductions</td> <td><b>\$1.00</b></td> </tr> </tbody> </table>	Item	Deduction (S\$)	<b>CDAC</b>	<b>\$1.00</b>	Total Fixed Deductions	<b>\$1.00</b>
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Item	Deduction (S\$)														
<b>CDAC</b>	<b>\$1.00</b>														
Total Fixed Deductions	<b>\$1.00</b>														
Other Salary-Related Components <b>Productivity incentive</b>	<input checked="" type="checkbox"/> CPF contributions payable <i>(subject to prevailing CPF contribution rates)</i>														

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## Section D | Leave and Medical Benefits

Types of Leaves <i>(Applicable if service is at least 3 months; pay will not be deducted for taking leave)</i>	Medical Benefits <b>Full reimbursement for medical examination fee.</b>
Paid Annual Leave Per Year: <b>14</b> (days/pr\$)	
Paid Outpatient Sick Leave Per Year: <b>14</b> (days/pr\$)	
Paid Hospitalisation Leave Per Year: <b>60</b> (days/pr\$)	
Others: <b>16 weeks Maternity Leave</b> <i>(Paid 16 weeks maternity leave if child is Singapore Citizen and employee is lawfully married to the child's father. The employee must have worked at least 90 days before child's birth.)</i>	
<i>(Note that paid hospitalisation leave per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</i>	

## Section E | Others

Length of probation: <b>1 month</b>	Notice Period for Termination of Employment <i>(initiated by either party whereby the length shall be the same)</i>
Probation Start Date: <b>01/08/2021</b>	<b>1 month notice or 1 month salary in lieu of notice</b>
Probation End Date: <b>31/08/2021</b>	

Please refer to [www.mom.gov.sg](http://www.mom.gov.sg) for more details on employment laws, leave benefits and soft copy of the KETs template.

# Key Employment Terms

All fields are mandatory, unless they are not applicable

## Section A | Employment Details

Company Name <b>XYZ Confectionary Pte Ltd</b>	Place of Work <b>Bedok Mall, #02-34m, Singapore 456789</b>
Employee Full Name (as in NRIC/ Work Pass) <b>Ng Wei Jie, Roland</b>	Employee NRIC number/FIN <b>S1122345K</b>
Job Title <b>Sales Representative</b> <input type="checkbox"/> Full-Time Employment <input checked="" type="checkbox"/> Part-Time Employment	Main Duties and Responsibilities <b>Promoting sales and creating sales orders</b>
Employment Start Date <b>15/11/2021</b>	Employment End Date <i>(only applicable for fixed term contract)</i> <b>14/11/2022</b>

## Section B | Working Hours and Rest Day

Daily working hours Start and end of work: <b>Mon - Sat: 10am - 4pm or 4pm - 10pm</b> <b>5 hours per workday</b> Break during work: <b>1 hour break</b>	Number of working days per week <b>4 days per week as per roster</b>  Rest day (specify day) <b>Sunday</b>
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## Section C | Salary

Salary Period: <b>First to last day of the month</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input checked="" type="checkbox"/> Monthly	Date(s) of Salary Payment <b>3rd of every calendar month</b>  Date(s) of Overtime Payment <b>3rd of every calendar month</b>												
Overtime Payment Period: _____ <i>(only if different from salary period)</i> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly													
Basic rate of pay: <b>\$6/hr</b> Gross rate of pay: <b>\$480.00 per month</b>													
Overtime rate of pay: <b>1.5x hourly basic rate (\$9.00)</b>													
Fixed Allowances Per Salary Period	Fixed Deductions Per Salary Period												
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Total Fixed Deductions													
Other Salary-Related Components <b>Sales Commission</b>	<input checked="" type="checkbox"/> CPF contributions payable <i>(subject to prevailing CPF contribution rates)</i>												

Issued on: **15/11/2021**

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## Section D | Leave and Medical Benefits

Types of Leaves <i>(Applicable if service is at least 3 months; pay will not be deducted for taking leave)</i>  Paid Annual Leave Per Year: <b>25.5</b> (days/hrs)  Paid Outpatient Sick Leave Per Year: <b>50.9</b> (days/hrs)  Paid Hospitalisation Leave Per Year: <b>218.2</b> (days/hrs)  Others: <b>Refer to employee handbook</b>  <i>(Note that paid hospitalisation leave per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</i>	Medical Benefits <b>Full reimbursement for medical examination fee.</b>
Length of probation: <b>N.A.</b>	Notice Period for Termination of Employment <i>(initiated by either party whereby the length shall be the same)</i> <b>1 week notice or 1 week salary in lieu of notice.</b>

Please refer to [www.mom.gov.sg](http://www.mom.gov.sg) for more details on employment laws, leave benefits and soft copy of the KETs template.

## Annex B - Description of Key Employment Terms and Common Observations

Refer to Key Employment Terms (KETs) Template for reference. KETs must include the items below unless an item is not applicable.

KETs Template Section	Term	Description	Common observations
Section A   Employment Details	Company name	Indicate company name in full and in accordance with the registered name in ACRA. E.g. in a case of an employer who is an individual, indicate full name as specified in NRIC/passport or trade name.	Shop name is used e.g. Lucky Provision Shop instead of Lucky Provisions Pte. Ltd.
	Employee full name	Indicate employee's full name as specified on employee's identity card, work pass or passport.	Short names are often used in KETs e.g. Alvin Tan or Ah Seng.
	Employee NRIC number /FIN	Indicate employee's identification number as specified on employee's identity card, work pass or passport.	
	Job title	Indicate employee's job title.	Only job title is indicated e.g. Sales Assistant without details on job scope.
	Main duties and responsibilities	Indicate employee's description of main duties and responsibilities.	
	Employment start date	Indicate employee's first day of work.	Only indicated "Agreement Date" or "Issuance Date of KETs".
	Employment end date	Indicate employee's end date of employment (only applicable for employees on a fixed-term contract)	
	Place of work (Optional)	Indicate employee's work location if it is different from company's address. Although optional, employers are strongly encouraged to include this.	Indicated company's address even though employee is deployed at another work location.
Section B   Working Hours and Rest Day	Daily working hours	Indicate employee's start and end time on workdays and break hours e.g. 9am to 6pm, including 1 hour lunch break.	Did not indicate break hours.
	Number of working days per week	E.g. 5 days a week (Mon – Fri).	
	Rest day <sup>#</sup>	E.g. Saturday.  Note: Employees covered under Part IV of the EA are entitled to one rest day every week.	Did not state specific rest day and only indicate one rest day a week.
Section C   Salary	Salary period	Indicate employee's first and last day for which the salary is paid e.g. 1 – 31 Jan 2021.	Indicated month or the frequency of payment instead.
	Overtime payment period	Indicate employee's first and last day for which the overtime payment is paid e.g. 1 – 31 Jan 2021. (If different from salary period)	

<sup>#</sup>Part IV of the EA, which covers working hours, rest days and overtime payment, are only applicable to workmen whose basic monthly salaries do not exceed \$4,500 and non-workmen whose basic monthly salaries do not exceed \$2,600. They are not applicable to managers and executives.

KETs Template Section	Term	Description	Common observations
Section C   Salary	Basic rate of pay	<p>Indicate employee's basic rate of pay, which includes wage adjustments and increments that employee is entitled to under his/her contract of service.</p> <p>Basic rate of pay excludes:</p> <ul style="list-style-type: none"> <li>• Overtime payments, bonus payments and annual wage supplements (AWS).</li> <li>• Reimbursement of special expenses incurred in the course of employment.</li> <li>• Productivity incentive payments.</li> <li>• Any allowance.</li> </ul>	Indicated gross salary instead of basic salary/rate of pay.
	Gross rate of pay	<p>Indicate employee's total amount of money including allowances, payable for one month's work. This excludes:</p> <ul style="list-style-type: none"> <li>• Additional payments (overtime, bonus, AWS).</li> <li>• Reimbursement of special expenses incurred during the course of employment.</li> <li>• Productivity incentive payments.</li> <li>• Travel, food and housing allowances.</li> </ul> <p>Note: For sectors or occupations covered under the Progressive Wage Model, companies will need to fulfil the corresponding wage requirements for full-timers and part-timers respectively.</p>	
	Overtime rate of pay <sup>#</sup>	<p>Indicate employee's overtime rate of pay times the hourly basic rate of pay for the extra hours of work beyond 8 hours in a day or 44 hours in a week.</p> <p>Note: Overtime payment is at 1.5 times the hourly basic rate of pay if you require your employee to work overtime.</p>	
	Fixed allowances	Any fixed allowance during each salary period (if applicable)	No breakdown of items.
	Fixed deductions	Any fixed deduction during each salary period (if applicable)	No breakdown of items.

<sup>#</sup>Part IV of the EA, which covers working hours, rest days and overtime payment, are only applicable to workmen whose basic monthly salaries do not exceed \$4,500 and non-workmen whose basic monthly salaries do not exceed \$2,600. They are not applicable to managers and executives.

KETs Template Section	Term	Description	Common observations
Section C   Salary	CPF contributions payable	<p>Indicate if employee is entitled to CPF contributions</p> <p>Note: Employers are required to make CPF contributions for employees who are Singapore Citizens or Singapore Permanent Residents earning total wages of more than \$50 per month, including basic salary, allowance, overtime pay, commissions and bonuses.</p>	Term not specified.
Section D   Leave and Medical Benefits	Types of leave	<p>Minimally indicate the entitlements for annual leave, sick leave, hospitalisation leave. Other types of leaves should be listed if applicable.</p> <p>Note: Employers must provide the following:</p> <ul style="list-style-type: none"> <li>• 7 days of paid annual leave in employees' first year of service and 1 more day per year for each additional year worked. Employees will have 14 days of annual leave from their 8th year of service.</li> <li>• 14 days of paid outpatient sick leave for employees who have worked at least 6 months.</li> <li>• Up to 60 days of paid hospitalisation leave for employees who have worked at least 6 months (inclusive of 14 days of paid outpatient sick leave).</li> </ul>	Did not indicate paid hospitalisation leave.
	Medical benefits	<p>Indicate medical benefits such as but not limited to any health insurance or dental benefits.</p> <p>Note: Employers must reimburse for medical consultation fees if the employee who has worked for at least 3 months takes paid sick leave, and the medical certificate was issued by a medical practitioner from a public institution or appointed by the company.</p>	Incomplete list of benefits.
Section E   Others	Probation period	Indicate employee's duration, start, and end date for probation if applicable.	Did not indicate for workers who are on probation.
	Notice period for termination of employment	<p>Indicate employee's notice period for dismissal by employer or termination of employment contract by employee.</p> <p>Note: If the notice period is not indicated in the contract, the default periods in the EA will apply.</p>	Did not indicate notice period.