

INFORMATION AND DOCUMENTS REQUIRED FOR WORKRIGHT INSPECTION

ANNEX A: COMPANY AND EMPLOYEE DETAILS FOR WORKRIGHT INSPECTION

Annex A-1: Contact details of Company and Company representative

Name of Business Entity:	UEN No.:	
_____	_____	
Entity Email Address:	Entity Contact No.:	
_____	_____	
<u>Name</u> of representative completing this form:	Representative Email Address:	Representative Contact No.:
_____	_____	_____
Designation:		

Signature:	Date of Form Submission:	Business Entity Stamp (if any):
_____	_____	_____

ANNEX A-2: EMPLOYEE DETAILS FOR WORKRIGHT INSPECTION

Companies are required to provide details of **at least five employees** for the Workright inspection. Selected employees (Singapore Citizens, Singapore Permanent Residents, Foreign Workers and Part-timers) should have continuous employment with the company for **at least three months**. Out of the five employees, at least two employees should be **hired on or after 1 April 2016**.

If the company does not have employees meeting this criterion, please consult the assigned inspectors.

	Name of Employee	NRIC / FIN No.	Contact No.	Occupation /Designation	Brief Job Scope	Date of Start of Employment	Monthly Basic Salary	Salary Period (based on latest month payroll)	Salary Payment Date (latest month payroll)
E.g.	<i>Kelvin Tan</i>	<i>S1234567A</i>	<i>91234567</i>	<i>Waiter</i>	<i>Serving customers, taking food orders</i>	<i>1 Jan 2018</i>	<i>\$2,100</i>	<i>1 Jan to 31 Jan 2025</i>	<i>7 Feb 2025</i>
1									
2									
3									
4									
5									
6									
7									
8									
9									

ANNEX B – LETTER OF AUTHORISATION FOR WORKRIGHT INSPECTION

(to be used only if company Director/Partner/Sole-Proprietor is delegating his/her authority to represent the business entity for Workright Inspection)

Labour Relations and Workplaces Division
MOM Services Centre, 1500 Bendemeer Road

Attn: Workright, Employment Standards Enforcement

Dear Officer

Letter of Authorisation

I, Name: _____ (Director/Partner/Sole-Proprietor),

NRIC: _____,

Director/Partner/Sole-Proprietor of: _____

(Name and UEN of business entity), hereby authorise:

Name: _____ (Authorised Representative)

NRIC/FIN: _____,

Contact No.: _____,

Designation: _____

(Please state "N.A" if the authorised representative is not an employee of the company)

Relationship: _____

(Please state "employee" if the authorised representative is employed by the company)

to represent the business entity on all matters / issues with regard to the Workright inspection held on inspection date: _____.

Thank you.

Yours sincerely,

Signature of Director/Partner/Sole-Proprietor*

Signature of Authorised Representative*

Date:

Date:

Business Entity Stamp:

Note: *Any electronic signature (including any electronic image or symbol, or process for authenticating and creating electronic signatures) affixed by a person with the intention of signing this electronic record shall have the same legal validity and enforceability as a manually executed wet ink signature.

ANNEX C - DOCUMENTATION PROVIDED BY BUSINESS ENTITY FOR WORKRIGHT INSPECTION

Name of Business Entity:	
UEN of Business Entity:	

Complete the details and prepare the following documents for Workright Inspection

Documents	Employee #1	Employee #2	Employee #3	Employee #4	Employee #5
1. Employee Name <i>Eg. Alex Tan Zi Hen</i>					
2. NRIC/ FIN / WP No.					
3. Key Employment Terms (KETs) / Employment Contract <small>Scanned copy of original / Generated from business entity's software or system</small>	Y / N	Y / N	Y / N	Y / N	Y / N
	Number of pages:	Number of pages:	Number of pages:	Number of pages:	Number of pages:
	<input type="checkbox"/> My company does not issue KETs				
4. Itemised Pay Slips (IPS) <small>Scanned copy of original / Generated from business entity's software or system</small> <i>Eg. Salary Period: 1 Jan to 31 Jan 2025</i>	Y / N	Y / N	Y / N	Y / N	Y / N
	Number of pages:	Number of pages:	Number of pages:	Number of pages:	Number of pages:
	Salary Period:	Salary Period:	Salary Period:	Salary Period:	Salary Period:
	<input type="checkbox"/> My company does not issue IPS				
Other Documents					
5. Scanned copy of NRIC and Work Pass <small>Copy should include front and back of ID</small>	Y / N	Y / N	Y / N	Y / N	Y / N
	_____pieces	_____pieces	_____pieces	_____pieces	_____pieces
6. Employee Details form (Annex A2)	Y / N _____pieces				
7. Letter of Authorisation (Annex B)	Y / N _____pieces				
Others (if any)					

I declare that:

1. All electronic documents and records submitted are the originals and if any document or record is not the original, such document or record is a true and accurate duplicate of the original document or record.
2. All electronic documents and records were made by (or from information transmitted by) a person with knowledge of the business entity's software/system and the matters to which the electronic documents and records pertain to.
3. All electronic documents and records were made, kept and maintained by the business entity in the course of a regularly conducted business activity and the business activity made, kept and maintained such documents or records as a regular practice.
4. I am aware and agree to the use of the electronic documents and records as evidence in any court proceedings as proof of their contents.
5. I shall retain the originals of all softcopy documents or records submitted for this Workright Inspection for at least 1 year and produce the originals for verification upon MOM's request.
6. I understand that this submission is made to the Commissioner for Labour or an inspecting officer. The information in this submission is true and correct. I am aware that MOM may audit the business entity and/or take action against the business entity based on this submission. I understand that I may be investigated, charged in court or have to pay administrative penalties if I provide any false information in this submission.

Date: _____	
Produced by: _____ Name and Signature of */** Director/Partner/Sole-Proprietor/Authorised Representative of Company undergoing Inspection Note *To delete as appropriate. <i>**Any electronic signature (including any electronic image or symbol, or process for authenticating and creating electronic signatures) affixed by a person with the intention of signing this electronic record shall have the same legal validity and enforceability as a manually executed wet ink signature.</i>	Received by: _____ Name and Signature of Inspector <i>Note: If you submit any documents to Workright electronically, this will be blank and you will instead receive an email acknowledgement.</i>