

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 (specify day)

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: _____	
Fixed Allowances Per Salary Period	Fixed Deductions Per Salary Period
Item Allowance (S\$)	Item Deduction (S\$)
Total Fixed Allowances	Total Fixed Deductions
Other Salary-Related Components	<input type="checkbox"/> CPF contributions payable <i>(subject to prevailing CPF contribution rates)</i>

Issued on: _____

DD / MM / YYYY

All information accurate as of issuance date

Section D | Leave and Medical Benefits

Types of Leaves

(Applicable if service is at least 3 months; pay will not be deducted for taking leave)

Paid Annual Leave

Per Year: _____ (days/hrs)

Paid Outpatient Sick

Leave Per Year: _____ (days/hrs)

Paid Hospitalisation

Leave Per Year: _____ (days/hrs)

Others:

(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.)

Medical Benefits

Section E | Others

Length of probation: _____

Probation Start Date: _____

Probation End Date: _____

Notice Period for Termination of Employment

(initiated by either party whereby the length shall be the same)

Please refer to 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 Fourteen Concepts Pte Ltd	Place of Work Bedok Mall, #02-34m, Singapore 456789
Employee Full Name (as in NRIC/ Work Pass) Loh Li Li, Desiree	Employee NRIC number/FIN S9576543F
Job Title Administrative Assistant <input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment	Main Duties and Responsibilities General administrative duties, filing and customer service.
Employment Start Date 03/02/2025	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: Mon - Fri: 9am - 6pm, Sat: 9am - 1pm 8 hours (Mon - Fri), 4 hours (Sat) Break during work: Mon - Fri: 1 hour lunch break	Number of working days per week 5.5 days per week Rest day (specify day) 1 day per week (Sunday)
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Section C | Salary

Salary Period: First to last day of the month <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 2nd of every calendar month Date(s) of Overtime Payment 2nd of every calendar month
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: **\$2,000.00 per month** Gross rate of pay: **\$2,100.00 per month**

Overtime rate of pay: **1.5x hourly basic rate (\$15.80)**

Fixed Allowances Per Salary Period		Fixed Deductions Per Salary Period	
Item	Allowance (S\$)	Item	Deduction (S\$)
Uniform	\$50.00	CDAC	\$1.00
Laundry	\$50.00		
Total Fixed Allowances	\$100.00	Total Fixed Deductions	\$1.00

Other Salary-Related Components
Productivity incentive CPF contributions payable
(subject to prevailing CPF contribution rates)

Issued on: **03/02/2025**

DD / MM / YYYY

All information accurate as of issuance date

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: 14 (days/prs) Paid Outpatient Sick Leave Per Year: 14 (days/prs) Paid Hospitalisation Leave Per Year: 60 (days/prs) Others: 16 weeks Maternity Leave <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>	Medical Benefits Full reimbursement for medical examination fee.
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Section E | Others

Length of probation: 1 month Probation Start Date: 03/02/2025 Probation End Date: 03/03/2025	Notice Period for Termination of Employment <i>(initiated by either party whereby the length shall be the same)</i> 1 month notice or 1 month salary in lieu of notice
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Please refer to 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 XYZ Confectionary Pte Ltd	Place of Work Bedok Mall, #02-34m, Singapore 456789
Employee Full Name (as in NRIC/ Work Pass) Ng Wei Jie, Roland	Employee NRIC number/FIN S1122345K
Job Title Sales Representative <input type="checkbox"/> Full-Time Employment <input checked="" type="checkbox"/> Part-Time Employment	Main Duties and Responsibilities Promoting sales and creating sales orders
Employment Start Date 05/05/2025	Employment End Date <i>(only applicable for fixed term contract)</i> 04/05/2026

Section B | Working Hours and Rest Day

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

Section C | Salary

Salary Period: <u>First to last day of the month</u> <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 3rd of every calendar month												
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 3rd of every calendar month												
Basic rate of pay: <u>\$6/hr</u> Gross rate of pay: <u>\$480.00 per month</u>													
Overtime rate of pay: <u>1.5x hourly basic rate (\$9.00)</u>													
Fixed Allowances Per Salary Period	Fixed Deductions Per Salary Period												
<table><thead><tr><th>Item</th><th>Allowance (S\$)</th></tr></thead><tbody><tr><td>N.A.</td><td></td></tr><tr><td>Total Fixed Allowances</td><td></td></tr></tbody></table>	Item	Allowance (S\$)	N.A.		Total Fixed Allowances		<table><thead><tr><th>Item</th><th>Deduction (S\$)</th></tr></thead><tbody><tr><td>N.A.</td><td></td></tr><tr><td>Total Fixed Deductions</td><td></td></tr></tbody></table>	Item	Deduction (S\$)	N.A.		Total Fixed Deductions	
Item	Allowance (S\$)												
N.A.													
Total Fixed Allowances													
Item	Deduction (S\$)												
N.A.													
Total Fixed Deductions													
Other Salary-Related Components Sales Commission	<input checked="" type="checkbox"/> CPF contributions payable <i>(Subject to prevailing CPF contribution rates)</i>												

Issued on: 03/02/2025

DD / MM / YYYY

All information accurate as of issuance date

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 Full reimbursement for medical examination fee.
Paid Annual Leave Per Year: <u>25.5</u> (days/hrs)	
Paid Outpatient Sick Leave Per Year: <u>50.9</u> (days/hrs)	
Paid Hospitalisation Leave Per Year: <u>218.2</u> (days/hrs)	
Others: Refer to employee handbook	
<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: <u>N.A.</u>	Notice Period for Termination of Employment <i>(initiated by either party whereby the length shall be the same)</i>
Probation Start Date: <u>N.A.</u>	1 week notice or 1 week salary in lieu of notice.
Probation End Date: <u>N.A.</u>	

Please refer to 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 Remarks

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	Remarks
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.	Avoid using short-form name, e.g. Lucky Provision. Instead use Lucky Provision Pte Ltd
	Employee full name	Indicate employee's full name as specified on employee's NRIC, work pass or passport.	Avoid using nicknames or shortened names, e.g. Alvin Tan or Jun Wei. Instead use full name, e.g. Alvin Tan Jun Wei.
	Employee NRIC number /FIN	Indicate employee's identification number as specified on employee's NRIC, work pass or passport.	
	Job title	Indicate employee's job title.	Indicate complete job title, e.g. Bubble tea shop service crew
	Main duties and responsibilities	Indicate employee's description of main duties and responsibilities.	Provide at least a brief description with details on the main duties and responsibilities of your employee.
	Employment start date	Indicate employee's first day of work.	Avoid using "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)	
Section B Working Hours and Rest Day	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.	Avoid using company's HQ address if employee is deployed at another work location.
	Number of working days per week	Indicate the days of the week the employee is required to work.	Indicate the work days in this manner, e.g. 5 days a week or Mon-Fri.
	Rest day [#]	Indicate the day of the week Note: Employees covered under Part IV of the EA are entitled to one rest day every week.	Avoid indicating, e.g. one rest day a week. Instead use the specific day, e.g. Saturday.
Section C Salary	Daily working hours	Indicate employee's start and end time on workdays and break hours.	Indicate work hours for each work day including break time, e.g. 9am to 6pm, including 1 hour lunch break
	Salary period	Indicate employee's first and last day for which the salary is paid.	Avoid indicating frequency of payment, e.g. monthly. Instead indicate the specific dates, e.g. first to last day of each calendar month or 15th of each month - 14th of the following month.
	Overtime payment period	Indicate the specific date range for the overtime payment.	Avoid indicating frequency of overtime payment, e.g. monthly. Instead indicate the specific dates, e.g. first to last day of each calendar month or 15th of each month - 14th of the following month.

[#]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	Remarks
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"> • Overtime payments, bonus payments and annual wage supplements (AWS). • Reimbursement of special expenses incurred in the course of employment. • Productivity incentive payments. • Any allowance. 	Avoid indicating the gross salary. Instead indicate the 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"> • Additional payments (overtime, bonus, AWS). • Reimbursement of special expenses incurred during the course of employment. • Productivity incentive payments. • Travel, food and housing allowances. <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>	E.g. \$2,300 per month
	Overtime rate of pay [#]	<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 least 1.5 times the hourly basic rate of pay if you required your employee to work overtime.</p>	Indicate the rate for overtime payment, e.g. 1.5 times the hourly basic rate of pay E.g. 1.5x hourly basic rate (\$15.80)
	Fixed allowances	Any fixed allowance during each salary period (if applicable)	Avoid aggregating different allowance. Instead itemise each type of allowances.
	Fixed deductions	Any fixed deduction during each salary period (if applicable)	Avoid aggregating different deductions. Instead itemise each type of deductions.

[#]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	Remarks
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>	
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"> 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. 14 days of paid outpatient sick leave for employees who have worked at least 6 months. 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). 	Indicate all types of leave, e.g. hospitalisation leave, maternity leave, childcare 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>	
Section E Others	Probation period	Indicate employee's duration, start, and end date for probation if applicable.	
	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>	