

**(To be prepared in the foreign Company's Letter head)**

**Both Party Agreement**

This agreement made and entered into between Mr....., (Company Name)....., (Company Address)..... (hereinafter called as Foreign Principal) and Mr. T.Sritharan, Managing Director of Retina Recruiting, No. 544 2/1, 2<sup>nd</sup> Division, Colombo 10, Sri Lanka (Hereinafter called as local Agent) to recruit manpower from Sri Lanka for employment in Maldives and shall have the following terms and conditions herein after referred to;

**(1) RECRUITMENT**

- (A) The person or persons recruited shall be for the employment or employments as per demand letter and shall designated as stated in the letter of Demand.

**(2) DURATION OF CONTRACT**

- (A) The duration of the contract initially shall be a period of two years and renewable by mutual agreements.

**(3) AIR PASSEGE**

- (A) Free both way (Onward and return) Air tickets should be provided For Housemaids without considering their race or religion.
- (B) For Singapore Housemaids onward Air ticket should be provided by the Singapore Foreign Principal and the cost can be deducted from Employees monthly salary within five or six minimum installments return air ticket should be provided after completion of contract free of charge by the Employer.
- (C) Return Air ticket should be provided for all employees after completion of contract free of charge by the Foreign Principal or the Employer.

**4. WORKING HOURS**

- (A) Working hours shall be eight (8) for skilled employees per day and 48 hours per week.
- (B) Overtime shall be paid for off duty hours and off duty days.
- (C) The working hours of Housemaids shall not be exceeded 12 hours per day.
- (D) One day off per week for all employees.

**5. RESPONSIBILITIES OF THE FOREIGN PRINCIPAL**

- (A) The salary and other allowances shall be paid as stated in the letter of demand or the letter of appointment.
- (B) Free meals or meal allowance shall be provided.
- (C) Free accommodation or accommodation allowance shall be provided.
- (D) Free medical facilities shall be provided
- (E) All complaints made by the employee or employees and their relations regarding the employee or employees and their working condition shall be settled as soon as possible.

**6. RESPONSIBILITIES OF THE LOCAL AGENT**

- (A) The Local Agent shall select suitable candidates according to the foreign principal's requirements and submit the relevant documents to foreign Principal.
- (B) The local Agent shall undertake to ensure that all candidates will be suitable for the employments and shall be guaranteed for a period of 90 days from the date of departure. This 90 days period will be considered as probation period.

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**7. TERMS OF PAYMENTS**

- (A) The Foreign Principal shall pay the sum of US \$ .....for selected employee as processing and administrative fees payable upon final selection of employee.
- (B) The Singapore Foreign Prevail to ensure payments of the training levy to the local agent.

**8. ANNUAL LEAVE**

- (A) The Employee or Employees shall be entitled to 30 days paid leave on completion of 12 months period.

**9. IN THAE CASE OF DEATH**

- (A) In the case of death of the employed of employees during the contract period the foreign principle shell agree to repatriation of the remains of the deceased along with personal effects and saving on the expenses of the foreign principal.

**10. COMPENSATIONS**

- (A) The foreign principal shall ensure that the personal life and accident insurance for the employee or employees to be provided for work connected illness, injuries or death in accordance with the pertinent laws of the hoist country.

**11. OTHER TERMS AND CONDITIONS**

- (A) All other terms and conditions or employment shall be governed by the pertinent of the country.

The Foreign Agent  
Date:

The Local Agent  
Date