

All foreigners who work in Singapore, must have a valid work pass. The more common work passes are:

- Work permit
For skilled and semi-skilled workers in the construction, manufacturing, marine shipyard, process, or services sector.
- S Pass
For skilled workers earning at least S\$3,150 a month.
- Employment Pass
For professionals, managers, and executives. Candidates need to earn at least S\$5000 a month and pass the Complementarity Assessment Framework (COMPASS).

Before committing to employment in Singapore, please clarify and finalize with your employer the following (but not limited to):

1. Employer company name
2. Job duties and responsibilities
3. Employment start date
4. Daily working hours, days of work, and rest days
Note: Contractual working hours cannot exceed 44 hours per week or 8 hours per day. It does not include intervals allowed for rest, tea breaks, and meals.
5. Salary period
For example, if salary is paid once a month, the salary period may be the first day of the calendar month till the end of the calendar month inclusive. Salary must be paid within 7 days after the salary period.
6. Basic salary
7. Fixed allowances (if any)
8. Fixed deduction (if any)
9. Overtime pay
10. Bonus and/or incentives
11. Leave entitlements
12. Medical and dental benefits
13. Probation period
14. Notice period

15. Place of work

Please feel free to contact AnAble Management Services should you require further information, and we will do our utmost to assist.

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