

Application for a Foreign Domestic Worker's Work Permit under Sponsorship Scheme

This form may take you 3 minutes to fill in.

Important Notes:

1. To apply for a foreign domestic worker's Work Permit under the Sponsorship scheme, the employer must be 60 years old and above with no income and no working adults staying with him/her. The employer must be using the income of his/her children or children's spouse to apply for the foreign domestic worker.
2. Please fill in the Particulars of the Sponsor and Sponsor's spouse (if married) in Page 1 and sign the Undertaking Letter in Page 2. In addition, please complete the attached Work Permit application for a Foreign Domestic Worker form.
3. Please attach a clear copy of the Sponsor's NRIC, latest Income Tax Notice of Assessment, Birth Certificate of the Employer's Child/Children and Marriage Certificate [if sponsor(s) is/are the Employer's son/daughter-in-law]

Particulars of Sponsor(s):

	Details of Sponsor 1	Details of Sponsor 2
Name of Sponsor: (as in NRIC / Passport)		
Gender:	* Female / Male	* Female / Male
Date of Birth: (DD/MM/YYYY)		
Nationality:		
Marital Status:	* Single / Married / Divorced / Separated / Widowed	* Single / Married / Divorced / Separated / Widowed
Sponsor's Relationship with Employer:		
Residential Status:	* Singapore Citizen / Singapore Permanent Resident / Employment Pass Holder / Others, please specify:	* Singapore Citizen / Singapore Permanent Resident / Employment Pass Holder / Others, please specify:
Sponsor's Identity Card/Malaysian Old or New IC/Passport Number/FIN:		
Sponsor's Occupation:		
Name of Company:		
Contact Number:		
Email Address:		
Is the Sponsor's NRIC address different from the Employer's address?	* Yes / No	* Yes / No

Particulars of Sponsor's Spouse(s):

	Details of Sponsor 1's Spouse (if married)	Details of Sponsor 2's Spouse (if married)
Name of Sponsor's Spouse: (as in NRIC/Passport)		
Spouse's Identity Card / Passport Number / FIN:		

* Delete where inapplicable.

Undertaking Letter by the Sponsor(s)

*I/We, the undersigned hereby undertake the following conditions:

1. to sponsor and pay the Foreign Worker Levy and all other employment related expenses on behalf of (Name of Employer) _____, who is applying to employ a foreign domestic worker, in the event the said application is successful.
2. to be responsible for the upkeep, maintenance and well-being of the foreign domestic worker.
3. in the event that I or any of the undersigned subsequently apply for a foreign domestic worker for my/own household at anytime during the Work Permit validity of the foreign domestic worker, this undertaking shall be taken into consideration.
4. This undertaking shall be valid for the period the employer (as stated above) is employing a foreign domestic worker under my/our sponsorship.

Dated _____ day of _____ month _____
year.

Signature of Sponsor 1

Signature of Sponsor 2

Name/NRIC No & Signature of Sponsor 1's Witness

Name/NRIC No & Signature of Sponsor 2's Witness

For Official Use

DOA:

NRIC No./FIN:

WP No:



Work Pass Division

18 Havelock Road
Singapore 059764
Tel: 6438 5122
www.mom.gov.sg
mom_wpd@mom.gov.sg



Work Permit Application for a Foreign Domestic Worker

This form may take you 20 minutes to fill in.
You will need the following information to fill in the form:

1. For Foreign Domestic Worker

- Name, date of birth, marital status and religion
- Passport number and expiry date
- Work Permit number (if applicable)
- Place of birth, citizenship, race and highest qualification
- Malaysian IC number (if applicable)
- Spouse name, IC number, residential status and nationality (if she is married to a Singapore Citizen / Singapore Permanent Resident)

2. For Foreign Domestic Worker's employer

- The employer's name, date of birth, Identity Card (IC) number or Foreign Identification Number (FIN) and residential status
- The employer's spouse name, date of birth, IC number or FIN, marital status and residential status
- The employment information of both employer and employer's spouse
- The particulars of family members staying in same residential address
- The Income Tax Notice of Assessment Reference number for previous or current year
- The employer and/ or spouse's monthly income
- The current employer's name, IC number / passport number / FIN and signature (for change of employer)

Important Things to Note:

1. Please complete Part 1 to 5 in this Application Form. Where an item is not applicable, please fill in "NA". An incomplete application form will not be processed.
2. The processing time for Work Permit Applications submitted via:
 - WP Online (under 'Work Permit (Foreign Domestic Workers) >'e-Services and Forms' at <http://www.mom.gov.sg>) - Next working day
 - any SingPost post offices, MOM-appointed Collecting Agent - 7 working days
3. Please obtain a Singapore Personal Access (SINGPASS) and register for a WPOL account under 'Services' at MOM's website (click on "WP Online for Employers of Foreign Domestic Workers) before you can access WP Online (WPOL). Upon successful SINGPASS application and WPOL account registration, you will be able to apply for Work Permits electronically. Please refer to enclosed Step-by-Step Guide on Work Permit Application via WPOL.
4. From 3 Oct 2005, an administrative fee of \$10 will be charged for every Work Permit application submitted. There shall be no refund of fee paid for the application of Work Permit, unless the fee was not due from the employer. Any such request for refund shall be at the discretion of the Controller of Work Passes.
5. The payment modes for Work Permit application submitted via:
 - WPOL for Company and Employment Agency Users - Visa/Master Card/eNets Debit/GIRO. GIRO payment is available to WPOL subscribed users only.
 - WPOL for Employers of Foreign Domestic Workers - Visa/Master Card/eNets Debit
 - SingPost post office (MOM-appointed Collecting Agent) - Cash/Nets/Cashcard
6. The outcome will be mailed to employers at their residential address for Work Permit Applications submitted through SingPost post office.

Please ✓ the appropriate .

A) This Work Permit application is to:

- 1 replace the existing domestic worker (Work Permit number)
- 2 employ a new domestic worker
- 3 employ an additional domestic worker, please enclose:
- i. A copy of the children's birth certificates (For children below 18 years old and are residing at the same address as the employer) AND/Or
 - ii. A copy of the parents'/parents-in-laws' Identity Cards and employer's/spouse's birth certificate (For parents/parents-in-laws who are 60 years old or above and are residing at the same address as the employer)

B) If the domestic worker is holding a Work Permit or had held a Work Permit in Singapore before, please fill in her Work

Permit number:

C) Please fill in the employer's and spouse's NRIC No./FIN, which will be used for the foreign domestic worker's levy payment.

Employer's NRIC No./FIN.

Spouse's NRIC No./FIN.

For Official Use:

DOA - DSN Dept

NRIC No./FIN Foreign Domestic Worker SK1 SK6

Support Type – MP / Non-MP Type of Application – Normal / Joint / Sponsor

Key Information:

1. A foreign domestic worker must meet the following basic requirements:
 - (a) She must be a female, aged 23 or above, and below 50 (**applicable to first-time foreign domestic workers in Singapore**) at the time of the Work Permit application. If the foreign domestic worker has previously worked in Singapore, she must be aged 18 or above, and below 50 years old at the time of this application.
 - (b) She must have a minimum of 8 years of formal education and possess the necessary educational certificates as documentary proof of her education (**applicable to first-time foreign domestic workers in Singapore**). Please refer to the List of Acceptable Educational Certificates in Ministry of Manpower's (MOM) website at <http://www.mom.gov.sg> (Please click on 'Work Permit (Foreign Domestic Worker)' > 'Employers' Requirements' > 'Educational Certificates').
 - (c) She must pass an MOM-stipulated entry test, if so required, (**applicable to first-time foreign domestic worker in Singapore**) within 3 working days of her arrival in Singapore, excluding day of arrival, and before the issuance of her Work Permit. She will be allowed a maximum of 3 attempts to pass the test.
 - (d) She must attend the Safety Awareness Course, if so required, (**applicable to first-time foreign domestic workers in Singapore**), within 3 working days of her arrival in Singapore, excluding day of arrival, before the issuance of her Work Permit. For information on the course, please visit MOM's website (Please click on 'Work Permit (Foreign Domestic Worker)' > 'Employers' Requirements' > 'See Entry Requirements for First-time FDWs').
 - (e) She must be employed at her employer's residential address as stated on the employer's Identity Card (NRIC).
 - (f) She must not be related to the employer.
 - (g) She must not be in Singapore before an In-Principle Approval is given and a \$5000 security deposit is furnished by the employer (**applicable to Non-Malaysian workers**). This does not apply to a current Work Permit holder making a Work Permit application under a new employer in Singapore.
2. The employer must note the following:
 - (a) The employer must not be an undischarged bankrupt.
 - (b) The employer must attend the Employer's Orientation Programme (**applicable to first-time employers of foreign domestic workers in Singapore**) before he/she submits a Work Permit application for the domestic worker. For information on the programme, please visit MOM's website (Please click on 'Work Permit (Foreign Domestic Worker)' > 'Employers' Requirements').
3. The Foreign Worker Levy should be paid using GIRO. If the employer has not made prior arrangements for GIRO payment, please complete the attached GIRO Form and submit it with the duly completed Work Permit Application Form to the Work Pass Division, Ministry of Manpower.

Documents to be attached to this completed Application Form:

- (a) A copy of the employer's Identity Card (**applicable to Singaporeans and Malaysians**)
- (b) A copy of the employer's Passport and Employment/Dependant's Pass (**applicable to foreigners**)
- (c) A copy of the employer's or spouse's Long-Term Visit Pass (LTVP) and the child's Birth Certificate/Student Pass (**applicable to LTVP holders**)
- (d) A copy of the employer's and spouse's Income Tax Notice of Assessment for the current or previous assessment year from the Comptroller of Income Tax (if any). Alternatively, the employer must give his/her consent (in Page 6) to the Controller of Work Passes to verify his/her income with the Comptroller of Income Tax.
- (e) If the employer and/or spouse is/are unable to produce the required Income Tax Notice of Assessment mentioned in 2(d), the employer must give the reasons in writing and enclose a copy of his/her/their CPF Account Statement(s) for the last 3 months and an Employment Letter from the company (on the company's letterhead) stating the commencement date of employment and the monthly salary.
- (f) If the employer is unable to produce the document required in 2(d) or 2(e), he/she must give the reasons in writing and attach any other documentary proof of income such as his/her overseas Income Tax of Assessment if he/she is unable to produce his/her Singapore Income Tax Notice of Assessment and CPF Account Statement.
- (g) A copy of the foreign domestic worker's Passport/Travel Document
- (h) A copy of the foreign domestic worker's Identity Card (**applicable to Malaysian workers**)
- (i) A copy of the children's Birth Certificates and/or parents'/parent-in-laws' Identity Cards and employer's/spouse's Birth Certificates (**applicable to employers applying for an additional domestic worker**).

Part 3 Prospective Employer's Declaration

I hereby declare that:

1. I *am/am not an undischarged bankrupt.
2. All particulars given in this Application Form are true and correct. I hereby give my consent to the Division to verify the particulars with any Government Agencies as and when necessary.
3. I have read and understood the Conditions of Work Permit, pertaining to both employer and employee. I shall abide by the Conditions of Work Permit (Employer) during the worker's employment.
4. If my foreign domestic worker breaches any of the Work Permit Conditions, I undertake to cancel the Work Permit/Visit Pass and to repatriate the worker.
5. My foreign domestic worker (if she has not worked as a foreign domestic worker in Singapore before) has had a minimum of 8 years of formal education and possesses the necessary educational certificates as documentary proof of such education. (applicable to employers who do not go through an Employment Agency)
6. I am aware that if I make any false statements or produce any documents which I know to be false, I shall be guilty of an offence.
7. I have/have not* used the services of an Employment Agency or intermediary based in Singapore for the recruitment of the foreign worker. (Please also state the licence number of all Employment Agencies or intermediaries (if any) used for the purposes of this application: _____ . Please ensure that a copy of Part 4 of this form is completed by each Employment Agency or intermediary used.)
8. I have / have not* been offered or received (directly or indirectly), any sum or other benefit:
 - (a) as consideration or as a condition for employing the foreign employee;
 - (b) as consideration or as a condition for continuing to employ the foreign employee; or
 - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.

Name of Prospective Employer

Signature of Prospective Employer

Date

Part 4 Declaration by Employment Agency (Applicable if the employer has used the services of an Employment Agency or intermediary. If more than one Employment Agency/intermediary is used, please complete the attached additional declaration sheets.)

Name of Employment Agency: _____

Licence Number: _____

Registered Address: _____

I hereby declare that-

1. I am the licensee/representative* of the abovenamed Employment Agency.
2. To the best of my knowledge, that the foreign domestic worker in this application (if she is a first-time foreign domestic worker in Singapore) has had a minimum of 8 years of formal education; and process the necessary educational certificates as documentary proof of such education.
3. The abovenamed employer has/has not* offered (directly / indirectly) , any sum or other benefit:
 - (a) as consideration or as inducement for employing the foreign employee;
 - (b) as consideration or as inducement for continuing to employ the foreign employee; or
 - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.

Name, Designation & NRIC of Licensee/Representative

Date & Signature of Licensee/representative

Employment Agency's Stamp

Part 5 Current Employer's Consent to Transfer Foreign Domestic Worker to Prospective Employer

The Work Permit application for a change of employer will only be considered if the domestic worker's Work Permit expiry date is not less than 30 days from the date of this application.

I, (Name) _____

of *NRIC/Passport No/FIN: _____

agree to allow my foreign domestic worker (Name on page 3) to be employed by the prospective employer,

(Name) _____

Pending the outcome of this application, I shall continue to undertake all responsibilities for the said worker's employment and will extend her Work Permit, if necessary. If the application is not unsuccessful, and I choose not to employ the said worker further, I will repatriate her.

Current Employer's Signature

Date

**Delete where inapplicable*

Work Pass Division

18 Havelock Road
Singapore 059764
Tel: 6438 5122
www.mom.gov.sg
mom_wpd@mom.gov.sg



**Additional Declaration By Employment Agency or Intermediary
Based In Singapore**

This form may take you 5 minutes to fill in.
You will need the following information to fill in the form:

- The domestic worker's passport number
- The domestic worker's Work Permit number
- The employer's Identity Card number or Foreign Identification number
- The name of employer
- The name of employment agency
- The employment agency's licence number

Particulars of Worker and Employer

Name of Domestic Worker: _____

Passport No.: _____

Nationality: _____

Identity Card Number or Foreign Identification Number.: _____

Name of Employer: _____

Particulars of Employment Agency

Name of Employment Agency: _____

Licence Number: _____

Registered Address: _____

Telephone: _____

Declaration by Employment Agency

I hereby declare that –

- 1 I am the licensee / representative* of the abovenamed Employment Agency.
- 2 The abovenamed employer has/has not*, been offered (directly or indirectly) any sum or other benefit:
 - a. as consideration or as inducement for employing the foreign employee; or
 - b. as consideration or as inducement for continuing to employ the foreign employee; or
 - c. as a financial guarantee related, in any way, to the employment of the foreign employee.

Name, Designation & NRIC of Licensee/Representative

Date & Signature of Licensee/Representative

Employment Agency's Stamp

*Delete where applicable

Important Note:

Please read the First and Fourth Schedules; and detach them for your retention.

**First Schedule
Conditions of Work Permit for Employer of Foreign Domestic Worker**

Employment

1. The worker shall be under the employer's direct employment, and the employer shall be responsible for the control and supervision of the worker. The employer shall not permit the worker to be employed by or contracted to any other person or business.
2. The employer shall employ the worker to perform only household/domestic duties at the residential address as stated in the Work Permit.

Upkeep, Maintenance and Well-being

3. The employer shall be responsible for and bear the costs of the worker's upkeep and maintenance. This includes the provision of adequate food, as well as medical treatment. The employer shall provide safe working conditions and acceptable accommodation for the worker. The worker shall reside at the residential address stated in the Work Permit.
4. The employer shall purchase and maintain medical insurance with coverage of at least SGD\$15,000 per twelve-month period of the worker's employment (or for such shorter period where the worker's period of employment is less than twelve months) for the worker's inpatient care and day surgery except as the Controller may otherwise provide by notification in writing
5. The employer shall pay the worker her salary not later than seven (7) days after the last day of the salary period. Any salary period agreed between the employer and worker shall not exceed one month. If the worker so requests, the salary shall be paid via direct transfer into the worker's bank account in a bank established in Singapore. The employer shall maintain a record of the monthly wages paid to the worker and produce the record upon request by any public officer.
6. The employer shall send the worker for a medical examination by a registered Singapore doctor as and when directed by the Controller. The employer shall also bear any medical expenses incurred by the worker for the medical examination.
7. The employer shall ensure that the worker is not ill-treated, exploited, wilfully neglected or endangered. This includes providing the worker with adequate rest, as well as rest day(s) in accordance with the terms of the employment contract. The employer shall not involve or allow the worker to be engaged in any illegal, immoral or undesirable conduct or activity.
8. The employer shall ensure that the worker performs her duties in a manner which (i) does not endanger her life or personal safety, and (ii) is in accordance with the work practices stipulated by the Ministry of Manpower in its training courses and relevant safety and training materials.

Cancellation of Work Permit/Visit Pass and duties before/upon repatriation of worker

9. The employer shall cancel the Work Permit/Visit Pass of the worker if the employer does not require the worker's services or does not wish to renew the worker's Work Permit/Visit Pass. The employer shall inform the Controller in writing within seven (7) days of such cessation or termination and return the Work Permit/Visit Pass to the Controller.
10. The employer shall give the worker reasonable notice of her repatriation. The employer shall repatriate the worker to her town or place of origin within her home country when her Work Permit/Visit Pass expires or is cancelled or revoked, unless she is transferred to another employer. The employer shall bear the full cost of repatriation and shall ensure that all outstanding salaries or monies due to the worker have been paid before her repatriation.
11. If the worker breaches any of the Work Permit Conditions applicable to her, the employer shall inform the Controller, cancel the Work Permit/Visit Pass and repatriate the worker.

General

12. The employer shall pay the monthly foreign worker levy via General Interbank Recurring Order (GIRO).
13. The employer shall not be related to the foreign domestic worker.
14. The employer shall provide information, documents and statements which are true and correct as and when required by the Controller.
15. The employer shall not retain the original Work Permit/Visit Pass and the employer shall allow the worker to retain her Work Permit/Visit Pass.
16. The employer shall produce the worker to the Controller as and when the employer is required by the Controller to do so.
17. The employer shall inform the Work Pass Division of any change to his residential address stated in the Work Permit application form within fourteen (14) days of such a change.

18. If the worker goes missing, the employer shall inform the Ministry of Manpower within seven (7) days of the employer's knowledge of the worker going missing.
19. If the worker dies while in Singapore, the employer shall inform the Ministry of Manpower within twelve (12) hours of the employer's knowledge of the death of the worker. The employer shall —
 - (a) bear the cost of burial or cremation or the return of the body or remains to the country of origin;
 - (b) bear the cost of returning the worker's belongings to her family; and
 - (c) pay any outstanding monies due to her to the administrators of her estate.

Restrictions on employer receiving or recovering moneys from foreign employee

20. Prohibited payments: An employer shall not deduct from any salary payable to a foreign employee, or demand or receive (directly or indirectly) from the foreign employee, any sum or other benefit —
 - (a) as consideration or as a condition for employing the foreign employee;
 - (b) as consideration or as a condition for continuing to employ the foreign employee; or
 - (c) as a financial guarantee related, in any way, to the employment of the foreign employee.
21. Payments to be borne by employer not recoverable from foreign employee: An employer shall not deduct from any salary payable to a foreign employee, or recover (directly or indirectly) from the foreign employee, in whole or in part, any of the following sums paid or payable, or any other benefit given or to be given, by the employer:
 - (a) fees associated with the application, issuance, renewal, or reinstatement of a work permit or S pass;
 - (b) costs associated with furnishing a security deposit required by the Controller;
 - (c) costs associated with purchasing and maintaining medical insurance coverage for the foreign employee, as required by the Controller;
 - (d) costs associated with medical examinations required by the Controller;
 - (e) levy payments under the Act;
 - (f) costs associated with training a foreign employee, where the training is provided by the employer or required by the Controller;
 - (g) costs associated with repatriating a foreign employee at any time; and
 - (h) such other similar sums connected or related to the employment of a foreign employee.

Restriction on employers receiving moneys in connection with the employment of foreign employees

22. An employer shall not demand or receive any sum or other benefit from an employment agent or any other person in connection with the employment of a foreign employee.

**Fourth Schedule
Conditions of Work Permit/Visit Pass for Foreign Worker**

Employment

1. The foreign worker shall work only for the employer specified in the Work Permit/Visit Pass.
2. The foreign worker shall work only in the occupation specified in the Work Permit/Visit Pass.
3. The foreign worker shall not engage in or participate in any business or be a self-employed person.
4. If the foreign worker is a foreign domestic worker, the foreign worker shall only perform household/domestic duties and reside at the employer's residential address or residential premises as stated in the Work Permit/Visit Pass.
5. The foreign worker shall reside at the address stipulated by the employer upon the commencement of his/her employment. The foreign worker is to inform the employer about any self-initiated change in residential address.
6. The foreign worker shall undergo a medical examination by a Singapore registered doctor as and when directed by the Controller. If the foreign worker is certified medically unfit, his/her Work Permit shall be revoked.
7. The foreign worker shall carry his/her original Work Permit/Visit Pass with him/her at all times and must produce it for inspection on demand by any public officer.
8. The foreign worker shall report to the Controller as and when he/she is required by the Controller to do so.

Conduct

9. The foreign worker shall not go through any form of marriage or apply to marry under any law, religion, custom or usage with a Singapore Citizen or Permanent Resident in or outside Singapore, without the prior approval of the Controller, while he/she holds a Work Permit, and also after his/her Work Permit has expired or has been cancelled or revoked.
10. If the foreign worker is a female foreign worker, the foreign worker shall not become pregnant or deliver any child in Singapore during the validity of her Work Permit/Visit Pass, unless she is a Work Permit holder who is already married to a Singapore Citizen or Permanent Resident with the approval of the Controller. This condition shall apply even after the Work Permit of the foreign worker has expired or has been cancelled or revoked.
11. The foreign worker shall not indulge or be involved in any illegal, immoral or undesirable activities, including breaking up families in Singapore.

CENTRAL PROVIDENT FUND BOARD
ROBINSON ROAD P.O. BOX 626
SINGAPORE 901226



BUSINESS REPLY SERVICE
PERMIT NO. 08383

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Central Provident Fund Board

79 Robinson Road
CPF Building
Singapore 068897

APPLICATION FOR INTER-BANK GIRO
Customer Service Call Centre : 1800-227 1188
E-mail : giro@cpf.gov.sg

INFORMATION ON APPLICATION FOR INTER-BANK GIRO

- Please allow 3 to 4 weeks time for processing as the GIRO form with original signature(s) is required by the bank for verification. Letters will be sent to you to inform you of the status and effective date of the GIRO arrangement upon approval. Meanwhile, please make payment using cheque, NETS/cash (at SingPost), NETS/CashCard/Diners Club Credit Card (at AXS stations) or Internet Payment (via eNETS).
- You may also check the status of your GIRO application at www.cpf.gov.sg.
- Please maintain sufficient fund in your bank account for GIRO deduction. Some banks may charge an administrative fee for each unsuccessful deduction.
- To terminate GIRO, please notify your bank and submit the Form GIRO/T available at www.cpf.gov.sg to CPF Board.

For CPF contribution for employee(s):

- You may email us at employer-accounts@cpf.gov.sg for queries on Unique Entity Number (UEN) and CPF Payment Code.
- You are required to submit the CPF contribution details by the 14th of the month (or the next working day if the 14th falls on a Saturday, Sunday or public holiday) for deduction to take place. Otherwise, a late payment interest will be charged.
- If the first deduction is unsuccessful, a second deduction will be made 7 calendar days later and a late payment interest will be charged.

For Business Foreign Worker Levy & Domestic Foreign Worker Levy:

- Foreign Worker Levy will be deducted automatically from your bank account on the 17th (or the next working day if the 17th falls on a Saturday, Sunday or public holiday). Please do not include the Foreign Worker Levy details in your CPF contribution details.
- For further enquiries on levy matters, please call the MOM Work Pass Division at 6438 5122.
- You need not re-apply for Inter-Bank GIRO when renewing work permit for your foreign workers or changing foreign workers.

For Medisave and/or Voluntary Contributions for self-employed person & Voluntary Contributions for non self-employed person:

- To effect deduction of voluntary contributions upon approval of GIRO, please submit your Standing Instruction online via My Requests or complete the Form SI/C (via GIRO) available at www.cpf.gov.sg.
- GIRO deductions will be made on the 25th for a self-employed person or 18th for a non self-employed person. (If the deduction date falls on a Saturday, Sunday or public holiday, the deduction will be made on the next working day.)

