



# Sample Consent Form for Re-employment by Another Employer

for the purpose of [Retirement and Re-employment  
\(Re-employment Obligations\) Regulations 2017](#)

**Singapore National Employers Federation**

60 Paya Lebar Road  
#13-45 Paya Lebar Square (Lobby 2)  
Singapore 409051  
Website: <http://www.snef.org.sg>  
Main Line: 6290 7633

# Sample Consent Form<sup>1</sup> for Re-employment by Another Employer

| Eligible Employee                                                                                                                                                                                                                                                                                                                                                                                |                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Name (as in NRIC) _____                                                                                                                                                                                                                                                                                                                                                                          | Date of birth _____                                                                 |
| NRIC number _____                                                                                                                                                                                                                                                                                                                                                                                |                                                                                     |
| Employer (E1) who is unable to re-employ the Eligible Employee                                                                                                                                                                                                                                                                                                                                   | Another Employer (E2) in lieu of E1 offering re-employment to the Eligible Employee |
| Registered Name of E1<br>_____                                                                                                                                                                                                                                                                                                                                                                   | Registered Name of E2<br>_____                                                      |
| Trade Name of E1 (if different from registered name)<br>_____                                                                                                                                                                                                                                                                                                                                    | Trade Name of E2 (if different from registered name)<br>_____                       |
| UEN/NRIC/passport number of E1<br>_____                                                                                                                                                                                                                                                                                                                                                          | UEN/NRIC/passport number of E2<br>_____                                             |
| Eligible Employee's job title with E1<br>_____                                                                                                                                                                                                                                                                                                                                                   | Eligible Employee's job title with E2<br>_____                                      |
| Last drawn salary with E1<br>_____                                                                                                                                                                                                                                                                                                                                                               | Salary offered by E2<br>_____                                                       |
| Basic rate of pay: \$ _____                                                                                                                                                                                                                                                                                                                                                                      | Basic rate of pay: \$ _____                                                         |
| Allowance(s): \$ _____                                                                                                                                                                                                                                                                                                                                                                           | Allowance(s): \$ _____                                                              |
| Gross rate of pay <sup>2</sup> : \$ _____                                                                                                                                                                                                                                                                                                                                                        | Gross rate of pay <sup>2</sup> : \$ _____                                           |
| Agreed date of discharge of E1's re-employment obligations towards the Eligible Employee to E2<br>_____                                                                                                                                                                                                                                                                                          |                                                                                     |
| <b>Employment Assistance Payment (EAP<sup>3</sup>) if salary with E2 is less than the last drawn salary with E1</b><br><i>Complete this section only if the eligible employee's salary with E2 is less than their last drawn salary with E1. Otherwise, mark as "N/A"</i>                                                                                                                        |                                                                                     |
| <p>If the eligible employee's salary with E2 is less than the last drawn salary with E1, E2 commits to abide by the gazetted Tripartite Guidelines to peg the EAP for the first three months of re-employment (if payable<sup>4</sup>) to his last drawn salary with E1. The EAP amount is \$ _____.</p> <p>Thereafter the EAP (if payable) will be pegged to his last drawn salary with E2.</p> |                                                                                     |
| <b>Consent to the discharge of E1's re-employment obligations towards the Eligible Employee to E2 on the agreed date by the undersigned</b>                                                                                                                                                                                                                                                      |                                                                                     |
| Name of authorised representative of E1<br>(as in NRIC/passport)<br>_____                                                                                                                                                                                                                                                                                                                        | Name of authorised representative of E2<br>(as in NRIC/passport)<br>_____           |
| Designation of authorised representative<br>_____                                                                                                                                                                                                                                                                                                                                                | Designation of authorised representative<br>_____                                   |
| Signature and Date<br>_____                                                                                                                                                                                                                                                                                                                                                                      | Signature and Date<br>_____                                                         |
| Signature of Eligible Employee _____ Date _____                                                                                                                                                                                                                                                                                                                                                  |                                                                                     |

<sup>1</sup> Section 7C(6) of [Retirement and Re-employment Act](#), and Regulation 4.

<sup>2</sup> Gross rate of pay as defined in the [Employment Act](#) means the total amount of money including allowances to which an employee is entitled under his contract of service either for working for a period of time, that is, for one hour, one day, one week, one month or for such other period as may be stated or implied in his contract of service, or for each completed piece or task of work but does not include —

(a) additional payments by way of overtime payments;  
 (b) additional payments by way of bonus payments or annual wage supplements;  
 (c) any sum paid to the employee to reimburse him for special expenses incurred by him in the course of his employment;  
 (d) productivity incentive payments; and  
 (e) travelling, food or housing allowances.

<sup>3</sup> Paragraph 36 of the gazetted [Tripartite Guidelines on the Re-employment of Older Employees](#). The EAP amount should be computed based on gross rate of pay as defined in the Employment Act.

<sup>4</sup> The EAP is payable when E2 is unable to continue re-employing the eligible employee.