

Confinement nanny hiring kit

Hire with confidence and agree everything in writing before she arrives: the Work Permit steps, the questions to ask, the duties and hours, and a clean handover when the confinement ends.

Due date _____ Nanny's name _____

1 The Work Permit, in MOM's words

The Ministry of Manpower (MOM) runs a short-term Work Permit for Malaysian confinement nannies. You, the employer, or an employment agent you appoint, apply for it.

- **Who she can be:** a Malaysian, at least 23 and below 70 years old when you apply.
- **Who you must be:** at least 21, with a newborn under 4 months old.
- **How long:** up to 16 weeks from your baby's date of birth. It cannot be renewed, and applying after the birth shortens it.
- **When to apply:** from 4 weeks before the expected date of delivery, up to 16 weeks after the birth.
- **Cost to apply:** S\$35 per application. MOM says it usually decides within 1 week.
- **Monthly levy:** S\$60 if your newborn is a Singapore citizen, S\$300 if not.
- **Insurance:** you must buy medical insurance for her. MOM's eligibility page sets the minimum cover.
- **Where she works:** at your home. Basic Work Permit conditions apply; for example, she cannot work for other employers in a different job. There is no minimum salary, and her salary is taxable in Singapore.

2 Step by step

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| ☐ Mid-pregnancy | Shortlist and interview
Common practice, not a rule: popular months fill early. Use the questions on page 2. |
| ☐ Once agreed | Fill in the agreement on page 2 together and both sign |
| ☐ Before applying | Get her written consent to apply OFFICIAL
An agent also needs your authorisation in MOM's FDW eService. |
| ☐ From 4 weeks before due date | Apply in the FDW eService and pay S\$35 OFFICIAL
Add her start date if she needs to start quickly. Check the status after a week. |
| ☐ After approval | Have her medical insurance in place, and tell MOM her start date if you have not yet OFFICIAL
She prints her in-principle approval letter to show the immigration officer when she arrives. She gets a Work Permit letter, not a card. |
| ☐ When she leaves | Cancel the Work Permit within 1 week of her leaving Singapore OFFICIAL
Cancel in the FDW eService; the levy stops a day before the cancellation date. |

3 Before she arrives

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|--------------------------|---|
| ☐ | Her room or sleeping space, bedding and a place for her things |
| ☐ | House rules agreed: visitors, shoes, phone use around the baby, quiet hours |
| ☐ | Confinement food plan: who buys the ingredients, and a weekly budget |
| ☐ | Her phone number, and her emergency contact in Malaysia |
| ☐ | Our numbers on the fridge: both parents, the hospital, baby's doctor, 995 |

Interview questions and our agreement

Ask the same questions of every nanny you speak to, then write down what you agree so nobody has to remember it at 3am.

① Questions to ask

- ☐ How many families have you worked with, and may we speak to one or two of them?
- ☐ What does a usual day and night look like when you look after a newborn?
- ☐ How do you help with breastfeeding, and how do you support the way we choose to feed?
- ☐ Which confinement dishes do you cook, and can you work with our diet, religion or allergies?
- ☐ How do you put a baby down to sleep? (Follow your doctor's safe-sleep advice; agree on it now.)
- ☐ What do you do if the baby seems unwell, and when would you tell us to call the doctor?
- ☐ How do you get on with grandparents, a helper or older children in the home?
- ☐ Can you start earlier or later if the baby comes early or late, and what happens to the fee?

② Duties, hours and terms

Term	What we agreed
Start and end dates And what happens if baby arrives early or late	
Baby care Bathing, changing, settling, night feeds	
Care for mum Confinement meals, herbal baths, rest	
Housework Baby's and mum's laundry, kitchen; what is not included	
Hours and night duty Who is on duty at night, and her rest time	
Rest day or time off	
Fee and payment dates Deposit, balance, any customary red packet	
Room, meals and phone use	
Ending early Notice and refunds, either side	

Employer's signature and date

Nanny's signature and date

Handover checklist

Use her last week to learn her routines, so the family can carry on with confidence on the first day without her.

① In her last week

- ☐ Write down baby's usual feed, nap and bath times

The free Baby Sleep And Feeding Log (raisingangels.sg/tools/sleep-feed-log) keeps them on your phone.

- ☐ Ask her to show each parent the bath, nappy change and settling, then watch you do it

- ☐ Note the signs she watches for and when she would call the doctor

- ☐ Write down any recipes mum wants to keep cooking

- ☐ Agree who covers nights and meals from next week

② On her last day

- ☐ Pay the balance and any agreed red packet; keep the receipt

- ☐ Collect house keys and access cards

- ☐ Check her visit pass covers her stay until she leaves **OFFICIAL**

MOM's page explains how to extend her stay if it does not.

- ☐ Cancel the Work Permit within 1 week of her leaving Singapore **OFFICIAL**

- ☐ If she was good, ask whether you may recommend her to friends

③ What she taught us

MOM's rules come first. This kit sums up MOM's pages as we read them; MOM decides every application, and its pages change. We do not recommend or rank agencies or nannies. Health questions about mum or baby go to your doctor.

Sources: Ministry of Manpower, Work Permit for confinement nanny, mom.gov.sg/passes-and-permits/work-permit-for-confinement-nanny; Key Facts, [.../key-facts](https://mom.gov.sg/key-facts); Eligibility, [.../eligibility](https://mom.gov.sg/eligibility); Apply For A Permit, [.../apply-for-permit](https://mom.gov.sg/apply-for-permit); Cancel A Work Permit, [.../cancel-a-work-permit](https://mom.gov.sg/cancel-a-work-permit). All checked 10 October 2026.