



17 JUN 2016

Dear Sir/Madam,

NOTICE OF DATA COLLECTION FROM EMPLOYMENT AGENCIES AS REQUIRED BY AMENDED EMPLOYMENT AGENCY LICENSE CONDITIONS

1. Employment agencies (EAs) will be required to keep referral and placement records for certain positions, and provide the information on a quarterly basis to the Ministry of Manpower (MOM), beginning 1 August 2016. The Employment Agency License Conditions have been amended to effect these reporting requirements (please refer to Annex A overleaf for the list of details employment agencies are required to collect and provide to MOM).
2. EAs play a key role in the employment and job matching landscape, and are in a good position to support fair consideration of locals and to enable a strong Singaporean core in the workforce. The data collected will help MOM to better understand industry practices, and will not include the identities of any clients or individuals referred or hired.
3. We appreciate your understanding and cooperation in this matter.

Sincerely,

Kevin Teoh

Divisional Director, Foreign Manpower Management Division, Ministry of Manpower

Commissioner for Employment Agencies

Annex A

The amended Employment Agency License Conditions require each EA to provide the following information for each permanent position or contract position of at least 6 months, where an employee is **hired** by the client through the EA, and where the fixed monthly salary offered is at least \$3,300:

- i. industry of that employer, based on 5 digit SSIC 2015 code¹;
- ii. the occupation of that position, based on 5 digit SSOC 2015 code²;
- iii. the following characteristics of each potential employee **referred** by the licensee to that employer
 - a. Residential status in Singapore
 - b. Nationality
 - c. Employment status at point of referral (In Employment/ Not In Employment)
- iv. the following characteristics of each employee **hired** by that employer through the licensee:
 - a. Residential status in Singapore
 - b. Nationality
 - c. Employment status at point of referral (In Employment/Not In Employment)
 - d. Fixed monthly salary
 - e. Work pass type (if applicable)
- v. the time taken for the successfully hired employee to start work, i.e. the period between the time the employee is first referred to the employer to the time the employee starts work with the employer.

The licensee is required to retain the above-mentioned information and supporting documents for a period of one year and to furnish the information as and when required by the Ministry of Manpower.

¹ SSIC 2015 refers to the Singapore Standard Industrial Classification, released in April 2015.

² SSOC 2015 refers to the Singapore Standard Occupational Classification, released in April 2015.