

EA Alert Dated: 27 Feb 2019

EA Alert (02/2019): Foreign Domestic Worker (FDW) To Attend Settling-In Programme (SIP) with Full Set of IPA

Dear Key Appointment Holders and Employment Agency Personnel

1. All first time foreign domestic workers (FDWs) must attend the FDW Settling-In Programme (SIP) before they are deployed to their employer's homes. They are also required to bring their full set of In-Principle Approval (IPA) letter (Employee's copy) to attend the SIP.
2. It has come to our attention that some FDWs turned up at the SIP without their IPA letters or with an incomplete set.
3. EAs registering and/or sending the FDWs to the SIP on behalf of the employers must ensure that the FDWs attend the programme with their full set of IPA letters.
4. EAs are reminded to ensure that the IPA letters are received by the foreign employees at least 3 to 7 days prior to their departure for Singapore and are retained by the foreign employees. \*
5. **MOM will be stepping up checks at the FDW SIP. We will take actions against EAs for failing to comply with the requirement. These include issuing demerit points to EAs.**
6. For more information on the FDW SIP, please refer to [www.mom.gov.sg/fdwsip](http://www.mom.gov.sg/fdwsip) or call 6438 5122.

Yours sincerely

Elayne Ong  
For Commissioner for Employment Agencies  
Foreign Manpower Management Division  
Ministry of Manpower

\*EALC 9A, 9B, and 9C

9A. The licensee shall ensure that the foreign employee's copy of the In-Principle Approval (IPA) letter, in its entirety as furnished by the Ministry of Manpower, is received by the foreign employee. The licensee shall take all necessary steps to ensure that the IPA letter is received by the foreign employee within a reasonable time period prior to the foreign employee's departure for Singapore. The reasonable time period must be in accordance with the requirements set out in Annex C of EA Licence Conditions.

9B. The licensee shall keep proper documentation of the steps taken by the licensee to ensure the timely receipt of the In-Principle Approval letter by the foreign employee.

9C. The licensee shall allow the foreign employee to keep the In-Principle Approval letter.