

15 May 2020

Notification: Facilitating the transfer of Foreign Domestic Workers by Employment Agencies

Dear Key Appointment Holder and EA Personnel

Worldwide travel restrictions have led to a limited number of foreign domestic workers (FDWs) coming into Singapore. Employment agencies (EAs) are advised to source for FDWs who are already in Singapore and facilitate their transfers between employers.

2 Effective 2359 hrs, 20 May 2020, the transfer of the FDW between employers will be made easier. Upon the authorisation by the employer to cancel the FDW's work permit, the EA may do so through the FDW eService. In turn, a Special Pass, with up to 14 days validity, will be issued. The EA will then be responsible for the management of the FDW during this period in-between employers (Transition Period).

3 The Commissioner for Employment Agencies has imposed additional Licence Conditions on the EA for the Transition Period (please refer to **Annex A** - attached), pursuant to section 7(3) of the *Employment Agencies Act* (Cap. 92), which will impose the responsibility on the EA to:

- (a) provide acceptable accommodation, and upkeep and maintenance (which includes adequate food and medical treatment);
- (b) purchase and maintain medical insurance with coverage of at least \$15,000; and
- (c) bear the cost of repatriating the FDW if a new employer is not found before the Special Pass expires.

**For your action**

4 If your EA is keen on helping employers to transfer their FDWs and thereby take over the responsibilities for the FDW for the Transition Period as listed in paragraph 3, please [register your interest](#) by **31 May 2020**. The list of participating EAs will be made available on our website for employers to contact. In turn, the EA will be able to assess the suitability of the FDW to be transferred to another employer.

5 You may refer to the attached FAQs if you have further questions on this new arrangement for transfer FDWs. If you have any further questions, please contact us at [MOM\\_FMMD@mom.gov.sg](mailto:MOM_FMMD@mom.gov.sg).

Yours sincerely

Kevin Teoh  
Commissioner for Employment Agencies  
Ministry of Manpower

**ADDITIONAL EMPLOYMENT AGENCY LICENCE CONDITIONS FOR  
EMPLOYMENT AGENCIES DURING THE TRANSITION PERIOD OF A  
FOREIGN DOMESTIC WORKER**

1. These additional Employment Agency (“EA”) Licence Conditions (“**Transition Period LC**”) are imposed by the Commissioner for Employment Agencies pursuant to section 7(3) of the *Employment Agencies Act* (Cap. 92) and apply to the licensees of the EA (“**licensee**”) during the Transition Period.
2. The “**Transition Period**” starts from the cancellation of the foreign domestic worker’s (“**FDW**”) Work Permit by the EA upon authorisation by the FDW’s original employer; and ends with either the deployment of the FDW to her new employer, or the departure of the FDW from Singapore to her home country, whichever is earlier.
3. These Transition Period LC will prevail over any conditions in the Employment Agencies Licence Conditions for Comprehensive Licence (“**EALC**”) ([available here](#)) during the Transition Period, insofar as the EALC are inconsistent with the Transition Period LC. For avoidance of doubt, the conditions of the EALC that do not conflict with the Transition Period LC will continue to apply during the Transition Period.
4. The licensee will be responsible for, and bear the costs of, the provision of acceptable accommodation, and upkeep and maintenance (which includes adequate food and medical treatment) (the “**items**”) of any FDW under the responsibility of the licensee during the Transition Period. The licensee will not require or cause the FDW to bear any of the costs related to the provisions of such items. The provision of acceptable accommodation will be minimally in line with the requirements in Annex D of the EALC.
5. The licensee will purchase and maintain medical insurance with coverage of at least \$15,000 during the Transition Period for the FDW’s in-patient care and day surgery.
6. Subject to condition 11A of the EALC, if the FDW does not find a new employer before her Special Pass for the Transition Period expires, the licensee will repatriate and bear the full cost of repatriating the FDW to the international port of entry within the foreign employee’s home country that affords reasonable access to the foreign employee’s hometown. In the event of any dispute about the international port of entry to which the foreign employee will be repatriated, the dispute will be referred to the Controller of Work Passes, whose decision will be final.
7. The licensee may repatriate the foreign employee to a destination other than that specified in Condition 6 if –
  - (a) the FDW so requests and the licensee is agreeable, and the Controller of Work Passes is informed by the licensee of the licensee’s intention to do so before the repatriation occurs; or
  - (b) the Controller of Work Passes so determines.
8. Conditions 15(a) and 15(b) of the EALC shall not be applicable during the Transition Period.