

EA Alert Dated: 31 July 2018

EA Alert (12/2018): Amendments to EALCs to take effect from 1 Sep 2018

Dear Key Appointment Holders and Employment Agency Personnel,

We would like to inform all Employment Agencies (EAs) of revisions to the **Employment Agencies Licence Conditions (EALCs)** that will take effect from 1 Sep 2018. Please note that within this revised EALCs, the Ministry has introduced Annexes, which will provide EAs further details on particular LCs.

2 The following table outlines the key changes to the EALCs.

Revised Licence Conditions		What does it mean?	Who needs to take note?
S/N	Extract of the new/revised condition		
3(a)	<i>The licensee shall, at all times, have at least one key appointment holder who is registered with the Ministry of Manpower under his employment agency.</i>	If the EA does not have any key appointment holder registered with MOM, the EA's licence will be revoked.	All EAs
5(c), (d) Annex A	<i>For all work pass applications made by the licensee, the licensee shall retain possession of all original documents or copies of such documents (and such documents may be retained in an electronic form) as laid out in Annex A, for a minimum period of 3 years starting from the date of any work pass application and any work pass renewal.</i>	EAs are required to retain the documents listed under Annex B, for at least 3 years.	
9A Annex C	<i>...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</i>	EAs must ensure that the foreign employees receive their IPAs at least 3-7 days before the employees depart for Singapore.	All EAs placing foreign employees (including FDWs)
7 Annex B	<i>... The standard of verification checks to be performed by the licensee for any FDW shall be minimally in line with the standard as set out in Annex B.</i>	EAs placing FDWs must minimally carry out the stated verification checks to ensure that the FDWs fulfil all prevailing entry requirements.	All EAs placing foreign domestic workers

<p><b>12A, B</b></p> <p><b>Annex D</b></p>	<p><i>The licensee shall be <b>responsible for, and bear the costs</b>, of the provision of acceptable accommodation; and upkeep and maintenance ... of any FDW brought in by his employment agency <b>prior to the deployment</b> of the FDW to her Employer ...</i></p> <p><i>The licensee shall render assistance to any FDW who is returned to the agency after deployment for any reason, and such assistance shall include the provision of acceptable accommodation; and upkeep and maintenance (which includes adequate food and medical treatment) (the “items”) ... <b>Where the Controller of Work Passes specifies that the employer is not responsible for bearing the cost of the medical treatment of the FDW, the costs of medical treatment shall be borne by the licensee.</b></i></p> <p><i>The provision of <b>acceptable accommodation shall be minimally in line with the requirements in Annex D.</b></i></p> <p><i>Where the licensee has <b>engaged the services of a third-party</b> to provide acceptable accommodation for any FDW, the <b>licensee shall communicate to the third-party all relevant requirements</b> as set out in Annex D</i></p>	<p>Clarifies EAs’ responsibilities for acceptable accommodation and upkeep and maintenance, for foreign domestic workers (FDWs) during transit. This includes conveying the requirements of acceptable accommodation to operators of commercial boarding houses engaged.</p> <p>For FDWs who are returned to the EAs after deployment, the Ministry may direct an EA to bear the cost of medical treatment in the rare situation where the Ministry assessed that the EA is responsible for the medical expenses incurred.</p>	
<p><b>16</b></p> <p><b>Annex E</b></p>	<p><i>The licensee shall sign a written service agreement with each applicant for a FDW. The <b>written service agreement ... shall minimally contain the terms as set out in Annex E.</b></i></p>	<p>EAs must sign a service agreement with the employer containing the terms listed in Annex E.</p>	

3 The revised EALCs, with the changes highlighted, are attached. They will also be made available on [MOM’s website](#) from 1 Sep 2018. All employment agencies are to comply

with the revised licence conditions with effect from 1 Sep 2018. If you have any queries on the changes to the EALCs, please refer to the set of Frequently Asked Questions (FAQs) as attached.

4 If you have any further questions, or require further clarifications, you can write in to us at [MOM\\_FMMD@mom.gov.sg](mailto:MOM_FMMD@mom.gov.sg).

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*For* Commissioner for Employment Agencies