

EA Alert Dated: 23 April 2019

EA Alert (03/2019): Responsibility of EAs in Ensuring FW/FDW Receives Full Set of IPA Prior to Departure From Source Country

Dear Key Appointment Holders and Employment Agency Personnel

1. The Ministry of Manpower (MOM) would like to remind all employment agencies (EAs) on the importance of ensuring that your foreign worker/foreign domestic worker (FW/FDW) receives the full set of his/ her copy of the In-Principle Approval (IPA) letter, ahead of their departure for Singapore. The full set of the IPA letter should reach the FW/FDW at least 3 days prior to their departure for Singapore.*

2. MOM has stepped up checks to see if the FW/FDW had received the full set of their IPAs before departing their home country. Action will be taken against EAs who fail to comply with this requirement. A sample of the employee's copy of the IPA is attached for your reference.

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.