

## **Attachment A: New EA Licence Conditions for post-placement checks by licensee for FDWs and their employers**

### **Post-placement checks by licensee for FDWs and their employers**

*The following Licence Conditions #19, #19A, #19B, #19C, and #19D will take effect from 1 December 2021.*

- 19 The licensee will perform checks with all FDWs matched by the licensee, and their respective employers, at least once within the first three months from the date of deployment. This should be done through a phone or video call, or a house visit to address any adjustment issues that FDWs and employers may face.
- 19A The licensee will ensure that the checks performed under License Condition #19 above are performed by the licensee's Employment agency personnel and will refer to such guidelines which the Association of Employment Agencies (Singapore) (AEA(S)) in partnership with the Ministry of Manpower has developed, with respect to the conduct of such checks.
- 19B The licensee will maintain and retain records of the checks performed under Licence Condition #19 above. Such records shall include all information as prescribed in Annex H. The licensee will retain such records for two (2) years from the date of the checks, and furnish the records to the Ministry of Manpower upon request.
- 19C Within the first three months from the date of deployment, if the licensee is not able to perform any checks under Licence Condition #19 above, after three (3) attempts to do so, the licensee will inform the Ministry of Manpower within one week from the last attempt.
- 19D If the licensee detects or encounters issues which cannot be resolved by the licensee in the course of conducting any checks under Licence Condition #19 above, the licensee will inform the Ministry of Manpower within one week from the date the check was performed.

**Annex H – To be completed by Licensee when performing post-placement checks**

- 1) For the purposes of License Condition #19 the licensee shall complete the checklist in this form.
- 2) This Annex H may be amended from time to time as required by the Commissioner through EA alerts, via emails or published on the MOM webpage.

<b>Section A – General information</b>	
Date and time of first check:  Date and time of second check (if previous attempt was unsuccessful):  Date and time of third check (if previous two attempts were unsuccessful):  Name of Employment agency personnel performing the check and signature:  Name of Employer (or household member and relationship to employer) interviewed:  Name of FDW interviewed:	
<b>Section B – Outcome of checks with Employer and Foreign Domestic Worker (“FDW”)</b>	
Please choose one of the three options below. If option B or C is indicated, please also provide a description of the issue under “Remarks.”	
<input type="checkbox"/>	<b>A) No issues raised, no additional follow up required by licensee.</b>
<input type="checkbox"/>	<b>B) Minor issues raised, licensee was able to resolve the issue, no additional follow up required</b>
<input type="checkbox"/>	<b>C) Issues detected or encountered which cannot be resolved by the licensee, licensee to refer case to authorities (e.g. MOM or SPF).</b>
Remarks:	