

ANNEX A

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. These Transition Period LC take effect from **10 September 2020, 0200 hrs** and replaces the previous Transition Period LC issued by the Ministry of Manpower on 15 May 2020 which was in effect from 20 May 2020, 2359 hrs to 10 September 2020, 0159 hrs.
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 to seek a new employer for the FDW; and ends with the deployment of the FDW to her new employer. For avoidance of doubt, the Transition Period LC does not apply if the FDW’s original employer authorises the EA to cancel the FDW’s Work Permit for the purpose of repatriating the FDW to her home country - the EA’s responsibilities under Condition 15 of the EALC will continue to apply.
3. These Transition Period LC will prevail over any condition 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.