

EA Alert Dated: 18 March 2015

EA Alert: Include Your Employment Agency's Information in Written Documents

This alert is a reminder that your employment agency (EA) should display information identifying your EA and your EA's personnel in your written documents. Such information includes your EA's name and licence number as well as EA personnel's name and registration number.

2 This information will allow employers and job seekers to verify through the [online EA Directory](#) that they are working with registered personnel of a bona fide EA, as well as gives them the assurance that the EAs and the personnel are properly certified.

3 Under EA Licence Conditions 4a and 4b, the EA licensee needs to ensure the following:

Type of Written Document	Full name and licence number of your EA?	Full name and registration number of the EA personnel involved?
Signboard visible to the public bearing EA's name	✓	-
Correspondences sent to other parties while performing any function as an EA	✓	✓
Written advertisement made by the EA which publicises any work or activity related to employing a person/persons Including but not limited to: Website, name cards, pamphlets	✓	✓if advertisement makes reference to any specific EA personnel
Written advertisement distributed to the public, where the distributor separately informs the public that the EA provides services in connection with the employment of persons	✓	✓if advertisement makes reference to any specific EA personnel

4 In some of the inspections conducted by MOM, EAs were found to have failed to insert their name and licence number as well as the names of their personnel and registration number in written documents. This is an offence under the Employment Agencies Act<sup>1</sup>. The Commissioner for Employment Agencies may also impose demerit points and take other administrative measures.

5 MOM will continue to share important EA-related information with all EAs through this channel. Please keep your EA email address updated. For further clarification, you may call 6692 4352 or email [MOM\\_FMMD@mom.gov.sg](mailto:MOM_FMMD@mom.gov.sg).

Yours sincerely

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<sup>1</sup> Section 23 (5) EAA - Any licensee who contravenes any of the conditions of the licence shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$5,000 or to imprisonment for a term not exceeding 6 months or to both