

EA Alert Dated: 30 May 2019

EA Alert (04/2019): Notice to Employment Agencies To Declare EA's Affiliation By 1 July 2019

Dear Licensee / Key Appointment Holders (KAH),

1 From 1 June 2019, the Ministry requires all employment agencies' (EA) business owners and Key Appointment Holders (KAHs) to declare their affiliation through LicenceOne. The data will help us understand the EA landscape better.

Persons to declare

2 The declaration exercise will apply to you if your family member(s) (i.e. Parent, Sibling, Spouse, Child, Parent-in-law, Son-in-law and Daughter-in-law) hold(s) **key positions** in an EA. The list of key positions are:

- Registered KAH
- ACRA Registered Director, Managing Director, Chief Executive Officer, Chief Finance Officer, Chief Operating Officer
- Sole Proprietor
- Partner

3 Moving forward, EAs are to update the Ministry via LicenceOne within 5 working days should there be any changes in details of affiliation. Please refer to the set of **Frequently Asked Questions (FAQs)** for more information.

4 You may contact LicenceOne at Tel: 6774 1430 or email at licences-helpdesk@crimsonlogic.com if you encounter any technical issue with declaration.

Yours sincerely

Elayne Ong
For Commissioner for Employment Agencies
Foreign Manpower Management Division
Ministry of Manpower