

Sharing of Stay-Home Notice (SHN) and related COVID-19 tests costs between employers of transfer non-domestic work permit holders

Dear Key Appointment Holders and EA Personnel,

From 12 November 2021, the measure to allow employers to share the cost of SHN and related COVID-19 tests, will be extended to employers of non-domestic work permit holders (WPHs) seeking transfers.

When an employer hires a non-domestic WPH seeking a transfer through an employment agency (EA), the EA will be required to:

- i) inform employers who meet the [criteria](#) of the cost sharing measure,
 - ii) explain MOM's criteria and guidelines, and
 - iii) recommend that employers refer to MOM's guideline on the cost sharing approach.
- EAs should also ensure that employers sign a written agreement on the cost-sharing arrangement.

This requirement will take effect via the amended Employment Agencies Licence Conditions under "Facilitate the sharing of Stay-Home Notice (SHN) and related COVID-19 tests costs between employers of work permit holders" (see [Annex A](#)).

Please also refer to the FAQs appended below.

Yours sincerely

Kevin Teh
Commissioner for Employment Agencies
Ministry of Manpower

FREQUENTLY ASKED QUESTIONS ON SHARING OF SHN AND RELATED COVID-19 TESTS COSTS BETWEEN EMPLOYERS OF MIGRANT WORKERS ON WORK PERMITS

- 1. Can employers who had transferred their Work Permit Holder (WPH) before this announcement now ask the new employer to share the SHN and related COVID-19 tests costs?**

Any arrangement for the sharing of SHN and related COVID-19 tests costs should be discussed and agreed upon before the employer gives consent for the WPH to transfer.

- 2. Can employers also share other hiring costs such as the EA service fee?**

Employers are only permitted to share SHN and related COVID-19 tests costs of WPHs entering Singapore and not any other costs relating to the hiring of WPH e.g. EA fees, medical insurance, etc.

- 3. Can employers determine their own way of sharing the SHN and related COVID-19 tests costs instead of using MOM's recommendation to pro-rate evenly across 12 months?**

Employers can determine their own ways of sharing the SHN and related COVID-19 tests costs so long as they meet the criteria set out in MOM's guideline.

- 4. Can employment agencies (EAs) charge fees for facilitating the sharing of SHN and related COVID-19 tests costs?**

EAs should not charge a fee for facilitating such cost sharing as MOM has already provided the sharing guidelines and employer agreement template.