

EA Alert Dated: 30 September 2020

EA Alert (08/2020): EA Alert on Revised Submission Requirements for the Quarterly EA Returns

Dear Key Appointment Holders and Employment Agency Personnel,

In June 2020, MOM had informed all Employment Agencies (EAs) of the revisions to the Employment Agencies Licence Conditions (EALCs), which will take effect from 1 October 2020 onwards (please refer [here](#) for more information). This EA Alert provides additional information on the revised EALC #5.(b), which requires EAs to collect and submit the following information to MOM for every applicant referred to the employer for a permanent or contract job position of at least six months with a fixed monthly salary of \$3,300 and above:

- a. The Unique Entity Number (UEN) of the employer to whom the applicant is referred;
- b. The National Registration Identification Card (NRIC) number or Foreign Identification Number (FIN) (where the foreign applicant does not have a FIN, the passport number)¹ of the applicant referred to the employer;
- c. The occupation and corresponding 5-digit Singapore Standard Occupational Classification (SSOC) 2015 code of the job position; and
- d. The date that the EA referred the applicant to the employer.

2. **Please note that the revised reporting requirements above will only take effect from the 4Q 2020 reporting period (i.e. Oct to Dec 2020) onwards, for which returns are due to be submitted between 3 and 20 Jan 2021.** EAs may use the [revised reporting template](#) to collate the necessary information. For the upcoming submission for the 3Q 2020 reporting period (i.e. Jul to Sep 2020 returns which have to be submitted between 1 and 20 Oct 2020), EAs should continue to use the [existing reporting template](#).

3. To help EAs comply with the new fair recruitment EALCs (i.e. EALC #4A.(a) – (f) and #5.(b)), the Tripartite Alliance for Fair & Progressive Employment Practices (TAFEP) has prepared an e-learning resource for EA personnel which can be found [here](#).

4. For more details on the new EALCs, please refer to the set of [Frequently Asked Questions \(FAQs\)](#). The new EALCs are available on MOM website: <https://www.mom.gov.sg/employment-agencies/key-facts>

5. If you have any further questions, or require further clarifications, please write to us [here](#).

Yours sincerely,

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¹ Please note that EALC #5.(b)(i)ii has been updated with the requirement for EAs to submit valid passport numbers for overseas applicants who do not have FIN.