

Dear Key Appointment Holders and EA Personnel

From 8 September 2021, all employment agencies (EAs) who place Migrant Domestic Workers (MDWs) will be required to assist employers who meet the [criteria](#) and have agreed to share the SHN and related COVID-19 tests costs of a transfer MDW.

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

Please also refer to the FAQs appended below.

### **Deferment of EA service fee refund policy**

In 2019, MOM announced a [service fee refund policy for MDW employers](#) to help improve matching between employers and MDWs. As more time is needed to incorporate feedback on the policy from stakeholders, we will defer the implementation of the refund policy to early 2022.

Yours sincerely

Kevin Teoh  
Commissioner for Employment Agencies  
Ministry of Manpower

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### **FREQUENTLY ASKED QUESTIONS ON SHARING OF SHN AND RELATED COVID-19 TESTS COSTS BETWEEN MDW EMPLOYERS**

**1. Can employers who had transferred their MDW 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 MDW 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 MDWs entering Singapore and not any other costs relating to the hiring of MDWs e.g. EA fees, medical insurance, etc.

**3. Can MDW 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?**

MDW employers can determine their own ways of sharing the SHN and related COVID-19 tests costs but must ensure the following:

(a) the MDW is transferred within twelve (12) months from her SHN completion date;

(b) the current employer does not demand or receive more than what he/she had paid for the costs;

and  
(c) both the current and new employers sign a written agreement, which must be retained for one (1) year from the agreement date and furnished to MOM on request.

**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.