

Dear Key Appointment Holders and EA Personnel

1. The Ministry has observed a significant increase in the number of inaccurate MDW work permit applications submitted by employment agencies (EAs). As a result, many MDW employers were not charged the correct MDW levy rate. Do note that eligible households can qualify for a levy concession¹ i.e., the levy charged will be lower.
2. The Ministry would like to remind all EAs to accurately declare the details of all household members when submitting the MDW work permit application. Please refer to the sample screenshot below.

#	FULL NAME	ID TYPE	ID NUMBER	DATE OF BIRTH	RELATIONSHIP
1	pkpk	Passport number	Jh8324914	11/11/1990	Sibling-in-law

3. EAs must exercise due diligence, to ensure that the household members' NRIC address match the MDW employer's NRIC address. You may refer to our FAQs below, and/or the MOM website, to familiarise yourself with the eligibility criteria to obtain the levy concession. Action may be taken against EAs who repeatedly fail to submit accurate applications.
4. If you require further clarifications, please contact us at mom_wpd@mom.gov.sg. Thank you.

Yours sincerely,

Kevin Teoh
Commissioner for Employment Agencies
Ministry of Manpower

¹ More information can be found on MOM website > Work passes > Work Permit for migrant domestic worker > Foreign worker levy > Levy concession.

FAQs

Q1: What should I do, to be considered to have exercised due diligence before filling up Section 4 – “Household details” of the MDW WP application form?

You should:

- Ask the employer or an authorised family member (e.g. sponsor in a sponsorship application) to confirm the household members who are staying with the employer at the same address. This should be done in writing in the form of emails, SMS, WhatsApp messages or letters.

- Ask for an updated copy of the household members' NRIC and check that their NRIC address matches the employer's address.

Q2: Can I declare the eligible person as a household member if the NRIC address does not match the address of the employer?

Yes, you may do so if the eligible person stays in the same household. However, you should advise the employer to update the person's address immediately as the levy concession will only be granted if the NRIC address matches the employer's address. Under the National Registration Act, the address should be updated within 28 days of any change. The levy concession will only take effect from the date that the address is updated.

Q3: Should I submit the MDW Work Permit application only after the eligible person's NRIC address has been updated to the employer's address?

Yes, you should do so if the employer wishes to be granted levy concession from the start of the helper's employment. However, if the employer still wishes to submit the application before updating the eligible person's NRIC address, you ought to advise the employer that the levy concession will only be granted from the date that the address of the eligible person is updated.

Q4: Will MOM grant the levy concession if I failed to exercise due diligence and did not declare that the eligible person is staying with the employer? Will MOM take action against me?

The employer will not receive the levy concession if the eligible person is not declared to be staying with the employer. Upon appeal, we will assess on a case-by-case basis. We will also assess if any action should be taken against the EA.

Q5: Will the levy concession be granted automatically?

The levy concession will be granted automatically if the eligible person is a young child below 16 years old or an elderly person who is at least 67 years old. This is provided other qualifying criteria are met (e.g. the employer and the eligible person are Singapore citizens).

For an eligible person with disabilities, an application for levy concession would need to be separately made with the Agency of Integrated Care (AIC). AIC will assess if the person has met the levy concession qualifying criteria under the Persons with Disabilities (PWD) scheme. If the criteria are met, AIC will inform us, and we will grant the levy concession.