

Dear Key Appointment Holders and Employment Agency Personnel,

All employment agencies (EAs) are reminded to adhere to the fair recruitment requirements under license condition (LC) #4A(a) to (f) and #5(b). This is to ensure fairness in the labour market when assisting the employer to look for suitable candidates^[1]. These LCs are aligned with the Tripartite Guidelines on Fair Employment Practices (TGFEF).

The fair recruitment LCs require EAs to apprise the employer on the prevailing guidelines on recruitment in the TGFEF. There is a need to retain documentary proof of the briefing which can be in the form of electronic or non-electronic correspondence with the employer. When requested by MOM, the documentation is to be provided.

Action will be taken against errant EAs who do not comply with fair recruitment requirements.

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

Yours sincerely

Kevin Teoh
Commissioner for Employment Agencies
Ministry of Manpower

^[1] Referral and placement of migrant domestic workers (MDWs) are exempted from the fair recruitment requirements.