

Dear Key Appointment Holders and Employment Agency Personnel

This advisory is for employment agencies (EAs) that perform migrant domestic worker (MDW) placement.

MDWs not allowed to work for commercial purposes

- EAs must take reasonable steps to verify that the MDWs to be placed perform only household and domestic work at her employer's place of residence or any other residential address approved by MOM. This could include asking prospective employers the duties that the MDWs are expected to undertake during employment.
- EAs should remind employers and MDWs that MDWs are not allowed to perform work for commercial purposes even within their place of residence (e.g. serving private home dining customers or preparing food to be sold at a food stall).
- EAs should take reasonable efforts to verify that employers are not hiring MDWs on behalf of other individuals* or companies. It is good practice to verify with prospective employers on the person(s) responsible for:
 - i. The well-being of the MDWs;
 - ii. Providing instructions to the MDWs for work; and
 - iii. Paying the MDWs' salaries.
- EAs should also remind employers of their responsibilities as MDW employers.

Reporting of MDW employer's legal breaches or offences

- EAs must report any known employment-related breaches or offences by any employer with whom the licensee has placed an MDW with, as described under the Employment Agencies Act Licence Condition 6A(a).

The Ministry of Manpower takes a serious view of the well-being of MDWs and their employment conditions. Enforcement actions will be taken against errant EAs who assist employers to circumvent our regulations or fail to report breaches or offences to MOM. These include imposition of demerit points on the EA, and even prosecution for egregious cases. The EA's eligibility to renew its licence may also be affected.

If you require clarification, please write to mom_fmmd@mom.gov.sg.

**This excludes those who apply for MDWs under the Sponsorship Scheme.*

Yours sincerely,

Adrian Quek
Commissioner for Employment Agencies
Foreign Manpower Management Division
Ministry of Manpower