

From 1 July 2021, employers will be better protected when transacting with MOM through third party employment agencies (EAs). Employers who have engaged an EA to apply, renew or cancel an FDW work permit will first need to log in to MOM's <u>FDW e-service</u> to authorise their EAs before their EAs can make any transaction. MOM will no longer accept hard copy authorisation forms.

Steps for EA and employer to complete the authorisation process:

[Employment agent]	[Employment agent]
Employer's NRIC or FIN Date of Birth Date of Birth STEP1 Log in to FDW eService and search for the employer using their NRIC number/FIN and Date of Birth.	 Transaction Type (Check all that applies) Apply and issue Work Permit Amend particulars Extend Special Pass Transfer helper STEP 2 Select the type of transaction you will be performing for the employer.
[Employment agent]	[Employer]
Employer will log in with Singpass to give authorisation	Requests from employment agencies
By using the FDW eService.	I do not authorise any of the employment agencies to view my details and perform the transaction.
 By responding to the email that MOM will send to the employer's email address below: 	I authorise any of the employment agencies to view my details and perform the transaction.
Continue Continue STEP 3 Choose one of the options for the employer to log in for the authorisation.	STEP 4 If your EA has told MOM that you will respond via email, you will receive an email. Please login to approve or reject within 7 days. If there is no response, your EA will not be able to transact for you.

IMPORTANT:

- Employers must have a Singpass to log in for the authorisation. Please register for a Singpass, if you do not have one. If you need help with this, you can approach your family member or agent.
- Alternatively, for employers whose helpers are approved under the <u>Sponsorship Scheme</u>, their sponsors can also log in to authorise the EA to transact on their behalf.