

EA Alert Dated: 5 January 2015

EA Alert: New authorisation forms (with effect from 01 February 2015)

Under the Employment Agencies Licence Condition (EALC) 9\*, employment agencies (EAs) are required to obtain written authorisation from clients before they perform work pass transactions on behalf of the clients. The current authorisation forms were introduced on 1 May 2012. We have since collated feedback from the EA industry on possible improvements to the forms, and are pleased to announce that after consultation with various stakeholders, we will be making changes to the authorisation forms. The new authorisation forms can be found in Ministry of Manpower website (<http://www.mom.gov.sg/services-forms/employment-agencies/Pages/authorisation.aspx>).

2 One feature of the new form that has been included for EAs' convenience, is that it can be filled up in softcopy using Microsoft Office Word 2007 or equivalent software, before printing it for signatures. EAs which do not have the necessary software can still download the forms and fill them up manually.

3 All EAs are to start using the new authorisation forms from 1 February 2015.

#### Reminders to EAs

4 With regard to EALC 9, EAs are reminded of the following:

- a. Your EA should not carry out any unauthorized work pass transactions. EAs shall obtain a written authorization from clients, in the form as may be prescribed by the Commissioner, prior to performing any form of work pass transactions with the Ministry of Manpower on their behalf.
- b. The correct forms should be used and completed in full. We have noticed that some EAs are using authorisation forms which are not prescribed by the Commissioner. Some of the forms were also incomplete. Common lapses include missing details of the foreign employees failure to include the date on which the employer gave authorisation. A complete authorization form would prevent any unnecessary allegations against your EA.
- c. When your EA receives a request from a third party to submit a work pass, due diligence must be exercised. For example, your licensee should:
  - i) Check directly with the company and authorised person to make sure the authorization is authentic,
  - ii) Request for the requestor's identification card and make a copy of the identification card and his/her contact number for record purposes.

5 The failure to use the prescribed authorisation forms constitutes a breach of EALC 9. EAs found breaching this condition may have their Work Permit Online (WPOL) and Employment Pass Online (EPOL) accounts suspended for up to 6 months. EAs may also be issued demerit points, and be fined up to S\$5,000, and imprisoned for up to 6 months.

6 MOM will continue to share important EA-related information with all EAs through this channel. Please keep your EA email address updated. For further clarification, you may call us at 643 5122 or email us at [MOM\\_FMMD@mom.gov.sg](mailto:MOM_FMMD@mom.gov.sg). Thank you.

Yours sincerely

Brian Wong

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***\* Employment Agencies Licence Condition 9 states that "The licensee shall obtain written authorization from his clients, in the form as may be prescribed by the Commissioner, prior to performing any form of work pass transactions with the Ministry of Manpower on their behalf".***

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