EA Alert Dated: 30 Jan 2019

EA Alert (01/2019): Register Eligible Foreign Workers for Foreign Worker Settling-In Programme Within 14 Days of Arrival and Ensure They Bring Their In-Principle Approval Letters

Dear Key Appointment Holders and Employment Agency Personnel,

1.       The Ministry issued two EA Alerts on 10 September 2018 and 17 December 2018, informing the industry on the requirement of the Settling-In Programme (SIP) for foreign workers.  All first time non-Malaysian Work Permit holders from the construction sector are required to attend the SIP within 14 days of the foreign worker (FW)'s arrival.  Upon successful registration, a confirmation is sent, stating the requirement to ensure that the FW bring the full set of his In-Principle Approval (IPA) letter (Employee's Copy), consisting of 5 pages, to attend the FW SIP.

2.       It has come to our attention that some FWs were not registered to attend SIP within 14 days.   Some turned up without their IPA letters or with an incomplete set.  Failure to attend the FW SIP or turning up without the full set of the IPA can affect the issuance of the work permit.

3.       EAs registering and/or sending the FWs to the SIP on behalf of the employers must ensure that the FWs are registered to attend SIP within 14 days, and attend the programme with their full set of IPA letters.  Employers will also be held responsible if they fail to ensure their FWs attend the FW SIP and have their IPA letters at the FW SIP.  As the EA looking out for your client's interest, you should remind your client of these requirements.

4.       We will take administrative actions against EAs and employers for failing to comply with these requirements. These include issuing demerit points to EAs and suspending the employer from applying for new work passes.

5.       For more information on the FW SIP,  please refer to www.mom.gov.sg/fwsip or call 6438 5122.


Yours sincerely

Elayne Ong
*For* Commissioner for Employment Agencies
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Ministry of Manpower