

Dear Employment Agency Key Appointment Holders and personnel

The Ministry of Manpower has seen an increase in the number of cases whereby employers had retained the passports and work permits of their migrant domestic workers (MDWs), some upon the advice of their employment agents. We would like to reiterate that it is an offence for employers to retain the passports and work permits of their MDWs, even for safekeeping.

Under no circumstances should employment agents ask the employers to retain the passports and work permits of their MDWs, even if it is at the MDWs' request to prevent loss. Instead, employment agents should advise employers to provide their MDWs with the means to keep their passports, work permits and other belongings securely, such as a drawer or cupboard. MDWs must have unrestricted access to their passports and work permits at all times.

Yours sincerely

Adrian Quek

Deputy Commissioner for Employment Agencies

Ministry of Manpower