

6 June 2025

**EA Alert: Reminder to comply with administrative requirements specified in the Employment Agencies Licence Conditions (EALC)**

Dear Key Appointment Holders and Employment Agency Personnel,

MOM has recently conducted audits on Employment Agencies (EAs) for compliance with the Employment Agencies Act (EAA), Employment Agencies Licence Conditions (EALC) and the Employment Agencies Rule (EAR). Enforcement actions, including issuance of demerit points, were taken against 15 EAs for breaches committed.

2 These checks also revealed multiple administrative breaches under the EALC, and the three most frequent breaches are listed in the table below.

Areas of non-compliance	Requirements
EALC 4b	EA to ensure that any document or advertisement referencing specific employment agency personnel includes their full name and registration number, as stipulated in the personnel's registration card.
EALC 4A(a) and EALC 4A(b)	EA to apprise employers of the prevailing guidelines on recruitment in the Tripartite Guidelines on Fair Employment Practices and retain documentary proof.
EALC 4a	EA to ensure that EA's full name and licence number are included in signages, documents issued to clients and advertisement materials.

3 Such administrative lapses can be avoided. We would like to remind all EAs to review your processes and documents to ensure that they adhere to the requirements stated in the EALC, especially for the areas of non-compliance mentioned above.

4 MOM will continue to conduct regular checks to ensure compliance. For more information, please visit MOM's website at <https://www.mom.gov.sg/employment-agencies/key-facts>. Thank you.

Yours sincerely,  
Adrian Quek  
Commissioner for Employment Agencies  
Ministry of Manpower