

EA Alert: Amendments to EALC to take effect from 1 October 2026

Dear Key Appointment Holders and Employment Agency Personnel,

We would like to inform all Employment Agencies (EAs) of revisions to the **Employment Agencies Licence Conditions (EALC)** that will take effect from 1 October 2026.

- 2 The revision aims to achieve the following:
- Formalise the requirements from former EA alerts into licence conditions, and merge additional licence conditions (i.e. Transition Period LC) into the EALC.
 - Remove licence conditions that are no longer relevant (i.e., COVID-related requirements).
 - Introduce new licence conditions to require EAs to maintain updated information within five working days.

We hope that these changes would reduce your compliance burden and make requirements from former EA alerts clearer, as you would no longer have to refer to past EA alerts.

- 3 The following table outlines the key changes to the EALC.

Revised Licence Conditions		What does it mean?	Who needs to take note?	Relevant past EA alert(s)
S/N	Extract of the new/revised condition			
3d	<i>The licensee must maintain accurate contact information in the platform designated by the Ministry of Manpower, that is GoBusiness Singapore and update any changes to such information within five (5) working days.</i>	EAs must maintain updated contact details (including your EA's operating address, email address, new branch applications, accreditation details) in GoBusiness Singapore and update any changes within five working days.	All EAs	-
6A(c)	<i>The licensee must: (i) explain to the client all provisions in the forms and documents; (ii) ensure all forms and documents are fully completed; and (iii) provide sufficient time for clients to review and seek clarifications before obtaining the client's signature.</i>	EAs must explain all the forms and documents to clients and ensure that all forms are fully filled before being signed. Sufficient time must also be given for the client to review and clarify before obtaining the client's signature.	All EAs	EA Alert Feb 2018 , and Guidelines for EAs placing MDWs within

6A(d)	<i>The licensee must ensure that all information and advice provided to the client are:</i> <i>(i) supported by verifiable documents, where applicable; and</i> <i>(ii) communicated clearly and in a language understood by the client.</i>			
6B	<i>The licensee must not, directly or indirectly, cause, facilitate or contribute to an employer's breach of any law or any guideline issued by the Ministry of Manpower applicable to the employment of employees, including migrant domestic workers (MDWs).</i>	EAs must not do anything that helps or enables employers to break any of MOM's laws or guidelines. For example, EAs must not advise employers to keep the worker's passport.	All EAs	
6C	<i>The licensee must not use, reproduce or display MOM's logo without explicit approval... or represent or imply that the licensee is affiliated with... MOM, in any form of advertising or promotional materials.</i>	EAs must not use MOM's logo for advertisements unless MOM has given permission to do so.	All EAs	EA Alert Jan 2025
15A	<i>(Extract of clause 15A)</i> <i>(a) This Licence Condition applies when the employer returns the MDW to the licensee, authorises the licensee to cancel the work permit of the MDW and allows the MDW to seek a new employer.</i> <i>(b) The licensee must be responsible for, and bear the costs of, the provision of acceptable accommodation, and upkeep and maintenance...of any MDW under the responsibility of the licensee during the Transition Period.</i> <i>(c) The licensee must purchase and maintain medical insurance ...during the Transition Period for the</i>	These are existing additional Licence Conditions imposed on EAs who agreed to take over the responsibilities for MDWs while finding them a new employer. These conditions have now been incorporated into the main EALC.	All EAs placing MDW	Additional EALCs during the transitional period of an MDW

	<i>MDW's day surgery and in-patient care.</i> <i>(d) ...if the MDW does not find a new employer before her Special Pass expires, the licensee must repatriate and bear the full cost of repatriating the MDW ...</i>			
17B	<i>(Extract of clause 17B)</i> <i>In referring and placing MDWs, the licensee must not:</i> <i>- publish or display any form of advertising that presents MDWs in an undignified manner</i> <i>- require MDWs to engage in activities that give the impression that they are on display</i>	MOM had previously issued multiple EA Alerts on insensitive advertising practices among MDW-placing EAs. MOM has since updated the EALC to provide EAs greater clarity on what constitutes acceptable advertising practices. EAs must ensure that all advertising during the referral and placement of MDWs is appropriate and does not present MDWs in an undignified manner.	All EAs placing MDWs	EA Alert Jul 2014 EA Alert Nov 2014 EA Alert May 2015 EA Alert Nov 2016 EA Alert Feb 2018 EA Alert Sep 2018 EA Alert Oct 2018 EA Alert Jul 2021 EA Alert Sep 2024

4 The revised EALC will be made available on MOM's website from 1 October 2026. All employment agencies are to comply with the revised licence conditions with effect from 1 October 2026.

5 If you have any further queries, or require further clarification, you can write to use at MOM_FMMD@mom.gov.sg.

Thank you.

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