

Tripartite Guidelines on Mandatory Retrenchment Notifications

(Updated on 1st Nov 2021)

Introduction

Notification of retrenchments will enable Workforce Singapore (WSG), the tripartite partners – the Ministry of Manpower, the National Trades Union Congress (NTUC) and the Singapore National Employers Federation (SNEF) – and other relevant agencies to help affected employees find alternative employment and/or identify relevant training to enhance employability.

This set of guidelines provides guidance to employers on the requirement on Mandatory Retrenchment Notifications under the Employment Act.

Who should submit retrenchment notifications?

Employers with businesses registered in Singapore who employ at least 10 employees are required to notify MOM if they retrench any employee.

What constitutes a retrenchment?

For the purpose of this guidelines, retrenchments are defined as dismissal on the ground of redundancy or by reason of any reorganisation of the employer's profession, business, trade or work. This applies to permanent employees, as well as contract workers with full contract terms of at least 6 months. An employer who terminates an employment contract with no plan to fill the vacancy any time soon is presumed to have retrenched the employee.

When should I submit the notification?

The notification must be submitted within 5 working days after the employee is notified of his/her retrenchment.

What information do I need to submit in the notification?

Please go to <http://www.mom.gov.sg/notify-retrenchment> to submit the notification. You will need to submit the following information:

- Company name and UEN
- Company contact person details

- Name of union (if company is unionised), and whether union was consulted
- Number of employee(s) on the date of submission of the retrenchment notification to MOM. This includes all employee(s), i.e. Singaporeans, Permanent Residents and foreigners
- Details of employee(s) to be retrenched (i.e. name, NRIC or FIN, residential status, job title, date of effective retrenchment, date of notification of retrenchment to employee(s))
- Payment of retrenchment benefit and quantum
- Provision of employment facilitation assistance

What is the penalty for non-compliance?

Failure to comply with the requirement on Mandatory Retrenchment Notifications under the Employment Act is a civil contravention, for which administrative penalties can be imposed. Strong enforcement action may be taken against employers who wilfully disregard the requirement.

Where to seek further assistance

For assistance on employment facilitation services, employers can contact the following:

Workforce Singapore (WSG)

www.wsg.gov.sg

Tel: 6883 5885

NTUC's Employment and Employability Institute (e2i)

www.e2i.com.sg

Tel: 6474 0606

Email: followup@e2i.com.sg

For further clarification on the Mandatory Retrenchment Notifications, employers may approach MOM.

Ministry of Manpower (MOM)

Tel: 6438 5122