

Tripartite Guidelines on Mandatory Retrenchment Notifications

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 upcoming requirement on mandatory retrenchment notifications under the Workforce Singapore Agency Act. The requirement will be effective as of 1 January 2017.

Who should submit retrenchment notifications?

Employers who employ at least 10 employees are required to notify MOM if 5 or more employees are retrenched within any 6 month period beginning 1 January 2017.

What constitutes a retrenchment?

For the purpose of this set of 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.

When should I submit the notification?

The notification must be submitted within 5 working days after the employee¹ is notified of his/her retrenchment.

How do I submit a notification?

Employers should refer to the following website for details on how to submit the notification: <http://www.mom.gov.sg/notify-retrenchment>.

¹ For the first four employees to be retrenched, the notification must be submitted within 5 working days after the 5th employee is notified. Thereafter, the notification must be submitted within 5 working days after each employee is notified.

What information do I need to submit in the notification?

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

- Company UEN
- Company contact person details
- Size of workforce before retrenchment (Singaporean / PR / Foreigner)
- Details of workers to be retrenched / who have been retrenched²:
 - NRIC/FIN
 - Residential status
 - Date of retrenchment
 - Job Title

What is the penalty for non-compliance?

Failure to notify within the required timeline is an offence and you may be liable on conviction to penalties, including a fine not exceeding \$5,000.

Where to seek further assistance

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

Workforce Singapore (WSG)

www.wsg.gov.sg

Tel: 6883 5885

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, companies may approach MOM.

Ministry of Manpower (MOM)

Tel: 6438 5122

Email: mom_lrwd@mom.gov.sg

² WSG requires this information for it to carry out its duty and the information is collected pursuant to a statutory power. Employers may thus provide WSG with the information without contravening the Personal Data Protection Act (PDPA).