

EMPLOYMENT AGENCY LICENSING CONDITIONS

1. The licensee shall operate his employment agency in accordance with the Employment Agencies Act (Cap 92), Rules and the conditions of this licence.
2. The licensee shall ensure that his staff, employees, agents, directors and partners comply with the Employment Agencies Act (Cap 92), Rules and the conditions of this licence. Any breach of the Employment Agencies Act (Cap 92), Rules and the conditions of this licence by his staff, employees, agents, directors and partners shall be the responsibility of the licensee.
3. The licensee shall not bring into Singapore any non-citizen, other than a Malaysian, on behalf of an employer unless the employer has obtained the prior written in-principle approval of the Controller of Work Permits to employ the non-citizen.
4. The licensee shall ensure that all non-citizens brought into Singapore for any purposes of work meet all the prevailing entry requirements imposed on the non-citizen by the Ministry of Manpower.
5. The licensee shall be responsible for the upkeep and maintenance of any foreign domestic worker brought in by the agency prior to the issuance of the work permit including the provision of acceptable accommodation, medical treatment and food. The licensee shall not require or cause the non-citizen to bear all or part of the cost associated with his upkeep and maintenance.
6. (a) Subject to Licence Condition #6(b), the licensee shall, within a timeframe stipulated by the Ministry of Manpower, repatriate and bear the full cost of repatriating any non citizen brought into Singapore by the licensee if a work permit is not issued, or if a work permit is revoked for contravention of Licence Condition #4, or if the non-citizen is not placed in employment. The licensee shall not require or cause the non-citizen to bear all or part of the repatriation cost.

(b) The licensee shall, within a timeframe stipulated by the Ministry of Manpower, repatriate and bear the full cost of repatriating any foreign domestic worker brought into Singapore by the licensee to her town or place of origin within her home country if a work permit is not issued, or if a work permit is revoked for contravention of Licence Condition #4, or if the non-citizen is not placed in employment. The licensee shall not require or cause the non-citizen to bear all or part of the repatriation cost.
7. The licensee shall report all breaches of work permit conditions by employers of non-citizens placed by the licensee within his knowledge or the knowledge of his staff, employees, agents, directors and partners to the Ministry of Manpower.
8. The licensee shall furnish the prospective employer with the employment history of

any work permit holder in the Domestic Services industry. The licensee shall obtain such information from the Ministry of Manpower and ensure that the most updated information is made available to the prospective employer during the selection process. The licensee shall not in any way make any additions, modifications, adjustments or alterations to the information, or disclose the information to any other person(s) except the prospective employer.

9. The licensee shall obtain written authorization from his clients prior to performing any form of work pass transactions with the Ministry of Manpower on their behalf.

10. The licensee shall obtain the written approval of the Commissioner for Labour prior to any change of partners, directors, owners or managers of the employment agency. The licensee shall also inform the Commissioner of any change in registration details with the Accounting and Corporate Regulatory Authority (ACRA).

11. The licensee shall not move the place of business of the employment agency without the prior written consent of the Commissioner for Labour. In the event the licensee opens a branch or changes the address of the branch of the employment agency. The licensee shall inform the Commissioner within seven (7) days of such opening or change of address of the branch.

12. The licensee shall only place non-citizens for the purposes of employment under valid Employment Passes, S Passes, or Work Permits.

13. Notwithstanding Licence Condition #12, the licensee shall not place non-citizens on training programs under training visit passes or training work permits.

14. The licensee shall not place any person from the People's Republic of China without the prior written approval of the Commissioner for Labour.

15. The licensee shall insert the licence number of his employment agency in all forms of advertisements undertaken by his employment agency.

16. The licensee shall not, unless with the client's written consent, directly or indirectly give, divulge or reveal to any persons any information whatsoever regarding any client of the employment agency, which information the agency acquired or requested the client to provide in the course of their employment agency work. This condition shall not apply in the case where the information is required for the purpose of any investigations under any law, by the police, the Controller of Work Permits, the Commissioner for Labour, Immigration officers or any other public officer.

17. The Commissioner for Labour may at any time vary or cancel any of the existing conditions of this licence or impose additional conditions thereto.

18. The licensee shall not enter into agreements with the foreign employee to retain and/ or transfer the passport or work permit of that foreign employee except for the purpose of procuring employment for the foreign employee.

19. An employment agency shall not offer (directly or indirectly) to an employer or prospective employer, any sum or other benefit:
- a) as consideration or as inducement for employing the foreign employee;
 - b) as consideration or as inducement for continuing to employ the foreign employee; or
 - c) as a financial guarantee related, in any way, to the employment of the foreign employee.