

EA Alert Dated: 21 June 2016

EA Alert: Advance Notice to Employment Agencies To Keep Records Of Referral And Placement Data For Positions Where the Fixed Monthly Salary Is At Least \$3,300, from 1 Aug 2016

1. Employment Agencies (EAs) play a key role in the employment and job matching landscape, and are in a good position to promote fair consideration of locals. In this regard, we want to better understand the hiring patterns for certain positions. The information will aid MOM in our policy-making to enable a strong Singaporean core.

2. MOM will be collecting referral and placement information for positions where the employee is hired by the client through the EA; these positions have the following attributes:

(a) permanent or contract positions of at least 6 months; and

(b) where the fixed monthly salary is at least \$3,300.

3. Each EA is required to keep records of referral and placement data for the positions that meet the attributes listed in paragraph 2, beginning 1 August 2016. The required data are:

i.	industry of that client (i.e. the employer), based on 5 digit SSIC 2015 code ^[1] <i>[Note: The employer's name/identifier is not required.]</i>
ii.	the occupation of that position, based on 5 digit SSOC 2015 code ^[2]
iii.	the following details of each potential employee for the position referred by the EA to that employer: a) Residential status in Singapore b) Nationality c) Employment status at point of referral (i.e. in employment or not in employment) <i>[Note: The employer's name/identifier is not required.]</i>
iv.	the following details of the employee hired by that employer for the position through the EA: a) Residential status in Singapore b) Nationality c) Employment status at point of referral (i.e. in employment or not in employment) d) Fixed monthly salary e) Work pass type (if applicable) <i>[Note: The employer's name/identifier is not required.]</i>
v.	the time taken for the hired employee to start work, i.e. the period between the time the employee is first referred to the employer to the time the employee starts work with the employer.

4. MOM has identified your EA for the first round of data collection. For this first round of data collection, your EA is required to submit the following to MOM by 20 October 2016:

(a) Information relating to positions for which the employees were successfully hired by the client and started work in the period from 1 August 2016 to 30 September 2016, i.e. **3(i), (ii), (iv) and (v)** above; and

(b) Information on the referrals corresponding to the positions in (a) as described in **3(iii)** above.^[3]

5. You will also be required to provide data for subsequent quarters, which must be submitted to MOM within 20 calendar days after the relevant quarter. Each quarter is defined as a period of three calendar months. As an illustration, the deadline to submit the required data for the 1 October 2016 to 31 December 2016 quarter is 20 January 2017, and 20 April 2017 for the 1 January 2017 to 31 March 2017 quarter.

6. The requirements listed in paragraph 3 will be effected via the Employment Agency Licence Conditions (“licence conditions”) from 1 August 2016.^[4]

7. Please see attached documents for the letter of notice, the upcoming amendment to the licence conditions (Licence Condition 5), and the FAQs. The format of the data to be provided is also attached. If you require further clarification, you may contact hannah_sim@mom.gov.sg or chua_hern_hern@mom.gov.sg.

8. We thank you for your cooperation in our efforts to cultivate fair employment practices and a strong Singaporean core.

Sincerely,

Kevin Teoh
Divisional Director, Foreign Manpower Management Division, Ministry of Manpower
Commissioner for Employment Agencies

¹ SSIC 2015 refers to the Singapore Standard Industrial Classification, released in April 2015

² SSOC 2015 refers to the Singapore Standard Occupational Classification, released in April 2015.

³ MOM recognizes that some referrals corresponding to placements secured in the stated period (i.e. from 1 August 2016) may have occurred before 1 August 2016. To alleviate the difficulty of retrospective book-keeping, EAs may exclude referrals before 1 August 2016 for placements which started work in 1 August 2016 – 30 September 2016. All referrals starting from 1 August 2016 which correspond to a job resulting in a placement (i.e. a successful hire) must be included.

⁴ EAs can access the revised set of EALCs within MOM website from 1 August 2016.