

Frequently Asked Questions (FAQs)

On Declaration of Affiliation

Q1	Can I opt out of the declaration?
A1	You are required to login to LicenceOne to declare your affiliation with family member(s) (i.e. Parent, Sibling, Spouse, Child, Parent-in-law, Son-in-law and Daughter-in-law) who are also holding key positions in an EA. Failing to declare your affiliation is a breach in the Employment Agency Licence Condition. Enforcement and administrative actions may be taken against you.
Q2	How do I go about making the declaration, what details do I need from my family member(s)?
A2	You are required to have the NRIC number of your family member(s), in order to complete the declaration.
Q3	I have lost contact with my family member(s). How do I go about declaring?
A3	In the event that you have lost contact with your family member, please write to the Ministry at mom_fmmd@mom.gov.sg to declare your affiliation. You are required to provide the following information: <ul style="list-style-type: none">- Your name- Your NRIC no.- Name of your family member- Name of the EA your family member is holding key positions in- What is the affiliation with (i.e. Parent, Sibling, Spouse, Child, Parent-in-law, Son-in-law or Daughter-in-law) your family member?
Q4	Do I have to declare if I am already holding an existing licence? Or is this requirement only for new entrants?
A4	Yes, you are required to declare your affiliation. This requirement is for both existing and new entrants into the EA industry.
Q5	A & B are brothers, registered as Key Appointment Holders in the same EA, do they need to login to LicenceOne to declare their affiliation in LicenceOne?
A5	Yes, they are required to declare their affiliation.
Q6	X & Y are parent and child, they are directors of EAs. Do both of them need to login to LicenceOne to declare their affiliation?
A6	Yes, they are required to declare their affiliation.
Q7	E & F are sisters, they are “sleeping” directors of EAs. Do they need to login to LicenceOne to declare their affiliation?
A7	Yes, they are required to declare their affiliation.

Q8	C & D are parent and child, they are directors of EAs. However, they have fallen out. Do they need to login to LicenceOne to declare their affiliation?
A8	Yes, they are required to declare their affiliation. However, if they are unable to obtain the personal particulars of each other, they may write into the Ministry at mom_fmmd@mom.gov.sg with the details as mentioned in above Q3.

On Amendment of Affiliation

Q1	A & B are previously declared as spouses in LicenceOne. If they are divorced, do they need to login to LicenceOne to amend their affiliation in LicenceOne?
A1	Yes, they are required to login to LicenceOne to amend and remove their affiliation.
Q2	X & Y are previously declared as siblings in LicenceOne. Y left the industry, do they need to login to LicenceOne to amend their affiliation in LicenceOne?
A2	No, X is not required to login to LicenceOne to remove their affiliation.
Q3	K & L are parent and child. K had passed away. Do they need to login to LicenceOne to amend their affiliation?
A3	No, L is not required to login to LicenceOne to remove their affiliation.