

Dear Licensee

We wish to remind all EAs that the collection of agency fees or any other fees are only permissible if a job applicant is successfully emplaced. Collecting agency fees before emplacing a job applicant is a contravention of the Employment Agencies Act.

2 This requirement is applicable even if you are placing out job candidates to overseas positions. Fees should only be collected from a candidate after he/she has obtained a work visa from the hiring country. You are to retain all receipts of payments if there are pre-employment related costs to be paid to the hiring country before the issuance of a work visa. To avoid any dispute, you are advised to get the job applicants to make direct payment to the foreign authorities. Please note that the fee cap of no more than 2 months of salary is also applicable to overseas placement.

3 The Ministry will take enforcement or administrative actions against EAs who overcharge or collect upfront agency fees from job applicants.

Yours sincerely,

Adrian Quek  
Commissioner for Employment Agencies  
Ministry of Manpower