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History	G.N. NO. S 216/84	->	1990REVISED EDITION	->	2000 REVISED EDITION	->	R1 2008 REVISED EDITION
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FIRST SCHEDULE**EMPLOYMENT AGENCIES ACT (CHAPTER 92)****SECOND SCHEDULE****EMPLOYMENT AGENCIES ACT (CHAPTER 92)****Actual Provisions**[Jump to: [Front Page](#) / [Arrangement of Provisions](#) / [Actual Provisions](#)]**EMPLOYMENT AGENCIES ACT****(CHAPTER 92, SECTION 29)**

EMPLOYMENT AGENCY RULES

[24th August 1984]

Citation

1. These Rules may be cited as the Employment Agency Rules.

Definitions

2. In these Rules, unless the context otherwise requires —

"applicant for employment" means any person applying for employment, work or contract or hire of his services at an employment agency;

"applicant for workers" means any person applying for the procurement of any worker for his service at an employment agency.

Application for licence

3. An application for a grant or renewal of a licence shall be made in such form and within such period as the Commissioner may require.

Enquiries

4. —(1) The Commissioner may make such enquiries as he thinks fit before or after granting or renewing a licence.

(2) Without prejudice to paragraph (1), the Commissioner may, before or after granting or renewing a licence, make such enquiries as he thinks fit regarding persons who in his view may have an interest in the grant or renewal of a licence, whether or not such persons are joined in the application for the grant or renewal of a licence.

Security

5. The Commissioner may, before granting or renewing a licence, require the applicant to furnish —

(a) where the applicant is able to prove that he is carrying on an employment agency which has been accredited under an accreditation scheme approved by the Commissioner, a cash security deposit or a bank guarantee of \$10,000; and

(b) in any other case, a cash security deposit or a bank guarantee of \$20,000.

Training

6. —(1) Subject to paragraph (2), the Commissioner shall not —

(a) on or after 1st January 1999, grant a licence; or

(b) on or after 1st January 2000, renew a licence,

unless the applicant has attended and successfully completed such courses of training and passed such tests of proficiency as the Commissioner may determine.

(2) The Commissioner may, in any particular case if he thinks fit, grant or renew a licence notwithstanding that the applicant has not satisfied the requirements referred to in paragraph (1).

Persons to whom licence may not be granted

7. No licence shall be granted under the Act to —

- (a) any undischarged bankrupt;
- (b) any person convicted of an offence under —
 - (i) section 140, 141, 142, 146 or 148 of the Women's Charter (Cap. 353);
 - (ii) section 12 or 13 of the Children and Young Persons Act (Cap. 38); or
 - (iii) section 366, 367, 370, 371, 372, 373, 373A or 374 of the Penal Code (Cap. 224); or
- (c) any person convicted of an offence involving dishonesty under the Penal Code.

Validity of licence

8. A licence granted under the Act shall be valid only in respect of the type of employment specified in the licence.

Fee

9. —(1) No licence shall be granted or renewed under the Act until the prescribed fee has been paid.
- (2) The fee payable for the grant or renewal of a licence shall be \$350 per annum.

Separate licence

10. A separate licence shall be taken out for each employment agency.

Restriction on licensee and premises

11. The licence granted under the Act shall not be —

- (a) used directly or indirectly by any person other than the one in whose favour it was granted;
- (b) used at any premises other than that specified in the licence; and
- (c) transferred or assigned to any other person.

Foreign recruitment

12. —(1) No employment agency shall cause, induce or assist a foreign employee to enter Singapore for the purpose of seeking employment unless the employer has obtained in respect of that foreign employee the approval in principle of the Controller of Work Passes.

(2) No employment agency shall cause, induce or assist a foreign employee to commence work in Singapore unless the employer has obtained in respect of that foreign employee a valid work permit issued by the Controller of Work Passes.

(3) Upon obtaining employment for a foreign employee, an employment agency shall ensure that the passport or work permit of the foreign employee is delivered or returned directly to that foreign employee as soon as practicable unless the employment agency has a reasonable excuse not to do so.

(3A) For the purposes of paragraph (3), an employment agency shall not be taken to have a reasonable excuse for failing to deliver or return the passport or work permit of a foreign employee if that failure is by reason only of the employment agency not being in possession of the passport or work permit due to it having

transferred or otherwise given possession of the passport or work permit to another employment agency, whether located in Singapore or elsewhere.

(4) For the purposes of this rule, “foreign employee” has the meaning assigned to it by section 2 of the Employment of Foreign Manpower Act (Cap. 91A).

Licence to be displayed

13. Every licensee shall display the licence granted to him under the Act in a conspicuous place in the office of the employment agency in respect of which the licence has been granted.

Change of place of business

14. No licensee shall move the place of business of the employment agency without the previous consent in writing of the Commissioner.

Registers

15. Every licensee shall cause to be kept a register of applicants for employment and workers in such form as the Commissioner may require.

Monthly returns

16. The monthly returns required to be submitted under section 17 of the Act shall be in accordance with the First Schedule.

Scale of fees

17. —(1) The fees that may be received by an employment agency from an applicant for employment or from an applicant for workers respectively shall be in accordance with the scale set out in the Second Schedule.

(2) Every licensee shall exhibit in a conspicuous place in the office of the employment agency a copy of the scale set out in the Second Schedule.

Penalty

18. Any person who contravenes rule 11, 12, 13, 14, 15 or 17 (2) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000 and, in the case of a second or subsequent conviction, to a fine not exceeding \$2,000 or to imprisonment for a term not exceeding 6 months or to both.

Prohibition from collecting deposits

19. —(1) A licensee who has been given a notice in writing under section 11 (2) of the Act —

(a) shall inform, in writing, every applicant for employment and every applicant for workers who uses his services of the fact that he has been given the notice; and

(b) shall not, after receiving the notice, collect any deposit or fee from any person referred to in subparagraph (a).

(2) Any person who contravenes paragraph (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000.

FIRST SCHEDULE

Rule 16

EMPLOYMENT AGENCIES ACT

EMPLOYMENT AGENCY RULES
(CHAPTER 92)

EMPLOYMENT AGENCY RULES

**RETURN OF SINGAPORE CITIZENS, PERMANENT RESIDENTS
AND NON-CITIZENS PLACED IN EMPLOYMENT**

1. Every employment agency shall, within the first 7 days of each month, fill in this form and return it to the Commissioner for Labour.
2. One form should be filled in for each employment agency.
3. The number of employees placed in employment by nationality for the month of _____ 20____ are:

Nationality	Number of workers placed
Singapore Citizens	
Singapore Permanent Residents	
Non-Citizens on Work Passes	
Non-Citizens on Visit Passes	
Total	

Licence No.: _____

Name of Licensee: _____

Signature of Licensee: _____

Date: _____

SECOND SCHEDULE

Rule 17

**EMPLOYMENT AGENCIES ACT
(CHAPTER 92)**

EMPLOYMENT AGENCY RULES

FEES

1. Fees that may be received by an employment agency from an applicant for employment shall be —

(a) *Registration:*

Not more than \$5 per person per registration.

(b) *Commission:*

In addition to the above, not more than 10% commission on the first month's earnings of applicants placed in employment may be charged.

2. Fees that may be received by an employment agency from an applicant for workers shall be —

(a) *Registration:*

Not more than \$5 per employer per registration.

(b) *Commission:*

In addition to the above, a commission of an amount not exceeding a sum equal to 80% of the amount of the first month's total salary paid to each worker placed in employment may be charged.

[G.N. Nos.S 216/84; S 293/93;S 197/95; S 4/98;S 201/2004; S 710/2005;S 342/2007]

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