



Association of Employment Agencies (Singapore)

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Our Ref: AEA(S) – AB (Cir)/001-10/sw

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NOTICE

To: All AEA(S) Accredited Members,

EMPLOYMENT AGENCY LICENSING RULES & CONDITIONS

We wish to remind all licensees of employment agencies and accredited members to strictly adhere to the Employment Agencies Act (Cap 92), Rules and the conditions of the licence as stipulated by Ministry of Manpower.

One such condition which we would like to highlight as stated below:

Licensing condition number 15:

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

For further reference, you may log-in to MOM’s portal at the following URL:

http://www.mom.gov.sg/publish/momportal/en/communities/others/employmentagencies/legislation/employment_agency.html

Simultaneously, we would also like to remind all licensees that the Association must be updated within 14 days when there are changes to:

1. Licensee's details (e.g. handphone number, email address);
2. Accounting and Corporate Regulatory Authority information (e.g. registered address, directors/partners details); and/or
3. EA details (e.g. operating address, email address, new branch(es) details, accreditation details)

Failure to do so shall constitute a breach of Code of Ethics on the member and we shall not hesitate to take disciplinary action against errant employment agencies including revocation of their membership with us.

Last but not least, we take this opportunity to wish all members ***“A PROSPEROUS & HAPPY NEW YEAR.”***

Thank you.

Shirley Wee
Head, Accreditation