

## Document Checklist for the Recruitment of Foreign Workers

### A. Documents required while applying for the Professional category

1. A copy of valid passport/voter card
2. Notarized qualification certificate
3. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency
4. Employer undertaking form [...CLICK HERE...](#)
5. Occupational Health and Safety (OHS) Requirements (as applicable):
  - (a) Construction companies with more than 20 employees and more than one worksite, Occupational Health and Safety (OHS) Committee certificate, appointment letter and certificate of Safety Officer and Construction Safety Supervisor registered with the Department of Labour.
  - (b) Construction companies with more than 20 employees and only one worksite, OHS Committee certificate, appointment letter and certificate of Safety Officer registered with the Department of Labour.
  - (c) Construction companies with less than 20 employees, appointment letter and certificate of Construction Safety Supervisor registered with the Department of Labour.
  - (d) Other companies with more than 20 employees, OHS Committee certificate, appointment letter and certificate of Safety Officer registered with the Department of Labour.
6. **Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign employer undertaking form on behalf of the employer**

### B. Documents required while applying Skilled/Unskilled category (Inclusive of Border Town Foreign Workers & Hourly Foreign Workers)

1. A copy of valid passport/voter card of the foreign workers
2. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency
3. Letter from the concerned office
4. Employer undertaking form [...CLICK HERE...](#)
5. Occupational Health and Safety (OHS) Requirements (as applicable):
  - (a) Construction companies with more than 20 employees and more than one worksite, Occupational Health and Safety (OHS) Committee certificate, appointment letter and certificate of Safety Officer and Construction Safety Supervisor registered with the Department of Labour.

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- (b) Construction companies with more than 20 employees and only one worksite, an OHS Committee certificate, an appointment letter, and a certificate of a Safety Officer registered with the Department of Labour.
  - (c) Construction companies with less than 20 employees, an appointment letter and a certificate of a Construction Safety Supervisor registered with the Department of Labour.
  - (d) Other companies with more than 20 employees, OHS Committee certificate, appointment letter, and certificate of Safety Officer registered with the Department of Labour.
- 6. Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign the employer undertaking form on behalf of the employer**

### **C. Documents required while applying for the Furniture/sawmill unit foreign workers**

- 1. Employer Undertaking Declaration form for furniture house [...CLICK HERE...](#)
- 2. Declaration form for sawmill unit [...CLICK HERE...](#)
- 3. A copy of a valid passport/voter card of the foreign workers
- 4. Valid business license
- 5. Employer undertaking form [...CLICK HERE....](#)
- 6. Companies with more than 20 employees, OHS Committee certificate, appointment letter and certificate of Safety Officer registered with the Department of Labour (if applicable)
- 7. **Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign employer undertaking form on behalf of the employer**

### **D. Documents required while applying for Short-term foreign workers**

- 1. A copy of valid passport/voter card of the foreign workers
- 2. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency
- 3. Medical fitness certificate from the country of origin (General medical fitness/ fit to work)
- 4. Employer undertaking form [...CLICK HERE....](#)
- 5. Occupational Health and Safety (OHS) Requirements (as applicable):
  - (a) Construction companies with more than 20 employees and more than one worksite, Occupational Health and Safety (OHS) Committee certificate, appointment letter and certificate of Safety Officer and Construction Safety Supervisor registered with the Department of Labour.

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- (b) Construction companies with more than 20 employees and only one worksite, OHS Committee certificate, appointment letter and certificate of Safety Officer registered with the Department of Labour.
  - (c) Construction companies with less than 20 employees, appointment letter and certificate of Construction Safety Supervisor registered with the Department of Labour.
  - (d) Other companies with more than 20 employees, OHS Committee certificate, appointment letter and certificate of Safety Officer registered with the Department of Labour.
6. **Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign employer undertaking form on behalf of the employer**

### **E. Documents required for the Renewal of work permit**

- 1. A copy work permit card
- 2. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency

### **F. Documents required for the Transfer of foreign workers from one employer/ location to another employer/location**

- 1. Duly filled Transfer of Contract of Employment and Workplace Change form [...CLICK HERE....](#)
- 2. A copy of the valid work permit card
- 3. Valid business license/work order/construction approval letter/recommendation letter from the concerned agency/ consent letter from the receiving employer for minor renovations (required for few days)
- 4. Occupational Health and Safety (OHS) Requirements (as applicable):
  - (a) Construction companies with more than 20 employees and more than one worksite, Occupational Health and Safety (OHS) Committee certificate, appointment letter and certificate of Safety Officer and Construction Safety Supervisor registered with the Department of Labour.
  - (b) Construction companies with more than 20 employees and only one worksite, OHS Committee certificate, appointment letter and certificate of Safety Officer registered with the Department of Labour.
  - (c) Construction companies with less than 20 employees, appointment letter and certificate of Construction Safety Supervisor registered with the Department of Labour.

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(d) Other companies with more than 20 employees, OHS Committee certificate, appointment letter and certificate of safety officer registered with the Department of Labour.

- Please apply by clicking the option **‘Request for Transfer’** and **not as ‘New Recruitment’** and it must be applied from the receiving employer’s account

### G. Documents required for Babysitter

#### i. To be submitted online as attachment

1. A copy of Voter card or passport of the Babysitter
2. Employment status of one parent/ business license for private business entities.
3. A copy of Birth Certificate of the Child (12 years and below)
4. Employer undertaking form [...CLICK HERE...](#)
5. **Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign employer undertaking form on behalf of the employer**

#### ii. To be submitted offline in the respective Regional Office, MoICE

Contract of Employment between the employer and the babysitter [...CLICK HERE...](#)

### H. Documents required for Home-based Personal Care Worker (HBCW)

#### i. To be submitted online as attachment

1. A copy of Voter card/ passport of the HBCW
2. Employer undertaking and declaration letter for HBCW [...CLICK HERE...](#)
3. **Duly signed authorization letter from the employer to the FWRA if he/she allows the FWRA to sign employer undertaking form on behalf of the employer**

#### ii. To be submitted offline in the respective Regional Office, MoICE

Contract of Employment between employer and HBCW [...CLICK HERE...](#)