

NEW ACCREDITATION OF EMPLOYMENT AGENCIES RECRUITING FOREIGN DOMESTIC WORKERS

A Letter of Intent to apply for accreditation should be submitted in a sealed envelope to the POLO through Window 2 of the Embassy of the Philippines. The Letter of Intent should indicate the following:

1. Brief history of the agency including the number of years it is in operation and the number of foreign domestic workers it has brought to Singapore;
2. Terms and Conditions of Employment to be offered to Filipino domestic workers;
3. Address of the agency and contact details (name, telephone number and e-mail address) of the authorized representative.

The POLO shall send **within four weeks** a reply via electronic mail indicating whether or not to proceed with the application.

A notice to proceed shall include the list of documentary requirements for accreditation. Such notice, however, does not guarantee approval of application for accreditation.

The POLO reserves the right to withhold reason for denying an accreditation request and to require the authorized representative of the agency to appear in the Embassy for interview. Evaluation of the Letter of Intent is free-of-charge.