Foreign Manpower Management Division
120 Kim Seng Road
Singapore 239436
Email: mom_peb@mom.gov.sg
Website: http://www.mom.gov.sg
Tel: 6438-5122 Fax: 6835-9022

MINISTRY OF MANPOWER

Application for Exemption from the Foreign Domestic Worker (FDW) Employers' Orientation Programme (EOP)

This form may take you approximately 10 minutes to fill in.
You will need the following information to fill in the form:

- Employer's particulars
- Employer's sponsor's / spouse's / sponsor's spouse's / representative's particulars

Important Notes:

1. All first time FDW employers are required to attend the EOP before applying for a work permit for their FDW. Applications will only be considered if the conditions in item 2 below have been fulfilled and if one of the Reasons for Application as stated in item 3 below applies.
2. If you are applying for an FDW with a sponsor, your sponsor is required to attend the EOP on your behalf unless the sponsor/ sponsor's spouse is/ was an FDW employer. In non-sponsored applications, your spouse or a representative (family member) may attend the EOP on your behalf.
3. Please indicate the reason for their application. Clear copies of the documents must be attached with this form.

Reasons for Application (Please tick the appropriate box)	**Documents Required**
☐ Employer suffers from chronic medical conditions	- Employer's NRIC / Passport - Sponsor's/ Sponsor's Spouse's/ Representative's NRIC / Passport - Sponsor's / Representative's Certificate of Attendance of EOP - Medical documents/ letter from doctor (for chronic medical conditions/ non-ambulant)
☐ Employer is non-ambulant (eg: physical disability)	
☐ Employer is 60 years of age or more and suffers physical discomfort	
☐ Employer has given birth within one month of date of exemption application	- Employer's NRIC / Passport - Spouse's NRIC / Passport - Birth Certificate of employer's child - Spouse's Certificate of Attendance of EOP
☐ Employer's spouse/ ex-spouse was an FDW employer	- Employer's NRIC/ Passport - Spouse's/ Ex-Spouse's NRIC/ Passport - Marriage Certificate/ Divorce Certificate

4. Employers seeking exemption from attending the EOP are encouraged to submit their application online at http://www.mom.gov.sg. Online applications will be processed on the same day of application.
5. Alternatively employers may fax a completed copy of this form together with documents listed above to MOM at Fax: 6835-9022. For faxed applications, MOM will notify the employer directly or through the Employment Agency of the application outcome only after 7 working days from date of receipt.
6. Employers are advised to submit the FDW's Work Permit application only **AFTER** receiving approval for the EOP exemption from MOM.

Part I – Employer's Particulars		
Name (as stated in the NRIC or passport) :		
Residential Address:		
Nationality:	NRIC No. / Passport No.:	Date of Birth:

Part II – Sponsor's / Spouse's / Sponsor's Spouse / Representative Particulars (delete whichever inappropriate)		
Name: (as stated in the NRIC or passport):		Relationship to Employer: ☐ Sponsor ☐ Spouse ☐ Others, pls specify: ----------
Residential Address:		Sponsor/ Spouse/ Sponsor's Spouse is/was FDW employer: ☐ Yes ☐ No
Date of Birth:	NRIC No. / Passport No.:	If "No" has Sponsor/ Spouse/Representative attended the EOP: ☐ Yes ☐ No

Part III – Declaration by Employer		
I declare that the information I have given in this application form is true and correct.		
_____ Date	_____ Signature	_____ Contact number(s)

Part IV – Employment Agency's Particulars	
Name of Employment Agency:	Office Tel No: Fax:

The information is updated as of 29 April 2008