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## Various types of housing and their specific requirements

There are various types of housing that your foreign employees can live in, each with its own set of requirements. Employers must carry out due diligence to ensure these requirements are met. Employers who fail to do so may be prosecuted, and disallowed to hire foreign employees.

### Purpose-Built Dormitories (PBDs)

<b>What are <u>PBDs</u></b>	PBDs are specially designed and built with features to meet the needs of foreign employees: <ul style="list-style-type: none"> <li>• Amenities, e.g. minimarts, dedicated cooking areas, etc.</li> <li>• Services, e.g. laundry, remittance, etc.</li> <li>• Recreational facilities, e.g. gym, outdoor games courts, etc.</li> </ul>
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We **highly recommend** you to:

- Sign a written tenancy agreement with the dormitory operator.
- Provide ways for employees to highlight problems with the housing to the dormitory operator, and work with the dormitory operator to rectify them.


### Factory-Converted Dormitories (FCDs)

<b>What are <u>FCDs</u></b>	Industrial or warehouse developments which have been partially converted to dormitories.
<b>Types of <u>FCDs</u> allowed</b>	<ul style="list-style-type: none"> <li>• Ancillary FCDs: Houses workers employed by the owner or lessee of the factory or sub-contractors' workers (whether workers are working on site at the factory or off-site) or workers who work on site at the factory.</li> <li>• Single employer-operated secondary FCDs (i.e. new secondary FCDs set up on 22 June 2020 or later): Houses employer's own workers or sub-contractors' workers (whether workers are working on site at the factory or off-site). The employer should not be the owner or lessee of the factory.</li> </ul>




### Select the type of FCD application that best suits your application

If you intend to submit a new FCD application from 1 April 2023, you must:

1. Engage a Qualified Person (QP) to submit plans to the relevant technical agencies to seek their clearances:
2. Obtain a valid WP (temporary) from URA to house the employees in the industrial premises
3. If your FCD's occupancy load (OL) is 6 or below, please submit URA's WP (Temporary) and Final Clearance (FC) application to us via [mom\\_fmmd@mom.gov.sg](mailto:mom_fmmd@mom.gov.sg).

If your FCD's **OL is 7 and above**, you are required to apply for a FEDA licence via [GoBusiness Licensing](#) , and submit the URA's WP (Temporary) to support the application. A dormitory licence will be issued to you. Please refer to the segment on "Apply for a FEDA licence" for more information.

### Documents to be submitted to MOM

<b>New FCD Application</b>	<ul style="list-style-type: none"> <li>• <a href="#">OFWAS Registration Form</a> </li> <li>• Urban Redevelopment Authority (URA)'s <b>written permission</b></li> <li>• <b>FSSD Approved site plan and floor plan</b> from Fire Safety &amp; Shelter Departments (FSSD)</li> <li>• <b>FSSD-BP forms (FSSD-BB3)</b> from QP</li> <li>• <b>Fire Safety Certificate (FSC)</b> or Temporary Fire Permit (TFP) from Singapore Civil Defence Force (<u>SCDF</u>)</li> </ul>
<b>Increase Occupancy Load / Gross Floor Area</b>	<ul style="list-style-type: none"> <li>• <a href="#">Increase OL FCD Form</a> </li> <li>• <a href="#">Increase GFA FCD Form</a> </li> <li>• Urban Redevelopment Authority (URA)'s <b>written permission</b></li> <li>• <b>FSSD Approved site plan and floor plan</b> from Fire Safety &amp; Shelter Departments (FSSD)</li> <li>• <b>FSSD-BP forms (FSSD-BB3)</b> from QP</li> <li>• <b>Fire Safety Certificate (FSC)</b> or Temporary Fire Permit (TFP) from Singapore Civil Defence Force (SCDF)</li> </ul>

You should:

- Conduct regular checks on the state of the FCD, and put measures in place to ensure it is properly maintained.
- Educate your employees on the expected level of housing standards.
- Educate your employees to highlight problems with their housing to the dormitory operator and work with the dormitory operator to rectify them.



### Construction Temporary Quarters (CTQ): Standalone Temporary Quarters

<b>What are Standalone Temporary Quarters</b>	Any structure used for housing employees within a construction site that will eventually be demolished or removed.
<b>Allowed to house</b>	Construction sector foreign employees working at that particular construction project

### Select the type of CTQ application that best suits your occupancy load (OL)

From 1 April 2023, you are required to MOM's In-Principle Approval (IPA) before applying for FEDA Licence for new CTQs housing more than 6 workers.






To obtain MOM's IPA letter, you are required to do the following:










1. Consult and obtain permission from land owner (i.e. JTC, SLA, home owners).
2. For industrial projects, obtain NEA's no-objection letter. Refer to [application for new dormitories at industrial area](#) .
3. Complete the [on-site workers quarters application form](#) and  **submit it to MOM** for assessment.

**Note**

Any waiver of design specifications must be sought **before** constructing the workers' quarters.

After obtaining MOM's IPA and before applying for FEDA licence, you are required to do the following:

1. Engage a Qualified Person (QP) to prepare a building plan. The plan for CTQ, endorsed by the QP, shall be available on-site at all times for inspection by MOM officers.
2. Engage **NEA**  to ensure that, other than the health and safety buffer, adequate sanitary facilities are provided and will not result in dis-amenities or public health nuisance to neighbouring premises (for projects in non-industrial area). Obtain NEA's approval for the CTQ.
3. Engage **PUB**  to ensure adequate water supply and connection to the sewerage system and obtain PUB's approval for the CTQ.
4. For CTQs with occupancy load of 200 or more, SCDF highly recommends that you:
  - Appoint a Fire Safety Manager (FSM) to manage fire safety on site.
  - Get a Company Emergency Response Team (CERT) trained to mitigate fires at the initial stages and assist with evacuation. Refer to **SCDF's list of Accredited Training Organisations (ATOs) for CERT training**.
5. **Submit MOM's documents** and **apply for a FEDA licence** . Safekeep the other agencies' documents to be available on-site for inspection. This step is needed in order to start registering your employees to the address using  **OFWAS** or  **EP Online**.

<b>MOM's documents (mandatory items to submit)</b>	<ul style="list-style-type: none"> <li>• <b><u>Occupancy Load (OL) Declaration</u></b> </li> <li>• <b><u>QP Certification for Workers' Quarters for Temporary Building</u></b> </li> <li>• <b><u>QP Certification for Workers' Quarters for Uncompleted Permanent Building</u></b> </li> <li>• <b><u>Worksite location</u></b>  (see <b><u>sample worksite location</u></b> )</li> </ul>
<b>Other agencies' documents (samples only, safekeep on-site)</b>	<ul style="list-style-type: none"> <li>• <b><u>NEA Clearance Certificate for Temporary Sanitary Facilities</u></b> </li> <li>• <b><u>PUB (WRN) Approval Letter for Temporary Sanitary Facilities</u></b> </li> <li>• <b><u>PUB (WRN) Inspection Approval Letter</u></b> </li> <li>• <b><u>PUB Clearance Letter for the Temporary Water Supply</u></b> </li> </ul>

**Tip**

Download all  **forms and samples for CTQ**.

You should also:

- Conduct regular checks on the state of the CTQ and put in measures to ensure it is properly maintained.
- Educate your employees on the expected level of housing standards.
- Educate your employees to highlight problems with their housing to the dormitory operator and work with the dormitory operator to rectify them.



## Construction Temporary Quarters (CTQ): Quarters in Uncompleted Permanent Building

<b>What are quarters in uncompleted permanent building</b>	They are parts of buildings still under construction that are used for employees' quarters.
<b>Allowed to house</b>	Construction sector foreign employees working at that particular construction project.
<b>Maximum permissible occupancy</b>	<p>Non-private residential premises (PRP) projects are not subjected to housing occupancy limits.</p> <p>PRP projects are allowed up to 6 persons in each residential unit under construction.</p>

### Select the type of CTQ application that best suits your occupancy load (OL)

From 1 April 2023, you are required to MOM's In-Principle Approval (IPA) before applying for FEDA Licence for new CTQs housing more than 6 workers.






To obtain MOM's IPA letter, you are required to do the following:










1. Consult and obtain permission from land owner (i.e. JTC, SLA, home owners).
2. For Industrial projects, obtain NEA's no-objection letter. Refer to [application for new dormitories at industrial area](#) .
3. Complete the [on-site workers quarters application form](#) and  [submit it to MOM](#) for assessment.

#### Note

Any waiver of design specifications must be sought **before** constructing the workers' quarters.

After obtaining MOM's IPA and before applying for FEDA licence, you are required to do the following:

1. Engage a Qualified Person (QP) to prepare a building plan. The plan for CTQ, endorsed by the QP, shall be available on-site at all times for inspection by MOM officers.
2. Engage [NEA](#)  to ensure that, other than the health and safety buffer, adequate sanitary facilities are provided and will not result in dis-amenities or public health nuisance to neighbouring premises (for projects in non-industrial area). Obtain NEA's approval for the CTQ.
3. Engage [PUB](#)  to ensure adequate water supply and connection to the sewerage system and obtain PUB's approval for the CTQ.
4. For CTQs with occupancy load of 200 or more, SCDF highly recommends that you:
  - Appoint a Fire Safety Manager (FSM) to manage fire safety on site.
  - Get a Company Emergency Response Team (CERT) trained to mitigate fires at the initial stages and assist with evacuation. Refer to [SCDF's list of Accredited Training Organisations \(ATOs\) for CERT training](#).
5. [Submit MOM's documents](#) and [apply for a FEDA licence](#) . Safekeep the other agencies' documents to be available on-site for inspection. This step is needed in order to start registering your employees to the address using  [OFWAS](#) or  [EP Online](#).

<b>MOM's documents (mandatory items to submit)</b>	<ul style="list-style-type: none"> <li>• <a href="#">Occupancy Load (OL) Declaration</a> </li> <li>• <a href="#">QP Certification for Workers' Quarters for Temporary Building</a> </li> <li>• <a href="#">QP Certification for Workers' Quarters for Uncompleted Permanent Building</a> </li> <li>• <a href="#">Worksite location</a>  (see <a href="#">sample worksite location</a> )</li> </ul>
<b>Other agencies' documents (samples only, safekeep on-site)</b>	<ul style="list-style-type: none"> <li>• <a href="#">NEA Clearance Certificate for Temporary Sanitary Facilities</a> </li> <li>• <a href="#">PUB (WRN) Approval Letter for Temporary Sanitary Facilities</a> </li> <li>• <a href="#">PUB (WRN) Inspection Approval Letter</a> </li> <li>• <a href="#">PUB Clearance Letter for the Temporary Water Supply</a> </li> </ul>

### Tip

Download all  [forms and samples for CTQ](#).

You should also:

- Conduct regular checks on the state of the CTQ and put in measures to ensure it is properly maintained.
- Educate your employees on the expected level of housing standards.
- Educate your employees to highlight problems with their housing to the dormitory operator and work with the dormitory operator to rectify them.



## Temporary Occupation Licence quarters (TOLQ)

<b>What are TOL quarters</b>	<p>TOLs are temporary occupation licences issued by a government agency (or their managing agents) owning the land. They allow employers to establish temporary quarters on a plot of land that's typically near a construction site to support a specific project.</p> <p><u>TOLQ</u> can be:</p> <ul style="list-style-type: none"> <li>• Pre-fabricated temporary buildings</li> <li>• Refurnished buildings</li> </ul>
<b>Allowed to house</b>	Construction sector foreign employees working at that particular construction project

## Select the type of TOLQ application that best suits your occupancy load (OL)

From 1 April 2023, you are required to MOM's In-Principle Approval (IPA) before applying for FEDA Licence for new TOLQs housing more than 6 workers.






To obtain MOM's IPA letter, you are required to do the following:

1. Consult and obtain permission from land owner (i.e. TC, SLA).
2. For Industrial projects, obtain NEA's no-objection letter. Refer to [application for new dormitories at industrial area](#) .
3. Complete the [on-site workers quarters application form](#) and  [submit it to MOM](#) for assessment.

**Note**

Any waiver of design specifications must be sought **before** constructing the workers' quarters.








After obtaining MOM's IPA before applying for FEDA licence, you are required to do the following:

1. Engage a Qualified Person (QP) to prepare a building plan. The plan for TOLQ, endorsed by the QP, shall be available on-site at all times for inspection by MOM officers.
2. Engage **NEA**  to ensure that, other than the health and safety buffer, adequate sanitary facilities are provided and will not result in dis-amenities or public health nuisance to neighbouring premises (for projects in non-industrial area). Obtain NEA's approval for the TOLQ.
3. Engage **PUB**  to ensure adequate water supply and connection to the sewerage system and obtain PUB's approval for the TOLQ.
4. **Submit MOM's documents** and **apply for a FEDA licence** . Safekeep the other agencies' documents to be available on-site for inspection. This step is needed in order to start registering your employees to the address using  **OFWAS** or  **EP Online**.

### If you're operating permanent buildings as quarters on TOLQ

You must:

- Complete the steps above.
- To engage Qualified Person (QP) to submit plans to SCDF to get approval for the fire safety works to be carried out. The quarter shall obtain Temporary Fire Permit/Fire Safety Certificate before it can be occupied.

<b>MOM's documents (mandatory items to submit)</b>	<ul style="list-style-type: none"> <li>• <b><u>QP Certification for Workers' Quarters for Temporary Building</u></b> </li> <li>• <b><u>QP Certification for Workers' Quarters for Uncompleted Permanent Building</u></b> </li> <li>• Main site plan, demarcating workers' quarters and worksite</li> <li>• <b><u>Worksite location</u></b>  (see <b><u>sample worksite location</u></b> )</li> </ul>
<b>Other agencies' documents (samples only, safekeep on-site)</b>	<ul style="list-style-type: none"> <li>• <b><u>BCA Temporary Occupation Permit (TOP)</u></b> </li> <li>• <b><u>NEA Clearance for Temporary Occupation Permit (TOP)</u></b> </li> <li>• <b><u>PUB (WRN) Clearance for Temporary Occupation Permit (TOP)</u></b> </li> </ul>

**Tip**

Download all  **forms and samples for TOL quarters**.

We **highly recommend** you to:

- Conduct regular checks on the premises and ensure that the conditions of the TOLQ is properly maintained.
- Maintain regular communication with your employees and inform them to highlight any housing issues. You should work closely with your employees in rectifying the issues.
- Educate your employees to highlight problems with their housing to the dormitory operator and work with the dormitory operator to rectify them.

## Workers' Quarters at Farms (WQFs)

<b>What are WQFs</b>	Living quarters for workers working and residing on farm premises.
<b>Allowed to house</b>	Workers employed by the farm owner

### Select the type of WQF application that best suits your occupancy load (OL)



From 1 April 2023, you are required to obtain a FEDA licence for new WQFs housing more than 6 workers.

## Non-food farms or plant nurseries under NParks


1. Obtain NParks' lease or tenancy agreement.

### Tip

You may write to NParks ✉ [CUGE Industry Development Branch](#) for lease or tenancy, or tender-related queries.



2. [Apply for a FEDA licence](#)  and attach NParks' lease or tenancy agreement, main site plan and [farm location form](#)  to MOM for assessment.

## Coastal fish culture farms under SFA

1. [Apply](#)  and obtain SFA's coastal fish culture farm licence.

### Tip

Refer to [licence application for fish culture farm](#) .



2. [Apply for a FEDA licence](#)  and attach SFA's coastal fish culture farm licence, main site plan and [farm location form](#)  to MOM for assessment.

## Food farms (land) under SFA

1. [Apply](#)  and obtain SFA's food farm licence.

### Tip

Refer to [starting a farm: an industry guide](#) .

2. [Apply for a FEDA licence](#)  and attach SFA's food farm licence, main site plan and [farm location form](#)  to MOM for assessment.

## All other farms

1. Obtain a copy of SLA's tenancy agreement or state lease.

### Tip

Refer to SLA's [rental of state land and property](#), or write to SLA's Commercial Leasing Department (Attention: [Mr Tan Kai Heng](#)) for tenancy-related queries. SLA's Land Sale and Transfer Division (Attention: [Mr Teo Eng Joo](#)) to purchase a copy of the state lease.

2. [Apply for a FEDA licence](#) and attach SLA's tenancy agreement or state lease, main site plan and [farm location form](#) to MOM for assessment.

We **highly recommend** you to:

- Conduct regular checks on the premises and ensure that the conditions of the WQF is properly maintained.
- Maintain regular communication with your employees and inform them to highlight any housing issues. You should work closely with your employees in rectifying the issues.

## HDB flats

<b>What are <u>HDB</u> flats</b>	Public housing flats managed by the Housing and Development Board (HDB), which may be rented out as a whole flat or by rooms, subject to HDB's approval.
<b>Allowed to house</b>	<p>The following foreign employees are allowed to rent HDB flats:</p> <ul style="list-style-type: none"> <li>• Employment Pass holders</li> <li>• EntrePass holders</li> <li>• Personalised Employment Pass holders</li> <li>• S Pass holders</li> <li>• Work Permit (WP) holders who either: <ul style="list-style-type: none"> <li>• Are Malaysians, or</li> <li>• Work in the services sector.</li> </ul> </li> <li>• Non-Malaysian WP holders from the manufacturing sector are allowed to rent bedrooms, but not the whole flat.</li> </ul>

**The number of bedrooms that flat owners can rent out and the maximum number of tenants and occupants allowed in each flat depends on the flat type as shown below.**

### Whole flat


Flat type	Max number of occupants
1-room or 2-room	4
3-room	6
4-room or bigger	6

### Bedrooms

Flat type	Max number of bedrooms
1-room or 2-room	Not allowed
3-room	1
4-room or bigger	2



**Note:** Flats rented from HDB cannot be sublet.

For more info, refer to the [HDB website](#) .

## What you need to do

Before you can register your employee's address using  [OFWAS](#) or  [EP Online](#), you must:

- Ensure that the HDB flat owner registers your employees as tenants with HDB before they move in. Your employees can use HDB's eService to check if the flat owner has registered them as tenants of the flat.

We **highly recommend** you to:


- Sign a written tenancy agreement with the flat owner.
- If your employees rent the place themselves, encourage them to sign a written tenancy agreement with the flat owner.
- Get a copy of the HDB rental approval letter from the flat owner.
- Conduct regular checks on the state of the HDB flat. Use the [checklist for HDB](#) as a guide.
- Educate your employees on the expected level of housing standards.
- Provide ways for employees to highlight problems with the housing, and make arrangements with the flat owner to rectify them.

If video recording devices are installed in the unit, you must inform your employees of the devices and where they are placed. You should further ensure that they are not installed in areas that will compromise their privacy or modesty, such as bathrooms and sleeping areas.

## Private residential premises (PRPs)

<b>What are PRPs</b>	Private properties such as condominiums, landed residential properties, terrace houses, semi-detached houses, bungalows, residential units in shop houses, etc.
<b>Allowed to house</b>	All foreign employees

### Note

PRP owners don't need to register their tenants with URA. For PRP owners who are renting out their property for the first time, they are required to login to  [Foreign Worker Tenant Enquiry Service \(FWTES\)](#) to complete a one-time declaration process.

All types of private residential property are subjected to an occupancy cap of **6 unrelated persons per property**.

- Unrelated persons refer to anyone who is not part of the same family unit.
- Domestic helpers are considered part of the same family unit.
- The occupancy cap also applies to tenants who sublet the property.



For example a family of three with a live-in domestic helper who is residing in the PRP can only rent out to a maximum of 2 additional unrelated persons.




### Example

A family of four who stays and rent out part of the property will be subjected to the occupancy cap. They are allowed to accommodate a maximum of two additional unrelated persons on the property.


## What you need

### Tip

If you're unable to update your employee's address in  [OFWAS](#) or  [EP Online](#), you must:

1. Ask the homeowner to check and remove the work pass holders who are not staying at their premises using  [Foreign Worker Tenant Enquiry Service \(FWTES\)](#).
2. After the homeowner has removed the work pass holders, you can update your employee's address in  [OFWAS](#) or  [EP Online](#).

We **highly recommend** you to:

- Sign a written tenancy agreement with the homeowner.
- If your employees rent the place themselves, encourage them to sign a written tenancy agreement with the homeowner.
- Conduct regular checks on the state of the PRP, to ensure no overcrowding and that the living conditions are satisfactory. Use the [checklist for PRP](#)  as a guide. The latest approved use of the premises can be verified on [URA Space](#).
- Educate your employees on the expected level of housing standards.
- Provide ways for employees to highlight problems with their housing, and make arrangements with the homeowner to rectify them.

If video recording devices are installed in the unit, you must inform your employees of the devices and where they are placed. You should further ensure that they are not installed in areas that will compromise their privacy or modesty, such as bathrooms and sleeping areas.



## Related questions

**[How do I report housing violations for migrant workers?](#)**

**[Must employers house their workers at the dormitories listed on the MOM website?](#)**

[Report vulnerability](#)  [Privacy](#) [Terms of use](#) [Legislation](#) [Sitemap](#) [Contact us](#) [Supported browsers](#)

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