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## Employers' Orientation Programme (EOP)

You must attend the Employers' Orientation Programme (EOP) if you are hiring a migrant domestic worker for the first time or have changed workers frequently.

### At a glance

|                          |  |
|--------------------------|--|
| <b>Who must attend</b>   | First-time employer or an employer who has changed <u>MDWs</u> frequently. |
| <b>When to attend</b>    | At least 2 working days before submitting a Work Permit application.       |
| <b>How much it costs</b> | Classroom EOP: \$35 to \$60<br><br>Online EOP: \$35                        |

### What is the Employers' Orientation Programme

The Employers' Orientation Programme is a 3-hour programme that will help you understand your role and responsibilities as an employer of a migrant domestic worker (MDW).

First-time employers must complete the EOP **at least 2 working days** before submitting a Work Permit application.

### Who needs to attend

You need to attend the EOP if:

| You are   | You need to   |
|---|---|
| A first-time employer of an MDW.  | Attend classroom or online EOP.<br><br>You can be exempted <b><u>if you meet certain criteria</u></b> .   |
| An employer who have changed <b><u>more than 3 MDWs within a 12-month period</u></b> , and want to apply for another MDW. | Attend a classroom EOP or an interview with <u>MOM</u> , as stated in the letter sent to you before we process your application.<br><br>You cannot appoint a representative to attend on your behalf. |

### Register for EOP

You can take the EOP either **in the classroom or online**. However, we encourage you to attend the classroom EOP. The case studies and personal experiences shared in class will give you a better understanding of how to work with your migrant domestic worker to meet expectations.

#### Note

Ensure that the name, NRIC or FIN, and all other information in the EOP registration and Work Permit application forms are the same so that we can match the records.

### Register for classroom EOP

### Register for classroom EOP

You can register for classroom EOP at the following ATPs.

| Training provider | Grace Management & Consultancy Services Pte Ltd  | Nation Employment Pte Ltd  |
|-------------------|--|--|
| Venue             | 198 Geylang Road<br>#03-01<br>Singapore 389263<br>☎ <b>6299 4333</b><br>✉ <a href="mailto:eop@gmcs.com.sg">eop@gmcs.com.sg</a> | 135 Jurong Gateway Road<br>#05-317<br>Singapore 600135<br>☎ <b>6665 8199</b><br><a href="http://www.nation.sg">www.nation.sg</a><br>✉ <a href="mailto:enquiry@nation.sg">enquiry@nation.sg</a> |
| Language          | English or Mandarin (alternate weekly)<br><br>Malay or Tamil (based on demand)   | English or Mandarin (alternate weekly)   |
| Course fee        | <ul style="list-style-type: none"> <li>• \$35 – English</li> <li>• \$60 – Malay or Tamil</li> <li>• \$40 – Mandarin</li> </ul> | \$35.33  |
| Duration          | 3 hours  | 3 hours  |
| When              | Every Friday, 6pm to 9pm.<br><br>Please check with Grace Management & Consultancy Services as the class schedule may change.   | Temporarily ceased until further notice.   |
| How to register   | <a href="#">Register online</a>  |  |

### Register for online EOP

### Register for online EOP


You can register for online EOP at the following ATPs.

| Training provider | Grace Management & Consultancy Services Pte Ltd | We Are Caring Pte Ltd             |
|-------------------|---|-----------------------------------|
| Language          | English, Malay, Mandarin or Tamil               | English, Malay, Mandarin or Tamil |
| Course fee        | \$35  | \$35                              |
| Duration          | 2 hours   | 2 hours                           |
| How to register   | <a href="#">Register online</a>                 | <a href="#">Register online</a>   |

## Appoint a representative or sponsor to attend the EOP

If you are a first-time employer, you are required to attend the EOP as a pre-requisite for employing MDWs. However, you may be allowed to appoint a representative or sponsor to attend the programme on your behalf if you meet the following conditions:

| If you   | And one of the following applies to you   |
|--|---|
| Meet one of these conditions: <ul style="list-style-type: none"> <li>• Suffer from a chronic medical condition.</li> <li>• Have a physical disability and are unable to walk.</li> <li>• Are 60 years old and above and suffer physical discomfort.</li> </ul> | <ul style="list-style-type: none"> <li>• Have a sponsor or representative (above 21 years old) who has attended EOP on your behalf.</li> <li>• Have a sponsor or sponsor's spouse who has employed an MDW.</li> </ul>   |
| Are a new or expectant mother  | <ul style="list-style-type: none"> <li>• Your date of delivery is within 1 month from the date you applied for your spouse to represent you to attend the EOP.</li> <li>• You delivered a child within 1 month or less from the date you applied for your spouse to represent you to attend the EOP.</li> </ul> |

Once your representative or sponsor has attended the EOP, you or a third-party (e.g. employment agency) are required to  **apply online to appoint your representative or sponsor**. You will be notified of the outcome immediately.

You will need to provide the following information when applying:

- Singpass
- Employer's personal particulars
- Personal particulars of the sponsor, spouse or representative  
**Important:** Use the same name and identification number as the one used to register for the EOP.
- Employment agency's contact details (if applicable)

### Note

If you have been advised by MOM to attend the EOP because you have changed MDWs frequently, you must personally attend the classroom EOP.

### Note:

- Your spouse, sponsor, sponsor's spouse or representative has to attend the EOP on your behalf **at least 2 working days** before you apply online to appoint your representative or sponsor.
- You can proceed with your Work Permit application **one working day** after your application to appoint a representative or sponsor is successful.

### Tip

For detailed instructions, see the **flowchart on online application procedure** .

## Keep these documents

If your representative attended the EOP on your behalf, please retain all documents for **at least 3 months** for audit purposes.

| If one of the following applies to you   | Keep these documents   |
|--|--|
| <ul style="list-style-type: none"><li>You have a chronic medical illness.</li><li>You are unable to walk.</li><li>You are 60 years old and above and suffer from physical discomfort.</li></ul>  | <ul style="list-style-type: none"><li>Your NRIC or FIN.</li><li>Sponsor's, sponsor's spouse's, or representative's NRIC or FIN.</li><li>Medical documents.</li><li>Sponsor's or representative's certificate of attendance of EOP (if applicable).</li></ul>         |
| <ul style="list-style-type: none"><li>Your date of delivery is within 1 month from the date you applied for your spouse to represent you to attend the EOP.</li><li>You delivered a child within 1 month or less from the date you applied for your spouse to represent you to attend the EOP.</li></ul> | <ul style="list-style-type: none"><li>Your NRIC or FIN.</li><li>Your spouse's NRIC or FIN.</li><li>Digital birth certificate of your child or doctor's certification of expected date of delivery.</li><li>Your spouse's certificate of attendance of EOP.</li></ul> |



## Related questions

**Can I get a refund for the Employers' Orientation Programme if my MDW's Work Permit application is rejected?**

**Do sponsors have to attend the Employers' Orientation Programme?**

**Are foreigners who bring in their own MDWs required to attend the Employers' Orientation Programme?**

**Who can be a training provider for the Employers' Orientation Programme?**

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