



LICENCE TO OPERATE AN EMPLOYMENT AGENCY
The Employment Agencies Act (Chapter 92)



PARTICULARS OF LICENSEE

Licence No. : **12S6257**

Licensee : **C MACLEAN & ASSOCIATES PTE. LTD.**

Business Registration No. (UEN) : **201214860G**

PARTICULARS OF LICENCE

Licence Type : **SELECT**

This licence is valid only in respect of the following specified type(s) of employment:

- (a) local workers in jobs earning monthly salary of more than S\$7,000; and**
- (b) Employment Pass holders in jobs earning monthly salary of more than S\$7,000**

Period of validity of licence : **18/01/2013 to 18/01/2016**

The licensee is hereby licensed to carry on the employment agency or employment agencies named below at the following place(s) of business, and branch(es) thereof:

C MACLEAN & ASSOCIATES PTE. LTD.

Office Operating Address(es) :

**133 CECIL STREET
#14-01 KECK SENG TOWER
SINGAPORE 069535**

Branch Address(es) :

No Branches

This electronic licence, granted by the Commissioner for Employment Agencies, authorises the Licensee to carry on an employment agency. This licence is subject to the provisions of the Employment Agencies Act, Chapter 92, the Employment Agency Rules 2011 made thereunder, and the Conditions specified in Annex A attached hereto. The Commissioner for Employment Agencies may at any time vary or revoke any of the existing conditions specified hereto or impose new conditions. This licence may be suspended or revoked at any time and, unless suspended or revoked, shall be valid for the period specified herein.

To confirm the authenticity of this electronic licence, please visit the Ministry of Manpower's internet website at www.mom.gov.sg/eirectory

**COMMISSIONER FOR EMPLOYMENT AGENCIES
MINISTRY OF MANPOWER, REPUBLIC OF SINGAPORE**

This is an electronic licence. No signature is required.

EA Licence Conditions for Select Licence

General

1. This licence is granted in respect of the following type of employment;
 - (a) Local workers in jobs earning monthly salaries of more than \$7,000;
 - (b) Non-citizens for the purposes of employment under valid employment passes in jobs earning monthly salaries of more than \$7,000 but excludes non-citizens on training programs under a training employment pass; and
 - (c) Non-citizens for the purposes of employment under valid personalised employment passes in jobs earning monthly salaries of more than \$7,000.
2. The licensee shall operate his employment agency in accordance with the Employment Agencies Act (Cap 92), Rules and the conditions of this licence.
3. The licensee shall obtain the written approval of the Commissioner for Employment Agencies prior to any change of key appointment holders of the employment agency. The licensee shall also inform the Commissioner of any change in registration details with the Accounting and Corporate Regulatory Authority (ACRA).
4.
 - (a) The licensee shall insert the name and licence number of his employment agency in all forms of advertisements and written documents undertaken by his employment agency.
 - (b) The licensee shall insert the employment agency personnel name and registration number in all forms of written documents where that employment agency personnel was involved in.
5. The licensee shall not, unless with the client's written consent, directly or indirectly give, divulge or reveal to any persons any information whatsoever regarding any client of the employment agency, which information the agency acquired or requested the client to provide in the course of their employment agency work. This condition shall not apply in the case where the information is required for the purpose of any investigations under any law, by the police, the Controller of Work Passes, the Commissioner for Employment Agencies, Immigration officers or any other public officer.
6. The licensee shall provide information, documents and statements which are true and correct as and when required by the Commissioner for Employment Agencies.

Applicants for work who are non-citizens

7. The licensee shall ensure that all non-citizens brought into Singapore for any purposes of work meet all the prevailing entry requirements imposed on the non-citizen by the Ministry of Manpower.
8. The licensee shall report all breaches of work pass conditions by employers of non-citizens placed by the licensee within his knowledge or the knowledge of his staff, employees, directors and partners to the Ministry of Manpower.
9. The licensee shall obtain written authorization from his clients, in the form as may be prescribed by the Commissioner, prior to performing any form of work pass transactions with the Ministry of Manpower on their behalf.
10. The licensee shall not enter into agreements with the foreign employee to retain and/ or transfer the passport or work pass of that foreign employee except for the purpose of procuring employment for the foreign employee