



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



PARTICULARS OF LICENSEE

Licence No. : **21S0750**

Licensee : **JENGA HUMAN RESOURCES PTE. LTD.**

Business Registration No. (UEN) : **201921661D**

PARTICULARS OF LICENCE

Licence Type : **SELECT**

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

(a) any person in a job earning a fixed monthly salary of more than SGD 4,500

Period of validity of licence : **23/09/2024 to 22/09/2027**

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:

JENGA HUMAN RESOURCES PTE. LTD.

Office Operating Address(es) :

**3 FRASER STREET
#05-21 DUO TOWER
SINGAPORE 189352**

Branch Address(es):

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 shall not cover:

a) any work or activity for or in connection with the employment of any person in a job earning a fixed monthly salary of SGD 4,500 or less (or, if he is to be paid in a foreign currency, the equivalent);

b) any placing of a person in a job earning a fixed monthly salary of SGD 4,500 or less (if the salary is to be paid in a foreign currency, the exchange rate to be used to determine this shall be the one prevailing at the time of entry into the employment contract); or

c) any placing of a foreigner in a training program, or obtaining a training employment pass for the foreigner.

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 Ministry of Manpower prior to any change of key appointment holders of the employment agency. The licensee shall also inform the Ministry of Manpower of any change in registration details with the Accounting and Corporate Regulatory Authority (ACRA).

4. (a) The licensee shall ensure that the full name and licence number of his employment agency are stated in:

(i) any signboard bearing the name of the employment agency and is visible to the public;

(ii) any document issued or sent to any other party in the course of the employment agency's performance of any function as an employment agency (including but not limited to invoices, receipts, service agreements, employment contracts and correspondence (whether electronic or otherwise))

(iii) any advertisement publicizing any work or activity for or in connection with the employment of persons (such as but not limited to the employment agency's website, name cards, pamphlets and publicity material published on any social media platform); and

(iv) any advertisement (whether electronic or otherwise) distributed to the public by any other person on the licensee's behalf.

(b) The licensee shall ensure that:

(i) any document referred to in Licence Condition #4(a)(ii) contains the full name and registration number of any employment agency personnel involved in that particular matter, as stipulated in the employment agency personnel's registration card; and

(ii) any advertisement referred to in Licence Condition #4(a)(iii) or (iv) above which makes reference to any specific employment agency personnel, contains the full name and registration number of the employment agency personnel, as stipulated in the employment agency personnel's registration card.

5. The licensee shall not, unless with the applicant's written consent, directly or indirectly give, divulge or reveal to any persons any information whatsoever regarding any applicant of the employment agency, which information the agency acquired or requested the applicant 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 Ministry of Manpower, 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 Ministry of Manpower.

6A. (a) The licensee shall take all reasonable measures to ensure that all his staff and partners or directors report any breach of any of the following Acts of Parliament and their related subsidiary legislation of which they are aware, by any person placed by the licensee, or by any employer with whom the licensee has placed a person, to the licensee, if the breach is committed in connection with any employment pursuant to a placement by the licensee.

(b) The licensee shall report to the Ministry of Manpower, any breach stated in Licence Condition #6A(a), of which he is aware (whether personally or which has been informed to him pursuant to Licence Condition #6A(a)).

Employment of Foreign Employees

7. The licensee shall ensure that all foreigners brought into Singapore for any purposes of work meet all the prevailing entry requirements imposed on the foreigner by the Ministry of Manpower.

8. (a) **In the course of promoting his services**, if the licensee or employment agency personnel wishes to inform any prospective applicant for foreign employee any fees or costs which are payable by the prospective applicant for foreign employee to comply with any legal or administrative requirements imposed by MOM in respect of the prospective application, such as but not limited to security bond, foreign employee insurance and safety courses, whether in itself or together with other fees payable by the prospective applicant for foreign employee, he shall ensure that he does not misrepresent such fees or costs, and shall provide the breakdown of each such fee or cost to the prospective applicant for foreign employee in writing.

(b) Notwithstanding Licence Condition #8(a), **when the services of the licensee have been engaged** by any applicant for a foreign employee, the licensee shall sign a written agreement with the applicant for foreign employee, which shall state accurately and clearly the breakdown of each fee or cost payable by the applicant for foreign employee to comply with any legal or administrative requirements imposed by MOM in respect of the application.

9. The licensee shall obtain written authorization from any applicant for foreign employee or any current employer of foreign employee, 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 his 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.