



Passport return procedure.

Workers have the right to hold on to their own passport and identity documents.

STEP 1

- Once the company has decided to return their foreign worker's passports/identity document, the company has to do a "mini FPIC" to gauge employees opinions and feedback.
- Company can also put up notices on the return of passport to inform workers of their rights and the company's plan to return the passports.

STEP 2

- There are a few steps for a company to take into consideration before the actual returning of passports such as getting the passports (example: segregate in batches for return, renewal, etc)
- Preparation of MoUs that include employer's and employee's for workers to sign on the actual passport return day.
- Preparation of letter of acceptance for workers to sign upon receiving their passports.
- Other administrative work such as documenting worker's passport details for reference, making photocopies of worker's passports, etc.
- Sourcing for passport safekeeping alternatives (lockers/in house safe at accommodation)

STEP 3

- During the actual day of passport return, management should once again brief workers on their responsibility to safely keep their passports.
- If return is done batches, management should explain to workers why the return of some passports are delayed
- Management need to ensure that all MoUs and Letter of Acceptance are clearly explained to the workers before making them sign