



Administrative Procedures to Return Foreign Employees Passport (Preventing Forced Labour)

IMPLEMENTING GUIDELINES – Standard Operating Procedure to Return Passports to Workers

These implementing guidelines can assist employers who are currently retaining their foreign employees' passports to return passports in an orderly way.

STEP 1: Preparation of passports

- Photocopy all foreign workers passports and working permits for employer records
- Create/update employer database of foreign workers passport and work permit details including expiry dates

STEP 2: Return of passport briefing

- Employer organises a half-day information session for foreign employees to:
 - Inform on current legal and policy employee passport, travel and identity document retention requirements
 - Provide full understanding of employee and employer responsibilities once foreign workers keep their own passport. (Refer below Sample Notice on The Right of Employees to Keep their Passport)
- Display notices at strategic locations and in foreign employee languages to inform workers of their right to hold their own passport

STEP 3: Letter of Acceptance

- Provide Letter of Acceptance, in foreign employee languages, which includes responsibilities of employee and employer when passport has been returned
- Upon understanding of their responsibilities, each of the foreign worker must sign a letter of acceptance
- Upon signing the letter of acceptance, employer returns passport to all foreign workers.

STEP 4: Employees keep their passport

- Upon receiving their original passports, foreign workers can choose where to keep their passport; either in employer-provided secure facilities which is accessible by the foreign worker or elsewhere.

STEP 5: Return passport to employer

- All foreign workers are responsible to submit their original passports to management 3 months before expiry date for the purpose of passport renewal or renewal of insurance or application of check out memo;
- At this time, management must provide them a certified copy of their passport and work permit; and
- Management (employer) shall record expiry date of their foreign workers' passport.

STEP 6: Maintain employee records

- Upon completion of renewal process (renewal of passport / insurance / check out memo), management must make copy of the renewed foreign workers passports / document. All copies must be kept in management office.

STEP 7: Return of original (renewed) passports to employees

- All foreign workers' passports or any other travel documents must be returned to workers for their safe keeping.



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