



Administrative Procedure to Return Migrant Worker Passports (Preventing Forced Labour)

IMPLEMENTING GUIDELINES

(Standard Operating Procedure to Return Passports to Workers)

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

Step 1 – Preparation for passport return

- Photocopy all migrant worker passports and work permits for employer records.
- Create/update employer database of migrant worker passports and work permit details including expiry dates.

Step 2 – Briefing on return of passports

Employer organizes a half-day information session to:

- I. Inform migrant workers of current legal requirements and policies on retention of employee passports, travel and identity documents.
- II. Provide full understanding of employee and employer responsibilities once migrant workers are holding their own passports. (*Refer to Sample Notice on the Right of Employees to Hold Their Own Passports*).
- III. Display notices at strategic locations and in the native languages of migrant workers to inform them of their right to hold their own passport.

Step 3 – Letter of acceptance / acknowledgement

- Provide Letter of Acceptance / Acknowledgement, in the native languages of migrant workers, which includes the responsibilities of employee and employer once passports have been returned. (*Refer to Sample Letter of Acceptance / Acknowledgement*).
- Upon understanding their responsibilities, each of the migrant workers must sign this Letter of Acceptance / Acknowledgement.
- Upon signing the Letter of Acceptance / Acknowledgement, employer returns passport to all migrant workers.

Step 4 – Employee holds their own passports

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

Step 5 – Temporary submission of passport to employer

- All migrant workers are responsible for submitting their original passports to management 3 months before the expiry date for the purpose of passport renewal or insurance renewal or application of check out memo.
- Upon completion of renewal process (renewal of passport / insurance / check out memo), management to update database of worker passports and permit details, including new expiry dates (as per Step 1).
- Management to make copies of the renewed migrant workers' passports / documents. All copies must be kept in management office.



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Step 6 – Return of original (renewed) passports to employees

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

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