



Sample Notice

Employee's Right to Hold Their Own Passports

SAMPLE NOTICE ON THE RIGHT OF EMPLOYEES TO HOLD THEIR PASSPORTS (FOR EMPLOYER TO SOCIALISE)

“All migrant workers have the right to retain their own passports”

Migrant workers must be informed of their right to hold their passports at any time, without delay or approval of any other individual, and without consequence to their status and relationship with their employer or their recruitment agency.

Employers are required under the [Employees' Minimum Standards of Housing, Accommodations and Amenities \(Accommodation and Centralised Accommodation\) Regulations 2020](#) to provide secure facilities to enable workers to safely keep their own passports, and to create conditions whereby workers can feel safe and comfortable keeping their own passports.

Employers must not hold their worker's passport under any circumstances except for administrative purposes where this is required and permitted by law (e.g., to submit to the Immigration Department for the annual renewal of a worker's pass and permit).

Migrant Workers' Responsibilities:

Upon receiving their passports or any forms of travel documents, migrant workers have the responsibility:

- To keep their passport in a secure place;
- To keep their passport in good condition and take precautions to avoid damages;
- To provide their passport to management 3 months prior their visa expiry for renewal purposes;
- To pay for replacing stolen, lost or damaged passports when under their care; and
- To immediately inform management upon the occurrence of such loss or damage.

Company's Responsibilities:

Upon returning migrant workers' passports, the company is responsible:

- To ensure workers have 24 hours a day, 7 days a week access to secure facilities (such as personal lockers) to keep their passports and other valuables; and to ensure such facilities are well maintained and are in a location convenient for the workers;
- To ensure workers are aware of their right to keep their own passport;
- To ensure all workers are given back their passports in case passports have been retained previously;
- To ensure workers are made aware when they need to return their passport for visa renewal purposes;
- To provide workers with a certified copy of their passport during the renewal period; and
- To pay for replacing passports which have been stolen, lost or damaged when under their care.

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