



Passport Return Procedure

Workers have the right to hold their own passports and identity documents. The following statement shows the step-by-step passport return procedure.

Step 1 – Informing workers on passport return

Once the company has decided to return their migrant workers' passports/identity documents, the company should conduct a "mini FPIC" session (Free, Prior and Informed Consent) with workers as part of the process. This includes:

- I. Holding a briefing/socialization session to inform migrant workers of this step and to gauge their opinions and feedback.
- II. Displaying notices in migrant worker languages on the return of passport to inform workers of their rights and the company's plan to return the passports.

Step 2 – Preparatory steps on passport return

Steps for a company to take into consideration before the actual returning of passports include:

- I. Establishing the process/SOPs for passport return, renewals, database monitoring etc (example: segregate workers into batches based on their work permit expiry dates for return, renewal, etc.)
- II. Preparing MoUs that include employer's and employee's respective responsibilities for workers to sign on the actual passport return day.
- III. Preparing letters of acceptance / acknowledgement for workers to sign upon receiving their passports.
- IV. Other administrative work such as documenting worker's passport details for reference, making photocopies of worker's passports, etc.
- V. Ensuring passport safekeeping alternatives (e.g. lockers / lockable wardrobes at accommodation)
- VI. If return of passports is done in batches, management should explain to workers why the return of some passports will be delayed.

Step 3 – Returning passport

- During the actual day of passport return, management should once again brief workers on their responsibility to safely keep their passports.
- Management needs to ensure that all MoUs and Letters of Acceptance / Acknowledgement are clearly explained to the workers before the documents are signed.

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