

Our Ref: PC 03-16

Date: 15 Feb 2016

**Key Executive Officers**

Dear Sir / Madam

Effective Date: 1 March 2016

**Practice Circular PC 03-16: FOREIGN WORKERS RENTING HDB FLATS MUST BE REGISTERED AS SUBTENANTS BEFORE THEIR ADDRESSES CAN BE UPDATED IN THE ONLINE FOREIGN WORKER ADDRESS SERVICE (OFWAS)**

1. We refer to the Circular Reference No. MOM-HI-2016-01 issued by the Ministry of Manpower (MOM) on the requirement for employers to ensure that their foreign workers have been registered as subtenants in HDB's subletting system, before the workers' residential addresses can be updated in OFWAS. A copy of the Circular is enclosed.

2. Real estate agents and their salespersons who are appointed by home owners in the leasing out of HDB premises to foreign workers or are securing HDB premises for foreign workers on behalf of employers are advised to remind their clients to ensure that foreign workers are correctly and promptly registered in the HDB's subletting system.

3. Please disseminate the above information to your salespersons. If you or your salespersons require further clarification pertaining to the change, please email your queries to [MOM\\_FWAS@mom.gov.sg](mailto:MOM_FWAS@mom.gov.sg) or contact MOM's OFWAS Helpline: 6692 4599. You may also wish to refer to the following websites, for more information:

- a. List of Approved Housing:  
<http://www.mom.gov.sg/passes-and-permits/work-permit-for-foreign-worker/sector-specific-rules/housing-requirements>
- b. MOM's OFWAS System:  
[www.mom.gov.sg/eservices/services/ofwas](http://www.mom.gov.sg/eservices/services/ofwas)

**[Updated on 11 Dec 2020: The above link has been updated].**

Yours sincerely,

Chan Kwok Cheong  
Deputy Director (Policy & Planning)  
Council for Estate Agencies

## Enclosed MOM's Circular

MOM Ref.: MOM-HI-2016-01

Date: 15 Feb 2016

### Key Executive Officers

Dear Sir / Madam

### **FOREIGN WORKERS RENTING HDB FLATS MUST BE REGISTERED AS SUBTENANTS BEFORE THEIR ADDRESSES CAN BE UPDATED IN THE ONLINE FOREIGN WORKER ADDRESS SERVICE (OFWAS)**

The Ministry of Manpower (MOM) will be making changes to the registration of HDB residential addresses in MOM's OFWAS, for foreign workers on Work Permits.

2. With effect from **1 March 2016**, employers must first ensure that their foreign workers have been registered as subtenants in HDB's subletting system, before the workers' residential addresses can be updated in OFWAS. Real estate agents and their salespersons who are appointed by home owners in the leasing out of HDB premises to foreign workers or are securing HDB premises for foreign workers on behalf of employers are advised to remind their clients to ensure that foreign workers are correctly and promptly registered in the HDB's subletting system.

3. MOM would also like to remind all estate agents and their salespersons of the existing regulations (refer to table below). MOM will not hesitate to take enforcement actions, against any employers who fail to register the worker in OFWAS.

Agency	Regulations	Penalties
<b>MOM</b>	<p>Under Part III, First Schedule and Part III, Fourth Schedule of the Employment of Foreign Manpower (Work Passes) Regulations, employers are required to ensure that their work permit holders (WPHs) have acceptable accommodation. The employer shall also register or update their WPHs' accommodation addresses within 5 days of the WPHs move to a new address in OFWAS.</p> <p>The employer shall also register or update their WPHs' accommodation addresses within 5 days of the WPHs move to a new address in OFWAS.</p> <p>Under Section 22(1)(d) Of the Foreign Manpower Act, Chapter 91A, any person</p>	<p>A fine of up to \$10,000, or up to 12 months imprisonment, or both, for each work permit holder found housed in unacceptable conditions or failure to update worker's current address in OFWAS.</p> <p>A fine of up to \$20,000, or up to 2 years imprisonment, or both, for each false information/ declaration made.</p>

	who makes any false statement or furnishes any false information to the Controller or an authorised officer or employment inspector shall be guilty of an offence.	
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4. Please disseminate the above information to your salespersons. If you or your salespersons require further clarification pertaining to the change, please email your queries to [MOM\\_FWAS@mom.gov.sg](mailto:MOM_FWAS@mom.gov.sg) or contact MOM's OFWAS Helpline: 6692 4599. You may also wish to refer to the following websites, for more information:

a. **List of Approved Housing:**

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b. **MOM's OFWAS System:**

[www.mom.gov.sg/eservices/services/ofwas](http://www.mom.gov.sg/eservices/services/ofwas)

**[Updated on 11 Dec 2020: The above link has been updated].**

Yours sincerely,

Saksama Djingga  
Deputy Director, Housing Inspectorate  
Foreign Manpower Management Division  
Ministry of Manpower