

## ASPRI ManpowerConnect - Change of Employer Program

In view of extensive border and travel restrictions due to COVID-19, Association of Process Industry (ASPRI) has partnered with Ministry of Manpower (MOM) to facilitate the matching of Process sector Work Permit holders with potential employers.

From 11 Aug 2020, this six-month program will allow Process sector companies to hire existing Process Sector (PCM) Work Permit holders (WPHs) who are in Singapore, with the agreement of their current employers.

This program will provide companies flexibility to manage their manpower needs. Companies facing a shortage of manpower can tap on a pool of experienced WPHs (in the Process sector) and save on search and recruitment expenses.

At the same time, companies that have excess manpower can transfer their WPHs to other companies more quickly, giving their WPHs the opportunity to continue working in Singapore and save on repatriation costs.

### Role of ASPRI

ASPRI, supported by MOM, will help to connect employers who are looking to release their Process sector WPHs to those who are experiencing a shortage of manpower. Companies (i.e. both current and hiring employer) and the workers must mutually agree on a suitable transfer arrangement for the workers.

With ASPRI's endorsement, MOM will allow the hiring employer to apply for a work permit for the existing WPH who is in Singapore. This service by ASPRI will be free of charge for the whole period of the six months program till 31 Jan 2021.

### A. For Companies Looking to Release Process Sector WPHs

From 11 Aug 2020, companies with Process sector WPHs that are valid but do not need the workers. Please complete [FormSG](#) by MOM with worker's written agreement for MOM to share personal details including skills, work experience and current salary with ASPRI and potential employers. The worker shall also give consent to be contacted by MOM or ASPRI at the mobile number provided.

MOM shall provide ASPRI the relevant information of FWs fit for change of employers. Approved available FWs will be listed in ASPRI ManpowerConnect for potential New Employers to job match and shortlist for recruitment interviews.

### B. For Companies Looking to Hire Process Sector WPHs

From 19 Aug 2020, companies looking to hire existing Process sector WPHs can log on to ASPRI ManpowerConnect to perform job matching and shortlisting of potential FWs that meet the company's requirements.

1. Companies are required to fill in the ASPRI's Change of Employment (CoE) Declaration Form with the necessary document.

2. Nominate company's representative (up to 3 representatives) authorized to access ASPRI ManpowerConnect portal to perform job matching function for the sole purpose of recruiting existing PCM foreign workers in Singapore.
3. Once the company profile is setup, login password will be sent to the company's representatives to access into ASPRI ManpowerConnect portal.
4. Navigate through the portal for available FW listing and to shortlist suitable FWs for interview session. Once shortlisted, ASPRI-IPI will arrange interview (via online or F2F) between the FW and the New Employer to discuss on the employment terms.
5. Once the employment terms are agreed by both parties, the New Employer will inform ASPRI-IPI the intention to recruit and the selected FW(s) status will be updated as "Reserved" in the ASPRI ManpowerConnect portal.
6. The selected FWs' reserve status will update back to "Available" if the new employer fails to inform ASPRI-IPI on the submission of MOM Work Permit Online (WPOL) application (subjected to all prevailing work pass application criteria for approval) within four working days from date of reservation.
7. The New Employer is responsible to make necessary arrangements for the accommodation of the FW(s) once WPOL is successful with MOM.

For any doubt, please refer to *Annex A: MOM Comms to process companies via WPOne* and *Annex B: Frequently Asked Questions (FAQs)* or contact ASPRI-IPI at [coe@ipi.org.sg](mailto:coe@ipi.org.sg) for enquiries.

## Annex A

### ASPRI ManpowerConnect - Change of Employer Program MOM Comms to process companies via WPOne (for reference)

*Dear Employers*

*Some of your workers may not be able to return home due to travel restrictions imposed by their home countries. To help you and your workers, MOM has partnered the Association of Process Industry (ASPRI) to facilitate the matching of process Work Permit holders with potential employers.*

*This job matching assistance is for Work Permits that are **valid** but you no longer need your workers. Due to the limited inflow of new foreign workers, we encourage experienced and skilled workers to be transferred to other employers who need them. Please ask your worker if he wishes to look for another employer in Singapore. If so, please complete [this form](#) to confirm the following:*

- 1. You are agreeable for ASPRI to match your worker with another employer, **AND***
- 2. Your worker has agreed in writing to the transfer and for MOM to share his details including skills, work experience and current salary with ASPRI and potential employers.*

*After submitting this form, ASPRI will contact them within 1 week. If they are found suitable, they will be allowed to remain in Singapore for the next 3 weeks to give them time to be matched with new employers. However, if you wish to rescind your decision or cancel the Work Permits during this period, please speak to your workers on your decision and also note that you must secure flights for your workers before you can cancel using WP Online. You will need to email ASPRI at [coe@ipi.org.sg](mailto:coe@ipi.org.sg) to inform that you no longer wish to proceed with the transfer.*

## Annex B

### **ASPRI ManpowerConnect - Change of Employer Program Frequently Asked Questions**

#### **Q1. Why hire an existing worker?**

You may consider hiring workers who are already in Singapore to benefit from experienced workers and a faster deployment time. Also, to save on the cost of bringing in new workers.

#### **Q2. Can I hire existing workers from a different sector (i.e., Marine or Construction)?**

The program offered by ASPRI is only for hiring existing FWs within the Process sector. For cross-sectorial hiring, please approach MOM.

#### **Q3. How much do I need to pay ASPRI / ASPRI-IPI for the job matching service?**

This service by ASPRI will be free of charge for the whole period of the program from 11 Aug 2020 till 31 Jan 2021 (six months).

#### **Q4. The transferring of existing workers can only happen with the current employer's agreement?**

If the current employer agrees, you can apply for existing workers while their Work Permits are valid (i.e., taking over the remaining valid WP term with at least 2 months validity)

#### **Q5. What happen if I want to hire existing workers without getting current's employer's agreement?**

You can also hire existing workers without getting the current employer's agreement. For more information, please refer <https://www.mom.gov.sg/passes-and-permits/work-permit-for-foreign-worker/sector-specific-rules/hiring-existing-worker-in-process-sector>

#### **Q6. Do I need provide a valid contract to apply for ASPRI ManpowerConnect access account?**

Yes, you are required to provide a valid contract (with validity of at least 3 months) with any process plant owner/ contractor. Alternatively, you may attach a support letter / letter of intent from the plant owner to verify that your company is a contractor for their project (subject to approval by ASPRI and the authorities).

#### **Q7. How many login accounts can a company have?**

Each company is allowed to nominate 3 representatives for account login (under one UEN number) in ASPRI ManpowerConnect portal.

**Q8. How do navigate through ASPRI ManpowerConnect for available FW listing?**

The portal resource finder can filter based on the following 5 search criteria:

- i. Skill,
- ii. R1 or R2,
- iii. Nationality,
- iv. Experience and/or
- v. Current Salary

**Q9. What happens if I would like to cancel my reservation after I have identified and shortlisted another FW for an interview?**

Please inform ASPRI-IPI via email to [coe@ipi.org.sg](mailto:coe@ipi.org.sg). In addition, the “Reserve” status of any shortlisted FW will revert to “Available” status after the 4th working days of the reservation if you do not inform ASPRI-IPI the follow-up submission of WPOL application.

**Q10. What happens after 4th working days of reservation?**

The FWs status will be reverted back to Available in the portal for potential New Employers to recruit.

**Q11. My work pass application for the new worker is rejected by MOM.**

MOM shall convey the appropriate rejection advisory to the New Employer and handle any related queries directly with the New Employer.

**Q12. Will there be any issue pertaining to Personal Data protection?**

ASPRI / ASPRI-IPI is acting as authorised by, and on behalf of MOM in the collection of Personal Data (the “Personal Data”) and any subsequent use and disclosure of the Personal Data to MOM.

Company and its nominated company representative(s) accessing to ASPRI ManpowerConnect shall agree to comply with such obligations pursuant to the prevailing provisions of the Personal Data Protection Act 2013 (“PDPA Provisions”) of Singapore relating to the protection and retention of the Personal Data in its possessions or under its control.

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