

IMPORTANT NOTICE TO EMPLOYERS

Renewal of Work Permits

Companies employing foreign workers are informed that:

- (i) where the services of foreign workers will be retained after the expiry of their work permits, applications for renewal should be submitted to the Ministry **three months prior to the expiry of their current work permits**. In case Companies will no longer employ these workers, arrangements should be made within the minimum delay for the workers to be sent back to their country;
- (ii) in case no application for renewal is received prior to the expiry of the valid work permits, it will be presumed that the Company does not wish to renew the work permits. The Passport and Immigration Office will, then, be notified and requested to take action as appropriate at its end; and
- (iii) as regards applications for renewal of work permits not received three months before expiry of current work permit or received after expiry of current work permits, such applications will be turned down without any possibility for appeal.

Companies are requested to comply strictly with these procedures, failing which this Ministry will initiate necessary legal action in accordance with section 8 of the Non-Citizens Employment Restriction Act against those employing workers illegally/without a valid work permit.

13 June 2013

**Ministry of Labour, Industrial
Relations and Employment**

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