

PW Mark FAQs (For Firms)

General Enquiries

1. What is the Progressive Wage (PW) Mark? What firms are eligible for it?

- A firm that employs at least one local resident worker covered by the Sectoral Progressive Wages (SPW) or Occupational Progressive Wages (OPW) under the Progressive Wage Model will be eligible to apply for the PW Mark.
- To be accredited with the PW Mark, the firm must (i) pay the relevant worker(s) according to the SPW or OPW requirements, and (ii) pay all other local resident workers at least the Local Qualifying Salary (LQS).
- Firms may refer to [MOM's website](#) to check the wage schedules and job descriptions of occupations covered by SPW and OPW, to determine whether their workers should be classified under the SPW and/or OPW, and the progressive wages that apply to them.
- If firms are uncertain on the classification of the workers or face disputes with their workers on the classification, they may submit a query to MOM for clarifications and advice at MOM_OED@mom.gov.sg. MOM will follow up with these firms.
- Firms that do not hire any local resident workers covered by the SPW or OPW are **not** eligible for the PW Mark. However, these firms can still demonstrate their efforts in uplifting their lower-wage workers by adopting the new Tripartite Standard on Advancing Well-Being of Lower-Wage Workers to provide better workplace support for these workers.

2. What is the difference between the Progressive Wage (PW) Mark and PW Mark Plus?

- The PW Mark and PW Mark Plus are two separate tiers in the same accreditation framework.

- Firms can obtain the PW Mark by paying applicable employees the relevant Sectoral or Occupational Progressive Wages, and paying all other local employees at least the Local Qualifying Salary.
- Firms will be conferred the PW Mark Plus (i.e. a higher tier of accreditation), if, on top of paying the Progressive Wages laid out above, they also commit to advance the well-being of lower-wage workers by adopting the Tripartite Standard on Advancing Well-Being of Lower-Wage Workers.

3. Can I get the PW Mark even if I don't hire any workers under Sectoral PW or Occupational PW?

- You are eligible for PW Mark only if you hire at least one local worker covered by the prevailing Sectoral PW or Occupational PW that has taken effect. If you don't hire local workers under Sectoral PW or Occupational PW, you can adopt TS-LWW.
- The TS-LWW recognises firms that adopt practices which go beyond raising wages, to advance the well-being of lower-wage workers, such as providing support to help their lower-wage workers upskill, and providing access to proper and reasonable rest areas for lower-wage workers working in their premises.

4. Do I need to renew my PW Mark? / How can I maintain my accreditation?

- The accreditation is valid for one year from the date of approval and will be auto-renewed if your company remains eligible.
- To facilitate auto-renewal of the accreditation, your firm should continue to pay the relevant local workers the relevant Sectoral or Occupational Progressive Wages, and all other local workers at least the Local Qualifying Salary.
- Your firm will need to update the [Occupational Employment Dataset \(OED\)](#) as and when there are changes to the occupational and employment details of your employees. If there are no changes to the information you have provided, no further

action is required from you. The system will automatically populate the records for you if there are no changes from month to month.

- For queries related to the OED, you may contact the Manpower Research & Statistics Department under Ministry of Manpower directly at 6320 7722 (Monday - Friday, 8:30am to 5:30pm) or send them an email enquiry at MOM.OED@mom.gov.sg.

5. Can I adopt the Tripartite Standard on Advancing Well-Being of Lower-Wage Workers (TS-LWW) if I don't hire any lower-wage workers?

- Yes.
- Although the [TS-LWW](#) focuses on lower-wage workers' needs, the practices (e.g. to provide rest areas for workers) are also applicable to other groups of workers, including outsourced lower-wage workers.
- Adopting the TS-LWW also reflects your commitment to adhere to these practices if you hire lower-wage workers in the future.
- Firms applying only to adopt the TS-LWW, and not the PW Mark Plus, may do so directly on [TAFEP's website](#).

6. Who can I contact for more information?

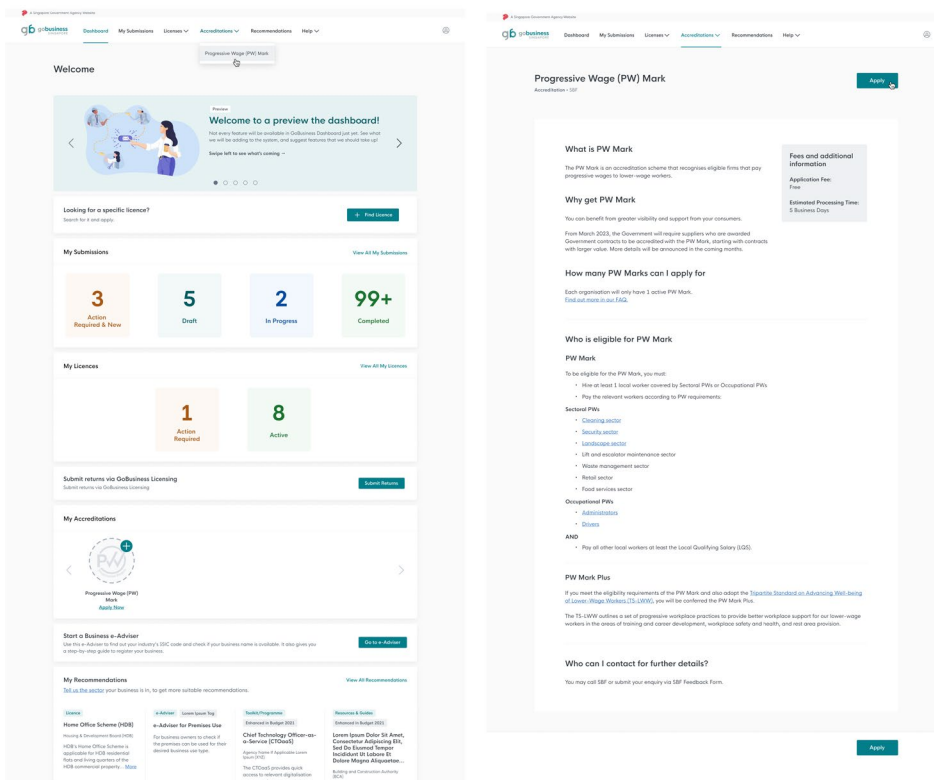
- For queries on your accreditation, please contact the SBF PW Mark Administration Office at pwmark@sbf.org.sg.
- To learn more about Tripartite Standards, click [here](#). For queries on Tripartite Standards, you may email Tripartite Alliance for Fair & Progressive Employment Practices at ts@tafep.sg.

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Application-Related Enquiries

7. How do I apply for the PW Mark?

- You can apply for the PW Mark by logging in to [GoBusiness](#) using CorpPass and completing a short application form on the portal. The form will take approximately 5 minutes to complete.



8. How can firms check if they are eligible to apply for the Progressive Wage (PW) Mark?

- The wage schedules and job descriptions of occupations covered by Sectoral Progressive Wages (SPW) and Occupational Progressive Wages (OPW) are published on [MOM's website](#) for firms to refer to determine whether their workers should be classified under the SPW and/or OPW, and the progressive wages that apply to them.

Firms that employ at least one worker covered under the SPW and/or OPW will be eligible to apply for the PW Mark.

9. How many PW Mark accreditations can I apply for?

- Each firm can only have one PW Mark accreditation (either PW Mark or PW Mark Plus) at any one time.

10. My business already has PW Mark. How can I apply for PW Mark Plus?

- To be accredited with the PW Mark Plus, firms that already qualify for the PW Mark will need to adopt the [Tripartite Standard on Advancing Well-Being of Lower-Wage Workers](#) (TS-LWW), which recognises firms that adopt practices to advance the well-being of lower-wage workers beyond raising wages.
- The TS-LWW outlines a set of progressive workplace practices to provide better workplace support for our lower-wage workers in the areas of training and career development, workplace safety and health, and rest area provision.
- You may apply to upgrade your firm's PW Mark accreditation to PW Mark Plus by either:
 - a. submitting a new application for PW Mark Plus on GoBusiness, which includes the adoption of the TS-LWW (if not already an existing adopter); or
 - b. applying to adopt the TS-LWW via Tripartite Alliance for Fair & Progressive Employment Practices' (TAFEP) website directly. More information is available [here](#). For queries on Tripartite Standards, you may email TAFEP at ts@tafep.sg.
- Once your TS-LWW adoption is successful, which meets the PW Mark Plus eligibility criteria, your firm's PW Mark accreditation will be upgraded automatically.

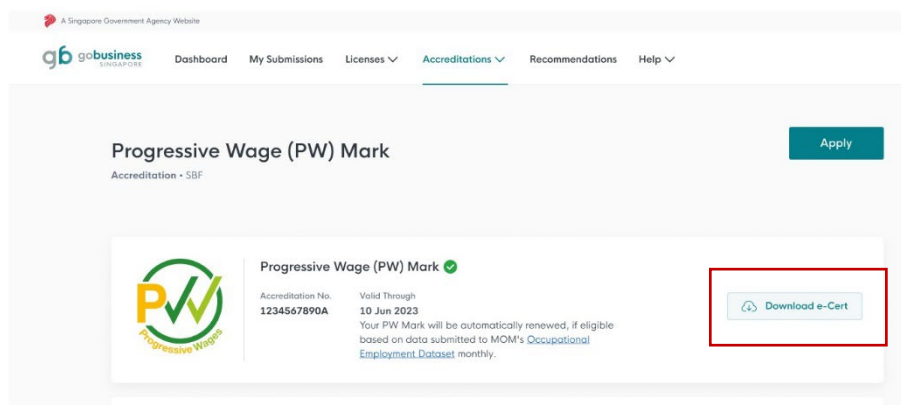
11. What is the standard processing time for the PW Mark?

- The standard processing time for PW Mark applications is 5 business days.

- The standard processing time for PW Mark Plus applications is up to 1.5 months, as they include the adoption of the TS-LWW. Your firm may receive the PW Mark first if it meets the eligibility criteria.
- If your firm's application outcome is not reflected on GoBiz after the standard processing time, please contact SBF for assistance at pwmark@sbf.org.sg.

12. Where can I download my PW Mark e-Certificate?

- Once you have received an email to notify you that your firm's PW Mark application has been approved, you may log in to the [GoBusiness](#) dashboard to download your PW Mark e-Certificate.



13. What is Occupational Employment Dataset (OED) and how does it affect my application for Progressive Wage (PW) Mark?

- The OED is an online registry that is managed by the Ministry of Manpower (MOM), and it collects the occupational and employment data of current workers in Singapore.
- After the submission of the PW Mark application, the specific information from your OED (i.e. Contractual Working Hours, Progressive Wage Model (PWM) Job Level, PWM Job Description, Total number of working days in the month, Actual number of days worked in the month) will be used to match against the declared wage data that you have submitted to Central Provident Fund Board (CPF Board) to determine if you have met the PW Mark eligibility criteria.

- Please ensure that you have submitted the latest occupational and employment details of all your workers in [Occupational Employment Dataset \(OED\)](#) before applying for the PW Mark.

14. What must I take note for my OED submission?

- Provide the full identification number (NRIC) of all your local workers.
- Update the PWM Job Level column for workers covered by the PWM.
- For part-time workers who do not work the full contractual working hours, please indicate the actual number of working hours they have worked per week under the 'Contractual Working Hours' column. For example, if the part-time worker has worked 20 hours a month, you can derive the actual number of working hours per week by applying this formula: $20 * 12 / 52 = 4.62$ hours per week.
- To aid you in fulfilling the PW Mark eligibility criteria, the Local Qualifying Salary (LQS) and PW requirements will be pro-rated for employees who worked an incomplete month (e.g. leavers, new joiners and workers who are on leave). By providing MOM with the total number of working days and the actual number of days worked in the month, MOM will be able to accurately pro-rate the LQS/PW requirements.
 - a. For example, if a LQS worker has worked 10 days out of 22 working days in the month, MOM will pro-rate the wage requirement for the LQS worker by applying this formula: $10 / 22 * \$1,400$ (assuming the LQS worker worked between 35-44 hours per week) = \$636.36.
 - b. For new joiners, you would need to update these columns: Date Joined, Total number of working days in the month and Actual number of days worked in the month.
 - c. For workers who are leaving or have left the firm, you would need to update these columns: Date Left, Mode of Leaving, Total number of working days in the month and Actual number of days worked in the month.
 - d. For employees who took paid or unpaid leave in the month, you would need to update these columns: Total number of working days in the month and Actual number of days worked in the month.
- There are employees who are found in CPF records but are not found in OED. Please update these employee records in OED.
- There are employees who are found in OED records but are not found in CPF. Please submit the CPF contributions for these employees to CPF.

15. My application is 'Rejected'. Why is this so?

Below are some of the common reasons for why your application is rejected.

- Your OED was not updated, or MOM did not receive an OED submission from you. Please ensure that you have submitted the latest occupational and employment details of all your workers in [Occupational Employment Dataset \(OED\)](#).
- From your OED submission, your firm does not hire any PW workers. To be eligible for the PW Mark, your firm will need to hire at least 1 local worker covered by the PWM. If your firm hires PW workers, please update the relevant PWM Job Level for the PW workers in OED.
- Your employees are found to be paid below the LQS/PW requirement. This could be because your employees have worked an incomplete month (e.g. new joiners, leavers, workers who on leave), hence the wage that they received is lower than the full monthly wage. If so, please update the total number of working days in the month, actual number of days worked in the month, date joined (applicable for new joiners), date left and mode of leaving (applicable for leavers). For part-time workers who do not work the full contractual working hours, please indicate the actual number of working hours they have worked per week under the 'Contractual Working Hours' column.

16. Can I re-apply for the PW Mark if my application is 'Rejected'?

- You may re-apply for the PW Mark once you have rectified the issues mentioned above.

Government Suppliers

17. My firm is a Government supplier. Do I need to get the PW Mark?

- For new tenders called from 1 March 2023 and quotations from 1 March 2024, the Government will require awarded suppliers and their subcontractors to be accredited with the PW Mark for the contract period, if they are eligible for it.
- Suppliers and their subcontractors who do not hire any workers covered by Sectoral PWs or Occupational PWs are ineligible for the PW Mark. Hence, they are not required to be accredited.
- We encourage potential suppliers who hire at least one local worker covered by Sectoral PWs or Occupational PWs to apply for and obtain the PW Mark in advance to be in good stead to fulfil the government procurement terms.

18. Why are Government suppliers required to obtain the Progressive Wage (PW) Mark? How will the implementation of this requirement benefit lower-wage workers?

- The Government is signalling its commitment to uplift lower-wage workers by requiring suppliers that are awarded Government contracts to be accredited with the PW Mark. This aims to encourage the adoption of Progressive Wages (PW) and good employment practices among our government suppliers.
- This is part of the Government's PW measures to further strengthen our support for lower-wage workers.
- Through the PWM, all foreign worker hiring firms that pay PW to their lower-wage workers will already meet the PW Mark's accreditation criteria.
- The introduction of the PW Mark and government procurement requirement will extend the reach of the PW measures to lower-wage workers working in firms that do not employ foreign workers, and are therefore not required to pay PW to all other workers.
- Together with these PW measures, this will increase the coverage of PWs up to 94% of full-time lower-wage workers.

19. What contracts will the Government procurement condition apply to? For suppliers with existing contracts with Government agencies, are these suppliers required to adhere to the requirements?

- The requirements will apply to all new tenders called on or after 1 Mar 2023.
- All suppliers will also need to ensure their subcontractors maintain a valid Progressive Wage (PW) Mark during the Contract Period, if the subcontractors are eligible to apply for the PW Mark.

- The same requirements will be extended to all new quotations (i.e. procurement with an Estimated Procurement Value (EPV) of more than \$6,000 but not exceeding \$90,000) one year later, i.e., with effect **from 1 Mar 2024**.
- The requirements do not apply for existing contracts or tenders called before 1 Mar 2023, or contracts that were due to expire on or before 31 Aug 2023 but are being extended for up to one year.

20. Are there any exclusions or exemptions to the requirement for (i) Government suppliers or (ii) subcontractors to obtain the Progressive Wage (PW) Mark?

- For existing contracts or new tenders called before 1 Mar 2023, or contracts that were due to expire on or before 31 Aug 2023 but are being extended for up to one year, the suppliers and subcontractors do not need to obtain the PW Mark.
- For contracts subject to the requirement, suppliers and subcontractors can be excluded or exempted under the following scenarios:
 - (i) Suppliers
- Suppliers that are ineligible to apply for the PW Mark are exempted from the requirements. This refers to suppliers that do not employ any local resident workers covered by the Sectoral Progressive Wages (SPW) or Occupational Progressive Wages (OPW), regardless whether they are based locally or overseas.
- However, if these suppliers start to employ any local resident workers covered by the SPW or OPW during the Contract Period, the suppliers will need to apply for the PW Mark and maintain the PW Mark for the remaining duration of the contract. The suppliers will be responsible to inform the Government agency with whom they have contracted on their eligibility, application for the PW Mark and their accreditation status within the stipulated time in their contracts.

(ii) Subcontractors

- Subcontractors that are ineligible to apply for the PW Mark are exempted from the requirements, i.e. subcontractors that do not employ any local resident workers covered by the SPW or OPW, regardless whether they are based locally or overseas.
- However, if the subcontractor starts to employ any local resident worker covered by the SPW or OPW during the Contract Period, the subcontractor should apply for the PW Mark and maintain the PW Mark for the remaining duration of the contract. While the subcontractor should inform the supplier promptly of any such changes, the supplier is ultimately responsible to ensure that their subcontractors fulfil the supplier's contractual requirements with the Government.

21. Will suppliers' contracts with the Government be terminated if they fail to adhere to the requirements during the contract period, i.e. 1) fail to successfully apply and thereafter maintain a valid Progressive Wage (PW) Mark for the period of the contract, or 2) fail to ensure their subcontractors maintain a valid PW Mark?

- Government agencies will have the right to terminate the contract if suppliers fail to adhere to the requirements during the contract period.
- However, if suppliers are of the opinion that they have a valid reason for being unable to adhere to the requirements, they can inform the agencies with whom they are contracting of their reasons and their expected timeline to obtain the PW Mark. Such cases will be assessed on a case-by-case basis.

22. How can Government suppliers submit proof of having met the requirement to obtain and maintain a PW Mark as part of their contractual obligations?

- For suppliers that already have a valid Progressive Wage (PW) Mark, they will need to submit proof of their company's e-Certificate for their valid PW Mark accreditation before or when the government contract is established to verify that they are able to meet the requirements.
- For suppliers that do not have a valid PW Mark, they will need to submit proof of their application for PW Mark before or when the government contract is established to verify that they will be able to meet the requirements. This group of suppliers are obligated to update the Government agencies with which they are contracting on the outcome of their PW Mark application and provide e-Certificate on their accreditation when it has concluded.
- Suppliers are also obligated to perform checks on their subcontractors and inform the Government agencies with which they are contracting if there is any change to their subcontractors' ability to maintain the PW Mark for the period of contract with the supplier. The suppliers should also replace these subcontractors with other subcontractors approved in writing by that Government agency.

23. Do suppliers need to inform the Government agencies with which they intend to contract on their eligibility to apply for the Progressive Wage (PW) Mark?

- Yes. Suppliers will need to make a declaration to the relevant agency on whether they hire workers covered by any Sectoral Progressive Wages (SPW) or Occupational Progressive Wages (OPW), to determine if they are required to obtain the PW Mark.
- Suppliers are to refer to [MOM's website](#) to check the wage schedules and job descriptions of occupations covered by SPW and OPW to determine whether their workers should be classified under the SPW and/or OPW, and the progressive wages that apply to them.

24. Can PW Mark Plus be accepted in place of the PW Mark to fulfil the condition for suppliers to enter into government contracts from March 2023?

- Yes. As the PW Mark Plus is a higher tier of accreditation for employers that have paid Progressive Wages and adopted the Tripartite Standard on Advancing Well-Being of Lower-Wage Workers, it may be accepted in place of the PW Mark. The process of validation is the same for PW Mark and PW Mark Plus.
- However, government suppliers who are awarded government contracts are not required to be accredited with the PW Mark Plus. Suppliers will only need to obtain the PW Mark.