

# EMPLOYER FEES: FAQ

(Updated: June 2025)

## Implementation of Employer Service Fees for Recruitment of Samoan Workers

In line with the **Samoa's Policy on Temporary Labour Migration under the Labour Mobility Schemes of Australia and New Zealand 2023**, the Ministry of Finance (MOF) will begin collecting service fees from employers recruiting Samoan workers under the **Recognised Seasonal Employer (RSE)** scheme in New Zealand and the **Pacific Australia Labour Mobility (PALM)** scheme in Australia.

These fees apply **retrospectively** to all worker mobilisations from **1 July 2024 to 30 April 2025**. The final date for payment for this period is **27 June 2025**.

### Policy Rationale

The introduction of employer service fees is aligned with Samoa's commitment to:

- Strengthen **governance and cost recovery** mechanisms for recruitment operations;
- Improve the **quality, efficiency, and compliance** of administrative processes supporting the mobilisation of Samoan workers;
- Ensure Samoa's **alignment and accountability** with labour mobility best practices;
- Resource and maintain a high standard of service delivery through the **Labour and Employment Export Programme (LEEP)** Division.

Note: These employer fees are distinct from the WST \$50 worker administration fee paid in Samoa. Employers must not pass these service fees on to workers

### Fee Structure

Scheme / Country	Fee
Recognised Seasonal Employer (RSE) / NZ	\$50NZD per worker mobilised
Pacific Australia Labour Mobility (PALM) / AUS	\$50AUD per worker mobilised

### What the Fee Covers

- Streamlined coordination and prompt processing of recruitment plans and individual applications
- Pre-screening, selection, and verification of workers as being suitable for deployment



- Work Visa documentation coordination
- Worker orientation and pre-departure arrangements
- Liaison with:
  - District Councils and Village Mayors
  - Panel Doctors
  - Ministry of Police
  - Visa Application Centres (VAC) and Immigration Authorities
  - Employers and Workers

## Payment Process

1. Invoice to be Issued by LEEP Division  
Approved Employer will receive an invoice based on mobilised workers.
2. Bank Transfer Details

Item	Details
Bank	ANZ Bank
Account Name	Treasury Direct Transfer Account
Account Number	1200033

Important: Allow 3-5 working days for the transaction to reflect in Treasury Account.

3. Submit Proof of Payment  
Email [all@leep.gov.ws](mailto:all@leep.gov.ws) with:
  - Remittance advice or proof of transfer
  - Summary of RP/ATR, and number of workers mobilized

## Support and Contact

We value the partnership of Approved Employers and acknowledge your critical role in ensuring the success of Samoa's labour mobility efforts.

For any queries or further support, please contact the LEEP Division:

**Phone:** +685 34425 / +685 34449

**Email:** [all@leep.gov.ws](mailto:all@leep.gov.ws)

We thank you for your ongoing cooperation and commitment to supporting sustainable labour mobility aspirations for Samoa.

