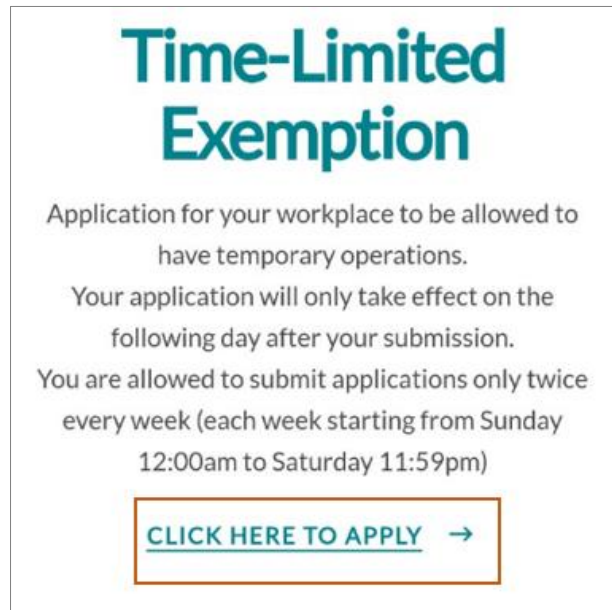


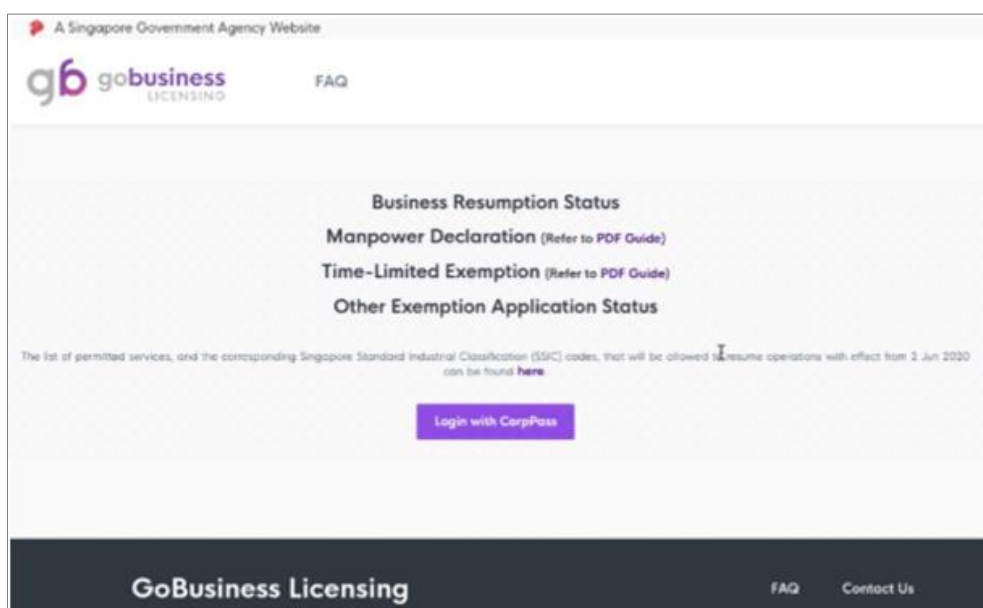
Guide for Submission of Time-Limited Exemption Application

SECTION A: ACCESSING THE SYSTEM

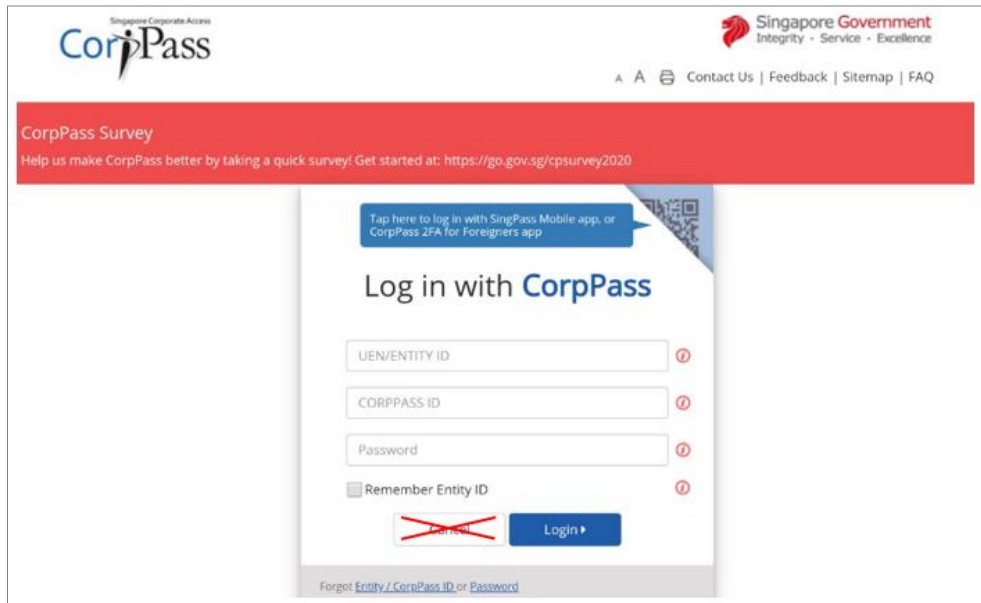
1. Click on the “Time-Limited Exemption” button (shown in the **BROWN BOX**) from the main page at <https://covid.qobusiness.gov.sg>.



2. Click on the “Login with CorpPass” button.

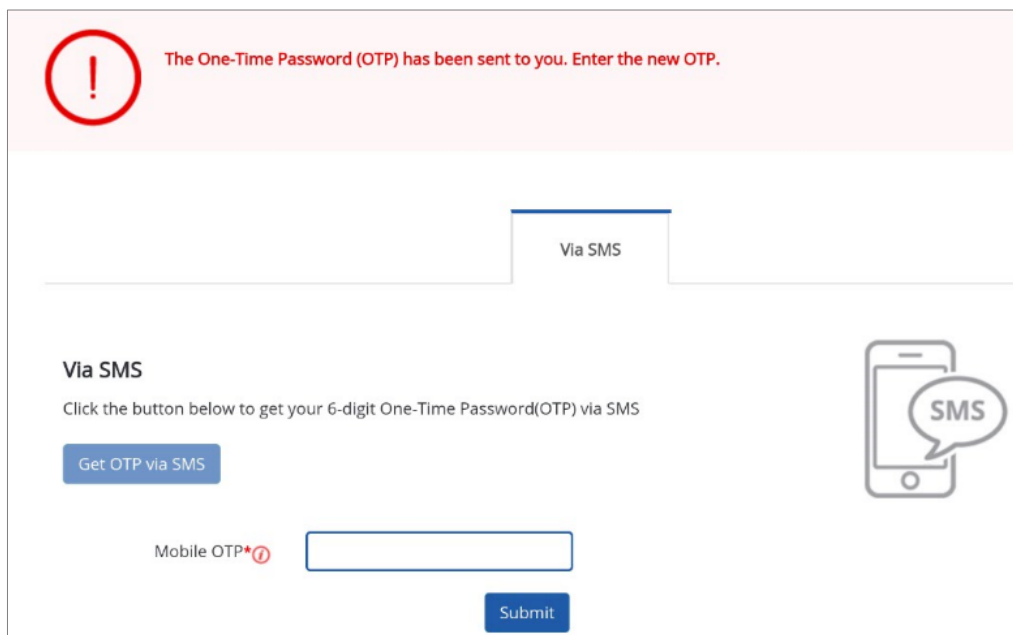


3. Log in with your CorpPass credentials.

The image shows the CorpPass login page. At the top, there is a red banner for a "CorpPass Survey" with a link to a survey. Below this, the "Log in with CorpPass" section contains input fields for "UEN/ENTITY ID", "CORPPASS ID", and "Password". There is a "Remember Entity ID" checkbox and a "Login" button. A "Cancel" button is crossed out with a red X. A QR code is visible in the top right corner of the login box. The page also features the Singapore Government logo and navigation links like "Contact Us", "Feedback", "Sitemap", and "FAQ".

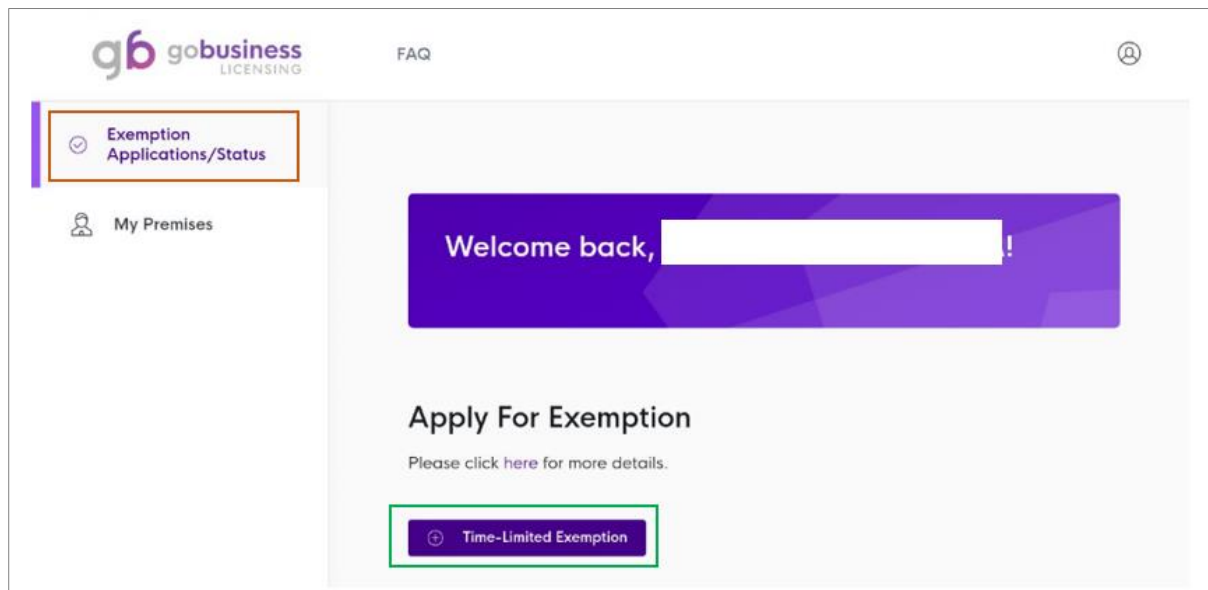
*Note: **Do not** click on the “Cancel” button. If you do, you will be routed to the GoBusiness Licensing portal. You will then have to re-access the “Time-Limited Exemption” from the main page <https://covid.qbusiness.gov.sg> again.*

4. You will be prompted to enter a One-Time Password (OTP), which will be sent to your mobile via SMS.

The image shows the OTP verification page. At the top, a red circle with an exclamation mark is next to the text: "The One-Time Password (OTP) has been sent to you. Enter the new OTP." Below this, there is a tab labeled "Via SMS". Under the "Via SMS" tab, the text says "Click the button below to get your 6-digit One-Time Password(OTP) via SMS". There is a button labeled "Get OTP via SMS". Below the button, there is a label "Mobile OTP*" followed by a red circle with an exclamation mark, and an input field. At the bottom right, there is a "Submit" button. An icon of a smartphone with an "SMS" bubble is also present on the right side.

SECTION B: SUBMITTING YOUR TIME-LIMITED EXEMPTION APPLICATION

5. You will reach the main page.
 - a. Step 1: Please ensure that you are at the “Exemption Applications/Status” tab on the left menu, as shown in the **BROWN BOX**.
 - b. Step 2: Please proceed to click on the “Time-Limited Exemption” button, as shown in the **GREEN BOX**.



6. You will see a pop-up box as shown below. Do take note of the following:
- You can only submit your application **one day before** the on-site deployment of your staff.
 - You can only submit **1 application per day**.
 - You are allowed to submit up to **2 applications each week**, with each weekly cycle starting from Sundays 12.00am to Saturdays 11.59pm.

Proceed to click on the “Apply” button, shown in the **GREEN BOX**.

Please note before applying:

- You can only submit your application one day before the on-site deployment of your staff.
(Example: You will need to submit your Time-Limited Exemption application on Sundays, for on-site deployment of your staff on Mondays.)
- With immediate effect, you can only submit 1 Time-Limited Exemption application per day. Subsequent applications within the same day will not be allowed.
- With effect from 26 Apr 2020, every company is limited to a total of 2 applications every week (the weekly cycle starts from Sunday 12.00am to Saturday 11.59pm), for the remaining duration of the circuit breaker.

Back

Apply

7. The pop-up box will close and you will see a page with instructions for submitting your application. Please read through these instructions carefully before clicking on the “Proceed” button, as shown in the **GREEN BOX**.

Exemption Applications/Status

My Premises

Instructions for Time-Limited Exemptions

- Employers must direct employees to work from home as far as reasonably practicable.**
Approval obtained from this exemption will not exempt entities from adhering to the Covid-19 (Temporary Measures) Act. Employers may face stop-work orders or other penalties for not directing staff to work from home where possible or not implementing safe distancing measures at work.
- Entities that are able to continue to operate their business (in limited or full capacity) with their employees working from home should continue to do so and need not apply.**
- Given the above, you should only submit this form if you would like to activate a small number of employees to work at the business premises and/or designated locations for short periods of time (i.e. less than a day). **Companies using the Time-Limited Exemption are not required to submit manpower details but have to ensure that the total number of employees activated should NOT exceed 10, or 25% of the total number of employees in your company, whichever is lower.**
- With effect from 26 Apr 2020, every company is **limited to a total of 2 applications every week (the weekly cycle starts from Sunday 12.00am to Saturday 11.59pm), for the remaining duration of the circuit breaker.** Example: You will need to submit your Time-Limited Exemption application on Sundays, for on-site deployment of your staff on Mondays.
- You are **required to obtain prior approval before** you submit your application:
 - from the Building and Construction Authority, if you are from the Construction sector and are requesting to continue with physical/actual building works on the construction site.
 - from SkillsFuture Singapore, if you intend to conduct in-person training for Continuing Education and Training (CET) courses.
- You **do not** need to submit a Time-Limited Exemption, if you are:
 - a business owner wanting to visit your own business premise alone (i.e. not activating any employees).
 - providing healthcare services (including chiropractors, TCM practitioners), as you should submit a General Exemption application and wait for an approval before you proceed.
- Please note that if you are:
 - a company, variable capital company, debentures, unit trust or business trust listed on the Singapore Exchange, and seeking to hold a General Meeting, your Time-Limited Exemption application would be automatically approved, subject to compliance with the requirements in SGX's Advisory on the conduct of General Meetings, at <https://go.gov.sg/generalmeeting>.
 - a religious organisation, you should inform the Ministry of Culture, Community & Youth of your Time Limited Exemption application via <https://www.cpyo.gov.sg>.
- Useful links and other information:
 - MTI's website, for information on latest measures at <https://www.mti.gov.sg/Newsroom/Updates-on-COVID-19>
 - MOH's website, for information on latest measures at <https://www.moh.gov.sg/covid-19>
 - MOM Advisories and FAQs on COVID-19 at <https://www.mom.gov.sg/covid-19>

Proceed

8. You can start filling in your application details as you scroll down the form.

Take note that the exemption date for your application (as shown in the **BROWN BOX**), will be the **following date after your submission date**. **You will need to select the checkbox to proceed with submission.**

For example, if you are submitting an application on 4 May 2020, the exemption date shown will be 5 May 2020.

Time-Limited Exemption

☐ Exemption Applicable Date:
(DD-MONTH-YYYY)

Details Of Company

Full Company Name

Registered company address

Total number of employees in company (include all critical and non-critical functions)

Sector Choose the most appropriate sector for your business

- ☐ Banking and Finance
- ☐ Construction, Facilities Management and Critical Public Infrastructure
- ☐ Defence and Security
- ☐ Veterinary services
- ☐ Selected face-to-face Continuing Education & Training (CET)
- ☐ .
.
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.
.
.
- ☐ Testing, inspection and certification centres
- ☐ Unions
- ☐ All other critical and ancillary services contracted by the Government
- ☐ Others

Brief description of key business activities

0/300

Contact Details

Contact Person

Contact Number

Email

Please enter a valid email address

Information of functions to be performed on-site

How many functions do you require to be performed on site?

Please select a numerical integer value from the drop-down list



Brief description of proposed functions that need to be operated from business premises or designated location on date provided

0/300

State location for operations

Working hours for employees required at location

State why employees are unable to operate these functions from home e.g. telecommuting

0/300

Total number of employees activated at all locations at any given time. The total number of employees activated should not exceed 10, or 25% of the total number of employees in your company, whichever is lower.

Please note the above and select a numerical integer value from the drop-down list



Number of employees required at each business premise and/or designated location at any given time

Click "Submit" after you have filled up all the fields



Submit

9. After clicking the “Submit” button, you will see a pop-up box as shown below. **Do not close** the pop-up box.

Read through the notes and declarations carefully and scroll down to the end, where you will see the “Accept” button, as shown in the **GREEN BOX**. **Your submission will only be completed if you click on the “Accept” button.**

Declarations

I / my company is aware of the safe distancing measures and will implement these measures for employees which are required to work at the business premises and/or other designated locations.

I declare that the above information submitted is true and correct to the best of my knowledge. I am aware that my submission will be voided should there be false or misleading information submitted.

Notes

If you are:

- providing healthcare services (including chiropractors, TCM practitioners), please make an application under General Exemption at <https://covid.gobusiness.gov.sg> and wait for an approval before you proceed. Allied Health Professionals should submit applications directly at <https://go.gov.sg/ahs-exemption> and do not need to submit an application at <https://covid.gobusiness.gov.sg>.
- from the Construction sector and you are requesting to continue with physical/actual building works on the construction site, you are required to first obtain an approval from the Building Construction Authority before you proceed.
- a company, variable capital company, bonds, unit trust or business trust listed on the Singapore Exchange, and seeking to hold a General Meeting, your Time-Limited Exemption application would be automatically approved, subject to compliance with the requirements in SGX's Advisory on the conduct of General Meetings, at <https://go.gov.sg/generalmeeting>.

Reject

Accept

10. You will receive an email acknowledgement (similar to the sample below) to acknowledge the submission of your Time-Limited Exemption application.

Please note that your application **cannot be amended, cancelled or voided** once it has been submitted, regardless of circumstances. It will still be counted towards your submission quota of twice per week.

Dear Sir/Madam

16:41 (3 minutes ago) ☆ ↩ ⋮

You may proceed to operate on the date requested in your application, subject to the following provisions below:

a. You are to comply with all prevailing rules of the various Government agencies, including instructions by enforcement officers, in relation to your business operations. In particular, your business is not allowed to use your business premises during the period of the Time-Limited Exemption to conduct retail consumer services or transactions. Deliberate attempts to carry on with non-essential activities by abusing the Time-Limited Exemption is an offence. Errant firms will be taken to task and are liable to enforcement penalties.

b. If you are:

- providing healthcare services (including chiropractors, TCM practitioners), please make an application under General Exemption at covid.govbusiness.gov.sg and wait for an approval before you can proceed.
- from the Construction sector and you are requesting to continue with physical/actual building works on the construction site, you are required to obtain an approval from the Building and Construction Authority first before you can proceed.
- a company, variable capital company, debentures, unit trust or business trust listed on the Singapore Exchange, and seeking to hold a General Meeting, your Time-Limited Exemption application would be automatically approved, subject to compliance with the requirements in SGX's Advisory on the conduct of General Meetings, at go.gov.sg/generalmeeting.
- intending to conduct in-person training for Continuing Education and Training (CET) courses, you are also required to obtain an approval from SkillsFuture Singapore before you can proceed.
- a religious organisation, you should inform the Ministry of Culture, Community & Youth of your Time-Limited Exemption application via cgo.gov.sg.

c. With effect from 26 Apr 2020, every company is limited to a total of 2 applications every week (the weekly cycle starts from Sunday 12.00am to Saturday 11.59pm), for the remaining duration of the circuit breaker period. Any notification in response to application(s) by your company under the Time-Limited Exemption facility beyond the above quota will not authorise you to operate at your work premises.

Enforcement action will be taken against you and/or your company for failure to comply with the above, and penalties could be imposed under all applicable laws, including the provisions of the COVID-19 (Temporary Measures) Act.

Please retain a copy of this email for your records. Companies using the Time-Limited Exemption are not required to submit manpower details but have to ensure that the total workforce on site does not exceed 10 people or 25% of the total workforce, whichever is lower.

Please note that it is encouraged that your employees use the TraceTogether (tracetogogether.gov.sg) app for the duration that he/she is commuting/will be at the work premises.

With effect from 12 May 2020, please note that one of the conditions for your continued operations is the implementation of the SafeEntry system at your business premises, in accordance with the prevailing requirements at safeentry.gov.sg.

Thank you.

This is a system generated email. Please do not reply to this email.

-- End --