Guide for Manpower Declaration

Table of Contents
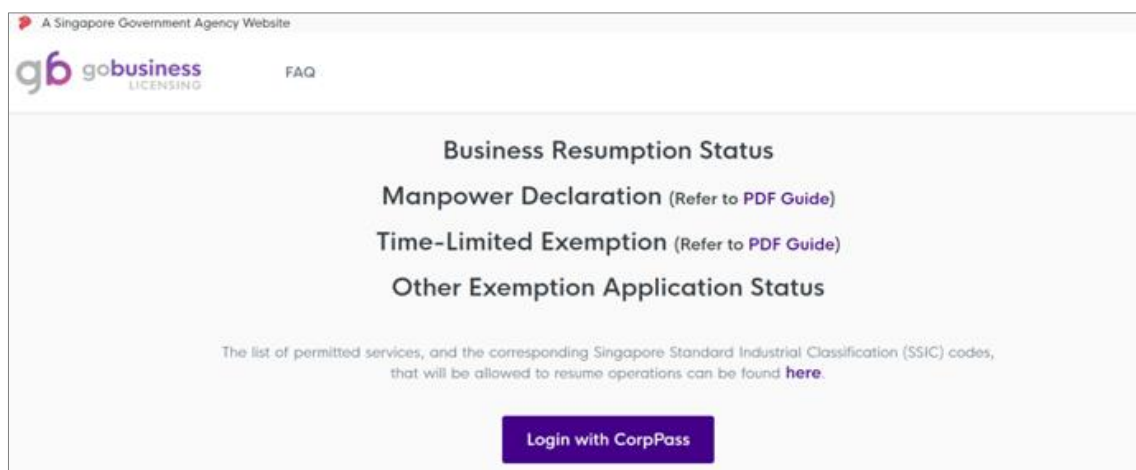
<u>Section A: Accessing the System</u>
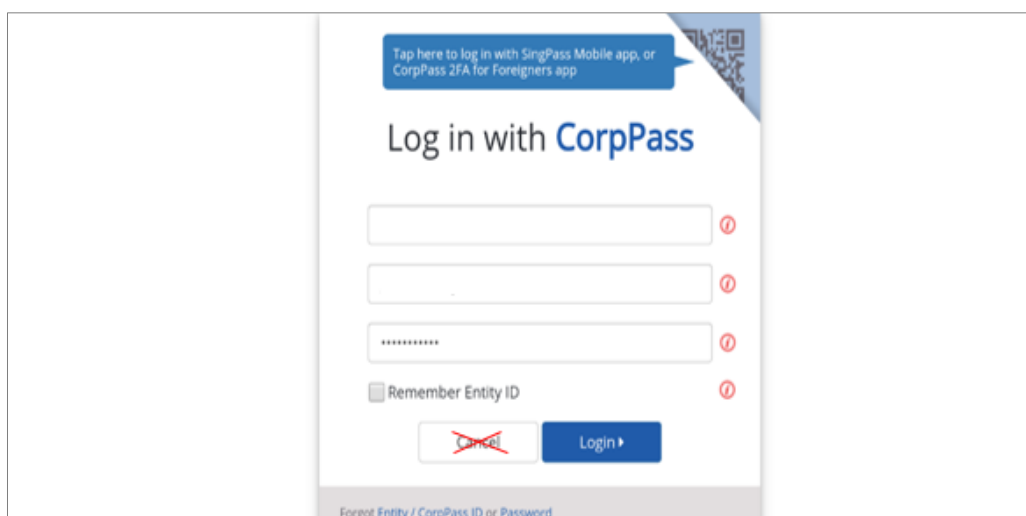
1. Click on the "Permissions and Manpower Declaration" button (shown in the **ORANGE BOX**) from the main page at *https://covid.gobusiness.gov.sg*.
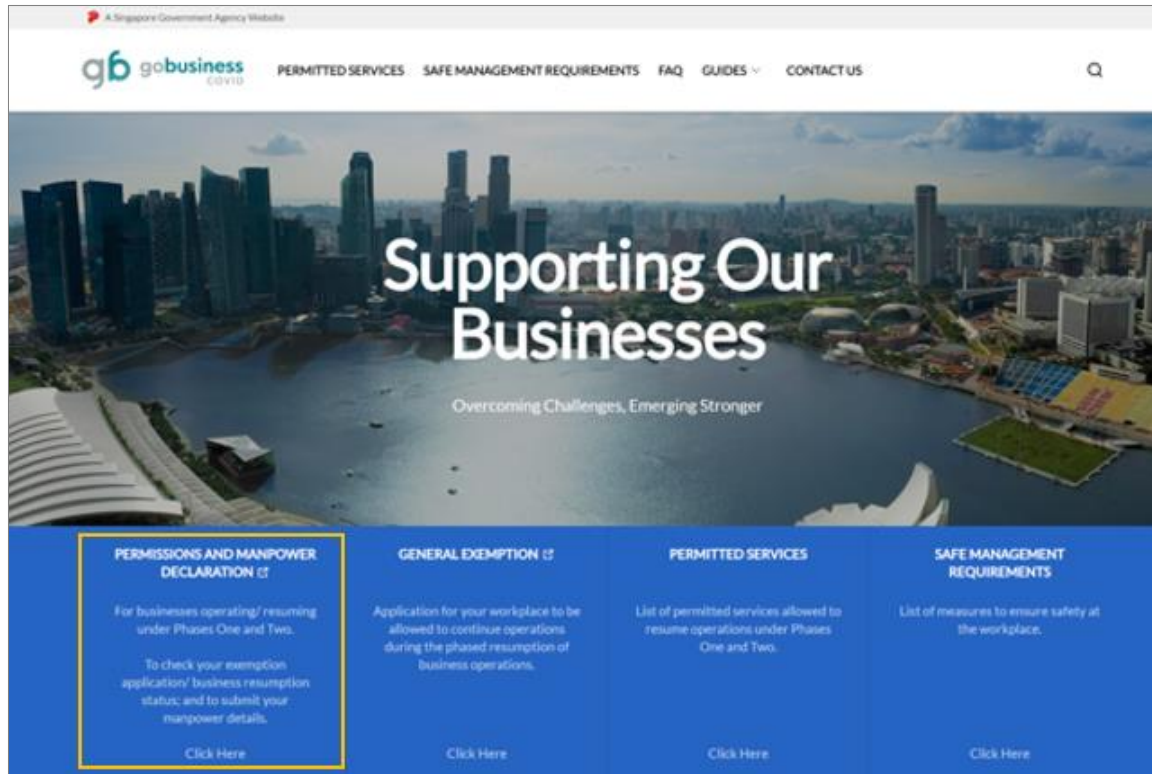
2. Click on the "Login with CorpPass" button.
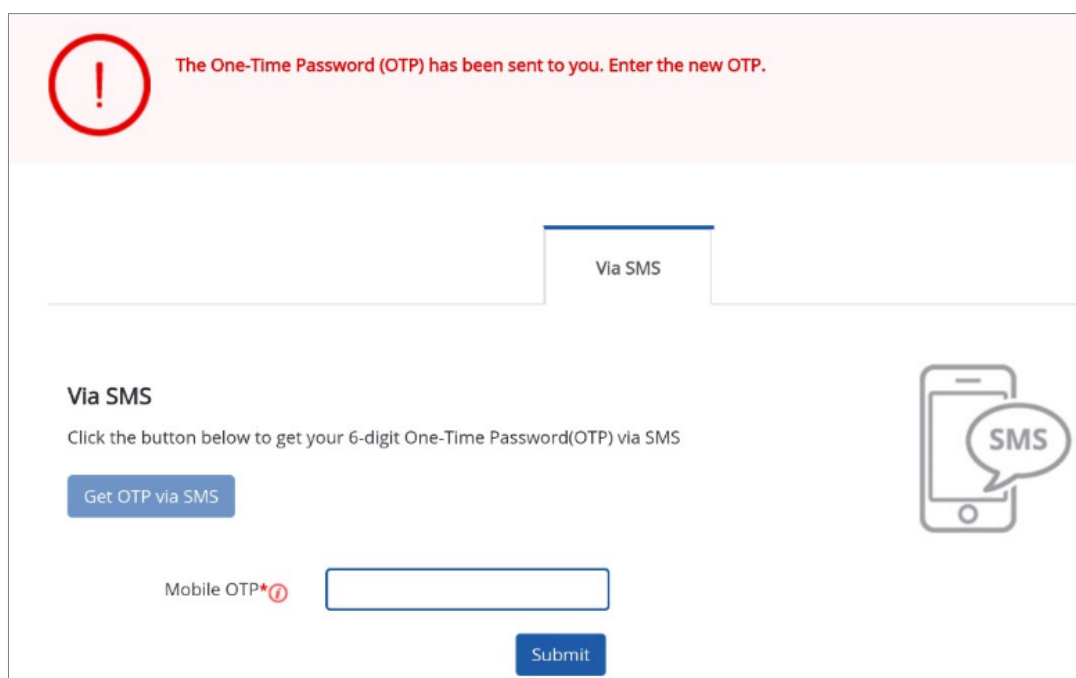
3. Log in with your CorpPass credentials.

*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 "Manpower Declaration" from the main page https://covid.gobusiness.gov.sg again.*

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

Section B: Submission Of Manpower Details

(I) Submission of Manpower Declaration for businesses in the permitted list of services

1. You will reach the main page.

   a. Step 1: Take note of the number of employees/workers under your employment (i.e. Z in the **BROWN BOX**.
   b. Step 2: Make sure that you are under the "General/Resumption" tab, as shown in the **BLUE BOX**. If there are any conditions imposed on your Business Resumption/General Exemption, it will be shown in the **PINK BOX**.

2. Further below, you will see the status of your General Exemption/Business Resumption, as shown in the **BLUE BOX**.

    If your "General/Resumption" status is shown as "Permitted":

    a. Step 1: Fill in a valid email address in the **ORANGE BOX** and save it by clicking on the tick, as shown in the **BROWN BOX**.
    b. Step 2: Click on the "Submit/Resubmit Manpower" button in the **PINK BOX** to declare your manpower details. If this is the first time that you are declaring your manpower details, you will **only** see the "Submit/Resubmit Manpower" button **after** you have saved your email address.

Note:
  (i) If you have declared your manpower details previously and need to make changes, you will need to click on the "Submit/Resubmit Manpower" button again to resubmit your declaration.
  (ii) You are allowed to resubmit your manpower declaration up to a **maximum of 5 times a day**. Each new submission will override **all** previous submissions.

3. Upon clicking on the "Submit/Resubmit Manpower" button, you will see a pop-up box as below.

    a. Step 1: Please fill in (i) the total number of manpower working on-site (including full/part-time manpower and those working shifts) in the **ORANGE BOX**.
    b. Step 2: Indicate the proportion of manpower working part-time (i.e. working less than 7 hours per day) or shifts in the **BLUE BOX**.
    c. Step 3: Take note of the points under "Declaration", and proceed to click on the "Submit" button in the **PINK BOX**.

Submit Manpower

1. Total No. of Manpower Working On-Site

Please submit the total number of employees/workers who will be working on-site (this includes full/part-time and shift manpower). Telecommuting must be adopted to the maximum extent possible.

Enter a number here

2. No. of Manpower Working Shift/Part-Time

From your above submission, please indicate the number of manpower working shift work/part-time (i.e. < 7 hours per day).

Enter a number here

Declaration:
*   I declare that the employees which I have included in this submission are required to work on-site because they operate systems or equipment that cannot be accessed from home or are required to perform their functions on-site under the law, and I may be required to demonstrate to the relevant authorities that their on-site presence is necessary.
*   I declare that I have implemented the Requirements for Safe Management at the Workplace.
*   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.

Cancel   Submit

4. The pop-up box will close and you will return to the main page.

   a. You will see an acknowledgement of your declaration, with records of your (i) transaction ID; (ii) transaction date and time; (iii) the number of manpower working on-site; and (iv) the number of manpower working part-time or shifts, as shown in the **ORANGE BOX**.
   b. You will also see the total number of manpower you have submitted in your latest submission reflected in the "No. of manpower on-site" column, as shown in the **BLUE BOX**.
   c. Please note that you are only allowed to deploy your manpower on-site from the date reflected in **BROWN BOX**.
   d. If you have declared your manpower details previously, you may click on the "View Submission History" button, as shown in the **PINK BOX**, to see your previous submissions.

5. You will receive an email acknowledgement (similar to the sample below) to acknowledge your manpower declaration. This acknowledgement will be sent to the email address that you had provided. You will not receive any additional notification of your manpower declaration.

[For Reference] Acknowledgement of Submission of Manpower Details Inbox ×

no-reply@gobusiness.gov.sg
to me

Dear Sir/Madam

We have received your submission of your manpower details.

Transaction ID:
No. of manpower working on-site submitted: Submitted Number
No. of manpower working shift/part-time submitted: Submitted Number
Exemption/Resumption Application Reference No.:

Kindly note that this submission will override all previous submissions for the same exemption/resumption application reference no.

All businesses are required to implement the Requirements for Safe Management at the Workplace and the conditions or advisories applicable to your business. In particular, all employees who can work from home must continue to do so. Employees should only return to the workplace where it is demonstrably necessary to access systems and equipment which cannot be accessed from home or to fulfil legal requirements

Your business may be suspended or subject to penalties under the law if you are found to be non-compliant or have made a false declaration.

Please note that it is encouraged that your employee(s) use the TraceTogether (tracetogether.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.

(II) Submission of Manpower Details for businesses in the Marine & Offshore and Process sectors

1. At the main page:

   a. <u>Step 1</u>: Take note of your allocated number of manpower (i.e. X and Y in the **BROWN BOX** below).

   b. <u>Step 2</u>: Make sure that you are under the "General/Resumption" tab, as shown in the **BLUE BOX**. If there are any conditions imposed on your Business Resumption/General Exemption, it will be shown in the **PINK BOX**.

2. Further below, you will see the status of your General Exemption/Business Resumption, as shown in the **BLUE BOX**.

   If your "General/Resumption" status is shown as "Approved":

   a. <u>Step 1</u>: Fill in a valid email address in the **ORANGE BOX** and save it by clicking on the tick, shown in the **BROWN BOX**.
   b. <u>Step 2</u>: Click on the "Submit/Resubmit Manpower" button in the **PINK BOX** to declare your manpower details. If this is the first time that you are declaring your manpower details, you will **only** see the "Submit/Resubmit Manpower" button **after** you have saved your email address.

Note:
   (i) If you have declared your manpower details previously and need to make changes, you will need to click on the "Submit/Resubmit Manpower" button again to resubmit your manpower details.
   (ii) You are allowed to resubmit your manpower declaration up to a **maximum of 5 times a day**. Each new submission will override **all** previous submissions.

3. Upon clicking on the "Submit/Resubmit Details" button, you will see a pop-up box as below. Read the instructions carefully. Indicate whether your employees/workers are working on-site or from home, as shown in the **BROWN BOX**.

- If your employees/workers are working **<u>on-site:</u>**
  a. Indicate whether your premises is a production site, as shown in the **PINK BOX**.
  b. Key in the address of the specific work premises in the **BLUE BOX.** Please note that the address data fields will be greyed out until **<u>after</u>** you select whether your premises is a production site.
  c. You can key in the address of the specific work premises by:
      i. Indicating the postal code and clicking on the "Retrieve Address" button.
      ii. The fields for "Block/House No.", "Street Name" and "Building Name" will either be auto-populated or made available via a dropdown selection.
      iii. Key in the appropriate "Floor No." and "Unit".

- If your employees/workers are working **<u>from home</u>**, you will not be required to provide the address of the work premises.

Submit Manpower

Please indicate whether your employees/workers are working on-site or from home.

If your employees are working on-site, please indicate the address of the specifc work premises. **If you have multiple work premises, please click on the "Add New Premises" button to key in the details for all your manpower deployed across all the work premises.**

If your employees/workers are deployed across multiple premises, please note that you will need to declare all the work premises for which he is to be deployed.

Premises 1

Premises Type

Your employees are:
- (●) Working on-site ( ) Working from home

Your premises is a:
- (●) Production site (e.g. production plant) ( ) Non-production site (e.g. back office)

Premises Address

Postal code:

[   ] [Retrieve Address]

Block/House No. Street Name
[Select   ⌄] [Select   ⌄]

Floor No. Unit Building Name
[   ] [   ] [Select   ⌄]

4. Further below as you scroll down:

a. Step 1: Key in your manpower details (i.e. NRIC/FIN numbers only) in the **ORANGE BOX**. You can copy-and-paste the required details into the space provided. Please note that you are only allowed to key in details up to the allocated number of manpower shown in the **BROWN BOX** in each submission.

Please note that your employees/workers working from home will not count towards the allocated manpower assigned to your company.

b. Step 2: Indicate the number of manpower working shifts or working part-time (i.e. working less than 7 hours per day), as shown in the **PURPLE BOX**. This number cannot exceed the number of manpower details entered in Step 1.

c. Step 3: If you have multiple work premises, you will need to submit the details of **all your employees/workers working on-site/from home at each of the different work premises**. You can do so by clicking on the "Add Premises" button, as shown in the **PINK BOX**. You will not be able to add premises with the same premises address.

d. Step 4. After you have finished keying in your manpower details, take note of the points under "Declaration", and proceed to click on the "Submit" button in the **BLUE BOX**.

5. The pop-up box will close and you will return to the main page.

   a. You will see an acknowledgement of your submission, with records of your (i) transaction ID, (ii) transaction date and time, and (iii) a number count of the total premises submitted, as shown in the **ORANGE BOX**.

   b. You will also see the number of NRIC/FIN records that you have submitted in your latest submission reflected in the "No. of manpower on-site" column, as shown in the **BLUE BOX**.

   c. If you have submitted your manpower details previously, you may click on the "View Submission History" button, as shown in the **BROWN BOX** (in above screenshot), to see your previous submissions or breakdown of your submission on a premises level (similar to the sample below).

6.   You will receive an email acknowledgement (similar to the sample below), which will be sent to the email address that you had provided.

[For Reference] Acknowledgement of Submission of Manpower Details

Dear Sir/Madam

We have received your submission of your manpower details.

Transaction ID: Transaction ID
No. of premises submitted: Submitted Number
Exemption/Resumption Application Reference No.: Reference Number

Premises 1
Premises type: Non-production site
Premises address: Address of Premises
No. of manpower submitted: Submitted Number
No. of manpower working shift/part-time submitted: Submitted Number

Premises 2
Premises type: Home
Premises address: Address of Premises
No. of manpower submitted: Submitted Number
No. of manpower working shift/part-time submitted: Submitted Number

Premises 3
Premises type: Production site
Premises address: Address of Premises
No. of manpower submitted: Submitted Number
No. of manpower working shift/part-time submitted: Submitted Number

Your business is to comply to the prevailing safe management measures promulgated by MOM, as well as sector specific requirements promulgated by the sector agency relevant to your business operations.

You may use the SGWorkPass app to check whether your employee/worker(s) is/are allowed to work on-site. Please note that for manpower submissions before 1730 hours, the SGWorkPass status will be updated by 2359 hours on the following day.

Kindly note that this submission will override all previous submissions for the same exemption/resumption application reference no.

All businesses are required to implement the Requirements for Safe Management at the Workplace and the conditions or advisories applicable to your business. Your business may be suspended or subject to penalties under the law if you are found to be non-compliant or have made a false declaration.

It is encouraged that your employee(s) use the TraceTogether (tracetogether.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.

Section C: Resetting Your Manpower Details

1. If you would like to reset your declared manpower details to zero **for a particular General Exemption/Business Resumption**, please click on the corresponding "Reset to 0" button for that application. This is shown in the **BROWN BOX**.

    Please note that this will count towards your submission quota of 5 times a day for each Exemption/Resumption.

2. You will see a pop-up box asking for your confirmation to remove manpower details for that particular Exemption/Resumption application. Please ensure that the details are accurate and proceed to click on the "Proceed" button in the **BROWN BOX**.

3. You will see an acknowledgement of your submission, with records of your (i) transaction ID, (ii) transaction date and time, and (iii) that you have reset your manpower details, as shown in the **ORANGE BOX**.

   Please note that each new submission will override **all** previous submissions for the particular General Exemption/Business Resumption. Your latest transaction will be reflected accordingly.

4. You will also receive an email acknowledgement (similar to the sample below) to confirm that you have reset your manpower details, which will be sent to the email address that you had provided.

From: <no-reply@gobusiness.gov.sg>
Date:
Subject: [For your attention] Manpower details have been removed
To: <somewhereovertherainbow@example.com>

Dear Sir/Madam

All the manpower details that you submitted previously for the General Exemption application number [General Exemption application Reference Number] have been removed from our records. You will need to resubmit your manpower details through the Manpower Submission form **before** any on-site deployment of your employee/worker(s).

Please note that enforcement action will be taken against any non-compliance, and penalties could be imposed under all applicable laws, including the provisions of the COVID-19 (Temporary Measures) Act.

Thank you.

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

5. You can now resubmit your manpower details by following the steps in section B.

-- End --