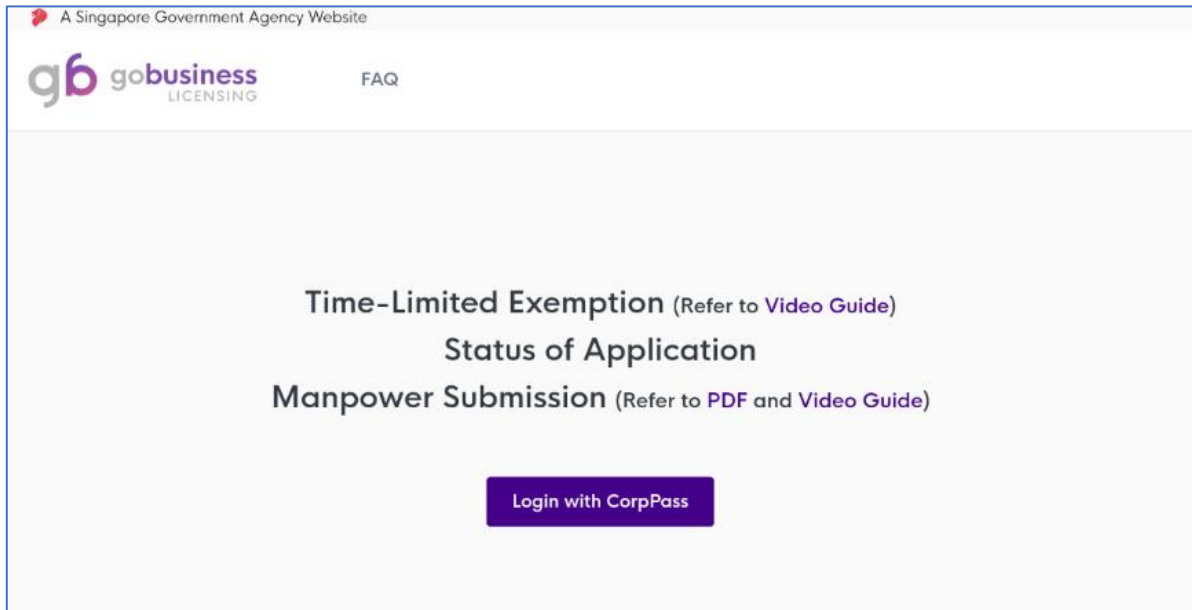
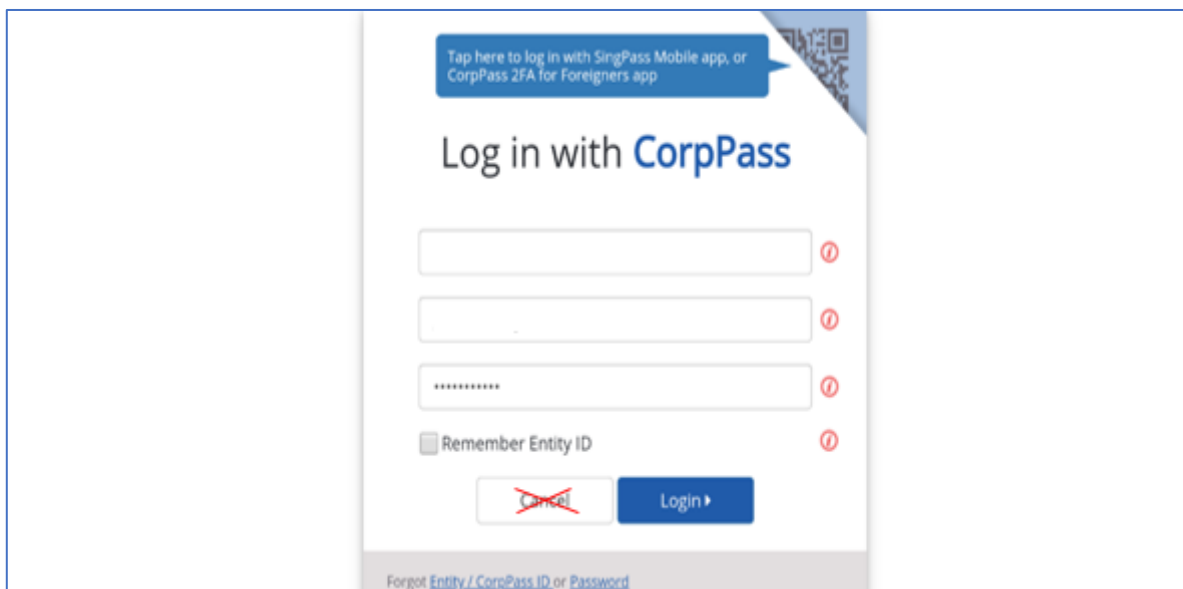


Guide for Manpower Submission

1. Click on the button “Login with Corp Pass”.



2. Log in with your CorpPass credentials.



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

3. At the main page:
 - a. Step 1: Fill in a valid email address in the **BLUE BOX** (below) before you submit your employee/worker' details. If the field is already auto-populated, please check that the email address is accurate.
 - b. Step 2: Fill in the number of employees/workers required on-site for the stated approved exemption application under the column "number of manpower on-site" in the **GREEN BOX** (below). Please note that the number you fill in cannot exceed the allocated headcount. If you require more manpower than your allotted headcount, please submit your application at "[Application for Additional Manpower](#)".
 - c. Step 3: Click on the button "Submit/Resubmit worker details" in the **RED BOX** (below).

Status of Exemption & Manpower Submission

Please allow up to 3 working days for your application for General Exemption to be reflected. Manpower submission can only be done after your exemption is approved.

Please provide and verify your email address in order to submit your manpower details. This is so that an email notification can be sent to you.

You can have a total of employees/workers working on-site (this includes full/part-time and shift manpower). You only have remaining.

You will need to indicate the number of manpower required and click "tick" to save before proceeding to submit your manpower details for each approved exemption application.

If you would like to appeal for additional manpower, please click [here](#).

Please click [here](#) for enquiries.

Time-Limited

General

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	
539482394 789237498	<input type="text" value="a@a.co"/>	Approved	<input type="text" value="1"/>	<input type="button" value="Submit Manpower Details"/>

Note:

- (i) If you have submitted your employee/workers' details previously and need to make changes, you will need to re-submit all of your employee/workers' details again.
- (ii) You are allowed to re-submit your employee/workers' details for up to 3 times a day.
- (iii) Please note that we are progressively updating our website. If you see a line "**Status: Pending update for allocated number of manpower**", please check back again later.

4. Upon clicking on the button “Submit/Resubmit worker details”, you will see a pop-up box as below.
- Step 1: Key in your employees/workers’ NRIC/FIN details in the **RED BOX** (below).
 - Step 2: Indicate the number of employees/workers working shifts or working part time (i.e. working less than 7 hours per day) in the **BLUE BOX** (below).

Do take note of the points under “Declaration”, and proceed to click on the button “Submit” (**GREEN BOX** below).

Submit Manpower Details

Fill in the NRIC and/or FIN no.(s) of **up to 1 employees/workers** whom will be working on-site during the Exemption Period.

Multiple NRIC/FIN no.s should be placed on separate lines.
Example:
S1234567A
F1234567A
G1234567A

Note that once submitted, it will override all previous submissions. You are allowed up to three submissions per day.

NRIC/FIN No.(s)

You may copy and paste data into this text box

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

Declaration:

- I/my company is aware of the safe distancing measures and will implement these measures for employees/workers 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

5. The pop-up box will close and you will return to the main page. At the bottom of the page, 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 NRIC/FIN records submitted (**RED BOX** below).

General

Time-Limited

REFERENCE NO.	EMAIL	STATUS	EXEMPTION DATE	NO. OF WORKERS ON-SITE
53385799JTLE5W2tes t	m0lb.secondary@gmail.com	SE Approved	N/A	3 SE

Resubmit Worker Details

Application Status

Your application for Exemption has been approved. Please refer to your notification reply for more details.

Employee Details Submission(s)



Every new submission will override all previous submissions. The latest submission is highlighted in bold.




Transaction ID	Transaction ID
Transaction Date and Time	Date and Timestamp
No. of NRIC/FIN No.(s) Submitted	Number count

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

[For Reference] Acknowledgement of Submission of Worker Details

Inbox x





Dear Sir/Madam

We have received your submission of your employees' details.

Transaction ID:

No. of NRIC/FIN No submitted:

Exemption Application Reference No:

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

It is encouraged that your employee(s) use TraceTogether (<https://www.tracetgether.gov.sg>), for the duration that he/she is commuting / will be in the work premises.

Thank you.

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

7. Please allow up to 3 working days for the registration of your employees to be processed. You will receive an email notification once your registration is complete. In the meantime, you should operate with the allocated headcount as shown in this form.