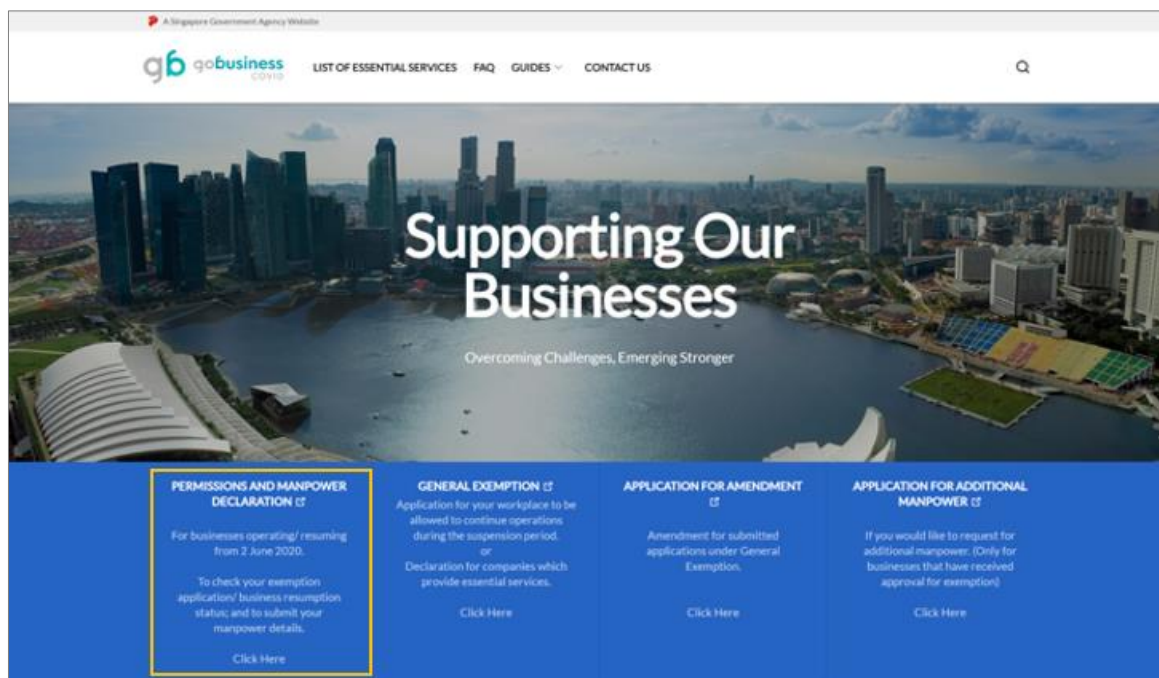


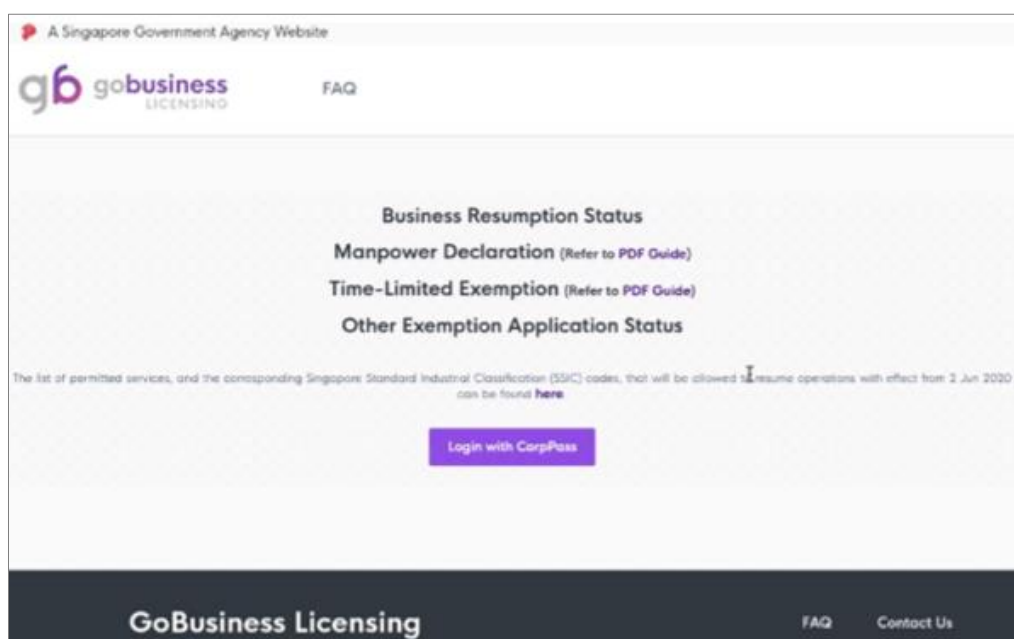
Guide for Manpower Declaration

SECTION A: ACCESSING THE SYSTEM

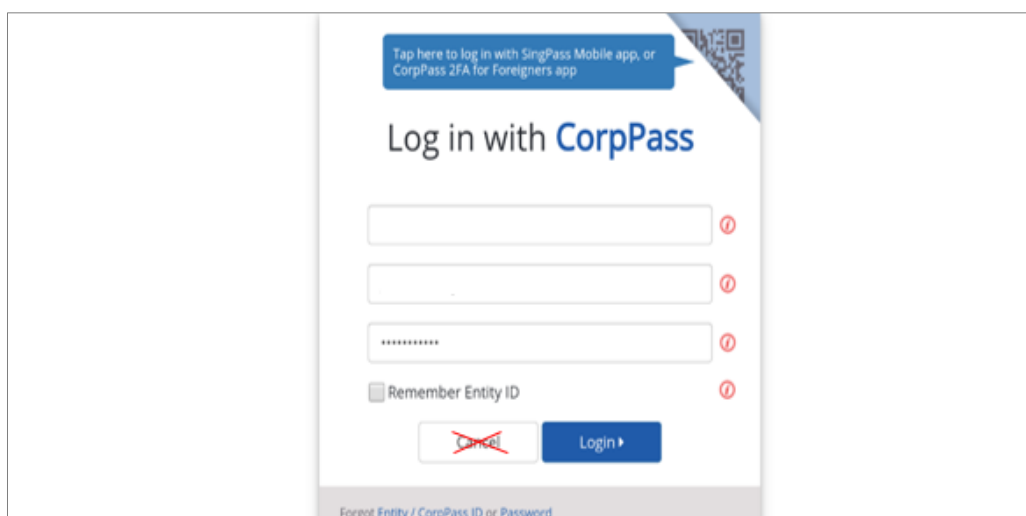
1. Click on the “Permissions and Manpower Declaration” button (shown in the **ORANGE BOX**) from the main page at <https://covid.gobusiness.gov.sg>.



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



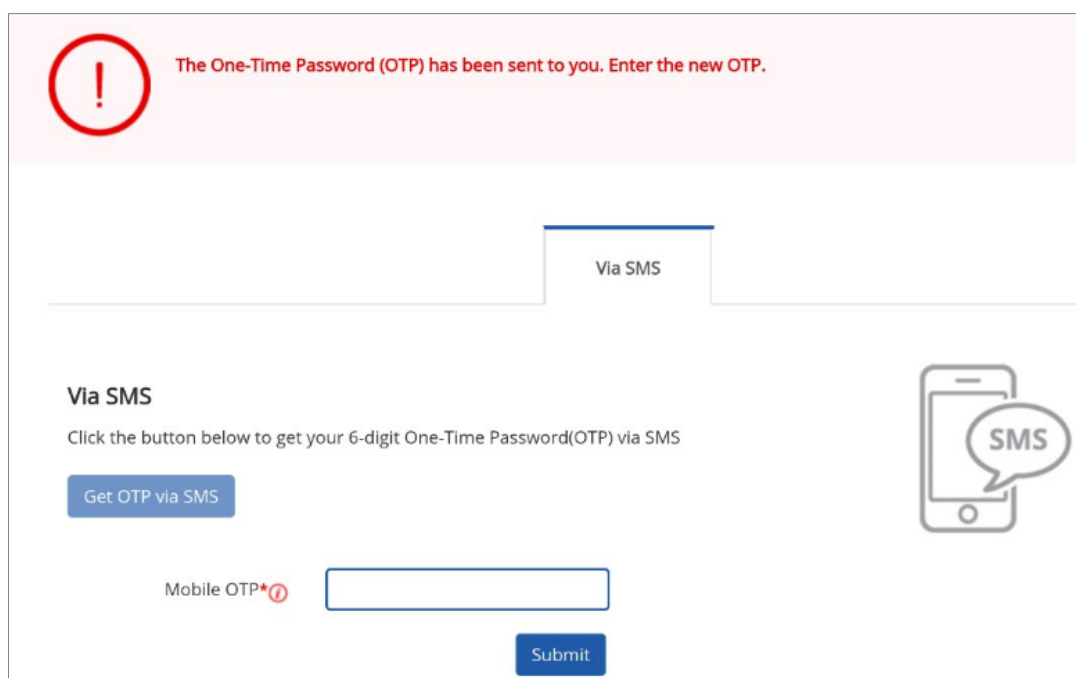
3. Log in with your CorpPass credentials.



The image shows a login interface for CorpPass. At the top, there is a blue banner with a QR code and text: "Tap here to log in with SingPass Mobile app, or CorpPass 2FA for Foreigners app". Below this, the heading "Log in with CorpPass" is displayed. There are three input fields for credentials, each with a red information icon to its right. Below the input fields is a checkbox labeled "Remember Entity ID" with a red information icon. At the bottom, there are two buttons: "Cancel" (with a red 'X' over it) and "Login ▶". A link "Forgot Entity / CorpPass ID or Password" is located at the very bottom.

*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.



The image shows a screen for entering a One-Time Password (OTP). At the top, there is a red circular icon with an exclamation mark and a message: "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 tab, the text "Via SMS" is displayed, followed by the instruction "Click the button below to get your 6-digit One-Time Password(OTP) via SMS". A blue button labeled "Get OTP via SMS" is present. Below this, there is a label "Mobile OTP" with a red information icon, followed by an input field. At the bottom right, there is a blue "Submit" button. On the right side of the screen, there is an icon of a smartphone with a speech bubble containing the text "SMS".

SECTION B: DECLARATION OF MANPOWER DETAILS

5. 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: Under the “General/Resumption” tab, you will see the status of your General Exemption/Business Resumption, as shown in the **BLUE BOXES**. If there are any conditions imposed on your Business Resumption/General Exemption, it will be shown in the **RED BOX**.
- c. Step 3: If your “General/Resumption” status is shown as “permitted”, fill in a valid email address in the **ORANGE BOX** and click on the “Submit/Resubmit Manpower” button in the **GREEN BOX** to declare your manpower details.

The screenshot shows a web form titled "Business Resumption/Exemption Status and Manpower Declaration". It contains several sections and interactive elements:

- Header:** "Business Resumption/Exemption Status and Manpower Declaration".
- Introductory Text:** Explains the form's purpose for businesses to declare manpower details to resume operations from 02 June 2020.
- Manpower Declaration:** A text input field with the value "2" highlighted by a brown box, indicating the number of employees/workers.
- Instructions:** Detailed instructions on how to submit manpower details, including a note about overriding previous submissions.
- Reset Option:** A link to reset manpower details to zero.
- Email Field:** A text input field for a valid email address, highlighted by an orange box.
- Navigation Tabs:** Two tabs are visible: "Time-Limited" and "General/Resumption", with the latter highlighted by a blue box.
- Conditions Section:** A red-bordered box labeled "CONDITIONS FOR APPROVED EXEMPTIONS/RESUMPTION".
- Table:** A table with columns: REFERENCE NO., EMAIL, STATUS, NO. OF MANPOWER ON-SITE, and MANPOWER DETAILS SUBMISSION.
- Table Data:**

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
BizAsUsual1	abc123@example.com	Permitted	From 02 Jun 2	Resubmit Manpower
- Buttons:** A "Resubmit Manpower" button is highlighted by a green box.

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.

6. Upon clicking on the “Submit/Resubmit Manpower” button, you will see a pop-up box as below.
- 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**.
 - 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**.
 - Step 3: Take note of the points under “Declaration”, and proceed to click on the “Submit” button in the **GREEN 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.

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).

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.

7. The pop-up box will close and you will return to the main page.
- 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**.
 - 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**.
 - Please note that you are only allowed to deploy your manpower on-site from the date reflected in **GREEN BOX**.
 - If you have declared your manpower details previously, you may click on the “View Submission History” button, as shown in the **BROWN BOX**, to see your previous submissions.

BizAsUsual1

abc123@example.com

✉

Permitted

From 02 Jun

2

Reset to 0

Resubmit Manpower

⤴

Application Status

Your application for Exemption/Resumption has been permitted.

Latest Manpower Details Submission

We have received your declaration of manpower. You 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.

Every new submission will override all previous submissions. Please find the latest submission below.

TRANSACTION ID	Transaction ID
TRANSACTION DATE AND TIME	Date and Timestamp
NO. OF MANPOWER WORKING ON-SITE SUBMITTED	Submitted Number
NO. OF MANPOWER WORKING SHIFT/PART-TIME SUBMITTED	Submitted Number

View Submission History

8. 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.

Please note that if you are already allowed to operate during the Circuit Breaker period, you may continue your operations. If you are on the list of permitted services, you can only proceed to resume operations from 2 June 2020.

[For Reference] Acknowledgement of Submission of Manpower Details

TO: abc123@example.com

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. 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 ([trace.together.gov.sg](https://www.trace.together.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](https://www.safeentry.gov.sg).

Thank you.

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

-- End --