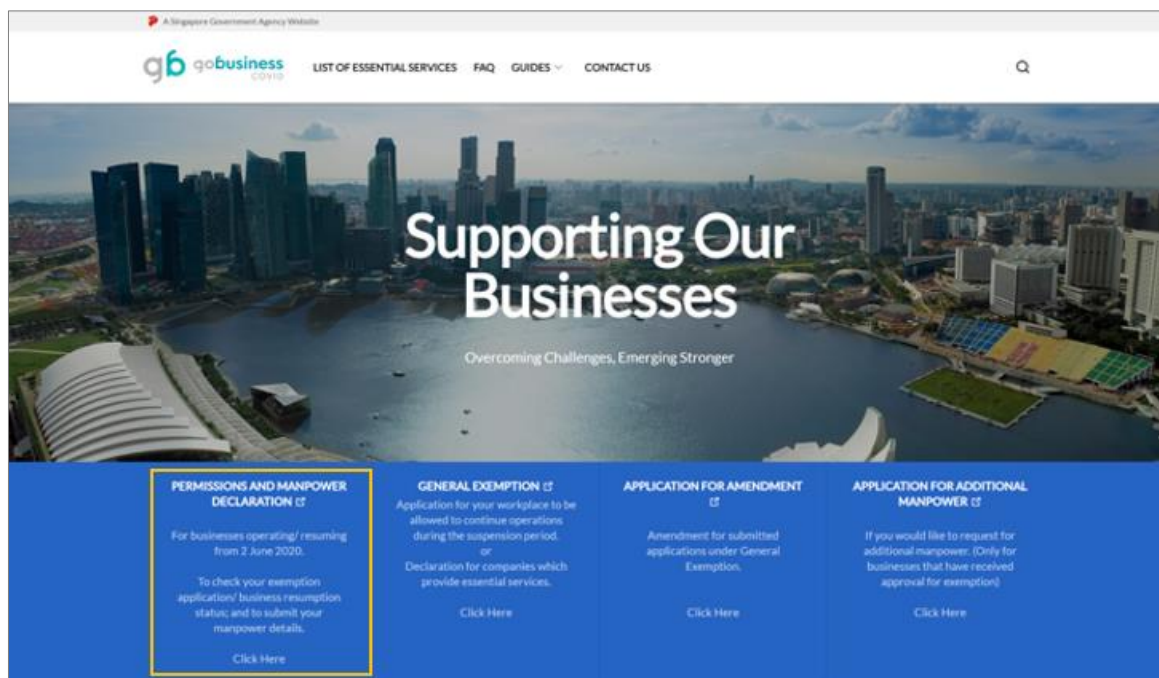


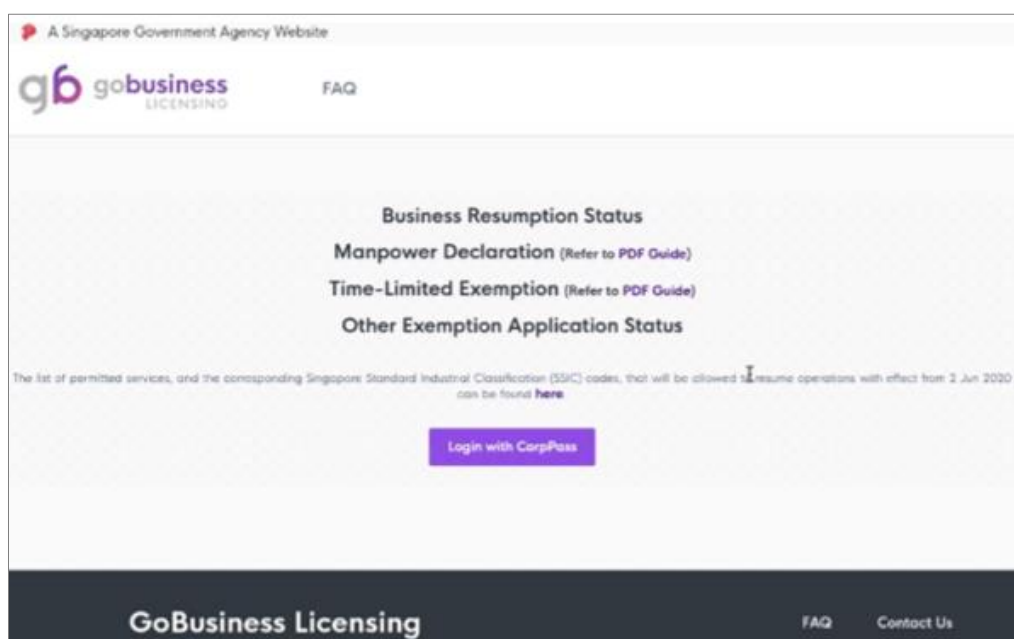
## Guide for Manpower Declaration

### SECTION A: ACCESSING THE SYSTEM

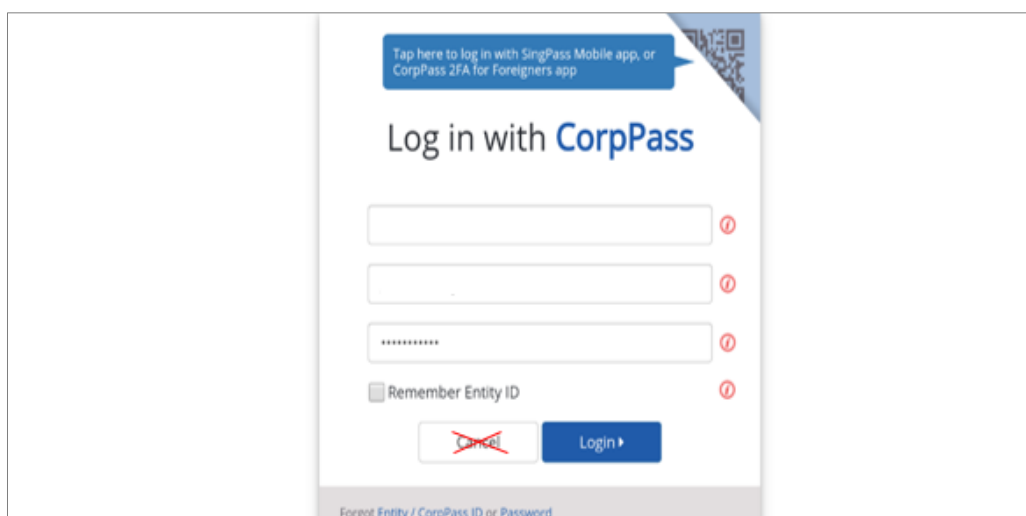
1. Click on the “Permissions and Manpower Declaration” button (shown in the **ORANGE BOX**) from the main page at <https://covid.gobusiness.gov.sg>.



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



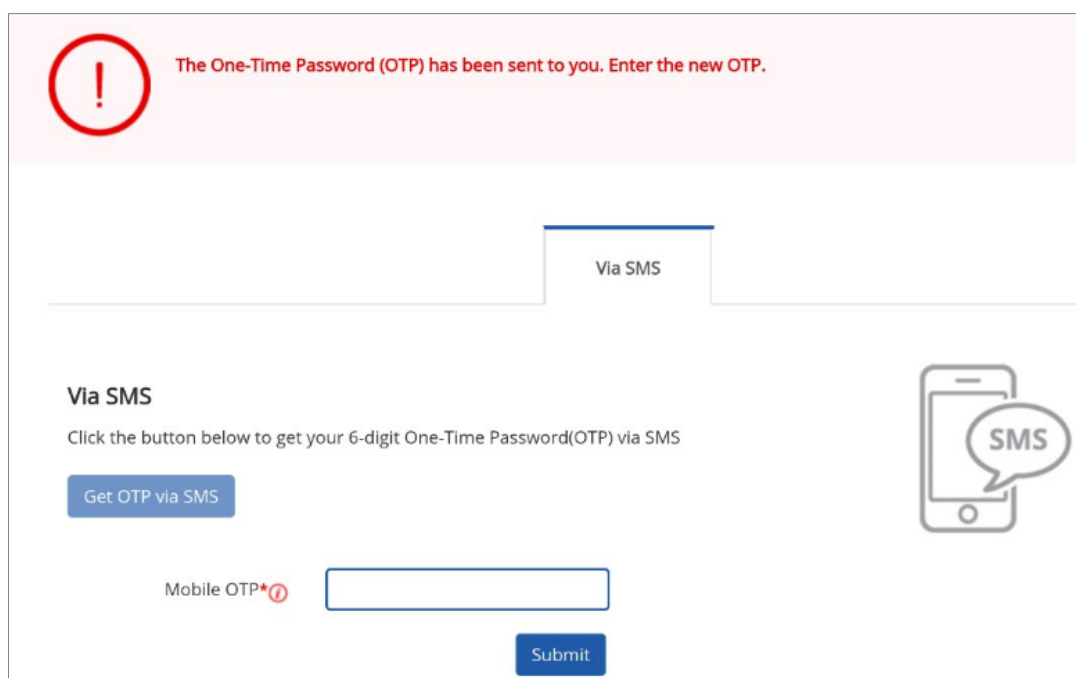
3. Log in with your CorpPass credentials.



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" (with a right arrow). A link "Forgot Entity / CorpPass ID or Password" is 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 warning icon 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 "Via SMS" tab, the text "Via SMS" is followed by "Click the button below to get your 6-digit One-Time Password(OTP) via SMS". There is a blue button labeled "Get OTP via SMS". Below this, there is a label "Mobile OTP" with a red asterisk and information icon, followed by an input field. At the bottom right, there is a blue "Submit" button. To the right of the input field, there is an icon of a smartphone with a speech bubble saying "SMS".

## **SECTION B: DECLARATION OF MANPOWER DETAILS**

5. You will reach the main page.
- Step 1: Take note of the number of employees/workers under your employment (i.e. Z in the **BROWN BOX**).
  - 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 **RED BOX**.

### Business Resumption/Exemption Status and Manpower Declaration

This form is for entities whose business activity is among those in the list of permitted services to declare their manpower details so that their employee/worker(s) can continue to work on-site.

You can refer to the full list of permitted services allowed to resume operations [here](#). You can resume operations only if your business activity is in line with the activity described in the permitted SSIC code.

According to our records, you have **2** employees/workers under your employment.

For resumption of your business operations, please submit the (i) total number of employees/workers working on-site (this includes full/part-time and shift manpower), and (ii) proportion of these employees/workers who are working part-time and shifts. You are reminded to ensure that employees should only return to the workplace where it is demonstrably necessary.

To submit your manpower for each approved Business Resumption, please click on the “Submit Details/Resubmit Details” button. For resubmissions, please note that each new submission will override all previous submissions for the approved Business Resumption. You may resubmit up to 5 times per day for each approved Business Resumption.

If you would like to reset your manpower to zero (i.e. remove all submitted manpower) for a particular approved Business Resumption, please click on the corresponding “Reset” button in the “No. of Manpower on-site” column for that application. Please note that this will count towards your submission quota of 5 times per day.

Please provide a valid email address before you submit your manpower details. This is so that an email notification can be sent to you.

Please note that if you employ work permit holders, you are required to keep the Ministry of Manpower updated of any changes in your workers’ particulars (e.g. residential address) during their employment.

If you have submitted a General Exemption application, please allow up to 3 working days for it to be reflected.

Please click [here](#) for enquiries.

Time-Limited



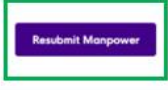
**General/Resumption**

CONDITIONS FOR APPROVED EXEMPTIONS/RESUMPTION

6. 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 **RED BOX**.
- b. Step 2: Click on the “Submit/Resubmit Manpower” button in the **GREEN 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.

REFERENCE NO.	EMAIL		STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
NGEc893t8h549	abc123@example.com		 Permitted	From 02 Jun 0	 Resubmit Manpower ^

*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.

7. 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.

8. 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.

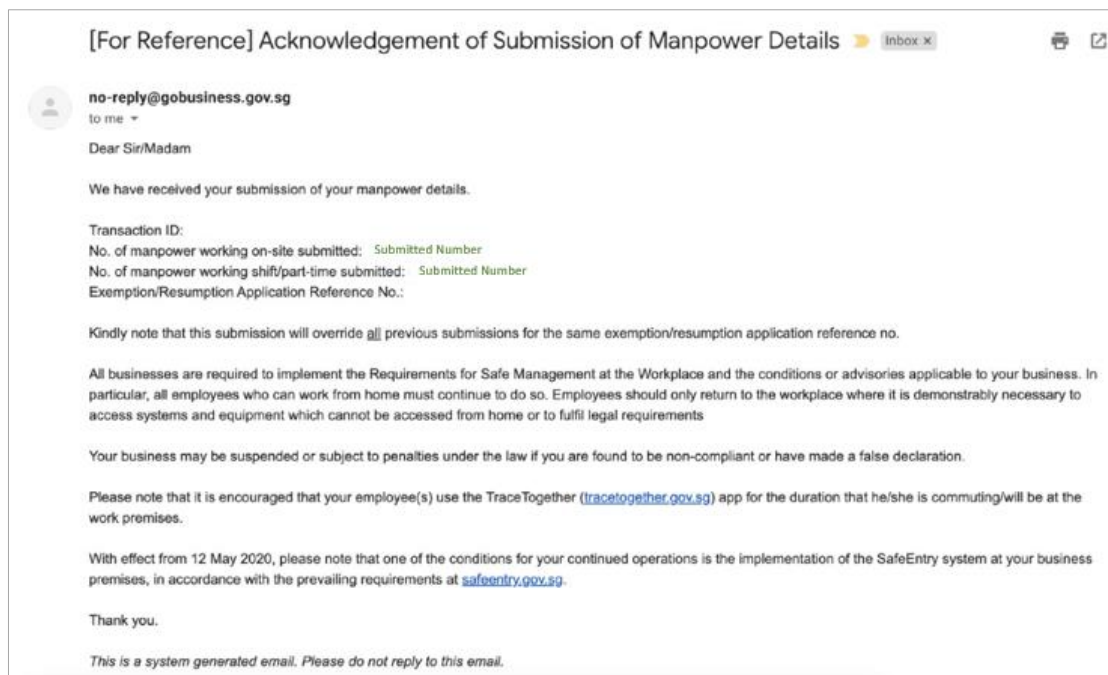
Every new submission will override all previous submissions. Please find the latest submission below.

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

9. 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.



### **SECTION C: RESETTING YOUR MANPOWER DETAILS**

10. 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 **BLUE BOX**.

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

Time-Limited		General/Resumption		
REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
539482394 789237498	abc123 @exam ple.com	Approved	1	<div>Reset to 0</div> <div>Resubmit Manpower</div>

11. 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 **GREEN BOX**.

Are you sure?

This will reset and permanently delete the **manpower details** for the General Exemption application **5e8bea771d3c1c0011423da1** that you submitted previously.

You will be required to resubmit the manpower details after clicking “Confirm”, **before any on-site deployment of your employee/worker(s).**

Cancel

Proceed



12. 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.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
539482394 789237498	abc123 @exam ple.com	Approved	0	<a href="#">Reset to 0</a> <a href="#">Resubmit Manpower</a>

**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	0 - Manpower details have been reset
NO. OF MANPOWER WORKING SHIFT/PART-TIME SUBMITTED	0 - Manpower details have been reset

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

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

-- End --