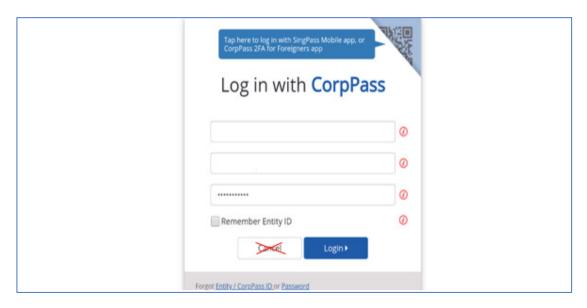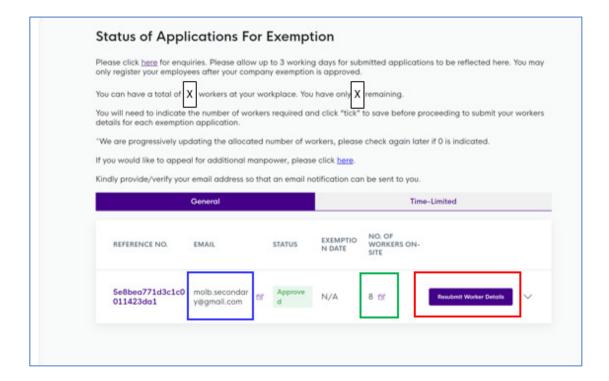# Guide for Registration of Essential Manpower

1. Log in at https://www.gobusiness.gov.sg /exemptions/login 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.*

2. At the main page:
    a. Fill in a valid email address (blue box below) <u>before</u> you submit your employee/worker' details. If the field is already auto-populated, please check that the email address indicated is accurate.
    b. Input the number of employees/workers required on-site for the stated approved exemption application under the column "number of workers on-site" (green box below).
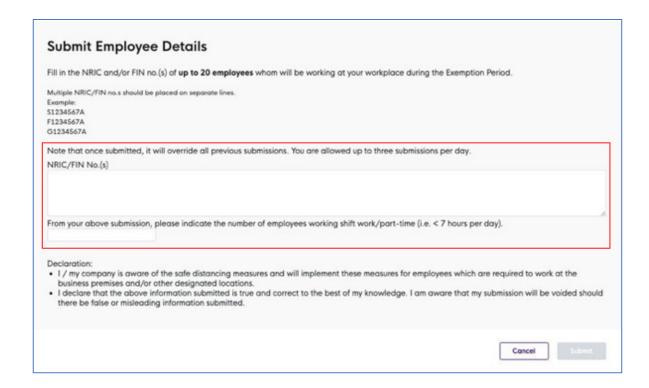   c. Click on the button "Submit/Resubmit worker details" (red box below).

Note:
    (i) If you have submitted your employee/workers' details previously and need to make changes, you are required to re-submit all of your employee/workers' details (i.e. all the NRIC/FIN 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 the website indicates that you have been allocated "0" workers, please check back again later.

3. Upon clicking on the button "Submit/Resubmit worker details":
    a. You will see a pop-up box as below. Please key in your employees/workers' NRIC/FIN details.
    b. Please also indicate the number of employees/workers working shifts or working part time (i.e. working less than 7 hours per day).
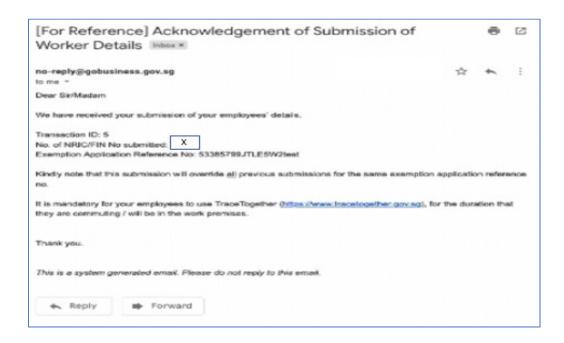
    Take note of the points under "Declaration", and proceed to click "Submit".

Submit Employee Details

Fill in the NRIC and/or FIN no.(s) of **up to 20 employees** whom will be working at your workplace 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)

From your above submission, please indicate the number of employees 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 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. 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.

5. You will also receive an email acknowledgement, which will be sent to the email address indicated (i.e. the blue box in step 4 above).

6. Please allow up to 3 working days for the registration of your employees to be processed. In the meantime, you should operate with the allocated headcount as shown in this form.