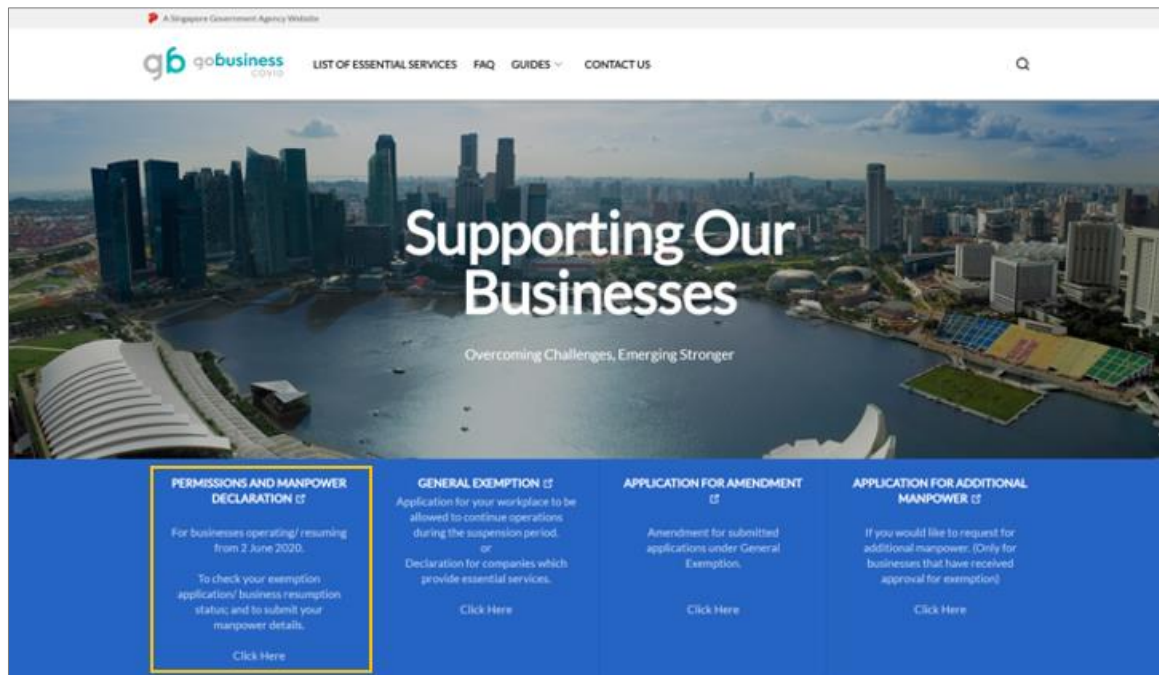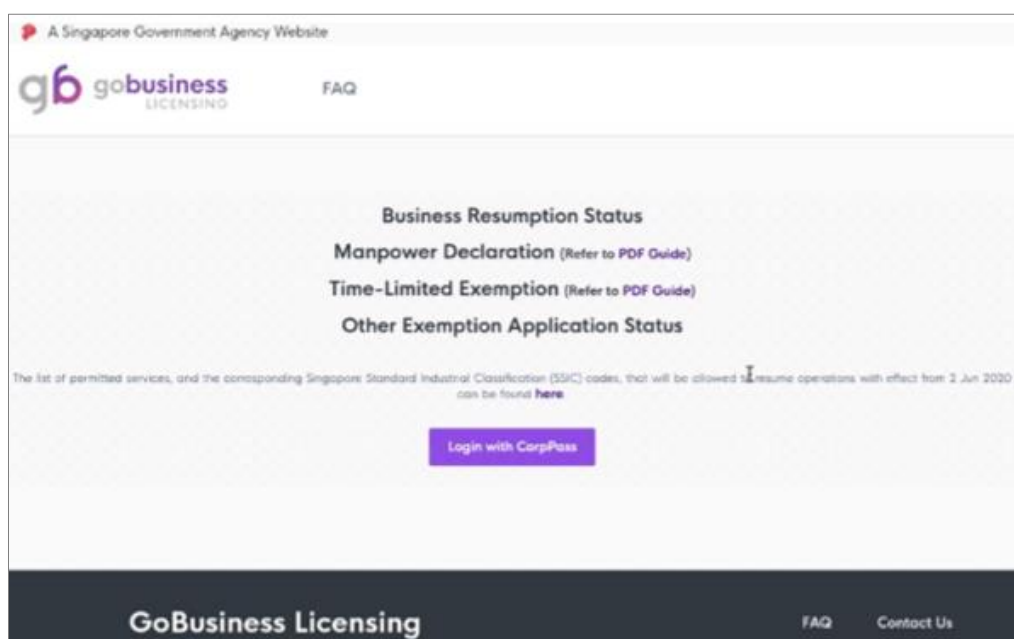## Guide for Manpower Declaration

SECTION A: ACCESSING THE SYSTEM
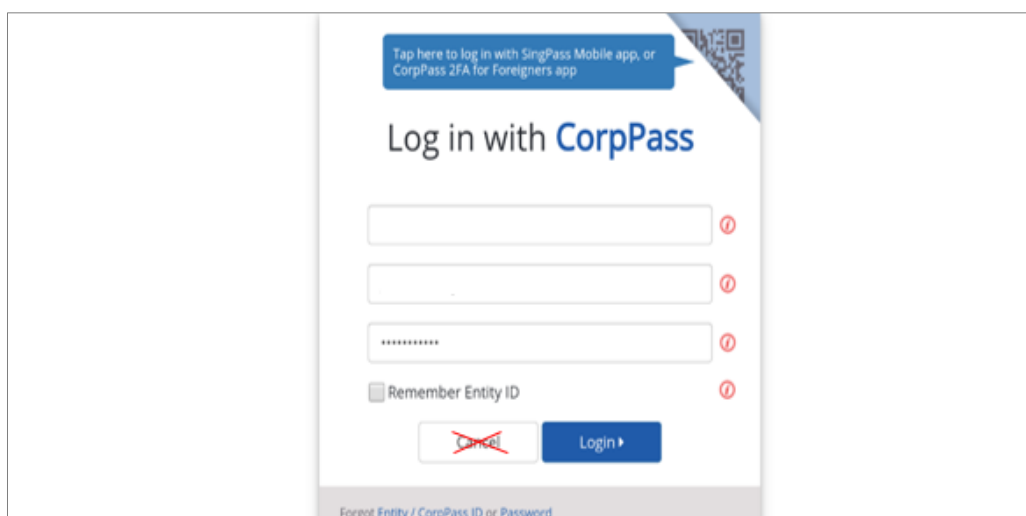
1. Click on the "Permissions and Manpower Declaration" button (shown in the **ORANGE BOX**) from the main page at *https://covid.gobusiness.gov.sg*.

2. Click on the "Login with CorpPass" button.
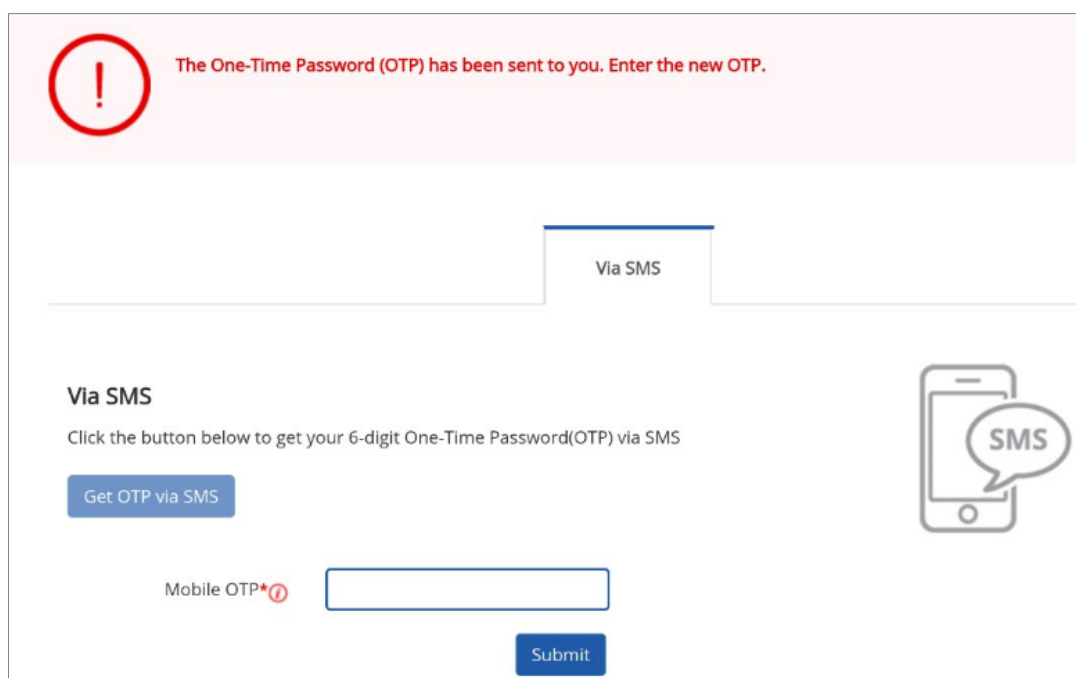
3. Log in with your CorpPass credentials.

*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: 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: 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**.

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. <u>Step 1</u>: 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. <u>Step 2</u>: 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.

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.

    a. <u>Step 1</u>: 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. <u>Step 2</u>: Indicate the proportion of manpower working part-time (i.e. working less than 7 hours per day) or shifts in the **BLUE BOX**.
    c. <u>Step 3</u>: 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.

> 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

8. 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 **GREEN BOX**.
   d. 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.

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.

[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 (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

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.

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**.

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.

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>
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.

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

-- End --