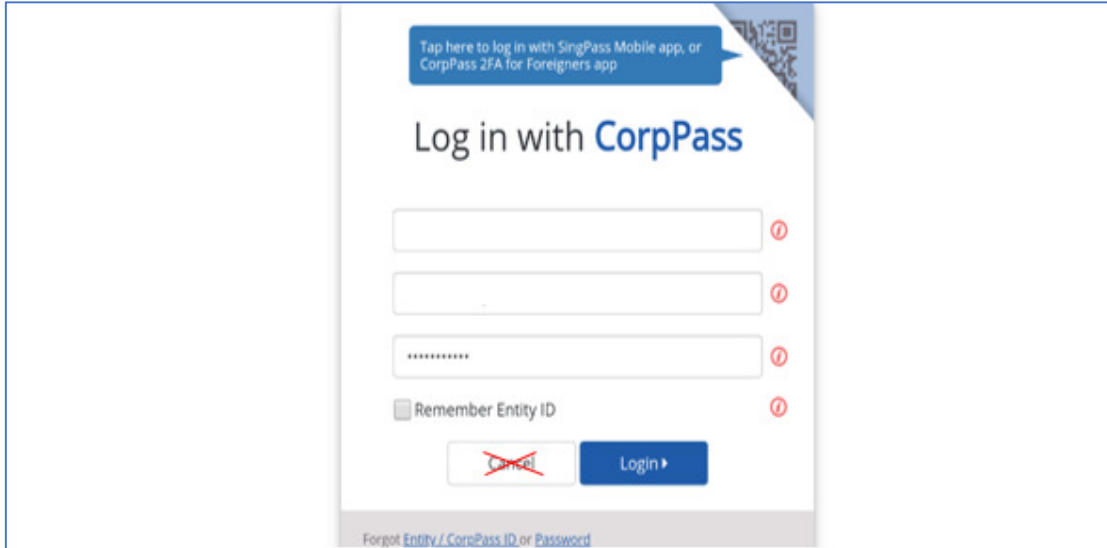


Guide for Registration of Essential Manpower

1. Log in at <https://www.gobusiness.gov.sg/exemptions/login> with your CorpPass credentials.



The screenshot shows the 'Log in with CorpPass' page. At the top, a blue banner contains the text: 'Tap here to log in with SingPass Mobile app, or CorpPass 2FA for Foreigners app' next to a QR code. Below this, the heading 'Log in with CorpPass' is displayed. The login form consists of three input fields: the first for Entity ID, the second for Username, and the third for Password (masked with dots). To the right of each input field is a red circular icon with a white 'i'. Below the password field is a checkbox labeled 'Remember Entity ID' with a red circular icon with a white 'i' to its right. At the bottom of the form are two buttons: a 'Cancel' button with a red 'X' over it, and a blue 'Login' button with a right-pointing arrow. At the very bottom of the page, there is a link: 'Forgot Entity / CorpPass ID or Password'.

*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. Check that the email address (blue box below) is correct.
 - 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).

Status of Applications For Exemption

Please click [here](#) for enquiries. Please allow up to 3 working days for submitted applications to be reflected here. You may only register your employees after your company exemption is approved.

You can have a total of workers at your workplace. You have only remaining.

You will need to indicate the number of workers required and click “tick” to save before proceeding to submit your workers details for each exemption application.

“We are progressively updating the allocated number of workers, please check again later if 0 is indicated.

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

Kindly provide/verify your email address so that an email notification can be sent to you.

General

Time-Limited

REFERENCE NO.	EMAIL	STATUS	EXEMPTION DATE	NO. OF WORKERS ON-SITE	
5e8bea771d3c1c0011423da1	molb.secondary@gmail.com	Approved	N/A	8	<input type="button" value="Resubmit Worker Details"/> <input checked="" type="checkbox"/>

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 **X** 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 part-time/shift work (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.

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

Kindly provide/verify your email address so that an email notification can be sent to you.

General

Time-Limited

REFERENCE NO.	EMAIL	STATUS	EXEMPTION DATE	NO. OF WORKERS ON-SITE
53385799JTLE5W2test	molb.secondary@gmail.com	Approved	N/A	3

Resubmit Worker Details

Application Status

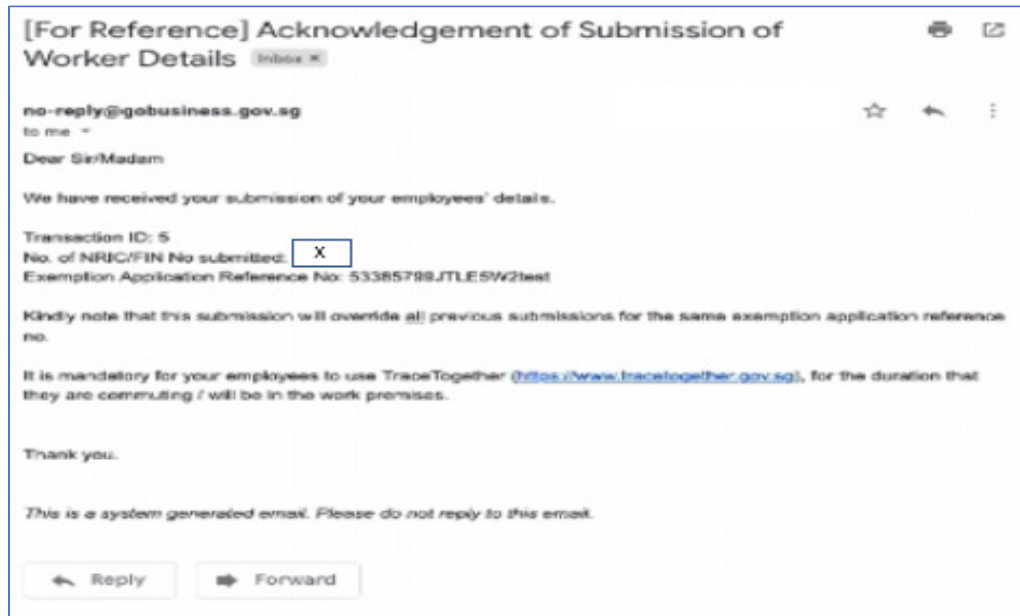
Your application for Exemption has been approved. Please refer to your notification reply for more details.

Employee Details Submission(s)

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

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

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.