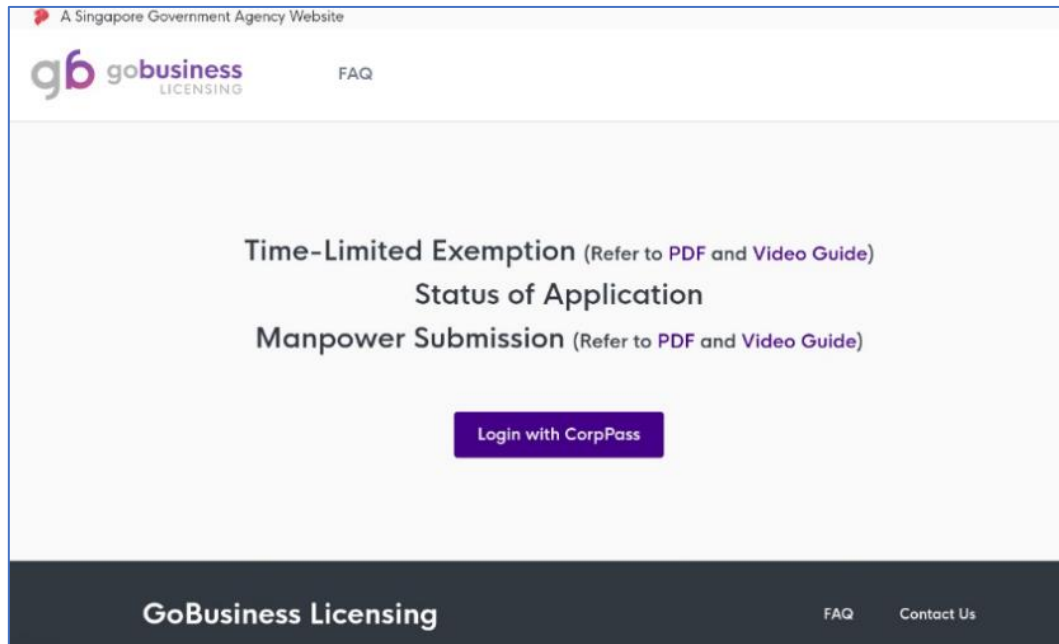


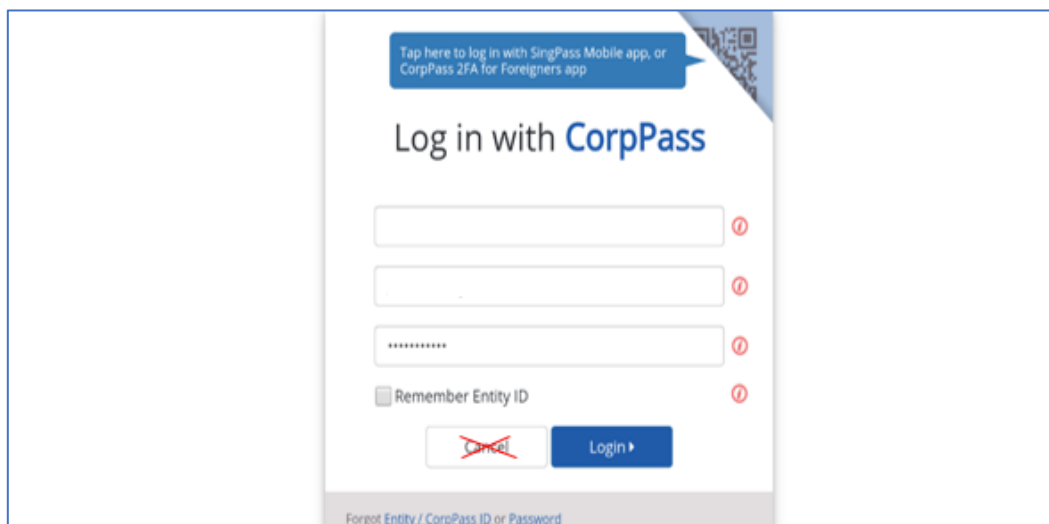
## Guide for Manpower Submission

### Section A: Accessing the system

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




2. 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 Submission” from the main page <https://covid.gobusiness.gov.sg> again.

3. You will be prompted to enter a One-Time Password (OTP), which will be sent to your mobile via SMS.




The One-Time Password (OTP) has been sent to you. Enter the new OTP.

Via SMS


**Via SMS**

Click the button below to get your 6-digit One-Time Password(OTP) via SMS

Get OTP via SMS

Mobile OTP\*

Submit



## **Section B: Submitting your Manpower Details**

4. At the main page:
- Step 1:** Take note of your allocated number of manpower (i.e. X and Y in the **BROWN BOX** below).
  - Step 2:** Fill in a valid email address in the **ORANGE BOX** (below).
  - Step 3:** Click on the “Submit/Resubmit Manpower” button in the **GREEN BOX** (below). You can only submit/resubmit manpower details for approved General Exemption applications.

**Status of Exemption & Manpower Submission**

This application is for entities who are submitting their manpower details so that their employee/worker(s) can continue to work on-site during the circuit breaker period.

For the list of businesses (refer to list [here](#)) who have been allowed to resume operations from 12 May, you need not make a manpower submission yet. Your business will be notified of the time to do so subsequently when needed.

Please allow up to 3 working days for your application for General Exemption to be reflected. Manpower submission can only be done after your exemption is approved. Manpower submissions are tracked at the UEN level. All your manpower submissions should fall within the allocated number of manpower, regardless of the number of approved General Exemption applications you have.

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

You can have a total of  employees/workers working on-site (this includes full/part-time and shift manpower). You only have  remaining.

To submit your manpower details for each approved General Exemption application, 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 General Exemption application. You may resubmit up to 3 times per day for each approved General Exemption application.

If you would like to reset your manpower details to **zero** (i.e. remove all manpower details) for a **particular** General Exemption application, 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 3 times per day.

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

Please click [here](#) for enquiries.

Time-Limited			General	
REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
5e8bea771d3c1c0011423da1	<div style="border: 1px solid orange; padding: 2px;">abc123@example.com</div>	<div style="background-color: #d4edda; padding: 2px;">Approved</div>	5 <div style="border: 1px solid #ccc; padding: 2px;">Reset to 0</div>	<div style="border: 1px solid green; padding: 2px;">Resubmit Manpower</div>

### **Note:**

- If you have submitted your manpower details previously and need to make changes, you will need to resubmit **all** of your manpower details again.
- You are allowed to resubmit your manpower details up to a **maximum of 3 times a day for each approved General Exemption application**. Each new submission will override **all** previous submissions.
- Please note that we are progressively updating our website. If you see a line “**Status: Pending update for allocated number of manpower**”, please check back again later.

5. Upon clicking on the “Submit/Resubmit Details” button, you will see a pop-up box as below.
- Step 1: Key in your manpower details (i.e. NRIC/FIN numbers only) in the **ORANGE BOX** (below). You can copy-and-paste the required details into the space provided. Please note that you are only allowed to key in details up to the allocated number of manpower shown in the **BROWN BOX** below.
  - Step 2: Indicate the number of manpower working shifts or working part-time (i.e. working less than 7 hours per day) in the **BLUE BOX** (below).
  - Step 3: Take note of the points under “Declaration”, and proceed to click on the “Submit” button in the **GREEN BOX** (below).

### Submit Manpower Details

Fill in the NRIC and/or FIN no.(s) of up to **1** employees/workers whom will be working on-site 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)

You may copy and paste data into this text box

From your above submission, please indicate the number of manpower 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/workers 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

6. The pop-up box will close and you will return to the main 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 in the **ORANGE BOX** (below).
  - You will also see the number of NRIC/FIN records that you have submitted in your latest submission reflected in the “No. of manpower on-site” column in the **BLUE BOX** (below).

Time-Limited

General

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
5e8bea771d3c1c0011423da1	abc123@example.com	Approved	5	<div>Reset to 0</div> <div>Resubmit Manpower</div>

Application Status

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

Manpower Details Submission(s)

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

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

### **Section C: Acknowledgement of your Manpower Submission**

7. You will receive an email acknowledgement (similar to the sample below), which will be sent to the email address that you had provided.

[For Reference] Acknowledgement of Submission of Worker Details

To:

---

Dear Sir/Madam

We have received your submission of your employees' details.

Transaction ID: :  
No. of NRIC/FIN No submitted:  
Exemption Application Reference No:

You will subsequently receive an email notification from the Ministry of Manpower, sent on behalf of the Ministry of Trade and Industry, to inform you if your employee/worker(s) is/are approved to work on-site.

- If you have submitted your essential manpower details before 8pm, you will receive the outcome by midnight on the same day.
- If you have submitted your essential manpower details after 8pm, you will receive the outcome by 1pm on the following day.

Kindly note that this submission will override all previous submissions for the same exemption application reference no.

Please note that it is encouraged that your employees use the TraceTogether ([tracetgether.gov.sg](https://tracetgether.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://safeentry.gov.sg).

Thank you.

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

8. You will be informed if your employee(s)/worker(s) is/are permitted to work on-site via an email notification from the Ministry of Manpower (MOM), on behalf of the Ministry of Trade and Industry (MTI).

Please note the following:

- Your employee(s)/worker(s) can only be deployed on-site **after** you have received the official email notification from MOM.
- If you have already received MOM's approval in relation to a previous manpower submission, but are still awaiting the official email notification from the Ministry for your latest submission, please note that only your previously approved employee(s)/worker(s) will be allowed to work on-site, until you receive the updated notification from MOM.

#### **Section D: Resetting your Manpower Details**

9. If you have multiple approved General Exemption applications, and would like to reset your manpower details to zero **for a particular application**, please click on the corresponding “Reset to 0” button for that application. This is shown in the **BLUE BOX** (below).

Please note that this will count towards your submission quota of 3 times a day for each approved General Exemption application.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
5e8bea771d3c1c0011423da1	abc123@example.com	Approved	5	<div>Reset to 0</div> <div>Resubmit Manpower</div>

10. You will see a pop-up box asking for your confirmation to remove manpower details for that particular General Exemption application. Please ensure that the details are accurate and proceed to click on the “Proceed” button in the **GREEN BOX** (below).

**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

11. 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 **BROWN BOX** (below).

Please note that each new submission will override all previous submissions for the approved General Exemption application. Your latest transaction will be in **bold**.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
<b>5e8bea771d3c1c0011423da1</b>	abc123@example.com	Approved	0	<a href="#">Submit Manpower</a>

### Application Status

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

### Manpower Details Submission(s)

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

Transaction ID	11654
Transaction Date and Time	23 Apr 2020, 10:29 am
No. of NRIC/FIN No.(s) Submitted	1

Transaction ID	Transaction ID
Transaction Date and Time	Date and Timestamp
No. of NRIC/FIN No.(s) Submitted	<b>0 - Manpower details have been reset</b>



12. 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.*

13. You can now resubmit your manpower details by following the steps in Section B.

-- End --