

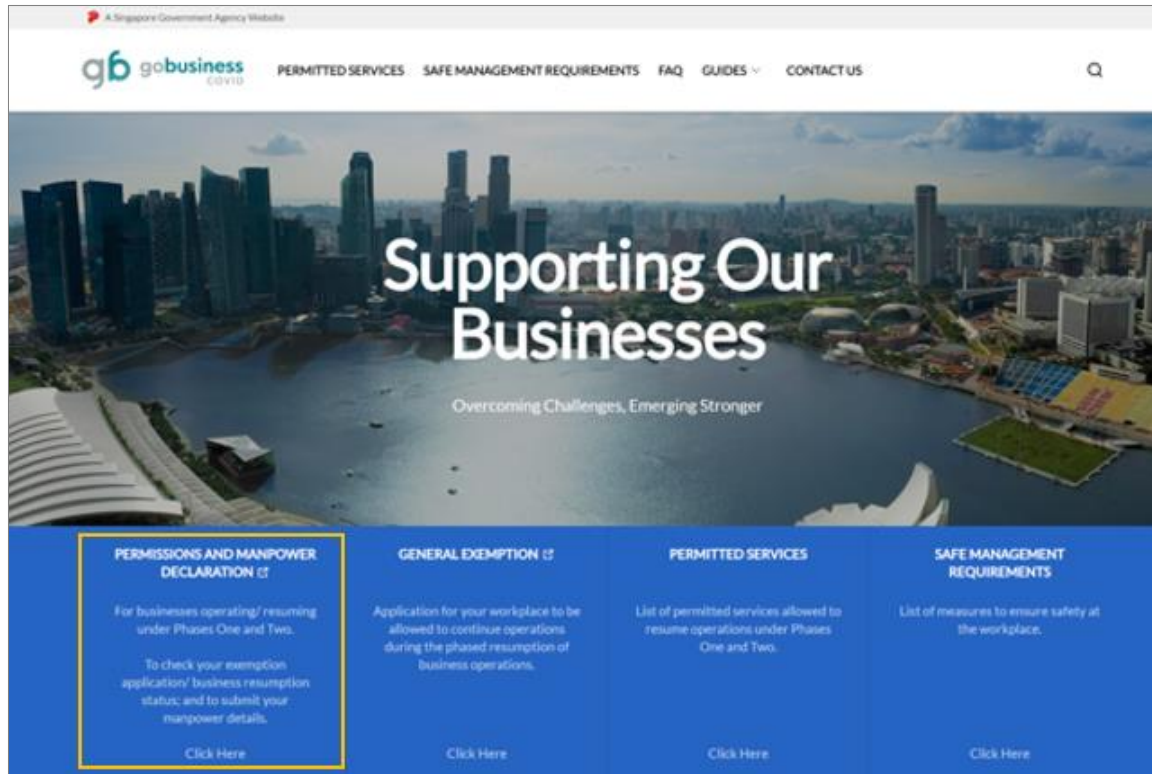
## **Guide for Manpower Declaration/Submission**

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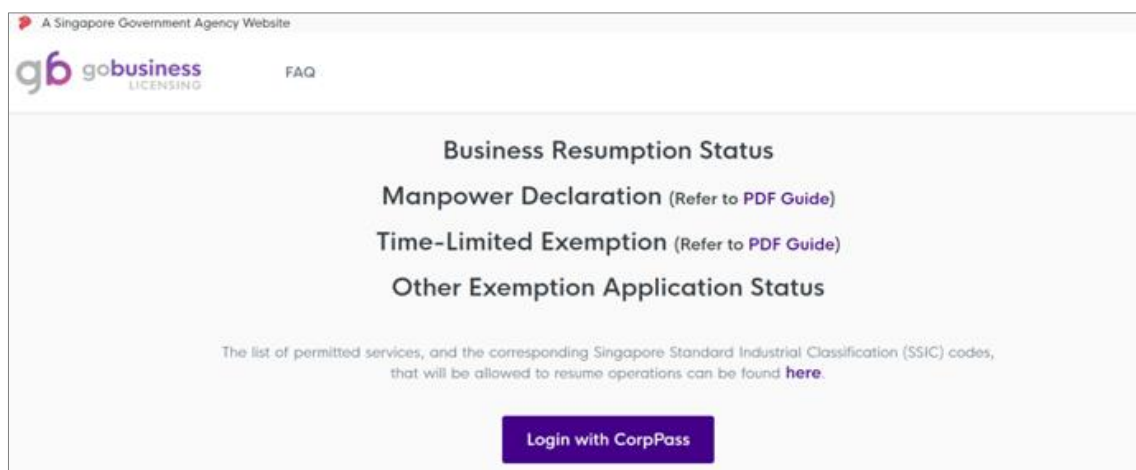
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## Section A: Accessing the System

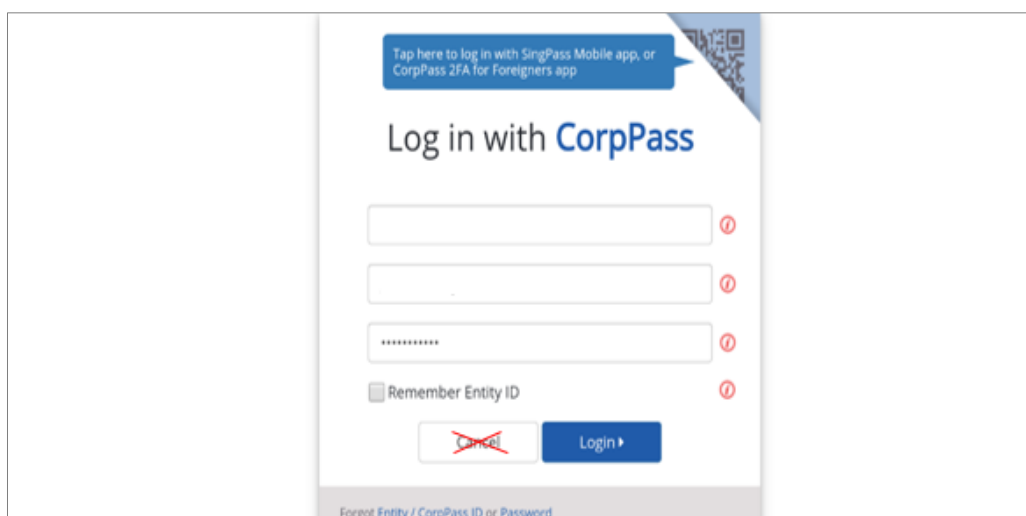
1. Click on the “Permissions and Manpower Declaration” button (shown in the **ORANGE BOX**) from the main page at <https://covid.gobusiness.gov.sg>.



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



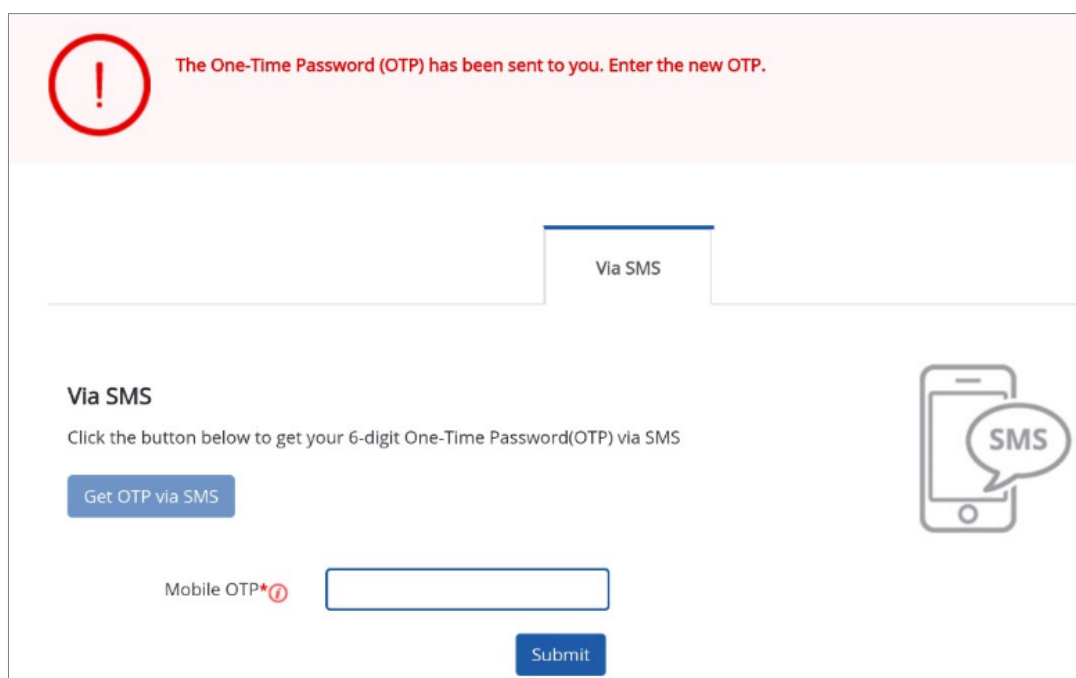
3. Log in with your CorpPass credentials.



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 ▶". A link "Forgot Entity / CorpPass ID or Password" is located 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 a red information icon, followed by an input field. At the bottom right, there is a blue button labeled "Submit". To the right of the input field, there is an icon of a smartphone with a speech bubble containing the text "SMS".

## Section B: Submission Of Manpower Details

### (I) Submission of Manpower Declaration for businesses in the permitted list of services

1. 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 **PINK 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 from 02 June 2020 [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 **Z** employees/workers under your employment.

For your operations starting from 02 June 2020, 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

2. 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 **BROWN BOX**.
- b. Step 2: Click on the “Submit/Resubmit Manpower” button in the **PINK 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 MANPO WER ON-SITE	MANPOWER DETAILS SUBMISSION
NGEc893t8h549	abc123@ example. com		Permitted	From 02 Jun 0	

*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.

3. 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 **PINK 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.

4. 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 **BROWN BOX**.
  - If you have declared your manpower details previously, you may click on the “View Submission History” button, as shown in the **PINK BOX**, to see your previous submissions.

BizAsUsual1

abc123@example.com

Permitted

From 02 Jun

#

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

5. 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. You will not receive any additional notification of your manpower declaration.

From: no-reply@gobusiness.gov.sg  
Subject: [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: 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.: Reference Number

Your business is to comply to the prevailing safe management measures promulgated by MOM, as well as sector specific requirements promulgated by the sector agency relevant to your business operations.

The additional Conditions for approved exemption/resumption of your business are also listed below:

**Conditions for approved exemptions/resumption**

Conditions (if applicable)
----------------------------

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.

It is encouraged that your employee(s) 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.*



### (II) Submission of Manpower Details for businesses in the Marine & Offshore and Process sectors

#### 1. 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: 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 **PINK BOX**.

### Business Resumption/Exemption Status and Manpower Declaration

This form is for entities whom hold Marine & Offshore and Process Work Permit Online (WPOL) accounts to declare their manpower details so that your employee/worker(s) can continue to work on-site at the specified location(s).

Only the details for Singapore Citizens, Singapore Permanent Residents, Employment Pass Holders, S-Pass Holders and Work Permit Holders are required to be submitted. All other non-MOM work pass holders (e.g. long-term visitor pass or ICA work pass) need not be submitted.

Manpower submissions can only be done if the status of your General Exemption / Business Resumption is reflected as “approved”. Manpower submissions are tracked at the UEN level. All your manpower submissions should fall within the allocated number of manpower.

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

For all your employee/worker(s) working on-site, you will be required to:

- indicate whether the work premises is a production site or non-production site;
- submit the specific address of the work premises;
- submit the NRIC/FIN details of your employees/workers for any one particular work premises; and
- submit the proportion of employees/workers who are working part-time and shifts.

**If you have an employee/worker deployed at multiple work premises, please submit their NRIC/FIN details accordingly.**

For all your employee/worker(s) working from home, you will be required to:

- submit the NRIC/FIN details of your employees/workers for any particular work premises; and
- submit the proportion of employees/workers who are working part-time and shifts.

For resubmissions, please note that each new submission will override all previous submissions for the approved General Exemption / Business Resumption. You may resubmit up to 5 times per day for each approved Exemption / Resumption.

If you would like to reset your manpower to zero (i.e. remove all submitted manpower) for a particular General Exemption / 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 would like to appeal for additional manpower, please click [here](#).

Please click [here](#) for enquiries.

Time-Limited

General/Resumption

CONDITIONS FOR APPROVED EXEMPTIONS/RESUMPTION

2. 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 “Approved”:

- a. Step 1: Fill in a valid email address in the **ORANGE BOX** and save it by clicking on the tick, shown in the **BROWN BOX**.
- b. Step 2: Click on the “Submit/Resubmit Manpower” button in the **PINK 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
539482394 789237498	abc123 @exam ple.com	<input checked="" type="checkbox"/> Approved	2 Reset to 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 manpower details.
- (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.

3. Upon clicking on the “Submit/Resubmit Details” button, you will see a pop-up box as below. Read the instructions carefully. Indicate whether your employees/workers are working on-site or from home, as shown in the **BROWN BOX**.

### Submit Manpower

Please indicate whether your employees/workers are working on-site or from home.

If your employees are working on-site, please indicate the address of the specific work premises. **If you have multiple work premises, please click on the “Add New Premises” button to key in the details for all your manpower deployed across all the work premises.**

**If your employees/workers are deployed across multiple premises, please note that you will need to declare all the work premises for which he is to be deployed.**

#### Premises 1

#### Premises Type

Your employees are:

☒ Working on-site ☐ Working from home

- If your employees/workers are working **on-site**:
  - a. Indicate whether your premises is a production site, as shown in the **PINK BOX**.
  - b. Key in the address of the specific work premises in the **BLUE BOX**. Please note that the address data fields will be greyed out until **after** you select whether your premises is a production site.
  - c. You can key in the address of the specific work premises by:
    - i. Indicating the postal code and clicking on the “Retrieve Address” button.
    - ii. The fields for “Block/House No.”, “Street Name” and “Building Name” will either be auto-populated or made available via a dropdown selection.
    - iii. Key in the appropriate “Floor No.” and “Unit”.
- If your employees/workers are working **from home**, you will not be required to provide the address of the work premises.

### Submit Manpower

Please indicate whether your employees/workers are working on-site or from home.

If your employees are working on-site, please indicate the address of the specific work premises. **If you have multiple work premises, please click on the “Add New Premises” button to key in the details for all your manpower deployed across all the work premises.**

If your employees/workers are deployed across multiple premises, please note that you will need to declare all the work premises for which he is to be deployed.

#### Premises 1

**Premises Type**

Your employees are:

☒ Working on-site
 ☐ Working from home

Your premises is a:

☒ Production site (e.g. production plant)
 ☐ Non-production site (e.g. back office)

#### Premises Address

Postal code:

Block/House No.

Street Name

Floor No.

Unit

Building Name

4. Further below as you scroll down:

- a. Step 1: Key in your manpower details (i.e. NRIC/FIN numbers only) in the **ORANGE BOX**. 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** in each submission.

Please note that your employees/workers working from home will not count towards the allocated manpower assigned to your company.

- b. Step 2: Indicate the number of manpower working shifts or working part-time (i.e. working less than 7 hours per day), as shown in the **PURPLE BOX**. This number cannot exceed the number of manpower details entered in Step 1.
- c. Step 3: If you have multiple work premises, you will need to submit the details of **all your employees/workers working on-site/from home at each of the different work premises**. You can do so by clicking on the “Add Premises” button, as shown in the **PINK BOX**. You will not be able to add premises with the same premises address.
- d. Step 4. After you have finished keying in your manpower details, take note of the points under “Declaration”, and proceed to click on the “Submit” button in the **BLUE BOX**.

### Manpower Details

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

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 5 submissions per day.

**NRIC/FIN No.(s)**

From your above submission, please indicate the number of manpower working part-time/shift work (i.e. < 7 hours per day)

**+ Add New Premises**

Note that once submitted, it will override all previous submissions. You are allowed up to 5 submissions 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/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 submissions will be voided should there be false or misleading information submitted.

**Back**

**Submit**

5. The pop-up box will close and you will return to the main page.
  - a. 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 premises submitted, as shown in the **ORANGE BOX**.
  - b. 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, as shown in the **BLUE BOX**.

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

**Application Status**

Your application for Exemption/Resumption has been approved.

**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 PREMISES SUBMITTED	Submitted Number

[View Submission History](#)

- c. If you have submitted your manpower details previously, you may click on the “View Submission History” button, as shown in the **BROWN BOX** (in above screenshot), to see your previous submissions or breakdown of your submission on a premises level (similar to the sample below).

## Manpower Details Submission History

For Application Ref No.:

Every new submission will override all previous submissions.

**Latest Submission**

<b>Transaction ID:</b>	Transaction ID
TRANSACTION DATE AND TIME	Date and Timestamp
NO. OF PREMISES SUBMITTED	Submitted Number

**Premise 1**

PREMISES TYPE	Production site
PREMISES ADDRESS	Address
NO. OF MANPOWER SUBMITTED	Submitted Number
NO. OF MANPOWER WORKING SHIFT/PART-TIME SUBMITTED	Submitted Number

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

From: no-reply@gobusiness.gov.sg  
Subject: [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: Transaction ID  
No. of premises submitted: Submitted Number  
Exemption/Resumption Application Reference No.: Reference Number

**Premises 1**  
Premises type: On-site or off-site premises  
Premises address: Address  
No. of manpower submitted: Submitted Number  
No. of manpower working shift/part-time submitted: Submitted Number

Your business is to comply to the prevailing safe management measures promulgated by MOM, as well as sector specific requirements promulgated by the sector agency relevant to your business operations.

The additional Conditions for approved exemption/resumption of your business are also listed below:

**Conditions for approved exemptions/resumption**

Conditions (if applicable)
----------------------------

You may use the SGWorkPass app to check whether your employee/worker(s) is/are allowed to work on-site. Please note that for manpower submissions before 1730 hours, the SGWorkPass status will be updated by 2359 hours on the following day.

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.

It is encouraged that your employee(s) 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.*

## Section C: Resetting Your Manpower Details

1. 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 **BROWN 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	0	Reset to 0	Resubmit Manpower

2. 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 **BROWN 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).

CancelProceed



- 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

4. 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.*

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

-- End --