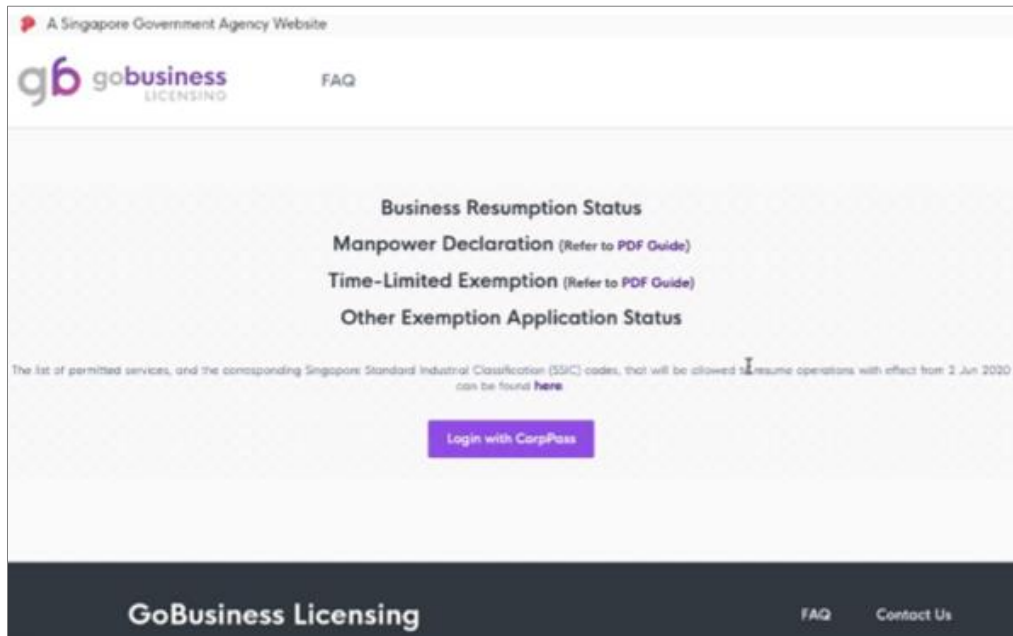


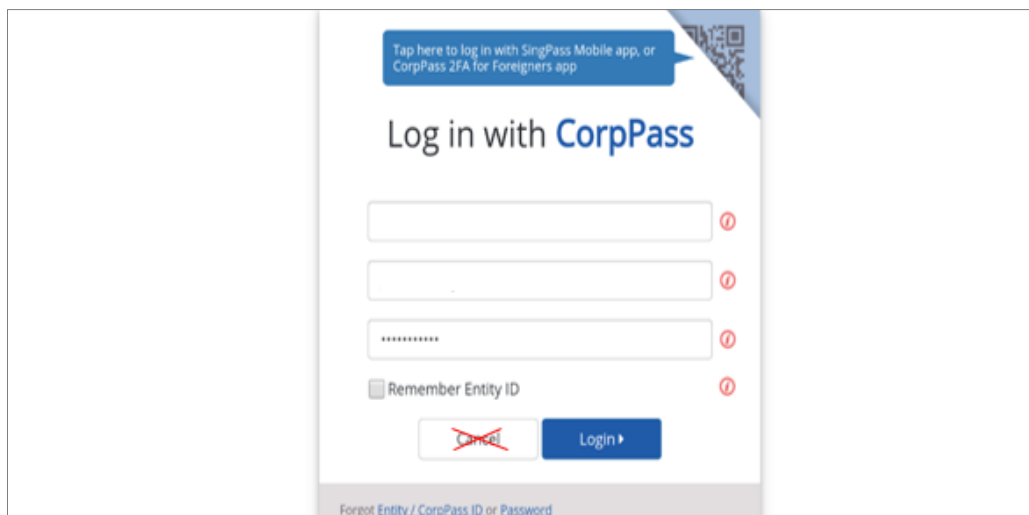
## Guide for Manpower Declaration

### 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 Declaration” 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: DECLARATION OF MANPOWER DETAILS

*(If you fall within the list of permitted services allowed to resume operations from 2 June 2020, you will need to declare your manpower details)*

4. At the main page:

- Step 1:** Take note of the number of employees/workers under your employment (i.e. Z in the **BROWN BOX**).
- Step 2:** Under the “General/Resumption” tab, you will see the status of your General Exemption/Business Resumption, as shown in the **BLUE BOXES**. If there are any conditions imposed on your Business Resumption/General Exemption, it will be shown in the **RED BOX**.
- Step 3:** If your “General/Resumption” status is shown as “permitted”, fill in a valid email address in the **ORANGE BOX** and click on the “Submit/Resubmit Manpower” button in the **GREEN BOX** to declare your manpower details.

**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 SSC 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**

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
BizAsUsual1	abc123@exam-ple.com	Permitted	From 02 Jun 2	Reset to 0 <b>Resubmit Manpower</b>

**Note:**

- 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.
- 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.

5. 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 **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.

**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.

6. 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 **GREEN BOX**.
  - 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.

BizAsUsual1

abc123@example.com

Permitted

From 02 Jun

2

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

7. You will receive an email acknowledgement (similar to the sample below), which will be sent to the email address that you had provided. You can proceed to resume operations thereafter (i.e. after 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 ([trace.together.gov.sg](https://www.trace.together.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://www.safeentry.gov.sg).

Thank you.

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

## SECTION C: SUBMISSION OF ESSENTIAL MANPOWER

*(If you have an approved General Exemption application, you will need to submit details of your essential manpower)*

### Sub-section (i) - Submitting details of your essential manpower

8. At the main page:

- Step 1: Take note of your allocated number of manpower (i.e. X and Y in the **BROWN BOX**).
- Step 2: Under the “General/Resumption” tab, you will see the status of your General Exemption application, as shown in the **BLUE BOXES**. If there are any conditions imposed on your Business Resumption/ General Exemption, it will be shown in the **RED BOX**.
- Step 3: If your “General/Resumption” status is shown as “approved”, fill in a valid email address in the **ORANGE BOX** and click on the “Submit/Resubmit Manpower” button in the **GREEN BOX** to submit/resubmit your essential manpower.

**Business Resumption/Exemption Status and Manpower Declaration**

This form is for entities who are submitting their manpower details so that their employee/worker(s) can continue to work on-site.

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.

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

To submit your manpower 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 5 times per day for each approved General Exemption application.

If you would like to reset your manpower to zero (i.e. remove all submitted manpower) 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 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**

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
539482394 789237498	abc123@exam ple.com	Approved	1	Resubmit Manpower

**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 5 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.

9. Upon clicking on the “Submit/Resubmit Manpower” button, you will see a pop-up box as below.

- d. 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**.
- e. 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**.
- f. Step 3: Take note of the points under “Declaration”, and proceed to click on the “Submit” button in the **GREEN BOX**.

### Submit Manpower

Fill in the NRIC and/or FIN no.(s) or **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)

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)

0

If your company's on-site manpower needs (full time/part-time/shift work) in this period cannot be met by what is allowed under the company's allocated manpower, please submit a request [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/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



10. 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; (iii) a number count of the total NRIC/FIN records submitted; and (iv) the number of manpower working part-time or shifts in the **ORANGE BOX**.
  - 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**.
  - If you have submitted your manpower details previously, you may click on the “View Submission History” button, as shown in the **BROWN BOX**, to see your previous submissions.

Time-Limited

General/Resumption

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
539482394 789237498	abc123 @exam ple.com	Approved	1	<div>Resubmit Manpower</div>
<div>Reset to 0</div>				

Latest Manpower Details Submission

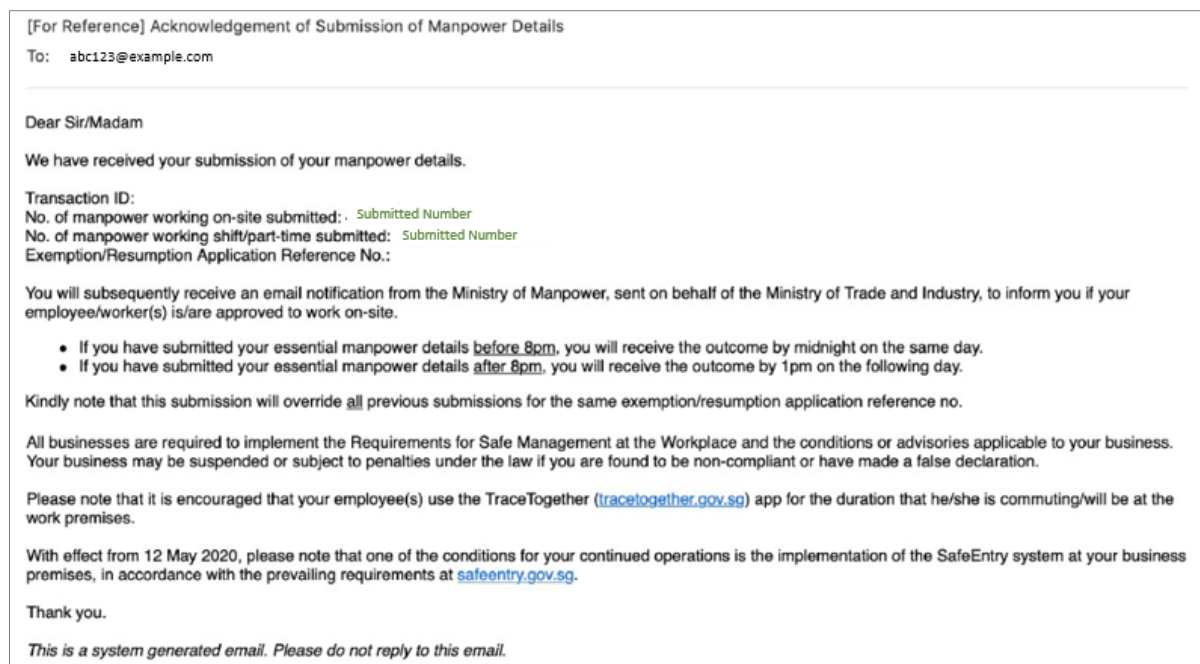
We have received your declaration of manpower. You are required to implement the Requirements for Safe Management at the Workplace and the conditions or advisories applicable to your business. Your business may be suspended or subject to penalties under the law if you are found to be non-compliant or 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

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



12. 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.

### Sub-section (ii) – Resetting your essential manpower

13. 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**.

Please note that this will count towards your submission quota of 5 times a day for each approved General Exemption application.

Time-Limited		General/Resumption		
REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
539482394 789237498	abc123 @exam ple.com	Approved	1	<div>Reset to 0</div> <div>Resubmit Manpower</div>

14. 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**.

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

15. 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 approved General Exemption application. 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

16. 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.*

17. You can now resubmit your manpower details by following the steps in sub-section C(i).

-- End --