

Guide for Submission of Time-Limited Exemption Application

SECTION A: ACCESSING THE SYSTEM

1. Click on the “Time-Limited Exemption” button (shown in the **orange box**) from the main page at <https://www.qobusiness.gov.sg/covid>.

The screenshot shows the 'qobusiness SINGAPORE' website with a navigation bar including 'START A BUSINESS', 'RUN AND GROW A BUSINESS', 'COVID-19', 'E-SERVICES', and 'WHO WE ARE'. The main header indicates the user is on the 'HOME / COVID 19 / OVERVIEW' page. The 'Overview' section contains a paragraph about COVID-19's impact and a list of helpful resources. On the left, a sidebar lists various support categories. The main content area features several cards: 'Permissions and Manpower Declaration', 'Exemption Application', 'Permitted Services', 'Safe Management Requirements', 'Application for Additional Manpower', 'Time-Limited Exemption' (highlighted with an orange border), and 'General Exemption Appeal'. Each card provides a brief description and a 'Find Out More' link.

qobusiness SINGAPORE

START A BUSINESS RUN AND GROW A BUSINESS COVID-19 E-SERVICES WHO WE ARE Log In

HOME / COVID 19 / OVERVIEW

Overview

COVID-19 has caused severe economic disruptions and impacted business activity across various sectors. The Government will continue to work closely with our businesses, workers and industry partners to bolster our economic resilience and seek new opportunities amid the adversity. Together, we will overcome this crisis and emerge stronger.

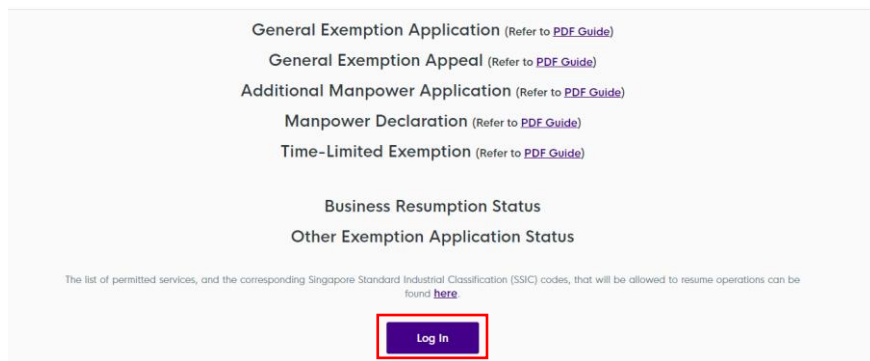
Here are some helpful resources for business owners to find the assistance you need and to ensure that business activities resume safely:

- Permissions and Manpower Declaration**
For businesses operating or resuming in Phase 2 (Heightened Alert). Check your exemption application/business resumption status, and submit your manpower details here.
[Find Out More](#)
- Exemption Application**
For businesses which are providing services which are not in the list of permitted services, please apply here for your business to resume operating.
[Find Out More](#)
- Permitted Services**
List of permitted services allowed to operate in Phase 2 (Heightened Alert).
[Find Out More](#)
- Safe Management Requirements**
List of measures to ensure safety at the workplace.
[Find Out More](#)
- Application for Additional Manpower**
Apply for additional manpower for your business. (Only for businesses that have received approval for exemption)
[Find Out More](#)
- Time-Limited Exemption**
Apply for your workplace to be allowed to have temporary operations. Your application will only take effect on the following day after your submission. You are allowed to submit applications only twice every week (each week starting from Sunday 12:00am to Saturday 11:59pm)
[Find Out More](#)
- General Exemption Appeal**
Appeal your rejected or partially approved General Exemption applications.
[Find Out More](#)

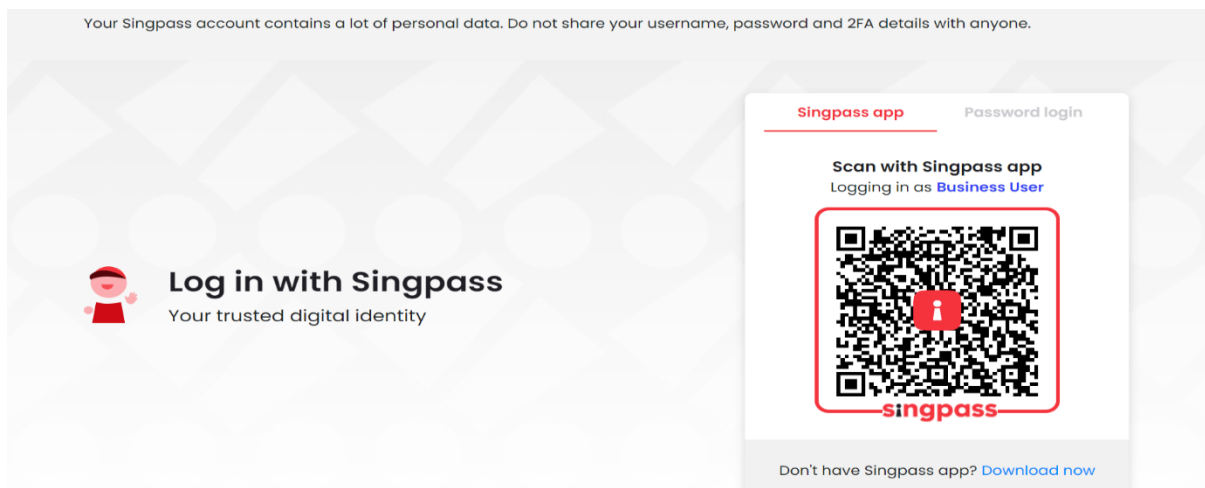
Overview

- Permitted Services
- Safe Management Requirements
- Sector-Specific Requirements
- Digital Solutions for Safe Management
- Guides
- Financial Support
- Manpower Support
- Digital Support
- Sector-Specific Support
- FAQ

2. Click on the “Login” button.

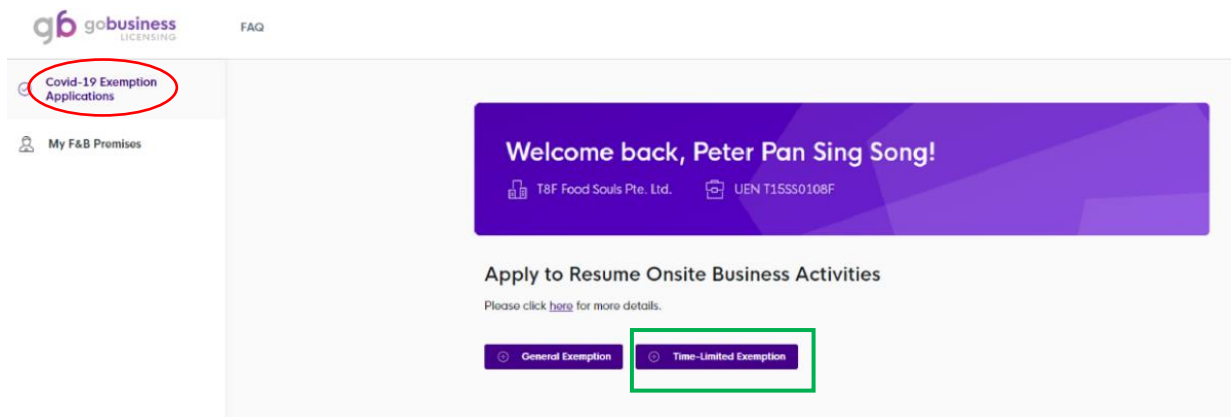


3. Log in with your Singpass credentials by scanning the QR code shown on the webpage using the Singpass app or password login.



SECTION B: SUBMITTING YOUR TIME-LIMITED EXEMPTION APPLICATION

4. You will reach the main page.
 - a. Step 1: Please ensure that you are at the “Covid-19 Exemption Applications” tab on the left menu, as shown in the **RED CIRCLE**.
 - b. Step 2: Please proceed to click on the “Time-Limited Exemption” button, as shown in the **GREEN BOX**.



5. You will see a pop-up box as shown below. Do take note of the following:
- You can only submit your application **one day before** the on-site deployment of your staff.
 - You can only submit **1 application per day**.
 - You are allowed to submit up to **2 applications each week**, with each weekly cycle starting from Sundays 12.00am to Saturdays 11.59pm.

Proceed to click on the “Apply” button, shown in the **GREEN BOX**.

Please note before applying:

- You can only submit your application one day before the on-site deployment of your staff.
(Example: You will need to submit your Time-Limited Exemption application on Sundays, for on-site deployment of your staff on Mondays.)
- With immediate effect, you can only submit 1 Time-Limited Exemption application per day. Subsequent applications within the same day will not be allowed.
- With effect from 26 Apr 2020, every company is limited to a total of 2 applications every week (the weekly cycle starts from Sunday 12.00am to Saturday 11.59pm), for the remaining duration of the circuit breaker.

Back

Apply

6. The pop-up box will close and you will see a page with instructions for submitting your application. Please read through these instructions carefully before clicking on the “Proceed” button, as shown in the **GREEN BOX**.

Instructions for Time-Limited Exemptions

1. **Employers must direct employees to work from home as far as reasonably practicable.** Approval obtained from this exemption will not exempt entities from adhering to the Covid-19 (Temporary Measures) Act. *Employers may face stop-work orders or other penalties for not directing staff to work from home where possible or not implementing safe distancing measures at work.*
2. Given the above, you should only submit this form if (i) your business does not fall in the list of permitted services at <https://covid.gobusiness.gov.sg/permittedlist> and (ii) you would like to activate a small number of employees to work at the business premises and/or designated locations for short periods of time (i.e. less than a day). **Companies using the Time-Limited Exemption are not required to submit manpower details but have to ensure that the total number of employees activated should NOT exceed 10, or 25% of the total number of employees in your company, whichever is lower.**
3. With effect from 26 Apr 2020, every company is **limited to a total of 2 applications every week (the weekly cycle starts from Sunday 12.00am to Saturday 11.59pm).**
4. You are **required to obtain prior approval before** you submit your application:
 - from the Building and Construction Authority, if you are from the Construction sector and are requesting to continue with physical/actual building works on the construction site.
5. You **do not** need to submit a Time-Limited Exemption, if you are:
 - a business owner wanting to visit your own business premise alone (i.e. not activating any employees).
6. Please note that:
 - If you are a company, variable capital company, debentures, unit trust or business trust listed on the Singapore Exchange, and seeking to hold a General Meeting, your Time-Limited Exemption application would be automatically approved, subject to compliance with the requirements in SGX's Advisory on the conduct of General Meetings, at <https://go.gov.sg/generalmeeting>.

Proceed

7. You can start filling in your application details as you scroll down the form.

Take note that the exemption date for your application (as shown in the **BROWN BOX**), will be the **following date after your submission date**. **You will need to select the checkbox to proceed with submission.**

For example, if you are submitting an application on 4 May 2020, the exemption date shown will be 5 May 2020.

Time-Limited Exemption

☐ Exemption Applicable Date:
(DD-MONTH-YYYY)

Details Of Company

Full Company Name

Registered company address

Total number of employees in company (include all critical and non-critical functions)

Sector Choose the most appropriate sector for your business

- ☐ Banking and Finance
- ☐ Construction, Facilities Management and Critical Public Infrastructure
- ☐ Defence and Security
- ☐ Veterinary services
- ☐ Selected face-to-face Continuing Education & Training (CET)
- ☐ .
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- ☐ Testing, inspection and certification centres
- ☐ Unions
- ☐ All other critical and ancillary services contracted by the Government
- ☐ Others

Brief description of key business activities

0/300

Contact Details

Contact Person

Contact Number

Email

Please enter a valid email address

Information of functions to be performed on-site

How many functions do you require to be performed on site?

Please select a numerical integer value from the drop-down list



Brief description of proposed functions that need to be operated from business premises or designated location on date provided

0/300

State location for operations

Working hours for employees required at location

State why employees are unable to operate these functions from home e.g. telecommuting

0/300

Total number of employees activated at all locations at any given time. The total number of employees activated should not exceed 10, or 25% of the total number of employees in your company, whichever is lower.

Please note the above and select a numerical integer value from the drop-down list



Number of employees required at each business premise and/or designated location at any given time

Click "Submit" after you have filled up all the fields



Submit

8. After clicking the “Submit” button, you will see a pop-up box as shown below.

Please read through the declarations carefully before you click on the “Accept” button, as shown in the **GREEN BOX**. **Your submission will only be completed after you click on the “Accept” button.**

Declarations

- 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.

9. You will receive an email acknowledgement (similar to the sample below) to acknowledge the submission of your Time-Limited Exemption application.

Please note that your application **cannot be amended, cancelled or voided** once it has been submitted, regardless of circumstances. It will still be counted towards your submission quota of twice per week.

You may proceed to attend to urgent matters which cannot be attended to remotely on the date requested in your application, subject to the following provisions below:

- a. You are to comply with all prevailing rules of the various Government agencies, including instructions by enforcement officers, in relation to your business operations. Any abuse of the Time-Limited Exemption to conduct non-permitted activities is an offence. Errant firms will be taken to task and are liable to enforcement penalties.
- b. If you are from the Construction sector and you are requesting to continue with physical/actual building works on the construction site, you are required to obtain an approval from the Building and Construction Authority first before you can proceed.
- c. Every company is limited to a 1 application per day and a total of 2 applications every week (the weekly cycle starts from Sunday 12.00am to Saturday 11.59pm).

Enforcement action will be taken against you and/or your company for failure to comply with the above, and penalties could be imposed under all applicable laws, including the provisions of the COVID-19 (Temporary Measures) Act.

Please retain a copy of this email for your records. Companies using the Time-Limited Exemption are not required to submit manpower details but have to ensure that the total workforce on site does not exceed 10 people or 25% of the total workforce, whichever is lower.

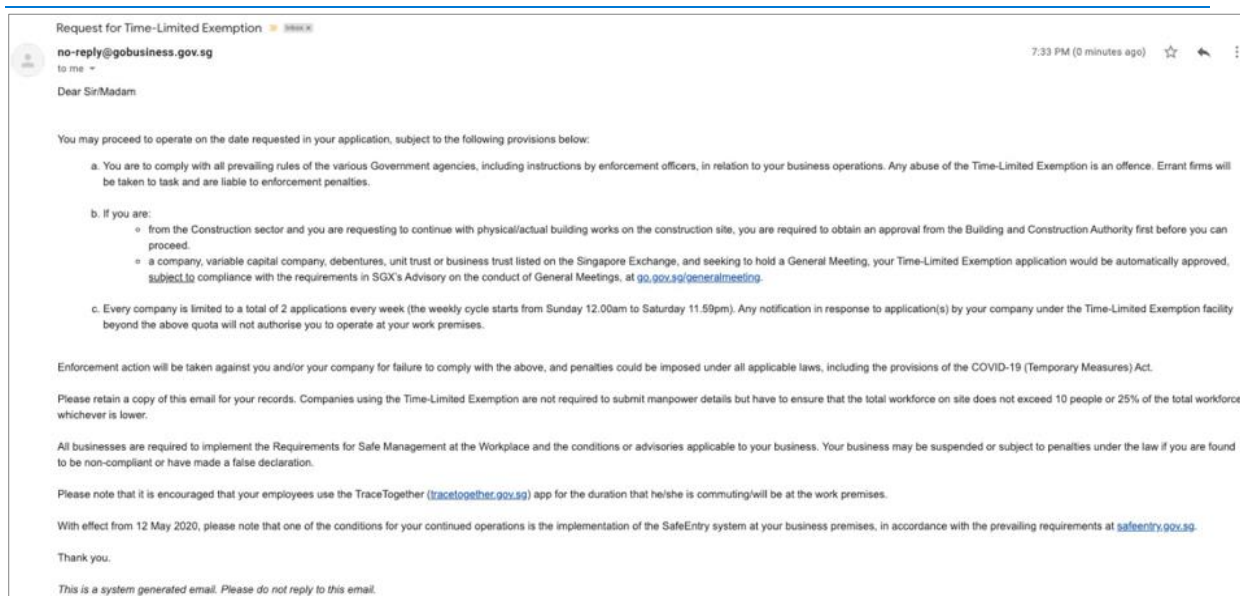
All businesses are required to implement the Requirements for Safe Management at the Workplace and the conditions or advisories applicable to your business. Your business may be suspended or subject to penalties under the law if you are found to be non-compliant or have made a false declaration.

Please note that one of the conditions for your continued operations is the requirement to deploy the use of the TraceTogether mobile application or TraceTogether token scanning to log the SafeEntry check-in of all employees, associates, vendors, customers and other visitors entering your workplace premises. You can refer to www.safeentry.gov.sg/deployment for more information.

We appreciate your contributions in the national fight against COVID-19. Should you have further questions, please refer to <https://www.gobusiness.gov.sg/covid/>.

Thank you.

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



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