Guide for Manpower Declaration under Phase 2 Heightened Alert

Table of Contents

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://www.gobusiness.gov.sg/covid/ .

2. Click on the "Log In" button.

General Exemption Application (Refer to PDF Guide)

General Exemption Appeal (Refer to PDF Guide)

Additional Manpower Application (Refer to PDF Guide)

Manpower Declaration (Refer to PDF Guide)

Time-Limited Exemption (Refer to PDF Guide)

Business Resumption Status

Other Exemption Application Status

The list of permitted services, and the corresponding Singapore Standard Industrial Classification (SSIC) codes, that will be allowed to resume operations can be found here.

Log In

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

Your Singpass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.

Singpass app   Password login

Log in with Singpass
Your trusted digital identity

Scan with Singpass app
Logging in as **Business User**

Don't have Singpass app? Download now

*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 login page https://go.gov.sg/covidbusinessresumptions.*

4. 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

> **As part of the Phase 2 Heightened Alert (P2HA) announced on 16 May 2021, all firms are required to declare your onsite manpower details under the reference number starting with "MPsubmit-".**

1. At the main page, you will see a notification, as shown in the **GREEN BOX**, if you have previously received an email from postman.gov.sg signed off by the Ministry of Trade and Industry (MTI) to update your on-site manpower numbers on the portal. This is an official email from MTI.

a. <u>Step 1</u>: **Scroll down** and make sure that you are under the "General / Resumption" tab, as shown in the **BLUE BOX**

2. Look for the reference number starting with "**MPsubmit-**".

a. **Step 1: Click on the "Add" button in the ORANGE BOX and enter your email in the box.** The "Submit Manpower" button and the "Declare 0" button, as shown in the **BLUE BOXES**, will be greyed out until a valid email has been added. Please provide a valid email address as emails with the manpower details submitted by the user will be sent to this email address.

b. <u>Step 2</u>: Save the email entered by **clicking on the tick** (which will turn green when a valid email address has been entered), as shown in the **BROWN BOX**.

c. **Step 3: Once a valid email address has been entered, click on the "Submit Manpower" button**, as shown in the **PINK BOX** below to declare your manpower details. If you wish to declare 0 manpower working on-site and have not made an earlier declaration, please click on the "Declare 0" button as seen in the **RED BOX** below to submit your declaration. You will see "0" after declaring 0 manpower.

MPsubmit-180000001W   Test@email.com ☑   Approved   N/A   **Submit Manpower**   ∨
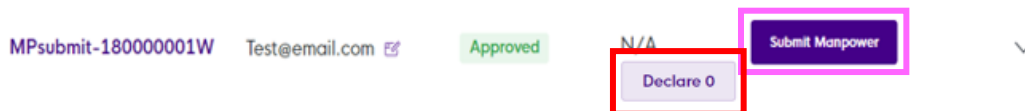
Declare 0

Other important points to note:

(i) You will see "N/A" in the GREEN BOX below, if you have not submitted your manpower details before.

MPsubmit-180000001W   Test@email.com ☑   Approved   N/A   **Submit Manpower**   ∨
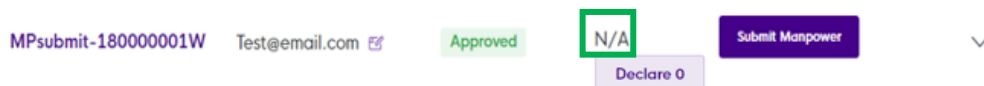
Declare 0

(ii) If you have declared your manpower details previously and need to make changes, you will need to click on the "Resubmit Manpower" button *as seen in the ORANGE BOX* to resubmit your manpower details.

MPsubmit-201904560K   test@email.co m ☑   Approved   1   **Resubmit Manpower**   ∨

Reset to 0
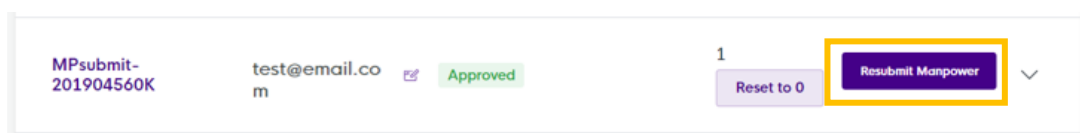
(iii) You are allowed to resubmit your manpower declaration up to a **maximum of 5 times a day**. Each new submission will override **all** previous submissions.

3. Upon clicking on the "Submit / Resubmit Manpower" button, you will see a pop-up box as below. Click on the "Next" Button, as shown in the **BROWN BOX** to proceed.

🕐 Estimated 3 mins to complete

_____

Instructions

1. For resumption of your business operations, please submit the (i) total number of employees/workers working on-site (i.e. those no longer working from home full-time), and (ii) maximum number of workers on-site at any given time. You are encouraged to implement measures such as flexible working hours and only require employees to return to the workplace where necessary.

2. 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.

3. 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 in the previous screen. Please note that this will count towards your submission quota of 5 times per day.

4. If this is the **first time** you are submitting your manpower details and you wish to **declare 0 manpower working on-site**, please click on the "Declare 0" button in the "No. of Manpower on-site" column for that application in the previous screen.

5. 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.

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

Back   **Next**

4. Proceed to fill in the required details as follows:

   a. Step 1: Please fill in the **total** number of your company's direct employees that need to work at your workplace premises (i.e. not working from home full-time) in the **ORANGE BOX** below.

E.g.

*Your company has a total of 100 employees. **60 of your employees are required to work onsite** to operate your production plant, whereas 40 of its workers are able to work-from-home all the time. You should fill **60** in the **ORANGE BOX**.*

b. Step 2: Indicate the **maximum** number of your company's direct employees that will be on site at any given time (after taking into account shift work/split team arrangements) in the **BLUE BOX** below.

E.g.

*You have 60 employees that are required to work onsite in three shifts – a morning shift of 30 workers, an afternoon shift of 20 workers, and a night shift of 10 workers. The maximum number of workers you will have on site at any given time is 30. You should fill **30** in the **BLUE BOX**.*

Submit Manpower

1. Total No. of Manpower Working On-Site

Please submit the total number of employees/workers working on-site (i.e. no longer working from home full-time).

Enter a number here

2. Maximum number of workers on site at any given time

From your submission above, please indicate the maximum number of workers on site at any given time (after taking into account shift work/split team arrangements/part-time).

Enter a number here

c. Step 3: Take note of the points under "Declaration" and proceed to click on the "Submit" button in the **PINK BOX**. Please note that the "Submit" button will only be available once the required manpower details have been entered in step 1 and 2 above.

Declaration:
- 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.

Cancel   Submit

4. You will be asked to confirm the submission below, click on the "Submit" button to proceed.

Confirm Submission

Are you sure you want to proceed?

| Back | Submit |

5. The confirmation pop-up box will appear to inform you that the details are submitted successfully. Click on the "Ok" button to return to the main page.

Details submitted successfully

We have sent a confirmation email to   Test1234@email.com.   Please note that processing will take 1 working day.

OK

6. You will be able to view the following upon successful submission:

   a. An email acknowledgement: This acknowledgement will be sent to the email address that you had previously entered. You will not receive any additional notification of your manpower declaration.

We have received your submission of your manpower details.

Transaction ID: 450434
No. of manpower working on-site submitted: 10
Maximum number of workers on site at any given time: 10
Exemption/Resumption Application Reference No.: 180000001WGE5Q4RL

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 one of the conditions for resumption of business operations is the implementation of the SafeEntry system at your business premises, in accordance with the prevailing requirements at safeentry.gov.sg. In particular, this include 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. Supermarkets and large retail outlets that are fully within malls and buildings covered by TraceTogether-only SafeEntry and have the same operating hours, will no longer be required to implement SafeEntry nor TraceTogether-only SafeEntry. 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.

b. Details of your manpower submission: Numbers in the **BLUE BOX** represents the total declared number of your company's direct employees that need to work at your workplace premises. Details 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 maximum number of employees at any given time will be shown in the **ORANGE BOX**.

c. Submission History: If you have declared your manpower details previously, you may click on the "View Submission History" button, as shown in the **PINK BOX** above, to see your previous submissions.

Section C: Resetting Your Manpower Details

1. If you would like to reset your declared manpower details to zero, please click on the corresponding "Reset to 0" button. This is shown in the **BROWN BOX**.

    Please note that this will count towards your submission quota of 5 times a day for each reference number.

2. You will see a pop-up box asking for your confirmation to remove manpower details for that particular reference number. Please ensure that the details are accurate and proceed to click on the "Proceed" button in the **RED BOX**.

3. You will see a pop-up box upon successful reset.
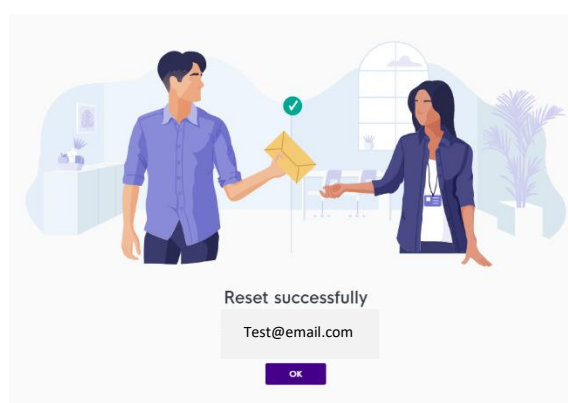
4. You will see an acknowledgement of your submission, with records of your (i) transaction ID, (ii) transaction date and time, and (iii) that you have reset your manpower details, as shown in the **ORANGE BOX**. Additionally, once the reset is successful you will also see a "N/A" as shown in the **BROWN BOX.**

    Please note that each new submission will override **all** previous submissions for the particular reference number. Your latest transaction will be reflected accordingly.

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	450455
TRANSACTION DATE AND TIME	18 May 2021, 10:32 pm
NO. OF MANPOWER WORKING ON-SITE SUBMITTED	0 – Manpower details have been reset
NO. OF MANPOWER WORKING SHIFT/PART-TIME SUBMITTED	0

View Submission History

5. 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>
Date:
Subject: [For your attention] Manpower details have been removed
To: <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.

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

-- End --