


Guide for Manpower Declaration under Phase 2 Heightened Alert

Table of Contents

Section A: Accessing the System	2
Section B: Submission Of Manpower Details.....	4
Section C: Resetting Your Manpower Details	9

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/>.



[START A BUSINESS](#) [RUN AND GROW A BUSINESS](#) [COVID-19](#) [E-SERVICES](#) [WHO WE ARE](#) [Log In](#) [Q](#)

[HOME](#) / [COVID 19](#) / [OVERVIEW](#)

Overview

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

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:

Under Phase 2 (Heightened Alert), all firms are required to implement work from home (WFH) arrangements as the default. Employers must ensure that employees who are able to work from home do so. Firms would have received an email from postman.gov.sg signed off by the Ministry of Trade and Industry (MTI) to update their onsite manpower numbers on this portal. This is an official email from MTI. For further queries, please email us at covid_gobusiness@mti.gov.sg or contact 6898 1800. Answers to questions relating to the submission of onsite manpower numbers can be found [here](#).

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



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.

 **Log in with Singpass**
Your trusted digital identity

Singpass app Password login


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](#)



Section B: Submission Of Manpower Details

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:

a. **Step 1:** Make sure that you are under the “General / Resumption” tab, as shown in the **BLUE BOX**

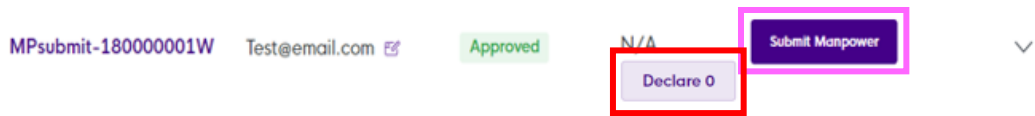
2. Look for the reference number starting with “MPsubmit-”.

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. **Step 2:** 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**.

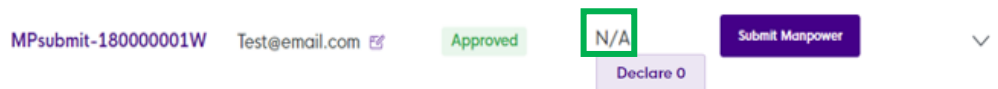
c. **Step 3:** Once a valid email address has been entered, click on the “Submit Manpower” button, as shown in the **PINK BOX** below to declare your manpower details. If you wish to declare 0 manpower working on-site and have not made an earlier declaration, please click on the “Declare

0" button as seen in the **RED BOX** below to submit your declaration. You will see "0" after declaring 0 manpower.

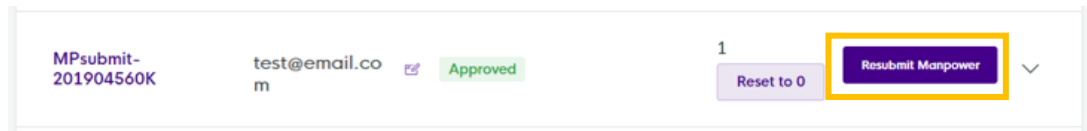


Other important points to note:

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



- (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.



- (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.

BackNext

- 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).

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).

- 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?

BackSubmit

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:
- 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](https://www.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**.

MPsubmit-201904560K

test@email.com

Approved

1

Reset to 0

Resubmit Manpower

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	450450
TRANSACTION DATE AND TIME	18 May 2021, 9:21 pm
NO. OF MANPOWER WORKING ON-SITE SUBMITTED	10
MAX. NUMBER OF EMPLOYEES AT ANY TIME SUBMITTED	10

View Submission History

- 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.

Manpower Details Submission History

Back

For Application Ref No.: 180000001WGE5Q4RL

Every new submission will override all previous submissions.

Latest Submission

Transaction ID: 450452

TRANSACTION DATE AND TIME	18 May 2021, 9:50 pm
NO. OF MANPOWER WORKING ON-SITE SUBMITTED	1
NO. OF MANPOWER WORKING SHIFT/PART-TIME SUBMITTED	

Past Submissions

Transaction ID: 450434

TRANSACTION DATE AND TIME	18 May 2021, 5:15 pm
NO. OF MANPOWER WORKING ON-SITE SUBMITTED	10
MAX. NUMBER OF EMPLOYEES AT ANY TIME SUBMITTED	10

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 Exemption/Resumption.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
MPsubmit-201904560K	Test@email.com	Approved	1	<div>Reset to 0</div> <div>Resubmit Manpower</div>

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 **RED BOX**.

Do you want to proceed?

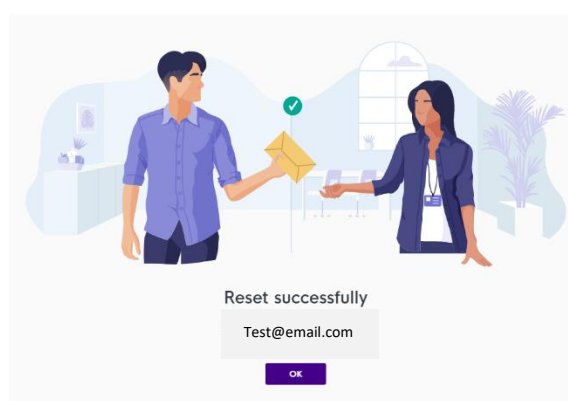
This will reset and permanently delete the manpower details for the General Exemption application 180000001WGE5Q4RL that you submitted previously.

You will be required to resubmit the manpower details after clicking “Confirm”, before any on-site deployment of your employee/worker(s).

Cancel

Proceed

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 General Exemption/Business Resumption. Your latest transaction will be reflected accordingly.

MPsubmit-20211234B
Test@email.sg
Approved
0
Submit Manpower

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 --