

## **Guide for Manpower Declaration (M&O/Process and with Quota)**

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

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HOME / COVID 19 / OVERVIEW

# 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 ▾

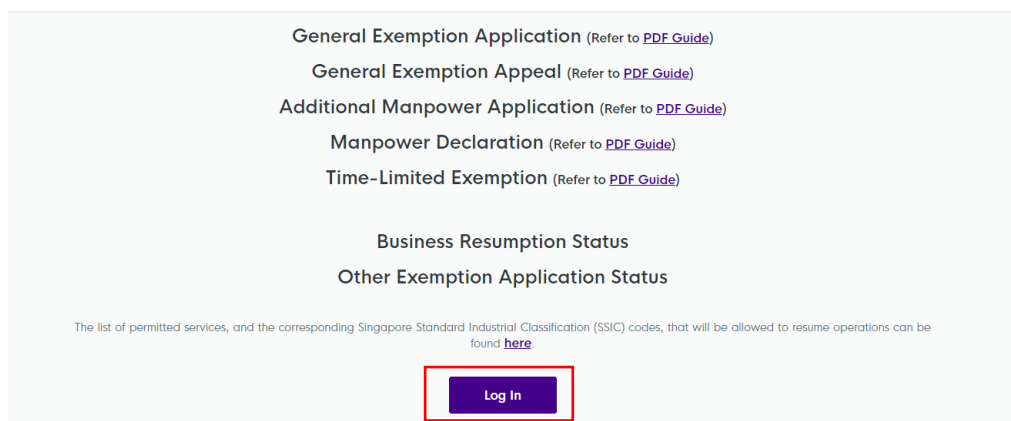
Manpower Support

Digital Support

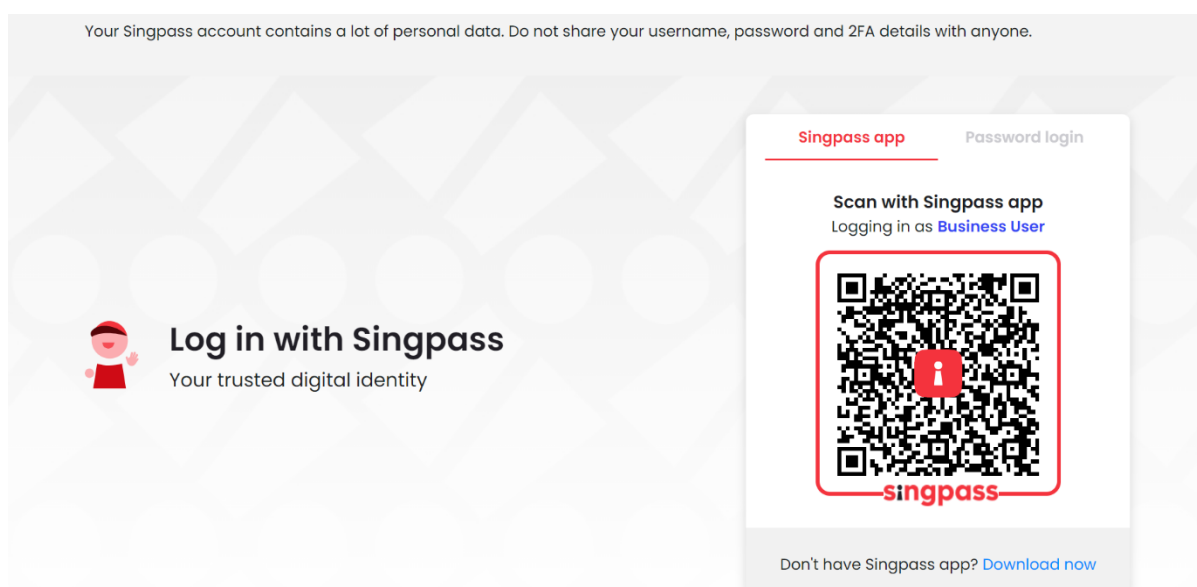
Sector-Specific Support ▾

FAQ

2. Click on the “Log In” button.



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



*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.**

**As you have employees on Rostered Routine Testing (RRT), you will not be required to use the reference number starting with “MPsubmit”. Please continue the existing practice of updating your manpower details via your earlier application reference numbers. The details of your employees working in office and who do not require RRT can be submitted under non-production site segment (see step XX at page XX of this guide).**

1. Once you have successfully logged in, you will reach the main page. Do ensure that you are at the “Covid-19 Exemption Applications” tab as shown in the **BLUE CIRCLE**.

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gb gobusiness LICENSING FAQ

**Covid-19 Exemption Applications**

My F&B Premises

Welcome back, Peter Pan Sing Song!

T8F Food Souls Pte. Ltd. UEN T15SS0108F

### Notification

21 May 2021

As part of the Phase 2 Heightened Alert (P2HA) announced on 16 May 2021, work-from-home will be the default at workplaces. Your firm is required to declare your latest onsite manpower details under the reference number starting with "MPsubmit-".

### My Applications

Please note that business entities can resume operations only if their business activity is in line with the activity described in the permitted SSIC code or if your General Exemption approval has been granted for specific activities. You may refer to the full list of permitted services allowed to resume operations [here](#).

Please click [here](#) for enquiries.

General/Resumption			Time-Limited	
REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
MPsubmit-201904560K	testing@gmail.com	Approved	1 Reset to 0	Resubmit Manpower
NGExz4f678198	testing@gmail.com	Permitted	From 19 Jun	N/A
NGEtK1x116983	testing@gmail.com	Permitted	From 19 Jun	N/A

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### Apply to Resume Onsite Business Activities

Please click [here](#) for more details.

General Exemption Time-Limited Exemption

2. At the main page:

- a. Step 1: Take note of your allocated number of manpower (in the **BROWN BOX** below). If you would like to reset your manpower, please follow the steps in section C.
- b. Step 2: Make sure that you are under the “General / Resumption” tab, as shown in the **BLUE BOX**

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
180000001WGE5Q4RL	Test@email.com	Partially Approved	N/A	<div>Submit Manpower</div> <div>Request for Additional Manpower</div> <div>Appeal Exemption / Resumption</div>
180000001WGE5KUSU	Test@email.com	Approved	200 <b>240</b> <div>Reset to 0</div>	<div>Resubmit Manpower</div> <div>Request for Additional Manpower</div>

3. Identify the General Exemption Application that you would like to declare your manpower for. You will only be able to declare your manpower for “Approved” / “Partially Approved” GE:

- a. Step 1: If you would like to amend your email address, please click on the button as shown in the **BROWN BOX**.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
180000001WGE5Q4RL	Test@email.com	Partially Approved	N/A	<div>Submit Manpower</div> <div>Request for Additional Manpower</div> <div>Appeal Exemption / Resumption</div>

- b. Step 2: Enter your email in the text box as shown in the **RED BOX**. Save the email entered by clicking on the tick. Please provide a valid email address as emails with the manpower details submitted by the user will be sent to this email address.

180000001WGE5QU50	<input type="text" value="testing@email.co"/>	Approved	N/A
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- c. Step 3: Click on the “Submit / Resubmit Manpower” button in the **PINK BOXES** to declare your manpower details. If you have not submitted any manpower and wish to declare 0 manpower working on-site, please click on the “Declare 0” button as seen in the **BLUE BOX** below to submit your declaration. You will see “0” after declaring 0 manpower.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
180000001WGE5Q4RL	Test@email.com	Partially Approved	N/A	<div>Submit Manpower</div> <div>Request for Additional Manpower</div> <div>Declare 0</div> <div>Appeal Exemption / Resumption</div>
180000001WGE5KUSU	Test@email.com	Approved	200 / 240	<div>Resubmit Manpower</div> <div>Reset to 0</div> <div>Request for Additional Manpower</div>


**Other important points to note:**

- (i) You will see “N/A” in the RED BOX, if you have not submitted your manpower details before.
- (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.
- (iii) **If you are a Marine Shipyard/Process Company or have an SRS account with SWAB EDB but do not see the “Submit Manpower” button, kindly contact [COVID\\_GoBusiness@mti.gov.sg](mailto:COVID_GoBusiness@mti.gov.sg).**

4. Upon clicking on the “Submit / Resubmit Details” button, you will see a pop-up box as below. Read the instructions carefully and click “Next” to proceed.

### Submission of Manpower Details

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).

 Estimated 10 mins to complete

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### Instructions

1. 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.
2. You can have a total of **30** employees/workers working on-site (this includes full/part-time and shift manpower).
3. For all your employee/worker(s) working on-site, you will be required to: (i) indicate whether the work premises is a production site or non-production site; (ii) submit the specific address of the work premises; (iii) submit the NRIC/FIN details of all the employees/workers who need to be deployed at the particular work premises; and (iv) submit the maximum number of workers on site at any given time.
4. If you have an employee/worker deployed at multiple work premises, please submit their NRIC/FIN details accordingly. These workers will only count to your quota once.
5. Please note that workers deployed at production sites will be required to undergo Rostered Routine Testing (RRT).
6. 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. These workers will not count to your quota.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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



5. 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**.

**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. Shipyards, production plant) ☐ Non-production site (e.g. Other workplaces, back office)

Note: Workers who do not need to go for RRT should be submitted under "Non-Production site"

Note 2: For Manufacturing or Services employees working on Shipyards, the "Production Site" here is defined as the "Shipyards' Production site"

- 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.

**Premises Address**

Postal code:

Retrieve Address

Block/House No.

Street Name

Floor No.

Unit

Building Name

6. 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 maximum number of workers on site at any given time (after taking into account shift work/split team arrangements/part-time), as shown in the **PURPLE BOX**. This number **cannot** exceed the number of manpower details entered in Step 1.

Fill in the NRIC and/or FIN no.(s) of up to **30** employees/workers who will be working on-site.

Multiple NRIC/FIN numbers should be placed on separate lines.  
 Example:  
 S1234567A  
 F1234567A  
 O1234567A

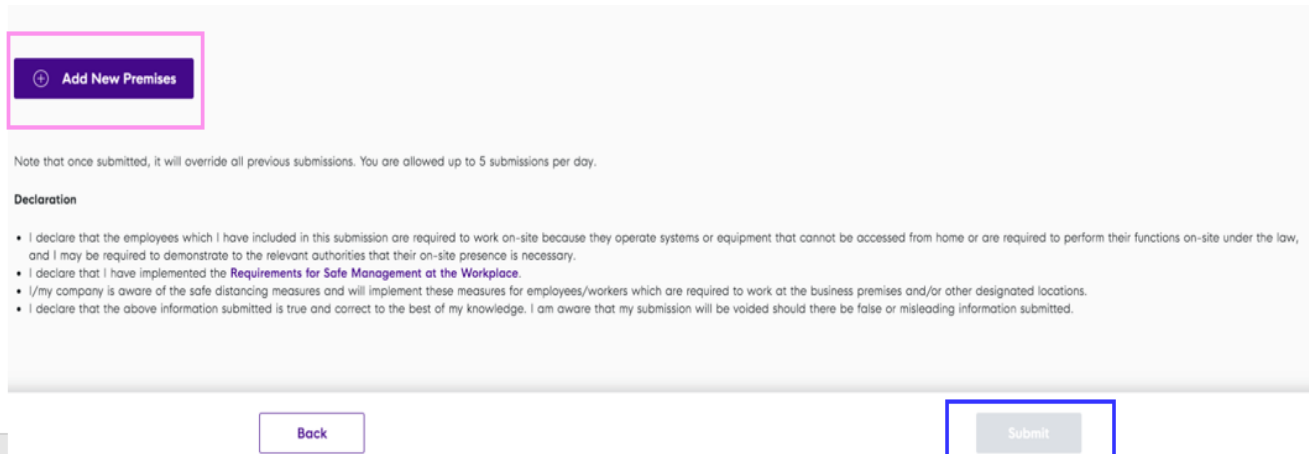
If you have prepared the information offline e.g. in Microsoft Excel, please copy and paste the NRIC/FIN numbers into the space below.

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 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:** 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**.



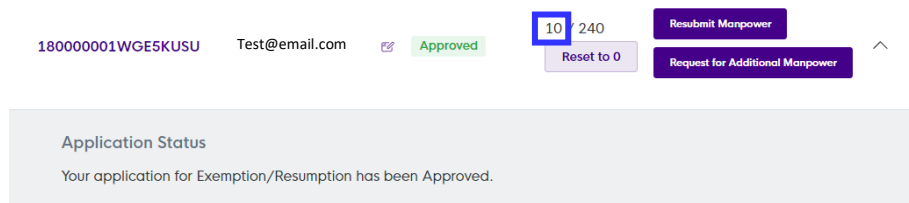
The screenshot shows a web interface. At the top left, there is a purple button labeled "Add New Premises" with a plus icon, highlighted by a pink rectangular box. Below this, a note states: "Note that once submitted, it will override all previous submissions. You are allowed up to 5 submissions per day." Under the heading "Declaration", there are three bullet points:
 

- 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.

 At the bottom of the form, there are two buttons: a purple "Back" button on the left and a grey "Submit" button on the right, which is highlighted by a blue rectangular box.

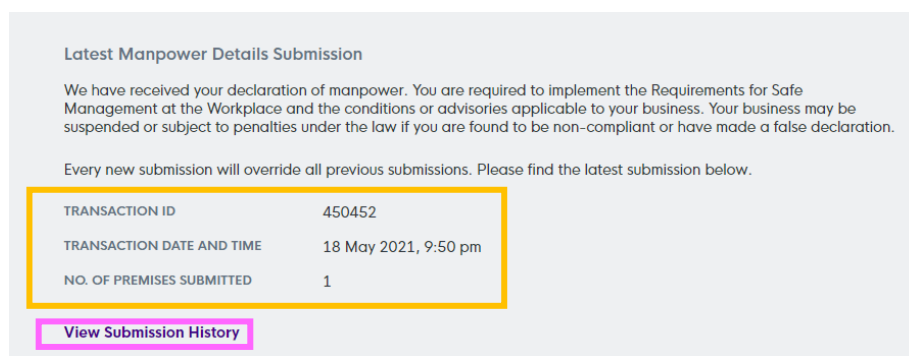
7. The pop-up box will close and you will return to the main page.

- a. 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**.



The screenshot shows the top part of a user's dashboard. On the left, there is a transaction ID "180000001WGE5KUSU" and an email "Test@email.com". In the center, there is a green "Approved" status label. To the right of the status, there is a blue box containing the number "10" and "240" next to it. Below this, there is a purple button labeled "Reset to 0". Further right, there are two purple buttons: "Resubmit Manpower" and "Request for Additional Manpower". Below these elements, there is a grey box titled "Application Status" which contains the text: "Your application for Exemption/Resumption has been Approved."

- b. 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**.



The screenshot shows a section titled "Latest Manpower Details Submission". It contains a paragraph: "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." Below this, it says: "Every new submission will override all previous submissions. Please find the latest submission below." A table is shown with the following data:
 

TRANSACTION ID	450452
TRANSACTION DATE AND TIME	18 May 2021, 9:50 pm
NO. OF PREMISES SUBMITTED	1

 This table is highlighted by an orange rectangular box. Below the table, there is a purple button labeled "View Submission History".

- a. If you have submitted your manpower details previously, you may click on the “View Submission History” button, as shown in the **PINK 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

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

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

Dear Sir/Madam

We have received your submission of your manpower details.

Transaction ID: 450452  
No. of premises submitted: 1  
Exemption/Resumption Application Reference No.: 180000001WGE5Q4RL

**Premises 1**

Premises type: Production site  
Premises address: 88 TELOK BLANGAH HEIGHTS, --, 08-08, 100088  
No. of manpower submitted: 1  
Maximum number of workers on site at any given time: 1

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.

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.

In particular, please note that workers submitted under "production site" will be required to undergo Rostered Routine Testing (RRT). Workers not submitted under "production site" may also be required to undergo RRT if they (i) live in workers dormitories, or (ii) have been approved by BCA to be deployed at construction sites and supply work sites.

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.*

(II) Submission of Manpower Details for Approved General Exemptions (with quota)

1. Once you have successfully logged in, you will reach the main page. Do ensure that you are at the “Covid-19 Exemption Applications” tab as shown in the **BLUE CIRCLE**.

A Singapore Government Agency Website

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Covid-19 Exemption Applications

My F&B Premises

Welcome back, Peter Pan Sing Song!

T8F Food Souls Pte. Ltd. UEN T15SS0108F

### Notification

21 May 2021

As part of the Phase 2 Heightened Alert (P2HA) announced on 16 May 2021, work-from-home will be the default at workplaces. Your firm is required to declare your latest onsite manpower details under the reference number starting with "MPsubmit-".

### My Applications

Please note that business entities can resume operations only if their business activity is in line with the activity described in the permitted SSIC code or if your General Exemption approval has been granted for specific activities. You may refer to the full list of permitted services allowed to resume operations [here](#).

Please click [here](#) for enquiries.

General/Resumption			Time-Limited	
REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
MPsubmit-201904560K	testing@gmail.com	Approved	1	<a href="#">Resubmit Manpower</a> <a href="#">Reset to 0</a>
NOExz4f678198	testing@gmail.com	Permitted	From 19 Jun	N/A
NOEtK1x116983	testing@gmail.com	Permitted	From 19 Jun	N/A

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### Apply to Resume Onsite Business Activities

Please click [here](#) for more details.

[General Exemption](#) [Time-Limited Exemption](#)

- a. **Step 1:** Take note of your allocated number of manpower (in the **BROWN BOX** below). If you would like to reset your manpower, please follow the steps in section C.
- b. **Step 2:** Make sure that you are under the “General / Resumption” tab, as shown in the **BLUE BOX**

### My Applications

Please note that business entities can resume operations only if their business activity is in line with the activity described in the permitted SSIC code or if your General Exemption approval has been granted for specific activities. You may refer to the full list of permitted services allowed to resume operations [here](#).

Business entities who have General Exemption approval are required to declare their manpower details before resuming business operations so that their employee/worker(s) can continue to work onsite. If you have a General Exemption approval, please click on the "Submit Manpower" button below to declare your manpower details.

Please click [here](#) for enquiries.

General/Resumption

Time-Limited

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
180000001WGE5Q4RL	Test@email.com	Partially Approved	N/A	<div style="display: flex; justify-content: space-between;"> <div> <a href="#">Submit Manpower</a>  <a href="#">Request for Additional Manpower</a>  <a href="#">Appeal Exemption / Resumption</a> </div> <div> </div> </div>
180000001WGE5KUSU	Test@email.com	Approved	200 / <span style="border: 1px solid brown; padding: 2px;">240</span> <a href="#">Reset to 0</a>	<div style="display: flex; justify-content: space-between;"> <div> <a href="#">Resubmit Manpower</a>  <a href="#">Request for Additional Manpower</a> </div> <div> </div> </div>

1. Identify the General Exemption Application that you would like to declare your manpower for. You will only be able to declare your manpower for “Approved” / “Partially Approved” GE:

- a. **Step 1:** If you would like to amend your email address, please click on the button as shown in the **BROWN BOX**.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
180000001WGE5Q4RL	daryl_pek@mti.gov.sg	Partially Approved	N/A	<div style="display: flex; justify-content: space-between;"> <div> <a href="#">Submit Manpower</a>  <a href="#">Request for Additional Manpower</a>  <a href="#">Appeal Exemption / Resumption</a> </div> <div> </div> </div>

- b. **Step 2:** Enter your email in the text box as shown in the **RED BOX**. Save the email entered by clicking on the tick. Please provide a valid email address as an email with the manpower details submitted by the user will be sent to this email address.

180000001WGE5QU50	testing@email.coi ✓✗	Approved	N/A
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- c. **Step 3:** Click on the “Submit/Resubmit Manpower” button in the **PINK BOXES** to declare your manpower details. If you have not submitted any manpower and wish to declare 0 manpower working on-site, please click on the “Declare 0” button as seen in the **BLUE BOX** below to submit your declaration. You will see “N/A” after declaring 0 manpower.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
180000001WGE5Q4RL	Test@email.com	Partially Approved	N/A	<div>Submit Manpower</div> <div>Request for Additional Manpower</div> <div>Appeal Exemption / Resumption</div> <div>Declare 0</div>
180000001WGE5KUSU	Test@email.com	Approved	200 / 240	<div>Resubmit Manpower</div> <div>Request for Additional Manpower</div> <div>Reset to 0</div>

**Other important points to note:**

- You will see “N/A” in the **RED BOX** above, if you have not submitted your manpower details before;
  - 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.
2. Upon clicking on the “Submit / Resubmit Manpower” button, you will see a pop-up box as below and take note of your total quota as stated in the **BLUE BOX** and click on the “Next” button as shown in the **BROWN BOX**.

**Instructions**

- You can have a total of **30** employees/workers working on-site (this includes full/part-time and shift manpower).
- 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 / 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.
- 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.
- 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.
- Please provide a valid email address before you submit your manpower details. This is so that an email notification can be sent to you.

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Next

3. Proceed to fill in the required details:

- a. **Step 1:** Please fill in the **total** number of our company's direct employees that need to work at your workplace premises (i.e. no longer working from home full-time) in the **ORANGE BOX**. Please note that this number cannot exceed the amount as stated in the **BLUE BOX** above.

*E.g.*

*Your company has a total of 100 employees. **30 of your employees are required and approved to work onsite** to operate your production plant, whereas 70 of its workers are able to work-from-home all the time. You should fill **30** 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/part-time) in the **RED BOX**.

*E.g.*

*You have 30 employees that are required to work onsite in three shifts – a morning shift of 20 workers, an afternoon shift of 5 workers, and a night shift of 5 workers. The maximum number of workers you will have on site at any given time is 20. You should fill **20** in the **RED 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**.

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 submission below, click on “Submit” to proceed.

### Confirm Submission

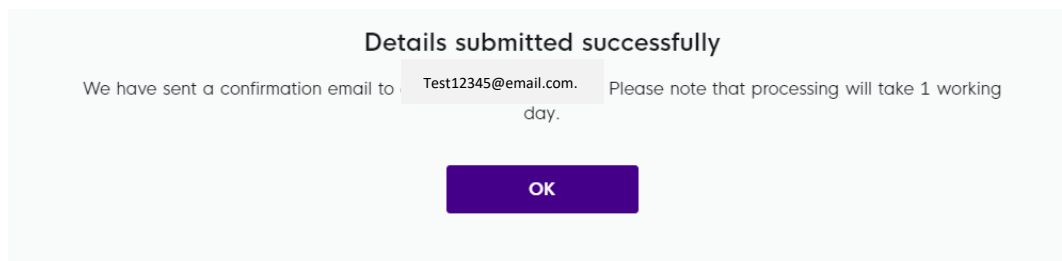
Are you sure you want to proceed?

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Submit



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



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

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.

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.

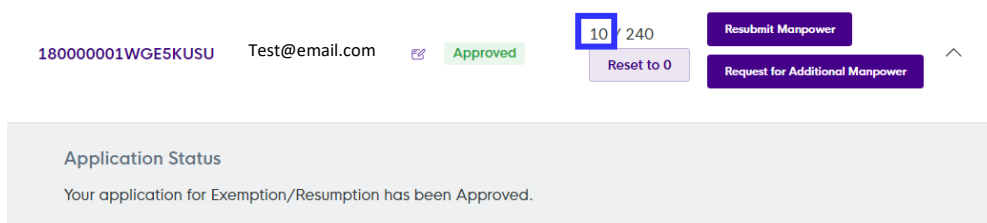
Please note that one of the conditions for resumption of business operations is the implementation of the SafeEntry system at your business premises, in accordance with the prevailing requirements at [safeentry.gov.sg](#). In particular, this include the requirement to deploy the use of the TraceTogether 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. 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**.



### 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

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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 **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.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
180000001WGE5Q4RL	Test@email.com	Partially Approved	N/A	<div>Submit Manpower</div> <div>Request for Additional Manpower</div> <div>Appeal Exemption / Resumption</div>
180000001WGE5KUSU	Test@email.com	Approved	200 / 240	<div>Resubmit Manpower</div> <div>Request for Additional 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 **BROWN BOX**.

Do you want to proceed?

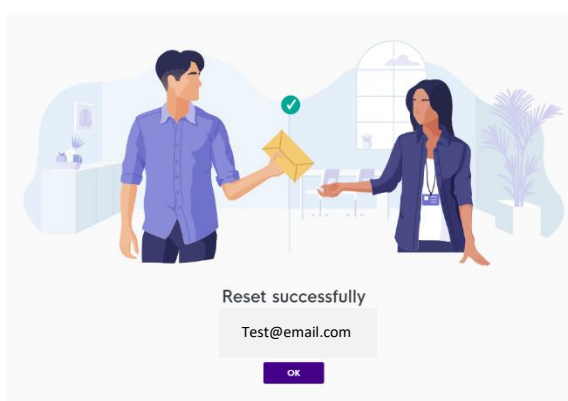
This will reset and permanently delete the manpower details for the General Exemption application 180000001WGE5Q4RL that you submitted previously.

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 “0” 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.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
180000001WGE5G	Test@email.com	gov.  Partially Approved	0	<a href="#">Submit Manpower</a> <a href="#">Request for Additional Manpower</a>  <a href="#">Appeal Exemption / Resumption</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	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](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.*

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

-- End --