

Guide for General Exemption Applications

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Section A: Accessing the System

1. Click on the “Find Out More” button in the “Exemption Application” section (shown in the orange BOX) from the main page at <https://www.gobusiness.gov.sg/covid/>.

The screenshot shows the gobusiness SINGAPORE website's COVID-19 Overview page. The page has a teal header with the gobusiness logo and navigation links: START A BUSINESS, RUN AND GROW A BUSINESS, COVID-19, E-SERVICES, and WHO WE ARE. A 'Log In' button and a search icon are also present. Below the header, a teal banner reads 'Overview'. On the left, a sidebar lists various support categories: Overview, Permitted Services, Safe Management Requirements (with a dropdown arrow), Sector-Specific Requirements, Digital Solutions for Safe Management, Guides, Financial Support (with a dropdown arrow), Manpower Support, Digital Support, Sector-Specific Support (with a dropdown arrow), and FAQ. The main content area is titled 'Overview' and contains a paragraph about COVID-19's impact and government support. Below this, there are eight cards arranged in a grid. The 'Exemption Application' card is highlighted with an orange border. It contains the text 'Apply for your business to resume operating in Phase 3.' and a 'Find Out More' link with an external icon. Other cards include 'Permissions and Manpower Declaration', 'Permitted Services', 'Safe Management Requirements', 'Application for Additional Manpower', 'Time-Limited Exemption', and 'Application for Amendment', each with a brief description and a 'Find Out More' link. On the right side of the page, there are social media icons for Facebook, Twitter, Email, and LinkedIn.

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

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.

Since exiting the Circuit Breaker, businesses have been allowed to resume activities in a phased manner. 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 3. Check your exemption application/business resumption status, and submit your manpower details here.

[Find Out More](#)

Exemption Application

Apply for your business to resume operating in Phase 3.

[Find Out More](#)

Permitted Services

List of permitted services allowed to resume operations in Phase 3.

[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)

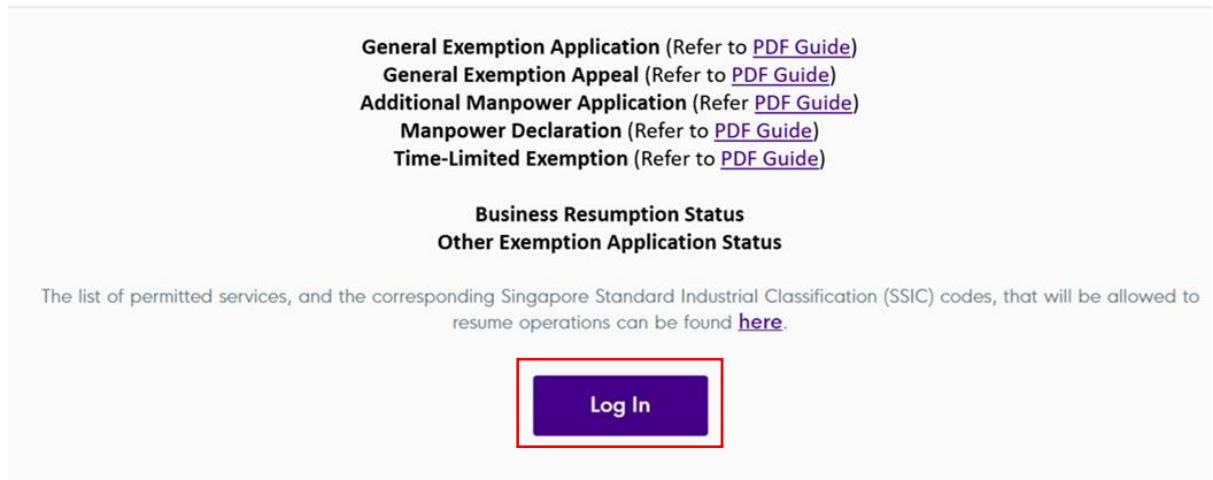
[Find Out More](#)

Application for Amendment

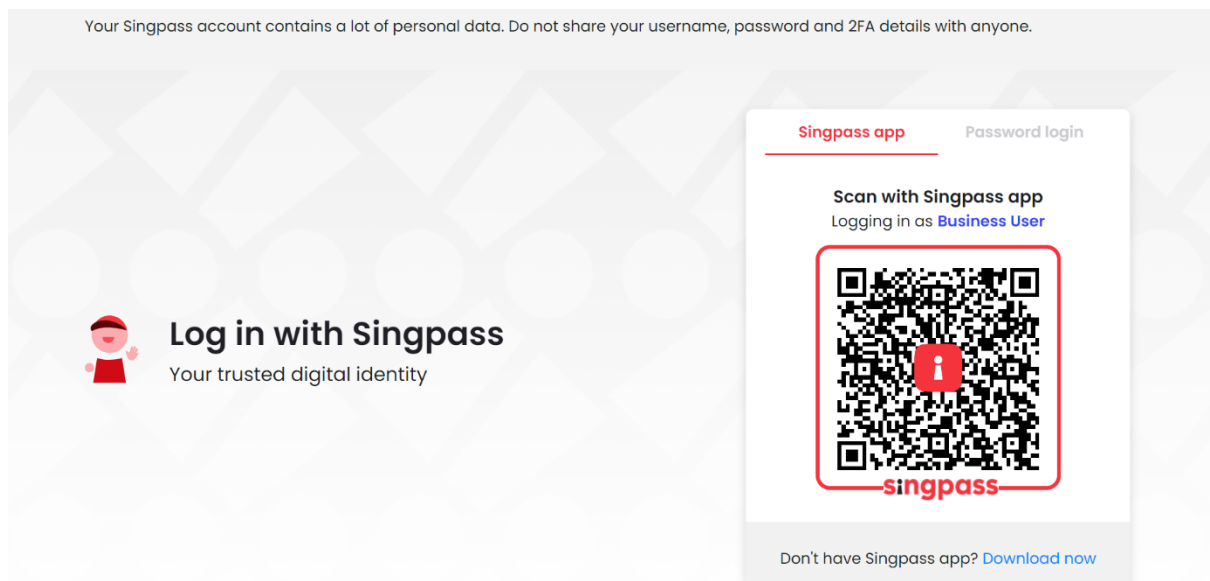
Amend your submitted General Exemption applications.

[Find Out More](#)

2. Click on the “Log In” button in the **RED BOX**.

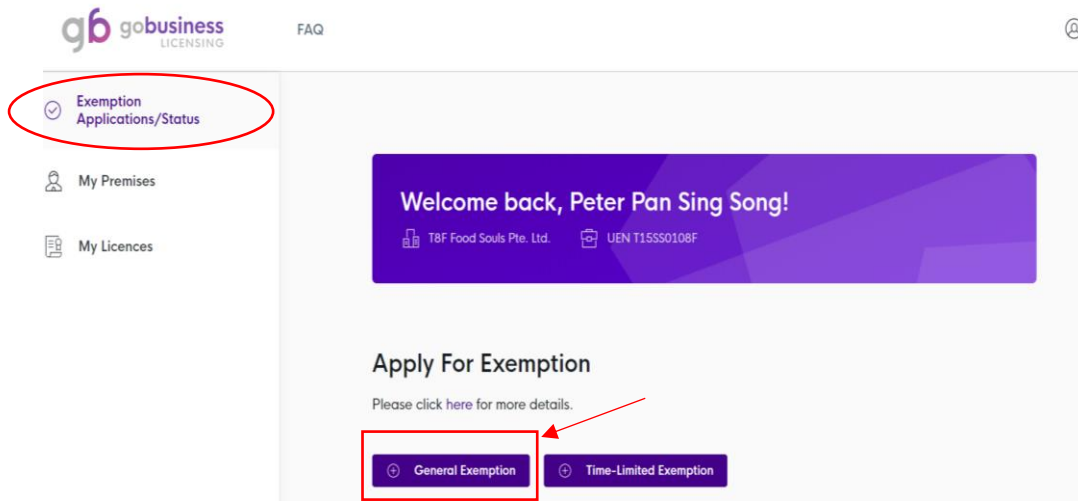


3. Log in with your Singpass credentials by scanning the QR code shown on the webpage using the Singpass app or password login.



Section B: Submission of General Exemption Application

1. Once you have successfully logged in, you will reach the main page. Do ensure that you are at the “*Exemption Applications/Status*” page. Click on the General Exemption Button, as shown in the **RED BOX**.



2. You will reach the instruction screen. Take note of the instructions carefully and proceed to click on the “Next” Button, as shown in the **RED BOX**.

The screenshot shows the 'Application for General Exemption' instruction screen. It includes a title, a paragraph explaining the application's purpose, and a section titled 'Instructions' with three numbered points. At the bottom of the screen, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red box.

3. Upon clicking on the “Next” button, you will see a form as below.

Step 1: Fill in your company details, which includes (i) company name; (ii) the total number of employees; and (iii) key business activities, as shown in the **BLUE BOX**.

Step 2: Fill in your contact details and provide a valid contact number and email address, as shown in the **ORANGE BOX**. Do note that the respective authorities will contact the person listed if more details are required.

Step 3: Select your key basis of application and the agency that is related to your application, as shown in the **GREEN BOX**. Once completed, proceed to click on the “Next” button, as shown in the **RED BOX**.

Company Details

Company Name Unique Entity No. (UEN) T2021111111

Tell us more about your business

No. of Employees

Brief Description of Key Business Activities

0/8000

Contact Details

Name

Contact No.

Email

Supporting Details

Key Basis For Application

Select

Description

0/8000

Which agency is related to this application?

Select

Next

You will reach the Function Page. The list of functions are displayed based on activities that are relevant to your SSIC code (See the example below: The function list for a construction company).

Function Details

The following functions are displayed based on your business SSIC code. If the following functions are not relevant to your business, please kindly update your SSIC via <http://www.bizfile.gov.sg/> and re-apply for a General Exemption after 3 days.

Proposed functions to be operated on-site

Please select the business function(s) which will be operating on-site. ?

- ☐ Administrative and finance matters (printing & documentation, invoicing, payroll processing, human resource, purchasing, auditing & accounting)
- ☐ Construction / retrofitting of COVID-19 related facilities
- ☐ Construction projects pre-approved to continue during suspension of works
- ☐ Facilities management services for buildings and infrastructure (e.g. plumbing, electrical works, conservancy services), and lift and escalator (L&E) maintenance services
- ☐ L&E upgrading works (in residential, hospital and MRT station premises)
- ☐ Management of aggregate terminals and storage plots
- ☐ Ongoing / new construction projects
- ☐ Provision of Site Maintenance during suspension of works: Environmental Protection of project site (i.e. vector control)
- ☐ Provision of Site Maintenance during suspension of works: Security services of project sites
- ☐ Provision of Site maintenance during suspension of works: Structural Safety & Integrity of Building Works (i.e. QP's Inspection, TBM maintenance, instrumentation & monitoring (I&M))

For each function selected, please enter your justification for why this activity has to be carried out on-site.

☒ Cleaning, housekeeping, disinfection, hygiene maintenance
Why are employees unable to operate this function from home (eg. telecommuting)?

0/2000

You may also select "Others" and enter your description of the activity that you are applying for.

NOTE: You should only select the "Others" function if your activity is distinctly different from what is provided in the list. If functions displayed are entirely irrelevant to you, please update your SSIC code in the [link](#) provided.

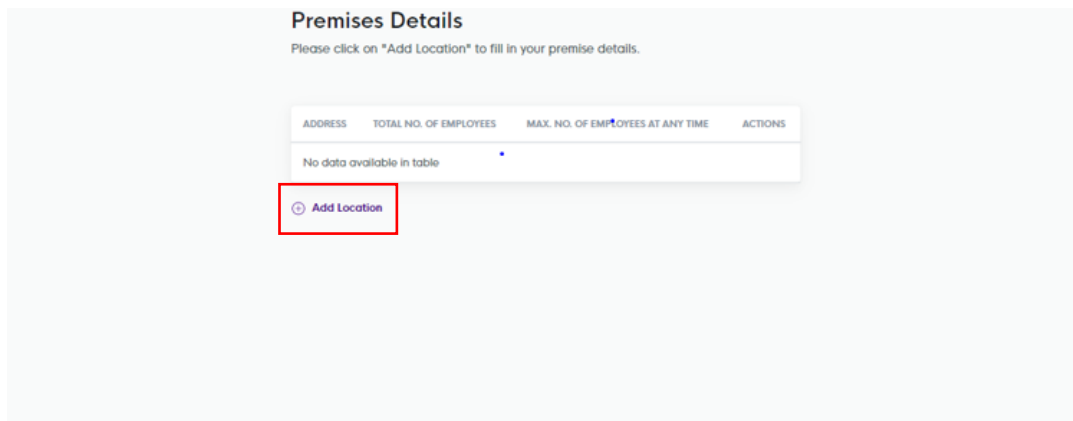
☒ Others: please elaborate

0/500

Why are employees unable to operate this function from home (eg. telecommuting)?

0/2000

4. You will reach the Premises Details Page. Click on “Add Location” button, as shown in the **RED BOX**



The screenshot shows a web interface titled "Premises Details". Below the title is a instruction: "Please click on 'Add Location' to fill in your premise details." There is a table with four columns: "ADDRESS", "TOTAL NO. OF EMPLOYEES", "MAX. NO. OF EMPLOYEES AT ANY TIME", and "ACTIONS". The table is currently empty, with a message "No data available in table" and a single data row containing a blue dot. Below the table, there is a button labeled "Add Location" with a circular icon to its left. This button is highlighted with a red rectangular box.

5. Upon clicking on the “Add Location” button, you will see a pop-up box as below.

Step 1: Fill in your premise postal code and click on “Retrieve Address” button.

Step 2: Your premise address details, which includes (i) Block/House No. ; (ii) Street Name and (iii) Building Name will be available for selection. Thereafter, key in your premise address (i) Level; and (ii) Unit Number (2 or 3 digits).

Step 3:

(i) Please fill in the total number of employees that will be working at this location (i.e. no longer working from home full-time) in the **ORANGE BOX**.

(ii) Indicate the maximum number of employees on site at any given time (after taking into account shift work/split team arrangements/part-time) in the **BLUE BOX**. This number cannot exceed the number of manpower details entered in Step 3 (i).


Step 4: Once completed, proceed to click on the “Add” button, as shown in the **RED BOX**.

Premises Details

Please click on "Add Location" to fill in your premise details.

Add Location

Postal Code ⓘ

 Retrieve Address

☐ Strictly for premises without a postal code or address

Block/House No.

Select

Street Name

Select

Level ⓘ

Unit

Building Name

Select

Total No. of Employees ⓘ

Max. No. of Employees at Any Time ⓘ

Business Functions

These are the business function(s) applicable to the premise above.

☒ Function 6

☒ Function 7

☒ Function 8

Cancel

Add

Back

Add Supporting Details

For Premises without postal code or address, select this option to key in your premise details.

Note: If postal code is not found, please check if your premise is a valid address registered with OneMap [here](#). If your address is not registered, please apply for a premises address (House and Unit numbers) with IRAS [here](#).





7. Upon clicking on the “Add” button, you will see your premises and employee details.


(i) If you have multiple work premises, click on the “Add Location” button, as shown in the **BLUE BOX**. Repeat Step 1 to Step 4 as above.

Once completed, click on “Add Supporting Details” button, as shown in the **RED BOX**

Premises Details

Please click on "Add Location" to fill in your premise details.

ADDRESS	TOTAL NO. OF EMPLOYEES	MAX. NO. OF EMPLOYEES AT ANY TIME	ACTIONS
15-1 JALAN 13 RIANG, SERANGOON PARK 13, 01-13, 160051	10	10	 
On Ship, Tuas shipyard	10	10	 

 Add Location

Back

Add Supporting Details

8. You will reach the supporting details and declaration page.

Step 1:

(i) For companies in the Marine and Offshore sector or Process Construction and Maintenance sector, you will need to upload the deployment of foreign workers and safe management plan, as shown in the **ORANGE BOX**.

(ii) Companies that are not in the Marine and Offshore sector or Process Construction and Maintenance sector, you may upload your supporting documents in the **BLUE BOX**.

Step 2: After you have finished uploading your supporting documents, take note of the points under “Declarations”, and proceed to click on the “Submit” button in the **RED BOX**.

Upload Documents

Mandatory for Marine & Offshore Companies

Deployment of Foreign Workers
Supported file formats: pdf, jpeg, png, zip, xls, xlsx. Each file must not exceed 7MB.
Mandatory template available

Safe Management Plan
Supported file formats: pdf, jpeg, png, zip, xls, xlsx. Each file must not exceed 7MB.

Other Supporting Documents

Attachments in support of your submission
(Optional)
Supported file formats: pdf, jpeg, png, zip, xls, xlsx. Each file must not exceed 7MB.

Declarations
Please read and acknowledge the following declaration clauses below.

☐ I declare that I have implemented the Requirements for Safe Management at the Workplace, at <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>

☐ 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.

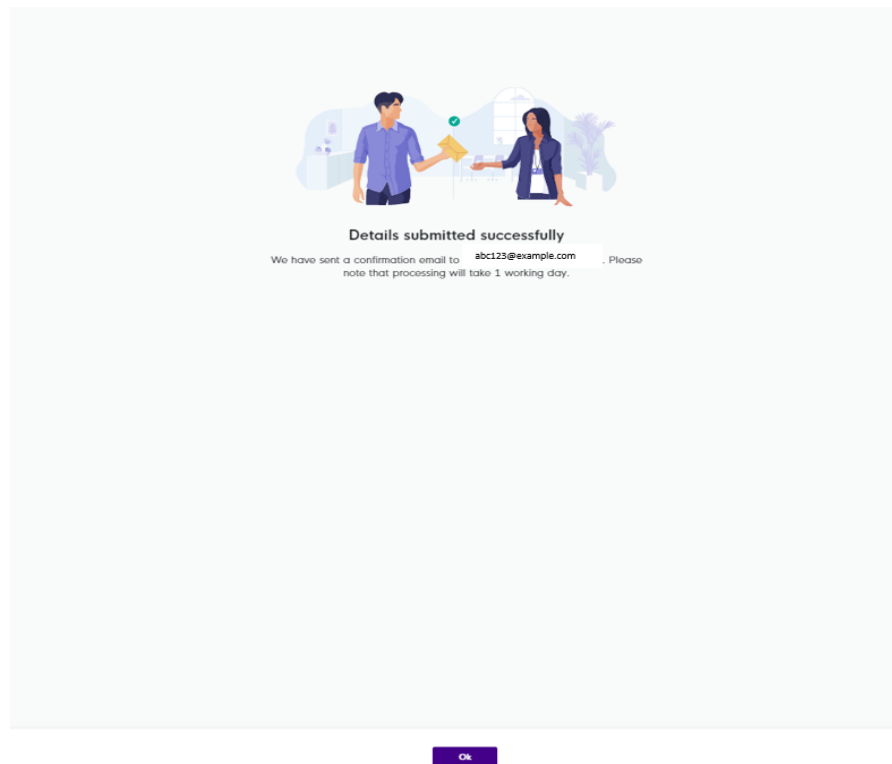
☐ I declare that the above information submitted is true and correct to the best of my knowledge.

☐ I am aware that my submission will be voided should there be false or misleading information submitted.

☐ I hereby declare that all of the above is true.

[Back](#) [Submit](#)

9. Upon clicking on the “Submit” button, you will see a screen as below.



10. You will receive an email acknowledgement and details of your application (similar to the **sample** below) to acknowledge your General Exemption Application. This acknowledgement will be sent to the email address that you had provided.

Dear Sir/Madam

Thank you for your application. We are currently receiving a high volume of applications. Please refrain from submitting duplicate applications, as this may result in delays. We aim to communicate to you the outcome of your application in 2 to 3 working days.

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 ([safentry.gov.sg](https://www.safentry.gov.sg)).

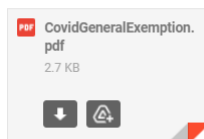
All business are highly encouraged to have their employees use the [TraceTogether](#) app for the duration that he/she is commuting/will be at the work premises.

Thank you.

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

A summary of your response is shown below. A PDF summary is also attached for your convenience.

Form Title	Application for General Exemption
Reference Number	T15SS0108FGE562S3
Time Submitted	2021-05-07T09:57:21.417
Company Details	
Company Name	Testing Pte. Ltd.
UEN	T15SS0108F
No. of Employees	20
Brief Description of Key Business Activities	test activities.
Contact Details	
Name	Test
Contact No.	98765432
Email	molb.secondary@gmail.com
Supporting Details	
Key Basis For Application	A1 - Essential services and/or related supply chains for basic functioning of Singapore
Which agency is related to this application?	A*STAR
Proposed functions to be operated on-site	Urgent repair, maintenance works for interior/exterior
Why are employees unable to operate this function from home?	testing
Premises Details	Blk 15-1 JALAN 11 RIANG #12-12 SERANGOON PARK 11 160051
Total No. of Employees	30
Max. No. of Employees at any Time	30
Mandatory Supporting Documents (M&O)	
Other Supporting Documents	
Declaration	I declare that I have implemented the Requirements for Safe Management at the Workplace, at https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures . 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. I hereby declare that all of the above is true.



11. You will receive an email notification with the results for your General Exemption application after it has been processed. You may also refer to the GoBusiness portal to look at your results.

ABC00000001

molb.secondary@gmail.com

Partially Approved

N/A

Submit Manpower

Request for Additional Manpower

Appeal Exemption / Resumption

Application Status

Your application for Exemption/Resumption has been Partially Approved

Premise 1

ADDRESS	15-1 JALAN 19 RIANG, SERANGOON PARK 19, 02-110, 160051
APPROVED MANPOWER	100
APPROVED FUNCTIONS	Function 2
CONDITIONS OF APPROVAL	Limited to half the shop space
REJECTED FUNCTIONS	Function 3
REJECTION REASONS	High chances of transmission

Premise 2

ADDRESS	15-1 JALAN 10 RIANG, SERANGOON PARK 10, 08-009, 160051
APPROVED MANPOWER	50
APPROVED FUNCTIONS	Function 2, Function 3
CONDITIONS OF APPROVAL	With restriction to less than 15pax
REJECTED FUNCTIONS	
REJECTION REASONS	