

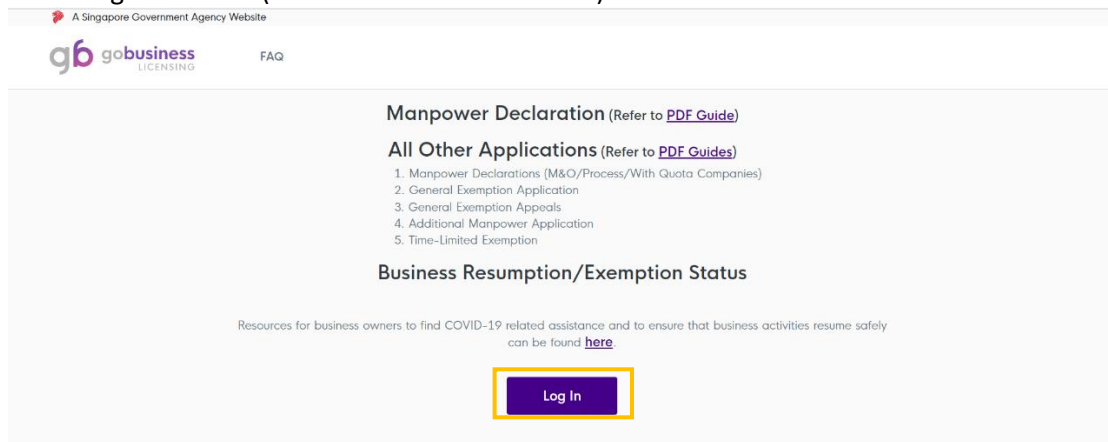
## **Guide for Manpower Declaration**

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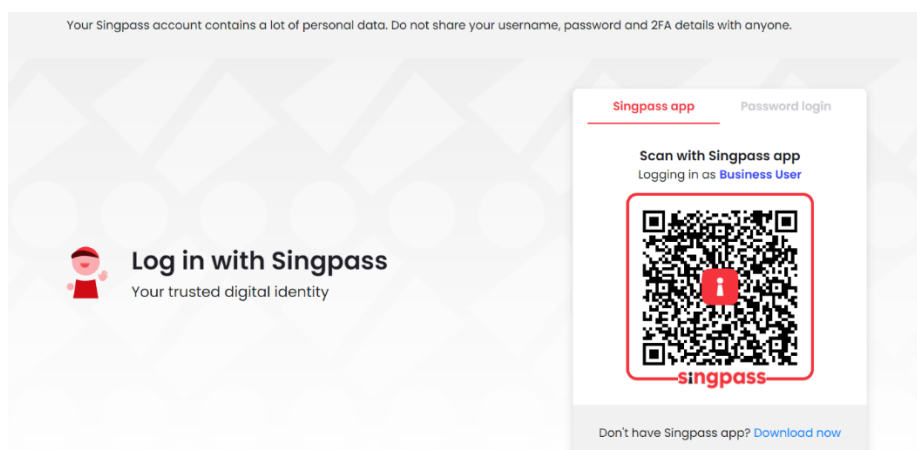
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## Section A: Accessing the System

1. Enter the following URL << <https://go.gov.sg/covidbusinessresumptions> >> in your internet browser and click on the “Log In” Button (shown in the **ORANGE BOX**).



2. 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>.

3. You will be prompted to enter a One-Time Password (OTP), which will be sent to your mobile via SMS.

A screenshot of the One-Time Password (OTP) entry screen. At the top, there is a red circular icon with an exclamation mark and a message: 'The One-Time Password (OTP) has been sent to you. Enter the new OTP.' Below this, there are two tabs: 'Via SMS' (selected) and 'Via SMS'. Under the 'Via SMS' tab, it says 'Click the button below to get your 6-digit One-Time Password(OTP) via SMS'. There is a blue button labeled 'Get OTP via SMS'. Below this, there is a label 'Mobile OTP\*' followed by a text input field. At the bottom right, there is a blue 'Submit' button. To the right of the input field, there is an icon of a smartphone with a speech bubble containing the text 'SMS'.

## Section B: Submission Of Manpower Details

**All firms are encouraged to declare your onsite manpower details under the reference number starting with “MPsubmit-”.**

1. **Scroll down** and 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](#).

Please click [here](#) for enquiries.

The interface shows two tabs: **General/Resumption** (highlighted with a blue box) and **Time-Limited**.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
MPsubmit-180000001W	<input type="button" value="+ Add"/>	<span>Approved</span>	N/A <input type="button" value="Declare 0"/>	<input type="button" value="Submit Manpower"/> <input type="button" value="v"/>

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.

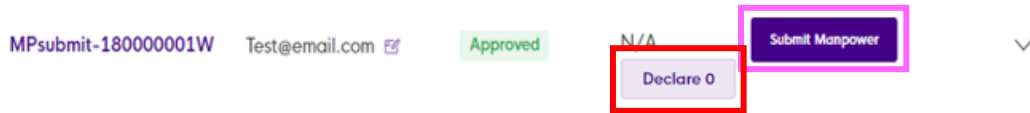
The screenshot shows the same table as before. The **+ Add** button is highlighted with an orange box. The **Submit Manpower** and **Declare 0** buttons are highlighted with blue boxes.

- b. **Step 2: Entered the email address and click the “Submit” button as shown in the BROWN BOX.**

**Edit Email Address**

test@gmail.com

- 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.



After you have successfully declare “0” manpower on-site, you will also receive an email as follows:

Dear Sir/Madam

You have **declared 0 manpower working on-site** for the General Exemption application number **MPsubmit-00016800M**.

If your working arrangement changes and you would like to deploy any employee/worker(s) onsite, please submit your updated manpower details via <https://go.gov.sg/covidbusinessresumptions> before any on-site deployment of your employees.

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.

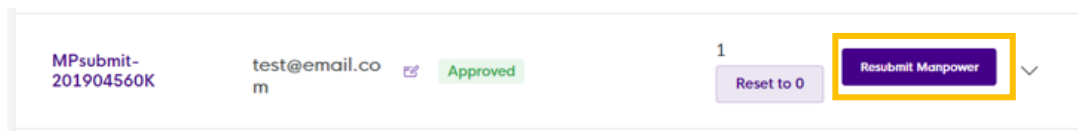
*This is a system generated email. Please do not reply to this email.*

**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

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### 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).

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](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](https://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 reference number.

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 reference number. Please ensure that the details are accurate and proceed to click on the “Proceed” button in the **RED BOX**.

Do you want to proceed?

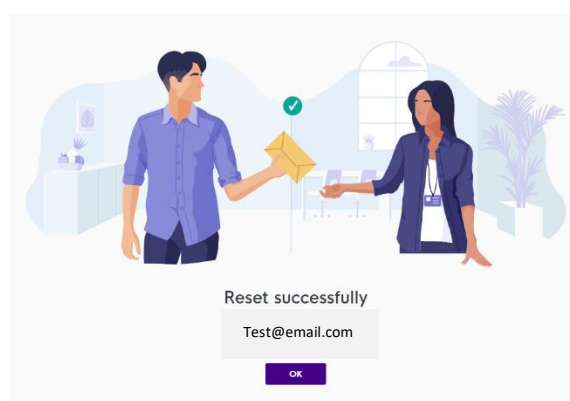
This will reset and permanently delete the manpower details for the General Exemption application 180000001WGE5Q4RL that you submitted previously.

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 reference number. 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.

Dear Sir/Madam

We have received your submission to reset your manpower details for the General Exemption application number **MPsubmit-00016800M**. This submission to reset your manpower details will override your previous submission.

If your working arrangement changes and you would like to deploy any employee/worker(s) onsite, please submit your updated manpower details via <https://go.gov.sg/covidbusinessresumptions> before any on-site deployment of your employees.

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 --