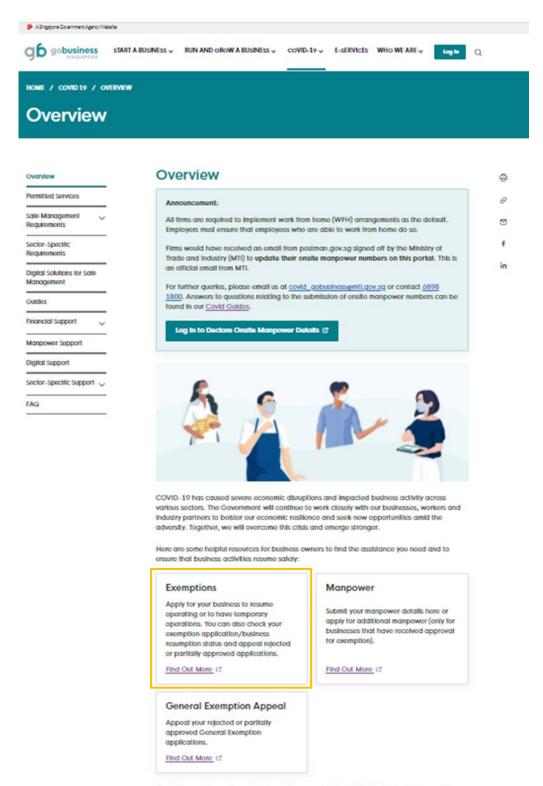
Guide for General Exemption Applications

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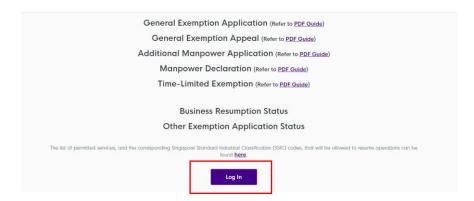
Section A: Accessing the System

1. Click on the "Find Out More" button in the "Exemptions" section (shown in the orange BOX) from the main page at https://www.gobusiness.gov.sg/covid/.

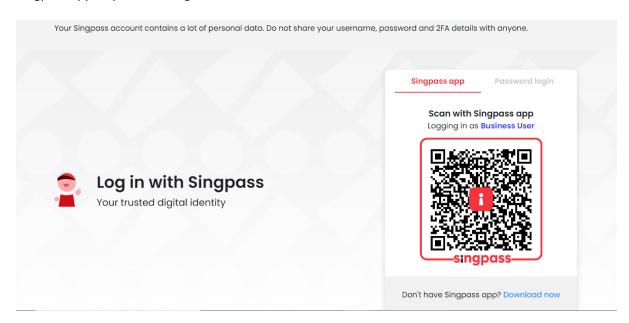


For further questions, please check our $\underline{\sf FAQ}$, or use this $\underline{\sf Covid-19}$ Chatbot for businesses $\mathcal{C}.$

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.

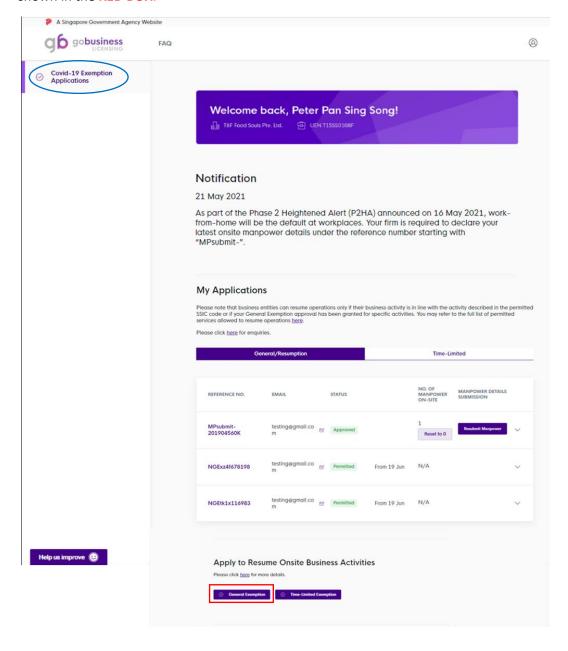


Section B: Submission of General Exemption Application

Important Note: If you would like to declare your onsite manpower numbers for your "MPsubmit" reference number as required under the Phase 3 (Heightened Alert) announced on 10 June 2021, please do not apply for a new general exemption application. Please refer to the "Manpower Declaration (P3HA)" Guide at:

https://www.gobusiness.gov.sg/guides/ for instructions.

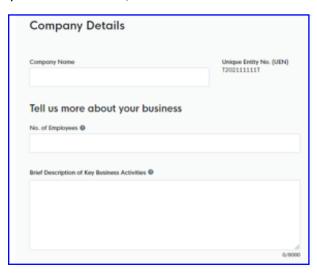
 Once you have successfully logged in, you will reach the main page. Do ensure that you are at the "Covid-19 Exemption Applications" tab as shown in the BLUE CIRCLE. To apply to resume onsite business activities, please scroll down and click on the "General Exemption" Button, as shown in the RED BOX.



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.

Application for General Exemption	1
This application is for entities who are seeking to continue their operati resumption of business operations starting from 2 June 2020.	ons during the phased
Estimated 15 mins to complete	
Instructions	ing to resume business struction and Maintenance v.sg/deployment/windorm. ent tabs and upload the lease note that you are
Back	Next

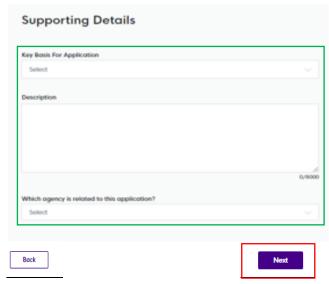
- 3. Upon clicking on the "Next" button, you will see a form as below.
 - <u>Step 1</u>: Fill in your company details, which includes (i) company name; (ii) the total number of employees; and (iii) key business activities, as shown in the **BLUE BOX**.



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

Contact Details

<u>Step 3</u>: 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**.



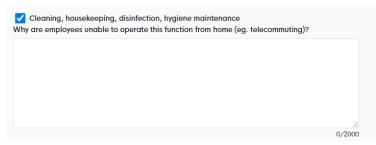
The list of key bases for application include:

A1	Essential services and/or related supply chains for basic functioning of Singapore
A2	Support clients which are firms providing essential services or critical to continue operations, where goods/services provided are needed for the clients to continue operations
B1	Business activities form part of global supply chain
B2	Business activities requires substantial time/resources to restart if disrupted
С	Contribute towards combat and/or migration of COVID-19
D1	Resumption of permitted business activity
D2	Resumption of non-permitted business activity to support employment of workers

4. 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).

Functio	on Details
are not releva	functions are displayed based on your business SSIC code. If the following functions nt to your business, please kindly update your SSIC via http://www.bizfile.gov.sg/ for a General Exemption after 3 days.
	d functions to be operated on-site the business function(s) which will be operating on-site.
	ative and finance matters (printing & documentation, invoicing, payroll processing, source, purchasing, auditing & accounting)
Construct	ion / retrofitting of COVID-19 related facilities
Construct	ion projects pre-approved to continue during suspension of works
	management services for buildings and infrastructure (e.g. plumbing, electrical nservancy services), and lift and escalator (L&E) maintenance services

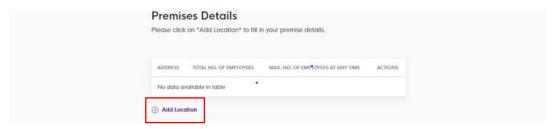
For each function selected, please enter your justification for why this activity has to be carried out on-site.



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

You will reach the Premises Details Page. Click on "Add Location" button, as shown in the RED BOX

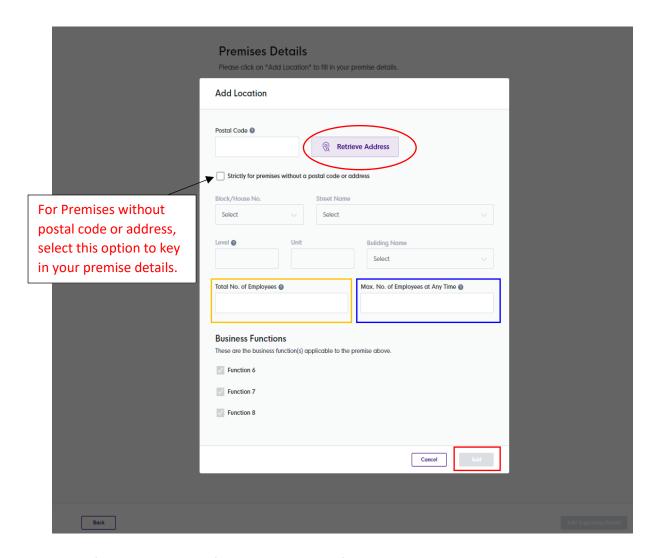


- 5. Upon clicking on the "Add Location" button, you will see a pop-up box as below.
 - Step 1: Fill in your premise postal code and click on "Retrieve Address" button.
 - <u>Step 2</u>: Your premise address details, which includes (i) Block/House No.; (ii) Street Name and (iii) Building Name will be 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).

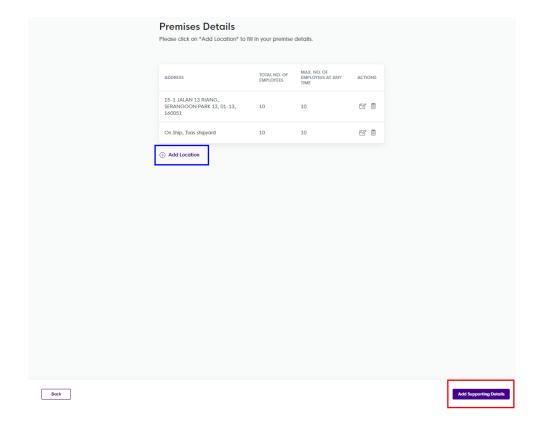
Step 4: Once completed, proceed to click on the "Add" button, as shown in the RED BOX.



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

- 6. 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 <u>Step 1</u> to <u>Step 4</u> as above.

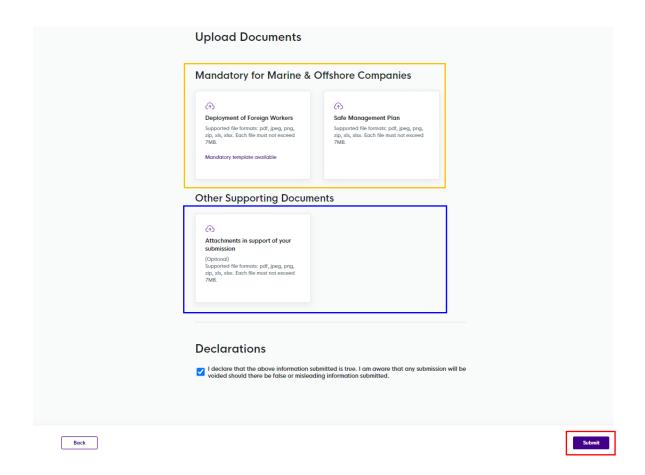
Once completed, click on "Add Supporting Details" button, as shown in the RED BOX



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

<u>Step 1</u>:

- (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**.
- <u>Step 2</u>: 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**.



8. Upon clicking on the "Submit" button, you will see a screen as below.



9. You will receive an email acknowledgement and details of your application (similar to the **sample** below) to the email address that you had provided.

Dear Sir/Madam

Thank you for your application. Please refrain from submitting duplicate applications, as this may result in delays. We aim to communicate to you the outcome of your application in 5 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 (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.

UEN

Form Title Reference Number Time Submitted Company Details Company Name

No. of Employees

Brief Description of Key Business Activities

Contact Details Name Contact No. Email

Supporting Details

Key Basis For Application

Which agency is related to this application? Proposed functions to be operated on-site

Why are employees unable to operate this function from home?

Premises Details

Total No. of Employees

Max. No. of Employees at any Time

Mandatory Supporting Documents (M&O)

Other Supporting Documents

Declaration



Application for General Exemption

180000001WGE5Q4RL 2021-05-18T14:51:41.242

Testing Pte. Ltd. 180000001W 20 Testing

Testing 98765432

daryl_pek@mti.gov.sg

A1 - Essential services and/or related supply chains for basic functioning of Singapore

MTI

Others (Testing)

Testing

Location Description: Testing Blk 888 888 Testing Road #8-8 Testing Bulding; Location Description: Testing Description Blk 88 88 Testing Road #88-88 Testing Building

10; 10 10; 10

I declare that the above information submitted is true. I am aware that my submission will be voided should there be false or misleading information submitted.

10. You will receive an email notification with the results for your General Exemption application after it has been processed.

Dear Sir / Madam

- 1. We refer to your appeal submitted on 18 May 2021 (reference no. 180000001WAPP9), relating to your earlier application on 18 May 2021 (original reference no. 180000001WGE5Q4RL).
- 2. We have considered the additional information provided and are pleased to inform you that your company, Testing Pte. Ltd. (18000001W), may continue with the approved functions at the premises listed below, subject to sector-specific limitations and guidelines, and all Conditions of Approval stated below. Please note that rejected functions should not be performed onsite.

Premises 1: Testing Bulding, 888 Testing Road, Blk: 888 #8-8,

Approved Functions: Others (Testing)

Condition of Approval: NA Rejected Functions: NA Rejection Reasons: NA

11. You may also refer to the GoBusiness portal to view the brief details of your application results.

