

## **Guide for Additional Manpower Applications**

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## Section A: Accessing the System

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

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# Overview

Overview

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## Overview


**Announcement:**

All firms are required to implement work from home (WFH) arrangements as the default. Employees must ensure that employees who are able to work from home do so.

Firms would have received an email from [postman.gov.sg](mailto: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](mailto:covid_gobusiness@mti.gov.sg) or contact 6898 1800. Answers to questions relating to the submission of onsite manpower numbers can be found in our [Covid Guides](#).

[Log In to Declare Onsite Manpower Details](#) (?)



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:

### Exemptions

Apply for your business to resume operating or to have temporary operations. You can also check your exemption application/business resumption status and appeal rejected or partially approved applications.

[Find Out More](#) (?)

### Manpower

Submit your manpower details here or apply for additional manpower (only for businesses that have received approval for exemption).

[Find Out More](#) (?)

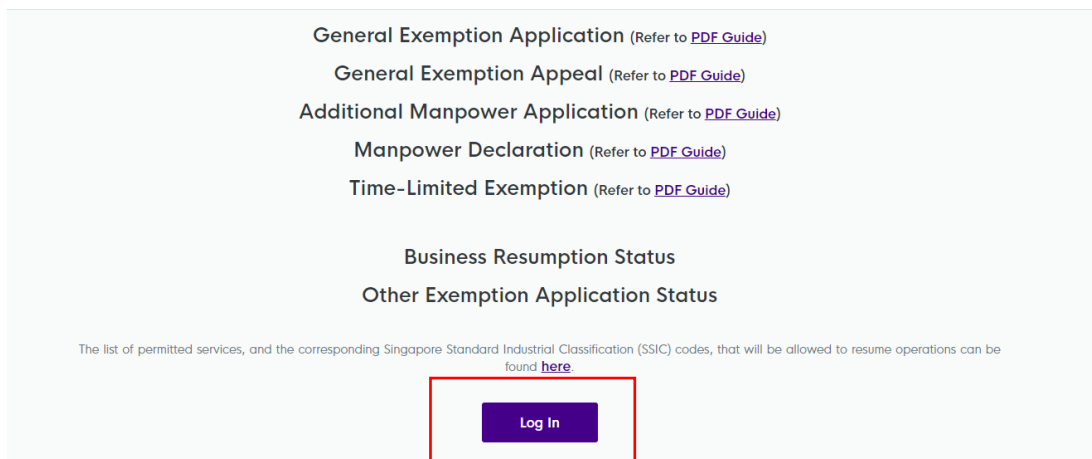
### General Exemption Appeal

Appeal your rejected or partially approved General Exemption applications.

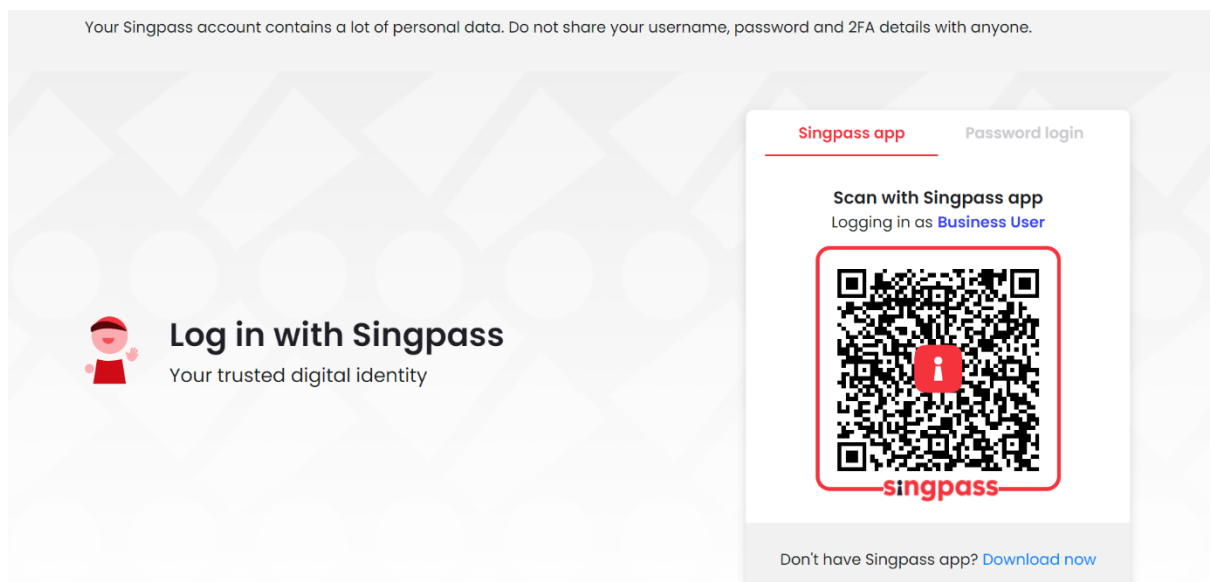
[Find Out More](#) (?)

For further questions, please check our [FAQ](#), or use this [Covid-19 Chatbot for businesses](#) (?)

2. Click on the “LOGIN WITH SINGPASS” button.



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 Additional Manpower Application

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.

The screenshot shows the gobusiness LICENSING website interface. The top navigation bar includes the gobusiness LICENSING logo, an FAQ link, and a user profile icon. The left sidebar menu has the "Covid-19 Exemption Applications" tab highlighted with a red circle. The main content area displays a welcome message for "Peter Pan Sing Song!" from "T8F Food Souls Pte. Ltd." with UEN T15SS0108F. Below this is a "Notification" section dated 21 May 2021, regarding the Phase 2 Heightened Alert (P2HA). The "My Applications" section includes a note about business resumption and a table of applications. The table has columns for Reference No., Email, Status, No. of Manpower On-Site, and Manpower Details Submission. It lists three applications: one approved (MPsubmit-201904560K) and two permitted (NGExz4f678198 and NGEtK1x116983). At the bottom, there is a "Help us improve" button and a section for "Apply to Resume Onsite Business Activities" with links for General and Time-Limited Exemptions.

A Singapore Government Agency Website

gobusiness LICENSING FAQ

Covid-19 Exemption Applications

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="#">Reset to 0</a> <a href="#">Resubmit Manpower</a>
NGExz4f678198	testing@gmail.com	Permitted	From 19 Jun	N/A
NGEtK1x116983	testing@gmail.com	Permitted	From 19 Jun	N/A

Help us improve

### Apply to Resume Onsite Business Activities

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

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

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](#).

Please click [here](#) for enquiries.

**General/Resumption** Time-Limited

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
T15SS0108FGE52 BLX	abc123@example.com	Partially Approved	N/A	<div>Submit Manpower</div> <div>Request for Additional Manpower</div> <div>Appeal Exemption / Resumption</div>
T15SS0108FGE52 BLU	abc123@example.com	Rejected	N/A	<div>Appeal Exemption / Resumption</div>

3. Further below, you will see the status of your General Exemption/Business Resumption, as shown in the **BLUE BOX**.

If your “General/Resumption” status is shown as “Approved”:

**Step 1:** Fill in a valid email address in the **PINK BOX** and save it by clicking on the tick.

**Step 2:** Click on the “Request for Additional Manpower” button in the **RED BOX** to apply for additional manpower.

*Note: You will not be able to request for additional manpower for a “Rejected” general exemption application. Requests for additional manpower are only applicable for “Approved” and “Partially Approved” general exemption applications.*

T15SS0108FGE52 BLU	abc@example.com	Approved	N/A	<div>Submit Manpower</div> <div>Declare 0</div> <div>Request for Additional Manpower</div>
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4. You will reach the instruction screen. Take note of the instructions and proceed to click on the “Next” Button, as shown in the **RED BOX**.

**Request for Additional Manpower**

This application is for entities that require additional allocated manpower to cater to its business operating model.

⌚ Estimated 10 mins to complete

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**Instructions**

1. For companies in the Marine and Offshore sector or Process Construction and Maintenance sector, please download and complete the form at <https://go.gov.sg/declaredeployfwindorm>. You will need to complete both the Declaration and FW deployment tabs and upload the completed form as part of your application for additional manpower. Please note that you are required to submit a new form for each new application (Companies that are applying again are required to submit a new form for the new application).
2. Note: Resident Contractors do not need to submit a separate application for increase manpower deployment. Instead, you should work through your Sponsoring Shipyard to seek approval from EDB/ESG for the increase in additional manpower.

**Back** **Next**

T15SS0108FGEPNU molb.secondary@gmail.com Approved N/A Submit Manpower Declare 0 Request for Additional Manpower

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

Step 1: Fill in your contact details and provide a valid contact number and email address, as shown in the **BLUE BOX**. Do note that the respective authorities will contact the person listed if more details are required.

Step 2: Take note of the number of employees/workers quota allocated under that particular premise (i.e. Y in the **PINK BOX**).

Step 3: Select the premises that you are requesting for additional manpower. If you are requesting additional manpower for all premises, click on “Select All”.

**Request for Additional Manpowers**  
For Application Ref No.: T15SS0108FGEPU

**Contact Details**

Name: ABC  
Contact No.: 12345678  
Email: abc123@example.com

**Application Details**  
Select premises that require additional manpower and fill in the details below

☐ Select All

☐ Blk 123 ABC Road #01-01 123456  
CURRENT QUOTA: Y

☐ Blk 123 DEF Road #01-01 456789  
CURRENT QUOTA: Y

[Back](#) [Add Supporting Details](#)

6. Upon selecting the premise, you will see the extended form as below.

Step 1: Fill in the number of additional manpower required for that premise, as shown in the **BLUE BOX**. In the summary of manpower below, the total number of additional manpower required will be updated and reflected automatically.

Step 2: Select the reason for additional manpower and provide a brief description for your request, as shown in the **ORANGE BOX**.

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

### Application Details

Select premises that require additional manpower and fill in the details below

☒ Select All

☒ Blk 123 ABC Road #01-01 123456

CURRENT QUOTA

Y

Request Details:

No. of Additional Manpower Required

Reason for Additional Manpower Required

Elaboration for Additional Manpower Required

3/500

### Summary of Manpower

TOTAL NO. OF CURRENT QUOTA	100
TOTAL NO. OF ADDITIONAL MANPOWER REQUIRED	20

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Add Supporting Details

Ensure this is the number of additional manpower required.



7. 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

Drag and drop or click to upload one file per document. Multiple files can be uploaded as a single .zip file. Supported file formats: pdf, jpeg, png, zip, xls, xlsx. Each file must not exceed 7 MB.


#### 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.

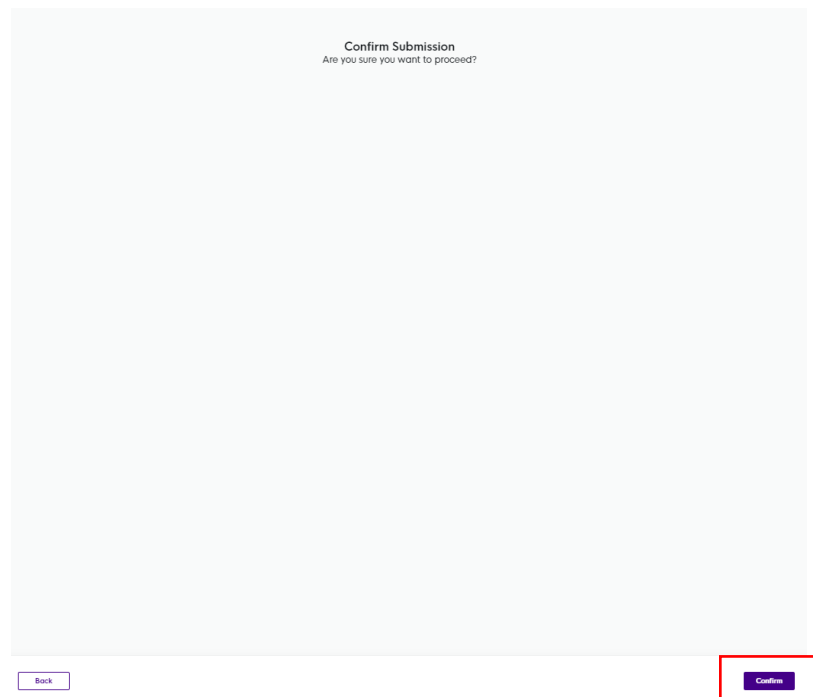
### Declarations

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

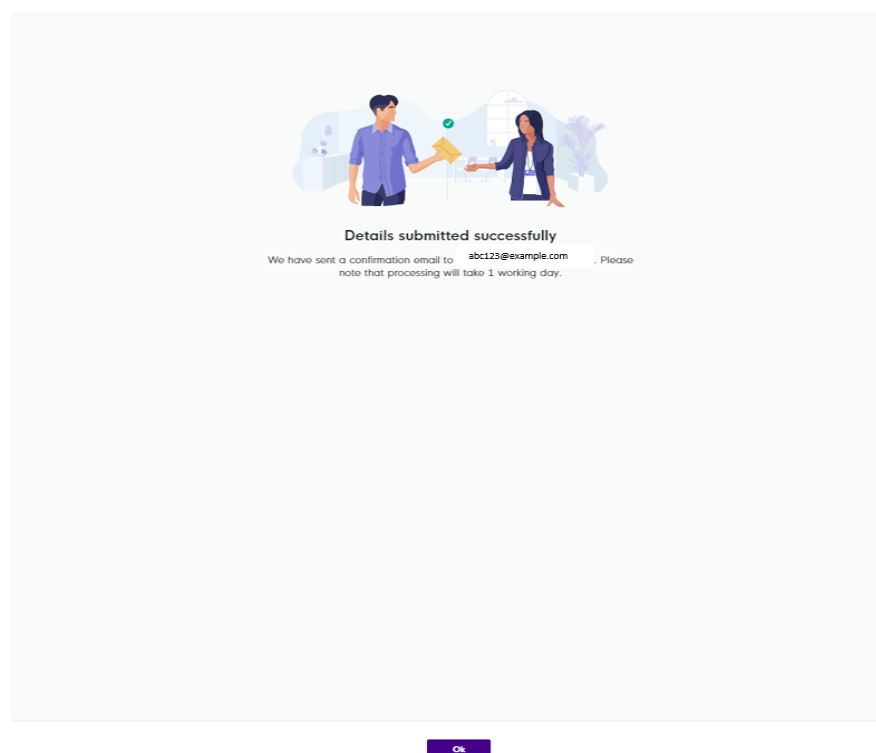
Back

Submit

8. Upon clicking on the “Submit” button, you will be asked to confirm your submission. Click on “Confirm” button at the bottom of the screen, as shown in the **RED BOX**.



9. You will see a screen that confirms your submission for additional manpower application.



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

Dear Sir/Madam

Thank you for your submission. Please retain a copy of this email for your records. We aim to communicate to you the outcome of your application in 5 working days.

If your submission relates only to a request for additional manpower to cater for shift work, you can proceed with operations with the additional shift workers. Otherwise, please note that you should continue operations with your current allocated headcount until you have received the official email notification stating the outcome of your request.

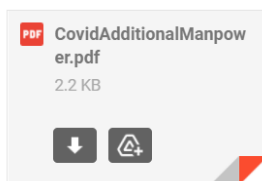
All businesses are required to implement the Requirements for Safe Management at the Workplace and the conditions or advisories applicable to your business. Your business may be suspended or subject to penalties under the law if you are found to be non-compliant or have made a false declaration.

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.*



**NOTE: You will not be allowed to appeal on your General Exemption application if you have an ongoing Request for Additional Manpower. The “Appeal Exemption/Resumption” button will be disabled until your request for additional manpower has finished processing.**

Time-Limited			General/Resumption	
REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
	molb.secondary@gmail.com	Partially Approved	N/A	<div>Submit Manpower</div> <div>Appeal Exemption / Resumption</div>

**Application Status**  
Your request for additional manpower is currently being processed.

11. You will receive an email notification with the results for your request for additional manpower after it has been processed. The notification you receive will also state restrictions (if any). You may also refer to the GoBusiness portal to look at your history of Appeals and Requests for Additional Manpower.

Dear Sir / Madam

1. We refer to your submission (Ref: 180000001WAMR1F), dated: 18 May 2021, via <https://covid.gobusiness.gov.sg> for additional manpower to be deployed onsite.

2. We have reviewed your request and revised the allowable onsite manpower for your company, Testing Pte. Ltd. (180000001W), as listed below. You may also view these details on your company's dashboard in the GoBusiness portal after your login using CorpPass.

Premises 1 : Testing  
Current Quota : 10  
Additional Manpower Requested : 20  
Additional Manpower Approved : 20  
Premises 2 : Testing Description  
Current Quota : 0  
Additional Manpower Requested : 0  
Additional Manpower Approved : 0  
Total Approved Quota : 30

Enter the reference number specific to each Request for Additional Manpower in your email account to look for the full results of your Request.

Appeals and Additional Manpower History	
Please refer to the email notification sent to you for your past appeal or additional manpower request results.	
Appeals	
REFERENCE NUMBER	Transaction Time
C12345678FAPP3I	08 Jan 2021, 4:09 pm
C12345678FAPP3F	08 Jan 2021, 3:24 pm
Additional Manpower Requests	
REFERENCE NUMBER	Transaction Time
C12345678FAMR9D	13 Jan 2021, 5:12 pm
C12345678FAMR9X	13 Jan 2021, 4:59 pm
C12345678FAMR8U	13 Jan 2021, 4:58 pm
C12345678FAMR8R	13 Jan 2021, 4:57 pm
C12345678FAMR8O	13 Jan 2021, 4:57 pm

The results of your request for additional manpower will also overwrite your previous General Exemption results after the request has finished processing on the GoBusiness Portal. The new number of manpower reflected in the **RED BOX** should account for the newly approved manpower.

ABC00000001

molb.secondary@gmail.com

Partially Approved

X/100

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