

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

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Section A: Accessing the System

1. Click on the “Log In to Declare Onsite Manpower Details” button (shown in the **ORANGE BOX**) from the main page at <https://www.gobusiness.gov.sg/covid/>.

ASingaporeGovernmentAgencyWebsite

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HOME / COVID 19 / OVERVIEW

Overview

Overview

Permitted Services

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FAQ


Overview


Announcement:

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

Firms would have received an email from 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 or contact [6898 1800](tel:180018001800). 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](#) 

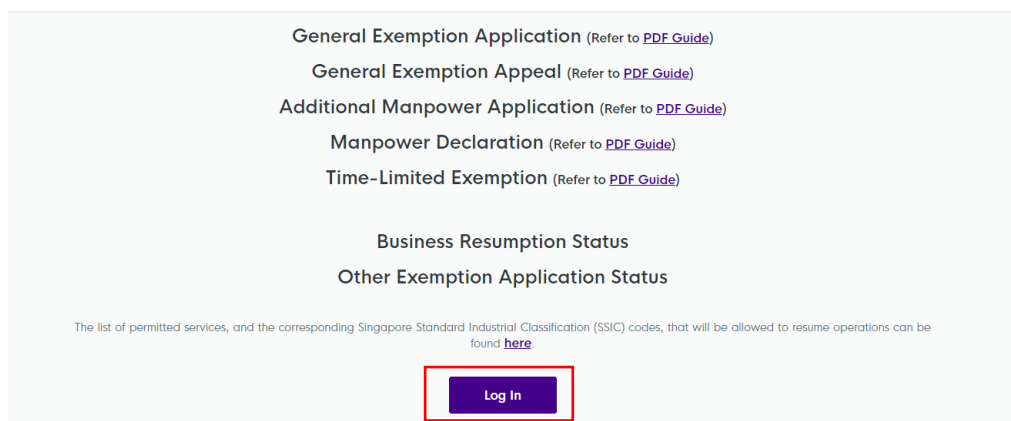
General Exemption Appeal

Appeal your rejected or partially approved General Exemption applications.

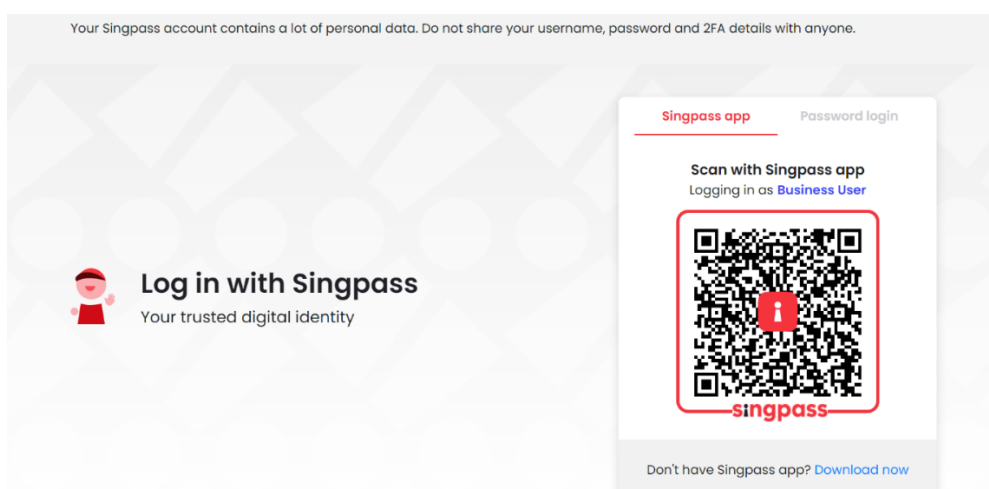
[Find Out More](#) 

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

2. Click on the “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

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 or the reference numbers starting with “NGE” (as applicable). The details of your employees working in office and who do not require RRT can be submitted under non-production site segment (see pages 9 to 11 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**.

A Singapore Government Agency Website

gb gobusiness LICENSING FAQ

Covid-19 Exemption Applications

Welcome back, Peter Pan Sing Song!

T8F Food Souls Pte. Ltd. UEN T155S0108F

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 |

Help us improve

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**

| 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>Submit Manpower</div> <div>Request for Additional Manpower</div> <div>Appeal Exemption / Resumption</div> |
| 180000001WGE5KUSU | Test@email.com | Approved | 200 240 Reset to 0 | <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” GEs:

- a. Step 1: If you would like to amend your email address, please click on the “email address” you have entered previously or 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 “Submit” button. Please provide a valid email address as emails with the manpower details submitted by the user will be sent to this email address.

Edit Email Address

test@gmail.com

Cancel

Submit

- 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>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> |

If you have successfully declared “0” manpower on-site, you will receive the email below:

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 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.**

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

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

1. Please indicate whether your employees/workers are working on-site or from home.
2. 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.**
3. **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.**
4. To declare "0" manpower on-site please use the "Declare 0 / Reset to 0" button in the main dashboard on the relevant application.

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)

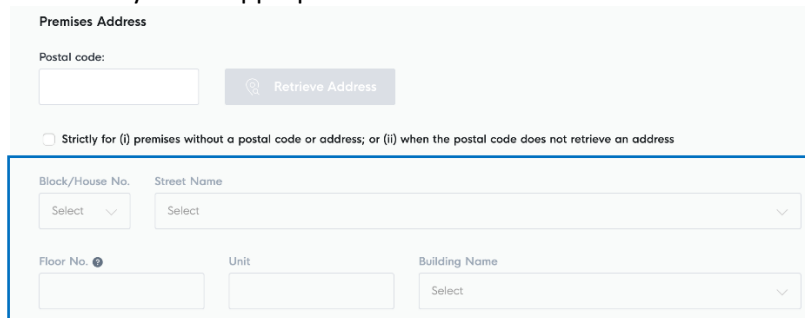
Note: Workers who do not need to go for RRT should be submitted under "Non-Production site"

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

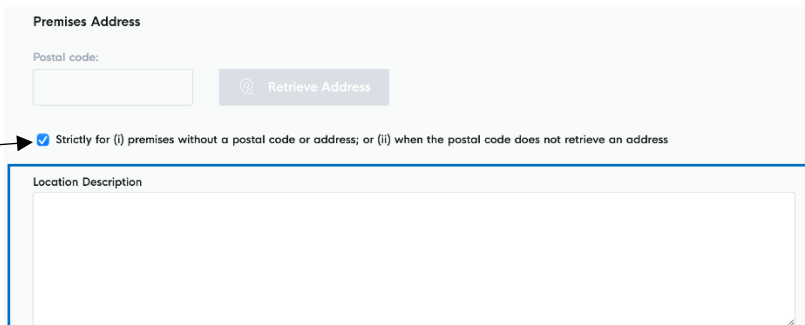
b. Key in the address of the specific work premises in the **BLUE BOX**. Please note that the address data fields will be greyed out until **after** you select whether your premises is a production site.

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.
 - The fields for “Block/House No.”, “Street Name” and “Building Name” will either be auto-populated or made available via a dropdown selection.
 - Key in the appropriate “Floor No.” and “Unit”.



- ii. Ticking the check box and key in the relevant address via the location description text box



For Premises without postal code/address or when postal code does not retrieve an address, select this option to key in your premise details.

- If your employees/workers are working **from home**, you will not be required to provide the address of the work premises.

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

G1234567A

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**.

⊕ Add New Premises

Note that once submitted, it will override all previous submissions. You are allowed up to 5 submissions per day.

Declaration

- 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.
- 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.

Back

Submit

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**.

18000001WGE5KUSU Test@email.com Approved

10

240 Resubmit Manpower

Reset to 0 Request for Additional Manpower

Application Status

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**.

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

[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

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

gb 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 | Resubmit Manpower Reset to 0 |
| NOExz4f678198 | testing@gmail.com | Permitted | From 19 Jun | N/A |
| NOEtK1x116983 | 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](#)

- 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> Submit Manpower Request for Additional Manpower Appeal Exemption / Resumption </div> <div>▼</div> </div> |
| 180000001WGE5KUSU | Test@email.com | Approved | 200 / 240 Reset to 0 | <div style="display: flex; justify-content: space-between;"> <div> Resubmit Manpower Request for Additional Manpower </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:

- d. Step 1: If you would like to amend your email address, please click on the button on the “email address” you have entered previously or the button as shown in the **BROWN BOX**.

| REFERENCE NO. | EMAIL | STATUS | NO. OF MANPOWER ON-SITE | MANPOWER DETAILS SUBMISSION |
|-------------------|---|--------------------|-------------------------|---|
| 180000001WGE5Q4RL | <div style="border: 1px solid brown; padding: 2px; display: inline-block;">daryl_pek@mti.gov.sg</div> | Partially Approved | N/A | <div style="display: flex; justify-content: space-between;"> <div> Submit Manpower Request for Additional Manpower Appeal Exemption / Resumption </div> <div>▼</div> </div> |

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

- b. 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> |
| 180000001WGE5KUSU | Test@email.com | Approved | 200 / 240 | <div>Resubmit Manpower</div> <div>Request for Additional Manpower</div> |

If you have successfully declared “0” manpower on-site, you will receive the email below:

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 **RED BOX** above, 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.

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

1. You can have a total of **30** employees/workers working on-site (this includes full/part-time and shift manpower).
2. 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.
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

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

You can only fill up to **650** employees/workers who will be working on-site.

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.

4. You will be asked to confirm submission below, click on “Submit” to proceed.

Confirm Submission

Are you sure you want to proceed?

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.

Details submitted successfully

We have sent a confirmation email to Test12345@email.com. Please note that processing will take 1 working day.

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.: 180000001WG5Q4RL

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 safentry.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.safentry.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**.

180000001WGE5KUSU

Test@email.com

Approved

10

/ 240

Resubmit Manpower

Reset to 0

Request for Additional Manpower

Application Status

Your application for Exemption/Resumption has been Approved.

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 **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?

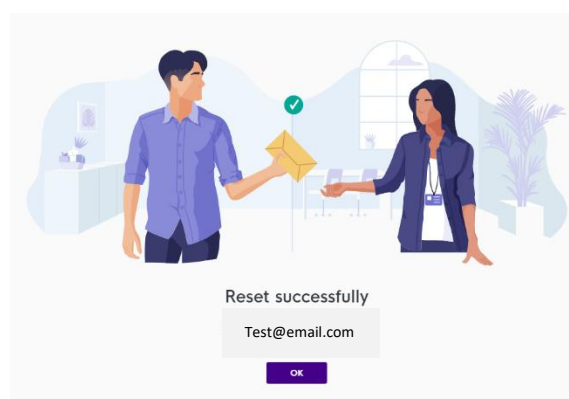
This will reset and permanently delete the manpower details for the General Exemption application 180000001WGE5Q4RL that you submitted previously.

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 | <div>Submit Manpower</div> <div>Request for Additional Manpower</div> <div>Appeal Exemption / Resumption</div> |

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.

