Guide for Manpower Declaration

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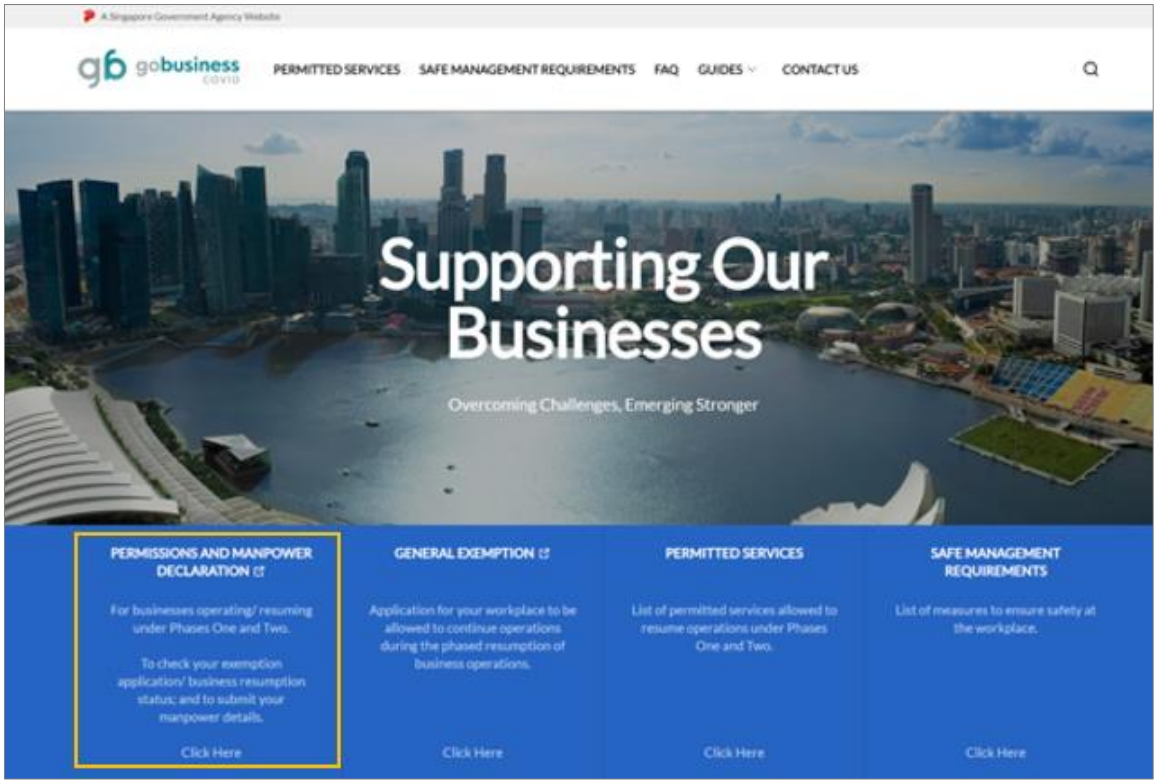
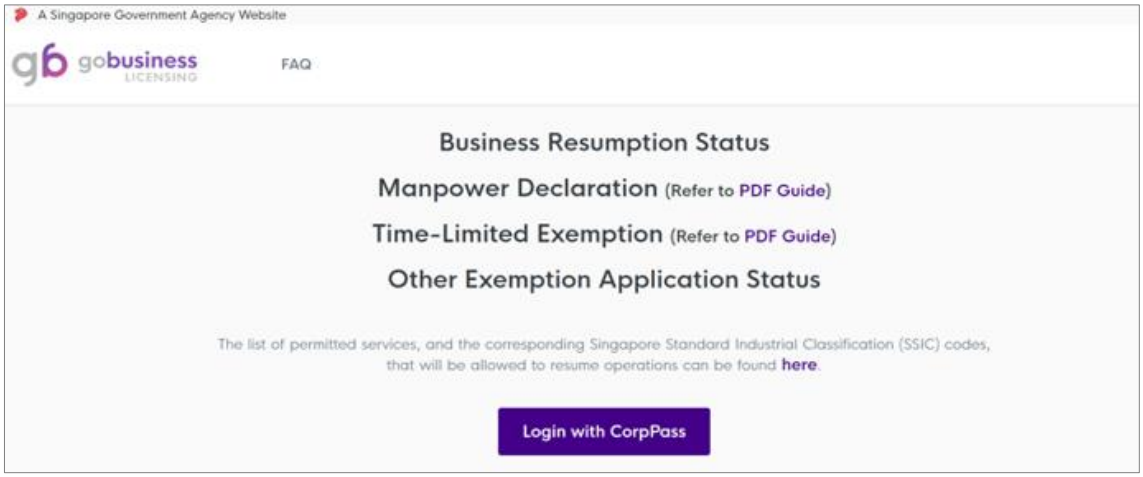
Section A: Accessing the System

1. Click on the "Permissions and Manpower Declaration" button (shown in the **ORANGE BOX**) from the main page at *https://covid.gobusiness.gov.sg*.



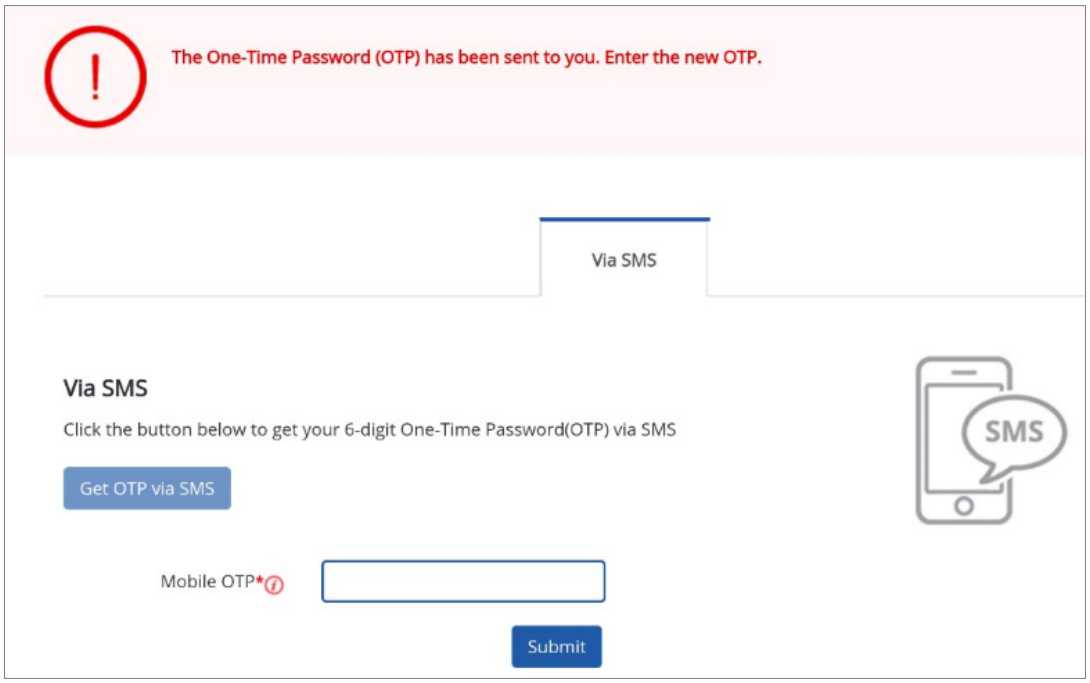
2. Click on the "Login with CorpPass" button.



3. Log in with your CorpPass credentials.

*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 main page https://covid.gobusiness.gov.sg again.*

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

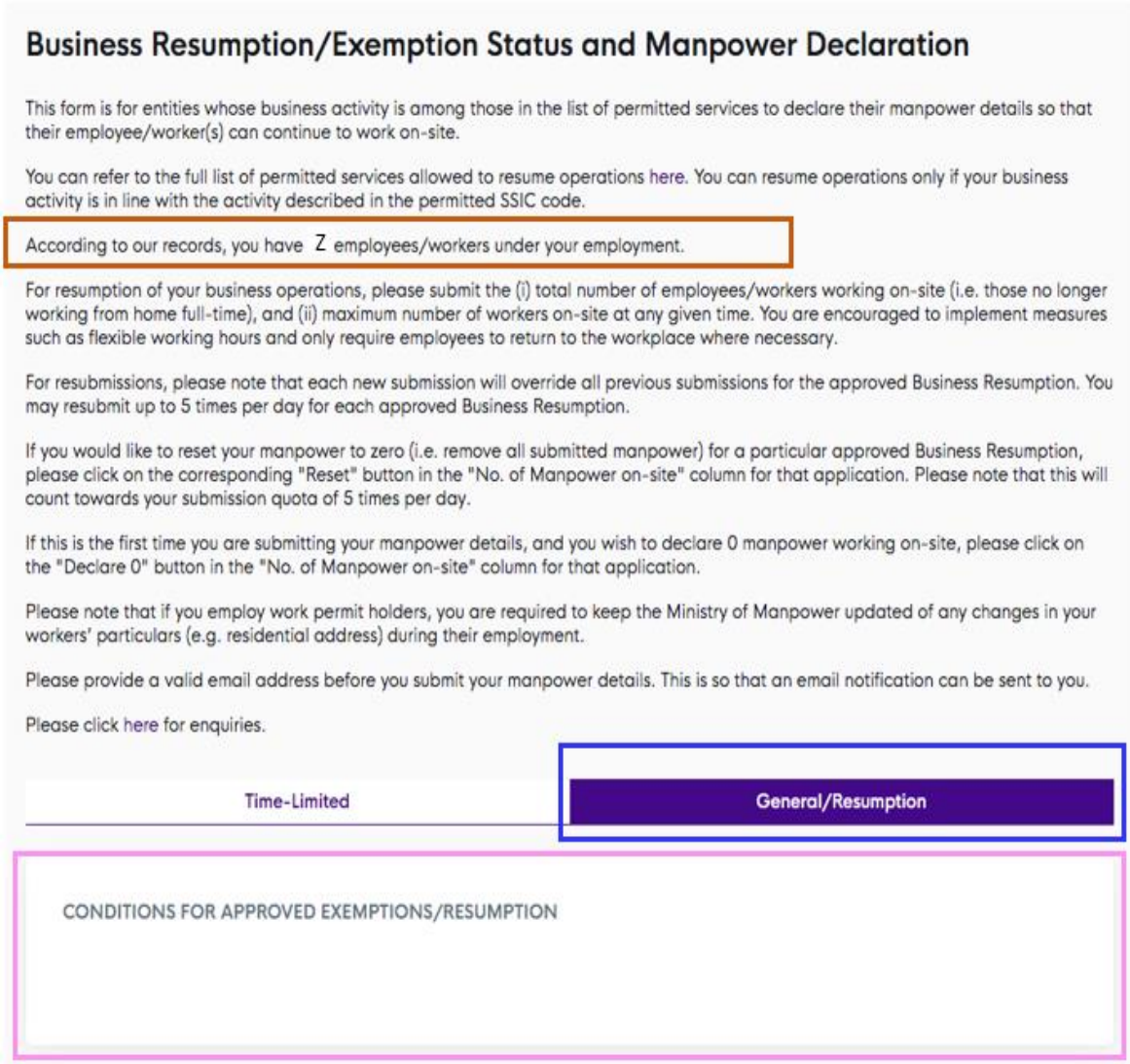


Section B: Submission Of Manpower Details

(I) Submission of Manpower Declaration for businesses in the permitted list of services

1. You will reach the main page.

   a. Step 1: Take note of the number of employees/workers under your employment (i.e. Z in the **BROWN BOX**.
   b. Step 2: Make sure that you are under the "General/Resumption" tab, as shown in the **BLUE BOX**. If there are any conditions imposed on your Business Resumption/General Exemption, it will be shown in the **PINK BOX**.



Business Resumption/Exemption Status and Manpower Declaration

This form is for entities whose business activity is among those in the list of permitted services to declare their manpower details so that their employee/worker(s) can continue to work on-site.

You can refer to the full list of permitted services allowed to resume operations here. You can resume operations only if your business activity is in line with the activity described in the permitted SSIC code.

According to our records, you have Z employees/workers under your employment.

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.

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.

If you would like to reset your manpower to zero (i.e. remove all submitted manpower) for a particular approved Business Resumption, please click on the corresponding "Reset" button in the "No. of Manpower on-site" column for that application. Please note that this will count towards your submission quota of 5 times per day.

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.

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.

Please provide a valid email address before you submit your manpower details. This is so that an email notification can be sent to you.

Please click here for enquiries.

Time-Limited | General/Resumption

CONDITIONS FOR APPROVED EXEMPTIONS/RESUMPTION

2. 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 "Permitted":

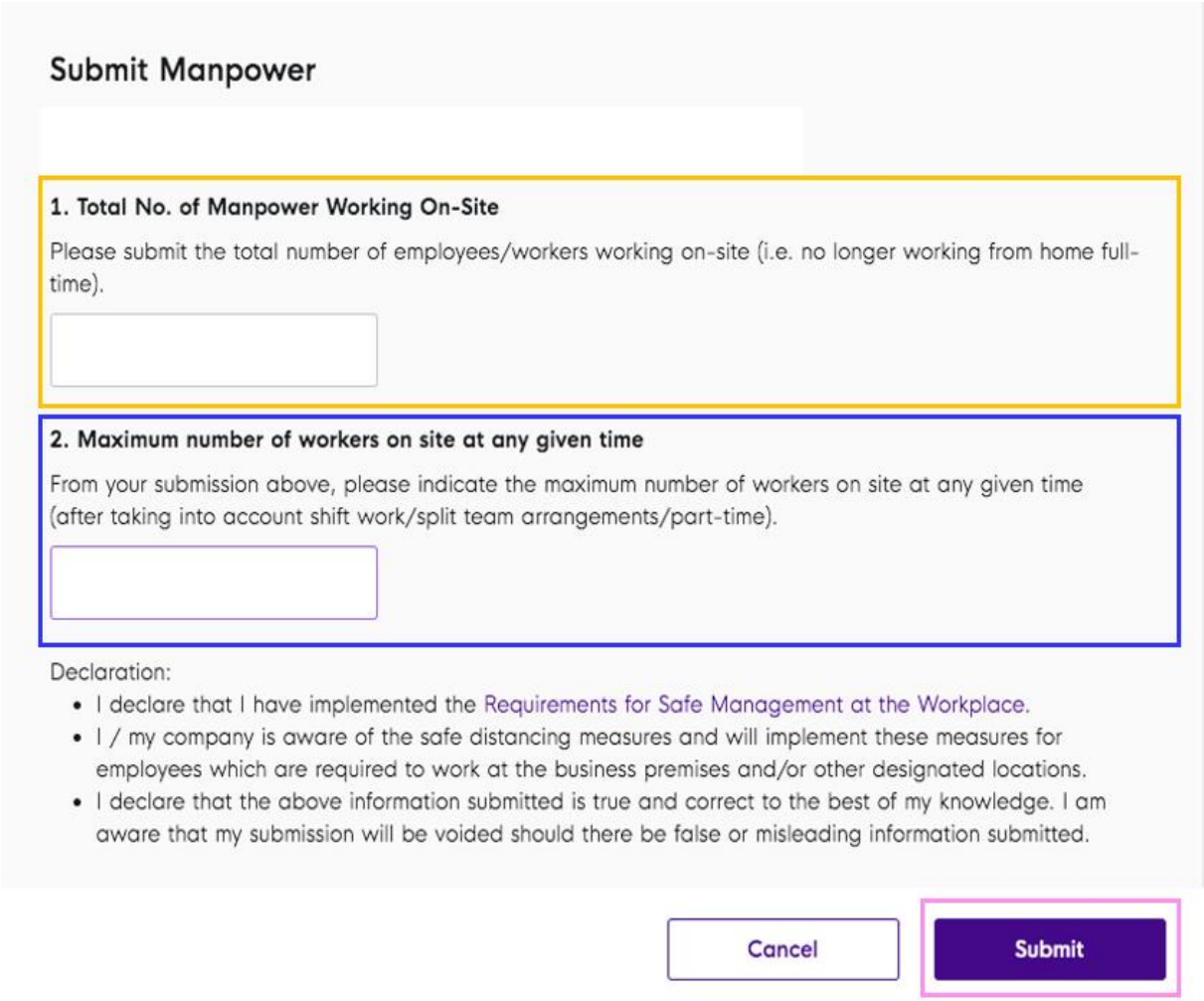
   a. Step 1: Fill in a valid email address in the **ORANGE BOX** and save it by clicking on the tick, as shown in the **BROWN BOX**.
   b. Step 2: Click on the "Submit/Resubmit Manpower" button in the **PINK BOX** to declare your manpower details. If this is the first time that you are declaring your manpower details, you will **only** see the "Submit/Resubmit Manpower" button **after** you have saved your email address.

Note:

(i) If you have declared your manpower details previously and need to make changes, you will need to click on the "Submit/Resubmit Manpower" button again to resubmit your manpower details.
(ii) If you have not submitted any manpower and wish to declare 0 manpower working on-site, you will need to click on the "Declare 0" button to submit your declaration.
(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.

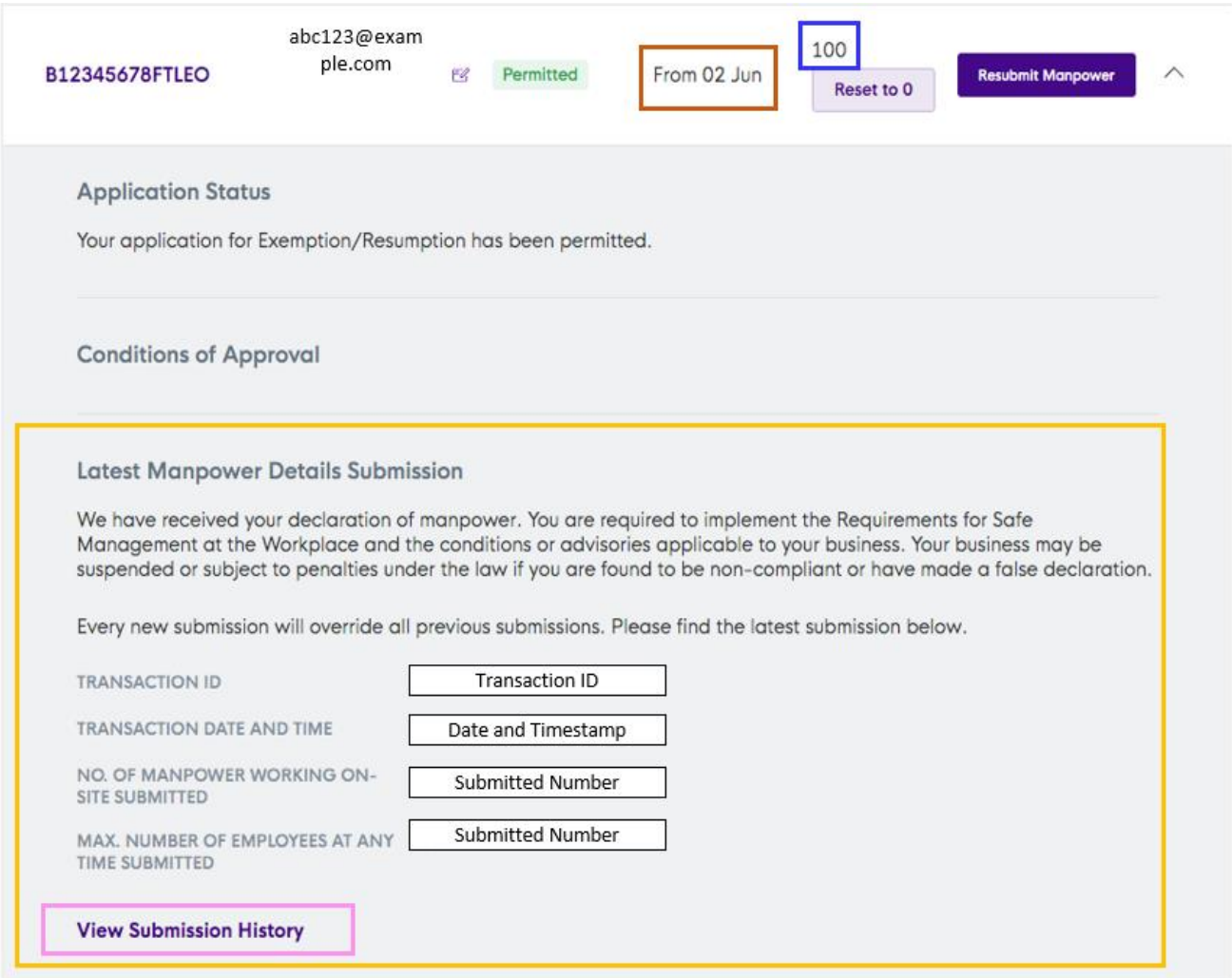
3. Upon clicking on the “Submit/Resubmit Manpower” button, you will see a pop-up box as below.

   a. Step 1: Please fill in the total number of manpower working on-site (i.e. no longer working from home full-time) in the **ORANGE BOX**.
   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) in the **BLUE BOX**.
   c. Step 3: Take note of the points under “Declaration”, and proceed to click on the “Submit” button in the **PINK BOX**.



4. The pop-up box will close, and you will return to the main page.

   a. You will see an acknowledgement 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, as shown in the **ORANGE BOX**.
   b. You will also see the total number of manpower you have submitted in your latest submission reflected in the "No. of manpower on-site" column, as shown in the **BLUE BOX**.
   c. Please note that you are only allowed to deploy your manpower on-site from the date reflected in **BROWN BOX**.
   d. If you have declared your manpower details previously, you may click on the "View Submission History" button, as shown in the **PINK BOX**, to see your previous submissions.



5. You will receive an email acknowledgement (similar to the sample below) to acknowledge your manpower declaration. This acknowledgement will be sent to the email address that you had provided. You will not receive any additional notification of your manpower declaration.

[For Reference] Acknowledgement of Submission of Manpower Details Inbox ×

From: no-reply@gobusiness.gov.sg
Subject: [For Reference] Acknowledgement of Submission of Manpower Details
To: abc123@example.com

17:18 (0 minutes ago)

Dear Sir/Madam

We have received your submission of your manpower details.

Transaction ID: Transaction ID
No. of manpower working on-site submitted: Submitted Number
Maximum number of workers on site at any given time: Submitted Number
Exemption/Resumption Application Reference No Reference Number

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 safeentry.gov.sg.

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

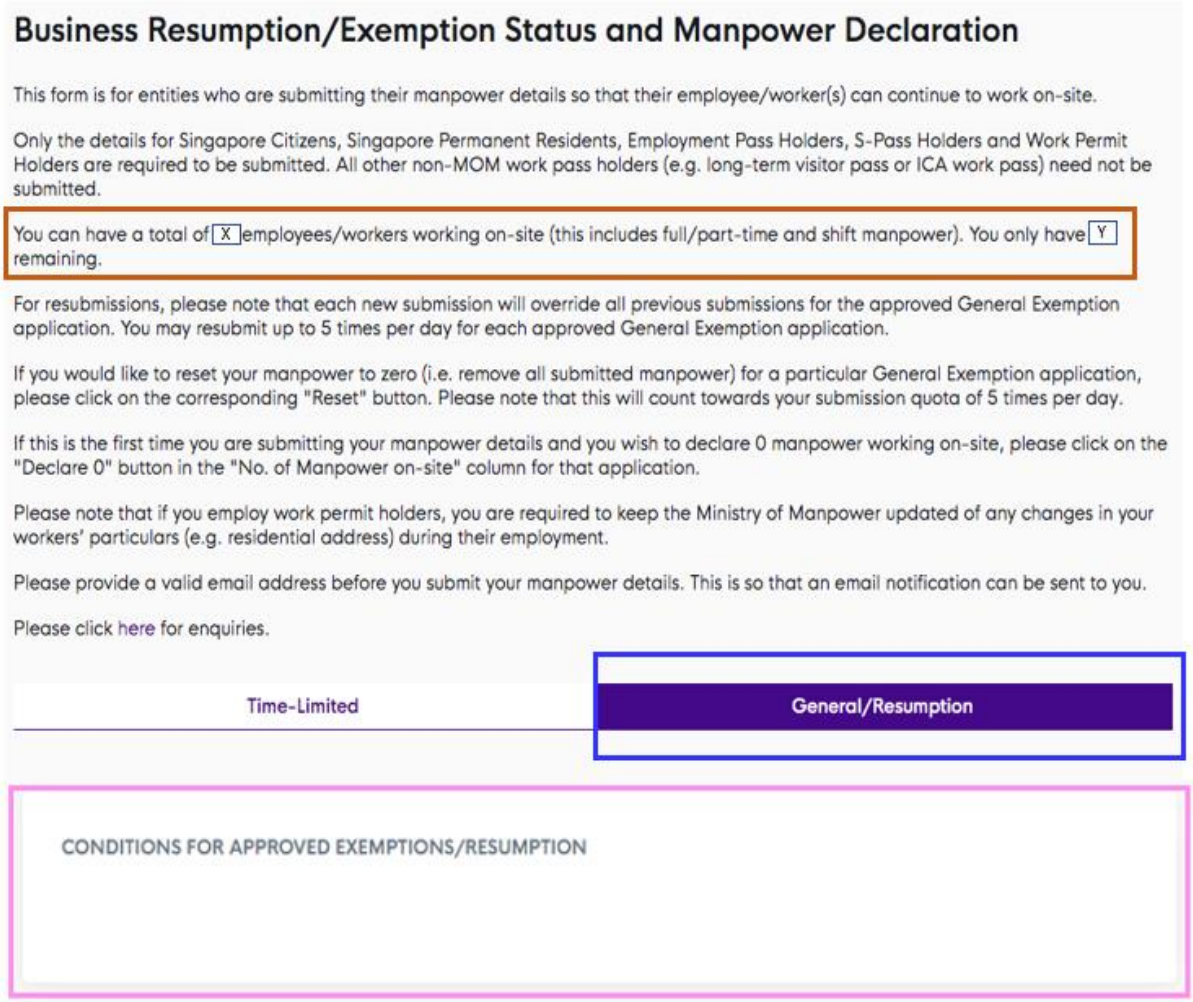
Thank you.

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

(II) Submission of Manpower Details for approved General Exemptions

1. At the main page:

   a. Step 1: Take note of your allocated number of manpower (i.e. X and Y in the **BROWN BOX** below). If Y is a negative number, reset your manpower by following the steps in section C.
   b. Step 2: Make sure that you are under the "General/Resumption" tab, as shown in the **BLUE BOX**. If there are any conditions imposed on your Business Resumption/General Exemption, it will be shown in the **PINK BOX**.



Business Resumption/Exemption Status and Manpower Declaration

This form is for entities who are submitting their manpower details so that their employee/worker(s) can continue to work on-site.

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.

You can have a total of X employees/workers working on-site (this includes full/part-time and shift manpower). You only have Y remaining.

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.

If you would like to reset your manpower to zero (i.e. remove all submitted manpower) for a particular General Exemption application, please click on the corresponding "Reset" button. Please note that this will count towards your submission quota of 5 times per day.

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.

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.

Please provide a valid email address before you submit your manpower details. This is so that an email notification can be sent to you.

Please click here for enquiries.

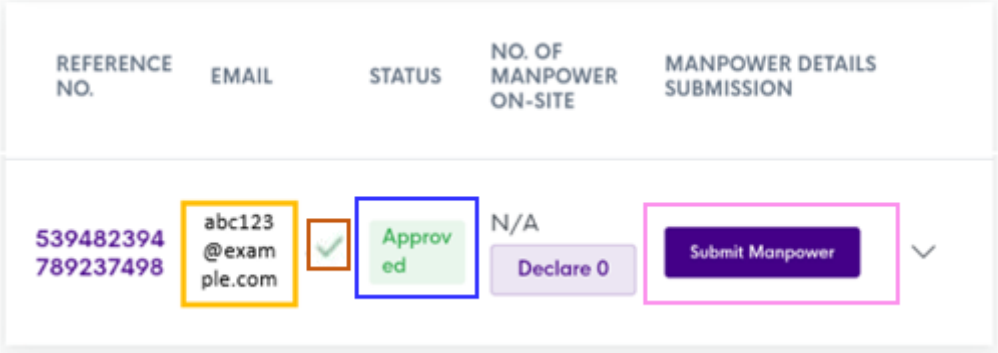
Time-Limited | General/Resumption

CONDITIONS FOR APPROVED EXEMPTIONS/RESUMPTION

2. 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":

a. Step 1: Fill in a valid email address in the **ORANGE BOX** and save it by clicking on the tick, as shown in the **BROWN BOX**.
b. Step 2: Click on the "Submit/Resubmit Manpower" button in the **PINK BOX** to declare your manpower details. If this is the first time that you are declaring your manpower details, you will **only** see the "Submit/Resubmit Manpower" button **after** you have saved your email address.

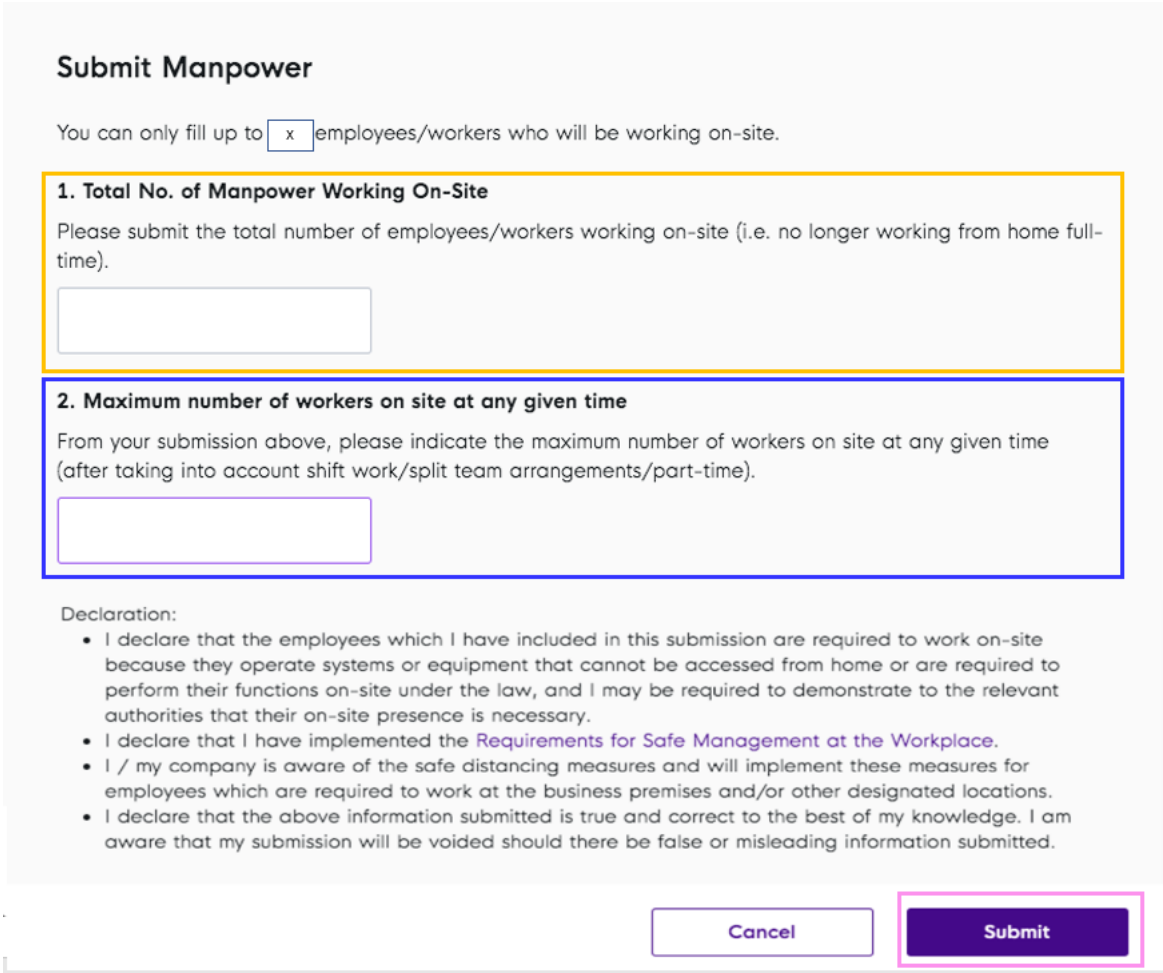


Note:

(i) If you have declared your manpower details previously and need to make changes, you will need to click on the "Submit/Resubmit Manpower" button again to resubmit your manpower details.
(ii) If you have not submitted any manpower and wish to declare 0 manpower working on-site, you will need to click on the "Declare 0" button to submit your declaration.
(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.

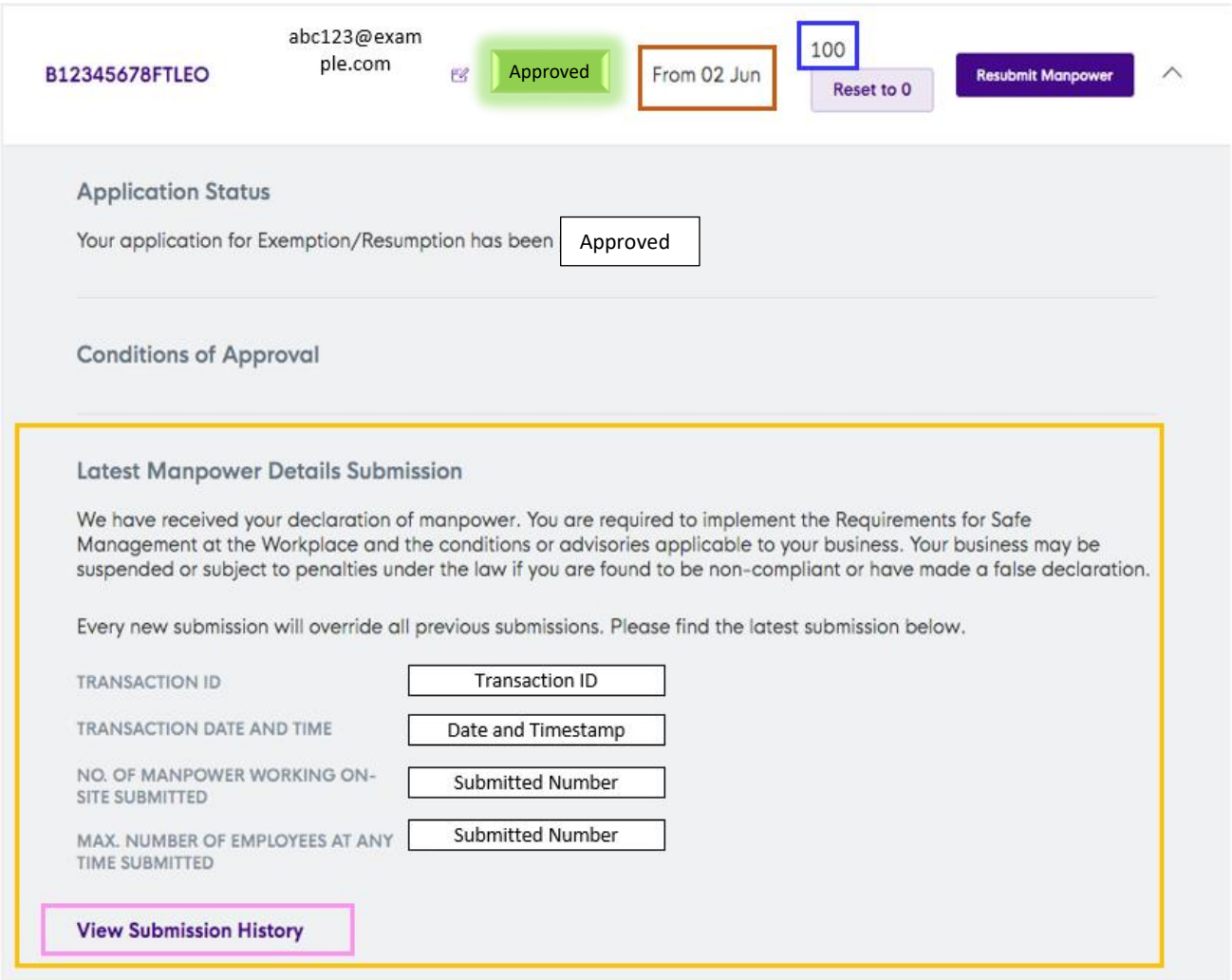
3. Upon clicking on the “Submit/Resubmit Manpower” button, you will see a pop-up box as below.

   a. Step 1: Please fill in the total number of manpower working on-site (i.e. no longer working from home full-time) in the **ORANGE BOX**.
   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) in the **BLUE BOX**.
   c. Step 3: Take note of the points under “Declaration”, and proceed to click on the “Submit” button in the **PINK BOX**.



4. The pop-up box will close and you will return to the main page.

   a. You will see an acknowledgement 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, as shown in the **ORANGE BOX**.
   b. You will also see the total number of manpower you have submitted in your latest submission reflected in the "No. of manpower on-site" column, as shown in the **BLUE BOX**.
   c. Please note that you are only allowed to deploy your manpower on-site from the date reflected in **BROWN BOX**.
   d. If you have declared your manpower details previously, you may click on the "View Submission History" button, as shown in the **PINK BOX**, to see your previous submissions.



5. You will receive an email acknowledgement (similar to the sample below) to acknowledge your manpower declaration. This acknowledgement will be sent to the email address that you had provided. You will not receive any additional notification of your manpower declaration.

[For Reference] Acknowledgement of Submission of Manpower Details Inbox ×

From: no-reply@gobusiness.gov.sg
Subject: [For Reference] Acknowledgement of Submission of Manpower Details
To: abc123@example.com

17:18 (0 minutes ago)

Dear Sir/Madam

We have received your submission of your manpower details.

Transaction ID: Transaction ID
No. of manpower working on-site submitted: Submitted Number
Maximum number of workers on site at any given time: Submitted Number
Exemption/Resumption Application Reference No Reference Number

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 safeentry.gov.sg.

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

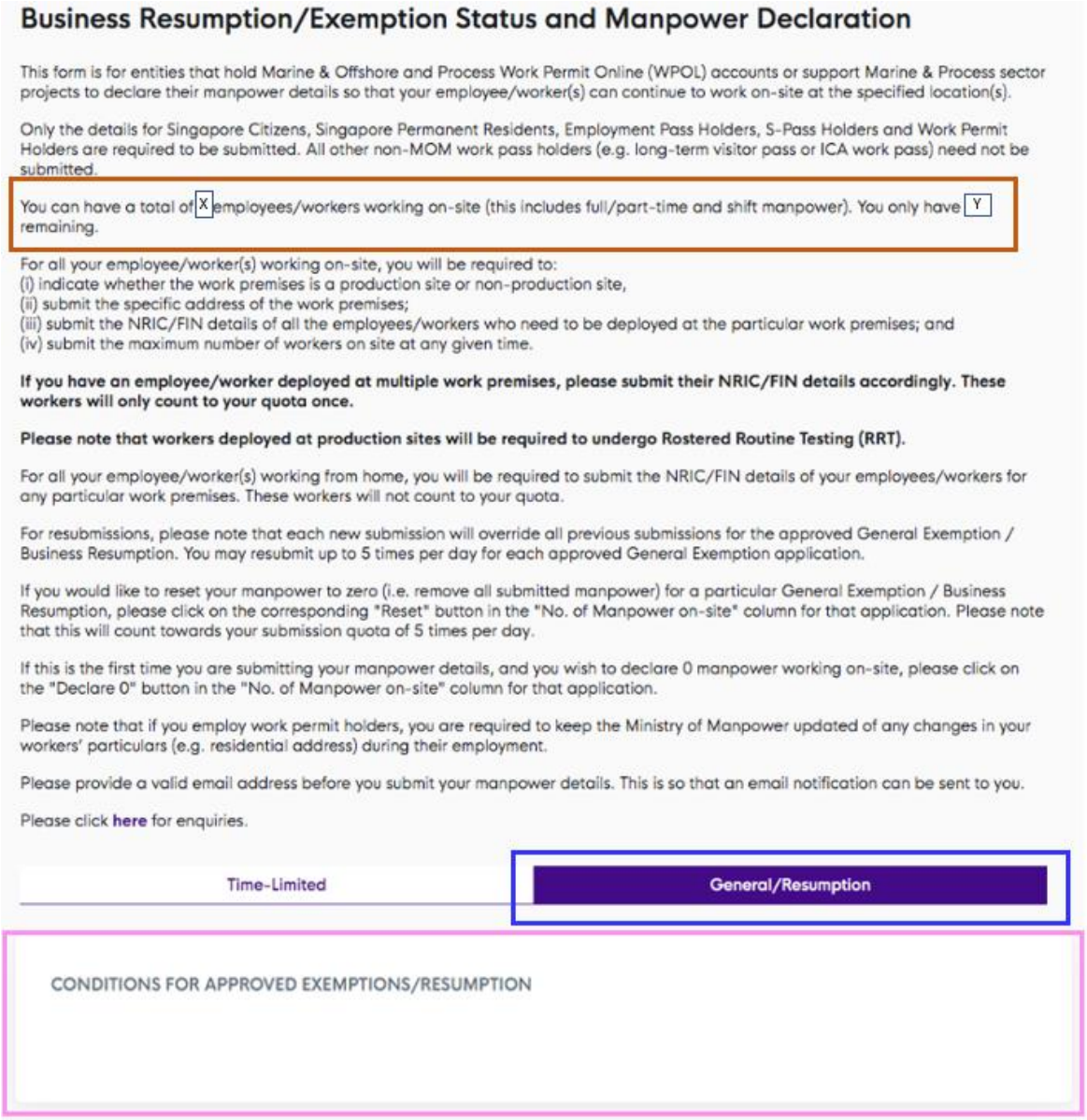
Thank you.

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

(III) Submission of Manpower Details for businesses in the Marine & Offshore and Process sectors

1. At the main page:

   a. Step 1: Take note of your allocated number of manpower (i.e. X and Y in the **BROWN BOX** below). If Y is a negative number, reset your manpower by following the steps in section C.
   b. Step 2: Make sure that you are under the "General/Resumption" tab, as shown in the **BLUE BOX**. If there are any conditions imposed on your Business Resumption/General Exemption, it will be shown in the **PINK BOX**.



Business Resumption/Exemption Status and Manpower Declaration

This form is for entities that hold Marine & Offshore and Process Work Permit Online (WPOL) accounts or support Marine & Process sector projects to declare their manpower details so that your employee/worker(s) can continue to work on-site at the specified location(s).

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.

You can have a total of X employees/workers working on-site (this includes full/part-time and shift manpower). You only have Y remaining.

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.

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.

Please note that workers deployed at production sites will be required to undergo Rostered Routine Testing (RRT).

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.

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 General Exemption application.

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. Please note that this will count towards your submission quota of 5 times per day.

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.

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.

Please provide a valid email address before you submit your manpower details. This is so that an email notification can be sent to you.

Please click **here** for enquiries.

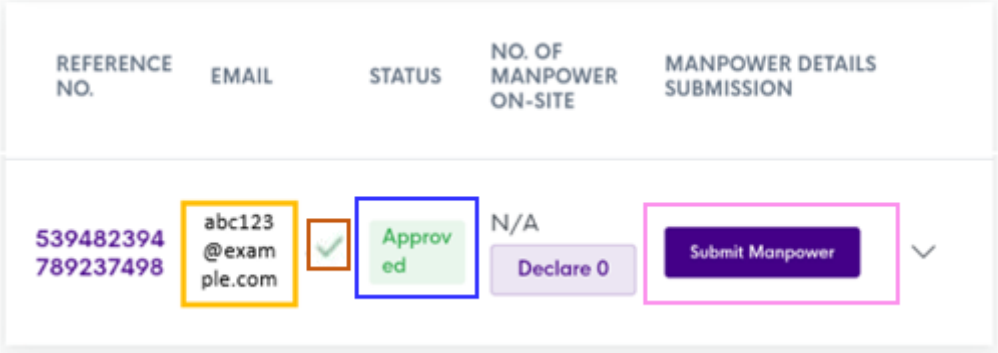
Time-Limited | General/Resumption

CONDITIONS FOR APPROVED EXEMPTIONS/RESUMPTION

2. 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":

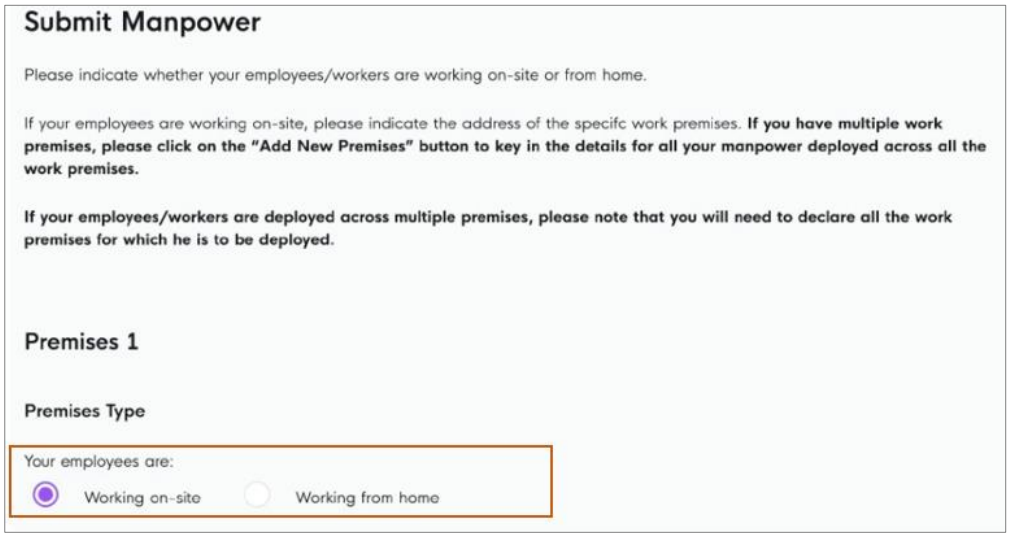
   a. Step 1: Fill in a valid email address in the **ORANGE BOX** and save it by clicking on the tick, shown in the **BROWN BOX**.
   b. Step 2: Click on the "Submit/Resubmit Manpower" button in the **PINK BOX** to declare your manpower details. If this is the first time that you are declaring your manpower details, you will **only** see the "Submit/Resubmit Manpower" button **after** you have saved your email address.



Note:

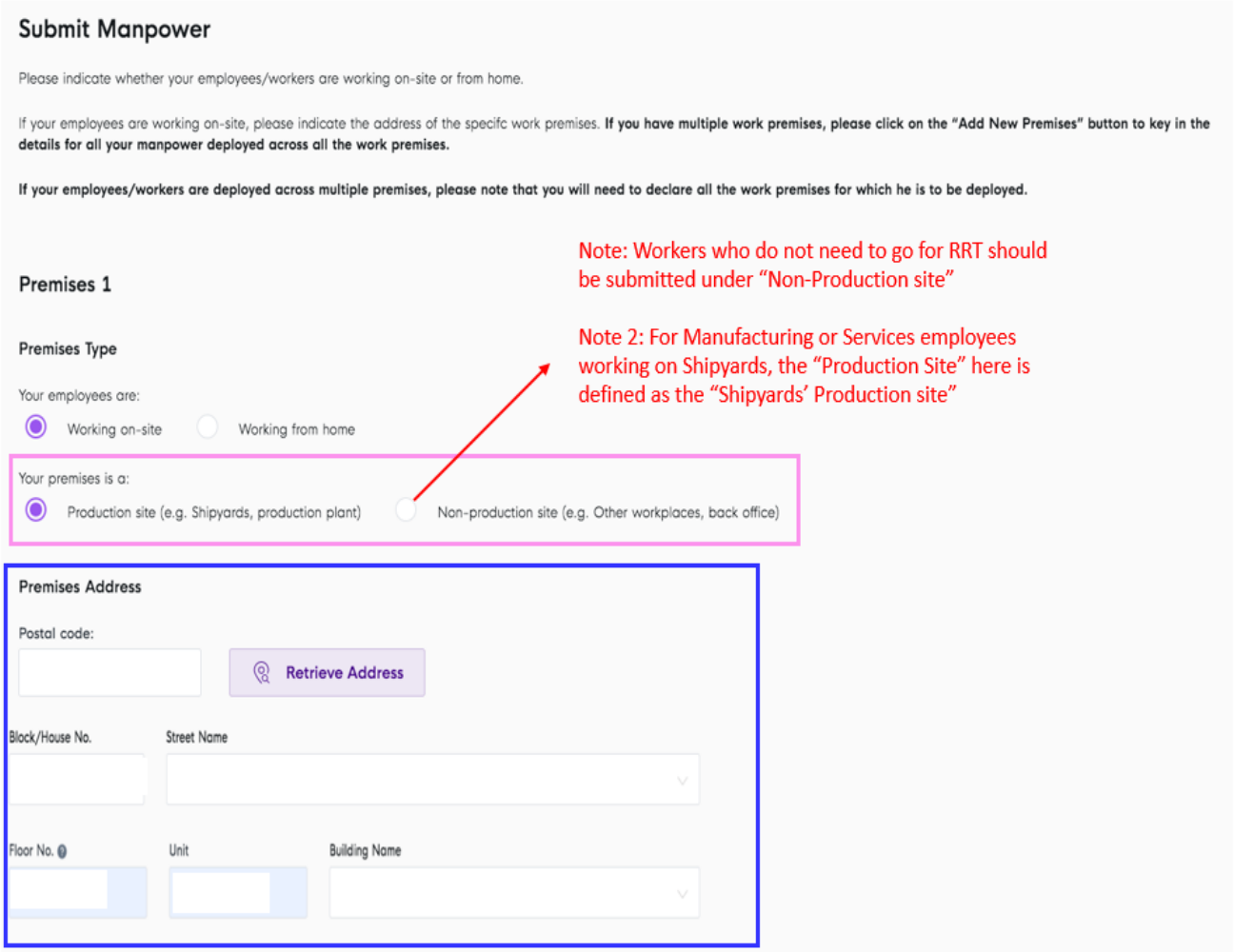
(i) If you have declared your manpower details previously and need to make changes, you will need to click on the "Submit/Resubmit Manpower" button again to resubmit your manpower details.
(ii) If you have not submitted any manpower and wish to declare 0 manpower working on-site, you will need to click on the "Declare 0" button to submit your declaration.
(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.
(iv) 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.

3. Upon clicking on the “Submit/Resubmit Details” button, you will see a pop-up box as below. Read the instructions carefully. Indicate whether your employees/workers are working on-site or from home, as shown in the **BROWN BOX**.



- If your employees/workers are working **on-site:**
  a. Indicate whether your premises is a production site, as shown in the PINK BOX.
  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.
     ii. The fields for "Block/House No.", "Street Name" and "Building Name" will either be auto-populated or made available via a dropdown selection.
     iii. Key in the appropriate "Floor No." and "Unit".

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

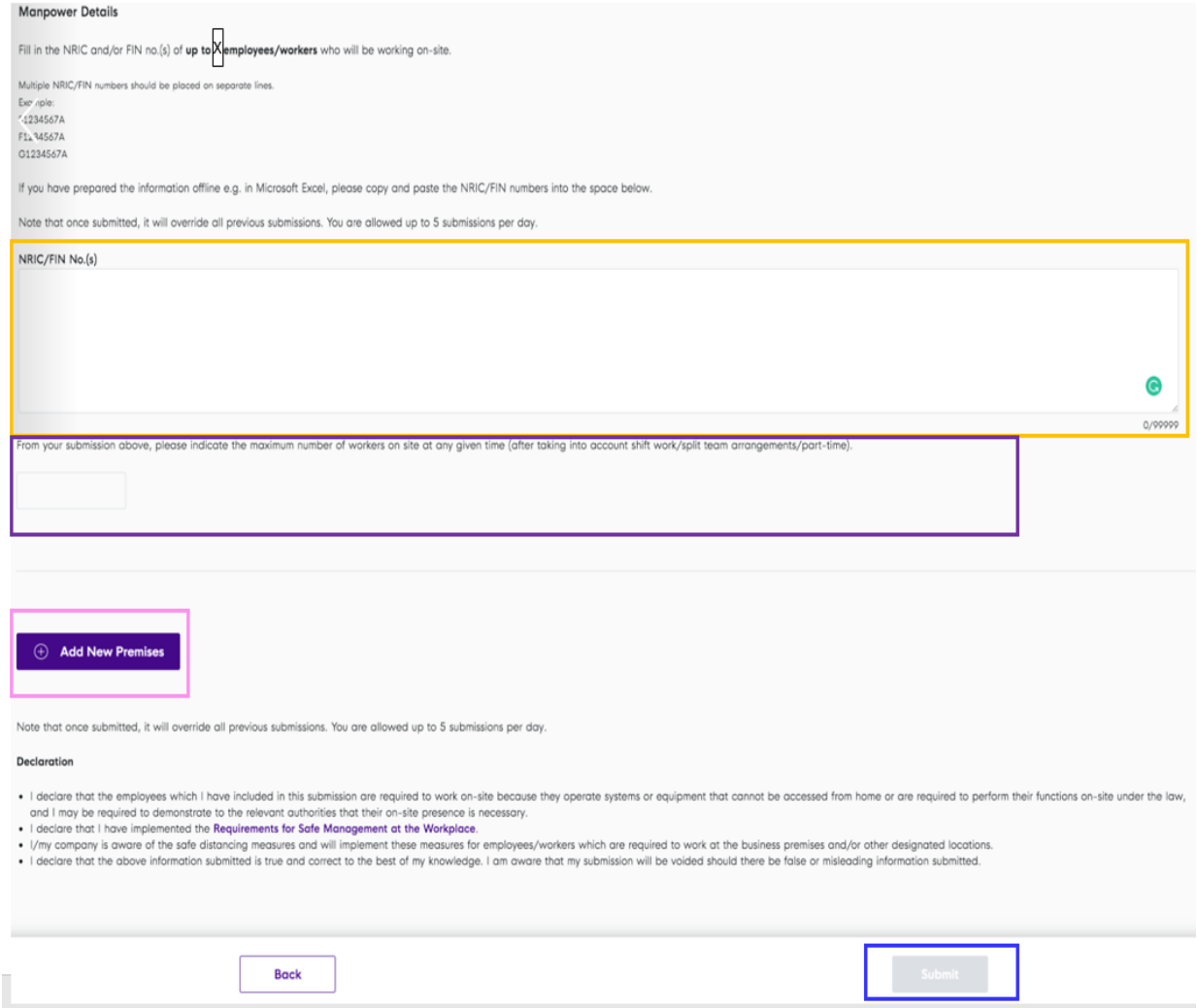


4. Further below as you scroll down:

   a. <u>Step 1</u>: 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.

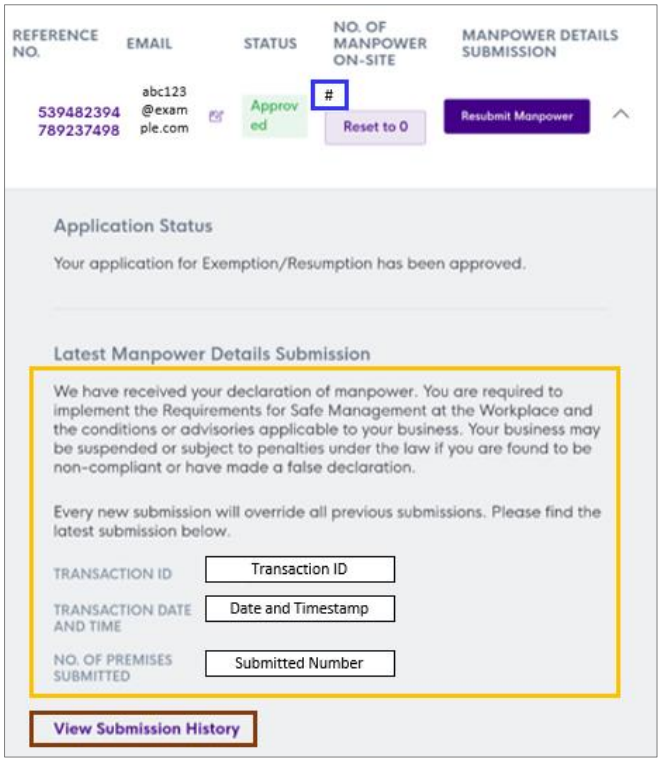
      Please note that your employees/workers working from home will not count towards the allocated manpower assigned to your company.

   b. <u>Step 2</u>: 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.
   c. <u>Step 3</u>: 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. <u>Step 4</u>. 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**.

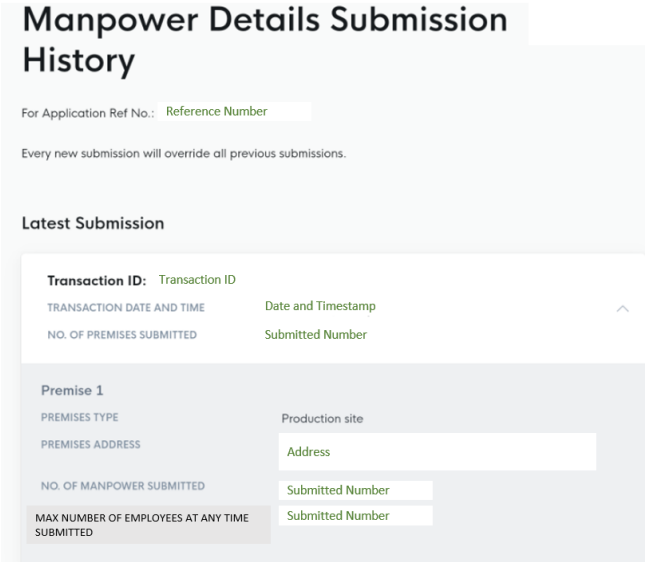


5. The pop-up box will close and you will return to the main page.

   a. 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**.
   b. 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**.



   c. If you have submitted your manpower details previously, you may click on the "View Submission History" button, as shown in the **BROWN BOX** (in above screenshot), to see your previous submissions or breakdown of your submission on a premises level (similar to the sample below).



6. You will receive an email acknowledgement (similar to the sample below), which will be sent to the email address that you had provided.

From: no-reply@gobusiness.gov.sg
Subject: [For Reference] Acknowledgement of Submission of Manpower Details
To: abc123@example.com

Mon, 28 Sep, 18:00 (18 hours ago)

Dear Sir/Madam

We have received your submission of your manpower details.

Transaction ID Transaction ID
No. of premises submitted: Submitted Number
Exemption/Resumption Application Reference No. Reference Number

Premises 1
Premises type: On-site or off-site premises
Premises address: Address
No. of manpower submitted: Submitted Number
Maximum number of workers on site at any given time: Submitted Number

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.

You may use the SGWorkPass app to check whether your employee/worker(s) is/are allowed to work on-site. Please note that for manpower submissions before 1730 hours, the SGWorkPass status will be updated by 2359 hours on the following day.

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 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.

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

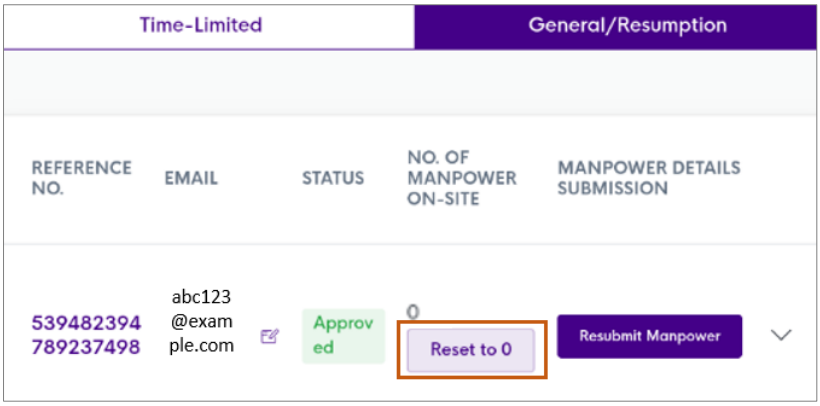
Thank you.

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

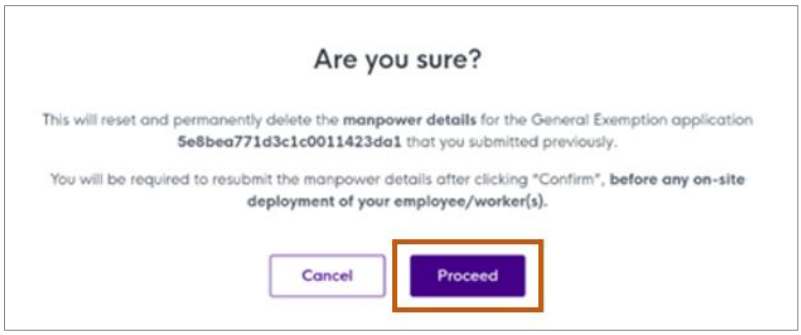
Section C: Resetting Your Manpower Details

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.

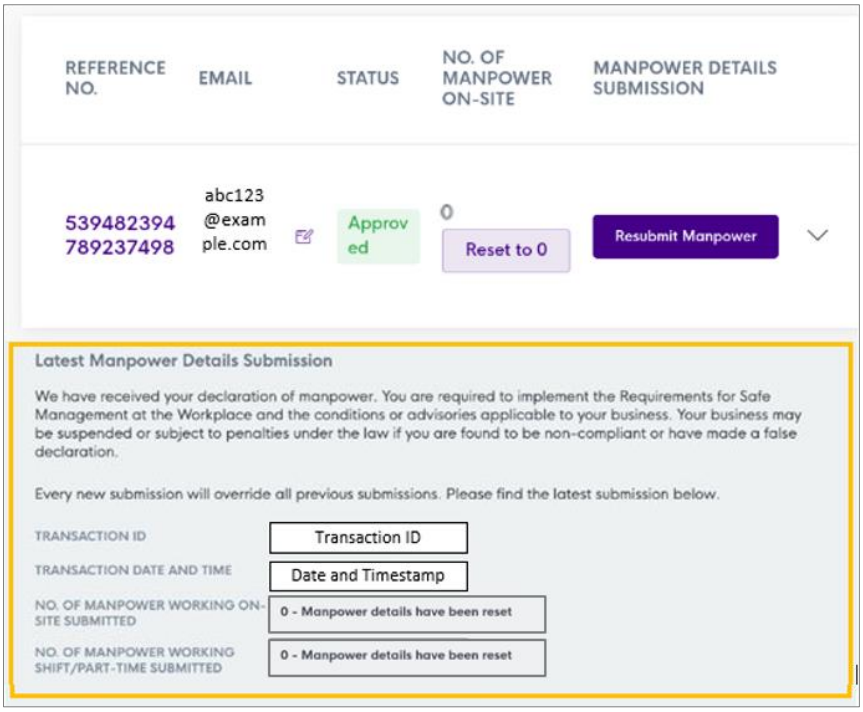


2. You will see a pop-up box asking for your confirmation to remove manpower details for that particular Exemption/Resumption application. Please ensure that the details are accurate and proceed to click on the "Proceed" button in the **BROWN BOX**.



3. 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**.

   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.



4. 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.

From: <no-reply@gobusiness.gov.sg>
Date:
Subject: [For your attention] Manpower details have been removed
To: <somewhereovertherainbow@example.com>

Dear Sir/Madam

All the manpower details that you submitted previously for the General Exemption application number [General Exemption application Reference Number] have been removed from our records. You will need to resubmit your manpower details through the Manpower Submission form **before** any on-site deployment of your employee/worker(s).

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.

5. You can now resubmit your manpower details by following the steps in section B.

-- End --