

ART Testing: SRS Guide for Sector Leads

Updated 22 Jul 2021

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* Functions available for Sector Leads only

A. Access Site and Login

1. Access site at <https://swab.hpb.gov.sg/ext/>
2. For first time users, retrieve your password from your registered email address¹
3. After entering email address and password, a 6-digit One-Time-Pin will be sent to your registered mobile number.²

Welcome to Swab Registration System (For Employers)

HERE'." data-bbox="20 333 464 703"/>

Swab Registration System
If you are not an authorized user, please quit now.

Email :

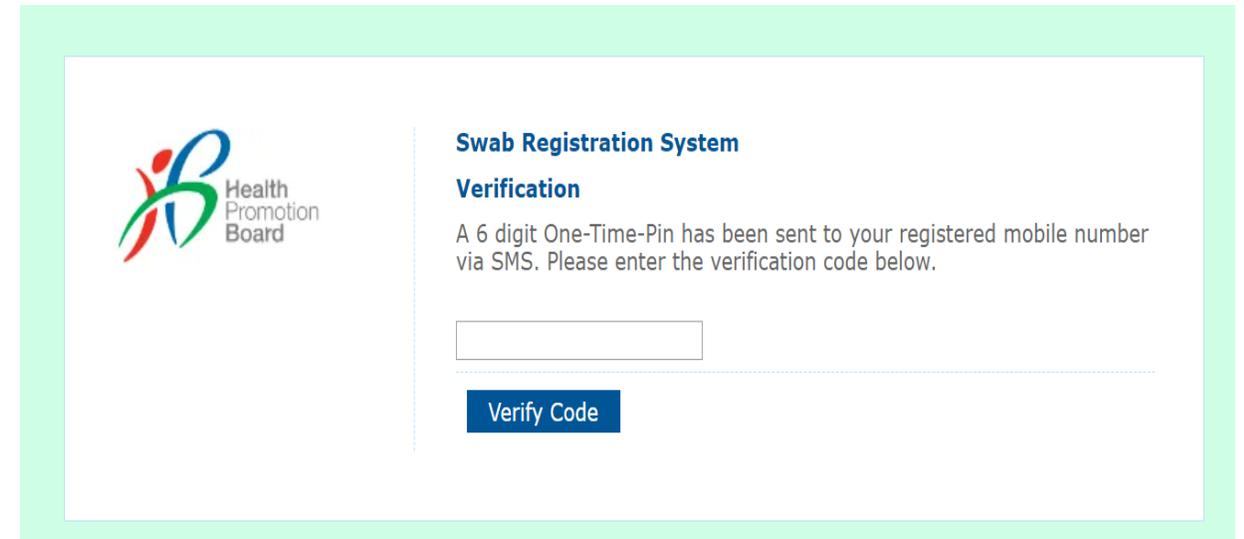
Password :

[Login](#)

[Forget password?](#)

Having trouble logging in?
Contact us at AskSRS@hpb.gov.sg

For more Information on RRT, please click [HERE](#)



Swab Registration System

Verification

A 6 digit One-Time-Pin has been sent to your registered mobile number via SMS. Please enter the verification code below.

[Verify Code](#)



¹Please check your junk folder if email cannot be found in your inbox.

² If you do not receive your OTP despite multiple tries, it is likely that your registered mobile is incorrect. Please contact your sector lead(s) to check and amend.

B. Forget Password

1. Click **Forget Password** on the main page
2. Enter your registered email address and verification code. Click **Send**.
3. A new password will be sent to your registered email address¹.

Welcome to Swab Registration System (For Employers)



The screenshot shows the login page for the Swab Registration System. It features the Health Promotion Board logo on the left. The main content area has a title 'Swab Registration System' and a message: 'If you are not an authorized user, please quit now.' Below this are two input fields: 'Email :' and 'Password :'. There are two buttons: a blue 'Login' button and a red-bordered 'Forget password?' button. At the bottom right, there is a link: 'Having trouble logging in? Contact us at AskSRS@hpb.gov.sg'. At the very bottom of the page, there is a footer: 'For more Information on RRT, please click [HERE](#)'.

Swab Registration System

If you are not an authorized user, please quit now.

Email :

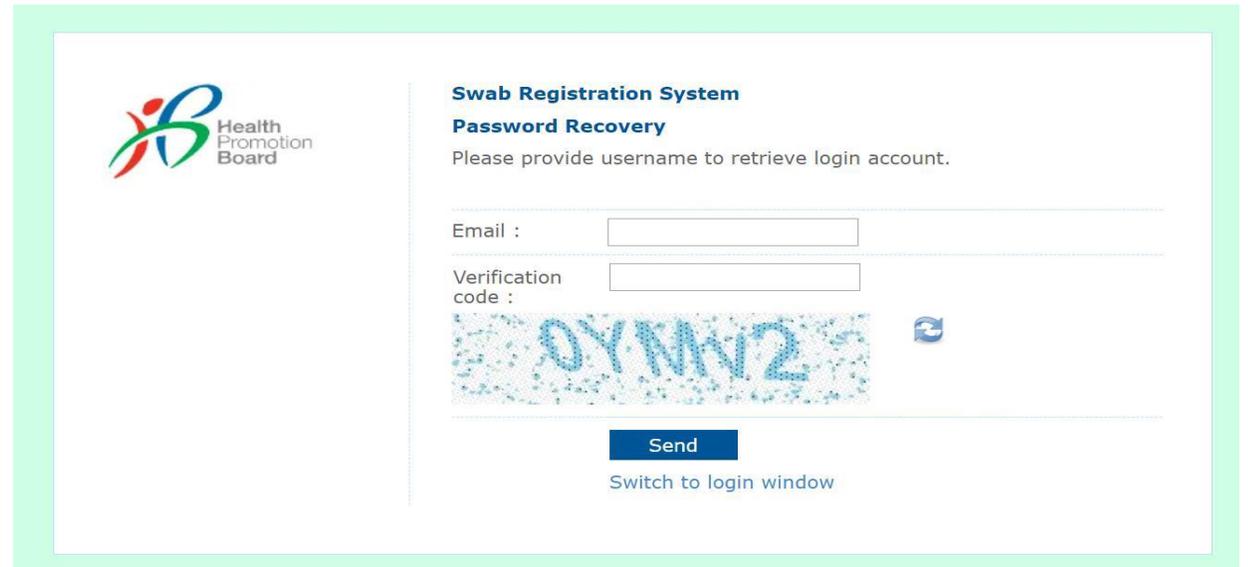
Password :

Login

Forget password?

Having trouble logging in?
Contact us at AskSRS@hpb.gov.sg

For more Information on RRT, please click [HERE](#)



The screenshot shows the password recovery page. It features the Health Promotion Board logo on the left. The main content area has a title 'Swab Registration System Password Recovery' and a message: 'Please provide username to retrieve login account.' Below this are two input fields: 'Email :' and 'Verification code :'. The verification code field contains a CAPTCHA image showing the characters 'OYNNV2'. There is a blue 'Send' button and a link: 'Switch to login window'.

Swab Registration System
Password Recovery

Please provide username to retrieve login account.

Email :

Verification code :

OYNNV2

Send

Switch to login window



¹Please check your junk folder if email cannot be found in your inbox.

C. Change Password

You will be prompted to change your password if you are logging in for the first time.

1. Click **Change Password** on the top right corner
2. Enter your old and new password. Click **Save**.

The screenshot displays the top navigation bar of the Swab Registration System. On the left, the text 'tion Swab Registration System' is visible. On the right, the user is identified as 'User: RL' with links for 'Change Password' and 'Logout'. The 'Change Password' link is highlighted with a red box, and a red arrow points from it to the 'Change Password' form below. The form is titled 'Change Password' and includes a note: '* Fields marked with an asterisk are mandatory.' It contains three input fields: 'Old Password : *', 'New Password : *', and 'Confirm New Password : *'. At the bottom of the form are two buttons: 'Save' and 'Clear'.

tion **Swab Registration System** User: RL
[Change Password](#) | [Logout](#)

Change Password

* Fields marked with an asterisk are mandatory.

Password Information

Old Password : *

New Password : *

Confirm New Password : *

[Save](#) [Clear](#)

D. Managing Company HR Accounts

- This function allows the user to view, add and modify the accounts for Company HR who are in their sector.
- Company HR refers to identified staff in each company who are overseeing swab operations within the company.
- Sector Leads advised to limit to max. 2 accounts per company.

View Company HR Accounts:

1. Click **Swab Admin Accounts > Swab Admin Account Management**.

Health Promotion Board Swab Registration System

Registration | Planning | Reports | Swab Admin Accounts | Bulk Appointment Booking | RRT Manual Booking | Online

Admin Account Manage Swab Admin Account Management Import Company Account

Change Password | Logout
Server Name :

All Search Email Search [Add]

Email	Name	Active	User Type	Valid From	Valid To	Created At	Created By	
		Active	CompanyHR	15/Jun/2021	17/Jun/2021	15/Jun/2021 05:39:46 PM		

(a) Click to add new account individually

(b) Input email address to search for a user

(c) Click to edit account information

D. Managing Company HR Accounts

(i) Add Company HR Accounts Individually

1. Fill in all necessary details

Create Swab Admin Account

* Fields marked with an asterisk are mandatory.

Email : *

Status :

Valid From : *

Valid To : *

Name : *

NRIC : *

Mobile Phone : *

→ Note: Company HR will receive their OTP code via their mobile phones.

OTP Email : *

User Type : * HPB Staff / HPB Appointed Vendor SectorLead CompanyHR

UEN : *

Sector :

Company Name : *

Company Contact Email : *

→

Company Contact No. : *

(Use in appt SMS)

Appt Booking Quota : *

For new companies to SRS:

- Please insert all details.
- For “Appt Booking Quota”, please put default value: 10*

If company was previously inputted in SRS (regardless of sector):

- Company details will be auto-populated once UEN is entered.
- Company will be tied to sector

*The field “Appt Booking Quota” is for companies on PCR RRT only.

D. Managing Company HR Accounts

(ii) Add Multiple Company HR Accounts

1. Click **Swab Admin Accounts > Import Company Account**.
2. Download the sample **.xlsx** file.
3. Once file, click **Choose File**. Select your saved file and click **Upload**.

Registration | Planning | Reports | Swab Admin Accounts | Bulk Appointment Booking | RRT Manual Booking | Online Query | COVID-19 Testing |

Upload Company Account

Upload Company Account (sample: [xlsx](#)) : * No file chosen
Maximum File Upload Size : 30 MB

Sample Template to create Company HR accounts

*Please ensure Company HR accounts belong to the sector you are assigned to.

Name	NRIC/FIN	Login email address *	Mobile Number *	Account valid from	Account valid to	Company Name *	Company UEN *	Company Email	Company Contact No.	Maximum Booking Quota for Company *
TESTER	S1234567A	TESTER@COMPANY.COM	91234567	20210616	20211016	COMPANY	123456789H	ASKCOMPANY@COMPANY.COM	61234567	10

Insert in
YYYYMMDD Format

For "Appt Booking Quota", please put default value: 10*

D. Managing Company HR Accounts

(ii) Add Multiple Company HR Accounts

4. You will see the total number of records processed if the file is successfully uploaded.

Upload Company Account

Upload Company Account (sample: [xlsx](#)) : *
Maximum File Upload Size : 30 MB

No file chosen

Uploaded filename: CompanyAccountCreationSample_sit.xlsx

Log : [30/6/2020 3:42:16 PM] start processing to import company account
[30/6/2020 3:42:16 PM] total records to process 1
[30/6/2020 3:42:19 PM] Successfully created account for SHENGYIYAP001@GMAIL.COM
[30/6/2020 3:42:19 PM] import company account completed

5. Company HR will receive an email with their login information. Their login ID will be the email address they receive this email.

Dear user,

An account has been created for you by the Health Promotion Board.

Your password: 878hp5nvd13c

Please click on <http://swab.hpb.gov.sg/ext/login.aspx> to login with your registered email

D. Managing Company HR Accounts

(iii) Assigning Results Report Function to Company HR Accounts

- This function allows the user to view the results uploaded by the Company HR or Supervisors.
- Companies with less than or equal to 3 Company HR accounts will assigned access automatically. For companies with more than 3 Company HR accounts, Sector leads will have to grant access to the Company HR accounts.

Navigate to “Company HR Role Management” function:

1. Click **Swab Admin Accounts > Swab Admin Account Management > Company HR Role Management**

A screenshot of the 'Company HR Role Management' form. The form has a blue header with the title 'Company HR Role Management'. Below the header, there are several sections: 1. 'Add or Remove role : *' with radio buttons for 'Add' and 'Remove'. An orange arrow points to the 'Remove' button. 2. 'Roles : *' with a dropdown menu labeled 'Select Role'. 3. 'Upload Company Details (sample: .xlsx) : *' with a 'Choose File' button and the text 'No file chosen'. Below this is 'Maximum File Upload Size : 30 MB'. 4. An 'Upload' button at the bottom.

2. Indicate “Add” to assign the Role to the Company HR accounts.
3. Select the Role “CompanyHR_ARTResults”.
4. Download the sample **.xlsx file**.
5. Upload the list of Company HR accounts to be granted access.

Company HR Email*	Company UEN*
sampleEmail@mail.cm	sampleUen

E. View / Edit List of Companies

1. Click **Planning > Company Management** to view a list of companies linked to your sector.

Health Promotion Board Swab Registration System

User: | Change Password | Logout

Server Name : | Tag Company To Sector

Registration | **Planning** | Reports | Swab Admin Accounts | Bulk Appointment Booking | RRT Manual Booking | Online Query | COVID-19 Testing

Company Management

Search

Name : UEN :

(a) Search via Company Name or UEN

(a) Add new company profile

10 / 1

Id	Company Name	UEN	Company Contact Number	Company Contact Email	Appt Booking Quota	Sector	Created By	Created At	Updated By	Updated At	Action
213	SOME COMP	X124355323			100	HPB				2020-05-05 5 AM	Edit Unlink

(a) Edit company profile

(a) Unlink company from sector

E. View / Edit List of Companies

(i) Add new company accounts

1. Fill in all necessary details

Add Company

UEN : *

Company Name : *

Company Contact Email : *

Company Contact No. : *
(Use in appt SMS)

Appt Booking Quota : *

Save **Close**

For “Appt Booking Quota”, please put default value: 10

**The field “Appt Booking Quota” is for companies on PCR RRT only.*

- If company was previously created in SRS (regardless of sector), an error message will appear

Add Company

Unable to save company info: Duplicate UEN

UEN : *

E. View / Edit List of Companies

(ii) Tag Company to Sector

1. Insert UEN of company in text box.
2. Click **Save**

Tag Company To Sector		
UEN	Company Name	Action
<input type="text"/>		
123456789A	MPA COMPANY HR 1	X

Save **Done**

- A company may be tagged to more than 1 sector
- An error message will appear if the company has not been created in SRS.

Tag Company To Sector		
Company UEN : 22012201 does not exist in the system.		
UEN	Company Name	Action
<input type="text"/>		

Save **Done**

Note: Sector Leads can choose to **Upload by UEN** if their worker segments are already on PCR RRT (i.e. employees details are in SRS)

F. Upload ART Results

(i) Upload By UEN

Suitability: List of employees must be uploaded into SRS by Company HR prior (ref. Section H)

ART Result Upload

Upload by PII Upload by UEN

Upload ART Result by UEN (sample: UploadARTResultbyUENSample) : *
Maximum File Upload Size : 5 MB

Choose File No file chosen

Uploaded filename: UploadARTResultbyUENSample_test3.xlsx

Upload Close

Notes:

1. This function is used for uploading ART result.

Log : [6/16/2021 10:48:12 PM] start processing SAART validation
[6/16/2021 10:48:12 PM] validate SAART completed
ART Result File Upload Accepted, start processing.

- Should there be any error in the uploaded excel file, there will be error messages indicating the row and the error encountered to the uploaded file.
- Correct the mistakes and re-upload the whole file.

e.g. Processing Information

Row 2: Identity No. - NRIC Format is wrong

Row 3: Contact No. - should contain only numbers

1. Click **COVID-19 Testing > Upload ART Results**.
2. Download the sample **.xlsx** file.
3. Once file, click **Choose File**. Select your saved file and click **Upload**.
4. You will see a prompt if the file has been successfully uploaded.

F. Upload ART Results

(i) Upload By UEN

Sample UEN Template for upload

UEN *	Identification Number *	Nationality *	Contact No (Singapore Mobile Number e.g. 91234567) *	Date of Test (YYYYMMDD) *	Time of Test (24hr Format HH:mm) *	Test Brand *	Test Type *	Test Result *	Reason for Test *	For Official Use Only Remarks	For Official Use Only Use Case
T08GB0014L	F1234567D	MALAYSIAN	91234567	20210601	15:30	BD VERITOR	ART	NEGATIVE	Supervised Test		

ID

- **Character Limit: 9**
- NRIC/FIN preferred for case management
- For those without NRIC/FIN, passport number is acceptable.

Contact Number

- Singapore numbers only
- Mobile preferred, otherwise no SMS notification

Date of Test

- **Character Limit: 8**
- Pls check to remove all spacing

Time of Test

- For individuals requiring a repeat tests (invalid results), pls ensure the date & time of tests are **DIFFERENT** for both rows

Use Drop-Down Menu

Free Text Fields.
Sector Leads (SLs) can instruct companies to fill-in info e.g. test venue/ use case. Whatever is useful for SLs to filter and track utilisation

F. Upload ART Results

(i) Upload By UEN

- An email report with the status of the upload will be sent to your registered email. Check if results have been uploaded successfully.
- Correct any errors and upload amended data for affected rows (ref. Step 1 – 4).

	A	B
1	Identification No.	Processed Result
2	F****919K	Client already has an existing result for DateTimeOfTest: 20210611 11:35
3	F****442P	OK
4	S****164J	UEN does not exist
5	S****958H	Staff does not exist in Company
6		

Error: Company has not been inserted into SRS

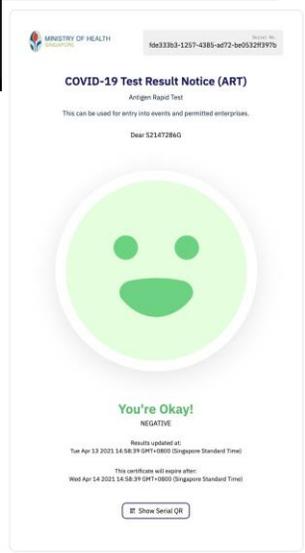
Error: Not in list of company employees uploaded by Company HR (see slide 22 on how to upload list of employees)

- ID will be masked.
- Refer to uploaded report to identify individual (based on excel row number)

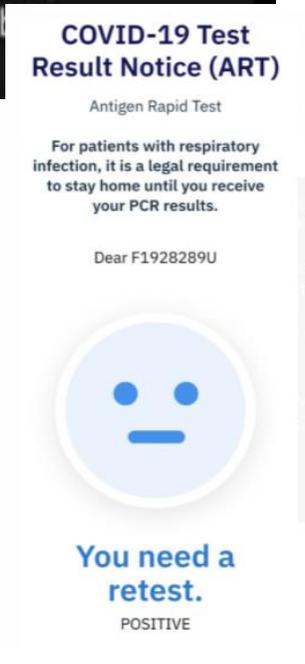
Sample SMS received by clients

- Will be sent once client test record has been successfully uploaded

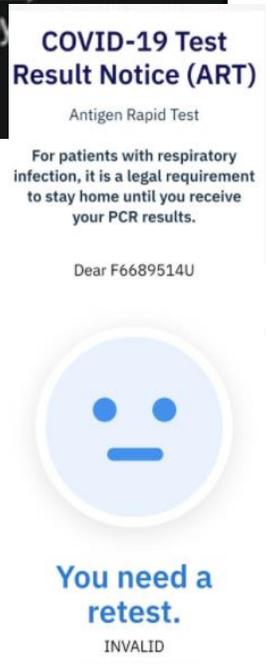
Dear F****289U, your ART result is **NEGATIVE** for the test performed on 11-Jun (Fri) 11:35 AM. This result is uploaded by (BULKHEAD PTELTD)



Dear F****289U, your ART result is **POSITIVE** for the test performed on 11-Jun (Fri) 11:45 AM. You may have COVID-19 infection and require a PCR test which your company will arrange. After your PCR test, pls self-isolate till results are out. Result Link: (https://checker-staging.covid-ops.gov.sg/?serial_no=3fa5e7c3-9ce4-4307-b27e-fe169ba6b386) This result is uploaded by (BULKHEAD PTELTD)



Dear F****514U, your ART result is **INVALID** for the test performed on 11-Jun (Fri) 11:35 AM. You will be required to do another ART. If this is your 2nd INVALID result, you may have COVID-19 infection and require a PCR test which your company will arrange. After your PCR test, pls self-isolate till results are out. Result Link: (https://checker-staging.covid-ops.gov.sg/?serial_no=ea30c4c0-0faf-4187-9c8a-6bbaf0a3cc07) This result is uploaded by (BULKHEAD PTELTD)



F. Upload ART Results

(ii) Upload By PII

Health Promotion Board
Swab Registration System

Reports | Staff Management | COVID-19 Testing |

ART Result Upload

Upload by PII Upload by UEN

Upload ART Result by PII (sample: [UploadARTResultbyPIISample](#)) : *
Maximum File Upload Size : 5 MB

No file chosen
Uploaded filename: UploadARTResultbyPIISample.xlsx

Notes:

1. This function is used for uploading ART result.

Log : [6/15/2021 11:46:18 AM] start processing SAART validation
[6/15/2021 11:46:18 AM] validate SAART completed
ART Result File Upload Accepted, start processing.

1. Click **COVID-19 Testing > Upload ART Results**.
2. Download the sample **.xlsx file**.
3. Once file, click **Choose File**. Select your saved file and click **Upload**.
4. You will see a prompt if the file has been successfully uploaded.

F. Upload ART Results

(ii) Upload By PII

Sample PII Template for upload

Identification Number *	ID Type *	Country of Issue *	Full Name (as in ID) *	Date of Birth (YYYYMMDD)*	Gender (M/F) *	Nationality *	Contact No *	Postal Code *	Street Name *	Level No	Unit No
S1234567D	NRIC	Singapore	John Tan	19880101	M	Singaporean	91234567	123456	Sesame Street	02	02

ID

- **Character Limit: 9**
- NRIC/FIN preferred for case management
- For those without NRIC/FIN, passport number is acceptable.

Full Name

- Pls ensure no special characters in name (i.e. ')

DOB

- **Character Limit: 8**
- Pls check to remove all spacing

Contact Number

- Singapore numbers only
- Mobile preferred, otherwise no SMS notification

Address

- Required for conveyancing if individual tested C+.
- To insert **place of residence in Singapore** (i.e. no foreign address)

Date of Test (YYYYMMDD) *	Time of Test (24hr Format HH:mm) *	Test Brand*	Test Type*	Test Result*	Reason for Test*	For Official Use Only Remarks	For Official Use Only Use Case
202100531	09:00	BD Veritor	ART	Positive	Supervised Self-administered		

Date of Test

- **Character Limit: 8**
- Pls check to remove all spacing

Time of Test

- For individuals requiring a repeat tests (invalid results), pls ensure the date & time of tests are **DIFFERENT** for both rows

Use Drop-Down Menu

Free Text Fields.
Sector Leads (SLs) can instruct companies to fill-in info e.g. test venue/ use case. Whatever is useful for SLs to filter and track utilisation

F. Upload ART Results

(ii) Upload By PII

- An email report with the status of the upload will be sent to your registered email. Check if results have been uploaded successfully.
- Correct any errors and re-upload amended data for affected records (ref. Step 1 – 3).

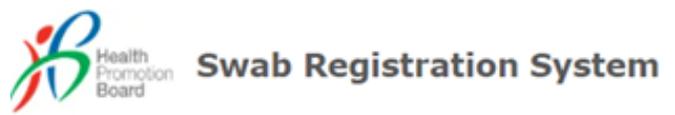
	A	B
1	Identification No.	Processed Result
2	F****442P	OK
3	F****919K	Client already has an existing result for DateTimeOfTest: 20210611 11:35

- 
- ID will be masked.
 - Refer to uploaded report to identify individual (based on excel row number)

Note: Sector Leads do not have individual Sector-specific reports and would need to apply filter functions to identify workers. Thus important to think through the category/segments via report uploading or in sector/company creation

G. Download ART Results

1. Click **Reports > Statistics Report** to download ART results uploaded
2. Select option **“List of ART results updated for the previous day”**
 - Each day’s file contain only the data uploaded the previous day (available from 3am).
 - Files contain results uploaded by all companies (regardless of sectors). Please filter accordingly for your sector.
 - Files are in .csv format. Pls refer to [this link](#) on how to import the file into excel.



Registration | Planning | Reports | Swab Admin Accounts | Bulk Appointment Booking | RRT Manual Booking | Online Query | COVID-19 Testing |

Statistics Report

Appointment And Attendance Master List

Company Accounts Master List

SwabCycleSectorMasterList

List of ART result updated for the previous day

This report provides a list of updated ART result yesterday from 00:00:00 to 23:59:59

S/N	Report Name
1	P9_20210616_030001.zip
2	P9_20210615_030002.zip
3	P9_20210614_030001.zip
4	P9_20210613_030001.zip
5	P9_20210612_030003.zip

G. Download ART Results

Sample Report

A	B	C	D	E	F	G	H	I	J	K	L	M
Sector	Name of company	UEN	FIN/NRIC	Name of worker	Mobile	Postal Code	Address	Date & Time of Test	Test Brand	Test Type	ART Result	Reason for Test
HPB	STARK INDUSTRIES	123456789B	S1234567A	TONY	99999999	123461	3 SECOND I	12/6/2021 15:00	BD VERITOR	ART	NEGATIVE	SUPERVISED TEST
HPB	STARK INDUSTRIES	123456789B	S1234567B	STEVE	99999999	123460	3 SECOND I	12/6/2021 15:00	BD VERITOR	ART	NEGATIVE	SUPERVISED TEST
HPB	STARK INDUSTRIES	123456789B	S1234567C	BOBBY	99999999	123464	3 SECOND I	12/6/2021 15:00	BD VERITOR	ART	INVALID	SUPERVISED TEST
			S1234567D	DUM-E	99999999	123460	3 SECOND I	14/6/2021 14:00	BD VERITOR	ART	NEGATIVE	SUPERVISED TEST
			S1234567E	MARIA	99999999	123456	3 SECOND I	14/6/2021 13:00	BD VERITOR	ART	NEGATIVE	SUPERVISED TEST
			S1234567F	SKYLE	99999999	123458	3 SECOND I	14/6/2021 13:00	BD VERITOR	ART	NEGATIVE	SUPERVISED TEST
			S1234567G	BRUCE	99999999	123457	3 SECOND I	14/6/2021 13:00	BD VERITOR	ART	POSITIVE	SUPERVISED TEST
			S1234567H	JARVIS	99999999	123459	3 SECOND I	14/6/2021 13:00	BD VERITOR	ART	INVALID	SUPERVISED TEST
			S1234567H	JARVIS	99999999	123459	3 SECOND I	14/6/2021 14:00	BD VERITOR	ART	INVALID	SUPERVISED TEST

Column A – C:

- Will be filled if list of employees were uploaded into SRS by Company HR (ref. Section H)

P	Q	R	S	T
UEN of Uploader	Sector of Uploader	Upload At	Upload By	Update At
123456789B	HPB	15/6/2021 12:25	PEPPER POTTS	15/6/2021 12:30
123456789B	HPB	15/6/2021 12:25	PEPPER POTTS	15/6/2021 12:30
123456789B	HPB	15/6/2021 12:25	PEPPER POTTS	15/6/2021 12:30
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50

Column P – T:

- Information on the uploader

Sector Leads can filter by “Upload By” to track utilisation by assigned Company HR

H. Upload list of company employees

Function only available from Company HR accounts

1. Click **Staff Management** to view list of employees tagged to a company



Health Promotion Board **Swab Registration System**

User: _____

[Help](#) | [Update Profile Detail](#) | [Change Password](#) | [Logout](#)

Server Name : _____

Reports | **Staff Management** | COVID-19 Testing

Staff Management

Note:
Workers who are on Quarantine Order (QO) or Stay Home Notice (SHN) should not attend the rostered routine test (RRT) during the QO/SHN period; they should resume attending the RRT after the QO/SHN period.
If your foreign worker's information cannot be found below, it is likely due to one or more of the following reasons:
1. The worker had contracted COVID-19 within the past 180 days and is either in recovery or recovered
2. The worker's work pass has expired or been cancelled
If your foreign worker fulfils any of the above conditions, his information will not be included in the Swab Registration System and he should not be registered for testing.
Your company is allow to book a maximum of 20 staffs for each screening date

(a) Add employees to SRS

↓
[Add New Staff \(Single\)](#) | [Add New Staff \(Bulk\)](#)

Appt Status :

per page Page 1 of 1

<input type="checkbox"/>	ID No. ↑	Name ↑	Source	Dorm/Non-Dorm	Swab Eligibility	Swab Resume Date	Swab Cycle	Vaccination Status ?	Vaccination Effective Date ?	Site Of Appt	Appt Date & Time	Appt Status	Creation Date ↑	Update Date ↑	Actions
<input type="checkbox"/>	S1234567A	AIPIPO	Company	Non-Dorm			14	not_vaccinated				No Appt Made	26/Aug/2020 05:50 PM		Schedule History Delete

(b) Click employee's NRIC to edit their profile

↖

H. Upload list of company employees

Function only available from Company HR accounts

Add Multiple Employees

1. Click **Add New Staff (Bulk)**
2. Download the sample **.xlsx** file.
3. Once file, click **Choose File**. Select your saved file and click **Upload**.

CLOSE

Bulk Creation of Staff

Upload Staff (sample: **xlsx**) : *

Maximum File Upload Size : 30 MB

No file chosen

Uploaded filename: BulkCompanyStaffSample.xlsx

Log : [6/15/2021 12:23:54 PM] Start validating bulk company staff creation
[6/15/2021 12:23:54 PM] Validation bulk company staff creation completed

File uploaded successfully

Your file is uploaded successfully. The processed file will be emailed to you after processing completes.

You may navigate away from this page

H. Upload list of company employees

Function only available from Company HR accounts

Sample Template to add employees

Identification Number *	Full Name (as in ID) *	Date of Birth (YYYYMMDD)*	Gender (M/F) *	Nationality *	Contact No *	Postal Code *	Street Name *	Level No	Unit No
S1234567D	John Tan	19880101	M	Singaporean	91234567	123456	Sesame Street	02	02

ID

- **Character Limit: 9**
- NRIC/FIN preferred for case management
- For those without NRIC/FIN, passport number is acceptable.

Full Name

- Pls ensure no special characters in name (i.e. ')

DOB

- **Character Limit: 8**
- Pls check to remove all spacing

Contact Number

- Singapore numbers only
- Mobile preferred, otherwise no SMS notification

Address

- Required for conveyancing if individual tested C+.
- To insert **place of residence in Singapore** (i.e. no foreign address)

H. Upload list of company employees

Function only available from Company HR accounts

Add 1 Employee

1. Click **Add New Staff (Single)**
2. Fill in details and click **Save**.

CLOSE

Identification No. : *

Full Name : *

Date of Birth (YYYYMMDD) : *

Gender : * Male Female

Nationality : *

Residential Postal Code : *

Residential Street Name : *

Residential Level & Unit No : # -
(leave blank for landed address)

Contact No (Mobile preferred) : *