

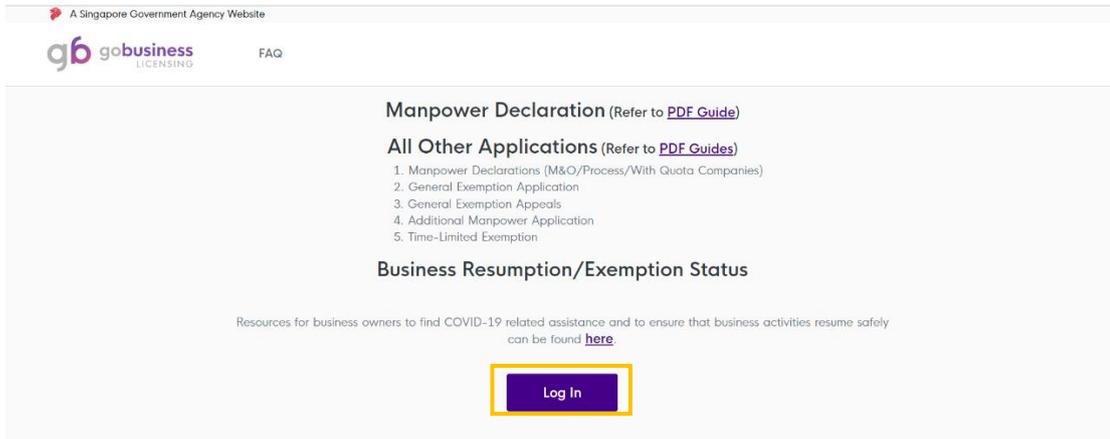
# **Guide for Additional Manpower Applications**

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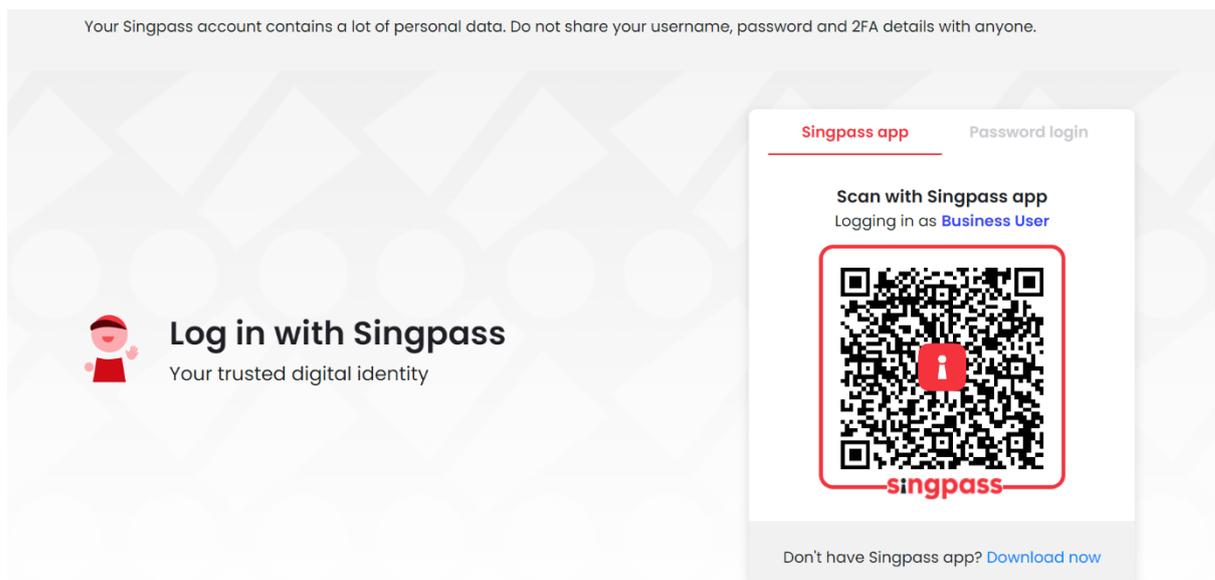
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## Section A: Accessing the System

1. Enter the following URL << <https://go.gov.sg/covidbusinessresumptions> >> in your internet browser and click on the “Log In” Button (shown in the **ORANGE BOX**).



2. Log in with your Singpass credentials by scanning the QR code shown on the webpage using the Singpass app or password login.



## Section B: Submission of Additional Manpower Application

1. **Scroll down** and make sure that you are under the “General/Resumption” tab, as shown in the **BLUE BOX**.

**My Applications**

Please note that business entities can resume operations only if their business activity is in line with the activity described in the permitted SSIC code or if your General Exemption approval has been granted for specific activities. You may refer to the full list of permitted services allowed to resume operations [here](#).

Please click [here](#) for enquiries.

General/Resumption | Time-Limited

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

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” or “Partially Approved”:

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

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

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

T15SS0108FGEPNU | abc@example.com | Approved | N/A | [Submit Manpower](#)  
[Declare 0](#) | [Request for Additional Manpower](#) ✓

3. You will reach the instruction screen. Take note of the instructions and proceed to click on the “Next” Button, as shown in the **RED BOX**.

**Request for Additional Manpower**

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

⌚ Estimated 10 mins to complete

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**Instructions**

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

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

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

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

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

**Request for Additional Manpowers**  
For Application Ref No.: T155S0108FGEPNU

**Contact Details**

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

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

Select All

<input type="checkbox"/>	Blk 123 ABC Road #01-01 123456	CURRENT QUOTA: Y
<input type="checkbox"/>	Blk 123 DEF Road #01-01 456789	CURRENT QUOTA: Y

Back Add Supporting Details

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

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

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

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

The screenshot displays the 'Application Details' form. At the top, it says 'Select premises that require additional manpower and fill in the details below'. There is a 'Select All' checkbox which is checked. Below that, a premise is selected: 'Blk 123 ABC Road #01-01 123456'. The 'CURRENT QUOTA' is set to 'Y'. Under 'Request Details', there are three fields: 'No. of Additional Manpower Required' (highlighted with a blue box), 'Reason for Additional Manpower Required' (highlighted with an orange box), and 'Elaboration for Additional Manpower Required' (highlighted with an orange box). Below the form is a 'Summary of Manpower' table:

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

A red arrow points from the '20' in the second row to a text box that says 'Ensure this is the number of additional manpower required.' At the bottom left is a 'Back' button, and at the bottom right is an 'Add Supporting Details' button (highlighted with a pink box).

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

Step 1:

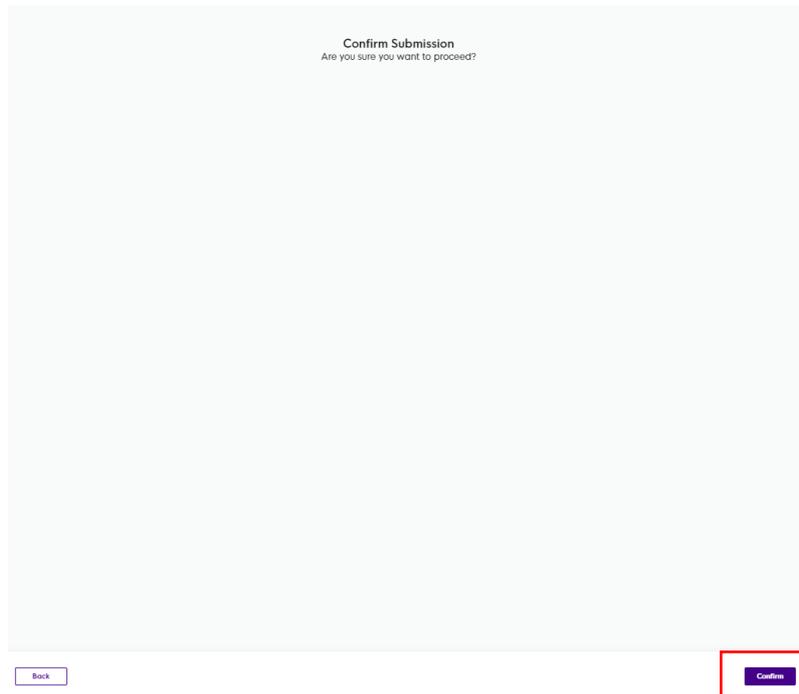
(i) For companies in the Marine and Offshore sector or Process Construction and Maintenance sector, you will need to upload the deployment of foreign workers and safe management plan, as shown in the **ORANGE BOX**.

(ii) Companies that are not in the Marine and Offshore sector or Process Construction and Maintenance sector, you may upload your supporting documents in the **BLUE BOX**.

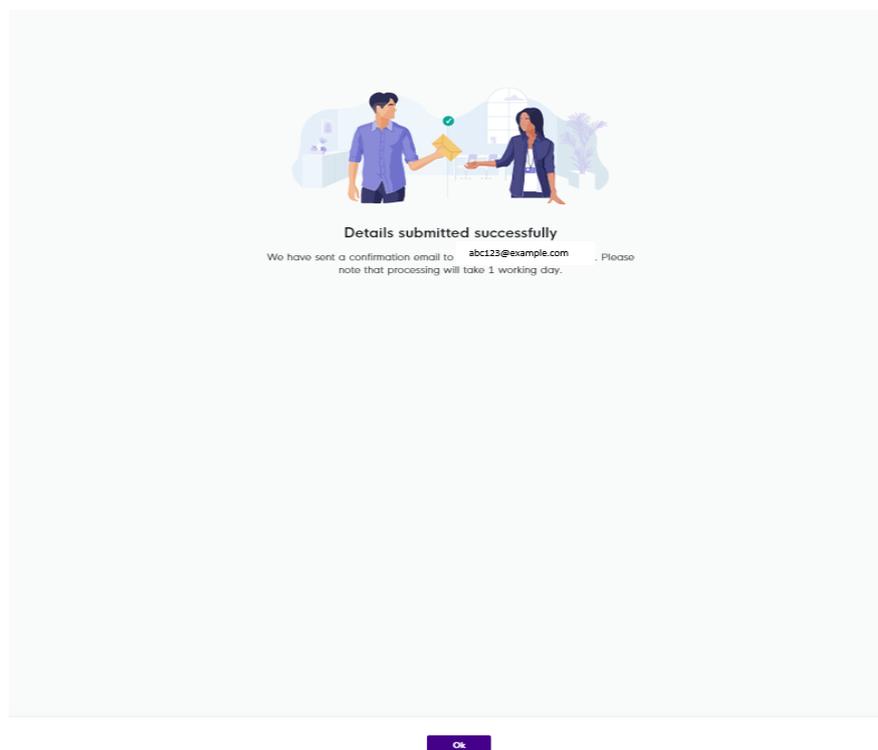
Step 2: After you have finished uploading your supporting documents, take note of the points under “Declarations”, and proceed to click on the “Submit” button in the **RED BOX**.

The screenshot shows a web interface for uploading documents. At the top, it says 'Upload Documents' and provides instructions: 'Drag and drop or click to upload one file per document. Multiple files can be uploaded as a single .zip file. Supported file formats: pdf, jpeg, png, zip, xls, xlsx. Each file must not exceed 7 MB.' Below this, there are two main sections. The first is 'Mandatory for Marine & Offshore Companies', which contains two boxes: 'Deployment of Foreign Workers' (with a note 'Mandatory template available') and 'Safe Management Plan'. The second is 'Other Supporting Documents', which contains a box for 'Attachments in support of your submission' (marked as optional). Below these sections is a 'Declarations' section with a checked checkbox and the text: 'I declare that the above information submitted is true. I am aware that any submission will be voided should there be false or misleading information submitted.' At the bottom left is a 'Back' button and at the bottom right is a 'Submit' button. The 'Mandatory for Marine & Offshore Companies' section is highlighted with an orange box, the 'Other Supporting Documents' section with a blue box, and the 'Submit' button with a red box.

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



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



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

Dear Sir/Madam

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

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

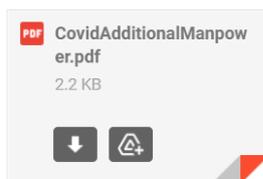
All businesses are required to implement the Requirements for Safe Management at the Workplace and the conditions or advisories applicable to your business. Your business may be suspended or subject to penalties under the law if you are found to be non-compliant or have made a false declaration.

Please note that one of the conditions for resumption of business operations is the implementation of the SafeEntry system at your business premises, in accordance with the prevailing requirements at [safeentry.gov.sg](https://www.safeentry.gov.sg). In particular, this include the requirement to deploy the use of the TraceTogether mobile application or TraceTogether token scanning to log the SafeEntry check-in of all employees, associates, vendors, customers and other visitors entering your workplace premises. Supermarkets and large retail outlets that are fully within malls and buildings covered by TraceTogether-only SafeEntry and have the same operating hours, will no longer be required to implement SafeEntry nor TraceTogether-only SafeEntry. You can refer to [www.safeentry.gov.sg/deployment](https://www.safeentry.gov.sg/deployment) for more information.

We appreciate your contributions in the national fight against COVID-19. Should you have further questions, please refer to <https://www.gobusiness.gov.sg/covid/>.

Thank you.

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



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

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

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

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

Dear Sir / Madam

1. We refer to your submission (Ref: 18000001WAMR1F), dated: 18 May 2021, via <https://covid.gobusiness.gov.sg> for additional manpower to be deployed onsite.

2. We have reviewed your request and revised the allowable onsite manpower for your company, Testing Pte. Ltd. (18000001W), as listed below. You may also view these details on your company's dashboard in the GoBusiness portal after your login using CorpPass.

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

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

Appeals and Additional Manpower History	
Please refer to the email notification sent to you for your past appeal or additional manpower request results.	
<b>Appeals</b>	
REFERENCE NUMBER	Transaction Time
C12345678FAPP3I	08 Jan 2021, 4:09 pm
C12345678FAPP3F	08 Jan 2021, 3:24 pm
<b>Additional Manpower Requests</b>	
REFERENCE NUMBER	Transaction Time
C12345678FAMR9D	13 Jan 2021, 5:12 pm
C12345678FAMREX	13 Jan 2021, 4:59 pm
C12345678FAMRSU	13 Jan 2021, 4:58 pm
C12345678FAMRBR	13 Jan 2021, 4:57 pm
C12345678FAMRBO	13 Jan 2021, 4:57 pm

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

ABC00000001    molb.secondary@gmail.com    **Partially Approved**    **X/100**

**Submit Manpower**    **Request for Additional Manpower**    **Appeal Exemption / Resumption**

**Application Status**  
Your application for Exemption/Resumption has been Partially Approved

**Premise 1**

ADDRESS	15-1 JALAN 19 RIANG, SERANGOON PARK 19, 02-110, 160051
APPROVED MANPOWER	<b>100</b>
APPROVED FUNCTIONS	Function 2
CONDITIONS OF APPROVAL	Limited to half the shop space
REJECTED FUNCTIONS	Function 3
REJECTION REASONS	High chances of transmission