

Guide for General Exemption Appeals

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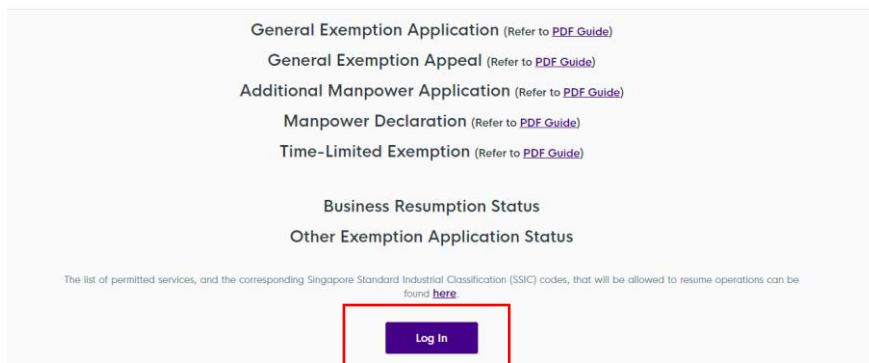
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Section A: Accessing the System

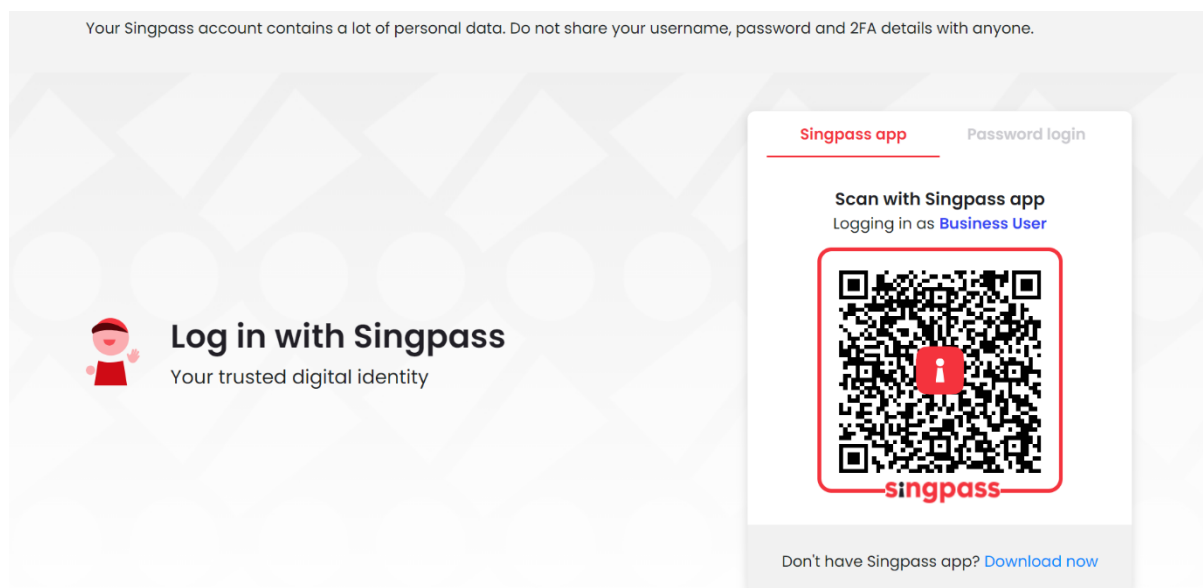
1. Click on the “Find Out More” button in the “General Exemption Appeal” section (shown in the orange BOX) from the main page at <https://www.gobusiness.gov.sg/covid/>.

The screenshot shows the 'gobusiness SINGAPORE' website. The top navigation bar includes 'START A BUSINESS', 'RUN AND GROW A BUSINESS', 'COVID-19', 'E-SERVICES', and 'WHO WE ARE', along with a 'Log In' button. The breadcrumb trail reads 'HOME / COVID 19 / OVERVIEW'. The main heading is 'Overview'. A sidebar on the left lists various support categories. The main content area features an 'Announcement' section with text about WFH requirements and a 'Log In to Declare Onsite Manpower Details' button. Below this is an illustration of four people in a meeting. Further down, there is a paragraph about COVID-19's economic impact and a list of helpful resources. Three resource boxes are shown: 'Exemptions', 'Manpower', and 'General Exemption Appeal'. The 'General Exemption Appeal' box is highlighted with an orange border and contains the text: 'Appeal your rejected or partially approved General Exemption applications. Find Out More (?)'. At the bottom, a footer note suggests checking the 'FAQ' or using the '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.



Section B: Submission Of Appeal Details

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.

A Singapore Government Agency Website

gb gobusiness LICENSING FAQ

Covid-19 Exemption Applications

Welcome back, Peter Pan Sing Song!

T&F Food Soups 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
NGExz4678198	testing@gmail.com	Permitted	From 19 Jun	N/A
NGEtK1x116983	testing@gmail.com	Permitted	From 19 Jun	N/A

Help us improve

Apply to Resume Onsite Business Activities

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

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

2. Make sure that you are under the “General/Resumption” tab, as shown in the **BLUE BOX**. Further below, you will see the status of your General Exemption/Business Resumption, as shown in the **ORANGE BOX**.

If your “General/Resumption” status is shown as “**Rejected**” or “**Partially Approved**”:

Click on the “Appeal Exemption/Resumption” button to appeal your general exemption application, as shown in the **RED 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](#).

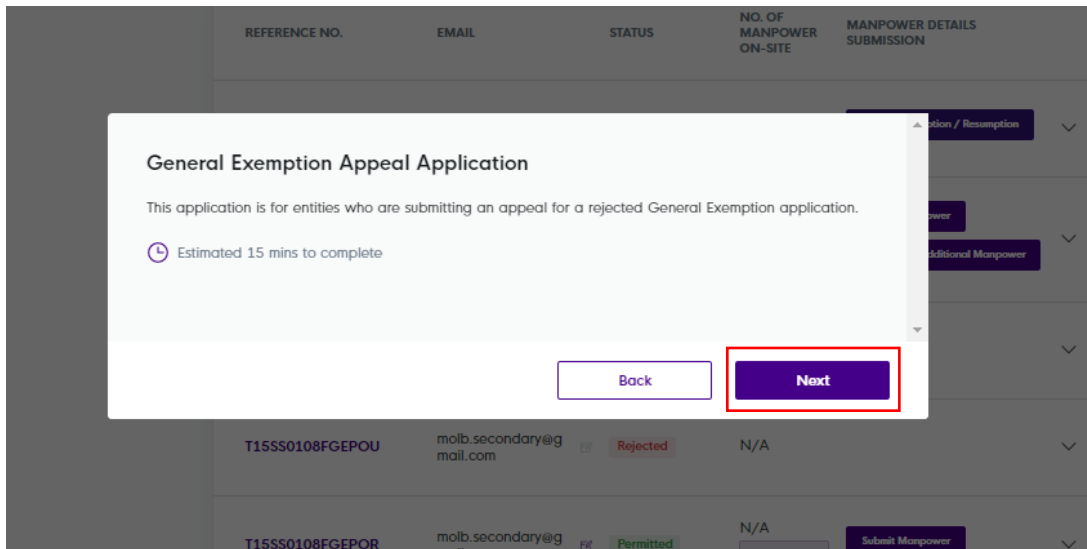
Please click [here](#) for enquiries.

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	Submit Manpower Request for Additional Manpower Appeal Exemption / Resumption
T15SS0108FGE52 BLU	abc123@example.com	Rejected	N/A	Appeal Exemption / Resumption

Appeals are only valid for “Rejected” or “Partially Approved” status.

3. Upon clicking on the “Appeal Exemption/Resumption” button, you will see a pop-up box as below. Click on the “Next” button, as shown in the **RED BOX**.



4. Upon clicking on the “Next” button, you will see a summary of your general exemption application as below.

Step 1: Take note of your contact details, as shown in the **BLUE BOX**. Your contact details will be pre-populated. If you wish to amend your contact details, please fill in your updated contact details in the fields accordingly.

Step 2: Click on the “Next” button to proceed your application, as shown in the **RED BOX**.

Company Details

Here are your previously submitted details.

Company name Testing 123 Pte. Ltd.	Unique Entity No. (UEN) T15SS0108F
Total No. of Employees 100	
Brief Description of Key Business Activities Test	

Contact Details

Name Peter Pan Sing Song	Contact No. 12345678
Email abc123@example.com	

Basis for Application

Key Basis for Application
A2

For A2, state:
(i) names of firms which provide essential services supported,

Next

5. You will see your rejected premises & business function details as below.

Step 1: Select the premises that you are requesting to appeal. If you are requesting to appeal for all premises, click on “Select All”.

Step 2: Take note of the rejection reason, as shown in the **BLUE BOX**. Next, select the rejected business functions that you are requesting to appeal. You may choose to unselect functions that you do not wish to appeal for by unchecking the various business functions as well.

Step 3: Provide additional information and appeal reasons to support your application in the text box provided, as shown in the **PINK BOX**. Once completed, click on the “Next” button as shown in the **RED BOX**.

Premises & Business Function Details
Here are your previously rejected business functions. Select the premises and functions you would like to appeal for and provide appeal details.

Select all

123 ABC Road, #01-012, Singapore 123456

REJECTION REASON Please provide more information about your business function.

Rejected Business Functions

Function 6

Function 7

Additional information to justify request ⓘ

Please provide appeal details

4/500

6. Further below, you will see your previously submitted documents. You may upload additional supporting documents to support your appeal, as shown in the **BLUE BOX**.


Submitted Documents

Here are your previously submitted documents.

FILE NAME	DOWNLOAD
No Document Submitted	

Other Supporting Documents

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

 Attachments in support of your submission
(Optional)

Declarations

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

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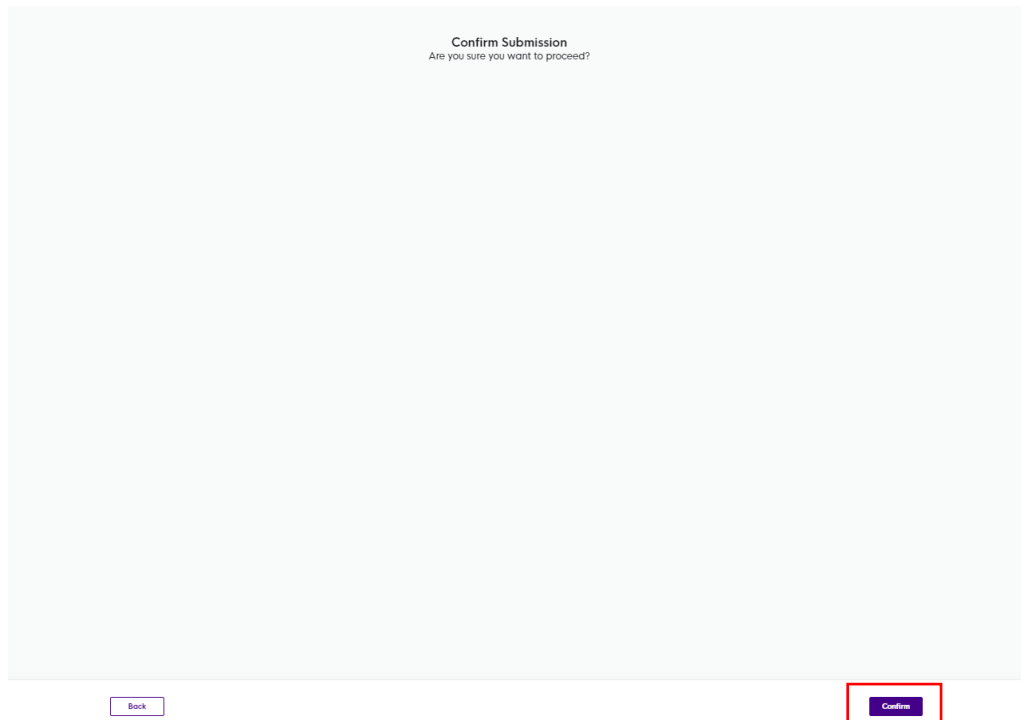
7. After you have finished uploading your supporting documents, take note of the “Declarations”, and proceed to click on the “Next” button in the **RED BOX**.

Declarations

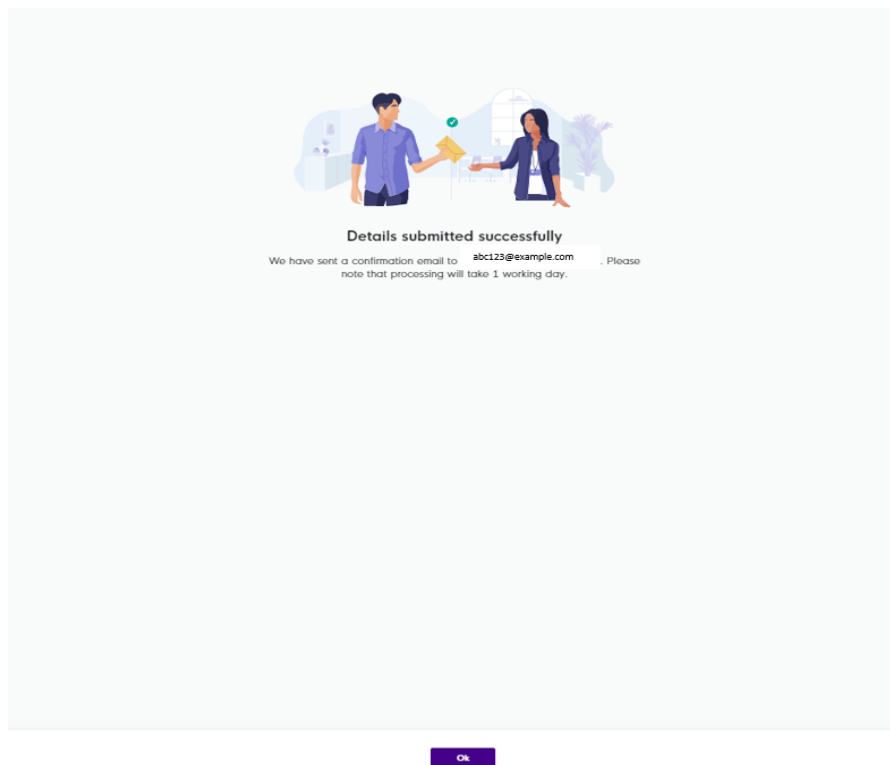
I declare that the above information submitted is true. I am aware that any submission will be voided should there be false or misleading information submitted.

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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 General Exemption Appeal.



10. You will receive an email acknowledgement and details of your application (similar to the **sample** below) to acknowledge your General Exemption Appeal 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.

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 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 request for additional manpower if you have an ongoing Appeal request. The “Request for Additional Manpower” button will be disabled until your appeal has finished processing.

Time-Limited		General/Resumption		
REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
	abc123@example.com	Partially Approved	N/A	Submit Manpower Request for Additional Manpower

Application Status
Your request for appeal is currently being processed.

11. You will receive an email notification with the results for your appeal after it has been processed. 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 appeal submitted on 18 May 2021 (reference no. 180000001WAPPF), relating to your earlier application on 18 May 2021 (original reference no. 180000001WGE5Q4RL).

2. We have considered the additional information provided and are pleased to inform you that your company, **Testing Pte. Ltd. (180000001W)**, may continue with the **approved functions at the premises listed below**, subject to sector-specific limitations and guidelines, and all Conditions of Approval stated below. Please note that rejected functions should not be performed onsite.

Premises 1 : Testing Bulding, 888 Testing Road, Blk: 888 #8-8,

Approved Functions: Others (Testing)

Condition of Approval: NA

Rejected Functions: NA

Rejection Reasons: NA

Premises 2 : Testing Building, 88 Testing Road, Blk: 88 #88-88,

Approved Functions: NA

Condition of Approval: NA

Rejected Functions: Others (Testing)

Rejection Reasons: Test

Enter the reference number specific to each appeal request in your email account to look for the full results of your appeal request.

Appeals and Additional Manpower History

Please refer to the email notification sent to you for your past appeal or additional manpower request results.

Appeals

REFERENCE NUMBER	Transaction Time
C12345678FAPP3I	08 Jan 2021, 4:09 pm
C12345678FAPP3F	08 Jan 2021, 3:24 pm

Additional Manpower Requests

REFERENCE NUMBER	Transaction Time
C12345678FAMR9D	13 Jan 2021, 5:12 pm
C12345678FAMREX	13 Jan 2021, 4:59 pm
C12345678FAMR8U	13 Jan 2021, 4:58 pm
C12345678FAMR8R	13 Jan 2021, 4:57 pm
C12345678FAMR8O	13 Jan 2021, 4:57 pm

Your appeal results will also overwrite your previous General Exemption results after the appeal has finished processing on the GoBusiness Portal.

T15SS1209FGEPQ3 of Partially Approved N/A

[Submit Manpower](#) [Request for Additional Manpower](#) [Appeal Exemption / Resumption](#)

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

Premise 1

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