

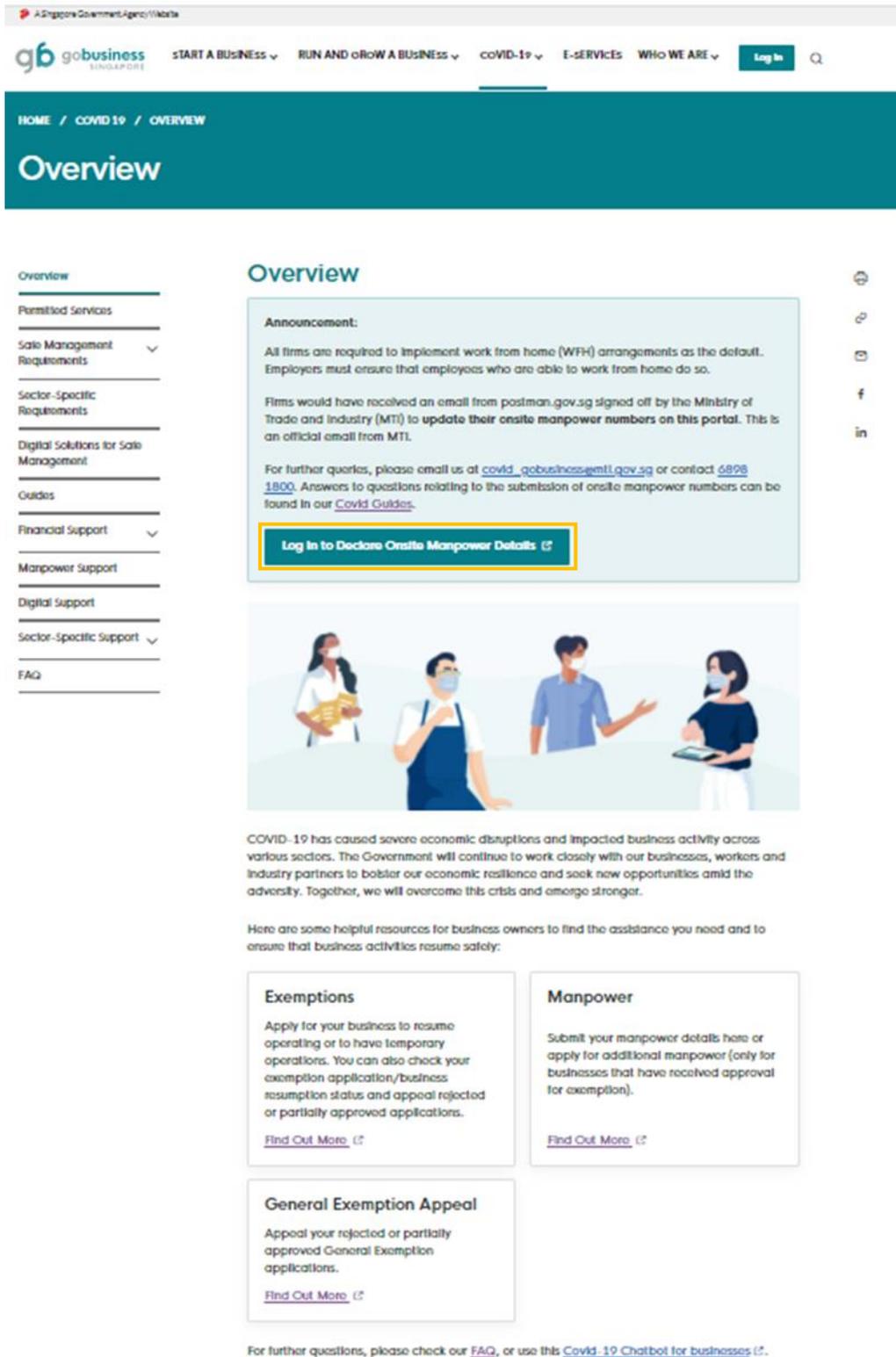
# Guide for Manpower Declaration under Phase 3 Heightened Alert

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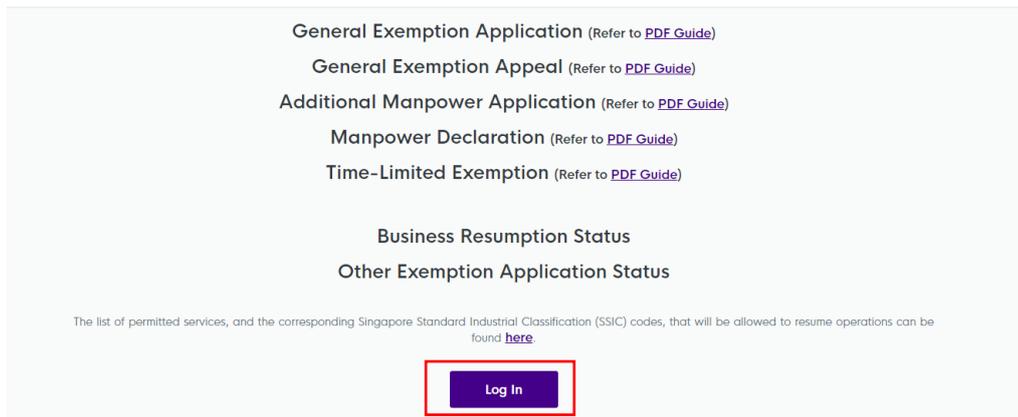
## Section A: Accessing the System

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/>.

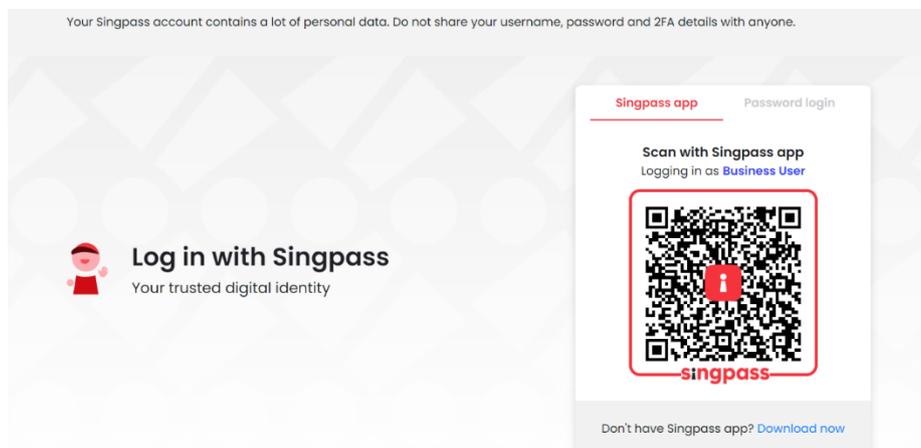


The screenshot shows the gobusiness.gov.sg website's COVID-19 Overview page. The header includes the gobusiness logo and navigation links for 'START A BUSINESS', 'RUN AND GROW A BUSINESS', 'COVID-19', 'E-SERVICES', and 'WHO WE ARE', along with a 'Log In' button. The breadcrumb trail reads 'HOME / COVID 19 / OVERVIEW'. The main heading is 'Overview'. A left-hand navigation menu lists various support categories. The central announcement states that all firms are required to implement work from home (WFH) arrangements and must update their onsite manpower numbers on the portal. A prominent orange-bordered button labeled 'Log In to Declare Onsite Manpower Details' is highlighted. Below this is an illustration of four people wearing face masks. Further down, there are three informational boxes: 'Exemptions' (for businesses to resume operations), 'Manpower' (for submitting details or applying for additional manpower), and 'General Exemption Appeal' (for appealing rejected or partially approved applications). The page concludes with a link to the FAQ and a COVID-19 Chatbot for businesses.

2. Click on the “Log In” button.

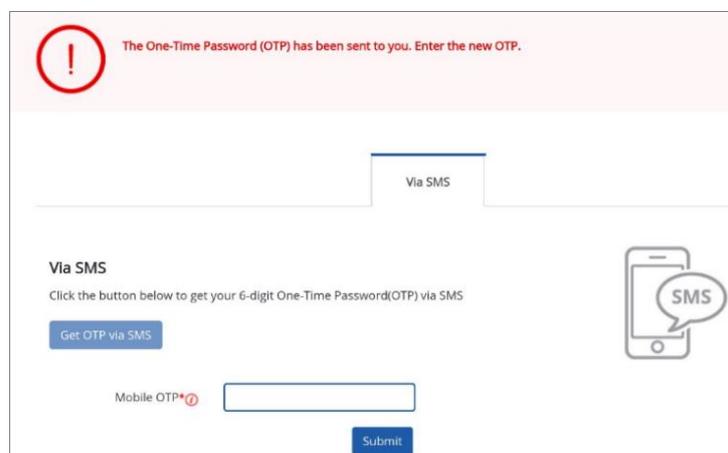


3. Log in with your Singpass credentials by scanning the QR code shown on the webpage using the Singpass app or password login.



*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.



## Section B: Submission Of Manpower Details

**All firms are required to declare your onsite manpower details under the reference number starting with “MPsubmit-”.**

1. At the main page, you will see a notification, as shown in the **GREEN BOX**, if you have previously received an email from postman.gov.sg signed off by the Ministry of Trade and Industry (MTI) to update your on-site manpower numbers on the portal. This is an official email from MTI.

The screenshot shows the gobusiness LICENSING portal interface. At the top, there is a navigation bar with the gobusiness logo, 'LICENSING', and 'FAQ'. A sidebar on the left contains 'Covid-19 Exemption Applications' and 'My F&B Premises'. The main content area features a purple welcome banner for 'Peter Pan Sing Song!' from 'T8F Food Souls Pte. Ltd.' with UEN T155S0108F. Below this is a green-bordered notification box dated 21 May 2021, stating that firms must declare their latest onsite manpower details under a reference number starting with 'MPsubmit-'. Underneath is the 'My Applications' section, which includes a note about business resumption and a table of application statuses. The table has columns for Reference No., Email, Status, No. of Manpower On-Site, and Manpower Details Submission. The first row shows an 'Approved' status for reference number MPsubmit-201904560K with 1 manpower detail submission. The other two rows show 'Permitted' status for reference numbers NGExz4f678198 and NGE1k1x116983, both with 0 manpower details submitted. At the bottom, there is a section for 'Apply to Resume Onsite Business Activities' with buttons for 'General Exemption' and 'Time-Limited Exemption'.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
MPsubmit-201904560K	testing@gmail.com	Approved	1	Resubmit Manpower
NGExz4f678198	testing@gmail.com	Permitted	From 19 Jun	N/A
NGE1k1x116983	testing@gmail.com	Permitted	From 19 Jun	N/A

- a. **Step 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.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
MPsubmit-180000001W	<input type="button" value="Add"/>	Approved	N/A	<input type="button" value="Submit Manpower"/> <input type="button" value="Declare 0"/>

2. Look for the reference number starting with “MPsubmit-”.
- a. **Step 1:** Click on the “Add” button in the **ORANGE BOX** and enter your email in the box. The “Submit Manpower” button and the “Declare 0” button, as shown in the **BLUE BOXES**, will be greyed out until a valid email has been added. Please provide a valid email address as emails with the manpower details submitted by the user will be sent to this email address.

MPsubmit-180000001W	<input type="button" value="Add"/>	Approved	N/A	<input type="button" value="Submit Manpower"/> <input type="button" value="Declare 0"/>
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- b. **Step 2:** Entered the email address and click the “Submit” button as shown in the **BROWN BOX**.

Edit Email Address

test@gmail.com

- c. **Step 3:** Once a valid email address has been entered, click on the “Submit Manpower” button, as shown in the **PINK BOX** below to declare your manpower details. If you wish to declare 0 manpower working on-site and have not made an earlier declaration, please click on the “Declare 0” button as seen in the **RED BOX** below to submit your declaration. You will see “0” after declaring 0 manpower.



After you have successfully declare “0” manpower on-site, you will also receive an email as follows:

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.

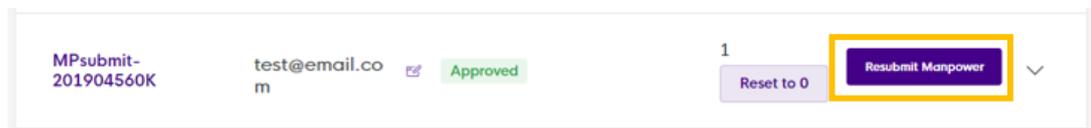
*This is a system generated email. Please do not reply to this email.*

**Other important points to note:**

- (i) You will see “N/A” in the GREEN BOX below, if you have not submitted your manpower details before.



- (ii) If you have declared your manpower details previously and need to make changes, you will need to click on the “Resubmit Manpower” button **as seen in the ORANGE BOX** to resubmit your manpower details.



- (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. Click on the “Next” Button, as shown in the **BROWN BOX** to proceed.

Estimated 3 mins to complete

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### Instructions

1. 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.
2. 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.
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.

4. Proceed to fill in the required details as follows:

- a. **Step 1:** Please fill in the **total** number of your company’s direct employees that need to work at your workplace premises (i.e. not working from home full-time) in the **ORANGE BOX** below.

*E.g.*

*Your company has a total of 100 employees. **60 of your employees are required to work onsite to operate your production plant, whereas 40 of its workers are able to work-from-home all the time. You should fill 60 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) in the **BLUE BOX** below.

*E.g.*

*You have 60 employees that are required to work onsite in three shifts – a morning shift of 30 workers, an afternoon shift of 20 workers, and a night shift of 10 workers. The maximum number of workers you will have on site at any given time is 30. You should fill **30** in the **BLUE BOX**.*

### Submit Manpower

**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).

**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).

- c. **Step 3:** Take note of the points under “Declaration” and proceed to click on the “Submit” button in the **PINK BOX**. Please note that the “Submit” button will only be available once the required manpower details have been entered in step 1 and 2 above.

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.

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

**Confirm Submission**

Are you sure you want to proceed?

6. The confirmation pop-up box will appear to inform you that the details are submitted successfully. Click on the “Ok” button to return to the main page.

**Details submitted successfully**

We have sent a confirmation email to **Test1234@email.com**. Please note that processing will take 1 working day.

7. 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.: 180000001WGE5Q4RL

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](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.*

- 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. Details 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 will be shown in the **ORANGE BOX**.

MPsubmit-201904560K      test@email.com      Approved      1      Reset to 0      Resubmit Manpower

### 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

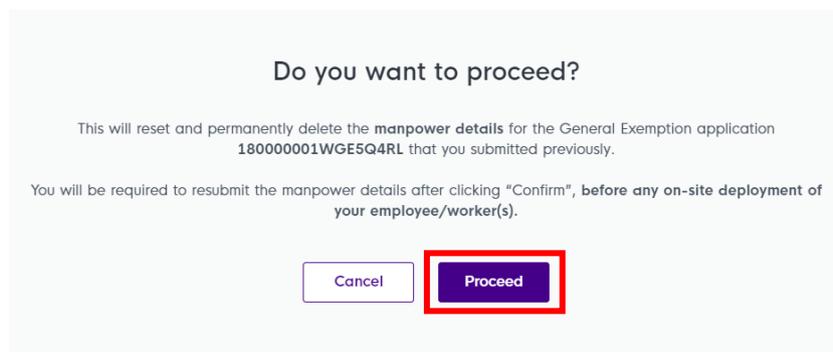
## Section C: Resetting Your Manpower Details

1. If you would like to reset your declared manpower details to zero, please click on the corresponding “Reset to 0” button. This is shown in the **BROWN BOX**.

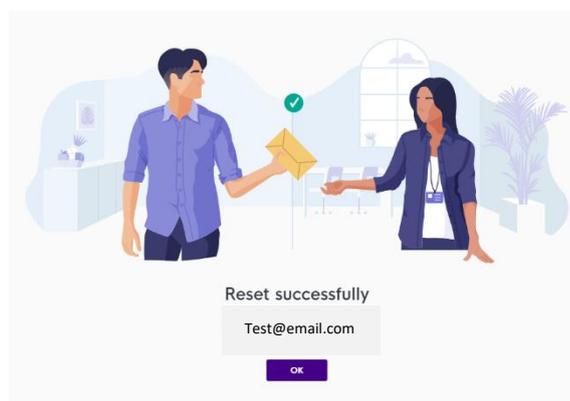
Please note that this will count towards your submission quota of 5 times a day for each reference number.

REFERENCE NO.	EMAIL	STATUS	NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION
MPsubmit-201904560K	Test@email.com	Approved	1	<span>Reset to 0</span> <span>Resubmit Manpower</span>

2. You will see a pop-up box asking for your confirmation to remove manpower details for that particular reference number. Please ensure that the details are accurate and proceed to click on the “Proceed” button in the **RED BOX**.



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 “N/A” as shown in the **BROWN BOX**.

Please note that each new submission will override all previous submissions for the particular reference number. Your latest transaction will be reflected accordingly.

MPsubmit-20211234B    Test@email.sg    Approved    0    Submit Manpower

### 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.

-- End --