

"在场工作人数"申报指南 Manpower Declaration Guide



* Information updated as at 21 June 2020



申报"在场工作人数"

- 问: 获准在其注册场所恢复办公的注册社团需要向当局申报吗?
- 答:须要。所有企业必须在复工的两周内,通过COVID GoBusiness平台(<u>https://covid.gobusiness.gov.sg</u>)申报在场工作的雇员人数。

若没有这么做,等于违反冠病19(临时措施)法令。未遵守安 全管理措施者将面对高达1万元的罚款,或监禁长达6个月,或 两者兼施;重犯者则可能被罚款高达2万元,或监禁长达12个 月,或两者兼施。



申报"在场工作人数"

- 问: 如何计算"在场工作人数"?
- 答:除了在家办公的雇员,无论是兼职人员、临时工或实习生,只要是回办公处办公的雇员都须包含在内。
- 问: 如果实行分组办公,社团需要依据办公人员的数字进行更新吗?
- 答: 若差别不大,社团向当局申报时,能以拥有较多雇员办公的那 组人数为基准。



申报步骤1

请到 www.gobusiness.gov.sg/exemptions, 点击 "Login with CorpPass"

5 Exemption from Suspension of X	+		
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SFCCA LOG IN			
A Singapore Government	Agency Website		
FAQ			
	Business Resumption State	US	
	Manpower Declaration (Refer to P	DF Guide)	
	Time-Limited Exemption (Refer to F	PDF Guide)	
	Other Exemption Application	Status	
	The list of permitted services, and the corresponding Singapore Standard Industrial Clo to resume operations with effect from 2 Jun 2020 can b	assification (SSIC) codes, that will be allowed be found here .	
	Login with CorpPass		
GoBus	iness Licensing	FA	Q Contact Us
Privacy States	ment Terms of Use	Last Updated 31 Oct 2019 © 2019 Gover	nment of Singapore.



<u>申报步骤2</u>

使用 CorpPass 和发至手机的一次性密码登录系统

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Help us make CorpPass better by taking a (quick survey! Get started at: https://go.gov.sg/cpsurvej	2020		The One-Time Password (OTP) has been s	ent to you. Enter the new OTP.
	Click here to log in with SingPass Mobile app CorpPass 2FA for Foreigners app	, or		\bigcirc	
	Log in with Corp	ass			
					Via SMS
	UEN/ENTITY ID	0			
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	Password	Ø		Via SMS	
	Remember Entity ID	Ø			
	Cancel Login •			Get on via 2002	
	Format Fattley / Care Date ID as Described			Mobile OTP*()	
	New to CorpPass? <u>Register</u> Now.				Submit



<u>申报步骤3.1</u>

成功登录后,阅读有关须知并确认总雇员人数。总雇员人数是根据贵组织每月为 雇员提交公积金的记录为准





<u>申报步骤3.2</u>

往下滑,点击"General/Resumption"

← → C		z
	Please provide a valid email address before you submit your manpower det Please note that if you employ work permit holders, you are required to keep workers' particulars (e.g. residential address) during their employment. If you have submitted a General Exemption application, please allow up to Please click here for enquiries.	cails. This is so that an email notification can be sent to you. p the Ministry of Manpower updated of any changes in your 3 working days for it to be reflected.
	Time-Limited	General/Resumption
	CONDITIONS FOR APPROVED EXEMPTIONS/RESUMPTION In addition to funeral rites and marriage solemnizations which are prov Order) Regulations 2020, religious organisations (ROs) are permitted to and post-funeral rites. Up to 5 households withView more	rided for in the COVID-19 (Temporary Measures) (Control o conduct private worship; recording/broadcast sessions
	REFERENCE NO. EMAIL STATUS	NO. OF MANPOWER DETAILS MANPOWER SUBMISSION ON-SITE
	√× Permitted Fro	om 02 Jun 0 🗸 🗸



<u>申报步骤3.3</u>

阅读有关复工条件(橙色箭头)。填写电邮地址(黑色箭头)后,点击格子旁的

√(蓝色箭头)





<u>申报步骤3.4</u>

成功填妥电邮地址后,页面将显示有关通知(橙色箭头)和"Submit Manpower"的选项(黑色箭头)。点击"Submit Manpower"

Please click here for enquiries. Success Enail updated Time-Limited Ceneral/Resumption CONDITIONS FOR APPROVED EXEMPTIONS/RESUMPTION In addition to funeral rites and marriage solemnizations which are provided for in the COVID-19 (Temporary Measures) (Cont Order) Regulations 2020, religious organisations (ROs) are permitted to conduct private worship, recording/broadcast session and post-funeral rites. Up to 5 households withView more REFERENCE NO. EMAIL STATUS No. OF MANPOWER DETAILS SUBMISSION MANPOWER DETAILS SUBMISSION	If you have submitted a General Exemption application, please allow up to 3 workin	ng days for it to be reflect
Time-Limited General/Resumption CONDITIONS FOR APPROVED EXEMPTIONS/RESUMPTION In addition to funeral rites and marriage solemnizations which are provided for in the COVID-19 (Temporary Measures) (Conti Order) Regulations 2020, religious organisations (ROs) are permitted to conduct private worship; recording/broadcast session and post-funeral rites. Up to 5 households withView more REFERENCE NO. EMAIL STATUS No. OF MANPOWER DETAILS SUBMISSION	Please click here for enquiries.	Success Email updated
CONDITIONS FOR APPROVED EXEMPTIONS/RESUMPTION In addition to funeral rites and marriage solemnizations which are provided for in the COVID-19 (Temporary Measures) (Cont Order) Regulations 2020, religious organisations (ROs) are permitted to conduct private worship; recording/broadcast session and post-funeral rites. Up to 5 households withView more REFERENCE NO. EMAIL STATUS NO. OF MANPOWER DETAILS SUBMISSION MANPOWER DETAILS SUBMISSION	Time-Limited	General/Resumption
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<u>申报步骤3.5</u>

将相关讯息输入表格





<u>申报步骤3.6</u>

阅读声明后,	点击 "Submit"	
	← → C	
		If you have submitted a General Exemption application, please allow up to 3 working days for it to be reflected
		Submit Manpower
		1. Total No. of Manpower Working On-Site
		Please submit the total number of employees/workers who will be working on-site (this includes full/part- time and shift manpower). Telecommuting must be adopted to the maximum extent possible.
		2. No. of Manpower Working Shift/Part-Time
		From your above submission, please indicate the number of manpower working shift work/part-time (i.e. < 7 hours per day).
		 Declaration: I declare that the employees which I have included in this submission are required to work on-site because they operate systems or equipment that cannot be accessed from home or are required to perform their functions on-site under the law, and I may be required to demonstrate to the relevant authorities that their on-site presence is necessary. 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.
		Cancel Submit



<u>申报步骤4.1</u>

点击"Confirm"





申报步骤4.2

系统将自动弹出窗口并同时发送电子邮件,确认您已成功完成申报。点击"OK"





<u>申报步骤4.3</u>

系统将自动回到步骤3.2的介面,往下滑即可看到人数更新

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CONDITIONS FOR APP In addition to funeral rite Order) Regulations 2020 and post-funeral rites. U	PROVED EXEMPTIONS/ es and marriage solemn D, religious organisation: Jp to 5 households with. EMAIL	VRESUMPTION nizations which are provided for in the s (ROs) are permitted to conduct pr View more sTATUS Permitted From 02 Jun	he COVID-19 (Temporary Measures) (Control rivate worship; recording/broadcast sessions No. of MANPOWER ON-SITE Reset to 0 Resubmit Manpower	X
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<u>申报步骤4.4</u>

点击箭头以查看申报详情

go Exemption from Suspension of A							
- > C gobusiness.gov.sg/exemptions							☆ C
	REFERENCE NO.	EMAIL	STATUS		NO. OF MANPOWER ON-SITE	MANPOWER DETAILS SUBMISSION	
			Permitted	From 02 Jun	Reset to 0	Resubmit Manpower	~
	Application Store	atus for Exemption/Resump	tion has been permit	ited.			
	Latest Manpov We have received Management at t suspended or sub	ver Details Submiss d your declaration of n the Workplace and the oject to penalties unde	ion nanpower. You are re e conditions or advisc r the law if you are fo	equired to impleme bries applicable to bund to be non-cor	nt the Requireme your business. Yo npliant or have m	nts for Safe ur business may be iade a false declaration	L.
	Every new submis	ssion will override all p	revious submissions.	Please find the late	est submission be	ow.	
	TRANSACTION ID						
	TRANSACTION DAT	TE AND TIME	_				
	NO. OF MANPOWE SITE SUBMITTED	ER WORKING ON-					
	NO. OF MANPOWE SHIFT/PART-TIME S	ER WORKING SUBMITTED					
	View Submission	History					



<u>申报步骤4.5</u>

系统将自动发送确认电邮至贵组织的电子邮箱(步骤3.3所填写的电邮地址)。请

留意并遵守电邮里所注明的事项

$\blacksquare \ominus \heartsuit \land \downarrow \neg$	[For Reference] Acknowledgement of Submission of Manpower Details - Message (HTML)	Ē − Ū ×
File Message Help Q Tell me	what you want to do	
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[For Reference] Acknowledgeme	ent of Submission of Manpower Details	
no-reply@gobusiness.gov.sg		\bigcirc Reply \bigotimes Reply All \rightarrow Forward \cdots
		Sun 21/6/2020 1:46 AM
Dear Sir/Madam		
We have received your submission of your m	anpower details.	
Transaction ID:		
No. of manpower working on-site submitted: No. of manpower working shift/part-time sub	:	
Exemption/Resumption Application Reference	ie No.:	
Kindly note that this submission will override	e all previous submissions for the same exemption/resumption application reference no.	
All businesses are required to implement the should only return to the workplace where it	Requirements for Safe Management at the Workplace and the conditions or advisories applicable to your business. In particular, all employees who can wo is demonstrably necessary to access systems and equipment which cannot be accessed from home or to fulfil legal requirements	rk from home must continue to do so. Employees
Your business may be suspended or subject to	to penalties under the law if you are found to be non-compliant or have made a false declaration.	
Please note that it is encouraged that your er	mployee(s) use the TraceTogether (tracetogether.gov.sg) app for the duration that he/she is commuting/will be at the work premises.	
With effect from 12 May 2020, please note th	hat one of the conditions for your continued operations is the implementation of the SafeEntry system at your business premises, in accordance with the pre	evailing requirements at safeentry.gov.sg.
Thank you.		
This is a system generated email. Please do no	ot reply to this email.	



<u>申报步骤5</u>

如有必要重新申报人数,点击"Resubmit Manpower",并重复步骤3.5至4.2

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	CONDITIONS FOR A In addition to funera Order) Regulations 2 and post-funeral rite	APPROVED EXEM I rites and marriag 2020, religious org s. Up to 5 househ	IPTIONS/RESUMPTION ge solemnizations which are provide anisations (ROs) are permitted to c olds withView more	ed for in the COVID-19 (Ter onduct private worship; rec	nporary Measures) (Control cording/broadcast sessions	
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