



新加坡金钻珠宝商会  
SINGAPORE JEWELLERS ASSOCIATION

25<sup>th</sup> May 2021

Dear Members,

## MANPOWER DECLARATION

Under Phase 2 (Heightened Alert), all firms are required to adopt “Working from Home (WFH)” as the default arrangement. Employers must ensure that employees who are able to work from home do so. In the event where employees are unable to WFH, employers must ensure that there is NO cross-deployment across worksites, i.e. no employee should work at more than one worksite, and precautions must be put in place. For further information, please refer to [Requirements for Safe Management at Workplaces](#) and [Updated Advisory for Safe Management Measures at Retail Establishments and Lifestyle-Related Services](#) (especially **point 12 - No cross-deployment across worksites** ).

In addition, your company would have received an email from [postman.gov.sg](mailto:postman.gov.sg) to update your onsite manpower numbers on *gobusiness* portal. This is an official email from the Ministry of Trade and Industry (MTI).

### **How to declare my manpower details?**

Please login [here](#).

You only need to declare your on-site manpower under the “**MPsubmit-**” reference number.

The details that you are required to provide are:

- (i) **Total number of employees required to work onsite** (i.e. not working from home at all)
- (ii) **Maximum number of employees you will have onsite** (i.e. at your business premises/workplace) at any point in time. If you do not have any manpower onsite, please click “Declare 0” to indicate your manpower onsite as **none**.

Thereafter, please click on the button “Submit Manpower” to submit your manpower details. You may refer to this [Guide](#) and [FAQs](#) for detailed instructions on how to declare your manpower details.

Please note that all firms are required to make their declarations by **28 May 2021**.

Thank you for your kind attention.

Regards,

Singapore Jewellers Association



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SINGAPORE JEWELLERS ASSOCIATION

2021 年 5 月 25 日

致：全体会员

## 人力申报

随着政府再度收紧工作场所的人数限制，居家办公将是常规工作模式，雇主必须确保能在家办公的员工都留在家。对于必须回返工作场所的员工，雇主不应将员工调派到多个工作地点，即员工不能在不同的地点办公，并且必须遵守安全的防预措施。请参阅“[Requirements for Safe Management at Workplaces](#) 和 [Updated Advisory for Safe Management Measures at Retail Establishments and Lifestyle-Related Services](#)”（尤其是第 12 点——不能将员工调派到不同的工作地点），以获取更多安全措施的信息。

此外，贵公司将收到贸工部（MTI）发送的 [postman.gov.sg](mailto:postman.gov.sg)（贸工部官方）电邮，要求在 [gobusiness](http://gobusiness.gov.sg) 网站上更新贵公司在职场员工的总数。

### 如何申报贵公司的人力资料？

请登录[此处](#)。

您只需要在 Reference No 栏目下的“**MPsubmit-**”申报贵公司在职场员工的总数。

您需要提供以下的详细信息：

- (i) 申报在职场工作员工的总数（不包括居家工作的员工）
- (ii) 申报同时间段值班，在场员工最多员工的总数。如果您没有在职场办公的员工，请点击“0”以表示您的在职场员工申报为零。

此后，请点击“[Submit Manpower](#)”按钮，以提交贵公司人力的详细信息。

您可以点击[指南](#)和[常见问题](#)的解答，参考如何申报人力的详细说明。

请注意，公司必须在 **2021 年 5 月 28 日**之前完成人力申报。

谢谢您的关注！

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