

Overtime Exemption (OTE) Application

User Guide - Web

Labour Relations and Workplaces Division

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Start of service

Step 1: Access the e-Service via <http://www.mom.gov.sg/eservices/services/apply-for-overtime-exemption/>

The screenshot shows the MOM eService interface. At the top, there is a navigation bar with 'MENU', 'eServices', and a search box. Below the navigation bar, a yellow banner contains a notification: 'From 1 Sep 2018, CorpPass will be the only login method for your business transactions with the government. Register for CorpPass now'. The main heading is 'Apply for overtime exemption', followed by a sub-heading: 'For companies that want to be exempted from the maximum hours of overtime stipulated in the Employment Act.' Below this, there is a large orange button labeled '1 Apply for overtime exemption with CorpPass'. To the right of the button, it says 'Service is online' and 'Availability 24 hours'.

1 Click *Apply for overtime exemption with CorpPass* to access the eService

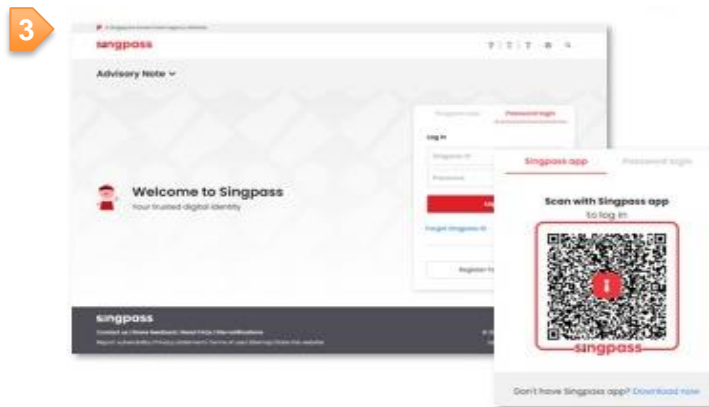
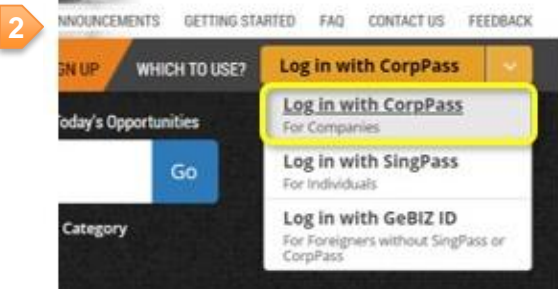
At a glance

Who can apply	Employers or company representatives Note: A CorpPass account is required to transact with MOM. Apply for a CorpPass account if you don't have one. More info.
When to apply	At least 3 months before overtime work starts and before expiry of the current overtime exemption.
How long to complete form	20 to 30 minutes.
How long it takes	At least 3 months. May take longer if: <ul style="list-style-type: none">• Interviews have to be conducted.• Information provided is incorrect or incomplete.

- ⊕ Will I get approval if I apply?
- ⊕ What type of work won't be granted exemption?
- ⊕ What do I need to do before I apply?
- ⊕ I already have CorpPass account. How do I check if I can access this eService?
- ⊕ What documents and information do I need before I apply?
- ⊕ Get help

Login CorpPass

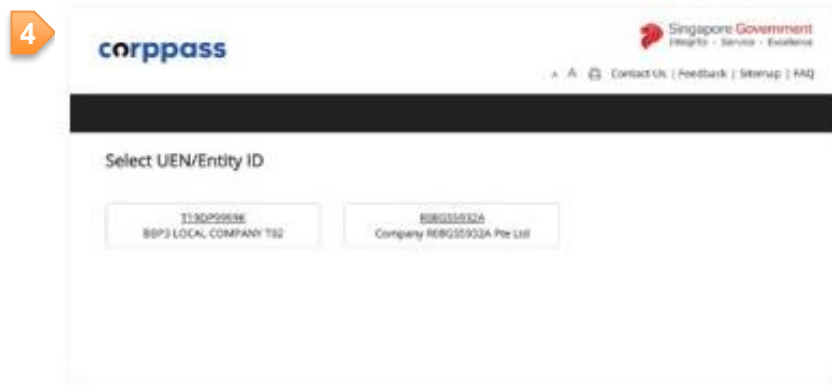
Step 2: Log in with CorpPass and SingPass



2 Click on *Login with CorpPass*

3 Key in *SingPass ID and Password*, or *scan QR code with the Singpass application*

4 Select the relevant *UEN/Entity ID* that you would like to transact on behalf of



Create new OTE application

Step 3: Create new OTE application


Overtime Exemption (OTE) Application

5

⊕ New Application

Draft Application

Please note that the document will be saved as draft for 14 days.

Draft	Application Type	Exemption Period Sought	Creation / Updated Date	Created / Updated By
Draft			07/11/2019	TEMPORARY_USER_ID 
Draft	277 ORCHARD ROAD, ORCHARD GATEWAY, Singapore 238858	72 hours per month	31/10/2019 to 30/10/2019	TEMPORARY_USER_ID 

5

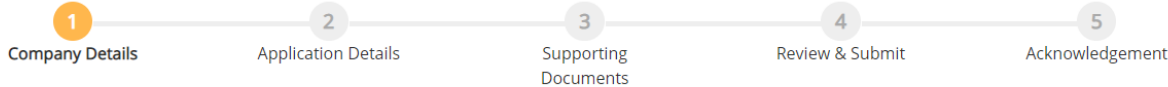
Click on ***New Application*** button

Note: Please refer to [page 19](#) on the steps to update draft OTE

Fill in Company Details

Step 4: Fill in Company Details

Overtime Exemption (OTE) Application



Company Details

* Indicates a Required Field

6

Company Name

UEN

7

* Nature of Business

Select

* Write up of Business Activities

Maximum 2000 Characters

6

Company Name and **UEN** are prepopulated and not editable

7

Select **Nature of Business** and fill in the **Write up of Business Activities**

Fill in Company's Correspondence Details

Step 5: Fill in Company's Correspondence Details

Company's Correspondence Details

8 * Name

* Designation

9 * Postal Code

10 Get Address

* Contact No. (Enter office no. or mobile no.)

12 Office No.

Mobile No.

13 * Email Address

11 Floor No.


Unit No.

14 Save as draft Continue >

Street Name

Building Name

Block / House No.

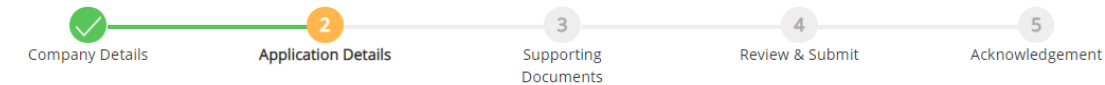


- 8 Fill in **Name** and **Designation**
- 9 Fill in **Postal Code**
- 10 Click on **Get Address** button to get address details based on the Postal Code entered in Step 8
- 11 Fill in **Floor No.** and **Unit No.** if applicable
- 12 Fill in either **Office No.** or **Mobile No.** You may indicate both numbers.
- 13 Fill in **Email Address**
- 14 Click on **Continue** button to proceed to Application Details page, or click on **Save as draft** button to save the application as draft

Fill in Application Details

Step 6: Fill in Application Detail

Overtime Exemption (OTE) Application



Application Details

* Indicates a Required Field

- 15 * Type of Exemption
- Overtime exceeding 72 hours per month
 - Work hours exceeding 12 hours per day

- 16 Workplace Address Required for Overtime Exemption
- Same as correspondence address

* Postal Code

Get Address

Street Name

Building Name

Block / House No.

17 Floor No.

Unit No.

15 Choose **Type of Exemption**
Note: Please take caution when selecting the Type of Exemption. If you change your selection later, all information entered in the following pages will be cleared off.

16 Check **Same as correspondence address** if the workplace address is the same as correspondence address. Otherwise, key in **Postal Code** and click on **Get Address** button.

17 Fill in **Floor No.** and **Unit No.** if applicable.

Fill in Application Details – Cont.

Step 6: Fill in Application Detail – Cont.

18

* Reason for Seeking Overtime Exemption

2000 characters remaining.

* Measures Taken and Efforts Made by My Company to Reduce the Excessive Hours

2000 characters remaining.

* Period of Exemption Sought

Please apply at least 3 months before overtime work starts and before expiry of the current overtime exemption.

19

From To

20

Date of Expiry for the Previous Exemption Granted (If Any)

21

* Is My Company Unionised Yes No

22

* Name of Union
Select

23

* Is the Union Supportive of My Application
 Yes No

18

Fill in **Reason for Seeking Overtime Exemption and Measures Taken and Efforts Made by My Company to Reduce the Excessive Hours**

19

Choose **Period of Exemption Sought From** and **Period of Exemption Sought To**

Note: Date should be at least 3 months before overtime work starts and before expiry of the current overtime exemption (if applicable)

20

Choose **Date of Expiry for the Previous Exemption Granted (If Any)** if applicable

21

Indicate **Is My Company Unionised**. If yes, please proceed to Step 21. If no, please proceed to [Step 23](#).

22

Select **Name of Union**

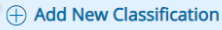
23

Indicate **Is the Union Supportive of My Application**

Add Classification of Employees

Step 7: Add Classification of Employees

Classification of Employees Requested to Work Overtime

Occupation	Detailed Job Scope	Department	No. of Singapore Citizens and PR	No. of Foreign Employees	Average Working Days per Week	Contractual Working Hours per Week	Forecasted OT Hours per Week
24 							
25 <input type="text" value="Occupation"/> <input type="text" value="Detailed Job Scope"/> <input type="text" value="Department"/>							
26 <input type="text" value="No. of Singapore Citizens and PR"/> <input type="text" value="No. of Foreign Employees"/> <input type="text" value="Average Working Days per Week"/> <input type="text" value="Contractual Working Hours per Week"/> <input type="text" value="Forecasted OT Hours per Week"/>							
27 <input type="button" value="Save"/>							

24 Click on **Add New Classification** button

25 Fill in **Occupation**, **Detailed Job Scope** and **Department**

26 Fill in

- **No. of Singapore Citizens and PR;**
- **No. of Foreign Employees;**
- **Average Working Days per Week;**
- **Contractual Working Hours per Week;** and
- **Forecasted OT Hours per Week**

27 Click on **Save** button

Edit / Delete Classification of Employees

Step 8 (optional): Edit / Delete Classification of Employees

Occupation	Detailed Job Scope	Department	No. of Singapore Citizens and PR	No. of Foreign Employees	Average Working Days per Week	Contractual Working Hours per Week	Forecasted OT Hours per Week	Select action
Application Consultant	View	IT department	3	1	2	2	1	Select action

+ Add New Classification

- Edit Classification

* Occupation
Application Consultant

* Detailed Job Scope
Development of IT system

* Department
IT department

* No. of Singapore Citizens and PR
3

* No. of Foreign Employees
1

* Average Working Days per Week
2

* Contractual Working Hours per Week
2

* Forecasted OT Hours per Week
1

Save

28 Edit
31 Delete

28 If you wish to edit the Classification of Employees, click on **Select action** -> **Edit**

29 Amend the inputs of any fields you intend to update

30 Click on **Save** button

31 If you wish to delete the Classification of Employees, click on **Select action** -> **Delete** to delete the selected entries in the table

View Detailed Job Scope

Step 9: View Detailed Job Scope

Classification of Employees Requested to Work Overtime

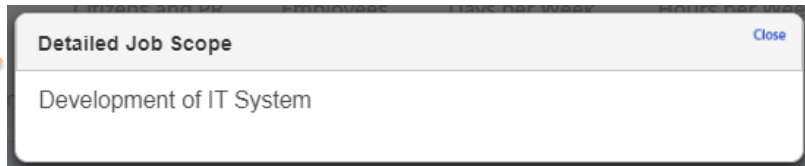
Occupation	Detailed Job Scope	Department	No. of Singapore Citizens and PR	No. of Foreign Employees	Average Working Days per Week	Contractual Working Hours per Week	Forecasted OT Hours per Week	
Application Consultant	View	IT Department	3	1	52	40	12	Select action

[+ Add New Classification](#)

< Back **33-1** Save as draft

Continue >

33-2 X Cancel



32 Click on [View](#) hyperlink to view Detailed Job Scope keyed in, and a pop-up window will be displayed as above

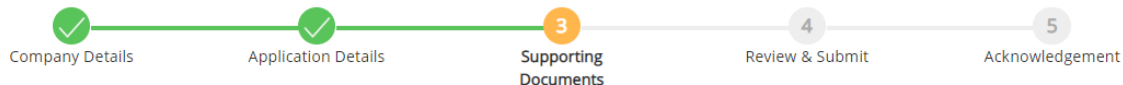
33-1 Click on [Continue](#) button to proceed to Supporting Documents page, or click on [Save as draft](#) button to save the application as draft, or

33-2 Click on [Cancel](#) to return to dashboard page. All unsaved changes will be lost.

Upload Supporting Documents

Step 10: Upload Supporting Documents

Overtime Exemption (OTE) Application



Supporting Documents

Each uploaded file size must be less than 5 MB and the maximum size for all files is 25 MB. File extension we accept are .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .jpg, .jpeg and .png.

* Acknowledgement Form signed by affected employees

A light blue rectangular area containing an upload icon (a blue arrow pointing up) on the left. To its right, there are two orange callout boxes: the top one contains '35' and 'Click here to upload file.', and the bottom one contains '34' and 'Sample template'.

* Endorsement of Risk Register by approved WSH Auditor

A light blue rectangular area containing an upload icon (a blue arrow pointing up) on the left. To its right, there are two lines of text: 'Click here to upload file.' and 'Sample template'.



* Latest CPF records for 3 months for all eligible employees

A light blue rectangular area containing an upload icon (a blue arrow pointing up) on the left. To its right, there is one line of text: 'Click here to upload file.'

< 36-1 Save as draft

Continue >

36-2 X Cancel

34 Click on **Sample template** hyperlink to download sample document for reference and completion

35 Click on **Click here** hyperlink to upload the required Supporting Documents

Note:

- Please upload all mandatory documents (indicated with *)
- Each uploaded file size must be less than 5MB and the maximum size for all files is 25MB

- File extension accepted are .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .jpg, .jpeg and .png.
- File Extension is case sensitive. Please use **lower** case characters

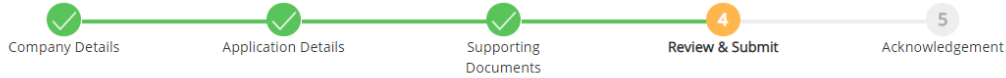
36-1 Click on **Continue** button to proceed to Review and Submit page, or click on **Save as draft** button to save the application as draft

36-2 Click on **Cancel** to return to dashboard page

Review OTE Details

Step 11: Review OTE Details

Overtime Exemption (OTE) Application



* Indicates a Required Field

Company Details

Company Name
ANDES CONSULTING PTE. LTD.

UEN
200406129H

Nature of Business
Cleaning

Business Activities
Mainly on cleaning service

37 [Edit](#)

37 Review the inputs for the entire OTE application and click on **Edit** button to be redirected to the respective page, for the necessary amendment

Supporting Documents



[Edit](#)

Acknowledgement Form signed by affected employees

For upload - 1.docx (11.47 KB)

Endorsement of Risk Register by approved WSH Auditor

For upload - 2.pdf (11.47 KB)

One copy of latest Employment Contract / Key Employment Terms (KETs) signed by employee

For upload - 3.docx (11.47 KB)

Summary of overtime hours for 10 employees for each of the affected occupation

For upload - 4.docx (11.47 KB)

Supporting documents to substantiate measures taken and efforts made by the company to reduce the need for overtime

For upload - 5.docx (11.47 KB)

Pay slips and time records of 5 employees for the most recent 3 months, combined to a single PDF file

For upload - 6.docx (11.47 KB)

Complete Declaration – Security Company

Step 12 - A: Complete Declaration – For Companies whose Nature of Business is 'Investigation and Security'

Declaration

* Employer's Acknowledgement

- 38-1 I declare that I have informed the affected employees that:
- Overtime work is not compulsory, even if this application is approved.
 - Overtime is paid at a minimum rate of 1.5 times the hourly basic rate of pay.
 - The exemption, if granted, allows an employee to work more than 72 hours of overtime per month.
 - The exemption, if granted, does not apply to pregnant employees and those under the age of 18 years.

< Back **38-2** Save as draft **Submit** > **38-3** X Cancel

38-1 Check **Declaration** for Employer's Acknowledgement

38-2 Click on **Submit** button to proceed for submission, or click on **Save as draft** button to save the application as draft

38-3 Click on **Cancel** to return to dashboard page

Complete Declaration – Non-Security Company

Step 12 - B: Complete Declaration – Non-Security Company

Note: 'Risk Assessment Details' section is made visible only when the 'Nature of Business' in Company Details page is selected as any other values except "Investigation and Security"

Declaration

* Risk Assessment Details

I affirm that risk assessment was conducted for the above activities for the purpose of work to be undertaken during the overtime exemption period.

The risk assessment has taken into consideration (a) the length of extended working hours and (b) the types of work and workload of employees and include, where applicable, adjusted exposure limits to chemical/noise and assessment of heat stress and manual material lifting. The risk level takes into account all implemented risk control measures.

The work activities undertaken during this period are of LOW RISK as endorsed by a WSH Auditor indicated below and do not include activities which are listed [here](#). I understand that I will be to produce for inspection the endorsed Risk Register by the named WSH Auditor when to do so. I also understand that if fail to produce the said endorsed Risk Register, my application and/or exemption given will be rendered invalid and void.

38-1 * Name of SAC - Auditing Organisation

* Name of WSH Auditor

38-2 I declare that the above information and that the Risk Register of Work Activities (if applicable) given by me are true and correct to the best of my knowledge and belief, knowing that I shall be liable to prosecution if I wilfully stated anything to be false and did not believe to be true.

* Employer's Acknowledgement

38-3 I declare that I have informed the affected employees that:

- Overtime work is not compulsory, even if this application is approved.
- Overtime is paid at a minimum rate of 1.5 times the hourly basic rate of pay.
- The exemption, if granted, allows an employee to work more than 72 hours of overtime per month.
- The exemption, if granted, does not apply to pregnant employees and those under the age of 18 years.

38-4 < Back Save as draft Submit >

38-5 X Cancel

38-1 Fill in **Name of SAC – Auditing Organisation** and **Name of WSH Auditor**

38-2 Check **Declaration** for Risk Assessment Details

38-3 Check **Declaration** for Employer's Acknowledgement

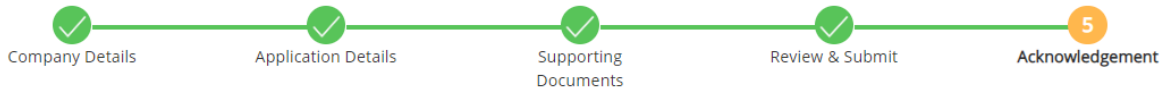
38-4 Click on **Submit** button to proceed for submission, or click on **Save as draft** button to save the application as draft

38-5 Click on **Cancel** to return to dashboard page

View Acknowledgement

Step 13: View Acknowledgement of Submission

Overtime Exemption (OTE) Application



✔ Your application has been submitted.

Application No.	MOM/OTE72/201911/00002
Application Type	Overtime Exemption (72 hours per month)
Submission Date	05/11/2019

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Save as Pdf

What's Next?

We will process the application and contact you for more details if required.
Please login after three working days to view the officer assigned to your application.

Continue Browsing

Overtime Exemption Dashboard Page
eServices and Forms
MOM Website Homepage

40

39

Click on **Save as Pdf** button to generate acknowledgement page

You may refer to [Annex B](#) for a sample acknowledgement page

40

Click on **Overtime Exemption Dashboard Page** hyperlink to view all OTE listing

Note: Processing Officer's name will only be available 3 working days after submission

View OTE Dashboard – Submitted OTE Applications

Step 14: View Submitted OTE applications in Dashboard

Submitted Application

42 * Submission Date From * Submission Date To

dd/mm/yyyy dd/mm/yyyy

43 18 Items | Page 1 2 >>

S/N	Application No.	Processing Officer	Application Type	Exemption Period Sought	Approved Exemption Period	Submission Date	Status	Submitted By
1	MOM/OTE72/201911/00002 9 BOON KENG ROAD, Singapore 330009		72 hours per month	06/11/2019 to 30/11/2019		05/11/2019	Submitted	Jason
2	MOM/OTE72/201911/00001 226 JURONG EAST STREET 21, #12-2, Singapore 600226		72 hours per month	01/12/2019 to 31/08/2020		01/11/2019	Submitted	James
3	MOM/OTE72/201910/00008 7 BOON KENG ROAD, Singapore 330007		72 hours per month	31/10/2019 to 31/10/2019		30/10/2019	Submitted	Jason
4	MOM/OTE72/201910/00007 9 BOON KENG ROAD, Singapore 330009		72 hours per month	31/10/2019 to 31/10/2019		30/10/2019	Submitted	James
5	MOM/OTE72/201910/00006 131C LORONG 1 TOA PAYOH, #2-2, Singapore 313131		72 hours per month	31/10/2019 to 15/11/2019		29/10/2019	Submitted	Jason
6	MOM/OTE12/201910/00003 404 ADMIRALTY LINK, Singapore 750404		12 hours per day	23/10/2019 to 31/10/2019		23/10/2019	Submitted	Jason
7	MOM/OTE72/201910/00005 213 JURONG EAST STREET 21, #3-22, Singapore 600213	OTE Processing Officer 1	72 hours per month	30/11/2019 to 30/04/2020		22/10/2019	Submitted	Jason
8	MOM/OTE72/201910/00004 226 JURONG EAST STREET 21, #3-22, Singapore 600226	OTE Processing Officer 1	72 hours per month	01/11/2019 to 30/04/2020		22/10/2019	Submitted	Jason

41 View the list of **Submitted Applications** in Dashboard page

42 Fill in **Submission Date From** and **Submission Date To** and click on **Search** button to view the list of Submitted Applications within the defined time period

43 Click on Page Number to navigate to other pages

View OTE Dashboard – Draft OTE Applications

Step 15: View Draft OTE applications in Dashboard

Overtime Exemption (OTE) Application

⊕ New Application

Draft Application

Please note that the document will be saved as draft for 14 days.

Draft	Application Type	Exemption Period Sought	Creation / Updated Date	Created / Updated By
Draft			07/11/2019	TEMPORARY_USER_ID 
Draft	277 ORCHARD ROAD, ORCHARD GATEWAY, Singapore 238858	72 hours per month	31/10/2019 to 31/10/2019	30/10/2019 TEMPORARY_USER_ID 

44

Click on **Draft** hyperlink to view and edit OTE application details

45

Click on trash bin icon to delete draft OTE application

Annex A

Browser Requirement

- Google Chrome
- Internet Explorer
- Firefox
- Microsoft Edge

Annex B

Sample Acknowledgement Page



Your application has been submitted.

Application No.	MOM/OTE72/XXXXXX/XXXXX
Application Type	Overtime Exemption (72 hours per month)
Submission Date	XX/XX/XXXX

What's Next?

We will process the application and contact you for more details if required.

Please login after three working days to view the officer assigned to your application.