

# Step by Step Guide to create Non-Notifiable Workplace Record

All ▾ get workplace number

Workplace safety and health hotline - Report workplace safety and health violations e.g. not wearing personal protective equipment such as safety harness and helmets, work dangerously at the edge of buildings, etc.  
6317 1111 (local callers, weekday only)

eService	Create Non-notifiable Workplace Record and Workplace Number
Related qn	How do I get a workplace number to perform WSH transactions if my worksite doesn't need to be registered?
Page	Protect your workplace
Related qn	When can I use PayNow to pay for work pass-related charges? ↳ Where to enter the bill reference number
Newsroom	Fewer workplace fatalities in 2018, but number of non-fatal injuries grew
Pte related qn	Step by step for certificate number bizsafe
Pte related qn	FDW WASH CARS - Issue number 1632092
Page	Workplace safety and health officer
Page	Workplace safety and health reports and statistics

View all results →

## Step 1

- Go to MOM website, [www.mom.gov.sg](http://www.mom.gov.sg)
- Search keyword, 'get workplace number'
- Select '**Create Non-notifiable Workplace Record and Workplace Number**'

# Step by Step Guide to create Non-Notifiable Workplace Record

WSH eServices

## Step 2

- For companies, please log in via 'For Business Users'.

**For  
Business  
Users**

*Log in with Singpass*

**For  
Individual  
Users**

*Log in with Singpass*

# Step by Step Guide to create Non-Notifiable Workplace Record



[Create Non-Factory Workplace](#) / [Search Occupier](#)

## Create Non-Factory Workplace

### Search Occupier

Find an occupier in the table below. You can search for an occupier using the search box below.

Select
UEN
Organisation Name

### Step 3

- Select UEN or Organisation name to search for Occupier record to create the record.
- This step is bypassed if you have logged in by CorpPass

# Step by Step Guide to create Non-Notifiable Workplace Record

## Step 4

- Select the correct Occupier record.
- This step is bypassed if you have logged in by CorpPass

### Search Occupier

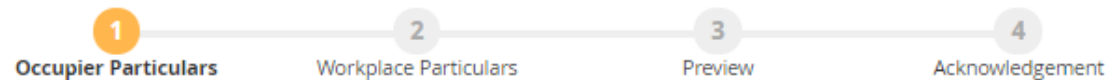
Find an occupier in the table below. You can search for an occupier using the search box below.

Organisation Name ▾ ABC  Search

459 items | Page 1 2 3 4 5 >

<u>UEN</u>	<u>ORGANISATION NAME</u>	<u>ADDRESS</u>	<u>TYPE OF ESTABLISHMENT</u>
XXXXXXX	ABC NAM MAY PHOTO CO	1 XX Street Singapore XXXXXX	Other personal service activities n.e.c.
XXXXXXX	ABC & CO FOOD SUPPLIERS	123 XXX Street Singapore XXXXXX	Retail sale of fruits and vegetables

# Step by Step Guide to create Non-Notifiable Workplace Record



## Occupier Particulars

UEN :

XXXXXXX

Occupier Name :

ABC NAM MAY PHOTO CO

Postal Code

\* 339946

Get Address

Block/House No.

1500

Street Name

BENDEMEER ROAD

Floor No.

Unit No.

Building Name

MINISTRY OF MANPOWER SERVICES CE

### Step 5

- Fill in the required fields for Occupier and Workplace particulars.

**Caution:** Latest amendments to Occupier details (e.g. address, contact number or email) will be updated for all active workplace records under UEN of the Occupier.

This will affect subsequent MOM correspondences to the Occupier (e.g. statutory equipment notices )

# Step by Step Guide to create Non-Notifiable Workplace Record



## Workplace Particulars

Workplace Name :

XXXXXXX

If different with Occupier Name

\* Postal Code

Get Address

Block/House No.

Street Name

Floor No.

Unit No.

Building Name

### Step 6

**Note:** Under Workplace Particulars, please key in the location details where the work concerned is to be carried out (not company ACRA address).

- Fill in the postal code of the workplace premises, where available.
- For construction worksite which is carried out at various locations with postal code (e.g. Painting works on Block 11 to 15 at WXY Street ). You may key in one postal code under workplace particulars and key in the other locations details in remarks field. (See **Step 10** )

# Step by Step Guide to create Non-Notifiable Workplace Record

## Unstructured Address

Only applicable where postal code is not available.

MUKIM/T.S	LOT NO.	ACTION
MK 03	01234A	<a href="#">Edit</a> <a href="#">Remove</a>

### ⊖ Add Unstructured Address

\* MK

MK

\* TS

\* LOT NO.

Add

Mukim Street Name

123 WXY STREET

### Step 7

- For construction worksites only, please key in the mukim address and Lot number of your worksite as stated in your Letter of Award where applicable.

# Step by Step Guide to create Non-Notifiable Workplace Record

## Search SSIC Code

Please key a keyword to search

\* construction

Search

### Step 8

- You can search by keyword (e.g. construction, painting, demolition) that describe your work activity carried out at the premises and select the appropriate SSIC.

SSIC CODE	PLEASE KEY A KEYWORD TO SEARCH
41001	GENERAL CONTRACTORS (BUILDING CONSTRUCTION INCLUDING MAJOR UPGRADING WORKS)
41009	BUILDING CONSTRUCTION N.E.C.
42101	GENERAL CONTRACTORS (NON-BUILDING CONSTRUCTION)
42102	ROAD CONSTRUCTION
42103	BRIDGE, TUNNEL, VIADUCT AND ELEVATED HIGHWAY CONSTRUCTION
42201	WATER AND GAS PIPE-LINE AND SEWER CONSTRUCTION
42202	COMMUNICATIONS AND POWER LINE CONSTRUCTION
42902	DAM AND DRAINAGE CONSTRUCTION
42903	MARINE CONSTRUCTION (E.G. HARBOURS, PIERS, DOCKS, WHARVES)
42909	CONSTRUCTION OF OTHER CIVIL ENGINEERING PROJECTS N.E.C. (E.G. PLAYGROUND SYSTEMS)



# Step by Step Guide to create Non-Notifiable Workplace Record

Unstructured Address

## Search SSIC Code

Please key a keyword to search

\* 41001

Search

1 items | Page 1

SSIC CODE	PLEASE KEY A KEYWORD TO SEARCH
41001	GENERAL CONTRACTORS (BUILDING CONSTRUCTION INCLUDING MAJOR UPGRADING WORKS)

### Step 9

- You can also search by specific SSIC that describe your work activity carried out at the premises and retrieve the SSIC for selection.

Contact No.

Mobile No.

Fax No.

# Step by Step Guide to create Non-Notifiable Workplace Record

Total No. of Workers

\* 100

SSIC

\* 41009-BUILDING CONSTRUCTION N.E.C.

Get SSIC

Contact No.

64385122

Mobile No.

|

Fax No.

Remarks :(Maximum No. of Charecters: 1000)

REPAIRS AND REDECORATION TO 5 BLOCKS OF FLATS AT BLOCK 11,12,13,14 &15 AT 1 WXY STREET (CONTRACT REF: AA-01-0123)

\* Reason of Non-Factory Workplace

## Step 10

For **construction work sites**, please key in the remarks field your worksite's **Project Description** and **contract reference number** stated in your **Letter of Award** issued by the developer/owner.

Subscription Information

Updated 1 Aug 2019

# Step by Step Guide to create Non-Notifiable Workplace Record

Remarks :(Maximum No. of Charecters: 1000)

REPAIRS AND REDECORATION TO 5 BLOCKS OF FLATS AT BLOCK  
11,12,13,14 &15 AT 1 WXY STREET (CONTRACT REF: AA-01-0123)

Reason of Non-Factory Workplace

\*

Reason of Non-Factory Workplace

- Reason of Non-Factory Workplace
- Submit examination results for Lifting Equipment
- Submit examination results for Pressure Equipment
- Submit statutory medical examination results
- Submit hygiene monitoring results
- Submit noise monitoring results

## Step 11

- Select the appropriate reason from pull-down menu to create the non-notifiable workplace record.

✕ Cancel

Mobile No.  
91110000

Fax No.

Remarks :(Maximum No. of Charecters: 1000)

Reason of Non-Factory Workplace  
\* Others

Please specify the reason(Maximum No. of Charecters: 200)  
You can key in reasons in free text here after selecting 'Others'

### Subscription Information

[+ Add Subscription](#)

[< Back](#)

[Continue >](#)

[X Cancel](#)

### Step 11A

- if none of the reasons in pull-down menu are applicable, you may select 'Others' and elaborate the necessary details in free text in text box provided.
- You may also key in your worksite's Project Description and contract reference number stated in your Letter of Award issued by the developer/owner, if you have not already done so earlier.

# Step by Step Guide to create Non-Notifiable Workplace Record

## Subscription Information

### ⊖ Add Subscription

Name  
\* NAME OF PERSON  
\_\_\_\_\_  
Email  
\* |  
\_\_\_\_\_  
\* Contact No.  
\_\_\_\_\_

### Step 12

- You can subscribe to email notification for any reported incidents for your workplace premises to be created.
- Please refer to [MOM website](https://www.mom.gov.sg/workplace-safety-and-health/work-accident-reporting/wsh-alert-service-ireport-and-snapmom) for information ;  
( <https://www.mom.gov.sg/workplace-safety-and-health/work-accident-reporting/wsh-alert-service-ireport-and-snapmom> )

< Back

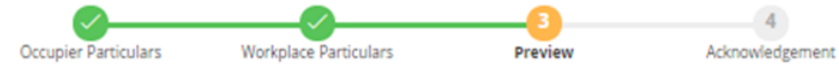
Continue >

✕ Cancel

# Step by Step Guide to create Non-Notifiable Workplace Record

Create Non-Factory Workplace /Workplace Preview

## Create Non-Factory Workplace



### Occupier Particulars Edit

UEN : XXXXXXXXXXXX  
Occupier Name : ABC NAM MAY PHOTO CO  
Postal Code : 339946  
Block/House No. : 1500  
Street Name : BENDEMEER ROAD  
Floor No. :  
Unit No. :  
Building Name : XXXXXXXXXXXX  
Establishment Type : XXXXXXXXXXXX  
Telephone No. : 64385122  
Mobile No. :  
Fax No. :  
Email : XXXXXXXXXXXX  
Additional Mode of Notification :  SMS

### Step 13

- Preview your submission to ensure data keyed in is accurate and correct.

### Particulars of the Person Furnishing Details for this Transaction

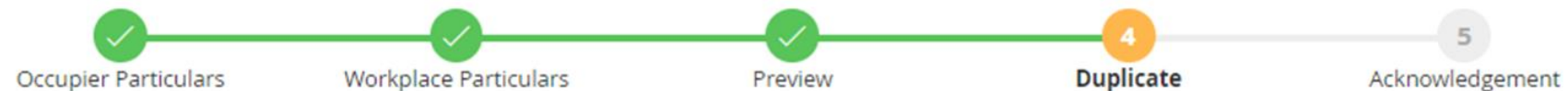
Name of Contact Person : XXXXXXXXXXXX  
ID Type : NRIC  
ID No. : XXXXXXXXXXXX  
Designation : Manager  
Telephone No. : XXXXXXXXXXXX  
Mobile No. : XXXXXXXXXXXX  
Fax No. :

# Step by Step Guide to create Non-Notifiable Workplace Record



Create Non-Factory Workplace /Duplicate Workplace

## Create Non-Notifiable Workplace



Our system shows that the workplace location already has existing workplace record(s) as listed below. Please use an existing workplace number for the premises instead of creating a duplicate workplace record. If you wish to amend the details you have keyed in earlier, please click on the "Back" button. If there are still reasons for you to create an additional record, please click on the "Proceed" button.

### Duplicate Workplace

WORKPLACE NO.	WORKPLACE NAME	WORKPLACE ADDRESS
XXXXXXXX0001	Sample Name of Workplace	XX STREET NAME SINGAPORE XXXXXX

[Back](#)

[Proceed](#)

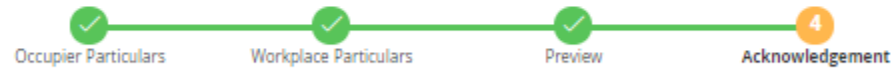
### Step 13A

- Please note if there are any duplicate workplace records at the same location, you should use the existing workplace record where applicable.
- If not, please click 'Proceed'.

# Step by Step Guide to create Non-Notifiable Workplace Record

Create Non-Factory Workplace / Acknowledgement

## Create Non-Notifiable Workplace



### Success

The non-factory workplace has been successfully submitted.

- Please note that you have created a non-factory workplace record for the premises below. This record is not a factory notification or factory registration for the mentioned premises. It does not exempt you from the requirement to notify or register the premises as a factory with MOM where required under the Workplace Safety and Health (Registration of Factories) Regulations.
- You may note down and use the following workplace number for references to the non-factory premises with MOM.

UEN : 01236600E  
Occupier Name : ABC NAM MAY PHOTO CO  
Workplace No : 01236600E0001  
Workplace Address :

## Step 14 [END]

- Please note the workplace number created, the format of the workplace number is your entity UEN followed by 4 digits.
- Please print the acknowledgement page for your future reference. You will not be able to retrieve the acknowledge page after closing this transaction window.