

Application for Extension of Employee's Suspension Period User Guide

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0.1 Log in with Singpass

1 Go to the **Apply for extended suspension** e-Service at <https://www.mom.gov.sg/eservices/services/apply-for-extended-suspension>

2 Click on **Apply for extended suspension with Singpass**

3 Scan the QR code with the Singpass mobile app, or enter your Corppass ID and password.

4 If you have access to multiple entities, select the UEN / Entity ID you want to transact on behalf of

1.1 Start New Application

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[Home](#) > [Extend Suspension](#)

 MOM officers will never ask you to transfer money or disclose bank log-in details over a phone call or email. Find out more on how to [transact safely and securely](#). Call the 24/7 ScamShield Helpline on 1799 if you are unsure if something is a scam.

My Application(s)

 New Application

What are you looking for?

Created/Submitted Date From/To

Pending Action [Completed](#)

No data available

5

Click on **New Application**

1.2 Review Important Notes

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[Extend Suspension](#) > [Extend Suspension Application](#)

- 1 Declaration
- 2 Company Details
- 3 Application Details
- 4 Supporting Documents
- 5 Review
- 6 Confirm

Important notes

- Under the Employment Act, employers are required to obtain approval from the Commissioner for Labour (COL) if they need to suspend an employee from work beyond one week (7 calendar days) for the purpose of conducting an inquiry into an alleged misconduct.
- The employee and union (if applicable) must be notified of the intention to extend the suspension period. If no misconduct is found after inquiry, the employer must restore any salary that was withheld during the suspension.
- The company must hold an inquiry into the misconduct before applying to extend the suspension. Please also ensure that all relevant documentation is properly maintained during the suspension.
- Please submit this application at least 3 working days before the end of the existing suspension. This will allow MOM sufficient time to assess and process the application.
- There is no restriction to the duration of extended suspension. The Commissioner for Labour will consider the reasons for suspension and the remuneration during suspension before deciding on the application.

To complete the form, you will need:

- Initial suspension letter issued to the employee(s).
- Email from the internal inquiry team / Board of Inquiry conducting the inquiry.

Estimated time:

- 10 minutes

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Review Important notes

7

Click on **Continue** to proceed, or **Back**

1.3 Enter Company Details

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1 Declaration

2 Company Details

3 Application Details

4 Supporting Documents

5 Review

6 Confirm

Company Details

Company Name

Company ABC

UEN

123456789A

Is My Company Unionised

☒ Yes ☐ No

Name of Union

National Trades Union Congress

8a

Input Company Details

Correspondence Details

Correspondence Name

John Doe

Designation

Director

Office No

+65 61234567

Mobile No

+65 90099009

Email Address

John.Doe@abc.com

Postal Code

123456

Get Address

Street Name

ABCDE Street

Building Name

-

Block or House No

51

Floor No

05

Unit No

01

← Back

Continue →

8b

Input Correspondence Details

Enter **Postal Code** and click on **Get Address** to retrieve address details automatically

9

- To proceed to the next step, click on **Continue**
- To return to previous page, click on **Back**
- To save inputs without proceeding, click on **Save Draft**

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1.4 Enter Application Details

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Ministry of Manpower

Profile

Extend Suspension > Extend Suspension Application

Declaration

Company Details

Application Details

Supporting Documents

Review

Confirm

Details of Suspended Employee

Name

Tan Hong Hong

Jay Do

☒ NRIC

☐ FIN

NRIC

S4483305J

S1234567A

Event Coordinator

Monthly Salary

3800

XX00

Contact No

+65 80088008

Email

Tan.HH@abc.com

Jay.Do@abc.com

10 Input Details of Suspended Employee

Details of Application for Extension to Suspension Period

Initial Suspension Date

01 Apr 2026

Start Date of Extend Suspension

08 Apr 2026

End Date of Extended Suspension

30 Apr 2026

Salary to be paid to employee during extended suspension period

☒ Full Pay

☐ Half Pay

☐ Commision based

Is the suspended employee allowed to work elsewhere to supplement his/her income?

☐ Yes

☒ No

Who directed the inquiry?

☒ Company

☐ Others

Justification to Extend Suspension Period

Reason for an extension to the suspension period

☒ More time to complete internal inquiry

☐ Others

Please provide a detailed summary leading to the suspension

Repeated violation of safety policy 32(A).

Reason for suspension

☐ Theft/Dishonesty

☐ Immoral Conduct at Work

☒ Violation of company policies / Safety violation

☐ Insubordination / Disrespectful behavior / Workplace violence / Harassment

☐ Inappropriate Social Media Posting

☐ Others

Continue

11 Input Details of Application for Extension to Suspension Period

12 Input Justification to Extend Suspension Period

13 Click Continue

7

1.5 Upload Supporting Documents

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 Ministry of Manpower  Profile

Extend Suspension > [Extend Suspension Application](#)

Progress: Declaration (✓) Company Details (✓) Application Details (✓) **4 Supporting Documents** 5 Review 6 Confirm

Supporting Documents

Letter of initial suspension to the employee

 Drag and drop or browse files
Pdf only. 5MB max file size.

Letter_Suspension.pdf 31KB [View](#) 

Email from internal Inquiry Team / Board of inquiry conducting the inquiry (Optional)

 Drag and drop or browse files
Pdf only. 5MB max file size.

Email_Inquiry.pdf 31KB [View](#) 

[← Back](#) **Continue →**

14 Either **Drag-and-Drop** or **Click** to upload supporting documents

15 Click **Continue**

1.6 Review Application Details & Submit

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Ministry of Manpower

Profile

Extend Suspension

Extend Suspension Application

Declaration

Company Details

Application Details

Supporting Documents

Review

Confirm

Company Details

Company Name

Company ABC

UEN

123456789A

Is My Company Unionised

Yes

Name of Union

ABCDE Union

Company's Correspondence

Correspondence Name

John Doe

Designation

Director

Office No

61234567

Mobile No

90099009

Email Address

John.Doe@abc.com

Company's Correspondence

Postal Code

123456

Street Name

ABCDE STREET

Building Name

Block or House No

51

Floor No

05

Unit No

01

Details of Suspended Employee

Name

Jay Do

Designation

Event Coordinator

BasicMonthlySalary

XX00

Contact

80088008

Email

S1234567A

Details of Application for Extension to Suspension Period

Initial Suspension Date

20260401

Start Date of Extend Suspension

20260408

End date of Extended Suspension

20260430

Salary to be paid to employee during extended suspension period

Full Pay

Is the suspended employee allowed to work elsewhere to supplement his/her income?

No

Who directed the inquiry?

Justification to Extend Suspension Period

Reason for an extension to the suspension period

More time to complete internal inquiry

Details summary leading to the suspension

xxx

Reason for suspension

Violation of company policies / Safety violation

Supporting Documents

Letter of initial suspension to the employee

Letter_Suspension.pdf

View

Email from internal inquiry Team / Board of inquiry conducting the inquiry (Optional)

Email_Inquiry.pdf

View

Declaration

The employee and union (if applicable) have been notified of the intention to extend the suspension period for the purpose of conducting inquiry into misconduct.

The information provided in this application is true to the best of my knowledge.

☒ I hereby have agree to the above declaration.

Back

Submit

- 16 Review application details
- 17 Click to acknowledge Declaration
- 18
 - To edit any section, click on **Back**
 - To proceed to submit, click **Submit**

1.7 View Submission Acknowledgement Page

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Ministry of Manpower [Profile](#)

[Extend Suspension](#) > [Extend Suspension Application](#)

✓ **Success**

Your application to extend suspension has been submitted.

Application Details

Application No	LRWD/SUSP/202605/00059
Submission Date/Time	28/05/2026 06:28 PM

Next Steps

- 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

- [eServices and Forms](#)
- [MOM Website Homepage](#)

[Back to Dashboard](#) →

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Once submitted, you will see an acknowledgement page confirming your application is submitted.

Application no. and submission date/time is shown.

20

Click **Back to Dashboard** to return to dashboard

1.8 View Application Outcome

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My Application(s)

+

New Application

What are you looking for?

Q

Created/Submitted Date From/To

DD/MM/YYYY

DD/MM/YYYY

Q Search

Clear

Pending Action

Completed

Application No	Submission Date	Suspension Start	Suspension End	Submitted By	Case Officer	Status	Actions
LRWD/SUSP/202606/00036	19/06/2026	12/06/2026	26/06/2026	NATHAN SMITH	AN IO 3	Processing	Withdraw

1 to 1 of 1

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21 After application submission, Under the “Pending Action” tab, “Status” column will show “Processing”

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My Application(s)

+

New Application

What are you looking for?

Q

Created/Submitted Date From/To

DD/MM/YYYY

DD/MM/YYYY

Q Search

Clear

Pending Action

Completed

Application No	Submission Date	Suspension Start	Suspension End	Submitted By	Case Officer	Status	Actions
LRWD/SUSP/202606/00036	19/06/2026	12/06/2026	26/06/2026	NATHAN SMITH	AN IO 3	Approved	Download Outcome

1 to 1 of 1

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22 For application with completed processing, Under “Completed” tab, view outcome under “Status” column. You may download the digital outcome letter under “Actions”