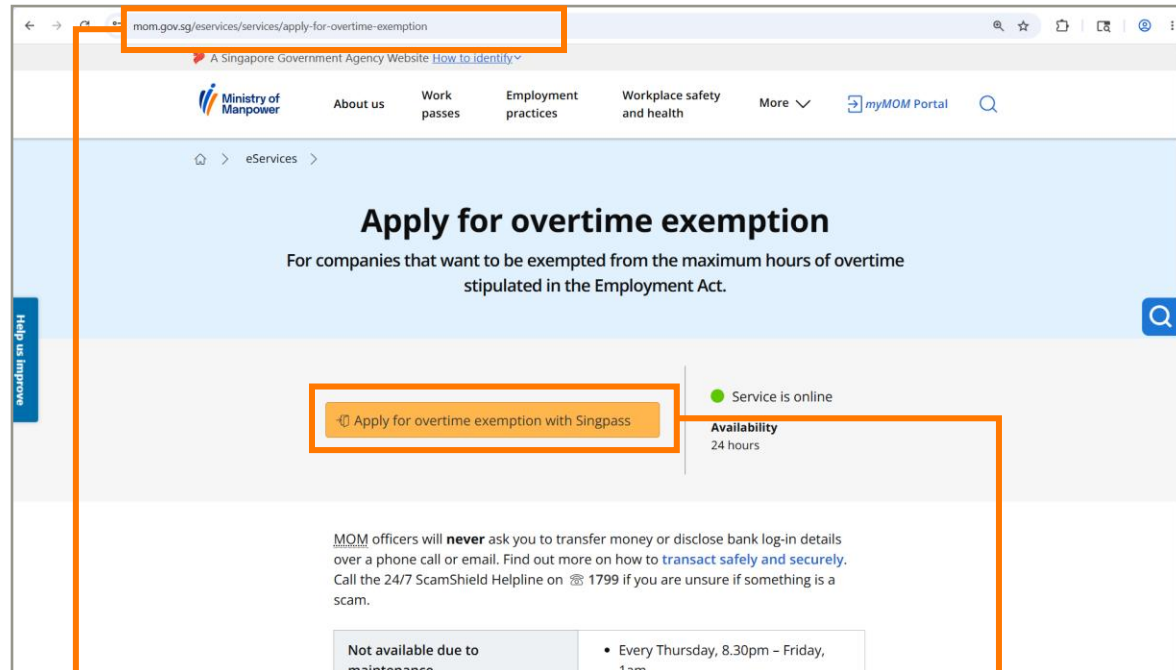


Overtime Exemption (OTE) Application User Guide

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Update Application based on Case Officer's Remarks	
3.1	Update Application based on Case Officer's Remarks

0.1 Log in with Corppass

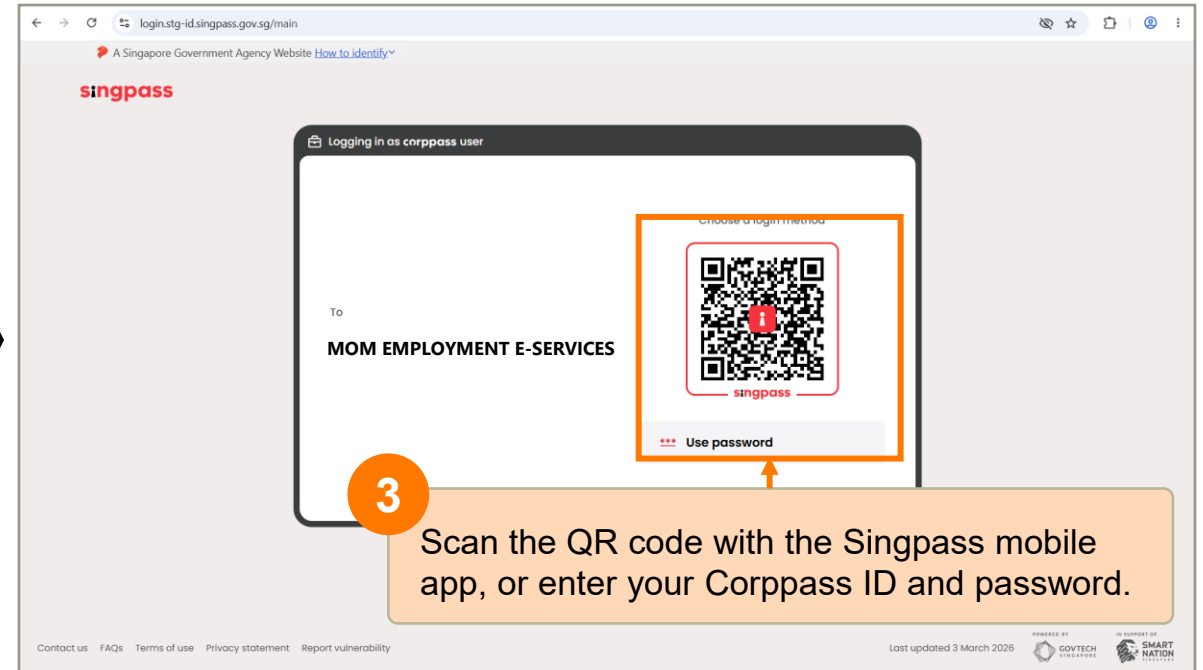


1

Go to the **Apply for Overtime Exemption** e-service at <https://www.mom.gov.sg/eservices/services/apply-for-overtime-exemption/>

2

Click on **Apply for overtime exemption with Corppass**

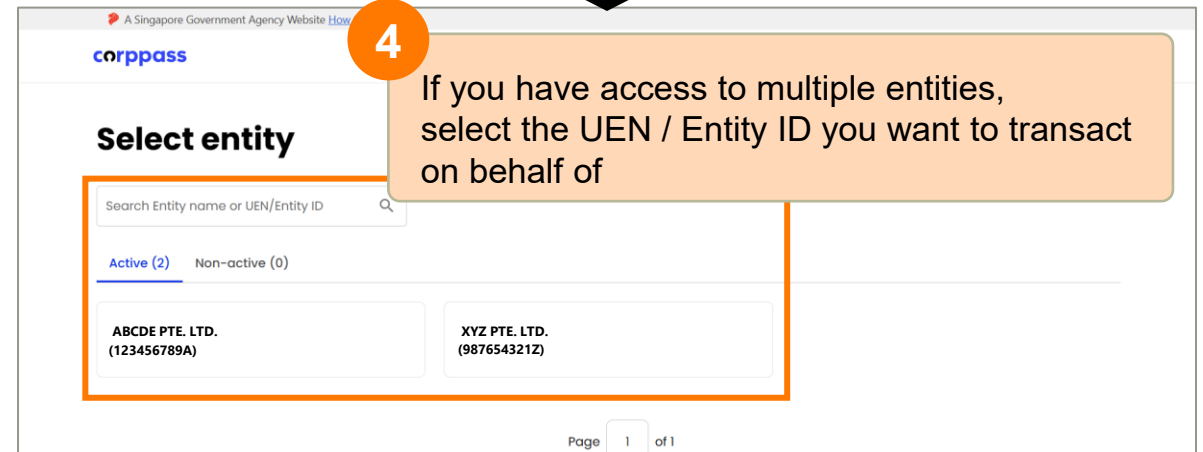


3

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

A Singapore Government Agency Website

How to identify

Ministry of Manpower

Profile

Home > Overtime Exemption

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.

Resume your saved draft(s) or start a new form
Note: Drafts will be auto-deleted after 14 calendar days from date of creation.

My Application(s)

New Application

What are you looking for?

Submission Date From/To

DD/MM/YYYY

DD/MM/YYYY

Search

Clear

Draft (1)

Pending Action

Completed

S/N	Application No	Application Type	Created Date	Latest Saved Date	Draft Expiry Date	Exemption Period	Actions
1	LRWD/OTE/202605/00150	-	19/05/2026	19/05/2026	02/06/2026	-	Edit Delete

1 to 1 of 1

< Prev

1

Next >

5

Click on **New Application**

1.2 Enter Company Details

A Singapore Government Agency Website [How to identify](#) 

Ministry of Manpower

Overtime Exemption > Overtime Exemption Application

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

Company Details

Company Name

UEN
123456789A

Nature of Business

Write Up of Business Activities

(1972 characters left)

Correspondence Details

Correspondence Name

Designation

Office No

Mobile No

6

Input the following:

- Company Details
- Correspondence Details
- Risk Assessment Details

Email Address

Postal Code

Street Name
ABCDE Street

Building Name
-

Block or House No
51

Floor No

Unit No

Risk Assessment Details

If you have selected "Investigation and Security" for Nature of Business, please indicate "NA" for the fields below

Name of SAC - Auditing Organisation

Name of WSH Auditor
 d

← Back



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

7

- 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**

1.3 Enter Application Details

A Singapore Government Agency Website

How to identify

Ministry of Manpower

Profile

Overtime Exemption

Overtime Exemption Application

Company Details

Application Details

Supporting Documents

Review

Confirm

Application Details

Type of Exemption

Reason(s) for Seeking Overtime Exemption

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

Period of Exemption Sought From

Period of Exemption Sought To

Date of Expiry For The Previous Exemption Granted (If Any)

8a

Input the following:

- Type of Overtime Exemption, Reason(s) for Seeking Overtime Exemption, Measures Taken & Efforts to Reduce Excessive Hours

Lightbulb icon

Date for 'Period of Exemption Sought from' must be at least 3 months after today's date and must fall after the expiry of any current overtime exemption granted to your company.

Is My Company Unionised

Name of Union

Is the Union Supportive of My Application

Workplace Address Required for Overtime Exemption

Street Name

Building Name

Block or House No

Floor No

Unit No

Classification of Employees Requested to Work Overtime

S/N	Occupation	Department	Detailed Job Scope	No of Singapore Citizens and PRs	No of Foreign Employees	Avg Working Day	Action
1	Event Coordinator	Event Management	View	2	5	6	Edit Delete
2	Logistics Coordinator	Logistics	View	1		6	Edit Delete

Add New Classification

8b

Input the following:

- Period of Exemption Sought From & To, Date of Expiry of Previous Exemption Granted (if any)
- Company Unionization
- Workplace Address

Lightbulb icon

Select this checkbox if correspondence address is the same as workplace address

9

Click on Add New Classification

Back

Continue

Save draft

Last saved 20/05/2026 06:56:13PM

1.5 Upload Supporting Documents

A Singapore Government Agency Website [How to identify](#)

Ministry of Manpower [Profile](#)

Overtime Exemption > Overtime Exemption Application

Company Details Application Details Supporting Documents Review Confirm

Supporting Documents

Templates for documents can be found under the section "What documents and information do I need before I apply?" on the following page:
<https://www.mom.gov.sg/eservices/services/apply-for-overtime-exemption>

Acknowledgement Form Signed by Affected Employees

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

Acknowledgement_Form_Signed.xlsx 43KB View

Union Acknowledgement Form

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

Union_Acknowledgement_Form.xlsx 43KB View

Summary of Overtime Hours for 10 Employees for Each of the Affected Occupation

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

OTE_Hours.xlsx 43KB View

One Copy of Latest Employment Contract / Key Employment Terms (KETs) Signed by Employee

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

Employment_Contract_Signed.pdf 29KB View

Pay Slips and Time Records of 5 Employees for the Most Recent 3 Months, Combined to a Single PDF File

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

PaySlips_TimeRecords.pdf 29KB View

Latest CPF Records for 3 Months for all Eligible Employees

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

CPF_Records.pdf 29KB View

Endorsement of Risk Register by Approved WSH Auditor

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

Endorsed_Risk_Register.xlsx 43KB View

Supporting Documents to Substantiate Measures Taken and Efforts Made by the Company to Reduce the Need for Overtime Hours

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

Supporting_Doc.pdf 29KB View

Work Schedule (Where Applicable)

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

Collective Agreement (Where Applicable)

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

Latest Copy of Employees Handbook (Where Applicable)

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

[← Back](#) [Continue →](#) [Save draft](#)

14

Attach supporting documents, according to specified:

- file formats (e.g. xlsx, jpg, png, pdf)
- maximum file size of 5MB per file

For document templates, refer to section 'What documents and information do I need before I apply' at

<https://www.mom.gov.sg/eservices/services/apply-for-overtime-exemption>

15

Click on **Continue**

1.6 Review Application Details & Submit

A Singapore Government Agency Website

How to identify

Ministry of Manpower

Profile

Overtime Exemption

Overtime Exemption Application

Company Details

Application Details

Supporting Documents

Review

Confirm

Company Details

Correspondence Details

Correspondence Details

Risk Assessment Details

Company Name

Company ABC

UEN

123456789A

Nature of Business

Exhibition and Event Management

Write Up of Business Activities

Organize and execute events.

Correspondence Name

John Doe

Designation

Director

Office No

61234567

Mobile No

90099009

Email Address

John.Doe@abc.com

Postal Code

123456

Street Name

ABCDE STREET

Building Name

Block or House No

51

Floor No

05

Unit No

01

Name of SAC - Auditing Organisation

XYZ Pte. Ltd.

Name of WSH Auditor

DEF Pte. Ltd.

Application Details

Application Details

Classification of Employees Requested to Work Overtime

Type of Exemption

Overtime exceeding 72 hours per month

Reason for Seeking Overtime Exemption

One-off peak event period requiring additional hours for setup, live operations, coordination, and dismantling within fixed client schedules and venue access windows.

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

We have planned manpower in advance, staggered schedules where possible, assigned duties efficiently, engaged temporary support where available, and will arrange rest or time off after the event period where possible.

Period of Exemption Sought From

01 Jun 2026

Period of Exemption Sought To

12 Jun 2026

Is My Company Unionised

Yes

Name of Union

ABCDE Union

Is the Union Supportive of my Application

Yes

Postal Code

123456

Street Name

ABCDE STREET

Building Name

Block or House No

51

Floor No

05

Unit No

01

S/N

Occupation

Department

Detailed Job Scope

No of Singapore Citizens and PRs

No of Foreign Employees

Average Working Days per W

1

Event Coordinator

Event Management

View

2

5

6

2

Logistics Coordinator

Logistics

View

1

6

6

Supporting Documents

Declaration

Acknowledgement Form Signed by Affected Employees

Acknowledgement_Form_Signed.xl...

View

Union Acknowledgement Form

Union_Acknowledgement_Form.xlsx

View

Summary of Overtime Hours for 10 Employees for Each of the Affected Occupation

OTE_Hours.xlsx

View

One Copy of Latest Employment Contract / Key Employment Terms (KETs) Signed by Employee

Employment_Contract_Signed.pdf

View

Pay Slips and Time Records of 5 Employees for the Most Recent 3 Months, Combined to a Single PDF File

PaySlips_TimeRecords.pdf

View

Latest CPF Records for 3 Months for all Eligible Employees

CPF_Records.pdf

View

Endorsement of Risk Register by Approved WSH Auditor

Endorsed_Risk_Register.xlsx

View

Supporting Documents to Substantiate Measures Taken and Efforts Made by the Company to Reduce the Need for Overtime Hours

Supporting_Doc.pdf

View

Work Schedule (Where Applicable)

No files uploaded.

Collective Agreement (Where Applicable)

No files uploaded.

Latest Copy of Employees Handbook (Where Applicable)

No files uploaded.

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 12 hours per day.

The exemption, if granted, does not apply to pregnant employees and those under the age of 18 years.

☒

I acknowledge and agree to the information and statements above.

← Back

Submit →

- 16 Review application details
- 17 Click to acknowledge Declaration
- 18 To proceed to submit, click **Submit**

1.7 View Submission Acknowledgement Page

A Singapore Government Agency Website

How to identify

Ministry of Manpower

Profile

Overtime Exemption

Overtime Exemption Application

Company Details

Application Details

Supporting Documents

Review

Confirm

Success

Your overtime exemption application has been submitted.

Application details

Application No

Submission Date/Time

LRWD/OTE/202605/00166

20/05/2026 07:27 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

19

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 and view your application list

A Singapore Government Agency Website

How to identify

Ministry of Manpower

Profile

Home

Overtime Exemption

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.

Resume your saved draft(s) or start a new form

Note: Drafts will be auto-deleted after 14 calendar days from date of creation.

My Application(s)

New Application

What are you looking for?

Submission Date From/To

DD/MM/YYYY

DD/MM/YYYY

Search

Clear

Draft (1)

Pending Action

Completed

DD/MM/YYYY

DD/MM/YYYY

Search

Clear

Draft (1)

Pending Action

Completed

S/N	Application No	Application Type	Submitted Date	Exemption Period Sought	Case Officer	Status	Actions
1	LRWD/OTE/202605/00166	72 hrs	20/05/2026	01/06/2026 - 12/06/2026	AN IO 1	Processing	Withdraw

1 to 1 of 1

Prev 1 Next

Your submitted application will appear under the **Pending Action** tab

2.1 Manage Applications (Search, Edit/Delete, Withdraw, View Outcome)

Search for Previous Applications

Search for previous applications through the **search bar** or indicating the **date range**

My Application(s)

[New Application](#)

What are you looking for?

Submission Date From/To

DD/MM/YYYY DD/MM/YYYY [Search](#) [Clear](#)

Draft (1) [Pending Action](#) [Completed](#)

S/N	Application No	Application Type	Created Date	Latest Saved Date	Draft Expiry Date	Exemption Period	Actions
1	LRWD/OTE/202605/00150	-	19/05/2026	19/05/2026	02/06/2026	-	Edit Delete

1 to 1 of 1

Edit or Delete Draft Submissions

- Edit or delete previous drafts by clicking on the **Edit** and **Delete** buttons
- Note: Drafts are automatically deleted **14 calendar days** from creation date

My Application(s)

[New Application](#)

What are you looking for?

Submission Date From/To

DD/MM/YYYY DD/MM/YYYY [Search](#) [Clear](#)

Draft (1) [Pending Action](#) [Completed](#)

S/N	Application No	Application Type	Created Date	Latest Saved Date	Draft Expiry Date	Exemption Period	Actions
1	LRWD/OTE/202605/00150	-	19/05/2026	19/05/2026	02/06/2026	-	Edit Delete

1 to 1 of 1

Withdraw Submitted Applications

Under **Pending Action** tab, click on **Withdraw**

Draft (1) [Pending Action](#) [Completed](#)

S/N	Application No	Application Type	Submitted Date	Exemption Period Sought	Case Officer	Status	Actions
1	LRWD/OTE/202605/00166	72 hrs	20/05/2026	01/06/2026 - 12/06/2026	AN IO 1	Processing	Withdraw

1 to 1 of 1

View & Download Application Outcome

Under **Completed** tab, click on **Download Outcome**

Draft (1) [Pending Action](#) [Completed](#)

S/N	Application No	Outcome	Application Type	Submitted Date	Exemption Period Sought	Exemption P	Actions
1	LRWD/OTE/202605/00120	Rejected	12 hrs	14/05/2026	14/05/2026 - 31/05/2026	-	Download Outcome
2	LRWD/OTE/202605/00057	Revoked	72 hrs	10/05/2026	10/05/2026 - 30/09/2026	11/05/2026 - 30/09/2026	Download Outcome

1 to 2 of 2

3.1 Update Application based on Case Officer's Remarks (1/6)

 You would be **notified over email** if there is a need to update your application. If so, log into the eService dashboard and follow the steps.

A Singapore Government Agency Website [How to identify](#)  [Profile](#)

[+ New Application](#)

What are you looking for?

Submission Date From/To

DD/MM/YYYY DD/MM/YYYY

[Draft \(1\)](#) **Pending Action** [Completed](#)

S/N	Application No	Application Type	Submitted Date	Exemption Period Sought	Case Officer	Status	Actions
1	LRWD/OTE/202605/00166	72 hrs	20/05/2026	01/06/2026 - 12/06/2026	AN IO 1	More Info Requested	Update Withdraw

1 to 1 of 1 [Prev](#) **1** [Next](#)

1

On **Applications Dashboard**, click on **Pending Action** tab

2

Click on **Update** for corresponding application to be updated

3.1 Update Application based on Case Officer's Remarks (2/6)

Company Details > Application Details > Supporting Documents > Review > Confirm

A Singapore Government Agency Website [How to identify](#)

 [Profile](#)

Overtime Exemption > Overtime Exemption Application

1 Company Details

2 Application Details

3 Supporting Documents

4 Review

5 Confirm

Case Officer's Remarks

Remarks

Please provide (i) work schedule (ii) latest copy of employees handbook.

Company Details

Company Name

Company ABC

UEN

123456789A

Nature of Business

Exhibition and Event Management

Write Up of Business Activities

Organize and execute events.

(1972 characters left)

Correspondence Details

Correspondence Name

John Doe

Designation

Director

Office No

+65 61234567

Mobile No

+65 90099009

Email Address

Lim.TT@abc.com

Postal Code

123456

Get Address

Street Name

ABCDE Street

Building Name

-

Block or House No

51

Floor No

05

Unit No

01

Risk Assessment Details

If you have selected "Investigation and Security" for Nature of Business, please indicate "NA" for the fields below

Name of SAC - Auditing Organisation

XYZ Pte. Ltd.

Name of WSH Auditor

DEF Pte. Ltd. d

Back

Continue

Save draft

3

Refer to Case Officer's Remarks to make application updates accordingly

4

Click **Continue** to proceed to the next page

3.1 Update Application based on Case Officer's Remarks (3/6)

Company Details > Application Details > Supporting Documents > Review > Confirm

A Singapore Government Agency Website

How to identify

Ministry of Manpower

Profile

Overtime Exemption > Overtime Exemption Application

Company Details

Application Details

Supporting Documents

Review

Confirm

Case Officer's Remarks

Remarks

Please provide (i) work schedule (ii) latest copy of employees handbook.

Application Details

Type of Exemption

Work hours exceeding 12 hours per day

Overtime exceeding 72 hours per month

Reason(s) for Seeking Overtime Exemption

One-off peak event period requiring additional hours for setup, live operations, coordination, and dismantling within fixed client schedules and venue access windows.

(1834 characters left)

Please do not re-use the same reason from the previous application.

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

We have planned manpower in advance, staggered schedules where possible, assigned duties efficiently, engaged temporary support where available, and will arrange rest or time off after the event period where possible.

(1783 characters left)

Please provide the updated and detailed measures and efforts taken. Do not re-use from the previous application.

Period of Exemption Sought From

01 Jun 2026

Period of Exemption Sought To

12 Jun 2026

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

Date of Expiry For The Previous Exemption Granted (If Any)

DD/MM/YYYY

Is My Company Unionised

Yes

No

Name of Union

National Transport Workers' Union

Is the Union Supportive of My Application

Yes

No

Workplace Address Required for Overtime Exemption

189386

Get Address

Same as Correspondence Address

Street Name

ABCDE Street

Building Name

-

Block or House No

51

Floor No

05

Unit No

01

Classification of Employees Requested to Work Overtime

S/N	Occupation	Department	Detailed Job Scope	No of Singapore Citizens and PRs	No of Foreign Employees	Avg Working Day	Action
1	Event Coordinator	Event Management	View	2	5	6	Edit Delete
2	Logistics Coordinator	Logistics	View	1	6	6	Edit Delete

Add New Classification

Back

Continue

Save draft

Last saved 20/05/2026 06:56:13PM

5 Edit application details as applicable, in line with Case Officer's Remarks

6 Click **Continue** to proceed to the next page

3.1 Update Application based on Case Officer's Remarks (4/6)

Company Details > Application Details > Supporting Details > Review > Confirm

A Singapore Government Agency Website [How to identify](#) ✓

Ministry of Manpower [Profile](#)

Overtime Exemption > Overtime Exemption Application

Company Details Application Details Supporting Documents Review Confirm

Case Officer's Remarks

Remarks

Please provide (i) work schedule (ii) latest copy of employees handbook.

Supporting Documents

Templates for documents can be found under the section "What documents and information do I need before I apply?" on the following page:
<https://www.mom.gov.sg/eservices/services/apply-for-overtime-exemption>

Acknowledgement Form Signed by Affected Employees

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

Acknowledgement_Form_Signed.xlsx 43KB View

Union Acknowledgement Form

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

Union_Acknowledgement_Form.xlsx 43KB View

Summary of Overtime Hours for 10 Employees for Each of the Affected Occupation

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

OTE_Hours.xlsx 43KB View

One Copy of Latest Employment Contract / Key Employment Terms (KETs) Signed by Employee

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

Employment_Contract_Signed.pdf 29KB View

Pay Slips and Time Records of 5 Employees for the Most Recent 3 Months, Combined to a Single PDF File

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

PaySlips_TimeRecords.pdf 29KB View

Latest CPF Records for 3 Months for all Eligible Employees

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

CPF_Records.pdf 29KB View

Endorsement of Risk Register by Approved WSH Auditor

ABCDE Street

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

Endorsed_Risk_Register.xlsx 43KB View

Supporting Documents to Substantiate Measures Taken and Efforts Made by the Company to Reduce the Need for Overtime Hours

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

SupportDocs.pdf View

Work Schedule (Where Applicable)

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

Please update the document with the requested information

Collective Agreement (Where Applicable)

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

Latest Copy of Employees Handbook (Where Applicable)

Drag and drop or browse files
Jpg, png or pdf only. 5MB max file size.

Please update the document with the requested information

← Back Continue → Save draft

7

Edit application details as applicable, in line with Case Officer's Remarks

8

Click **Continue** to proceed to the next page

3.1 Update Application based on Case Officer's Remarks (5/6)

Company Details > Application Details > Supporting Documents > Review > Confirm

A Singapore Government Agency Website

How to identify

Ministry of Manpower

Profile

Overtime Exemption

Overtime Exemption Application

Company Details

Application Details

Supporting Documents

Review

Confirm

Company Details

Correspondence Details

Correspondence Details

Risk Assessment Details

Company Name

Company ABC

UEN

123456789A

Nature of Business

Exhibition and Event Management

Write Up of Business Activities

Organize and execute events.

Correspondence Name

John Doe

Designation

Director

Office No

61234567

Mobile No

90099009

Email Address

John.Doe@abc.com

Postal Code

123456

Street Name

ABCDE STREET

Building Name

Block or House No

51

Floor No

05

Unit No

01

Name of SAC - Auditing Organisation

XYZ Pte. Ltd.

Name of WSH Auditor

DEF Pte. Ltd.

Application Details

Application Details

Classification of Employees Requested to Work Overtime

Type of Exemption

Overtime exceeding 72 hours per month

Reason for Seeking Overtime Exemption

One-off peak event period requiring additional hours for setup, live operations, coordination, and dismantling within fixed client schedules and venue access windows.

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

We have planned manpower in advance, staggered schedules where possible, assigned duties efficiently, engaged temporary support where available, and will arrange rest or time off after the event period where possible.

Period of Exemption Sought From

01 Jun 2026

Period of Exemption Sought To

12 Jun 2026

Is My Company Unionised

Yes

Name of Union

ABCDE Union

Is the Union Supportive of my Application

Yes

Postal Code

123456

Street Name

ABCDE STREET

Building Name

Block or House No

51

Floor No

05

Unit No

01

S/N

Occupation

Department

Detailed Job Scope

No of Singapore Citizens and PRs

No of Foreign Employees

Average Working Days per W

1

Event Coordinator

Event Management

View

2

5

6

2

Logistics Coordinator

Logistics

View

1

6

6

Supporting Documents

Declaration

Acknowledgement Form Signed by Affected Employees

Acknowledgement_Form_Signed.xl...

View

Union Acknowledgement Form

Union_Acknowledgement_Form.xlsx

View

Summary of Overtime Hours for 10 Employees for Each of the Affected Occupation

OTE_Hours.xlsx

View

One Copy of Latest Employment Contract / Key Employment Terms (KETs) Signed by Employee

Employment_Contract_Signed.pdf

View

Pay Slips and Time Records of 5 Employees for the Most Recent 3 Months, Combined to a Single PDF File

PaySlips_TimeRecords.pdf

View

Latest CPF Records for 3 Months for all Eligible Employees

CPF_Records.pdf

View

Endorsement of Risk Register by Approved WSH Auditor

Endorsed_Risk_Register.xlsx

View

Supporting Documents to Substantiate Measures Taken and Efforts Made by the Company to Reduce the Need for Overtime Hours

Supporting_Doc.pdf

View

Work Schedule (Where Applicable)

No files uploaded.

Collective Agreement (Where Applicable)

No files uploaded.

Latest Copy of Employees Handbook (Where Applicable)

No files uploaded.

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 12 hours per day.

The exemption, if granted, does not apply to pregnant employees and those under the age of 18 years.

☒

I acknowledge and agree to the information and statements above.

← Back

Submit →

- 9 Review updated application details
- 10 Click to acknowledge Declaration
- 11 To proceed to submit, click **Submit**

1.4 Add Employee Classifications

Add New Classification

Total Occupations Submitted: 0

Occupation
Event Coordinator

Please indicate the full occupation name and limit to 1 occupation per classification.

Department
Event Management

Detailed Job Scope
Support event preparation, logistics, schedules, supplier follow-ups, documentation, and on-site event arrangements.
(1884 characters left)

No of Singapore Citizens and PRs
2

No of Foreign Employees
5

Average Working Days Per Week
6

Contractual Working Hours Per Week
44

Forecasted OT Hours Per Week
14

Save and Close Save and Add New Classification

10

Add separate employee classification entries for each group of employees this exemption will cover.

Input for each employee classification:

- Occupation, Department, Job Scope
- No. of Singapore Citizens & PRs, Foreign Employees
- Average Working Days per Week
- Contractual Working Hours per Week
- Forecasted OT Hours per Week

11

- Click on **Save and Add New Classification** to add additional employee classification entries
- Click on **Save and Close** when all entries are completed

Classification of Employees Requested to Work Overtime

S/N	Occupation	Department	Detailed Job Scope	No of Singapore Citizens and PRs	No of Foreign Employees	Avg Working Day	Action
1	Event Coordinator	Event Management	View	2	5	6	Edit Delete
2	Logistics Coordinator	Logistics	View	1	6	6	Edit Delete

[Add New Classification](#)

[Back](#) [Continue](#) [Save draft](#)

Last saved 20/05/2026 06:56:13PM

12

Click on **Edit** and **Delete** where required

13

Click on **Continue**

3.1 Update Application based on Case Officer's Remarks (6/6)

Company Details > Application Details > Supporting Details > Review > Confirm

A Singapore Government Agency Website [How to identify](#) Profile

Ministry of Manpower

Overtime Exemption > Overtime Exemption Application

Company Details Application Details Supporting Documents Review **Confirm**

Success

Your overtime exemption application has been submitted.

Application details

Application No LRWD/OTE/202605/00166

Submission Date/Time 20/05/2026 07:27 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.

13

Click **Back to Dashboard** to return to dashboard and view your application list

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Ministry of Manpower

Home > Overtime Exemption

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.

Resume your saved draft(s) or start a new form

Note: Drafts will be auto-deleted after 14 calendar days from date of creation.

My Application(s)

[New Application](#)

What are you looking for?

Submission Date From/To

DD/MM/YYYY DD/MM/YYYY Search Clear

Draft (1) Pending Action Completed

DD/MM/YYYY DD/MM/YYYY Search Clear

Draft (1) Pending Action Completed

S/N	Application No	Application Type	Submitted Date	Exemption Period Sought	Case Officer	Status	Actions
1	LRWD/OTE/202605/00166	72 hrs	20/05/2026	01/06/2026 - 12/06/2026	AN IO 1	Processing	Withdraw

1 to 1 of 1

< Prev 1 Next >

The **Update** button under "Actions" will disappear