

## FOR NEW WORKPLACE OCCUPIERS – GUIDE TO SUBSCRIBE TO WSH ALERT SERVICE DURING NEW FACTORY APPLICATION

**Note:** Factory owners or workplace occupiers are required to either notify or register their premises with MOM before operations begin. During the online notification / registration of your factory / workplace licence, you may wish to subscribe to this Alert Service.

1. Please refer to MOM website at <http://www.mom.gov.sg/eservices/services/perform-factory-transactions> (See 'Get Help') for a step-by-step guide for factory registration / notification at the LicenceOne.
2. Login as a Business user using SingPass
3. At the stage when you enter factory notification and registration details, you will be required to complete the online forms under the "Provide Application Details".
4. Click on **[Apply]** button for Factory Notification and Registration section to continue.

The screenshot shows the GoBusiness Licensing portal interface. At the top, there is a navigation bar with the GoBusiness Licensing logo and the Singapore Government logo. Below the navigation bar, there is a search bar and a menu with options like HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, and SFA / NPARKS / AVS LICENCES. The main content area features a progress bar with 6 steps: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application, and 6. ACKNOWLEDGEMENT. Below the progress bar, there is a section titled 'Apply for New Licence' with the text 'You may need the following licence(s) for your business'. This section is divided into two parts: 'To be applied at GoBusiness Licensing' and 'To be applied at External Agency'. The 'GoBusiness Licensing' part contains a table with columns for Licence Name, Time to Fill, Fees & Supporting Documents, and Estimated Processing Time. The table lists 'MOM | Factory Notification and Registration' as a selected licence with a 20-minute time to fill and 7 working days estimated processing time. A 'Details' button is next to it. Below the table, there is a section for 'External Agency' with a 'Take me there' button. At the bottom of the page, there are buttons for 'Previous', 'Email Me', and 'APPLY'.

<input checked="" type="checkbox"/>	Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
Selected Licence(s)				
<input checked="" type="checkbox"/>	MOM   Factory Notification and Registration <span style="color: blue;">i</span>	20 mins	<a href="#">Details</a>	7 working days

To be applied at **External Agency**

Licence Name	External Link
ACRA   Registration for Companies / Business	<a href="#">Take me there</a>

[< Previous](#) [Email Me >](#) [APPLY](#)

- Click the checkbox to accept the **Terms of Use** before you proceed. Click **[Save]** to save record as draft or Click **[Next]** to proceed.

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Within this Website Search by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES

1 SELECT Licence(s) 2 AMENDMENT Profile 3 ADD General Information 4 PROVIDE Application Details 5 UPLOAD Supporting Document(s) 6 REVIEW & SUBMIT Application (Payment if applicable) 7 ACKNOWLEDGEMENT

### Amend Existing Licence

#### Terms of Use

**I. Agreement**

- Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.
- In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.
- These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.
- We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

**II. Access To the Website**

- The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.

By clicking on the checkbox, I agree to be bound by the Terms of Use.

- In the **Provide Application Details** panel, select the appropriate **Industry Category** applicable to your workplace premise concerned, based on the work activities carried out in that premise.

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### Apply for New Licence

#### Factory Notification and Registration

##### Assessment

**Industry Category \***

Industry Category Description

- Please Select
- Bulk Storage Terminal
- Major Hazard Installation
- Metalworking Factory with 100 or more persons employed
- Metalworking Factory with less than 100 persons employed
- Others – factory notification
- Petrochemical Plant or Oil Refinery
- Pharmaceutical Plant
- Semiconductor Wafer Fabrication Plant
- Shipyard
- Synthetic Polymer or Chemical Plant

##### Assessment Result

Industry Category

7. To subscribe to receive email alerts on accidents (submitted to the Ministry via iReport) or unsafe /good work practice (notified through SnapSAFE), please click on the checkbox next to 'I want to subscribe'.

You can add up to maximum five (5) email addresses to subscribe to email alert service. Click **[Add]** button to save the subscriber email records. Click **[Proceed]** button to continue with the new application.

**Alerts to Workplace Occupiers on Accidents or Unsafe Practices**

MOM is providing a free service to workplace occupiers and / or their safety professionals to create awareness of workplace safety and health (WSH) and raise standards at workplaces. After you subscribe to this free service, you will be alerted via email on the following events so that immediate actions can be taken to resolve any WSH lapses at your workplace if necessary.

- Feedback on an unsafe condition or good work practice at your workplace is reported through the mobile application (SNAP@MOM) or
- Incident report of an accident or injury that has occurred at your workplace is submitted by any subcontractor or third party via iReport

Upon successful subscription to this online service, the workplace subscriber will receive an acknowledgement email, together with an installation and user guide.

Subscription to Alerts to Workplace Occupiers on accidents or unsafe practices.

Please enter at least one set of information if you intend to subscribe to this online service. Either Mobile Number or Email, and Name must be filled.

I want to subscribe



Name \*

Email \*

Mobile No \*

please note that the maximum number subscribers is 5

**Add**

Name	E-mail	mobileNo	
Sample Name	name@gmail.com	91000000	 

**Proceed** > **Save**

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8. Complete your application transaction.
9. You will be assigned a workplace number for your factory premises once the registration / notification of your premises is approved.
10. Upon successful subscription to the Alert Service, you will receive an email alert if an accident at this workplace is submitted to the Ministry via iReport or when an unsafe or a good work practice is notified through SnapSAFE.