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SWAB TESTING FOR NON-MARINE COMPANIES  
Wednesday, 5 August 2020 6:58:00 PM  
[By 7 Aug Shipyard non-Marine SRS Account Details and FINs.xlsx](#)  
[image001.png](#)

**Subject:**  
**Date:**  
**Attachments:**



## CIRCULAR TO SHIPYARDS

5 August 2020

Dear Shipyards,

### SWAB TESTING FOR NON-MARINE COMPANIES

1. As of 1 August, Health Promotion Board (HPB)'s Self Registration System (SRS) has officially come online. All companies that had previously undergo manual registration with the Singapore Economic Development Board (EDB) have been moved onto SRS to book new or regular swab appointments for employees directly from 3 August 2020 onwards.
2. Please take note that manual registration via SWAB @ EDB will no longer be available thereafter, except for unique cases only, such as urgent swabs required for eligible personnel that cannot be found on or uploaded onto the SRS.
3. With the shift to SRS, SWAB @ EDB will now be able to accept bookings from non-marine companies whose non-dormitory workers work regularly at your shipyard's site, as EDB recognise the potential risk to your shipyard operations.
4. The non-marine companies whom employ these workers will need to utilize HPB's SRS to schedule for the swab appointments. For them to do so, it will require your assistance to compile the Account Creation Details and the eligible FINs of foreign workers (working on your site) of these companies

in 1 attached Excel per Shipyard. Do note that your shipyard must consolidate for all the companies working on your site.

5. Please return the necessary details to swab@edb.gov.sg in the Excel form by 7th August 2020.
6. If the submissions are accurate and complete, these non-Marine companies will receive an email to log onto SRS by 15th August, to start booking swab appointments from 17th August onwards for their own employees working on your Shipyard's site. Please ask these companies to ensure that they can receive emails from srs\_noreply@gmail.com.
7. Kindly ensure that you and your companies read the "Instructions" tab in the Excel carefully for details on the information required, and also note the following
  - a. 1 unique login email address per entity (UEN), i.e. if the Company has 3 UENs, the Company needs to provide 3 different login email addresses. All other information (Company Admin Name, Mobile Number etc.) can be shared across all UENs for that Company. The default email will be sent to the login email address, and needs to be changed once. After that, the login email address is only used as the User ID for logging in on SRS.
  - b. "Mobile number" must be 8 digits and start with 8 or 9. The One-Time Password (OTP) will be sent to the mobile number every time the Company Admin logs in.
  - c. "Swab Quota per UEN" is the number of eligible local and non-dorm foreign employees as per (5) to-be-swabbed over 14 days. This quota should be provided at UEN-level, even for companies who service and submit through multiple Shipyards. Please EXCLUDE employees living in dormitories/TLQs/Government-decant sites, as the quota for that will be computed separately backend.
  - d. Please only submit the FIN numbers of Foreign Workers who fulfil all eligibility criteria in (5); and the UEN they are hired under. Other details of these foreign workers (e.g. residential addresses) will be supplied by MOM directly.
  - e. The eligibility criteria for (c) and (d) is as follows:
    - i. Employees who work on Marine Shipyard production site on an ongoing basis  
AND
    - ii. Are NOT living in dormitories/TLQs/government-decanted sites AND
    - iii. Are NOT COVID-recovered or recovering patients.
8. Please do ensure all info is correct (e.g. no extra digits for NRIC/FIN) and note that companies who already have an existing SRS account do not need to submit their details.
9. Additionally, each company will need to upload the details of eligible Singapore Citizen / Permanent Residents working on your Shipyard's production site on SRS directly when they can log in from 15th August 2020 onwards. Kindly have them prepare the following information to do so (no need to submit to Swab @ EDB): NRIC, Name, Mobile Number, Date of Birth, Gender, Nationality, Postal Code, Street Name, Unit (optional).
10. Eligible Singapore Citizen / Permanent Residents employee(s) should fulfil ALL criteria below:
  - a. Employees who work on Marine Shipyard production site on an ongoing basis AND
  - b. Are NOT living in dormitories/TLQs/government-decanted sites AND
  - c. Are NOT COVID-recovered or recovering patients.
11. Please do note that the swab test results typically take 1-4 days to process and that there will be no notifications for negative results or missed appointments. For results requiring follow-ups, i.e. Inconclusive/Positives, the employers and employees will be contacted by the relevant authorities

(MOH, HPB, EDB SWAB etc.). Additionally, foreign worker swab results should be available on the FW MOM Care application.

Thank you.

Best Regards  
ASMI Secretariat

Enclosed:  
By 7 Aug\_Shipyard\_non-Marine SRS Account Details and FINs [xlsx]

This exercise is only for your Shipyard's **non-Marine companies whose workers work on your Shipyard's production site regularly**. **Each of these companies** would need to fill in their details as instructed below, but please **consolidate** all these companies in 1 Excel submission under your Shipyard.

E.g. your Shipyard has 2 Services and 1 Manufacturing companies whose workers work on your production site regularly. Each of these 3 companies would need to submit their independent account creation details per their eligible UEN, so they can book appointments for their own employees on SRS. All 3 companies' details would need to be **submitted through you (Shipyard) in 1 Excel**.

Please fill in ALL columns of "SRS Login Details" and "FINs" tab. This tab "Instructions" is for your information only.

No.	Title	Instructions	The below are examples only. Please fill up your details in "SRS Login Details" and "FINs"
1	Name of Company Admin	"Company Administrator" is the non-Marine company HR/POC who will be logging into SRS to book appointments for that UEN's employees. The same name can be used across multiple UENs, if managed by 1 Company Admin.	E.g. James Tan
2	NRIC/FIN of Company Admin	NRIC/FIN of the non-Marine Company Admin who books appointments for employees. The same NRIC/FIN can be used across multiple UENs, if managed by 1 Company Admin.	E.g. S/T1234567X
3	Login email address (User ID)	<b>Each UEN must have a different login email address.</b> Even if 1 Company Admin is managing 3 UENs (same parent company), 3 different login email addresses must be provided. The default password will be sent to the login email addresses, and needs to be changed once. After that, the login email address is only the "USER ID" used to log in to SRS per UEN.  Please assign <b>only 1 Company Admin PER UEN</b> , e.g. only James Tan for UEN 1, not James Tan and Ben Wong.	Example: UEN 1: Jamestan@gmail.com UEN 2: Jamestan123@gmail.com
4	Mobile Number of Company Admin	Mobile number of the Company Admin who books appointments for company's employees. The same mobile number can be used across multiple UENs, if managed by 1 Company Admin. Please provide 8-digit local numbers starting with "8" or "9" only, as the One-Time Password will be sent to this mobile per every login to SRS.	E.g. 99999999
5	Company Name	Please fill in company's full name as per MOM/ACRA records	E.g. Wonderful Contractor Pte Ltd
6	Company UEN	Please fill in company's UEN as per MOM/ACRA records.	E.g. 199707097N
7	Company Email	The same company email can be used across multiple UENs.	E.g. Wonderfulcontractor@gmail.com
8	Company Contact Number	The same company contact number can be used across multiple UENs, and can be a landline.	E.g. 66666666
9	Swab Quota per UEN	<b>The number of eligible local and non-dormitory foreign employees to-be-swabbed over 14 days at UEN level, even across multiple shipyards.</b> E.g. if your company services and submits details through 3 Shipyards, the swab quota should be a consistent single digit for your UEN.  The quota should only include workers who are eligible as per all criteria below: 1. Employees who work on Marine Shipyard production site on an ongoing basis AND 2. Are <b>NOT living in dormitories/TLQs/government-decanted sites</b> AND 3. Are NOT COVID-recovered or recovering patients.  Please do NOT include non-eligible employees or fill in your total employment numbers, as the limited swab slots need to be shared across the industries.	E.g. 23
10	"FINs" tab	<b>The FIN numbers of the eligible non-dorm Foreign Workers and the UEN they are tagged to.</b> The eligibility criteria of these FWs is as per Row 9 above.	E.g. T1234567X

Please fill in **ALL** columns, although examples in italics have only been provided for some columns. Please replace/remove these examples.

Name of Company Admin*	NRIC/FIN of Company Admin*	Login email address (User ID)*	Mobile Number of Company Admin*	Company Name *	Company UEN *	Company Email *	Company Contact No. *	Swab Quota per UEN*	Sector of Company*	Full Name of Shipyard*
<i>E.g. Svcs Company A UEN 1 HR/Admin</i>		<i>E.g. Svcs A UEN1@gmail.com</i>							<i>E.g. Services</i>	<i>E.g. Shipyard A Pte Ltd</i>
<i>E.g. Svcs Company A UEN 2 HR/Admin</i>		<i>E.g. Svcs A UEN2@gmail.com</i>							<i>E.g. Services</i>	<i>E.g. Shipyard A Pte Ltd</i>
<i>E.g. Svcs Company B HR/Admin</i>		<i>E.g. Svcs B@gmail.com</i>							<i>E.g. Services</i>	<i>E.g. Shipyard A Pte Ltd</i>
<i>E.g. Mfg Company C HR/Admin</i>		<i>E.g. MfgC12345@gmail.com</i>							<i>E.g. Manufacturing</i>	<i>E.g. Shipyard A Pte Ltd</i>

**FINs of eligible workers (please refer to "Instructions" Rows 9 and 10)**

**UEN of Worker**

*E.g. G1234567N*

*E.g. 199026737N*