Building and Construction Authority

We shape a **safe**, **high quality**, **sustainable** and **friendly** built environment.

Our Ref: BA 14/1 VOL 6 Building Plan and Management Group

Date: 2 December 2013

See Distribution

Dear Sir/Madam

ELECTRONIC LODGEMENT OF LIFT RECORDS

Objective

This circular is to inform the industry on the electronic lodgement of lift records for new lifts (inclusive those under A&A, upgrading and modernisation) through BCA's E-Lodgement System.

E-Lodgement System for Existing Lifts

2 BCA's E-Lodgement System was launched in February 2010 to enable lift owners to update and submit the annual lodgement for their existing lifts online. This system helped lift owners improve their lodgement process for existing lifts by ensuring that mandatory fields are filled in by them before submission to BCA to avoid delay, receiving acknowledgement from BCA earlier, and allowing them to lodge their lifts at any point of time.

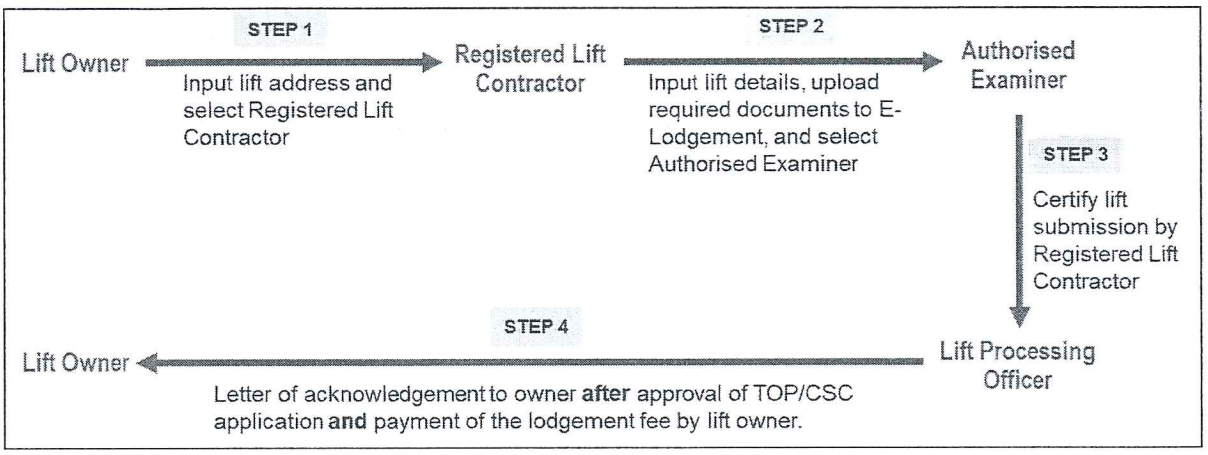
E-Lodgement System for New Lift submission

3 BCA has enhanced the current E-Lodgement system to enable electronic lodgement submission for **new lifts** (inclusive those under A&A, upgrading and modernisation) online. Through this enhancement, the E-Lodgement system will become a one-stop electronic submission system for all lift lodgement matters. The configuration of the enhanced E-Lodgement system will be similar to the current E-Lodgement system for existing lifts.

Lodgement Process for New Lifts

4 The lodgement process for new lifts including the primary responsibility of individual parties is shown in the following illustration.

5 Maxwell Road #02-01 Tower Block MND Complex Singapore 069110
Tel: (65) 6325 2211 · Fax: (65) 6325 7150 · Email: bca_enquiry@bca.gov.sg
www.bca.gov.sg



User Guide

5 We have also prepared the user guide for the enhanced E-Lodgement system for new lifts, which is enclosed for your reference. The user guide is also available for downloading at the following link: https://www.bca.gov.sg/bmsm_eservice/.

Application

6 The enhanced Electronic Lodgement of lift records system (E-Lodgement System) will be launched on 10 December 2013 and can be accessed via http://www.bca.gov.sg/bmsm_eservice/.

Clarification

7 We would appreciate it if you could covey the contents of this circular to the members of your organisation. If you require any clarifications, you may email us at bca_elift@bca.gov.sg or call our hotline at either 6325 8664 or 6325 7390.

Yours faithfully

CHIN CHI LEONG
GROUP DIRECTOR, BUILDING PLAN AND MANAGEMENT GROUP
COMMISSIONER OF BUILDINGS

DISTRIBUTION (via email):

President
Singapore Institute of Architects (SIA)
79 Neil Road
Singapore 088904
info@sia.org.sg

President
Real Estate Developers' Association of Singapore (REDAS)
190 Clemenceau Avenue #07-01
Singapore Shopping Centre
Singapore 239924
enquiry@redas.com

President
Association of Consulting Engineers, Singapore (ACES)
70 Palmer Road #04-06
Palmer House
Singapore 079427
acesing@starhub.net.sg

President
Institution of Engineers, Singapore (IES)
70 Bukit Tinggi Road
Singapore 289758
ies@iesnet.org.sg

President
Singapore Lift & Escalator Contractors & Manufacturers Association (SLECMA)
3, Raffles Place #06-01
Bharat Building,
Singapore 048617
info@slecma.org.sg

President
Board of Architects (BOA)
5 Maxwell Road 1st storey
Tower Block MND Complex
Singapore 069110
boarch@singnet.com.sg

President
Professional Engineers Board, Singapore (PEB)
5 Maxwell Road 1st storey
Tower Block MND Complex
Singapore 069110
registrar@peb.gov.sg

E-Lodgement System

User Guide

(For New / Re-commissioning Lift)

Table of Contents

1. Introduction 3
2. Building Owner 4
2.1 Login 4
2.2 New User Account/Retrieve Password 4
2.3 Owner Home Page 5
2.4 New Lift Lodgement/Re-Commissioning application 6
3. Contractor 10
3.1 Login 10
3.2 Contractor Home Page 10
3.3 Contractor New Lift/Recomm Home Page 11
4. Examiner 13
4.1 Login 13
4.2 Examiner Home Page 13
4.3 Examiner New Lift/Recomm Home Page 14
4.3 Examiner Process Application 14

1. Introduction

The E-Lodgement system is an existing web base application that allows the lift owners, contractors and authorised examiners to:

a) submit first-time applications for new lift(s),
b) submit first lodgement for new lift(s), and
c) re-commission lift(s),

This guide is intended for the following groups of users:

1) Lift Owner
2) Contractor
3) Authorised Examiner

The users can access the BMSM portal at the following URL: http://www.bca.gov.sg/bmsm_eservice/default.aspx.

2. Building Owner

2.1 Login

The screen below shows the login screen for the BMSM portal. The existing owners can login using their User ID/Password. For New owners, the system will automatically generate a User ID and Password which will be sent to their email address upon QP requesting for TOP/CSC site inspection.

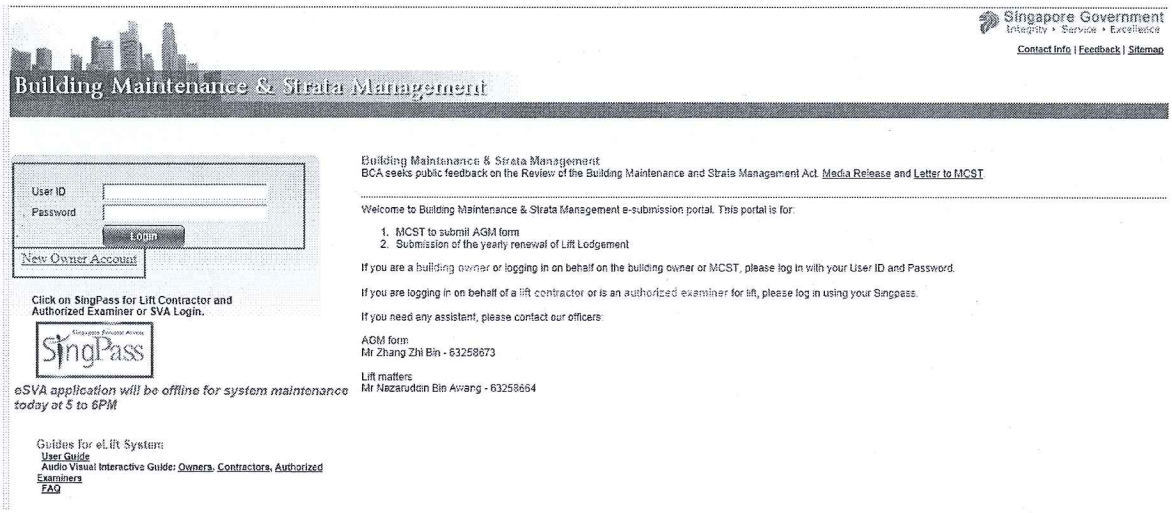


Figure 1 : Owner Login Screen - BMSM Portal

2.2 New User Account/Retrieve Password

If a lift owner would like to request for a new user account or would like to retrieve the password for their existing account, please click on the ***"New Owner Account"*** link as shown in Figure 1. Upon clicking, the New Owner Account, the user will be requested to enter their information as shown in the figure below.

Figure 2 : Creation of New User Account or Retrieve Password

The system will create a new user account or retrieve the account details for the existing owner based on the details entered in Figure 2. The account details shall be sent to the owner's email address indicated in the screen above.

2.3 Owner Home Page

Upon successful login, the Owner shall be directed to the following screen (Figure 3). The owner should select ***"eLift Submission"*** and will be directed to the Owner Home Page for the eLift application (Figure 4)

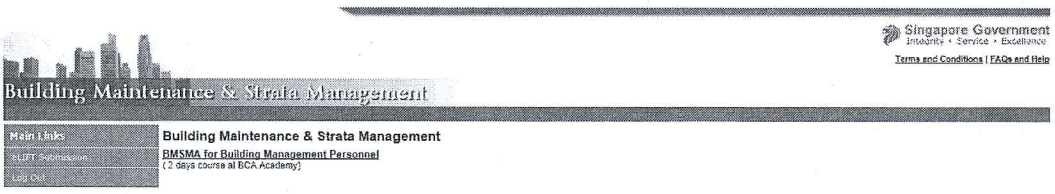


Figure 3 : Owner Landing Page

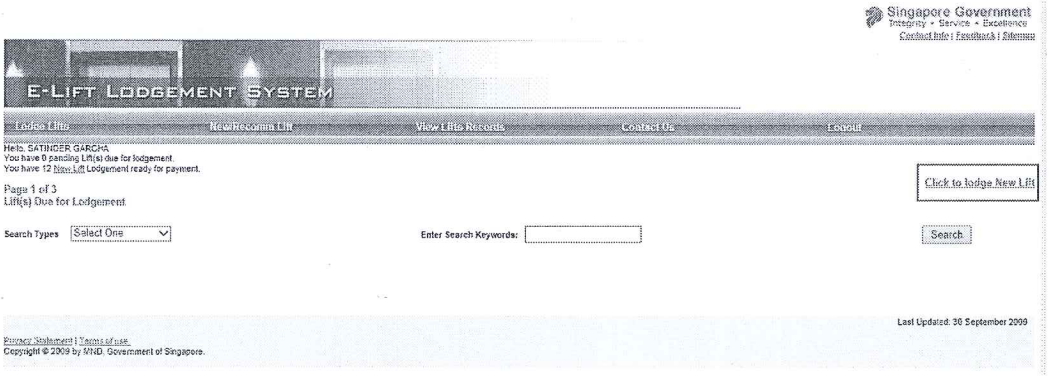


Figure 4 : eLift Owner Home Page

2.4 New Lift Lodgement/Re-Commissioning application

To make an application for new lift lodgement or re-commissioning, click on ***"Click to lodge New Lift"***. The lift lodgement application comprises of 4 sections.

Section A (New Lift Lodgement)

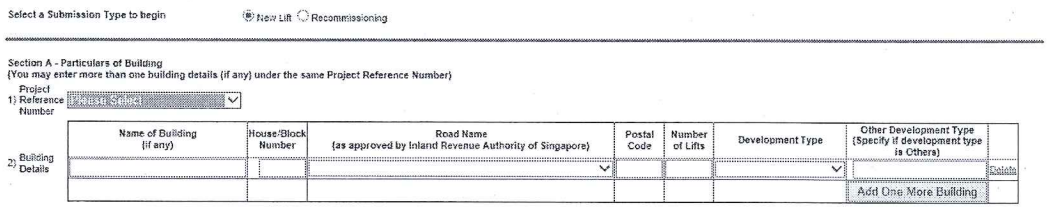


Figure 5 : Section A - Owner New Lift Lodgement

To make a new lift lodgement application, the owner shall select the New Lift option and select the Project Reference Number for the building. If there is no project reference number available for selection, the owner will not be able to make a new lift lodgement application. The owner should proceed to complete the details for buildings. If the owner will be submitting the application for more than one building, please click on ***"Add One More Building"*** to add more building details. The owner can use the ***"Delete"*** button to make amendments to the building details.

Section A (Re-Commissioning)

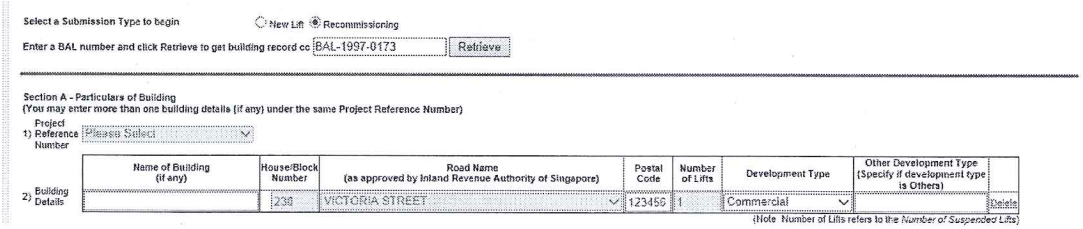


Figure 6 : Section A – Owner Re-Commissioning

The owner shall select the Re-Commission option to submit the application. The owner should then enter the BAL number for the location for which the Re-Commissioning application is being submitted. The system will display an error message if there are no suspended lifts at the provided location.

Section B

Section B - Particulars of Lift Owner
(You may update the information in this section)

3)	Name of Lift Owner	Chris Lee
4)	UEN/NRIC/FIN Number	S7876285C
5)	Postal Address	Name of Building (if any): House/Block Number: 328 Road Name: NORTH BRIDGE ROAD Level/Unit Number: 03 Postal Code: 208563
6)	Name of Contact Person	Chris Lee
7)	Office Number	68378030
8)	Mobile Phone Number	1234567788
9)	Email Address	bca@bca.gov.sg

Figure 7 : Owner Lodgement Section B

The owner is required to complete all the fields in Section B.

Section C

Section C - Assign Contractor
10) Contractor

Figure 8 Owner Lodgement Section C

The owner shall select the name of the contractor in Section C.

Section D

Section D - Declaration
I/We certify that CHEVALIER ENGINEERING (S) PTE LTD has been engaged to maintain and test the lifts stated in the above addresses in accordance with the requirement of the Building Maintenance and Strata Management (Lift and Building Maintenance) Regulation 2005

Owner Name: SATINDER GARCHA
Date: 10/04/2013

Back To Main | Preview | Click Preview to confirm your entries

Figure 9: Owner Lodgement Section D

The owner shall acknowledge the declaration in Section D and click on "***Preview***". If there are no further changes to the application, the owner can click on "***Submit***". Upon successful submission, the owner will be presented with a reference number for the new lift lodgement application which should be used in all communications with the Authority.

In order to make a lift lodgement for multiple contractors, please submit a second application under "***Click to lodge New Lift***".

2.5 Payment

Once the application has been approved by the processing officer, the owner will be notified through email to make payment. The following steps are applicable if the owner wishes to make an online payment. After successful login, click on "***New Lift/Recomm***" from the owner homepage to reach the New Lift Application Inbox shown in the screen below.

E-Lodgement System For New Lift / Re-Commissioning

Lodge Lifts | New/Recomm Lift | View Lifts Records | Contact Us | Logout

Hello, SATINDER GARCHA
You have 12 New Lift Lodgement ready for payment.

Click to lodge New Lift

Page 1 of 2
New Lift(s) Lodgement

File Ref. No.	New Lift Transaction No.	Submission Type	Building/Estate Name	Owner Submission Date	Blk/Hse No.	Road Name	No of Lifts	Payment Mode	Payment Status	Lodge Stage	
Pending	N20130410-025-DE145	New Lift		10/04/2013	333	ADMIRALTY ROAD EAST	1	e-Payment	Pending	Contractor (Examiner Rejected)	View
Pending	N20130410-024-256E8	New Lift		10/04/2013	1231	ANG MO KIO AVENUE 5	1	e-Payment	Pending	Examiner	View
Pending	N20130410-023-5335D	New Lift		10/04/2013	9999	ANG MO KIO AVENUE 3	1	e-Payment	Pending	Examiner	View
BAL-2013-0014	N20130410-022-5EGA4	New Lift		10/04/2013	999	AMBERWOOD CLOSE 3	1	e-Payment	Pending	Owner (Pending Payment)	Next
Pending	N20130410-021-66456	New Lift		10/04/2013	999	AH SOO GARDEN	2	e-Payment	Pending	Examiner	View
Pending	N20130410-020-8BAA3	New Lift		10/04/2013	123	ADAM ROAD	1	e-Payment	Pending	Examiner	View
Pending	N20130410-019-25E71	New Lift		10/04/2013	145	ADUR ROAD - PULAU BRANI	1	e-Payment	Pending	Examiner	View
Pending	N20130410-018-959C8	New Lift		10/04/2013	131	RIPLEY CRESCENT	1	e-Payment	Pending	Examiner	View
Pending	N20130410-017-BC7C1	New Lift		10/04/2013	129	SENJA LINK	1	e-Payment	Pending	Examiner	View
Pending	N20130410-016-E7DF4	New Lift		10/04/2013	127	SENJA LINK	1	e-Payment	Pending	Examiner	View

1 2

Figure 10 : Owner New Lift Application Inbox

Applications which are due for payment will be shown on the Lodge Stage ***Owner (Pending Payment)***. Click on "***Next***" to process the payment.

Lodge Lifts | New/Recomm Lift | View Lifts Records | Contact Us | Logout

Hello, SATINDER GARCHA

Page 2 of 3

New Lift(s) Lodgement

File Ref. No.:	BAL-2013-0014	Group ID:		Building/Estates Name:		Expiry Date:	
Block/House No.:	999	Road Name:	AMBERWOOD CLOSE 3	Payment Mode:	e-Payment	Lifts Count:	14
Submission Type:	New Lift	Lift Owner:	SATINDER GARCHA				

Installation Location	Lift No.	Lift Type	Annual Examination Date	No Load Test Date	Full Load Test Date	Maintenance Contractor	Inspection Contractor	Authorized Examiner	Payment Status
1	1	Car Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Pending
1	1	Car Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Pending
1	1	Car Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Pending
1	1	Car Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Pending
1	1	Car Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Pending
1	1	Car Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Pending
1	1	Car Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Pending
1	1	Car Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Pending
1	1	Car Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Pending
1	1	Car Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Pending
1	1	Car Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Pending

12

No. of Lifts. 14
Total: $240

Please select Payee
- I'm paying for lodgement fees now
- I'll pay for lodgement fees later

Some important reminders:
The following lodgement fee is payable:
(a) where the aggregate no. of lifts in the Certificates lodged is 10 or fewer, $20 per lift; and
(b) where the aggregate no. of lifts in the Certificates lodged is 10 or more than, the lodgement fees in sub paragraph (a) plus $10 per lift for each lift in excess of 10.
(c) For online e-payment of lodgement fee, updating of the payment status may not be immediate and may take up to two working day(s). Please do not make any repeated payment once your payment transaction is successful. (You are able to view a payment receipt/transaction reference no. from the merchant bank).

I/We certify that OTIS ELEVATOR COMPANY (S) PTE LTD has been engaged to maintain and test the lift(s) 1,1,1,1,1,1,1,1,1,1,1,12,13,14, of 999, AMBERWOOD CLOSE 3, Singapore 123123 in accordance with the requirement of the Building Maintenance and Strata Management (Lift and Building Maintenance) Regulation.

SATINDER GARCHA
11/04/2013

Lodgement is not ready for payment. This record is for your viewing only.

Back To Main | Proceed

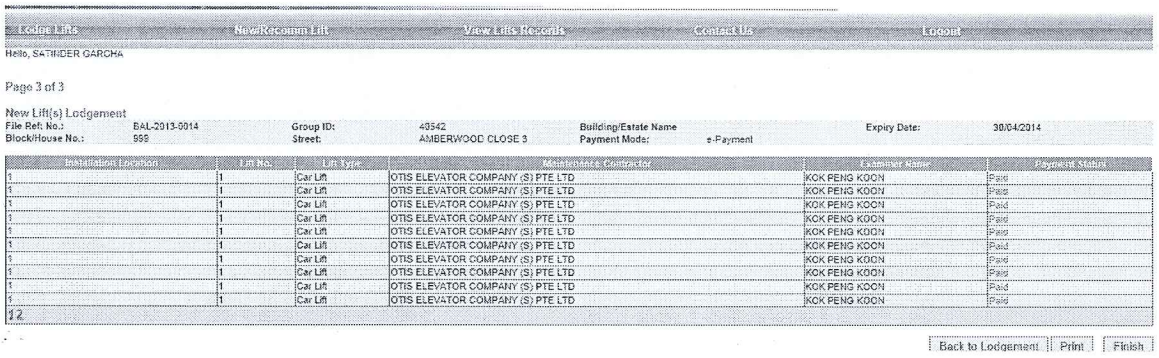
Figure 11 : Owner Payment Screen

Owner to select Payee

Option 1

Select "***I'm paying for lodgement fees now***" and click on "***Proceed***". The owner will be taken to the payment gateway for credit card or nets payment.

Upon successful payment, the owner will be forwarded to the screen below.


Lodge Lifts | New/Recomm Lift | View Lifts Records | Contact Us | Logout

Hello, SATINDER GARCHA

Page 3 of 3

New Lift(s) Lodgement

File Ref: No.: BAL-2013-0014 | Group ID: 43542 | Building/Estate Name | Expiry Date: 30/04/2014

Block/House No.: 999 | Street: AMBERWOOD CLOSE 3 | Payment Mode: e-Payment

Installation Location	Lift No.	Lift Type	Maintenance Contractor	Examiner Name	Payment Status
1	1	Car Lift	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Paid
1	1	Car Lift	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Paid
1	1	Car Lift	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Paid
1	1	Car Lift	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Paid
1	1	Car Lift	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Paid
1	1	Car Lift	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Paid
1	1	Car Lift	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Paid
1	1	Car Lift	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Paid
1	1	Car Lift	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Paid
1	1	Car Lift	OTIS ELEVATOR COMPANY (S) PTE LTD	KOK PENG KOON	Paid
12					

Back to Lodgement | Print | Finish

Figure 12 : Owner - Successful Payment

Click "***Finish***" to complete the payment process. The owner shall receive the lodgement certificate through email upon the issuance of the TOP/CSC.

Option 2

Select ***"I'll pay for lodgement fees later"*** and click on ***"Proceed"***. The owner can make online payment later or pay the lodgement fees by cash, Nets, Visa or cashcard at our BCA Payment Counter. Payment by cheque must be made payable to **"Building and Construction Authority"**.

Mode of Payment:

Payment by Cash, Nets, VISA or cashcard	(a) Payment by cash, Nets, Visa or cashcard must be made at our Payment Counter at the address indicated below.
Payment by Cheque	(b)The cheque must be made payable to **"Building and Construction Authority" or "BCA"**. The cheque may be mailed to our Payment Counter at the address indicated below. Please ensure that the lift location address is written on the reverse side of the cheque.
Payment Address	Cashier, Payment Counter Building and Construction Authority 5 Maxwell Road #02-01 Tower Block MND Complex Singapore069110

3. Contractor

3.1 Login

The **lift** contractor(s) shall login using their Singpass.

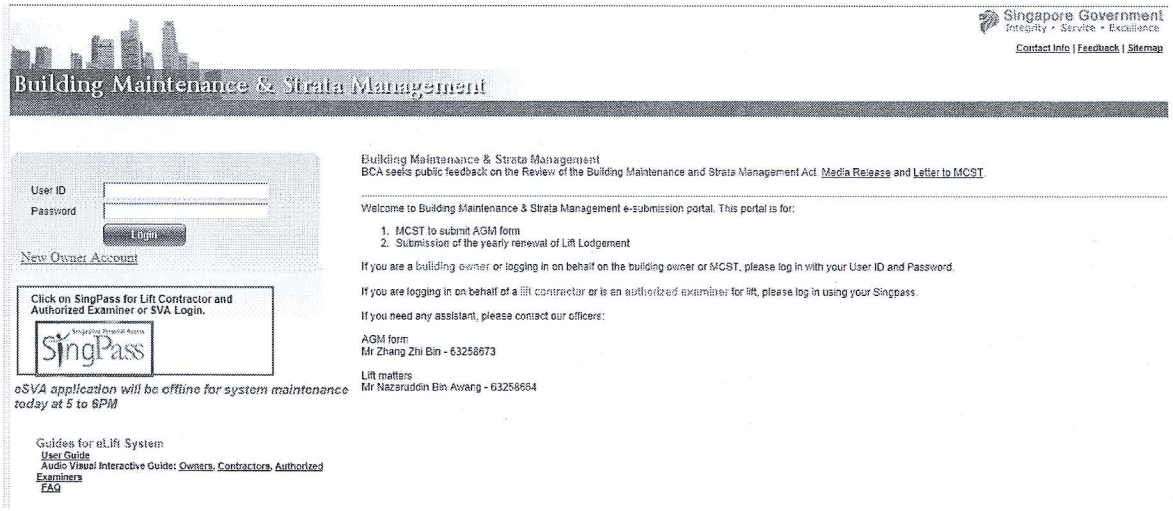
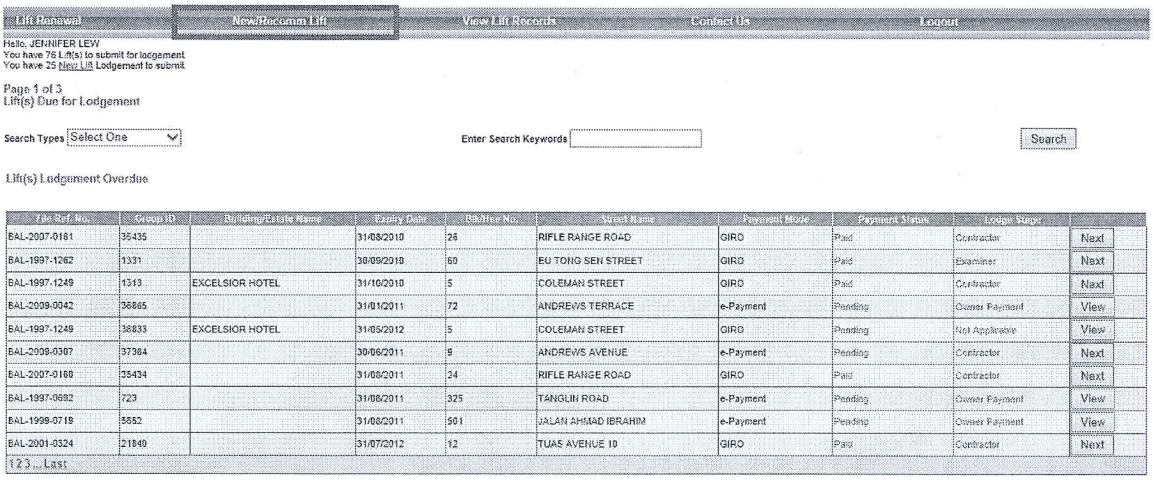


Figure 13 : Contractor Login Page

3.2 Contractor Home Page

Upon successful login, the lift contractor shall be taken to the Contractors home page. To view the New Lodgement/Re-Commissioning applications, the contractor shall click the "***New/Recomm Lift Link***".



File Ref. No.	Group ID	Building/Estate Name	Expiry Date	Bldg/Hse No.	Street Name	Payment Mode	Payment Status	Lodge Stage	
BAL-2007-0161	35435		31/08/2010	26	RIFLE RANGE ROAD	GIRO	Paid	Contractor	Next
BAL-1997-1262	1331		30/09/2010	60	EU TONG SEN STREET	GIRO	Paid	Examiner	Next
BAL-1997-1249	1313	EXCELSIOR HOTEL	31/10/2010	5	COLEMAN STREET	GIRO	Paid	Contractor	Next
BAL-2009-0042	36865		31/01/2011	72	ANDREWS TERRACE	e-Payment	Pending	Owner Payment	View
BAL-1997-1249	38833	EXCELSIOR HOTEL	31/05/2012	5	COLEMAN STREET	GIRO	Pending	Not Applicable	View
BAL-2009-0307	37384		30/06/2011	9	ANDREWS AVENUE	e-Payment	Pending	Contractor	Next
BAL-2007-0160	35434		31/08/2011	24	RIFLE RANGE ROAD	GIRO	Paid	Contractor	Next
BAL-1997-0692	723		31/08/2011	325	TANGLIN ROAD	e-Payment	Pending	Owner Payment	View
BAL-1999-0719	5852		31/08/2011	501	JALAN AHMAD IBRAHIM	e-Payment	Pending	Owner Payment	View
BAL-2001-0324	21840		31/07/2012	12	TUAS AVENUE 10	GIRO	Paid	Contractor	Next

Figure 14 : Contractor Home Page

3.3 Contractor "*New Lift/Recomm*" Home Page

Any application(s) which are in the following Lodge Stage require inputs from the Contractor for processing. To provide the inputs the contractor is required to click on the "***Next***"

- ✓ Contractor
- ✓ Contractor (Examiner Rejected)
- ✓ Contractor (PO Rejected)

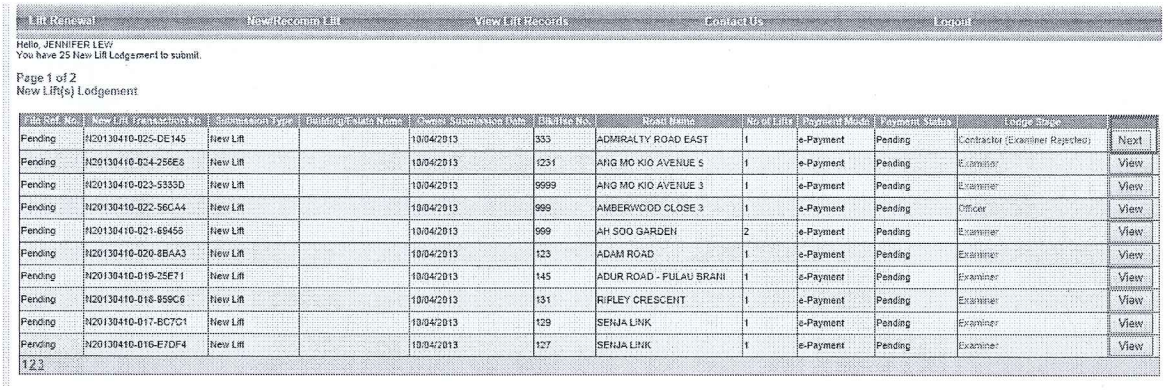


Figure 15 : Contractor NewLift Lodgement Inbox

3.4 Contractor Application Processing

Upon clicking "***Next***", the contractor shall be taken to the screen below.

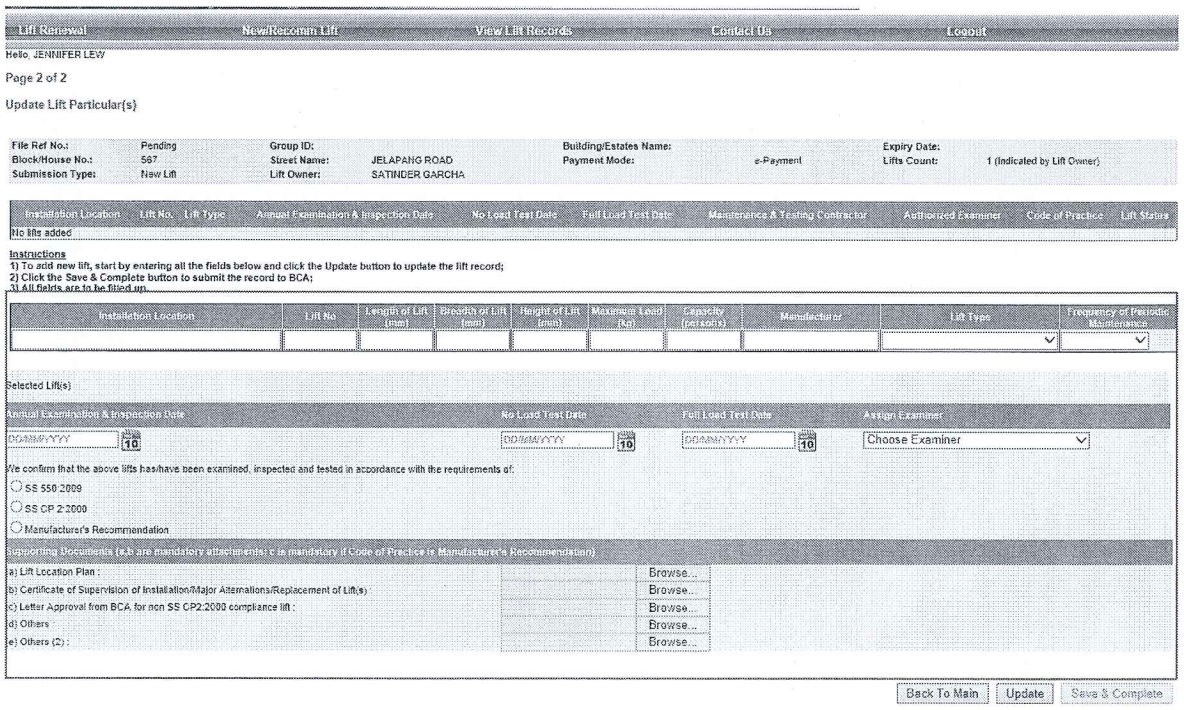


Figure 16 : Contractor Application Processing

The contractor is required to complete all the information requested in the section highlighted in Red. Click ***"Update"*** to add the lift details to the application. To amend the lift details, the contractor can delete the added lift record and add a new record. After submitting all the lift details, click on ***"Save & Complete"*** to send the application to the Authorised Examiner (AE) for processing.

4. Authorised Examiner

4.1 Login

The authorised examiner shall login using their Singpass.

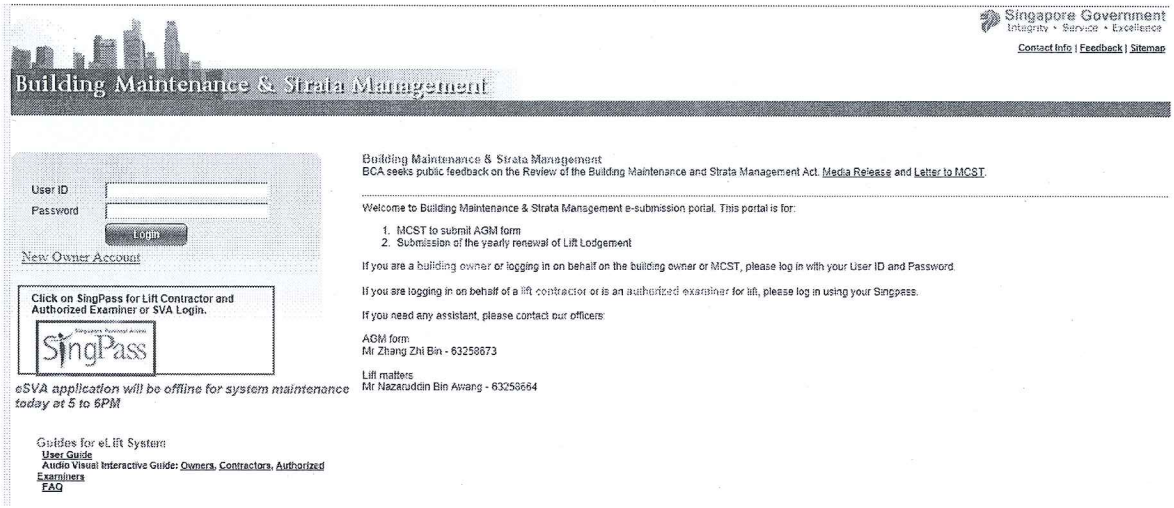
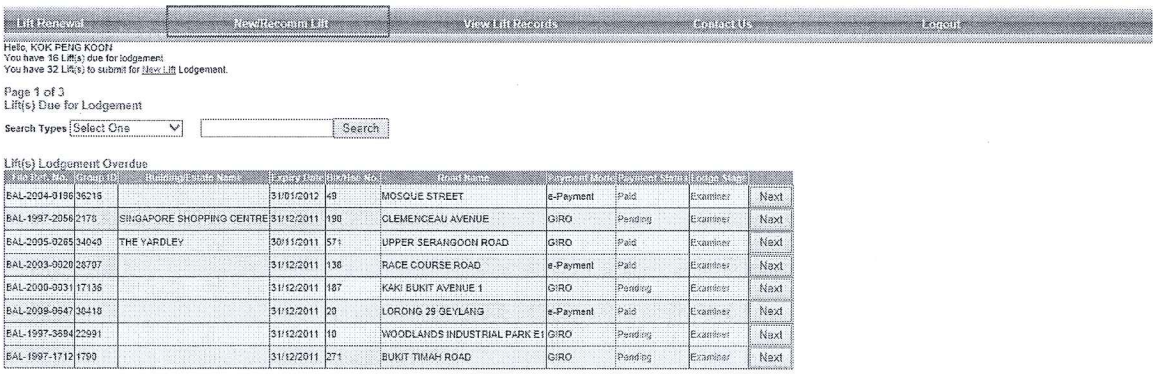


Figure 17 : Examiner Login Page

4.2 Examiner Home Page

Upon successful login, the authorised examiner shall be taken to the examiners home page. To view the New Lodgement/Re-Commissioning applications, the contractor shall click the "***New/Recomm Lift Link***".



Lift Serial No.	Group ID	Building Block Name	Expiry Date	Unit No.	Road Name	Payment Mode	Payment Status	Lodge Stage	
BAL-2004-0186	36216		31/01/2012	49	MOSQUE STREET	e-Payment	Paid	Examiner	Next
BAL-1997-2056	2178	SINGAPORE SHOPPING CENTRE	31/12/2011	190	CLEMENCEAU AVENUE	GIRO	Pending	Examiner	Next
BAL-2005-0265	34040	THE YARDLEY	30/11/2011	571	UPPER SERANGOON ROAD	GIRO	Paid	Examiner	Next
BAL-2003-0020	28797		31/12/2011	138	RACE COURSE ROAD	e-Payment	Paid	Examiner	Next
BAL-2000-0031	17136		31/12/2011	187	KAKI BUKIT AVENUE 1	GIRO	Pending	Examiner	Next
BAL-2009-0547	38418		31/12/2011	20	LORONG 29 GEYLANG	e-Payment	Paid	Examiner	Next
BAL-1997-3894	22991		31/12/2011	10	WOODLANDS INDUSTRIAL PARK E1	GIRO	Pending	Examiner	Next
BAL-1997-1712	1790		31/12/2011	271	BUKIT TIMAH ROAD	GIRO	Pending	Examiner	Next

Figure 18 : Examiner Home Page

4.3 Examiner "New Lift/Recomm" Home Page

Any applications which are in the following Lodge Stage require inputs from the Contractor for processing shall be in the ***Examiner*** lodge stage. To provide the inputs the examiner is required to click on the ***"Next"***

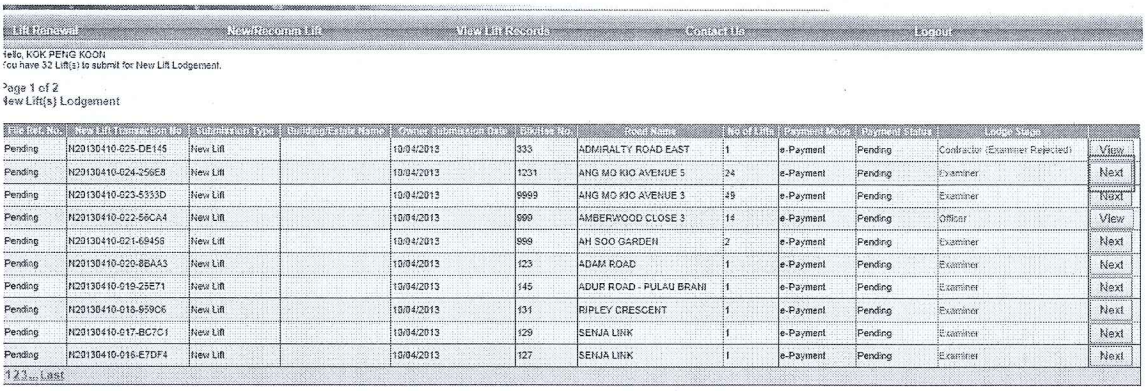


Figure 19 : Examiners New Lift Lodgement Inbox

4.3 Examiner Process Application

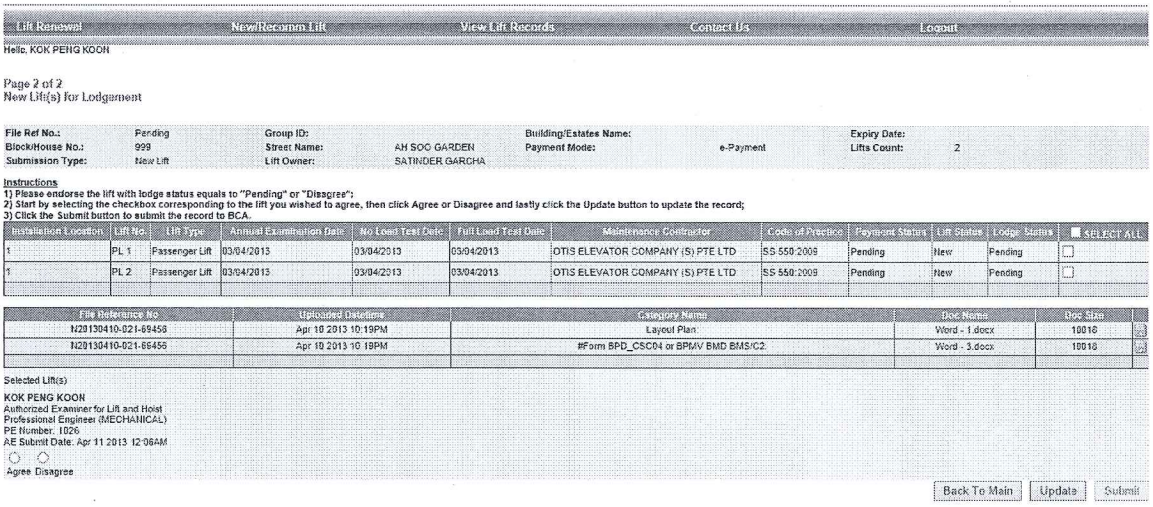


Figure 20 : Examiners Application Processing

The authorised examiner shall select the check box next to each lift to approve or reject the applications. After selecting the appropriate check box, the examiner should select the "Agree/Disagree" option. The authorised examiner shall be able to view the attachment submitted by the lift contractor by clicking on the icon next to each of the files. If the authorised examiner chooses ***"Disagree"***, a reason has to be keyed in. The examiner shall then click ***"Update"***. Upon the AE's decision will be updated in the lodge stage column in the figure above. The examiner shall click on the "***Submit***" button to complete the processing of the application. The application will be sent to the Officer for Approval only if all the lifts within the application have been approved by the authorised examiner.