

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**

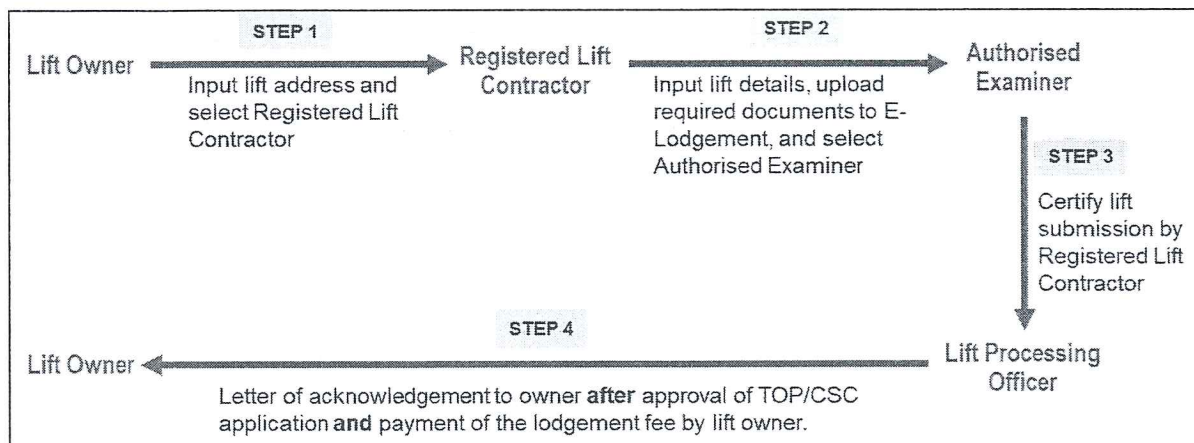
2 BCA's E-Lodgement System was launched in February 2010 to enable lift owners to update and submit the annual lodgement for their existing lifts online. This system helped lift owners improve their lodgement process for existing lifts by ensuring that mandatory fields are filled in by them before submission 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.



### 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/](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/](http://www.bca.gov.sg/bmsm_eservice/).

### Clarification

7 We would appreciate it if you could convey 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](mailto: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  
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# **E-Lodgement System**

## **User Guide**

### **(For New / Re-commissioning Lift)**

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## E-Lodgement System For New Lift / Re-Commissioning

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# **E-Lodgement System For New Lift / Re-Commissioning**

## **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 BSM portal at the following URL:  
[http://www.bca.gov.sg/bmsm\\_eservice/default.aspx](http://www.bca.gov.sg/bmsm_eservice/default.aspx).

## E-Lodgement System For New Lift / Re-Commissioning

### 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.

Building Maintenance & Strata Management  
BCA seeks public feedback on the Review of the Building Maintenance and Strata Management Act. [Media Release](#) and [Letter to MCST](#)

Welcome to Building Maintenance & Strata Management e-submission portal. This portal is for:

1. MCST to submit AGM form
2. Submission of the yearly renewal of Lift Lodgement

If you are a building owner or logging in on behalf of the building owner or MCST, please log in with your User ID and Password.

If you are logging in on behalf of a lift contractor or is an authorized examiner for lift, please log in using your Singpass.

If you need any assistant, please contact our officers:

AGM form:  
Mr Zhang Zhi Bin - 63258673

Lift matters:  
Mr Nazarudin Bin Awang - 63258664

Click on SingPass for Lift Contractor and Authorized Examiner or SVA Login.

[SingPass](#)

eSVA application will be offline for system maintenance today at 5 to 6PM

Guides for e.Lift System:  
[User Guide](#)  
[Audio Visual Interactive Guide: Owners, Contractors, Authorized Examiners](#)  
[FAQ](#)

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.

## E-Lodgement System For New Lift / Re-Commissioning

The screenshot shows a web form titled "Building Maintenance & Strata Management" with a sub-header "eLift User Account Registration (For New Lift Owner)". A note states: "Note: Please complete the form and click submit to retrieve your userid and password." The form lists "Required Fields" and includes input boxes for: "Name of Lift Owner", "UEN/NRIC/FIN Number" (with a dropdown menu), "Name of Contact Person", "Office Number", "Mobile Phone Number", and "Email Address". At the bottom are "Cancel" and "Request for User Account" buttons.

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)

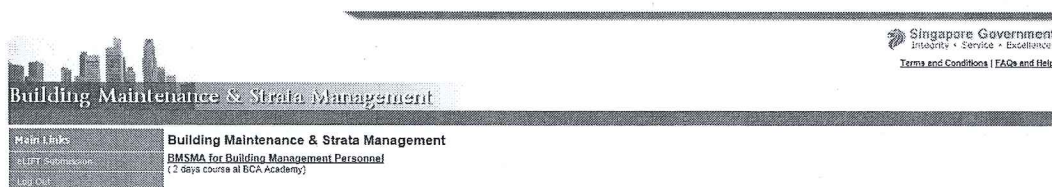


Figure 3 : Owner Landing Page

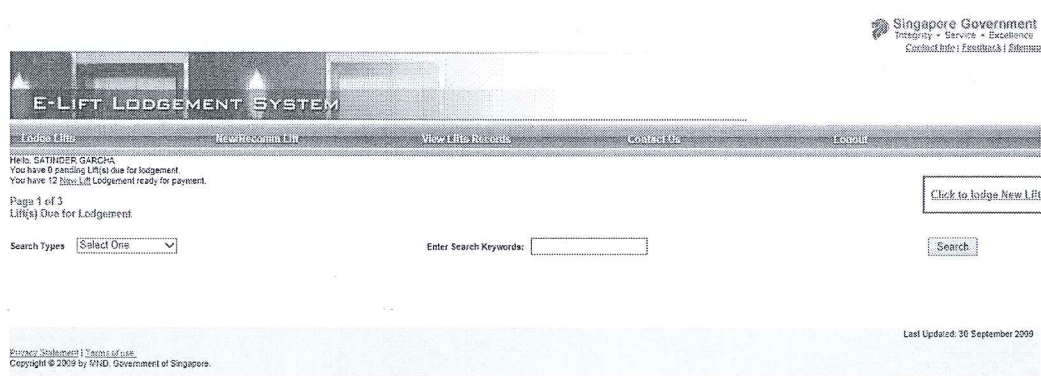


Figure 4 : eLift Owner Home Page



## E-Lodgement System For New Lift / Re-Commissioning

### 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)

Select a Submission Type to begin ☒ New Lift ☐ Re-commissioning

---

Section A - Particulars of Building  
(You may enter more than one building details (if any) under the same Project Reference Number)

Project  
1) Reference Number

|                     | Name of Building (if any) | House/Block Number | Road Name (as approved by Inland Revenue Authority of Singapore) | Postal Code | Number of Lifts | Development Type | Other Development Type (Specify if development type is Others) |        |
|---------------------|---------------------------|--------------------|--|-------------|-----------------|------------------|--|--------|
| 2) Building Details |                           |                    |  |             |                 |                  |  | Delete |
|                     |                           |                    |  |             |                 |                  | Add One More Building  |        |

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)

Select a Submission Type to begin ☐ New Lift ☒ Re-commissioning

Enter a BAL number and click Retrieve to get building record cc

---

Section A - Particulars of Building  
(You may enter more than one building details (if any) under the same Project Reference Number)

Project  
1) Reference Number

|                     | Name of Building (if any) | House/Block Number | Road Name (as approved by Inland Revenue Authority of Singapore) | Postal Code | Number of Lifts | Development Type | Other Development Type (Specify if development type is Others) |        |
|---------------------|---------------------------|--------------------|--|-------------|-----------------|------------------|--|--------|
| 2) Building Details |                           | 235                | VICTORIA STREET  | 123456      | 1               | Commercial       |  | Delete |

(Note: Number of Lifts refers to the Number of Suspended Lifts)

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.

## E-Lodgement System For New Lift / Re-Commissioning

### Section B

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

3) Name of Lift Owner  
4) UEN/MRIC/FIN Number

5) Postal Address

6) Name of Contact Person

7) Office Number

8) Mobile Phone Number

9) Email Address

|                           |                    |                   |                   |             |
|---------------------------|--------------------|-------------------|-------------------|-------------|
| Chris Lee                 |                    |                   |                   |             |
| S7876285C                 |                    |                   |                   |             |
| Name of Building (if any) | House/Block Number | Road Name         | Level/Unit Number | Postal Code |
|                           | 32B                | NORTH BRIDGE ROAD | 83                | 208563      |
| Chris Lee                 |                    |                   |                   |             |
| 63370930                  |                    |                   |                   |             |
| 1234567738                |                    |                   |                   |             |
| 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  
15) 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 Lfhts   | New/Lift Record          | View Lifts Record | Contact Us           | Logout |                 |             |                         |              |              |                |                                |                      |
|---|--------------------------|-------------------|----------------------|--------|-----------------|-------------|-------------------------|--------------|--------------|----------------|--------------------------------|----------------------|
| Hello, SATINDER GARCHA<br>You have 12 New Lfht Lodgement ready for payment. |                          |                   |                      |        |                 |             |                         |              |              |                |                                |                      |
| Page 1 of 2<br>New Lift(s) Lodgement  |                          |                   |                      |        |                 |             |                         |              |              |                |                                |                      |
| <a href="#">Click to Lodge New Lift</a>                                     |                          |                   |                      |        |                 |             |                         |              |              |                |                                |                      |
| File Ref. No.   | New Lift Transaction No. | Submission Type   | Building/Estate Name | Owner  | Submission Date | Blk/Hse No. | Block Name              | No. of Lfhts | Payment Mode | Payment Status | Lodge Stage                    |                      |
| Pending   | N20130410-025-DE145      | New Lfht          |                      |        | 10/04/2013      | 333         | ADMIRALTY ROAD EAST     | 1            | e-Payment    | Pending        | Controller (Examiner Rejected) | <a href="#">View</a> |
| Pending   | N20130410-024-256E6      | New Lfht          |                      |        | 10/04/2013      | 1231        | ANG MO KIO AVENUE 5     | 1            | e-Payment    | Pending        | Examiner                       | <a href="#">View</a> |
| Pending   | N20130410-023-53330      | New Lfht          |                      |        | 10/04/2013      | 9999        | ANG MO KIO AVENUE 3     | 1            | e-Payment    | Pending        | Examiner                       | <a href="#">View</a> |
| BAL-2013-0014   | N20130410-022-56CA4      | New Lfht          |                      |        | 10/04/2013      | 900         | AMBERWOOD CLOSE 3       | 1            | e-Payment    | Pending        | Owner (Pending Payment)        | <a href="#">Next</a> |
| Pending   | N20130410-021-166A56     | New Lfht          |                      |        | 10/04/2013      | 999         | AN SOO GARDEN           | 2            | e-Payment    | Pending        | Examiner                       | <a href="#">View</a> |
| Pending   | N20130410-020-86AA3      | New Lfht          |                      |        | 10/04/2013      | 123         | ADAM ROAD               | 1            | e-Payment    | Pending        | Examiner                       | <a href="#">View</a> |
| Pending   | N20130410-019-25E71      | New Lfht          |                      |        | 10/04/2013      | 145         | ADUR ROAD - PULAU BRANI | 1            | e-Payment    | Pending        | Examiner                       | <a href="#">View</a> |
| Pending   | N20130410-018-859C6      | New Lfht          |                      |        | 10/04/2013      | 131         | RIPLEY CRESCENT         | 1            | e-Payment    | Pending        | Examiner                       | <a href="#">View</a> |
| Pending   | N20130410-017-BG7C1      | New Lfht          |                      |        | 10/04/2013      | 129         | SENJA LINK              | 1            | e-Payment    | Pending        | Examiner                       | <a href="#">View</a> |
| Pending   | N20130410-016-ETDF4      | New Lfht          |                      |        | 10/04/2013      | 127         | SENJA LINK              | 1            | e-Payment    | Pending        | Examiner                       | <a href="#">View</a> |

**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/Recon Lift | View Lifts Records | Contact Us | Logout |
|-------------|----------------|--------------------|------------|--------|

**Heio, 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             | Authorised 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        |

12

**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 is sub paragraph (a) plus \$10 per lift for each lift in excess of 10.

**(c) For online 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) 1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1, 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.

## E-Lodgement System For New Lift / Re-Commissioning

|                               |                                 |                                    |                            |                        |
|-------------------------------|---------------------------------|------------------------------------|----------------------------|------------------------|
| <a href="#">Lodging Lifts</a> | <a href="#">New/Recomm Lift</a> | <a href="#">View Lifts Reports</a> | <a href="#">Contact Us</a> | <a href="#">Logout</a> |
|-------------------------------|---------------------------------|------------------------------------|----------------------------|------------------------|

Hello, SATINDER GARCHA

Page 3 of 3

New Lift(s) Lodgement  
File Ref No.: BAL-2013-0014  
Block/House No.: 559

| Group ID: | 3542              | Building/Estate Name | Payment Mode: | e-Payment | Expiry Date: | 30/04/2014 |
|-----------|-------------------|----------------------|---------------|-----------|--------------|------------|
| Street:   | AMBERWOOD CLOSE 3 |                      |               |           |              |            |

| 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           |

[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 “ <b>Building and Construction Authority</b> ” or “ <b>BCA</b> ”. 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<br>Building and Construction Authority<br>5 Maxwell Road #02-01<br>Tower Block MND Complex<br>Singapore 069110  |



## E-Lodgement System For New Lift / Re-Commissioning

### 3. Contractor

#### 3.1 Login

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

The screenshot shows the login interface for the Building Maintenance & Strata Management system. It includes a header with the Singapore Government logo and navigation links. The main content area features a login form with fields for User ID and Password, a Login button, and a link for New Owner Account. A SingPass logo is also present. To the right, there is a welcome message and a list of instructions for users. At the bottom, there are links for guides and FAQs.

Building Maintenance & Strata Management  
BCA seeks public feedback on the Review of the Building Maintenance and Strata Management Act [Media Release](#) and [Letter to MCST](#)

Welcome to Building Maintenance & Strata Management e-submission portal. This portal is for:

1. MCST to submit AGM form
2. Submission of the yearly renewal of Lift Lodgement

If you are a building owner or logging in on behalf of the building owner or MCST, please log in with your User ID and Password.

If you are logging in on behalf of a lift contractor or is an authorized examiner for lift, please log in using your Singpass.

If you need any assistant, please contact our officers:

AGM form:  
Mr Zhang Zhi Bin - 63258673

Lift matters:  
Mr Nazaruddin Bin Awang - 63258664

eSVA application will be offline for system maintenance today at 5 to 6PM

Guides for eLift System  
[User Guide](#)  
[Audio Visual Interactive Guide: Owners, Contractors, Authorized Examiners](#)  
[FAQ](#)

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”**.

The screenshot shows the Contractor Home Page. It features a navigation bar with links: Lift Renewal, New/Recomm Lift, View Lift Records, Contact Us, and Logout. Below the navigation bar, there is a greeting message and a summary of lift lodgements. A search bar is available for finding specific records. The main content area displays a table of lift lodgements, including details such as File Ref. No., Group ID, Building/Strata Name, Expiry Date, RA/Ref No., Street Name, Payment Mode, Payment Status, Lodger Name, and a Next button for each entry.

123 ... Last

| File Ref. No. | Group ID | Building/Strata Name | Expiry Date | RA/Ref No. | Street Name         | Payment Mode | Payment Status | Lodger Name    | Next |
|---------------|----------|----------------------|-------------|------------|---------------------|--------------|----------------|----------------|------|
| 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 | 36665    |                      | 31/01/2011  | 72         | ANDREWS TERRACE     | e-Payment    | Pending        | Owner Payment  | View |
| BAL-1997-1249 | 36833    | EXCELSIOR HOTEL      | 31/05/2012  | 5          | COLEMAN STREET      | GIRO         | Pending        | Not Applicable | View |
| BAL-2009-0397 | 37364    |                      | 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-1997-0682 | 723      |                      | 31/08/2011  | 325        | TANGLIN ROAD        | e-Payment    | Pending        | Owner Payment  | View |
| BAL-1998-0718 | 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



## E-Lodgement System For New Lift / Re-Commissioning

### 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)

| 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                    | Next |
|---------------|--------------------------|-----------------|----------------------|-------|-----------------|-------------|------------------------|-------------|--------------|----------------|--------------------------------|------|
| Pending       | N20130410-025-DE145      | New Lift        |                      |       | 10/04/2013      | 333         | ADMIRALTY ROAD EAST    | 1           | e-Payment    | Pending        | Contractor (Examiner Rejected) | View |
| Pending       | N20130410-024-256E6      | New Lift        |                      |       | 10/04/2013      | 1251        | ANG MO KIO AVENUE 5    | 1           | e-Payment    | Pending        | Examiner                       | View |
| Pending       | N20130410-023-53350      | New Lift        |                      |       | 10/04/2013      | 9999        | ANG MO KIO AVENUE 3    | 1           | e-Payment    | Pending        | Examiner                       | View |
| Pending       | N20130410-022-56C44      | New Lift        |                      |       | 10/04/2013      | 999         | AMBERWOOD CLOSE 3      | 1           | e-Payment    | Pending        | Officer                        | View |
| Pending       | N20130410-021-65455      | New Lift        |                      |       | 10/04/2013      | 999         | AH SOO GARDEN          | 2           | e-Payment    | Pending        | Examiner                       | View |
| Pending       | N20130410-020-48AA3      | 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 BRAH | 1           | e-Payment    | Pending        | Examiner                       | View |
| Pending       | N20130410-018-959C6      | 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 |

Figure 15 : Contractor NewLift Lodgement Inbox

### 3.4 Contractor Application Processing

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

| Lift Renewal  |                          |                 |                      |       |                 |             |                        |             |              | New/Recomm Lift |                                |      |  |  |  |  |  |  |  | View Lift Records |  |  |  |  |  |  |  |  |  | Contact Us |  |  |  |  |  |  |  |  |  | Logout |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
|---|--------------------------|-----------------|----------------------|-------|-----------------|-------------|------------------------|-------------|--------------|-----------------|--------------------------------|------|--|--|--|--|--|--|--|-------------------|--|--|--|--|--|--|--|--|--|------------|--|--|--|--|--|--|--|--|--|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---------------|--------------------------|-----------------|----------------------|-------|-----------------|-------------|-----------|-------------|--------------|----------------|-------------|------|---------|---------------------|----------|--|--|------------|-----|---------------------|---|-----------|---------|--------------------------------|------|---------|---------------------|----------|--|--|------------|------|---------------------|---|-----------|---------|----------|------|---------|---------------------|----------|--|--|------------|------|---------------------|---|-----------|---------|----------|------|---------|---------------------|----------|--|--|------------|-----|-------------------|---|-----------|---------|---------|------|---------|---------------------|----------|--|--|------------|-----|---------------|---|-----------|---------|----------|------|---------|---------------------|----------|--|--|------------|-----|-----------|---|-----------|---------|----------|------|---------|---------------------|----------|--|--|------------|-----|------------------------|---|-----------|---------|----------|------|---------|---------------------|----------|--|--|------------|-----|-----------------|---|-----------|---------|----------|------|---------|---------------------|----------|--|--|------------|-----|------------|---|-----------|---------|----------|------|---------|---------------------|----------|--|--|------------|-----|------------|---|-----------|---------|----------|------|
| Hello, JENNIFER LEW   |                          |                 |                      |       |                 |             |                        |             |              |                 |                                |      |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
| You have 25 New Lift Lodgement to submit.   |                          |                 |                      |       |                 |             |                        |             |              |                 |                                |      |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
| Page 1 of 2   |                          |                 |                      |       |                 |             |                        |             |              |                 |                                |      |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
| New Lift(s) Lodgement   |                          |                 |                      |       |                 |             |                        |             |              |                 |                                |      |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
| <table><tr><th>File Ref. No.</th><th>New Lift Transaction No.</th><th>Submission Type</th><th>Building/Estate Name</th><th>Owner</th><th>Submission Date</th><th>Blk/Hse No.</th><th>Road Name</th><th>No of Lifts</th><th>Payment Mode</th><th>Payment Status</th><th>Lodge Stage</th><th>Next</th></tr><tr><td>Pending</td><td>N20130410-025-DE145</td><td>New Lift</td><td></td><td></td><td>10/04/2013</td><td>333</td><td>ADMIRALTY ROAD EAST</td><td>1</td><td>e-Payment</td><td>Pending</td><td>Contractor (Examiner Rejected)</td><td>View</td></tr><tr><td>Pending</td><td>N20130410-024-256E6</td><td>New Lift</td><td></td><td></td><td>10/04/2013</td><td>1251</td><td>ANG MO KIO AVENUE 5</td><td>1</td><td>e-Payment</td><td>Pending</td><td>Examiner</td><td>View</td></tr><tr><td>Pending</td><td>N20130410-023-53350</td><td>New Lift</td><td></td><td></td><td>10/04/2013</td><td>9999</td><td>ANG MO KIO AVENUE 3</td><td>1</td><td>e-Payment</td><td>Pending</td><td>Examiner</td><td>View</td></tr><tr><td>Pending</td><td>N20130410-022-56C44</td><td>New Lift</td><td></td><td></td><td>10/04/2013</td><td>999</td><td>AMBERWOOD CLOSE 3</td><td>1</td><td>e-Payment</td><td>Pending</td><td>Officer</td><td>View</td></tr><tr><td>Pending</td><td>N20130410-021-65455</td><td>New Lift</td><td></td><td></td><td>10/04/2013</td><td>999</td><td>AH SOO GARDEN</td><td>2</td><td>e-Payment</td><td>Pending</td><td>Examiner</td><td>View</td></tr><tr><td>Pending</td><td>N20130410-020-48AA3</td><td>New Lift</td><td></td><td></td><td>10/04/2013</td><td>123</td><td>ADAM ROAD</td><td>1</td><td>e-Payment</td><td>Pending</td><td>Examiner</td><td>View</td></tr><tr><td>Pending</td><td>N20130410-019-25E71</td><td>New Lift</td><td></td><td></td><td>10/04/2013</td><td>145</td><td>ADUR ROAD - PULAU BRAH</td><td>1</td><td>e-Payment</td><td>Pending</td><td>Examiner</td><td>View</td></tr><tr><td>Pending</td><td>N20130410-018-959C6</td><td>New Lift</td><td></td><td></td><td>10/04/2013</td><td>131</td><td>RIPLEY CRESCENT</td><td>1</td><td>e-Payment</td><td>Pending</td><td>Examiner</td><td>View</td></tr><tr><td>Pending</td><td>N20130410-017-BC7C1</td><td>New Lift</td><td></td><td></td><td>10/04/2013</td><td>129</td><td>SENJA LINK</td><td>1</td><td>e-Payment</td><td>Pending</td><td>Examiner</td><td>View</td></tr><tr><td>Pending</td><td>N20130410-016-E7DF4</td><td>New Lift</td><td></td><td></td><td>10/04/2013</td><td>127</td><td>SENJA LINK</td><td>1</td><td>e-Payment</td><td>Pending</td><td>Examiner</td><td>View</td></tr></table> |                          |                 |                      |       |                 |             |                        |             |              |                 |                                |      |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 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 | Next | Pending | N20130410-025-DE145 | New Lift |  |  | 10/04/2013 | 333 | ADMIRALTY ROAD EAST | 1 | e-Payment | Pending | Contractor (Examiner Rejected) | View | Pending | N20130410-024-256E6 | New Lift |  |  | 10/04/2013 | 1251 | ANG MO KIO AVENUE 5 | 1 | e-Payment | Pending | Examiner | View | Pending | N20130410-023-53350 | New Lift |  |  | 10/04/2013 | 9999 | ANG MO KIO AVENUE 3 | 1 | e-Payment | Pending | Examiner | View | Pending | N20130410-022-56C44 | New Lift |  |  | 10/04/2013 | 999 | AMBERWOOD CLOSE 3 | 1 | e-Payment | Pending | Officer | View | Pending | N20130410-021-65455 | New Lift |  |  | 10/04/2013 | 999 | AH SOO GARDEN | 2 | e-Payment | Pending | Examiner | View | Pending | N20130410-020-48AA3 | 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 BRAH | 1 | e-Payment | Pending | Examiner | View | Pending | N20130410-018-959C6 | 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 |
| 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                    | Next |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
| Pending   | N20130410-025-DE145      | New Lift        |                      |       | 10/04/2013      | 333         | ADMIRALTY ROAD EAST    | 1           | e-Payment    | Pending         | Contractor (Examiner Rejected) | View |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
| Pending   | N20130410-024-256E6      | New Lift        |                      |       | 10/04/2013      | 1251        | ANG MO KIO AVENUE 5    | 1           | e-Payment    | Pending         | Examiner                       | View |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
| Pending   | N20130410-023-53350      | New Lift        |                      |       | 10/04/2013      | 9999        | ANG MO KIO AVENUE 3    | 1           | e-Payment    | Pending         | Examiner                       | View |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
| Pending   | N20130410-022-56C44      | New Lift        |                      |       | 10/04/2013      | 999         | AMBERWOOD CLOSE 3      | 1           | e-Payment    | Pending         | Officer                        | View |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
| Pending   | N20130410-021-65455      | New Lift        |                      |       | 10/04/2013      | 999         | AH SOO GARDEN          | 2           | e-Payment    | Pending         | Examiner                       | View |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
| Pending   | N20130410-020-48AA3      | 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 BRAH | 1           | e-Payment    | Pending         | Examiner                       | View |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |
| Pending   | N20130410-018-959C6      | 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 |  |  |  |  |  |  |  |                   |  |  |  |  |  |  |  |  |  |            |  |  |  |  |  |  |  |  |  |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |                          |                 |                      |       |                 |             |           |             |              |                |             |      |         |                     |          |  |  |            |     |                     |   |           |         |                                |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |      |                     |   |           |         |          |      |         |                     |          |  |  |            |     |                   |   |           |         |         |      |         |                     |          |  |  |            |     |               |   |           |         |          |      |         |                     |          |  |  |            |     |           |   |           |         |          |      |         |                     |          |  |  |            |     |                        |   |           |         |          |      |         |                     |          |  |  |            |     |                 |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |         |                     |          |  |  |            |     |            |   |           |         |          |      |

|                  |          |              |                 |                        |           |              |                             |
|------------------|----------|--------------|-----------------|------------------------|-----------|--------------|-----------------------------|
| File Ref No.:    | Pending  | Group ID:    |                 | Building/Estates Name: |           | Expiry Date: |                             |
| Block/House No.: | 567      | Street Name: | JELAPANG ROAD   | Payment Mode:          | e-Payment | Lifts Count: | 1 (Indicated by Lift Owner) |
| Submission Type: | New Lift | Lift Owner:  | SATINDER GARCHA |                        |           |              |                             |

|                       |          |           |                                      |                   |                     |                                  |                     |                  |             |
|-----------------------|----------|-----------|--------------------------------------|-------------------|---------------------|----------------------------------|---------------------|------------------|-------------|
| Installation Location | Lift No. | Lift Type | Annual Examination & Inspection Date | No Load Test Date | Full Load Test Date | Maintenance & Testing Contractor | Authorized Examiner | Code of Practice | Lift Status |
| No lift added         |          |           |                                      |                   |                     |                                  |                     |                  |             |

Instructions

1) To add new lift, start by entering all the fields below and click the Update button to update the lift record;  
2) Click the Save & Complete button to submit the record to BCA;  
3) All fields are to be filled up.

|                       |          |                     |                      |                     |                   |                    |              |           |                                   |
|-----------------------|----------|---------------------|----------------------|---------------------|-------------------|--------------------|--------------|-----------|-----------------------------------|
| Installation Location | Lift No. | Length of Lift (mm) | Breadth of Lift (mm) | Height of Lift (mm) | Maximum Load (kg) | Capacity (persons) | Manufacturer | Lift Type | Frequency of Periodic Maintenance |
|                       |          |                     |                      |                     |                   |                    |              |           |                                   |

Selected Lift(s)

|                                      |                   |                     |                 |
|--------------------------------------|-------------------|---------------------|-----------------|
| Annual Examination & Inspection Date | No Load Test Date | Full Load Test Date | Assign Examiner |
| DDMM/YYYY                            | DDMM/YYYY         | DDMM/YYYY           | Choose Examiner |

We confirm that the above lifts has/have been examined, inspected and tested in accordance with the requirements of:

☐ SS 550 2009

☐ SS CP 2:2009

☐ Manufacturer's Recommendation

Supporting Documents (e.g.) are mandatory attachments: it is mandatory if Code of Practice is Manufacturer's Recommendation

a) Lift Location Plan:  Browse...

b) Certificate of Supervision of Installation/Major Alterations/Replacement of Lift(s):  Browse...

c) Letter Approval from BCA for non SS CP2:2009 compliance lift:  Browse...

d) Others:  Browse...

e) Others (2):  Browse...

Back To Main Update Save & Complete

Figure 16 : Contractor Application Processing

## E-Lodgement System For New Lift / Re-Commissioning

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.



## E-Lodgement System For New Lift / Re-Commissioning

### 4. Authorised Examiner

#### 4.1 Login

The authorised examiner shall login using their Singpass.

The screenshot shows the login page for the Building Maintenance & Strata Management system. It includes a header with the Singapore Government logo and navigation links. The main content area has a login form with fields for User ID and Password, a Login button, and a link for New Owner Account. Below the login form is a SingPass login section with a button to click on SingPass for Lift Contractor and Authorized Examiner or SVA Login. To the right of the login form, there is a welcome message and a list of steps for users: 1. MCST to submit AGM form, 2. Submission of the yearly renewal of Lift Lodgement. It also provides contact information for AGM form and Lift matters.

Building Maintenance & Strata Management  
BCA seeks public feedback on the Review of the Building Maintenance and Strata Management Act. [Media Release](#) and [Letter to MCST](#).

Welcome to Building Maintenance & Strata Management e-submission portal. This portal is for:

1. MCST to submit AGM form
2. Submission of the yearly renewal of Lift Lodgement

If you are a building owner or logging in on behalf of the building owner or MCST, please log in with your User ID and Password.

If you are logging in on behalf of a lift contractor or is an authorized examiner for lift, please log in using your Singpass.

If you need any assistant, please contact our officers:

AGM form:  
Mr Zhang Zhi Bin - 63258873

Lift matters:  
Mr Nazaruddin Bin Awang - 63258664

[Click on SingPass for Lift Contractor and Authorized Examiner or SVA Login.](#)

[SingPass Personal Access](#)

eSVA application will be offline for system maintenance today at 5 to 6PM

[Guides for eLift System](#)  
[User Guide](#)  
[Audio Visual Interactive Guide: Owners, Contractors, Authorized Examiners](#)  
[FAQ](#)

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”**.

The screenshot shows the Examiner Home Page. It has a navigation bar with links: Lift Renewal, New/Recomm Lift, View Lift Records, Contact Us, and Logout. Below the navigation bar, there is a greeting message and a summary of lift lodgements. A search bar is provided for searching lift lodgements. Below the search bar, there is a table titled "Lift(s) Lodgement Overdue" with columns: File Ref. No., Group ID, Building/Estate Name, Expiry Date/Bk/In No., Road Name, Payment Mode, Payment Status, and Lodge Stage.

Lift Renewal   New/Recomm Lift   View Lift Records   Contact Us   Logout

Hello, KOK PENG KOON  
You have 16 Lift(s) due for lodgement.  
You have 32 Lift(s) to submit for [New Lift](#) Lodgement.

Page 1 of 3  
Lift(s) Due for Lodgement

Search Types:

| File Ref. No. | Group ID | Building/Estate Name      | Expiry Date/Bk/In No. | Road Name | Payment Mode                 | Payment Status | Lodge Stage |          |      |
|---------------|----------|---------------------------|-----------------------|-----------|------------------------------|----------------|-------------|----------|------|
| BAL-2004-0186 | 36215    |                           | 31/01/2012            | 49        | MOSQUE STREET                | e-Payment      | Paid        | Examiner | Next |
| BAL-1997-2056 | 2176     | SINGAPORE SHOPPING CENTRE | 31/12/2011            | 190       | CLEMENCEAU AVENUE            | GIRO           | Pending     | Examiner | Next |
| BAL-2005-0285 | 34040    | THE YARDLEY               | 30/11/2011            | 571       | UPPER SERANGOON ROAD         | GIRO           | Paid        | Examiner | Next |
| BAL-2003-0020 | 26707    |                           | 31/12/2011            | 136       | RACE COURSE ROAD             | e-Payment      | Paid        | Examiner | Next |
| BAL-2000-0031 | 17136    |                           | 31/12/2011            | 167       | KAKI BUNT AVENUE 1           | GIRO           | Pending     | Examiner | Next |
| BAL-2009-0947 | 30410    |                           | 31/12/2011            | 20        | LORONG 29 DEYLANG            | e-Payment      | Paid        | Examiner | Next |
| BAL-1997-3694 | 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



