



An MND Statutory Board

## REGISTRATION INSTRUCTIONS FOR FIXED INSTALLATION CONTRACTOR

- (1) You are encouraged to register yourself into the new registrable activities for Fixed Installation Contractors during your allocated period. You may refer to the email sent to you by BCA at a later date to schedule you for the registration.
- (2) Please proceed to eBACS webpage at <https://www.bca.gov.sg/eBACS>
- (3) You may refer to the link below on the User Guide to register an eBACS account and create a CRS application.  
[https://www.bca.gov.sg/eBACS/Document/eBACS\\_User\\_Guide.pdf](https://www.bca.gov.sg/eBACS/Document/eBACS_User_Guide.pdf)
- (4) Application of Registrable Activities

### 4(a) Firms with RW02 and/or RW03 registration expiring after the 6-month grace period:

Add one or more of the 6 new workhead(s). You may refer to the Table 1 in this document on the types of Lifts, Escalators and Mechanised Carpark System ("MCPS") registrable activities and their associated workheads available for selection. Then click Next.

192.168.105.70/EBACS\_ITControl/Application/CRS/App\_Workhead.aspx?type=1

EBACS Admin Contractor Registry... Building Licensing... CQM On-Line CQM Admin C41 EBACS Admin Hard... Google Classro

**eBACS**  
Electronic Builders Licensing and Contractors Registration Systems

Singapore Government  
Integrity · Service · Excellence

HOME MY APPLICATION COMPANY INFORMATION INBOX USER GUIDE ACCOUNT LOGOUT

1 Start → 2 Select → 3 Confirm

New Application

Please select the workhead and the grade to apply:

Workhead :  Grade :

No	Applied Workhead(s)	Grade	Remove
1	RW02A - Lift Installation Contractors	Single Grade	<input type="button" value="Remove"/>
2	RW02B - Lift Maintenance Contractors	T1	<input type="button" value="Remove"/>

Select your desired workheads for new applications.

For RW02B, please select one desired tier under grade

#### 4(b) Firms with RW02 and/or RW03 registration expiring during the 6-month grace period:

Under renew, please select your desired CRS workheads but **do not select** 'renew' for RW02 or RW03 workhead. The option to add new workheads for Fixed Installation would then be made available for your selection at the bottom, as shown. *(Any selection of renewal of RW02 or RW03 workheads will be reflected as \$0 and shall not be considered for application)*

Proceed to add one or more of the 6 new workhead(s). You may refer to the Table 1 in this document on the types of Lifts, Escalators and Mechanised Carpark System ("MCPS") registrable activities and their associated workheads available for selection. Then click Next.

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1 Start → 2 Select → 3 Confirm

Please select at least one workhead to renew.

Renew Registered Workhead(s)

No	Renew Workhead(s)	Grade	Renew (Yes/No)
1	ME09 - Lift & Escalator Installation	L1	<input type="checkbox"/>
2	RW02 - Lift Contractors	Single Grade	<input type="checkbox"/>
3	RW03 - Escalator Contractors	Single Grade	<input type="checkbox"/>

**Please note for renewal application, no partial renewal of workhead(s) is allowed. Any workhead(s) not renewed in this renewal application will have to re-apply as an "Addition" application.**

Additional Workhead(s)

Please select the workhead and the grade to apply (if any):

Workhead :  Grade :

No	Applied Workhead(s)	Grade	Remove
1	RW02A - Lift Installation Contractors	Single Grade	<input type="button" value="Remove"/>
2	RW02B - Lift Maintenance Contractors	T1	<input type="button" value="Remove"/>

Select your desired workheads for renewal.  
Do not select 'renew' RW02 or RW03 workhead

Select your desired workheads for new applications.  
For RW02B, please select one desired tier under grade

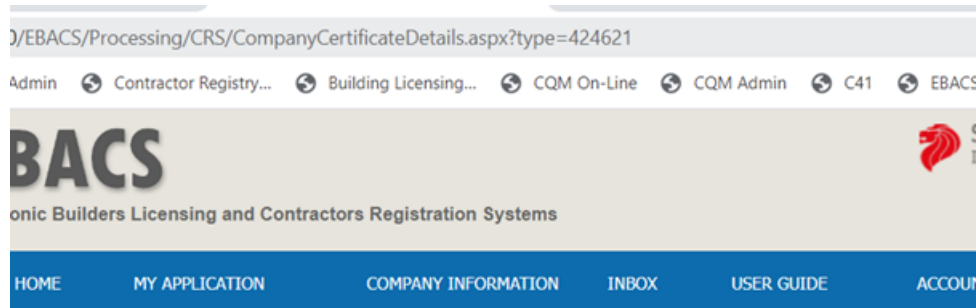
<b>Registrable activity</b>	<b>Regulatory Workheads in eBACS</b>
a. Carrying out fixed installation works for lifts	RW02A
b. Maintenance, inspection or testing of lifts or any combination of these activities *	RW02B
i. Maintenance of all types of lifts	(RW02B-T1)
ii. Maintenance of lifts with a rated speed of less than 5 meters per second	(RW02B-T2)
iii. Maintenance of home lifts in residential units	(RW02B-T3)
c. Carrying out fixed installation works for escalators	RW03A
d. Maintenance, inspection or testing of escalators or any combination of these activities	RW03B
e. Carrying out fixed installation works for mechanised car parking systems	RW04A
f. Maintenance, inspection or testing of mechanised car parking systems or any combination of these activities	RW04B

*Table 1: Type of registrable activities and regulatory workheads*

*\* Registrants performing this class of registrable activity are required to comply with different conditions of registration, depending on the type of lifts the Registrants maintain, inspect and/or test.*

- (5) Under Company Certificate Page, please select PWM as the Certificate Type. You are required to upload the **Progressive Wage Plan** form in the Supporting Document tab. The wage form can be download from eBACS or in the link shown below.

<https://www1.bca.gov.sg/regulatory-info/lifts-escalators/lifts-and-escalators-legislation>



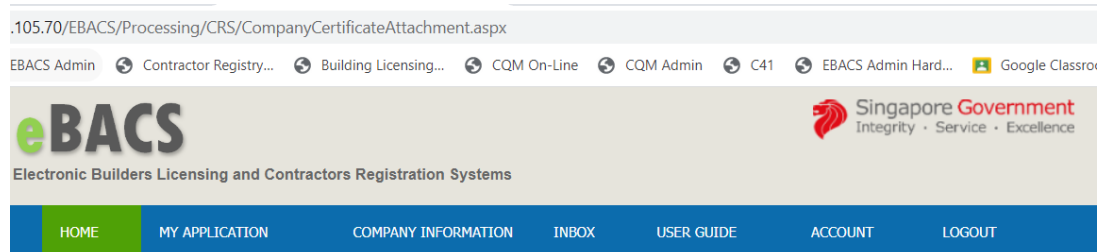
Drop down and select PWM here.

Certification Type

PWM

Save

Cancel



Company Certificate

Certificate

Supporting Documents

#### Please Read

- The maximum file size for each upload is 4MB.
- Only files (PDF, DOC, JPG, JPEG, GIF, TIFF, ZIP) are allowed.

Document	Status	Attach	File(s) Attached
ISO45001/ BizSAFE Star		Choose File No file chosen Upload	
PWM		Choose File No file chosen Upload	

Attach your completed PWM wage plan form here.

- (6) Under Technical Personnel Page, you are required to upload the **Declaration of Technical Person** in the Supporting Documents and other manpower submittals as stated in the [Condition of Registration](#). The declaration form can be downloaded from eBACS. You may refer to the table 2 below on the requirements for technical personnel with respect to the registrable activity or registrable activities.

Technical Personnel

Personnel
Supporting Documents

**+ View Registration Requirement for Technical Personnel**

View Acceptable Disciplines for: [CS](#)

**CR01, Single Grade**  
1T and one personnel with BCCPE

**CR17, Single Grade**  
1T and one personnel with BCCPE

Helpful hints on registration requirement

No	NRIC/FIN	Name	Qual Type	License Holder	EP Expiry	Is Resigned	Action
1	123456789D	Peter Pan	P	No	N.A.	No	

[Application Detail](#) > [Company Info](#) > [Financial](#) > [Company Certificate](#) > [Company Licence](#) > Technical Personnel > [Track Record](#) > [Other Supporting Documents](#) > [Submission](#)

Registered Workheads		Requirement for Technical Person(s) <sup>1</sup>	Minimum work experience
RW02A		3 persons ( <i>P</i> <sup>2</sup> or <i>T</i> <sup>3</sup> )	<i>P</i> – 5 years <i>T</i> – 8 years
RW03A			
RW04A		1 person ( <i>P</i> or <i>T</i> )	<i>P</i> – 0 years <i>T</i> – 3 years
RW04B			
RW02B	Maintenance of all types of lifts	3 persons ( <i>P</i> or <i>T</i> )	<i>P</i> – 5 years <i>T</i> – 8 years
	Maintenance of lifts with a rated speed of less than 5 meters per second	2 persons ( <i>P</i> or <i>T</i> )	<i>P</i> – 3 years <i>T</i> – 5 years
	Maintenance of home lifts in residential units	1 person ( <i>P</i> or <i>T</i> )	<i>P</i> – 0 years <i>T</i> – 3 years
RW03B		2 persons ( <i>P</i> or <i>T</i> )	<i>P</i> – 3 years <i>T</i> – 5 years

Table 2: Technical Person Requirements

<sup>1</sup> Technical Persons are persons who have a minimum number of years' relevant work experiences (as prescribed under column min work experience) for the respective registrable activities.

<sup>2</sup> A professional qualification with a recognised degree in Electrical/Electronics or Mechanical engineering or equivalent (hereinafter referred to as "P");

<sup>3</sup> A technical qualification with a recognised diploma in Electrical/Electronics or Mechanical Engineering or equivalent (hereinafter referred to as "T").

- (7) Please note that the payment for the 6 new registrable activities (RW02A, RW02B-T1/T2/T3, RW03A, RW03B, RW04A and RW04B) **will be made separately.**




**[Following steps are IMPORTANT]**

- (8) During the 6-month grace period, the processing fee will be displayed as \$0 for any of the six new registrable activities. Please record down the **APPLICATION NUMBER**. Our officers will advise you on the payable amount to be made by email subsequently.
- (9) During the payment process (via QR code or bank transfer – details shall be shared in the email when BCA inform you of the payment amount after your application), you **MUST** indicate the APPLICATION NUMBER under remark when making payment.
- (10) Once the payment is made, please **do a screenshot of the payment summary**, and email us together with the screenshot at [bca\\_ebacs@bca.gov.sg](mailto:bca_ebacs@bca.gov.sg)

**Note:** If your application includes other CRS workheads (i.e., ME09), you must continue to make payment via the payment options provided for these non fixed installation workheads. However, you still need to make offline payment for any of the 6 new fixed installation registrable activities. Please follow Step 9 & 10 to make such payment accordingly.

**For transactions above \$5,000, you can only make your payment through ibanking.**

Payment using Credit Card (VISA / MasterCard) OR eNETS Debit (Internet Banking)

You have selected the following workhead(s) for application.

No	Application Type	Applied Workhead(s)	Applied Grade	Processing Fees
1	N	SY12 - Pipes	L1	\$552.00
2	N	RW02B - Lift Maintenance Contractors	Single Grade(T1)	\$0.00
Total :				\$552.00

**Application Details**

[\[Application Details\]](#)

[\[Company Certification Status\]](#)

[\[Company Technical Personnel\]](#)

[\[Company Track Record\]](#)

[\[Company Details\]](#)

[\[Company Financial Status\]](#)

[\[Company License\]](#)

[\[Approval Summary\]](#)

Applied Company Name	SHELL EASTERN PETROLEUM (PTE) LTD
UEN No.	196000089G
Application No	A2200112
Application Date	01 Nov 2022
Total Processing Fee	\$552.00

Payment Status

No	Payment Mode	Receipt/ Cheque/ DDA No.	Amount Paid (\$)	Payment Date
1	PSCREDCD	C2022111317517906245	\$552.00	01 NOV 2022

Registered Workheads

No	Workhead	Grade	Previous Grade	De-Reg Status	Reason(s)
1	SY11	L6	L6	NO	-

Applying For

Appn Type	Applied Workhead	Existing Grade	Applied Grade	Agency Letter
N	RW02B		SINGLE GRADE(T	N
N	SY12		L1	N

Please record this  
Application  
Number