

# **Integrated Occupational Safety and Health System (iOSH)**

## **User Manual Competent Organisation (CO) – Renew License ( eServices )**

Version	1.1
Date	19 July 2021
Prepared For	iOSH eService Users
Prepared By	ISTD

**REVISION HISTORY**

<b>Version</b>	<b>Effective Date</b>	<b>Summary of Changes</b>	<b>Author</b>
1.0	27 Nov 2015	Initial Release	Jan
1.1	19 Jul 2021	Changed Singpass logo/Text/Labels. Removed Corppass.	Chung Woon Chuan

## **Foreword**

Under the Workplace Safety and Health Act and/or its subsidiary regulations, organisations are required to obtain approval from the Commissioner for Workplace Safety and Health, Ministry of Manpower before they can operate as a MOM approved Competent Organisation (CO). The MOM approved COs include Approved Asbestos-removal Contactor, Approved Scaffold Contractor, Approved Crane Contractor, Accredited Training Provider and WSH Auditing Organisation.

## **Renewal of CO Approval**

The e-Service administrator or authorised e-Service user can submit application to add approved personnel under the respective CO approval. Renewal of CO approval is only applicable for Accredited Training Providers (ATP), subject to latest announcements and policy changes pertaining to the ATP framework. Please refer to the MOM website for the latest information.

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## 1. ( Competent Organisation ) – Renew License

### 1.1 Access Function to Renew License

- Click on [\[Manage or terminate registration\]](#) hyperlink to access the module page.  
(Seen in Figure 1).

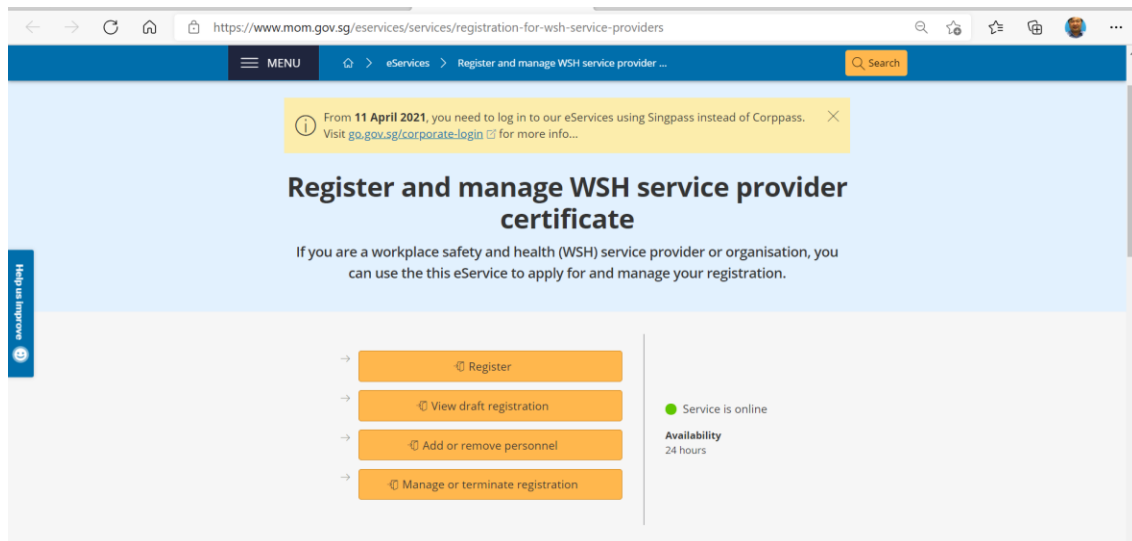


Figure 1

- 1) Provide login ID and password to [\[Singpass ID\]](#), [\[Password\]](#) fields to login.

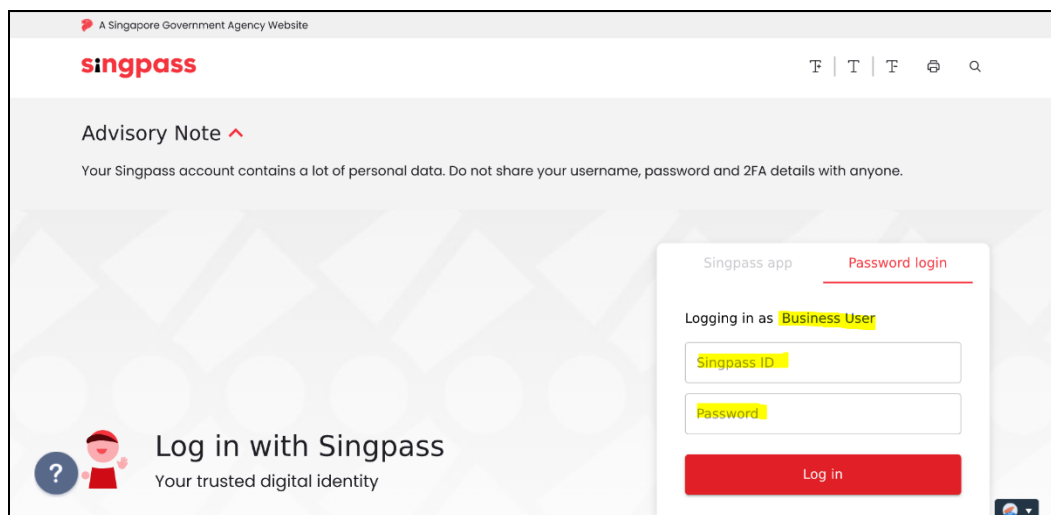


Figure 2

2) Upon successful login, System displays the landing page or the dashboard screen.

Applicant can access the [\[Renew\]](#) function from the Certificates' Action column dropdown item of the dashboard. The Renew item is shown depending on the competency type. (Seen in Figure 3)

The screenshot shows the dashboard for 'EVER SAFE CONSULTANTS PTE. LTD.' with a header for 'Draft and submitted applications'. Below this is a table of certificates. The 'Renew' button is highlighted in the actions column for the first certificate.

Application No	File Reference No	Application date	Competency type	Competency scope	Application Type	Status	Action
<b>Certificates</b>							
File Reference No	Competency type	Competency scope	Start date	Expiry Date	bizSAFE Expiry Date	Actions	
008-032-00017	ACCREDITED TRAINING PROVIDER (ATP)	Workers Course	12/11/2015	12/10/2016		Select action ▾	
008-046-00054	ACCREDITED TRAINING PROVIDER (ATP)	Managers Course	5/5/2010	5/5/2012		Add/Delete Personnel	
008-023-00033	ACCREDITED TRAINING PROVIDER (ATP)	Workers Course	1/1/2010	31/12/2011		Update	
008-012-00035	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	1/1/2010	31/12/2011		Renew	
008-020-00020	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	1/1/2010	31/12/2011		Print Receipt	
008-011-00032	ACCREDITED TRAINING PROVIDER (ATP)	Restricted Courses	1/9/2009	31/8/2011		NA	

Figure 3

After the user has clicked the [\[Renew\]](#) action, the page redirects to the Terms and Condition for the competency type. (Seen in Figure 4)

## 1.2 Agreement/Disagreement to Terms & Conditions

Applicant can click the [\[I Agree\]](#) button to agree with the Terms and condition. This will redirect the page to proceed to the next page on click.

Applicant may click the [\[I Disagree\]](#) button to abort or disagree with the Terms and Condition. This will redirect the page back to the dashboard on click.

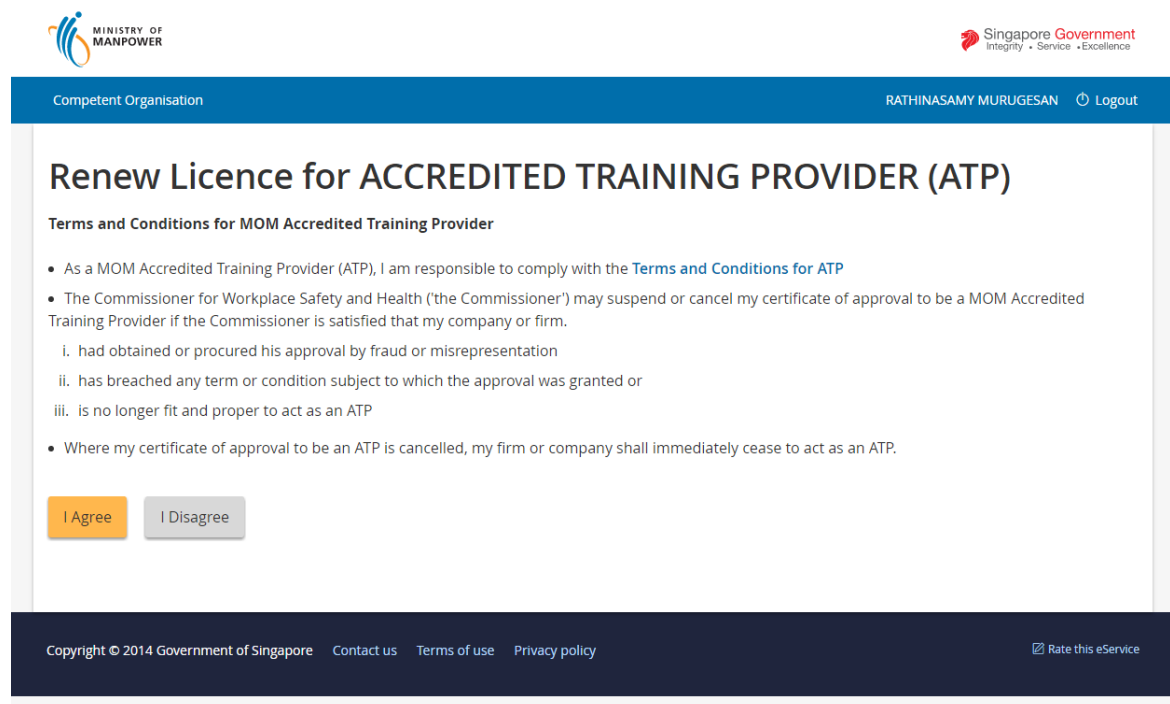


Figure 4

After the [\[I Agree\]](#) button is clicked by the applicant, the page redirects to the Renewal Preview page.

### 1.3 Provide Additions/Updates of License Details for Renewal

Competent Organisation: RATHINASAMY MURUGESAN Logout

## Renew Licence for ACCREDITED TRAINING PROVIDER (ATP)

[Edit](#)

#### Organisation details

Competency type: ACCREDITED TRAINING PROVIDER (ATP)  
 Competency scope: Workers Course  
 Competency subscope: Shipyard Safety Instruction Courses for Workers (Painter Trade)  
 UEN: 200813706C  
 Organisation name: EVER SAFE CONSULTANTS PTE. LTD.  
 Organisation address: 8,#03,VEERASAMY ROAD,Singapore 207316.  
 Nature of business: CORPORATE TRAINING SERVICES AND MOTIVATIONAL COURSE PROVIDERS  
 Paid-up capital: 87000

Name of contact person: RATHINASAMY MURUGESAN  
 Designation: DIRECTOR  
 Office no.: 60000000  
 Mobile no.:  
 Email: MOM\_IOSH\_UAT@mom.gov.sg

[Edit](#)

#### Personnel lists

PIN (NRIC/FIN)	Name	Personnel competency scope	Status	Actions
S7160453E	INGERSAL SUNDAR RAJAN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
G7608081Q	MOHAMMAD MIAJ UDDIN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
G7468194N	MD MASHIUR RAHMAN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>

[Edit](#)

#### Supporting documents

[Edit](#)

#### Declaration

- I have read, understood and agree to comply with the above requirements, upon the approval of my certificate of approval to be an ATP by the Commissioner for Workplace Safety and Health.
- I declare that the information submitted in this application is true and correct to the best of my knowledge. I am aware that my application will be rejected if any information provided was misrepresented, and that legal actions may be taken against me if I had knowingly provided any false information.

#### Privacy Statement

If you choose to make an application for which you provide us with personally identifiable data, we may share necessary data with other Government agencies, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by law. We will NOT share your personal data with non-Government entities, except where such entities have been authorised to carry out specific Government services. For your convenience, we may also display to you data you had previously supplied us or other Government agencies. This will speed up the transaction and save you the trouble of repeating previous submissions. Should the data be out-of-date, please supply us with the latest data. We will retain your personal data only as necessary for the effective delivery of public services to you. To safeguard your personal data, all electronic storage and transmission of personal data is secured with appropriate security technologies.

[Back](#) [Submit](#) [Cancel](#)

Figure 5



1) Applicant should add / update details, where applicable, under the following screens :

- a) [\[Organisation Details\]](#)
- b) [\[Personnel lists\]](#)
- c) [\[Supporting documents\]](#)

**Note:** Refer to subsequent sections below for details.

To navigate across the different screens:

- Click directly on the tab hyperlinks; or
- [\[Back\]](#) button allows the applicant to go back to the dashboard.
- [\[Submit\]](#) button allows the applicant to submit the license for Renewal.
- Applicant may click the [\[Cancel\]](#) button to abort the Renewal submission.

To cancel the transaction from any the tabs, click [\[Cancel\]](#) button.

#### **1.4 Provide Updates to Organisation details section**

1) Provide inputs to [\[Company details\]](#) tab page screen.

Applicant may update the fields except the read-only Organisation particulars details.

Applicant can click the [\[Next\]](#) button to save or update the entry and proceeds to the next page with all the mandatory fields properly filled out.

Applicant may click the [\[Save as draft\]](#) button to only save out the entry properly filled without redirecting to the next page.

Applicant may wish to click the [\[Cancel\]](#) button to abort or cancel the renewal to be redirected to the dashboard page.

**Renew Licence for ACCREDITED TRAINING PROVIDER (ATP)**

1 Company details | 2 Personnel list | 3 Supporting documents

**Organisation particulars details**

Competency type: ACCREDITED TRAINING PROVIDER (ATP)  
 UEN: 200813706C  
 Organisation name: EVER SAFE CONSULTANTS PTE. LTD.  
 Organisation address: \_\_\_\_\_  
 Nature of business: CORPORATE TRAINING SERVICES AND MOTIVATIONAL COURSE PROVIDERS  
 Competency scope: Workers Course  
 Competency sub scope: Shipyards Safety Instruction Courses for Workers (Painter Trade)  
 File Reference No: 008-032-00017

Paid-up Capital (to the nearest Singapore dollar): 87000

**Training Center Particulars**

Training Center Name: EVER SAFE CONSULTANTS PTE LTD  
 Contact No: 12345678  
 Fax No: 63171027  
 Email address: MOM\_IOSH\_UAT@mom.gov.sg  
 Training Center Website: www.eversafe.com.sg

**Head /Principal /Designated Manager**

Name: Training\_Esub.HEAD\_NAME  
 Contact No: 12345678

**No. of trainers for the course**

Full time: 123  
 Part time: 3

All

**Language Conducted**

Bengali  
 English  
 Hindi  
 Malay  
 Mandarin  
 Myanmar  
 Others  
 Tamil  
 Thai

**Training location**

Postal code: 168976 Retrieve  
 Block/House no.: 195  
 Street name: PEARL'S HILL TERRACE  
 Floor no.: 02 - Unit no.: 61  
Add another unit in same building

Building name (optional): \_\_\_\_\_

**Practical location**

Do you have a practical location?  
 Yes  No

**Staff keying in Application, Preparing and Uploading documents**

Name of contact person: RATHINASAMY MURUGESAN  
 Designation: DIRECTOR  
 Office no.: 60000000  
 Mobile no.: 82118730 \* Check if you would like to receive SMS alerts (optional)  
 Email address: MOM\_IOSH\_UAT@mom.gov.sg

Next Save as draft Cancel

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Figure 4

- 2) The Personnel list page is loaded after applicant has clicked the Next button from the Company details page.

Applicant can click the [\[Add personnel\]](#) link button to be redirected to the page for Add Personnel. (Seen in Figure 8)

Applicant may [\[Edit\]](#) or [\[Remove\]](#) Personnel by clicking the Actions link buttons accordingly. (Also see **Figure 10 after person is added for renewal**)

Applicant may click on the [\[Next\]](#) button to proceed to the next tab page.

Applicant may go back by clicking the [\[Back\]](#) button. This will go to the previous page on click on the [\[Next\]](#) button.

Applicant may cancel the renewal of license by clicking the [\[Cancel\]](#) link button.

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Competent Organisation RATHINASAMY MURUGESAN Logout

## Renew Licence for ACCREDITED TRAINING PROVIDER (ATP)

1 Company details 2 Personnel list 3 Supporting documents

### Personnel list

PIN (NRIC/FIN)	Name	Personnel competency scope	Status	Actions
S7160453E	INGERSAL SUNDAR RAJAN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
G7608081Q	MOHAMMAD MIAJ UDDIN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
G7468194N	MD MASHIUR RAHMAN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>

[+ Add personnel](#)

[Back](#) [Next](#) [Cancel](#)

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Figure 7

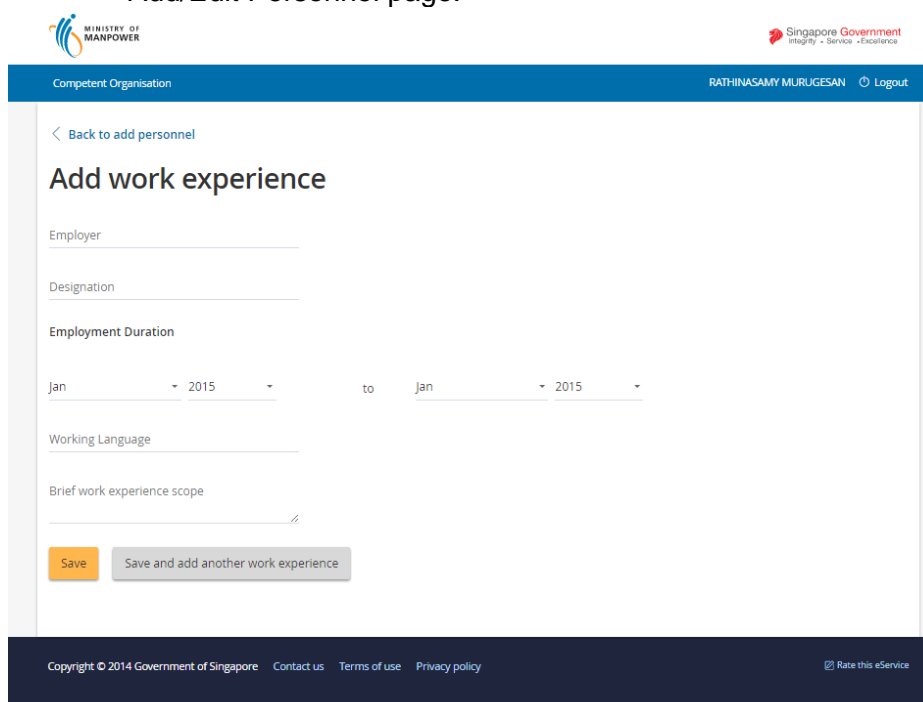
## 1.5 Provide to Add/Update Personnel List

### Add Personnel Details (Seen in Figure 8)

- 1) Add personnel page allows applicant to fill-in the following:
  - Personnel details
  - Work experience

Applicant can add/update work entry by clicking the [\[Add work experience\]](#) link button. (Seen in Figure 8.a)

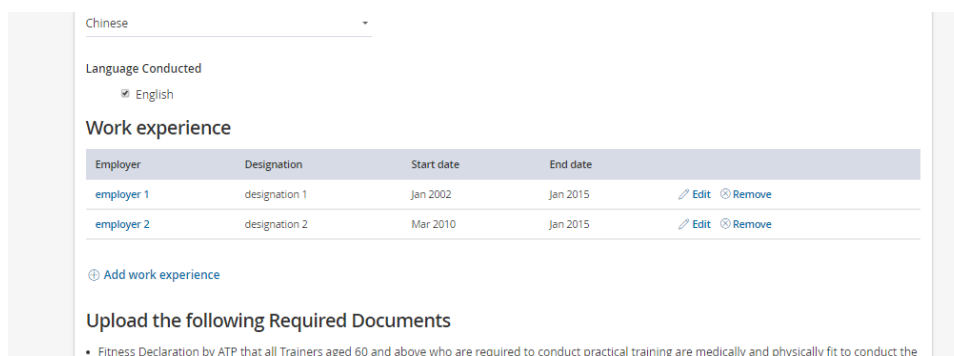
- On Applicant click of the [\[Save\]](#) button, the page redirects back to the Add/Edit Personnel page.



The screenshot shows the 'Add work experience' form. At the top, there is a navigation bar with 'Competent Organisation' and 'RATHINASAMY MURUGESAN Logout'. Below the navigation bar, there is a 'Back to add personnel' link. The main heading is 'Add work experience'. The form fields are: 'Employer', 'Designation', 'Employment Duration' (with 'Jan 2015' selected for both start and end dates), 'Working Language', and 'Brief work experience scope'. At the bottom of the form, there are two buttons: 'Save' and 'Save and add another work experience'. The footer contains copyright information for the Government of Singapore and a 'Rate this eService' link.

Figure 8.a

After applicant has added work experiences for the person, the entries will be show from the Add/Edit Personnel page.



The screenshot shows the 'Add/Edit Personnel' page. At the top, there is a dropdown menu for 'Chinese'. Below it, there is a 'Language Conducted' section with a radio button for 'English'. The main section is 'Work experience', which contains a table with the following data:

Employer	Designation	Start date	End date	
employer 1	designation 1	Jan 2002	Jan 2015	<a href="#">Edit</a> <a href="#">Remove</a>
employer 2	designation 2	Mar 2010	Jan 2015	<a href="#">Edit</a> <a href="#">Remove</a>

Below the table, there is a link to 'Add work experience'. At the bottom, there is a section for 'Upload the following Required Documents' with a list of documents: 'Fitness Declaration by ATP that all Trainers aged 60 and above who are required to conduct practical training are medically and physically fit to conduct the'.

Figure 8.b

- Upload person required documents
  - Applicant can click the [\[Choose file\]](#) button to upload a .pdf file.

Competent Organisation RATHINASAMY MURUGESAN Logout

[Back to personnel list](#)

### Add personnel

#### Personnel details

(NRIC/FIN) \_\_\_\_\_

Name \_\_\_\_\_

Gender \_\_\_\_\_

Date of birth \_\_\_\_\_

Place of birth \_\_\_\_\_

Nationality \_\_\_\_\_

Race \_\_\_\_\_

Language Conducted  
 English

#### Work experience

Employer	Designation	Start date	End date
----------	-------------	------------	----------

[+ Add work experience](#)

#### Upload the following Required Documents

- Fitness Declaration by ATP that all Trainers aged 60 and above who are required to conduct practical training are medically and physically fit to conduct the practical training for the course in question and that ATP will ensure they are physically and medically fit at all times for this purpose (available on website).
- Advanced Certificate in WSH (Level B course) or Safety Coordinator Training Course (SCTC) Certification for existing trainers teaching the same Worker level courses.
- Specialist Diploma in WSH (Level C) certificate, or Safety Officer Training Course certificate (SOTC) with Pass in RM Test for trainers teaching Supervisor or Manager level courses.
- Full ACTA (6 CUs) certification for mandatory Full-time Trainer and all associate/part-time trainers.
- Copies of safety and health training certificates relevant to the course applied for
- A detailed description of work experience, including detailed job scope and the actual period involved, which must be relevant to the ATP course applied for. New ATP trainers must have at least 5 years of relevant work experience in the specific trade and industry.

The maximum file size allowed is 3MB.

[Choose file](#)

[Save](#) [Save and add another personnel](#) [Back to personnel list](#)

Figure 8

Applicant can click the [\[Save\]](#) button to save the person entry while keeping at the same on the Add/Update personnel page.

Should the form entries are properly filled-out, Applicant can click the [\[Save and add another personnel\]](#) button to save the entry and clears the form.

Applicant can click the [\[Back to personnel list\]](#) link button. This will redirect back to the Personnel list tab page screen.

### **Edit Personnel Details (Seen in Figure 9)**

- 2) To edit the person, click the [\[Edit\]](#) link button from the Personnel list tab page. The page will be redirected to the Edit Personnel details page on click of the edit button.

Competent Organisation RATHINASAMY MURUGESAN Logout

< Back to personnel list

## Edit personnel

### Personnel details

(NRIC/FIN)  
G6264591T

Name  
LLANORA GENEVIEVE VILLABLANCA

Gender  
MALE

Date of birth  
1 Mar 1981

Place of birth  
ARMENIA

Nationality  
CHINESE

Race  
Chinese

Language Conducted  
 English

### Work experience

Employer	Designation	Start date	End date	
e1	d1	Mar 2010	Jan 2015	<a href="#">Edit</a> <a href="#">Remove</a>

[Add work experience](#)

### Upload the following Required Documents

- Fitness Declaration by ATP that all Trainers aged 60 and above who are required to conduct practical training are medically and physically fit to conduct the practical training for the course in question and that ATP will ensure they are physically and medically fit at all times for this purpose (available on website).
- Advanced Certificate in WSH (Level B course) or Safety Coordinator Training Course (SCTC) Certification for existing trainers teaching the same Worker level

Figure 9

From the Personnel list tab page the list of person are shown. The newly added person for Renewal is shown as Inactive Status while the rest of the originally submitted licenses are tagged as Active.

Applicant can click the [\[Back\]](#) button to revert back to the previous page.

Applicant can click on the [\[Next\]](#) button to proceed to the next tab page screen.

Applicant may click on the [\[Cancel\]](#) button to abort the renewal process.

**Delete Personnel Details (Seen in Figure 10)**

Competent Organisation RATHINASAMY MURUGESAN Logout

### Renew Licence for ACCREDITED TRAINING PROVIDER (ATP)

1 Company details 2 Personnel list 3 Supporting documents

#### Personnel list

PIN (NRIC/FIN)	Name	Personnel competency scope	Status	Actions
S7160453E	INGERSAL SUNDAR RAJAN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
G7608081Q	MOHAMMAD MIAJ UDDIN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
G7468194N	MD MASHIUR RAHMAN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
G6264591T	LLANORA GENEVIEVE VILLABLANCA	Accredited Trainer	Inactive	<a href="#">Edit</a> <a href="#">Remove</a>

[+ Add personnel](#)

Back Next Cancel

Figure 10

## **1.6 Upload Supporting Documents**

- 1) Upload supporting documents under [\[Supporting Document\]](#) screen; multiple documents can be uploaded using the [\[Choose file\]](#) button. A list of required Supporting documents will also show for the applicant for uploading attachments.

Applicant may click the [\[Back\]](#) button to revert back to the previous page.

Applicant may click the [\[Ready for submission\]](#) button to prepare for the bill payment.

Applicant may save the entry without submitting by clicking the [\[Save as draft\]](#) button.

Applicant may click the [\[Cancel\]](#) button to abort renew of license.



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## Renew Licence for ACCREDITED TRAINING PROVIDER (ATP)

Company details Personnel list Supporting documents

### Supporting documents

1. Updated course notes/handouts for participants/trainees (applicable if any changes since last approval)
2. WSH Qualification Declaration letter for all existing trainers to confirm they possess: a) Advanced Certificate in WSH (Level B course) or Safety Coordinator Training Course (SCTC) Certification for trainers teaching Worker level courses. b) WSH Specialist Diploma in WSH (Level C) certificate, or Safety Officer Training Course (SOTC) with pass in RM Test for trainers teaching Supervisor and Manager level courses.
3. Layout plan of the training area/premises/ photographs of classroom (applicable if any changes since last approval).
4. Layout plan of the training area and description of equipment for practical sessions (applicable if any changes since last approval).
5. Photographs of the practical training area and equipment for practical sessions (applicable if any changes since last approval).
6. Photographs of the training premises/classroom (applicable if any changes since last approval).
7. A sample of the certificate to be awarded to successful candidates (applicable if any changes since last approval)
8. bizSAFE level 3 Certificate.
9. URA Approval Letter.
10. Up-to-date copy of business profile lodged with ACRA (Latest financial statements/statement of accounts for statutory boards/non-profit organisations/government agencies etc).
11. Assessment plan as specified in the course CURRICULUM DEVELOPMENT ADVISORY (applicable if any changes since last approval).
12. Letter of Appointment/Employment Letter for at least 1 Full-time Principal/Manager.
13. Letter of Appointment/Employment Letter for at least 1 Full-time Trainer.
14. Acknowledgement of the Terms and Conditions.

### Upload documents

Upload a copy of Supporting document  
The maximum file size allowed is 3MB.

Choose file

Have you obtained URA/HDB approval for the location for the purpose of commercial or industrial training?  
 Yes  No

Back Ready for submission Save as draft Cancel

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Figure 11

## 1.7 Renew Preview Submission and Payment for Renewal Application

Applicant must tick/check the [\[Declaration\]](#) before submitting the Renewal of license.

- Applicant may click the [\[Back\]](#) button to revert back to the previous page.
- Applicant may click the [\[Submit\]](#) button to submit for the bill payment.
- Applicant may click the [\[Cancel\]](#) button to abort renew of license.

The screenshot displays the 'Renew Licence for ACCREDITED TRAINING PROVIDER (ATP)' page. At the top, there are logos for the Ministry of Manpower and Singapore Government. The page header includes 'Competent Organisation' and the user's name 'RATHINASAMY MURUGESAN' with a 'Logout' link.

**Renew Licence for ACCREDITED TRAINING PROVIDER (ATP)**

**Organisation details** [Edit](#)

Competency type: ACCREDITED TRAINING PROVIDER (ATP)  
 Competency scope: Workers Course  
 Competency subscope: Shipyard Safety Instruction Courses for Workers (Painter Trade)  
 UEN: 200813706C  
 Organisation name: EVER SAFE CONSULTANTS PTE. LTD.  
 Organisation address: 8,#03,VEERASAMY ROAD,Singapore 207316.  
 Nature of business: CORPORATE TRAINING SERVICES AND MOTIVATIONAL COURSE PROVIDERS  
 Paid-up capital: 87000

Name of contact person: RATHINASAMY MURUGESAN  
 Designation: DIRECTOR  
 Office no.: 60000000  
 Mobile no.: 82118730  
 Email: MOM\_IOSH\_UAT@mom.gov.sg

**Personnel lists** [Edit](#)

PIN (NRIC/FIN)	Name	Personnel competency scope	Status	Actions
S7160453E	INGERSAL SUNDAR RAJAN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
G7608081Q	MOHAMMAD MIAJ UDDIN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
G7468194N	MD MASHIUR RAHMAN	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
G6264591T	LLANORA GENEVIEVE VILLABLANCA	Accredited Trainer	Inactive	<a href="#">Edit</a> <a href="#">Remove</a>

**Supporting documents** [Edit](#)

**Declaration**

I have read, understood and agree to comply with the above requirements, upon the approval of my certificate of approval to be an ATP by the Commissioner for Workplace Safety and Health.

I declare that the information submitted in this application is true and correct to the best of my knowledge. I am aware that my application will be rejected if any information provided was misrepresented, and that legal actions may be taken against me if I had knowingly provided any false information.

**Privacy Statement**

If you choose to make an application for which you provide us with personally identifiable data, we may share necessary data with other Government agencies, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by law. We will NOT share your personal data with non-Government entities, except where such entities have been authorised to carry out specific Government services. For your convenience, we may also display to you data you had previously supplied us or other Government agencies. This will speed up the transaction and save you the trouble of repeating previous submissions. Should the data be out-of-date, please supply us with the latest data. We will retain your personal data only as necessary for the effective delivery of public services to you. To safeguard your personal data, all electronic storage and transmission of personal data is secured with appropriate security technologies.

Buttons: [Back](#) [Submit](#) [Cancel](#)

Figure 12

- 1) Click [\[Continue\]](#) button to make payment.

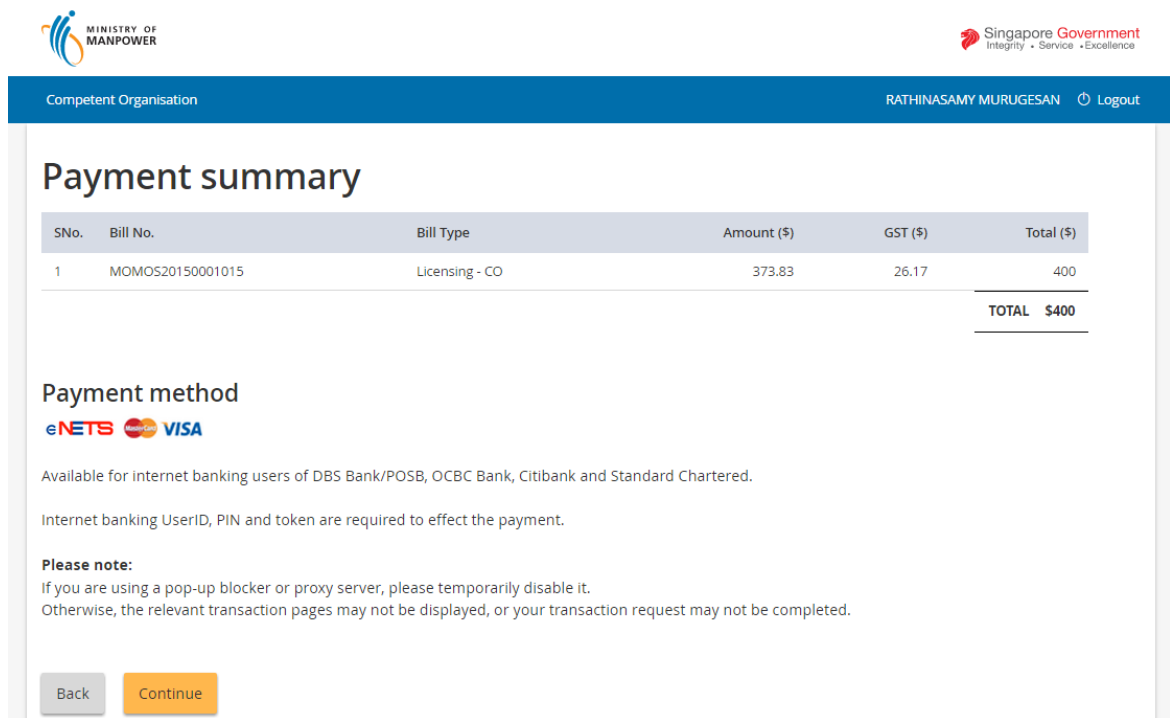


Figure 13

- 2) To pay by Credit/Debit cards, click [\[eNETS Credit/Debit Card\]](#) icon.

**IF YOU ARE USING A POP-UP BLOCKER**, please add "https://www.psi.gov.sg" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed. If you are paying using eNETS Credit (or AMEX if available), or eNETS Debit, please click [here!](#)

You are now on a secure site.

Please proceed to payment by clicking on the logo of your preferred payment mode:

Payment Mode	Description	Total Payable	
 eNETS Credit/Debit Card	VISA/MasterCard payment mode	Amount:	S\$ 150.00
	Please have one of the following - VISA Credit Card, - MasterCard Credit Card, - MasterCard Debit Card or - Visa Electron Debit Card <a href="#">More</a>	Total payable:	S\$ 150.00
 eNETS Internet Banking	Internet Banking payment mode	Amount:	S\$ 150.00
	Please have the following - A valid Internet Banking account with Citibank, DBS, UOB, OCBC/Plus! <a href="#">More</a>	Total payable:	S\$ 150.00

**IMPORTANT:**

- Please make sure that all other opened browsers are closed before proceeding to make payment
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For more information on each payment method, click on the "More" hyperlink of the respective payment mode.
- For **eNETS Credit (or AMEX if available)**, please add "www.enets.sg" to your list of allowed sites in the pop-up blocker settings as well.
- For **eNETS Debit**, please include "www.enets.sg", "dbsd2pay.dbs.com (for DBS/POSB Account holders)", "uniservices1.uobgroup.com (for UOB Account holders)", "www.citibank.com.sg (for Citibank Account holders)", "www.ocbc.com (for OCBC Account Holders)" and "www.plus.com.sg (for Plus! Account Holders)" to your list of allowed sites in the pop-up blocker settings as well.
- For **NETS CashCard**, please add "cashcardservices.nets.com.sg" to your list of allowed sites in the pop-up blocker settings as well.

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Figure 14

3) Input data to all fields and click [\[Submit\]](#) button.

**eNETS** Thursday, 30 June 2011

**Consumer eNETS**

- Privacy Policy
- Security Guidelines
- Customer Service

### credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

#### TRANSACTION INFORMATION

Merchant Name	Pai Test Internet Cred Card4
Merchant Reference Code	CC11063013483281
NETS Reference Code	20110630134953883
Amount	S\$0.150.00

**Important Notice:** Please note down the transaction information in this section just in case you need to raise any query on this transaction.

#### CREDIT/DEBIT CARD INFORMATION

Name on Card:   
Card Number:   
Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash. Please [download](#) latest JRE if you have problem entering card number.  
CVV / CVC2:  [What is CVV/CVC2/CID]  
Expiry Date:   (eg: 2011)

I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

**Important:** Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service.

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Figure 15

- 4) System will generate the Tax Invoice / Receipt and Transaction Notice to acknowledge the receipt of the payment.

MINISTRY OF MANPOWER

Singapore Government  
Integrity • Service • Excellence

Competent Organisation RATHINASAMY MURUGESAN Logout

## Payment receipt

Print

Date 01/12/2015  
Receipt no. MOM2015R003086  
Company Name EVER SAFE CONSULTANTS PTE. LTD.  
UEN 200813706C  
Address 8 VEERASAMY ROAD  
Singapore 207316

SNo.	Bill No.	Bill Type	Amount (\$)	GST (\$)	Total (\$)
1	MOMOS20150001015	Licensing - CO	373.83	26.17	400

Payment method: e-payment **Total amount paid \$400**

Occupational Safety and Health Division  
MOM Services Centre 1500 Bendemeer Road, Singapore 339946

Fax: (65) 6692 1027  
www.mom.gov.sg/oshd  
GST REG NO.: MG-8400000-5

Next

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Figure 16

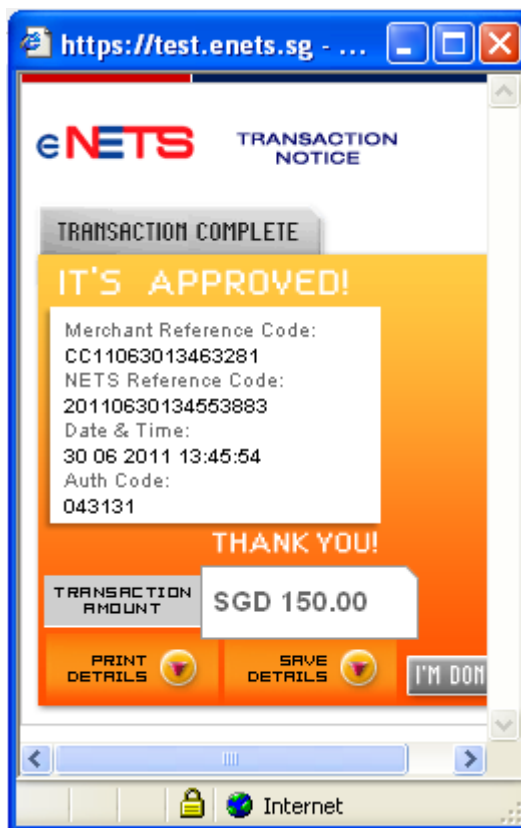


Figure 17

### 1.8 Acknowledgement of Renewal Application Submission

- 1) After the payment is completed, System will display the screen below to acknowledge the submission of the Renewal application.
  - Applicant may click on the [\[Back to Home\]](#) button. This will redirect back to the dashboard on button click.

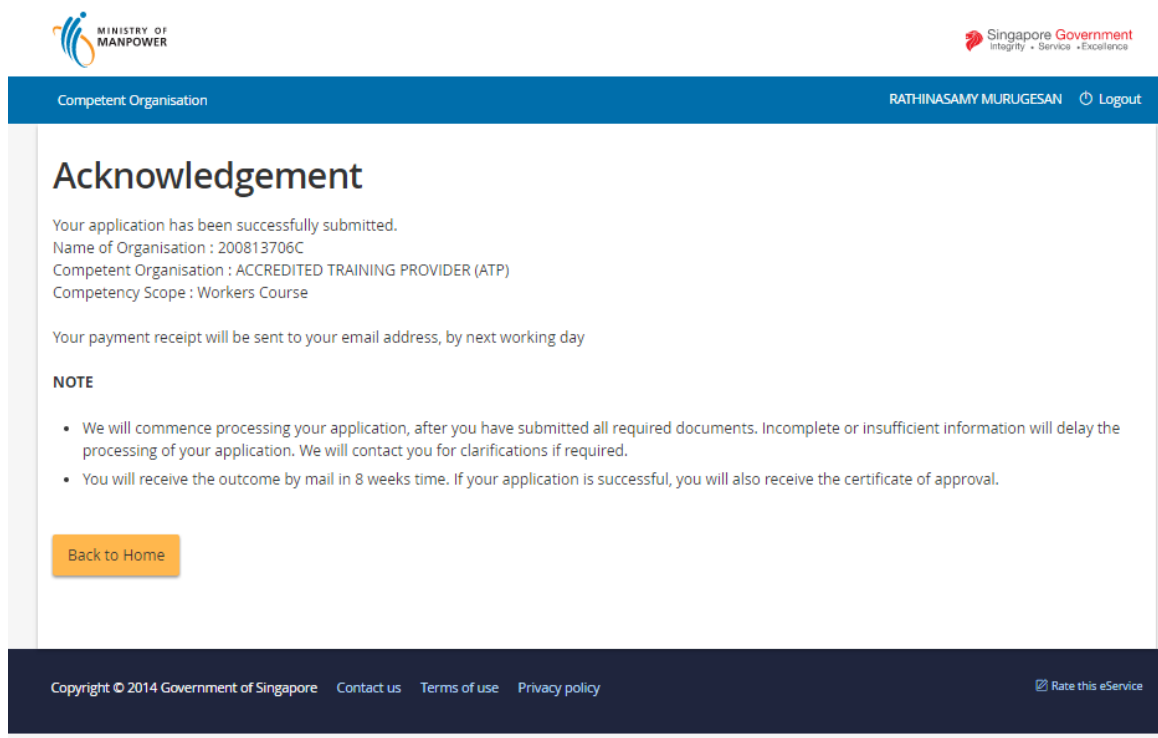


Figure 18

2) To exit, click [\[Logout\]](#) hyperlink.

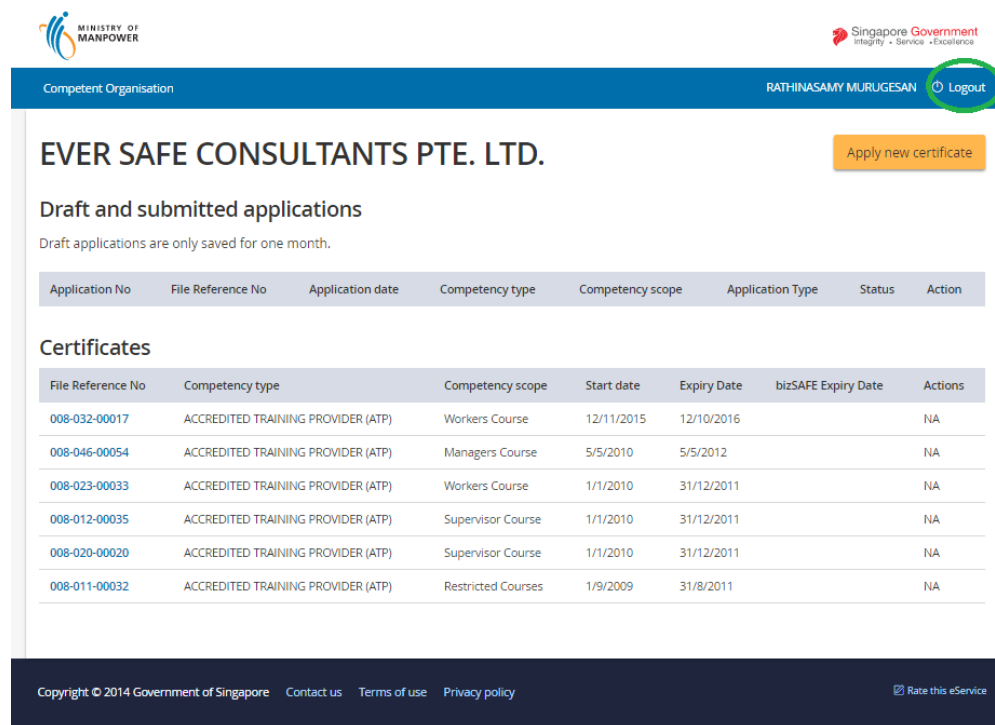


Figure 19