

Integrated Occupational Safety and Health System (iOSH)

User Guide Licensing Competent Person (CP) – Add Scope Certificate (eServices)

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Prepared For	iOSH eService Users
Prepared By	ISTD

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Version	Effective Date	Summary of Changes	Author
1.0	27 Nov 2015	Initial Release	Jan
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1. Licensing (Competent Person) – Add Scope certificate

1.1 Access Workplace safety and health (WSH) eServices link

- 1) Click on [\[Log in to WSH eServices\]](https://www.mom.gov.sg/eservices/services/registration-for-wsh-professionals-and-competent-persons) hyperlink to access the module page at <https://www.mom.gov.sg/eservices/services/registration-for-wsh-professionals-and-competent-persons>.

(Seen in Figure 1).



Figure 1

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

(Seen in Figure 2)

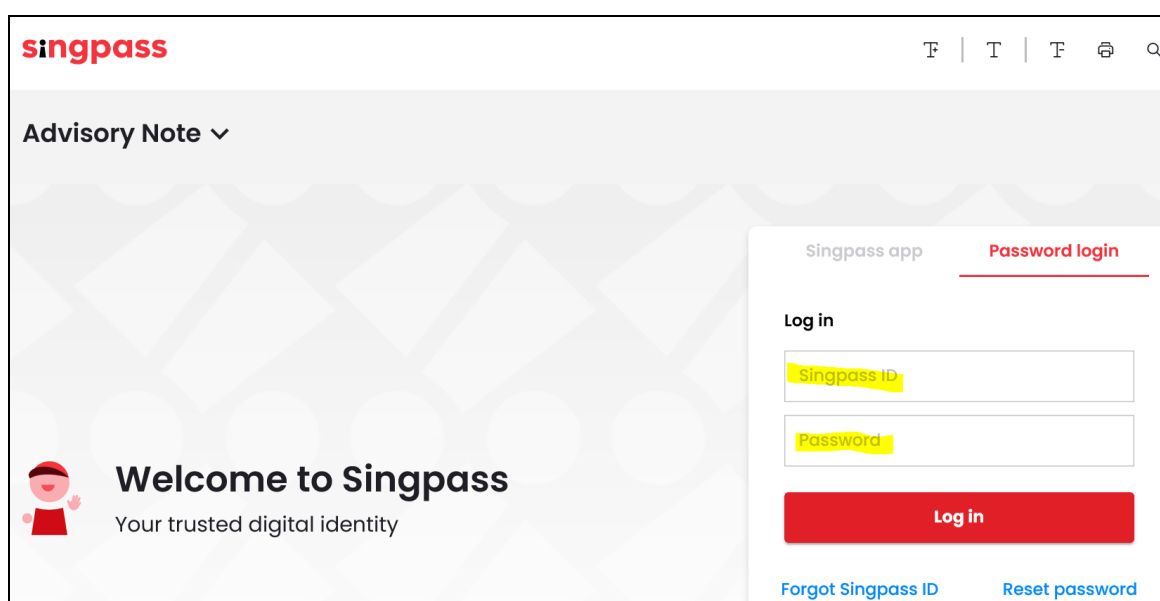


Figure 2

- 1) Upon successful login, System displays the landing page or the dashboard screen. Applicant should be able to see the Certificates section from the dashboard. The Certificates section shows the entire active license.

Applicant can click on the [\[Add Scope\]](#) item from the Action dropdown to access the Add Scope function (**Seen in Figure 3**).

The screenshot shows the user interface for a competent person. At the top, there are logos for the Ministry of Manpower and Singapore Government. The user is identified as CHUA SOOK TEE with a Logout option. The main content area is titled 'Draft and submitted applications' and includes a sub-header 'Draft applications are only saved for one month from the date of application.' Below this is a table with columns: Application No, Application date, Competency type, Competency scope, Application Type, Status, and Action. One application is listed with ID CP15000242-1, dated 04/11/2015, for 'Authorised Examiner (Lifting Equipment)' with a scope of 'Portal, Pillar & Wall Cranes, Tower Cranes'. Below the applications table is a 'Certificates' section with a table containing columns: Registration Number, Competency type, Competency scope, Start date, Expiry Date, and Action. Three certificates are listed. The 'Action' column for the second certificate (016-001-00137) has a dropdown menu open, with 'Add Scope' highlighted by a green circle. Other actions in the dropdown include 'Renew', 'Terminate', and 'Print Receipt'. An 'Apply new certificate' button is located in the top right of the dashboard area.

Application No	Application date	Competency type	Competency scope	Application Type	Status	Action
CP15000242-1	04/11/2015	Authorised Examiner (Lifting Equipment)	Portal, Pillar & Wall Cranes Tower Cranes	Add Scope	Processing	NIL

Registration Number	Competency type	Competency scope	Start date	Expiry Date	Action
015-001-00219	Authorised Examiner (Lifting Equipment)	Derricks	04/11/2015		NIL
016-001-00137	Authorised Examiner (Pressure Vessel)	Air Receiver Fabrication Surveyor Refrigerating Plant Pressure Receiver	04/11/2015		Add Scope Renew Terminate Print Receipt
028-073-03391	Workplace Safety and Health Officer		02/11/2015	02/11/2015	

Figure 3

1.2 Choose a Competency scope for Adding Scope – Add Scope

- 1) Applicant must at least tick/select one or more Competency scope on the enabled checkbox.
A validation prompts the applicant if no item is ticked on click of the [\[Next\]](#) button.
(Seen in Figure 4)

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Competent Person CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

Competency type
Authorised Examiner (Pressure Vessel) ▾

Competency scope
Please choose competency scope.

- Air Receiver
- Fabrication Surveyor
- Refrigerating Plant Pressure Receiver
- Steam Boiler (<100 sq meter)
- Steam Boiler (>100 sq meter)
- Steam Piping
- Steam Receiver

Next Cancel

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Figure 4

2) For Add scope application, details are to be provided to the following tab page screens:

- [\[Personal particulars\]](#)
- [\[Qualifications\]](#)
- [\[Work experience\]](#)
- [\[Supporting documents\]](#)

Note: Refer to subsequent sections below for details. ([Seen in Figure 5](#))

Competent Person CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

1 Personal particulars 2 Qualifications 3 Work experience 4 Supporting documents

Personal particulars [Edit](#)

Name CHUA SOOK TEE
NRIC S0017376B
Nationality SINGAPOREAN
Building Name EUNOS ESTATE HUDC
Address 822 SIMS AVENUE, #04-812, Singapore 400822

Contact details

Email address
vergel@gmail.com

Mobile no.
82118730 Select if you would like to receive SMS notifications

Office details

Are you currently employed?
 Yes No

[Next](#) [Save as draft](#) [Cancel](#)

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Figure 5

3) To navigate across the different tab page screens:

- Applicant has to observe sequential steps to fill-in the add scope license. From the start tab, Applicant can click the [\[Next\]](#) to move to the next tab page. From

the next page onwards, [\[Next\]](#) and [\[Back\]](#) buttons can be used to move to the tab pages accordingly.

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

To instantly go back to the Dashboard view, applicant can click on the [\[Competent Person\]](#) link button from the header which is centralize or available in all the pages. (Seen in **Figure 6**)

The dashboard will show the Add scope entry in the Draft and submitted applications table section should the entry is not submitted or has not yet been paid. (Seen in **Figure 7**)

Applicant can still continue the submission by clicking the [\[Edit\]](#) button to continue. On click of the edit button, the page redirects to the **Adding scope Preview** page. Applicant can simply click the [\[Edit\]](#) to choose the section they wish to continue editing. (Seen in **Figure 8**).

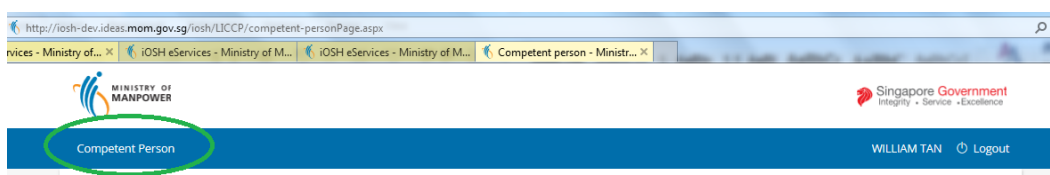


Figure 6

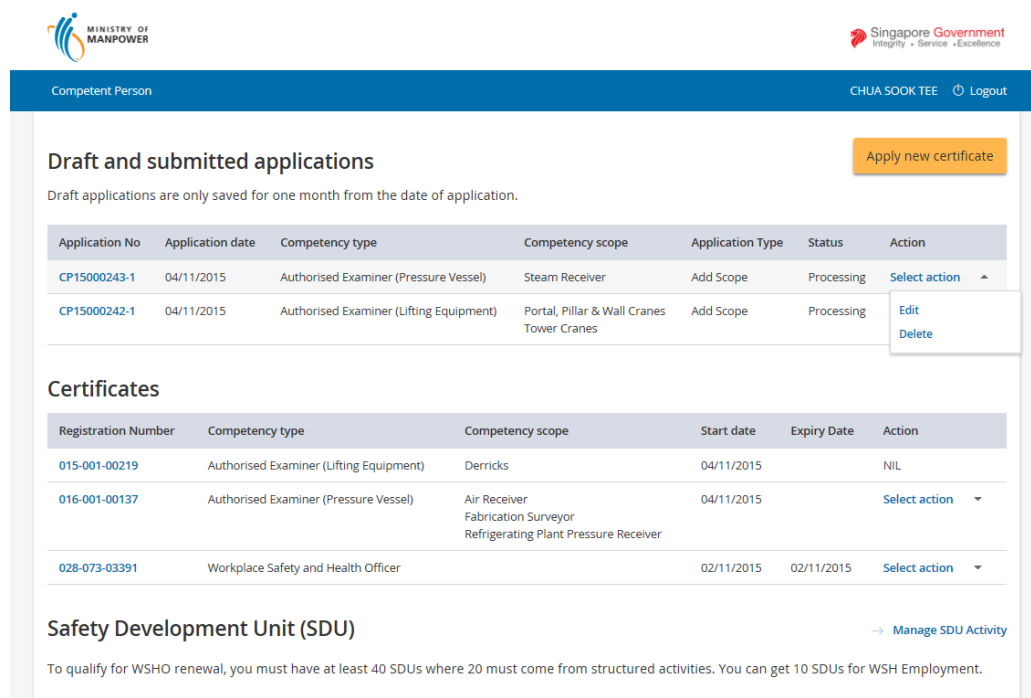


Figure 7

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Competent Person CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

Personal particulars [Edit](#)

Name CHUA SOOK TEE
 NRIC 50017376B
 Nationality SINGAPOREAN
 Building Name EUNOS ESTATE HUDC
 Address 822 SIMS AVENUE, #04-812, SINGAPORE 400822

Notification preferences

Email address vergel@gmail.com
 Mobile no. 82118730
 SMS alert No

Qualifications [Edit](#)

Qualifications	Institution	Completion	Certificate
Advanced certificate in WSH Level B	Singapore Polytechnic	Aug 2015	

Highest academic qualifications	Institution	Country	Completion	Certificate
3 GCE O Level Passes and above (GCE O Certificate) (For any stream)	Name of Institution123123		2015	

Supporting documents [Edit](#)

Declaration

I have read, understood and agreed to comply with the above requirements, upon the approval of my registration to be an Authorised Examiner by the Commissioner for Workplace Safety and Health.

I also 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](#)

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Figure 8

- 4) For Add scope application, [\[Save as Draft\]](#) button is available on all the screens with tabs for Applicant to save whatever that have been entered without submitting the application.

Applicant can save the draft license as he/she clicks the [\[Next\]](#) or the [\[Save as Draft\]](#) button on the succeeding tab page. (Sample seen in **Figure 9**).

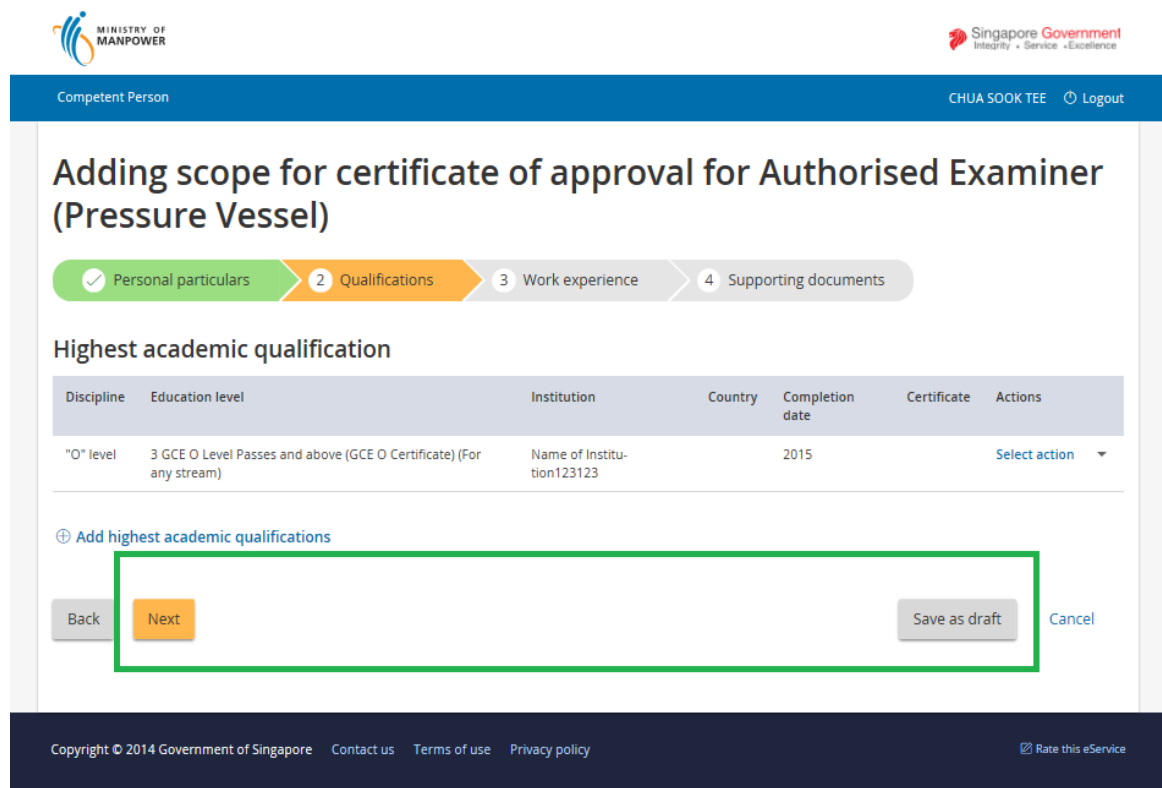


Figure 9

1.3 Adding scope to provide details for Personal particulars

- 1) Provide inputs to [\[Personal particulars\]](#) screen.

The Personal particulars tab page (Seen in **Figure 10**) contains the following sections

- [Personal particulars](#)
- [Contact details](#)
- [Office details.](#)

Competent Person CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

1 Personal particulars 2 Qualifications 3 Work experience 4 Supporting documents

Personal particulars [Edit](#)

Name CHUA SOOK TEE
NRIC S0017376B
Nationality SINGAPOREAN
Building Name EUNOS ESTATE HUDC
Address 822 SIMS AVENUE, #04-812, Singapore 400822

Contact details

Email address
vergel@gmail.com

Mobile no.
82118730 Select if you would like to receive SMS notifications

Office details

Are you currently employed?
 Yes No

[Next](#) [Save as draft](#) [Cancel](#)

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Figure 10

1.4 Adding scope to provide details for Qualifications

The Qualification tab page may display **Wsh qualification** and/or **Highest academic qualification** sections depending on the Applicant's chosen competency type. (Seen in Figure 11).

- 1) Provide inputs to [Wsh Qualifications](#) section by clicking the [\[Add qualifications\]](#) link button. (Seen in Figure 12 for the form page). Applicant can save the entry by clicking the [\[Save\]](#) button or to enter new or another qualification, user can click the [\[Save and add another qualification\]](#) button.
 - The Qualification form page allows the applicant to add his/her Wsh qualification at the same time to attach documents using the [\[Choose file\]](#) button.

- 2) Provide inputs to [Highest academic qualification](#) section by clicking the [\[Add Highest academic qualifications\]](#) link button. (Seen in **Figure 13** for the form page).
 - The Highest academic qualification form page allows the applicant to add his/her academic qualification at the same time to attach documents using the [\[Choose file\]](#) button.

Competent Person CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

1 Personal particulars 2 Qualifications 3 Work experience 4 Supporting documents

Highest academic qualification

Discipline	Education level	Institution	Country	Completion date	Certificate	Actions
"O" level	3 GCE O Level Passes and above (GCE O Certificate) (For any stream)	Name of Institution123123		2015		Select action

[Add highest academic qualifications](#)

Back Next Save as draft Cancel

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Figure 11

The screenshot shows a web browser window with the URL `i-dev.ideas.mom.gov.sg/iosh/LICCP/add-wsh-qualificationPage.aspx`. The page header includes the Ministry of Manpower logo and the Singapore Government logo. The user is logged in as 'Competent Person' with the name 'JEEVA' and a 'Logout' link. The main heading is 'Add qualifications' with a 'Back to qualifications' link. The form contains the following fields: 'Name of qualification' (dropdown), 'Name of training centre' (dropdown), 'Completion date' (Month and Year dropdowns), and an 'Upload a copy of the files' section with a note 'The maximum file size allowed is 3MB' and a 'Choose file' button. At the bottom, there are 'Save', 'Save and add another qualification', and 'Cancel' buttons.

Figure 12

The screenshot shows the 'Add highest academic qualifications' form. The header and navigation are identical to Figure 12. The main heading is 'Add highest academic qualifications' with a 'Back to qualifications' link. The form contains the following fields: 'Education level' (dropdown), 'Discipline' (dropdown), 'Name of institution' (text input), 'Country' (dropdown), and 'Completion year' (dropdown). It also includes an 'Upload a copy of the files' section with a note 'The maximum file size allowed is 3MB' and a 'Choose file' button. At the bottom, there are 'Save', 'Save and add another qualification', and 'Cancel' buttons. The footer contains copyright information: 'Copyright © 2014 Government of Singapore' and links for 'Contact us', 'Terms of use', 'Privacy policy', and a 'Rate this eService' link.

Figure 13

1.5 Adding scope to provide details for Work Experience

- 1) Displays/Provides [\[Work Experience\]](#) entry.
 - To *add* a new work entry, click [\[Add work experience\]](#) button (Seen in **Figure 14**) to launch the screen
 - Page redirects to the Work experience page (Seen in **Figure 16**).After entering the details from the Work experience page, click [\[Save\]](#) button to add the data. Applicant can also click the [\[Save and add another work experience\]](#) link button to save the entry and clears the form for a new work experience entry.
 - Applicant can upload a document based on his/her Work experience by clicking the [\[Choose file\]](#) button. (Seen in **Figure 16**).
 - Applicant may wish to cancel the entry by clicking the [\[Cancel\]](#) link button from the page. (Seen in **Figure 16**).
 - To *remove* a work entry simply choose Remove from the Action column dropdown . (Seen in **Figure 15**).

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Competent Person CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

✓ Personal particulars → ✓ Qualifications → 3 Work experience → 4 Supporting documents

Work experience

Employer	Designation	Start date	End date	Actions
Employer 2	Designation 1	Nov 2015	Jan 2015	Select action ▾

[+ Add work experience](#)

Back Next Save as draft Cancel

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Figure 14

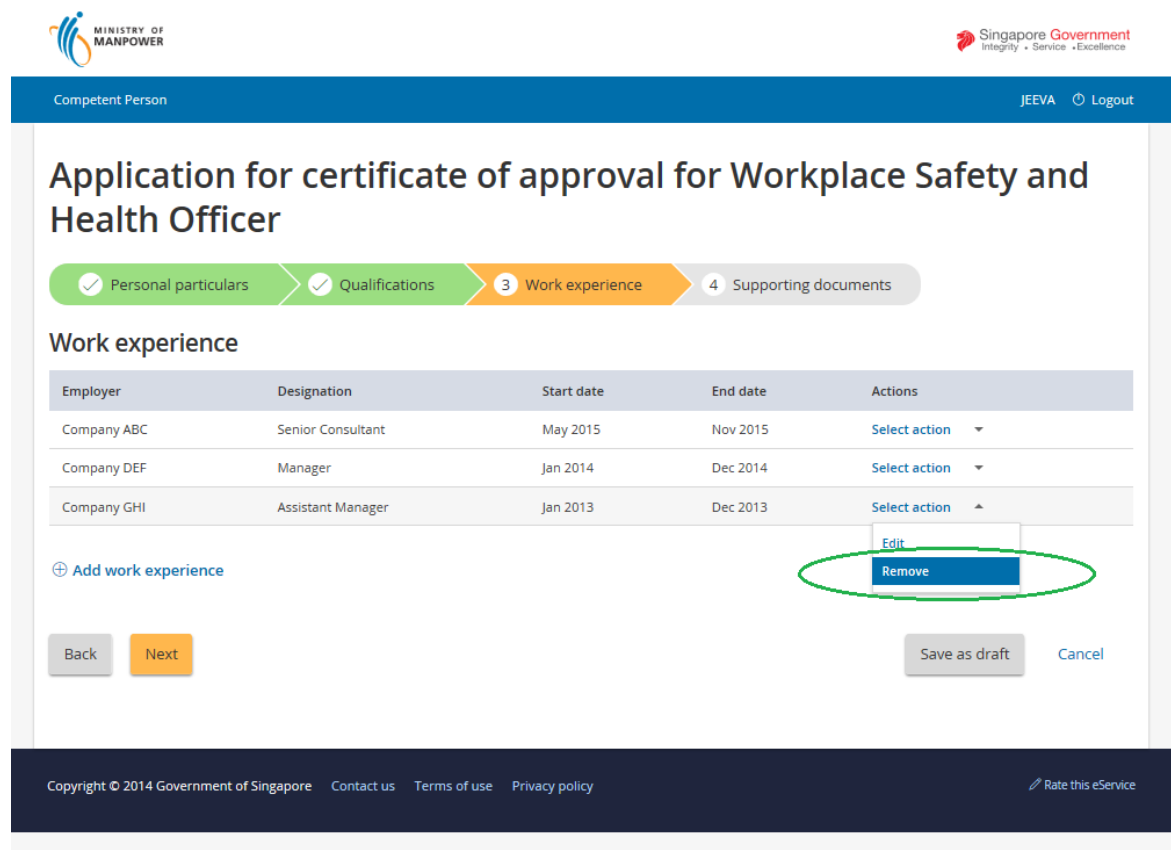


Figure 15

Competent Person JEEVA Logout

[Back to work experience](#)

Add work experience

Employer

Designation

Employment period

Month Year to Month Year




Upload a copy of the files
The maximum file size allowed is 3MB.

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Figure 16

1.6 Adding scope to Upload Supporting Documents

1) Upload Photo/Supporting documents under [\[Supporting Document\]](#) tab page screen; multiple documents can be uploaded.

- To upload a photo, simply click the  button, then an open file dialog pops out for you to choose a type .jpeg|jpg photo file. (**Seen in Figure 17**)
- After choosing a .jpeg|jpg file, applicant can adjust/move the image accordingly - Using the mouse and other control  buttons to fit the required image guided by the blue rectangular box to fit the photo to a required 400x514 pixel size. Once the photo image is perfectly aligned, user has to crop the image by using the  button. (See sample in **Figure 18**). Not cropping the image or by not clicking the Crop button will prompt for an invalid uncropped image message.

Note: Simply follow the steps provided beside the Upload photo section. (Seen in Figure 18) A guided tool tip will also show from the photo image control buttons for user to adjust the image properly.

- To add a document, simply click the [\[Choose File\]](#) button. (**Seen in Figure 19**). A popup file dialog prompts for required .PDF file format to be selected for an upload. Only valid .PDF file is allowed to be uploaded.

Note: A **List of supporting documents required** is listed for the user to follow what document attachments are required for a particular competency type. (**Seen in Figure 20**)

Should there be missing documents that is required, a validation prompts the user which document attachment was left missing on click [\[Next\]](#) button. (**Seen in Figure 21**)

Competent Person CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

Personal particulars Qualifications Work experience **4 Supporting documents**

Upload photo

Digital photo image file with the following specifications :

- JPEG format (.jpg' extension)
- dimension of the photo image has to be 400 by 514 pixels
- Please use the photo cropper to meet the above file size and dimension specifications.

Steps to crop and resize image:

1. Click to find and open your image file. A cropping box will appear over the image. The cropping box is proportional to 400 by 514 pixels.
2. Move the cropping box over the desired area to be cropped. Zoom and rotate the image if necessary. Click to crop the image.
3. If you would like to re-crop the image again, repeat step 1 and 2.
4. Click save/next button at bottom of the page to save the cropped image.
5. Upon saving, the newly saved image will be auto-resized to 400 by 514 pixels.

List of supporting documents required

1. A technical write-up on relevant experience in the design, commissioning, operation, maintenance and inspection of the pressure vessel applied for
2. Certificates or testimonials (e.g. from your employer).
3. Medical report form - if you are 60 years old and above or if required

Upload documents

To add files please click on choose files.
The maximum file size allowed is 3MB.

Choose file

Back Next Save as draft Cancel

Figure 17



Figure 18

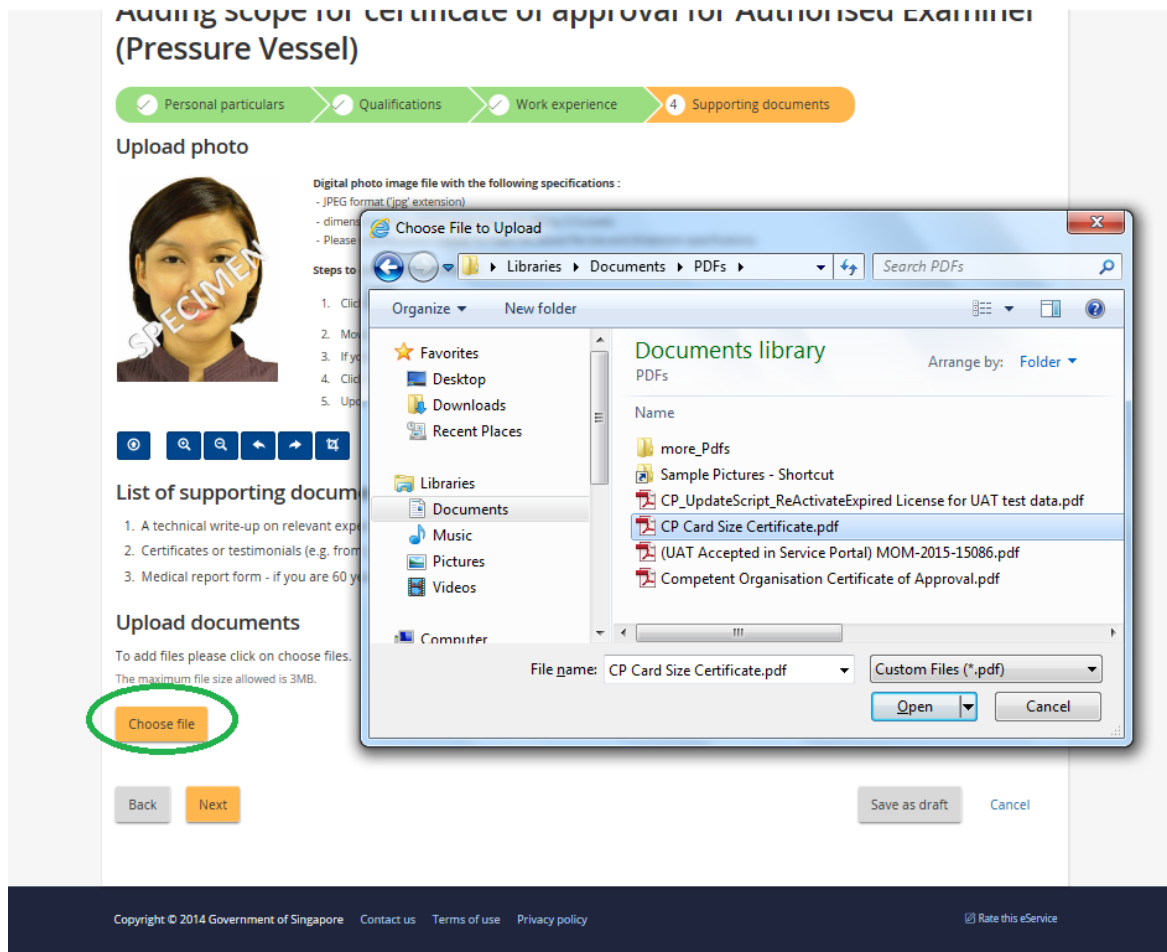


Figure 19

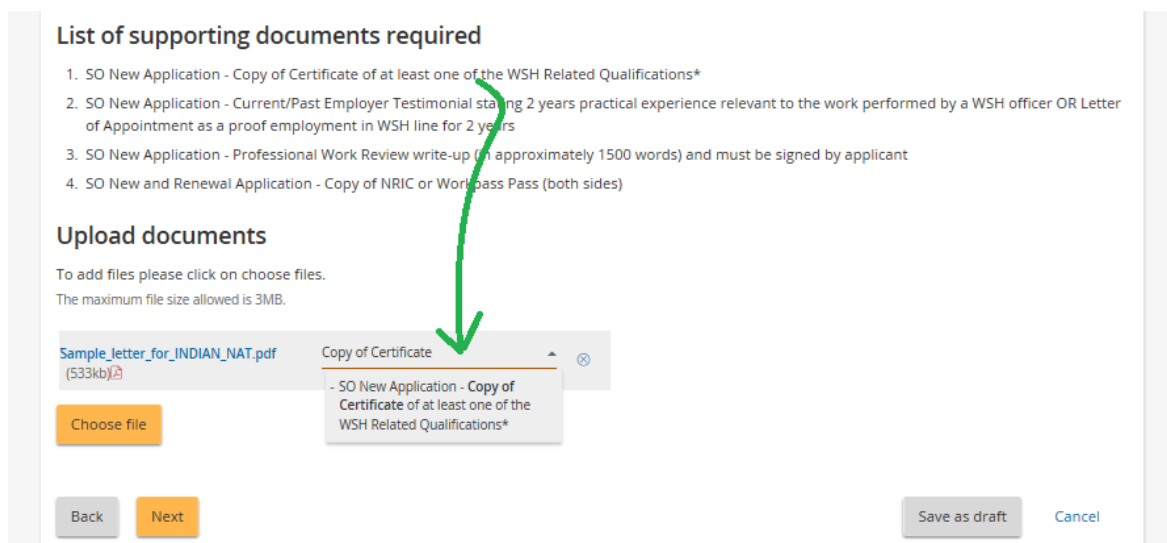


Figure 20

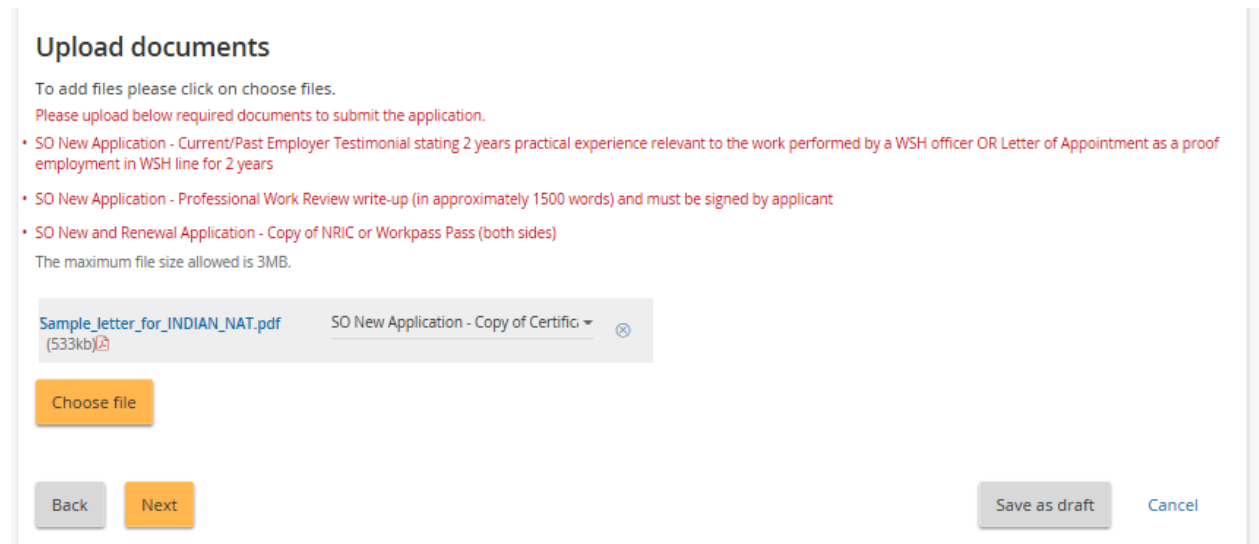




Figure 21

1.7 Submission of Application

- 1) After the required details are finalized, click the [\[Submit\]](#) button (**Seen in Figure 22**).

Applicant should perform the following actions under this screen :

- Applicant to go through the details if data entries are correct. Should there be a necessary modification, the application can easily click the [\[Edit\]](#) link button to modify specific portion of the draft license.
- Should all the pertinent details are displayed correctly; Applicant must tick/check the required [\[Declaration\]](#) checkbox items to acknowledge he/she has read carefully the **Declaration** and **Privacy statement**.
- Applicant can cancel, submit or go back accordingly using these buttons. [\[Back\]](#), [\[Submit\]](#) and [\[Cancel\]](#)
- Should all the required details are provided from the form, Applicant may choose to [\[Submit\]](#) the draft license in preparation for the payment. With the submitted validated draft license, a unique **Bill No** will be generated for the transaction. (**Seen in Figure 23**).

Competent Person
CHUA SOOK TEE [Logout](#)

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

Personal particulars [Edit](#)

Name CHUA SOOK TEE
 NRIC S0017376B
 Nationality SINGAPOREAN
 Building Name EUNOS ESTATE HUDC
 Address 822 SIMS AVENUE, #04-812, SINGAPORE 400822

Notification preferences

Email address vergel@gmail.com
 Mobile no. 82118730
 SMS alert No

Qualifications [Edit](#)

Highest academic qualifications	Institution	Country	Completion	Certificate
3 GCE O Level Passes and above (GCE O Certificate) (For any stream)	Name of Institution123123		2015	
3 GCE O Level Passes and above (GCE O Certificate) (For any stream)	test 123	ALBANIA	2011	CP Card Size Certificate.pdf

Work experience [Edit](#)

Employer	Designation	Start date	End date
ee1	dd1	Feb 2006	Mar 2015
Employer 2	Designation 1	Nov 2015	Jan 2015

Supporting documents [Edit](#)

[CP Card Size Certificate.pdf \(40kb\)](#)
[CP Card Size Certificate.pdf \(40kb\)](#)
[CP Card Size Certificate.pdf \(40kb\)](#)

Declaration

I have read, understood and agreed to comply with the above requirements, upon the approval of my registration to be an Authorised Examiner by the Commissioner for Workplace Safety and Health.

I also 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 22

1.8 Submission and Payment for New Application certificate

- 1) Payment Summary displays the generated Bill No for the submitted draft license. A short summary of the payment, the Bill No, Bill Type, Amount, GST and Total are displayed in a table. Furthermore, a Payment method is displayed which will allow the user prepare or choose the mode of payment for the next page.
 - Applicant may choose to navigate back by clicking the [\[Back\]](#) button or to proceed with the payment by clicking the [\[Continue\]](#) button.
 - On click of the [\[Continue\]](#) button, the page will be redirected to the payment gateway to Proceed with the payment. [\(Seen in Figure 24\)](#).
 - The Payment gateway allows the user to provide

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Competent Person CHUA SOOK TEE Logout

Payment summary

SNo.	Bill No.	Bill Type	Amount (\$)	GST (\$)	Total (\$)
1	MOMOS20150001009	Licensing - CP	250	0	250
					TOTAL \$250

Payment method

eNETS

Available for internet banking users of DBS Bank/POSB, OCBC Bank, Citibank and Standard Chartered.

Internet banking UserID, PIN and token are required to effect the payment.

Please note:
If you are using a pop-up blocker or proxy server, please temporarily disable it.
Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed.

[Back](#) [Continue](#)

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Figure 23

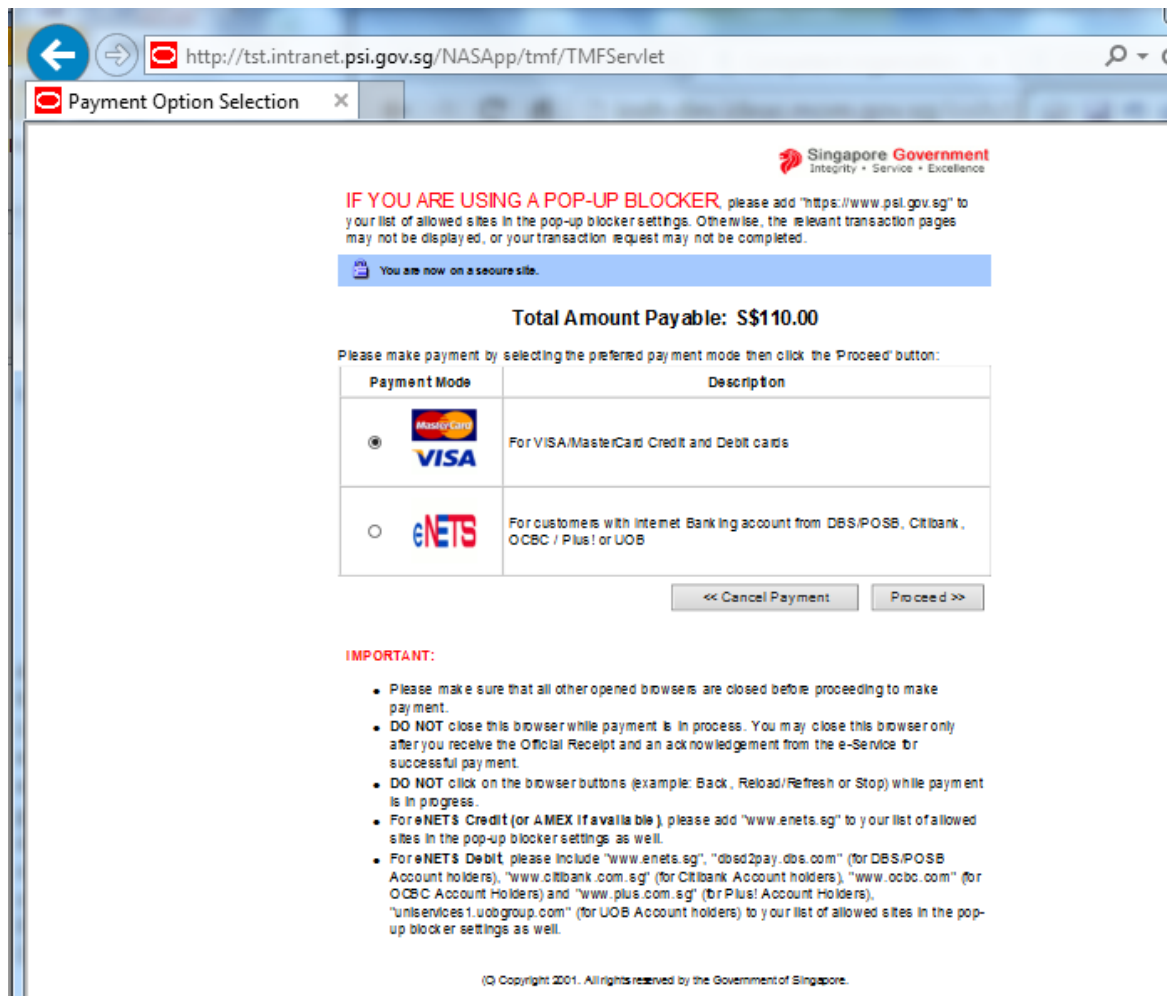


Figure 24

- 2) Click [\[Proceed to Payment\]](#) button to make payment.

The screenshot displays the eNETS credit/debit card payment interface. On the left, there is a navigation menu with links for Privacy Policy, Security Guidelines, and Customer Service. The main content area is titled 'credit/debit card payment' and includes a list of allowed sites, with 'www.enets.sg' listed. Below this, the 'TRANSACTION INFORMATION' section shows details for a 'Psi Test Internet Cred Card4' with a merchant reference code of 'CC11062814083440' and an amount of '\$90.110.00'. An important notice advises users to note down transaction information in case they need to raise a query. The 'CREDIT/DEBIT CARD INFORMATION' section contains fields for the cardholder's name (TAN MEI LENG), card number (4111111111111111), CVV/CVC2 (122), and expiry date (January 2015). A checkbox is checked, indicating acceptance of the return and refund policy. At the bottom, there are 'SUBMIT' and 'CANCEL' buttons. A footer note states: 'Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service.'

Figure 25

- 3) To pay by Credit/Debit cards, click [\[eNETS Credit/Debit Card\]](#) icon under **Figure 25**. Input data to all fields under **Figure 26** and click [\[Submit\]](#) button.

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
	VISA/MasterCard payment mode Please have one of the following - VISA Credit Card, - MasterCard Credit Card, - MasterCard Debit Card or - Visa Electron Debit Card More	Amount: S\$ 110.00 Total payable: S\$ 110.00
	Internet Banking payment mode Please have the following - A valid Internet Banking account with Citibank, DBS, UOB, OCBC / Plus! More	Amount: S\$ 110.00 Total payable: S\$ 110.00

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 26

1.9 Payment Receipt

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

The screenshot shows a web interface for a payment receipt. At the top left is the Ministry of Manpower logo, and at the top right is the Singapore Government logo. The user is identified as 'Competent Person' and 'CHUA SOOK TEE' with a 'Logout' link. The main heading is 'Payment receipt' with a 'Print' icon. The receipt details include: Date: 30/11/2015, Receipt no.: MOM2015R003081, Name: CHUA SOOK TEE, NRIC/FIN: S0017376B, and Address: 822 SIMS AVENUE #04-812 Singapore 400822. A table lists one bill: SN0. 1, Bill No. MOMOS20150001009, Bill Type Licensing - CP, Amount (\$) 250, GST (\$) 0, and Total (\$) 250. Below the table, it states 'Payment method: e-payment' and 'Total amount paid \$250'. Contact information for the Occupational Safety and Health Division is provided, including address, fax, website, and GST registration number. A 'Next' button is at the bottom left. The footer contains copyright information and links for contact, terms, and privacy.

MINISTRY OF MANPOWER

Singapore Government
Integrity • Service • Excellence

Competent Person CHUA SOOK TEE Logout

Payment receipt

Print

Date 30/11/2015
Receipt no. MOM2015R003081
Name CHUA SOOK TEE
NRIC/FIN S0017376B
Address 822 SIMS AVENUE
#04-812
Singapore 400822

SNo.	Bill No.	Bill Type	Amount (\$)	GST (\$)	Total (\$)
1	MOMOS20150001009	Licensing - CP	250	0	250

Payment method: e-payment **Total amount paid \$250**

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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MINISTRY OF MANPOWER

TAX INVOICE / RECEIPT

Receipt No : MOM0001000057310 Date/Time : 28/06/2011 14:07
 Agency : MOM - Ministry of Manpower
 Application : Integrated Occupational Safety and Health System
 Paid via : eNETSCredit
 EP RefNo : CC11062814083440

Note : Receipt is void if payment is dishonoured

Sno	Code/Description	Unit Price(S\$)	Qty	Amount(S\$)
1.	MOMOS20110000927 Item Info : Licensing - CP Registration of Safety Officer	110.00	1	110.00
Total (S\$) :				110.00

This is a computer-generated receipt. No signature is required.

PS: Ref No : #8094102110-2862011-14834-39521055

Please print a copy of the receipt for your reference.

Figure 27

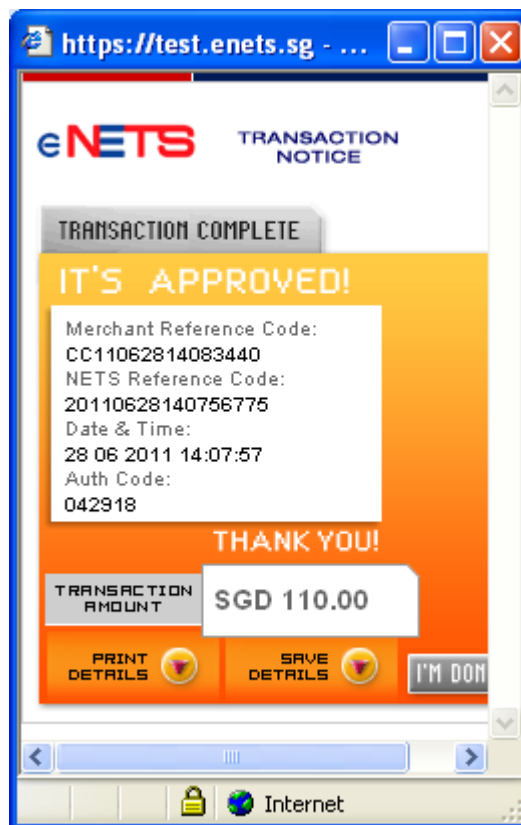


Figure 28

- 2) **Note** : In the event that the Applicant did not complete the payment successfully, he will see an entry under [\[Applications – Pending Payment\]](#) table when he accesses [\[Create Application\]](#) function. To proceed with the payment transaction flow, Applicant just needs to click from the Action the [\[Make Payment\]](#) hyperlink to trigger the screen flow from **Figure 23 – 28**.

1.10 Acknowledgement of New Application Submission

- 1) After the payment is done, System will also display the Acknowledgement page. (Seen in Figure 29)
 - Applicant can click on the [\[Back to main\]](#) button to go back to the Dashboard page. (Seen in Figure 30)

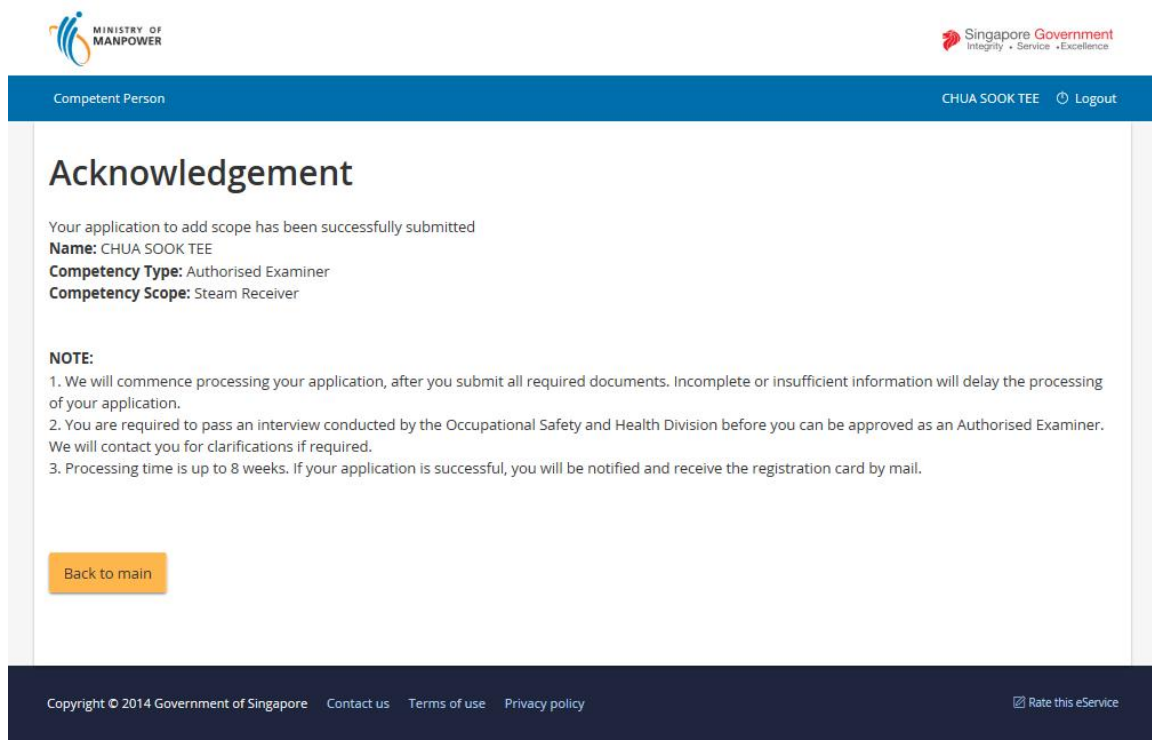


Figure 29

2) Click [\[Logoff\]](#) hyperlink from the header to exit.

The screenshot shows the user interface for a 'Competent Person' (CHUA SOOK TEE). The page is divided into two main sections: 'Draft and submitted applications' and 'Certificates'.

Draft and submitted applications

Draft applications are only saved for one month from the date of application.

Application No	Application date	Competency type	Competency scope	Application Type	Status	Action
CP15000242-1	04/11/2015	Authorised Examiner (Lifting Equipment)	Portal, Pillar & Wall Cranes Tower Cranes	Add Scope	Processing	NIL
CP15000243-1	04/11/2015	Authorised Examiner (Pressure Vessel)	Steam Receiver	Add Scope	Processing	NIL

Certificates

Registration Number	Competency type	Competency scope	Start date	Expiry Date	Action
016-001-00137	Authorised Examiner (Pressure Vessel)	Air Receiver Fabrication Surveyor Refrigerating Plant Pressure Receiver	04/11/2015		NIL
015-001-00219	Authorised Examiner (Lifting Equipment)	Derricks	04/11/2015		NIL
028-073-03391	Workplace Safety and Health Officer		02/11/2015	02/11/2015	Select action ▼

Figure 30