

Integrated Occupational Safety and Health System (iOSH)

User Manual Licensing Competent Organisation (CO) – Add Scope, Sub-Scope &/or Approved Personnel (eServices)

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Prepared For	iOSH eService Users
Prepared By	ISTD

REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.0	27 Nov 2015	Initial Release	Jan

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1. Licensing (Competent Organisation) – Add Scope, Sub-Scope &/or Approved Personnel

1.1 Access Function to Add Scope, Sub-Scope &/or Approved Personnel

- Click on [[Competent Organisation](#)] hyperlink to access the module page.
(Seen in Figure 1).

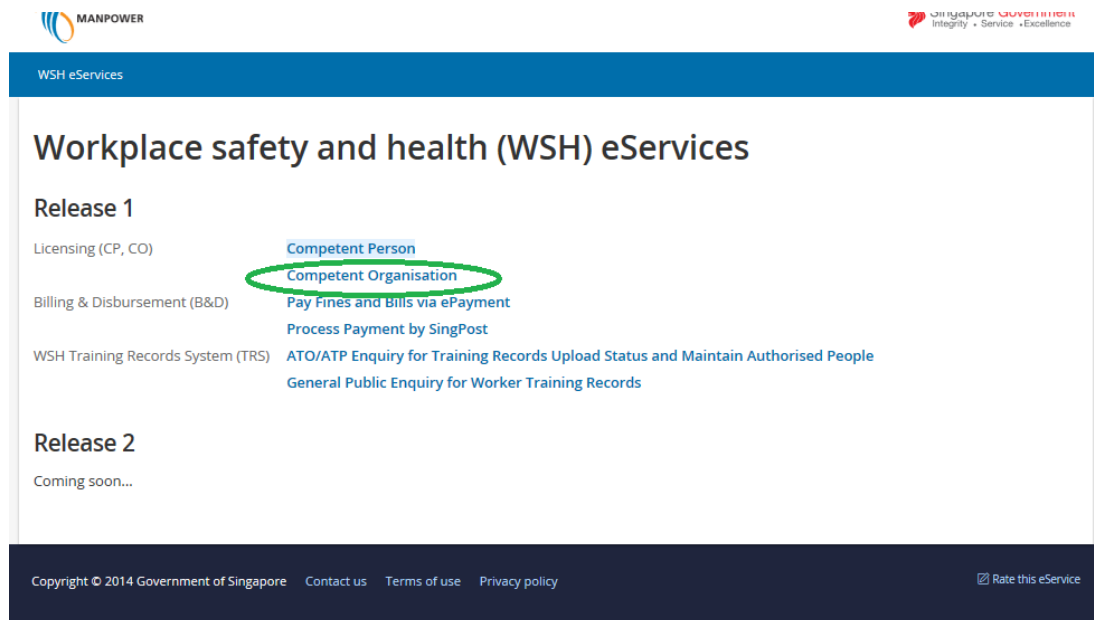
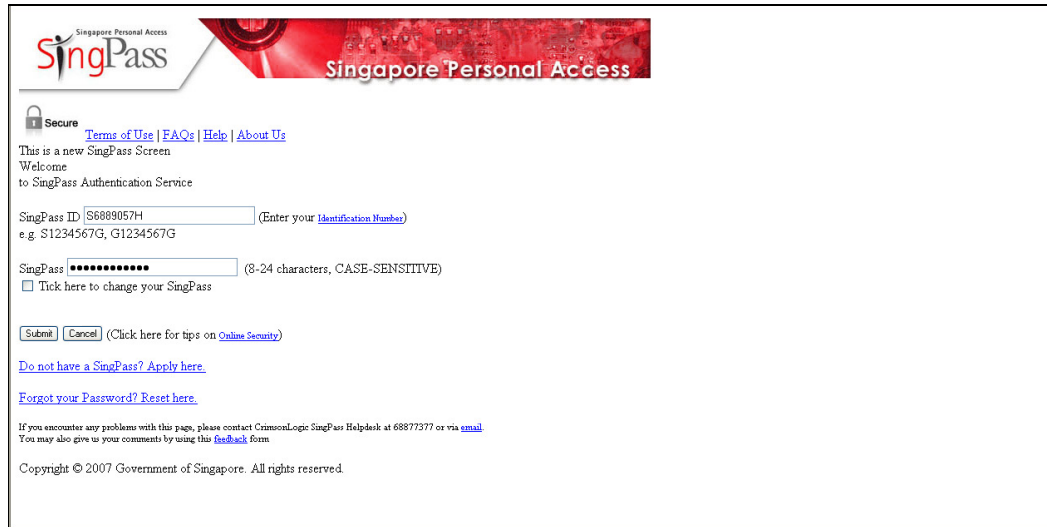


Figure 1

- 1) Provide login ID and password to [\[SingPass ID\]](#), [\[SingPass\]](#) fields to login.
(Seen in Figure 2)

NOTE: Your login PIN should have a Work Notification (particularly Asbestos) active license to be able for the page to display the Work Notification functions.



Singapore Personal Access
SingPass
Singapore Personal Access

Secure [Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)
This is a new SingPass Screen
Welcome
to SingPass Authentication Service

SingPass ID: (Enter your [Identification Number](#))
e.g. S1234567G, G1234567G

SingPass: (8-24 characters, CASE-SENSITIVE)
 Tick here to change your SingPass

(Click here for tips on [Online Security](#))

[Do not have a SingPass? Apply here.](#)
[Forgot your Password? Reset here.](#)

If you encounter any problems with this page, please contact CommonLogic SingPass Helpdesk at 68877377 or via [email](#).
You may also give us your comments by using this [feedback form](#).

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Figure 2

- 2) After successful login, applicant may be prompted option to choose the UEN.
The landing page or the dashboard will be displayed upon UEN is selected.

Competent Organisation WILLIAM TAN [Logout](#)

ENGRO CORPORATION LIMITED

[Apply new certificate](#)

Draft and submitted applications

Draft applications are only saved for one month.

Application No	File Reference No	Application date	Competency type	Competency scope	Application Type	Status	Action
CO15000127-1		15/10/2015	APPROVED ASBESTOS-REMOVAL CONTRACTOR	NA	New	For Processing Officer's Action	NA

Certificates

File Reference No	Competency type	Competency scope	Start date	Expiry Date	bizSAFE Expiry Date	Actions
084-008-00289	APPROVED CRANE CONTRACTOR	Installation, Alteration, Repair and Dismantling (Mobile Cranes)	2/12/2015	1/12/2017		Select action ▼

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Figure 3

2. Add Scope & Sub-Scope

- 1) Applicant can Add scope depending on the competency type. The Add scope can be located in the Certificates section in the Actions dropdown. Applicant can click the dropdown and choose [\[Add Scope\]](#) item. (Seen in Figure 4)

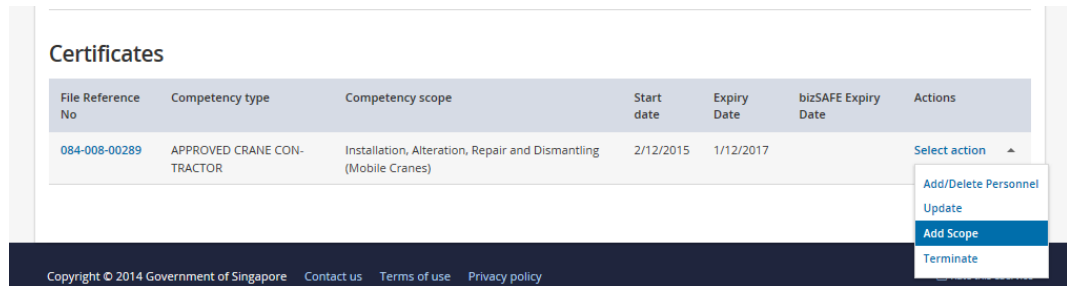


Figure 4

2.1 Add scope Terms and Condition

After the applicant has clicked the Action [\[Add scope\]](#) item from the Certificates section of the dashboard, the page will be redirected to the Terms and Condition page.

Applicant has to read carefully the Terms and Condition.

Applicant can click the [\[I Agree\]](#) button to acknowledge the T&C and proceed to the next step for Add scope.

Applicant can click the [\[I Disagree\]](#) button to disagree with the terms and be redirected back to the dashboard screen.



Competent Organisation

WILLIAM TAN [Logout](#)

Add Scope for APPROVED CRANE CONTRACTOR

TERMS AND CONDITIONS FOR APPROVED CRANE CONTRACTOR

1. The Approved Crane Contractor ('ACC') shall install, repair, alter or dismantle cranes that are listed in the declaration letter and subsequent addendum (if any) of the approval. The listed cranes are approved by the Commissioner for Workplace Safety and Health ("the Commissioner").

2. For purposes of discharging its duties as an ACC under the regulations, the ACC shall:

- not sub-contract the installation, repair, alteration or dismantling of a crane to any party.
- appoint a competent and dedicated erection team to carry out the installation, alteration or dismantling of a crane. The erection team shall be placed under the charge of one of the Approved Crane Erectors (ACEs) specified in the list appended to the approval letter.
- deploy sufficient number of Crane Assistants in the erection team to carry out the installation, alteration or dismantling of a crane safely. For tower crane, the ACC shall deploy at least five number of trained Crane Assistants (or more depending on the complexity of the work) to ensure the safe installation, alteration or dismantling of a tower crane by the erection team.
- ensure that all Crane Assistants involved in rigging or signaling work have attended and successfully completed the rigger and signalman course conducted by an Accredited Training Provider.
- ensure that the appointed Lifting Supervisor has attended and successfully completed the Lifting Supervisor Safety Course conducted by the Accredited Training Provider.
- ensure that the ACEs have attended and successfully completed the brand-specific training on installing, altering or dismantling of cranes approved or conducted by the specific crane manufacturer before installing, altering or dismantling a crane.
- ensure that the ACEs for tower crane have attended and successfully completed the Approved Crane Erector Course for ACCs (Tower Crane) conducted by the BCA Academy.
- ensure that the appropriate tools/equipment are supplied to the workers to carry out the job safely. This includes the supply and use of all necessary personal protective equipment.
- only undertake the installation of a tower crane after approval has been granted by the Occupational Safety and Health Division for the tower crane installation.
- obtain a letter of supervision for the construction of the foundation certified by a PE of the relevant discipline before the installation of a tower crane.
- ensure that the tower crane is sited in accordance to the layout plan endorsed by the Division, and that all limit switches to control the movement of the crane are set to the same plan.
- not carry out any repair work on a crane if you have not sought specific approval to carry out the repair from the Commissioner for Workplace Safety and Health. All repairs must be done in accordance with the manufacturer's instruction and in good engineering practices. In the case of a tower crane repair, the Commissioner for Workplace Safety and Health approval must be sought at least 3 days prior to its commencement. Such repair must also be supervised by an Approved Person.
- inform the Commissioner for Workplace Safety and Health of any changes to the Approved Crane Erectors employed by you. This will include resignation, retirement, etc. The Approved Crane Erector will cease to be an Approved Crane Erector upon reaching the age of 65 years old.
- keep and maintain a record of the installation, repair, alteration or dismantling of a crane by each Approved Crane Erector. Such record shall be maintained and made available for inspection, by the Commissioner for Workplace Safety and Health or his representative, for a period of 5 years after the Approved Crane Erector ceased to be Approved Crane Erector for his company.
- ensure that all works carried out comply with the Workplace Safety and Health Act and its subsidiary legislation.

3. The Approved Crane Contractor shall keep copies of all relevant documents throughout the duration of the project and for at least a period of three months after the completion of the project. Such documents shall be made immediately available to the Commissioner for Workplace Safety and Health upon request.

4. The Commissioner for Workplace Safety and Health may by giving notice in writing carry out such investigation and enquiries into the Approved Crane Contractor as may be necessary to determine its continuing competence and suitability for approval. The Approved Crane Contractor shall provide all facilities necessary to enable such investigations and enquiries to be carried out.

5. This approval does not necessarily imply that any crane installed, repaired or altered by the Approved Crane Contractor is automatically approved for use without further tests or examinations. The cranes will be subjected to inspection and tests as required under the Workplace Safety and Health Act and its subsidiary legislation before they can be approved for use, and its operation may be subjected to such conditions as to ensure its safety during use.

6. The Commissioner for Workplace Safety and Health reserves the right to:

- vary any or all of the terms and conditions attached to this approval, or
- revoke or suspend any approval if the ACC breached any or all the terms and conditions as stated.

DECLARATION

I have read and understood the above Terms and Condition and agree to abide by it.

Figure 5

2.2 Provide Additions/Updates to License Details

- 1) Upon click on the [I Agree] button from the T&C page, the page is redirected to the Add Scope Preview page. (Seen in Figure 6).
- 2) Applicant should be able to choose click on the [Edit] button from the page to access the respective tab page sections. By clicking the edit button, Applicant can Add / update details, where applicable, under the following screens :
 - a) [Organisation details or \[Company Details\]](#)
 - b) [\[Personnel List\]](#)
 - c) [\[Supporting documents\]](#)

Note : Refer to sections below for details.

Applicant can navigate across the different tab page screens using the [Next] and [Back] buttons on the subsequent pages.

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

Competent Organisation WILLIAM TAN Logout

Add Scope for APPROVED CRANE CONTRACTOR

[Edit](#)

Organisation details

Competency type: APPROVED CRANE CONTRACTOR
 Competency scope: Installation, Alteration, Repair and Dismantling (Mobile Cranes)
 Competency subscope: NA
 UEN: 197302229H
 Organisation name: ENGRO CORPORATION LIMITED
 Organisation address: ACER BUILDING,29,#08,05/06,INTERNATIONAL BUSINESS PARK,Singapore 609923.
 Nature of business: MANUFACTURE OF CEMENT, LIME AND PLASTE

Name of contact person: NAME OF S1234567D
 Designation: Tester
 Office no.: 66925128
 Mobile no.:
 Email: phui_teng_kim@mom.gov.sg

Personnel lists [Edit](#)

PIN (NRIC/FIN)	Name	Personnel competency scope	Status	Actions
S0000073F	NAME OF S0000073F	Mobile Crane	Active	Edit Remove
S0000072H	NAME OF S0000072H	Mobile Crane	Active	Edit Remove

Supporting documents [Edit](#)

Declaration

I have read, understood and agree to comply with the requirements, upon the approval of my certificate of approval to be an Approved Crane Contractor ('ACC') 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](#)

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Figure 6

2.3 Apply Add Scope

- 1) Applicant upon clicking the [\[Edit\]](#) link button from the Add scope Preview page should be redirected to the Apply Add scope page.

Note: From the apply add scope page, only the enabled checkbox will be able to allow the applicant to mark tick/check. The read-only marked as checked are the previously applied checked item. Also, combinations of matching add scope should also apply for some competency type. (**Seen in Figure 7**)

Also

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Add Scope for APPROVED CRANE CONTRACTOR

When selecting Competency Scope, these combinations of selections should not be allowed.

Application type

UEN 197302229H
Organisation name ENGRO CORPORATION LIMITED

APPROVED CRANE CONTRACTOR

Competency scope

- Installation, Alteration and Dismantling (Mobile Cranes)
- Installation, Alteration and Dismantling (Tower Cranes)
- Installation, Alteration, **Repair** and Dismantling (Mobile Cranes)
- Installation, Alteration, **Repair** and Dismantling (Tower Cranes)

Next Cancel

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Figure 7

2.4 Process Add scope in the subsequent tab pages.

- 1) Update Company details tab page.

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Add Scope for APPROVED CRANE CONTRACTOR

1 Company details 2 Personnel list 3 Supporting documents

Organisation particulars details

Competency type	APPROVED CRANE CONTRACTOR
UEN	197302229H
Organisation name	ENGRO CORPORATION LIMITED
Organisation address	ACER BUILDING INTERNATIONAL BUSINESS PARK, #08-05/06, Singapore 609923
Nature of business	MANUFACTURE OF CEMENT, LIME AND PLASTE
Competency scope	Installation, Alteration, Repair and Dismantling (Tower Cranes) Installation, Alteration, Repair and Dismantling (Mobile Cranes)
Competency sub scope	NA
File Reference No	084-008-00289

Staff keying in Application, Preparing and Uploading documents

Name of contact person
NAME OF S1234567D

Designation
Tester

Office no.
66925128

Mobile no. Check if you would like to receive SMS alerts (optional)

Email address
phui_teng_kim@mom.gov.sg

Next Save as draft Cancel

Figure 8

2) Update Personnel list tab page.

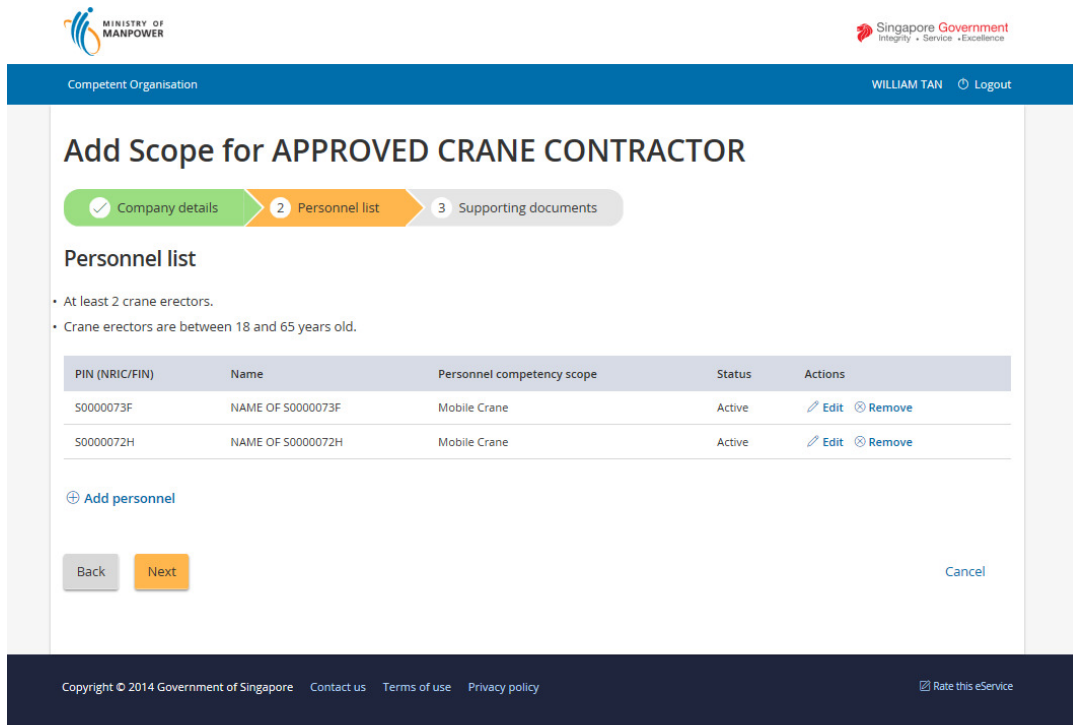


Figure 9

Note: For the Sub sections on click of the [\[Add personnel\]](#) or [\[Edit\]](#) link button for **Add Personnel** page, kindly refer to the **LIC-CO (WSH) eServices User Guide (Create License) - v1.0.doc** document for the default processing.

3) Update Supporting documents tab page.

Applicant must prepare the documents for the respective competency type that requires supporting documents attachments as seen from the list. **(Seen in Figure 10)**

Applicant can click on the [\[Choose file\]](#) button to upload attachment and a corresponding document type must match from the supporting documents list required. Otherwise if these documents are not provided, a validation will be prompted to the user. **(Seen in Figure 10.a)**

Applicant may click the [\[Ready for submission\]](#) link button if all the pertinent details are provided.

The screenshot shows a web interface for adding a scope for an approved crane contractor. At the top, there are logos for the Ministry of Manpower and Singapore Government. The user is identified as WILLIAM TAN with a Logout option. The main heading is 'Add Scope for APPROVED CRANE CONTRACTOR'. A progress bar indicates three steps: 'Company details' (checked), 'Personnel list' (checked), and 'Supporting documents' (active). Below this, the 'Supporting documents' section lists six requirements: 1. Up-to-Date Business Profile lodged with the Accounting and Corporate Regulatory Authority dated 6 mths from date of application. 2. Company's programme for training or instruction to ensure that the crane erectors are properly instructed in the procedure laid down by the manufacturers. 3. Letter of authorization from crane manufacturers (applicable to application for repair of cranes). 4. A declaration letter (Use template from MOM website) declaring the company has the manufacturer's manual which contains instructions on the safe procedures for the installation, repair, alteration and dismantling of the cranes, including a list of all such manual in possession (by Name and Model of Cranes). 5. Letter of Undertaking from an Authorised Examiner (Lifting Equipment) on the supervision of the crane repair work based on procedure for the critical and structural crane repair work (applicable to applicant whom could not obtained authorisation from manufacturer for repair of cranes). 6. A copy of the latest/ revised procedure for the critical and structural crane repair work (where applicable); only applicable to applicant whom could not obtained authorisation from manufacturer for repair of cranes). Below the list is an 'Upload documents' section with the instruction 'Upload a copy of Supporting document' and 'The maximum file size allowed is 3MB.' A 'Choose file' button is present. At the bottom of the form are buttons for 'Back', 'Ready for submission', 'Save as draft', and 'Cancel'. The footer contains copyright information for 2014 Government of Singapore and a 'Rate this eService' link.

Figure 10

Competent Organisation WILLIAM TAN Logout

Add Scope for APPROVED CRANE CONTRACTOR

Company details Personnel list **3** Supporting documents

Please upload below required documents to submit the application.

- Company training programme for training or instruction
- Letter of authorization from crane manufacturers (applicable to application for repair of cranes)
- A Declaration letter declaring the company has the manufacturer's manual which include the required details.
- Letter of Undertaking from an Authorised Examiner (Lifting Equipment) on the supervision of the crane repair work
- A copy of the latest/ revised procedure for the critical and structural crane repair work (where applicable)

Supporting documents

1. Up-to-Date Business Profile lodged with the Accounting and Corporate Regulatory Authority dated 6 mths from date of application.
2. Company's programme for training or instruction to ensure that the crane erectors are properly instructed in the procedure laid down by the manufacturers.
3. Letter of authorization from crane manufacturers (applicable to application for repair of cranes).
4. A declaration letter (Use template from MOM website) declaring the company has the manufacturer's manual which contains instructions on the safe procedures for the installation, repair, alteration and dismantling of the cranes, including a list of all such manual in possession (by Name and Model of Cranes)
5. Letter of Undertaking from an Authorised Examiner (Lifting Equipment) on the supervision of the crane repair work based on procedure for the critical and structural crane repair work (applicable to applicant whom could not obtained authorisation from manufacturer for repair of cranes)
6. A copy of the latest/ revised procedure for the critical and structural crane repair work (where applicable); only applicable to applicant whom could not obtained authorisation from manufacturer for repair of cranes).

Upload documents

Figure 10.a

2.5 Preview Add scope Submit page

Applicant should be able to tick/check the [Declaration] checkboxes after fulfilling all the required details. Applicant may click the [\[Submit\]](#) button for bill processing.

Competent Organisation WILLIAM TAN Logout

Add Scope for APPROVED CRANE CONTRACTOR

Organisation details Edit

Competency type: APPROVED CRANE CONTRACTOR
 Competency scope: Installation, Alteration, Repair and Dismantling (Tower Cranes)
 Installation, Alteration, Repair and Dismantling (Mobile Cranes)
 Competency subscope: NA
 UEN: 197302229H
 Organisation name: ENGR0 CORPORATION LIMITED
 Organisation address: ACER BUILDING,29,#08,05/06,INTERNATIONAL BUSINESS PARK,Singapore 609923.
 Nature of business: MANUFACTURE OF CEMENT, LIME AND PLASTE

Name of contact person: NAME OF S1234567D
 Designation: Tester
 Office no.: 66925128
 Mobile no.: 97207948
 Email: phui_teng_kim@mom.gov.sg

Personnel lists Edit

PIN (NRIC/FIN)	Name	Personnel competency scope	Status	Actions
S0000073F	NAME OF S0000073F	Mobile Crane	Active	Edit Remove
S0000072H	NAME OF S0000072H	Mobile Crane	Active	Edit Remove

Supporting documents Edit

- [CP Card Size Certificate.pdf \(40kb\)](#)
- [CP Card Size Certificate.pdf \(40kb\)](#)
- [CP Card Size Certificate.pdf \(40kb\)](#)
- [Competent Organisation Certificate of Approval.pdf \(38kb\)](#)
- [\(UAT Accepted in Service Portal\) MOM-2015-15086.pdf \(40kb\)](#)

Declaration

I have read, understood and agree to comply with the requirements, upon the approval of my certificate of approval to be an Approved Crane Contractor ('ACC') 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.

[Cancel](#)

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Figure 11

2.6 Submission and Payment for Add Scope & Sub-Scope Application

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

Applicant will be redirected to the Payment summary page for the billing.
(Seen in Figure 12)

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Payment summary

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

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



Figure 12

- 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
 Credit/Debit Card	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\$ 150.00 Total payable: S\$ 150.00
 Internet Banking	Internet Banking payment mode Please have the following - A valid Internet Banking account with Citibank, DBS, UOB, OCBC / Plus More	Amount: S\$ 150.00 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 13

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

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 warning about pop-up blockers. Below this, the 'TRANSACTION INFORMATION' section lists merchant details: Ppi Test Internet Cred Card4, CC11063013463281, NETS Reference Code 20110630134653893, and Amount S\$0.150.00. An 'Important Notice' section follows, advising users to note down transaction information. The 'CREDIT/DEBIT CARD INFORMATION' section contains fields for Name on Card (TED MEI LI), Card Number (4111111111111111), CVV / CV2 (123), 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.' Logos for eNETS, MasterCard, and VISA are also visible.

Figure 14

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

The screenshot displays a 'Payment receipt' page. At the top, it identifies the 'Competent Organisation' as RATHINASAMY MURUGESAN and includes a 'Logout' link. The receipt details are as follows:

- 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 15

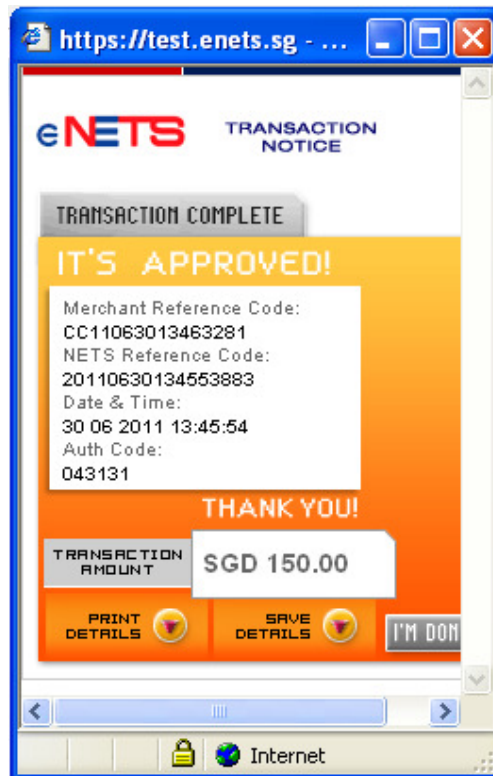


Figure 16

2.7 Acknowledgement of Add Scope & Sub-scope 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.

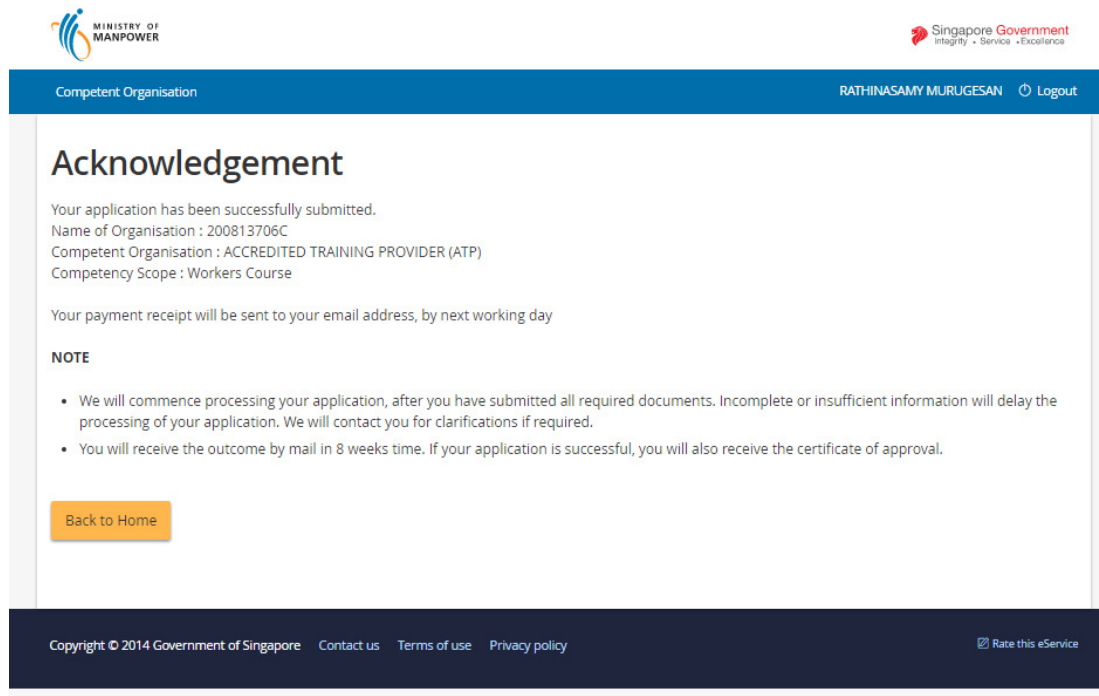


Figure 17

- 2) From the dashboard, the applicant may exit by clicking the [\[Logoff\]](#) hyperlink. This will end the session.

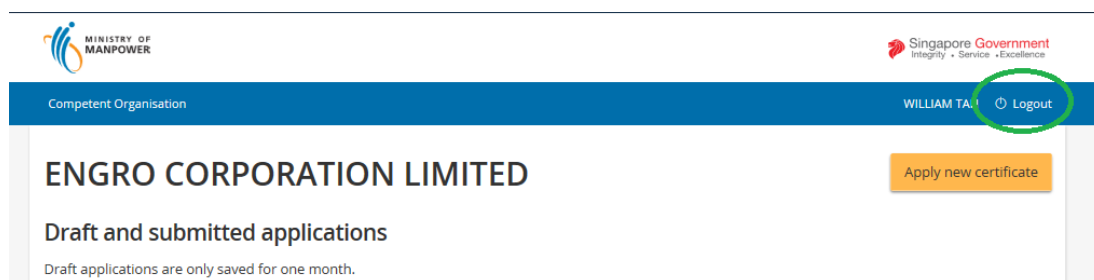


Figure 18