

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

## **User Manual Competent Organisation (CO) – Update Details ( 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 Providers and WSH Auditing Organisation.

## **Update of CO Details**

The e-Service administrator or authorised e-Service user can submit application to update CO details.

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## 1. ( Competent Organisation ) – Update Details

### 1.1 Access Function to Update Details

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

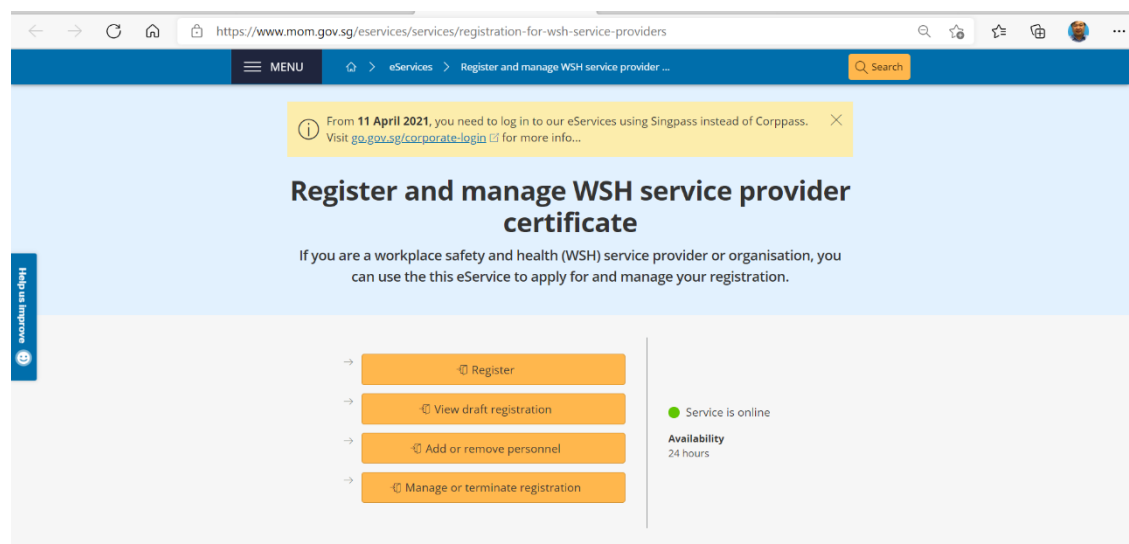


Figure 1

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

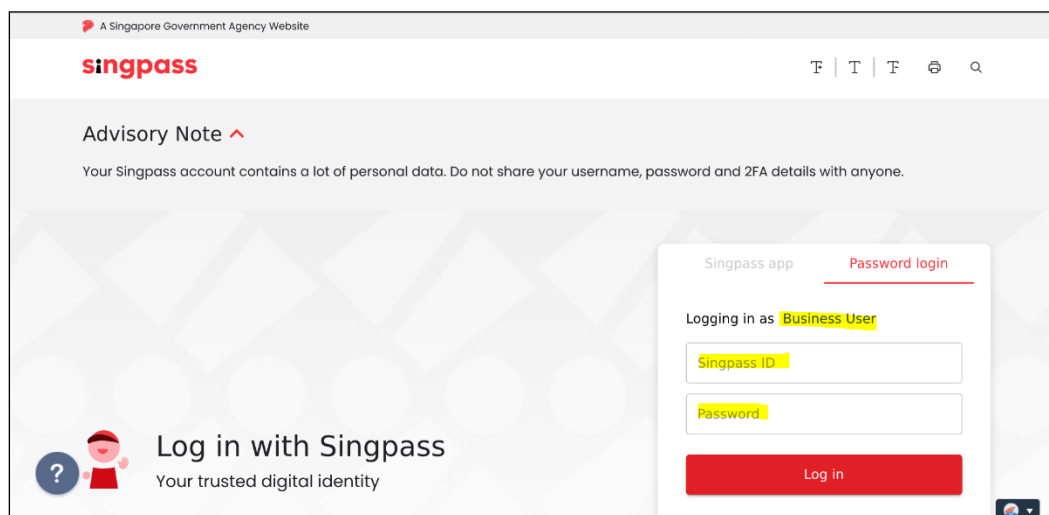


Figure 2

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

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

The screenshot shows the user interface for NTUC LEARNINGHUB PTE. LTD. The header includes the Ministry of Manpower logo and Singapore Government branding. The user is identified as NOOR ASYIKIN BINTE SUPAAT. The main content area is titled 'Draft and submitted applications' and includes a table with the following data:

Application No	File Reference No	Application date	Competency type	Competency scope	Application Type	Status	Action
858	008-030-00019	1/1/2008	ACCREDITED TRAINING PROVIDER (ATP)	NA	For Renewal	Draft	Select action

Below this is a 'Certificates' section with another table:

File Reference No	Competency type	Competency scope	Start date	Expiry Date	bizSAFE Expiry Date	Actions
008-043-00007	ACCREDITED TRAINING PROVIDER (ATP)	Managers Course	12/11/2015	12/10/2016		Select action
008-001-00008	ACCREDITED TRAINING PROVIDER (ATP)	Skill / Specialised Courses	12/11/2015	12/10/2016		Add/Delete Personnel
008-044-00003	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		Update
008-006-00021	ACCREDITED TRAINING PROVIDER (ATP)	Managers Course	12/11/2015	12/10/2016		Renew
008-038-00007	ACCREDITED TRAINING PROVIDER (ATP)	Supervisor Course	12/11/2015	12/10/2016		Terminate
008-045-00003	ACCREDITED TRAINING PROVIDER (ATP)	Restricted Courses	12/11/2015	12/10/2016		Print Receipt

Figure 3

After the user has clicked the [\[Update\]](#) 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.

MINISTRY OF  
MANPOWER

Singapore Government  
Integrity • Service • Excellence

Competent Organisation NOOR ASYIKIN BINTE SUPAAT Logout

## Update Licence for ACCREDITED TRAINING PROVIDER (ATP)

Terms and Conditions for MOM Accredited Training Provider

- As a MOM Accredited Training Provider (ATP), I am responsible to comply with the [Terms and Conditions for ATP](#)
- The Commissioner for Workplace Safety and Health ('the Commissioner') may suspend or cancel my certificate of approval to be a MOM Accredited Training Provider if the Commissioner is satisfied that my company or firm.
  - i. had obtained or procured his approval by fraud or misrepresentation
  - ii. has breached any term or condition subject to which the approval was granted or
  - iii. is no longer fit and proper to act as an ATP
- Where my certificate of approval to be an ATP is cancelled, my firm or company shall immediately cease to act as an ATP.

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Figure 4

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

### 1.3 Provide Additions/Updates of CO Details

Competent Organisation: NOOR ASYIKIN BINTE SUPAAT Logout

## Update Licence for ACCREDITED TRAINING PROVIDER (ATP)

**Organisation details** Edit

Competency type: ACCREDITED TRAINING PROVIDER (ATP)  
 Competency scope: Managers Course  
 Competency subscope: Safety Instruction Course for Shiprepair Managers  
 UEN: 200409359E  
 Organisation name: NTUC LEARNINGHUB PTE. LTD.  
 Organisation address: NTUC TRADE UNION HOUSE,73,#02,01,BRAS BASAH ROAD,Singapore 189556.  
 Nature of business: COMMERCIAL SCHOOLS OFFERING HIGHER EDUCATION PROGRAMMES  
 Paid-up capital: 2544094

Name of contact person: Noor Asyikin  
 Designation: Programme Executive  
 Office no.: 60000000  
 Mobile no.:  
 Email: MOM\_IOSH\_UAT@mom.gov.sg

**Personnel lists** Edit

PIN (NRIC/FIN)	Name	Personnel competency scope	Status	Actions
S7531823E	Yeo Kheng Hock Alvin	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S7240749J	Lim Six Hwee Luke	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S2670664E	Mathew Thomas Thomas	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S7162006I	MD Faroque Hossain Sikder	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S0167928G	Oh Cheng Lim James	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S2619117C	Sadayappa Manivachakam	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1547622B	Salahuddin Bin Abdul Samad	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S2549251Z	Teo Kim Chen Steven	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1754583C	Zainal Bin Osman	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S0107573Z	Thiang Toh Ming	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1231648H	Yong Swee Keong	Accredited Trainer	Active	<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.

Back Submit Cancel

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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 Update.
- Applicant may click the [\[Cancel\]](#) button to abort the Update 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 update to be redirected to the dashboard page.

**Update 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: 200409359E  
 Organisation name: NTUC LEARNINGHUB PTE. LTD.  
 Organisation address: NTUC TRADE UNION HOUSE BRAS BASAH ROAD, #02-01 Singapore 189556  
 Nature of business: COMMERCIAL SCHOOLS OFFERING HIGHER EDUCATION PROGRAMMES  
 Competency scope: Managers Course  
 Competency sub scope: Safety Instruction Course for Shiprepair Managers  
 File Reference No: 008-043-00007

Paid-up Capital (in the nearest Singapore dollar)  
 2544094

**Training Center Particulars**

Training Center Name: National Trade Union House (NTUH)

Contact No: 12345678  
 Fax No: 63171027  
 Email address: MOM\_IOSH\_UAT@mom.gov.sg

Training Center Website

**Head /Principal /Designated Manager**

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

**No. of trainers for the course**

Full-time: 0  
 Part-time: 18

Public:

**Language Conducted**

Bengali  Myanmar  
 English  Others  
 Hindi  Tamil  
 Malay  Thai  
 Mandarin

**Training location**

Postal code: 189556   
 Block/House no.: 73  
 Street name: BRAS BASAH ROAD

Floor no.: - Unit no.:

Building name (optional): NTUC TRADE UNION HOUSE

**Practical location**

Do you have a practical location?  
 Yes  No

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

Name of contact person: Noor Asyikin  
 Designation: Programme Executive  
 Office no.: 60000000  
 Mobile no.:  Check if you would like to receive SMS alerts (optional)  
 Email address: MOM\_IOSH\_UAT@mom.gov.sg

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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 update**)

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 update of license by clicking the [\[Cancel\]](#) link button.

Competent Organisation NOOR ASYIKIN BINTE SUPAAT [Logout](#)

## Update 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
S7531823E	Yeo Kheng Hock Alvin	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1412164A	Anwar Bin Taib	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1534518G	Boey Ghim Huat	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1289675A	Chan Kim Yan	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1180801H	Chong Kux Kuang	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1651012B	Goh Wee Tat Richard	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S6882355B	Krishnamurthy Rajakumar	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1156708H	Lee Win Hong Chris	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S7240749J	Lim Six Hwee Luke	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S2670664E	Mathew Thomas Thomas	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S7162006I	MD Faroque Hossain Sikder	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S0167928G	Oh Cheng Lim James	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S2619117C	Sadayappa Manivachakam	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1547622B	Salahuddin Bin Abdul Samad	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S2549251Z	Teo Kim Chen Steven	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1754583C	Zainal Bin Osman	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S0107573Z	Thiang Toh Ming	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1231648H	Yong Swee Keong	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 a web form titled 'Add work experience' within the 'Competent Organisation' interface. The form has the following fields: 'Employer', 'Designation', 'Employment Duration' (with two date pickers set to 'Jan 2015'), 'Working Language', and 'Brief work experience scope'. At the bottom, there are two buttons: 'Save' and 'Save and add another work experience'. The page header includes the Ministry of Manpower logo and the user's name 'RATHINASAMY MURUGESAN' with a 'Logout' link. 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. The 'Language Conducted' section has 'English' selected. The 'Work experience' section 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 is a link to '+ Add work experience'. The 'Upload the following Required Documents' section lists: '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.

The screenshot shows the 'Add personnel' form in the iOSH system. The form is divided into several sections:

- Competent Organisation:** RATHINASAMY MURUGESAN (Logout)
- Back to personnel list** (link)
- Add personnel** (Section Header)
- Personnel details** (Section Header)
  - (NRIC/FIN) [Text input]
  - Name [Text input]
  - Gender [Dropdown menu]
  - Date of birth [Date picker]
  - Place of birth [Dropdown menu]
  - Nationality [Dropdown menu]
  - Race [Dropdown menu]
  - Language Conducted
    - English
- Work experience** (Section Header)
  - Table with columns: Employer, Designation, Start date, End date
  - [+ Add work experience](#) (link)
- Upload the following Required Documents** (Section Header)
  - 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](#) (button)
- [Save](#) (button) | [Save and add another personnel](#) (button)
- [Back to personnel list](#) (link)

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.

The screenshot shows the 'Edit personnel' form with the following details:

- Personnel details**
- NRIC/FIN: S7531823E
- Name: Yeo Kheng Hock Alvin
- Gender: MALE
- Date of birth: 31 Oct 1975
- Place of birth: SINGAPORE
- Nationality: SINGAPOREAN
- Race: Chinese

**Figure 9**

From the Personnel list tab page the list of person are shown. The newly added person for Update 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 update process.

### **Edit/Delete Personnel Details (Seen in Figure 10)**



Competent Organisation NOOR ASYIKIN BINTE SUPAAT [Logout](#)

## Update 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
S7531823E	Yeo Kheng Hock Alvin	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1412164A	Anwar Bin Taib	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1534518G	Boey Ghim Huat	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1289675A	Chan Kim Yan	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1180801H	Chong Kux Kuang	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1651012B	Goh Wee Tat Richard	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S6882355B	Krishnamurthy Rajakumar	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1156708H	Lee Win Hong Chris	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S7240749J	Lim Six Hwee Luke	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S2670664E	Mathew Thomas Thomas	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S7162006I	MD Faroque Hosssain Sikder	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S0167928G	Oh Cheng Lim James	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S2619117C	Sadayappa Manivachakam	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S1547622B	Salahuddin Bin Abdul Samad	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
S2549251Z	Teo Kim Chen Steven	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>

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 update of license.

Competent Organisation

NOOR ASYIKIN BINTE SUPAAT Logout

## Update Licence for ACCREDITED TRAINING PROVIDER (ATP)

Company details Personnel list Supporting documents

### Supporting documents

1. A write-up of the organisation including its background, history, goals and all services offered (training and non training related).
2. Course Syllabus.
3. Course notes.
4. Layout plan of the training area/premises of classroom
5. Layout plan of the training area and description of equipment for practical sessions
6. Photographs of the practical training area and equipment for practical sessions
7. Photographs of the training premises/classroom
8. Investment of hardware and software to link up with MOM Centralised Question Bank - Applicable to CSOC , BCSS, SSIC(GT), SSSC & MSOC
9. A sample of the certificate to be awarded to successful candidates.
10. Copies of letters of accreditation from other authorities or accreditation bodies
11. List of proposed examination questions with answers and marking/passing scheme
12. bizSAFE level 3 Certificate
13. URA Approval Letter
14. 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)
15. Assessment plan as specified in the course CURRICULUM DEVELOPMENT ADVISORY
16. Letter of Appointment/Employment Letter for at least 1 Full-time Principal/Manager.
17. Letter of Appointment/Employment Letter for at least 1 Full-time Trainer.
18. 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

Figure 11

### **1.7 Update Preview Submission for Update License Application**

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

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

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

Competency type: ACCREDITED TRAINING PROVIDER (ATP)  
 Competency scope: Managers Course  
 Competency subscope: Safety Instruction Course for Shiprepair Managers  
 UEN: 200409359E  
 Organisation name: NTUC LEARNINGHUB PTE. LTD.  
 Organisation address: NTUC TRADE UNION HOUSE,73,#02,01,BRAS BASAH ROAD,Singapore 189556.  
 Nature of business: COMMERCIAL SCHOOLS OFFERING HIGHER EDUCATION PROGRAMMES  
 Paid-up capital: 2544094

Name of contact person: Noor Asyikin  
 Designation: Programme Executive  
 Office no.: 60000000  
 Mobile no.: 97207948  
 Email: MOM\_IOSH\_UAT@mom.gov.sg

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

PIN (NRIC/FIN)	Name	Personnel competency scope	Status	Actions
57531823E	Yeo Kheng Hock Alvin	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
51412164A	Anwar Bin Talib	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
51534518G	Boey Ghim Huat	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
51289675A	Chan Kim Yan	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
51180801H	Chong Kux Kuang	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
51651012B	Goh Wee Tat Richard	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
5882359B	Krishnamurthy Rajakumar	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
51156708H	Lee Win Hong Chris	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
57240749J	Lim Six Hwee Lulie	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
52670604E	Mathew Thomas Thomas	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
57162006I	MD Faroque Hossain Sikder	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
50167928G	Oh Cheng Lim James	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
52619117C	Sadayappa Manivachakam	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
51547622B	Salahuddin Bin Abdul Samad	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
52549251Z	Teo Kim Chen Steven	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
51754563C	Zainal Bin Osman	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
50107573Z	Thiang Toh Ming	Accredited Trainer	Active	<a href="#">Edit</a> <a href="#">Remove</a>
51231648H	Yong Swee Keong	Accredited Trainer	Active	<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.

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

Figure 12

- 1) Click [\[Submit\]](#) button will redirect the page to the Acknowledgement page. (Seen in Figure 13)

## 1.8 Acknowledgement of Update Application Submission

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

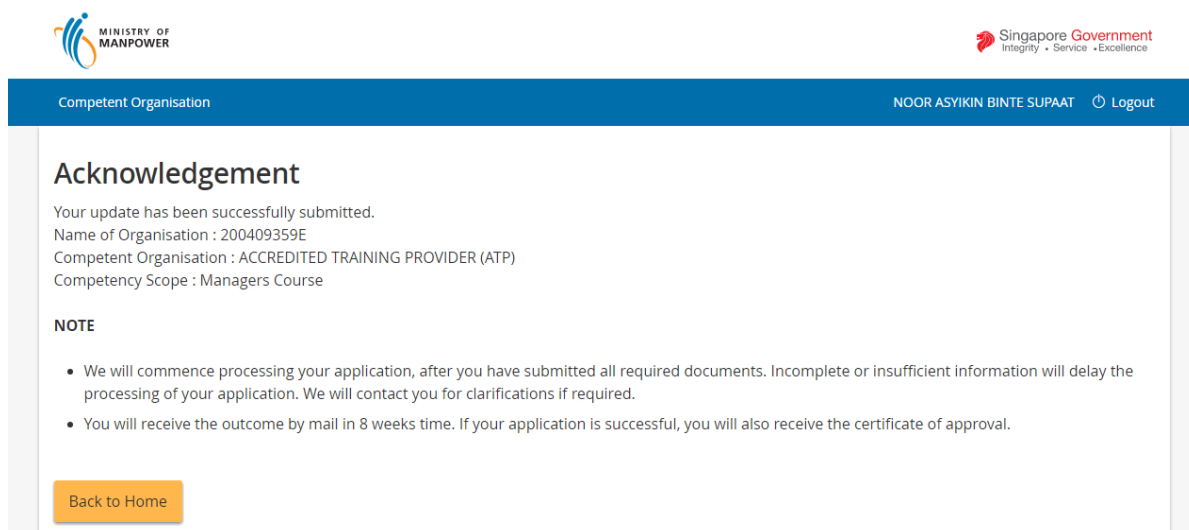


Figure 18

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

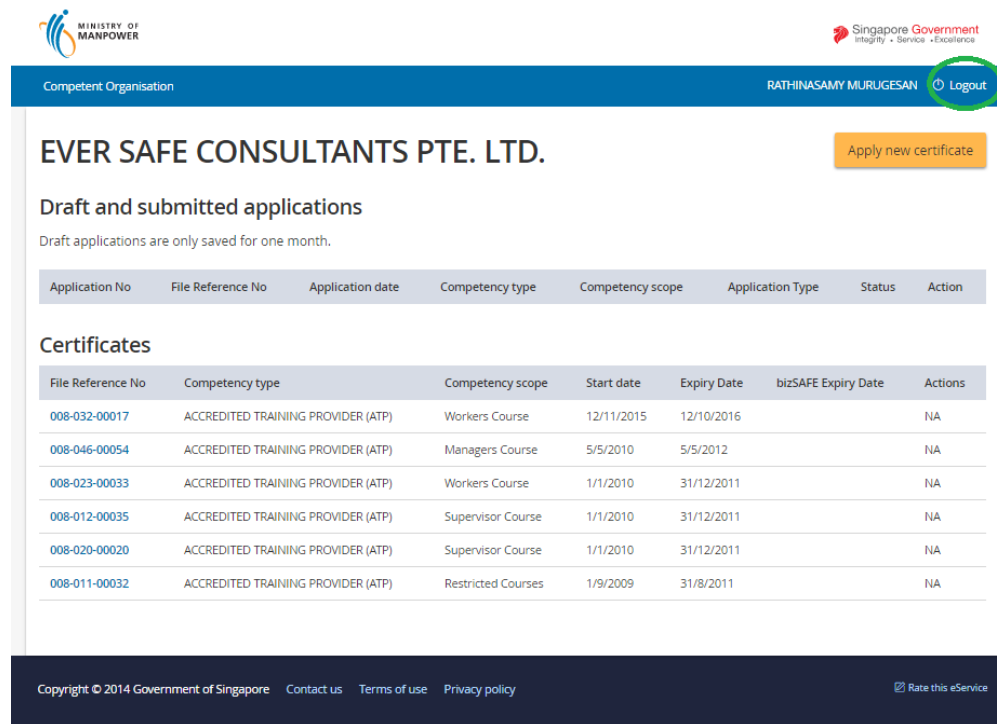


Figure 19