This user guide serves to assist you in understanding the different functions of the Online Permit to Operate System (OPTO)

# Online Permit to Operate System

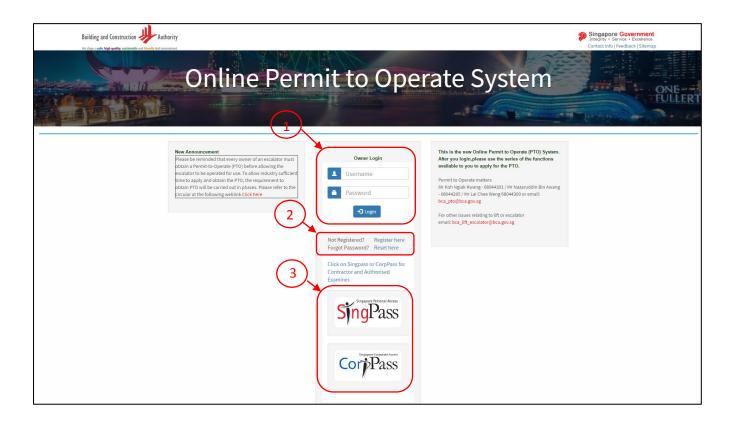
User Guide

Building and Construction Authority Electrical and Mechanical Engineering Department

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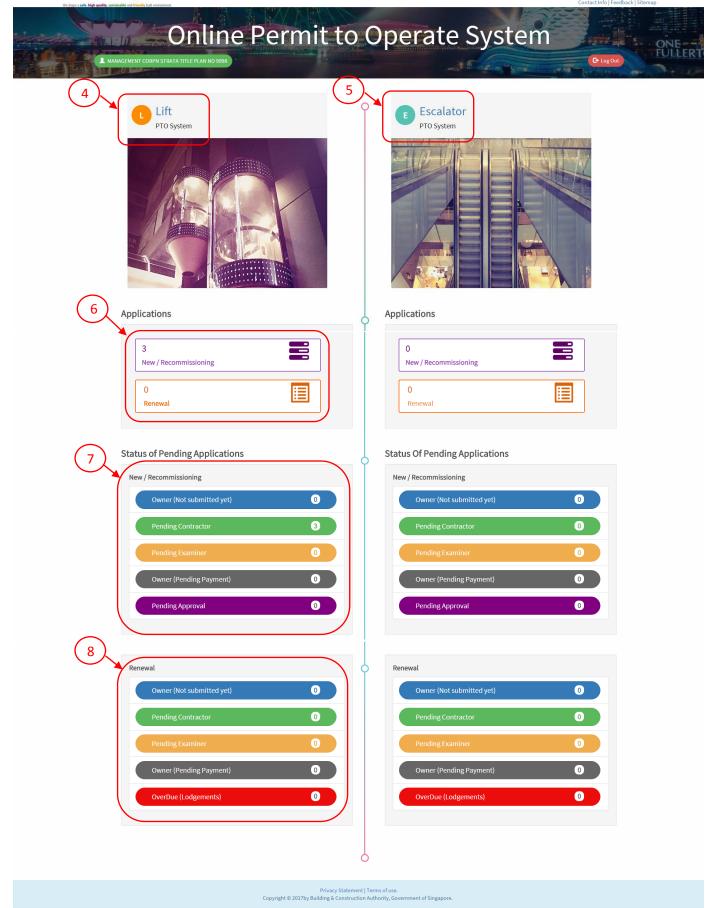
## Chapter 1: Overview of Online PTO System (OPTO)



S/N	Item	Description
1	Owner Login Credentials	Access to OPTO functions (Owner)
2	Help for failure to login	Allows Owners to self-help for access to OPTO
		(register new account or reset password)
3	Contractor/Authorised Examiner Login Credentials	Access to OPTO functions
		(Contractor/Authorised Examiner)



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S/N	Item	Description
4	Lift PTO System	Access to PTO module for Lift PTO applications
5	Escalator PTO System	Access to PTO module for Escalator PTO applications
6	Overview of outstanding PTO applications	Monitor of current PTO applications not yet approved
7	Status of Pending PTO applications (New)	Monitor of current PTO applications (New)
8	Status of Pending PTO applications (Renewal)	Monitor of current PTO applications (Renewal)

Building and Construction When Authority The Page and Construction and Second function of the Authority and the instrument.	Singapore Government Integrity + Service + Excellence Contact Info   Feedback   Sitemap
Online Permit to	o Operate System
AMANAGEMENT CORPYN STRATA TITLE PLAN NO 9998	C logOut
Lift Application 🏫 Overview 🗹 Apply PTO 🗸 🔠 Life Records 🗸 🗎 Motices 🗸	Account -
9 (10 (11) ift(s) D(12) enew (13)	rmit To Operate (Not Submitted)
Select Month November •	
14 N	Data Found
Lift(s) Due for Renewal of	Permit To Operate (Submitted)
Select Application Stage	
15 N	o Data Found
Application for Per	mit to Operate Overdue
N	Data Found

S/N	Item	Description
9	Banner function (Overview)	Link to lift and escalator PTO application overview page
10	Banner function (Apply PTO)	Functions related to PTO application: a) New/Re-commissioning application b) Renewal c) Make Payment
11	Banner function (Lift Records)	<ul> <li>Functions related to lift PTO records:</li> <li>a) View lift records</li> <li>b) Update ownership of lift to BCA</li> <li>c) Notify change in maintenance contractor</li> </ul>
12	Banner function (Notices)	Links to a depository of letters received from BCA/PTO
13	Banner function (Account)	Functions related to user account: a) Change owner details b) Change account password
14	Filter function (by month)	Sort out the PTOs due for renewal by month (forward 3 months)
15	Filter function (by applicable stage)	Sort out the PTOs submitted for renewal by approval stage

## Chapter 2: Application for new Permit to Operate (PTO)

- 2.1 PTO application for new lift or re-commissioning of lift
- 2.1.1 Follow the link <u>https://eservices.bca.gov.sg/Onlinepto/</u> to the Online Permit to Operate System (OPTO) to apply for your PTO.
- 2.1.2 Login using the account username and password that BCA assigned to you. You will be redirected to the OPTO dashboard.

Building and Construction		Singapore Government Integrity - Service - Excellence Contact Info   Feedback   Sitemap
Online Pe	ermit to Opera	te System
New Announcement         Please be reminded that every owner of an escalator must obtain a Permit-to-Operate (PTO) before allowing the escalator to be operated for use. To allow industry sufficient time to apply and obtain the PTO, the requirement to obtain PTO will be carried out in phases. Please refer to the circular at the following weblink Click here         Quick Links         Payment Inquiry	Owner Login   Username   Password   Dogin   Not Register d? Register here Forgot Password? Reset here Click on Singpass or CorpPass for Cortractor and Authorised Examiner. Singpore Prismal Actes Singpore Pris	This is the new Online Permit to Operate (PTO) System. After you login,please use the series of the functions available to you to apply for the PTO. Permit to Operate matters Mr Koh Nglak Kwang - 68044301 / Mr Nazaruddin Bin Awang - 68044295 / Mr Lai Chee Weng 68044300 or email: bca_pto@bca.gov.sg For other issues relating to lift or escalator email: bca_lift_escalator@bca.gov.sg

Notes:

If an account username/password was not assigned to you, you can use the "Register here" function to register for a new account.

If you have forgotten your password, you can retrieve the password by using the "Reset here" function.

2.1.3 Click on the "Lift PTO System icon".

Lift	C E Escalator
PTO System	PTO System
Applications          1       Image: Comparison of the second	Applications          0       Image: Comparison of the comparison of th

2.1.4 Click "New/Re-commissioning Application" function from the "Apply PTO" banner tab.

	d Construction	Authority			Singapore Government Integrity • Service • Excellence Contact Info   Feedback   Sitemap
	The second s	nline P	2 1	to Opera	te System
Lift Application	n Overview	C Apply PTO •	Lift Records	🔹 📑 Notices 🔹	L Account •
		New/Recommission Renewal	ing Application	ermit To Operate	(Not Submitted)
Select Month	November 🔻	Make Payment			
				No Data Found	

2.1.5 Click on "New Lift" to start the submission.

Building and Construction		Singapore Government Integrity • Service • Excellence Contact Info   Feedback   Sitemap
Online Per Management corpn strata title plan no 9998	mit to Operate	e System
Lift Application 🔶 Overview 🕑 Apply PTO +	Lift Records • 🕒 Notices •	Account +
Click To Apply For Permit To Operate NEW LIFT Or R	ECOMMISSIONED LIFT	
	New Lift(s) Application	

2.1.6 Select the Project Reference Number on the drop down list and click on "Add Building" to add the details of the building. (a pop-up window will appear for you to fill up the building information)

Lif	t Application	1 Overview	🖸 Apply PTO 🗸	🗏 Lift Records 🕇	Notices 🕶	👤 Account 🗸
			Lit	ft Application fo	r Permit to Op	perate
N	ote: This form may take y	/ou 5 minutes to fill up. A	ll fields are to be filled up unles	ss stated otherwise.		
	on A - Particulars of Buil may enter more than on		under the same Project Refere	nce Number)		
1)	3CA Project Reference Ni Building Details		9998S Add Building		•	
	on B - Assign Escalator S Lift Service Contracto	ervice Contractor and Au	thorised Examiner			
3)	(For Annual Testing)				<b>T</b>	
4)	(For Maintenance)		r as indicated in item 4 if the Se	ervice Contractor(For Maintenand	<ul> <li>e) also provides services for</li> </ul>	r Annual Testing,
5)	Authorised Examiner				•	-
l/We			ft service contractor to examin nd Building Maintenance) Reg		ed in the above addresses in	accordance with the requirements under the Building
			ft testing contractor to maintai Iaintenance) Regulations 2016.		oove addresses in accordanc	ce with the requirements under the Building Maintenance
				e, witness the examination,inspec or and Building Maintenance) Reg		ed in the above addresses in accordance with the
	er Name: : 02/11/2017					
				Preview		

#### Notes:

If an account username/password was not assigned to you, you can use the "Register here" function to register for a new account.

If you have forgotten your password, you can retrieve the password by using the "Reset here" function.

- 2.1.7 Input the details of the address of the lift. You can add more addresses if needed after you have clicked on the "Save Building" button.
- 2.1.8 After you are done, click on the Red X button on the top right corner of this pop-pop window to go back to the previous page.

(the building information will be added to the listing)

Note: This form may take you 5 minutes to	o fill up. All fields are to be filled up unless stated otherwise.		
Section A - Particulars of Building (You may enter more than one building detai	Buildin	Building Details	
BCA Project Reference Number     Building Details	House/Block Number *	12	
	Road Name (as approved by Inland Revenue Authority of Singapore) *	ADMIRALTY ROAD	T
	Postal Code *	123456	
Section B - Assign Escalator Service Contract	Name of Building (if any)	Building One	
3) Lift Service Contractor (For Annual Testing)	Number of Lifts *	10	
4) Lift Service Contractor (For Maintenance)	Development Type *	Commercial	•
Note: Please select the same service of Authorised Examiner		e Building	
Section C - Declaration			
I/We confirm that I/We have engaged the regi Maintenance and Strata Management (Lift, Es			Building
I/We confirm that I/We have engaged the regi and Strata Management (Lift, Escalator and B	istered Lift testing contractor to maintain the Escalator(s) stated in the wilding Maintenance) Regulations 2016	above addresses in accordance with the requirements un	ider the Building Maintenance

2.1.9 Select the Lift Service Contractor (For Annual Testing), Lift Service Contractor (For Maintenance) and Authorised Examiner from the drop down listing below.

BCA Project Reference Number	990	286	*			
	-					
Building Details	Ad	d Building				
Road Name	House/Block No	Postal Code	Building Name	Lifts Count	Development Type	
ADMIRALTY ROAD	12	123456	Building One	10	Commercial	Delete
ADMIRALTY ROAD	14	123457	Building Two	10	Commercial	Delete
Authorised Examiner			T			
ection C - Declaration						
			the Lift(s) stated in the above addr	esses in accordance with the	requirements under the Building	
-	d the registered Lift testing contra	actor to maintain the Escalator(s) s	stated in the above addresses in ac	cordance with the requireme	nts under the Building Maintenance	
		iner to examine, witness the exam		t(s) stated in the above addre	sses in accordance with the	
nd Strata Management (Lift, Escala We confirm that I/We have engage			intenance) Regulations 2016.			
nd Strata Management (Lift, Escala We confirm that I/We have engage equirements under the Building Ma wner Name:			intenance) Regulations 2016.			
We confirm that I/We have engage nd Strata Management (Lift, Escala We confirm that I/We have engage equirements under the Building Ma Iwner Name: ate: 02/11/2017			intenance) Regulations 2016.			

#### Notes:

If your lift service contractor conducts the annual testing and maintains/service your lifts, please select the lift service contractor for both fields.

If you have not engaged the Authorised Examiner, you can leave the field empty. However, your lift service contractor will need to input the Authorised Examiner at their OPTO page for the PTO applications to proceed.

2.1.10 Click on the preview button above and verify all information are in-order.

2.1.11 Click "Submit" to confirm the submission after verifying the details. Click "Edit" to edit the information if necessary.

N	ote: This form may take you 5 minu	ites to fill up. All fields a	re to be filled up ur	lless stated otherwis	e.			
	on A - Particulars of Building may enter more than one building	details (if any) under th	ne same Proiect Ref	erence Number)				
	BCA Project Reference Number		9998S		*			
2)	Building Details							
Ro	oad Name	House/Block No		Postal Code	Building Name	Lifts Count	Development Type	
A	DMIRALTY ROAD	12		123456	Building One	10	Commercial	Delete
A	DMIRALTY ROAD	14		123457	Building Two	10	Commercial	Delete
3)	on B - Assign Escalator Service Cor Lift Service Contractor (For Annual Testing)	tractor and Authonsed		ONTRACTOR (Ma	intenance) 🔻			
4)	Lift Service Contractor (For Maintenance)		BCA TEST C	ONTRACTOR (Te	sting) 🔹			
	Note: Please select the same ser	rvice contractor as india	cated in item 4 if the	e Service Contractor(	For Maintenance) also provides se	ervices for Annual Testing.		
5)	Authorised Examiner		BCA TEST A	E	¥			
Secti	on C - Declaration							
	confirm that I/We have engaged th irements under the Building Mainte					nd test the Lift(s) stated in the	above addresses in accordance with the	
	confirm that I/We have engaged th er the Building Maintenance and St					stated in the above addresses	in accordance with the requirements	
	confirm that I/We have engaged th					ift(s) stated in the above addre	sses in accordance with the	
requ	irements under the Building Mainte	enance and Strata Man	agement (Lift, Escal	ator and Building Ma	aintenance) Regulations 2016.			
Own	er Name:							
Date	: 02/11/2017							
			Edit	(	Submit			

Notes:

For application to continue, applicable PTO fees need to be paid before the contractors can continue with the application.

Proceed to Chapter 3: Make Payment for more information.

2.1.12 If you wish to pay for the PTO fee immediately, click on the "Next" button to continue to the payment page.

Lift A	pplicatio	n 🔒	Verviev	v C,	Apply PT	ō • 🛛	Lift Record	s 🔹 📄 Notices 🔹	👤 Account 🕇				
Clic	k To App	ly For Pe	ermit <sup>-</sup>	To Operate	NEW	LIFT Or R	ECOMMISSI	ONED LIFT					
							New Li	ft(s) Application					
Sel	ect Applic	ation Sta	ge		ALL		¥						
Group ID	File Ref. No.	Building Name	Block No	Road Name	No of Lifts	Development Type	Submission Type	Service Contractor (Maintenance)	Service Contractor (Testing)	Payment Mode	Payment Status	Application Stage	
20488	BAL-2017- 01191	Test BCA	111	JUPITER ROAD	5	Commercial	New Lift	BCA TEST CONTRACTOR (Testing)	BCA TEST CONTRACTOR (Testing)	e-Payment	Pending	Owner (Pending Payment)	Next
42106	BAL-2017- 01255	Building One	12	ADMIRALTY ROAD	10	Commercial	New Lift	BCA TEST CONTRACTOR (Maintenance)	BCA TEST CONTRACTOR (Testing)	e-Payment	Pending	Owner (Pending Payment)	Next
42107	BAL-2017- 01256	Building Two	14	ADMIRALTY ROAD	10	Commercial	New Lift	BCA TEST CONTRACTOR (Maintenance)	BCA TEST CONTRACTOR (Testing)	e-Payment	Pending	Owner (Pending Payment)	Next

2.1.13 Refer to Chapter 3: Make Payment.

#### 2.2 Renewal of PTOs for existing lift

- 2.2.1 Login to OPTO and click on the Lift PTO system. (Step 2.1.1 to 2.1.3)
- 2.2.2 Click "Renewal" function from the "Apply PTO" banner tab.

Building and Construction 🚽				Singapore Government Integrity - Service - Excellence Contact Info   Feedback   Sitemap
	Online P	ermit	to Oper	rate System
Lift Application 🔒 Overview	🖸 Apply PTO 🗸 🔳 Lift Record	s 🔹 🕒 Notices 🕶	🔔 Account 🗸	
Select Month November	Renewal Make Payment		Permit To Operate No Data Found of Permit To Opera	
Select Application Stage ALI	L ·			
			No Data Found	
		Application for F	Permit to Operate (	Dverdue

2.2.3 Click "Next" for the lifts that you wish to renew the PTO.

0	and Construction	Authority							(P Int	ngapore Gov egrity • Service • ntact Info   Feedba	Excellence	
The State 8	Re high quality, initiativable and monthly for A ANG MO KIO TOWN C	On	lin	e Perm	itt	to Oper	ate Sys	ster	5 mm	Ce Log C		ONE
Lift Application		🖸 Apply PTO 🗸		Lift Records 🔹 📑 Not	ices 🔻	🔔 Account 🗸						
			L	.ift(s) Due for Renev	val of F	Permit To Operate	(Not Submitted)					
Select Month												
Select Month File Ref.No.	January • Building/Estate Name	Expiry Date	Blk/Hse No.	Road Name	No Of Lift	Service Contractor (Maintenance)	Service Contractor (Testing)	Payment Mode	Submitted On	Payment Status	Application Stage	<b></b>
	Building/Estate Name			Road Name HOUGANG STREET 51			Service Contractor (Testing) 9G ELEVATOR PTE LTD					Next
File Ref.No.	Building/Estate Name	Date	No.		Lift	(Maintenance)		Mode		Status	Stage	Next
File Ref.No. BAL-2016-10876	Building/Estate Name	Date 31/01/2018	No. 565	HOUGANG STREET 51	Lift 2	(Maintenance) 9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	Mode GIRO		Status	Stage Owner	
File Ref.No. BAL-2016-10876 BAL-2016-10897	Building/Estate Name	Date 31/01/2018 31/01/2018	No. 565 578	HOUGANG STREET 51 ANG MO KIO AVENUE 10	Lift 2 1	(Maintenance) 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD	Mode GIRO GIRO		Status Pending Pending	Stage Owner Owner	Next
File Ref.No. BAL-2016-10870 BAL-2016-10897 BAL-2016-10860	Building/Estate Name	Date 31/01/2018 31/01/2018 31/01/2018	No. 565 578 712A	HOUGANG STREET 51 ANG MO KIO AVENUE 10 ANG MO KIO AVENUE 6	Lift 2 1	(Maintenance) 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD	Mode GIRO GIRO GIRO		Status Pending Pending Pending	Stage Owner Owner Owner	Next
File Rd.No. BAL-2016-10876 BAL-2016-10897 BAL-2016-10882 BAL-2016-10823	Building/Estate Name	Date 31/01/2018 31/01/2018 31/01/2018 31/01/2018	No. 565 578 712A 713	HOUGANG STREET 51 ANG MO KIO AVENUE 10 ANG MO KIO AVENUE 6 ANG MO KIO AVENUE 6	Lift 2 1 1 2	(Maintenance) 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD TRADEMARK (ASIA) PTE	Mode GIRO GIRO GIRO GIRO		Status Pending Pending Pending Pending	Stage Owner Owner Owner Owner	Next Next Next
File Ref.No. BAL-2016-10876 BAL-2016-10897 BAL-2016-10802 BAL-2016-10802 BAL-2016-10802	Building/Estate Name	Date           31/01/2018           31/01/2018           31/01/2018           31/01/2018           31/01/2018	No. 565 578 712A 713 577	HOUGANG STREET 51 ANG MO KIO AVENUE 10 ANG MO KIO AVENUE 6 ANG MO KIO AVENUE 6 HOUGANG AVENUE 4	Lift 2 1 1 2 2 2	(Maintenance) 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD TRADEMARK (ASIA) PTE LTD	9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD TRADEMARK (ASIA) PTE LTD	Mode GIRO GIRO GIRO GIRO GIRO		Status Pending Pending Pending Pending Pending	Stage Owner Owner Owner Owner Owner	Next Next Next Next
File Ref.No. BAL-2016-10876 BAL-2016-10897 BAL-2016-10802 BAL-2016-10802 BAL-2016-10802 BAL-2016-10817	Building/Estate	Date           31/01/2018           31/01/2018           31/01/2018           31/01/2018           31/01/2018           31/01/2018	No. 565 578 712A 713 577 332B	HOUGANG STREET 51 ANG MO KIO AVENUE 10 ANG MO KIO AVENUE 6 ANG MO KIO AVENUE 6 HOUGANG AVENUE 4 ANCHORVALE LINK	Lift 2 1 1 2 2 2 2	(Maintenance) 90 ELEVATOR PTE LTD 90 ELEVATOR PTE LTD 90 ELEVATOR PTE LTD 90 ELEVATOR PTE LTD TRADEMARK (ASIA) PTE LTD 90 ELEVATOR PTE LTD	9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD 9G ELEVATOR PTE LTD TRADEMARK (ASIA) PTE LTD 9G ELEVATOR PTE LTD	Mode GIRO GIRO GIRO GIRO GIRO		Status Pending Pending Pending Pending Pending Pending	Stage Owner Owner Owner Owner Owner	Next Next Next Next

#### Notes:

You can renew the PTOs up to three months in advance of their expiry date. You can view the lifts using the "Select Month" to choose the month that you wish to view.

2.2.4 Select the Lifts that you wish to renew the PTO and select the Lift Service Contractor (For Annual Testing), Lift Service Contractor (For Maintenance) and Authorised Examiner from the drop down listing.

TALLER	ANG MO KIO TOWN	COUNCIL				-35 5-	- Martin	C Log Out
ft Application	Overview	🖸 Apply PTO 🗸	📃 Lift Records 🔻	Notices 🗸	👤 Account 🗸			
				Update	Lift Particular(s)			
File Ref: No.: Block/House No.:	BAL-2016-		g/Estates Name: sion Type:	Renewal Lift	Payment Mode: Submission Date:	GIRO 15/01/2017	Lifts Count: Expiry Date:	2 31/01/2018
Road Name:	HOUGANG			A CONCEPTION LINE	Lift Owner:	ANG MO KIO TOWN CO		Jaj Jaj koko
Installation Loc	ation Lift	ło. Lift Type	Service Contrac	ctor (Maintenance)	Service Contractor (Testing)	Authorise	d Examiner Payme	ent Status
	A	Passenger	9G ELEVAT	FOR PTE LTD	9G ELEVATOR PTE LTD	YEO ANN	CHEONG Pe	ending 💮
	B	Passenger	9G ELEVAT	TOR PTE LTD	9G ELEVATOR PTE LTD	YEO ANN	CHEONG Pe	ending
	B		9G ELEVAT	FOR PTE LTD	9G ELEVATOR PTE LTD	YEO ANN	CHEONG Pe	

2.2.5 Click on the tickbox for the "owner's declaration" and click "update".

0	onstruction A	uit envisonment.		<u>ANRA</u>		Singapore Government Integrity - Strailance Contact Info   Feedback   Sitemap						
	NG MO KIO TOWN CC		ne Pe	rmit	to Operat	te Sys			ONE			
ift Application 🔒 o	Overview C	🖸 Apply PTO 🗸	🗎 Lift Records 🔻	Notices 🔻	👤 Account 🗸							
				Update	e Lift Particular(s)							
File Ref: No.:	BAL-2016-1087	376 Building	g/Estates Name:		Payment Mode:	GIRO	Lifts Count:		2			
Block/House No.:	565	Submis	ision Type:	Renewal Lift	Submission Date:	15/01/2017	Expiry Date:		31/01/2018			
Road Name:	HOUGANG STR	REET 51			Lift Owner:	ANG MO KIO TOWN	COUNCIL					
Installation Location	n Lift No.	o. Lift Type	Service Contrae	ctor (Maintenance)	Service Contractor (Testing)	Authoris	sed Examiner	Payment Status	SELECT ALL			
	A	Passenger	9G ELEVA?	TOR PTE LTD	9G ELEVATOR PTE LTD	YEO AN	IN CHEONG	Pending				
	В	Passenger	9G ELEVAT	TOR PTE LTD	9G ELEVATOR PTE LTD	YEO AN	NN CHEONG	Pending				
Service Contractor (Maintenance) *	9(	G ELEVATOR PTE LTI	TD • Service Co	ontractor (Testing) *	9G ELEVATOR PTE LTD	• Authorise	ed Examiner	YEO ANN CH	EONG •			
<ul> <li>I/We hereby:</li> <li>(1) apply for Permit to Operat</li> <li>(2) declare that this application</li> <li>(3) confirm that the information</li> </ul>	ion is made within 3 mo	onths from the date in res	espect of which the lift was exami we best of my knowledge.	ined, inspected and tested a	ind;							
					Back To Main Update	Submit						

#### 2.2.6 Click "submit".

ft Application	Overview	🗹 Apply PTO 🔻	📕 Lift Records 🔻	쀁 Notices 🔻	👤 Account 🗸				
				Update	Lift Particular(s)				
File Ref: No.:	BAL-2016-10	876 Building	/Estates Name:		Payment Mode:	GIRO	Lifts Count:		2
Block/House No.:	565	Submiss	ion Type:	Renewal Lift	Submission Date:	15/01/2017	Expiry Date:		31/01/2018
Road Name:	HOUGANG S	TREET 51			Lift Owner:	ANG MO KIO TOWN CO	UNCIL		
Installation Loca	ation Lift No	o. Lift Type	Service Contrac	ctor (Maintenance)	Service Contractor (Testing)	Authorise	d Examiner	Payment Status	SELECT ALL
	A	Passenger	9G ELEVAT	TOR PTE LTD	9G ELEVATOR PTE LTD	YEO ANN	CHEONG	Pending	0
	В	Passenger	9G ELEVAT	TOR PTE LTD	9G ELEVATOR PTE LTD	YEO ANN	CHEONG	Pending	
SuccessI Lifts Updated									
Service Contractor (Maintenance	e)•	OG ELEVATOR PTE LTI	Service Co	ontractor (Testing)*	9G ELEVATOR PTE LTD	<ul> <li>Authorised</li> </ul>	Examiner	YEO ANN CHE	

2.2.7 If you wish to make payment immediately, please refer to **Chapter 3: Make Payment.** 

## Chapter 3: Fee payment for PTO applications

Building and Construction				Singapore Government Integrity - Service - Excellence Contact Info   Feedback   Sitemap
	Online P	ermit	to Operate Syste	em ONE-
			-******	and the second second second
Lift Application 🔒 Overviev	C Apply PTO 🔹 🔲 Lift Record	ls 🔹 📄 Notices 🕶	👤 Account 🕇	
Select Month November •	New/Recommissioning Application Renewal Make Payment	e for Renewal of	Permit To Operate (Not Submitted)	
	Lift(s)	Due for Renewal	of Permit To Operate (Submitted)	
Select Application Stage ALL	•			
			No Data Found	
5 <u></u>		Application for F	Permit to Operate Overdue	
			No Data Found	

3.1 Click "Make Payment" function from the "Apply PTO" banner tab.

3.2 Select the checkbox on the right side of the lifts that you wish to renew the PTOs. (The applicable PTO fee amount will be computed in the table below.)

Select	Application Ty	pe			New /	Applicatior	Renewal Application	Submitted to pay	at BCA Count	er			
Group ID	File Ref.No.	Building/Estate Name	Blk/Hse No.	Road Name	No of Lift(s)	Expiry Date	Service Contractor	Testing Contractor	Examiner	Payment Mode	Payment Status	Applicati n Stage	SELECT ALL
20488	BAL-2017-01191	Test BCA	111	JUPITER ROAD	5		BCA TEST CONTRACTOR (Testing)	BCA TEST CONTRACTOR (Testing)		e- Payment	Pending	Owner (Pending Payment)	×
42106	BAL-2017-01255	Building One	12	ADMIRALTY ROAD	10		BCA TEST CONTRACTOR (Maintenance)	BCA TEST CONTRACTOR (Testing)	BCA Test AE	e- Payment	Pending	Owner (Pending Paymen)	۷
42107	BAL-2017-01256	Building Two	14	ADMIRALTY ROAD	10		BCA TEST CONTRACTOR (Maintenance)	BCA TEST CONTRACTOR (Testing)	BCA Test AE	e- Payment	Pending	Owner (Pending Payment)	۲
			d Appli	cations No unt		204 25	488,42106,42107					L	
		Total A	mount			\$35	50.00						

#### Notes:

If you have more than 10 lifts to renew, you can make an aggregate payment by renewing the lifts in a single application to enjoy a lower tier fee.

The lower tier fee is charged at \$10 per lift for each subsequent lift after the first ten lifts in a single application. You would not be allowed to make use of the lower tier fee if you have make earlier PTO fee payment for other PTOs.

3.3 Select the payment method (MasterCard/VISA or eNETS are encouraged) and follow the on-screen instructions. (If you have prior GIRO deduction arrangement with BCA, the relevant GIRO code will be shown at this stage. You need only click proceed)

Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.	ect and test the Lift(s) listed above and located at the address shown above in accordance with the requirements of the Building It to be updated. Please do not make any repeated payment once your payment transaction is successful. (You will be able to view a
Please select Payment Method	
I wish to make immediate payment for the application fee for the Permit to Operate     I wish to make payment for the application fee for the Permit to Operate at BCA Counter.     I wish to make payment for the application fee for the Permit to Operate at BCA Counter.     I wish to make payment for the application fee for the Permit to Operate at BCA Counter.     I wish to make payment for the application fee for the Permit to Operate at BCA Counter.     I wish to make payment for the application fee for the Permit to Operate at BCA Counter.     I wish to make payment for the application fee for the Permit to Operate at BCA Counter.     Back To Main	
Some important reminders:           1. The Permit to Operate will ONLY be issued when the full application fee is made.           2. The following application fee for the Permit to Operate fee is payable:           a. \$20 per Lift where the aggregate number of Lifts in the application is not more than 10; or           b. \$200 plus \$10 per Lift for each Lift in excess of 10, where the aggregate number of Lifts in the application	vication is more than 10

Notes:

If you have declared the PTO fees will be paid through GIRO deductions, BCA will arrange for fee deduction with your bank on the <u>9<sup>th</sup> of the following month</u>. If the GIRO deduction is successful, it will be updated as "Payment made" on <u>16<sup>th</sup> of the same month</u> of the deduction.

Different from the other payment method (MasterCard/VISA or eNETS), your contractor will be able to view and proceed with the applications.

3.4 After the payment stage, the status of the application stage will be updated as "Contractor".

Lift A	pplicatio	n 🏦 d	Verviev	v C	Apply PT	ю <b>. П</b>	Lift Record	s • 📄 Notices •	👤 Account +				
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							New Li	ft(s) Application					
C al	est toolle	ation Sta					_						
Sei	ect Applic	ation Sta	ge		ALL		•						
Group ID	File Ref. No.	Building Name	Block No	Road Name	No of Lifts	Development Type	Submission Type	Service Contractor (Maintenance)	Service Contractor (Testing)	Payment Mode	Payment Status	Application Stage	
20488	BAL-2017- 01191	Test BCA	111	JUPITER ROAD	5	Commercial	NewLift	BCA TEST CONTRACTOR (Testing)	BCA TEST CONTRACTOR (Testing)	e-Payment	Pending	Contractor	Net
42106	BAL-2017- 01255	Building One	12	ADMIRALTY ROAD	10	Commercial	NewLift	BCA TEST CONTRACTOR (Maintenance)	BCA TEST CONTRACTOR (Testing)	e-Payment	Pending	Contractor	Net
42107	BAL-2017- 01256	Building Two	14	ADMIRALTY ROAD	10	Commercial	NewLift	BCA TEST CONTRACTOR (Maintenance)	BCA TEST CONTRACTOR (Testing)	e-Payment	Pending	Contractor	Ned

## Chapter 4: View Lift Records

### 4.1 Download Payment Receipt or Permit to Operate

4.1.1 Click "View Lift Records" function from the "Lift Records" banner tab.

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Lift Application	1 Overview	🗹 Арріу РТО 🗸	🔲 Lift Records 🔻	🖹 Notices 🕶	👤 Account 🗸		
Select Month 1	November •		View Lift Records Update In Ownership of Li Change In Maintenance Co	ift ontractor	No Data Found	ate (Not Submitted)	
			Lift(s) Due f	for Renewal of	of Permit To Ope	erate (Submitted)	
Select Application	n Stage ALL	•					
					No Data Found		
			Арр	lication for P	ermit to Operat	e Overdue	

4.1.2 Click "Download" under "Payment Receipt" column to download a copy of the e-receipt for payment received by BCA for PTO fee.

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					Vi	ew lifts Red	cords						_
Group ID	File Ref. No.	Building/Estate Name	Permit to Operate Valid Up To	Block No.	Road Name	Payment Mode	Contractor	Payment Status	Application Stage	Action	Payment Receipt	PTO Letter	
18455	BAL-2017-01150	BCA1	30/09/2018	111	AVON ROAD	Cash	BCA TEST CONTRACTOR (Testing)	Paid	Approved	View	Download	Download	

4.1.3 Click "Download" under "PTO letter" column to download a copy of the PTO for display or reference.

Notes:	
Please be reminded to display a valid PTO in your lift car.	

4.2.1	Click "Update in	Ownership of lift"	function from the	"Lift Records"	banner tab.
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			Lift(s) Due f	for Renew	al of Permit To Operate (Submitted)
Select Applicatio	on Stage ALL				
					No Data Found
-			Арр	lication fo	or Permit to Operate Overdue

4.2.2 Click "Update" for the lift(s) that you wish to transfer the records.

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				Upd	ated Lift(s) D	etails				
OwnerShip ID	Group ID	File Ref. No.	Building/Estate Name To	rmit to Operate Valid Up	Block No.	Road Name	Lift(s) Count	Contractor	Application Stage	Action
1	5260	BAL-2017-00945	BCA 8 31	/07/2018	898	JURONG ROAD	1	BCA TEST CONTRACTOR (Testing)	Officer	View
380	18455	BAL-2017-01150	BCA1 30	/09/2018	111	AVON ROAD		BCA TEST CONTRACTOR (Testing)	New Owner	View

4.2.3 Type the username or the name of the building owner in the textbox that you wish to update the ownership of the lift to.

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		Updat	te Lift(s) Details			
BAL-2017-01150	Building/Estates Name:	BCA1	Payment Mode:	Cash	Lifts Count:	6
111	Submission Type:	Renewal Lift	Submission Date:	21/09/2017	Expiry Date:	30/09/2018
AVON ROAD			Lift Owner:	MCST 9998		
Search New Owr	her:	In ID OR Owner Name			Search	
	ANAAGEMENT CORPUST MANAGEMENT CORPUST OVErview BAL-2017-01150 111 AVON ROAD	Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-01150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150 Rel-2017-0150	e et le	e e le de parte de la participa de la partici	e e le present e le present CARAGEMEENT CORPU STRATA TITLE PLAN NO 9998 MANAGEMEENT CORPU STRATA TITLE PLAN NO 9998 C ANAGEMEENT CORPUS STRATA TI	

Notes:

If the owner of the lifts that you are updating the ownership to has no existing OPTO account, please ensure that he/she has applied for the OPTO account before you search for the owner at this stage.

4.2.4 Click "Search" and select the owner by clicking on the tickbox beside the name of the building owner.

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Lift Applica	ition	<b>Overview</b>	🗹 Apply PTO 🗸	🔲 Lift Records 🔻	🕒 Notices 🗸	👤 Account 🗸				
					Upda	ate Lift(s) Details				
File Ref: No.:		BAL-20	17-01150 Buil	ding/Estates Name:	BCA1	Payment Mode:	Cash	Lifts Count:	6	
Block/House N	p.:	111	Sub	mission Type:	Renewal Lift	Submission Date:	21/09/2017	Expiry Date:	30/09/2018	
Road Name:		AVON R	ROAD			Lift Owner:	MCST 9998			
	1	Search New	v Owner :	9999				Search		
					Se	elect Owner :				
User ID	LogIn ID	UEN NO		Owner Name		Email ID		Owner Add	iress	
999999	9999S	T08MC9989D	MANAGEMENT CO	RPN STRATA TITLE PLAN NO S	9999 Bala	sundaram_BALAKRISHNAKUMAR_fro	om.TP@bca.gov.sg	251 BENOI ROAD #081 PIONEEF	R LOT SINGAPORE 750425	
19999	BH 19999	199604762K	H P CONSTRUC	TION & ENGINEERING PTE LTI	D	wongsc@hpconstn.com.s	sg	60 UBI CRESCENT #01-11 UBI TEC	HPARK SINGAPORE 408569	
Selected O	wner:									

4.2.5 Click "Update".

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	MANAGEMENT C	Onl	The second secon	mit	to Operate System
Lift Application	1 Overview	C Apply PTO	Lift Records •	Notices •	Account •
Select Month	November 🔹		View Lift Records Update In Ownership of Li Change In Maintenance Co	ft ntractor	of Permit To Operate (Not Submitted)
-			Lift(s) Due f	or Renewa	al of Permit To Operate (Submitted)
Select Applicati	on Stage ALL	•			
					No Data Found
			Арр	ication fo	or Permit to Operate Overdue

4.3.1 Click "Update in Ownership of lift" function from the "Lift Records" banner tab.

4.3.2 Click "Next" for the applications that you wish to confirm the receipt of the PTO records. The application stage is shown as "New Owner". If the records is pending acknowledgment by BCA, the application stage will be "Officer".

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		File Ref. No.	Building/Estate Name	Permit to Operate Valid Up To	Block No.	Road Name	Lift(s) Count	Contractor	Application Stage	Action
OwnerShip ID								BCA TEST CONTRACTOR	Carlos Carlos	_
OwnerShip ID	5260	BAL-2017-00945	BCA 8	31/07/2018	898	JURONG ROAD	1	(Testing)	Officer	View

4.3.3 Upload the relevant documents such as "Business profile from ACRA/IRAS or land title search from SLA" to prove ownership of building to BCA.

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ft Applic	ation 1	Overview	pply PTO 🔻	🔲 Lift Re	cords 🔹 📄 Notices 🔹	Account •				
						Update Lift(s) Details				
File Ref: No.:		BAL-2017-011	50	Building/Estates	Name: BCA1	Payment Mode:	Cash	Lifts Count:	6	
Block/House N	lo.:	111		Submission Type:	Renewal Life	t Submission Date:	21/09/2017	Expiry Date:	30/	09/2018
Road Name:		AVON ROAD				Lift Owner:	MCST 9998			
			1							
Lodge ID	Lift Id	Installation Location	Lift No.	Lift Type	Annual Examination And Inspection	Date No Load Test Date	Full Load Test Date	Service Contractor	Examiner	PTO Expiry Date
Lodge ID 18455	Lift ld 28613	Installation Location West	Lift No.	Lift Type Car Lift	Annual Examination And Inspection 9/5/2017 12:00:00 AM	Date No Load Test Date 06/09/2017	Full Load Test Date 9/8/2017 12:00:00 AM	Service Contractor BCA TEST CONTRACTOR (Testing)	Examiner BCA Test AE	PTO Expiry Date 30/09/2018
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4.3.4 Click "submit" after you have uploaded the documents.

ift Applica	tion 🔓	Overview 🗹	Apply PTO 🔻	🔲 Lift Re	ecords • 🕒 Notices • 👤 A					
					Up	date Lift(s) Details				
File Ref: No.:		BAL-2017-01		Building/Estates	Name: BCA1	Payment Mode:	Cash	Lifts Count:	6	
Block/House No.:		BAL-2017-01	150	Submission Type:		Submission Date:	Cash 21/09/2017	Expiry Date:	-	9/2018
Road Name:		AVON ROAD		Soomasion type.		Lift Owner:	MCST 9998	Expiry butc.		,1010
					Tra	nsferred Lift Details				
Lodge ID	Lift Id	Installation Location	Lift No.	Lift Type	Trai	No Load Test Date	Full Load Test Date	Service Contractor	Examiner	PTO Expiry Date
Lodge ID 18455	Lift Id 28613	Installation Location West	Lift No.	Lift Type Car Lift			Full Load Test Date 9/8/2017 12:00:00 AM	Service Contractor BCA TEST CONTRACTOR (Testing)	Examiner BCA Test AE	PTO Expiry Date 30/09/2018
					Annual Examination And Inspection Date	No Load Test Date				
18455	28613	West	11	Car Lift	Annual Examination And Inspection Date 9/5/2017 12:00:00 AM	No Load Test Date 06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018
18455 18455	28613 28614	West West	11 22	Car Lift Car Lift	Annual Examination And Inspection Date 9/5/2017 12:00:00 AM 9/5/2017 12:00:00 AM	No Load Test Date 06/09/2017 06/09/2017	9/8/2017 12:00:00 AM 9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing) BCA TEST CONTRACTOR (Testing)	BCA Test AE BCA Test AE	30/09/2018 30/09/2018
18455 18455 18455	28613 28614 28615	West West West	11 22 33	Car Lift Car Lift Car Lift	Annual Examination And Inspection Date 9/5/2017 12:00:00 AM 9/5/2017 12:00:00 AM 9/5/2017 12:00:00 AM	No Load Test Date           06/09/2017           06/09/2017           06/09/2017	9/8/2017 12:00:00 AM 9/8/2017 12:00:00 AM 9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing) BCA TEST CONTRACTOR (Testing) BCA TEST CONTRACTOR (Testing)	BCA Test AE BCA Test AE BCA Test AE	30/09/2018 30/09/2018 30/09/2018

#### 4.4 Notify BCA of the change in lift maintenance contractor

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4.4.1 Click "Change in Maintenance Contractor" function from the "Lift Records" banner tab.

4.4.2 Type the "name of contractor", "file reference no (BAL)" or "Block no" of the lifts that you wish to notify BCA of the change in maintenance contractor.

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					Change In Cor	itractor		
		Contractor Name	/ File Ref.No / Block No				Search	

4.4.3 Click "Update" for the lifts that you wish to notify BCA of the change in maintenance contractor.

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	Group ID	File Ref. I	No. Building	/Estate Name	No Of Lifts	Permit to Operate Valid Up	Fo Block No.	Road Name	Payment Mode	Service Contractor	Testing Contractor	Payment Status	Application Stage	Action
	18455	BAL-2017-0	1150	BCA1	0	30/09/2018	111	AVON ROAD	Cash	BCA TEST CONTRACTOR (Testing)	BCA TEST CONTRACTOR (Testing)	Paid	Approved	Update

4.4.4 Click on "Change the contractor" and key in the relevant fields.

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	ne Permit to Operate S	ystem		ar Dut	ONE FULLERT
Lift Application 🏫 Overview 🖸 Apply PTO • 🔳 Lift	Special Action				1 + 1 × 1
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Group ID         File Ref. No.         Building/Estate Name         No CY Lufts         Permit           18455         BAL-2017-01150         BCA1         0	Effective From * UR Service Contractor (For Annual Texture) UR Service Contractor (For Maintenance) Update Contractor Update Contractor Close	Testing Contractor	Payment Status Paid	Application Stage Approved	Action Update

Notes:

If the date selected in the "Effective From" is of an earlier date, the change in contractor will be reflected immediately.

If the date selected in the "Effective From" is of a later date, the change in contractor will be only reflected on that day.

4.4.4 Click on "Update contractor" and "close".

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Lift Application 🕈 Overview 🕑 Apply PTO 🗸 🔳 Lift F	ecords Notices Account	
	Lift(Inbox pf Permit To Operate (No	ot Submitted)
Select Month November •		
	No Data Found	
	Lift(s) Due for Renewal of Permit To Operate (	Submitted)
Select Application Stage ALL •		
	No Data Found	
	Application for Permit to Operate Over	due
	No Data Found	

5.1 Click "Inbox" function from the "Notices" banner tab.

5.2 Click "Download" for the documents that you wish to view.

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Group ID	Lift ID	File Ref. No.		Testing Contractor	Inbox	File Name	Category	Uploaded Date	
Group ID 1	Lift ID 11	File Ref. No. BAL-2016-1212		Testing Contractor BCA Contractor		File Name NTM	Category	Uploaded Date 21/12/2016	Downbad

Notes:

Letters sent by BCA/PTO with regard to your lift PTOs will be progressively uploaded into this system in addition to other means of delivery (mail or by hand).

Please take this function as for reference only.

6.1.1 Click "Change Owner Details" function from the "Account" banner tab.

Building and Construction Authority an operation of Construction and Construction of Construction of Construction	Singapore Government Imaginy - Service - Excellence Contact Info   Feedback   Sitemap							
1 MANAGEMENT CORPN STRATA TITLE PLAN NO 9998	ermit to Operate System							
Lift Application 🕈 Overview 🗹 Apply PTO • 🗏 Lift Records •	Notices • Account •							
Lift(s	Due for Rer <sub>Change</sub> Owner Details Change Password No Data Found							
Lif	) Due for Renewal of Permit To Operate (Submitted)							
Select Application Stage								
	No Data Found							
	Application for Permit to Operate Overdue							
	No Data Found							

6.1.2 Amend the relevant contact details in the field below and click "save". (if you wish to change the address of the owner, please write to <u>BCA\_pto@bca.gov.sg</u> with the relevant documentation to prove of change.)

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Lift Applicati		G Apply PTO •	Lift Records •	Notices •	
	OTI POVerview		E Liπ Records ▼	■ Notices ▼	Update Owner Details
Address	Formatted Unformatted				
Building Name: House/Block No: *	test	atted			
Level No:	11		Unit No: 11		
Road Name: * Postal Code: * Note : To change own	MAXWELL ROAD 123456 er address details, send email to b	ca_pto@bca.gov.sg			
Contact Details	5		-		
Contact Person: Telephone No:			Ext No:		
Mobile No: Email: *	jscunanan@yahoo.cor		Fax No:		
	Save				

Notes:

The email entered in this page will be the email which BCA will sent the notifications and PTOs for the applications by this OPTO account.

#### 6.2 Changing OPTO account password

6.2.1	Click "Change Password"	' function from the	"Account" banner tab.
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Lift Application 🖨 Overview 🖸 Apply PTO • 🔳 Lift Re	cords + 🕒 Notic s.+ 🚨 Account +				
	Lift(s) Due for Rer <sub>Change Owner Details</sub> perate (Not Subm Change Password	nitted)			
Select Month November					
	No Data Found				
	Lift(s) Due for Renewal of Permit To Operate (Submit	ted)			
Select Application Stage ALL					
	No Data Found				
	Application for Permit to Operate Overdue				

6.2.2 Key in the current password and new password (twice), and click "Update" to confirm.

Online Permit to Operate System									
	Lift Application	1 Overview	C Apply PTO •	🗏 Lift Records 🔹	Notices •	L Account •			
						Update	e Password		
	User Name :		9998S						
	Current Password:								
	New Password:								
	Confirm Password:								
				Upda	te				