

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

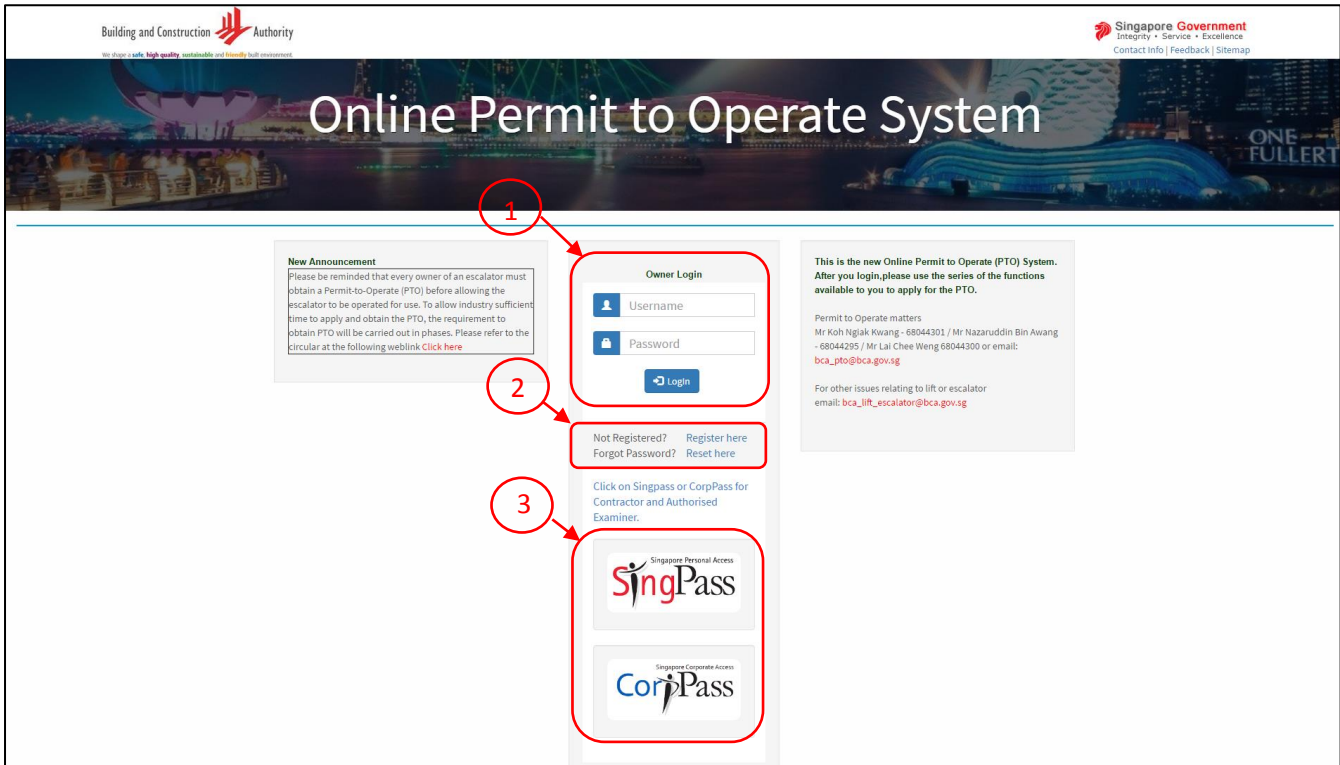
User Guide

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)


Online Permit to Operate System

MANAGEMENT CORPN STRATA TITLE PLAN NO 9998

Log Out


4

L Lift
PTO System



5

E Escalator
PTO System



6

Applications

3	New / Recommissioning
0	Renewal

Applications

0	New / Recommissioning
0	Renewal

7

Status of Pending Applications

New / Recommissioning

Owner (Not submitted yet)	0
Pending Contractor	3
Pending Examiner	0
Owner (Pending Payment)	0
Pending Approval	0

Status Of Pending Applications

New / Recommissioning

Owner (Not submitted yet)	0
Pending Contractor	0
Pending Examiner	0
Owner (Pending Payment)	0
Pending Approval	0

8

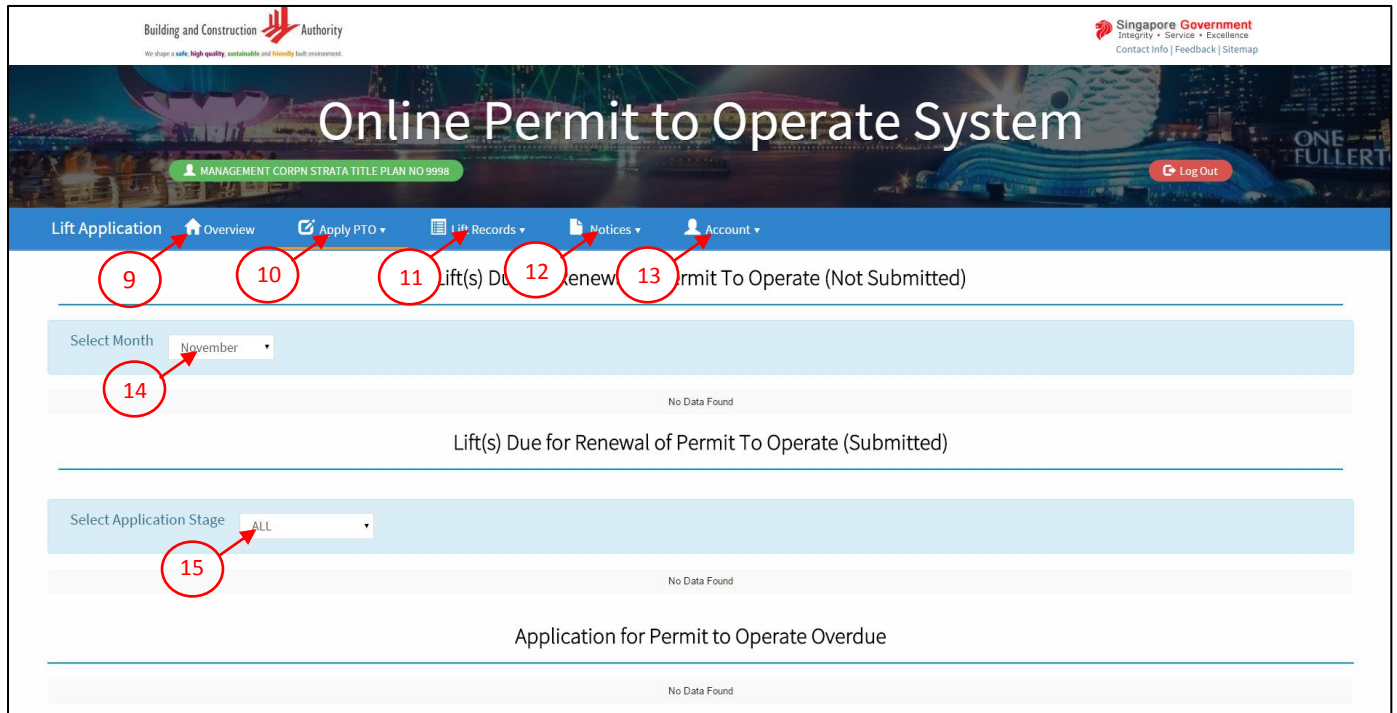
Renewal

Owner (Not submitted yet)	0
Pending Contractor	0
Pending Examiner	0
Owner (Pending Payment)	0
OverDue (Lodgements)	0

Renewal

Owner (Not submitted yet)	0
Pending Contractor	0
Pending Examiner	0
Owner (Pending Payment)	0
OverDue (Lodgements)	0

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)

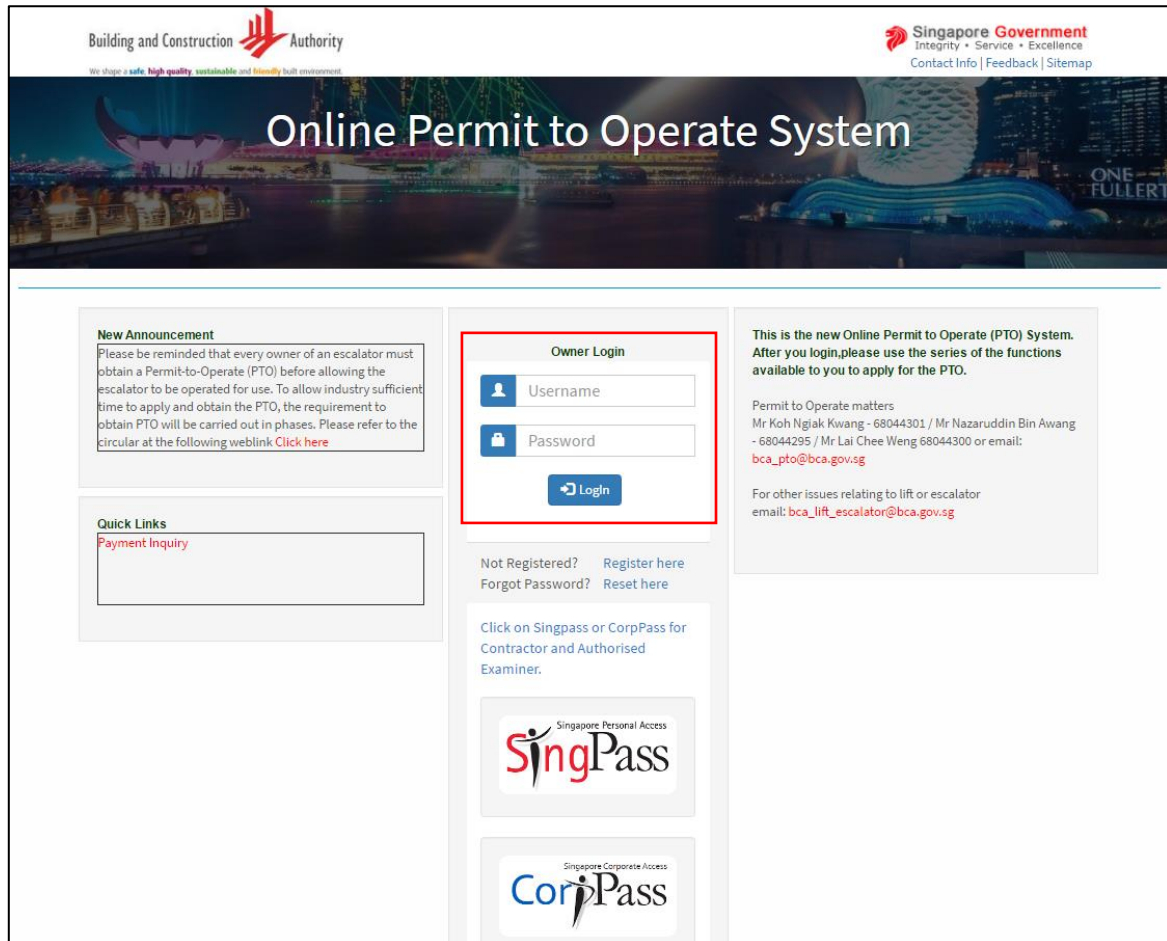


S/N	Item	Description
9	Banner function (Overview)	Link to lift and escalator PTO application overview page
10	Banner function (Apply PTO)	Functions related to PTO application: a) New/Re-commissioning application b) Renewal c) Make Payment
11	Banner function (Lift Records)	Functions related to lift PTO records: a) View lift records b) Update ownership of lift to BCA c) Notify change in maintenance contractor
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

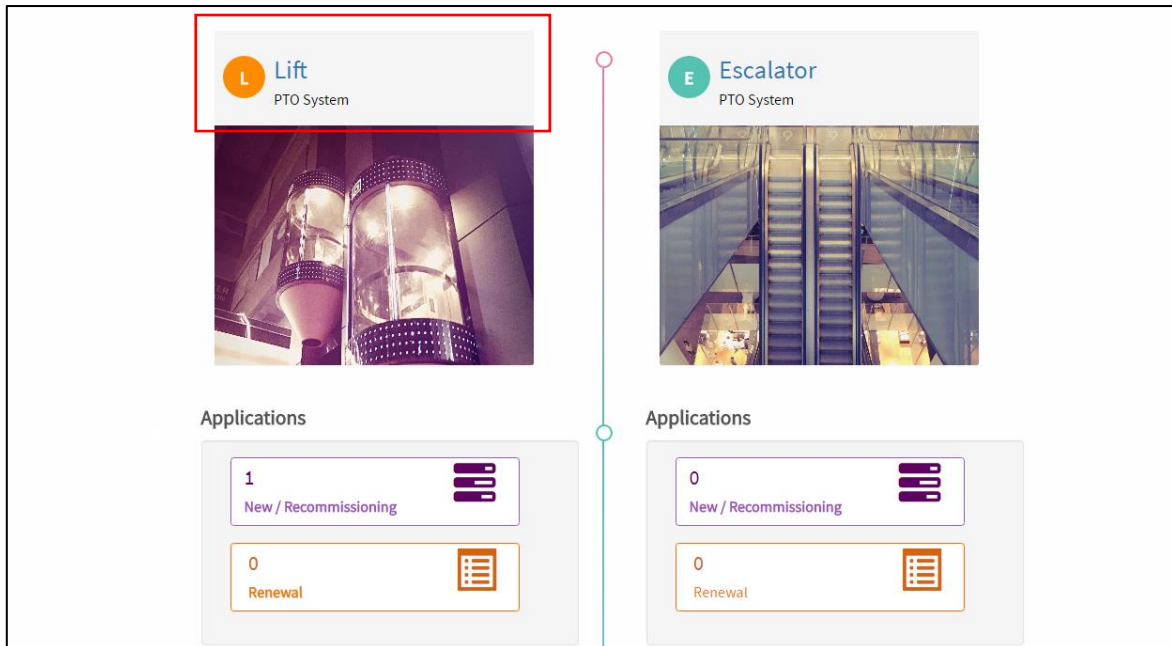
- 2.1.1 Follow the link <https://eservices.bca.gov.sg/Onlinepto/> to the Online Permit to Operate System (OPTO) to apply for your PTO.
- 2.1.2 Login using the account username and password that BCA assigned to you. You will be redirected to the OPTO dashboard.



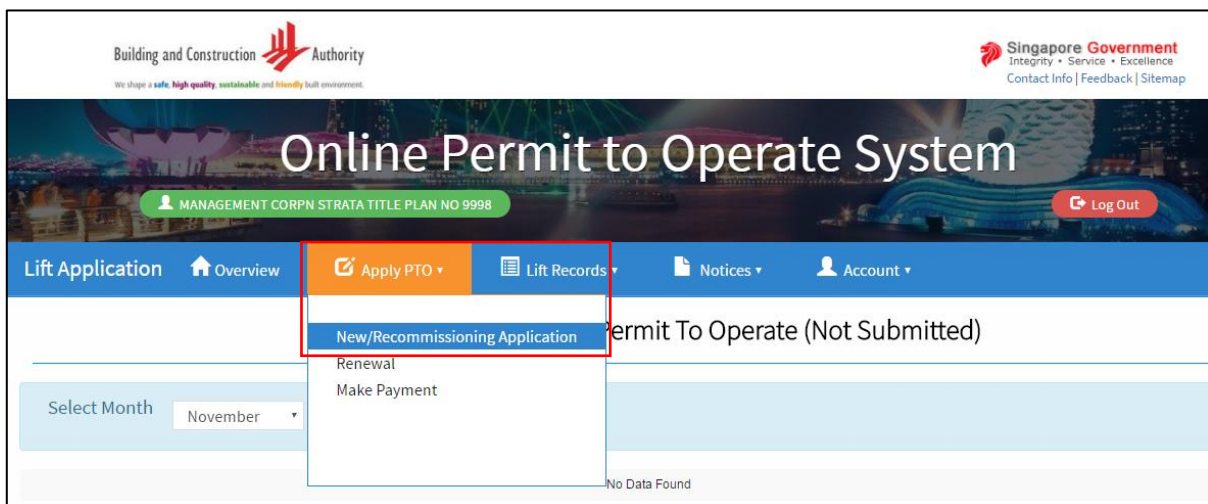
Notes:

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.

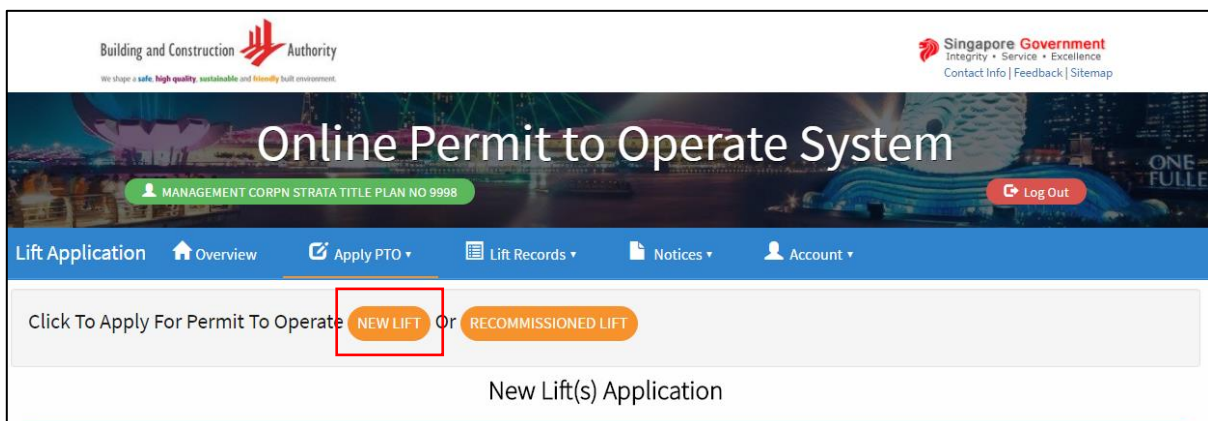
2.1.3 Click on the “Lift PTO System icon”.



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



2.1.5 Click on “New Lift” to start the submission.



- 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)

Lift Application for Permit to Operate

Note: This form may take you 5 minutes to fill up. All fields are to be filled up unless stated otherwise.

Section A - Particulars of Building
(You may enter more than one building details (if any) under the same Project Reference Number)

1) BCA Project Reference Number

2) Building Details

Section B - Assign Escalator Service Contractor and Authorised Examiner

3) Lift Service Contractor (For Annual Testing)

4) Lift Service Contractor (For Maintenance)

Note: Please select the same service contractor as indicated in item 4 if the Service Contractor(For Maintenance) also provides services for Annual Testing.

5) Authorised Examiner

Section C - Declaration

I/We confirm that I/We have engaged the registered Lift service contractor to examine, inspect and test the Lift(s) stated in the above addresses in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

I/We confirm that I/We have engaged the registered Lift testing contractor to maintain the Escalator(s) stated in the above addresses in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.


I/We confirm that I/We have engaged the registered Authorised Examiner to examine, witness the examination, inspection and test the Lift(s) stated in the above addresses in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

Owner Name:
Date: 02/11/2017

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  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 fill up. All fields are to be filled up unless stated otherwise.

Building Details

House/Block Number *

Road Name (as approved by Inland Revenue Authority of Singapore) *

Postal Code *

Name of Building (if any)

Number of Lifts *

Development Type *

[Save Building](#)

Section A - Particulars of Building
(You may enter more than one building details)

- 1) BCA Project Reference Number
- 2) Building Details

Section B - Assign Escalator Service Contractor and Authorised Examiner

- 3) Lift Service Contractor (For Annual Testing)
- 4) Lift Service Contractor (For Maintenance)
Note: Please select the same service contractor as indicated in item 4 if the Service Contractor(For Maintenance) also provides services for Annual Testing.
- 5) Authorised Examiner

Section C - Declaration

I/We confirm that I/We have engaged the registered Lift service contractor to examine, inspect and test the Lift(s) stated in the above addresses in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

I/We confirm that I/We have engaged the registered Lift testing contractor to maintain the Escalator(s) stated in the above addresses in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

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.

Section A - Particulars of Building
(You may enter more than one building details (if any) under the same Project Reference Number)

- 1) BCA Project Reference Number
- 2) Building Details [Add 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

Section B - Assign Escalator Service Contractor and Authorised Examiner

- 3) Lift Service Contractor (For Annual Testing)
- 4) Lift Service Contractor (For Maintenance)
Note: Please select the same service contractor as indicated in item 4 if the Service Contractor(For Maintenance) also provides services for Annual Testing.
- 5) Authorised Examiner

Section C - Declaration

I/We confirm that I/We have engaged the registered Lift service contractor to examine, inspect and test the Lift(s) stated in the above addresses in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

I/We confirm that I/We have engaged the registered Lift testing contractor to maintain the Escalator(s) stated in the above addresses in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

I/We confirm that I/We have engaged the registered Authorised Examiner to examine, witness the examination, inspection and test the Lift(s) stated in the above addresses in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

Owner Name:
Date: 02/11/2017

[Preview](#)

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.

Note: This form may take you 5 minutes to fill up. All fields are to be filled up unless stated otherwise.

Section A - Particulars of Building
 (You may enter more than one building details (if any) under the same Project Reference Number)

1) BCA Project Reference Number: 9998S

2) Building Details

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

Section B - Assign Escalator Service Contractor and Authorised Examiner

3) Lift Service Contractor (For Annual Testing): BCA TEST CONTRACTOR (Maintenance)

4) Lift Service Contractor (For Maintenance): BCA TEST CONTRACTOR (Testing)
Note: Please select the same service contractor as indicated in item 4 if the Service Contractor (For Maintenance) also provides services for Annual Testing.

5) Authorised Examiner: BCA TEST AE

Section C - Declaration

I/We confirm that I/We have engaged the registered Lift service contractor **BCA TEST CONTRACTOR (Maintenance)** to examine, inspect and test the Lift(s) stated in the above addresses in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

I/We confirm that I/We have engaged the registered Lift testing contractor **BCA TEST CONTRACTOR (Testing)** to maintain the Escalator(s) stated in the above addresses in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

I/We confirm that I/We have engaged the registered Authorised Examiner to examine, witness the examination, inspection and test the Lift(s) stated in the above addresses in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

Owner 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 Application Overview Apply PTO Lift Records Notices Account

Click To Apply For Permit To Operate **NEW LIFT** Or **RECOMMISSIONED LIFT**

New Lift(s) Application

Select Application Stage: 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.

The screenshot shows the 'Online Permit to Operate System' interface. The user is logged in as 'MANAGEMENT CORPN STRATA TITLE PLAN NO 9998'. The 'Apply PTO' dropdown menu is open, showing options: 'New/Recommissioning Application', 'Renewal' (highlighted), and 'Make Payment'. Below the menu, there are sections for 'Lift(s) Due for Renewal of Permit To Operate (Not Submitted)' and 'Lift(s) Due for Renewal of Permit To Operate (Submitted)', both showing 'No Data Found'. There is also a section for 'Application for Permit to Operate Overdue'.

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

The screenshot shows the 'Online Permit to Operate System' interface for user 'ANG MO KIO TOWN COUNCIL'. The 'Apply PTO' dropdown menu is open. Below, the 'Lift(s) Due for Renewal of Permit To Operate (Not Submitted)' section shows a table of lifts. The 'Next' buttons for each row are highlighted with a red box.

File Ref.No.	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	Next
BAL-2016-10876		31/01/2018	565	HOUANG STREET 51	2	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	GIRO		Pending	Owner	Next
BAL-2016-10897		31/01/2018	578	ANG MO KIO AVENUE 10	1	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	GIRO		Pending	Owner	Next
BAL-2016-10860		31/01/2018	712A	ANG MO KIO AVENUE 6	1	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	GIRO		Pending	Owner	Next
BAL-2016-10823		31/01/2018	713	ANG MO KIO AVENUE 6	2	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	GIRO		Pending	Owner	Next
BAL-2016-10805		31/01/2018	577	HOUANG AVENUE 4	2	TRADEMARK (ASIA) PTE LTD	TRADEMARK (ASIA) PTE LTD	GIRO		Pending	Owner	Next
BAL-2016-10817		31/01/2018	332B	ANCHORVALE LINK	2	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	GIRO		Pending	Owner	Next
BAL-2016-8765		31/01/2018	524	SERANGOON NORTH AVENUE 4	1	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	GIRO		Pending	Owner	Next
BAL-2016-10879		31/01/2018	539	HOUANG STREET 52	2	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	GIRO		Pending	Owner	Next
BAL-2016-10808		31/01/2018	573	ANG MO KIO AVENUE 3	2	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	GIRO		Pending	Owner	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.

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Online Permit to Operate System

ANG MO KIO TOWN COUNCIL Log Out

Lift Application [Overview](#) [Apply PTO](#) [Lift Records](#) [Notices](#) [Account](#)

Update Lift Particular(s)

File Ref. No.:	BAL-2016-10876	Building/Estates Name:		Payment Mode:	GIRO	Lifts Count:	2
Block/House No.:	565	Submission Type:	Renewal Lift	Submission Date:	15/01/2017	Expiry Date:	31/01/2018
Road Name:	HOUGANG STREET 51		Lift Owner:	ANG MO KIO TOWN COUNCIL			

Installation Location	Lift No.	Lift Type	Service Contractor (Maintenance)	Service Contractor (Testing)	Authorised Examiner	Payment Status	SELECT ALL
	A	Passenger	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	YEO ANN CHEONG	Pending	<input type="checkbox"/>
	B	Passenger	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	YEO ANN CHEONG	Pending	<input type="checkbox"/>

Service Contractor (Maintenance) * Service Contractor (Testing) * Authorised Examiner

I/We hereby:
 (1) apply for Permit to Operate for Lift(s) listed in this application form
 (2) declare that this application is made within 3 months from the date in respect of which the lift was examined, inspected and tested and;
 (3) confirm that the information provided above are true and accurate to the best of my knowledge.

[Back To Main](#) [Update](#) [Submit](#)

- 2.2.5 Click on the tickbox for the “owner’s declaration” and click “update”.

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Singapore Government
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Online Permit to Operate System

ANG MO KIO TOWN COUNCIL Log Out

Lift Application [Overview](#) [Apply PTO](#) [Lift Records](#) [Notices](#) [Account](#)

Update Lift Particular(s)

File Ref. No.:	BAL-2016-10876	Building/Estates Name:		Payment Mode:	GIRO	Lifts Count:	2
Block/House No.:	565	Submission Type:	Renewal Lift	Submission Date:	15/01/2017	Expiry Date:	31/01/2018
Road Name:	HOUGANG STREET 51		Lift Owner:	ANG MO KIO TOWN COUNCIL			

Installation Location	Lift No.	Lift Type	Service Contractor (Maintenance)	Service Contractor (Testing)	Authorised Examiner	Payment Status	SELECT ALL
	A	Passenger	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	YEO ANN CHEONG	Pending	<input type="checkbox"/>
	B	Passenger	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	YEO ANN CHEONG	Pending	<input type="checkbox"/>

Service Contractor (Maintenance) * Service Contractor (Testing) * Authorised Examiner

I/We hereby:
 (1) apply for Permit to Operate for Lift(s) listed in this application form
 (2) declare that this application is made within 3 months from the date in respect of which the lift was examined, inspected and tested and;
 (3) confirm that the information provided above are true and accurate to the best of my knowledge.

[Back To Main](#) [Update](#) [Submit](#)

2.2.6 Click “submit”.

The screenshot displays the 'Online Permit to Operate System' interface. At the top, there is a navigation bar with 'Lift Application', 'Overview', 'Apply PTO', 'Lift Records', 'Notices', and 'Account'. The main heading is 'Update Lift Particular(s)'. Below this, a summary table shows application details:

File Ref. No.:	BAL-2016-10876	Building/Estates Name:		Payment Mode:	GIRO	Lifts Count:	2
Block/House No.:	565	Submission Type:	Renewal Lift	Submission Date:	15/01/2017	Expiry Date:	31/01/2018
Road Name:	HOUGANG STREET 51		Lift Owner:	ANG MO KIO TOWN COUNCIL			

Below the summary table is a table of lift particulars:

Installation Location	Lift No.	Lift Type	Service Contractor (Maintenance)	Service Contractor (Testing)	Authorised Examiner	Payment Status	SELECT ALL
	A	Passenger	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	YEO ANN CHEONG	Pending	<input type="checkbox"/>
	B	Passenger	9G ELEVATOR PTE LTD	9G ELEVATOR PTE LTD	YEO ANN CHEONG	Pending	<input type="checkbox"/>

A green notification bar states 'Success! Lifts Updated'. Below this, there are dropdown menus for 'Service Contractor (Maintenance)', 'Service Contractor (Testing)', and 'Authorised Examiner', all set to '9G ELEVATOR PTE LTD' and 'YEO ANN CHEONG' respectively. At the bottom, there is a checkbox 'I/We hereby:' followed by three conditions. Three buttons are visible: 'Back To Main', 'Update', and 'Submit'. The 'Submit' button is highlighted with a red box.

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

Chapter 3: Fee payment for PTO applications

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

The screenshot shows the 'Online Permit to Operate System' interface. At the top, there are logos for the Building and Construction Authority and Singapore Government. The main navigation bar includes 'Lift Application', 'Overview', 'Apply PTO', 'Lift Records', 'Notices', and 'Account'. The 'Apply PTO' dropdown menu is open, with 'Make Payment' selected. Below the navigation, there are three sections for lift applications, each currently displaying 'No Data Found'.

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.)

Payment for PTO Application

Select Application Type: New Application Renewal Application Submitted to pay at BCA Counter

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	Application Stage	<input checked="" type="checkbox"/> 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)	<input checked="" type="checkbox"/>
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 Payment)	<input checked="" type="checkbox"/>
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)	<input checked="" type="checkbox"/>

Selected Applications No	20488,42106,42107
Total Lift(s) Count	25
Total Amount	\$350.00

Note:
If you have more than 10 lifts, please make an aggregate payment after you have renew all your lifts so that a lower tier fee can be charged.

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)

I/We confirm that I/We have engaged the above mentioned Lift Contractor(s) to maintain, examine, inspect and test the Lift(s) listed above and located at the address shown above in accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.
Please note that it may take up to seven (7) working days for the payment status of the online e-payment to be updated. Please do not make any repeated payment once your payment transaction is successful. (You will be able to view a payment receipt/transaction reference no. from the merchant bank when the transaction is successful).

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.

[Back To Main](#) [Proceed](#)

Some important reminders:

- The Permit to Operate will ONLY be issued when the full application fee is made.
- The following application fee for the Permit to Operate fee is payable:
 - \$20 per Lift where the aggregate number of Lifts in the application is not more than 10; or
 - \$200 plus \$10 per Lift for each Lift in excess of 10, where the aggregate number of Lifts in the application 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 **9th of the following month**. If the GIRO deduction is successful, it will be updated as “Payment made” on **16th of the same month** 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.

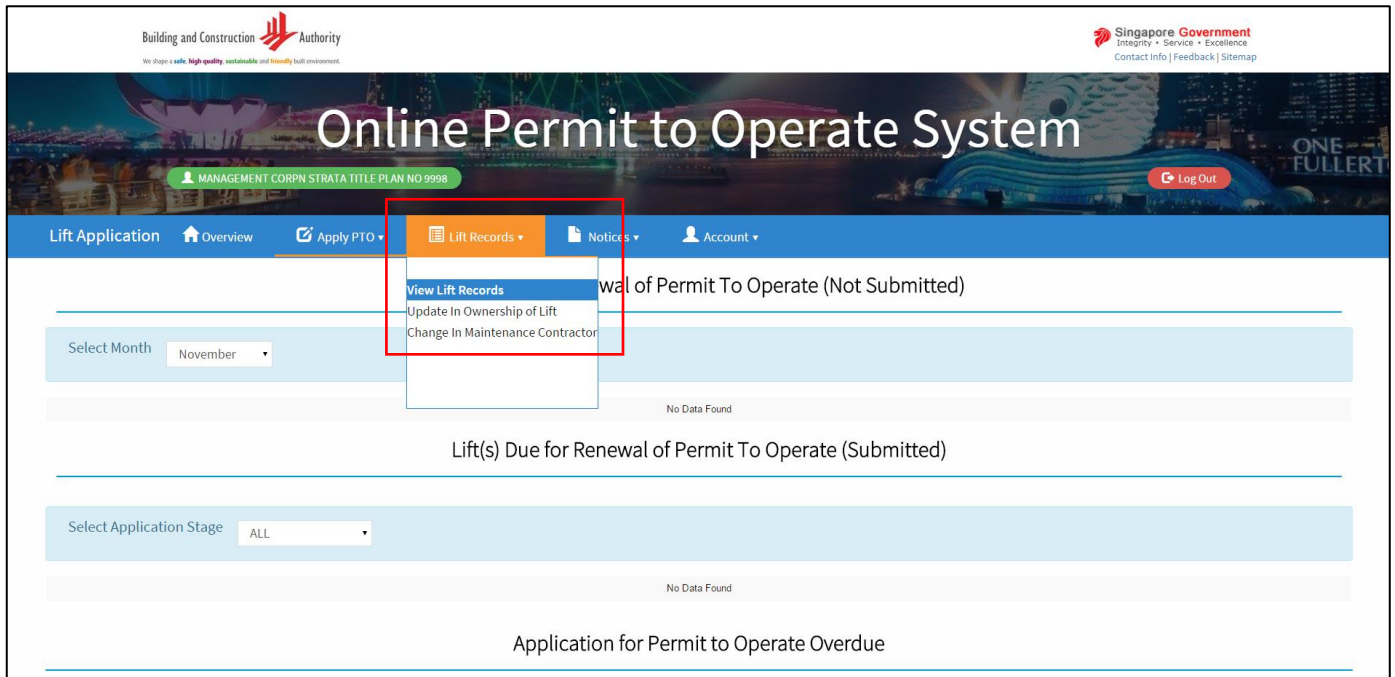
3.4 After the payment stage, the status of the application stage will be updated as “Contractor”.

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	Contractor	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	Contractor	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	Contractor	Next

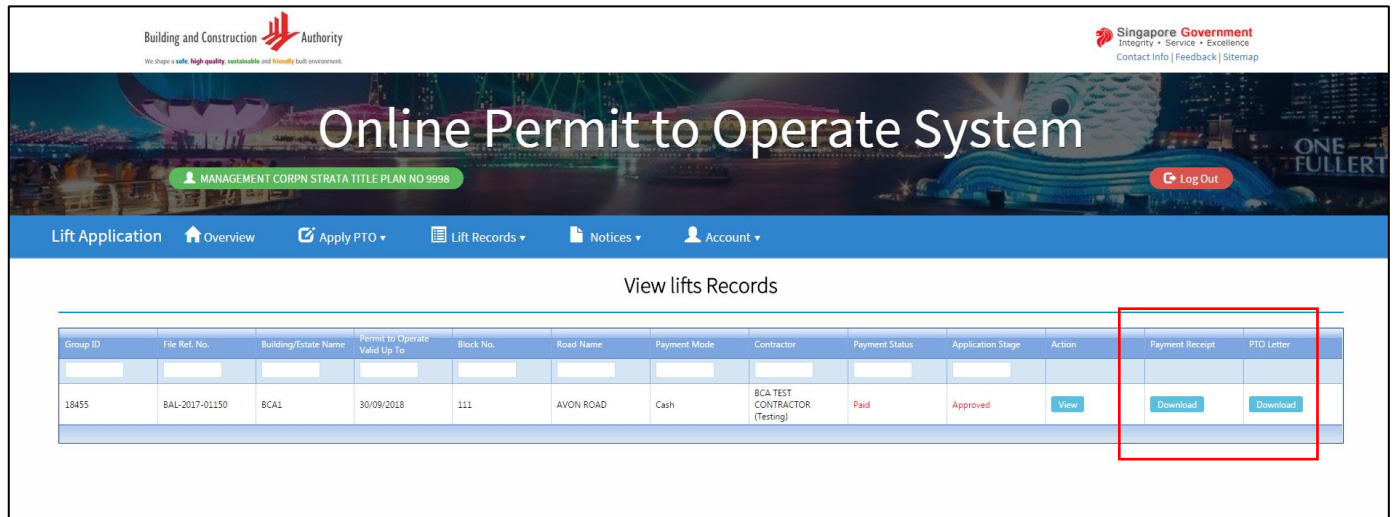
Chapter 4: View Lift Records

4.1 Download Payment Receipt or Permit to Operate

4.1.1 Click “View Lift Records” function from the “Lift Records” banner tab.



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.



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 Notifying BCA of the change in ownership of lift (Transfer)

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

The screenshot shows the 'Online Permit to Operate System' dashboard. The 'Lift Records' menu is highlighted with a red box, and the 'Update In Ownership of Lift' option is selected. The dashboard includes a navigation bar with 'Lift Application', 'Overview', 'Apply PTO', 'Lift Records', 'Notices', and 'Account'. The main content area shows 'Lift(s) Due for Renewal of Permit To Operate (Submitted)' and 'Application for Permit to Operate Overdue' sections, both with 'No Data Found' messages.

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

The screenshot shows the 'Update In Ownership' page. A table of lift records is displayed, with the 'Update' button for the first record highlighted by a red box. The table has the following columns: Group ID, File Ref. No., Building/Estate Name, No Of Lifts, Permit to Operate Valid Up To, Block No., Road Name, Payment Mode, Contractor, Payment Status, Application Stage, and Action.

Group ID	File Ref. No.	Building/Estate Name	No Of Lifts	Permit to Operate Valid Up To	Block No.	Road Name	Payment Mode	Contractor	Payment Status	Application Stage	Action
18455	BAL-2017-01150	BCA1	0	30/09/2018	111	AVON ROAD	Cash	BCA TEST CONTRACTOR (Testing)	Paid	Approved	Update

Below the table is the 'Updated Lift(s) Details' section, which contains another table with the following columns: OwnerShip ID, Group ID, File Ref. No., Building/Estate Name, Permit to Operate Valid Up To, Block No., Road Name, Lift(s) Count, Contractor, Application Stage, and Action.

OwnerShip ID	Group ID	File Ref. No.	Building/Estate Name	Permit to Operate Valid Up To	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	6	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.

The screenshot shows the 'Update Lift(s) Details' page. At the top, there are logos for Building and Construction Authority and Singapore Government. The main heading is 'Online Permit to Operate System'. Below it, there's a navigation bar with 'Lift Application', 'Overview', 'Apply PTO', 'Lift Records', 'Notices', and 'Account'. The page title is 'Update Lift(s) Details'. A table displays lift details:

File Ref. No.:	BAL-2017-01150	Building/Estates Name:	BCA1	Payment Mode:	Cash	Lifts Count:	6
Block/House No.:	111	Submission Type:	Renewal Lift	Submission Date:	21/09/2017	Expiry Date:	30/09/2018
Road Name:	AVON ROAD	Lift Owner:	MCST 9998				

Below the table, there is a 'Search New Owner' section with a text input field containing 'Login ID OR Owner Name' and a 'Search' button. This section is highlighted with a red rectangle.

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.

The screenshot shows the 'Update Lift(s) Details' page. The table from the previous screenshot is visible. Below it, the 'Search New Owner' section has the text input field containing '9999' and the 'Search' button highlighted with a red rectangle. Below the search section, there is a 'Select Owner' section with a table:

User ID	LogIn ID	UEN NO	Owner Name	Email ID	Owner Address	
999999	9999S	T08MC9989D	MANAGEMENT CORPN STRATA TITLE PLAN NO 9999	Balasundaram_BALAKRISHNAKUMAR_from.TP@bca.gov.sg	251 BENOI ROAD #081 PIONEER LOT SINGAPORE 750425	<input type="checkbox"/>
19999	BH19999	199604762K	H P CONSTRUCTION & ENGINEERING PTE LTD	wongsc@hpc.onstn.com.sg	60 UBI CRESCENT #01-11 UBI TECHPARK SINGAPORE 408569	<input type="checkbox"/>

Below the table, it says 'Selected Owner:'. The table and the 'Selected Owner' text are highlighted with a red rectangle.

4.2.5 Click "Update".

4.3 Notifying BCA of the change in ownership of lift (Receive)

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

The screenshot shows the 'Online Permit to Operate System' dashboard. The user is logged in as 'MANAGEMENT CORPN STRATA TITLE PLAN NO 9998'. The navigation menu includes 'Lift Application', 'Overview', 'Apply PTO', 'Lift Records', 'Notices', and 'Account'. The 'Lift Records' menu is open, showing options: 'View Lift Records', 'Update In Ownership of Lift', and 'Change In Maintenance Contractor'. The 'Update In Ownership of Lift' option is highlighted. Below the menu, there are sections for 'Lift(s) Due for Renewal of Permit To Operate (Not Submitted)', 'Lift(s) Due for Renewal of Permit To Operate (Submitted)', and 'Application for Permit to Operate Overdue', each with a 'Select Month' or 'Select Application Stage' dropdown and a 'No Data Found' message.

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”.

The screenshot shows the 'Update In Ownership' page. It features a table with the following columns: Group ID, File Ref. No., Building/Estate Name, No Of Lifts, Permit to Operate Valid Up To, Block No., Road Name, Payment Mode, Contractor, Payment Status, Application Stage, and Action. Below this table is a section titled 'Updated Lift(s) Details' with a table containing the following data:

OwnerShip ID	Group ID	File Ref. No.	Building/Estate Name	Permit to Operate Valid Up To	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	6	BCA TEST CONTRACTOR (Testing)	New Owner	Next

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.

Online Permit to Operate System

MANAGEMENT CORPN STRATA TITLE PLAN NO 9999 Log Out

Lift Application Overview Apply PTO Lift Records Notices Account

Update Lift(s) Details

File Ref. No.:	BAL-2017-01150	Building/Estates Name:	BCA1	Payment Mode:	Cash	Lifts Count:	6
Block/House No.:	111	Submission Type:	Renewal Lift	Submission Date:	21/09/2017	Expiry Date:	30/09/2018
Road Name:	AVON ROAD	Lift Owner:	MCST 9998				

Transferred Lift Details

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
18455	28613	West	11	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018
18455	28614	West	22	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018
18455	28615	West	33	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018
18455	28616	West	44	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018
18455	28617	West	55	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018
18455	28618	West	66	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018

Click to Upload More Files

No file chosen

Please attach at least one of the following:

a) Business Profile from ACRA or IRAS

b) Land title from SLA

4.3.4 Click “submit” after you have uploaded the documents.

Online Permit to Operate System

MANAGEMENT CORPN STRATA TITLE PLAN NO 9999 Log Out

Lift Application Overview Apply PTO Lift Records Notices Account

Update Lift(s) Details

File Ref. No.:	BAL-2017-01150	Building/Estates Name:	BCA1	Payment Mode:	Cash	Lifts Count:	6
Block/House No.:	111	Submission Type:	Renewal Lift	Submission Date:	21/09/2017	Expiry Date:	30/09/2018
Road Name:	AVON ROAD	Lift Owner:	MCST 9998				

Transferred Lift Details

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
18455	28613	West	11	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018
18455	28614	West	22	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018
18455	28615	West	33	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018
18455	28616	West	44	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018
18455	28617	West	55	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018
18455	28618	West	66	Car Lift	9/5/2017 12:00:00 AM	06/09/2017	9/8/2017 12:00:00 AM	BCA TEST CONTRACTOR (Testing)	BCA Test AE	30/09/2018

Click to Upload More Files

Land Title ...rch SLA.pdf

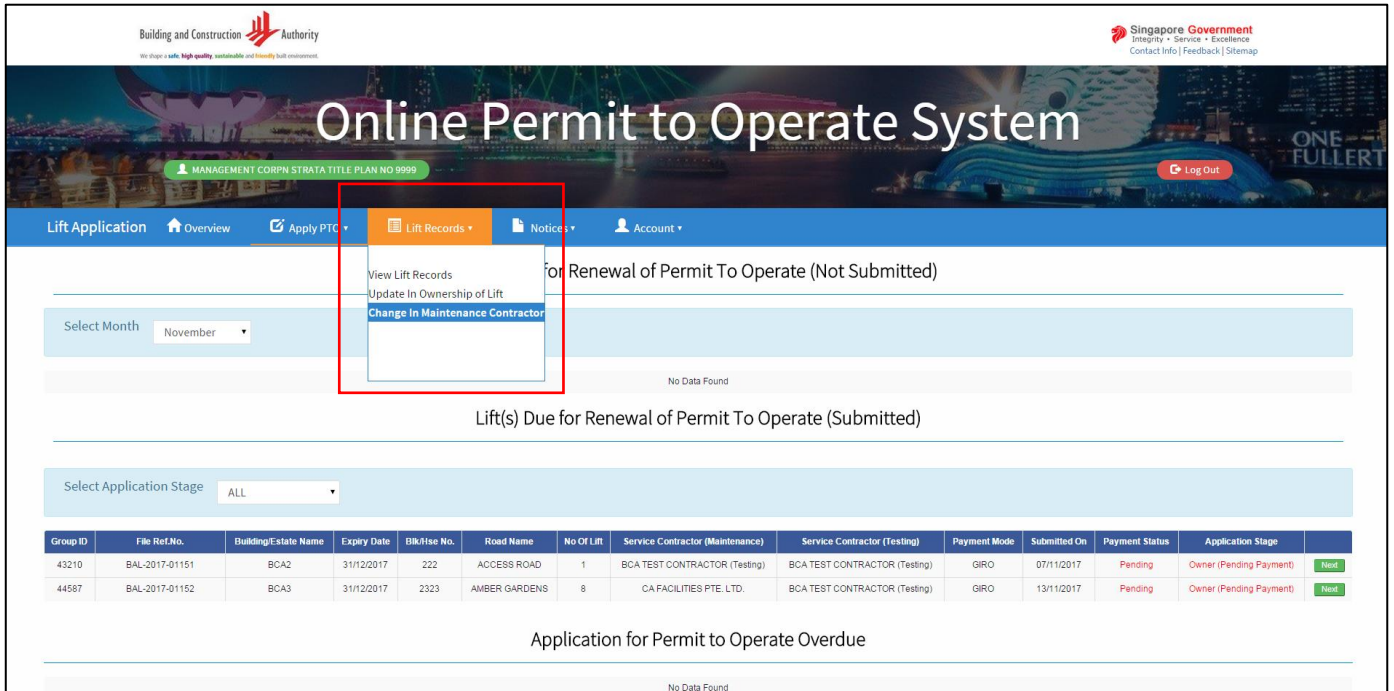
Please attach at least one of the following:

a) Business Profile from ACRA or IRAS

b) Land title from SLA

4.4 Notify BCA of the change in lift maintenance contractor

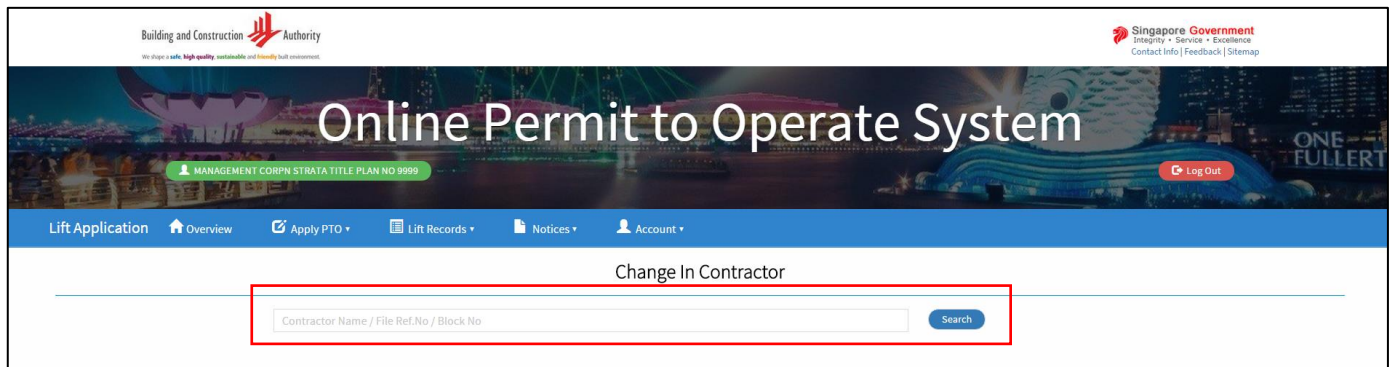
4.4.1 Click “Change in Maintenance Contractor” function from the “Lift Records” banner tab.



The screenshot shows the 'Online Permit to Operate System' interface. The user is logged in as 'MANAGEMENT CORPN STRATA TITLE PLAN NO 9999'. The 'Lift Records' menu is open, and the 'Change In Maintenance Contractor' option is highlighted. Below the menu, there are sections for 'Lift(s) for Renewal of Permit To Operate (Not Submitted)' and 'Lift(s) Due for Renewal of Permit To Operate (Submitted)'. A table lists applications for renewal, including details like Group ID, File Ref.No., 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, and Application Stage.

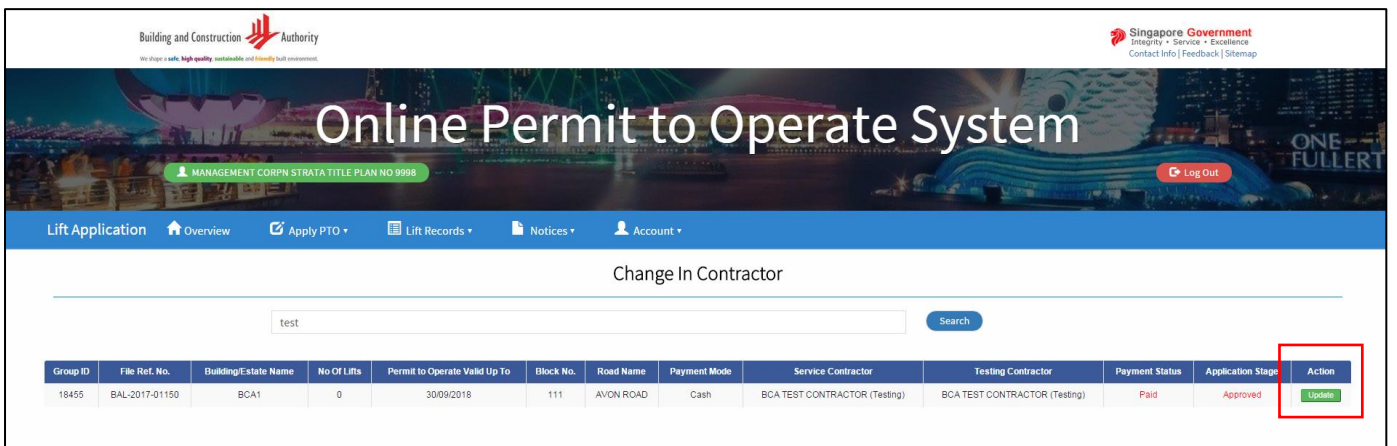
Group ID	File Ref.No.	Building/Estate Name	Expiry Date	Blk/Hse No.	Road Name	No Of Lift	Service Contractor (Maintenance)	Service Contractor (Testing)	Payment Mode	Submitted On	Payment Status	Application Stage
43210	BAL-2017-01151	BCA2	31/12/2017	222	ACCESS ROAD	1	BCA TEST CONTRACTOR (Testing)	BCA TEST CONTRACTOR (Testing)	GIRO	07/11/2017	Pending	Owner (Pending Payment) Next
44587	BAL-2017-01152	BCA3	31/12/2017	2323	AMBER GARDENS	8	CA FACILITIES PTE. LTD.	BCA TEST CONTRACTOR (Testing)	GIRO	13/11/2017	Pending	Owner (Pending Payment) Next

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.



The screenshot shows the 'Change In Contractor' search form. A red box highlights the search input field and the 'Search' button. The input field contains the text 'Contractor Name / File Ref.No / Block No'.

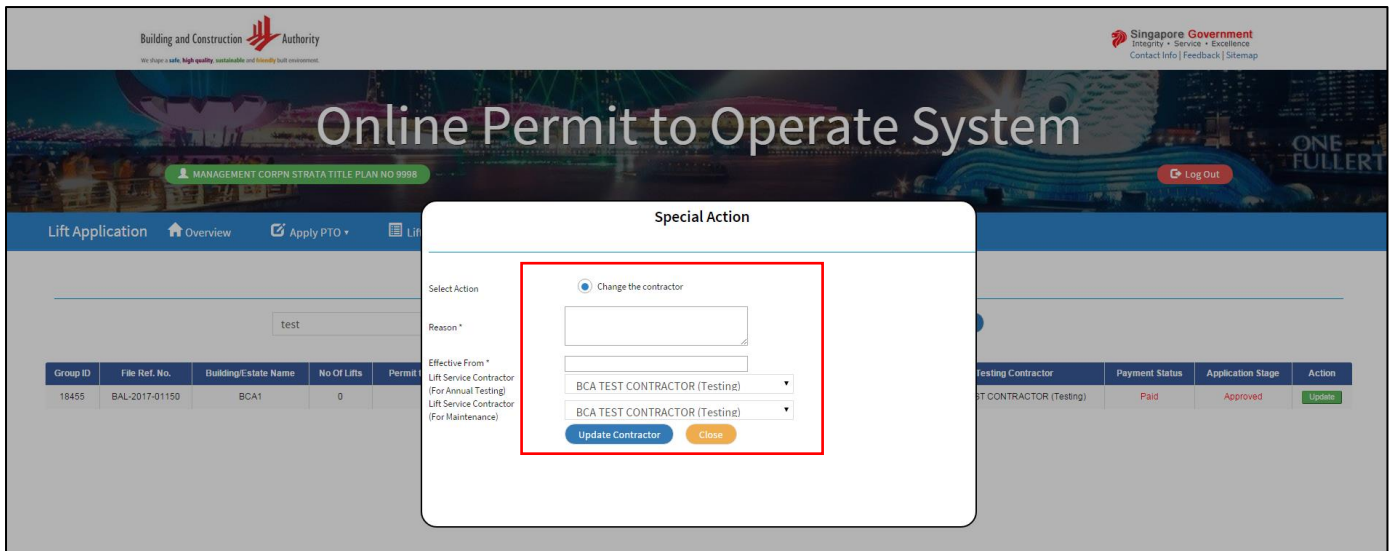
4.4.3 Click “Update” for the lifts that you wish to notify BCA of the change in maintenance contractor.



The screenshot shows the 'Change In Contractor' search results table. A red box highlights the 'Update' button in the 'Action' column of the first row. The table lists applications for renewal, including details like Group ID, File Ref.No., Building/Estate Name, No Of Lifts, Permit to Operate Valid Up To, Block No., Road Name, Payment Mode, Service Contractor, Testing Contractor, Payment Status, and Application Stage.

Group ID	File Ref.No.	Building/Estate Name	No Of Lifts	Permit to Operate Valid Up To	Block No.	Road Name	Payment Mode	Service Contractor	Testing Contractor	Payment Status	Application Stage	Action
18455	BAL-2017-01150	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.



Notes:

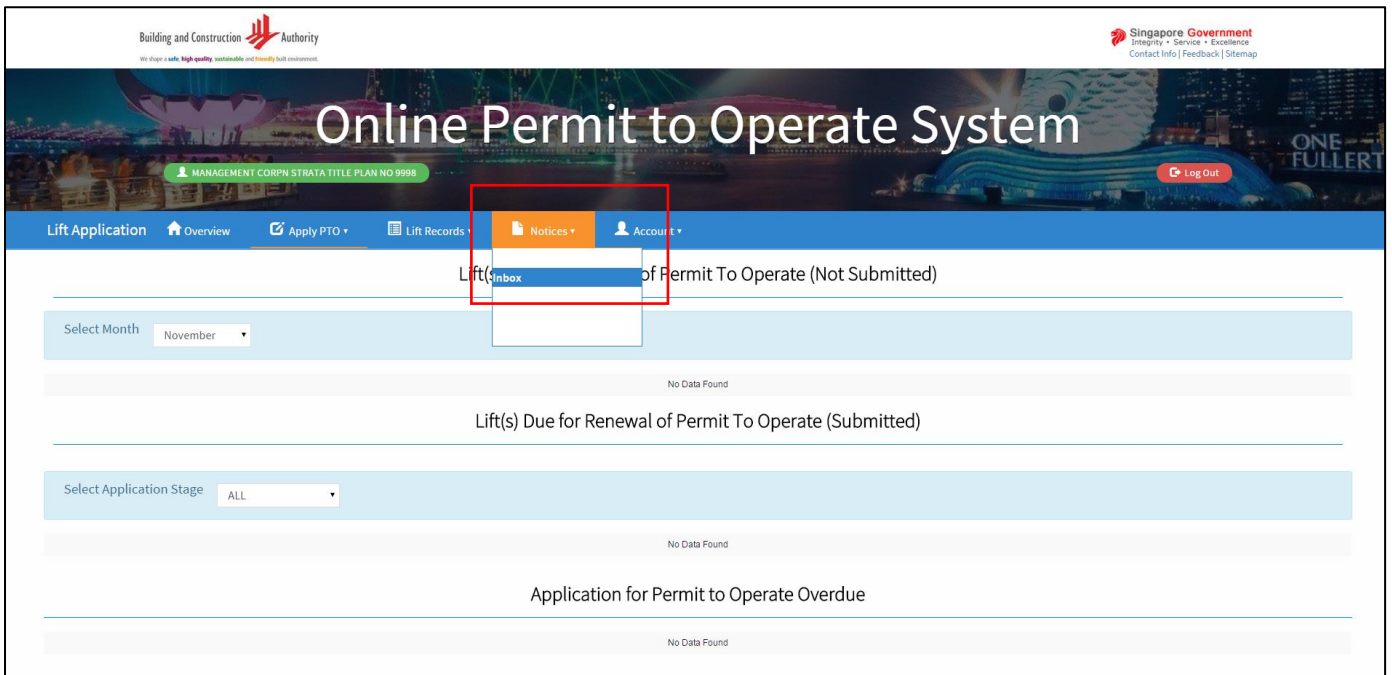
If the date selected in the “Effective From” is of an earlier date, the change in contractor will be reflected immediately.

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

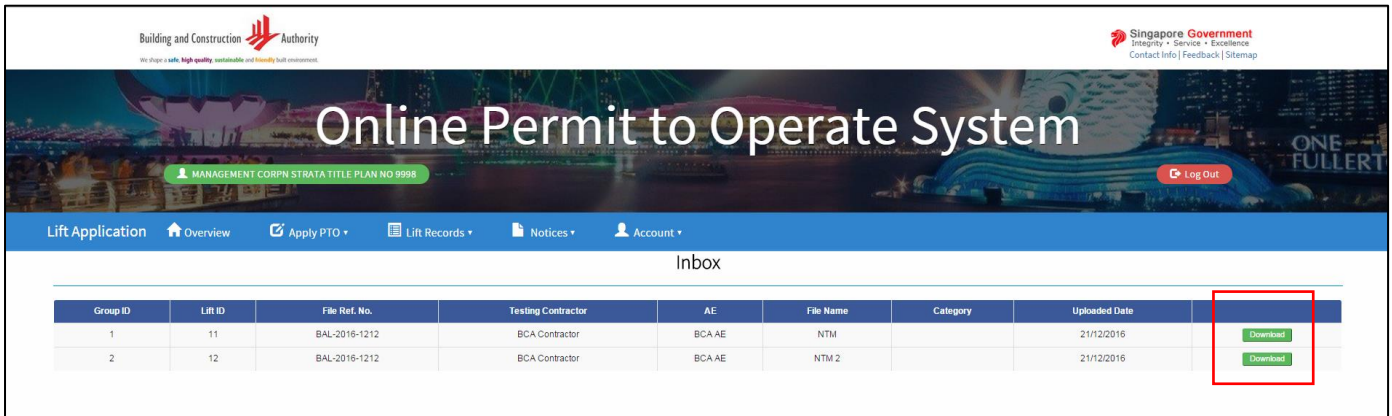
4.4.4 Click on “Update contractor” and “close”.

Chapter 5: Notice or Letters issued by BCA/PTO

5.1 Click “Inbox” function from the “Notices” banner tab.



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



Notes:

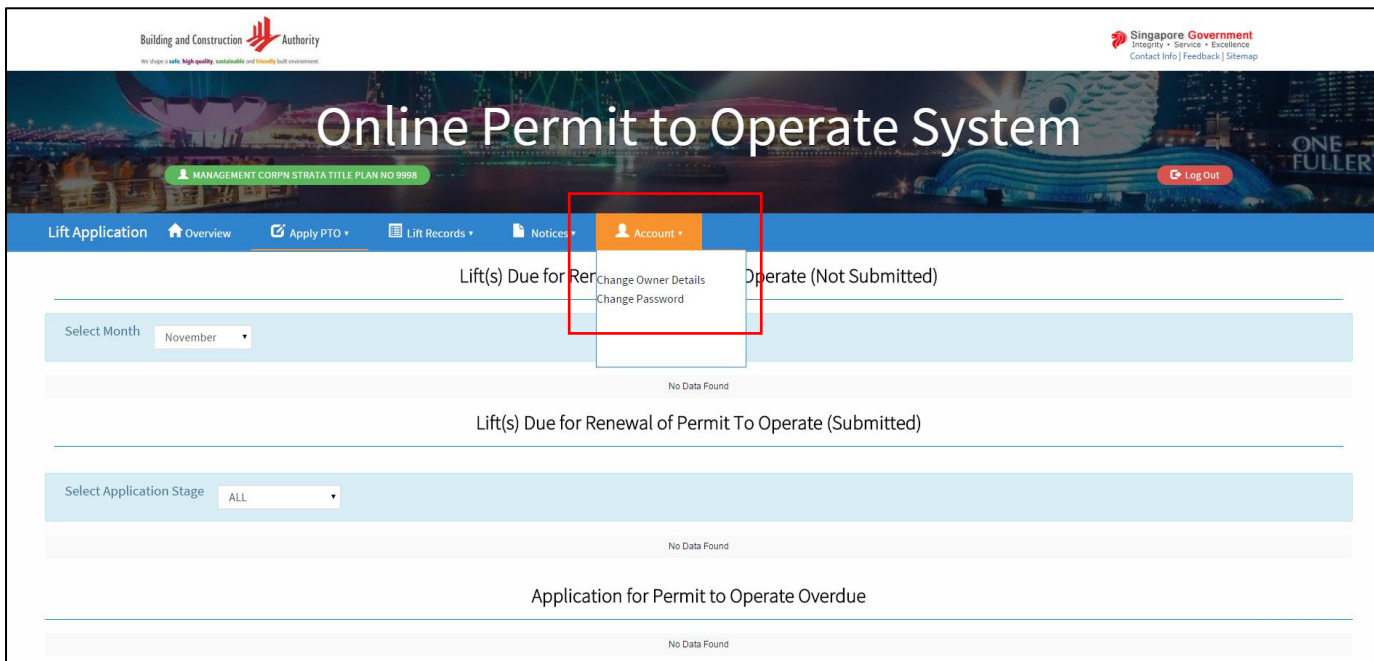
Letters sent by BCA/PTO with regard to your lift PTOs will be progressively uploaded into this system in addition to other means of delivery (mail or by hand).

Please take this function as for reference only.

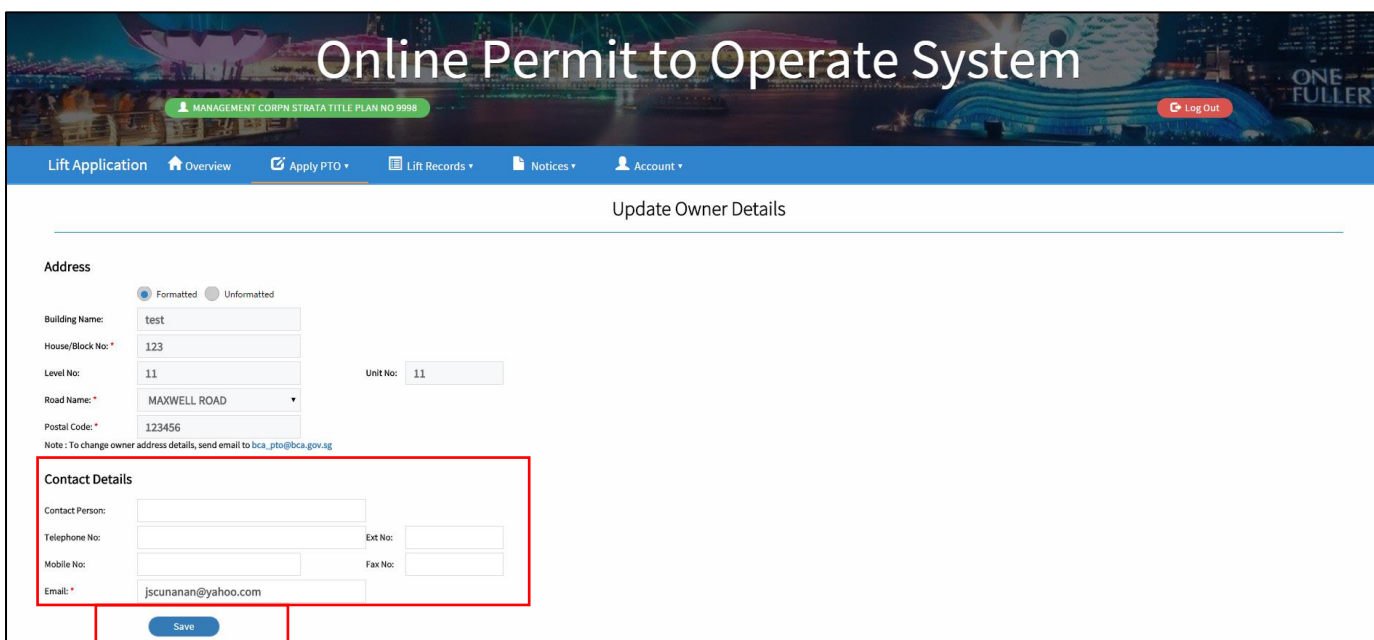
Chapter 6: OPTO Account Details

6.1 Updating the details of owners

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



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 BCA_pto@bca.gov.sg with the relevant documentation to prove of change.)

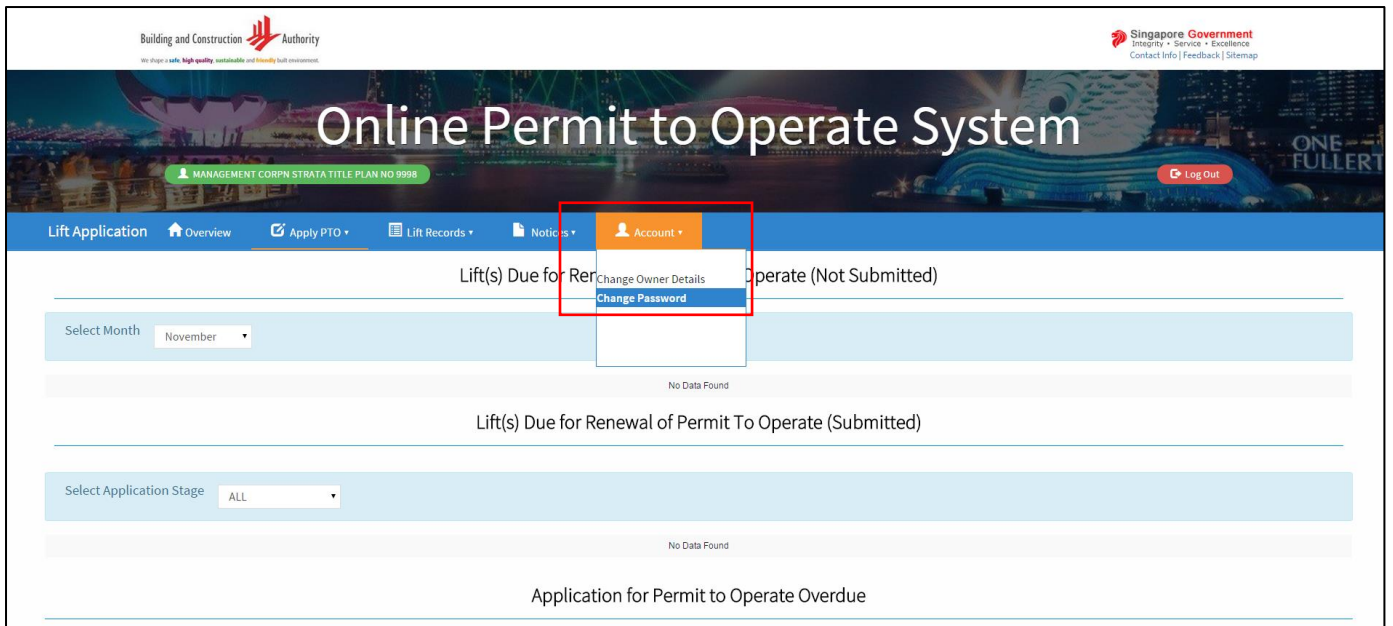


Notes:

The email entered in this page will be the email which BCA will send 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.



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

