



# User Manual

For The BCA LEAP Application

Role	Owner
Version	1.10
Date	14 November 2024

# Change Log

Version	Date Updated	Remarks
1.0	21 November 2022	LEAP System Commissioning version
1.1	5 December 2022	Addition of user flow and updates to user interface
1.2	18 January 2023	Addition to manual based on user feedback
1.3	9 February 2023	Addition to manual based on user feedback
1.4	8 June 2023	Addition to manual based on user feedback
1.5	14 July 2023	Addition to manual based on user feedback Revision of Section 1.6 Owner registration Revision of Section 2.1 GIRO Application Revision of Section 2.2 Paying renewal fee for an equipment Revision of Section 4 Recommission PTO application Revision of Section 6.5 Advanced filter (Search) Revision of Section 6.9 View inspection for an equipment Revision of Section 7.3 View payment history Revision of Section 8.2 If application ID is not known upfront Addition of Section 9.1 Owner representative created Addition of Section 9.2 Owner representative not created Addition of Section 9.7 Remove equipment assigned to an owner representative Revision of Section 10.2 Reject transfer ownership request Revision of Section 10.3 Claiming ownership of an equipment Revision of Section 11 Profile and user management Revision of Section 11.1 Owner details Revision of Section 11.2 Changing address details Revision of Section 11.4 Changing contact details (email) Revision of Section 12 Notification
1.6	7 August 2023	Revision of Section 6.9 View inspection for an equipment
1.7	6 October 2023	Revision of Section 3 New PTO Application

		<p>Revision of Section 3.3 Making payment for new PTO application</p> <p>Revision of Section 4 Recommission PTO Application</p> <p>Revision of Section 5 Migration from OPTO to LEAP</p>
1.8	6 November 2023	<p>Revision of Section 2.5 Change equipment expiry date</p> <p>Deletion of Section 2.7 Request Refund</p> <p>Revision of Section 5 Reactivating a terminated equipment</p> <p>Revision of Section 6.6 Suspend Equipment</p> <p>Revision of Section 6.7 Terminate Equipment</p> <p>Revision of Section 9.1.1 Owner representative profile created</p>
1.9	27 June 2024	<p>Revision of 1.5 Migrating from OPTO to LEAP (email verification)</p> <p>Revision of 1.7 Owner Dashboard (email verification)</p> <p>Revision of Section 6.6 Suspend Equipment</p> <p>Revision of 7.1 Editing Equipment Details (warning message if equipment is ongoing inspection)</p>
1.10	14 November 2024	<p>Addition of Section 2.2.1 Paying the renewal fee of an equipment – E-Payment (Credit Card)</p> <p>Addition of Section 2.2.2 Paying the renewal fee of an equipment – E-Payment (PayNow)</p> <p>Addition of Section 2.2.3 Paying the renewal fee of an equipment – Bank Transfer</p> <p>Addition of Section 2.2.4 Paying the renewal fee of an equipment – GIRO</p> <p>Revision of 2.3 Paying the renewal fee of an equipment if GIRO deduction failed – Method 1</p> <p>Revision of Section 3.3 Making payment for new PTO application</p> <p>Revision of Section 4.1 Making Payment for Recommission PTO</p> <p>Revision of Section 6.2 Change Contractor</p> <p>Revision of Section 6.3 Changing SPE for selected equipment</p> <p>Revision of Section 6.4 Printing past receipts</p> <p>Revision of Section 6.6 Suspend equipment</p> <p>Revision of Section 6.7 Terminate Equipment</p> <p>Revision of Section 7.1 Edit equipment details</p>

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# 1 Introduction

The BCA Lifts and Escalators Application system (LEAP) was created to automate the process involved in the lifecycle of lifts and escalators, from inception to termination. The LEAP system would facilitate the involvement of all actors involved in the three main processes of creating, renewing and recommissioning the permit to operate for lifts as well as escalators that fall under BCA’s purview. It is required that every new escalator or lift obtain a permit before beginning operations. Users can log into the system via their Singpass for private owners of equipment or Corppass for corporate owners of equipment.

This user manual serves to assist you, the Owner in understanding the different functions of the BCA’s LEAP system.

## 1.1 Terminology Used

Term	Definition
LEAP	Lifts and Escalators Application Portal
PTO	Permit To Operate
SPE	Specialist Professional Engineer in the Specialized Branch of Lift and Escalator Engineering
LEI	Lift and Escalator Inspector
Major A/R works	Major alteration or replacement works carried out on any lift or escalator specified in the first column of Part 2 of the Second Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016



## 1.2 Statuses used in LEAP

### 1.2.1 Application Status

Status	Description
Pending SPE Inspection	During new PTO application, SPE selects owner and creates equipment, or During recommission PTO application, SPE initiated an application and SPE yet to submit inspection, or During renewal PTO application, Owner initiated an application and SPE yet to submit inspection
Pending Payment	During new/recommission PTO application, SPE signed and submitted inspection, or During renewal PTO application, Owner initiated renewal application and Owner yet to make payment
Pending PTO Officer Review	During new/recommissioning PTO application, payment was received and SPE has submitted inspection results. The application is currently under review by PTO officer.
Complete	During new/recommission PTO application, PTO Officer approved the application, or During renewal PTO application, Owner made payment and SPE has also submitted inspection
Rejected	During new/recommissioning PTO application, the application was rejected by PTO officer and the SPE has to initiate the application again.
Pending Amendment By SPE	During new/recommission PTO application, PTO Officer rejected the application and route back to SPE for amendments e.g., follow up on some clarifications, or missing documents for processing
Pending BCA Engineer Review	During new/recommission PTO application <sup>1</sup> , Owner made payment and SPE submitted inspection, or During renewal PTO application (shortlisted equipment), Owner made payment and SPE submitted inspection

<sup>1</sup> Temporarily not applied in LEAP

## 1.2.2 Equipment Status

Status	Description
Pending SPE Inspection	During new PTO application, SPE has selected owner and created equipment records
Accepted By Owner	During new PTO Application, after SPE submitted inspection for the new equipment, owner reviewed and accepted the equipment to be under his/her ownership.
Rejected By Owner	During new PTO Application, after SPE submitted inspection for the new equipment, owner reviewed and rejected the equipment to be under his/her ownership.
Pending Owner Acceptance	During new PTO application, SPE has submitted inspection results but owner has not accepted the ownership of the equipment
Active	After PTO Officer approves new/recommission PTO application
Active. To suspend from DD/MM/YYYY	PTO is valid but Owner suspends equipment in advance with effect from a future date
Suspended	When Owner suspends an equipment with effect from today
	PTO expired as the PTO Expiry Date is before today
Terminated	When Owner terminates an equipment

## 1.2.3 Inspection Status

Status	Description
Saved as Draft	SPE has saved the inspection as draft or has not submitted the inspection report with his digital signature
Pending BCA Review	SPE signs and submitted inspection for new/recommission PTO application, or SPE signs and submitted inspection for renewal PTO application (shortlisted equipment)
Approved	PTO Officer approved inspection for new/recommission PTO application, or SPE approved LEI's inspection (for renewal application only)
Rejected	During new/recommissioning PTO application, the application was rejected by PTO officer and the SPE has to initiate the application again.
Pending Amendment By SPE	During new/recommission PTO application, PTO Officer rejected the application and route back to SPE for amendments e.g., follow up on some clarifications, or missing documents for processing
Completed	SPE signs and submits inspection for renewal PTO application
Pending SPE Review	LEI submitted inspection for renewal PTO application
Pending Amendment By LEI	SPE routed back to LEI for renewal PTO application

## 1.2.4 Payment Status

Status	Description
Pending Payment	Payment has not been received.
Paid	Owner makes payment and selected E-Payment and paid via Stripe successfully, or Finance Officer updates the payment status to Paid after verifying payment received from Pay Later, or GIRO Deduction is successful
Pending Giro	Owner selected GIRO as payment method for Renewal PTO application
Refund Requested	Owner requested for refund, or Finance Officer mark payment for refund
Refunded	Finance Officer updated refund status as refunded
Pending Refund	Finance Officer updated refund status as pending refund
Failed	GIRO Deduction is unsuccessful

## 1.2.5 Refund Status

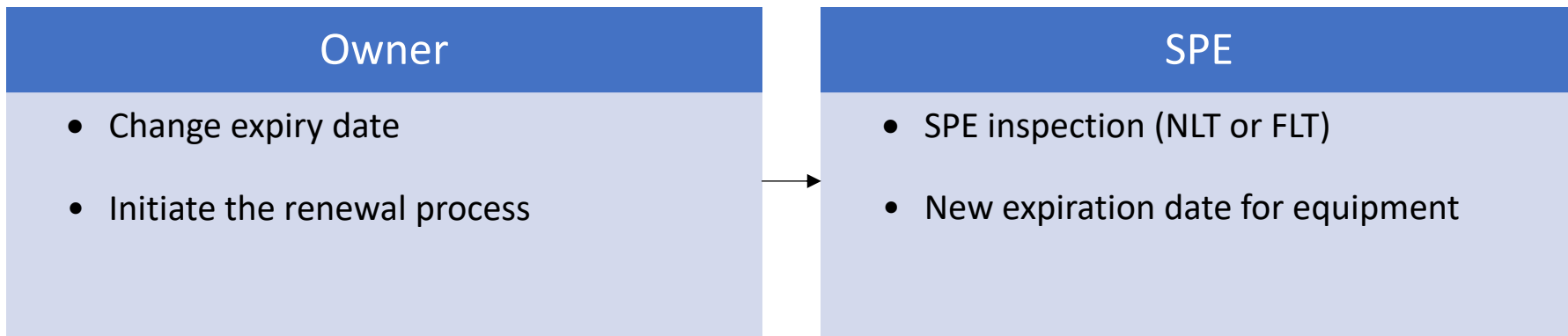
Status	Description
Pending Refund	Owner requested for refund, or Finance Officer marked payment for refund
Refunded	Finance Officer updated refund status as refunded
Rejected	Finance Officer updated refund status as rejected

## 1.3 Flow of Owners main functions

The three main functions of the LEAP system are for owners to renew PTO, create new PTOs as well as recommission a PTO. This section will be used to elaborate on the flow of these 3 main uses.

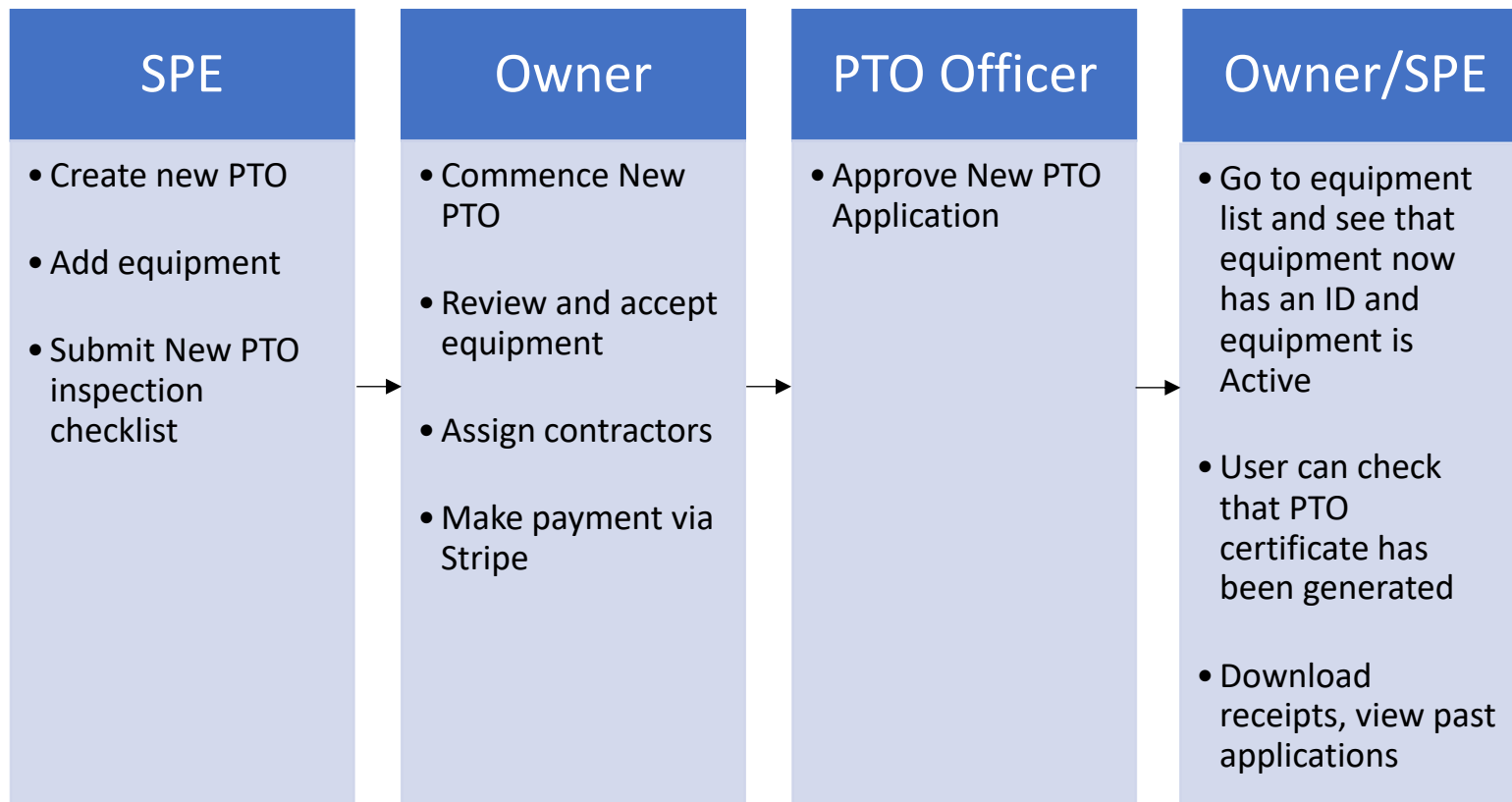
### 1.3.1 Owner flow: Renewal process

When renewing a PTO, Owners should first adjust the expiry date to be within the 3-month renewal window period. Owners can then initiate the renewal process which includes contractor and SPE selection as well as payment for the renewal. **The full renewal process is outlined in [Section 2](#)**. After which the SPE will receive an email alert to conduct the inspection whether it be the No Load Test or Full Load test. The new expiration date would be changed automatically once the process is completed.



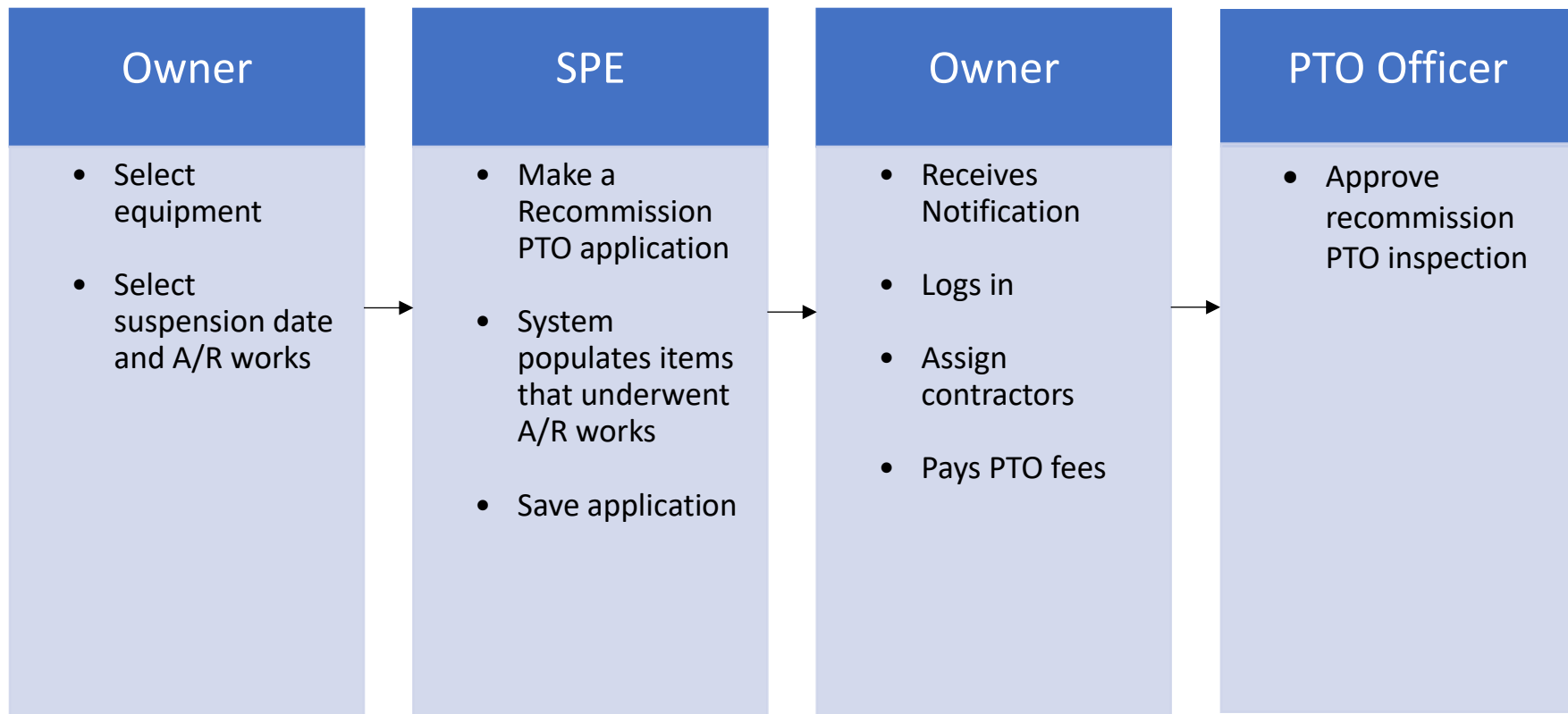
## 1.3.2 Owner flow: Create New PTO process

The process of creating a new PTO begins with the SPE. Once created, the SPE conducts the inspection. The Owner will then receive an email alert and can then commence the new PTO on their end, selecting the necessary contractors and SPE. The next step would be to proceed to make payment. **The full process for Owners is outlined in [Section 3](#).** Once approved by the PTO officer, Owners can then proceed to download the PTO certificate.



### 1.3.3 Owner flow: Recommission process

The process of recommission begins at the time the owner suspends the equipment. This process is outlined in [Section 4](#). After the period of suspension, the SPE has to initiate the recommission process. The Owner then receives an email notification indicating that the recommission process has been started and can then proceed to assign a contractor and pay fees for recommission.



# 1.4 Logging into the system

To login into the system, owners can begin by selecting the login mode that matches his profile. The owner will then upon successful entry be directed to the Singpass / Corppass web page. **Do note that if you are maintaining equipment for a corporate identity, please use the Log in with Corppass and not the individual homeowner login. If the wrong identity is selected, it would result in an error while trying to migrate equipment from OPTO to LEAP (Section 1.5). In a situation where this was done wrongly, please contact BCA for assistance.**

**Announcement**

The Lifts and Escalators Application ("LEAP") Portal replaces the Online Permit to Operate ("OPTO") system. All PTO application applications for lifts and escalators must be carried out through the LEAP Portal from 21 November 2022.

Please beware of malware stealing login credentials saved in internet browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

Please do not click on any links if you receive SMSes that appear to be from BCA. Please be assured that BCA will never ask or request for anyone personal details via SMS notifications and /

**Individual Login**

**Individual Home Owners**  
Log in with singpass

**SPE**  
Log in with singpass

**LEI**  
Log in with singpass

If you do not have a Singpass account or have forgotten your password, click here.

**Corporate Login**

**L&E Corporate Owner**  
Log in with corppass

**Contractors**  
Log in with corppass

If you are transacting on behalf of your company and you do not own a Corppass account, please contact your company's Corppass Admin to create the account, and assign the access to "BCA e-Services" as "MyBCA User" for you.

To find out who is the Corppass Admin or Sub-Admin of your entity, please Email support@corppass.gov.sg with the following information:

- Your entity's UEN / Foreign Registration Number
- Your name, title and contact no.

Corppass Support will notify your entity's Corppass Admin to contact you.

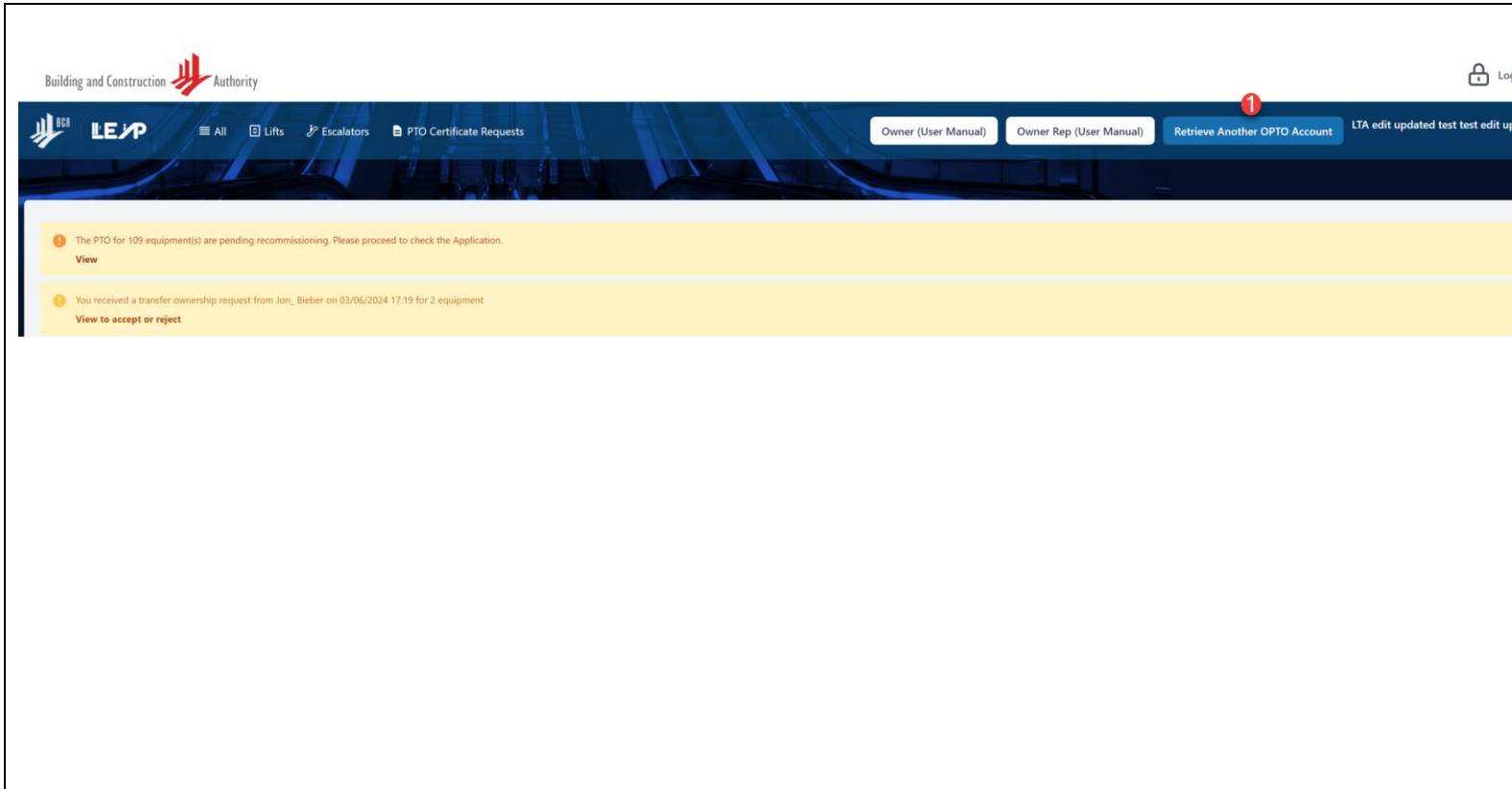
**QUICK LINKS**

LEAP BRIEFING SLIDES	LEAP WEBINAR	LEAP USER MANUAL	FAQ (.pdf 272KB, 20 Jan 2023)
Owner (.pdf 5.6MB, 4 Nov 2022)	Owner (.mp4 535.51MB, 31 Oct 2022)	Quick Guide (.pdf 2MB, 7 Jun 2023)	
Town Councils (.pdf 5.6MB, 17 Oct 2022)	Town Councils (.mp4 295.20MB, 14 Oct 2022)	Owner (.pdf 15.67MB, 8 Jun 2023)	
Contractors (.pdf 3.5MB, 28 Oct 2022)	Contractors (.mp4 195.19MB, 28 Oct 2022)	Contractors (.pdf 5.28MB, 8 Jun 2023)	
SPE (.pdf 5.3MB, 20 Oct 2022)	SPE (.mp4 249.49MB, 18 Oct 2022)	SPE (.pdf 12.75MB, 8 Jun 2023)	
		LEI (.pdf 11.27MB, 8 Jun 2023)	
		Owner Rep (.pdf 17.22MB, 8 Jun 2023)	

## 1.5 Migrating from OPTO to LEAP

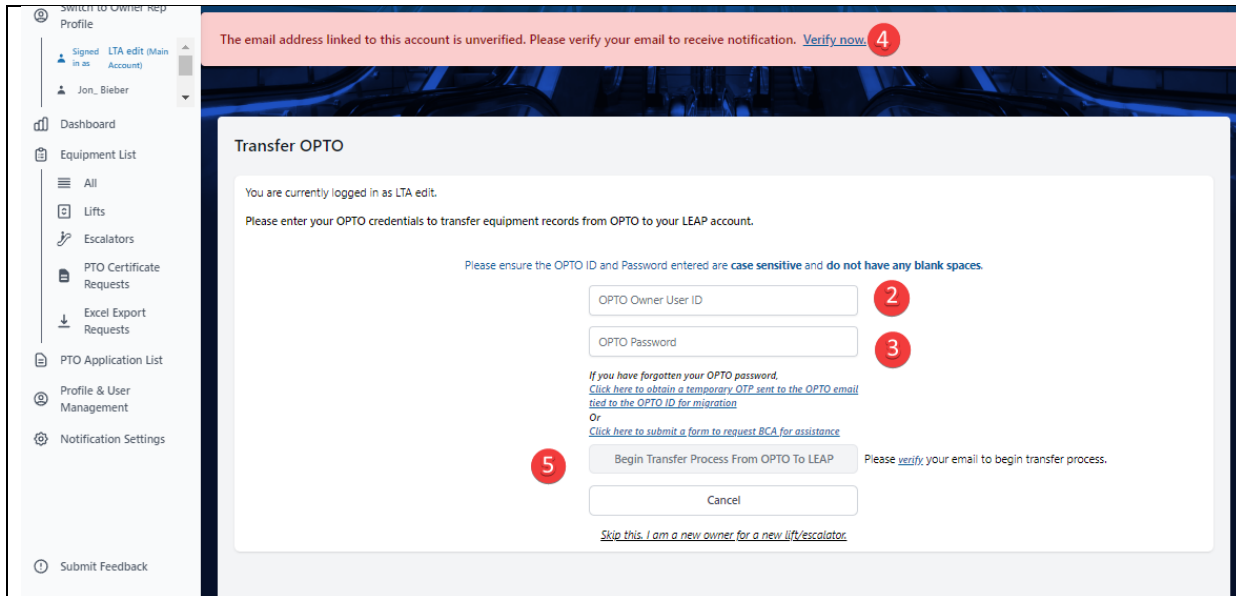
Important to note:

- If the OPTO ID is valid and the password entered is correct, Owner will see a successful message:
  - **OPTO account match found. Transfer of equipment completed.**
- If the OPTO ID is valid and the password entered is incorrect, Owner will see the error message:
  - **Transfer failed. The password you have entered is incorrect.**
- If the OPTO ID is valid, password entered is correct, but the OPTO ID has been migrated, Owner will see the error message:
  - **The system detected that this OPTO username has been migrated.**
- If the OPTO ID is invalid, Owner will see the error message:
  - **Transfer failed. No OPTO account with matching username.**



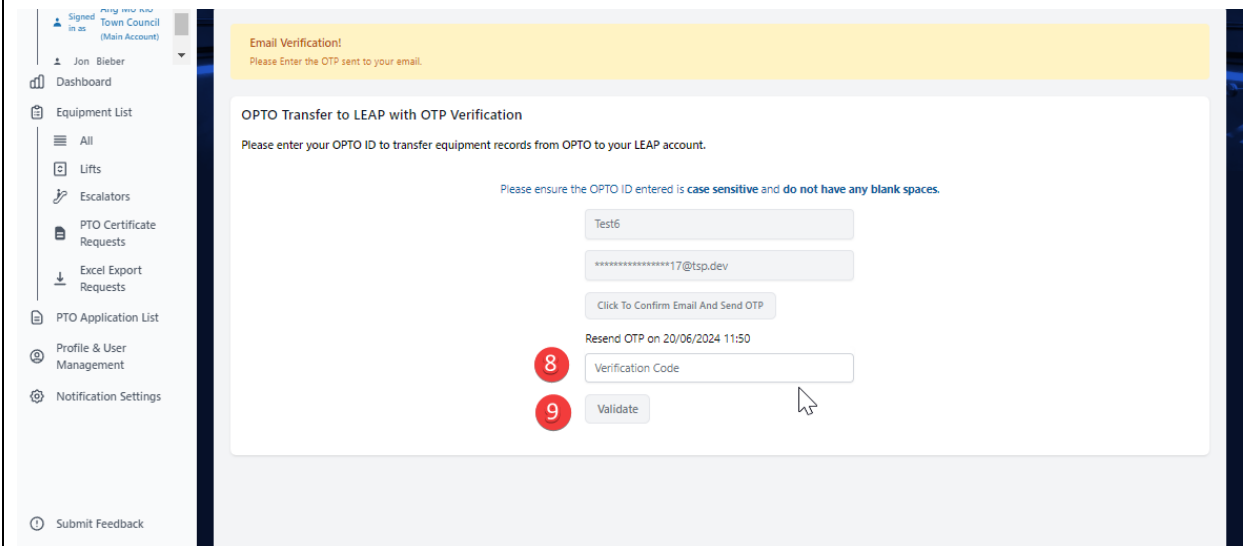
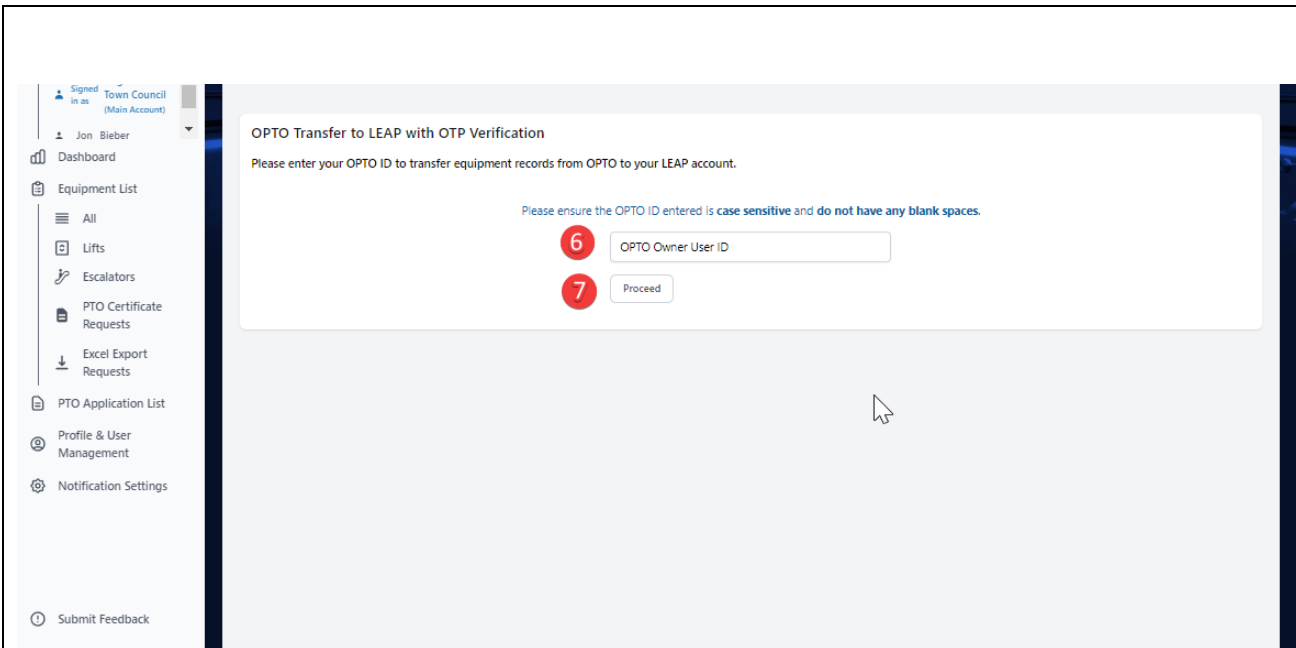
The screenshot shows the LEAP user interface. At the top, there is a navigation bar with the Building and Construction Authority logo and the LEAP logo. The navigation bar includes a menu icon, 'All', 'Lifts', 'Escalators', and 'PTO Certificate Requests'. On the right side of the navigation bar, there are buttons for 'Owner (User Manual)', 'Owner Rep (User Manual)', and 'Retrieve Another OPTO Account'. The 'Retrieve Another OPTO Account' button is highlighted with a red circle and the number 1. Below the navigation bar, there is a main content area with two yellow notification boxes. The first notification box contains the text: 'The PTO for 109 equipment(s) are pending recommissioning. Please proceed to check the Application. View'. The second notification box contains the text: 'You received a transfer ownership request from Jon, Bieber on 03/06/2024 17:19 for 2 equipment. View to accept or reject'. On the right side of the screenshot, there is a text box with the instruction: '1. Click Retrieve Another OPTO Account'.





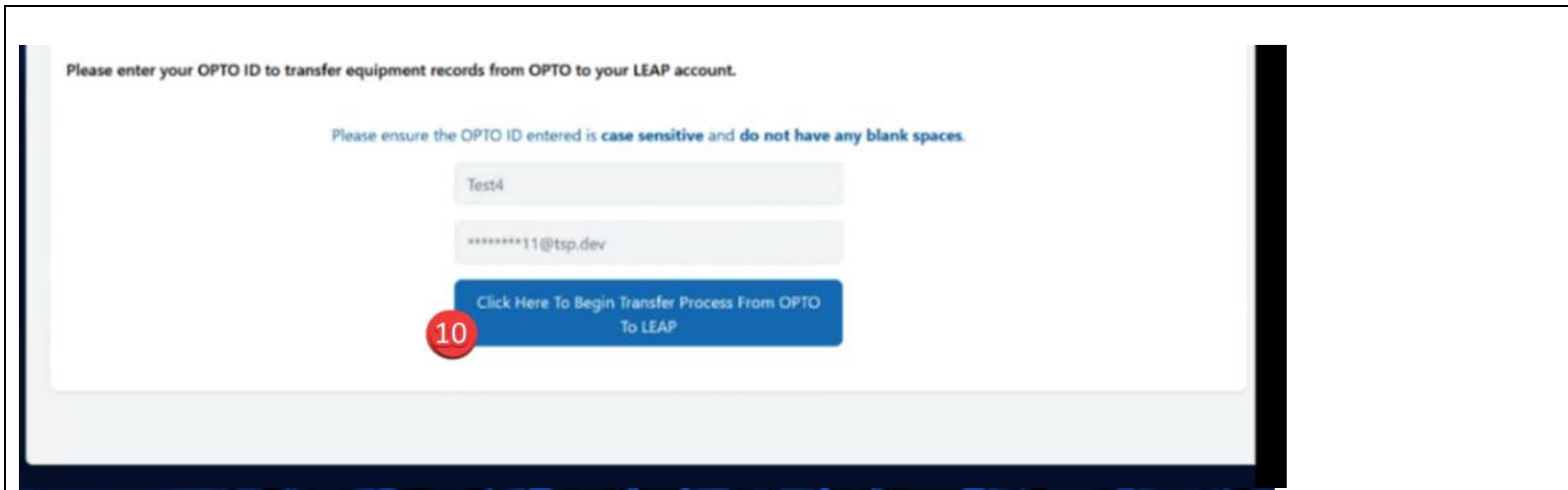
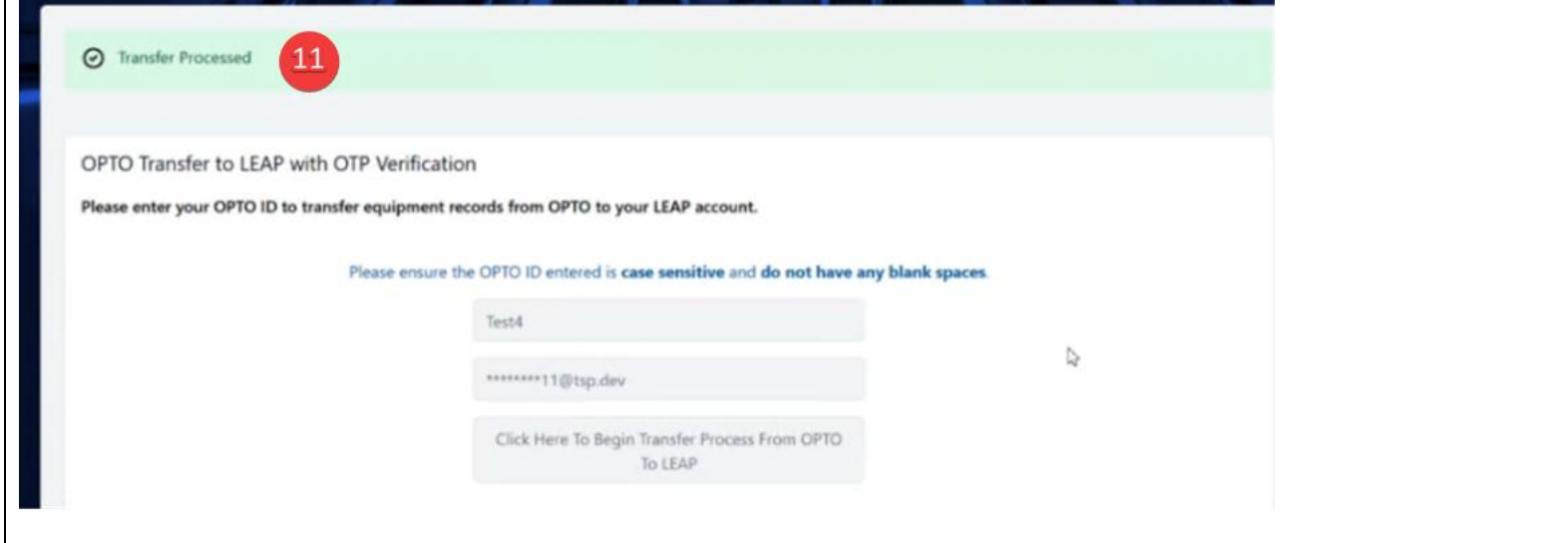
2. Key in OPTO Owner User ID
3. Key in OPTO Owner password
4. You must verify the email address using OTP before transferring equipment
5. After email is verified, Select "Begin Transfer Process from OPTO to LEAP"

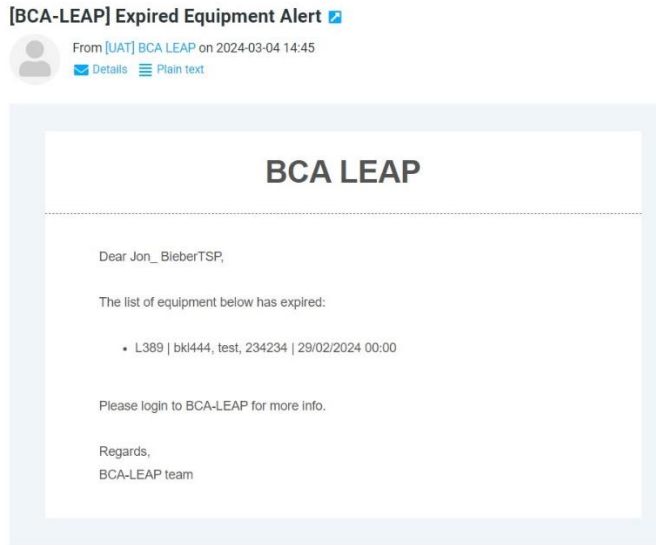
Owners may select skip this, I am a new owner for a new lift/escalator if they have no equipment to migrate.



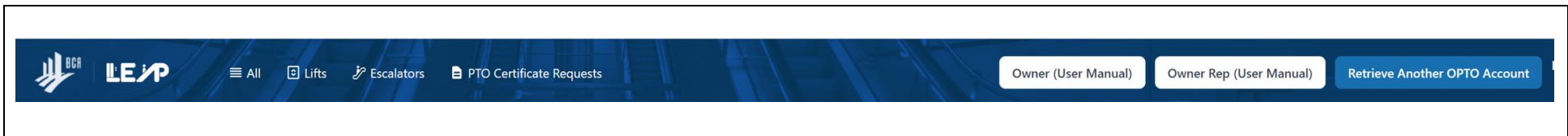
6. Enter your OPTO ID and ensure that it is case sensitive and do not have any blank spaces
7. Click “Proceed” button
8. Enter verification code that is sent to your e-mail
9. Click “Validate”.

Once OTP is validated, the button which allows user to transfer data from OPTO to LEAP will be shown.

 <p>Please enter your OPTO ID to transfer equipment records from OPTO to your LEAP account.</p> <p>Please ensure the OPTO ID entered is <b>case sensitive</b> and <b>do not have any blank spaces</b>.</p> <p>Test4</p> <p>*****11@tsp.dev</p> <p>Click Here To Begin Transfer Process From OPTO To LEAP</p>	<p>10. Click button to begin transfer process from OPTO to LEAP</p>
 <p>Transfer Processed 11</p> <p>OPTO Transfer to LEAP with OTP Verification</p> <p>Please enter your OPTO ID to transfer equipment records from OPTO to your LEAP account.</p> <p>Please ensure the OPTO ID entered is <b>case sensitive</b> and <b>do not have any blank spaces</b>.</p> <p>Test4</p> <p>*****11@tsp.dev</p> <p>Click Here To Begin Transfer Process From OPTO To LEAP</p>	<p>11. An alert will show that transfer has been processed</p>

	<p>12. If OPTO is migrated is successfully, expired equipment alert notification email will be sent to owner's email</p>
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In situations where Owners do not see the equipment after migration, Owners can attempt to re-do the migration. Such situations may arise due to errors during the migration process. **This process should also be done when there are multiple accounts to be migrated over.**



## 1.6 Owner Registration

Owner registration is a crucial step. Information here would be pre-populated according to Singpass or Corppass details. For Home Owner, personal details include Owner Name and NRIC, which is pre-populated.

The screenshot shows the 'Owner Registration' form with the following sections and fields:

- Personal Details (1):** Owner Name \* (New User), Owner NRIC (S1114F).
- Address Details (2):** Block/House Number (12), Street Name \*, Floor Number (12), Unit Number (12), Building/Estate Name, Postal Code (121212).
- Contact Details (3):** Email \* (theneuser@email.com), Phone \* (65 2234455).
- Declaration (4):** A checkbox with the text 'I have reviewed the information provided and declare that it is true and accurate.'
- Buttons (5):** 'Cancel' and 'Register' buttons.

An 'Email Verification!' banner is visible below the email field, stating: 'Please click on "Send OTP" to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.'

Note that on the users screen that the Owner's details would be pre-populated based on users Singpass or Corppass details

1. Select the owner type in personal details.
2. Fill in address details.
3. Fill in email and contact details.
4. Select the declaration
5. Select Register

**Note:** Owner must verify the email address using OTP during registration in LEAP

For Corporate Owner, personal details include Registration No./UEN, Company Name and Owner Name.

**Owner Registration**

**Personal Details**

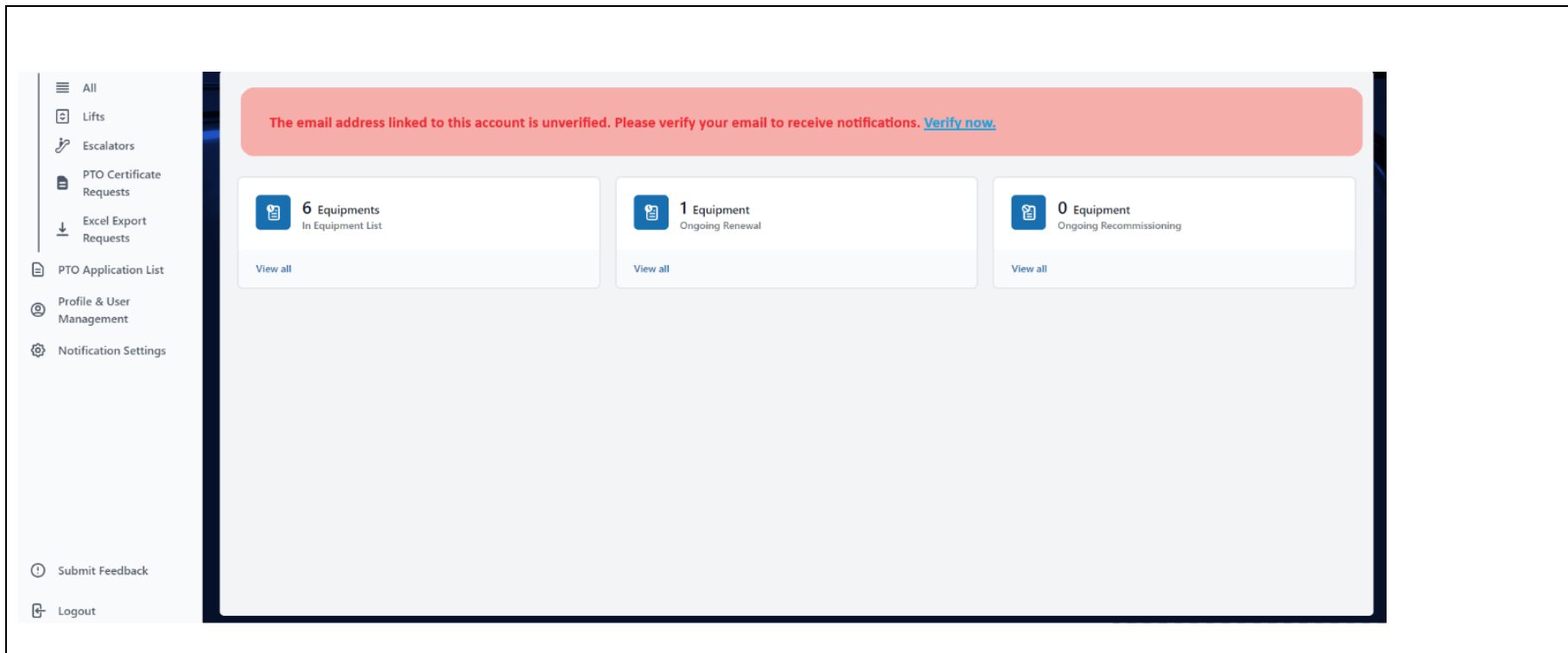
Registration No. / UEN	<input type="text" value="82034923X"/>
Company Name	<input type="text"/>
Owner Name	<input type="text"/>

## 1.7 The Dashboard

Here is the dashboard for the LEAP system, alerts from activities will pop up here. On the dashboard, alerts that require immediate action by the Owner would pop up here. Examples of alerts include new equipment getting assigned to the Owner, equipment that is pending recommissioning thus requiring action and information on equipment that is expiring. The smart filter here also further assists Owners in quickly navigating to the required action. To navigate to other pages, place your mouse hovered on the left side bar and it will be expanded.

The screenshot displays the LEAP system dashboard. At the top, there is a navigation bar with the Building and Construction Authority logo and the LEAP logo. The main content area features a left sidebar with navigation options: Dashboard, Equipment List, All, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area shows two alerts: 'The PTO for 109 equipment(s) are pending recommissioning. Please proceed to check the Application.' and 'You received a transfer ownership request from Jon, Bieber on 03/06/2024 17:19 for 2 equipment.' Below the alerts, there are three summary cards: '1113 Equipments In Equipment List', '3 Equipment Ongoing Renewal', and '109 Equipment Ongoing Recommissioning'. Each card has a 'View all' link.

For accounts that have already migrated from OPTO to LEAP but still have unverified email, a banner message will be displayed on the dashboard.



## 1.8 Equipment list

The equipment list involves the main activities of LEAP, whereby most of the required actions happen here. It gives a clear view of all the equipment that belongs to the owner and can be easily filtered according to requirements.



### Equipment List

[Claim Equipment Ownership](#)
[Export All Records To Excel](#)

**412** Equipment  
PTO Expiring in 3 months

**0** Equipment  
Full Load Test window open

**0** Equipment  
No contractor for less than 1 month

**1** Equipment  
No contractor for more than 1 month

**7** New Equipment  
Ongoing New PTO application

**3** Equipment  
Ongoing Recommissioning

**10** Equipment  
Suspension Request

**1484** Applications  
Assigned to me

[Renew PTO](#)

[Pay Renewal Fee](#)

[Print PTO Cert](#)

[Other Actions](#) ▼

[Export Selected Records To Excel](#)

1461 / 1484 equipment(s)
0 item(s) selected

[Display/Hide Columns](#)

[Group By Column](#)

[Clear All Column Filters](#)

	EQUIPMENT ID ▲	EQUIPMENT NO ▲	ADDRESS ▲	BLK ▲	STREET NAME ▲	POSTAL CODE ▲	BUILDING NAME ▲	ACTION
<input type="checkbox"/>								
<input type="checkbox"/>	EN-10079-606886	N/A	180, Kitchener Rd, 03 - 02, 780835	180	Kitchener Rd	780835	N/A	<a href="#">View</a> <span>...</span>
<input type="checkbox"/>	EN-27925-420224	N/A	7, Kallang, Indoor Stadium, 123456	7	Kallang	123456	Indoor Stadium	<a href="#">View</a> <span>...</span>

## 1.9 Smart filter View

Smart filter view is a quick and convenient way to view the desired equipment in the context required. Selecting a filter would change the equipment(s) being shown in the equipment list.

The screenshot displays the 'Equipment List' interface. At the top right, there are buttons for 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight smart filter cards, each with an icon and a title:
 

- 412 Equipment: PTO Expiring in 3 months
- 0 Equipment: Full Load Test window open
- 0 Equipment: No contractor for less than 1 month
- 1 Equipment: No contractor for more than 1 month
- 7 New Equipment: Ongoing New PTO application
- 3 Equipment: Ongoing Recommissioning
- 10 Equipment: Suspension Request
- 1484 Applications: Assigned to me

 A red box highlights these filter cards. Below the filters are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A status bar shows '1461 / 1484 equipment(s) 0 item(s) selected' and controls for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is on the right. At the bottom, a table header is visible with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION. Each column has a dropdown arrow and a search input field.

## 1.9.1 View equipment expiring in 3 months

Select PTO expiring in 3 months smart filter.

**Equipment List**

[Claim Equipment Ownership](#) [Export All Records To Excel](#)

<b>412 Equipment</b> PTO Expiring in 3 months	<b>0 Equipment</b> Full Load Test window open	<b>0 Equipment</b> No contractor for less than 1 month	<b>1 Equipment</b> No contractor for more than 1 month
<b>7 New Equipment</b> Ongoing New PTO application	<b>3 Equipment</b> Ongoing Recommissioning	<b>10 Equipment</b> Suspension Request	<b>1484 Applications</b> Assigned to me

[Renew PTO](#) [Pay Renewal Fee](#) [Print PTO Cert](#) [Other Actions](#) [Export Selected Records To Excel](#)

## 1.9.2 View equipment with full load test window open

Select Full Load Test Window Open smart filter. Do note that full load tests have to be carried out within 4 months of the expiry date.

**Equipment List**

[Claim Equipment Ownership](#) [Export All Records To Excel](#)

- 412 Equipment  
PTO Expiring in 3 months
- 0 Equipment**  
Full Load Test window open
- 0 Equipment  
No contractor for less than 1 month
- 1+ months 1 Equipment  
No contractor for more than 1 month
- 7 New Equipment  
Ongoing New PTO application
- 3 Equipment  
Ongoing Recommissioning
- 10 Equipment  
Suspension Request
- 1484 Applications  
Assigned to me

[Renew PTO](#) [Pay Renewal Fee](#) [Print PTO Cert](#) [Other Actions](#) [Export Selected Records To Excel](#)

### 1.9.3 View equipment with no contractor for less than 1 month

Select No contractor for less than 1 month smart filter.

**Equipment List**

[Claim Equipment Ownership](#) [Export All Records To Excel](#)

<b>412 Equipment</b> PTO Expiring in 3 months	<b>0 Equipment</b> Full Load Test window open	<b>0 Equipment</b> No contractor for less than 1 month	<b>1 Equipment</b> No contractor for more than 1 month
<b>7 New Equipment</b> Ongoing New PTO application	<b>3 Equipment</b> Ongoing Recommissioning	<b>10 Equipment</b> Suspension Request	<b>1484 Applications</b> Assigned to me

[Renew PTO](#) [Pay Renewal Fee](#) [Print PTO Cert](#) [Other Actions](#) [Export Selected Records To Excel](#)

## 1.9.4 View equipment with no contractor for more than 1 month

Select No contractor from more than 1 month smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight summary cards arranged in a 2x4 grid:

- 412 Equipment: PTO Expiring in 3 months
- 0 Equipment: Full Load Test window open
- 0 Equipment: No contractor for less than 1 month
- 1 Equipment: No contractor for more than 1 month** (highlighted with a red border)
- 7 New Equipment: Ongoing New PTO application
- 3 Equipment: Ongoing Recommissioning
- 10 Equipment: Suspension Request
- 1484 Applications: Assigned to me

At the bottom of the dashboard, there are five action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

## 1.9.5 View equipment with ongoing new PTO application

Select Ongoing New PTO application smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight filter cards arranged in two rows. The first row contains: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '1 Equipment No contractor for more than 1 month'. The second row contains: '7 New Equipment Ongoing New PTO application' (highlighted with a red border), '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom of the dashboard, there are five action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

## 1.9.6 View equipment with ongoing recommissioning

Select Ongoing Recommissioning smart filter.

The screenshot shows the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight filter cards arranged in two rows. The first row contains: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '1 Equipment No contractor for more than 1 month'. The second row contains: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning' (highlighted with a red border), '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.



## 1.9.7 View equipment with suspension request

Select Suspension Request smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight filter cards arranged in two rows. The first row contains: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '1 Equipment No contractor for more than 1 month'. The second row contains: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request' (highlighted with a red border), and '1484 Applications Assigned to me'. At the bottom of the dashboard, there are five action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

## 1.9.8 View all equipment assigned

Select Assigned to me smart filter.

The screenshot shows the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight filter cards arranged in two rows. The first row contains: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '1 Equipment No contractor for more than 1 month'. The second row contains: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. The '1484 Applications Assigned to me' card is highlighted with a red border. At the bottom, there are five action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'.

Filter Category	Count	Description
PTO Expiring in 3 months	412	Equipment
Full Load Test window open	0	Equipment
No contractor for less than 1 month	0	Equipment
No contractor for more than 1 month	1	Equipment
Ongoing New PTO application	7	New Equipment
Ongoing Recommissioning	3	Equipment
Suspension Request	10	Equipment
Assigned to me	1484	Applications

Owners can check the equipment that has been transferred by selecting the smart filter that indicates applications assigned to me.

## 1.10 Unable to find equipment after migration

Due to the page limit, users can select the number of rows being displayed at one time. **By default, the number of equipment being shown is 10 records.** You may see up to 500 rows per page at any one time. This is to facilitate the speed in the loading of the equipment. If Owner is unable to find a particular equipment, the owner can use the following methods.

Method 1 – Search via the columns filter

The screenshot displays the 'Equipment List' interface. At the top right, there are buttons for 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight summary cards:

- 6 Equipment: PTO Expiring in 3 months
- 0 Equipment: Full Load Test window open
- 0 Equipment: No contractor for less than 1 month
- 0 Equipment: No contractor for more than 1 month
- 125 New Equipment: Ongoing New PTO application
- 28 Equipment: Ongoing Recommissioning
- 634 Equipment: Suspension Request
- 809 Applications: Assigned to me

Below the cards are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A status bar shows '679 / 809 equipment(s) 0 item(s) selected'. There are also buttons for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is located on the right.

The table below has the following columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION. Each of these columns has a search input field below it, which is highlighted with a red box in the image.

Method 2 – Search via the global search button. Refer to [Section 6.5](#)

## 2 Renew PTO equipment

The steps below outline the way in which the Owner can renew a PTO. This is required when the equipment is about to reach its expiry and the Owner wishes to keep it in operation. Do note that at the point of renewal the equipment must fulfil two conditions. It should be expiring in 3 months as well as be currently active. The main function of this process would be to make payment for the renewal. Using the system, multiple equipment may be selected to be renewed at the same time.

Payment options would include E-Payment methods such as Credit Cards and PayNow via Stripe, Internet Bank Transfer or Continue with GIRO. Do note that GIRO deductions are carried out in the following month. Please note the following:

1. GIRO option will not be enabled if the equipment to be renewed is within expiry month. For example, if the equipment is expiring on 31 Jul 2022, if owner wants to renew it and pay by GIRO, owner is unable to do so in Jul 2022, but able to pay by GIRO for 31 May 2022 and 30 Jun 2022.
2. GIRO option will not be enabled if there is at least 1 equipment with PTO expiry date as current month selected for renewal.
3. GIRO option will not be made available for New and Recommission PTO applications.
4. GIRO option will be enabled if the GIRO Registration has been successful. Please refer to [Section 2.1 GIRO application](#).

**Equipment List** Claim Equipment Ownership Export All Records To Excel

**6 Equipment**  
PTO Expiring in 3 months

**1**

**0 Equipment**  
Full Load Test window open

**0 Equipment**  
No contractor for less than 1 month

**0 Equipment**  
No contractor for more than 1 month

**125 New Equipment**  
Ongoing New PTO application

**27 Equipment**  
Ongoing Recommissioning

**633 Equipment**  
Suspension Request

**811 Applications**  
Assigned to me

Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

**3**

Any equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated

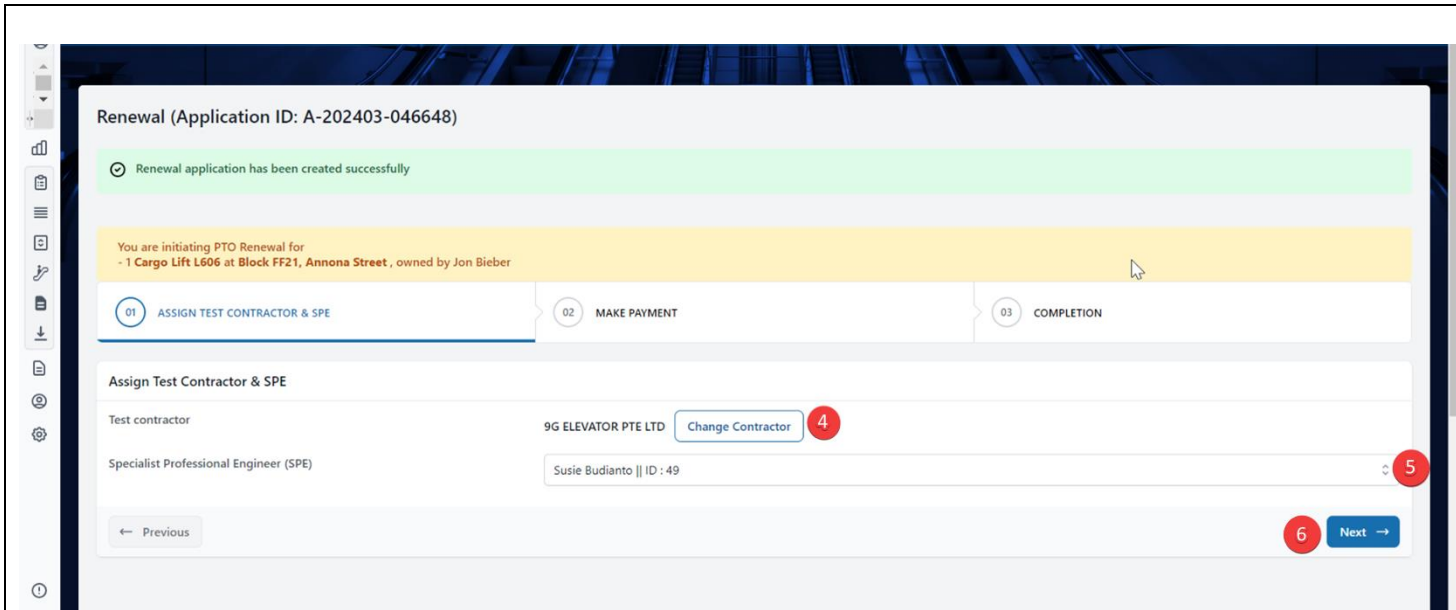
item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
<input checked="" type="checkbox"/>	L4	pl pto	21	04 Rochor Centre1 Rochor Road,aa, hor Centre1 Rochor Road, #02-604 Rochor Centre, 12-32, 212123	212123	hor Centre1 Rochor Road, #02-604 Rochor Ce	View ...

**2**

1. Select the filter PTO expiring in 3 months
2. Select the equipments that requires renewal
3. Select renew PTO

**Note:**  
When renewing a PTO, the equipment has to be within the renewal window period and has to have an active status. Lifts and escalators are unable to be combined in 1 application.



4. Owner can change test contractor.
5. Change assigned SPE. (The drop down box will be pre-filled with the previous SPE assigned to the equipment).
6. Select Next.

## 7. Proceed to payment

**Renewal (Application ID: A-202403-046648)**

You are initiating PTO Renewal for  
- 1 Cargo Lift L606 at Block FF21, Annona Street, owned by Jon Bieber

01 ASSIGN TEST CONTRACTOR & SPE

02 MAKE PAYMENT

03 COMPLETION

Print To PDF
Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
L606	Cargo Lift	Block FF21, Annona Street	20

Showing 1 to 1 of 1 results Rows per page 10 First < 1 > Last

---

**Total Amount** **\$ 20**

**Escalator**

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

**Lift**

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

**MCPS**

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

← Previous
Cancel

7
 Proceed To Payment →

Renewal (Application ID: A-202410-049666)

Renewal application has been created successfully

You are initiating PTO Renewal for  
- 1 Cargo Lift L784 at 23 User Manual Road, owned by -> </img> </img> LTA

01 ASSIGN TEST CONTRACTOR & SPE      02 MAKE PAYMENT      03 COMPLETION

Print To PDF      Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L784	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results      Rows per page 10      First < 1 > Last

Total Amount \$ 20

<b>Escalator</b> <ul style="list-style-type: none"> <li>\$20/Escalator for 1st 10 Escalator(s)</li> <li>\$10/Escalator for subsequent Escalator(s)</li> </ul>	<b>Lift</b> <ul style="list-style-type: none"> <li>\$20/Lift for 1st 10 Lift(s)</li> <li>\$10/Lift for subsequent Lift(s)</li> </ul>	<b>MCPS</b> <ul style="list-style-type: none"> <li>\$20/MCPS for 1st 10 MCPS(s)</li> <li>\$10/MCPS for subsequent MCPS(s)</li> </ul>
--	---	---

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

GIRO deduction for the following month will not be deducted if you choose to pay using other modes  
GIRO deduction will be completed between 1-10<sup>th</sup> of the month  
The GIRO payment will not be enabled if you have equipment that are expiring within the same month.

**Payment Options 8**

E-Payment (Credit Card/PayNow)  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

Continue with GIRO  
GIRO payment is **locked** if today falls under the same PTO expiry **month** or if today is a past date

← Previous      Cancel      Confirm → 9

8. Select mode of payment

9. Confirm

Payment can be made via:

A) E-Payment (Credit Card/PayNow),

B) Bank Transfer

C) GIRO

Payment methods are covered in [Section 2.2](#)

**Note:**

GIRO option will be shown if the GIRO account has been registered and you have opted in for GIRO in Profile Page.

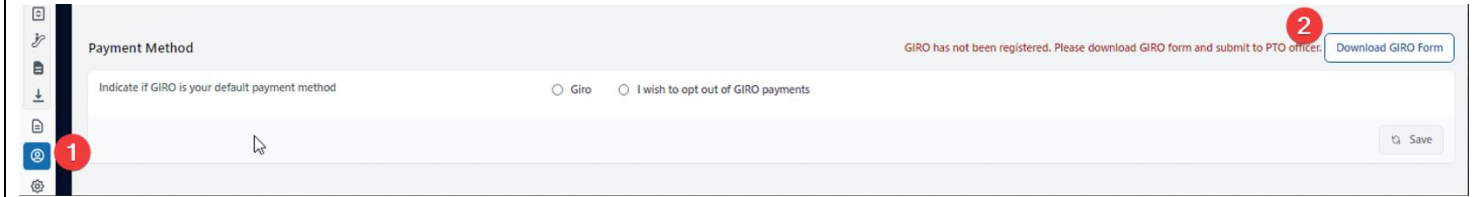
Refer to [Section 2.1](#) and [Section 11.3](#).

Additionally, today's date should not be the PTO expiry month.



## 2.1 GIRO application

The process of setting up GIRO would be as follows:

	<ol style="list-style-type: none"><li>1. Select Profile &amp; User Management</li><li>2. Under payment method select “Download GIRO Form” and fill up</li><li>3. You will be required to mail the original GIRO hardcopy form as it needs to be verified by the bank.</li></ol> <p>You can mail the hardcopy form to this address:</p> <p>Building and Construction Authority 52 Jurong Gateway Road #11-01 Singapore 608550 Attention to: Finance department</p>
--	---

<p><b>Payment Method</b> <span style="float: right;">Download GIRO Form</span></p> <p>Indicate if GIRO is your default payment method <input checked="" type="radio"/> Giro <input type="radio"/> I wish to opt out of GIRO payments</p> <p><b>GIRO Details</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px 6px;">4</span></p> <table><tr><td>Bank Account Name</td><td>HSBC</td></tr><tr><td>Bank Account No</td><td>****3133</td></tr><tr><td>DDA Number</td><td>12345643333</td></tr></table> <p><b>Latest Payment</b></p> <table><tr><td>Payment Reference No</td><td>PR-202304-007714</td></tr><tr><td>Payment Amount</td><td>\$ 4230</td></tr><tr><td>Payment Status</td><td>Paid</td></tr></table> <p style="text-align: right;">Save</p>	Bank Account Name	HSBC	Bank Account No	****3133	DDA Number	12345643333	Payment Reference No	PR-202304-007714	Payment Amount	\$ 4230	Payment Status	Paid	<p><b>4.</b> After BCA has registered a GIRO account for you, your GIRO details will be reflected on this page.</p>
Bank Account Name	HSBC												
Bank Account No	****3133												
DDA Number	12345643333												
Payment Reference No	PR-202304-007714												
Payment Amount	\$ 4230												
Payment Status	Paid												

## 2.2 Paying the renewal fee of an equipment

A second method in which to pay the renewal fee of an equipment or for equipment that renew requests have already been initiated but is pending payment, the process would be as follows. Do note that the selected equipment must be currently active as well as be expiring in 3 months. As Renewal of PTO is not a linear process, the user can pay renewal fee after he has initiated renewal before. Using the system, multiple equipment may be selected to be renewed at the same time. Payment options would include E-Payment methods such as Credit Cards and PayNow via Stripe, Internet Bank Transfer or Continue with GIRO. Do note that GIRO payment will not be enabled if the equipment to be renewed expires within the month.

The screenshot shows the 'Equipment List' dashboard. A sidebar on the left contains navigation icons, with a red circle '1' next to the 'Equipment List' icon. The main area features several summary cards: '413 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '1 Equipment No contractor for more than 1 month', '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. Below these cards are action buttons: 'Renew PTO', 'Pay Renewal Fee' (highlighted with a red circle '3' and a tooltip that reads 'Any pending payment equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated'), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filter options are also visible. At the bottom, a table lists equipment details. A red circle '2' is placed next to the first row of the table, which is highlighted in blue. The table columns include: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and APPLIC/ ACTION.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLIC/ ACTION
<input checked="" type="checkbox"/>	L287	234, Simei Street, 528833	3	Simei Street	528833	N/A	a month 31/05/2023	31/03/2028	Pending SPE Inspection	Renew View ...
<input type="checkbox"/>	L229	CL02, Simei Street	N/A	Simei Street	N/A	N/A	31/03/2024	21/02/2028	Complete	New F View ...

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list that requires the renewal fee
3. Select pay renewal fee

This moves you to the next screen

**Note:**

If you do not have an ongoing renewal application and PTO expiry date is 3 months from today, please click "Renew PTO" instead.

### Renewal

You are initiating PTO Renewal for  
- 1 Car Lift L8 at AMK 01, owned by Kirk Leuschky

01 ASSIGN TEST CONTRACTOR & SPE    02 MAKE PAYMENT    03 COMPLETION

#### Assign Test Contractor & SPE

Test contractor: BNF ENGINEERING (S) PTE LTD Change Contractor

Specialist Professional Engineer (SPE): Betty Blick || ID : 14 4

← Previous 5 Next →

4. Select SPE

5. Select Next

**Note:**  
Existing Test Contractor and SPE will be populated by default. If there are changes, please click on “Change Contractor” button or select on the SPE’s dropdown list respectively. For the former, refer to [Section 6.2](#).

Should you need to Change SPE in the future not specific to renewal, please refer to [Section 6.3](#)

<
**Renewal**
🖱️

You are initiating PTO Renewal for  
- 1 Car Lift L141 at blk849300 test street, owned by kirk4

✔  
 ASSIGN TEST CONTRACTOR & SPE

02 MAKE PAYMENT

03 COMPLETION

**Make Payment**

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
L141	Car Lift	blk849300, test street	20

---

**Total Amount** **\$ 20**

**Escalator**

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

**Lift**

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

**MCPS**

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

← Previous
Cancel

6 Proceed To Payment →

6. Proceed to payment

Total Amount
\$ 20

**Escalator**

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

**Lift**

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

**MCPS**

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

**Payment Options**

**E-Payment**  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

**Pay Later**

← Previous
Confirm →

7. Select the type of payment.
  - a. For Credit Card, please refer to [Section 2.2.1](#)
  - b. For Paynow, please refer to [Section 2.2.2](#)
  - c. For Internet Bank Transfer, please refer to [Section 2.2.3](#)
  - d. For GIRO, please refer to [Section 2.2.4](#).

8. Confirm

**Note:**


GIRO payment cannot be chosen during the month of expiry, as the deductions will be made the following month.

GIRO option will be made available if Finance Officer has registered GIRO account for you. To verify this, refer to [Section 10.1](#).

## 2.2.1 Paying the renewal fee of an equipment – E-Payment (Credit Card)

← Building and Construction Authority TEST MODE



, CargoLift  
**SGD 20.00**

Pay with  link





Or pay another way


Email abc@test.com

Payment method

 Card **1**  PayNow

Card information

1234 1234 1234 1234    

MM / YY CVC 


Cardholder name


Full name on card

Country or region


Singapore

Securely save my information for 1-click checkout  
Enter your phone number to create a Link account and pay faster on Building and Construction Authority and everywhere Link is accepted.

 8123 4567 Optional

 link

**3** Pay

Powered by  Terms Privacy

After clicking the Confirm button from LEAP, you will be redirected to Stripe page where you will need to input your card detail.

1. Choose Card payment
2. Fill up card details
3. Press “Pay”

You will be redirected to LEAP page after payment is successful.

Resume PTO Application

✔ Your payment was successful. We will process your application and notify you of the outcome

4

REVIEW    ASSIGN CONTRACTORS    MAKE PAYMENT    04 COMPLETION

Completion

Transaction ID: A-202410-049663

Display/Hide Columns    Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results    Rows per page: 10    First < 1 > Last

Total: \$20

Close    Print Receipt

4. A success message will appear indicating that process is completed.



## 2.2.2 Paying the renewal fee of an equipment – E-payment (PayNow)

← Building and Construction Authority **TEST MODE**

, CargoLift  
**SGD 20.00**

**Pay with link**

Or pay another way

Email hasani+ndid444so67@tsp.dev

Payment method

Card **1** PayNow

**PAYNOW**  
PayNow is supported by bank apps and payment apps such as DBS, POSB, OCBC, UOB and GrabPay

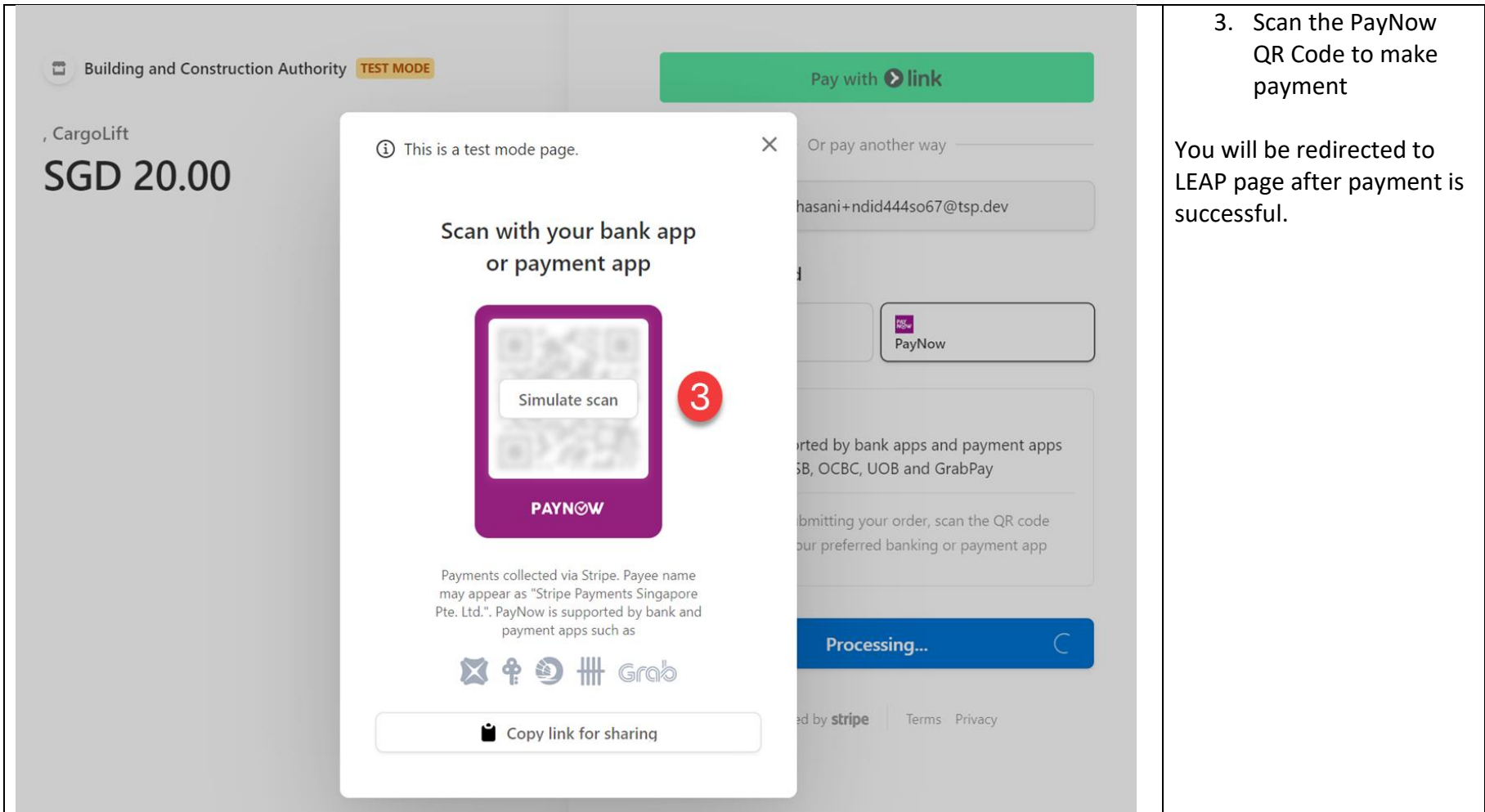
After submitting your order, scan the QR code using your preferred banking or payment app

**2** Pay

Powered by **stripe** | Terms Privacy

After clicking the Confirm button from LEAP, you will be redirected to Stripe page. Upon selecting PayNow, you will need to scan the QR code to make payment.

1. Choose PayNow payment
2. Press "Pay"



The screenshot shows the LEAP payment interface. At the top left, it says "Building and Construction Authority TEST MODE". The main heading is "CargoLift" with a price of "SGD 20.00". A green button "Pay with link" is visible. A modal window is overlaid on the screen, titled "Scan with your bank app or payment app". It features a QR code with a "Simulate scan" button and a red circle with the number "3" next to it. Below the QR code, it states: "Payments collected via Stripe. Payee name may appear as 'Stripe Payments Singapore Pte. Ltd.'. PayNow is supported by bank and payment apps such as" followed by icons for various banks and the Grab logo. At the bottom of the modal is a "Copy link for sharing" button. In the background, a "Processing..." button is visible.

3. Scan the PayNow QR Code to make payment

You will be redirected to LEAP page after payment is successful.

Renewal (Application ID: A-202410-049666)

✔ Your payment was successful. We will process your application and notify you of the outcome **4**

You are initiating PTD Renewal for  
-1 Cargo Lift L784 at 23 User Manual Road, owned by "" -<img/src="" onerror=alert(document.domain)> -</img> LTA

✔ ASSIGN TEST CONTRACTOR & SPE      ✔ MAKE PAYMENT      01 COMPLETION

Completion

Transaction ID: A-202410-049666

Display/Hide Columns    Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L784	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results      Rows per page: 10      First < 1 > Last

Total: \$20

Close    Print Receipt

4. A success message will appear indicating that process is completed.

## 2.2.3 Paying the renewal fee of an equipment – Bank Transfer


**Bank Transfer** 1

Please indicate the Reference Number: **A-202410-049665** (Application ID) in the Reference field when you make payment to BCA.

**Internet Bank Transfer** 2

- Account Name: Building and Construction Authority
- Account Type: DBS Current Account
- Bank Code: 7171
- Account Number: <001-021871-9>
- DBS Swift Code: DBSSSGSG

For interbank transfer, once payment is made successfully, submit the payment details through BCA's Payment Notification via [FormSG](#) or using the QR Code below. Indicate the above Application ID in the Reference Number field



Please contact BCA in the event that you face any disruptions during the payment process.  
You may contact BCA via <https://www.bca.gov.sg/feedbackform/>.

3

← Previous Confirm →

1. Select “Bank Transfer” as payment option
2. Complete the Bank Transfer
3. Owners can select Confirm.

Separate email notification with details of how to make payment using Bank Transfer will also be sent to your latest verified email.

Renewal (Application ID: A-202410-049666)

✔ Your payment was successful. We will process your application and notify you of the outcome

4

You are initiating PTO Renewal for  
- 1 Cargo Lift L784 at 23 User Manual Road, owned by "" <img/src=x onerror=alert(document.domain)> </img> LTA

✔ ASSIGN TEST CONTRACTOR & SPE    ✔ MAKE PAYMENT    03 COMPLETION

Completion

Transaction ID: A-202410-049666

Display/Hide Columns    Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L784	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results    Rows per page: 10    First < 1 > Last

Total: \$20

Close    Print Receipt

4. A success message will appear indicating that process is completed.

## 2.2.4 Paying the renewal fee of an equipment – GIRO

<b>Total Amount</b> <span style="float: right;">\$ 20</span>		
<b>Escalator</b> <ul style="list-style-type: none"><li>• \$20/Escalator for 1st 10 Escalator(s)</li><li>• \$10/Escalator for subsequent Escalator(s)</li></ul>	<b>Lift</b> <ul style="list-style-type: none"><li>• \$20/Lift for 1st 10 Lift(s)</li><li>• \$10/Lift for subsequent Lift(s)</li></ul>	<b>MCPS</b> <ul style="list-style-type: none"><li>• \$20/MCPS for 1st 10 MCPS(s)</li><li>• \$10/MCPS for subsequent MCPS(s)</li></ul>
* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items		
<b>GIRO deduction for the following month will not be deducted if you choose to pay using other modes</b>		
<b>GIRO deduction will be completed between 1-10<sup>th</sup> of the month</b>		
<b>Payment Options</b>		
<input type="radio"/> E-Payment (Credit Card/PayNow) Please note that the email entered in Stripe is the latest verified email in LEAP's profile page		
<input type="radio"/> Bank Transfer		
<input checked="" type="radio"/> Continue with GIRO <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 10px; color: white; font-weight: bold;">1</span>		
<b>GIRO Details</b>		
Bank Account Name	HSBC	
Bank Account No	**4545	
DDA Number	454545	
<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 10px; color: gray;">← Previous</span> <span style="margin-left: 200px;">Cancel</span> <span style="margin-left: 20px; background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 5px;">Confirm →</span> <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 10px; color: white; font-weight: bold;">2</span>		

1. Select continue with GIRO
2. Confirm

**Payment Method** Download GIRO Form

Indicate if GIRO is your default payment method  Giro  I wish to opt out of GIRO payments

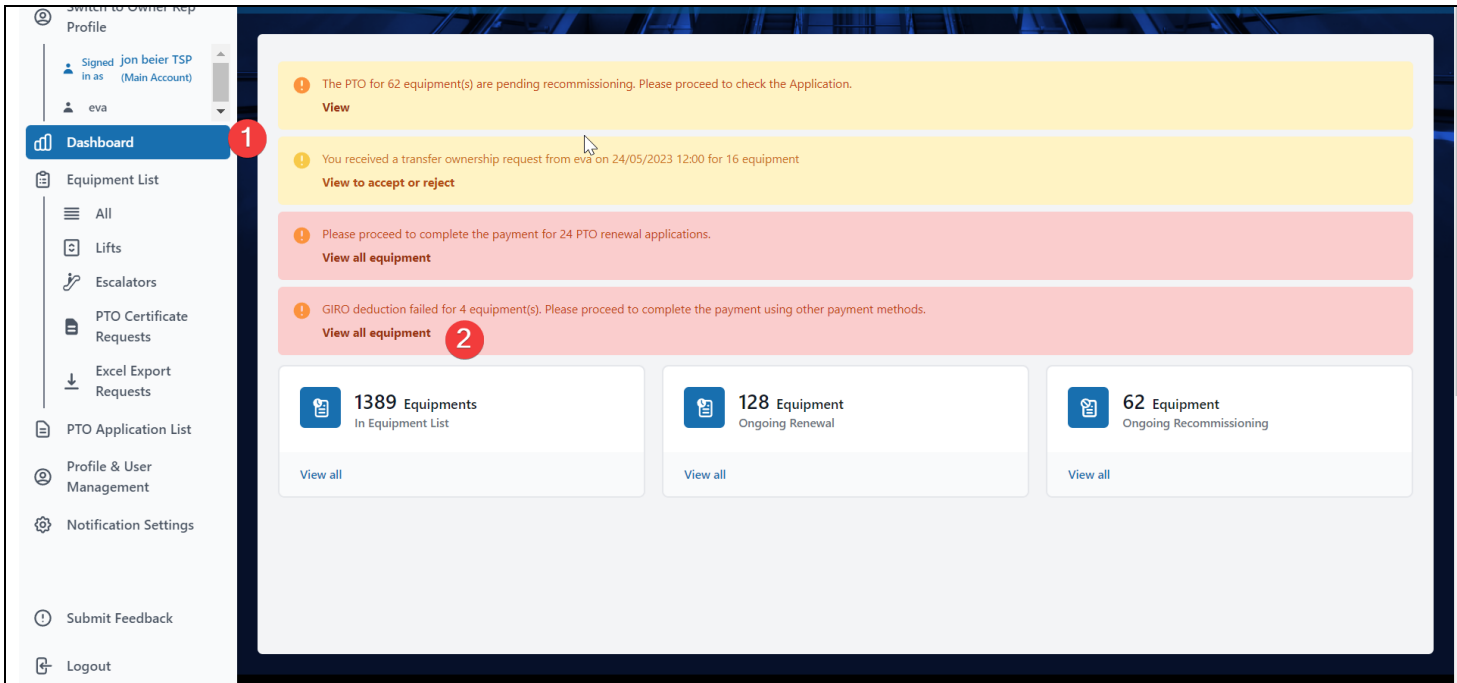
**GIRO Details**

Bank Account Name	HSBC
Bank Account No	****3133
<b>Latest Payment</b>	
Payment Reference No	PR-202304-007714
Payment Amount	\$ 4230
Payment Status	Paid

Save

To view details of existing latest GIRO application, Owner can visit the Profile & User Management section located at the left navigation panel.

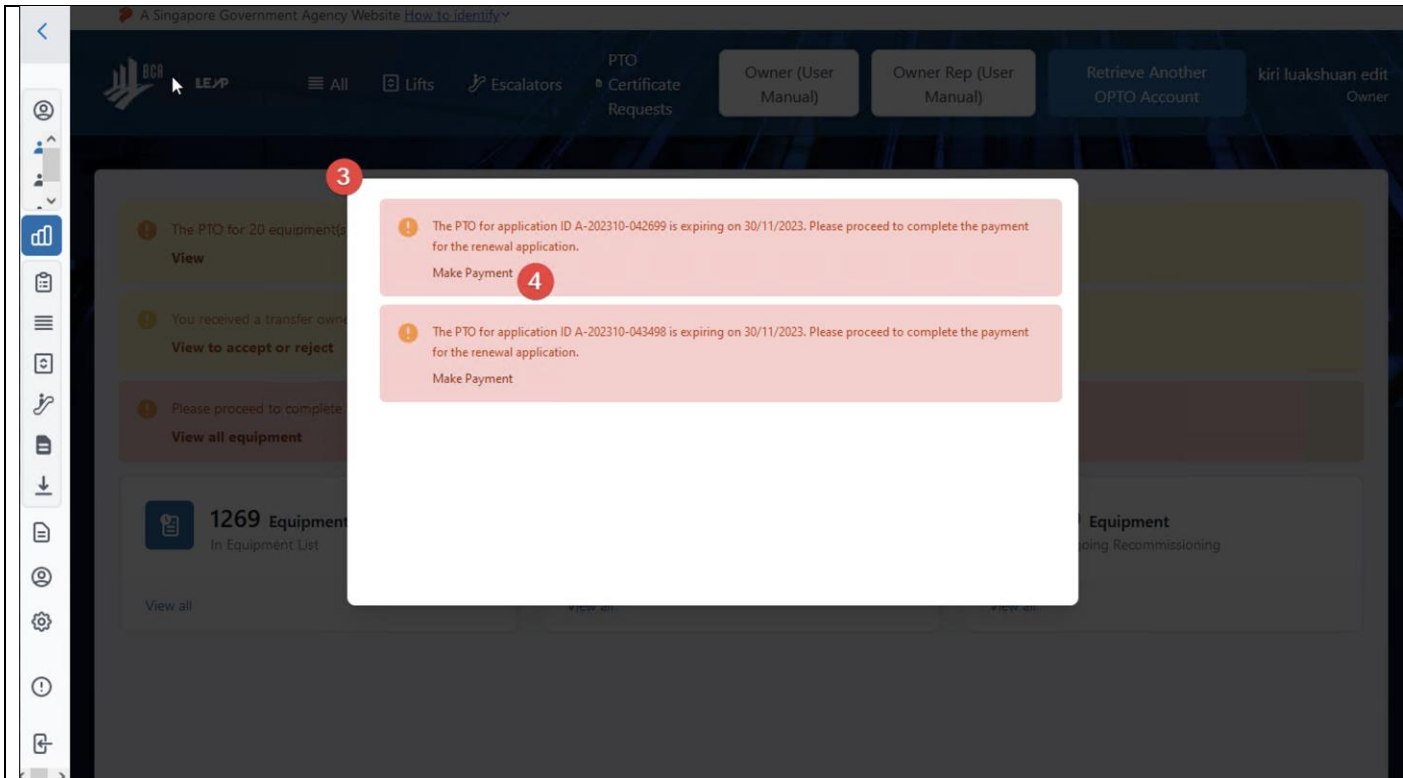
## 2.3 Paying the renewal fee of an equipment if GIRO deduction failed



The screenshot displays the LEAP dashboard interface. On the left is a sidebar menu with options: Profile, Dashboard (highlighted with a red circle '1'), Equipment List, All, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, Notification Settings, Submit Feedback, and Logout. The main content area shows several notification cards: a yellow card for pending PTO applications, a yellow card for a transfer ownership request, a pink card for pending PTO renewal payments, and a pink card for failed GIRO deductions (highlighted with a red circle '2'). Below these are three summary cards: '1389 Equipments In Equipment List', '128 Equipment Ongoing Renewal', and '62 Equipment Ongoing Recommissioning'. Each card has a 'View all' link.

1. Begin by selecting the Dashboard from the sidebar
2. Then look for the GIRO deduction failed message and click "View all equipment"





3. A modal will pop up
4. Click on “Make Payment” for the respective equipment

Renewal (Application ID: A-202410-049565)

You are initiating PTO Renewal for  
- 1 Car Lift L773 at 1122990 Beach Road, owned by LTA devcompany test edit <strong>HLW</strong></p>
</div>
<div data-bbox="768 112 937 516" data-label="List-Group">
<ol>
<li>5. You may print the receipt to PDF by clicking the button</li>
<li>6. Proceed to payment</li>
<li>7. Select payment option</li>
</ol>
<p><b>Note:</b> GIRO payment would not be available for the same application ID if the deduction was failed previously.</p>
<ol>
<li>8. Click Confirm</li>
</ol>
</div>
<div data-bbox="61 521 756 708" data-label="Form">
<p><b>Total Amount</b> \$ 20</p>
<table>
<tr>
<td>
<b>Escalator</b>
<ul>
<li>\$20/Escalator for 1st 10 Escalator(s)</li>
<li>\$10/Escalator for subsequent Escalator(s)</li>
</ul>
<p>\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items</p>
</td>
<td>
<b>Lift</b>
<ul>
<li>\$20/Lift for 1st 10 Lift(s)</li>
<li>\$10/Lift for subsequent Lift(s)</li>
</ul>
</td>
<td>
<b>MCPS</b>
<ul>
<li>\$20/MCPS for 1st 10 MCPS(s)</li>
<li>\$10/MCPS for subsequent MCPS(s)</li>
</ul>
</td>
</tr>
</table>
<p><b>Payment Options</b></p>
<p><input checked="" type="radio"/> E-Payment (Credit Card/PayNow)  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page</p>
<p><input type="radio"/> Bank Transfer</p>
<p><input type="button" value="Previous" /> <input type="button" value="Confirm" /></p>
</div>
<div data-bbox="61 917 220 960" data-label="Page-Footer">
<p>Building and Construction Authority</p>
</div>
<div data-bbox="828 927 922 949" data-label="Page-Footer">
<p>Page 58 of 170</p>
</div>

## 2.4 Paying the renewal fee of an equipment if GIRO deduction failed – Method 2

The screenshot shows the 'Equipment List' interface. At the top, there are summary cards for various equipment categories: 155 Equipment (PTO Expiring in 3 months), 0 Equipment (Full Load Test window open), 0 Equipment (No contractor for less than 1 month), 2 Equipment (No contractor for more than 1 month), 159 New Equipment (Ongoing New PTO application), 62 Equipment (Ongoing Recommissioning), 1110 Equipment (Suspension Request), and 1671 Applications (Assigned to me). Below these are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filter options are also present. The main table lists equipment with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, Application Type, Equipment Status, and Inspection St Action. Two rows are selected, with '2' and '3' next to their checkboxes. The 'Pay Renewal Fee' button is highlighted with a '4'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION ST ACTION
E159	PLREGTESTPAY002	Sunnyside 551	N/A	Sunnyside 551	N/A	N/A	2 months 31/07/2023	N/A	Pending SPE Inspection	Renewal PTO	Active	N/A View ...
E158	PLPAY003	Sunnyside 2345	N/A	Sunnyside 2345	N/A	N/A	2 months 31/07/2023	N/A	Pending SPE Inspection	Renewal PTO	Active	N/A View ...

### Note:

The “Pay Renewal Fee” button will be disabled if system detects the 2 item(s) selected has different application ID.

1. Begin by selecting the Equipment List from the sidebar
2. Select the equipment which has failed GIRO.
3. Should there be more than 1 equipment in the same Application ID that has failed GIRO, you may select the other equipment.
4. Click on Pay Renewal Fee

Renewal (Application ID: A-202410-049565)

You are initiating PTO Renewal for  
- 1 Car Lift L773 at 1122990 Beach Road, owned by LTA devcompany test edit -<i><strong>HLW</strong></i>-</p>
</div>
<div data-bbox="80 165 585 185" data-label="List-Group>
<ul>
<li>01 ASSIGN TEST CONTRACTOR & SPE</li>
<li>02 MAKE PAYMENT</li>
<li>03 COMPLETION</li>
</ul>
</div>
<div data-bbox="80 215 750 235" data-label="Text>
<p>GIRO deduction unsuccessful, please pay using other payment methods</p>
</div>
<div data-bbox="80 235 140 255" data-label="Text>
<p>Print To PDF</p>
</div>
<div data-bbox="80 255 160 275" data-label="Text>
<p>Clear All Column Filters</p>
</div>
<div data-bbox="80 280 750 360" data-label="Table>
<table border="1">
<thead>
<tr>
<th>EQUIPMENT ID</th>
<th>EQUIPMENT TYPE</th>
<th>ADDRESS</th>
<th>AMOUNT (\$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>L773</td>
<td>Car Lift</td>
<td>1122990, Beach Road</td>
<td>20</td>
</tr>
</tbody>
</table>
</div>
<div data-bbox="80 380 750 400" data-label="Text>
<p>Total Amount \$ 20</p>
</div>
<div data-bbox="80 405 750 445" data-label="List-Group>
<table border="0">
<tr>
<td>
<strong>Escalator</strong>
<ul>
<li>\$20/Escalator for 1st 10 Escalator(s)</li>
<li>\$10/Escalator for subsequent Escalator(s)</li>
</ul>
<p>\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items</p>
</td>
<td>
<strong>Lift</strong>
<ul>
<li>\$20/Lift for 1st 10 Lift(s)</li>
<li>\$10/Lift for subsequent Lift(s)</li>
</ul>
</td>
<td>
<strong>MCPS</strong>
<ul>
<li>\$20/MCPS for 1st 10 MCPS(s)</li>
<li>\$10/MCPS for subsequent MCPS(s)</li>
</ul>
</td>
</tr>
</table>
</div>
<div data-bbox="80 455 750 475" data-label="Text>
<p>Previous Cancel Proceed To Payment</p>
</div>
<div data-bbox="80 535 750 555" data-label="Text>
<p>Total Amount \$ 20</p>
</div>
<div data-bbox="80 560 750 605" data-label="List-Group>
<table border="0">
<tr>
<td>
<strong>Escalator</strong>
<ul>
<li>\$20/Escalator for 1st 10 Escalator(s)</li>
<li>\$10/Escalator for subsequent Escalator(s)</li>
</ul>
<p>\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items</p>
</td>
<td>
<strong>Lift</strong>
<ul>
<li>\$20/Lift for 1st 10 Lift(s)</li>
<li>\$10/Lift for subsequent Lift(s)</li>
</ul>
</td>
<td>
<strong>MCPS</strong>
<ul>
<li>\$20/MCPS for 1st 10 MCPS(s)</li>
<li>\$10/MCPS for subsequent MCPS(s)</li>
</ul>
</td>
</tr>
</table>
</div>
<div data-bbox="80 615 230 635" data-label="Section-Header>
<p>Payment Options</p>
</div>
<div data-bbox="80 635 295 675" data-label="List-Group>
<ul>
<li><input checked="" type="radio"/> E-Payment (Credit Card/PayNow)
<p>Please note that the email entered in Stripe is the latest verified email in LEAP's profile page</p>
</li>
<li><input type="radio"/> Bank Transfer</li>
</ul>
</div>
<div data-bbox="80 685 750 705" data-label="Text>
<p>Previous Confirm</p>
</div>
</div>
<div data-bbox="795 85 935 210" data-label="Text>
<p>5. GIRO deduction unsuccessful message displayed in Payment page</p>
</div>
<div data-bbox="795 230 905 285" data-label="Text>
<p>6. Proceed to payment</p>
</div>
<div data-bbox="795 325 935 380" data-label="Text>
<p>7. Select payment option</p>
</div>
<div data-bbox="795 400 935 570" data-label="Text>
<p><strong>Note:</strong> GIRO payment would not be available for the same application ID if the deduction was failed previously.</p>
</div>
<div data-bbox="795 590 915 615" data-label="Text>
<p>8. Click Confirm</p>
</div>
<div data-bbox="62 917 220 960" data-label="Page-Footer>
<p>Building and Construction Authority</p>
</div>
<div data-bbox="829 928 922 949" data-label="Page-Footer>
<p>Page 60 of 170</p>
</div>

## 2.5 Change equipment expiry date

When an owner would like to change its expiry date, you can do so via the following steps. Do note that the selected equipment must be active. In the equipment list, equipment with expiry dates highlighted in red expire within 1 month, while those in yellow expire within 3 months. Using the system, multiple equipment may be selected to change the expiry date.

The screenshot displays the 'Equipment List' dashboard. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the sidebar area. The main content area shows a summary of equipment status (e.g., '0 Equipment PTO Expiring in 3 months', '55 New Equipment') and a table of equipment. A red circle '2' highlights the selection of equipment in the table. A red circle '3' highlights the 'Other Actions' dropdown menu, and a red circle '4' highlights the 'Change Expiry Date' option within that menu. The table below shows columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
L82	PL08	52, Jurong Gateway Road	Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
L392	23423	blk784993, test uluooo	ooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
L441	a	1	N/A	N/A	N/A	31/10/2024	N/A	Complete	View ...
L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

Showing 81 to 86 of 86 results

Rows per page: 10 | First | 5 | 6 | 7 | 8 | 9 | Last

1. Begin by selecting the equipment list from the side bar
2. Then select the desired equipment(s) from the equipment list.
3. Select other actions
4. Select change expiry date

This would take you to the next screen

**Change Expiry Date**

List of selected equipment

Select the expiry date to be applied for all equipment. You can individually change the dates in the table. You can only change to an earlier date from the current expiry date.

5 30/04/2024

LOCATION	EQUIPMENT ID	CURRENT EXPIRY DATE	EQUIPMENT STATUS	EQUIPMENT TYPE	ACTION
3, Simei Street, 528833	L287	30/04/2024	Active	Service Lift	Remove

Cancel Save 6

Owners may change the expiry date for all equipment selected. Do note that the equipment's expiry date can only be changed to the last date of a particular month.

5. Change new expiry date
6. Save

A success message will appear confirming that the change has been completed.

# 3 New PTO application

One of the main actions that is required by the owner is to accept newly assigned equipment. In this case, selected equipment must fulfil two conditions. It must be a new PTO and its status should be pending.

PTO Application List

Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
28/04/2023	Renewal PTO	A-202304-011738		View
28/04/2023	Renewal PTO	A-202304-011737		View
28/04/2023	New PTO	A-202304-011736		View
26/04/2023	Renewal PTO	A-202304-011673		View
26/04/2023	New PTO	A-202304-011654		View
26/04/2023	Renewal PTO	A-202304-011629		View
25/04/2023	Renewal PTO	A-202304-011601		View
25/04/2023	New PTO	A-202304-011575		View
25/04/2023	Recommission PTO	A-202304-011574		View
24/04/2023	Renewal PTO	A-202304-011552		View

Showing 1 to 10 of 1000 results

Rows per page 10

First < 1 2 3 4 5 > Last

1. Begin by selecting PTO Application List from the left sidebar
2. Then select view for desired equipment

This will then take you to the next screen that shows the individual application. See [Section 8](#) Viewing equipment in PTO application list and [Section 3.1](#) to accept assigned PTO.

**Note:**  
Lifts and escalators are unable to be combined in 1 application.

## 3.1 Accepting assigned equipment for New PTO application

**PTO Application List**

Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
28/04/2023	Renewal PTO	A-202304-011738		View
28/04/2023	Renewal PTO	A-202304-011737		View
28/04/2023	New PTO	A-202304-011736		View
26/04/2023	Renewal PTO	A-202304-011673		View
26/04/2023	New PTO	A-202304-011654		View
26/04/2023	Renewal PTO	A-202304-011629		View
25/04/2023	Renewal PTO	A-202304-011601		View
25/04/2023	New PTO	A-202304-011575		View
25/04/2023	Recommission PTO	A-202304-011574		View
24/04/2023	Renewal PTO	A-202304-011552		View

Showing 1 to 10 of 1000 results

Rows per page 10

First < 1 2 3 4 5 > Last

1. Select PTO Application List from the sidebar
2. Select view for desired equipment



**PTO Application List**

Application ID: A-202303-007110  
Application Date: 02/03/2023  
Application Type: New PTO

Export As PDF

0 item(s) selected

APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DAT	ACTION
A-202303-007110	77	Complete	New PTO	Civic, Community & Cultural Institutions	02/03/2023	<a href="#">View Equipment</a> <span>3</span> <a href="#">Print past receipt</a>

3. Next click on view equipment

UPS Model N/A	Capacity N/A	Machine room/Machine Roomless Machine room
Rated Load 33 kg	Rated Speed 33 m/s	Cabin Height 33 mm
Cabin Breadth 33 mm	Cabin Length 33 mm	

**Applicable Standard(s)** 4

CODE OF STANDARD	REMARKS	APPLICATION TYPE
Any other lift: SS 550:2009		New PTO

[Show less](#) ^

Remarks

[Route Back To SPE](#) 5 [Accept](#)

- 4. Scroll down to bottom of the page
- 5. Select accept

## 3.2 Rejecting assigned equipment for New PTO application

Owners can also reject equipment that has been assigned. In this case, selected equipment must fulfil two conditions. Its application status must indicate pending, and the application type must be a new PTO. Do note that as long as owner did not accept the equipment and make payment, this New PTO application will not be ready for BCA processing.

PTO Application List

Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy				
28/04/2023	Renewal PTO	A-202304-011738		View
28/04/2023	Renewal PTO	A-202304-011737		View
28/04/2023	New PTO	A-202304-011736		View
26/04/2023	Renewal PTO	A-202304-011673		View
26/04/2023	New PTO	A-202304-011654		View
26/04/2023	Renewal PTO	A-202304-011629		View
25/04/2023	Renewal PTO	A-202304-011601		View
25/04/2023	New PTO	A-202304-011575		View
25/04/2023	Recommission PTO	A-202304-011574		View
24/04/2023	Renewal PTO	A-202304-011552		View

Showing 1 to 10 of 1000 results

Rows per page 10

First < 1 2 3 4 5 > Last

1. Select PTO Application List from the sidebar
2. Select view for desired equipment

3. Click on view equipment

### PTO Application List

Application ID: A-202303-007110  
Application Date: 02/03/2023  
Application Type: New PTO

[Export As PDF](#)

0 item(s) selected

APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DAT	ACTION
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	A-202303-007110	77	Complete	New PTO	Civic, Community & Cultural Institutions	02/03/2023

[View Equipment](#) **3**  
[Print past receipt](#)

Applicable Standard(s) **4**

[Clear All Column Filters](#)

CODE OF STANDARD	REMARKS	APPLICATION TYPE
Any other lift: SS 550:2009		New PTO

Showing 1 to 1 of 1 results      Rows per page 10      First < 1 > Last

[Show less](#) ^

Remarks **5**

**6**

[Route Back To SPE](#) [Accept](#)

- 4. Scroll down to bottom of the page
  - 5. Add remarks
  - 6. Select Route Back To SPE
- This sends the equipment that has been assigned to the owner back to the SPE with the remarks explaining the reason for rejection.

### 3.3 Making payment for new PTO application

**PTO Application List**

III Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy				
27/01/2023	New PTO	A-202301-008166		View <b>1</b>
27/01/2023	Renewal PTO	A-202301-008165		View
27/01/2023	New PTO	A-202301-008163		View
27/01/2023	Renewal PTO	A-202301-008162		View
27/01/2023	New PTO	A-202301-008161		View

**METHOD 1**

1. From the PTO Application List page, select View
2. Select Review

**PTO Application List**

Application ID: A-202303-008777  
Application Date: 20/03/2023  
Application Type: New PTO

Export As PDF

0 item(s) selected

APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DATE	MODIFIED DATE	PAYMENT	ACTION
					dd/mm/yyyy	dd/mm/yyyy		
<input type="checkbox"/> A-202303-008777	blk50005, street 33, 312312	Pending Payment	New PTO	Civic, Community & Cultural Institutions	20/03/2023	20/03/2023	Pending	Review <b>2</b>

**Equipment List**

Claim Equipment Ownership | Export All Records To Excel

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application **1**

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

Commence New PTO | Other Actions | Export Selected Records To Excel

55 / 86 equipment(s) 1 item(s) selected | Display/Hide Columns | Group By Column | Clear All Column Filters | Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	1	1	N/A	1	N/A	N/A	N/A	N/A	Pending Payment	Review
<input type="checkbox"/>	N/A	KY05	Yanglo Street	N/A	Yanglo Street	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	girotest	123	N/A	123	N/A	N/A	N/A	Pending Amendment By SPE	View ...
<input type="checkbox"/>	N/A	test7	1	N/A	1	N/A	N/A	N/A	Pending Payment	View ...
<input type="checkbox"/>	N/A	KY02	Loyang Street	N/A	Loyang Street	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	KY01	Sims1	N/A	Sims1	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	c	1	N/A	1	N/A	N/A	N/A	Pending PTO Officer Review	View ...
<input type="checkbox"/>	N/A	15	1	N/A	1	N/A	N/A	N/A	Pending PTO Officer Review	View ...

**METHOD 2**

1. From the Equipment List page, select smart filter that indicates ongoing new PTO application
2. Select equipment
3. Select Commence New PTO

## Making payment

Resume PTO Application

01 REVIEW    02 ASSIGN CONTRACTORS    03 MAKE PAYMENT    04 COMPLETION

Review

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQL ACTION
N/A	pl23234	blk233ff, file uploadong	blk233ff	file uploadong	N/A	N/A	Accepted By Owner	Car Review

← Previous    Next → **4**

4. Select Next after reviewing equipment



### Resume PTO Application

01 REVIEW   02 ASSIGN CONTRACTORS   03 MAKE PAYMENT   04 COMPLETION

#### Assign Contractors

Test Contractor	9G ELEVATOR PTE LTD    ID : T18SS0001A	
Maintenance Contractor *	9G ELEVATOR PTE LTD    ID : T18SS0001A	5
Installation Contractor *	9G ELEVATOR PTE LTD    ID : T18SS0001A	6

← Previous   Next 7

5. Select maintenance contractor
6. Select installation contractor
7. Select next

**Note:**  
Test Contractor will be selected by SPE before routing this New PTO application to Owner. Hence, it is disabled.

If you wish to reassign, please refer to [Section 6.2 Change Contractor](#)

### Resume PTO Application

☑ New contractor has been assigned to the equipment

REVIEW | ASSIGN CONTRACTORS | **03 MAKE PAYMENT** | 04 COMPLETION

#### Make Payment

[Print To PDF](#)

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Car Lift	blk890011, test st	20

**Total Amount** \$ 20

<b>Escalator</b> <ul style="list-style-type: none"><li>\$20/Escalator for 1st 10 Escalator(s)</li><li>\$10/Escalator for subsequent Escalator(s)</li></ul> <small>* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items</small>	<b>Lift</b> <ul style="list-style-type: none"><li>\$20/Lift for 1st 10 Lift(s)</li><li>\$10/Lift for subsequent Lift(s)</li></ul>	<b>MCPS</b> <ul style="list-style-type: none"><li>\$20/MCPS for 1st 10 MCPS(s)</li><li>\$10/MCPS for subsequent MCPS(s)</li></ul>
---	---	---

[← Previous](#) [Proceed To Payment →](#)

8. Select proceed to payment

Resume PTO Application

New contractor has been assigned to the equipment

REVIEW   
  ASSIGN CONTRACTORS   
  **03 MAKE PAYMENT**   
  04 COMPLETION

Make Payment

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Cargo Lift	30 User Manual Road	20

Showing 1 to 1 of 1 results      Rows per page 10    First < 1 > Last

---

**Total Amount** \$ 20

<b>Escalator</b> <ul style="list-style-type: none"> <li>\$20/Escalator for 1st 10 Escalator(s)</li> <li>\$10/Escalator for subsequent Escalator(s)</li> </ul> <small>* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items</small>	<b>Lift</b> <ul style="list-style-type: none"> <li>\$20/Lift for 1st 10 Lift(s)</li> <li>\$10/Lift for subsequent Lift(s)</li> </ul>	<b>MCPS</b> <ul style="list-style-type: none"> <li>\$20/MCPS for 1st 10 MCPS(s)</li> <li>\$10/MCPS for subsequent MCPS(s)</li> </ul>
---	---	---

**Payment Options**

**E-Payment (Credit Card/PayNow)**  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

     **9**

9. Select either E-Payment or pay later then select confirm

Payment methods are covered in [Section 2.2](#)

**Note:** PayNow payment method has been moved to “E-Payment”.

# 4 Recommission PTO application

The recommission process begins after the equipment is suspended. This can be done either by Owner manually suspend the equipment, or by the system that automatically suspend the expired equipment. SPE then initiates and kickstart the recommission process.

1. Filter active equipment
2. Select equipment with status "Active"
3. Select other actions
4. Select suspend

**Note:**  
Lifts and escalators are unable to be combined in 1 application.

**Suspend**

1 Start Date: 30/05/2023

2 Type of A/R works \*

- Changing or removing any safety device of a lift, or adding any safety device to a lift
- Changing the mass of a lift car, including lift car finishing
- Changing the rated load or speed of a lift
- Changing the travel distance of a lift
- Changing the lift control operation (including Changing the software or type of driving machine or brakes)
- Changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight
- Changing the size of the guide rails of a lift
- Changing the type of safety gear
- Changing the lift landing door, lift car door and lift car door drive and control
- Others (Applicable for the items that are not listed above or if the equipment is intended to be powered down for an extended period)

3 Specialist Professional Engineer (SPE): chester.muller || ID : 33

4 Plan Submission is required?  Yes  No

5  I declare that no plan submission is required for this equipment.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	PTO EXPIRY DATE
L83	PL888	Sims Avenue S381233	N/A	Sims Avenue	381233	N/A	Active	Car Lift	30/06/2023

6

1. Select start of suspension date
2. Select Type of A/R works
3. Select SPE
4. Select Yes or No for Plan submission requirement
5. Check declaration
6. Select Save

**Note:**  
The selection of A/R works can be non-mutually exclusive.

As part of the next step, the SPE then retrieves the QR code and begins to initiate the recommission process.

Owner will be involved next to commence Recommission PTO, assign Contractors and make payment.

The screenshot shows the 'Equipment List' dashboard. At the top, there are several summary cards: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test windup open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning' (with a red circle '1' next to it), '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these are action buttons: 'Commence Recommission PTO' (with a red circle '3'), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table below shows equipment details with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The second row (L82) is selected and highlighted in blue, with a red circle '2' next to the selection checkbox. A search bar and filter options are also visible.

1. Select ongoing recommission filter
2. Select equipment for recommission
3. Select commence recommission PTO

You are initiating PTO Recommision for the following equipment:  
- Platform Lift EN-81227-608844 at 657 Jazz Street S253725 in the Jazz Building building

01 ASSIGN CONTRACTORS    02 MAKE PAYMENT    03 COMPLETION

Assign Contractors

Test Contractor	9G ELEVATOR PTE LTD    ID : T18SS0001A
Maintenance Contractor *	E M SERVICES PRIVATE LIMITED    ID : T18UF0001A <b>4</b>
Installation Contractor	Select an option

**5** Next →

4. Assign contractor by clicking the dropdown list

5. Click next

### Recommission PTO Application

🕒 New contractor has been assigned to the equipment

You are initiating PTO Recommission for the following equipment:  
- Car Lift EN-14746-473359 at 4 Bowman 562-argwz 5529758 in the amet nulla quisque building

01 ASSIGN CONTRACTORS | **02 MAKE PAYMENT** | 03 COMPLETION

#### Make Payment

📄 Print To PDF

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
EN-14746-473359	Car Lift	4, Bowman, amet nulla quisque, 562 - argwz, 529758	20

**Total Amount** \$ 20

<b>Escalator</b> <ul style="list-style-type: none"> <li>\$20/Escalator for 1st 10 Escalator(s)</li> <li>\$10/Escalator for subsequent Escalator(s)</li> </ul>	<b>Lift</b> <ul style="list-style-type: none"> <li>\$20/Lift for 1st 10 Lift(s)</li> <li>\$10/Lift for subsequent Lift(s)</li> </ul>	<b>MCPS</b> <ul style="list-style-type: none"> <li>\$20/MCPS for 1st 10 MCPS(s)</li> <li>\$10/MCPS for subsequent MCPS(s)</li> </ul>
---	--	--

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

← Previous | **Proceed To Payment** →

6. Check total payment and proceed to payment



**Recommission PTO Application**

You are initiating PTO Recommission for the following equipment:  
- Cargo Lift L784 at 23 User Manual Road

01 ASSIGN CONTRACTORS | **02 MAKE PAYMENT** | 03 COMPLETION

### Make Payment

[Print To PDF](#)  
[Clear All Column Filters](#)

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L784	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results | Rows per page: 10 | First < 1 > Last

**Total Amount** \$ 20

**Escalator**

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

**Lift**

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

**MCPS**

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

### Payment Options

E-Payment (Credit Card/PayNow)  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

[← Previous](#) **7** [Confirm →](#)

7. Select payment options (E-Payment or Bank Transfer)

8. Confirm to make payment.

Payment methods are covered in [Section 2.2](#).

**Note:** PayNow payment method has been moved to "E-Payment"

# 5 Reactivating a terminated equipment

To reactivate a terminated equipment, Owner will have to submit a request and seek BCA assistance to reinstate the equipment.

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Re-commissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filter options are also present. The main table has the following columns: BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, EQUIPMENT STATUS, INSPECTION STATUS, APPLICATION ID, DATE OF APPLICATION, and MAINTENANC ACTION. The first row in the table shows a building with PTO expiry date 23/10/2022, application status 'Complete', application type 'Renewal PTO', and equipment status 'Terminated'. A red circle with the number '1' is placed over the 'Terminated' status.

1. Search for equipment with terminated equipment status

### Applicable Standard(s)

! No Data Available

[Show less](#) ^

**PAST APPLICATIONS**  
(Renewal, Recommission and New PTO History)

PAYMENT HISTORY

OWNER, CONTRACTOR & SPE HISTORY

📄 Export As Excel
📄 Export As PDF

0 item(s) selected

<input type="checkbox"/> APPLICATION TYPE <span style="float: right;">▲</span> <span style="float: right;">▼</span>	APPLICATION ID <span style="float: right;">▲</span> <span style="float: right;">▼</span>	SUBMISSION DATE <span style="float: right;">▲</span> <span style="float: right;">🗑</span>	APPLICATION STATUS <span style="float: right;">▲</span> <span style="float: right;">▼</span>
<input type="checkbox"/> Renewal PTO <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 5px;"> <span style="color: red; font-weight: bold; border-radius: 50%; padding: 2px 5px;">2</span> </div>	A-20590-111242	14/08/2017	Complete

Reactivate

More Actions ^


2. Click on View to enter the Equipment Details page. Click on more action and click Reactivate

**Reactivate**

Equipment ID EN-41695-717567	Equipment Type <b>Home Lift</b>	Equipment No (e.g., PL01) N/A
Owner Name, ID Kirk Leuschky, *****492N	PTO Expiry Date 13/01/2023	Equipment Status <b>Terminated</b>
Testing Contractor MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD, G4404050L	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID Alma Klein, 7	LEI, ID N/A	Commissioning Date N/A

[Show more](#) ▾

Upload proof

  
**Upload a file** or drag and drop  
Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.

Remarks

Cancel

**Save**

**3**

**3. Click Save**

Any pending payment equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated

EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION STATUS	APPLICATION ID	DA ACTION
	Pending PTO Officer Review	Reactivation	Terminated	N/A	A-202311-043554	03 View ...

4. Application Type will be updated to the status of Reactivation

**Note:**

After BCA resumes the equipment to reactivate it, there are various scenarios to determine the updated equipment status.

1. Equipment will be **Active** if it was originally Active prior to termination, and equipment is still within permit validity at the point of resumption.
2. Equipment will be **Suspended** if it was originally Active prior to termination, but equipment has passed expiry date at the point of resumption.
3. Equipment will be **Suspended** if it was originally suspended prior to termination, even if date of resumption is before PTO expiry date.
4. Equipment will be **Suspended** if equipment PTO is expired (i.e., Equipment is suspended) prior to termination.

# 6 Existing equipment

## 6.1 Printing PTO certificate

PTO certificates are required to be displayed near the equipment. When intending to print the PTO certificate of an equipment, note that the equipment must be currently active. **Multiple equipment may be selected for the printing of PTO certs.**

### 6.1.1 Print PTO Certificate with less than 25 equipment selected

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for different equipment categories. Below these, there are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table of equipment is shown below, with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row is selected. A sidebar on the left contains navigation icons. A red circle with the number '1' points to the sidebar. A red circle with the number '2' points to the selected equipment row. A red circle with the number '3' points to the 'Print PTO Cert' button.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...

1. Selecting the equipment list from the sidebar
2. Select the desired equipment(s) from the equipment list that requires the PTO certificate to be printed
3. Select the Print PTO Cert button and the file will be automatically downloaded on this page

## 6.1.2 Print PTO Certificate with 25 or more equipment selected

The screenshot shows the 'Equipment List' page in the LEAP system. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the sidebar area. The main content area features several summary cards for equipment status (e.g., '0 Equipment PTO Expiring in 3 months', '55 New Equipment', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', '86 Applications Assigned to me'). Below these cards are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert' (highlighted with a red circle '3'), 'Other Actions', and 'Export Selected Records To Excel'. A table below shows a list of equipment with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The table is filtered to show 86 items, with 6 selected. A red circle '2' highlights the table area. The bottom of the page shows pagination controls: 'Showing 81 to 86 of 86 results' and 'Rows per page 10' with a page number '9' highlighted.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION	
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input checked="" type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input checked="" type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
<input checked="" type="checkbox"/>	L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input checked="" type="checkbox"/>	L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input checked="" type="checkbox"/>	L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...

1. Selecting the equipment list from the sidebar
2. Select all the desired equipment from the equipment list that requires the PTO certificate to be printed
3. Select the Print PTO Cert button

PTO Certificate Requests

The PTO certificate generation might take a little while to process. Do note that the file will be downloaded as one zip file and each file within it will contain a maximum of 25 PTO certificates.

This Week (23/06/2023 - 30/06/2023)

5 / 5 request(s)

REQUEST DATE/TIME	REQUEST STATUS	PROCESSED DATE/TIME	ACTION
30/06/2023 23:48:37	Processing	N/A	Download
30/06/2023 23:47:03	Processing	N/A	Download
08/06/2023 14:50:32	Success	08/06/2023 14:55:25	Download
08/06/2023 14:49:03	Success	08/06/2023 14:51:07	Download
08/06/2023 14:45:48	Success	08/06/2023 14:46:49	Download

Historical Records

5 / 5 request(s)

REQUEST DATE/TIME	REQUEST STATUS	PROCESSED DATE/TIME	ACTION
30/06/2023 23:48:37	Processing	N/A	Download
30/06/2023 23:47:03	Processing	N/A	Download
08/06/2023 14:50:32	Success	08/06/2023 14:55:25	Download
08/06/2023 14:49:03	Success	08/06/2023 14:51:07	Download
08/06/2023 14:45:48	Success	08/06/2023 14:46:49	Download

For older items/records, please contact admin

4. New page will show and click the download button once the request status is "Success"



## 6.2 Change Contractor

If there is a need for change, the Owner can assign the Test Contractor by going through the following change contractor flow which will require the Owner to current Test Contractor. This process will also allow for a change in Maintenance Contractor and the required Start Date. Owners can choose to upload proof of change in order to execute the desired change. Multiple equipment may be selected for change of contractor at the same time.

The screenshot shows the LEAP 'Equipment List' interface. On the left sidebar, the 'Equipment List' menu item is highlighted with a red circle and the number 1. In the main content area, a table of equipment is displayed. The first row is selected, indicated by a blue highlight and a red circle with the number 2. A dropdown menu is open for this row, with the 'Change Contractor' option highlighted by a red circle with the number 4. Other options in the dropdown include 'Change Expiry Date', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', 'Print Past Receipt', and 'Renew PTO'. A red circle with the number 3 is placed over the 'Change Contractor' option in the dropdown. At the top of the equipment list, there are summary cards for various equipment categories, with a red circle and the number 3 placed over the '109 Equipment' card.

**1** Select equipment list from the sidebar

**2** Then select the desired equipment(s) from the equipment list

**3** Select other actions

**4** Select change contractor

This would take you to the next screen

### Contractor Details

**1** New Testing Contractor Name \*

New Testing Contract Start Date \*

Do you want to assign this contractor as owner representation as well?  Yes


---

New Maintenance Contractor Name \*

New Maintenance Contract Start Date \*

Do you want to assign this contractor as owner representation as well?  Yes

**2** Upload proof of change



Upload a file or drag and drop

Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.

**3**  I declare that the information submitted is true and accurate as at the date of submission.

**4**

Here owners may input the new intended contractor for the equipment selected. Owners can also decide to assign the new contractor as owner representation moving forward.

1. Select the new testing and maintenance contractor, as well as their start dates
2. Upload proof of change
3. Check the declaration box
4. Select Update

A success message will appear confirming that the contractor details has been changed

## 6.3 Changing SPE for selected equipment

Owner can change the current SPE by following process outlined below.

The screenshot shows the LEAP 'Equipment List' page. On the left sidebar, 'Equipment List' is selected (1). The main area shows a table of equipment with columns for ID, NO., ADDRESS, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A dropdown menu is open over the table, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE' (4), 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', 'Print Past Receipt', and 'Renew PTO'. The 'Change SPE' option is highlighted. The table contains several rows of equipment data, including one with 'blk7654500, pink purple street'.

1. Begin by selecting the equipment list from sidebar
  2. Then select the desired equipment(s) from the equipment list
  3. Select other actions
  4. Select change SPE
- This would take you to the next screen

### Assign SPE

EQUIPMENT ID ▲	EQUIPMENT NO ▲	ADDRESS ▲	BLK ▲	STREET NAME ▲	POSTAL CODE ▲	BUILDING NAME ▲	EQUIPMENT STATUS ▲
EN-15639-808392	N/A	3, Ridgeway, molestie lorem quisque, 766 - vimuw, 850496	3	Ridgeway	850496	molestie lorem quisque	Suspended

Specialist Professional Engineer (SPE)

Betty Blick || ID : 32 **5**

Cancel Save **6**

5. Select SPE dropdown box to change SPE

6. Select save

A success message will appear confirming that the SPE has been changed

**Note:**  
If there is no change in the SPE, the Save button will not be enabled and greyed out.

## 6.4 Printing past receipts

Owners may also print past receipts for safekeeping or physical documentation when required by following the steps outlined below. Only equipment that has been created, renewed or recommissioned via LEAP has receipts on LEAP. For older receipts (equipment adjusted using OPTO) please contact BCA for the receipts. An error will be shown when trying to print older receipts via the LEAP platform.

The screenshot shows the LEAP 'Equipment List' page. The sidebar on the left contains navigation options like 'Profile', 'Dashboard', 'Equipment List', 'Lifts', 'Escalators', 'PTO Certificate Requests', 'Excel Export Requests', 'PTO Application List', 'Profile & User Management', and 'Notification Settings'. The main area displays a summary of equipment status (e.g., 5 Equipment PTO Expiring in 3 months, 123 New Equipment) and a table of equipment. A table with columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, and others is visible. A dropdown menu is open over the table, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. Red circles 1-4 indicate the steps: 1. Selecting 'Equipment List' in the sidebar; 2. Selecting a row in the equipment table; 3. Clicking the 'Other Actions' dropdown; 4. Clicking 'Print Past Receipt' in the dropdown menu.

1. Begin by selecting the equipment list from the sidebar. You can filter to get the equipment(s) that require the receipts
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Print past receipt

Check downloads within your browser.

**Note:** If an Owner selects a large number of equipment to print at once, there might be a pop up within your Web Browser that asks you to click allow multiple downloads. Do note that it will be downloaded as 1 PDF for 1 receipt. (Therefore if 3 equipment selected, there will be 3 PDFs downloaded)

## 6.5 Advanced filter (Search)

Select advanced filter to filter out desired equipment in equipment list.

1. Select equipment list from sidebar
2. Select search button

Equipment List

Claim Equipment Ownership Export All Records To Excel

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

28 New Equipment Ongoing New PTO application

1 Equipment Ongoing Recommissioning

10 Equipment Suspension Request

41 Applications Assigned to me

Equipment ID

Equipment Types

Application Type

Building Name

Block/House Number

PTO expiry date

Equipment Statuses

Application Status

Application ID

Postal Code

Street Name

Hide Reset Filter

Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

3. The equipment can be searched by keying in either of these fields.

4. Select filter button

## 6.6 Suspend equipment

Owner may decide to suspend equipment that is still valid. Do note that the selected equipment must still be of an active status. In this instance, Owner may suspend multiple equipment at the same time. Owners can suspend equipment with effect from today or a future suspension.

The system will automatically suspend the equipment if the renewal application is not completed by the expiry date. This auto-suspension will occur on the 15th of the month following the expiry date. For example, if the Permit to Operate (PTO) expired on July 31 and the equipment is not renewed by that date, the system will automatically suspend the equipment on the subsequent August 15.

The screenshot shows the LEAP 'Equipment List' page. The interface includes a sidebar on the left with navigation options like 'Dashboard', 'Equipment List', 'Lifts', 'Escalators', and 'PTO Certificate Requests'. The main area displays a summary of equipment status (e.g., 5 Equipment PTO Expiring in 3 months, 123 New Equipment) and a table of equipment records. A table with columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, and various dates is visible. A context menu is open over a row, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Print Past Receipt', and 'Renew PTO'. The 'Suspend' option is highlighted with a red circle labeled '4'. Other callouts point to the sidebar (1), a specific equipment row (2), and the 'Other Actions' dropdown (3).

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Select suspend



**Suspend**

1 Start Date: 30/05/2023

2 Type of A/R works \*

- Changing or removing any safety device of a lift, or adding any safety device to a lift
- Changing the mass of a lift car, including lift car finishing
- Changing the rated load or speed of a lift
- Changing the travel distance of a lift
- Changing the lift control operation (including Changing the software or type of driving machine or brakes)
- Changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight
- Changing the size of the guide rails of a lift
- Changing the type of safety gear
- Changing the lift landing door, lift car door and lift car door drive and control
- Others (Applicable for the items that are not listed above or if the equipment is intended to be powered down for an extended period)

3 Specialist Professional Engineer (SPE): chester.muller | ID : 33

4 Plan Submission is required?  Yes  No

5  I declare that no plan submission is required for this equipment.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	PTO EXPIRY DATE
L83	PL888	Sims Avenue S381233	N/A	Sims Avenue	381233	N/A	Active	Car Lift	30/06/2023

6

Owners can choose the date of suspension and the reasons for suspension on this screen

1. Select start date of suspension
2. Type of A/R works
3. Select SPE
4. Select plan submission requirement
5. Check declaration
6. Save

A success message will appear confirming that the submission is successful.

**Note:**

The selection of A/R works can be non-mutually exclusive.

## 6.7 Amend Suspension Date

The screenshot shows the LEAP 'Equipment List' page. On the left sidebar, the 'Equipment List' menu item is highlighted with a red circle and the number '1'. Below the sidebar, a table of equipment is displayed. A red circle with the number '2' is placed over the 'Other Actions' dropdown menu for a selected row. A red circle with the number '3' is placed over the 'Suspend' option in the dropdown. A red circle with the number '4' is placed over the 'Amend Suspension Date' option in the dropdown. The table columns include EQUIPMENT ID, EQUIPMENT NO, ADDRESS, T NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION.

7. Select equipment list from the side bar
8. Select the equipment which needs to amend the suspend date
9. Select Other actions
10. Select Amend Suspend Date

**Note:**

If the equipment is Active and there is ongoing suspension request for future, you can amend suspension date.  
 If the equipment is Active and there is no ongoing suspension request, you can suspend. Refer to [Section 6.6](#)  
 If the equipment is suspended, you cannot amend suspension date and suspend again.

**Amend Suspension Date**

Start Date: 31/12/2023

Type of A/R works \*

- Changing or removing any safety device of a lift, or adding any safety device to a lift
- Changing the mass of a lift car, including lift car finishing
- Changing the rated load or speed of a lift
- Changing the travel distance of a lift
- Changing the lift control operation (including Changing the software or type of driving machine or brakes)
- Changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight
- Changing the size of the guide rails of a lift
- Changing the type of safety gear
- Changing the lift landing door, lift car door and lift car door drive and control
- Others (Applicable for the items that are not listed above or if the equipment is intended to be powered down for an extended period)

Specialist Professional Engineer (SPE): susie43 || ID : 9

Plan Submission is required?  Yes  No

Submission Reference No.: OKY-TEST-29052023-2348

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	PTO EXPIRY DATE
EN-59741-692724	N/A	4 Bowman 562-argvz 5529758 in the amet nulla quisque building	4	Bowman	529758	amet nulla quisque	Active	Platform Lift	30/04/2024

Buttons: Cancel, Save

The details will be populated based on what was submitted for the suspension request.

11. Amend the start date

12. Select Save

**Note:**  
The selection of A/R works can be non-mutually exclusive

## 6.8 Terminate Equipment

If an owner no longer wishes to keep an equipment, he may terminate it by following the steps below. This process can be done for multiple equipment(s) at the same time.

The screenshot displays the LEAP 'Equipment List' interface. On the left sidebar, the 'Equipment List' menu item is highlighted with a red circle '1'. The main content area shows a table of equipment with columns for ID, No., Address, Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, Application Type, and Action. A red circle '2' points to the first row of the table. A red circle '3' points to the 'Other Actions' dropdown menu, which is open and shows options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', and 'Terminate'. A red circle '4' points to the 'Terminate' option in the dropdown menu. A tooltip above the 'Terminate' option reads: 'Any equipment with a valid equipment number may exist in the system'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	EQUIPMENT NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pl2312	bik323da, test st								Rej View ...
EN-21729-113969	234234	bik7654500, pink purple				N/A	N/A	Pending Payment	Renewal PTO	Act View ...
N/A	7842 TC1	Block New, Str New, Bld - New9, 111111		111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View ...
N/A	pl23234j	bik233ff, file uploadong	loadong	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
EN-39143-600505	234234	bik7654500, pink purple street	bik7654500 pink purple street	N/A	N/A	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View ...
N/A	7130-NewPTO	TC1, Str7130	TC1 Str7130	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
N/A	213123	bik832dff, testing payment issue	bik832dff testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
N/A	23423	bik832dff, testing payment issue	bik832dff testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
N/A	pl3434	bikd23d, test	bikd23d test	N/A	N/A	N/A	N/A	Pending Payment	New PTO	Rej View ...
N/A	123123	spech, test st	spech test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View ...

- Begin by selecting the equipment list from the sidebar
- Then select the desired equipment(s) from the equipment list
- Select other actions
- Select Terminate

### Terminate Equipment

Terminated equipment cannot be operated and recommissioned after this request is confirmed. Please review your selection carefully

Start Date of Termination: 29/10/2023

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE
EN-91861-149737	N/A	657, Jazz Street, Jazz Building, 253725	657	Jazz Street	253725	Jazz Building	Suspended	Platform Lift

Cancel Save

**5. Save**  
A confirm termination of equipment pop up will appear.

**Note:**  
Terminated equipment cannot be recommissioned – Please review your selection carefully. Should you need to reactivate it, refer to [Section 5](#).

Equipment can be terminated if it has an Equipment ID, And equipment status is Active or Suspended.

## 6.9 Viewing inspection for an equipment

The screenshot displays the 'Equipment List' page in the LEAP system. At the top, there are several summary cards for equipment status: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these are action buttons like 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Export Selected Records To Excel'. A table below shows a list of equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row is selected, and the 'View' button in the 'ACTION' column is highlighted. The table shows 86 results, with the current page showing 81 to 86 of 86 results.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View
L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View

1. Select equipment list
2. Select desired equipment
3. Select View

### Equipment Details

[Export Equipment Details](#) [Renew PTO](#) [Commence Recommission PTO](#) [Edit Recommission](#) [Edit](#) [Actions](#)

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) LABC
Owner Name, ID Ang Mo Kio Town Council, F6456123L	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, T18SS0001A
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

**Choose a test**

[View Inspection for New PTO](#)

4. Select actions
  5. Select view inspection
  6. Choose inspection to view the inspection.
- Owners can view inspection as well as download relevant documents via this screen.

<
**View Inspection**
1
Download PDF ⌵

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) pl232
Owner Name, ID LTA, G7801208K	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, G3749998Q
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A

[Show more](#) ⌵

---

Tested by chester.muller	Inspection Start Date 24/07/2023	Reviewer N/A
Inspection Status Saved as Draft	Inspection Type No Load Test	Application Status Pending Amendment By SPE
Application Type New PTO	Inspection Report Authorised Date & Time 02/08/2023 12:40	

SPE's Remarks  
—

BCA's Remarks  
—

Owner's Remarks  
—

To view the signed document by SPE

1. Owner can click on "Download PDF" or can refer to Step #2.



Building/Estate Name N/A	Road Name testing signsg	Block/House No blk3244ssd
Floor Number N/A	Division N/A	Postal Code N/A

**Contractors**

Contractor Type Test contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T18550001A
Contractor Type Maintenance contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T18550001A
Contractor Type Installation contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN G3749998Q

**Upload List**

A-202307-008026_pl232_testing signsg_.pdf <small>Document has been authorised by chester.muller on 02/08/2023 12:40</small>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">2</span>	
ACOP Type Test Cert_ACOP Protection Means.pdf <small>DefaultInspectionDocument</small>		

**Upload By Officer**

No files uploaded

2. Owner can download the PDF file indicated under Upload List (next page)

**Note:**  
If an application's SPE fails to submit the FLT inspection despite the Next FLT Expiry Date being within 4 months, the inspection will be considered complete, and no further FLT is necessary.

PDF will be downloaded to Owner's computer.

# 7 Equipment details

The screenshot shows the 'Equipment List' page in the LEAP system. It features a sidebar on the left with navigation icons, a top navigation bar with 'Claim Equipment Ownership' and 'Export All Records To Excel' buttons, and a main content area. The main area includes several summary cards for different equipment categories, a row of action buttons (Renew PTO, Pay Renewal Fee, Print PTO Cert, Other Actions, Export Selected Records To Excel), and a table of equipment records. The table has columns for Equipment ID, Equipment No, Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. A red circle '1' points to the sidebar, a red circle '2' points to the first row of the table, and a red circle '3' points to the 'View' button in the 'Action' column of the first row.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

1. To view equipment details, begin by selecting equipment list from the sidebar
2. Look for desired equipment from equipment list
3. Select View

## 7.1 Edit equipment details

Edit equipment details is a useful tool to make quick changes to the equipment's address, technical information and applicable standards.

The screenshot shows the 'Equipment List' interface. A sidebar on the left contains a menu with a red circle '1' next to the 'Equipment List' option. The main area displays a dashboard with various equipment status cards and a table of equipment. A red circle '2' is placed over the table, and a red circle '3' is placed over the 'View' button in the 'ACTION' column of the first row.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	L62	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

1. To view equipment details, begin by selecting equipment list from the sidebar
2. Look for desired equipment from equipment list
3. select View

### Equipment Details

Export Equipment Details

Renew PTO

Commence Recommission PTO

Edit Recommission

Edit

Actions ▼

<p>Equipment ID N/A</p>	<p>Equipment Type <b>Car Lift</b></p>	<p>Equipment No (e.g., PL01) PL877</p>
<p>Owner Name, ID LTA, G7801208K</p>	<p>PTO Expiry Date N/A</p>	<p>Equipment Status <b>Pending SPE Inspection</b></p>
<p>Testing Contractor Z&amp;J SERVICES PTE LTD, 202204222C</p>	<p>Maintenance Contractor Z&amp;J SERVICES PTE LTD, 202204222C</p>	<p>Installation Contractor Z&amp;J SERVICES PTE LTD, 202204222C</p>
<p>SPE, ID The Mighty Mrubensm, 44</p>	<p>LEI, Reg No. N/A</p>	<p>Commissioning Date N/A</p>

4

## 4. Select Edit

Building and Construction Authority

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**Edit Equipment** Action ▾

Equipment data updated successfully 3

**Company Address Details** 1

Block/House Number <input type="text"/>	Street Name * <input type="text" value="ABC"/>
Floor Number <input type="text" value="12"/>	Unit Number <input type="text"/>
Building/Estate Name <input type="text"/>	Postal Code <input type="text"/>

2

**Technical Information**

Equipment No (e.g., PLOT) * <input type="text" value="LABC"/>	Equipment Type * <input type="text" value="Car Lift"/>
Development Type * <input type="text" value="Civic, Community &amp; Cultural Institutions"/>	
Year of Installation * <input type="text" value="2023"/>	Make * <input type="text" value="Hyundai"/>
Model * <input type="text" value="ABC"/>	ARD Brand <input type="text"/>
ARD Model <input type="text"/>	UPS Brand <input type="text"/>

1. Make required changes for Address Details
2. Save Address Details
3. Success message is seen

**Note:**  
You can make changes to address details and technical details separately.

**Edit Equipment** Action ▾

Equipment data updated successfully **6**

**Company Address Details**

Block/House Number	<input type="text"/>	Street Name *	<input type="text" value="ABC"/>
Floor Number	<input type="text" value="12"/>	Unit Number	<input type="text"/>
Building/Estate Name	<input type="text"/>	Postal Code	<input type="text"/>

Cancel Save Address Details

**Technical Information** **4**

Equipment No (e.g., PL01) *	<input type="text" value="LABC"/>	Equipment Type *	<input type="text" value="Car Lift"/>
Development Type *	<input type="text" value="Civic, Community &amp; Cultural Institutions"/>	Make *	<input type="text" value="Hyundai"/>
Year of Installation *	<input type="text" value="2023"/>	ARD Brand	<input type="text"/>
Model *	<input type="text" value="ABC"/>	UPS Brand	<input type="text"/>
ARD Model	<input type="text"/>	Capacity (number of pax)	<input type="text"/>
UPS Model	<input type="text"/>	Rated Load *	<input type="text" value="1"/> kg
Machine Room/ Machine Roomless *	<input type="text" value="Machine room"/>	Cabin Height *	<input type="text" value="1"/> mm
Rated Speed *	<input type="text" value="1"/> m/s	Cabin Length *	<input type="text" value="1"/> mm
Cabin Breadth *	<input type="text" value="1"/> mm		

**Applicable Standard(s) \*** Add

Choose the applicable standard(s)


Remarks

Remove

Cancel Save Technical Information **5**

4. Make required changes for Technical Details
5. Save Technical Information
6. Success message is seen

**Note:**  
You can make changes to address details and technical details separately.

	 <p>You have amended the equipment type. If you wish to proceed, you will need to resubmit the inspection checklist based on the new equipment type that you have selected. Are you sure you want to proceed?</p> <p><input type="button" value="No"/> <input checked="" type="button" value="Yes"/></p>		<p><b>Note:</b> If an equipment's status is in ongoing inspection, Owner will see a pop-up message indicating that the inspection will need to be redone if the equipment type is amended.</p>
--	---	--	--

## 7.2 View past applications

Owners can view the history of all equipment

The screenshot shows the 'Equipment List' page in the LEAP system. It features a dashboard with several summary cards, a table of equipment records, and various action buttons. Three red callout boxes are present: '1' points to the 'Equipment List' title, '2' points to the first row of the equipment table, and '3' points to the 'View' button in the 'ACTION' column of the first row.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	View
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	View
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View

1. Go to Equipment List page
2. Select the equipment
3. View the equipment



**Equipment Details**

Export Equipment Details | Renew PTO | Commence Recommission PTO | Edit Recommission | Edit | Actions

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) LABC
Owner Name, ID Ang Mo Kio Town Council, F6456123L	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T185S0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T185S0001A	Installation Contractor 9G ELEVATOR PTE LTD, T185S0001A
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

Show more

**PAST APPLICATIONS** (Renewal, Recommission and New PTO History) | PAYMENT HISTORY | OWNER, CONTRACTOR & SPE HISTORY

Export As Excel | Export As PDF

0 item(s) selected

APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
New PTO	A-202307-007873	05/07/2023	Pending SPE Inspection

4. Scroll down to bottom of the page

5. See Past Applications and note down the Application ID, and refer to [Section 8.1](#)

## 7.3 View payment history

**Equipment List**

0 Equipment: PTO Expiring in 3 months

0 Equipment: Full Load Test window open

0 Equipment: No contractor for less than 1 month

0 Equipment: No contractor for more than 1 month

55 New Equipment: Ongoing New PTO application

2 Equipment: Ongoing Recommissioning

11 Equipment: Suspension Request

86 Applications: Assigned to me

Buttons: Renew PTO, Pay Renewal Fee, Print PTO Cert, Other Actions, Export Selected Records To Excel

86 / 86 equipment(s) | 1 item(s) selected | Display/Hide Columns | Group By Column | Clear All Column Filters | Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

Showing 81 to 86 of 86 results | Rows per page: 10 | First | 5 | 6 | 7 | 8 | 9 | Last

1. Go to Equipment List page
2. Select the equipment
3. View the equipment

Equipment Details

Export Equipment Details
Renew PTO
Commence Recommission PTO
Edit Recommission
Edit
Actions

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) LABC
Owner Name, ID Ang Mo Kio Town Council, F6456123L	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T185S0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T185S0001A	Installation Contractor 9G ELEVATOR PTE LTD, T185S0001A
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

PAST APPLICATIONS  
(Renewal, Recommission and New PTO History)

5

PAYMENT HISTORY

OWNER, CONTRACTOR & SPE HISTORY

DATE	PAYMENT ID	PAYMENT METHOD	PAYMENT STATUS	AMOUNT	PAID BY	ACTION
05/07/2023	PR-202307-006867	Online Payment	Paid	20	Bob Lee	Receipt

4. Scroll down to bottom of the page

5. See Payment History

## 7.4 View Owner, contractor & SPE history

**Equipment List**

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

86 / 86 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	<a href="#">View</a> ...
<input type="checkbox"/>	L62	PL08	52	Jurong Gateway Road	52	Jurong Gateway Road	31/07/2024	29/05/2028	Pending SPE Inspection	<a href="#">View</a> ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993 test uluooo	N/A	N/A	31/08/2024	N/A	Complete	<a href="#">View</a> ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	<a href="#">View</a> ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	<a href="#">View</a> ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	<a href="#">View</a> ...

Showing 81 to 86 of 86 results Rows per page 10 First 5 6 7 8 9 Last

1. Go to Equipment List page
2. Select the equipment
3. View the equipment

### Equipment Details

Export Equipment Details
Renew PTO
Commence Recommission PTO
Edit Recommission
Edit
Actions

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) LABC
Owner Name, ID Ang Mo Kio Town Council, F6456123L	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, T18SS0001A
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

[Show more](#)

PAST APPLICATIONS  
(Renewal, Recommission and New PTO History)

PAYMENT HISTORY

**5**

OWNER, CONTRACTOR & SPE HISTORY

ROLE	NAME	ID	START DATE	END DATE
Installation contractor	9G ELEVATOR PTE LTD	T18SS0001A	05/07/2023	N/A
Test contractor	9G ELEVATOR PTE LTD	T18SS0001A	05/07/2023	N/A
Maintenance contractor	9G ELEVATOR PTE LTD	T18SS0001A	05/07/2023	N/A
SPE	chester.muller	33	05/07/2023	N/A
Corporate Owner	Ang Mo Kio Town Council	F6456123L	05/07/2023	N/A

4. Scroll down to bottom of the page

5. See Owner, Contractor & SPE History

## 7.5 Exporting equipment details to excel

The screenshot displays the 'Equipment List' dashboard. At the top, there are several summary cards for different equipment categories. Below these, there are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A table of equipment records is shown below, with columns for Equipment ID, Equipment No, Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, and Application Status. The first row of the table is selected, and the 'Export Selected Records To Excel' button is highlighted. The interface also includes a search bar, column filters, and a pagination control at the bottom.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
L82	PL06	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list
3. Click on Export Selected Records To Excel

### Equipment List

0 Equipment  
PTO Expiring in 3 months

0 Equipment  
Full Load Test window open

29 New Equipment  
Ongoing New PTO application

1 Equipment  
Ongoing Re-commissioning

Renew PTO   Pay Renewal Fee   Print PTO Cert   Other Action

42 / 42 equipment(s)   1 item(s) selected   Display/Hide Columns

APPLICATION STATUS   APPLICATION TYPE   EQUIPMENT STATUS

APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS
<input checked="" type="checkbox"/> ending SPE Inspection	New PTO	Accepted By Owner
<input type="checkbox"/> ending Payment	New PTO	Accepted By Owner
<input type="checkbox"/> ending Payment	New PTO	Accepted By Owner
<input type="checkbox"/> ending Payment	New PTO	Accepted By Owner
<input type="checkbox"/> ending SPE Inspection	New PTO	Rejected By Owner

- Rated Load
- Rated Speed
- Cabin Height 4
- Cabin Breadth
- Cabin Length
- Speed
- Width
- Span
- Length
- Rise
- No Load Test Date
- Full Load Test Date
- Code of Standard
- Owner Name
- Owner Email
- Representative Name
- Representative Email
- Maintenance Contractor
- Test Contractor
- Specialist Professional Engineer
- Lift Escalator Inspector
- PTO Approved Date
- Development Type

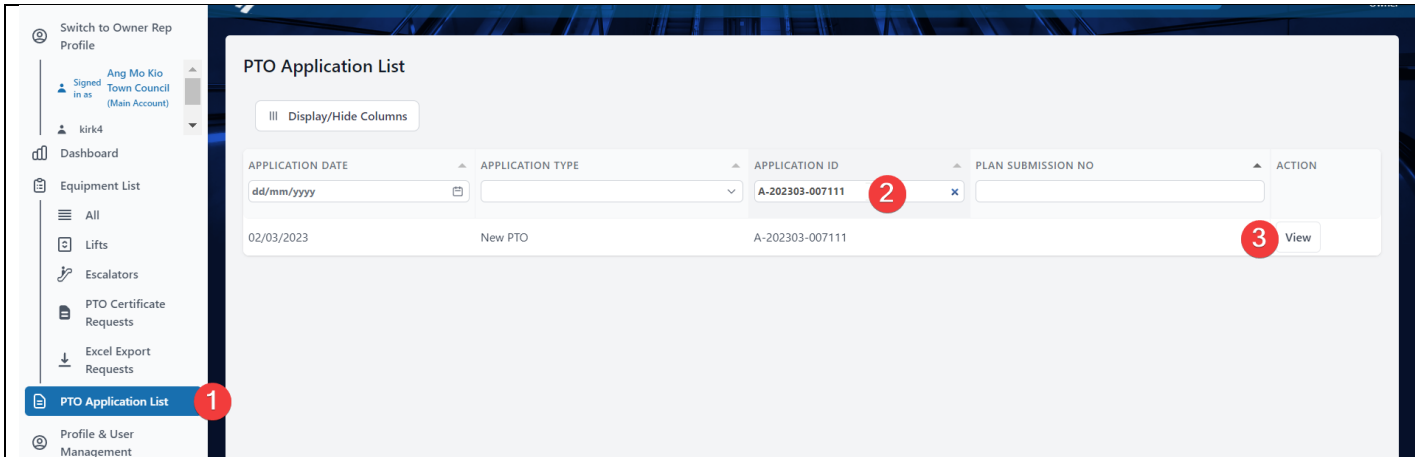
Cancel   5 Export

4. Check all the required information to export

5. Click export. Equipment list should appear as a download

# 8 Viewing equipment in PTO application list

## 8.1 If Application ID is known upfront



PTO Application List

Switch to Owner Rep Profile

Signed in as Ang Mo Kio Town Council (Main Account)

kirk4

Dashboard

Equipment List

All

Lifts

Escalators

PTO Certificate Requests

Excel Export Requests

PTO Application List **1**

Profile & User Management

Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy		A-202303-007111 <b>2</b>		
02/03/2023	New PTO	A-202303-007111		<b>3</b> View

If you are aware of the Application ID, you may proceed with:

1. Select PTO Application List from sidebar
2. Input the Application ID
3. Select view for desired equipment, or view submission

**Note:**  
All the past applications can be found here which will link you up with the equipment. Should you wish to look up for a previous application ID, you may search from the equipment.



## 8.2 If Application ID is not known upfront

The screenshot shows the 'Equipment List' page in the LEAP system. It features a dashboard with several summary cards and a main data table. Red callouts are placed on the interface:

- 1**: Points to the 'Equipment List' title at the top left.
- 2**: Points to the first row of the equipment table, which is highlighted in blue.
- 3**: Points to the 'View' button in the 'ACTION' column of the first row.

The equipment table contains the following data:

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...

If you are unaware of the Application ID, you may proceed with:

1. Go to Equipment List page
2. Select the equipment
3. View the equipment

**Equipment Details**

Equipment ID L63	Equipment Type Car Lift	Equipment No (e.g., FLD) PL776
Owner Name, ID Ang Mo Kio Town Council, F6456123L	PTO Expiry Date 30/06/2023	Equipment Status Active
Testing Contractor 9G ELEVATOR PTE LTD, T18550001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18550001A	Installation Contractor 9G ELEVATOR PTE LTD, T18550001A
SPE, ID chester.muller.33	LEL Reg No. N/A	Commissioning Date 02/03/2023
Full Load Test Date 02/03/2023	Next Full Load Test Expiry Date N/A	No Load Test Date 02/03/2023
PTO Approved Date N/A		

[Show more](#)

---

0 item(s) selected

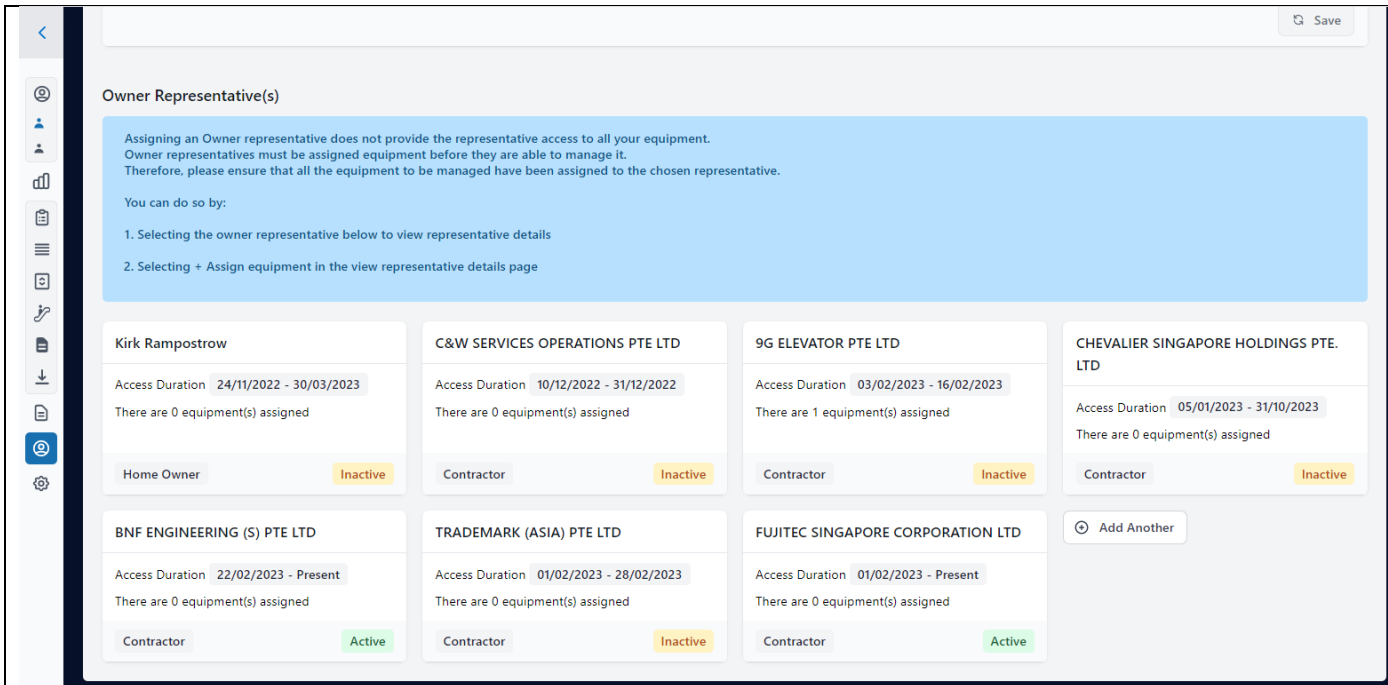
APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
<input type="checkbox"/> Renewal PTO	A-202304-007241	05/04/2023	Pending SPE Inspection
<input type="checkbox"/> New PTO	A-202303-007111	02/03/2023	Complete

4. Scroll down to bottom of the page

5. See Past Applications and note down the Application ID, and refer to [Section 8.1](#)

# 9 Owner representative

Owner representatives are individuals assigned by the Owner to manage their account. Representatives can assist owners in several functions namely renewing PTO, paying renewal fees, suspend equipment, print PTO cert and resume recommission equipment after SPE submission. [Section 9.1](#) and [Section 9.2](#) outline the ways in which an Owner can assign an equipment to a new and existing representative as well as add a new representative. Whereas [Section 9.3](#) and [Section 9.4](#) outline the ways in which Owners can delete or change the status of an Owner representative respectively.



The screenshot shows the 'Owner Representative(s)' management interface. A blue informational banner at the top states: 'Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative. You can do so by: 1. Selecting the owner representative below to view representative details 2. Selecting + Assign equipment in the view representative details page'. Below this, a grid of representative cards is displayed. Each card includes the representative's name, access duration, assigned equipment count, and a status indicator (Inactive or Active). An 'Add Another' button is located at the bottom right of the grid.

Representative Name	Access Duration	Assigned Equipment	Status
Kirk Ramprostrow	24/11/2022 - 30/03/2023	0	Inactive
C&W SERVICES OPERATIONS PTE LTD	10/12/2022 - 31/12/2022	0	Inactive
9G ELEVATOR PTE LTD	03/02/2023 - 16/02/2023	1	Inactive
CHEVALIER SINGAPORE HOLDINGS PTE. LTD	05/01/2023 - 31/10/2023	0	Inactive
BNF ENGINEERING (S) PTE LTD	22/02/2023 - Present	0	Active
TRADEMARK (ASIA) PTE LTD	01/02/2023 - 28/02/2023	0	Inactive
FUJITEC SINGAPORE CORPORATION LTD	01/02/2023 - Present	0	Active

1. Begin by selecting Profile & User Management from side bar
2. Scroll down to view list of Owner representatives

## 9.1 Owner representative profile created

### 9.1.1 Assign equipment from Equipment List

**Note:** If you have created an Owner Representative profile before, you are advised to refer to [Section 9.1.2](#) for assignment of equipment for a better experience, as the list of equipment available for assignment will be filtered as per Step 5. This will be helpful if you are not aware which equipment has already been assigned to an Owner Representative (regardless of accepted/pending acceptance assignments).

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for different equipment categories. Below these, there are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A search bar and 'Export Selected Records To Excel' button are also present. The main area is a table with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. A context menu is open over the table, showing options: Change Expiry Date, Change Contractor, Change SPE, Transfer Ownership, Assign Representative (highlighted with a red circle 4), Suspend, Terminate, and Print Past Receipt. A red circle 1 is on the sidebar, a red circle 2 is on the table header, and a red circle 3 is on the 'Other Actions' dropdown.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1		N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
L82	PL08	52, Jurong Gateway Road	Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
L392	23423	bik784993, test uluoo		N/A	N/A	31/08/2024	N/A	Complete	View ...
L441	a	1		N/A	N/A	31/10/2024	N/A	Complete	View ...
L436	h	1		N/A	N/A	31/10/2024	N/A	Complete	View ...
L484	b	1		N/A	N/A	31/10/2024	N/A	Complete	View ...

1. Begin by selecting the equipment list from sidebar
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Select assign representative

5. Add owner representative details
  - a. Select representative type
  - b. Select access duration
  - c. Select “Is Permanent” if you wish to assign the representative permanently (end date with be automatically disabled)
  - d. Select “Is active” toggle if you want to activate this assignment from the date you put in the access duration

6. Check declaration

7. Save

### Add Owner's Representative

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

**5** Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Corporate Owner
  Contractor Representative
  Individual Representative

9G ELEVATOR PTE LTD || ID : T18SS0001A

Access Duration  
From: 01/08/2023 To: End Date Is Permanent:

Active:

**6**  Yes – I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative, and I should monitor the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage it.  
Once representative has been added, please visit 'Profile and User management' to assign equipment.

Please ensure that all the equipment that the Owner representative will be managing has been added to the list below.  
To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

||| Display/Hide Columns

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPME ACTION
▼ Active (1 item)									
N/A	None	L83	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	<input checked="" type="checkbox"/> Active <input type="button" value="Remove"/>

**7**

**Add Owner's Representative**

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Corporate Owner
  Contractor Representative
  Individual Representative

9G ELEVATOR PTE LTD || ID : T18SS0001A

Access Duration  
From 01/08/2023 To End Date Is Permanent

Active

Yes - I, as the owner of the equipment, acknowledge that I remain responsible for all a... could monitor the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage it. Once representative has been added, please visit 'Profile and User management' to assign...

Please ensure that all the equipment that the Owner representative will be managing has been added to the list below. To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

Display/Hide Columns

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPME ACTION
Active (1 item)									
N/A	None	L83	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	Activ Remove

Cancel Save

## 8. Confirm new owner's representative

### Add Owner's Representative

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Corporate Owner  Contractor Representative  Individual Representative

9G ELEVATOR.PTE LTD || ID: T18SS0001A

Access Duration  
From 01/08/2023 To End Date Is Permanent

Active

Yes - I, as the owner of the equipment, acknowledge that I remain responsible for the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage equipment. Once representative has been added, please visit 'Profile and User management'.

Please ensure that all the equipment that the Owner representative will be managing has been added to the list below.  
To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

Display/Hide Columns

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPME	ACTION
Active (1 item)										
N/A	None	L83	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	*	Activ Remove

Cancel Save

**Owner Representative Exists**  
Detected owner representative profile created, will do auto assign for the selected equipments - confirm yes/no?

No Yes

9. As owner representative already exists, click Yes so that the system will auto assign equipment to the selected owner representative

View Representative 10

Representative Type	Contractor		
Representative Name	9G ELEVATOR PTE LTD		
Access Duration	From	To	Is Permanent
	<input type="text" value="01/08/2023"/>	<input type="text" value="01/09/2023"/>	<input type="checkbox"/>
Active	<input checked="" type="checkbox"/>		

Delete Owner Representative
Cancel
Save

Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

You can do so by:

- Selecting the owner representative below to view representative details
- Selecting + Assign equipment in the view representative details page

**Equipment List** ⓘ
Assign Equipment

EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION TYPE	ACTION
ABC	ABC, 12	N/A	ABC	N/A	N/A	Accepted By Owner	Car Lift	Pending SPE Inspection	New PTO	Remove

10. You will be redirected to the view representative page of the owner representative you have selected. The equipment assigned will be displayed at the table at the bottom.

**Note:**  
If you are not redirected to the view representative page in step 10, please ensure that the equipment you have selected is not pending acceptance or accepted by the owner representative.



## 9.1.2 Assign equipment from Profile page

**Note:** If you have yet to create an Owner Representative profile, before you proceed with this Section 9.1.2, please refer to [Section 9.2.2](#) so that the existing Owner Representative profile card will appear in this view.

**Owner Representative(s)** 2

Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

<b>Agnella Sellman</b> Access Duration 18/01/2023 - Present There are 0 equipment(s) assigned Home Owner <span style="background-color: yellow;">Inactive</span>	<b>Jon_ BieberTSP</b> Access Duration 21/06/2023 - Present There are 7 equipment(s) assigned Home Owner <span style="background-color: green;">Active</span>	<b>00000</b> Access Duration 12/07/2023 - Present There are 0 equipment(s) assigned Corporate Owner <span style="background-color: green;">Active</span>	<b>Management Corporation - Strata Title Plan No. 4083</b> Access Duration 11/01/2023 - Present There are 0 equipment(s) assigned Corporate Owner <span style="background-color: green;">Active</span>
<span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> <b>ABC Company</b> Access Duration 16/02/2023 - 24/02/2023 There are 0 equipment(s) assigned Corporate Owner <span style="background-color: yellow;">Inactive</span>	<b>Ang Mo Kio Town Council</b> Access Duration 06/03/2023 - Present There are 1 equipment(s) assigned Corporate Owner <span style="background-color: green;">Active</span>	<b>ABC Audit Firm</b> Access Duration 16/02/2023 - Present There are 1 equipment(s) assigned Corporate Owner <span style="background-color: yellow;">Inactive</span>	<b>Asd</b> Access Duration 16/02/2023 - 23/02/2023 There are 0 equipment(s) assigned Corporate Owner <span style="background-color: yellow;">Inactive</span>
<b>Company E</b> Access Duration 16/02/2023 - 16/02/2023 There are 0 equipment(s) assigned Corporate Owner <span style="background-color: yellow;">Inactive</span>	<b>Unregistered User</b> Access Duration 22/06/2023 - Present There are 0 equipment(s) assigned Contractor <span style="background-color: yellow;">Inactive</span>	<b>Unregistered User XXX@gmail.com</b> Access Duration 17/02/2023 - Present There are 0 equipment(s) assigned Home Owner <span style="background-color: green;">Active</span>	<b>9G ELEVATOR PTE LTD</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">3</span> Access Duration 30/06/2023 - Present There are 0 equipment(s) assigned Contractor <span style="background-color: green;">Active</span>

TRADEMARK (ASIA) PTE LTD + Add Another

1. Begin by selecting profile and user management from side bar
2. Scroll down to view list of Owner representatives
3. Click on the name of desired Owner representative to view details

<
View Representative

Representative Type: Contractor  
 Representative Name: 9G ELEVATOR PTE LTD

Access Duration: From 30/06/2023 To 30/06/2023 Is Permanent

Active

Delete Owner Representative
Cancel
Save

Assigning an Owner representative does not provide the representative access to all your equipment.  
 Owner representatives must be assigned equipment before they are able to manage it.  
 Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

You can do so by:  
 Selecting the owner representative below to view representative details  
 Selecting + Assign equipment in the view representative details page

**Equipment List**

ASSIGNMENT STATUS	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	ACTION
Pending Acceptance	EN-14798-224784	N/A	918, Bencoolen Street, Sunshine Plaza, 12 - 10, 381121	918	Bencoolen Street	381121	Sunshine Plaza	Suspended	Escalator	Remove
Pending Acceptance	L117	PL01x	Marine Terrance Bridge	N/A	Marine Terrance Bridge	N/A	N/A	Active	Cargo Lift	Remove
Pending Acceptance	L138	PL703	80, 80	80	80	N/A	N/A	Suspended	Car Lift	Remove

4
Assign Equipment

#### 4. Select Assign equipment

**Note:**  
 For the Owner Rep assignment to be active, the "Active" toggle need to be enabled (the button will be highlighted in blue).

**Assign Equipment**

1 item(s) selected

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	
<input type="checkbox"/>	N/A	232	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Fire Lift	Rejected
<input type="checkbox"/>	N/A	3432	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Cargo Lift	Pending PTO Officer Review
<input checked="" type="checkbox"/>	L218	pi234234	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Active	Car Lift	Pending BCA Engineer Review
<input type="checkbox"/>	N/A	testing0001	testing0001	N/A	testing0001	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection
<input type="checkbox"/>	N/A	sonic01	sonic01	N/A	sonic01	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection
<input type="checkbox"/>	EN-34608-890117	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-75475-352593	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-64137-478780	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-77838-537212	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-99097-042707	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection

Showing 1 to 10 of 967 results

Rows per page: 10 | First | 1 | 2 | 3 | 4 | 5 | Last

Cancel Save

5. Select equipment to assign

6. Save

**Note:**

As 1 equipment can only be assigned to 1 Owner Representative, only clean and unassigned equipment will appear here.

If the equipment is currently ongoing assignment and yet to be accepted by Owner Representative or equipment accepted by Owner Rep, the equipment will not appear here.

Refer to [Section 9.7](#) if you wish to remove equipment assigned to an Owner Rep.

Assign Equipment

1 item(s) selected

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS
<input type="checkbox"/>	N/A	232	blk7373ggh	testing	N/A	N/A	* Accepted By Owner	Fire Lift	Rejected
<input type="checkbox"/>	N/A	3432	blk7373ggh	testing	N/A	N/A	* Accepted By Owner	Cargo Lift	Pending PTO Officer Review
<input checked="" type="checkbox"/>	L218	pl234234	blk7373ggh				* Active	Car Lift	Pending BCA Engineer Review
<input type="checkbox"/>	N/A	testing0001	N/A				* Pending SPE Inspection	Escalator	Pending SPE Inspection
<input type="checkbox"/>	N/A	sonic01	N/A				* Pending SPE Inspection	Escalator	Pending SPE Inspection
<input type="checkbox"/>	EN-34608-890117	234234	blk7654500	pink purple street			* Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-75475-352593	234234	blk7654500	pink purple street			* Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-64137-478780	234234	blk7654500	pink purple street	N/A	N/A	* Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-77838-537212	234234	blk7654500	pink purple street	N/A	N/A	* Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-99097-042707	234234	blk7654500	pink purple street	N/A	N/A	* Active	Car Lift	Pending SPE Inspection

Showing 1 to 10 of 967 results

Rows per page: 10 | First | 1 | 2 | 3 | 4 | 5 | Last

Cancel Save

Confirm this action?

Cancel Yes

7

## 7. Confirm equipment assignment

**Assign Equipment**

🔔 Your request was successful **8**

1 item(s) selected

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APP
<input type="checkbox"/> N/A	232	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Fire Lift	Rejected	Ne
<input type="checkbox"/> N/A	3432	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Cargo Lift	Pending PTO Officer Review	Ne
<input type="checkbox"/> N/A	testing0001	testing0001	N/A	testing0001	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	Ne
<input type="checkbox"/> N/A	sonic01	sonic01	N/A	sonic01	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	Ne
<input type="checkbox"/> EN-34608-890117	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
<input type="checkbox"/> EN-75475-352593	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
<input type="checkbox"/> EN-64137-478780	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
<input type="checkbox"/> EN-77838-537212	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
<input checked="" type="checkbox"/> EN-99097-042707	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
<input type="checkbox"/> EN-77920-425387	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re

Showing 1 to 10 of 966 results

Rows per page: 10 | First | 1 | 2 | 3 | 4 | 5 | Last

8. Alert will show that equipment assignment to owner representative is successful

## 9.2 Owner representative profile not created

### 9.2.1 Create owner representative profile and assign equipment from Equipment List altogether

**Note:** You are advised to only do this for the first time creation of this specific Owner Representative profile for a better experience. If you have an Owner Representative profile created before, you are advised to refer to [Section 9.1.2](#) for assignment of equipment.

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for different equipment categories. Below these is a toolbar with options like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A table of equipment is shown with columns for Equipment ID, Equipment No, Address, Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. A context menu is open over the first row (Equipment ID: L219), with the 'Assign Representative' option highlighted. Red circles 1-4 indicate the steps: 1. Selecting the equipment list from the sidebar, 2. Selecting the desired equipment(s) from the list, 3. Selecting other actions from the context menu, and 4. Selecting 'Assign Representative'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1				30/09/2023	N/A	Pending SPE Inspection	View ...
L82	PL08	52, Jurong Gateway Road	Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
L392	23423	bik784993, test uluooo	oo	N/A	N/A	31/08/2024	N/A	Complete	View ...
L441	a	1				31/10/2024	N/A	Complete	View ...
L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

1. Begin by selecting the equipment list from sidebar

2. Then select the desired equipment(s) from the equipment list

3. Select other actions

4. Select assign representative

### Add Owner's Representative

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

**5** Representative Type  Corporate Owner  Contractor Representative  Individual Representative  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Access Duration From: 01/08/2023 To: End Date Is Permanent

Active

**6**  Yes - I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative, and I should monitor the actions taken by my appointed representative on my behalf.  
Owner representatives must be assigned equipment before they are able to manage it.  
Once representative has been added, please visit 'Profile and User management' to assign equipment.  
Please ensure that all the equipment that the Owner representative will be managing has been added to the list below.  
To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

Display/Hide Columns

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPME	ACTION
Active (1 item)										
N/A	None	L83	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	Active	Remove

Cancel **7** Save

5. Add owner representative details

- a. Select representative type
- b. Select access duration
- c. Select "Is Permanent" if you wish to assign the representative permanently (end date will be automatically disabled)
- d. Select "Is active" toggle if you want to activate this assignment from the date you put in the access duration

6. Check declaration

7. Save

### Add Owner's Representative

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Access Duration  
From: 01/08/2023 To: End Date Is Permanent:

Active:

Yes - I, as the owner of the equipment, acknowledge that I remain responsible for all... should monitor the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage it. Once representative has been added, please visit 'Profile and User management' to assign...

Please ensure that all the equipment that the Owner representative will be managing has been assigned. To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

Display/Hide Columns

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLX	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPME ACTION
Active (1 item)									
N/A	None	L83	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	<span>Active</span> Remove

Cancel Save

Confirm new owner's representative?

8

Cancel Yes

## 8. Confirm equipment assignment



### Add Owner's Representative

9
New Owners representative added successfully

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Corporate Owner  
  Contractor Representative  
  Individual Representative

Company GHJJ || ID : UEN42324

Access Duration  
From: 04/08/2023 To: End Date Is Permanent:

Active:

Yes – I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative, and I should monitor the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage it.  
Once representative has been added, please visit 'Profile and User management' to assign equipment.

Please ensure that all the equipment that the Owner representative will be managing has been added to the list below.  
To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

Display/Hide Columns

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
▼ Active (1 item)									
N/A	None	L221	4	1	N/A	1	N/A	N/A	Remove

9. Alert shows that new owner representative added successfully.

## 9.2.2 Create owner representative profile from Profile page

**Note:** This Section 9.2.2 only creates an Owner Representative profile without any equipment assignment. To assign equipment separately, please refer to [Section 9.1.2](#).

**Owner Representative(s)** 2

Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

<b>Unregistered User</b> Tan_chin_jiat@Bca.Gov.Sg Access Duration 24/03/2023 - Present There are 0 equipment(s) assigned Home Owner <span>Active</span>	<b>Kirk4</b> Access Duration 05/10/2022 - Present There are 2 equipment(s) assigned Home Owner <span>Active</span>	<b>Jon_BieberTSP</b> Access Duration 27/02/2023 - 11/03/2023 There are 1 equipment(s) assigned Home Owner <span>Inactive</span>	<b>ABC LLP</b> Access Duration 01/08/2023 - Present There are 0 equipment(s) assigned Corporate Owner <span>Active</span>
<b>LTA</b> Access Duration 22/02/2023 - Present There are 1 equipment(s) assigned Corporate Owner <span>Active</span>	<b>1111</b> Access Duration 14/07/2023 - Present There are 0 equipment(s) assigned Corporate Owner <span>Active</span>	<b>Hasani Company Pte Ltd</b> Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Corporate Owner <span>Active</span>	<b>Jurong Town Corporation</b> Access Duration 28/06/2023 - Present There are 0 equipment(s) assigned Corporate Owner <span>Active</span>
<b>9G ELEVATOR PTE LTD</b> Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Contractor <span>Active</span>	<b>9G ELEVATOR PTE LTD</b> Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Contractor <span>Active</span>	<b>Tai Hee Engineering</b> Access Duration 28/06/2023 - Present There are 0 equipment(s) assigned Contractor <span>Active</span>	<input type="button" value="Add Another"/> 3

1. Begin by selecting profile and user management from side bar
2. Scroll down to view list of Owner representatives
3. Click add another

**Add Owner's Representative**

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

**4** Representative Type  Corporate Owner  Contractor Representative  Individual Representative

Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Company FSFD || ID : UEN 231123

Access Duration From  To  Is Permanent

Active

**5**  Yes – I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative, and I should monitor the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage it.  
Once representative has been added, please visit 'Profile and User management' to assign equipment.

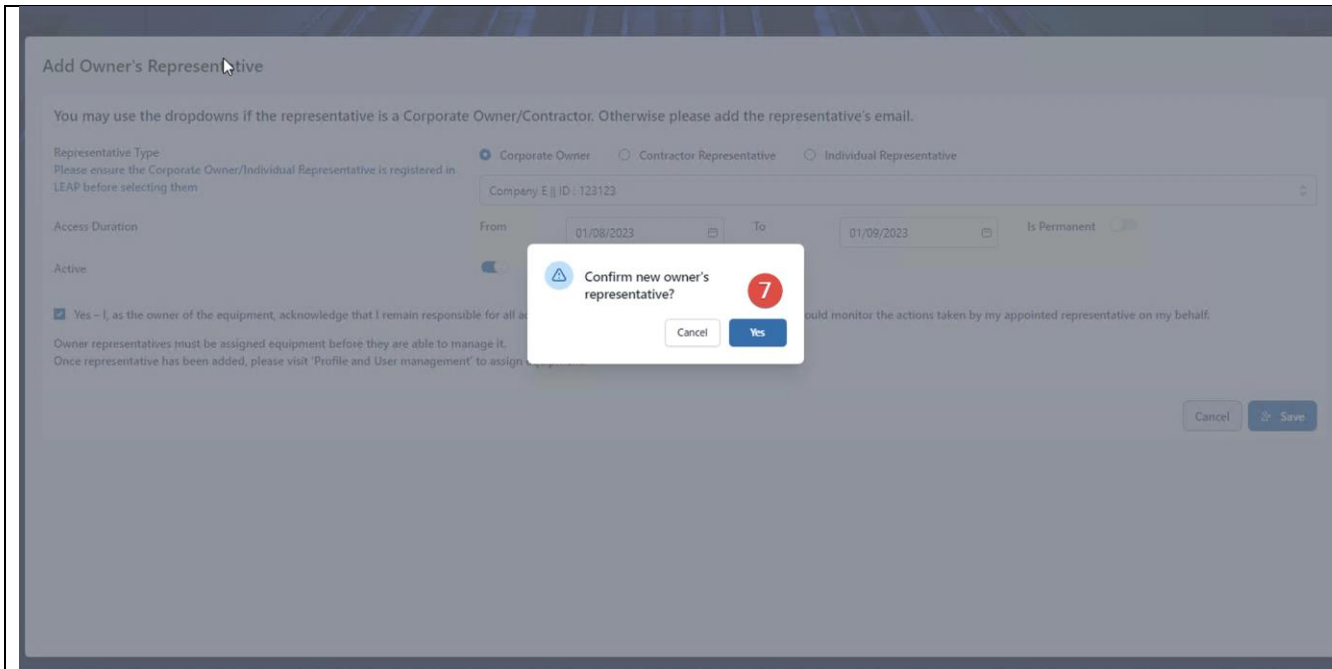
**6**

#### 4. Add owner representative details

- a. Select representative type
- b. Select access duration
- c. Select “Is Permanent” if you wish to assign the representative permanently (end date will be automatically disabled)
- d. Select “Is active” toggle if you want to activate this assignment from the date you put in the access duration

#### 5. Check declaration

#### 6. Save



## 7. Confirm new owner's representative

**Add Owner's Representative**

🔔 New Owners representative added successfully 8

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Corporate Owner
  Contractor Representative
  Individual Representative

Company FSFD || ID : UEN 231123

Access Duration  
From: 01/08/2023 To: 05/08/2023 Is Permanent:

Active:

Yes – I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative, and I should monitor the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage it.  
Once representative has been added, please visit 'Profile and User management' to assign equipment.

Cancel Save

8. Alert will show that new owner representative added successfully

**Note:**

To assign equipment, please refer to [Section 9.1.2](#)

## 9.3 Deleting owner representative

Owner can delete Owner representatives by following the steps outlined below

Owner Representative(s) **2**

Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

<p>Kirk Rampostrow</p> <p>Access Duration 24/11/2022 - 30/03/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Home Owner <span>Inactive</span></p>	<p>C&amp;W SERVICES OPERATIONS PTE LTD</p> <p>Access Duration 10/12/2022 - 31/12/2022</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span>Inactive</span></p>	<p>9G ELEVATOR PTE LTD</p> <p>Access Duration 03/02/2023 - 16/02/2023</p> <p>There are 1 equipment(s) assigned</p> <p>Contractor <span>Inactive</span></p>	<p>CHEVALIER SINGAPORE HOLDINGS PTE. LTD</p> <p>Access Duration 05/01/2023 - 31/10/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span>Inactive</span></p>
<p>BNF ENGINEERING (S) PTE LTD <b>3</b></p> <p>Access Duration 22/02/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span>Active</span></p>	<p>TRADEMARK (ASIA) PTE LTD</p> <p>Access Duration 01/02/2023 - 28/02/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span>Inactive</span></p>	<p>FUJITEC SINGAPORE CORPORATION LTD</p> <p>Access Duration 01/02/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span>Active</span></p>	<p>+ Add Another</p>

1. Select profile and user management from side bar
2. Scroll down to view list of Owner representatives
3. Click on the name of desired Owner representative to view individual Owner representative's details

**View Representative**

Representative Type: Corporate Owner  
 Representative Name: Hasani Company Pte Ltd

Access Duration: From 30/06/2023 To 07/07/2023  
 Is Permanent:   
 Active:

**Delete Owner Representative** 4 Cancel Save

Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

You can do so by:

- Selecting the owner representative below to view representative details
- Selecting + Assign equipment in the view representative details page

**Equipment List** Assign Equipment

No Data Available

4. Select delete Owner Representative and Confirm deletion

## 9.4 Changing the status of Owner representative

Save

**Owner Representative(s) 2**

Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

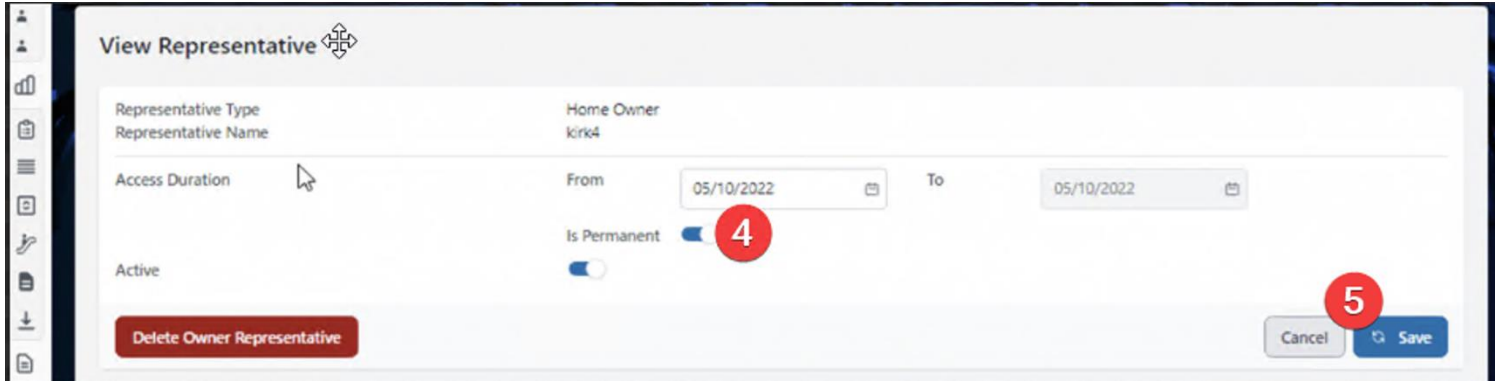
You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

<p><b>Kirk Ramprostrow</b></p> <p>Access Duration 24/11/2022 - 30/03/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Home Owner <span style="float: right; background-color: yellow; padding: 2px;">Inactive</span></p>	<p><b>C&amp;W SERVICES OPERATIONS PTE LTD</b></p> <p>Access Duration 10/12/2022 - 31/12/2022</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span style="float: right; background-color: yellow; padding: 2px;">Inactive</span></p>	<p><b>9G ELEVATOR PTE LTD</b></p> <p>Access Duration 03/02/2023 - 16/02/2023</p> <p>There are 1 equipment(s) assigned</p> <p>Contractor <span style="float: right; background-color: yellow; padding: 2px;">Inactive</span></p>	<p><b>CHEVALIER SINGAPORE HOLDINGS PTE. LTD</b></p> <p>Access Duration 05/01/2023 - 31/10/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span style="float: right; background-color: yellow; padding: 2px;">Inactive</span></p>
<p><b>BNF ENGINEERING (S) PTE LTD <span style="color: red; font-weight: bold;">3</span></b></p> <p>Access Duration 22/02/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span style="float: right; background-color: green; padding: 2px;">Active</span></p>	<p><b>TRADEMARK (ASIA) PTE LTD</b></p> <p>Access Duration 01/02/2023 - 28/02/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span style="float: right; background-color: yellow; padding: 2px;">Inactive</span></p>	<p><b>FUJITEC SINGAPORE CORPORATION LTD</b></p> <p>Access Duration 01/02/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span style="float: right; background-color: green; padding: 2px;">Active</span></p>	<p>+ Add Another</p>

1. Select profile and user management from side bar
2. Scroll down to view list of owner representatives
3. Click on the name of desired Owner representative to view individual owner representatives





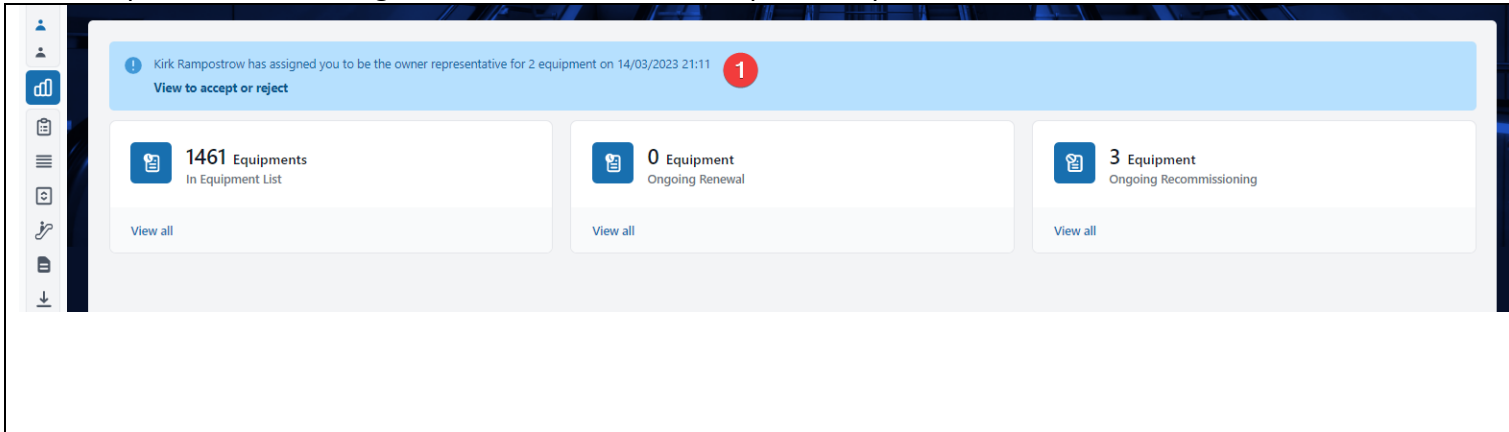
4. Toggle the “Is Permanent” status of individual owner representative (the button will be highlighted in blue)

5. Save

**Note:**  
Is Permanent toggle will overwrite the “End Date” selected in the Access Duration.

## 9.5 Owner rep view: Accepting an owner representative request

Owner representative can login to their account and accept the request.



The screenshot displays the LEAP dashboard interface. At the top, a blue notification banner states: "Kirk Ramprostow has assigned you to be the owner representative for 2 equipment on 14/03/2023 21:11" with a red circle containing the number "1" and a link to "View to accept or reject". Below the notification are three equipment status cards:

- 1461 Equipments In Equipment List** (with a "View all" link)
- 0 Equipment Ongoing Renewal** (with a "View all" link)
- 3 Equipment Ongoing Recommissioning** (with a "View all" link)

A vertical sidebar on the left contains navigation icons for home, dashboard, equipment, and other functions.

1. Click on the dashboard notification.

### Confirm Representative Assignment

Current Owner Name  
Jon\_BieberTSP, \*\*\*\*\*819T

Owner Type  
Individual

Status  
Pending

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION TYPE
N/A	N/A	bik4534oo, test st	bik4534oo	test st	N/A	N/A	■ Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTO

Remarks

Check all the details and if necessary, can give remarks.

2. Select accept

## 9.6 Owner rep view: Rejecting an owner representative request

Owner representative can login to their account and reject the request.

The screenshot shows the LEAP dashboard with a notification at the top: "Kirk Rampostrow has assigned you to be the owner representative for 2 equipment on 14/03/2023 21:11". Below the notification are three summary cards: "1461 Equipments In Equipment List", "0 Equipment Ongoing Renewal", and "3 Equipment Ongoing Recommissioning".

The second screenshot shows the "Confirm Representative Assignment" modal. It displays the current owner's details: "Current Owner Name: Jon\_BieberTSP, \*\*\*\*\*819T", "Owner Type: Individual", and "Status: Pending". Below this is a table with the following data:

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION TYPE
N/A	N/A	blk4534oo, test st	blk4534oo	test st	N/A	N/A	Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTO

At the bottom of the modal, there is a "Remarks" text area and three buttons: "Cancel", "Reject" (highlighted with a red circle and the number 2), and "Accept".

1. Click on the dashboard notification.
2. Select reject button

## 9.7 Remove equipment assigned to an owner representative

### 9.7.1 Remove accepted equipment

Bank Account No \*\*\*\*\*4323  
DDA Number LIFT-0000123

Save

**Owner Representative(s)** 2

Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

Jon_BieberTSP Access Duration 27/04/2023 - 30/04/2023 There are 0 equipment(s) assigned Home Owner <span>Inactive</span>	ABC Audit Firm Access Duration 16/05/2023 - Present There are 0 equipment(s) assigned Corporate Owner <span>Active</span>	Ang Mo Kio Town Council Access Duration 08/06/2023 - Present There are 1 equipment(s) assigned Corporate Owner <span>Active</span>	+ Add Another
---	--	---	---------------

1

**View Representative**

Representative Type Corporate Owner  
Representative Name Ang Mo Kio Town Council

Access Duration From 08/06/2023 To 08/06/2023 Is Permanent

Active

Delete Owner Representative Cancel Save

Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

Equipment List + Assign Equipment

ASSIGNMENT STATUS	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICA ACTION
Accepted	EN-57443-465346	N/A	1137, Lighthouse Bay, arcu adipiscing molestie, 224 - alopq, 563845	1137	Lighthouse Bay	563845	arcu adipiscing molestie	Suspended	Car Lift	Complete	Renew Remove

4

1. Select profile and user management from sidebar
2. Scroll down to view list of owner representatives
3. Click on the name of desired Owner representative to view the equipment assigned to the representative
4. Click remove button to remove equipment

## 9.7.2 Remove pending acceptance equipment

Bank Account No \*\*\*\*\*4323  
DDA Number LIFT-0000123

Owner Representative(s) **2**

Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

Jon\_BieberTSP  
Access Duration 27/04/2023 - 30/04/2023  
There are 0 equipment(s) assigned  
Home Owner Inactive

ABC Audit Firm  
Access Duration 16/05/2023 - Present  
There are 0 equipment(s) assigned  
Corporate Owner Active

Ang Mo Kio Town Council **3**  
Access Duration 08/06/2023 - Present  
There are 1 equipment(s) assigned  
Corporate Owner Active

+ Add Another

**1**

View Representative

Representative Type Home Owner  
Representative Name Unregistered User

Access Duration From 24/03/2023 To 24/03/2023  
Is Permanent   
Active

Delete Owner Representative Cancel Save

Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

Equipment List **1** Assign Equipment

ASSIGNMENT STATUS	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDIN ACTION
Pending Acceptance	EN-91861-149737	N/A	657, Jazz Street, Jazz Building, 253725	657	Jazz Street	253725	Jazz B <b>4</b> Remove

1. Select profile and user management from sidebar
2. Scroll down to view list of owner representatives
3. Click on the name of desired Owner representative to view equipment assigned to the representative
4. Click remove button to remove equipment

# 10 Transferring Ownership

Owners can transfer the ownership of an equipment by following the process outlined below.

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for different equipment categories. Below these, there are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A dropdown menu labeled 'Other Actions' is open, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. The 'Transfer Ownership' option is highlighted with a red circle 4. The main table shows a list of equipment with columns for ID, No., Address, Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The first row is selected, and a red circle 2 is next to the checkbox. A red circle 1 is next to the sidebar icon, and a red circle 3 is next to the 'Other Actions' dropdown.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION	
L219	12	1	N/A	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...	
L82	PL08	52, Jurong Gateway Road	Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...	
L392	23423	bik764993, test uluooo	ooo	N/A	N/A	31/08/2024	N/A	Complete	View ...	
L441	a	1	N/A	N/A	N/A	31/10/2024	N/A	Complete	View ...	
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Select transfer ownership

**Transfer Ownership**

Equipment List  Group by Location

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE
EN-79416-395245	N/A	123, Deimar, Deimar Villa, 21 - 09, 912321	123	Deimar	912321	Deimar Villa	Suspended	Escalator

New owner type and information \* 5  
Please ensure the Owner is registered in LEAP before selecting them

Upload proof of ownership \* 6

Corporate Owner     Home Owner

Upload a file or drag and drop

Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.

I declare that the information provided is accurate and I am no longer the owner for the selected equipment. 7

    8

5. Select owner type

6. Upload proof of ownership

7. Check Declaration

8. Save

A success message will appear



The screenshot shows a dashboard with a yellow notification banner at the top. The banner contains a red circle with the number '9' and the text: 'You received a transfer ownership request from Salem Hollows on 28/02/2023 00:46 for 1 equipment'. Below the banner, there are three white cards with blue icons and text: '1461 Equipments In Equipment List', '0 Equipment Ongoing Renewal', and '3 Equipment Ongoing Recommissioning'. Each card has a 'View all' link at the bottom.

9. A notification will be shown in the transferred owner's dashboard.

Owner can accept or reject the transfer ownership request

# 10.1 Accept transfer ownership request

**1** You received a transfer ownership request from Salem Hollows on 28/02/2023 00:46 for 1 equipment  
[View to accept or reject](#)

**1461** Equipments  
In Equipment List

[View all](#)

**0** Equipment  
Ongoing Renewal

[View all](#)

**3** Equipment  
Ongoing Recommissioning

[View all](#)

1. A notification will be shown in the transferred owner's dashboard.

Owner can accept or reject the transfer ownership request

**Confirm Ownership**

Current Owner Name, ID  
Salem Hollows, \*\*\*\*\*304T

Request date  
28/02/2023

1 item(s) selected

<input checked="" type="checkbox"/>	OWNER NAME	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPI
<input checked="" type="checkbox"/>	Salem Hollows	EN-02210-006365	pi3	899, test street	899	test street	N/A	N/A	Suspended	Platfor

**2**

**Documents**

document.png  
Download 28/02/2023 00:46

Remarks  
Please describe details of the discrepancies.

**3**

Cancel Reject Accept

2. Select the equipment.

3. Select Accept.

## 10.2 Reject transfer ownership request

! You received a transfer ownership request from Salem Hollows on 28/02/2023 00:46 for 1 equipment 1

[View to accept or reject](#)

📄 **1461** Equipments  
In Equipment List

[View all](#)

📄 **0** Equipment  
Ongoing Renewal

[View all](#)

📄 **3** Equipment  
Ongoing Recommissioning

[View all](#)

### Confirm Ownership

Current Owner Name, ID  
Salem Hollows, \*\*\*\*\*304T

Request date  
28/02/2023

1 item(s) selected

<input checked="" type="checkbox"/>	OWNER NAME	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIP
<input checked="" type="checkbox"/>	Salem Hollows	EN-02210-006365	pl3	899, test street	899	test street	N/A	N/A	Suspended	Platfor

**2**

**Documents**

document.png  
Download © 28/02/2023 00:46

Remarks

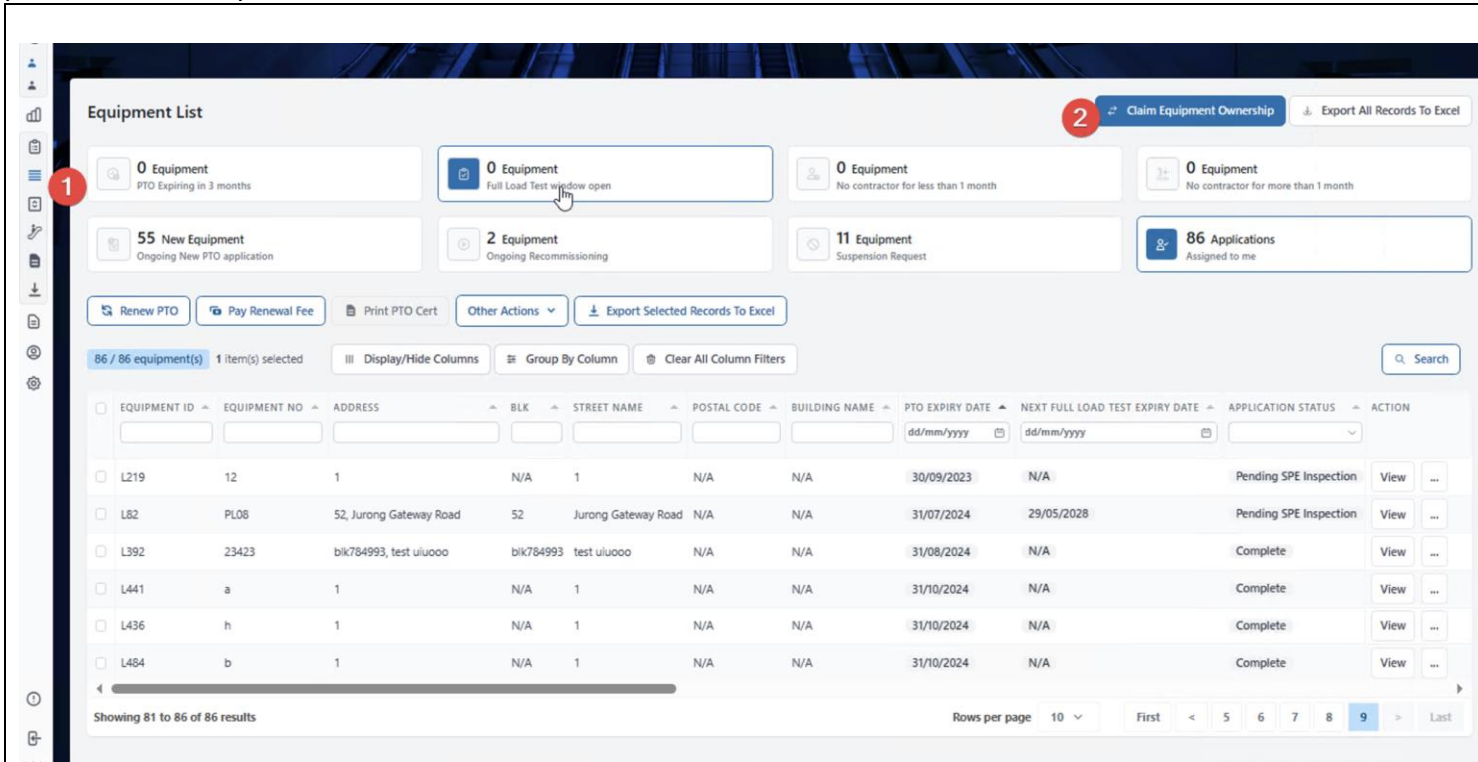
Please describe details of the discrepancies.

Cancel
**3** Reject
Accept

1. A notification will be shown in the transferred owner's dashboard.  
  
Owner can accept or reject the transfer ownership request
2. Select the equipment.
3. Select Reject

## 10.3 Claiming ownership of an equipment

In claiming ownership of an equipment, the direct method would be to input the details of the equipment he wishes to claim together with proof of ownership.



The screenshot displays the 'Equipment List' interface. A sidebar on the left contains a list of equipment categories, with a red circle '1' highlighting the 'Equipment' category. The main area shows a summary of equipment counts and a table of equipment details. A red circle '2' highlights the 'Claim Equipment Ownership' button in the top right corner.

**Equipment List Summary:**

- 0 Equipment: PTO Expiring in 3 months
- 0 Equipment: Full Load Test window open
- 0 Equipment: No contractor for less than 1 month
- 0 Equipment: No contractor for more than 1 month
- 55 New Equipment: Ongoing New PTO application
- 2 Equipment: Ongoing Recommissioning
- 11 Equipment: Suspension Request
- 86 Applications: Assigned to me

**Equipment List Table:**

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
L392	23423	blk784993, test uluooo	blk784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...

Showing 81 to 86 of 86 results. Rows per page: 10. Page 9 of 9.

1. Begin by selecting the equipment list from the sidebar
2. Claim Equipment Ownership

3. Owners may submit proof of ownership.
4. Add equipment address
5. Select Next
6. Check declaration as rightful owner
7. Submit
8. An alert will show which informs that request of ownership transfer has been raised and will be processed by BCA.

**Note:**  
The claimant will be the Owner. BCA will transfer the equipment to the Owner.

### Claim Ownership

If you wish to claim equipment without a valid Transfer Request ID, please submit the application below and we will process it separately.

✓ PROOF OF OWNERSHIP    02 DECLARATION    03 CONFIRMATION

#### Declaration

I declare that the information provided is accurate and I am the owner of the equipment selected. I undertake to carry out the duties required of an owner in relation to the said equipment.

6

< Previous    Submit > 7

### Claim Ownership

🕒 Request for ownership transfer has been raised and will be processed by BCA 8

If you wish to claim equipment without a valid Transfer Request ID, please submit the application below and we will process it separately.

✓ PROOF OF OWNERSHIP    ✓ DECLARATION    03 CONFIRMATION

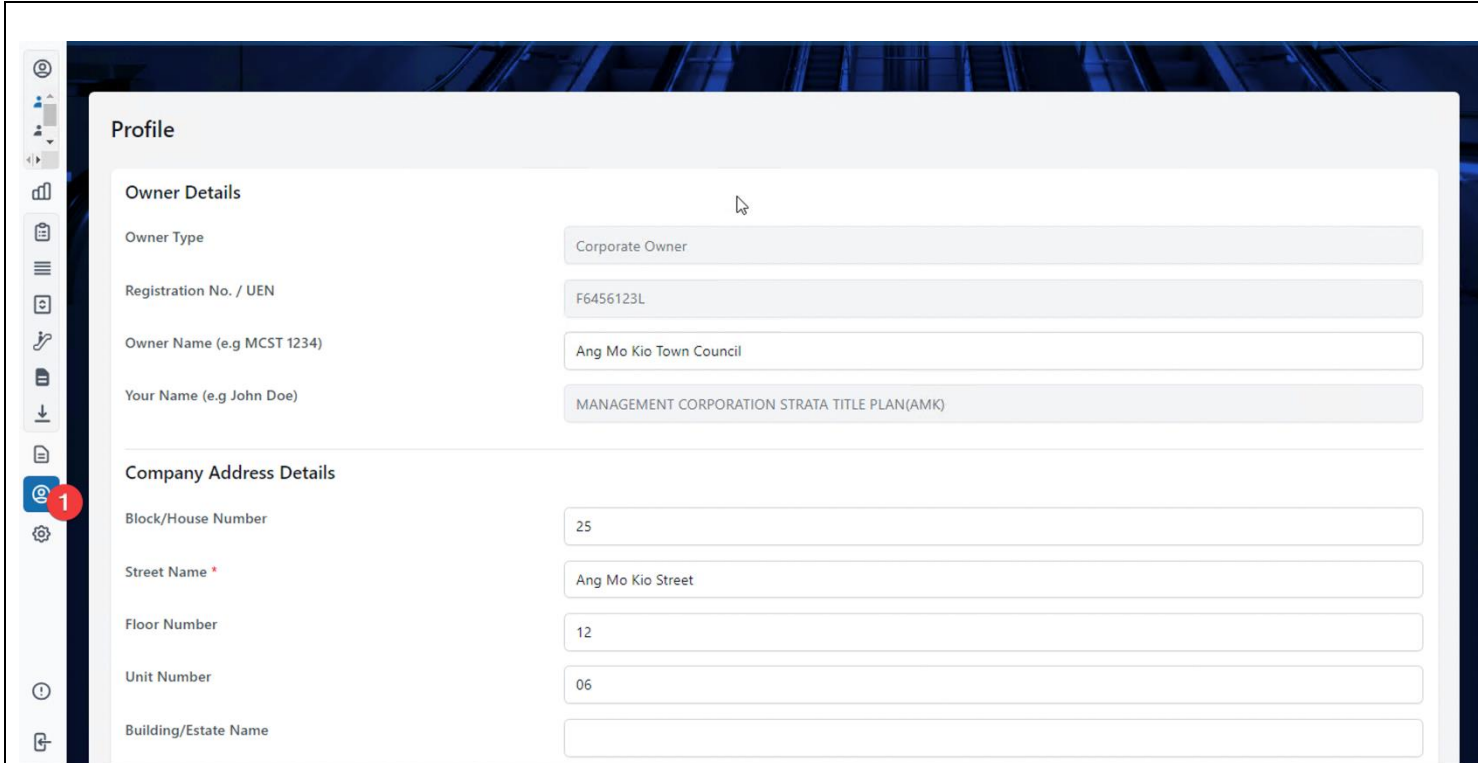
#### Confirmation

The BCA LEAP team is reviewing your submission.  
You will be notified via email about the outcome. If you have any queries please contact us at **6789 1234**.

Close

# 11 Profile and user management

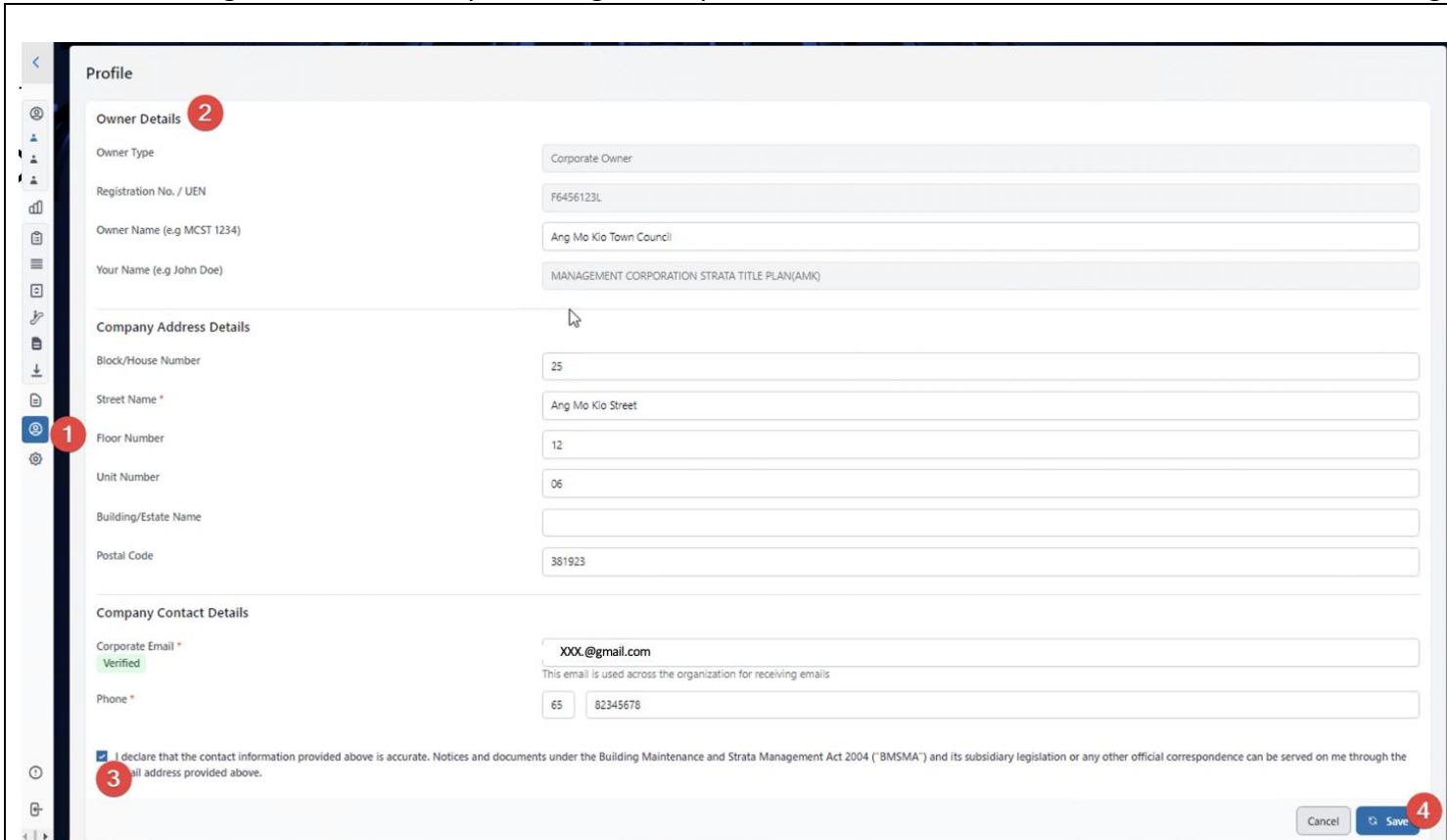
Owners can view and update all the details related to the owner profile. Such as Contact details, Address details etc.



1. Select Profile & User Management from the sidebar.

## 11.1 Changing owner details

Owners can change his/her details by following the steps outlined below. Owner name and address can be changed here.



The screenshot displays the 'Profile' page in the LEAP application. The page is divided into several sections: 'Owner Details', 'Company Address Details', and 'Company Contact Details'. The 'Owner Details' section includes fields for 'Owner Type' (Corporate Owner), 'Registration No. / UEN' (F6456123L), 'Owner Name (e.g MCST 1234)' (Ang Mo Kio Town Council), and 'Your Name (e.g John Doe)' (MANAGEMENT CORPORATION STRATA TITLE PLAN(AMK)). The 'Company Address Details' section includes fields for 'Block/House Number' (25), 'Street Name \*' (Ang Mo Kio Street), 'Floor Number' (12), 'Unit Number' (06), 'Building/Estate Name', and 'Postal Code' (361923). The 'Company Contact Details' section includes fields for 'Corporate Email \*' (XXX@gmail.com, Verified) and 'Phone \*' (65 82345676). A declaration checkbox is checked, stating: 'I declare that the contact information provided above is accurate. Notices and documents under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.' The 'Save' button is highlighted with a red circle 4.

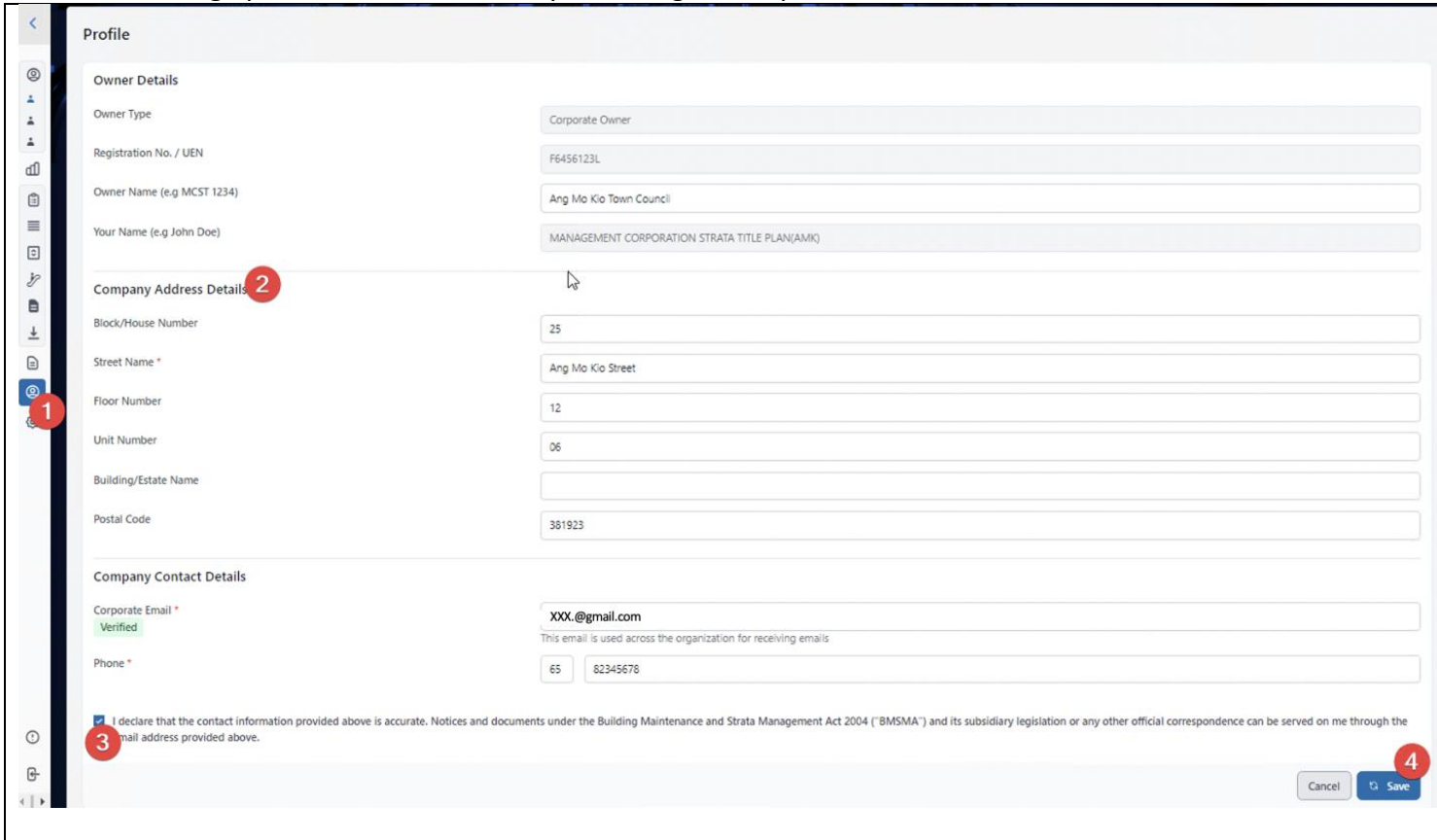
1. Begin by selecting Profile & User Management
2. Key in changes to profile
3. Check declaration
4. Select save

**Note:**  
Owner Name will appear in the PTO certificate.



## 11.2 Changing address details

Owner can change profile address details by following the steps outlined below



The screenshot displays the 'Profile' page in the LEAP system. The page is divided into several sections: 'Owner Details', 'Company Address Details', and 'Company Contact Details'. The 'Company Address Details' section is highlighted with a red circle '2'. The 'Owner Details' section includes fields for Owner Type (Corporate Owner), Registration No. / UEN (F6456123L), Owner Name (Ang Mo Kio Town Council), and Your Name (MANAGEMENT CORPORATION STRATA TITLE PLAN(AMK)). The 'Company Address Details' section includes fields for Block/House Number (25), Street Name (Ang Mo Kio Street), Floor Number (12), Unit Number (06), Building/Estate Name, and Postal Code (381923). The 'Company Contact Details' section includes fields for Corporate Email (XXX@gmail.com, Verified) and Phone (65 82345678). A red circle '1' is placed on the left sidebar menu, and a red circle '3' is placed on the declaration checkbox. A red circle '4' is placed on the 'Save' button at the bottom right.

1. Begin by selecting Profile & User Management

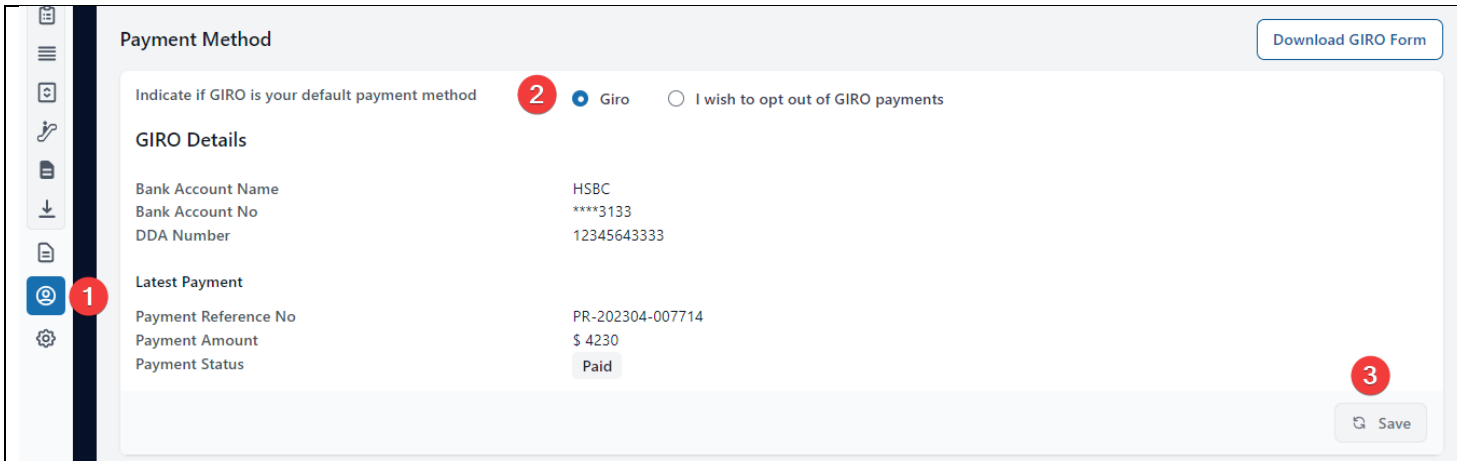
2. Key in changes to address

3. Check declaration

4. Select save

## 11.3 Opt-in for GIRO as a valid payment method for Renewal

GIRO payment mode can be changed via the steps outlined below. Do note that GIRO details only appear once BCA has approved it.



**Payment Method** Download GIRO Form

Indicate if GIRO is your default payment method 2  Giro  I wish to opt out of GIRO payments

**GIRO Details**

Bank Account Name	HSBC
Bank Account No	****3133
DDA Number	12345643333

**Latest Payment**

Payment Reference No	PR-202304-007714
Payment Amount	\$ 4230
Payment Status	Paid

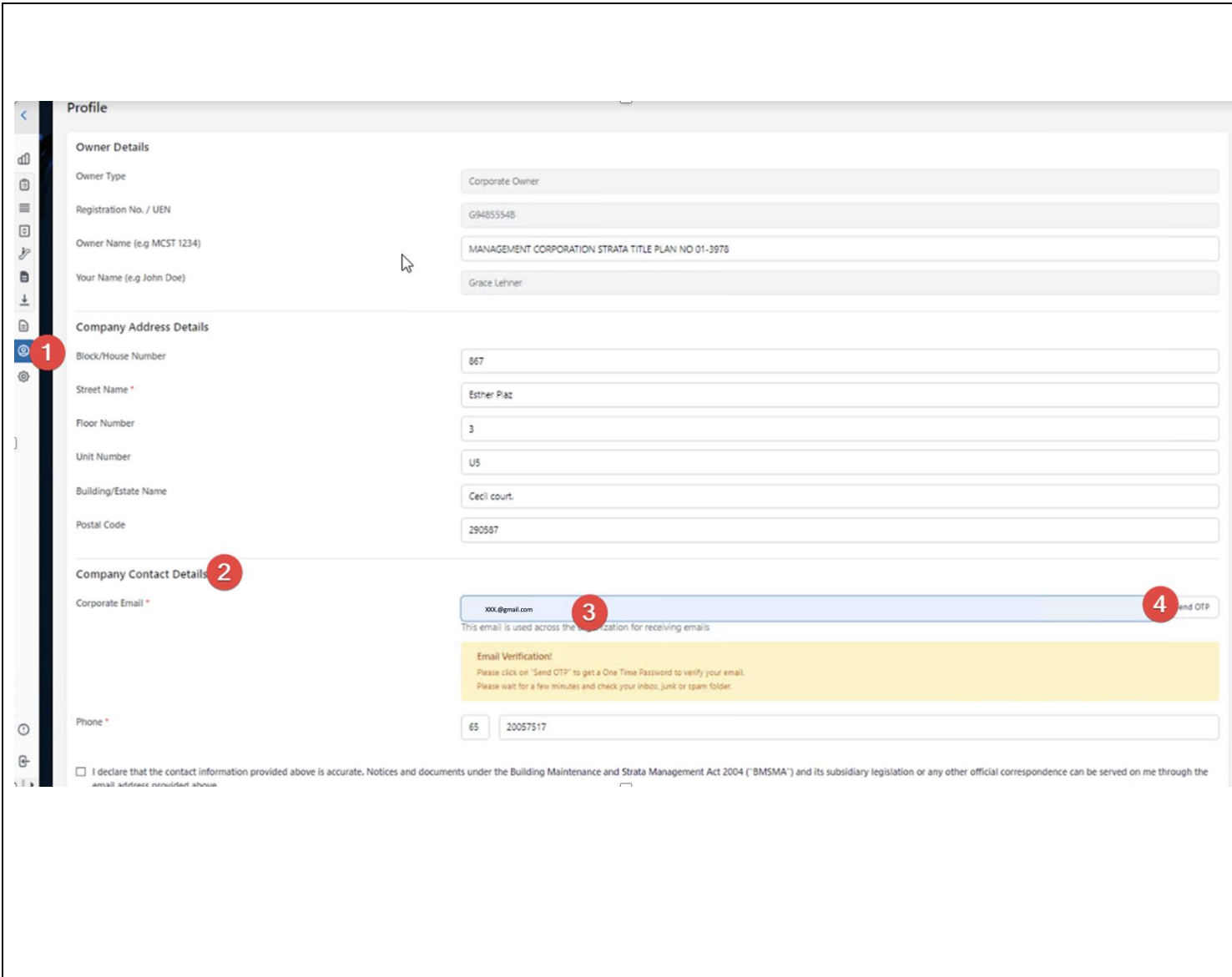
3 Save

1. Begin by selecting Profile & User Management
2. Choose payment method
3. Select save

**Note:**  
After your GIRO account has been registered, you will see the GIRO details.

After opt-in by selecting “Giro” radio button and click “Save”, you will see GIRO payment option for renewal applications.

## 11.4 Changing contact details (email)



The screenshot displays the 'Profile' page in the LEAP system. The page is divided into several sections: 'Owner Details', 'Company Address Details', and 'Company Contact Details'. The 'Company Contact Details' section is highlighted with a blue border, indicating it is the active state. Red callout boxes with numbers 1 through 4 are placed on the page to guide the user through the process of changing the email address. Callout 1 points to the 'Profile' header, callout 2 points to the 'Company Contact Details' section, callout 3 points to the 'Corporate Email' input field, and callout 4 points to the 'Send OTP' button.

**1. Select Profile & User Management**

**2. Go to Contact Details**

**3. Click on the textbox and a blue border will be shown to ensure the textbox is clicked and in active state. Fill your email address.**

**4. Click on Send OTP**

The screenshot shows a web application interface with a sidebar on the left and a main content area. At the top of the main area, there is a green notification banner that says "OTP Sent" with a red circle containing the number "5". Below this, the "Owner Details" section is filled with pre-filled information: Owner Type (Corporate Owner), Registration No. / UEN (F6456123L), Owner Name (Ang Mo Kio Town Council), and Your Name (MANAGEMENT CORPORATION STRATA TITLE PLAN(AMK)). The "Company Address Details" section contains input fields for Block/House Number (25), Street Name (Ang Mo Kio Street), Floor Number (12), Unit Number (06), Building/Estate Name, and Postal Code (361923). The "Company Contact Details" section has a "Corporate Email" field with the value "XXX@gmail.com" and a "Send OTP" button. Below the email field, there is a note: "This email is used across the organization for receiving emails". A red circle with the number "7" is next to a "Verification Code" input field and a "Validate" button. A red circle with the number "6" is next to a message: "OTP has been sent. Resend OTP in 1:45". At the bottom, a yellow box contains the text: "Email Verification! Please click on 'Send OTP' to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder."

5. A green successful message “OTP Sent” will be displayed
6. A message to inform OTP has been sent, with a countdown timer of 2 minutes to request resend OTP. After 2 minutes, the “Resend OTP” button will be enabled.
7. A textbox will be displayed with a “Validate” button

Profile

Email Verified

Owner Details

Owner Type: Corporate Owner

Registration No. / UEN: G94655548

Owner Name (e.g MCST 1234): MANAGEMENT CORPORATION STRATA TITLE PLAN NO 01-3978

Your Name (e.g John Doe): Grace Lehner

Company Address Details

Block/House Number: 867

Street Name \*: Esther Plaza

Floor Number: 3

Unit Number: U5

Building/Estate Name: Cecil court.

Postal Code: 290587

Company Contact Details

Corporate Email \*: XXX@gmail.com

This email is used across the organization for receiving emails

8   9

Email Verification!

Please click on "Send OTP" to get a One Time Password to verify your email.  
Please wait for a few minutes and check your inbox, junk or spam folder.

8. Click on the textbox and a blue border will be shown to ensure the textbox is clicked and in active state. Fill the OTP sent to your email.
9. Click Validate

### Profile

✔ Email Verified 10

#### Owner Details

Owner Type	Corporate Owner
Registration No. / UEN	G94855548
Owner Name (e.g MCST 1234)	MANAGEMENT CORPORATION STRATA TITLE PLAN NO 01-3978
Your Name (e.g John Doe)	Grace Lehner

#### Company Address Details

Block/House Number	867
Street Name *	Esther Plaz
Floor Number	3
Unit Number	U5
Building/Estate Name	Cecil court.
Postal Code	290587

#### Company Contact Details

Corporate Email *	<div style="display: flex; align-items: center;"> <span style="background-color: #e0ffe0; padding: 2px 5px; border: 1px solid #c0ffc0; border-radius: 3px; margin-right: 5px;">Verified</span> <input style="width: 90%; border: 1px solid #ccc; border-radius: 3px;" type="text" value="XXX@gmail.com"/> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px 5px; font-weight: bold; margin-left: 10px;">12</span> </div> <small>This email is used across the organization for receiving emails</small>
-------------------	--

- 10. A message to inform Email verified
- 11. A green “Verified” tag will be shown
- 12. “Send OTP” will be hidden as the email has been verified. Should there be any changes to the email, repeat Step 3

**Note:**  
You would be required to validate your email with OTP.

The OTP may arrive in a few minutes time, and will expire in 3 hours.

There is no need to select declaration to apply changes to the email address.

Building and Construction Authority

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## 11.5 Changing contact details (phone number)

The screenshot shows the 'Profile' page in the LEAP system. The page is divided into several sections: 'Owner Details', 'Company Address Details', and 'Company Contact Details'. The 'Company Contact Details' section is highlighted with a red circle '2'. Within this section, the 'Phone' field is highlighted with a red circle '3', and the country code dropdown is highlighted with a red circle '4'. A red circle '1' highlights the navigation menu on the left side of the page. The 'Phone' field contains the number '65 98765434'. The 'Corporate Email' field contains 'XXX@gmail.com' and is marked as 'Verified'. A disclaimer at the bottom states: 'I declare that the contact information provided above is accurate. Notices and documents under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.' The 'Cancel' and 'Save' buttons are visible at the bottom right of the form.

1. Select profile and user management
2. Go to Contact Details
3. Click on the textbox and a blue border will be shown to ensure the textbox is clicked and in active state. Fill your phone number
4. Ensure country code (in digit) is entered

**Company Contact Details**

Corporate Email \*  
Verified  
XXX@gmail.com  
This email is used across the organization for receiving emails

Phone \*  
65 98765434

5  I declare that the contact information provided above is accurate. Notices and documents under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.

Cancel Save

6

5. Select declaration

6. Save

**Note:**

You would not be required to validate your phone number with OTP at the moment.

You would need to select declaration before "Save" is enabled



# 12 Notifications

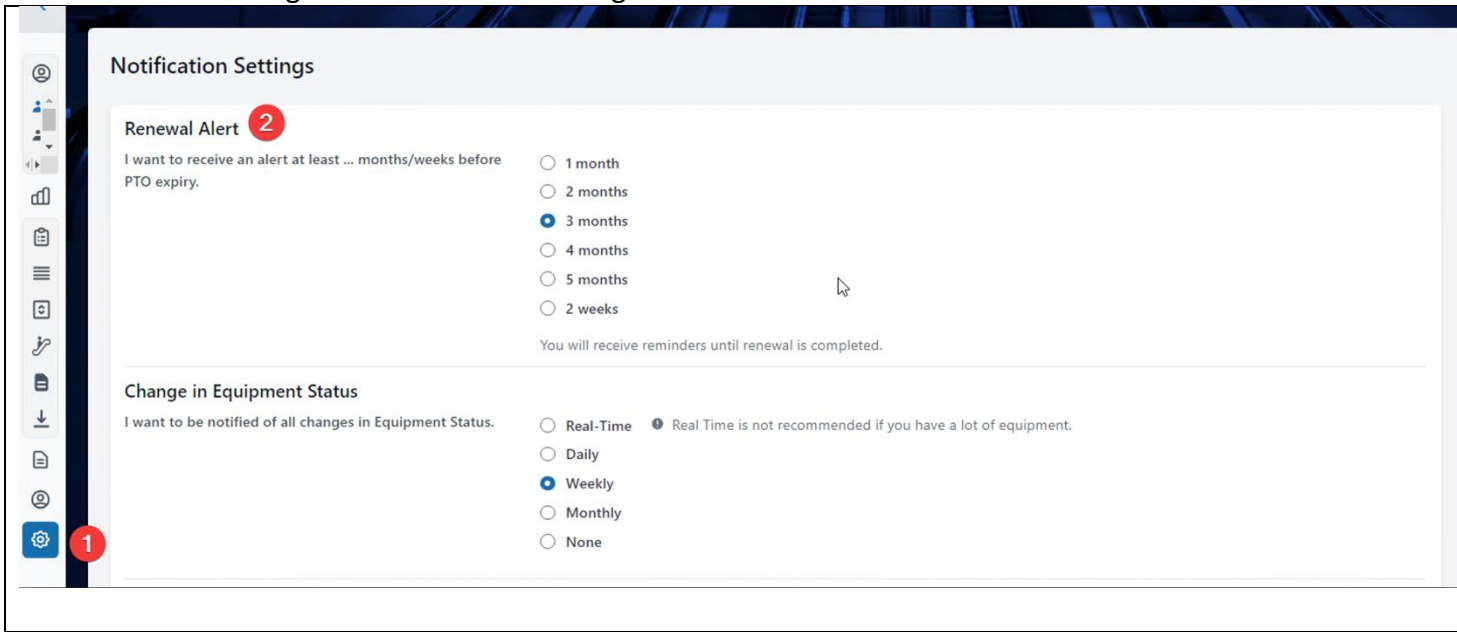
In the notifications screen, Owners can change the frequency in which they receive the notifications via email. The email address has to be verified in order to receive emails. Refer to [Section 11.4 Changing contact details \(email\)](#). Some emails would not be sent if the equipment is terminated/suspended.

Below are the default notification settings for owner if they are not configured:

1. Renewal alert – 3 months
2. Change in equipment status – Weekly
3. Change in application status – Weekly
4. Preferred Channel – Email

For Preferred Channel – Email, it will be checked if the email verification is successful.

Separately, the notification feature sends daily reminder email notifications when PTO has expired and not been renewed, regardless of the notification settings that the user has configured.



1. Select settings from sidebar
2. Change frequency for – Renewal Alert / Equipment status / Application status / Preferred channels

**Change in Application Status**

I want to be notified of all changes in Application Status.

Real-Time  Real Time is not recommended if you have a lot of equipment.

Daily

Weekly

Monthly

None

**Preferred Channels**

Select channels

Email  
example@example.com

Cancel Save Changes

3. If there are differences in the selection, Save Changes will be enabled

A success message will appear to indicate that the notification change has been successful.

**Note:**  
The channel must be ticked so that all email notifications will be sent.