



User Manual

For the BCA LEAP Application

Role	Owner
Version	1.12
Date	13 November 2025



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 Revision of Section 3.3 Making payment for new PTO application Revision of Section 4 Recommission PTO Application

Version	Date Updated	Remarks
		Revision of Section 5 Migration from OPTO to LEAP
1.8	6 November 2023	Revision of Section 2.5 Change equipment expiry date Deletion of Section 2.7 Request Refund Revision of Section 5 Reactivating a terminated equipment Revision of Section 6.6 Suspend Equipment Revision of Section 6.7 Terminate Equipment Revision of Section 9.1.1 Owner representative profile created
1.9	27 June 2024	Revision of 1.5 Migrating from OPTO to LEAP (email verification) Revision of 1.7 Owner Dashboard (email verification) Revision of Section 6.6 Suspend Equipment Revision of 7.1 Editing Equipment Details (warning message if equipment is ongoing inspection)
1.10	14 November 2024	Addition of Section 2.2.1 Paying the renewal fee of an equipment – E-Payment (Credit Card) Addition of Section 2.2.2 Paying the renewal fee of an equipment – E-Payment (PayNow) Addition of Section 2.2.3 Paying the renewal fee of an equipment – Bank Transfer Addition of Section 2.2.4 Paying the renewal fee of an equipment – GIRO Revision of 2.3 Paying the renewal fee of an equipment if GIRO deduction failed – Method 1 Revision of Section 3.3 Making payment for new PTO application Revision of Section 4.1 Making Payment for Recommission PTO Revision of Section 6.2 Change Contractor Revision of Section 6.3 Changing SPE for selected equipment Revision of Section 6.4 Printing past receipts Revision of Section 6.6 Suspend equipment Revision of Section 6.7 Terminate Equipment Revision of Section 7.1 Edit equipment details
1.11	19 June 2025	Revision of Section 2 Renew PTO Application Revision of Section 2.2 Paying the renewal fee of an equipment Revision of Section 2.2.4 Paying the renewal fee of an equipment – GIRO Revision of Section 2.3 Paying the renewal fee of an equipment if GIRO deduction failed Revision of Section 2.4 Paying the renewal fee of an equipment if GIRO deduction failed – Method 2 Revision of Section 3.3 Making payment for new PTO application Revision of Section 4 Recommission PTO application

Version	Date Updated	Remarks
1.12	13 November 2025	Updating of BCA Logo Revision of Section 1.4 Logging into the system Revision of Section 2 Renew PTO equipment Revision of Section 2.1 GIRO application Revision of Section 10 Transferring Ownership

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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 ¹ , Owner made payment and SPE submitted inspection, or During renewal PTO application (shortlisted equipment), Owner made payment and SPE submitted inspection

¹ 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

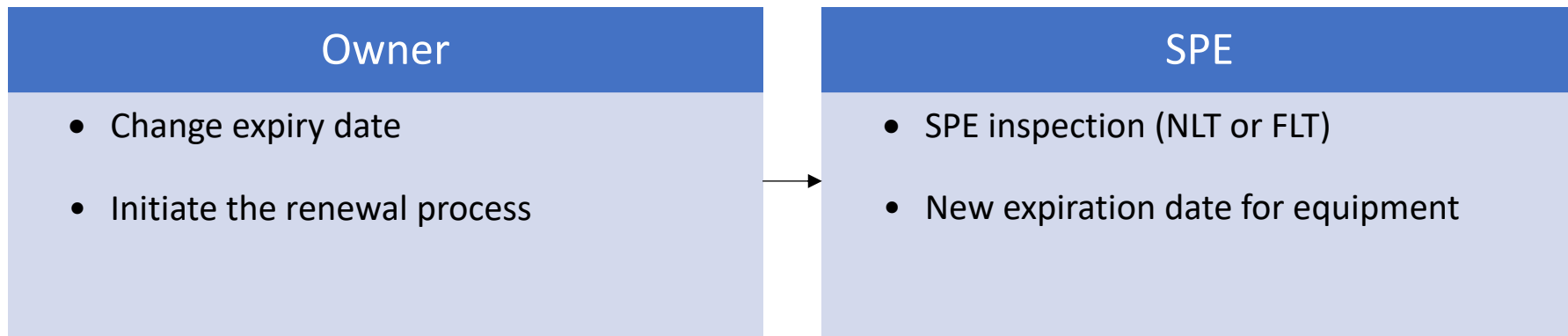
Status	Description
Pending Refund	Owner requested for refund, or Finance Officer marked payment for refund
Refunded	Finance Officer updated refund status as refunded
Rejected	Finance Officer updated refund status as rejected

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.

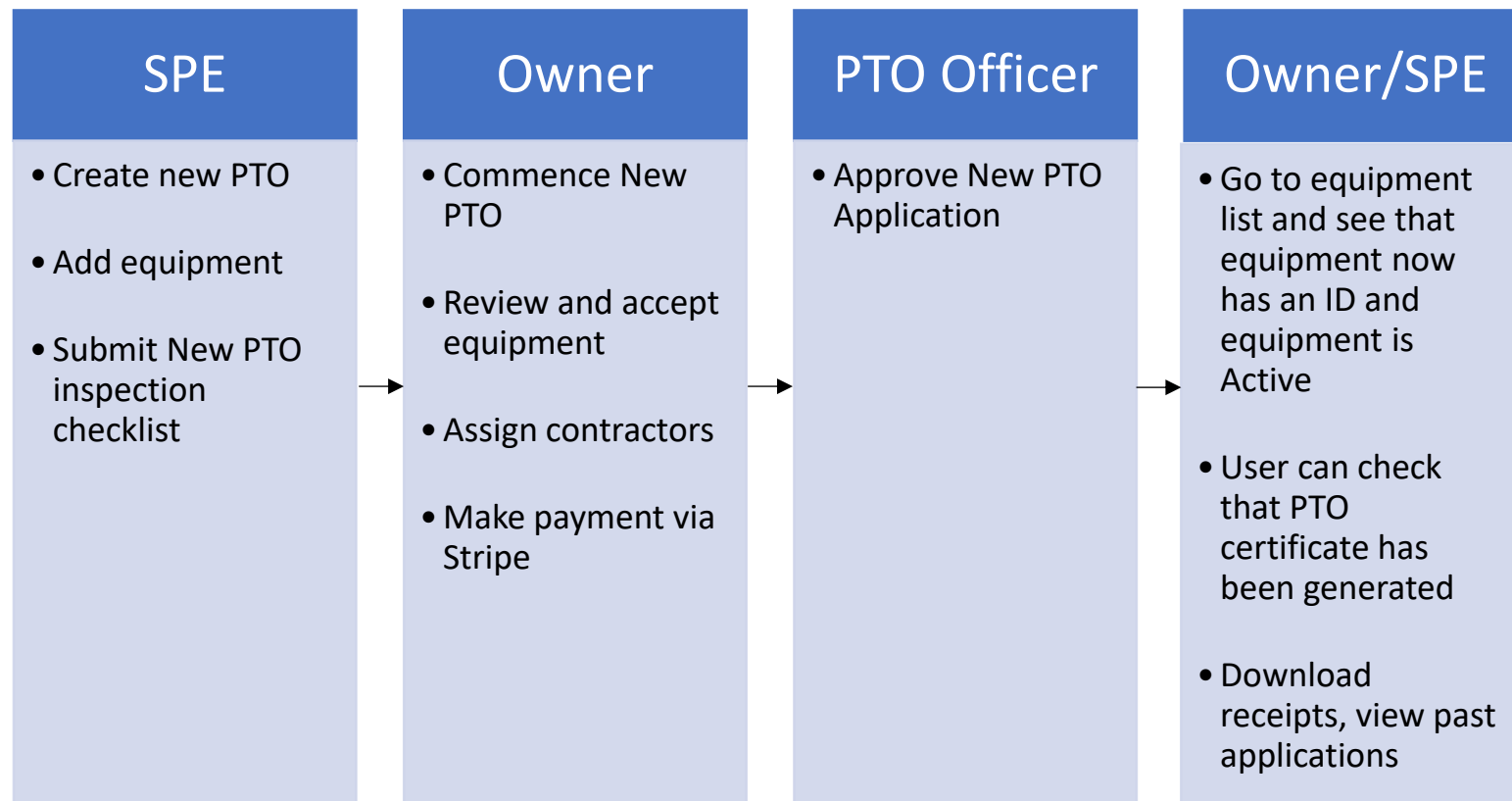
1.3.1 Owner flow: Renewal process

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.



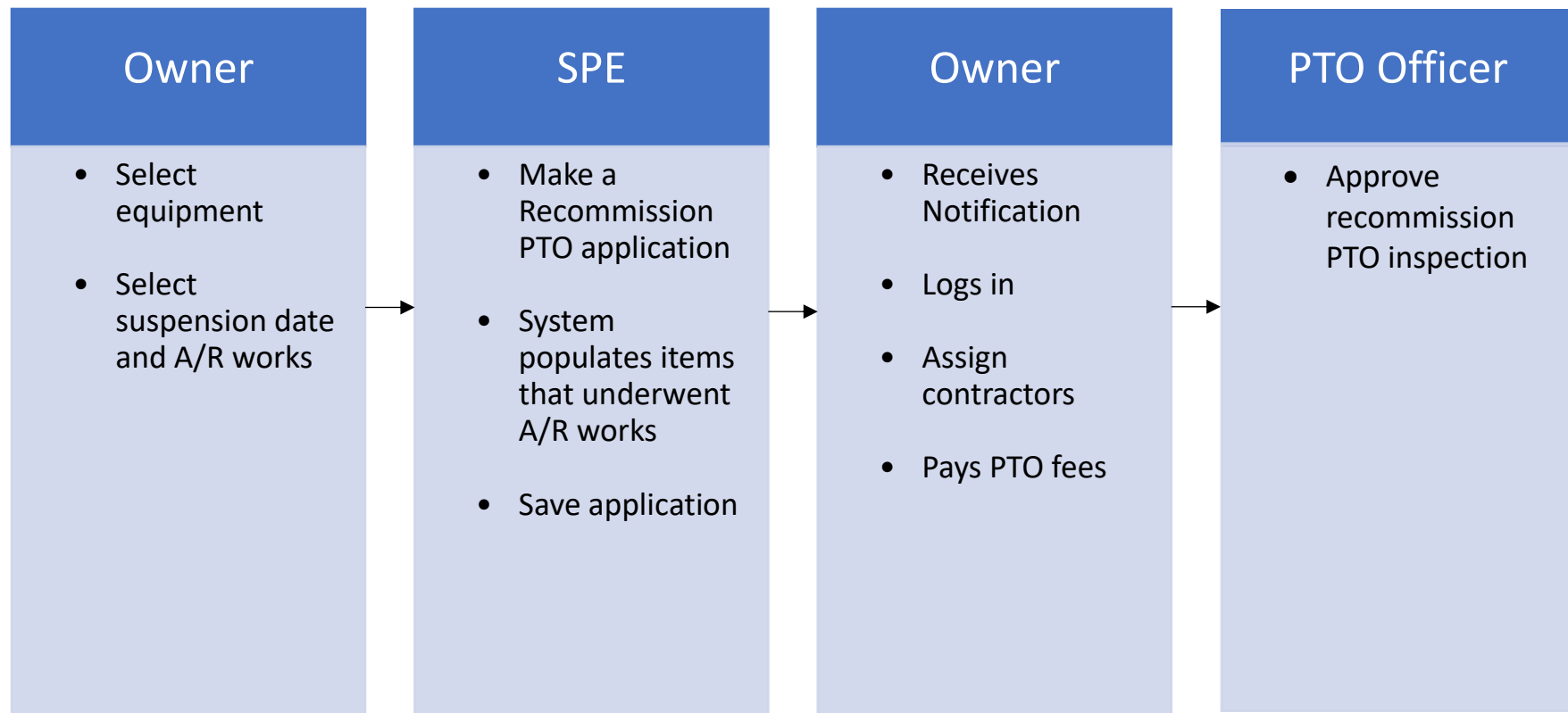
1.3.2 Owner flow: Create New PTO process

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.



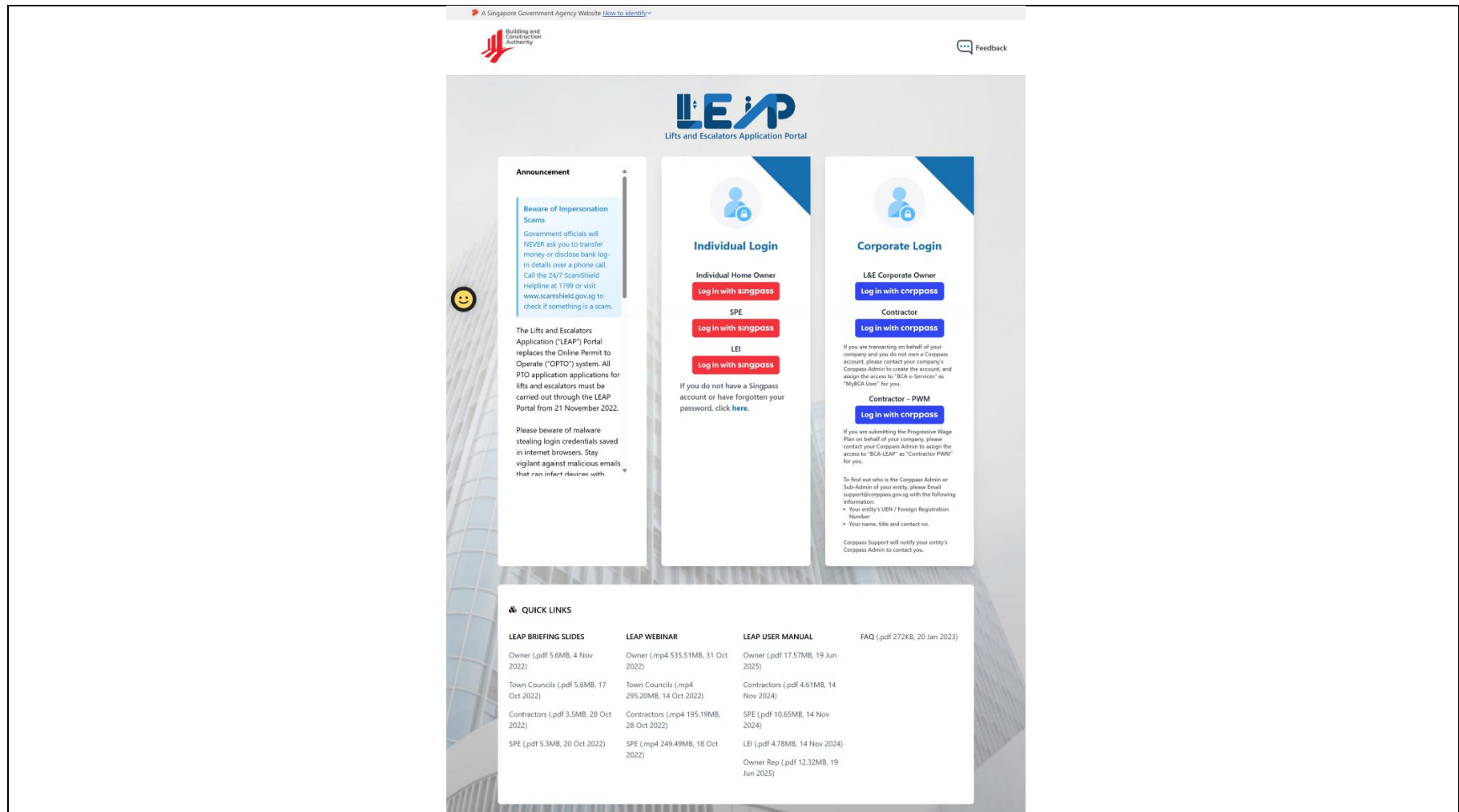
1.3.3 Owner flow: Recommission process

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.**



Announcement

Beware of Impersonation Scams
Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 or visit www.scamshield.gov.sg to check if something is a scam.

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 may infect devices with

Individual Login

Individual Home Owner
[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](#)

Contractor
[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.

Contractor - PWM
[Log in with corppass](#)

If you are submitting the Progressive Wage Plan on behalf of your company, please contact your Corppass Admin to assign the access to "BCA-LEAP" as "Contractor PWM" 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)	Owner (pdf 17.57MB, 19 Jun 2025)	
Town Councils (pdf 5.6MB, 17 Oct 2022)	Town Councils (mp4 295.20MB, 14 Oct 2022)	Contractors (pdf 4.61MB, 14 Nov 2024)	
Contractors (pdf 3.5MB, 28 Oct 2022)	Contractors (mp4 195.19MB, 28 Oct 2022)	SPE (pdf 10.65MB, 14 Nov 2024)	
SPE (pdf 5.3MB, 20 Oct 2022)	SPE (mp4 249.49MB, 18 Oct 2022)	LEI (pdf 4.78MB, 14 Nov 2024)	
		Owner Rep (pdf 12.32MB, 19 Jun 2025)	

1.5 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.

Owner Registration

Personal Details 1

Owner Name * New User

Owner NRIC 21114F

Address Details 2

Block/House Number 12

Street Name * Street Name

Floor Number 12

Unit Number 12

Building/Estate Name Building Name

Postal Code 121212

Contact Details 3

Email * themenuser@email.com Send OTP

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.

Phone * 65 22394455

4 I have reviewed the information provided and declare that it is true and accurate.

5 Cancel Register

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

82034923X

Company Name

Owner Name

1.6 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. The top navigation bar includes a 'BACK' button, a 'A Singapore Government Agency Website' link, and a 'Logout' button. The main header features the BCA logo, the LEAP logo, and navigation tabs for 'All', 'Lifts', 'Escalators', and 'PTO Certificate Requests'. The user is logged in as 'Land Transport Authority (Main Account)'.

The left sidebar contains a 'Dashboard' button and a list of navigation options: 'Equipment List', 'All', 'Lifts', 'Escalators', 'PTO Certificate Requests', 'Excel Export Requests', 'PTO Application List', 'Profile & User Management', and 'Notification Settings'. A 'Submit Feedback' button is located at the bottom of the sidebar.

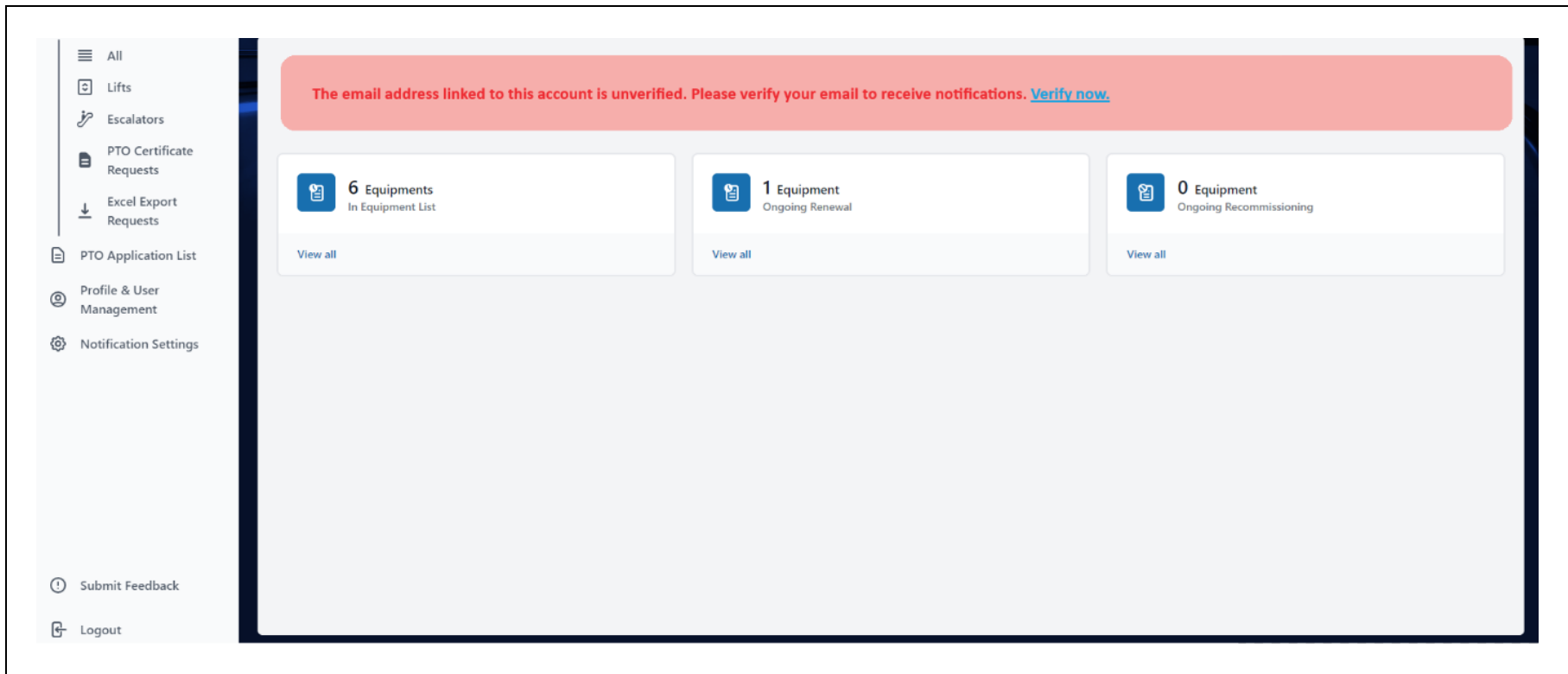
The main content area displays several alerts and equipment status cards:

- Alert 1:** There are 1 equipment(s) which are due for 5-yearly Full Load Testing. Please click on View for more details and liaise with your appointed contractor and Specialist Professional Engineer to conduct the tests. [View](#)
- Alert 2:** Maintenance Contractor for 1 lifts are invalidated. Please update the Maintenance Contractor. [View all equipment](#)
- Alert 3:** SG Company.27082025M has assigned you to be the owner representative for 1 equipment on 25/09/2025 18:58. [View to accept or reject](#)
- Alert 4:** The PTO for 145 equipment(s) are pending recommissioning. Please proceed to check the Application. [View](#)
- Alert 5:** Please proceed to complete the payment for 1 PTO renewal applications. [View all equipment](#)

The bottom section shows three equipment status cards:

- 1235 Equipments** In Equipment List. [View all](#)
- 4 Equipment** Ongoing Renewal. [View all](#)
- 145 Equipment** Ongoing Recommissioning. [View all](#)

For accounts with unverified email address, a banner message will be displayed on the dashboard.



1.7 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

Buttons: Claim Equipment Ownership, Export All Records To Excel

Summary Cards:

- 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)

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

Filters: 1461 / 1484 equipment(s), 0 item(s) selected, Display/Hide Columns, Group By Column, Clear All Column Filters, Search

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

1.8 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 two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, a red box highlights a grid of eight smart filter cards. Each card shows an icon, a count of equipment, and a description of the filter criteria. Below the filter cards, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. Below the action buttons, there is a status bar showing '1461 / 1484 equipment(s)' and '0 item(s) selected'. To the right of the status bar are buttons for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. At the bottom right is a search bar. Below the status bar and filters, there is a table with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION. Each column has a dropdown arrow next to its name. Below the column names are input fields for each column.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION

1.8.1 View equipment expiring in 3 months

Select PTO expiring in 3 months 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'. The dashboard features eight filter cards arranged in two rows. The first card, '412 Equipment PTO Expiring in 3 months', is highlighted with a red border. The other cards show counts for 'Full Load Test window open', 'No contractor for less than 1 month', 'No contractor for more than 1 month', 'New Equipment', 'Ongoing Recommissioning', 'Suspension Request', and 'Applications Assigned to me'. At the bottom, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'.

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

1.8.2 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.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. The dashboard features eight statistics cards arranged in two rows. The top row includes: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open' (highlighted with a red border), '0 Equipment No contractor for less than 1 month', and '1 Equipment No contractor for more than 1 month'. The bottom row includes: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom of the dashboard, 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'.

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

1.8.3 View equipment with no contractor for less than 1 month

Select No contractor for less 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'. The dashboard features 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 (highlighted with a red box)
- 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

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'.

1.8.4 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, there are eight equipment status cards arranged in a 2x4 grid. The top row includes: '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' (which is highlighted with a red border). The bottom row includes: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom of the dashboard, there are five buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

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

1.8.5 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, there 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 box), '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom, there are five buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), 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

1.8.6 View equipment with ongoing recommissioning

Select Ongoing Recommissioning 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' (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'.

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

1.8.7 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, there 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 box), 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'.

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

1.8.8 View all equipment assigned

Select Assigned to me smart filter.

Equipment List

Claim Equipment OwnershipExport 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+ mon
1 Equipment
No contractor for more than 1 month

7 New Equipment

3 Equipment

10 Equipment

1484 Applications

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

1.9 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, there are two buttons: '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 several 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)' and '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.

A table is visible at the bottom, with its header row highlighted by a red box. The headers are: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION.

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

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](#)

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](#)

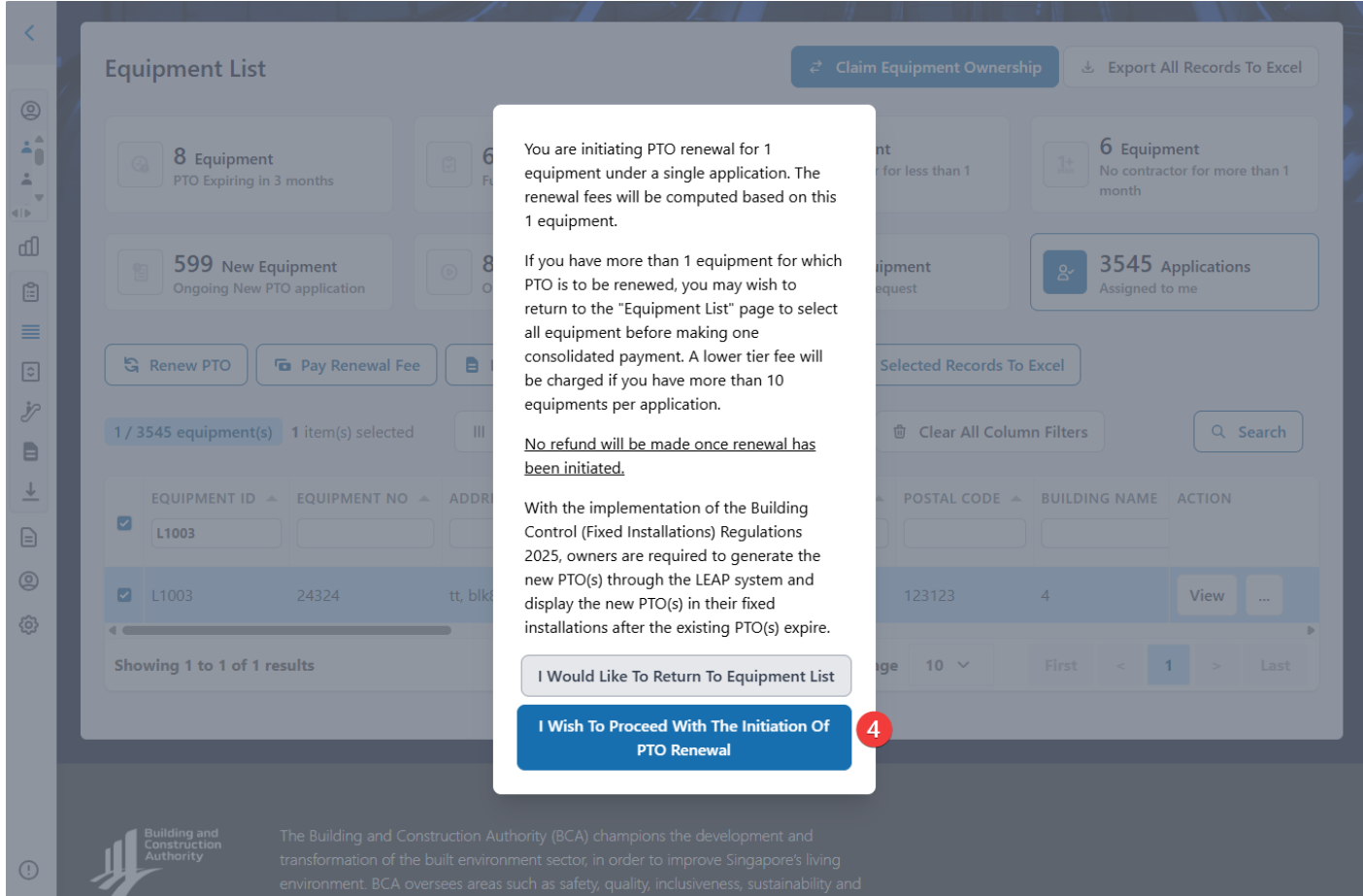
[Search](#)

<input checked="" type="checkbox"/>	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	21	04 Rochor Centre1 Rochor Road,aa	212123	hor Centre1 Rochor Road, #02-604 Rochor Ce	View ...

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.



The screenshot shows the 'Equipment List' page in the LEAP system. A pop-up dialog is displayed in the center, providing information about initiating PTO renewal. The dialog text is as follows:

You are initiating PTO renewal for 1 equipment under a single application. The renewal fees will be computed based on this 1 equipment.

If you have more than 1 equipment for which PTO is to be renewed, you may wish to return to the "Equipment List" page to select all equipment before making one consolidated payment. A lower tier fee will be charged if you have more than 10 equipments per application.

No refund will be made once renewal has been initiated.

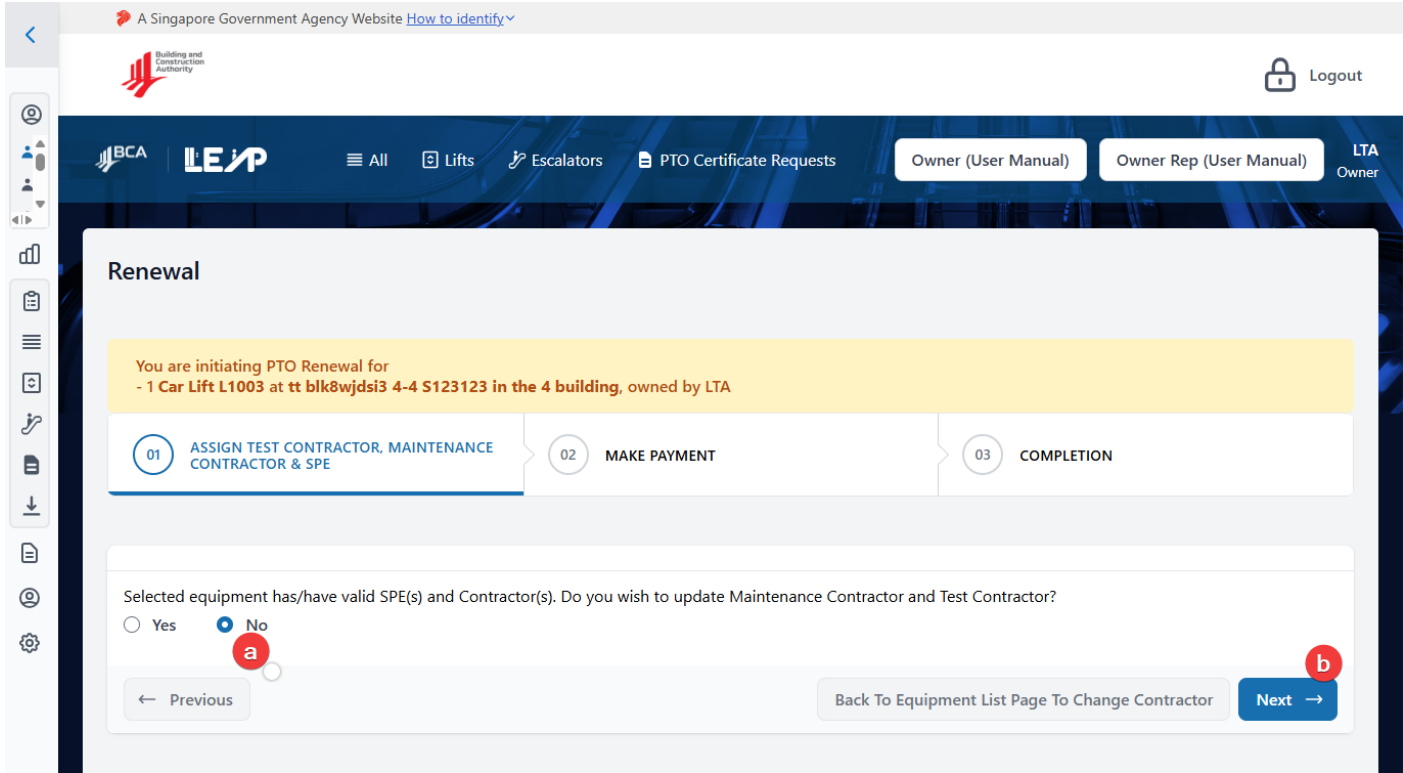
With the implementation of the Building Control (Fixed Installations) Regulations 2025, owners are required to generate the new PTO(s) through the LEAP system and display the new PTO(s) in their fixed installations after the existing PTO(s) expire.

The dialog has two buttons: "I Would Like To Return To Equipment List" and "I Wish To Proceed With The Initiation Of PTO Renewal". A red circle with the number '4' is placed next to the second button.

The background interface shows a table with columns: EQUIPMENT ID, EQUIPMENT NO, and ADDRESS. The first row is selected, showing EQUIPMENT ID L1003 and EQUIPMENT NO 24324. The table is filtered to show 1 result. The page also includes a sidebar with navigation icons and a footer with the BCA logo and mission statement.

Note:
Pop up dialog will be shown for your confirmation on the number of equipment and the fee that will be included in the application.

4. Click "I Wish to Proceed With Initiation of PTO Renewal" if you acknowledge the information and wish to proceed with the renewal application



If the current SPE & Contractor assignments for the equipment is valid.

5.a Select “No”

5.b Click “Next” and proceed to Step #7

Note:
Should you need to Change Contractor in the future not specific to renewal, please 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 (Application ID: A-202509-000571)

You are initiating PTO Renewal for
- 1 Cargo Lift L57 at Hill Street 1-12B S123456 in the Hill Estate building, owned by LTA

01 ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE 02 MAKE PAYMENT 03 COMPLETION

SPE/Maintenance/Test Contractor has/have not been assigned to the following equipment. Please assign the Contractor in the table below.
1) Equipment No CL01, Equipment ID L57, installed at Hill Street, Hill Estate, 1 - 12B, 123456

III Display/Hide Columns Clear All Column Filters

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	SPE	TEST CONTRACTOR
L57	CL01	Hill Street, Hill Estate, 1 - 12B, 123456	Select an option 	Select an option

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

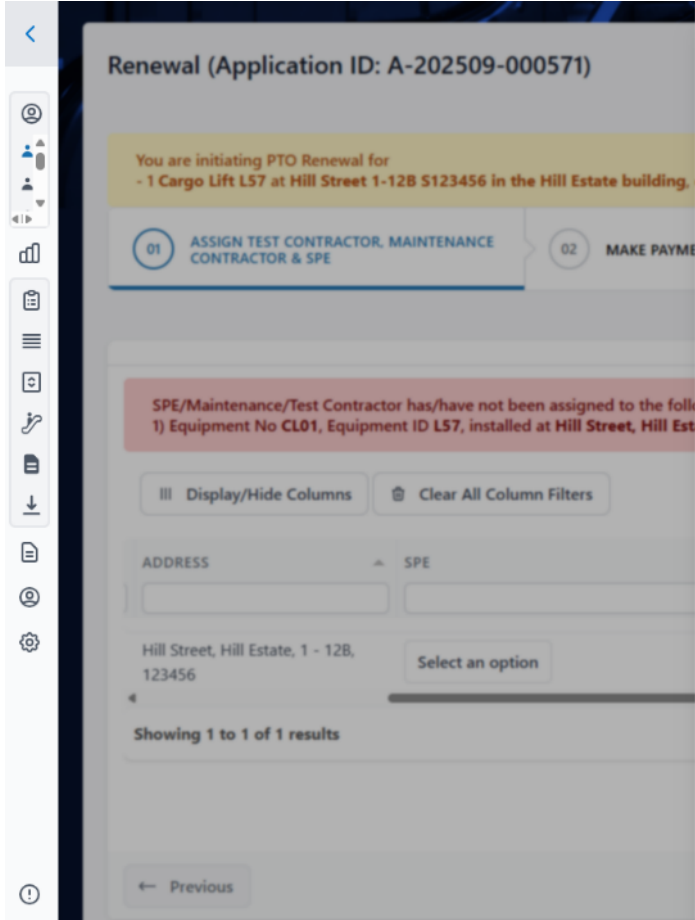
Update SPE/Contractor

← Previous Back To Equipment List Page To Change Contractor Next →

If any of the assignments for the SPE or Contractor are invalid, an notification message will be displayed.

To assign the SPE or Contractor for the equipment:

6.a Click the “Select an option” button to assign SPE/Contractor for each equipment



Select Maintenance Contractor

Please select Maintenance Contractor for Equipment L57:

Maintenance Contractor **b**

c

6.b Assign SPE/Contractor by clicking the dropdown list

6.c Click Save

6.d After all assignments have been selected, click “Update SPE/Contractor”

SPE/Maintenance/Test Contractor has/have not been assigned to the following equipment. Please assign the Contractor in the table below.

1) Equipment No CL01, Equipment ID L57, installed at Hill Street, Hill Estate, 1 - 12B, 123456

III Display/Hide Columns Clear All Column Filters

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	SPE	TEST CONTRACTOR
L57	CL01	Hill Street, Hill Estate, 1 - 12B, 123456	TEST SPE 1 ID : 1234	Contractor_BTj2BtG

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

Update SPE/Contractor

← Previous Back To Equipment List Page To Change Contractor Next →

7. Proceed to payment

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)

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

Previous

Cancel

Proceed To Payment

Print To PDF

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
L549	Passenger Lift	34, Hill View, 21	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)

* 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 1-10th of the month
The GIRO payment will not be enabled if you have equipment that are expiring within the same month.

Payment Options

☐ E-Payment (Credit Card/PayNow) 8
Please note that the email entered in Stripe must be the same 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 →

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, GIRO payment is locked if today falls under the same PTO expiry month or if today is a past date.

2.1 GIRO application

The process of setting up GIRO would be as follows:

Equipment List

- All
- Lifts
- Escalators
- PTO Certificate Requests
- Excel Export Requests
- PTO Application List
- Profile & User Management 1**
- Notification Settings

address provided above.

Cancel Save

Payment Method GIRO has not been registered

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

Save

Owner Representative(s)

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.

- Select Profile & User Management
- If a message appears indicating that your Giro has not been registered, you will be required to set up your eGIRO application via BCA eGIRO. Please contact the PTO Officer for more details.
- After BCA has registered a GIRO account for you, your GIRO details will be reflected on this page.

Lifts

- Escalators
- PTO Certificate Requests
- Excel Export Requests
- PTO Application List
- Profile & User Management**
- Notification Settings

Payment Method

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

GIRO Details

Bank Account Name	Name
Bank Account No	****7323
DDA Number	0098-N 3

Latest Payment

Payment Reference No	PR-202510-001234
Payment Amount	\$ 20
Payment Status	Paid

Save

2.2 Paying the renewal fee of 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.

Equipment List

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

1484 Applications Assigned to me

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

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

2 / 1484 equi 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"/> L287	234	3, 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.

4. Proceed to Payment

Renewal (Application ID: A-202412-013812)

✓ Renewal application has been created successfully

You are initiating PTO Renewal for
- 1 Passenger Lift LS49 at 34 Hill View, owned by

✓ ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE 02 MAKE PAYMENT 03 COMPLETION

↓ Print To PDF Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
LS49	Passenger Lift	34, Hill View, 21	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)

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

← Previous Cancel **Proceed To Payment** →

4

EQUIPMENT ID

EQUIPMENT TYPE

ADDRESS

AMOUNT (\$\$)

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)

* 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 1-10th of the month

Payment Options

5

☒ E-Payment (Credit Card/PayNow) ⓘ
Please note that the email entered in Strip... email in LEAP's profile page

☐ Bank Transfer

☐ Continue with GIRO

PayNow QR code expires after 1 hour. If no payment is made within this time, you need to select the payment mode again.

6

← Previous

Cancel

Confirm →

5. Select the type of payment.

- For Credit Card, please refer to [Section 2.2.1](#)
- For PayNow, please refer to [Section 2.2.2](#)
- For Internet Bank Transfer, please refer to [Section 2.2.3](#)
- For GIRO, please refer to [Section 2.2.4](#).

6. 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](#).


PayNow QR code expires after 1 hour if no payment was made. Owner will have to re-select the payment again.

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

VISA Mastercard Apple Pay

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

✔ REVIEW

✔ ASSIGN CONTRACTORS

✔ MAKE PAYMENT

04 COMPLETION

Completion

Transaction ID: A-202410-049663

III 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

Total \$20

Close Print Receipts

4. A successful 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

PayNow 1

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

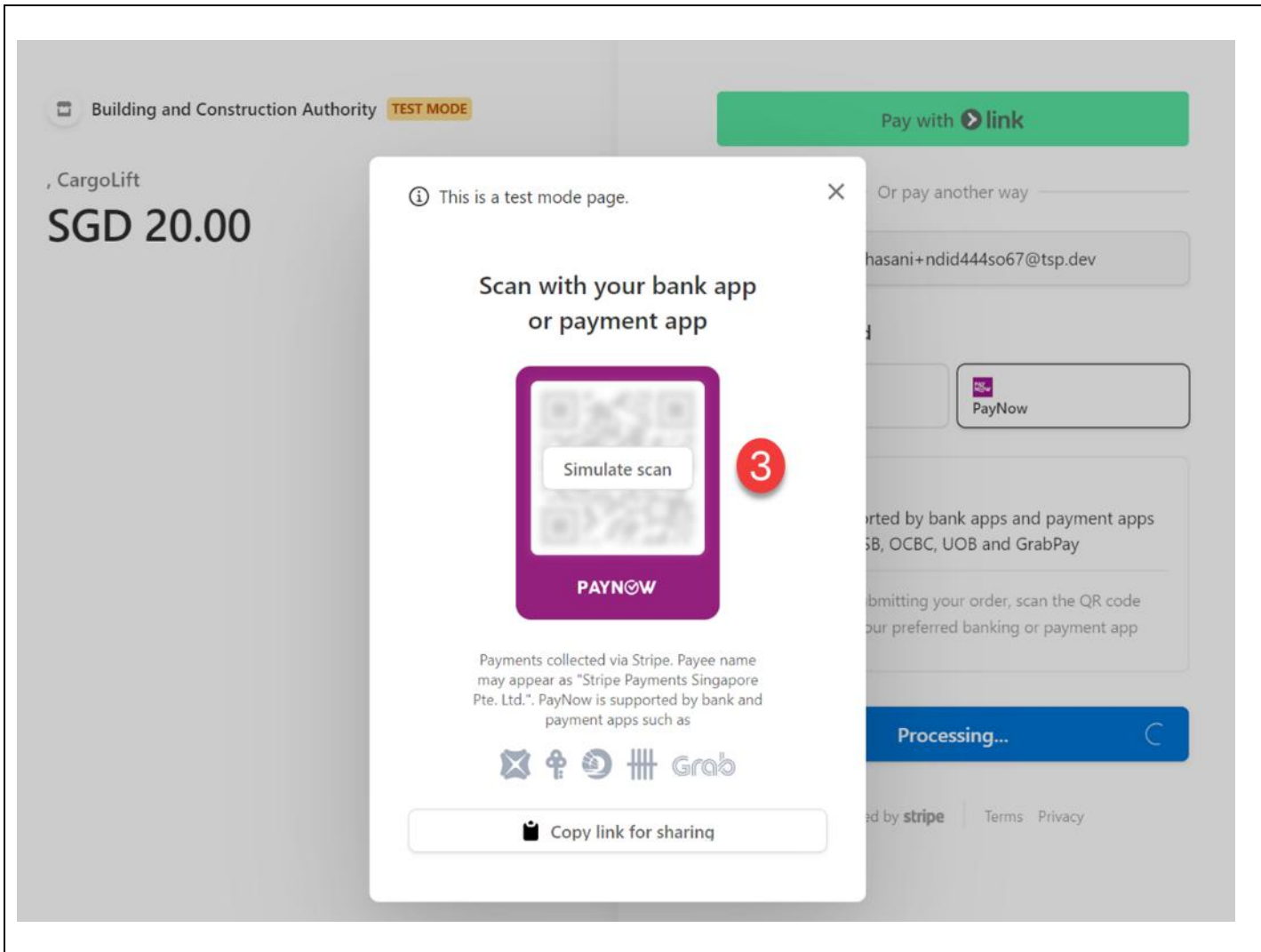
2

Pay

Powered by | 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”

	<p>3. Scan the PayNow QR Code to make payment</p> <p>You will be redirected to LEAP page after payment is successful.</p>
---	---

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 PT3 Renewal for
-1 Cargo Lift L784 at 23 User Manual Road, owned by "<img/src=/s-onerror=alert(document.domain)> LTA

✓ ASSIGN TEST CONTRACTOR & SPE ✓ MAKE PAYMENT 01 COMPLETION

Completion

Transaction ID: A-202410-049666

III 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 successful message will appear indicating that process is completed.

2.2.3 Paying the renewal fee of an equipment – Bank Transfer

<div><div>Bank Transfer</div><div>1</div><div>Please indicate the Reference Number: A-202410-049665 (Application ID) in the Reference field when you make payment to BCA.</div><div><div>Internet Bank Transfer</div><div>2</div><div><ul style="list-style-type: none">• Account Name: Building and Construction Authority• Account Type: DBS Current Account• Bank Code: 7171• Account Number: <001-021871-9>• DBS Swift Code: DBSSSGSG</div><div>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</div><div></div><div>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/.</div><div><div>← Previous</div><div>3</div><div>Confirm →</div></div></div></div>	<ol style="list-style-type: none">1. Select “Bank Transfer” as payment option2. Complete the Bank Transfer3. Owners can select Confirm. <p>Separate email notification with details of how to make payment using Bank Transfer will also be sent to your latest verified email.</p>
---	---

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="" onerror=alert(document.domain)> LTA

✔ ASSIGN TEST CONTRACTOR & SPE

✔ MAKE PAYMENT

23 COMPLETION

Completion

Transaction ID A-202410-049666

III 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 successful message will appear indicating that process is completed.

2.2.4 Paying the renewal fee of an equipment – GIRO

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)

* 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 1-10th of the month

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

☒ Continue with GIRO

GIRO Details

Bank Account Name

HSBC

Bank Account No

**4545

DDA Number

454545

← Previous

Cancel


Confirm →

1

2

1. Select continue with GIRO

2. Confirm

Building and
Construction
Authority

Page 51 of 168

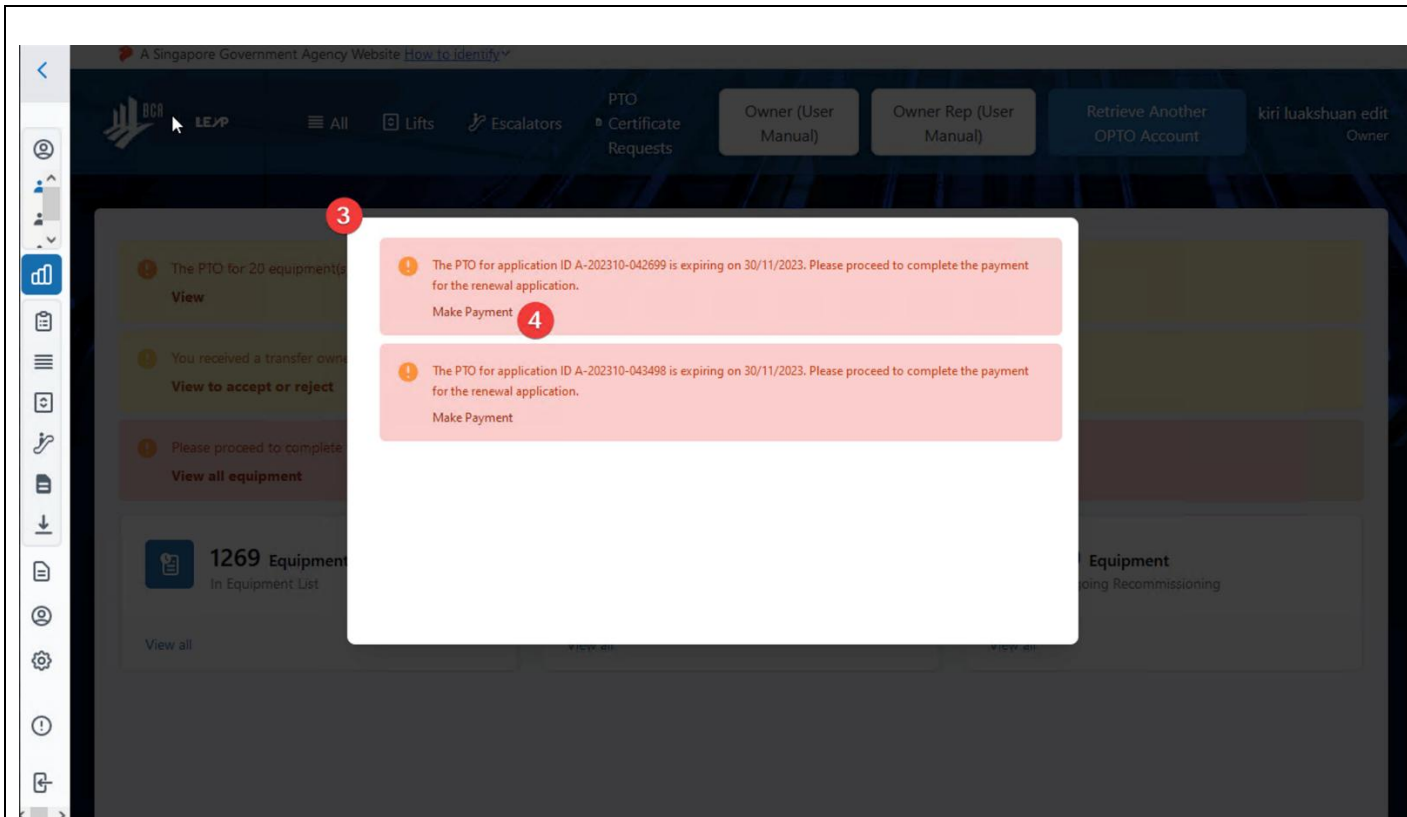
To view details of existing latest GIRO application, Owner can visit the Profile & User Management section located at the left navigation panel.

2.3 Paying the renewal fee of equipment if GIRO deduction failed

The screenshot shows the LEAP dashboard interface. On the left is a sidebar with navigation options: Profile, Equipment List (with sub-items: 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 displays four notification banners at the top, each with an orange icon and a 'View' or 'View all equipment' link. Below these are three summary cards: '1389 Equipments In Equipment List', '128 Equipment Ongoing Renewal', and '62 Equipment Ongoing Recommissioning', each with a 'View all' link. Red circles with numbers 1 and 2 are overlaid on the image. Circle 1 points to the 'Dashboard' link in the sidebar. Circle 2 points to the 'View all equipment' link in the fourth notification banner.

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 HLW</div>

01 ASSIGN TEST CONTRACTOR & SPE

02 MAKE PAYMENT

03 COMPLETION

GIRO deduction successful, please pay using other payment methods

Print To PDF

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
L773	Car Lift	1122990, Beach Road	20

Showing 1 to 1 of 1 results

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)

← Previous

Cancel

Proceed To Payment →

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)

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

Confirm →


5. You may print the receipt to PDF by clicking the button

6. Proceed to payment

7. Select payment option

Note: GIRO payment would not be available for the same application ID if the deduction was failed previously.

8. Click Confirm


Building and
Construction
Authority

Page 55 of 168

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

Equipment List

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

1671 Applications
Assigned to me

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

2 / 1671 equipment(s) 2 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	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION S1 ACTION
E159	PLRGTESTPAY0002	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>HLW</i>

01 ASSIGN TEST CONTRACTOR & SPE

02 MAKE PAYMENT

03 COMPLETION

GIRO deduction unsuccessful, please pay using other payment methods

Print To PDF 5

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L773	Car Lift	1122990, Beach 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)

* 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)

Previous

Cancel

Proceed To Payment 6

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)

Payment Options 7

☒ 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

8

Confirm →

5. GIRO deduction unsuccessful message displayed in Payment page

6. Proceed to payment

7. Select payment option

Note: GIRO payment would not be available for the same application ID if the deduction was failed previously.

8. Click Confirm

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' interface. A sidebar on the left contains navigation icons. The main area shows a summary of equipment status (e.g., 0 Equipment PTO Expiring in 3 months, 55 New Equipment) and a table of equipment. The table has 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 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'. The 'Change Expiry Date' option is highlighted.

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.

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

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 to new expiry date
6. Save

A successful 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

III 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 one application.

3.1 Accepting assigned equipment for New PTO application

PTO Application List

III 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

3. Next 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

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

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

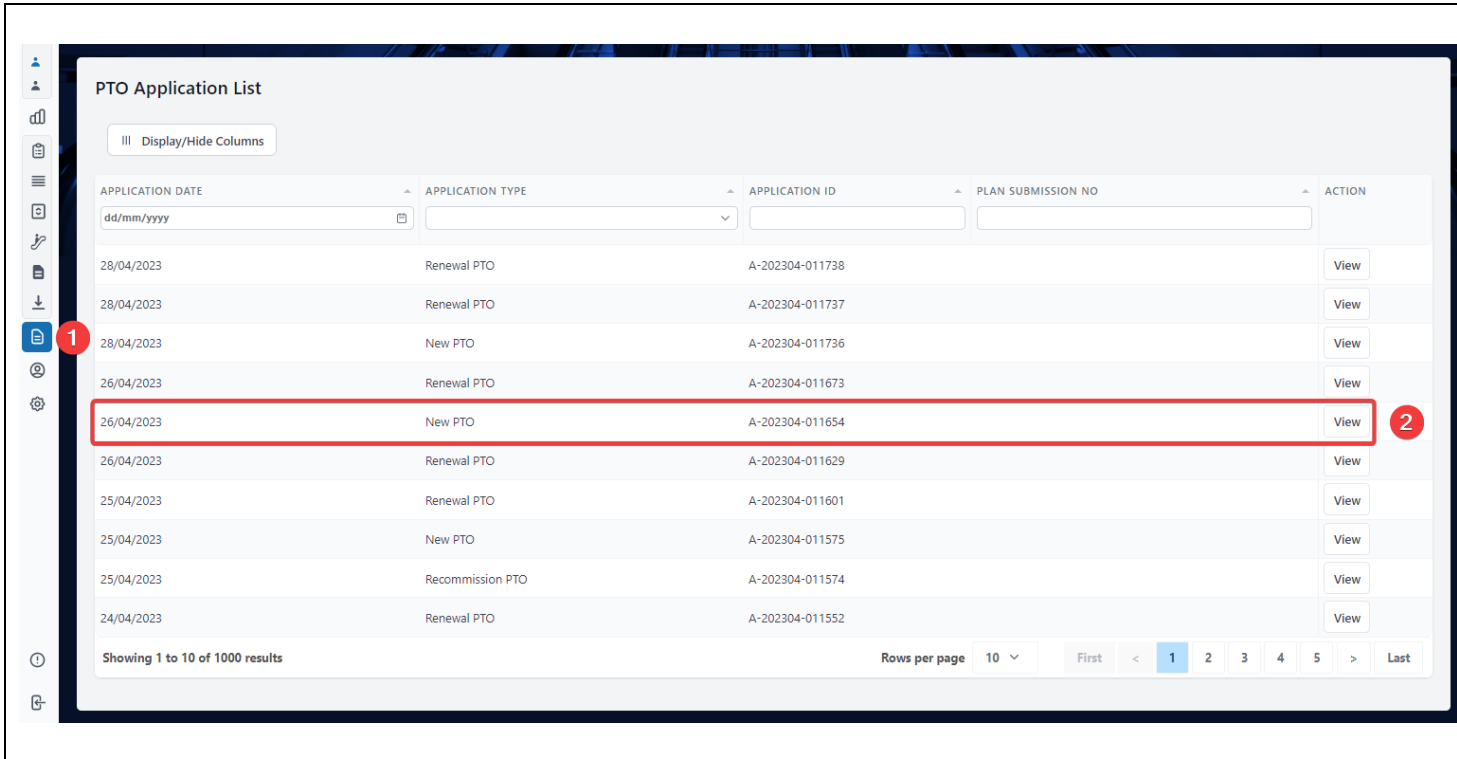
[Route Back To SPE](#) **5** [Accept](#)

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

III 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

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

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

Applicable Standard(s) **4**

Clear All Column Filters

CODE OF STANDARD

Any other lift: SS 550:2009

REMARKS

APPLICATION TYPE

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

METHOD 1

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

PTO Application List

III Display/Hide Columns

APPLICATION DATE dd/mm/yyyy	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
27/01/2023	New PTO	A-202301-008166		View 1
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

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
A-202303-008777	blk50005, street 33, 312312	Pending Payment	New PTO	Civic, Community & Cultural Institutions	20/03/2023	20/03/2023	Pending	Review 2

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

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

- From the Equipment List page, select smart filter that indicates ongoing new PTO application
- Select equipment
- 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				
<div>← Previous</div> <div>Next → 4</div>													

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](#)

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

Print To PDF

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

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

← Previous **8** Proceed To Payment →

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)

* 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)

PayNow QR code expires after 1 hour. If no payment is made within this time, you need to select the payment mode again.

Please note that the email entered in Strip is the same email in LEAP's profile page

☐ Bank Transfer

← Previous

9

Confirm →

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”.

Note: PayNow QR code expires after 1 hour if no payment was made. Owner will have to re-select the payment again.

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.

The screenshot displays the 'Equipment List' interface. At the top, there are summary cards for various equipment statuses: '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 buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A sidebar on the left contains navigation icons. A search bar is located at the top right of the table area. The table itself has columns for 'PTO EXPIRY DATE', 'NEXT FULL LOAD TEST EXPIRY DATE', 'APPLICATION TYPE', 'EQUIPMENT STATUS', 'INSPECTION STATUS', 'APPLICATION ID', 'DATE OF APPLICATION', 'MAINTENANCE CON', and 'ACTION'. A red circle '1' highlights the 'Active' status in the 'EQUIPMENT STATUS' column. A red circle '2' highlights the '31/08/2023' date in the 'PTO EXPIRY DATE' column. A red circle '3' highlights the 'Other Actions' button. A red circle '4' highlights the 'Suspend' option in the 'Other Actions' dropdown menu. The table lists several 'Renewal PTO' applications with 'Active' status and 'Pending SPE Inspection' status.

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.

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

Cancel

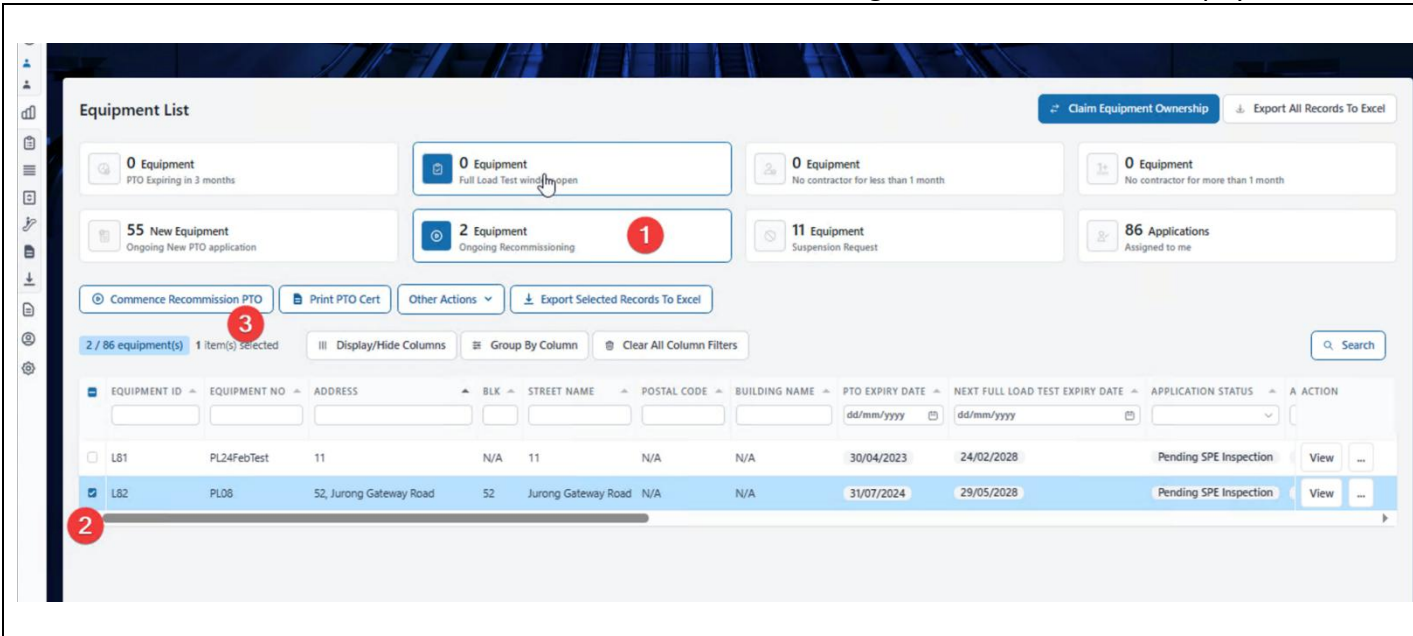
Save

- Select start of suspension date
- Select Type of A/R works
- Select SPE
- Select Yes or No for Plan submission requirement
- Check declaration
- 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 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 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' (highlighted with a red circle 1), '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these cards are buttons for 'Commence Recommission PTO' (highlighted with a red circle 3), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A status bar indicates '2 / 86 equipment(s) 1 item(s) selected'. Below the status bar are controls for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is located on the right. The main table lists equipment records 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 is selected, showing equipment ID 'L82', equipment number 'PL08', address '52, Jurong Gateway Road', postal code 'N/A', and PTO expiry date '31/07/2024'. The application status is 'Pending SPE Inspection'. A red circle 2 is placed near the bottom left of the table.

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

You are initiating PTO Recommission 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	↕
Installation Contractor	Select an option	↕

Next →

4. Assign contractor by clicking the dropdown list

5. Click "Next"

6. Check total payment
and proceed to
payment

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

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)

← Previous **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)

* 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)

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

8

Confirm

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

8. Click "Confirm" to make payment.

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

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

5 Reactivating 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 Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these cards are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar is located on the right. The main table has 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', 'MAINTENANCE', and 'ACTION'. The 'EQUIPMENT STATUS' column is filtered to show 'Terminated' items. A red circle with the number 1 highlights the 'Terminated' status in the first row of the table.

BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION STATUS	APPLICATION ID	DATE OF APPLICATION	MAINTENANCE	ACTION
A	23/10/2022	N/A	Complete	Renewal PTO	Terminated	N/A	A-23828-871259	02/07/2017	N/A	View


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 ^ ▼	APPLICATION ID ^ 	SUBMISSION DATE ^ dd/mm/yyyy	APPLICATION STATUS ^ ▼
<input type="checkbox"/>	Renewal PTO	A-20590-111242	14/08/2017	Complete

Reactivate

2

More Actions ^

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


3. Click Save

Reactivate

Equipment ID EN-41695-717567	Equipment Type Home Lift	Equipment No (e.g., PL01) N/A
Owner Name, ID Kirk Leuschky, *****492N	PTO Expiry Date 13/01/2023	Equipment Status Terminated
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](#) ▾

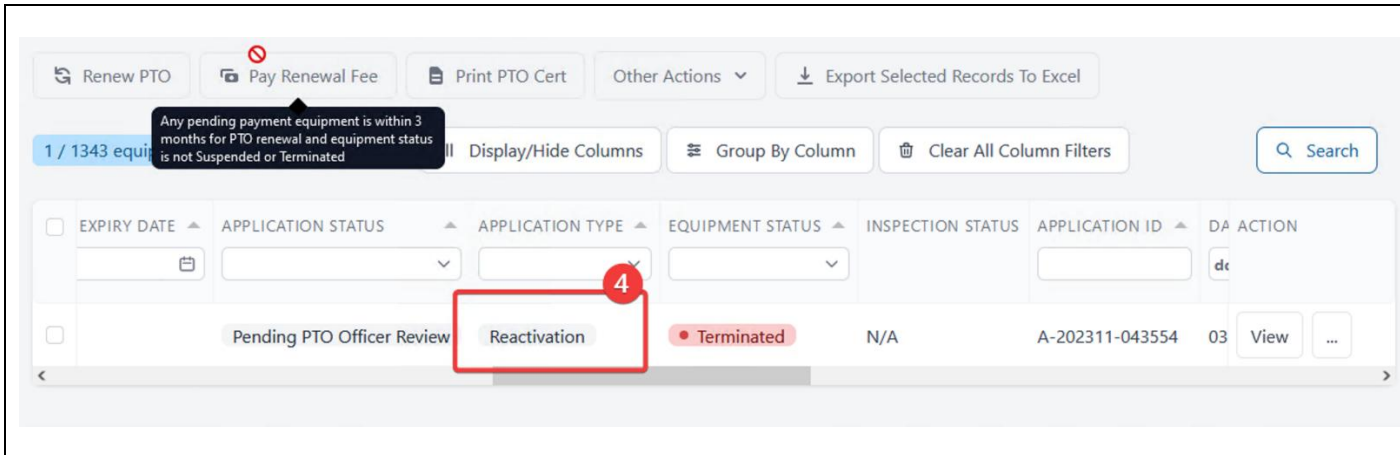
Upload proof


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



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 for less than 25 equipment selected

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 Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert' (highlighted with a red circle 3), 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filters are also present. The main table lists 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 (highlighted with a red circle 2). The sidebar on the left contains navigation icons, with the top icon highlighted by a red circle 1. The bottom of the interface shows 'Showing 81 to 86 of 86 results' and pagination controls.

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 ...

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 for 25 or more equipment selected

The screenshot displays the 'Equipment List' interface. A sidebar on the left contains a list of icons, with a red circle and the number '1' highlighting the 'Equipment List' icon. The main area shows a summary of equipment status: 0 Equipment PTO Expiring in 3 months, 55 New Equipment Ongoing New PTO application, 0 Equipment Full Load Test window open, 2 Equipment Ongoing Recommissioning, 0 Equipment No contractor for less than 1 month, 11 Equipment Suspension Request, 0 Equipment No contractor for more than 1 month, and 86 Applications Assigned to me. Below this, there are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert' (highlighted with a red circle and the number '3'), 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 table is filtered to show 86 / 86 equipment(s) and 6 item(s) selected. The first six rows of the table are visible, showing equipment IDs L219, L82, L392, L441, L436, and L484. The 'Print PTO Cert' button is highlighted with a red circle and the number '2'. The bottom of the interface shows 'Showing 81 to 86 of 86 results' and a pagination control with 'Rows per page' set to 10 and a page number of 9.

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' page. On the left sidebar, 'Equipment List' is selected (1). In the main area, a table of equipment is displayed. The first row is selected (2). A dropdown menu is open for the selected row, showing options like 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', 'Print Past Receipt', and 'Renew PTO'. The 'Change Contractor' option is highlighted (3). A red circle with the number 4 is placed over the 'Change Contractor' option in the dropdown menu.

Select equipment list from the sidebar

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 contractor

This would take you to the next screen

1

Contractor Details

New Testing Contractor Name *

Select an option

New Testing Contract Start Date *

03/05/2023

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

☐ Yes

New Maintenance Contractor Name *

Select an option

New Maintenance Contract Start Date *

03/05/2023

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.

Cancel

Update

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 interface. The left sidebar contains navigation links: Profile, Dashboard, Equipment List (highlighted with a red circle 1), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area displays a summary of equipment status (5 Equipment, 123 New Equipment, 1068 Equipment, 1241 Applications) and a table of equipment details. The table has columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A red circle 2 highlights the 'Equipment List' link in the sidebar. A red circle 3 highlights the 'Change SPE' button in the 'Other Actions' dropdown menu. A red circle 4 highlights the 'Change SPE' button in the table's EQUI ACTION column. The table shows various equipment entries with their respective details and actions.

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

Cancel

Save

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 interface. The sidebar on the left contains navigation links: Profile, Dashboard, Equipment List (highlighted with a red circle 1), PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main area displays a table of equipment with columns: EQUIPMENT ID, EQUIPMENT NO., ADDRESS, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A red circle 2 points to the 'Equipment List' link in the sidebar. A red circle 3 points to the 'Print Past Receipt' button in the 'Other Actions' dropdown menu. A red circle 4 points to the 'Print Past Receipt' button in the table's action column. The table lists various equipment items, including those with 'Pending Payment' and 'Pending SPE Inspection' statuses.

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

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

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)

0 item(s) selected

Display/Hide Columns

Group By Column

Clear All Column Filters

2

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	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	L82	PL08	52	Jurong Gateway Road	N/A	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	N/A	Complete	View ...	
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	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

First

<

5

6

7

8

9

>

Last

- Select equipment list from sidebar
- 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

3 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 **4** 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 interface. The sidebar on the left contains navigation links: Profile, Dashboard, Equipment List (highlighted with a red circle 1), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area displays a table of equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A red circle 2 points to the 'Equipment List' sidebar item. A red circle 3 points to the 'Other Actions' dropdown menu. A red circle 4 points to the 'Suspend' option within the dropdown menu. The table lists various equipment items, including those with 'Pending Payment' and 'Pending SPE Inspection' statuses.

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 5381233	N/A	Sims Avenue	381233	N/A	Active	Car Lift	30/06/2023

6 Save

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 interface. The left sidebar contains navigation links: Profile, Dashboard, Equipment List (highlighted with a red circle 1), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area displays a table of equipment with columns: 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. A red circle 2 points to the 'Equipment List' link in the sidebar. A red circle 3 points to the 'Other Actions' dropdown menu. A red circle 4 points to the 'Suspend' option in the dropdown menu. The table shows several equipment entries, including one with ID 'p2312' and another with ID 'p23234'.

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 1

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-argwz 5529758 in the amet nulla quisque building	4	Bowman	529758	amet nulla quisque	Active	Platform Lift	30/04/2024

Cancel 2 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 shows the LEAP 'Equipment List' page. On the left sidebar, step 1 points to the 'Equipment List' menu item. Step 2 points to the '1241 / 1241 equipment(s)' header. Step 3 points to the 'Other Actions' dropdown menu. Step 4 points to the 'Terminate' option within that menu. The main table lists various 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 EQUI ACTION.

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 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

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 either Active or Suspended.

6.9 Viewing inspection for an equipment

The screenshot shows the 'Equipment List' page in the LEAP application. It features a sidebar with navigation icons, a top header with 'Equipment List' and buttons for 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below the header 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'. A row of action buttons includes 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. Below these are filters for '86 / 86 equipment(s)', '1 item(s) selected', and options to 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is also present. The main table lists 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 highlighted in blue and has a red circle '1' next to the 'Equipment List' header. The second row has a red circle '2' next to the 'EQUIPMENT ID' column header. The 'ACTION' column for the first row has a red circle '3' next to the 'View' button. The table shows several rows of equipment, including L219, L82, L392, L441, L436, and L484. At the bottom, it says 'Showing 81 to 86 of 86 results' and 'Rows per page: 10'.

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

Pay Renewal Fee

Print Past Receipt

View Inspection

Change Contractor

Change SPE

Transfer Ownership

Choose a test

View Inspection for New PTO

4

5

6

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.

<

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View Inspection

1

Download PDF

Equipment ID
N/A

Equipment Type
Car Lift

Equipment No (e.g., PL01)
pi232

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
02/06/2023 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.

PDF will be downloaded to Owner's computer.

7 Equipment details

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 List

0 Equipment PTO Expiring in 3 months

55 New Equipment Ongoing New PTO application

0 Equipment Full Load Test window open

2 Equipment Ongoing Recommissioning

0 Equipment No contractor for less than 1 month

11 Equipment Suspension Request

0 Equipment No contractor for more than 1 month

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
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

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

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' page in the LEAP application. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main area displays a summary of equipment status (e.g., 0 Equipment PTO Expiring in 3 months, 55 New Equipment, 2 Equipment Ongoing Recommisioning, 11 Equipment Suspension Request, 86 Applications Assigned to me) and a table of equipment records. A red circle '2' highlights the 'View' button in the 'ACTION' column of the first row (Equipment ID L219). A red circle '3' highlights the 'View' button in the 'ACTION' column of the second row (Equipment ID L82). 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 ACTION. The bottom of the page shows pagination: 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

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

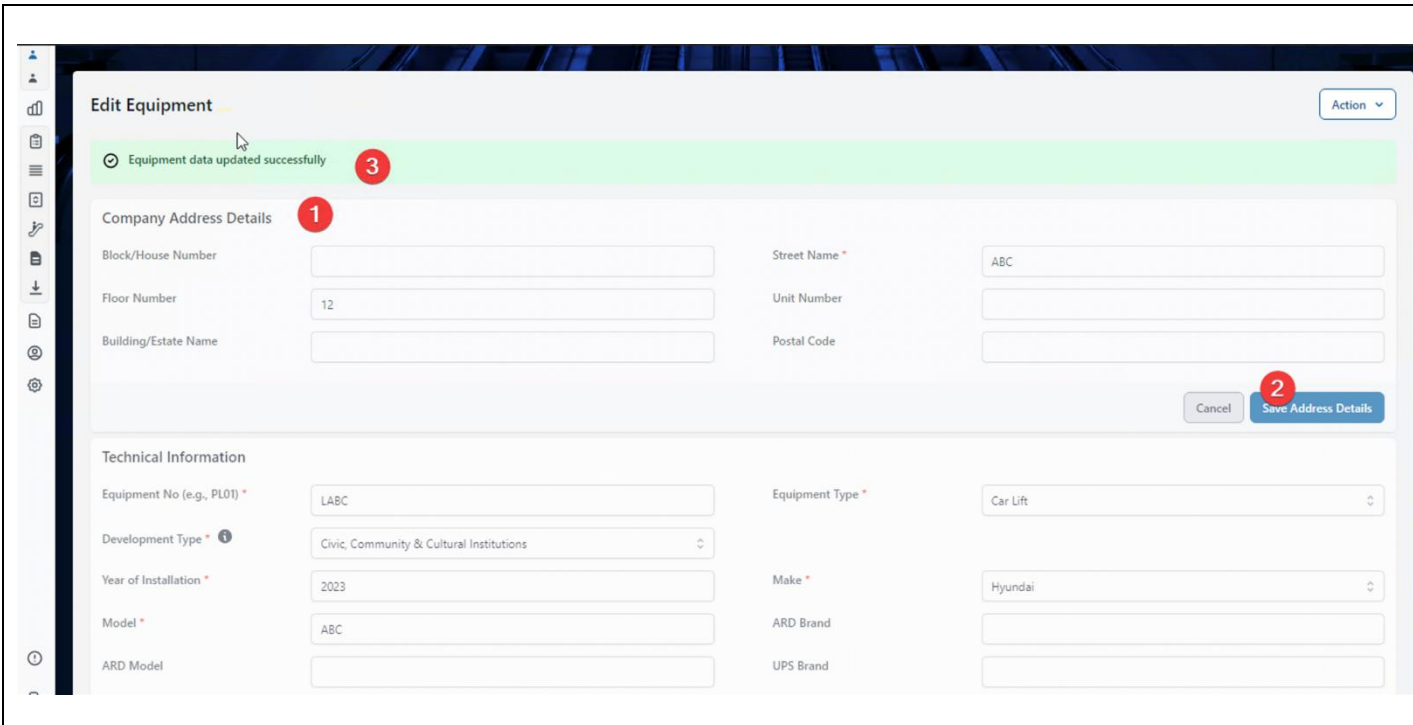
1. To view equipment details, begin by selecting equipment list from the sidebar
2. Look for desired equipment from equipment list
3. Select View

Equipment Details

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

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) PL877
Owner Name, ID "" <img/src=x onerror=alert(document.domain)> LTA, G7801208K	PTO Expiry Date N/A	Equipment Status Pending SPE Inspection
Testing Contractor <b style="color:red;">tfn Z&J SERVICES PTE LTD, 202204222C	Maintenance Contractor <b style="color:red;">tfn Z&J SERVICES PTE LTD, 202204222C	Installation Contractor <b style="color:red;">tfn Z&J SERVICES PTE LTD, 202204222C
SPE, ID The Mighty Mrubensm, 44	LEI, Reg No. N/A	Commissioning Date N/A

4. Select Edit



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 Street Name

Floor Number Unit Number

Building/Estate Name Postal Code

Cancel Save Address Details

Technical Information **4**

Equipment No (e.g., PL01) Equipment Type

Development Type

Year of Installation Make

Model ARD Brand

ARD Model UPS Brand

UPS Model Capacity (number of pax)

Machine Room/
Machine Roomless Rated Load kg

Rated Speed m/s Cabin Height mm

Cabin Breadth mm Cabin Length mm

Applicable Standard(s) Add

Choose the applicable standard(s)

Remarks

Remove

Cancel Save Technical Information **5**

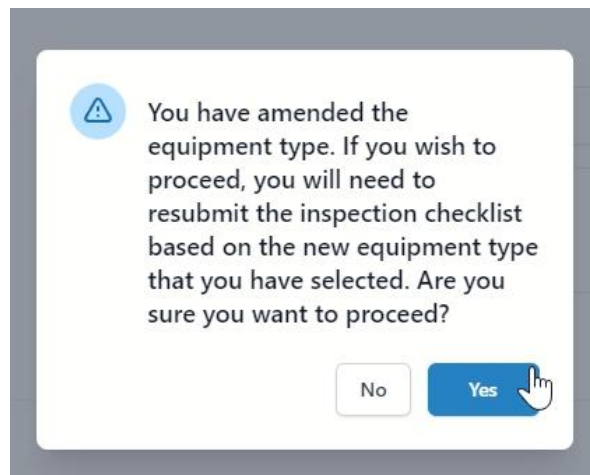
4. Make required changes for Technical Details

5. Save Technical Information

6. Success message is seen

Note:

You can make changes to address details and technical details separately.

**Note:**

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.

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 sidebar 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 summary cards for various equipment statuses (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') 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. The first row is highlighted in blue and has a red circle '1' next to the 'Equipment List' header. The second row is also highlighted and has a red circle '2' next to the 'Equipment ID' column header. The 'View' button in the 'Action' column of the first row has a red circle '3' next to it. The bottom of the page shows pagination information: 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

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. 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)

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

The screenshot shows the 'Equipment List' page in the LEAP system. A sidebar on the left contains navigation icons. The main area features a header with 'Equipment List' and two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below the header are several summary cards showing counts for different equipment statuses. A toolbar contains buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A filter bar shows '86 / 86 equipment(s)' and '1 item(s) selected'. A table lists equipment details 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 first row is highlighted in blue. A pagination bar at the bottom shows 'Showing 81 to 86 of 86 results' and 'Rows per page: 10'.

1 Click on the 'Equipment List' icon in the sidebar.

2 Select the checkbox for the first equipment item (L219).

3 Click the 'View' button for the selected equipment item.

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

Equipment Details

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](#)

PAYMENT 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
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 uiuooo	blk784993	test uiuooo	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 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 dd/mm/yyyy	END DATE dd/mm/yyyy
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' page in the LEAP system. The interface includes a sidebar on the left with navigation icons. The main content area features a summary section with various equipment status cards (e.g., '0 Equipment PTO Expiring in 3 months', '55 New Equipment', '2 Equipment Ongoing Recommisioning', '11 Equipment Suspension Request', '86 Applications Assigned to me'). Below these cards are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel' (highlighted with a red circle 3). 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, APPLICATION STATUS, and ACTION. The first row is selected (highlighted in blue). A red circle 2 points to the 'View' button in the ACTION column of the first row. At the bottom, a pagination bar shows 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

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 Recommissioning

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

<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

☒ 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

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

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. Red circles with numbers 1, 2, and 3 indicate the steps for finding equipment when the Application ID is unknown.

1 Points to the 'Equipment List' header.

2 Points to the selection checkbox for the first equipment entry (L219).

3 Points to the 'View' button for the selected equipment entry.

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
<input checked="" type="checkbox"/> L219	12	1	N/A	1	N/A	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	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	N/A	31/08/2024	N/A	Complete	View
<input type="checkbox"/> L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
<input type="checkbox"/> L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
<input type="checkbox"/> 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 | First | 5 | 6 | 7 | 8 | **9** | Last

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: L83
Owner Name, ID: Ang Mo Kio Town Council, F6436123L
Testing Contractor: 9G ELEVATOR PTE LTD, T18550001A
SPE ID: chester.muller, 33
Full Load Test Date: 02/03/2023
PTO Approved Date: N/A

Equipment Type: Car Lift
PTO Expiry Date: 30/06/2023
Maintenance Contractor: 9G ELEVATOR PTE LTD, T18550001A
LEL Reg No: N/A
Next Full Load Test Expiry Date: N/A

Equipment No (e.g., PLO1): PL778
Equipment Status: **Active**
Installation Contractor: 9G ELEVATOR PTE LTD, T18550001A
Commissioning Date: 02/03/2023
No Load Test Date: 02/03/2023

[Show more](#)

PAST APPLICATIONS
(Renewal, Recommendation and New PTO History)

[Export As Excel](#) [Export As PDF](#)

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

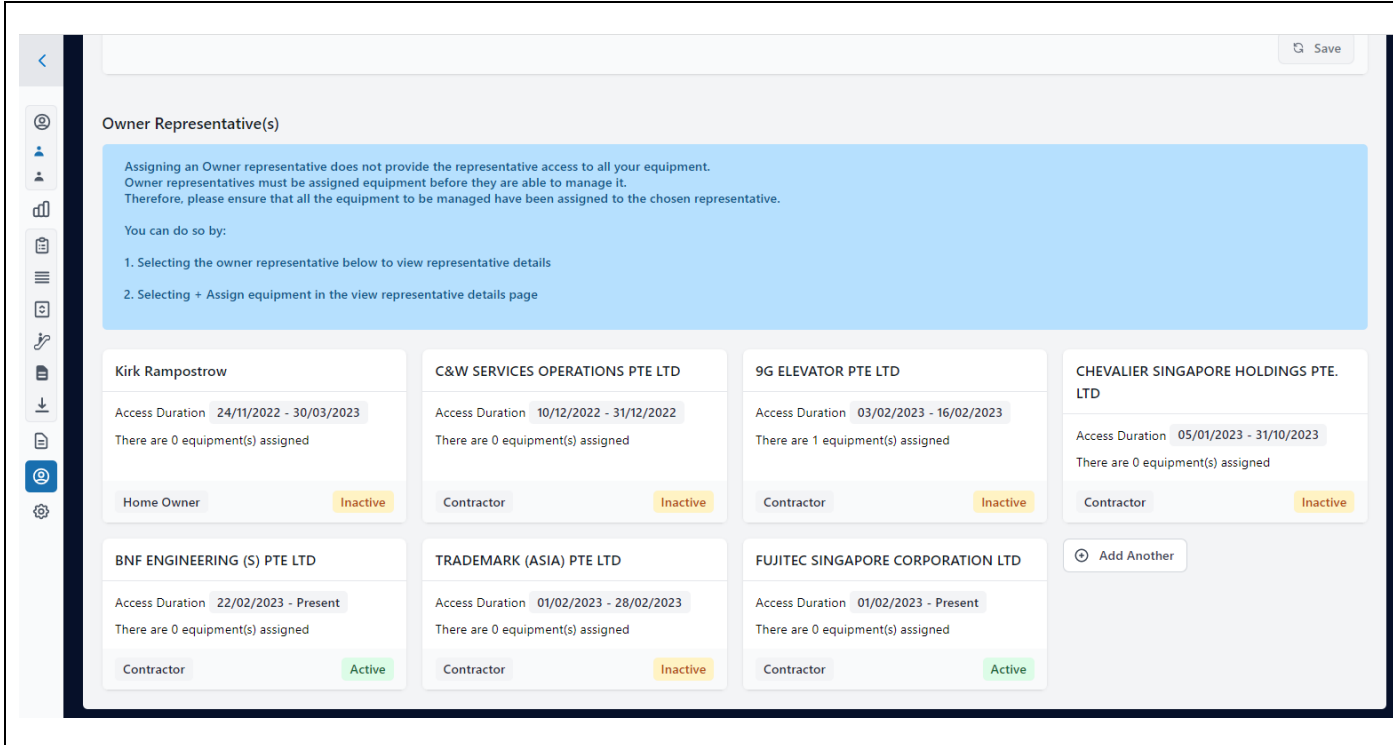
[More Actions](#)

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 displays the 'Owner Representative(s)' management page. A blue information box 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 shown. Each card includes the representative's name, access duration, assigned equipment count, and a status indicator (Inactive or Active). The representatives listed are: Kirk Rampostrow (Inactive), C&W SERVICES OPERATIONS PTE LTD (Inactive), 9G ELEVATOR PTE LTD (Inactive), CHEVALIER SINGAPORE HOLDINGS PTE. LTD (Inactive), BNF ENGINEERING (S) PTE LTD (Active), TRADEMARK (ASIA) PTE LTD (Inactive), and FUJITEC SINGAPORE CORPORATION LTD (Active). An 'Add Another' button is located at the bottom right of the grid.

Owner Representative	Access Duration	Assigned Equipment	Status
Kirk Rampostrow	24/11/2022 - 30/03/2023	There are 0 equipment(s) assigned	Inactive
C&W SERVICES OPERATIONS PTE LTD	10/12/2022 - 31/12/2022	There are 0 equipment(s) assigned	Inactive
9G ELEVATOR PTE LTD	03/02/2023 - 16/02/2023	There are 1 equipment(s) assigned	Inactive
CHEVALIER SINGAPORE HOLDINGS PTE. LTD	05/01/2023 - 31/10/2023	There are 0 equipment(s) assigned	Inactive
BNF ENGINEERING (S) PTE LTD	22/02/2023 - Present	There are 0 equipment(s) assigned	Active
TRADEMARK (ASIA) PTE LTD	01/02/2023 - 28/02/2023	There are 0 equipment(s) assigned	Inactive
FUJITEC SINGAPORE CORPORATION LTD	01/02/2023 - Present	There are 0 equipment(s) assigned	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 shows the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with navigation icons. The main content area has a top section with 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 buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table of equipment is displayed 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. The first row is selected, and a context menu is open over it, 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 points to the sidebar, a red circle 2 points to the selected row, and a red circle 3 points to the 'Other Actions' button. The bottom of the page shows 'Showing 81 to 86 of 86 results' and a pagination bar with 'Rows per page' set to 10 and page numbers 1 through 9, with page 9 being the current page.

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
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
N/A	None	L83	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	Active	Remove

7

Cancel Save

5. Add owner representative details

- Select representative type
- Select access duration
- Select "Is Permanent" if you wish to assign the representative permanently (end date with be automatically disabled)
- 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

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' 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 Save

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

Representative Name

Contractor

9G ELEVATOR PTE LTD

Access Duration

From

01/08/2023

To

01/09/2023

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

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

Agnella Sellman Access Duration 18/01/2023 - Present There are 0 equipment(s) assigned Home Owner Inactive	Jon_BieberTSP Access Duration 21/06/2023 - Present There are 7 equipment(s) assigned Home Owner Active	00000 Access Duration 12/07/2023 - Present There are 0 equipment(s) assigned Corporate Owner Active	Management Corporation - Strata Title Plan No. 4083 Access Duration 11/01/2023 - Present There are 0 equipment(s) assigned Corporate Owner Active
ABC Company Access Duration 16/02/2023 - 24/02/2023 There are 0 equipment(s) assigned Corporate Owner Inactive	Ang Mo Kio Town Council Access Duration 06/03/2023 - Present There are 1 equipment(s) assigned Corporate Owner Active	ABC Audit Firm Access Duration 16/02/2023 - Present There are 1 equipment(s) assigned Corporate Owner Inactive	Asd Access Duration 16/02/2023 - 23/02/2023 There are 0 equipment(s) assigned Corporate Owner Inactive
Company E Access Duration 16/02/2023 - 16/02/2023 There are 0 equipment(s) assigned Corporate Owner Inactive	Unregistered User Access Duration 22/06/2023 - Present There are 0 equipment(s) assigned Contractor Inactive	Unregistered User XXX@gmail.com Access Duration 17/02/2023 - Present There are 0 equipment(s) assigned Home Owner Active	9G ELEVATOR PTE LTD 3 Access Duration 30/06/2023 - Present There are 0 equipment(s) assigned Contractor Active
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
Representative Name Contractor
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 [Assign Equipment](#)

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. 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	pl234234	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.

7. Confirm equipment assignment

Assign Equipment

1 item(s) selected

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	AI
<input type="checkbox"/>	N/A	232	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Fire Lift	Rejected	I
<input type="checkbox"/>	N/A	3432	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Cargo Lift	Pending PTO Officer Review	I
<input checked="" type="checkbox"/>	L218	pl234234	blk7373ggh	testing	N/A	N/A	Active	Car Lift	Pending BCA Engineer Review	I
<input type="checkbox"/>	N/A	testing0001	testing0001	N/A	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	I
<input type="checkbox"/>	N/A	sonic01	sonic01	N/A	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	I
<input type="checkbox"/>	EN-34608-890117	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	Active	Car Lift	Pending SPE Inspection	I
<input type="checkbox"/>	EN-75475-352593	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	Active	Car Lift	Pending SPE Inspection	I
<input type="checkbox"/>	EN-64137-478780	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	Active	Car Lift	Pending SPE Inspection	I
<input type="checkbox"/>	EN-77838-537212	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	Active	Car Lift	Pending SPE Inspection	I
<input type="checkbox"/>	EN-99097-042707	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	Active	Car Lift	Pending SPE Inspection	I

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

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

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

Cancel Save

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 shows the 'Equipment List' interface. On the left sidebar, there are several equipment status cards: '0 Equipment PTO Expiring in 3 months', '55 New Equipment Ongoing New PTO application', '0 Equipment Full Load Test window open', '2 Equipment Ongoing Recommissioning', '0 Equipment No contractor for less than 1 month', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these cards are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Other Actions'. The 'Other Actions' dropdown menu is open, showing options: 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. The 'Assign Representative' option is highlighted. The main table lists equipment 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. The first row is selected, showing equipment ID L219, equipment no 12, address 1, name N/A, postal code N/A, building name N/A, PTO expiry date 30/09/2023, next full load test expiry date N/A, application status Pending SPE Inspection, and action View. The table shows 86 results, with 81 to 86 displayed on the current page.

1. Begin by selecting the equipment list from sidebar
2. Then select the desired equipment(s) from the equipment list
3. Select other action
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**
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

☒ Corporate Owner ☐ Contractor Representative ☐ Individual Representative

ABC LLP || ID : F9990069P

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 Remove

Cancel Save 7

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: ☒ 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 ☒

☒ Yes - I, as the owner of the equipment, acknowledge that I remain responsible for all equipment assigned to this representative. I will 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 assigned to the correct equipment list. To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

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	LE3	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	Active Remove

8. Confirm equipment assignment

Add Owner's Representative

 New Owners representative added successfully

9

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 NAN	ACTION
▼ Active (1 item)									
N/A	None	L221	4	1	N/A	1	N/A	N/A	<button>Remove</button>

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

Unregistered User Tan_chin_jiat@Bca.Gov.Sg Access Duration 24/03/2023 - Present There are 0 equipment(s) assigned Home Owner Active	Kirk4 Access Duration 05/10/2022 - Present There are 2 equipment(s) assigned Home Owner Active	Jon_ BieberTSP Access Duration 27/02/2023 - 11/03/2023 There are 1 equipment(s) assigned Home Owner Inactive	ABC LLP Access Duration 01/08/2023 - Present There are 0 equipment(s) assigned Corporate Owner Active
LTA Access Duration 22/02/2023 - Present There are 1 equipment(s) assigned Corporate Owner Active	1111 Access Duration 14/07/2023 - Present There are 0 equipment(s) assigned Corporate Owner Active	Hasani Company Pte Ltd Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Corporate Owner Active	Jurong Town Corporation Access Duration 28/06/2023 - Present There are 0 equipment(s) assigned Corporate Owner Active
9G ELEVATOR PTE LTD Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Contractor Active	9G ELEVATOR PTE LTD Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Contractor Active	Tai Hee Engineering Access Duration 28/06/2023 - Present There are 0 equipment(s) assigned Contractor Active	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**
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 01/07/2023 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 **Save**

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 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
5. Check declaration
6. 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: ☒ Corporate Owner ☐ Contractor Representative ☐ Individual Representative
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Company E || ID : 123123

Access Duration: From 01/08/2023 To 01/09/2023 Is Permanent ☐

Active: ☒ Yes - I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative 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.

Confirm new owner's representative?

Cancel Yes

Cancel Save

7. Confirm new owner's representative

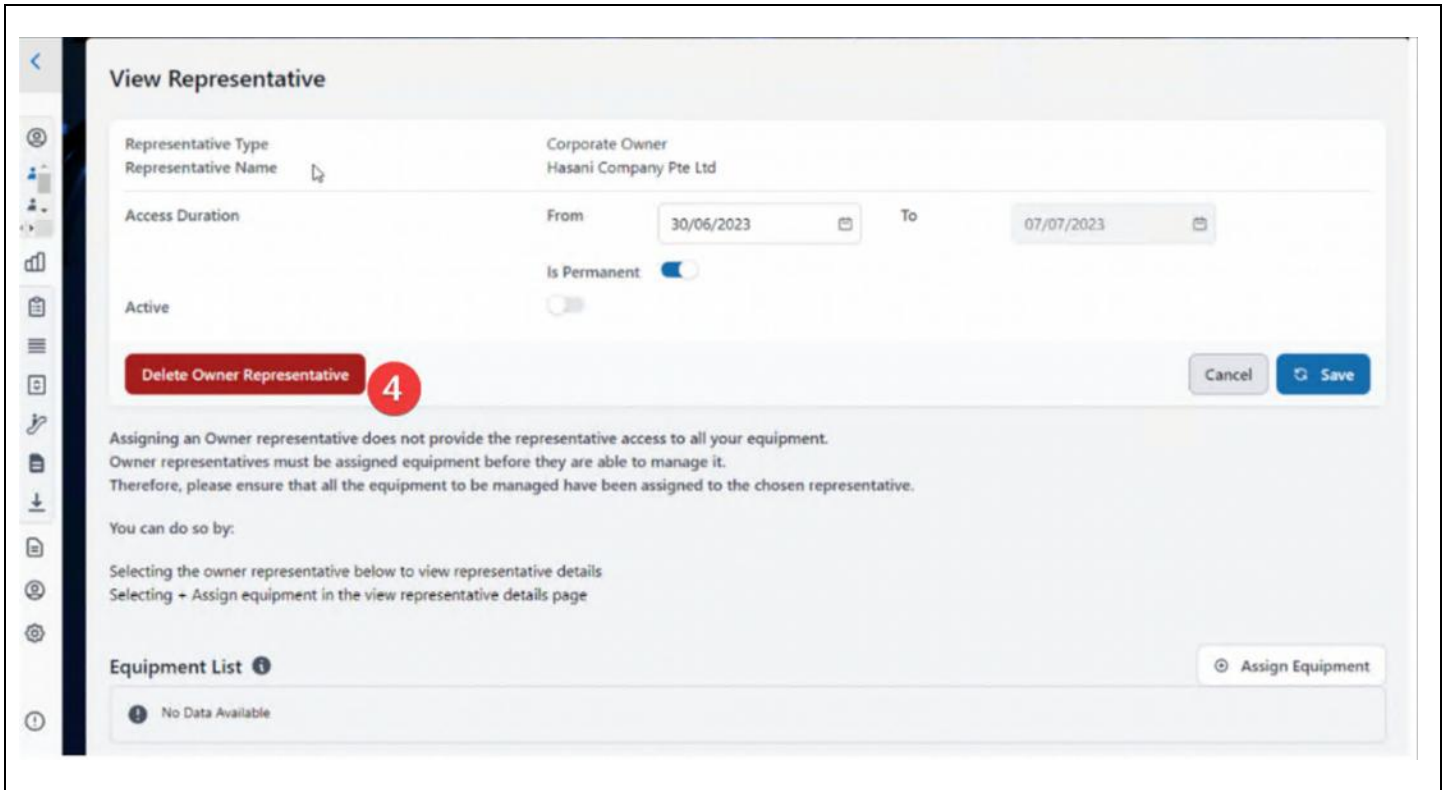
- Alert will show that new owner representative added successfully

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

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 ⓘ

ⓘ No Data Available

⊙ Assign Equipment

4. Select delete Owner Representative and Confirm deletion

9.4 Changing the status of Owner representative

Owner Representative(s) 2

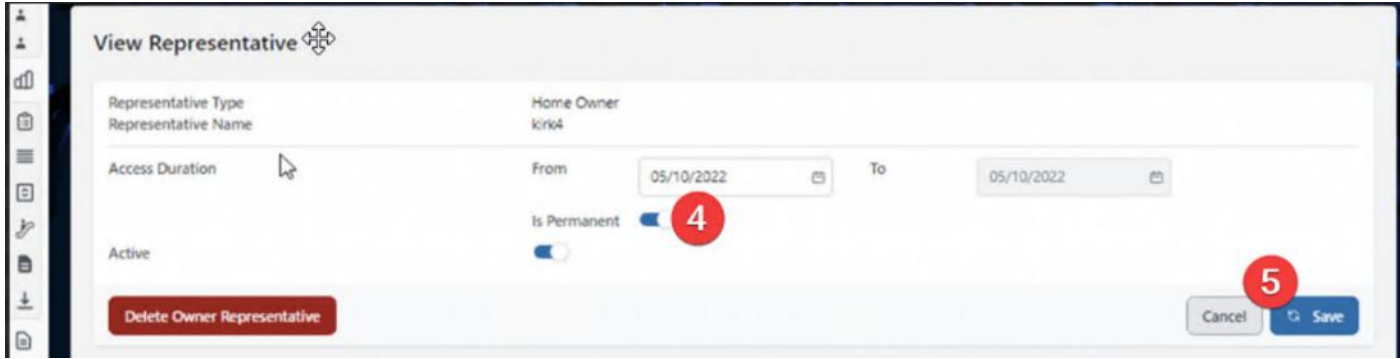
Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

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

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

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



View Representative

Representative Type: Home Owner
Representative Name: kirk4

Access Duration: From 05/10/2022 To 05/10/2022

Is Permanent: ☒ (4)

Active: ☐

Delete Owner Representative

Cancel Save (5)

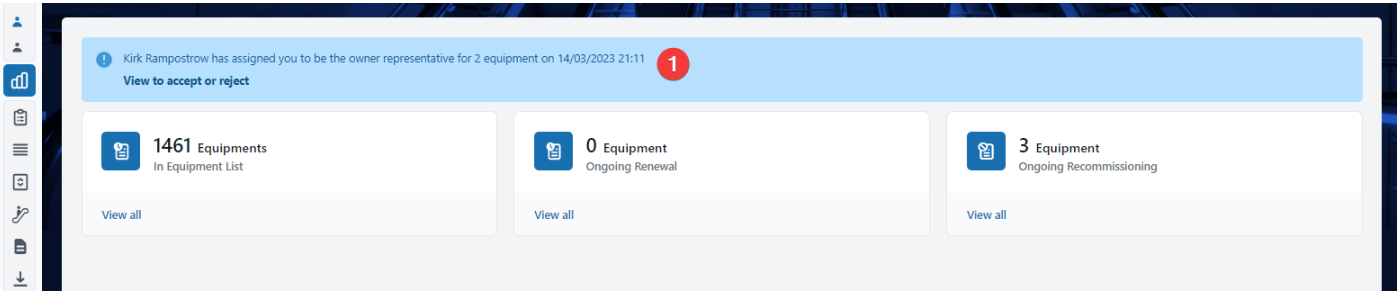
4. Toggle the “Is Permanent” status of individual owner representative (the button will be highlighted in blue)

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.

 <p>The screenshot shows the LEAP dashboard interface. At the top, a blue notification bar states: "Kirk Rampostrow 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 "View to accept or reject". Below this are three white cards: "1461 Equipments In Equipment List" with a "View all" link, "0 Equipment Ongoing Renewal" with a "View all" link, and "3 Equipment Ongoing Recommissioning" with a "View all" link. A sidebar on the left contains icons for user profile, dashboard, equipment list, renewal, commissioning, and download.</p>	<ol style="list-style-type: none">1. Click on the dashboard notification.
---	---

Confirm Representative Assignment

Current Owner Name
Jon, BieberTSP, *****19T

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

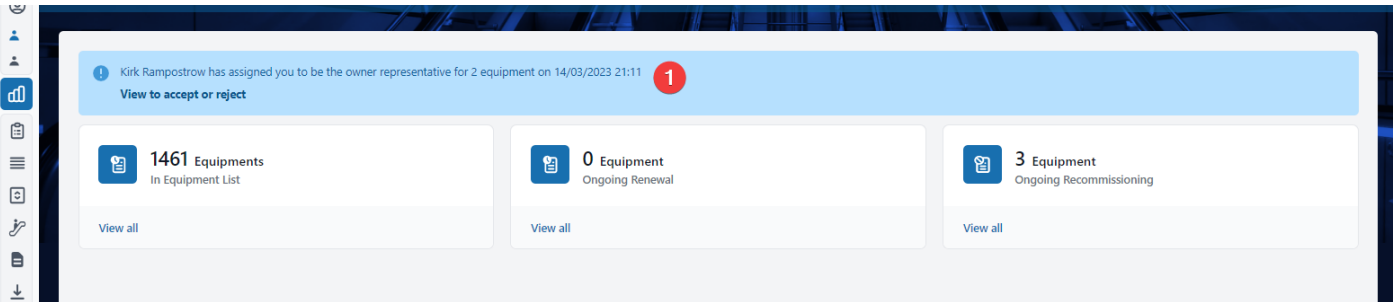
Cancel Reject Accept

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

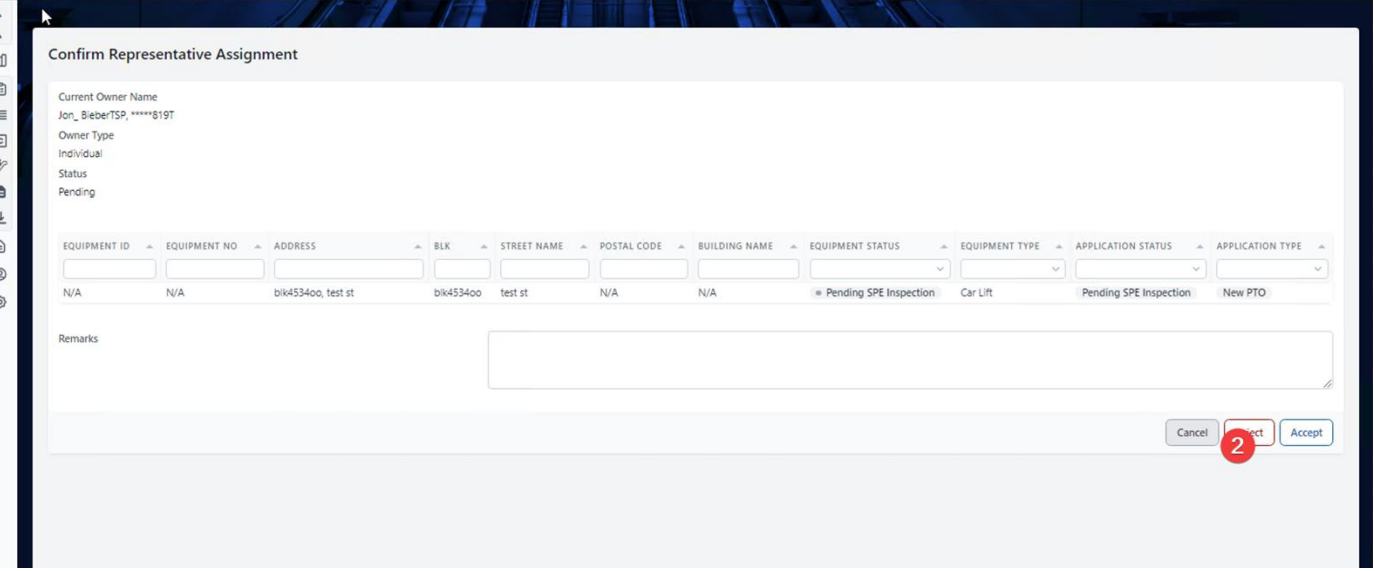
2. Select accept

9.6 Owner rep view: Rejecting an owner representative request

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



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



The "Confirm Representative Assignment" form displays the following details:

- 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	blk453400, test st	blk453400	test st	N/A	N/A	Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTO

Remarks: [Text area]

Buttons: Cancel, **Reject** (highlighted with a red circle and '2'), 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
DCA 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

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

Add Another

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

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	APPLY ACTION
Accepted	EN-57443-465346	N/A	1137, Lighthouse Bay, arcu adipiscing molestie, 224 - alop, 563845	1137	Lighthouse Bay	563845	arcu adipiscing molestie	Suspended	Car Lift	Complete	Renew Remove

9.7.2 Remove pending acceptance equipment

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

Representative Name	Access Duration	Equipment Assigned	Status
Jon_BieberTSP	27/04/2023 - 30/04/2023	There are 0 equipment(s) assigned	Inactive
ABC Audit Firm	16/05/2023 - Present	There are 0 equipment(s) assigned	Active
Ang Mo Kio Town Council	08/06/2023 - Present	There are 1 equipment(s) assigned	Active

1

3

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 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 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 summary cards for various equipment statuses. Below these, a table lists 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. A context menu is open over the first row (L219), 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.

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	blk784993, test uluooo	ooo	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 the sidebar
2. Then select the desired equipment(s) from the equipment list

Note:

The number of equipment allowed for transfer of ownership is limited to 30 per request.

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-79418-395245	N/A	123, Deimar, Deimar Villa, 21 - 09, 912321	123	Deimar	912321	Deimar Villa	Suspended	Escalator

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

Upload proof of ownership *

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.

Cancel

Save →


5. Select owner type

6. Upload proof of ownership

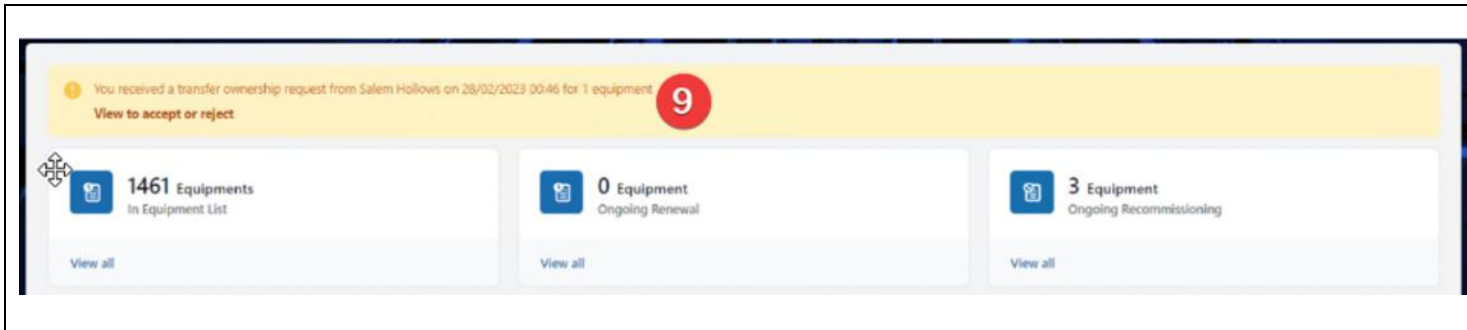
7. Check Declaration

8. Save

A success message will appear

Building and
Construction
Authority

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The screenshot displays the LEAP dashboard interface. At the top, a yellow notification banner states: "You received a transfer ownership request from Salem Hollows on 28/02/2023 00:46 for 1 equipment" with a red circle containing the number "9" and a link to "View to accept or reject". Below this, there are three summary cards: "1461 Equipments In Equipment List" with a "View all" link, "0 Equipment Ongoing Renewal" with a "View all" link, and "3 Equipment Ongoing Recommissioning" with a "View all" link.

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

Owner can accept or reject the transfer ownership request

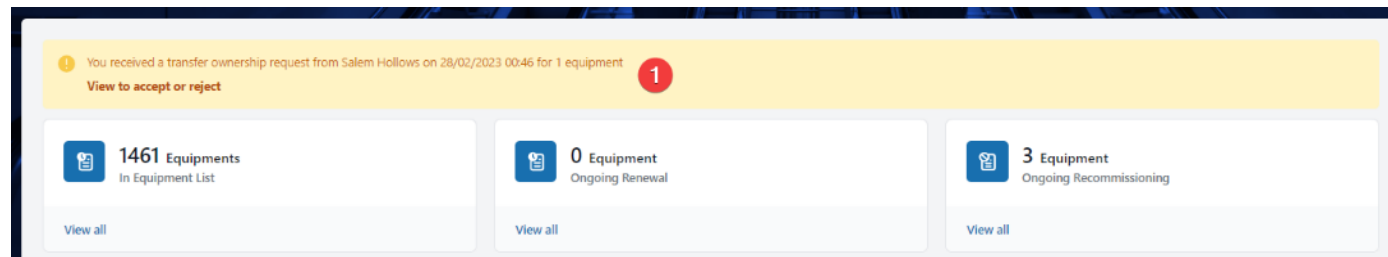
10.1 Accept transfer ownership request

1. 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 Accept.

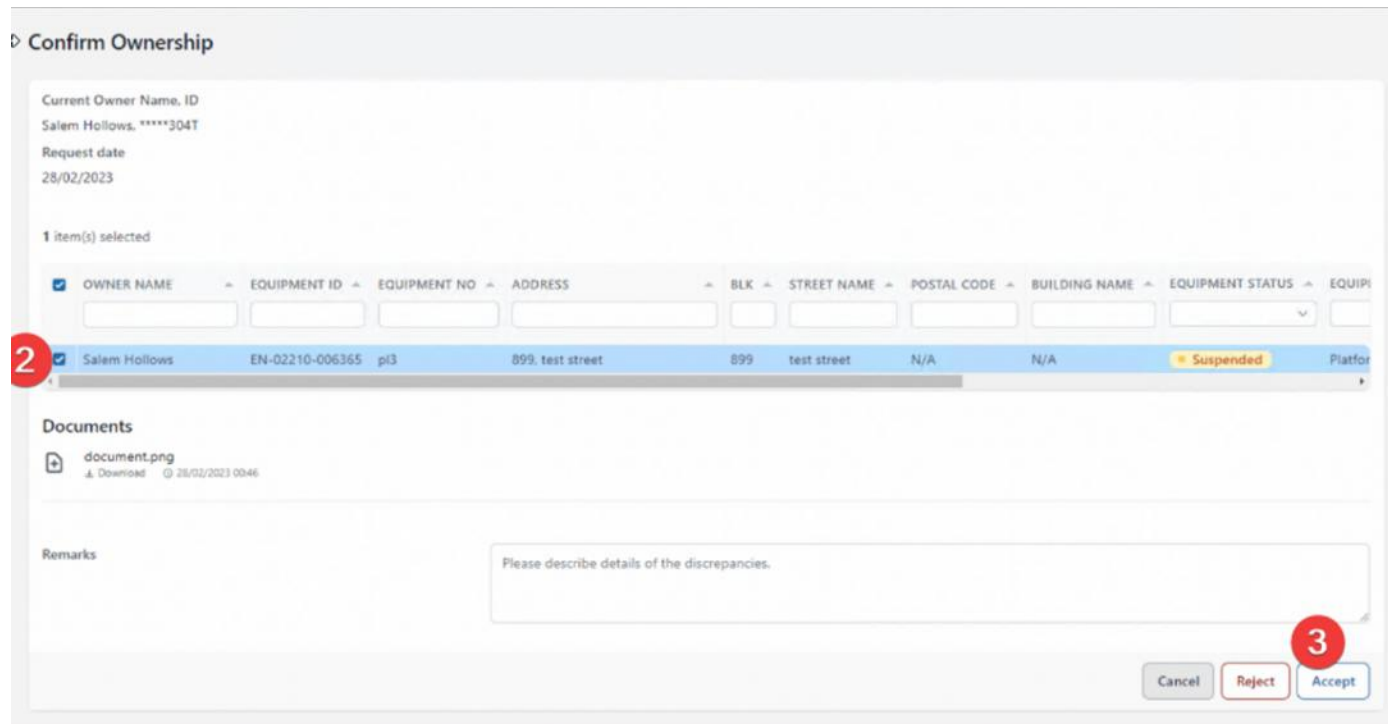


1 You received a transfer ownership request from Salem Hollows on 28/02/2023 00:46 for 1 equipment
[View to accept or reject](#)

1461 Equipments
In Equipment List
[View all](#)

0 Equipment
Ongoing Renewal
[View all](#)

3 Equipment
Ongoing Recommissioning
[View all](#)



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	EQUIPMENT TYPE
<input checked="" type="checkbox"/>	Salem Hollows	EN-02210-006365	pl3	899, test street	899	test street	N/A	N/A	Suspended	Platform

Documents

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

Remarks
Please describe details of the discrepancies.

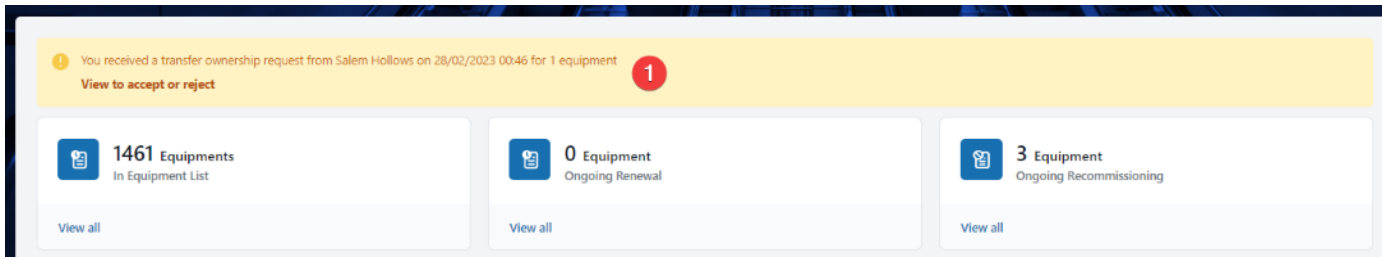
Cancel Reject Accept

10.2 Reject transfer ownership request

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

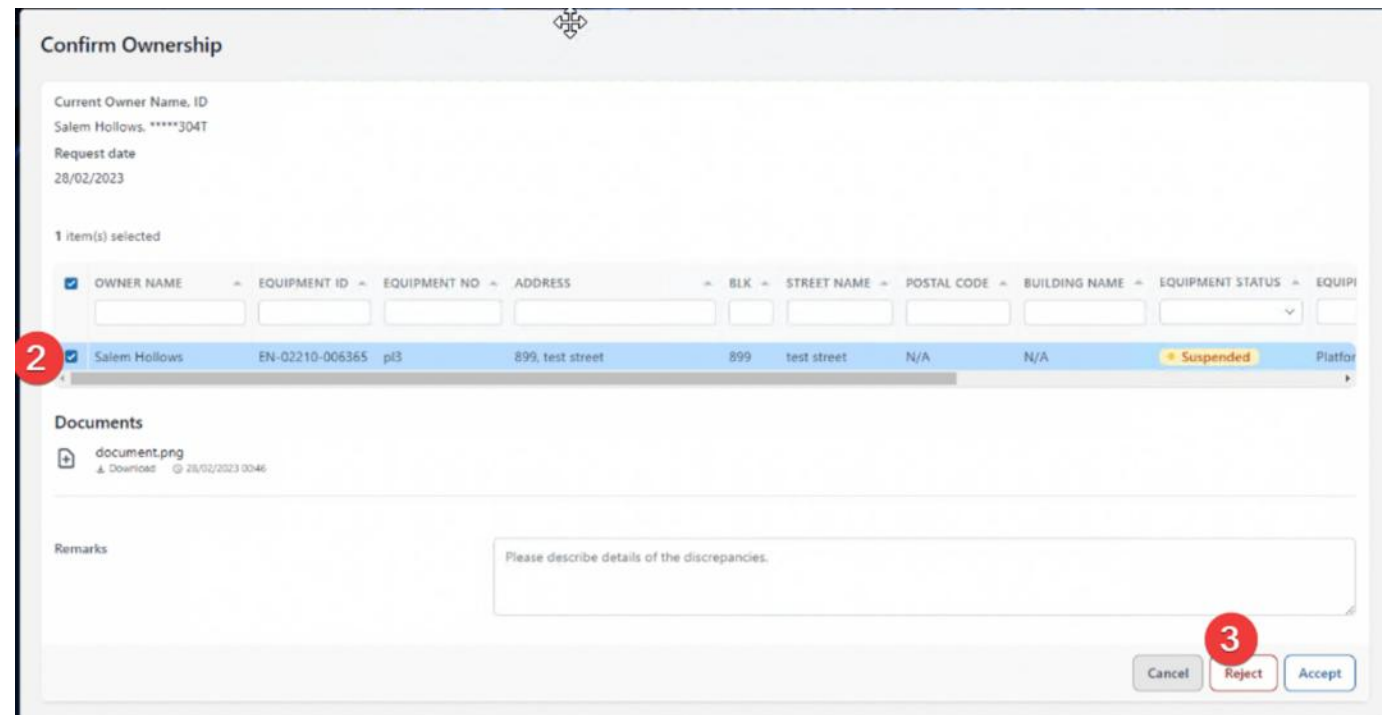


1 You received a transfer ownership request from Salem Hollows on 28/02/2023 00:46 for 1 equipment
[View to accept or reject](#)

1461 Equipments
In Equipment List
[View all](#)

0 Equipment
Ongoing Renewal
[View all](#)

3 Equipment
Ongoing Recommissioning
[View all](#)



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	EQUIPMENT TYPE
<input checked="" type="checkbox"/>	Salem Hollows	EN-02210-006365	pl3	899, test street	899	test street	N/A	N/A	Suspended	Platform

Documents

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

Remarks

Please describe details of the discrepancies.

[Cancel](#) [Reject](#) [Accept](#)

10.3 Claiming ownership of 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' dashboard. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main area features a top navigation bar with a red circle '2' highlighting the 'Claim Equipment Ownership' button. Below this, 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 Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. A row of action buttons includes 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. Below these are filters for '86 / 86 equipment(s)', '1 item(s) selected', 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is located on the right. The main table lists 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 table shows 86 results, with the first 8 items visible. The bottom of the table indicates 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

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 ...
L62	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. Begin by selecting the equipment list from the sidebar
2. Claim Equipment Ownership

<div><h3>Claim Ownership</h3><p>If you wish to claim equipment without a valid Transfer Request ID, please submit the application below and we will process it separately.</p><div><div>01 PROOF OF OWNERSHIP</div><div>02 DECLARATION</div><div>03 CONFIRMATION</div></div><div><h4>Proof Of Ownership</h4><div><div>3</div><div>Upload proof of ownership (such as IRAS Property Tax Notice, Title Deed or SLA Property Ownership Information) *</div><div><div>Upload a file or drag and drop</div><div>Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.</div></div><div>Remarks</div><div><div>4</div><div>Add Equipment Address</div><div>Required</div></div><div><div>5</div><div><div>< Previous</div><div>Next ></div></div></div></div></div><td data-bbox="1570 139 1938 1422"><div>3. Owners may submit proof of ownership.</div><div>4. Add equipment address</div><div>5. Select Next</div></td></div>	<div>3. Owners may submit proof of ownership.</div> <div>4. Add equipment address</div> <div>5. Select Next</div>
--	---

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

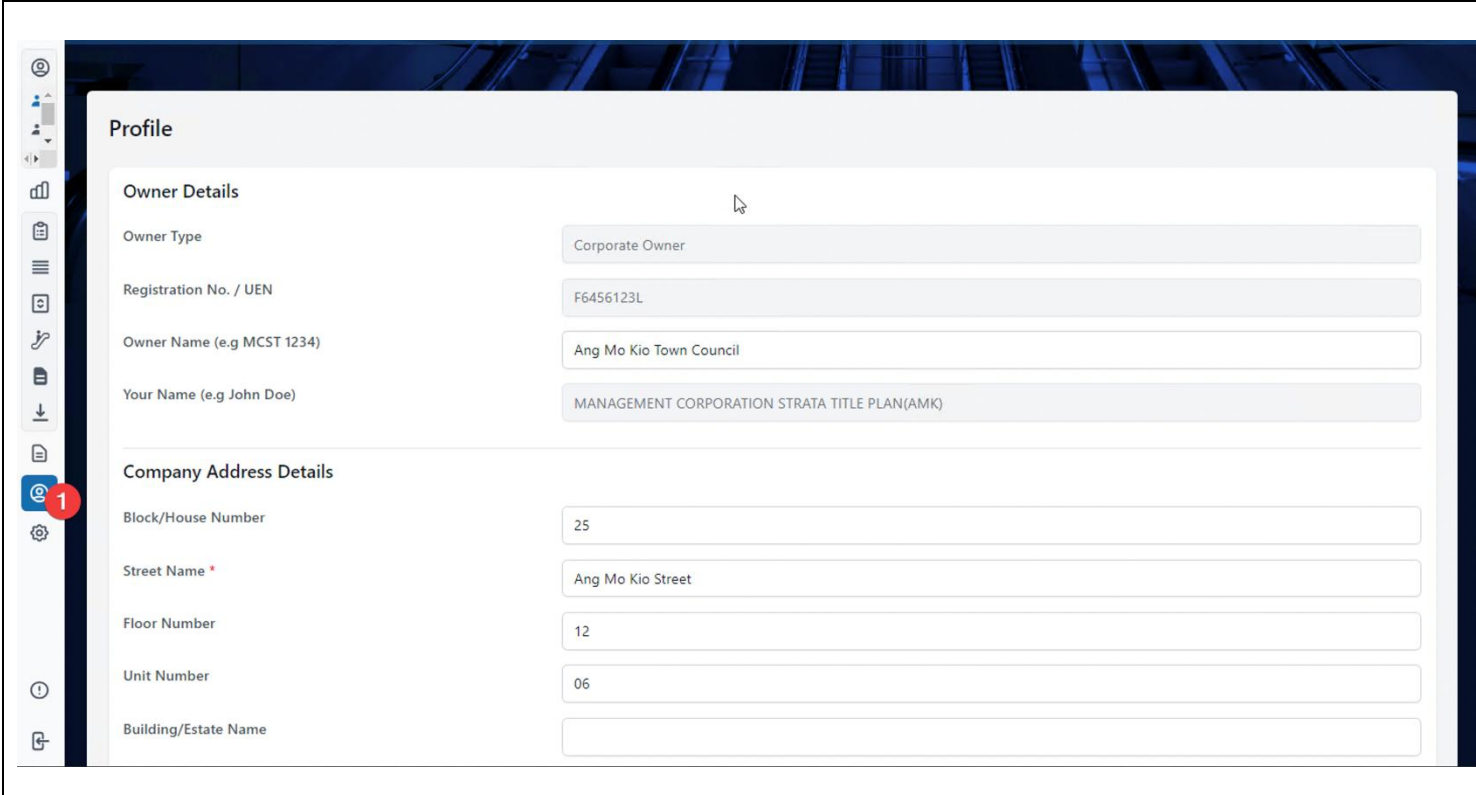
Confirmation

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 shows the 'Profile' page in the LEAP system. The 'Owner Details' section is highlighted with a red circle 2. The 'Company Address Details' section is highlighted with a red circle 1. The 'Company Contact Details' section is highlighted with a red circle 3. The 'Save' button is highlighted with a red circle 4. The form contains the following fields:

- Owner Details:**
 - Owner Type: Corporate Owner
 - Registration No. / UEN: F6456123L
 - Owner Name (e.g. MCST 1234): Ang Mo Kio Town Council
 - Your Name (e.g. John Doe): MANAGEMENT CORPORATION STRATA TITLE PLAN/AMK
- Company Address Details:**
 - Block/House Number: 25
 - Street Name: Ang Mo Kio Street
 - Floor Number: 12
 - Unit Number: 06
 - Building/Estate Name:
 - Postal Code: 381923
- Company Contact Details:**
 - Corporate Email: XXX@gmail.com (Verified)
 - Phone: 65 82345678

At the bottom, there is a checkbox labeled '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.' which is checked. A red circle 3 is next to this checkbox. The 'Save' button is at the bottom right, with a red circle 4 next to it.

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 shows the 'Profile' page in the LEAP system. The left sidebar contains navigation icons, with a red circle '1' next to the 'Profile & User Management' icon. The main content area is titled 'Profile' and contains three sections: 'Owner Details', 'Company Address Details', and 'Company Contact Details'. The 'Company Address Details' section is highlighted with a red circle '2'. The 'Company Contact Details' section includes a 'Corporate Email' field with a 'Verified' status and a 'Phone' field. A red circle '3' is next to the declaration checkbox. At the bottom right, there are 'Cancel' and 'Save' buttons, with a red circle '4' next to the 'Save' button.

Field	Value
Owner Type	Corporate Owner
Registration No. / UEN	F6456123L
Owner Name (e.g MCST 1234)	Ang Mo Kio Town Council
Your Name (e.g John Doe)	MANAGEMENT CORPORATION STRATA TITLE PLAN/AMK
Block/House Number	25
Street Name *	Ang Mo Kio Street
Floor Number	12
Unit Number	06
Building/Estate Name	
Postal Code	381923
Corporate Email *	XXX@gmail.com
Phone *	65 82345678

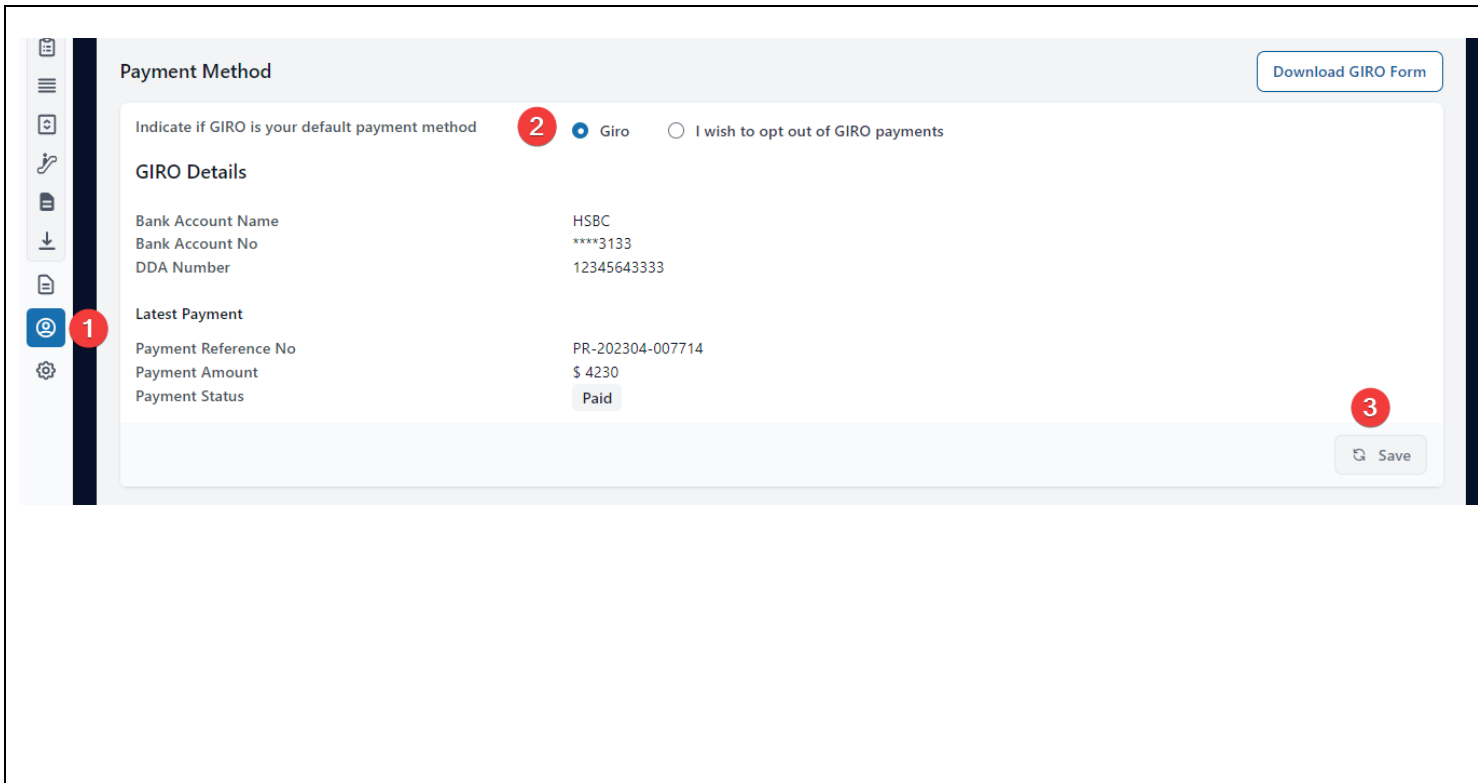
☒ I declare that the contact information provided above is accurate. Notices and documents under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.

Cancel Save

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.



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 application. 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 'Corporate Email' field is highlighted with a red circle '3', and the 'Send OTP' button is highlighted with a red circle '4'. The 'Email Verification' message is also visible. The 'Phone' field is also visible at the bottom of the contact details section. A red circle '1' is placed on the left sidebar menu, indicating the selection of the profile.

Profile

Owner Details

Owner Type: Corporate Owner

Registration No. / UEN: G9485554B

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 Place

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

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.

Phone *: 65 20057517

☐ 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.

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 in your email address.
4. Click on Send OTP

OTP Sent 5

Owner Details

Owner Type: Corporate Owner

Registration No. / UEN: F6456123L

Owner Name (e.g MCST 1234): Ang Mo Kio Town Council

Your Name (e.g John Doe): MANAGEMENT CORPORATION STRATA TITLE PLAN(AMK)

Company Address Details

Block/House Number: 25

Street Name *: Ang Mo Kio Street

Floor Number: 12

Unit Number: 06

Building/Estate Name:

Postal Code: 381923

Company Contact Details

Corporate Email *: XXXX@gmail.com Send OTP

This email is used across the organization for receiving emails

7 Verification Code: Validate

Required

6 OTP has been sent. Resend OTP in 1:45

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: G94855548

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

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

Company Address Details

Block/House Number: 667

Street Name *: Esther Piaz

Floor Number: 3

Unit Number: US

Building/Estate Name: Cecil court

Postal Code: 290587

Company Contact Details

Corporate Email *: XXX@gmail.com

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

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.

11.5 Changing contact details (phone number)

The screenshot shows the 'Profile' page in the LEAP application. The page is divided into three main sections: 'Owner Details', 'Company Address Details', and 'Company Contact Details'. The 'Company Contact Details' section is highlighted with a red circle 2. 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 profile icon in the left sidebar. The 'Phone' field contains the number '98765434'. The 'Country Code' dropdown is set to '65'. The 'Corporate Email' field is set to '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 at the bottom right.

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

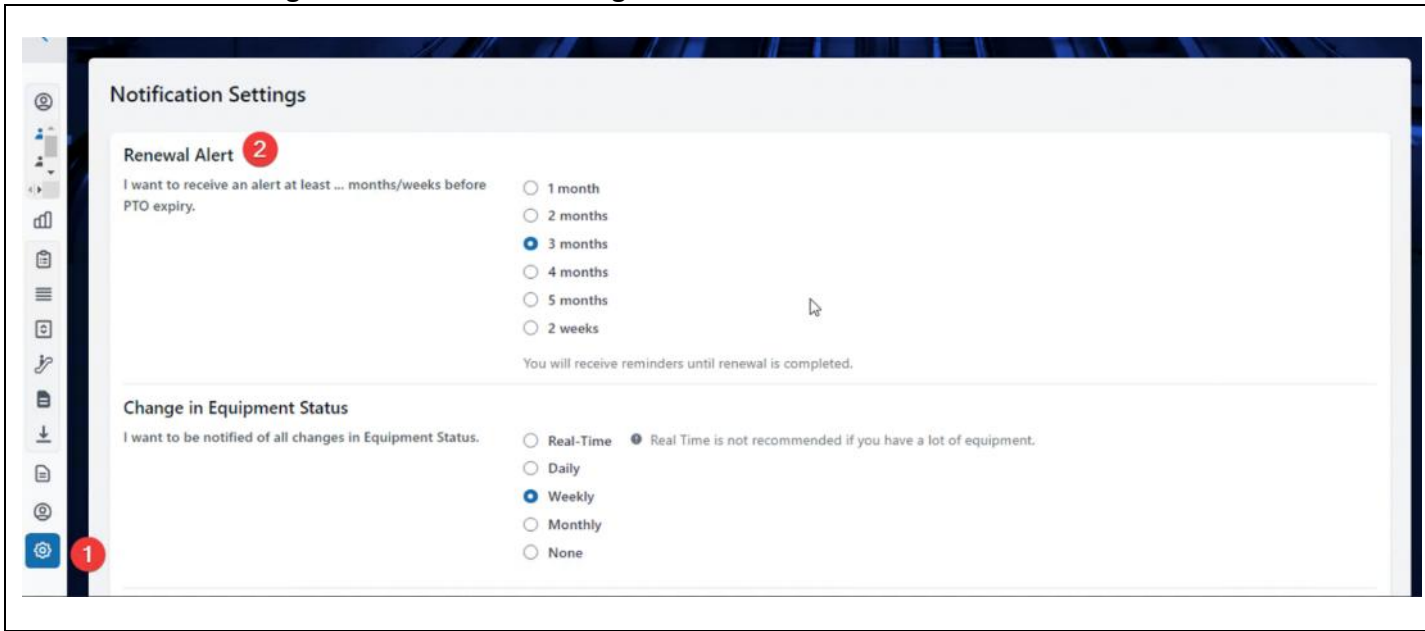
In the notifications screen, Owners can change the frequency in which they receive the notifications via email. The email address has to be verified in order to receive emails. Refer to [Section 11.4 Changing contact details \(email\)](#). Some emails would not be sent if the equipment is terminated/suspended.

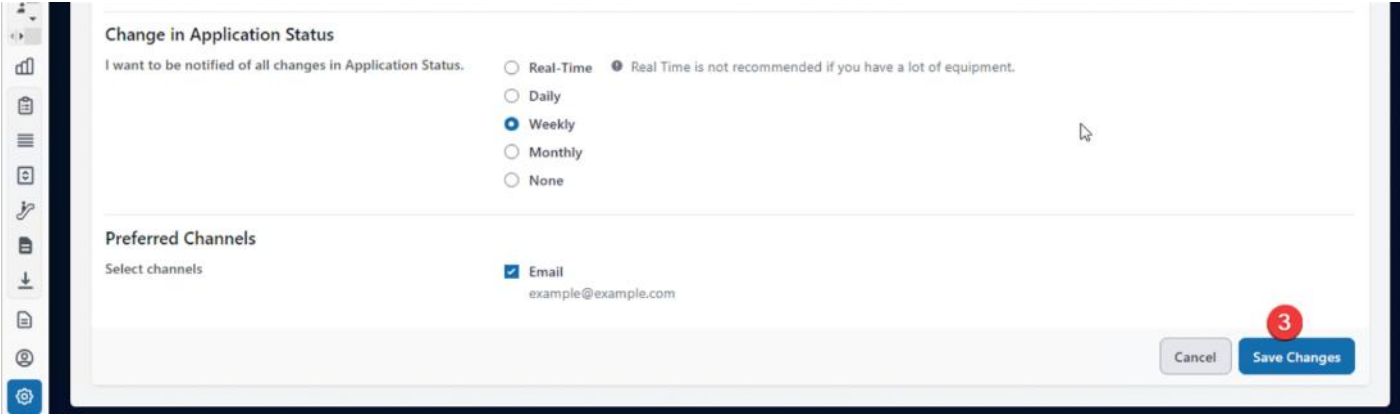
Below are the default notification settings for owner if they are not configured:

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.

	<ol style="list-style-type: none">1. Select settings from sidebar2. Change frequency for – Renewal Alert / Equipment status / Application status / Preferred channels
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The screenshot shows a web interface for changing application status. On the left is a vertical sidebar with icons for home, dashboard, application status, preferred channels, and settings. The main content area is titled 'Change in Application Status' and contains the text 'I want to be notified of all changes in Application Status.' Below this are five radio button options: 'Real-Time' (with a note that it's not recommended for many equipment), 'Daily', 'Weekly' (selected), 'Monthly', and 'None'. A second section titled 'Preferred Channels' with the text 'Select channels' shows a checked checkbox for 'Email' with the address 'example@example.com'. At the bottom right are 'Cancel' and 'Save Changes' buttons. A red circle with the number '3' is positioned above the 'Save Changes' button.

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.