



# 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 <sup>1</sup> , Owner made payment and SPE submitted inspection, or During renewal PTO application (shortlisted equipment), Owner made payment and SPE submitted inspection

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

## 1.2.2 Equipment Status

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

## 1.2.3 Inspection Status

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

## 1.2.4 Payment Status

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

## 1.2.5 Refund Status

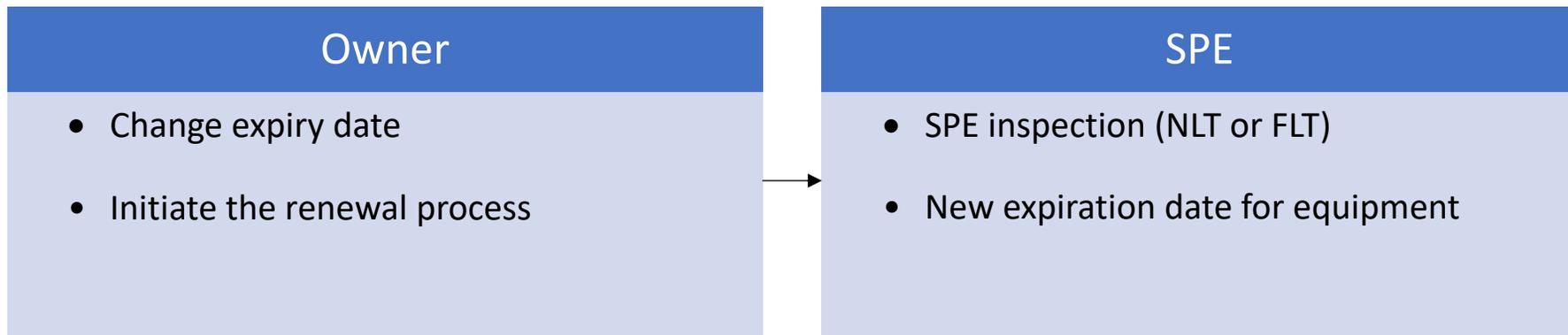
Status	Description
Pending Refund	Owner requested for refund, or Finance Officer marked payment for refund
Refunded	Finance Officer updated refund status as refunded
Rejected	Finance Officer updated refund status as rejected

## 1.3 Flow of Owners main functions

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

### 1.3.1 Owner flow: Renewal process

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



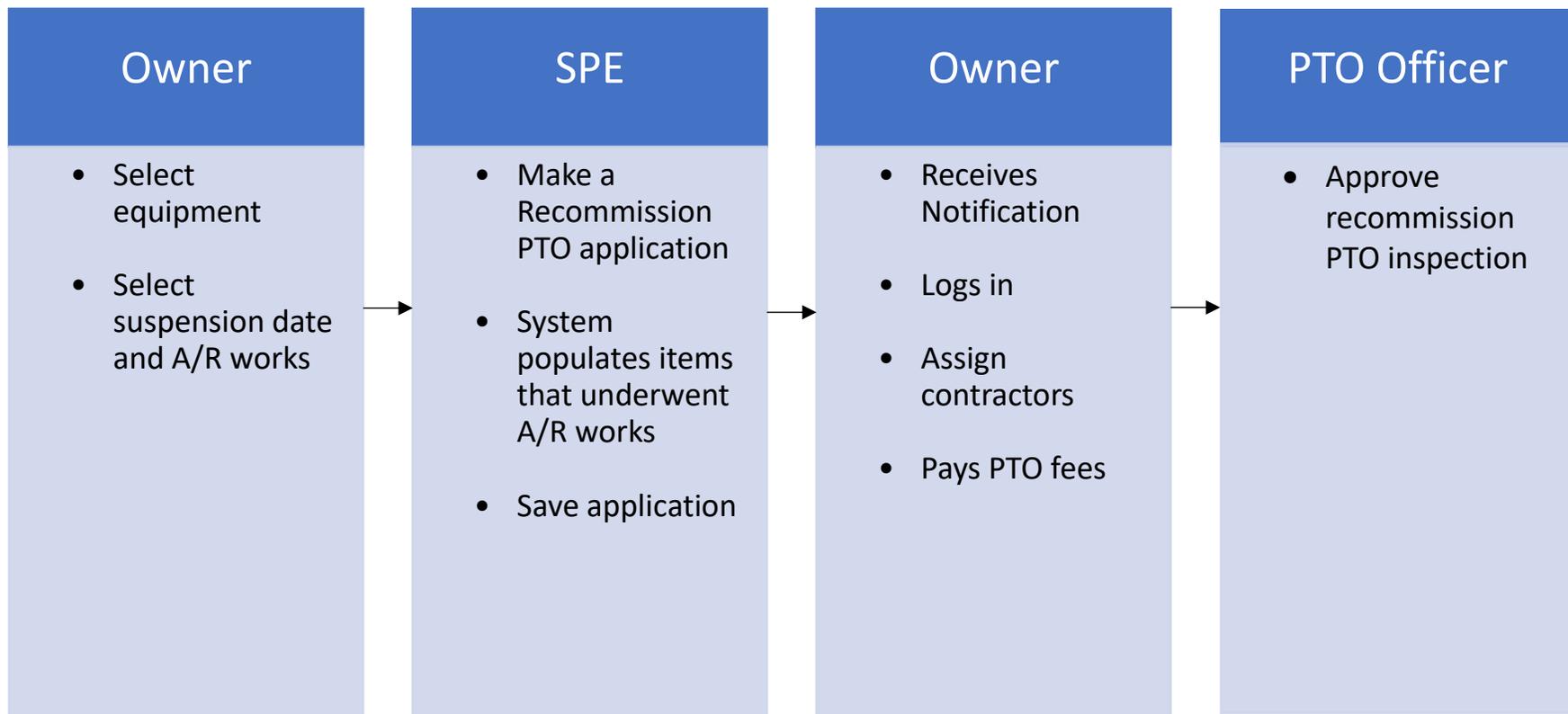
## 1.3.2 Owner flow: Create New PTO process

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



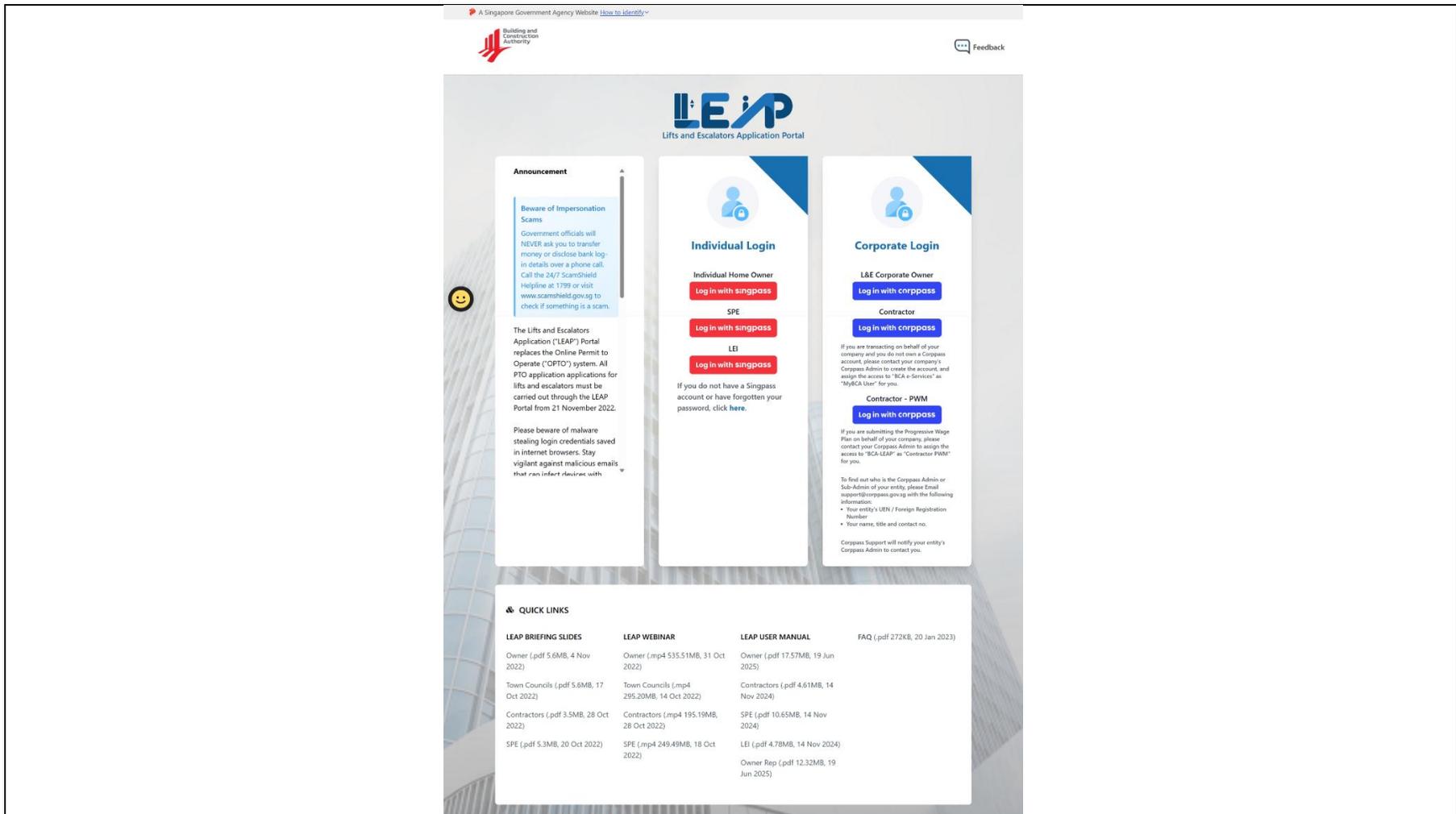
### 1.3.3 Owner flow: Recommission process

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



# 1.4 Logging into the system

To login into the system, owners can begin by selecting the login mode that matches his profile. The owner will then upon successful entry be directed to the Singpass / Corppass web page. **Do note that if you are maintaining equipment for a corporate identity, please use the Log in with Corppass and not the individual homeowner login.**



## 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 \*

Owner NRIC

**Address Details** 2

Block/House Number

Street Name \*

Floor Number

Unit Number

Building/Estate Name

Postal Code

**Contact Details** 3

Email \*

**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 \*

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

5

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

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

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

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

### Owner Registration

**Personal Details**

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

## 1.6 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 dashboard interface. At the top, there is a navigation bar with the BCA logo, LEAP branding, and user roles: Owner (User Manual), Owner Rep (User Manual), and Land Transport Authority Owner. A sidebar on the left contains navigation options: Dashboard (selected), Equipment List, All, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area features several alert banners:

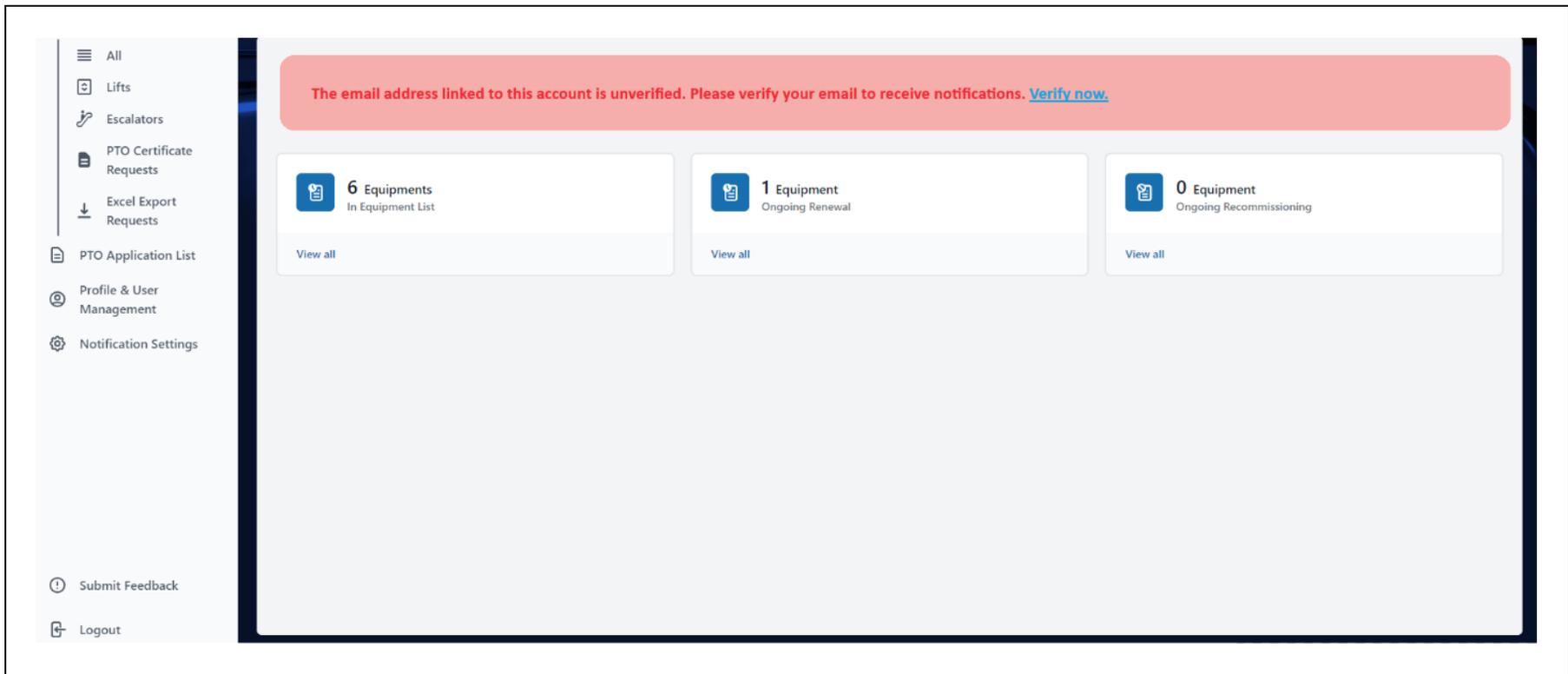
- Yellow Alert:** "There are 1 equipment(s) which are due for 5-yearly Full Load Testing. Please click on View for more details and liaise with your appointed contractor and Specialist Professional Engineer to conduct the tests. [View](#)"
- Red Alert:** "Maintenance Contractor for 1 lifts are invalidated. Please update the Maintenance Contractor. [View all equipment](#)"
- Blue Alert:** "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](#)"
- Yellow Alert:** "The PTO for 145 equipment(s) are pending recommissioning. Please proceed to check the Application. [View](#)"
- Red Alert:** "Please proceed to complete the payment for 1 PTO renewal applications. [View all equipment](#)"

Below the alerts, there are three summary cards:

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

At the bottom left, there is a "Submit Feedback" button with a smiley face icon.

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

Claim Equipment Ownership
Export All Records To Excel

🔔

**412 Equipment**

PTO Expiring in 3 months

🔔

**0 Equipment**

Full Load Test window open

👤

**0 Equipment**

No contractor for less than 1 month

➕

**1 Equipment**

No contractor for more than 1 month

📄

**7 New Equipment**

Ongoing New PTO application

🔄

**3 Equipment**

Ongoing Recommissioning

🔒

**10 Equipment**

Suspension Request

👤

**1484 Applications**

Assigned to me

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

1461 / 1484 equipment(s)
0 item(s) selected
Display/Hide Columns
Group By Column
Clear All Column Filters
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 buttons for 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight smart filter cards, each with an icon, a count, and a description. A red box highlights these cards. Below the filters are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A status bar shows '1461 / 1484 equipment(s)' and '0 item(s) selected'. Below this are controls for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters', along with a search box. At the bottom, a table header is visible with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION.

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.

**Equipment List**

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

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

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

## 1.8.2 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 summary cards arranged in a 2x4 grid:

- 412 Equipment** (PTO Expiring in 3 months)
- 0 Equipment** (Full Load Test window open) - This card is highlighted with a red border.
- 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)

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'.

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

Select No contractor for less than 1-month smart filter.

**Equipment List**

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

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

[Renew PTO](#) [Pay Renewal Fee](#) [Print PTO Cert](#) [Other Actions](#) [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.

**Equipment List**

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

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

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

## 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 are eight filter cards arranged in two rows. The first row contains: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '1 Equipment No contractor for more than 1 month'. The second row contains: '7 New Equipment Ongoing New PTO application' (highlighted with a red border), '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom, 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

## 1.8.6 View equipment with ongoing recommissioning

Select Ongoing Recommissioning smart filter.

The screenshot shows the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. The dashboard features several 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** (highlighted with a red box)
- 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'.

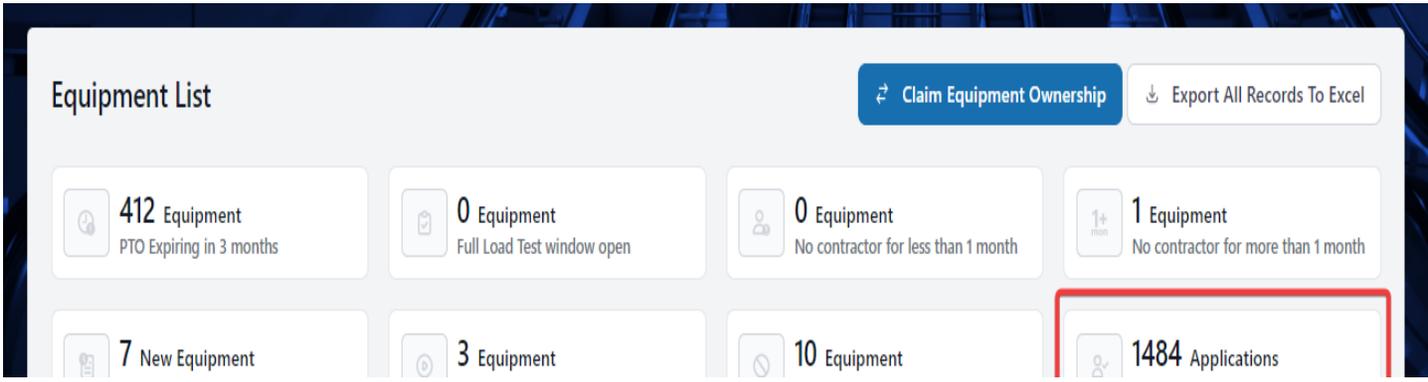
## 1.8.7 View equipment with suspension request

Select Suspension Request smart filter.

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

## 1.8.8 View all equipment assigned

Select Assigned to me smart filter.



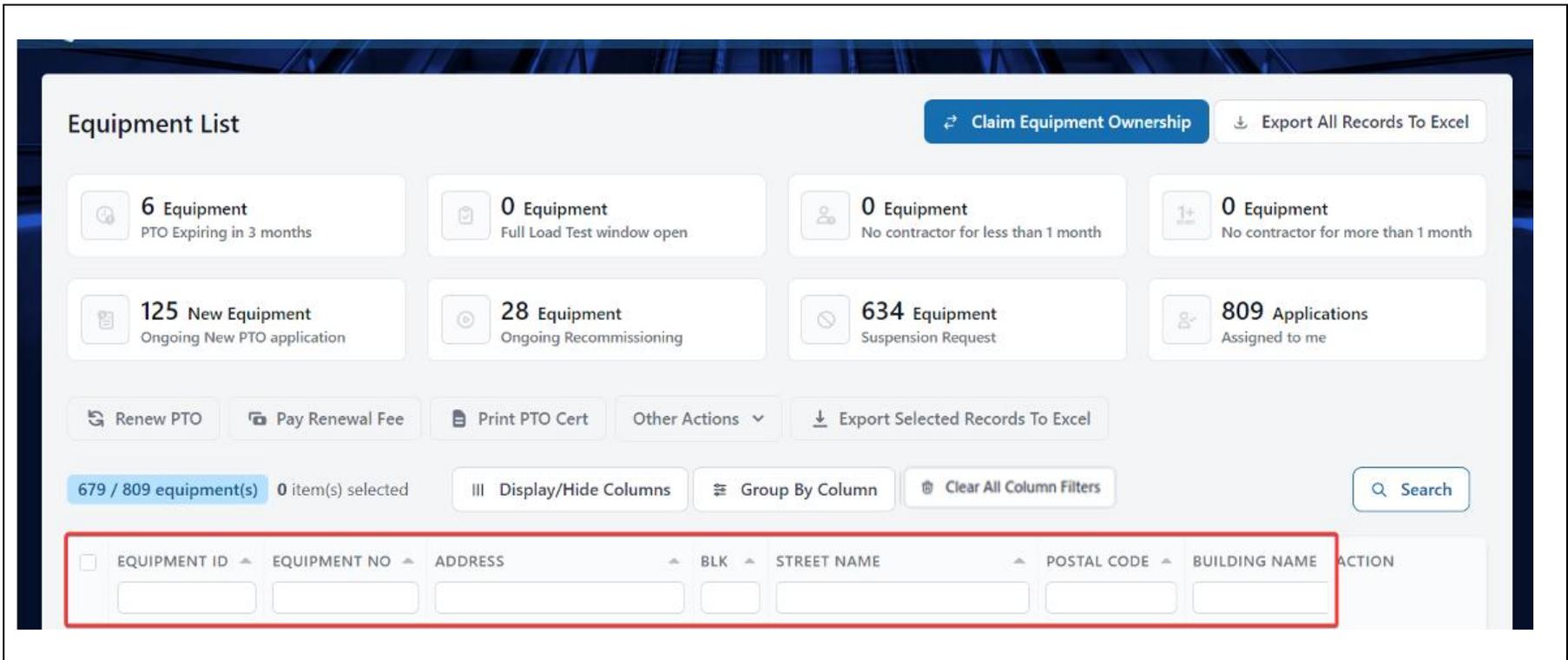
The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight filter cards arranged in two rows. The first row contains: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full 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', '3 Equipment', '10 Equipment', and '1484 Applications'. The '1484 Applications' card is highlighted with a red border, indicating it is the selected filter.

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 right, there are buttons for 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight summary cards:

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

Below the cards are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A status bar shows '679 / 809 equipment(s) 0 item(s) selected'. Below this are controls for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is on the right. At the bottom, a table header is visible with a red box highlighting the columns: 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

1

**0 Equipment**  
Full Load Test window open

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

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

**125 New Equipment**  
Ongoing New PTO application

**27 Equipment**  
Ongoing Recommissioning

**633 Equipment**  
Suspension Request

**811 Applications**  
Assigned to me

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

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.

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

8 Equipment  
PTO Expiring in 3 months

599 New Equipment  
Ongoing New PTO application

3545 Applications  
Assigned to me

1 / 3545 equipment(s) 1 item(s) selected

EQUIPMENT ID	EQUIPMENT NO	ADDR	POSTAL CODE	BUILDING NAME	ACTION
<input checked="" type="checkbox"/>	L1003				View ...
<input checked="" type="checkbox"/>	L1003	24324	tt, blk	123123	4 View ...

Showing 1 to 1 of 1 results

**Pop-up Dialog:**

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.

I Would Like To Return To Equipment List

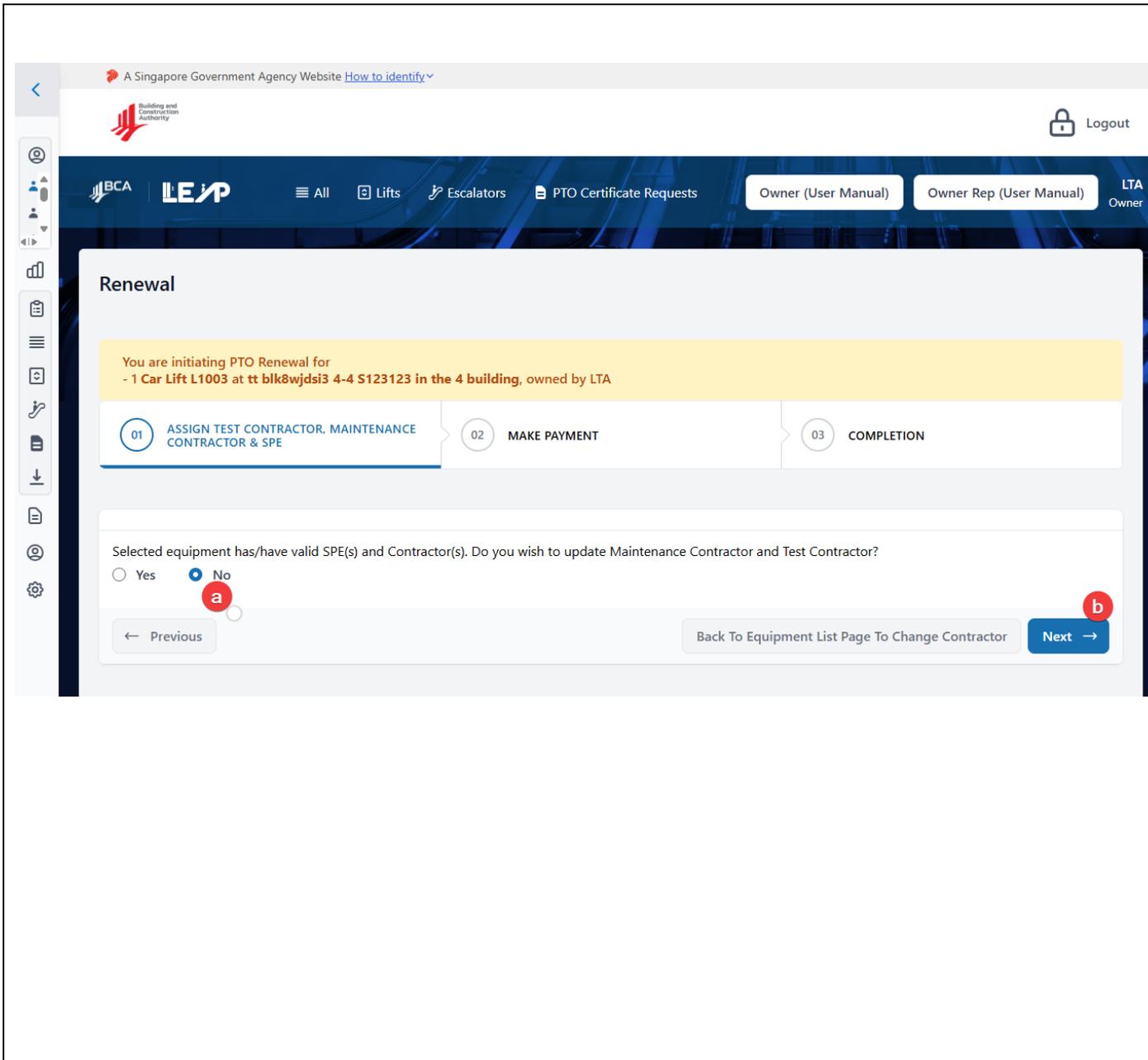
**I Wish To Proceed With The Initiation Of PTO Renewal** 4

Building and Construction Authority  
The Building and Construction Authority (BCA) champions the development and transformation of the built environment sector, in order to improve Singapore's living environment. BCA oversees areas such as safety, quality, inclusiveness, sustainability and

**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.

- 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

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 <span style="color: red; font-weight: bold;">a</span>	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, a 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

**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.

01 ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE    02 MAKE PAYME

SPE/Maintenance/Test Contractor has/have not been assigned to the follo  
1) Equipment No CL01, Equipment ID L57, installed at Hill Street, Hill Est

Display/Hide Columns    Clear All Column Filters

ADDRESS	SPE
Hill Street, Hill Estate, 1 - 12B, 123456	Select an option

Showing 1 to 1 of 1 results

← Previous

**Select Maintenance Contractor** [X]

Please select Maintenance Contractor for Equipment L57:

Maintenance Contractor: Contractor Z || ID : Z44217772Z [b]

Cancel    Save [c]

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

6.c Click Save

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**

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

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

## 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

Navigation: 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 →](#)

7

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)

\* 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)

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

**Payment Options**

E-Payment (Credit Card/PayNow) **8**

Please note that the email entered in Stripe must be the same as the 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

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

← Previous Cancel **9** 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:

1. Select Profile & User Management
2. 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.

3. After BCA has registered a GIRO account for you, your GIRO details will be reflected on this page.

## 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.

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 L549 at 34 Hill View, owned by

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

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

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

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

← Previous    Cancel    Proceed To Payment →



EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

---

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

---

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

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

**GIRO deduction for the following month will not be deducted if you choose to pay using other modes**  
**GIRO deduction will be completed between 1-10<sup>th</sup> of the month**

**Payment Options**

**E-Payment (Credit Card/PayNow)** ⓘ

Please note that the email entered in Stripe is different from the email in LEAP's profile page

Bank Transfer

Continue with GIRO

**5**

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

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

**1** Card PayNow

**2** Card information

1234 1234 1234 1234 VISA Mastercard American Express

MM / YY CVC

Cardholder name

Full name on card

Country or region

Singapore

Securely save my information for 1-click checkout

Enter your phone number to create a Link account and pay faster on Building and Construction Authority and everywhere Link is accepted.

8123 4567 Optional

**3** link

**Pay**

Powered by stripe | Terms Privacy

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

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

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

**Resume PTO Application**

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

4

REVIEW    ASSIGN CONTRACTORS    MAKE PAYMENT    04 COMPLETION

Completion

Transaction ID: A-202410-049663

Display/Hide Columns    Clear All Column Filters

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

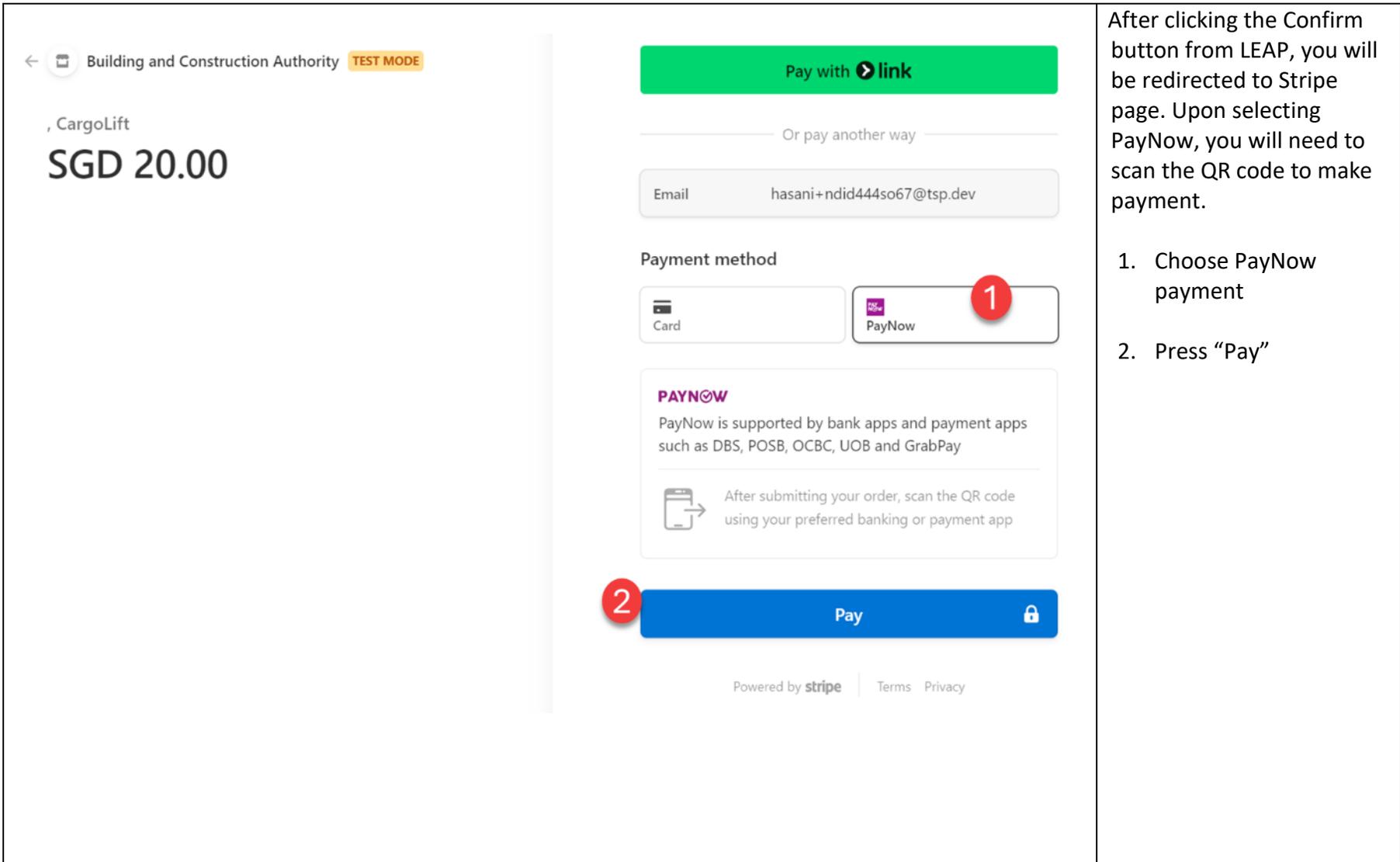
Showing 1 to 1 of 1 results    Rows per page: 10    First < 1 > Last

Total: \$20

Close    Print Receipt

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

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



The screenshot displays the payment interface for the Building and Construction Authority (BCA) in TEST MODE. The user is paying for a CargoLift equipment for SGD 20.00. The interface offers two payment methods: Card and PayNow. The PayNow option is selected and highlighted with a red circle containing the number 1. Below the payment method selection, there is a section for PAYNOW, which states that it is supported by bank apps and payment apps such as DBS, POSB, OCBC, UOB, and GrabPay. It also includes an instruction to scan the QR code after submitting the order. At the bottom, there is a large blue button labeled 'Pay' with a red circle containing the number 2 next to it. The interface is powered by Stripe, with links for Terms and Privacy.

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

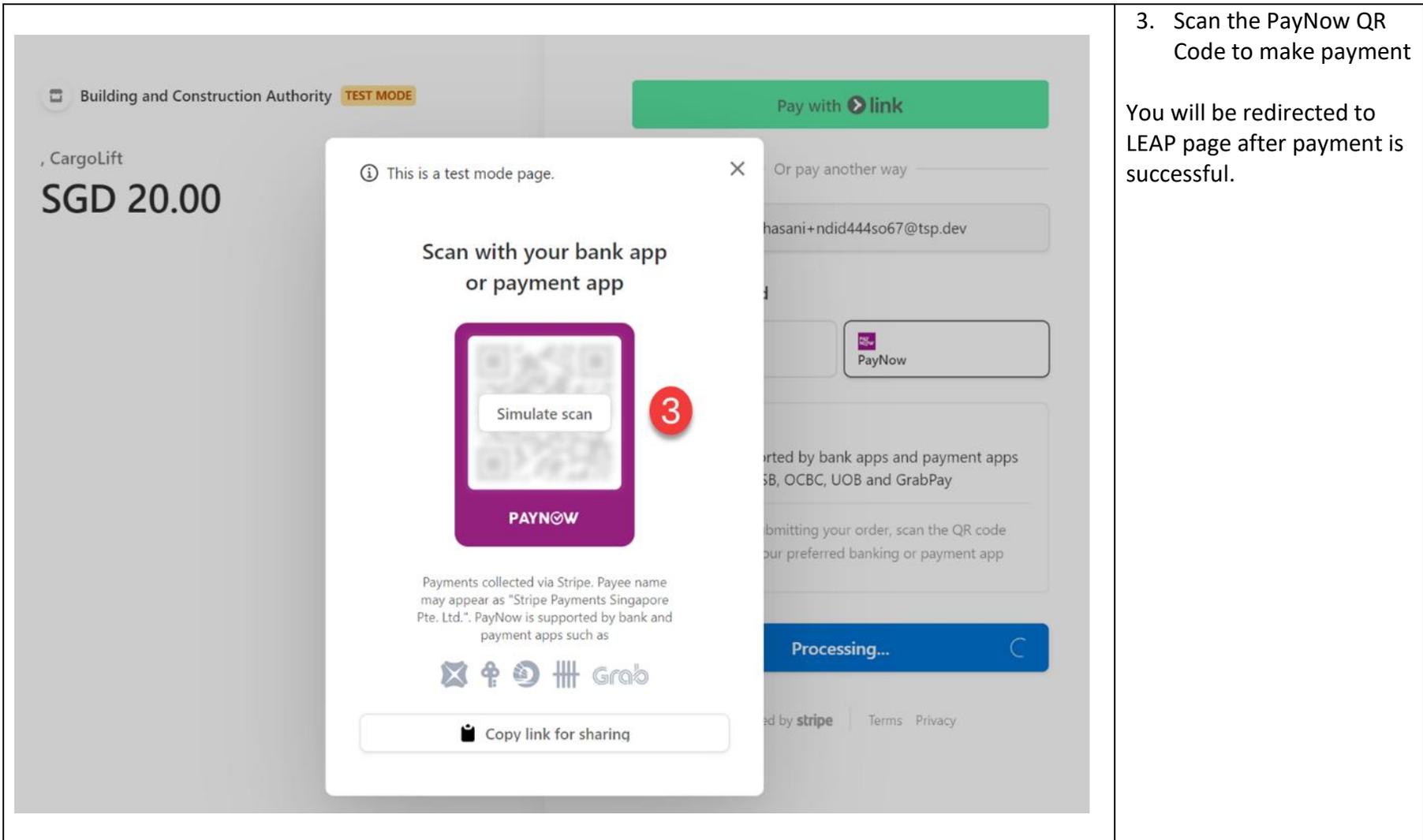
 After submitting your order, scan the QR code using your preferred banking or payment app

**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”



The screenshot displays the LEAP payment interface for a 'CargoLift' order totaling SGD 20.00. A modal window is overlaid on the screen, titled 'Scan with your bank app or payment app'. The modal contains a QR code scanner interface with a 'Simulate scan' button and a red circle with the number '3' next to it. Below the scanner, there is a 'Copy link for sharing' button. The background interface shows a 'Pay with link' button, a 'PayNow' button, and a 'Processing...' status bar.

Building and Construction Authority **TEST MODE**

CargoLift  
**SGD 20.00**

Pay with **link**

Or pay another way

hasani+ndid444so67@tsp.dev

PayNow

Supported by bank apps and payment apps  
DB, OCBC, UOB and GrabPay

Submitting your order, scan the QR code  
your preferred banking or payment app

Processing...

by stripe | Terms Privacy

This is a test mode page.

Scan with your bank app  
or payment app

Simulate scan

3

PAYNOW

Payments collected via Stripe. Payee name  
may appear as "Stripe Payments Singapore  
Pte. Ltd.". PayNow is supported by bank and  
payment apps such as

Copy link for sharing

### 3. Scan the PayNow QR Code to make payment

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

Renewal (Application ID: A-202410-049666)

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

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

✔ ASSIGN TEST CONTRACTOR & SPE      ✔ MAKE PAYMENT      ③ COMPLETION

Completion

Transaction ID: A-202410-049666

Display/Hide Columns    Clear All Column Filters

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

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

Total: \$20

Close    Print Receipt

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

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

**Bank Transfer** 1

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

**Internet Bank Transfer** 2

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

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



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

← Previous 3 Confirm →

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

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

Renewal (Application ID: A-202410-049666)

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

You are initiating PTO Renewal for  
- 1 Cargo Lift L784 at 23 User Manual Road, owned by " " <img alt="broken image icon" data-bbox="285 185 305 205" style="vertical-align: middle;"/> <img alt="broken image icon" data-bbox="305 185 325 205" style="vertical-align: middle;"/> LTA

ASSIGN TEST CONTRACTOR & SPE       MAKE PAYMENT      **03** COMPLETION

Completion

Transaction ID A-202410-049666

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

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

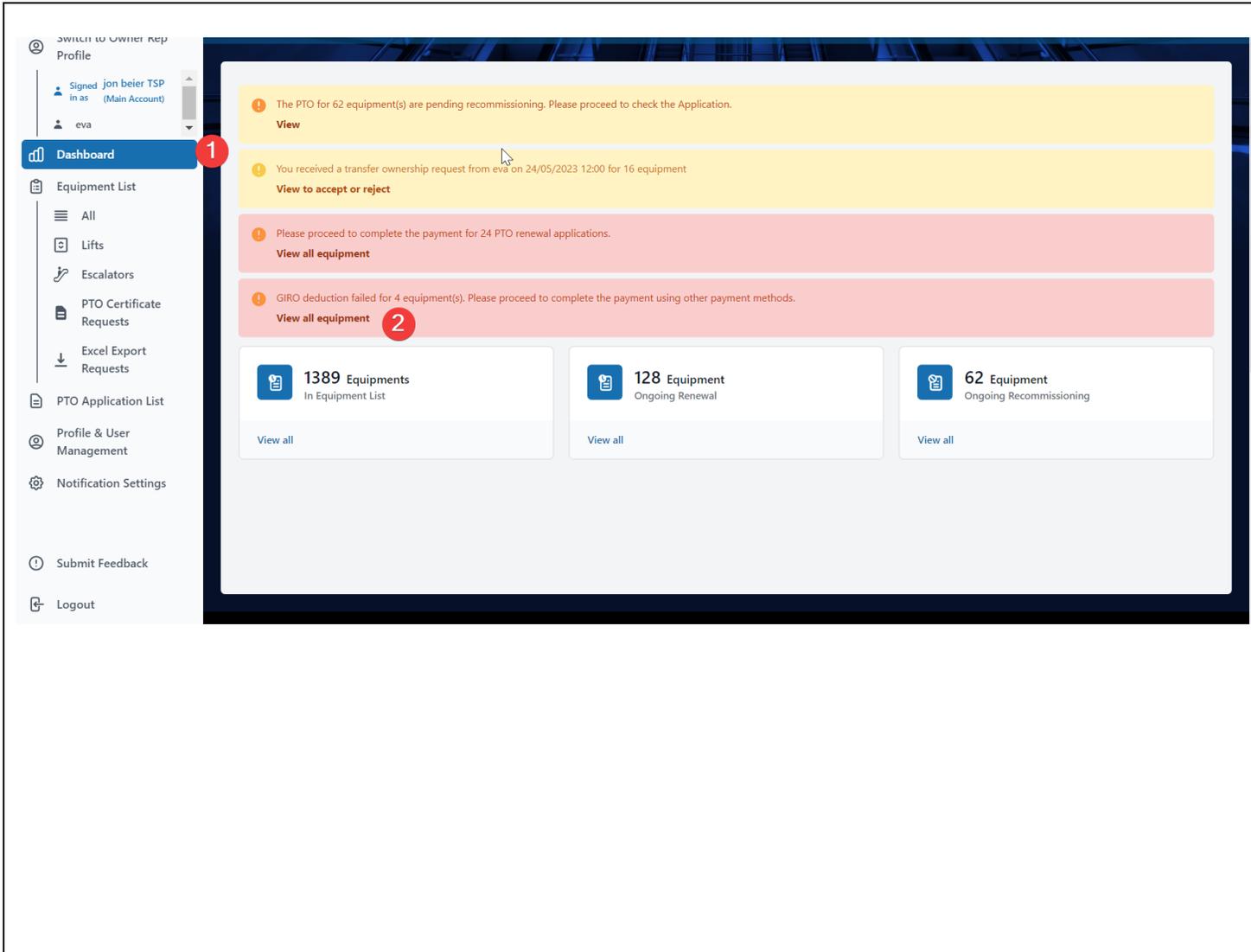
## 2.2.4 Paying the renewal fee of an equipment – GIRO

<b>Total Amount</b>		<b>\$ 20</b>
<b>Escalator</b>	<b>Lift</b>	
<ul style="list-style-type: none"> <li>\$20/Escalator for 1st 10 Escalator(s)</li> <li>\$10/Escalator for subsequent Escalator(s)</li> </ul>	<ul style="list-style-type: none"> <li>\$20/Lift for 1st 10 Lift(s)</li> <li>\$10/Lift for subsequent Lift(s)</li> </ul>	
* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items		
<b>GIRO deduction for the following month will not be deducted if you choose to pay using other modes</b>		
<b>GIRO deduction will be completed between 1-10<sup>th</sup> of the month</b>		
<b>Payment Options</b>		
<input type="radio"/> E-Payment (Credit Card/PayNow) Please note that the email entered in Stripe is the latest verified email in LEAP's profile page		
<input type="radio"/> Bank Transfer		
<input checked="" type="radio"/> Continue with GIRO <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px 6px;">1</span>		
<b>GIRO Details</b>		
Bank Account Name	HSBC	
Bank Account No	**4545	
DDA Number	454545	<span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px 6px;">2</span>
<input type="button" value="← Previous"/>		<input type="button" value="Cancel"/> <input type="button" value="Confirm →"/>

1. Select continue with GIRO
2. Confirm

	<div data-bbox="231 194 378 227"> <p><b>Payment Method</b></p> </div> <div data-bbox="1365 186 1543 227"> <p>Download GIRO Form</p> </div> <div data-bbox="241 243 1008 276"> <p>Indicate if GIRO is your default payment method <input checked="" type="radio"/> Giro <input type="radio"/> I wish to opt out of GIRO payments</p> </div> <div data-bbox="241 284 357 316"> <p><b>GIRO Details</b></p> </div> <div data-bbox="241 324 735 373"> <p>Bank Account Name: HSBC Bank Account No: ****3133</p> </div> <div data-bbox="241 389 357 422"> <p><b>Latest Payment</b></p> </div> <div data-bbox="241 422 798 487"> <p>Payment Reference No: PR-202304-007714 Payment Amount: \$ 4230 Payment Status: Paid</p> </div> <div data-bbox="1438 511 1522 544"> <p>Save</p> </div>	<p>To view details of existing latest GIRO application, Owner can visit the Profile &amp; User Management section located at the left navigation panel.</p>
--	---	---

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



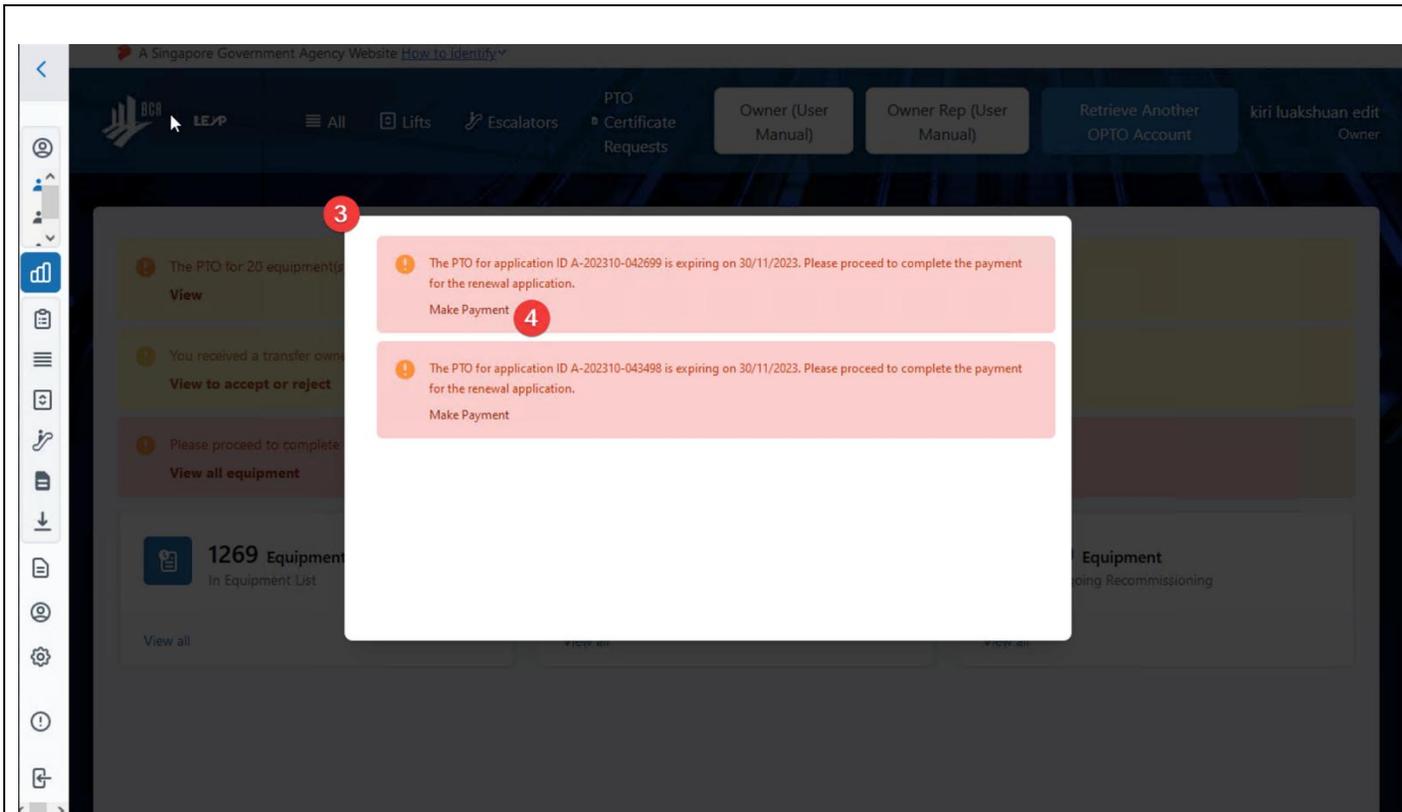
The screenshot displays the LEAP dashboard interface. On the left is a sidebar menu with the following items: Profile, Signed in as jon beier TSP (Main Account), eva, Dashboard (highlighted with a red circle '1'), Equipment List, All, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, Notification Settings, Submit Feedback, and Logout. The main content area shows a list of notifications:

- Notification 1: "The PTO for 62 equipment(s) are pending recommissioning. Please proceed to check the Application." with a "View" link.
- Notification 2: "You received a transfer ownership request from eva on 24/05/2023 12:00 for 16 equipment" with a "View to accept or reject" link.
- Notification 3: "Please proceed to complete the payment for 24 PTO renewal applications." with a "View all equipment" link.
- Notification 4: "GIRO deduction failed for 4 equipment(s). Please proceed to complete the payment using other payment methods." with a "View all equipment" link (highlighted with a red circle '2').

Below the notifications are three summary cards:

- 1389 Equipments In Equipment List (with "View all" link)
- 128 Equipment Ongoing Renewal (with "View all" link)
- 62 Equipment Ongoing Recommissioning (with "View all" link)

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



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

Renewal (Application ID: A-202410-049565)

You are initiating PTO Renewal for  
- 1 Car Lift L773 at 1122990 Beach Road, owned by LTA devcompany test edit -<strong>HLW</strong>-</p>
</div>
<div data-bbox="62 548 750 758" data-label="Form">
<div data-bbox="770 113 937 517" data-label="List-Group">
<ol style="list-style-type: none;">
<li>5. You may print the receipt to PDF by clicking the button</li>
<li>6. Proceed to payment</li>
<li>7. Select payment option</li>
<li><b>Note:</b> GIRO payment would not be available for the same application ID if the deduction was failed previously.</li>
<li>8. Click Confirm</li>
</ol>
</div>
<div data-bbox="60 912 128 962" data-label="Page-Footer">
<img alt="Building and Construction Authority logo" data-bbox="60 912 128 962"/>
</div>
<div data-bbox="829 914 923 935" data-label="Page-Footer">
<p>Page 55 of 168</p>
</div>

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

The screenshot shows the 'Equipment List' page in the LEAP system. A sidebar on the left contains navigation icons, with a red circle '1' next to the 'Equipment List' icon. The main content area features a summary of equipment counts and a table of equipment. A red circle '4' is placed over the 'Pay Renewal Fee' button, which is disabled. The table below shows two selected items (E159 and E158) with their respective details. Red circles '2' and '3' are placed over the checkboxes for these two items.

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
<input checked="" type="checkbox"/>	E159	PLREGTSTRPAY0002	Sunnyside 551	N/A	Sunnyside 551	N/A	2 months 31/07/2023	N/A	Pending SPE Inspection	Renewal PTO	Active	N/A View
<input checked="" type="checkbox"/>	E158	PLPAY003	Sunnyside 2345	N/A	Sunnyside 2345	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 -<strong>HLW</strong> -</p></div><div data-bbox="750 138 920 542" data-label="List-Group"><ol style="list-style-type: none;"><li>5. GIRO deduction unsuccessful message displayed in Payment page</li><li>6. Proceed to payment</li><li>7. Select payment option</li><li><strong>Note:</strong> GIRO payment would not be available for the same application ID if the deduction was failed previously.</li><li>8. Click Confirm</li></ol></div><div data-bbox="62 912 128 962" data-label="Page-Footer"><img alt="Building and Construction Authority logo" data-bbox="62 912 128 962"/></div><div data-bbox="830 915 923 936" data-label="Page-Footer"><p>Page 57 of 168</p></div>

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. At the top, there are several summary cards for equipment status. Below these, there are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A table lists equipment with columns for ID, number, address, name, postal code, building name, PTO expiry date, next full load test expiry date, application status, and action. A context menu is open over the table, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. Red circles with numbers 1 through 4 highlight the steps: 1. Selecting the sidebar, 2. Selecting equipment in the table, 3. Clicking 'Other Actions', and 4. Selecting 'Change Expiry Date' from the menu.

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

This would take you to the next screen

**Change Expiry Date**

List of selected equipment

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

5 30/04/2024

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

Cancel Save 6

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

5. Change 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

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

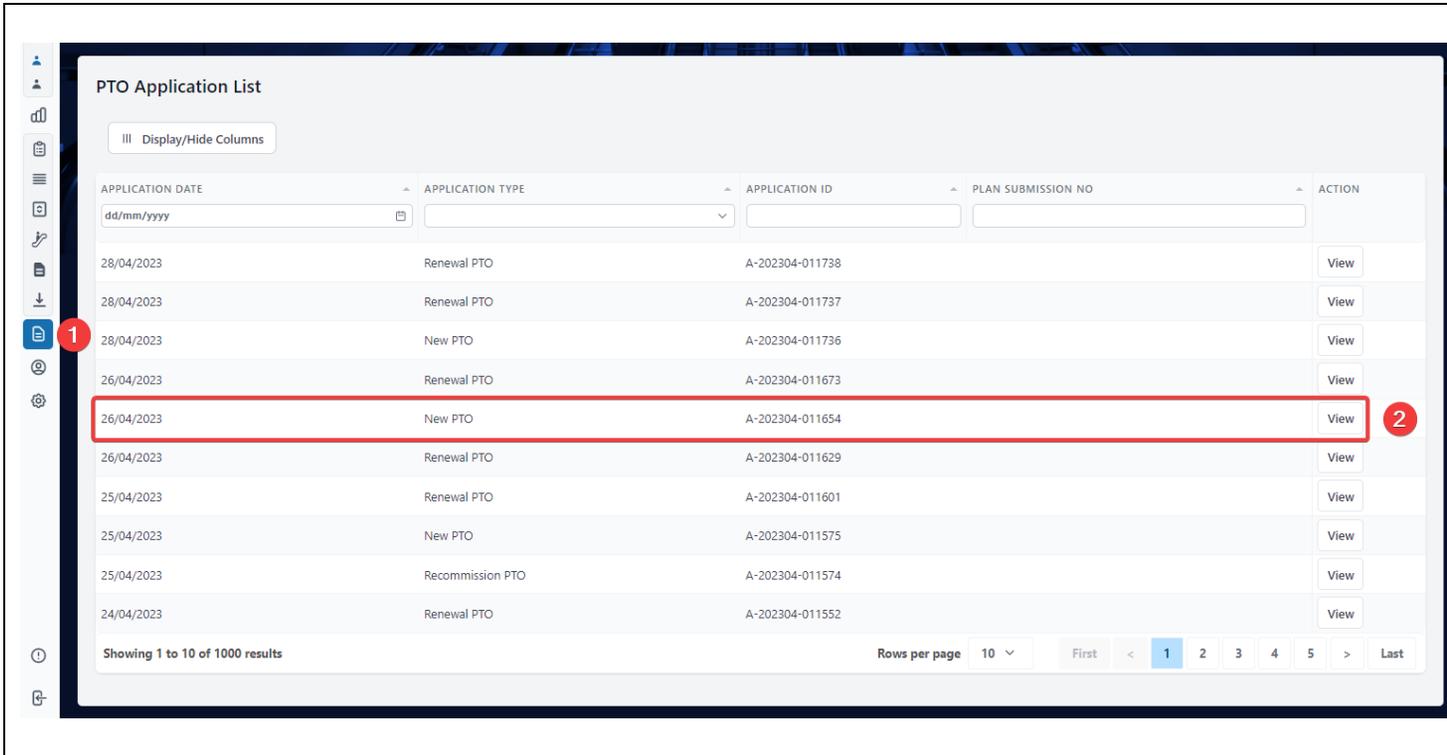
First < 1 2 3 4 5 > Last

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

**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	<a href="#">View Equipment</a> <b>3</b> <a href="#">Print past receipt</a>

3. Next click on “View Equipment”

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

**Applicable Standard(s)** 4

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

[Show less](#) ^

Remarks

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

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

## 3.2 Rejecting assigned equipment for New PTO application

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

PTO Application List

Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
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	<a href="#">View Equipment</a> <b>3</b> <a href="#">Print past receipt</a>

Applicable Standard(s) **4**

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

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

[Show less](#) ^

Remarks **5**

**6**

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

## 3.3 Making payment for new PTO application

**PTO Application List**

III Display/Hide Columns

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

**METHOD 1**

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

**PTO Application List**

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

Export As PDF

0 item(s) selected

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

**Equipment List**

Claim Equipment Ownership | Export All Records To Excel

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

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

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

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

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

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

**METHOD 2**

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

**Making payment**

	<p>4. Select “Next” after reviewing equipment</p>
--	---

Resume PTO Application

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**

5. Select maintenance contractor
6. Select installation contractor
7. Select "Next"

**Note:**

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

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

### Resume PTO Application

✔ New contractor has been assigned to the equipment

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

#### Make Payment

Print To PDF

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

**Total Amount** \$ 20

**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 →

8. Select 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 Strip... email in LEAP's profile page

**Bank Transfer**

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

← 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 several summary cards for different equipment categories. Below these, there are action buttons like 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Other Actions'. A table lists equipment with columns for PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION TYPE, EQUIPMENT STATUS, INSPECTION STATUS, APPLICATION ID, DATE OF APPLICATION, and MAINTENANCE CON. A dropdown menu is open over the table, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. Red circles 1, 2, 3, and 4 highlight the steps: 1. Selecting 'Active' in the EQUIPMENT STATUS filter, 2. Selecting a row in the table, 3. Clicking 'Other Actions', and 4. Selecting 'Suspend' from the dropdown menu.

PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION STATUS	APPLICATION ID	DATE OF APPLICATION	MAINTENANCE CON	ACTION
31/08/2023	N/A	Renewal PTO	Active	N/A	A-202308-022857	30/08/2023	9G ELEVATOR PTE LT	View
31/10/2024	N/A	New PTO	Active	No Load Test: Approved	A-202306-007200	28/06/2023	9G ELEVATOR PTE LT	View
31/08/2023	N/A	Renewal PTO	Active	N/A	A-202308-022857	30/08/2023	9G ELEVATOR PTE LT	View
31/07/2023	N/A	Renewal PTO	Active	N/A	A-202306-007187	26/06/2023	9G ELEVATOR PTE LT	View
31/07/2023	19/06/2028	Renewal PTO	Active	Pending SPE Inspection	A-202306-007120	21/06/2023	9G ELEVATOR PTE LT	View
31/07/2023	N/A	Renewal PTO	Active	Pending SPE Inspection	A-202306-007155	26/06/2023	9G ELEVATOR PTE LT	View
31/08/2023	N/A	Renewal PTO	Active	Pending SPE Inspection	A-202308-022857	30/08/2023	9G ELEVATOR PTE LT	View
31/08/2023	N/A	Renewal PTO	Active	Pending SPE Inspection	A-202308-022857	30/08/2023	9G ELEVATOR PTE LT	View
31/08/2023	N/A	Renewal PTO	Active	Pending SPE Inspection	A-202308-022857	30/08/2023	9G ELEVATOR PTE LT	View
30/09/2023	N/A	Renewal PTO	Active	Pending SPE Inspection	A-202309-039867	14/09/2023	9G ELEVATOR PTE LT	View

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

**Note:**

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

**Suspend**

1 Start Date: 30/05/2023

2 Type of A/R works \*

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

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

4 Plan Submission is required?  Yes  No

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

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

6 Save

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

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

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

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

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for different equipment statuses: '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 Recommisioning' (highlighted with a red circle '1'), '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these cards are action buttons: 'Commence Recommission PTO' (highlighted with a red circle '3'), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table below shows a list of equipment with columns for ID, No., Address, Blk, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The second row is selected, with a red circle '2' on the selection checkbox. The table data is as follows:

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L81	PL24FebTest	11	N/A	11	N/A	N/A	30/04/2023	24/02/2028	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 ...

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 <b>4</b>
Installation Contractor	Select an option

**5** Next →

- 4. Assign contractor by clicking the dropdown list
- 5. Click "Next"

### Recommission PTO Application

New contractor has been assigned to the equipment

You are initiating PTO Recommission for the following equipment:  
- Car Lift EN-14746-473359 at 4 Bowman 562-argwz 529758 in the amet nulla quisque building

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)

**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    **6** Proceed To Payment

6. Check total payment and proceed to payment

**Recommission PTO Application**

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

01 ASSIGN CONTRACTORS    02 MAKE PAYMENT    03 COMPLETION

**Make Payment**

Print To PDF    Clear All Column Filters

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

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

**Total Amount** \$ 20

**Escalator**

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

\*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    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 for different equipment categories: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '0 Equipment No contractor for more than 1 month'. Below these are cards for '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. A toolbar contains buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filter options are also present. The main table has the following columns: BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, EQUIPMENT STATUS, INSPECTION STATUS, APPLICATION ID, DATE OF APPLICATION, and MAINTENANC ACTION. The first row shows a building with PTO expiry date 23/10/2022, application status 'Complete', application type 'Renewal PTO', and equipment status 'Terminated' (highlighted with a red circle and '1').

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

	APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	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

**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

↑

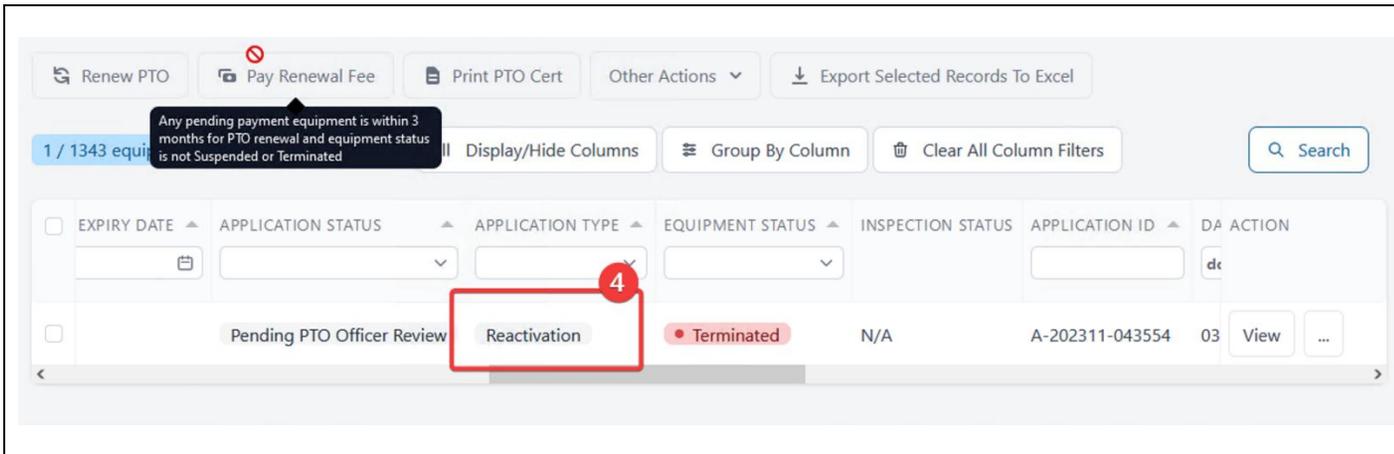
Upload a file or drag and drop

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

Remarks

3. Click Save

3



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

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

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

**Note:**

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

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

# 6 Existing equipment

## 6.1 Printing PTO certificate

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

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

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for different equipment categories. Below these, there are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table below shows a list of equipment with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The first row (L219) is selected. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the top icon. A red circle '2' highlights the 'Print PTO Cert' button. A red circle '3' highlights the 'Print PTO Cert' button in the table's action column.

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

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

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

**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) 6 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

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 PTD certificates.

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

5 / 5 request(s)

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

**Historical Records**

5 / 5 request(s)

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

For older items/records, please contact admin

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

## 6.2 Change Contractor

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

The screenshot shows the LEAP 'Equipment List' interface. The left sidebar contains navigation options: Switch to Owner Rep 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 expiring, 0 full load test, 0 less than 1 month, 1 more than 1 month) and a table of 1241 equipment items. A dropdown menu is open over the first row, with 'Change Contractor' selected (highlighted with a red circle 4). Other actions in the menu include Change SPE, Transfer Ownership, Assign Representative, Suspend, Terminate, Print Past Receipt, and Renew PTO. A red circle 2 is on the sidebar, a red circle 3 is on the 'Other Actions' button, and a red circle 4 is on the 'Change Contractor' menu item.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	FRAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pl2312	blk323ds, test st				N/A	N/A	N/A	N/A	Rej View
EN-21729-113969	234234	blk7654500, pink purple	urple street	N/A	N/A	N/A	N/A	Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, Bld - NewB, 111111		111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	pl23234	blk233ff, file uploadong	loadong	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
EN-39143-600505	234234	blk7654500, pink purple street	BR7654500 pink purple street	N/A	N/A	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, Str7130	TC1	Str7130	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	213123	blk832df, testing payment issue	blk832df	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	blk832df, testing payment issue	blk832df	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	pl3434	blk23d, test	blk23d	test	N/A	N/A	N/A	Pending Payment	New PTO	Rej View
N/A	123123	spech, test st	spech	test st	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View

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

### Contractor Details

**1** New Testing Contractor Name \*

New Testing Contract Start Date \*

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

---

New Maintenance Contractor Name \*

New Maintenance Contract Start Date \*

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

**2** Upload proof of change



Upload a file or drag and drop

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

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

**4**

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

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

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

## 6.3 Changing SPE for selected equipment

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

The screenshot shows the LEAP 'Equipment List' page. On the left sidebar, 'Equipment List' is selected (1). The main area shows a summary of equipment counts and a table of equipment. A search bar and filters are at the top. A dropdown menu is open, showing 'Change SPE' as option 4. Other actions like 'Change Expiry Date', 'Change Contractor', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', 'Print Past Receipt', and 'Renew PTO' are also visible (3).

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	p2312	blh323da, test st							Raj View
EN-21729-113969	234234	blh7654500, pink purple					Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, Bld - New9, 111111	111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	p23234j	blh233f, file uploading					Pending SPE Inspection	New PTO	Act View
EN-39143-600505	234234	blh7654500, pink purple street					Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, Str7130	TC1	Str7130	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	213123	blh832stf, testing payment issue	blh832stf	testing payment issue	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	blh832stf, testing payment issue	blh832stf	testing payment issue	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	p23434	blh423d, test	blh423d	test	N/A	N/A	Pending Payment	New PTO	Raj View
N/A	123123	spech, test st	spech	test st	N/A	N/A	Pending SPE Inspection	New PTO	Act View

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

This would take you to the next screen

### Assign SPE

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

Specialist Professional Engineer (SPE)

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

Cancel Save **6**

5. Select SPE dropdown box to change SPE

6. Select save

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

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

## 6.4 Printing past receipts

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

The screenshot shows the LEAP 'Equipment List' page. On the left sidebar, the 'Equipment List' menu item is highlighted with a red circle '1'. In the main content area, a table of equipment is displayed. One row is selected, highlighted with a red circle '2'. A dropdown menu is open for the selected row, with 'Print Past Receipt' highlighted by a red circle '4'. The 'Other Actions' button is also highlighted with a red circle '3'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	F NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	p2312	br323da, test st				dd/mm/yyyy	dd/mm/yyyy			Act View
EN-21729-113969	234234	blk7654500, pink purple	urple street	N/A	N/A	N/A	N/A	Pending Payment	Renewal PTO	Act View
N/A	7642 TC1	Block New, Str New, Bld - New, 111111		111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	p23234	br233br, file upload				N/A	N/A	Pending SPE Inspection	New PTO	Act View
EN-39143-60505	234234	br7654500, pink purple street	br7654500 - pink purple street	N/A	N/A	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, Sk7130	TC1	Sk7130	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	213123	br832duff, testing payment issue	br832duff - testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	br832duff, testing payment issue	br832duff - testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	p3434	blld23d, test	blld23d - test	N/A	N/A	N/A	N/A	Pending Payment	New PTO	Act View
N/A	123123	spech, test st	spech - test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View

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

Check downloads within your browser.

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

## 6.5 Advanced filter (Search)

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

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

Equipment List

Claim Equipment Ownership Export All Records To Excel

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

28 New Equipment Ongoing New PTO application

1 Equipment Ongoing Recommissioning

10 Equipment Suspension Request

41 Applications Assigned to me

Equipment ID

Equipment Types

Application Type

Building Name

Block/House Number

PTO expiry date

Equipment Statuses

Application Status

Application ID

Postal Code

Street Name

Hide Reset Filter

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

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

4. Select filter button

## 6.6 Suspend equipment

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

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

The screenshot shows the LEAP Equipment List interface. The sidebar on the left contains navigation options: Profile, Dashboard, Equipment List (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, 0 Equipment, 123 New Equipment, 1068 Equipment) and a table of equipment records. A dropdown menu is open over the table, showing actions like Change Expiry Date, Change Contractor, Change SPE, Transfer Ownership, Assign Representative, Suspend (4), Print Past Receipt, and Renew PTO. The table columns include 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.

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

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)

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
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>								
L83	PL888	Sims Avenue S381233	N/A	Sims Avenue	381233	N/A	Active	Car Lift	30/06/2023

6

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

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

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

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

## 6.7 Amend Suspension Date

The screenshot displays the LEAP 'Equipment List' interface. On the left, a navigation menu includes 'Equipment List' (1), 'Lifts', 'Escalators', 'PTO Certificate Requests', 'Excel Export Requests', 'PTO Application List', 'Profile & User Management', and 'Notification Settings'. The main area shows a summary of equipment status: 5 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). Below this, there are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Export Selected Records To Excel'. A table lists equipment with columns for 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 row is selected (2), and the 'Other Actions' dropdown menu is open (3), showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Print Past Receipt', and 'Renew PTO'. The 'Suspend' option is highlighted (4).

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 \*

Specialist Professional Engineer (SPE) susie43 | ID: 9

Plan Submission is required?  Yes  No

Submission Reference No. OKY-TEST-29052023-2348

- 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)

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

2
Cancel
Save

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

11. Amend the start date

12. Select Save

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

## 6.8 Terminate Equipment

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

The screenshot shows the LEAP 'Equipment List' page. A sidebar on the left contains navigation options: 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 for 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, which is open and shows options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Renew PTO'. A red circle '4' points to the 'Terminate' option in the dropdown menu. The table lists various equipment entries with their respective details and application 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 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

**1** Equipment List

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

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

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

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

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

**2** **3**

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

**Equipment Details**

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

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

**Choose a test**

View Inspection for New PTO

4. Select actions
5. Select view inspection
6. Choose inspection to view the inspection.

Owners can view inspection as well as download relevant documents via this screen.

<
**View Inspection**
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.

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

Contractors		
Contractor Type Test contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T185S0001A
Contractor Type Maintenance contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T185S0001A
Contractor Type Installation contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN G3749998Q

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

Upload By Officer
No files uploaded

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

PDF will be downloaded to Owner's computer.

# 7 Equipment details

The screenshot shows the 'Equipment List' page in the LEAP application. It features a sidebar on the left with navigation icons, a top navigation bar with 'Claim Equipment Ownership' and 'Export All Records To Excel' buttons, and a main content area. The main area contains several summary cards for different equipment categories, a row of action buttons (Renew PTO, Pay Renewal Fee, Print PTO Cert, Other Actions, Export Selected Records To Excel), and a table of equipment records. A search bar is located on the right side of the table. 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. Red callouts are placed on the interface: '1' on the sidebar, '2' on the first row of the table, and '3' on the 'View' button in the 'ACTION' column of the first row.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
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

## 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.

**Equipment List**

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

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

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

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

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

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

Equipment Details

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

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

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

Cancel Save Address Details

**Technical Information** 4

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

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

Choose the applicable standard(s)

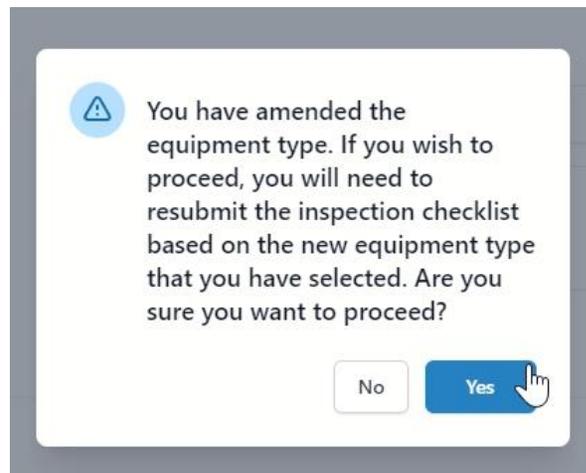
Remarks

Remove

Cancel 5 Save Technical Information

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

**1** Equipment List

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

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

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	<b>3</b> View ...
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

Showing 81 to 86 of 86 results

Rows per page 10 First < 5 6 7 8 **9** > Last

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

**Equipment Details**

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

[Show more](#)

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 displays the 'Equipment List' interface. At the top, there are several summary cards for equipment status: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filter options are also present.

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

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

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) **5** PAYMENT HISTORY OWNER, CONTRACTOR & SPE HISTORY

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

4. Scroll down to bottom of the page

5. See Payment History

## 7.4 View Owner, contractor & SPE history

**Equipment List**

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

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

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

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

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

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

Equipment Details

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

Equipment ID  
N/A

Owner Name, ID  
Ang Mo Kio Town Council, F6456123L

Testing Contractor  
9G ELEVATOR PTE LTD, T185S0001A

SPE, ID  
chester.muller, 33

Full Load Test Date  
N/A

Equipment Type  
Car Lift

PTO Expiry Date  
N/A

Maintenance Contractor  
9G ELEVATOR PTE LTD, T185S0001A

LEI, Reg No.  
N/A

Next Full Load Test Expiry Date  
N/A

Equipment No (e.g., PL01)  
LABC

Equipment Status  
Accepted By Owner

Installation Contractor  
9G ELEVATOR PTE LTD, T185S0001A

Commissioning Date  
N/A

No Load Test Date  
N/A

PAST APPLICATIONS  
(Renewal, Recommission and New PTO History)

PAYMENT HISTORY

5

OWNER, CONTRACTOR & SPE HISTORY

ROLE	NAME	ID	START DATE	END DATE
Installation contractor	9G ELEVATOR PTE LTD	T185S0001A	05/07/2023	N/A
Test contractor	9G ELEVATOR PTE LTD	T185S0001A	05/07/2023	N/A
Maintenance contractor	9G ELEVATOR PTE LTD	T185S0001A	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

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## 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 several summary cards for 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'). Below these cards are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table below shows a list of equipment records 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 (L219) is selected. At the bottom, there is a pagination control showing '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

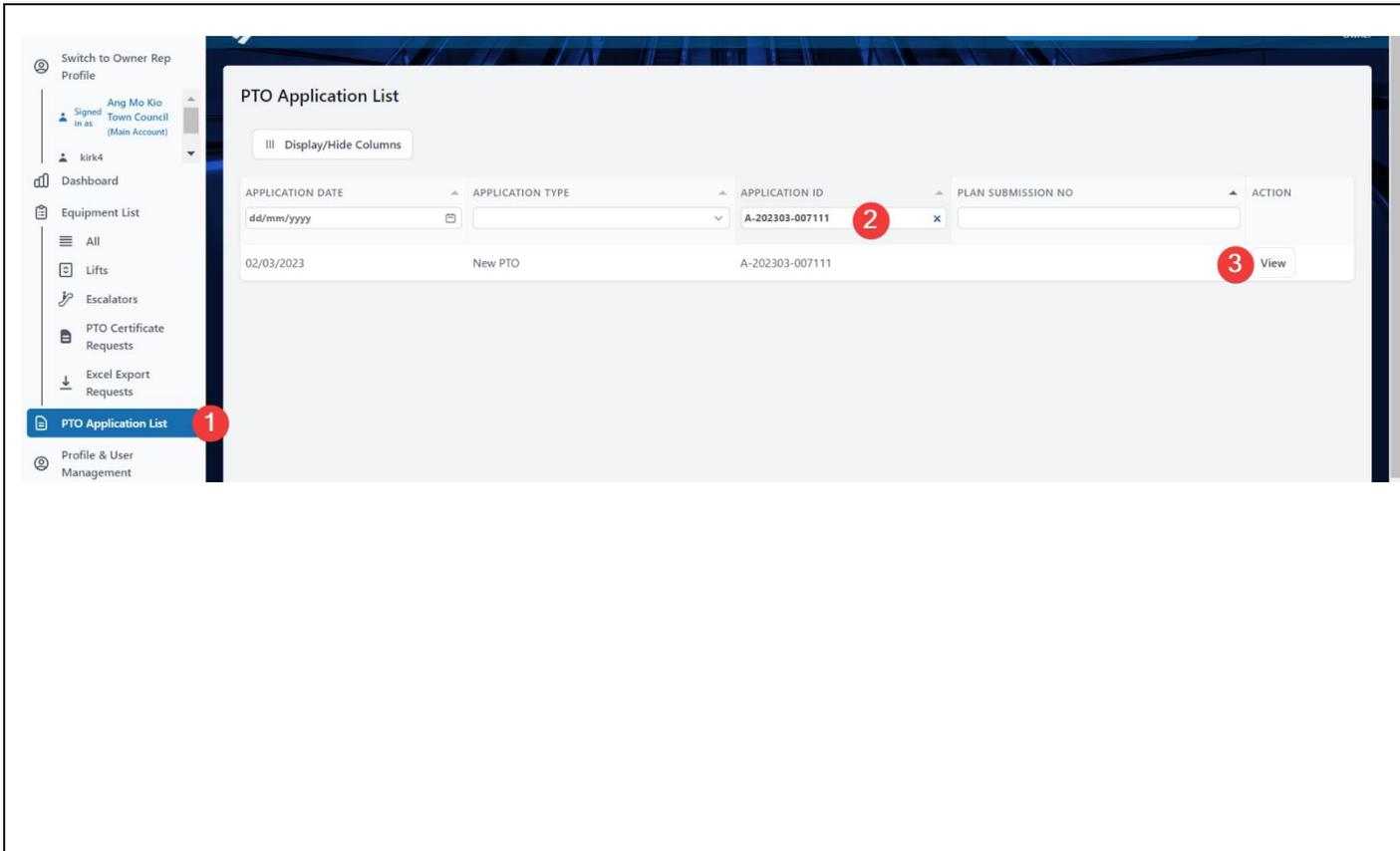
- Rated Load
- Rated Speed
- Cabin Height
- Cabin Breadth
- Cabin Length
- Speed
- Width
- Span
- Length
- Rise
- No Load Test Date
- Full Load Test Date
- Code of Standard
- Owner Name
- Owner Email
- Representative Name
- Representative Email
- Maintenance Contractor
- Test Contractor
- Specialist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

4. Check all the required information to export

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

# 8 Viewing equipment in PTO application list

## 8.1 If Application ID is known upfront



PTO Application List

Switch to Owner Rep Profile

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

kirk4

Dashboard

Equipment List

All

Lifts

Escalators

PTO Certificate Requests

Excel Export Requests

PTO Application List **1**

Profile & User Management

Display/Hide Columns

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

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

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

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

## 8.2 If Application ID is not known upfront

The screenshot displays the 'Equipment List' page in the LEAP system. At the top, there are several summary cards for equipment status, such as '0 Equipment PTO Expiring in 3 months' and '55 New Equipment Ongoing New PTO application'. Below these are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A table of equipment records is shown below, with columns for Equipment ID, Equipment No, Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, and Application Status. The first row is selected, and the 'View' button for that row is highlighted. The page also includes a search bar and pagination controls at the bottom.

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

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

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

**Equipment Details**

Equipment ID: L83  
 Equipment Type: Car Lift  
 Equipment No (e.g., PLO): PL778

Owner Name, ID: Ang Mo Kio Town Council, F6456123L  
 PTO Expiry Date: 30/06/2023  
 Equipment Status: **Active**

Testing Contractor: 9G ELEVATOR PTE LTD, T18550001A  
 Maintenance Contractor: 9G ELEVATOR PTE LTD, T18550001A  
 Installation Contractor: 9G ELEVATOR PTE LTD, T18550001A

SPE ID: chestermuller, 33  
 LEL Reg No: N/A  
 Commissioning Date: 02/03/2023

Full Load Test Date: 02/03/2023  
 Next Full Load Test Expiry Date: N/A  
 No Load Test Date: 02/03/2023

PTO Approved Date: N/A

[Show more](#)

**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

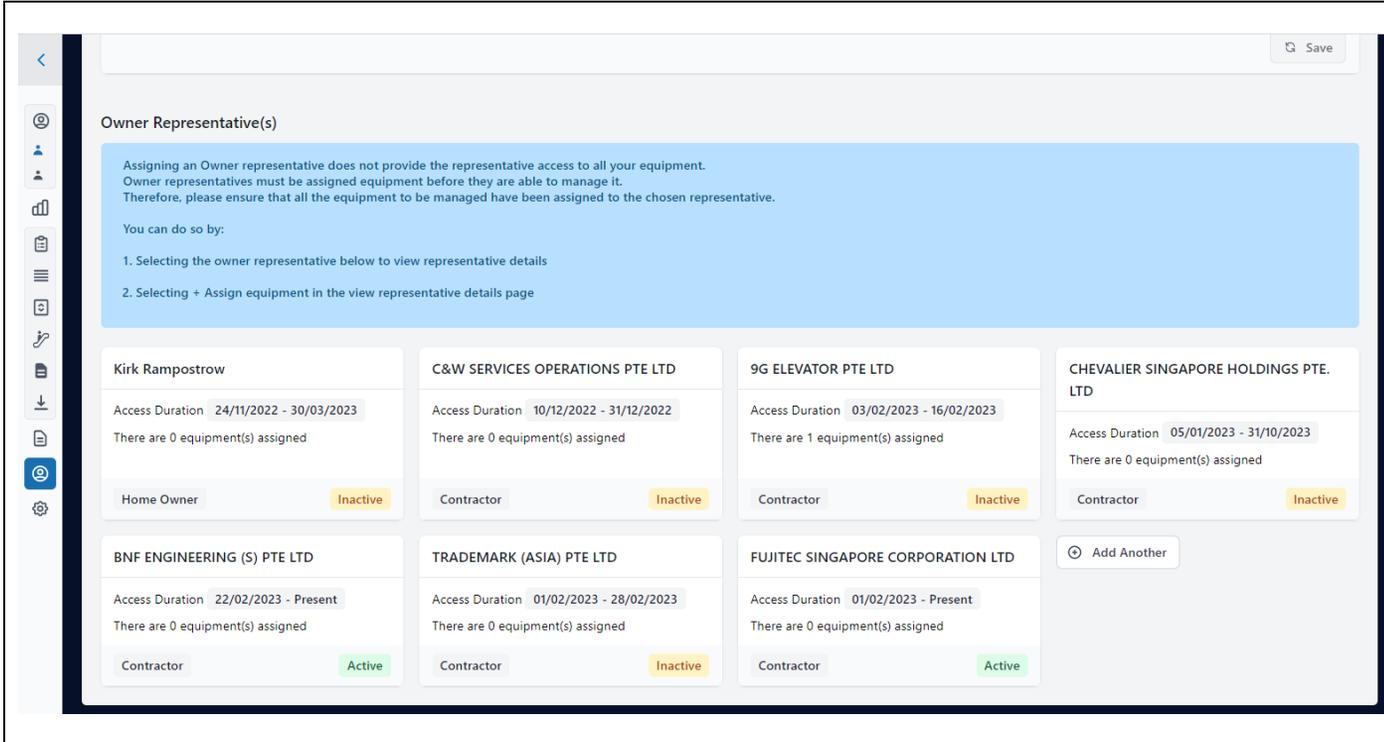
[More Actions](#)

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

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

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

## 9.1 Owner representative profile created

### 9.1.1 Assign equipment from Equipment List

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

The screenshot displays the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with navigation icons. The main content area shows a summary of equipment status at the top, followed by a table of equipment records. A context menu is open over the first row (Equipment ID L219), with the 'Assign Representative' option highlighted. Red circles with numbers 1 through 4 indicate the steps: 1. Selecting the equipment list from the sidebar; 2. Selecting the desired equipment(s) from the list; 3. Selecting 'Other Actions' from the top toolbar; 4. Selecting 'Assign Representative' from the context menu.

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

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

### Add Owner's Representative

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

**5** Representative Type  Corporate Owner  Contractor Representative  Individual Representative

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

9G ELEVATOR PTE LTD || ID : T18550001A

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	Activ	Remove

Cancel **7** Save

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

6. Check declaration

7. Save

**Add Owner's Representative**

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

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: T185S0001A

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 actions taken by my appointed representative and 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	<span>Active</span> Remove

Cancel Save

## 8. Confirm new owner's representative

**Add Owner's Representative**

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

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

Corporate Owner
  Contractor Representative
  Individual Representative

9G ELEVATOR PTE LTD || ID : T18SS0001A

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

Active

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

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

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

Display/Hide Columns

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

Representative Name  
9G ELEVATOR PTE LTD

Access Duration

From  To  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

<p>Agnella Sellman</p> <p>Access Duration 18/01/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Home Owner <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>	<p>Jon_BieberTSP</p> <p>Access Duration 21/06/2023 - Present</p> <p>There are 7 equipment(s) assigned</p> <p>Home Owner <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>	<p>00000</p> <p>Access Duration 12/07/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>	<p>Management Corporation - Strata Title Plan No. 4083</p> <p>Access Duration 11/01/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>
<p>ABC Company</p> <p>Access Duration 16/02/2023 - 24/02/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>	<p>Ang Mo Kio Town Council</p> <p>Access Duration 06/03/2023 - Present</p> <p>There are 1 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>	<p>ABC Audit Firm</p> <p>Access Duration 16/02/2023 - Present</p> <p>There are 1 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>	<p>Asd</p> <p>Access Duration 16/02/2023 - 23/02/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>
<p>Company E</p> <p>Access Duration 16/02/2023 - 16/02/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>	<p>Unregistered User</p> <p>Access Duration 22/06/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>	<p>Unregistered User XXX@gmail.com</p> <p>Access Duration 17/02/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Home Owner <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>	<p>9G ELEVATOR PTE LTD <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">3</span></p> <p>Access Duration 30/06/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>
<p>TRADEMARK (ASIA) PTE LTD</p>	<p><span style="border: 1px solid gray; padding: 2px;">Add Another</span></p>		

⌵
⌵

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

### View Representative

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

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

Active:

Delete Owner Representative
Cancel
Save

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

You can do so by:

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

#### Equipment List 4 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 Terrace Bridge	N/A	Marine Terrace 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

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

EQ	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	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Fire Lift	Rejected	I
<input type="checkbox"/>	N/A	3432	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Cargo Lift	Pending PTO Officer Review	I
<input checked="" type="checkbox"/>	L21B	pi234234	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Active	Car Lift	Pending BCA Engineer Review	I
<input type="checkbox"/>	N/A	testing0001	testing0001	N/A				Pending SPE Inspection	Escalator	Pending SPE Inspection	I
<input type="checkbox"/>	N/A	sonic01	sonic01	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	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	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	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	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	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

**Assign Equipment**

🔔 Your request was successful 8

1 item(s) selected

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

Showing 1 to 10 of 966 results

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

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

## 9.2 Owner representative profile not created

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

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

The screenshot shows the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with navigation icons. The main content area displays a summary of equipment status (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. A context menu is open over the first row (Equipment ID L219), with the 'Assign Representative' option highlighted. Red callouts 1 through 4 indicate the following steps:

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

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

**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		Active Remove

7 Cancel Save

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

**Add Owner's Representative**

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

Representative Type:  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 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 to the representative.

Please ensure that all the equipment that the Owner representative will be managing has been assigned to the representative. 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

Cancel Save

## 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  To  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.

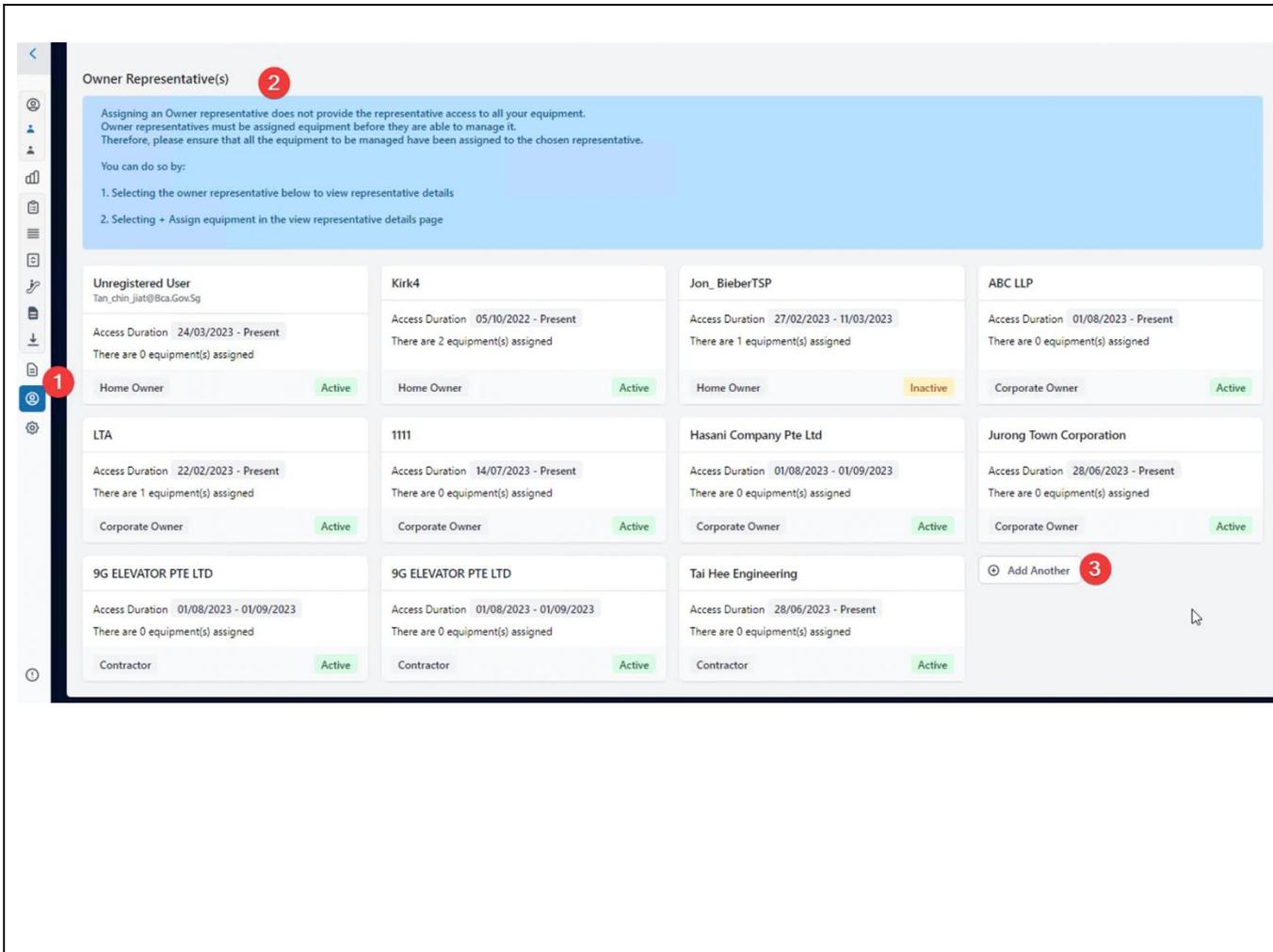
Please ensure that all the equipment that the Owner representative will be managing has been added to the list below.  
To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
▼ Active (1 item)									
N/A	None	L221	4	1	N/A	1	N/A	N/A	<input type="button" value="Remove"/>

9. Alert shows that new owner representative added successfully.

## 9.2.2 Create owner representative profile from Profile page

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



**Owner Representative(s)** 2

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

You can do so by:

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

<b>Unregistered User</b> Tan_chin_jiat@Bca.Gov.Sg Access Duration 24/03/2023 - Present There are 0 equipment(s) assigned Home Owner <span style="color: green; font-weight: bold;">Active</span>	<b>Kirk4</b> Access Duration 05/10/2022 - Present There are 2 equipment(s) assigned Home Owner <span style="color: green; font-weight: bold;">Active</span>	<b>Jon_BieberTSP</b> Access Duration 27/02/2023 - 11/03/2023 There are 1 equipment(s) assigned Home Owner <span style="color: orange; font-weight: bold;">Inactive</span>	<b>ABC LLP</b> Access Duration 01/08/2023 - Present There are 0 equipment(s) assigned Corporate Owner <span style="color: green; font-weight: bold;">Active</span>
<b>LTA</b> Access Duration 22/02/2023 - Present There are 1 equipment(s) assigned Corporate Owner <span style="color: green; font-weight: bold;">Active</span>	<b>1111</b> Access Duration 14/07/2023 - Present There are 0 equipment(s) assigned Corporate Owner <span style="color: green; font-weight: bold;">Active</span>	<b>Hasani Company Pte Ltd</b> Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Corporate Owner <span style="color: green; font-weight: bold;">Active</span>	<b>Jurong Town Corporation</b> Access Duration 28/06/2023 - Present There are 0 equipment(s) assigned Corporate Owner <span style="color: green; font-weight: bold;">Active</span>
<b>9G ELEVATOR PTE LTD</b> Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Contractor <span style="color: green; font-weight: bold;">Active</span>	<b>9G ELEVATOR PTE LTD</b> Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Contractor <span style="color: green; font-weight: bold;">Active</span>	<b>Tai Hee Engineering</b> Access Duration 28/06/2023 - Present There are 0 equipment(s) assigned Contractor <span style="color: green; font-weight: bold;">Active</span>	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px;">Add Another</span> <span style="color: red; font-weight: bold; font-size: 1.2em;">3</span>

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** Cancel 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 will be automatically disabled)
  - d. Select “Is active” toggle if you want to activate this assignment from the date you put in the access duration
5. Check declaration
6. Save

**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

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

### Add Owner's Representative

New Owners representative added successfully 8

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

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

Corporate Owner    Contractor Representative    Individual Representative

Company FSFD || ID : UEN 231123

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

Active:

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

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

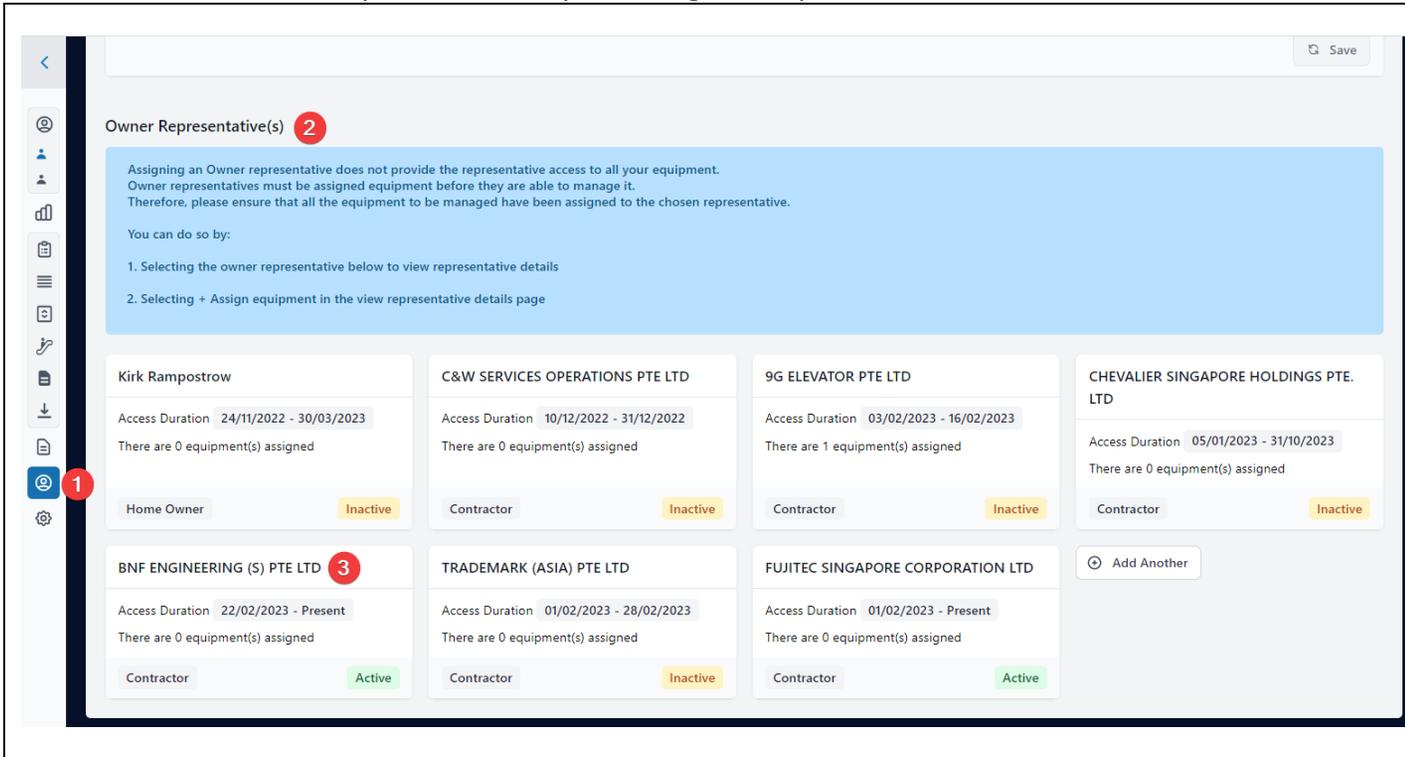
8. Alert will show that new owner representative added successfully

**Note:**

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

## 9.3 Deleting owner representative

Owner can delete Owner representatives by following the steps outlined below



Owner Representative(s) **2**

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

You can do so by:

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

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

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

**View Representative**

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

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

Active:

**Delete Owner Representative** 4 Cancel Save

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

You can do so by:

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

**Equipment List** Assign Equipment

No Data Available

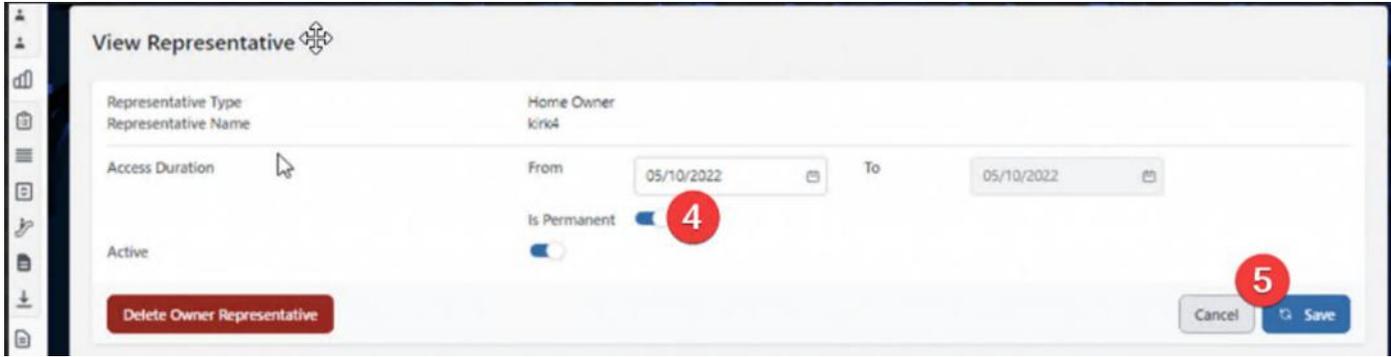
4. Select delete Owner Representative and Confirm deletion

## 9.4 Changing the status of Owner representative

The screenshot displays the 'Owner Representative(s)' management interface. A blue banner at the top provides instructions: '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 the banner is a grid of owner representative cards. Each card shows the name, access duration, assigned equipment count, and role/status. A red circle '1' highlights the side bar icon, '2' highlights the title, and '3' highlights the 'BNF ENGINEERING (S) PTE LTD' card.

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

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



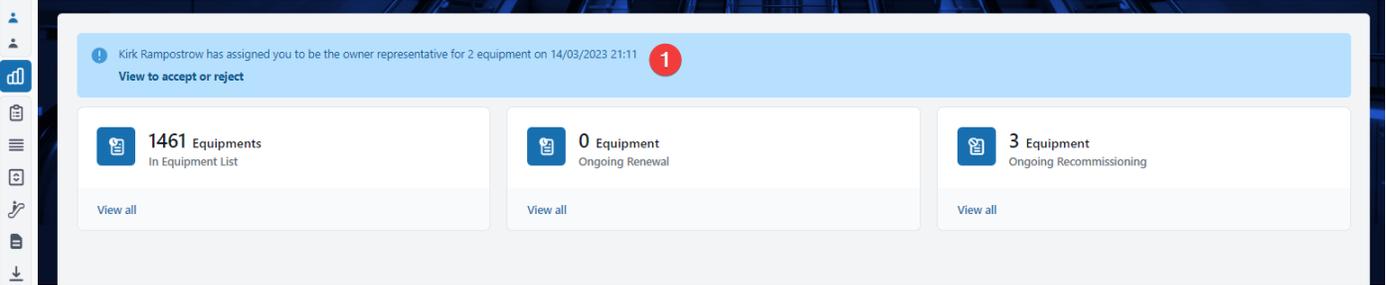
4. Toggle the “Is Permanent” status of individual owner representative (the button will be highlighted in blue)

5. Save

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

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

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



The screenshot shows a user dashboard with a notification bar at the top. The notification states: "Kirk Ramprostow has assigned you to be the owner representative for 2 equipment on 14/03/2023 21:11" with a red circle containing the number "1" and a "View to accept or reject" link. Below the notification are three equipment status cards: "1461 Equipments In Equipment List", "0 Equipment Ongoing Renewal", and "3 Equipment Ongoing Recommissioning". Each card has a "View all" link. A sidebar with navigation icons is visible on the left.

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

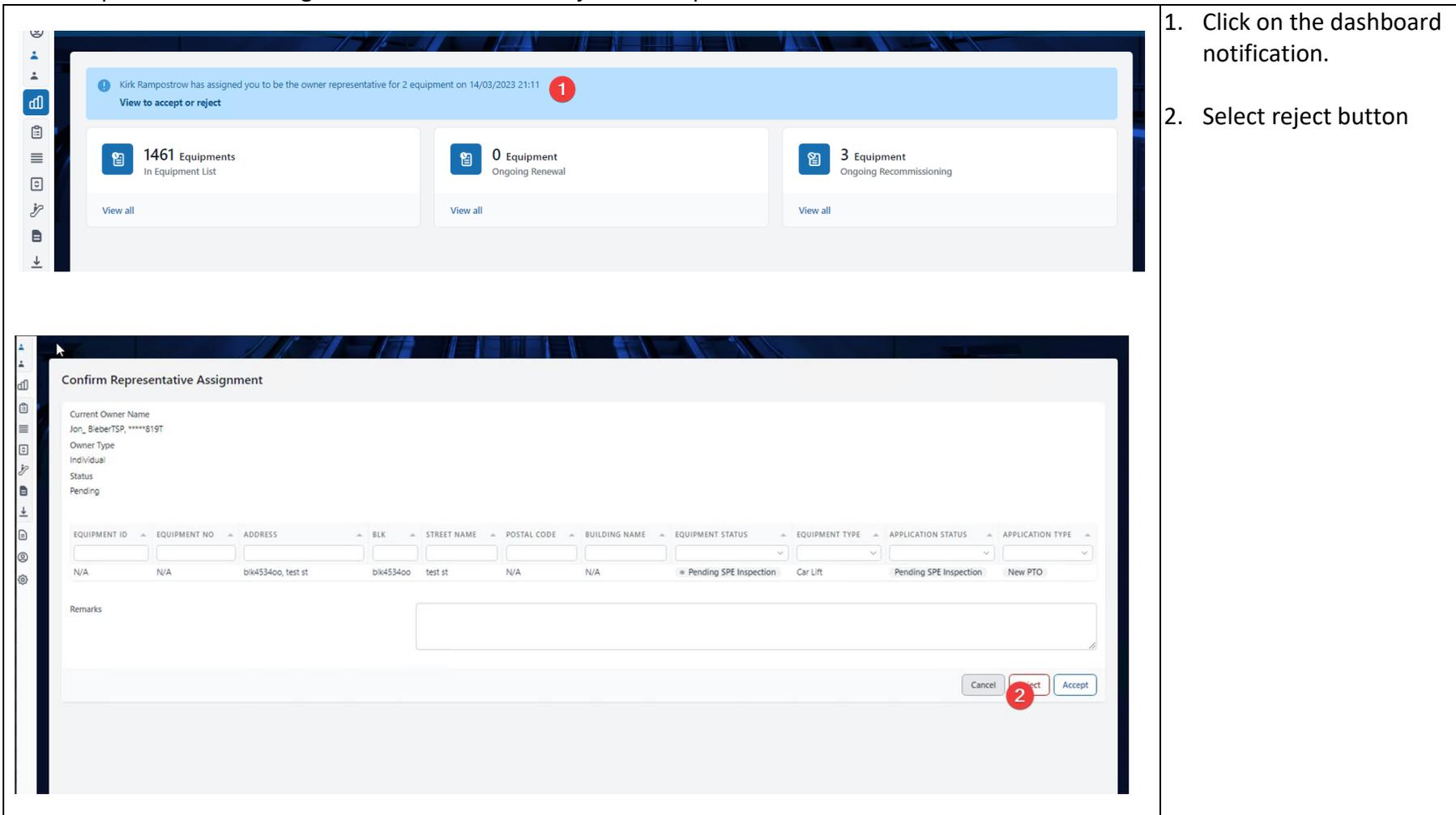
Remarks

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

2. Select accept

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

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



The screenshot shows the LEAP dashboard interface. At the top, a 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 "View to accept or reject" link. Below the notification are three summary cards: "1461 Equipments In Equipment List", "0 Equipment Ongoing Renewal", and "3 Equipment Ongoing Recommissioning".

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

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

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

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

## 9.7 Remove equipment assigned to an owner representative

### 9.7.1 Remove accepted equipment

The screenshot shows the LEAP application interface. The top section, 'Owner Representative(s)', displays a list of representatives with their details and status. A red circle '1' highlights the sidebar navigation menu. A red circle '2' highlights the 'Owner Representative(s)' section header. A red circle '3' highlights the 'Ang Mo Kio Town Council' representative entry. The bottom section, 'View Representative', shows the details for the selected representative, including their name, access duration, and status. A red circle '4' highlights the 'Remove' button in the 'Equipment List' table.

**1. Select profile and user management from sidebar**

**2. Scroll down to view list of owner representatives**

**3. Click on the name of desired Owner representative to view the equipment assigned to the representative**

**4. Click remove button to remove equipment**

## 9.7.2 Remove pending acceptance equipment

**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

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

**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** 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 <span style="color: red;">4</span> Remove

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

# 10 Transferring Ownership

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

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for equipment status (e.g., '0 Equipment PTO Expiring in 3 months', '55 New Equipment Ongoing New PTO application'). Below these are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A dropdown menu labeled 'Other Actions' is open, showing options such as 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. The 'Transfer Ownership' option is highlighted with a red circle 4. The main table 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. The first row (L219) is selected, and a red circle 2 is placed on its checkbox. A red circle 1 is on the sidebar, and a red circle 3 is on the 'Other Actions' dropdown.

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

1. Begin by selecting the equipment list from 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 \* 5  
Please ensure the Owner is registered in LEAP before selecting them

Upload proof of ownership \* 6

Corporate Owner  Home Owner

Upload a file or drag and drop

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

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

Cancel Save → 8

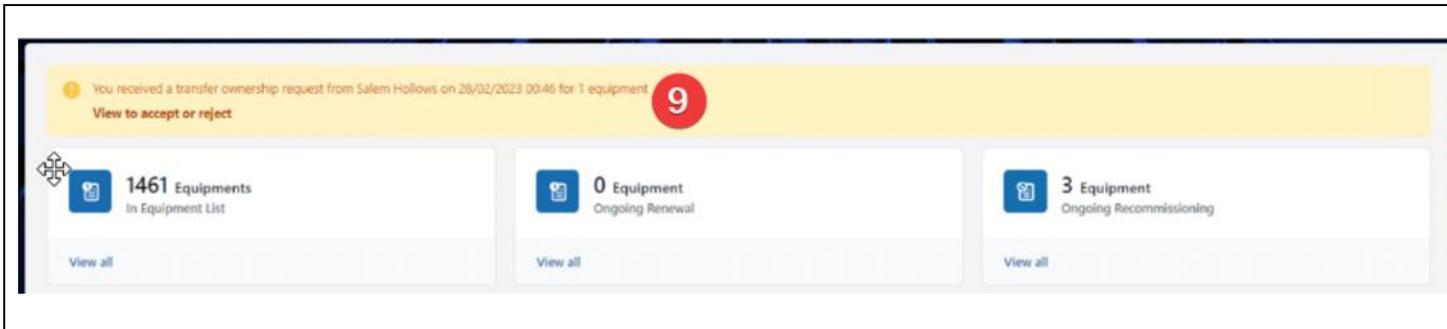
5. Select owner type

6. Upload proof of ownership

7. Check Declaration

8. Save

A success message will appear



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

Owner can accept or reject the transfer ownership request

# 10.1 Accept transfer ownership request

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

- 1461** Equipments  
In Equipment List  
[View all](#)
- 0** Equipment  
Ongoing Renewal  
[View all](#)
- 3** Equipment  
Ongoing Recommissioning  
[View all](#)

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

Owner can accept or reject the transfer ownership request

### Confirm Ownership

Current Owner Name, ID  
Salem Hollows, \*\*\*\*\*304T  
Request date  
28/02/2023

1 item(s) selected

<input checked="" type="checkbox"/>	OWNER NAME	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE
<b>2</b> <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.

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

2. Select the equipment.

3. Select 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	EQUIPI
<b>2</b> <input checked="" type="checkbox"/>	Salem Hollows	EN-02210-006365	pl3	899, test street	899	test street	N/A	N/A	Suspended	Platfor

**Documents**

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

Remarks  
Please describe details of the discrepancies.

**3**

## 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 dashboard area features 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 red circle '2' highlights the 'Claim Equipment Ownership' button in the top right corner. Below the cards are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filter options are also present. The main table 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 few rows visible. A red circle '1' is also present in the top left corner of the dashboard area.

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

- 3. Owners may submit proof of ownership.
- 4. Add equipment address
- 5. Select Next

### 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
>

### 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

6. Check declaration as rightful owner

7. Submit

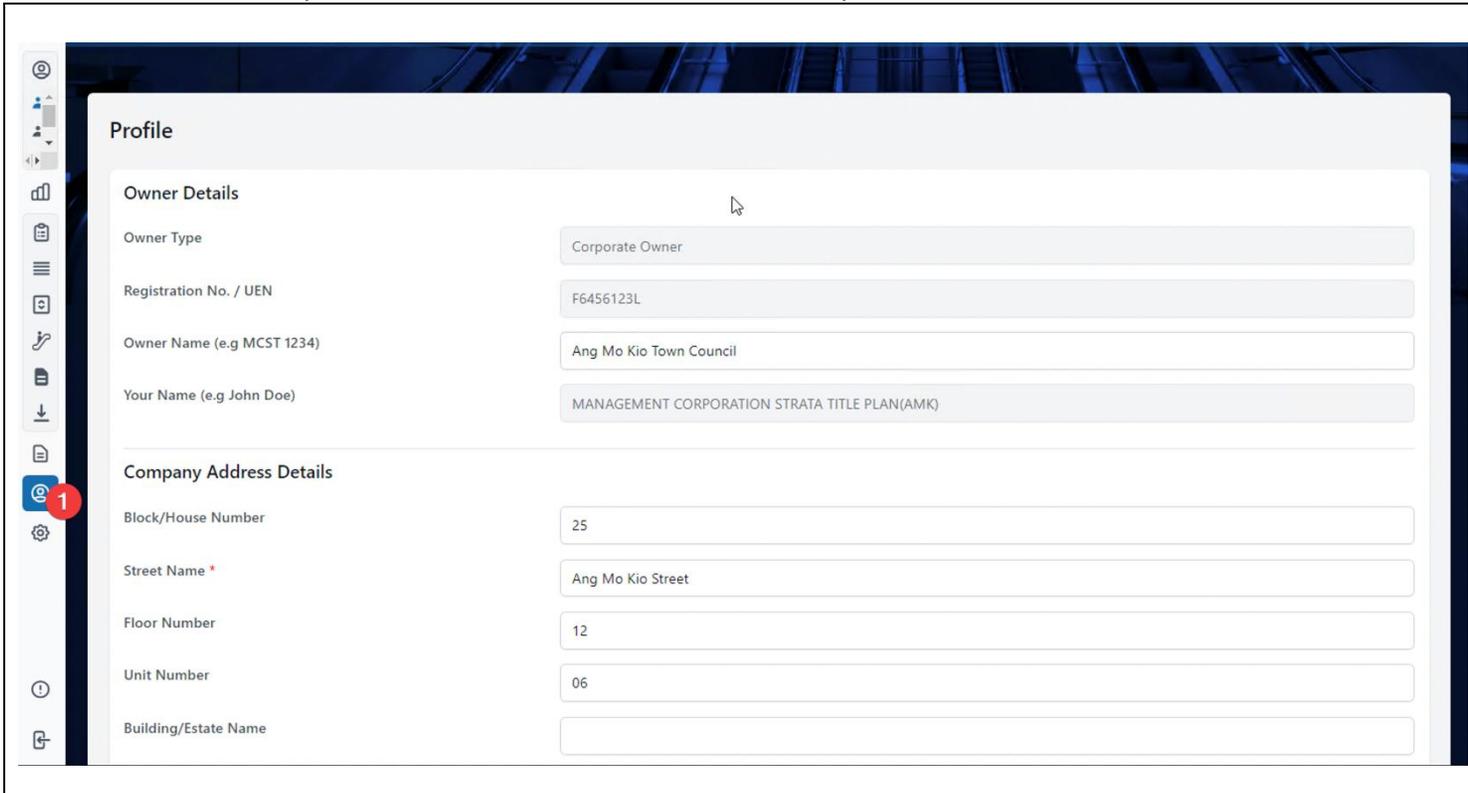
8. An alert will show which informs that request of ownership transfer has been raised and will be processed by BCA.

**Note:**

The claimant will be the Owner. BCA will transfer the equipment to the Owner.

# 11 Profile and user management

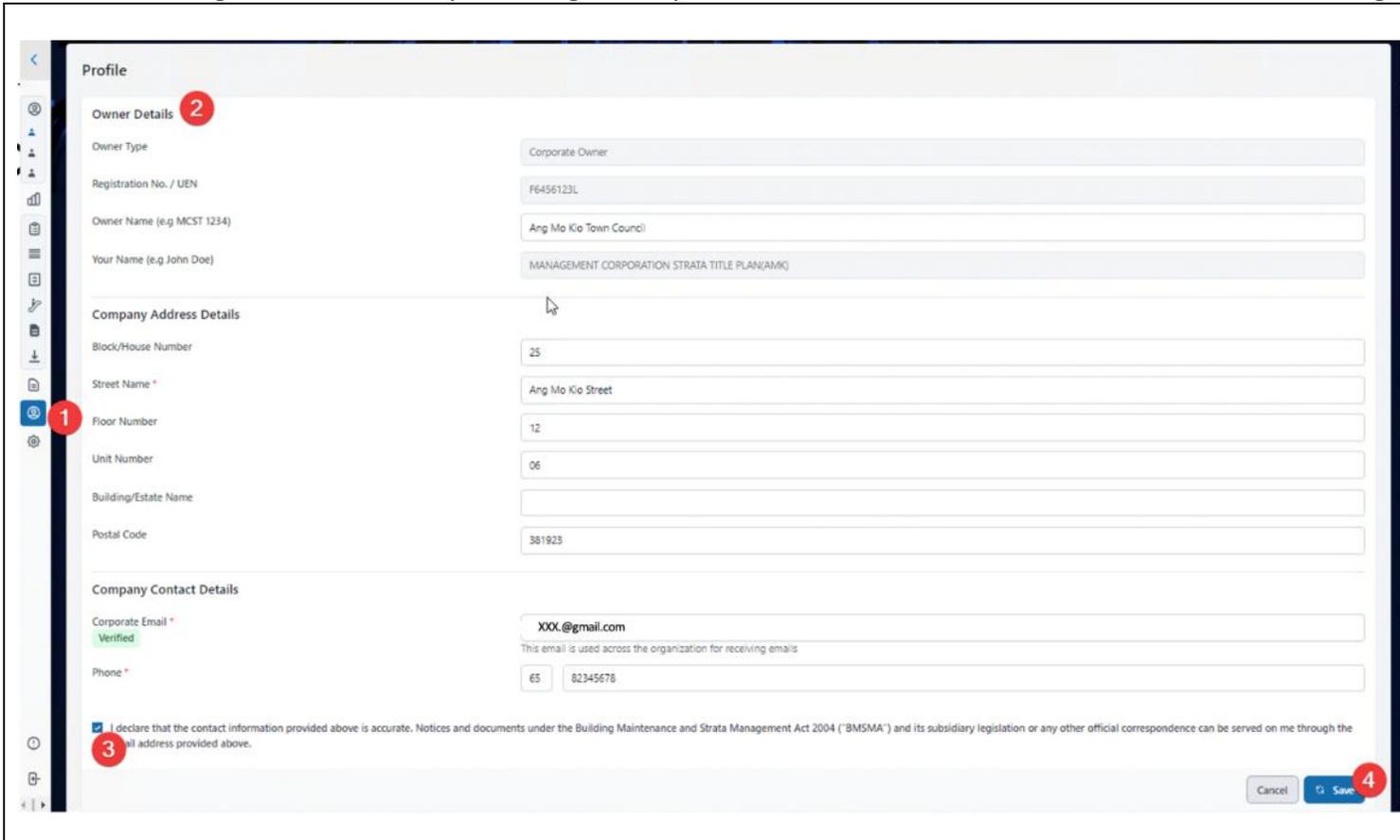
Owners can view and update all the details related to the owner profile. Such as Contact details, Address details etc.



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 with the following sections and 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 82345676).

At the bottom, there is a declaration checkbox:  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.

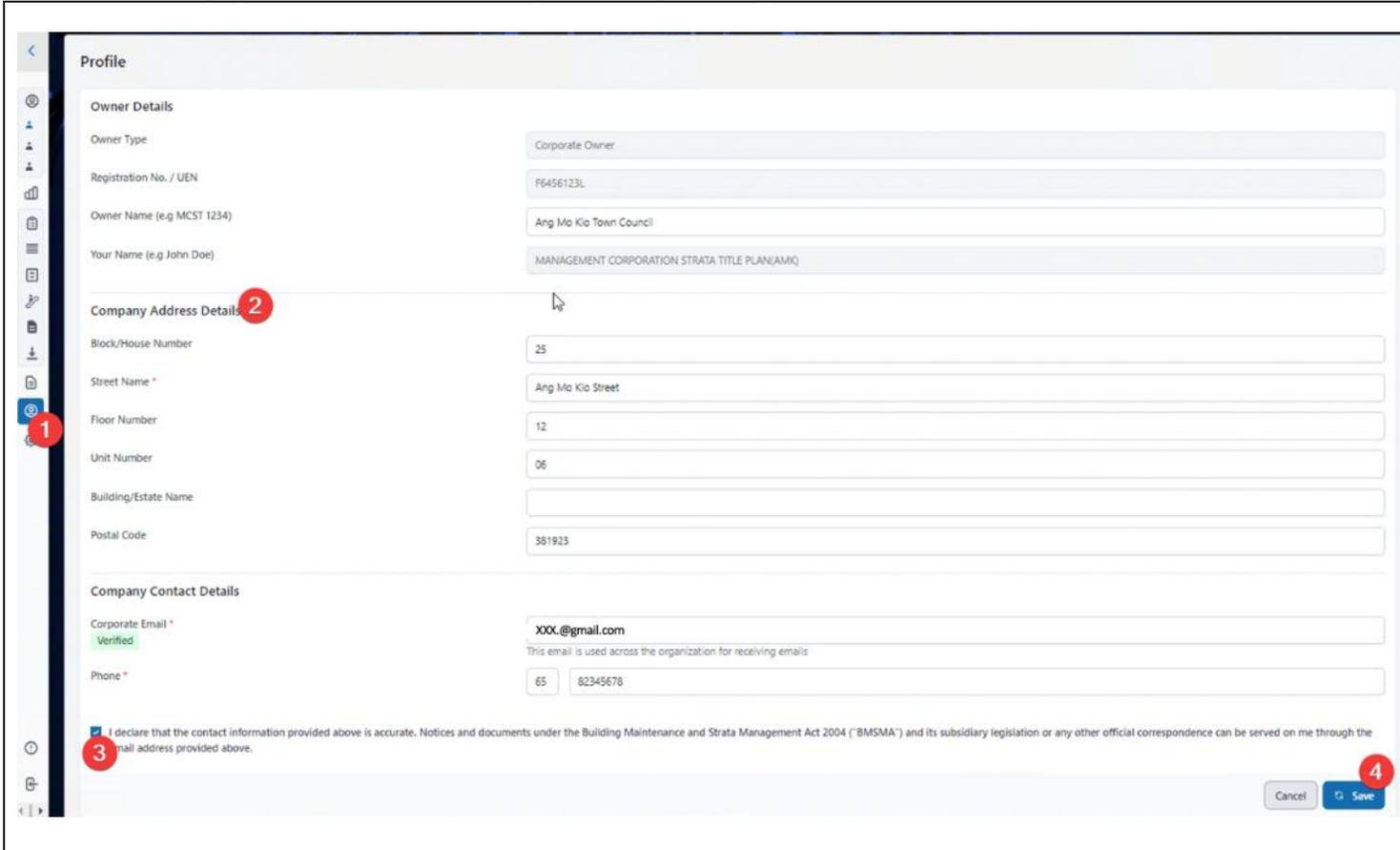
Buttons: Cancel, Save.

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 page is divided into three main 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 has a red circle '3' next to a declaration checkbox. The 'Save' button at the bottom right is highlighted with a red circle '4'. The 'Profile & User Management' icon in the left sidebar is highlighted with a red circle '1'.

Section	Field	Value
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 *
Company Contact Details	Phone *	65 82345678

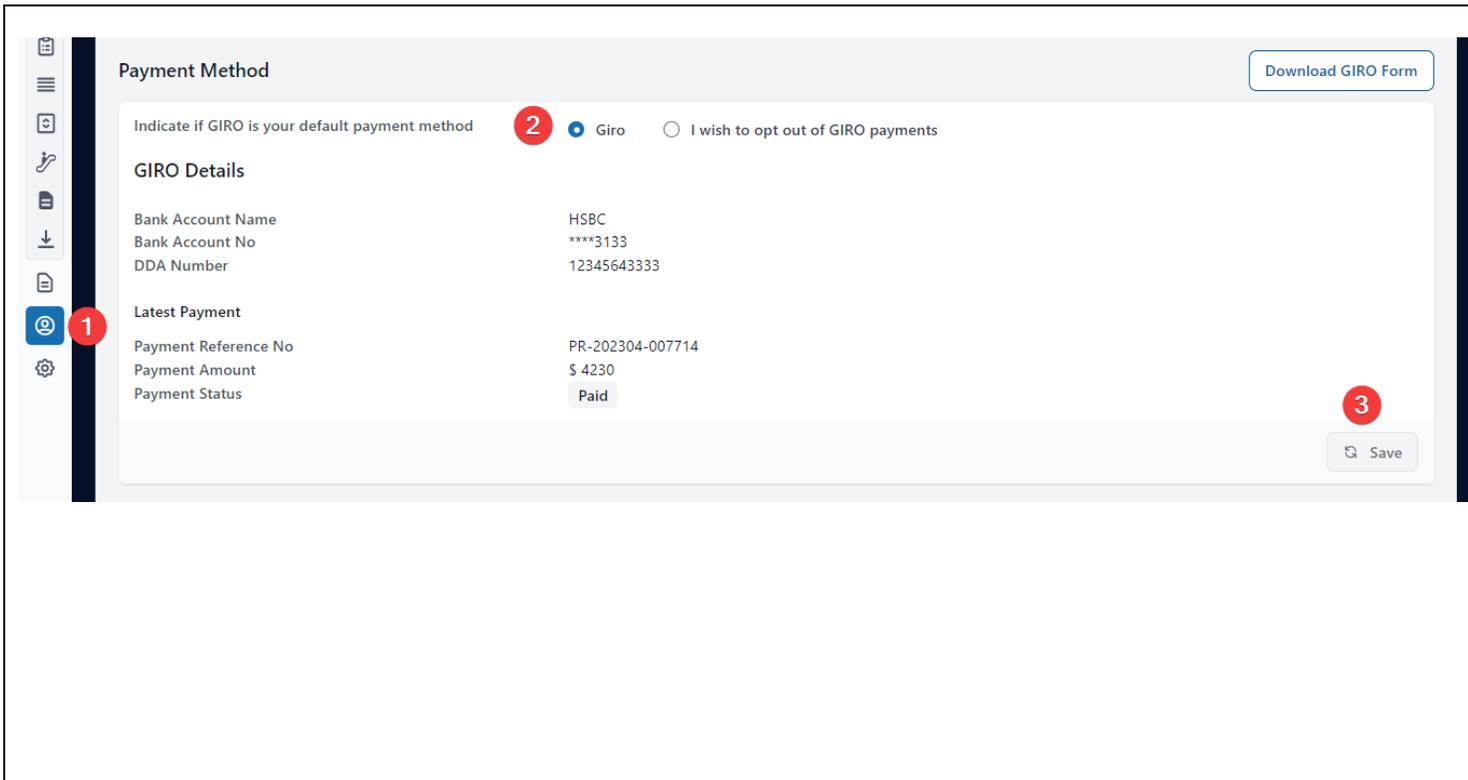
I declare that the contact information provided above is accurate. Notices and documents under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary legislation or any other official correspondence can be served on me through the mail address provided above.

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'. A red circle '1' is placed on the profile icon in the left sidebar. The 'Corporate Email' field contains the text 'xxx@gmail.com' and has a blue border. Below the email field, there is a yellow box with the text 'Email Verification! Please click on "Send OTP" to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.' The 'Phone' field is also visible at the bottom of the contact details section.

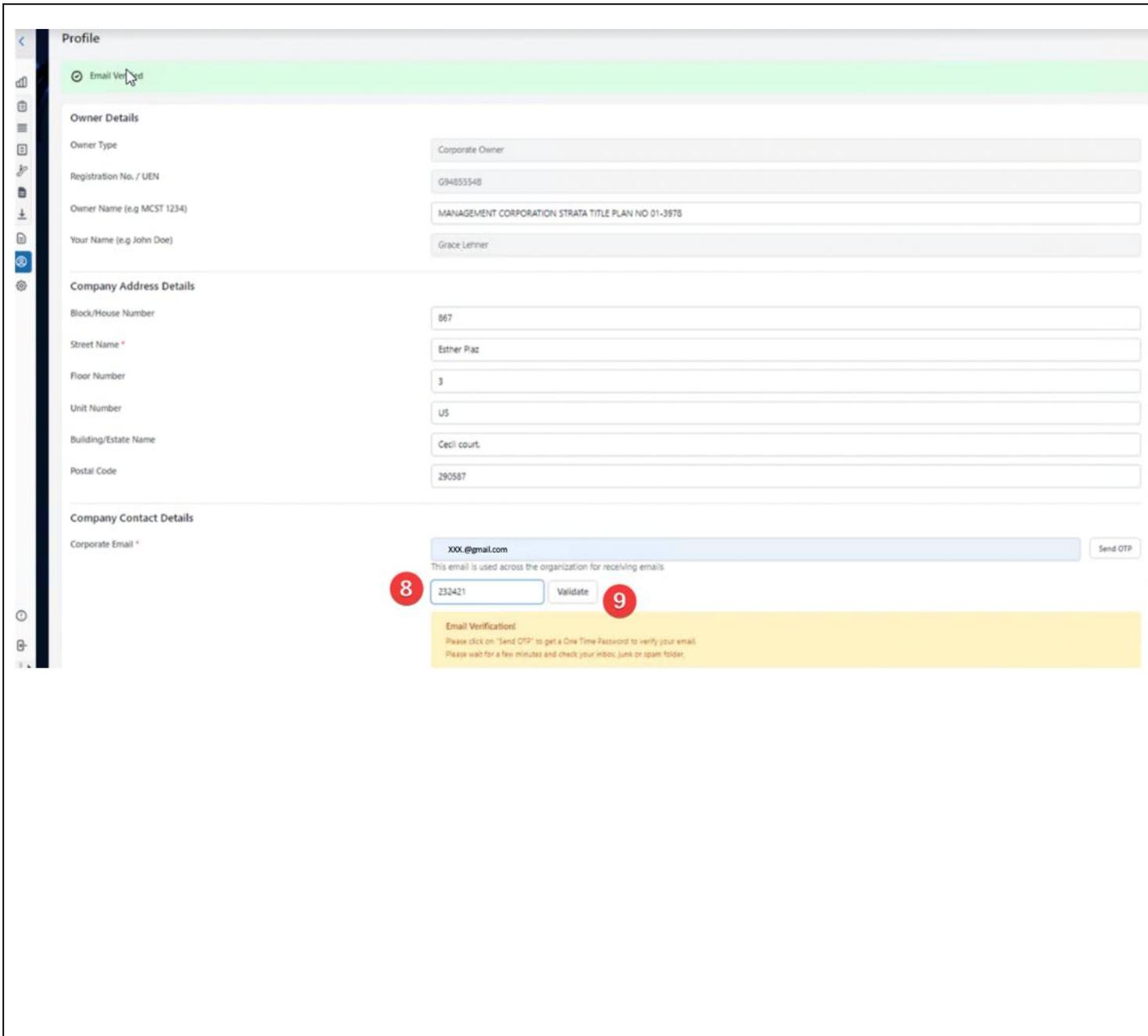
1. Select Profile & User Management
2. Go to Contact Details
3. Click on the textbox and a blue border will be shown to ensure the textbox is clicked and in active state. Fill in your email address.
4. Click on Send OTP

The screenshot displays the 'OTP Sent' status in a green banner at the top, marked with a red circle containing the number 5. The form is divided into three main sections:

- Owner Details:** Fields include Owner Type (Corporate Owner), Registration No. / UEN (F6456123L), Owner Name (Ang Mo Kio Town Council), and Your Name (MANAGEMENT CORPORATION STRATA TITLE PLAN(AMK)).
- Company Address Details:** Fields include Block/House Number (25), Street Name (Ang Mo Kio Street), Floor Number (12), Unit Number (06), Building/Estate Name, and Postal Code (361923).
- Company Contact Details:** A Corporate Email field (XXX@gmail.com) with a 'Send OTP' button. Below this is a 'Verification Code' field with a 'Validate' button, marked with a red circle 7. A red circle 6 indicates 'OTP has been sent. Resend OTP in 1:45'.

A yellow 'Email Verification!' message box at the bottom states: '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 Letner

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

Send OTP

This email is used across the organization for receiving emails

232421

Validate

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

9

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

**Profile**

10 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 Lehner

**Company Address Details**

Block/House Number: 867

Street Name \*: Esther Plaz

Floor Number: 3

Unit Number: U5

Building/Estate Name: Cecil court.

Postal Code: 290587

**Company Contact Details**

Corporate Email \*: XXX.@gmail.com 12  
Verified 11  
This email is used across the organization for receiving emails

- 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 several sections: 'Owner Details', 'Company Address Details', and 'Company Contact Details'. The 'Company Contact Details' section is highlighted with a red circle '2'. Within this section, the 'Phone' field is highlighted with a red circle '4'. The phone number '65 98765434' is entered, with '65' in a dropdown menu highlighted by a red circle '4' and '98765434' in a text box highlighted by a red circle '3'. A red circle '1' points to the profile icon in the left sidebar. A red circle '3' also points to the phone number text box. At the bottom of the page, there is a 'Cancel' button and a 'Save' button.

**Profile**

**Owner Details**

Owner Type: Corporate Owner

Registration No. / UEN: F6456123R

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

Your Name (e.g John Doe): Bob Lee

**Company Address Details**

Block/House Number: 52

Street Name \*: Sims Avenue

Floor Number:

Unit Number:

Building/Estate Name:

Postal Code: 381909

**Company Contact Details**

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

Phone \*: 65 98765434

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

**Company Contact Details**

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

Phone \*  
65 98765434

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

Cancel Save **6**

5. Select declaration

6. Save

**Note:**

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

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

# 12 Notifications

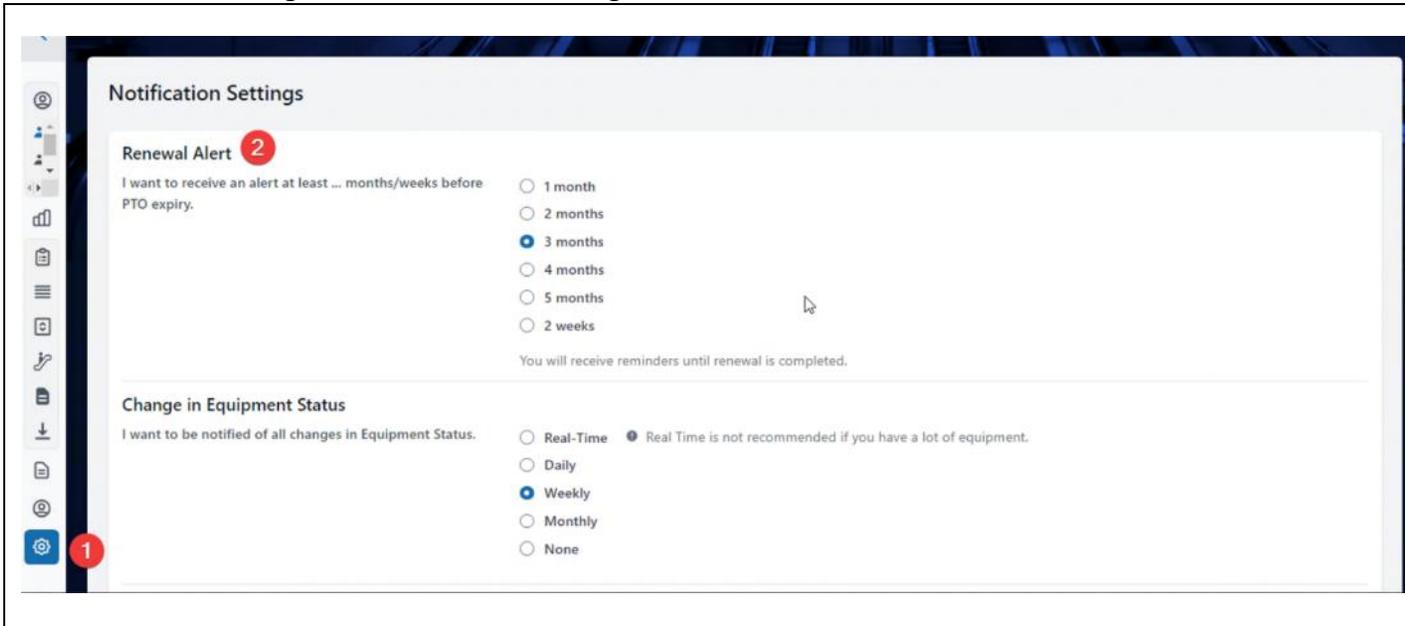
In the notifications screen, Owners can change the frequency in which they receive the notifications via email. The email address has to be verified in order to receive emails. Refer to [Section 11.4 Changing contact details \(email\)](#). Some emails would not be sent if the equipment is terminated/suspended.

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

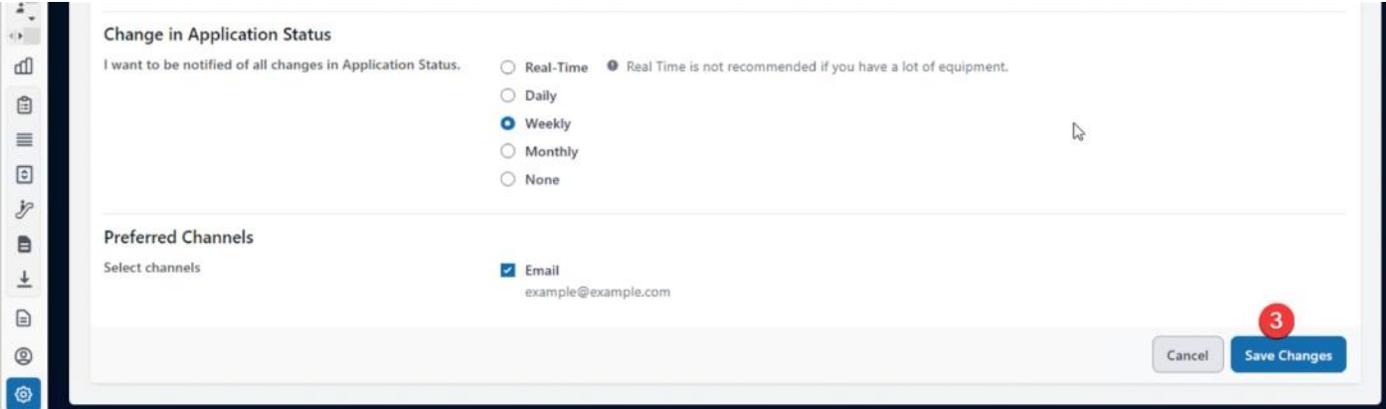
1. Renewal alert – 3 months
2. Change in equipment status – Weekly
3. Change in application status – Weekly
4. Preferred Channel – Email

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

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



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



The screenshot shows a web interface for configuring notification preferences. The main heading is "Change in Application Status". Below it, a message reads "I want to be notified of all changes in Application Status." There are five radio button options: "Real-Time" (with a note "Real Time is not recommended if you have a lot of equipment."), "Daily", "Weekly" (which is selected), "Monthly", and "None". Below this is a section titled "Preferred Channels" with the instruction "Select channels". A checkbox for "Email" is checked, and the email address "example@example.com" is listed. At the bottom right, there are "Cancel" and "Save Changes" buttons. A red notification bubble with the number "3" is positioned above the "Save Changes" button. A vertical sidebar on the left contains various navigation icons.

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.