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Building Plan and Management Group

Date: 2 December 2013

See Distribution

Dear Sir/Madam

**ELECTRONIC LODGEMENT OF LIFT RECORDS**

**Objective**

This circular is to inform the industry on the electronic lodgement of lift records for new lifts (inclusive those under A&A, upgrading and modernisation) through BCA’s E-Lodgement System.

**E-Lodgement System for Existing Lifts**

2 BCA’s E-Lodgement System was launched in February 2010 to enable lift owners to update and submit the annual lodgement for their existing lifts online. This system helped lift owners improve their lodgement process for existing lifts by ensuring that mandatory fields are filled in by them before submission to BCA to avoid delay, receiving acknowledgement from BCA earlier, and allowing them to lodge their lifts at any point of time.

**E-Lodgement System for New Lift submission**

3 BCA has enhanced the current E-Lodgement system to enable electronic lodgement submission for new lifts (inclusive those under A&A, upgrading and modernisation) online. Through this enhancement, the E-Lodgement system will become a one-stop electronic submission system for all lift lodgement matters. The configuration of the enhanced E-Lodgement system will be similar to the current E-Lodgement system for existing lifts.

**Lodgement Process for New Lifts**

4 The lodgement process for new lifts including the primary responsibility of individual parties is shown in the following illustration.
User Guide

5. We have also prepared the user guide for the enhanced E-Lodgement system for new lifts, which is enclosed for your reference. The user guide is also available for downloading at the following link: https://www.bca.gov.sg/bmsm_eservice/.

Application

6. The enhanced Electronic Lodgement of lift records system (E-Lodgement System) will be launched on 10 December 2013 and can be accessed via http://www.bca.gov.sg/bmsm_eservice/.

Clarification

7. We would appreciate it if you could convey the contents of this circular to the members of your organisation. If you require any clarifications, you may email us at bca_elift@bca.gov.sg or call our hotline at either 6325 8664 or 6325 7390.

Yours faithfully

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E-Lodgement System

User Guide

(For New / Re-commissioning Lift)
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E-Lodgement System For New Lift / Re-Commissioning

1. Introduction

The E-Lodgement system is an existing web base application that allows the lift owners, contractors and authorised examiners to:

   a) submit first-time applications for new lift(s).
   b) submit first lodgement for new lift(s), and
   c) re-commission lift(s),

This guide is intended for the following groups of users:

   1) Lift Owner
   2) Contractor
   3) Authorised Examiner

The users can access the BMSM portal at the following URL: http://www.bca.gov.sg/bmsm_eservice/default.aspx.
2. Building Owner

2.1 Login

The screen below shows the login screen for the BMSM portal. The existing owners can login using their User ID/Password. For New owners, the system will automatically generate a User ID and Password which will be sent to their email address upon QP requesting for TOP/CSC site inspection.

![Login Screen](image)

**Figure 1 : Owner Login Screen - BMSM Portal**

2.2 New User Account/Retrieve Password

If a lift owner would like to request for a new user account or would like to retrieve the password for their existing account, please click on the **"New Owner Account"** link as shown in Figure 1. Upon clicking, the New Owner Account, the user will be requested to enter their information as shown in the figure below.
E-Lodgement System For New Lift / Re-Commissioning

Figure 2: Creation of New User Account or Retrieve Password

The system will create a new user account or retrieve the account details for the existing owner based on the details entered in Figure 2. The account details shall be sent to the owner's email address indicated in the screen above.

2.3 Owner Home Page

Upon successful login, the Owner shall be directed to the following screen (Figure 3). The owner should select "eLift Submission" and will be directed to the Owner Home Page for the eLift application (Figure 4)
2.4 New Lift Lodgement/Re-Commissioning application

To make an application for new lift lodgement or re-commissioning, click on "Click to lodge New Lift". The lift lodgement application comprises of 4 sections.

Section A (New Lift Lodgement)

To make a new lift lodgement application, the owner shall select the New Lift option and select the Project Reference Number for the building. If there is no project reference number available for selection, the owner will not be able to make a new lift lodgement application. The owner should proceed to complete the details for buildings. If the owner will be submitting the application for more than one building, please click on "Add One More Building" to add more building details. The owner can use the "Delete" button to make amendments to the building details.

Section A (Re-Commissioning)

The owner shall select the Re-Commission option to submit the application. The owner should then enter the BAL number for the location for which the Re-Commissioning application is being submitted. The system will display an error message if there are no suspended lifts at the provided location.
Section B

Section B - Parties to Lift Owner

Name of Lift Owner

Street Address

Postal Address

Name of Lift Owner

Other Information

Email Address

Chris Lee

1502912354

Name of Building (if any):

Street Number

Road Name

Location Code

Post Code

CHIJMES RD

01

210503

Figure 7: Owner Lodgement Section B

The owner is required to complete all the fields in Section B.

Section C

Section C - Name of Contractor

Contractor

Figure 8 Owner Lodgement Section C

The owner shall select the name of the contractor in Section C.

Section D

Section D - Declaration

With the aim to ensure the safe and efficient operation of lifts, the owner is required to submit this declaration to the Authority in accordance with the requirements set forth in the Building and Lift Maintenance and Management of Lifts and Buildings Registration (Miscellaneous) Ordinance (Cap. 283).

Owner Name:

Date:

Figure 9: Owner Lodgement Section D

The owner shall acknowledge the declaration in Section D and click on "Preview". If there are no further changes to the application, the owner can proceed to "Submit". Upon successful submission, the owner will be presented with a reference number for the new lift lodgement application which should be used in all communications with the Authority.

In order to make a lift lodgement for multiple contractors, please submit a second application under "Click to lodge New Lift".

2.5 Payment

Once the application has been approved by the processing officer, the owner will be notified through email to make payment. The following steps are applicable if the owner wishes to make an online payment. After successful login, click on "New Lift/Recomm" from the owner homepage to reach the New Lift Application Inbox shown in the screen below.
Applications which are due for payment will be shown on the Lodge Stage Owner (Pending Payment). Click on “Next” to process the payment.

Owner to select Payee

Option 1

Select “I’m paying for lodgement fees now” and click on “Proceed”. The owner will be taken to the payment gateway for credit card or nets payment.

Upon successful payment, the owner will be forwarded to the screen below.
E-Lodgement System For New Lift / Re-Commissioning

Figure 12: Owner - Successful Payment

Click "Finish" to complete the payment process. The owner shall receive the lodgement certificate through email upon the issuance of the TOP/CSC.

Option 2

Select "I'll pay for lodgement fees later" and click on "Proceed". The owner can make online payment later or pay the lodgement fees by cash, Nets, Visa or cashcard at our BCA Payment Counter. Payment by cheque must be made payable to "Building and Construction Authority".

Mode of Payment:

<table>
<thead>
<tr>
<th>Payment by Cash, Nets, VISA or cashcard</th>
<th>a) Payment by cash, Nets, Visa or cashcard must be made at our Payment Counter at the address indicated below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment by Cheque</td>
<td>(b) The cheque must be made payable to &quot;Building and Construction Authority&quot; or &quot;BCA&quot;. The cheque may be mailed to our Payment Counter at the address indicated below. Please ensure that the lift location address is written on the reverse side of the cheque.</td>
</tr>
<tr>
<td>Payment Address</td>
<td>Cashier, Payment Counter Building and Construction Authority 5 Maxwell Road #02-01 Tower Block MND Complex Singapore069110</td>
</tr>
</tbody>
</table>
3. Contractor

3.1 Login

The lift contractor(s) shall login using their Singpass.

Figure 13: Contractor Login Page

3.2 Contractor Home Page

Upon successful login, the lift contractor shall be taken to the Contractors home page. To view the New Lodgement/Re-Commissioning applications, the contractor shall click the "New/Recomm Lift Link".

Figure 14: Contractor Home Page
3.3 Contractor “New Lift/Recomm” Home Page

Any application(s) which are in the following Lodge Stage require inputs from the Contractor for processing. To provide the inputs the contractor is required to click on the “Next”

- Contractor
- Contractor (Examiner Rejected)
- Contractor (PO Rejected)

Figure 15: Contractor New Lift Lodgement Inbox

3.4 Contractor Application Processing

Upon clicking “Next”, the contractor shall be taken to the screen below.

Figure 16: Contractor Application Processing
E-Lodgement System For New Lift / Re-Commissioning

The contractor is required to complete all the information requested in the section highlighted in Red. Click "Update" to add the lift details to the application. To amend the lift details, the contractor can delete the added lift record and add a new record. After submitting all the lift details, click on "Save & Complete" to send the application to the Authorised Examiner (AE) for processing.
4. Authorised Examiner

4.1 Login

The authorised examiner shall login using their Singpass.

![Examiner Login Page](image)

Figure 17: Examinee Login Page

4.2 Examiner Home Page

Upon successful login, the authorised examiner shall be taken to the examiners home page. To view the New Lodgement/Re-Commissioning applications, the contractor shall click the "New/Recomm Lift Link".

![Examiner Home Page](image)

Figure 18: Examiner Home Page
4.3 Examiner “New Lift/Recomm” Home Page

Any applications which are in the following Lodge Stage require inputs from the Contractor for processing shall be in the Examiner lodge stage. To provide the inputs the examiner is required to click on the “Next” button.

<table>
<thead>
<tr>
<th>Lift Number</th>
<th>New Lift Details</th>
<th>Contractor Details</th>
<th>Lodging Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 19: Examiners New Lift Lodgement Inbox

4.3 Examiner Process Application

<table>
<thead>
<tr>
<th>Lift Number</th>
<th>New/Lodgement No.</th>
<th>Lodging Stage</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 20: Examiners Application Processing

The authorised examiner shall select the check box next to each lift to approve or reject the applications. After selecting the appropriate check box, the examiner should select the “Agree/Disagree” option. The authorised examiner shall be able to view the attachment submitted by the lift contractor by clicking on the icon next to each of the files. If the authorised examiner chooses “Disagree”, a reason has to be keyed in. The examiner shall then click “Update”. Upon the AE’s decision will be updated in the lodge stage column in the figure above. The examiner shall click on the “Submit” button to complete the processing of the application. The application will be sent to the Officer for Approval only if all the lifts within the application have been approved by the authorised examiner.