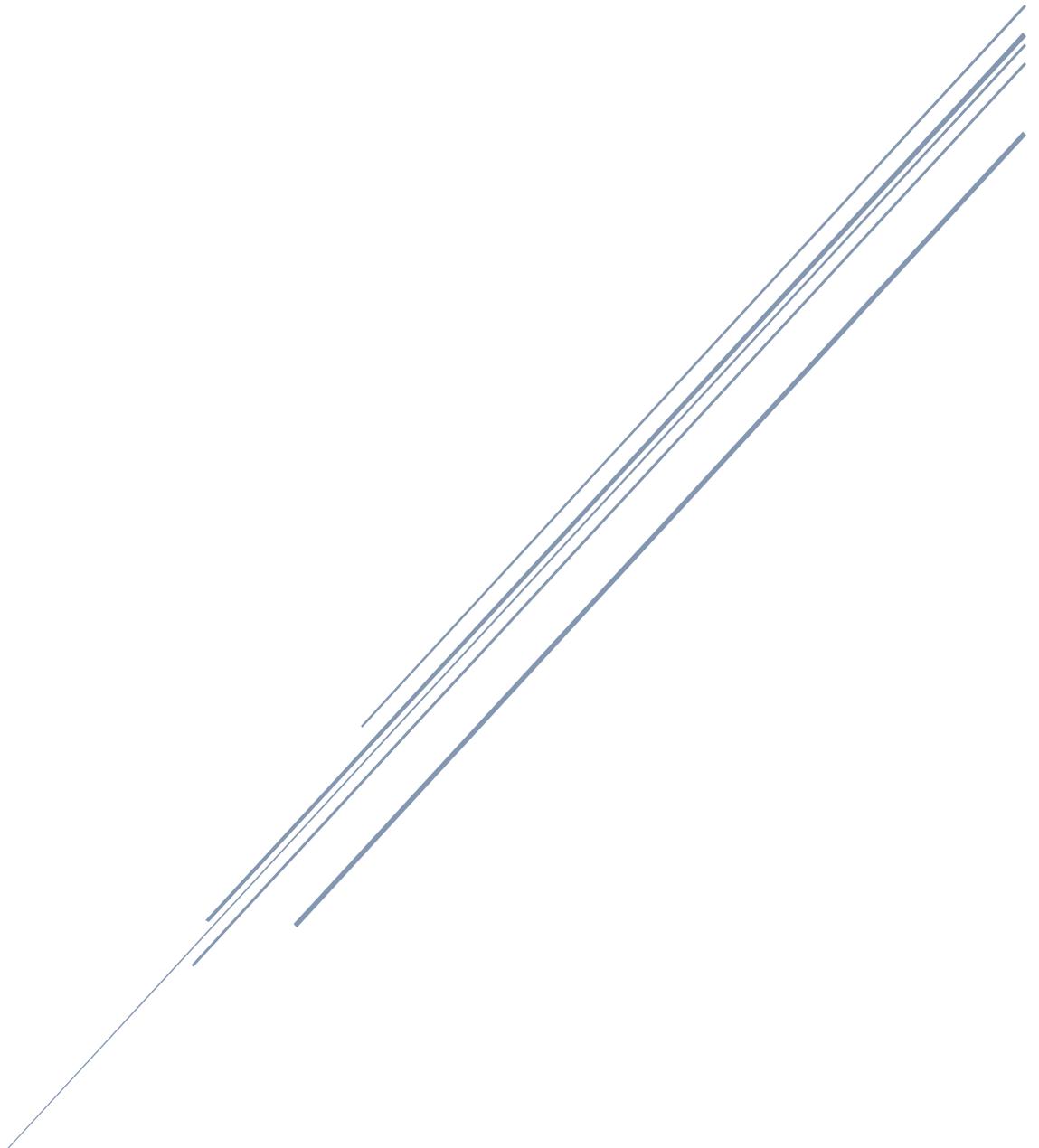


# ELECTRONIC BUILDERS LICENSING AND CONTRACTORS REGISTRATION SYSTEMS(EBACS)

Quick Guide to the eBACS Submission



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## Getting started for **CRS**, please prepare the following documents:

### Financial requirements

- Business Profile from Accounting & Corporate Regulatory Authority (ACRA)
- Audited Accounts ≤ 6 months for A1-B2 and L6 for CR and ME and ≤ 12 months for other grades.  
Company registered as a Branch Office is required to submit parent company's accounts.
- Management accounts ≤ 12 months for C3, L1 and SY (L4-L1)

### Personnel requirements

- A copy of NRIC/EP and CPF statement/ Employment letter for RP/P/T
- Education qualification for RP/P/T

### Track Record requirements

- Section D and/or E forms for Track record endorsement (Downloadable from BCA website)
- Award letters/Invoices/ PO for each Track Record

### Additional requirements (if applicable)

- Company Certificate(s)/ License(s), if required

## Step 1: Registering for an account with eBACS

### Step 1.1:

For New User - Login with CorpPass account by keying in the UEN ID, CorpPass ID and Password. Once successfully login with CorpPass, you will be prompted to enter your company's particulars for registration.

For Existing User - Login with CorpPass account by keying in the UEN ID, CorpPass ID and Password.

Step 1.2: You will be prompted to activate your account. An account activation email will be sent to your registered email address. You will need to activate your registered account via the link provided in the email.



#### Important Note

Your application for account has been accepted and processed. Please note that you are required to **activate your account** by clicking on the activation link **before you can log in**.

**For existing BCA Contractors / Licensed Builders**, the account activation link is sent to your company's email which is previously registered in our System.

**For new Contractors / Builders**, the account activation link is sent to your email which is keyed in when you create your online account.

Please click [here](#) to go back home page.

## Step 2: Creating a new CRS application

Step 2.1: Create a new application by clicking on the following buttons on the top menu: “APPLY FOR NEW / ADDITIONAL / UPGRADE / RENEWAL WORKHEAD(S) APPLICATION” (see boxed areas below).

Step 2.2: Read the instructions and CRS Terms of Registration carefully and accept them.

**eBACS**  
Electronic Builders Licensing and Contractors Registration Systems

Singapore Government  
Integrity · Service · Excellence

HOME MY APPLICATION COMPANY INFORMATION INBOX USER GUIDE LOGOUT

CHECK APPLICATION STATUS

APPLY FOR BCA CONTRACTOR REGISTRATION

APPLY FOR NEW/ADDITIONAL/UPGRADE/RENEWAL WORKHEAD(S) APPLICATION

IMPORTANT NOTICES

1. Applicants for the public building and construction work must apply for a BLS licence. The BLS licence will expire every 24 months. The BLS licence will expire every 24 months before the BLS expiry date. A late fee of \$100 per month will be levied for the BLS expiry date.

2. Applicants for the public building and construction work must apply for a BLS licence. The BLS licence will expire every 24 months. The BLS licence will expire every 24 months before the BLS expiry date. A late fee of \$100 per month will be levied for the BLS expiry date.

3. Applicants for the public building and construction work must apply for a BLS licence. The BLS licence will expire every 24 months. The BLS licence will expire every 24 months before the BLS expiry date. A late fee of \$100 per month will be levied for the BLS expiry date.

4. Applicants for the public building and construction work must apply for a BLS licence. The BLS licence will expire every 24 months. The BLS licence will expire every 24 months before the BLS expiry date. A late fee of \$100 per month will be levied for the BLS expiry date.

5. Applicants for the public building and construction work must apply for a BLS licence. The BLS licence will expire every 24 months. The BLS licence will expire every 24 months before the BLS expiry date. A late fee of \$100 per month will be levied for the BLS expiry date.

Instructions

- Please read the [BCA Registration Requirements](#) before completing this E-Application. It may take you 30 minutes to complete the e-forms (average time taken)
- You will need the following information to fill in the E-form:
  - Accounting and Corporate Regulatory Authority (ACRA) business profile
  - Technical Personnel's NRIC/Employment Pass (for new addition)
  - Technical Personnel's education qualification (for new addition)
  - Track record award letter/invoice/purchase order
- A non-refundable processing fee is payable for each workhead applied. Payment can be made by Credit cards (Master/Visa). However, for transactions above \$5,000, you can only make your payment either through ibanking.
- You are requested to attach any necessary supporting documents and update any necessary changes on this E-Application form.
- To ensure that you have attached the necessary document, please refer to the submission checklist at the end of the E-form before submitting.

**CAUTION :** BCA views fraud, forgery and misrepresentation very harshly. It is assumed that the information and documents you have provided in this application are true in every particular. BCA will reject the application and report you to the relevant authorities if the information and/or documents submitted are found to be false.

I have read and understood the above instructions and that the processing fee is non-refundable.

Step 2.3: Select the Workhead(s) and Grade(s) that you would like to apply for.

Step 2.4: Once application is created, click the application number in blue (below “Application No”) to create an E-Form for your application.

If you are **not able to complete the application in one sitting**, you can **save it as a draft** and access it via ‘CHECK APPLICATION STATUS’ next time. You can click on the application number in blue to continue with your existing application.

Please note that **there is a due date for submission**.

Application No	Application Type	PROCESSING FEE	Submitted Date	Submission Due Date	Submitted Date	Delete	Print
<a href="#">A1402008</a>	New Application	Draft	23 Apr 2014	01 Feb 2002	-		

Note: We strongly encourage applicant to submit their application **before the submission due date**. All draft application not submitted within the stipulated due date will be **deleted** by the system.

## Step 2a: Creating other CRS applications (for firms with existing registration(s) in CRS only)

Step 2a.1: For existing registered companies, you can make the following applications once you have logged into your account on eBACS:

- a) Renewal application
- b) Additional Workhead Application
- c) Upgrading application
- d) Transfer of Company Status Application (for registered sole proprietorship/ partnership contractors that has incorporated their firms)
- e) Transfer of Workhead Application (for registered contractors who wish to transfer their registration to subsidiary companies)

Step 2a.2: After selecting and confirming the relevant application type(s), you can start to fill out the E-forms, which comprises seven (7) main sections (see arrows below).

HOME APPLICATION COMPANY INFORMATION ACCOUNT LOGOUT

Application Detail

UEN No **123456789J**

Company Name **ABC Company Pte Ltd**

Application No A1401216

Created Date 05-Mar-2014

Submission Due Date **01-Jul-2014**

Applying For

No	Application Type	Workhead	Apply Grade	Registration Requirement	Delete
1	R	CW01 - General Building	B1	<a href="#">View</a>	<a href="#">Click here to Edit</a>

We strongly advise you to read the registration requirements in order to understand your submission requirements.

Application Detail [Company Info](#) [Financial](#) [Company Certificate](#) [Company Licence](#) [Technical Personnel](#) [Track Record](#) [Other Supporting Documents](#) [Submission](#)

### Step 3: Filling out the CRS E-Form (up to 7 sections)

(Note: Please have the necessary documents as stipulated in our registration requirements ready, as you will be prompted to upload the document before you can proceed with the application. For registration requirements, please click [here](#))

a) Section 1: “Company Info” Page

Step 3.1: Please update your company’s particulars. You are also required to upload the necessary document (i.e. Business profile from ACRA) as prompted by the system under this section.

Company Information

<b>Company Particulars</b>	Registration Information	List of Directors	Company Strength	Supporting Documents
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Company Name (as stated in ACRA)  \*

Contact Person Title / Name   \*

Building Address (Local)

Building No  \*

Street Name  \*

Unit No

Building Name

Postal Code  \*

Tel No (Local)  \*

Fax No (Local)

Main Email Address  \*

Secondary Email Address (Optional)

**BCA is going green online!**  
 Please ensure correct email address(es) (main and/or secondary) as all announcements and notifications will be informed through this official email address(es) **ONLY**.

Save



[Application Detail](#) > **[Company Info](#)** > [Financial](#) > [Company Certificate](#) > [Company Licence](#) > [Technical Personnel](#) > [Track Record](#) > [Other Supporting Documents](#) > [Submission](#)

b) Section 2: “Financial” Page

Step 3.2: You will have to ensure that the company meets the financial requirement for the respective grade(s) that your company is applying for. (For registration requirements, please click [here](#)). You are required to upload the relevant financial document (i.e. audited accounts or management accounts) as prompted by the system under this section.

c) Section 3: “Company Certification” Page

Step 3.3: You will have to ensure that your company has the valid certification(s) to fulfil the requirement for the respective workhead(s) that your company is applying for. (For registration requirements, please click [here](#)). You are required to upload the relevant certification(s) as prompted by the system under this section.

d) Section 4: “Company Licence” Page

Step 3.4: You will have to ensure that your company has the valid licence(s) to fulfil the requirement for the respective workhead(s) that your company is applying for. (For registration requirements, please click [here](#)). You are required to upload the relevant licence(s) as prompted by the system under this section.

Company License

License Supporting Documents

There are no records found.

Application Detail > Company Info > Financial > Company Certificate > **Company Licence** > Technical Personnel > Track Record > Other Supporting Documents > Submission

e) Section 5: “Technical Personnel” Page

Step 3.5: You will have to ensure that the personnel record added fulfil the requirement for the respective workhead(s) that your company is applying for. (For registration requirements, please click [here](#)). You are required to upload the relevant document(s), such as qualifications for RP/P/T, as prompted by the system under this section.

Technical Personnel

Personnel Supporting Documents

+ View Registration Requirement for Technical Personnel

View Acceptable Disciplines for: [CR](#)

**CR01, Single Grade**  
1T and one personnel with BCCPE

**CR17, Single Grade**  
1T and one personnel with BCCPE

Helpful hints on registration requirement

No	NRIC/FIN	Name	Qual Type	License Holder	EP Expiry	Is Resigned	Action
1	123456789D	Peter Pan	P	No	N.A.	No	

Application Detail > Company Info > Financial > Company Certificate > Company Licence > **Technical Personnel** > Track Record > Other Supporting Documents > Submission

f) Section 6: "Track Records" Page

Step 3.6.1: You will have to ensure that the track records added fulfil the requirement for the respective workhead(s) that your company is applying for. (For registration requirements, please click [here](#)). You are also required to upload the relevant track record/project document(s) as prompted by the system under this section.

**+ View Registration Requirement for Track Record**

**CR06, L1**  
Minimum Total Project(s) of \$100,000 in the past 3 years.

**CR17, Single Grade**  
Minimum Total Project(s) of \$100,000 for projects completed in the past 3 years.

*Helpful Hints on registration requirements*

No	Contract No	Project	Project Value	Sub value claimed (Workhead)	Contract Type	Expected Completion Date	Actual Completion Date	Action
1	LA-059/2212 & LA-076/2212	Jac Singapore Project:- Precast R.C. Structure, Basin & Manhole Rc Structure Works	\$1,836,476.00	CR01 - \$1,806,476.00	SC	30 Jul 2012	28 Aug 2012	

-

**Summary Table of Workhead(s) Breakdown Values Claimed**

For [Renewal Application](#), the total workhead(s) breakdown value claimed include **completed and ongoing projects**

Workhead	Amount
CR01	\$1,806,476.00

For [New, Addition or Upgrading Application](#), the total workhead(s) breakdown values claimed include **only completed projects**

Workhead	Amount	Shortfall
CR01	\$1,806,476.00	\$0.00

[Application Detail](#) > [Company Info](#) > [Financial](#) > [Company Certificate](#) > [Company Licence](#) > [Technical Personnel](#) > Track Record > [Other Information/Documents](#) > [Submission](#)

g) Section 7: "Other supporting documents" Page

Step 3.7.1: You will be required to upload the relevant supporting documents as prompted by the system under this section, if applicable.

## Step 4: Submission Checklist

Step 4.1: Complete the application by going through the Submission page.

Step 4.1.1: The submission checklist will prompt you for any missing information or details required for your application.

Step 4.1.2: Please read through the declarations and understand the terms and conditions before proceeding for payment by clicking “Submit Application” button.

### Summary of the Application Status

Requirements	Status	Remarks
Company Information		- One or more supporting document(s) is not attached. Please <a href="#">click here</a> to attach.
Financial		- Minimum financial requirement is not met for MEDS. Please <a href="#">click here</a> to update. - Supporting document(s) for Audited Accounts / Management Report is not attached. Please <a href="#">click here</a> to attach.
Company Certificate		- One or more supporting document(s) is not attached. Please <a href="#">click here</a> to attach.
Company License		
Technical Personnel		- One or more supporting document(s) is not attached. Please <a href="#">click here</a> to attach.
Track Record		- Minimum Track Record requirement is not met for MEDS. • Insufficient single-sized project value. • Insufficient total project value. Please <a href="#">click here</a> to update.

- I am duly authorized by the Applicant to make this declaration and the declarations in this application on behalf of the Applicant.
- I have read the Application Guidelines, the Terms of Registration and the relevant Specific Registration Requirements, and the Applicant agrees to be bound by the same if the Applicant's application is successful.
- I hereby declare that (a) the Applicant is not debarred by the Standing Committee on Debarment (SCOD) on the date of this Application, and (b) where the Applicant has relied on the Track Records & Performance of other firm(s) in its Application, the firm(s) whose Track Records & Performance is/are relied upon is/are not debarred by the SCOD on the date of this Application.
- I agree that BCA shall not be liable for any direct, indirect, incidental, special, punitive or consequential damages, howsoever caused by any act or omission by BCA and its employees, agents and contractors, including any loss of profits or business interruption costs, whether under contract, strict liability, negligence or otherwise, arising from the registration, de-registration or suspension of the Registered Firm from the CRS, the downgrading of the Registered Firm's Registration Grade or for any reliance by the Registered Firm on the CRS, or in the event of failure or unavailability of the CRS.
- I declare that all information submitted in this application and the declarations made herein are true.



**Note: The Submit button will only be enabled if all the requirements listed above have been met.**

## Step 5: Payment and Acknowledgement

A **non-refundable** processing fee is payable for each workhead / type of license applied. Payment can be made by Credit Cards (Master/VISA) or i-Banking.

Step 5.1: Click “Submit” for the respective mode you have chosen.

### Payment

**For transactions above \$5,000, you can only make your payment through ibanking.**

Payment using Credit Card (VISA / MasterCard) OR eNETS Debit (Internet Banking)



You have selected the following license(s) for application.

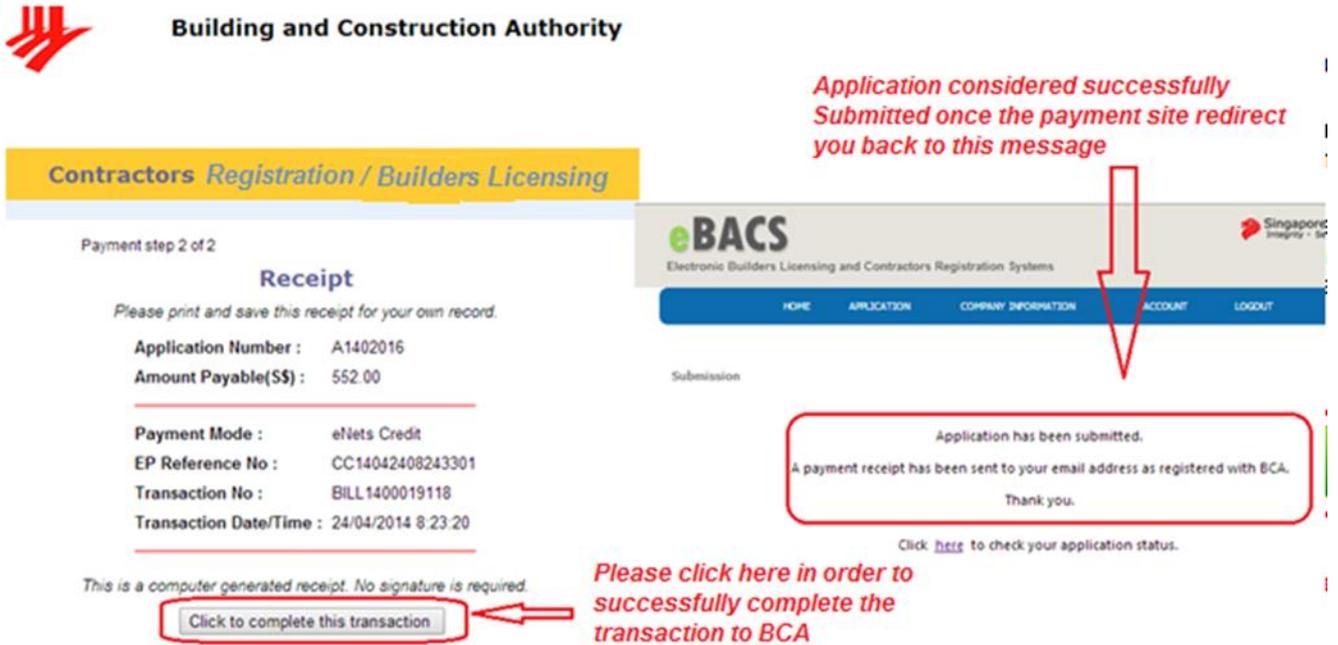
No	Application Type	Applied Class(es)	Processing Fees	Late Fee Applicable (\$100)
1	N	GB2 - General Builder Class 2	1200.00	No
			<b>Total : \$1,200.00</b>	



Step 5.2: For Online payment via credit cards or i-Banking, you will be directed to an external secured payment gateway. Please ensure that you **do not close or refresh** your browser and follow through the payment procedures, before the site redirects you back to the eBACS after payment.

The screenshot shows the eNETS payment gateway interface. On the left, there is a navigation menu with links for Data Protection Policy, Terms of Use, Security Guidelines, and Customer Service. The main content area displays 'debit from bank account' and lists allowed sites for POP-UP BLOCKER users. Transaction information is shown for the Building and Construction Authority, including merchant reference code, NETS reference code, and amount (SGD 1,200.00). A 'SINGAPORE BANK SELECTION' dropdown is visible. On the right, the 'credit/debit card payment' form is displayed, featuring fields for Name on Card, Card Number, CVV/CVC2, and Expiry Date. It also includes a checkbox for accepting the return and refund policy and buttons for 'SUBMIT' and 'CANCEL'.

Step 5.3: Click "Click to complete this transaction" to **confirm application submitted**. A payment receipt will be sent to the email address as recorded at the "Company Info" page.



**Building and Construction Authority**

**Contractors Registration / Builders Licensing**

Payment step 2 of 2

**Receipt**

Please print and save this receipt for your own record.

Application Number : A1402016  
 Amount Payable(S\$) : 552.00

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Payment Mode : eNets Credit  
 EP Reference No : CC14042408243301  
 Transaction No : BILL1400019118  
 Transaction Date/Time : 24/04/2014 8:23:20

This is a computer generated receipt. No signature is required.

[Click to complete this transaction](#)

**Application considered successfully Submitted once the payment site redirect you back to this message**

**Application has been submitted.**  
 A payment receipt has been sent to your email address as registered with BCA.  
 Thank you.

Click [here](#) to check your application status.

**Please click here in order to successfully complete the transaction to BCA**

## **Other Information**

Contractor Registration System (CRS)

[Terms of Registration](#)

[Specific Registration Requirements](#)

[FAQ](#)

Builders Licensing Scheme (BLS)

[About Builders Licensing and Requirements](#)

[FAQ](#)

## **Contact Information**

Hotline: 1800 342 5222

[Queries and/or clarifications](#)