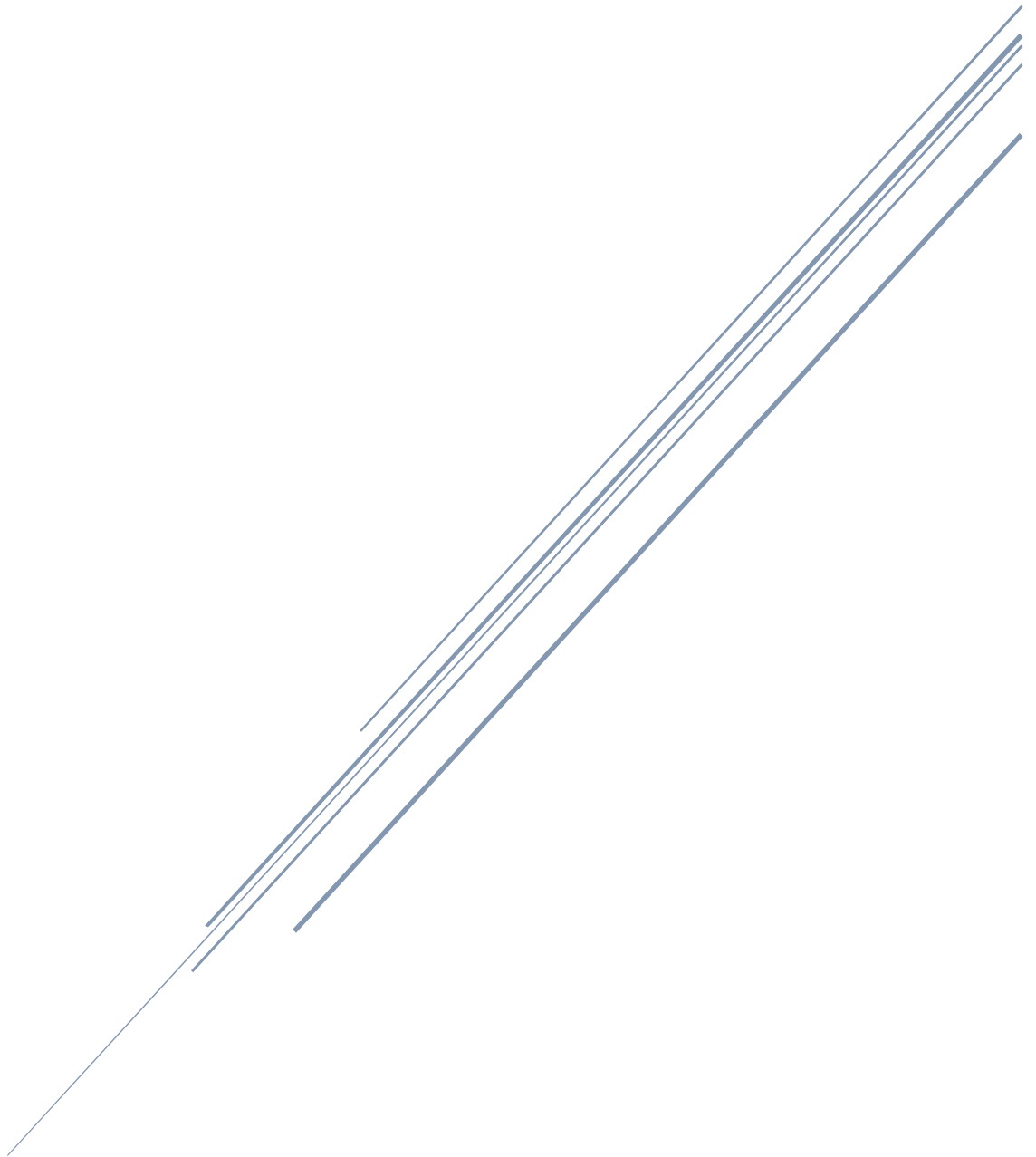


ELECTRONIC BUILDERS LICENSING AND CONTRACTORS REGISTRATION SYSTEMS(EBACS)

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.



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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.

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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

LICENSING

PROCESSING FEE

APPLY FOR TRANSFER OF WORKHEAD(S) APPLICATION

LICENSING/REGISTRATION REQUIREMENTS

APPLY FOR REGISTRATION STATUS APPLICATION (FOR SOLE-PROPRIETORS AND PARTNERSHIP FIRMS)

IMPORTANT NOTICES

1. Applicants for the public building and construction work must register with the BCA within two (2) months after the BLS licence will expire.
2. Applicants must carry out construction and construction-related projects to the Commissioner of Building Control (CBC) to carry out bring in foreign workers. The window period TWO(2) months before and TWO(2) months after the BLS expiry date. A late fee of \$100 per month will be levied for the BLS expiry date.
3. BLS licence will expire on the date of the BLS expiry date.

Instructions

1. 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)
2. 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
3. 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.
4. You are requested to attach any necessary supporting documents and update any necessary changes on this E-Application form.
5. 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.

HOME APPLICATION COMPANY INFORMATION ACCOUNT LOGOUT

1 Start → 2 Select → 3 Confirm

New Application

Please select the workhead and the grade to apply:

Workhead : Please select
 Please select
 CW01 - General Building
 CW02 - Civil Engineering
 CR01 - Minor Construction Works
 CR02 - Corrosion Protection
 CR03 - Demolition
 CR04 - Fencing & Ironworks
 CR05 - Concrete Repairs
 CR06 - Interior Decoration & Finishing Works
 CR07 - Cable / Pipe Laying & Road Reinstatement
 CR08 - Piling Works
 CR09 - Repairs & Redecoration
 CR10 - Pre-cast Concrete Works
 CR11 - Signcraft Installation

Grade : Please select
 Please select
 C3
 C2
 C1
 B2
 B1
 A2
 A1

Add

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**.

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HOME APPLICATION COMPANY INFORMATION ACCOUNT LOGOUT

CHECK APPLICATION STATUS

APPLY FOR BCA CONTRACTOR REGISTRATION

Application No	Application Type	PROCESSING FEE	REGISTRATION REQUIREMENTS	Submission Due Date	Submitted Date	Delete	Print
A1402008	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:

- Renewal application
- Additional Workhead Application
- Upgrading application
- Transfer of Company Status Application (for registered sole proprietorship/ partnership contractors that has incorporated their firms)
- 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).

The screenshot displays the eBACS application interface. At the top is a navigation bar with links: HOME, APPLICATION, COMPANY INFORMATION, ACCOUNT, and LOGOUT. Below this, the 'Application Detail' section shows the following information:

- UEN No: 123456789J
- Company Name: ABC Company Pte Ltd
- Application No: A1401216
- Created Date: 05-Mar-2014
- Submission Due Date: 01-Jul-2014

Below the details is the 'Applying For' section, which contains a table:

No	Application Type	Workhead	Apply Grade	Registration Requirement	Delete
1	R	CW01 - General Building	B1	View	

Below the table is a link: [Click here to Edit](#).

A red text box states: "We strongly advise you to read the registration requirements in order to understand your submission requirements."

At the bottom, a sequence of steps is shown with red arrows pointing to each step: Application Detail, Company Info, Financial, Company Certificate, Company Licence, Technical Personnel, Track Record, Other Supporting Documents, and Submission. A large green arrow points from the 'Other Supporting Documents' step to the 'Submission' step.

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

Company Particulars	Registration Information	List of Directors	Company Strength	Supporting Documents
<p>Company Name (as stated in ACRA) <input type="text"/></p>				
<p>Contact Person Title / Name Mr <input type="text"/></p>				
<p>Building Address (Local)</p> <p>Building No <input type="text"/></p> <p>Street Name <input type="text"/></p> <p>Unit No <input type="text"/></p> <p>Building Name <input type="text"/></p> <p>Postal Code <input type="text"/></p>				
<p>Tel No (Local) <input type="text"/></p>				
<p>Fax No (Local) <input type="text"/></p>				
<p>Main Email Address <input type="text"/></p>				
<p>Secondary Email Address (Optional) <input type="text"/></p>				

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.

Financial Information

Financial Details Supporting Documents

+ View Registration Requirement for Financial

The minimum paid up capital and net worth based on your applied workhead(s) and grade(s) is **\$150,000**. For more details, please view the registration requirements in Application Detail page.

Note: No minimum paid up capital and net worth is required for firms of Sole Proprietor (SP), Partnership (PS) and Limited Liability Partnership (LLP)

Newly Incorporated with No Accounts? ☐

Paid-Up Capital (\$S)

Financial Closing Date

Net Worth (\$S)

*For Branch Office, please enter the above information based on your parent company's Audited Account.

Save

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

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.

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HOME APPLICATION COMPANY INFORMATION ACCOUNT LOGOUT

Company Certificate

Certificate Supporting Documents

There are no records found.

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

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 Licence

Licence 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 R.C. 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 click here to attach.
Financial		- Minimum financial requirement is not met for MEDS. Please click here to update. - Supporting document(s) for Audited Accounts / Management Report is not attached. Please click here to attach.
Company Certificate		- One or more supporting document(s) is not attached. Please click here to attach.
Company License		
Technical Personnel		- One or more supporting document(s) is not attached. Please click here to attach.
Track Record		- Minimum Track Record requirement is not met for MEDS. • Insufficient single-sized project value. • Insufficient total project value. Please click here 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.

Submit Application

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
			Total : \$1,200.00	

Submit

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.

Consumer eNETS

- Data Protection Policy
- Terms of Use
- Security Guidelines
- Customer Service

Wednesday, 12 September 2018

debit from bank account

If you are using a POP-UP BLOCKER, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks cannot be displayed, and your transaction request cannot be processed. Click [here](#) for pop-up blocker FAQ.

1. www.enets.sg
2. dbis2pay.dbis.com (for DBS/POSB Account holders)
3. pbenets.uob.com.sg (for UOB Account holders)
4. www.citibank.com.sg (for Citibank Account holders)
5. www.ocbc.com (For OCBC account holders)
6. www.plus.com.sg (For Plus! account holders)
7. ibank.standardchartered.com.sg (For Standard Chartered account holders)

TRANSACTION INFORMATION

Merchant Name: BUILDING AND CONSTRUCTION AUTHORITY
Merchant Reference Code: BCA2_B6A7DF29BEC2D
NETS Reference Code: 20180912143937814
Merchant Hostname: https://www.bca.gov.sg
Amount: SGD 1,200.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

SINGAPORE BANK SELECTION

Bank:

Consumer eNETS

- Privacy Policy
- Security Guidelines
- Customer Service

Monday, 19 August 2018

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

TRANSACTION INFO AND DESCRIPTION

Merchant Name: Pui Test Internet Cred Card4
Merchant Reference Code: CC12081911122297
NETS Reference Code: 2018081911122299
Amount: SGD 552.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION

Card Number:

CVV / CVC2: (What is CVV/CVC2/CVC)

Expiry Date: (eg: 2013)

☐ I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

Important Notice: Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service.

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

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](#)

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HOME APPLICATION COMPANY INFORMATION ACCOUNT LOGOUT

Submission

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](#)