

Our Ref: BA 14/1 VOL 6

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**

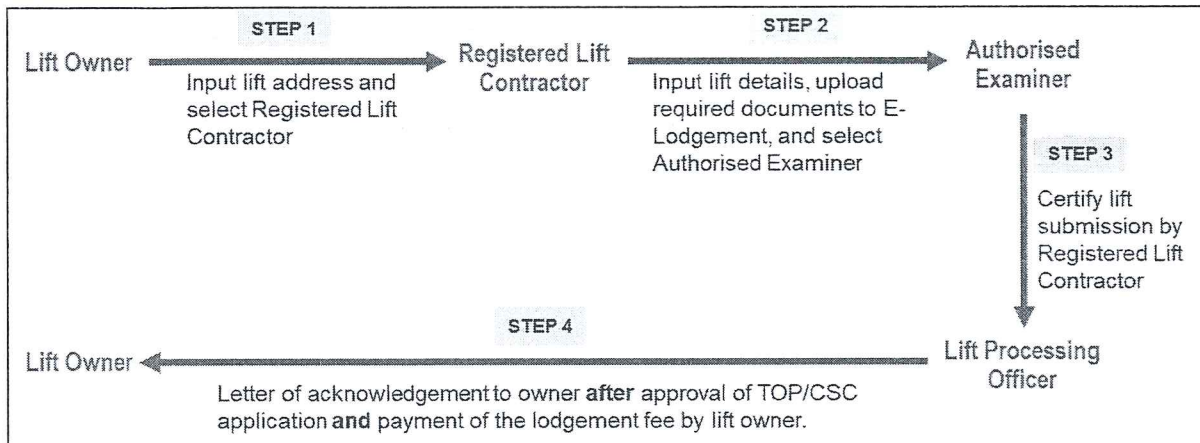
2 BCA's E-Lodgement System was launched in February 2010 to enable lift owners to update and submit the annual lodgement for their existing lifts online. This system helped lift owners improve their lodgement process for existing lifts by ensuring that mandatory fields are filled in by them before submission 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/](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/](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](mailto:bca_elift@bca.gov.sg) or call our hotline at either 6325 8664 or 6325 7390.

Yours faithfully

  
 CHIN CHI LEONG  
 GROUP DIRECTOR, BUILDING PLAN AND MANAGEMENT GROUP  
 COMMISSIONER OF BUILDINGS

**DISTRIBUTION (via email):**

President  
Singapore Institute of Architects (SIA)  
79 Neil Road  
Singapore 088904  
info@sia.org.sg

President  
Real Estate Developers' Association of Singapore (REDAS)  
190 Clemenceau Avenue #07-01  
Singapore Shopping Centre  
Singapore 239924  
enquiry@redas.com

President  
Association of Consulting Engineers, Singapore (ACES)  
70 Palmer Road #04-06  
Palmer House  
Singapore 079427  
acesing@starhub.net.sg

President  
Institution of Engineers, Singapore (IES)  
70 Bukit Tinggi Road  
Singapore 289758  
ies@iesnet.org.sg

President  
Singapore Lift & Escalator Contractors & Manufacturers Association (SLECMA)  
3, Raffles Place #06-01  
Bharat Building,  
Singapore 048617  
info@slecma.org.sg

President  
Board of Architects (BOA)  
5 Maxwell Road 1st storey  
Tower Block MND Complex  
Singapore 069110  
boarch@singnet.com.sg

President  
Professional Engineers Board, Singapore (PEB)  
5 Maxwell Road 1st storey  
Tower Block MND Complex  
Singapore 069110  
registrar@peb.gov.sg

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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

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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

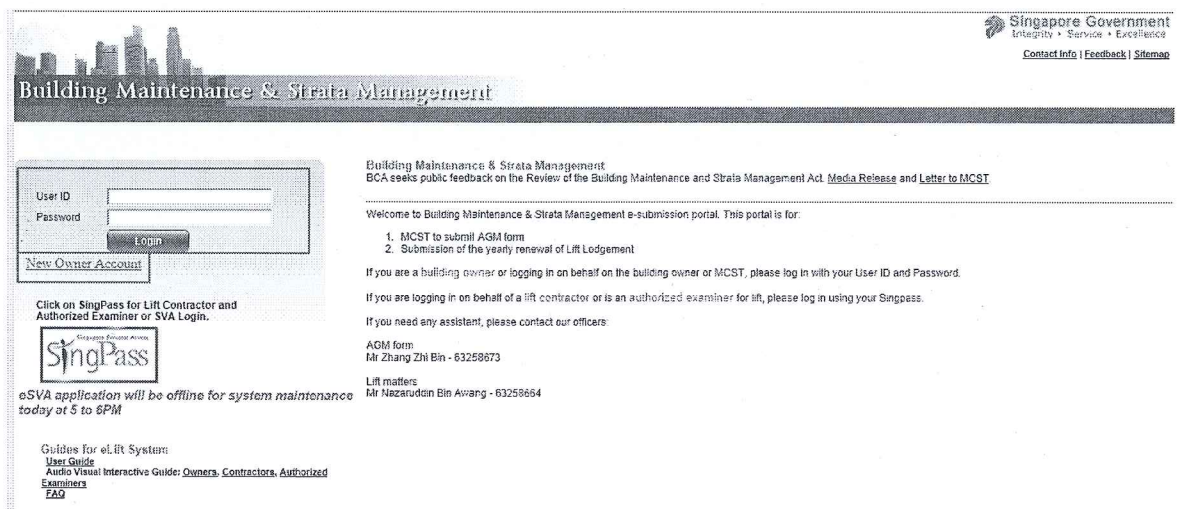
The users can access the BSM portal at the following URL:  
[http://www.bca.gov.sg/basm\\_eservice/default.aspx](http://www.bca.gov.sg/basm_eservice/default.aspx).

## E-Lodgement System For New Lift / Re-Commissioning

### 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.



Building Maintenance & Strata Management

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Building Maintenance & Strata Management  
BCA seeks public feedback on the Review of the Building Maintenance and Strata Management Act. [Media Release](#) and [Letter to MCST](#)

Welcome to Building Maintenance & Strata Management e-submission portal. This portal is for:

1. MCST to submit AGM form
2. Submission of the yearly renewal of Lift Lodgement

If you are a building owner or logging in on behalf of the building owner or MCST, please log in with your User ID and Password.

If you are logging in on behalf of a lift contractor or is an authorized examiner for lift, please log in using your Singpass.

If you need any assistant, please contact our officers:

AGM form:  
Mr Zhang Zhi Bin - 63258673

Lift matters:  
Mr Nazaruddin Bin Awang - 63258664

[Click on SingPass for Lift Contractor and Authorized Examiner or SVA Login.](#)

[New Owner Account](#)

[Click on SingPass for Lift Contractor and Authorized Examiner or SVA Login.](#)

[SingPass](#)

eSVA application will be offline for system maintenance today at 5 to 6PM

Guides for e.LR System:  
[User Guide](#)  
[Audio Visual Interactive Guide: Owners, Contractors, Authorized Examiners](#)  
[FAQ](#)

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

**Building Maintenance & Strata Management**

**eLift User Account Registration (For New Lift Owner)**

Note: Please complete the form and click submit to retrieve your userid and password.

\* Required Fields

\* Name of Lift Owner

\* UEN/NRIC/FIN Number

\* Name of Contact Person

\* Office Number

Mobile Phone Number

\* Email Address

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)

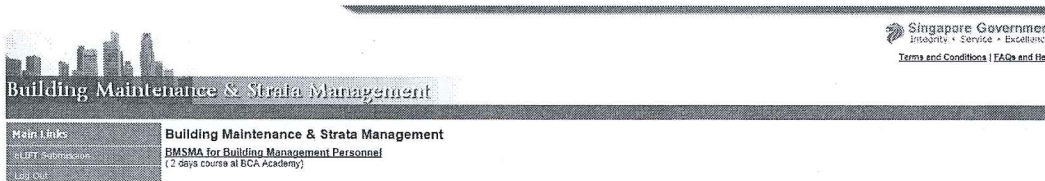


Figure 3 : Owner Landing Page

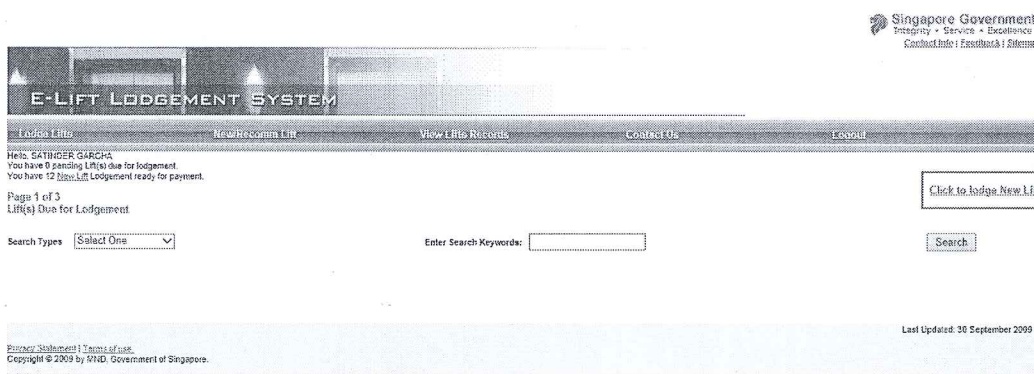


Figure 4 : eLift Owner Home Page



## E-Lodgement System For New Lift / Re-Commissioning

### 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)

Select a Submission Type to begin  New Lift  Re-commissioning

---

Section A - Particulars of Building  
(You may enter more than one building details (if any) under the same Project Reference Number)

Project Reference Number:

2) Building Details	Name of Building (if any)	House/Block Number	Road Name (as approved by Inland Revenue Authority of Singapore)	Postal Code	Number of Lifts	Development Type	Other Development Type (Specify if development type is Others)	Delete
Add One More Building								

Figure 5 : Section A - Owner 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)

Select a Submission Type to begin  New Lift  Re-commissioning

Enter a BAL number and click Retrieve to get building record cc:

---

Section A - Particulars of Building  
(You may enter more than one building details (if any) under the same Project Reference Number)

Project Reference Number:

2) Building Details	Name of Building (if any)	House/Block Number	Road Name (as approved by Inland Revenue Authority of Singapore)	Postal Code	Number of Lifts	Development Type	Other Development Type (Specify if development type is Others)	Delete
		235	VICTORIA STREET	123450	1	Commercial		

(Note: Number of Lifts refers to the Number of Suspended Lifts)

Figure 6 : Section A – Owner 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.

# E-Lodgement System For New Lift / Re-Commissioning

## Section B

Section B - Particulars of Lift Owner  
(You may update the information in this section)

3) Name of Lift Owner	Chris Lee										
4) UEMARIC/FIN Number	S7876285C										
5) Postal Address	<table border="1"><thead><tr><th>Name of Building (if any)</th><th>House/Block Number</th><th>Road Name</th><th>Level/Unit Number</th><th>Postal Code</th></tr></thead><tbody><tr><td></td><td>32B</td><td>NORTH BRIDGE ROAD</td><td>03</td><td>208563</td></tr></tbody></table>	Name of Building (if any)	House/Block Number	Road Name	Level/Unit Number	Postal Code		32B	NORTH BRIDGE ROAD	03	208563
Name of Building (if any)	House/Block Number	Road Name	Level/Unit Number	Postal Code							
	32B	NORTH BRIDGE ROAD	03	208563							
6) Name of Contact Person	Chris Lee										
7) Office Number	60370930										
8) Mobile Phone Number	1234567738										
9) Email Address	bca@bca.gov.sg										

Figure 7 : Owner Lodgement Section B

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

## Section C

Section C - Assign Contractor  
10) Contractor

Figure 8 Owner Lodgement Section C

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

## Section D

Section D - Declaration  
I/We certify that CHEVALIER ENGINEERING (S) PTE LTD has been engaged to maintain and test the lifts stated in the above addresses in accordance with the requirement of the Building Maintenance and Strata Management (Lift and Building Maintenance) Regulation 2005  
Owner Name: SATINDER GARCHA  
Date: 10/04/2013

Click Preview to confirm your entries

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 click on "**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.





# E-Lodgement System For New Lift / Re-Commissioning

## 3. Contractor

### 3.1 Login

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

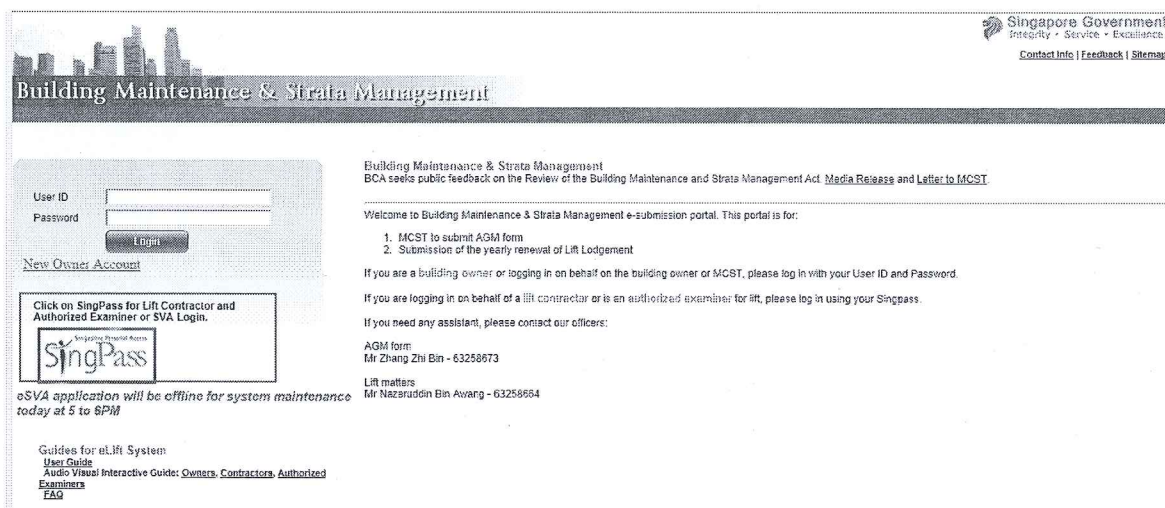


Figure 13 : Contractor Login Page

### 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**”.

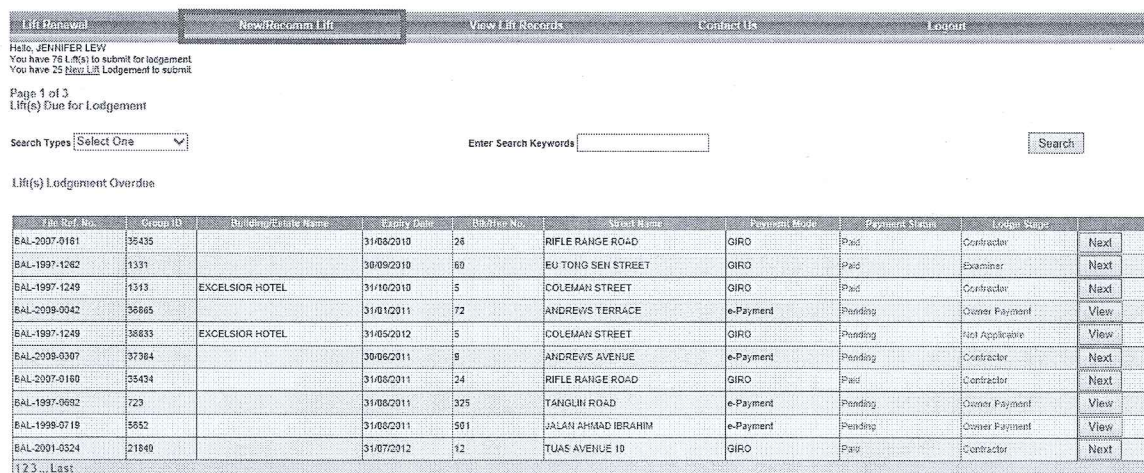


Figure 14 : Contractor Home Page

# E-Lodgement System For New Lift / Re-Commissioning

## 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)

File Ref. No.	New Lift Transaction No.	Submission Type	Building/Estates Name	Owner	Submission Date	Block No.	Block Name	No. of Lifts	Payment Mode	Payment Status	Lodge Stage	
Pending	N20130410-025-DE145	New Lift			10/04/2013	333	ADMIRALTY ROAD EAST	1	e-Payment	Pending	Contractor (Examiner Rejected)	Next
Pending	N20130410-024-256E8	New Lift			10/04/2013	1251	ANG MO KIO AVENUE 5	1	e-Payment	Pending	Examiner	View
Pending	N20130410-023-5333D	New Lift			10/04/2013	9999	ANG MO KIO AVENUE 3	1	e-Payment	Pending	Examiner	View
Pending	N20130410-022-56C44	New Lift			10/04/2013	999	AMBERWOOD CLOSE 3	1	e-Payment	Pending	Officer	View
Pending	N20130410-021-68455	New Lift			10/04/2013	999	AH SOO GARDEN	2	e-Payment	Pending	Examiner	View
Pending	N20130410-020-8BA43	New Lift			10/04/2013	123	ADAM ROAD	1	e-Payment	Pending	Examiner	View
Pending	N20130410-019-25E71	New Lift			10/04/2013	145	ADUR ROAD - PULAU BRAH	1	e-Payment	Pending	Examiner	View
Pending	N20130410-018-959C6	New Lift			10/04/2013	131	RIPLEY CRESCENT	1	e-Payment	Pending	Examiner	View
Pending	N20130410-017-BC7C1	New Lift			10/04/2013	129	SENJA LINK	1	e-Payment	Pending	Examiner	View
Pending	N20130410-016-E7DF4	New Lift			10/04/2013	127	SENJA LINK	1	e-Payment	Pending	Examiner	View
123												

Figure 15 : Contractor NewLift Lodgement Inbox

## 3.4 Contractor Application Processing

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

**Lift Renewal**      **New/Recomm Lift**      **View Lift Records**      **Contact Us**      **Logout**

Hello, JENNIFER LEW

Page 2 of 2

Update Lift Particular(s)

**File Ref No.:** Pending      **Group ID:**      **Building/Estates Name:**      **Expiry Date:**  
**Block/House No.:** 587      **Street Name:** JELAPANG ROAD      **Payment Mode:** e-Payment      **Lifts Count:** 1 (Indicated by Lift Owner)  
**Submission Type:** New Lift      **Lift Owner:** SATINDER GARCHA

Installation Location	Lift No.	Lift Type	Annual Examination & Inspection Date	No Load Test Date	Full Load Test Date	Maintenance & Testing Contractor	Authorized Examiner	Code of Practice	Lift Status
No lifts added									

**Instructions**

1) To add new lift, start by entering all the fields below and click the Update button to update the lift record;  
 2) Click the Save & Complete button to submit the record to BCA;  
 3) All fields are to be filled up.

Installation Location	Lift No.	Length of Lift (mm)	Breadth of Lift (mm)	Height of Lift (mm)	Maximum Load (kg)	Capacity (persons)	Manufacturer	Lift Type	Frequency of Periodic Maintenance
Selected Lift(s)									

**Annual Examination & Inspection Date:** DDMMYYYY      
**No Load Test Date:** DDMMYYYY      
**Full Load Test Date:** DDMMYYYY      
**Assign Examiner:** Choose Examiner

We confirm that the above lifts has/have been examined, inspected and tested in accordance with the requirements of:

SS 550:2000  
 SS CP 2:2000  
 Manufacturer's Recommendation

Supporting Documents (e.g. are mandatory attachments if Code of Practice is Manufacturer's Recommendation)

a) Lift Location Plan: Browse...  
 b) Certificate of Supervision of Installation/Major Alterations/Replacement of Lift(s): Browse...  
 c) Letter Approval from BCA, for non SS CP2:2000 compliance lift: Browse...  
 d) Others: Browse...  
 e) Others (2): Browse...

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.

# E-Lodgement System For New Lift / Re-Commissioning

## 4. Authorised Examiner

### 4.1 Login

The authorised examiner shall login using their Singpass.

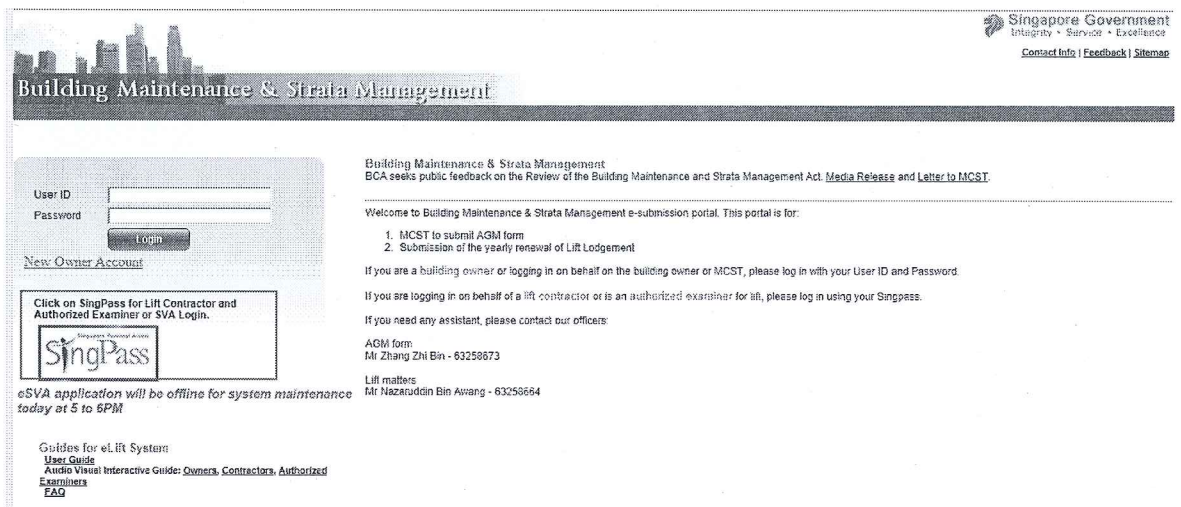


Figure 17 : Examiner Login Page

### 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”**.

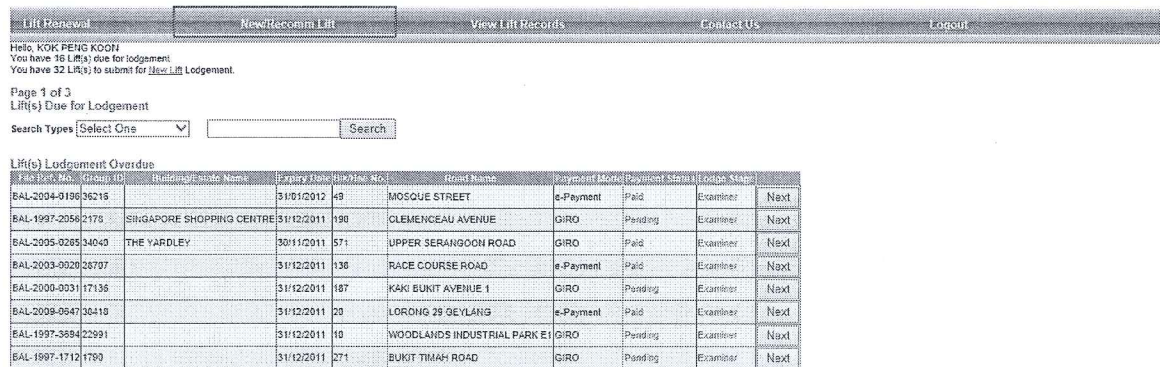


Figure 18 : Examiner Home Page



# E-Lodgement System For New Lift / Re-Commissioning

## 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"**

File Ref No.	New Lift/Commission No.	Submission Type	Building/Estate Name	Owner	Submission Date	District No.	Road Name	No of Lifts	Payment Mode	Payment Status	Lodge Stage	
Pending	N20130410-025-DE145	New Lift			10/04/2013	333	ADMIRALTY ROAD EAST	1	e-Payment	Pending	Contractor (Examiner Rejected)	View
Pending	N20130410-024-256E8	New Lift			10/04/2013	1231	ANG MO KIO AVENUE 5	24	e-Payment	Pending	Examiner	Next
Pending	N20130410-023-5533D	New Lift			10/04/2013	9999	ANG MO KIO AVENUE 5	49	e-Payment	Pending	Examiner	Next
Pending	N20130410-022-55CA4	New Lift			10/04/2013	999	AMBERWOOD CLOSE 3	14	e-Payment	Pending	Officer	Next
Pending	N20130410-021-68458	New Lift			10/04/2013	999	AH SOO GARDEN	2	e-Payment	Pending	Examiner	Next
Pending	N20130410-020-88AA3	New Lift			10/04/2013	123	ADAM ROAD	1	e-Payment	Pending	Examiner	Next
Pending	N20130410-019-23E71	New Lift			10/04/2013	145	ADUR ROAD - PULAU BRANI	1	e-Payment	Pending	Examiner	Next
Pending	N20130410-018-959C6	New Lift			10/04/2013	131	RIPLEY CRESCENT	1	e-Payment	Pending	Examiner	Next
Pending	N20130410-017-BC7C1	New Lift			10/04/2013	129	SENJA LINK	1	e-Payment	Pending	Examiner	Next
Pending	N20130410-016-E7DF4	New Lift			10/04/2013	127	SENJA LINK	1	e-Payment	Pending	Examiner	Next

Figure 19 : Examiners New Lift Lodgement Inbox

## 4.3 Examiner Process Application

Installation Location	Lift No.	Lift Type	Annual Examination Date	No Load Test Date	Full Load Test Date	Maintenance Contractor	Code of Practice	Payment Status	Lift Status	Lodge Status	SELECT ALL
1	PL 1	Passenger Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	SS 550/2009	Pending	New	Pending	<input type="checkbox"/>
	PL 2	Passenger Lift	03/04/2013	03/04/2013	03/04/2013	OTIS ELEVATOR COMPANY (S) PTE LTD	SS 550/2009	Pending	New	Pending	<input type="checkbox"/>

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.