

Corenet e-Submission

Manual Guide

(Version 1.1 as of 4th March 2014)

SUMMARY OF DOCUMENTATION CHANGES

Version No	Date Revised	Summary of Changes
1.0		First Release
1.1	4 th March 2014	Updated screenshot for online submission, added additional document for CP request, Updated Appendix 6: Contact List

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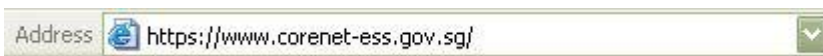
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Online Submission: Register as a CORENET e-Submission User

- 1.1 Launch **Internet Explorer** by clicking on the following Icon on the Desktop.



- 1.2 Click on the address bar and type in <https://www.corenet-ess.gov.sg>



- 1.3 Click on the **Registration** or **Click here to register your account** link to launch the User Registration form.

The screenshot shows the homepage of the CORENET e-Submission System. At the top, there is a yellow banner with the text "CORENET e-Submission System" on the left and the "Singapore Government" logo on the right, along with the tagline "Integrity • Service • Excellence" and links for "Terms & Conditions", "FAQs", and "Help". Below the banner, the "User Login" section is on the left, featuring input fields for "User ID" and "Password", and a "Login" button. A red arrow points to a link "Click here to register your account" which is enclosed in a red box. To the right, there is a large image of a city skyline with a text box describing the service as a 24x7 e-service. Below the image, there is a "Test Hyperlink to Current Production Updated on 24 March 09" link. At the bottom, a yellow navigation bar contains links for "Registration", "e-Payment", "Contact Us", "Rate this e-Service", and "Privacy Statement". A red arrow points to the "Registration" link, which is also enclosed in a red box. The footer text reads "Best viewed with 1024 x 768 & IE 6.0 or above".

1.4 Fill in the Registration form.

e-Submission User Registration

User Information

User ID * : DEREKCHAN
(min. 8 to max. 20 of A-Z, 0-9, - and _ characters)

User Name * : Derek Chan
(as stated in NRIC/ Passport)

Password * :
(min. 8 to max. 20 of A-Z, 0-9 and _ characters) (case sensitive)

Re-enter Password * :
(min. 8 to max. 20 of A-Z, 0-9 and _ characters) (case sensitive)

ID Type * : NRIC
 Passport

ID No * : S1500851B
(e.g. for NRIC, S1500851B)

Country * : Singapore

Email Address * : derekchan@nova-hub.com
(e.g. ray@hotmail.com)

Tel No. * : 63255901

Ext : _____

Fax No. : _____

Pager No. : _____

Mobile Phone No. : _____

By submitting your registration information, you indicate that you agree to the [Terms and Conditions.](#)

* I accept the Terms and Conditions.

1.5 Select “I accept the Terms and Conditions” checkbox after reading the Terms and Conditions.

1.6 Click on the **Submit** button.



Notes:

- All fields marked with Asterix (*) are mandatory.
- Upon successful registration, the **User ID** and **Identification details (eg. ID Type, ID No and Country)** are **NOT** editable.

1.7 Upon successful registration, a confirmation message will be displayed and an acknowledgement slip will be emailed to the registered user.

✓ I0088: Registration completed. Welcome to CORENET e-Submission system! You can now logon to the system using your User ID and password. An acknowledgement email will be sent to you via your email address.

Online Submission: Download Relevant Software

2.1 Key in the **User ID** and **Password** and click on the **Login** button.

CORENET e-Submission System

Singapore Government
Integrity • Service • Excellence

Terms & Conditions | FAQs | Help

CORENET e-Submission

User Login

User ID:

Password:

[Forgot Password?](#)
[Click here to register your account](#)

CORENET e-Submission is a 24x7 e-service that facilitate the electronic submission and processing of building related applications and documents anytime, anywhere in a secured environment using Internet as the delivery medium.

For more information, you may contact or email to Netrust's Service Desk at
Email: corenetsupport@netrust.net
Tel: 6212 1388
Fax: 6212 1366
Netrust Office is located at
70 Bendemeer Road,
#05-03, Luzerne,
Singapore 339940
(Luzerne is formerly known as Hiap Huat House)

Best viewed with 1024 x 768 & IE 6.0 or above

Registration | e-Payment | Contact Us | Rate this e-Service | Privacy Statement



Notes:

- If you have forgotten the password, click on the **Forget Password?** link. You will be asked to key in the User ID and Identification details. The new password will be sent to the registered email address.

2.2 Upon logging in successfully, the Home page will be displayed.

CORENET e-Submission

Welcome : Derek Chan Current Login : 09/01/2009 12:31 Last Login : 09/01/2009 11:27 [Contact Us](#) | [Rate Us](#) | [T & C](#) | [FAQ](#) | [Help](#) | [Sitemap](#) | [Logout](#)

Home Inbox ▾ Project ▾ Submission ▾ Feedback ▾ My Profile ▾ **Software Download** « »

Home

Quick Links

- [Collect Agency Correspondence \(for past 2 weeks\)](#)
- [Collect Multiple File Download Package \(for past 2 weeks\)](#)
- [View Manual Project Pending Registration \(for past 2 weeks\)](#)

Messages List Hide ▾

Page 1 of 1 Displaying records 1 - 1 of 1

Message	From	Date / Time (dd/mm/yyyy hh24mi)
Welcome to CORENET e-Submission enhancement 2nd Release Testin	eSS System Administrator	09/01/2009 11:39

2.3 Click on the **Software Download** link.

- 2.4 Select and **click** on the individual application(s) (highlighted in BLUE) which you want to download and install.
 (e.g. [ESPro v2.3.1 \(Electronic Submission for Professionals\)](#))





SOFTWARE DOWNLOADS

LEGEND	
	
Netrust Digital Certificate v7.0 (U\$B Token)	Netrust Digital Certificate v3.0 (SmartCard / Thumbdrive)

First Time Installation

(Applicable for first time user or computer which has not installed with any CORENET eSubmission applications)

Minimum System Requirement: To proceed with Installation, your computer must have at least 100 MB of hard disk space on C drive.

Application	Version	Size	Supported Device(s)	Supported OS	Description
Electronic Submission for Professionals (ESPro)	v2.3.0	19 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit)	The ESPro application tool is an offline tool that helps the e-Submission users to manage and prepare the plans and documents for submission to the regulatory authorities via the CORENET e-Submission System. Click here for Manual & e-Guide
Electronic Submission for Professionals (ESPro)	v2.3.1	19 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit) - Windows 7 (64-bit)	
Netrust Digital Signer (NDS)	v1.1	49.5 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit)	The NDS application tool assists e-Submission users to sign/extract/view/verify their digital signed document(s). Click here for e-Guide *Install NDS V1.1 if you are using ESPro 2.3.0
Netrust Digital Signer (NDS)	v2.0	108 MB		- Windows NT 4 - Windows 98 (2 nd edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows 7 (64-bit)	The NDS application tool assists e-Submission users to sign/extract/view/verify their digital signed document(s). Click here for e-Guide *Install NDS V2.0 if you are using ESPro 2.3.1
e-Submission Forms Viewer	v4.4.1	1.8 MB	-	- Windows NT 4 - Windows 98 (2 nd edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit & 64-bit)	This program enables users to launch and use .XFD file format.




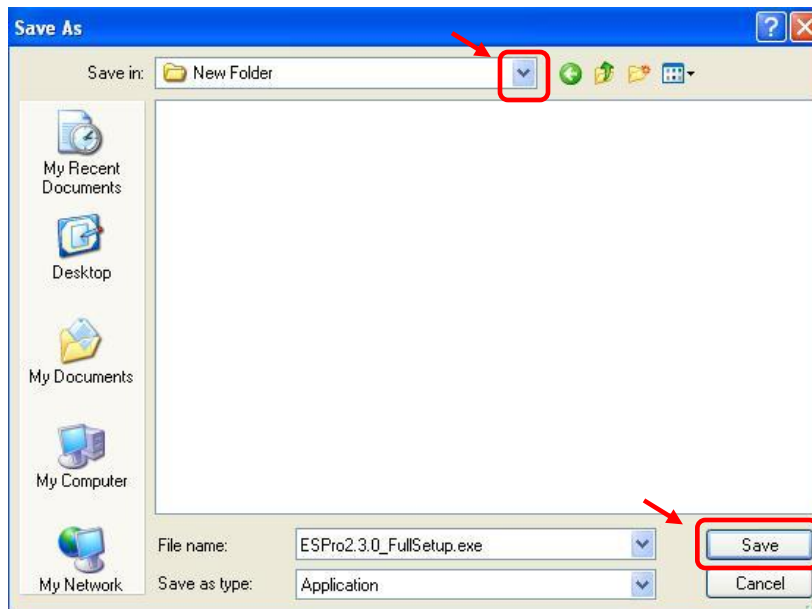
Notes:

- For **New** users, please refer to **Section 2.7** for the applications to download and install.
- For existing users using **ESPro version 2.2.0 or lower**, please refer to **Section 2.8** for the applications to download and install.

- 2.5 Following will be a **Security Warning**.
Click on the **Save** button to save the file.



- 2.6 Click on  to select the location to save the file and click on the **Save** button.



Notes:





- Please refer to [Appendix 2: System Guides](#) for the installation guide.
- Please note that the steps to download the rest of the required applications will be similar to the above steps.

2.7 New users installing EPro for the **first time**, please download and install the following applications:

First Time Installation

(Applicable for first time user or computer which has not installed with any CORENET eSubmission applications)

Minimum System Requirement: To process with installation, your computer must have at least 100 MB of hard disk space on C drive.

Application	Version	Size	Supported Device(s)	Supported OS	Description
Electronic Submission for Professionals (EPro)	v2.3.0	19 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit)	The EPro application tool is an offline tool that helps the e-Submission users to manage and prepare the plans and documents for submission to the regulatory authorities via the CORENET e-Submission System.
Electronic Submission for Professionals (EPro)	v2.3.1	19 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit) - Windows 7 (64-bit)	Click here for Manual & e-Guide
Netrust Digital Signer (NDS)	v1.1	49.5 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit)	The NDS application tool assists e-Submission users to sign/extract/view/verify their digital signed document(s). Click here for e-Guide *Install NDS V1.1 if you are using EPro 2.3.0
Netrust Digital Signer (NDS)	v2.0	108 MB		- Windows NT 4 - Windows 98 (2 nd edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows 7 (64-bit)	The NDS application tool assists e-Submission users to sign/extract/view/verify their digital signed document(s). Click here for e-Guide *Install NDS V2.0 if you are using EPro 2.3.1
e-Submission Forms Viewer	v4.4.1	1.8 MB	-	- Windows NT 4 - Windows 98 (2 nd edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit & 64-bit)	This program enables users to launch and use .XFD file format.





Notes:

- Downloading of **User Manual / Electronic Guide** is optional.
- For more information on **User Manual / Electronic Guide**, please refer to [Appendix 2: System Guides](#)

2.8 For existing users using **ESPro version 2.2.0 or lower**, please download and install the following applications:

Upgrade ESPro

(Applicable for user who wish to upgrade their existing ESPro. (Electronic Submission for Professionals))

Application	Version	Size	Supported Device(s)	Supported OS	Description
Electronic Submission for Professionals (ESPro)	From v2.2.0 to v2.3.0	6 MB		- Windows NT4 - Windows 98 (2nd edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional)	The ESPro application tool is an offline tool that helps the e-Submission users to manage and prepare the plans and documents for submission to the regulatory authorities via the CORENET e-Submission System.
Electronic Submission for Professionals (ESPro)	From v2.2.0 to v2.3.1 v2.3.0 to v2.3.1	6 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit & 64-bit)	Click here for Manual & e-Guide

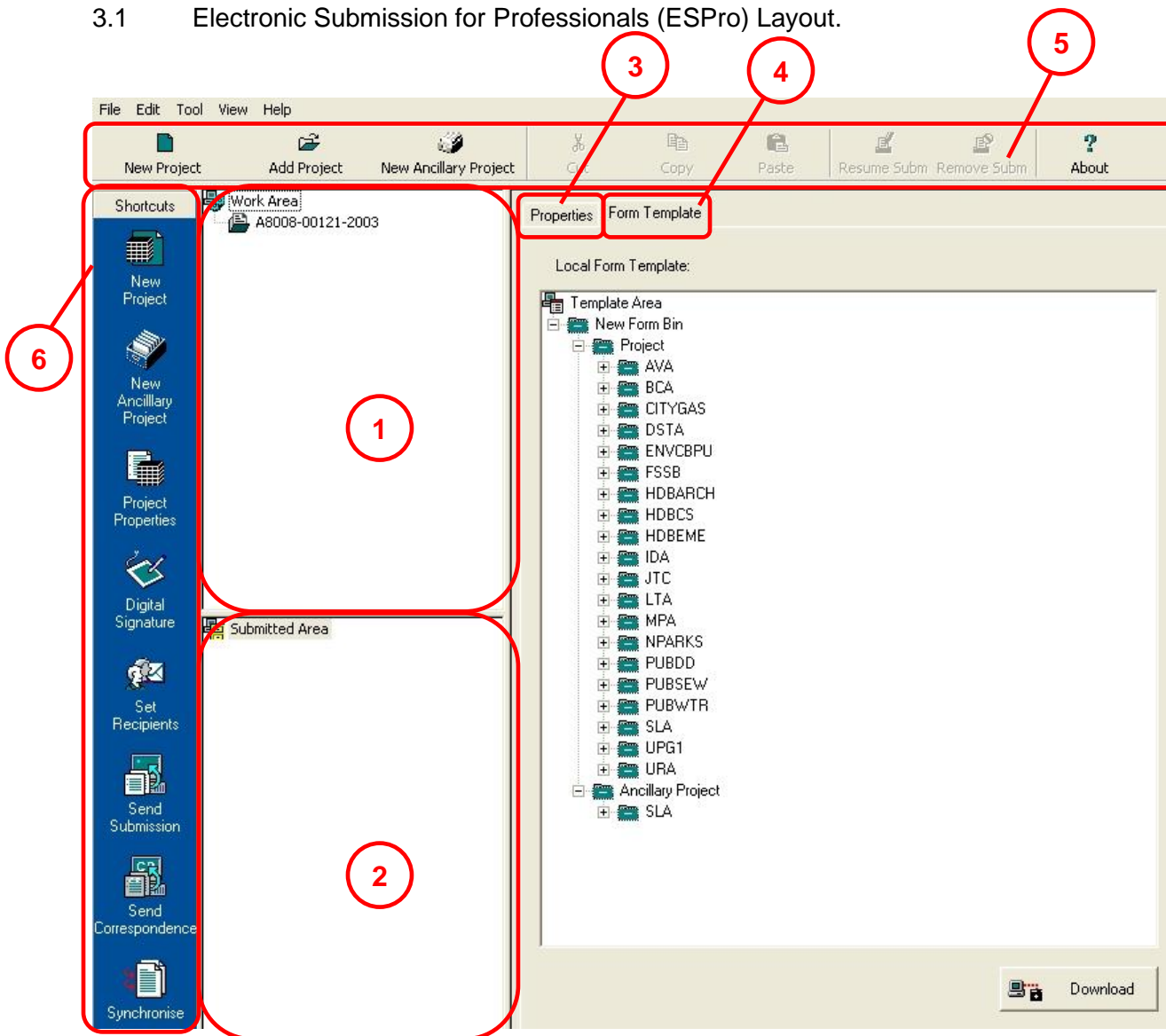


Notes:

- Downloading of **User Manual / Electronic Guide** is optional.
- For more information on **User Manual / Electronic Guide**, please refer to [Appendix 2: System Guides](#)

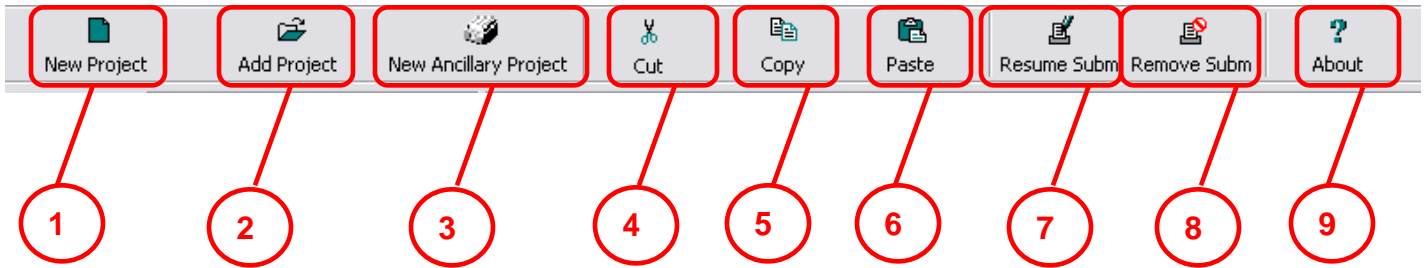
ESPro Submission: Overview of ESPro

3.1 Electronic Submission for Professionals (ESPro) Layout.



Serial No	Item	Description
1	Work Area	It lists all the selected files ready to be executed by the required action. (e.g. creating a project, prepare forms, etc.)
2	Submitted Area	It displays all the submitted files sent to the regulatory authorities under a system generated submission number.
3	Properties	It displays the information of the folder selected in the Work/Submitted Area.
4	Form Template	It allows you to download the forms required to submit to the relevant regulatory authorities.
5	Action Bar	It displays all the action buttons that can be used.
6	Shortcuts	It provides quick access to commonly used functions.

3.2 Electronic Submission for Professionals (ESPro) Action Bar.



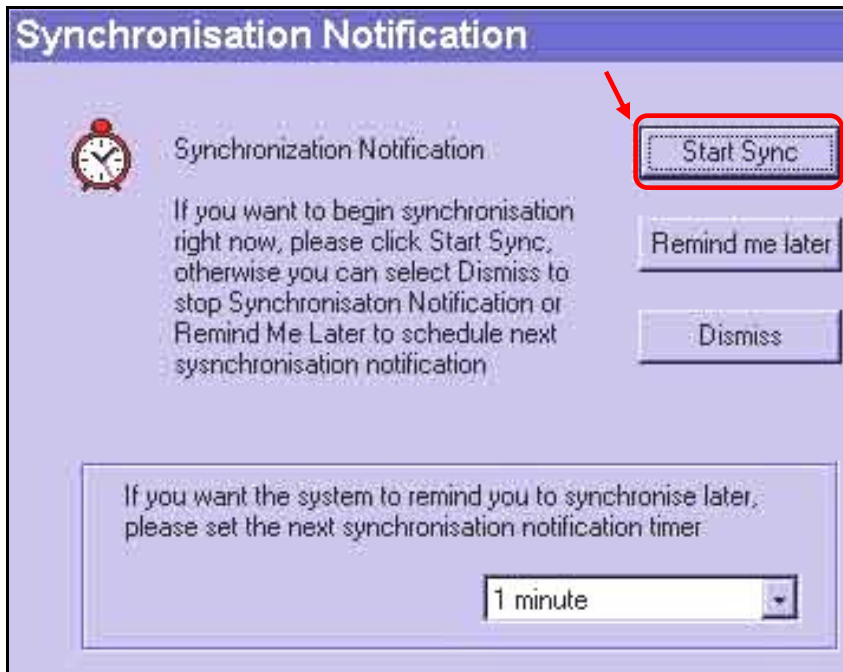
Serial No	Item	Description
1	New Project	It allows Project Coordinator who MUST be a Qualified Person (QP) to create and register project that go through the four stages of a project cycle: - Development Control, Building Plan, Construction and Service stage.
2	Add Project	It allows you to add registered project(s) to the Work Area.
3	New Ancillary Project	It allows Qualified Person (QP) or non QP to create and register project that does NOT go through the four stages of a project cycle: - Development Control, Building Plan, Construction and Service stage.
4	Cut	It allows you to cut the selected file(s).
5	Copy	It allows you to copy the selected file(s).
6	Paste	It allows you to paste the cut/copied file(s).
7	Resume Subm	It allows you to resume the incomplete submission done in ESPro.
8	Remove Subm	It allows you to remove the incomplete submission done in ESPro.
9	About	It allows you to view the ESPro version currently installed in your PC.

ESPro Submission: Synchronize Form Templates

4.1 Double-click on the ESPro icon on the desktop.



4.2 Upon launching the ESPro, the “**Synchronisation Notification**” window will be displayed.



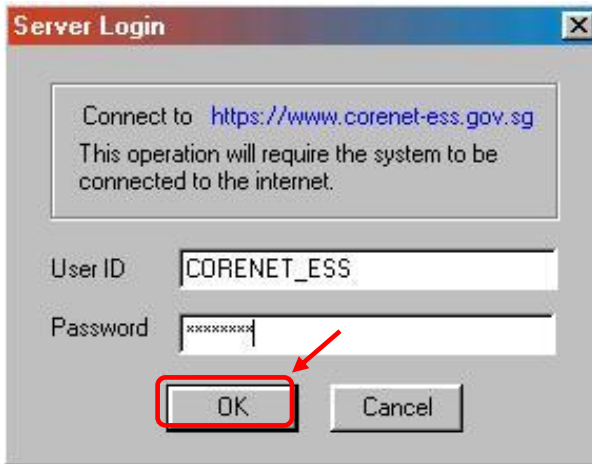
4.3 Click on the **Start Sync** button to begin synchronization.



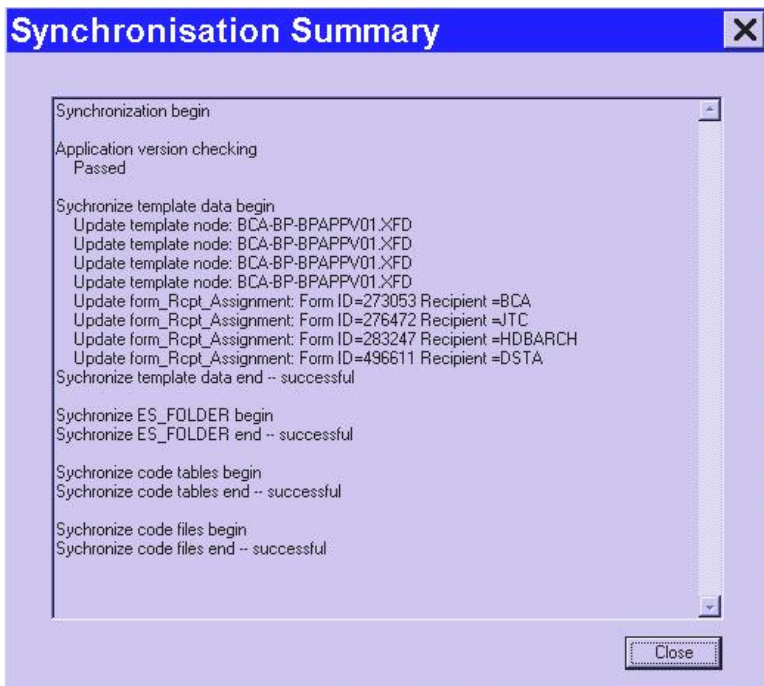
Notes:

- If the “**Synchronisation Notification**” window does not display, click on the “**Synchronise**” button located on the Shortcut area.
- The synchronisation function will only work when your computer is connected to the Internet. It will update the Form Template with the latest agencies application folders and forms.

4.4 Key in the **User ID** and **Password** and click on the **OK**.



4.5 Upon completion of the synchronisation, the “**Synchronisation Summary**” window will be displayed.



Notes:

- **Outdated forms** in the “Work Area” will be displayed in **RED** after synchronization thus do replace it with the newly downloaded forms from the Form Template before submission.

ESPro Submission: Register Project



Notes:

- To register a project, you must be a registered CORENET e-Submission System user and a Qualified Person (QP) (e.g. Architect, Engineer, Registered Surveyor or Licensed Water Service Plumber/Licensed Gas Service Worker).

If you are not a registered user, please refer to [Chapter 1 \(Registering As A Corenet e-Submission User\)](#) for registration.

- 5.1 Click on the **New Project** button to start registering a project.



- 5.2 Fill in the Project Information.



Notes:

- All fields marked with an Asterisk (*) are mandatory.
- Please **do NOT** include the **Professional Alphabet** (e.g. A or E) in the first box of the Project Ref No.
- Upon successful project registration, **Project Ref No**, **Project Classification** and member **Identity** are **NOT** editable.

5.3 For projects registered with **Licensed Water Service Plumber/Licensed Gas Service Worker** as the Project Coordinator, **do include** the Professional Alphabet in the first box of the Project Ref No.



Notes:

- Plumber Professional number refers to the **PUB** Water Service Plumber license number. (e.g. **WS08221998**).
- Licensed Gas Service Worker number refers to the Professional number as (e.g. **GC13422003** or **GA13432003**).

5.4 It is mandatory to fill in the project location using **at least one** of the following tabs.

5.5 Fill in the Mukim/TS and Lot Number.

[Either the Mukim or Address or Site Description details are required.]

Mukim/TS Plot/Lot No. Project Address Project Site Description

Mukim/TS * Plot Number (if any)

Lot Number * Partial Lot

MK/TS	Plot No	Lot No	Partial
Mukim 03		01	N
Mukim 03		02	N
Mukim 03		03	N

5.6 Click on the **Save as New** button.

5.7 Repeat step 5.5 to 5.6 if there is a range of Mukim/TS and Lot Numbers that need to be filled in (e.g. Mukim 03, Lots 01 to 03 (which stands for 3 lots) has to be filled in as shown.

MK/TS	Plot No	Lot No	Partial
Mukim 03		01	N
Mukim 03		02	N
Mukim 03		03	N



Notes:

- The difference between “Project Address” and “Project Site Description” is that:
 - o **Project Address** is for address which has Postal Code (e.g. For A&A works), and
 - o **Project Site Description** is for new erection, which temporarily does not has a Postal Code.

5.8 Click on the **Member Information** tab and fill in the Member's Information.

PROJECT Registration Information

Project Information | **Member Information ***

General * | Address * | Contact *

Name * DEREK CHAN Project Co-ordinator

Identity *

NRIC No.

Passport No. 1234567B Country (please specify) Singapore

Others

Firm Name Designation

Role	Professional No.
Architect	1234

+ Add
- Delete

Address Book Delete Update Save as New Reset

Name	IC/Pass...	Firm Name	Designation	Role	Email address
------	------------	-----------	-------------	------	---------------

[Fields marked with an asterisk (*) are mandatory]

Ok Cancel



Notes:

- It is **mandatory** to fill in the details for **ALL** the **3 Tabs** for each project member.
 - o **General***
 - o **Address***
 - o **Contact***

5.9 Tick the “**Project Coordinator**” option only if the member has the following roles and is the overall leader of the project (There can only be **ONE** project coordinator per project).

- o Architect (A),
- o Engineer (E),
- o Registered Surveyor (RS)
- o Licensed Water Service Plumber (WS)
- o Licensed Gas Service Worker (GC/GA)



Notes:

- Only add members into the project if
 - o they need to do electronic submission pertaining to the project and/or
 - o their information need to be reflected in the e-form
(e.g. Owner, Builder, Lessee, Landlord, Developer, etc)

5.10 Click on the **Add** button to add the member’s role.



Notes:

- Please note that the following roles will require a Professional Number:
 - o Accredited Checker (AC)
 - o Accredited Checker Organisation (ACO)
 - o Architects (A)
 - o Licensed Electrical Worker
 - o Licensed Gas Service Worker
 - o Licensed Water Service Plumber
 - o Professional Engineer (PE)
 - o Registered Inspector (RI)
 - o Registered Surveyor (RS)

- 5.11 Under the **Roles** option, please **do NOT include** the Professional alphabet (eg. A or E) in the Professional No. field **except** for Licensed Water Service Plumber and Licensed Gas Service Worker. Refer to **Step 5.12** for more details.

Role	Professional No.
Architect	1234

- 5.12 Only for Licensed Water Service Plumber and Licensed Gas Service Worker that the professional alphabet has to be **included**.

Role	Professional No.
Licensed Water Service Plumber	WS08221998



Notes:

- If Members' Information needs to be required frequently, utilize the **Address Book** function, refer to [Chapter 7 \(Utilize Contact List\)](#).

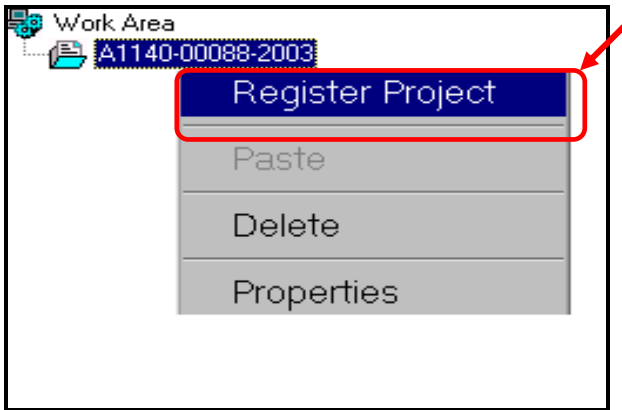
- 5.13 Upon completion of both tabs - Project Information and Member Information, click on the **OK** button.

Name	IC/Pass...	Firm Name	Designation	Role	Email address
DEREK CHAN	123456...			Architect	DEREK@ABC...

[Fields marked with an asterisk (*) are mandatory]

Ok Cancel

5.14 To register the project, **right-click** on the Project Reference number and select **Register Project**.

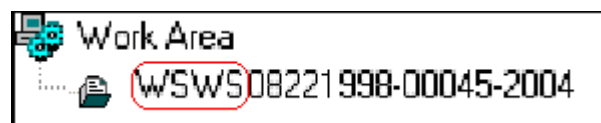


5.15 Key in the **Qualified Person (QP)**'s User ID and Password and click on the **OK** button.



Notes:



- For projects registered with Licensed Water Service Plumber or Licensed Gas Service Worker as the Project Coordinator, the project reference number will have double professional code prefixed as shown.



5.16 Upon successful registration, the dialog box will be displayed.



Notes:

- Upon successful registration of the project,
 - o All amendments to the project / members profiles have to be done online by the project coordinator.
 - o The folder icon beside the project reference number will change from light blue  to dark green. 

- For more information on how to modify the project profile after registration, please refer to [Chapter 22 \(Update Project Profile\)](#).

- For more information on how to modify the project members' profiles, add or remove project members, please refer to [Chapter 24 \(Update Project Member \(For Coordinator's Use\)\)](#) or [Chapter 25 \(Remove/Reappoint Project Member \(For Coordinator's Use\)\)](#).

ESPro Submission: Register Ancillary Project

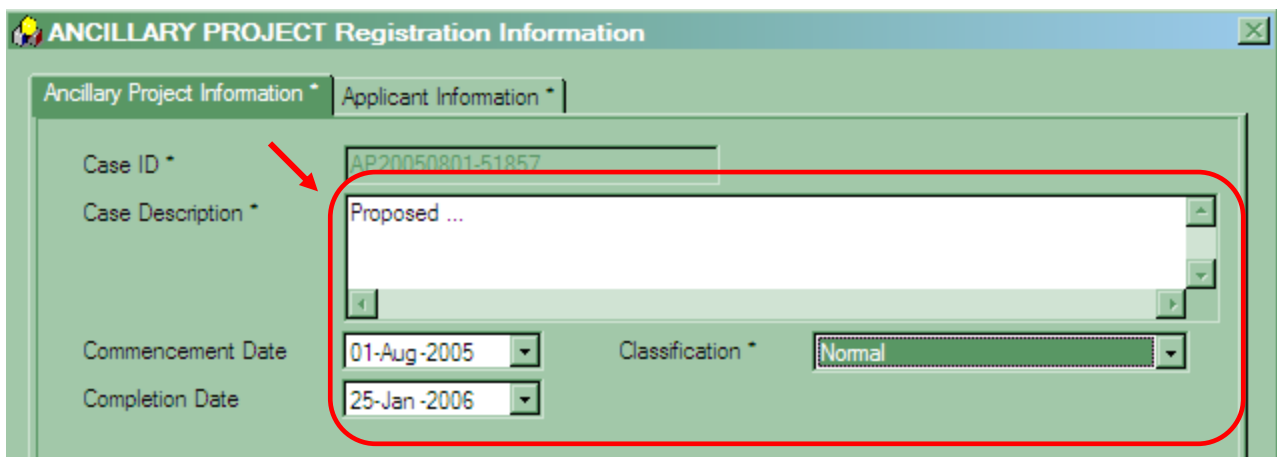
- 6.1 Click on the **New Ancillary Project** button to start creating an ancillary project. You must be a registered Corenet eSS user.



- 6.2 Key in the **Qualified Person (QP)**'s User ID and Password and click on the **OK** button.



- 6.3 Key in the General Project Information as shown.



6.4 It is Mandatory to fill in project location using **at least one** of the following tab.

[Either the Mukim or Address or Site Description details are required.]

Mukim/TS Plot/Lot No. | Project Address | Project Site Description

Mukim/TS * Plot Number (if any)

Lot Number * Partial Lot

Delete Update Save as New Reset

MK/TS	Plot No	Lot No	Partial

6.5 If there is a range of Mukim/TS Number to be filled in, it needs to be filled in individually.

[Either the Mukim or Address or Site Description details are required.]

Mukim/TS Plot/Lot No. | Project Address | Project Site Description

Mukim/TS * Plot Number (if any)

Lot Number * Partial Lot

Delete Update Save as New Reset

MK/TS	Plot No	Lot No	Partial
Mukim 03		1	N
Mukim 03		2	N
Mukim 03		3	N

6.6 Click on the **Save as New** button to add the Mukim information.

6.7 Fill up the **Applicant Information** as shown below or if you wish to utilize the **Address Book** to store their particulars, please refer to [Chapter 7 \(Utilize Contact List\)](#).

ANCILLARY PROJECT Registration Information

Ancillary Project Information * Applicant Information *

General * Address * Contact *

Name *

Identity *

NRIC No.

Passport No.

Others

Country (please specify)

Firm Name Designation

Roles

Role	Professional No.

+ Add
- Delete

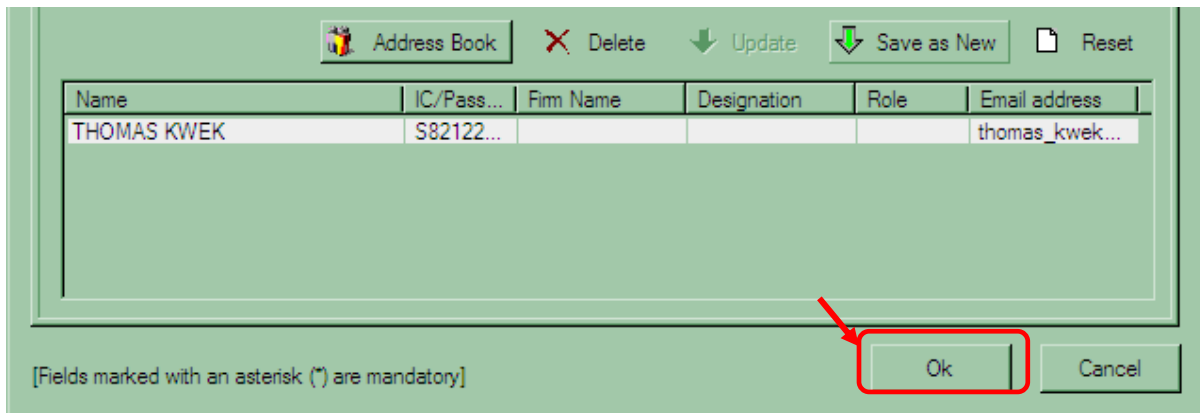
Address Book Delete Update Save as New Reset

Name	IC/Pass...	Firm Name	Designation	Role	Email address

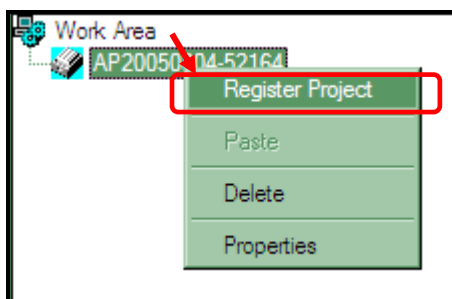
[Fields marked with an asterisk (*) are mandatory]

Ok Cancel

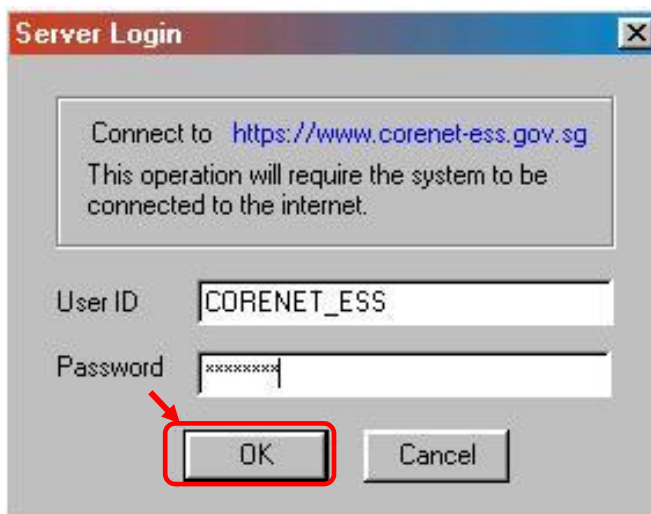
6.8 Upon completion of both tabs (**Ancillary Project Information / Applicant Information**), click on the **OK** button to save the project.



6.9 To register the ancillary project, **right-click** on the mouse at Project Reference number and select the **Register Project** link.





6.10 Key in your User ID and Password and click on the **OK** button.



6.11 Upon successful registration, the following dialog box will be displayed.



Notes:

- Upon successful registration of the project.
 - o The folder icon beside the ancillary project will change from light blue  to dark green. 

ESPro Submission: Utilize Contact List

- 7.1 Alternate way of filling in the Project Members Information can be done via ESPro by selecting the **Address Book** button.

PROJECT Registration Information

Project Information * Member Information *

General * Address * Contact *

Name * Project Co-ordinator

Identity *

NRIC No.

Passport No. Country (please specify)

Others

Firm Name Designation

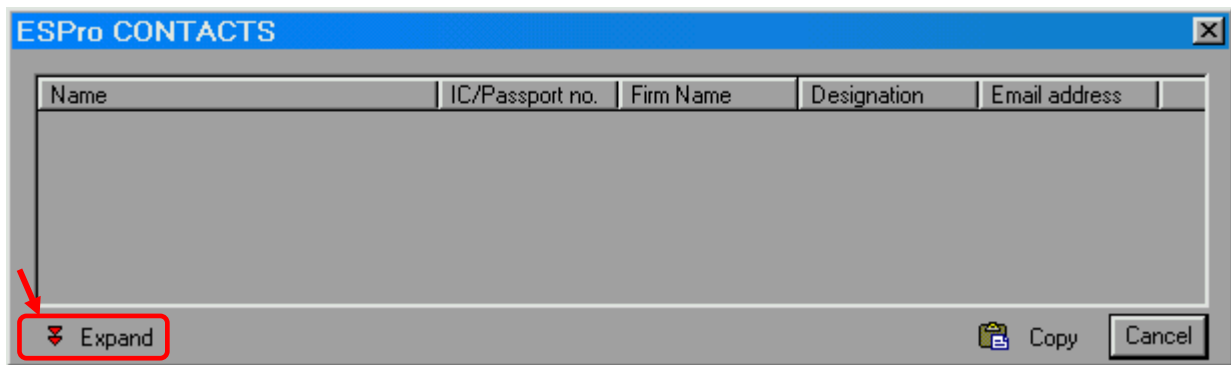
Roles

Role	Professional No.
Architect	1234

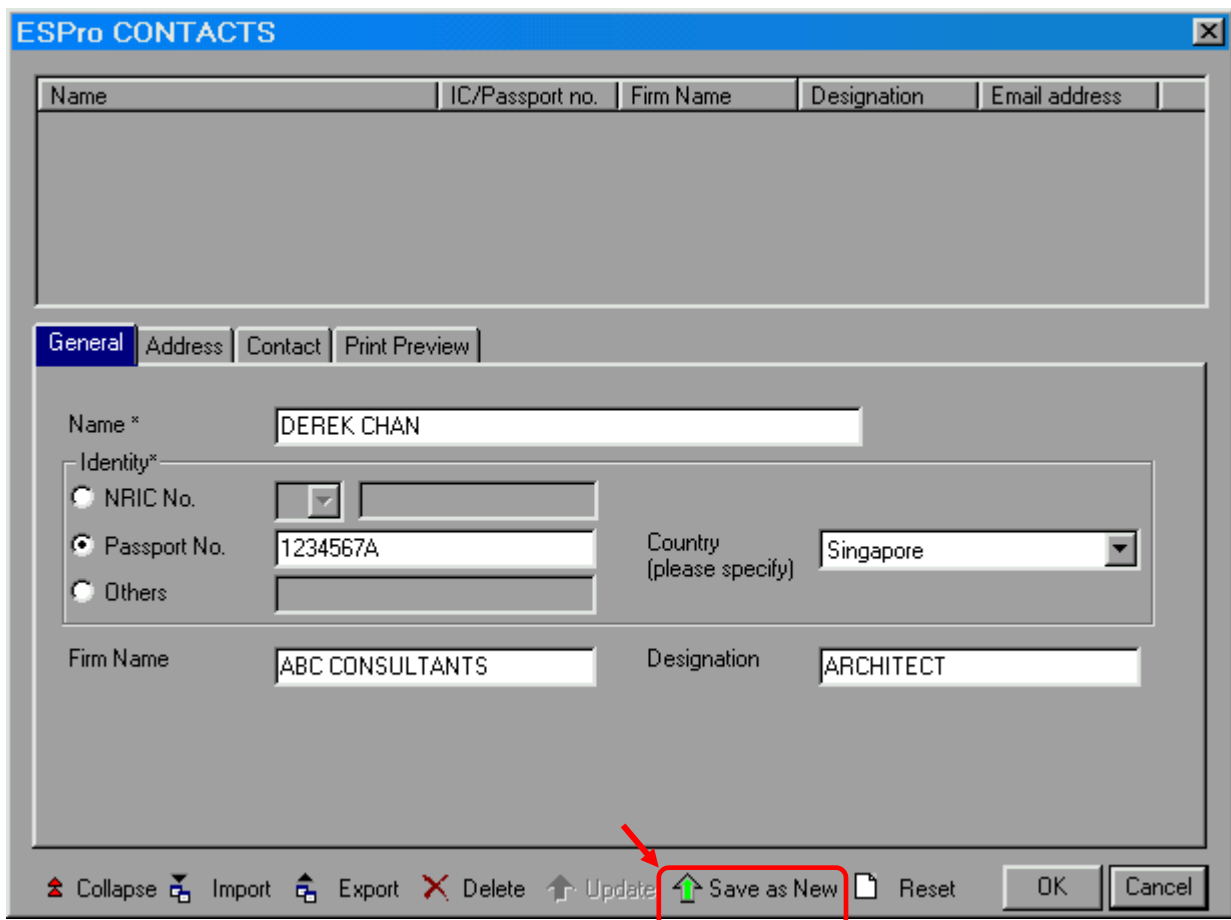
Name	IC/Pass...	Firm Name	Designation	Role	Email address
DEREK CHAN	123456...	ABC CONSUL...	ARCHITECT		DEREK@ABC...

[Fields marked with an asterisk (*) are mandatory]

7.2 Click on the **Expand** button to start filling in the Project Members' details.

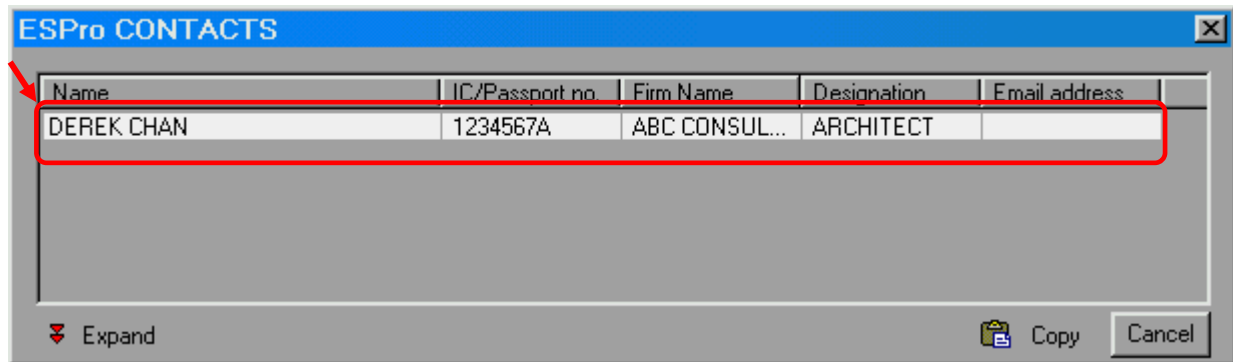


7.3 Fill in the Project Members' details as shown below.

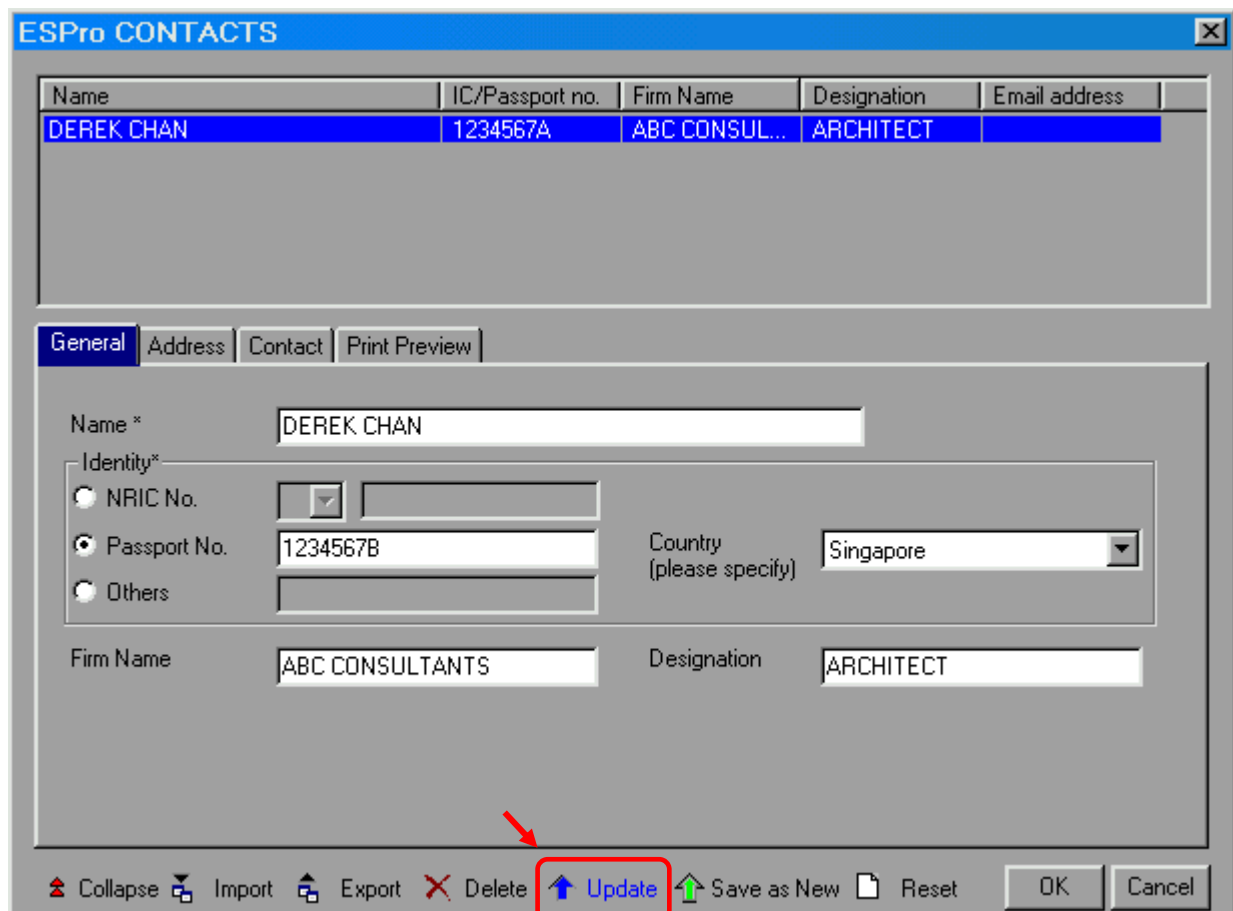


7.4 Upon completion, click on the **Save as New** button.

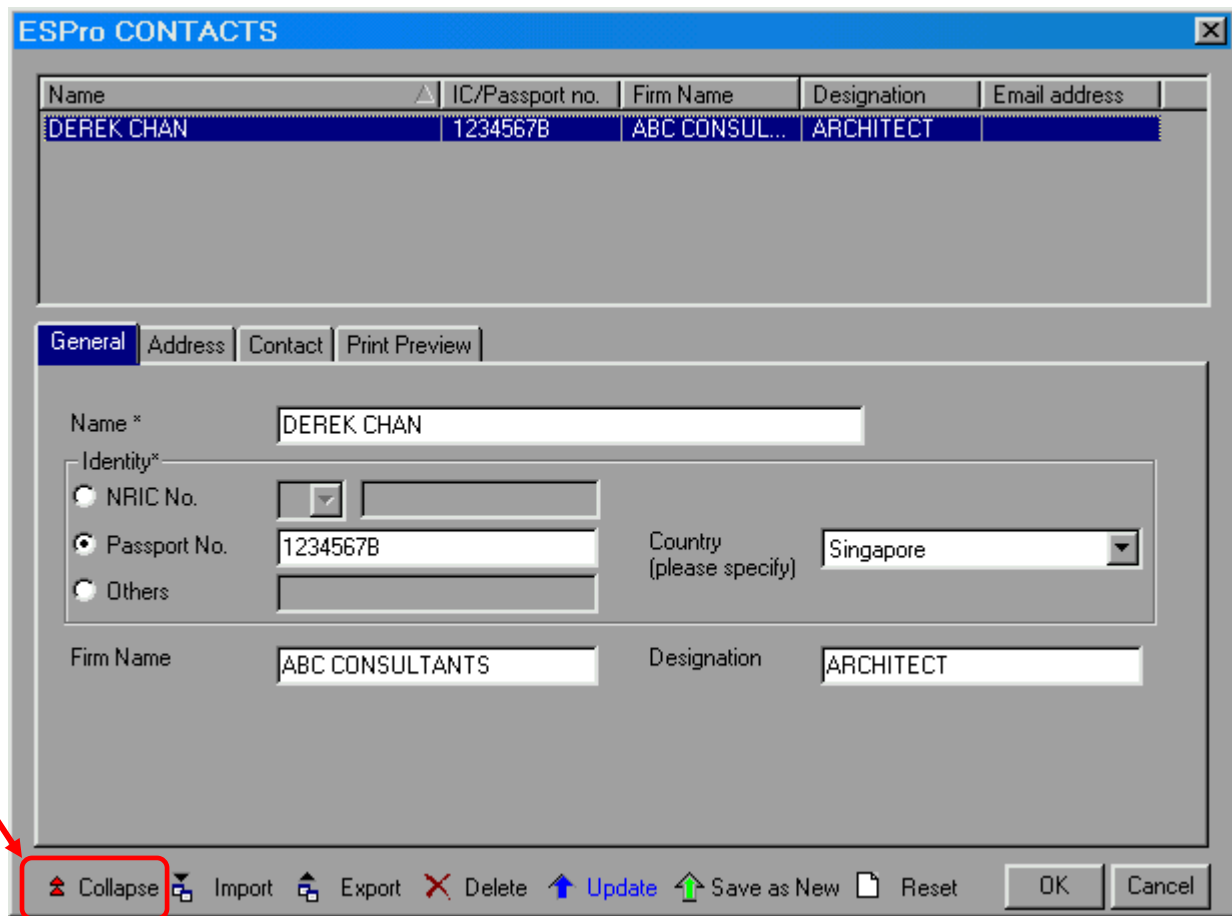
- 7.5 If there are any Updates/Modifications to the Member's details, **click** on the relevant members' name to update.



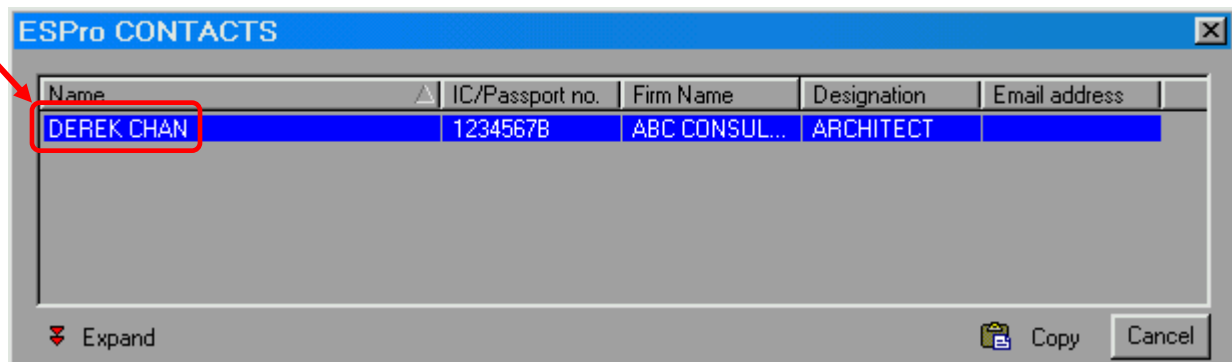
- 7.6 To save the updated member's information, click on the **Update** button.



7.7 To add the members' information into the project, click on the **Collapse** button.



7.8 **Double-click** on the Members' Name to populate the project members' profile.



7.9 The Information will be as shown.

PROJECT Registration Information

Project Information * Member Information *

General * Address * Contact *

Name * DEREK CHAN Project Co-ordinator

Identity *

NRIC No.

Passport No. 1234567B Country (please specify) Singapore

Others

Firm Name ABC CONSULTANTS Designation ARCHITECT

Roles

Role	Professional No.

+ Add
- Delete

Address Book Delete Update Save as New Reset

Name	IC/Pass...	Firm Name	Designation	Role	Email address
DEREK CHAN	123456...	ABC CONSUL...	ARCHITECT		DEREK@ABC...

[Fields marked with an asterisk (*) are mandatory]

Ok Cancel

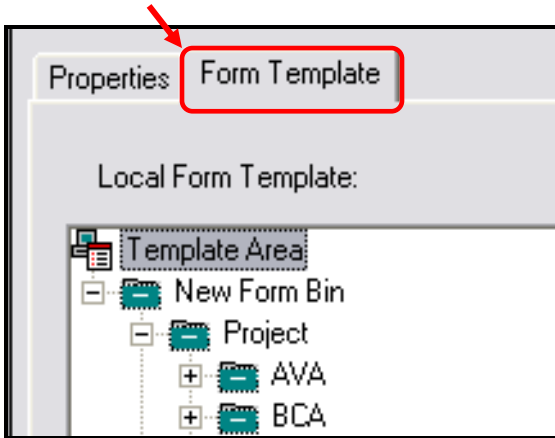


Notes:

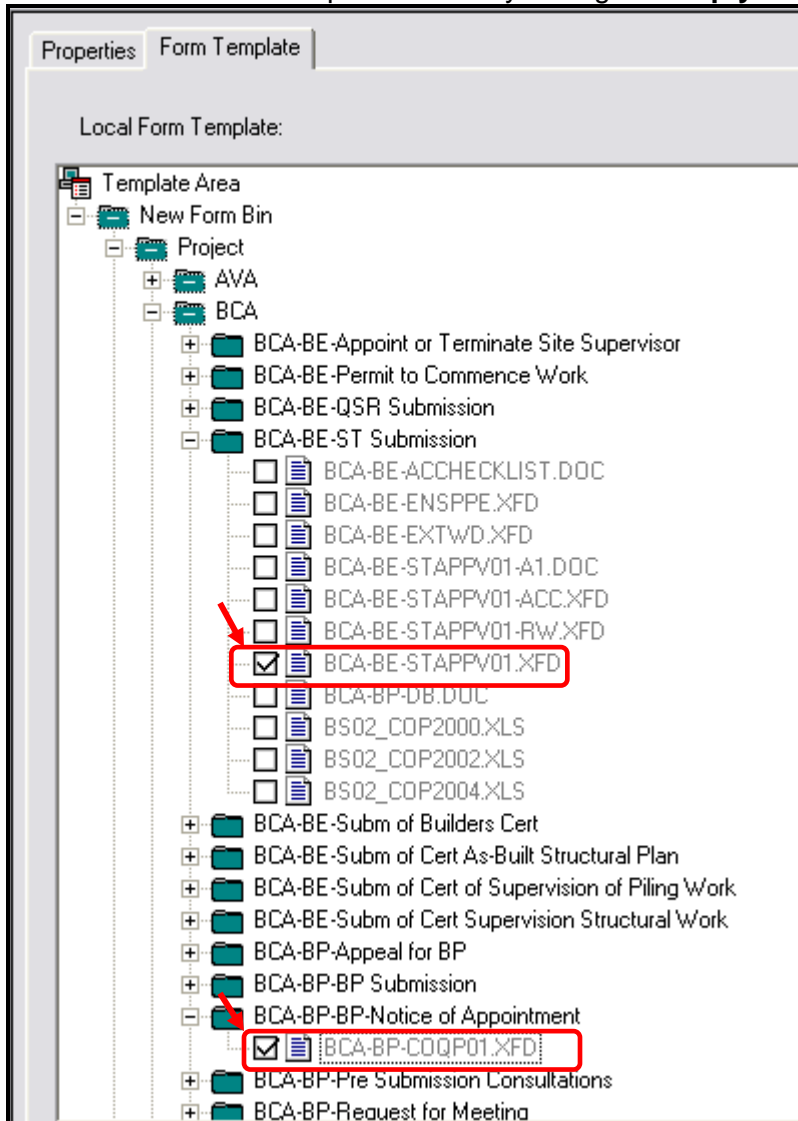
- As the Address Book holds only personal information, the **Role Information** that the particular person is holding will not be populated as they may hold different roles in different projects.

ESPro Submission: Download & Complete Form

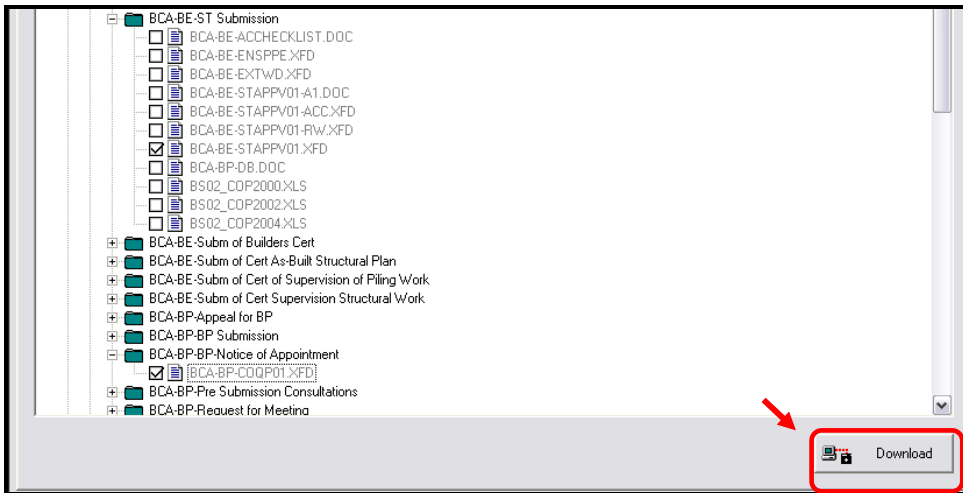
8.1 Click on the **Form Template** tab to view all the forms that can be downloaded to ESPro.



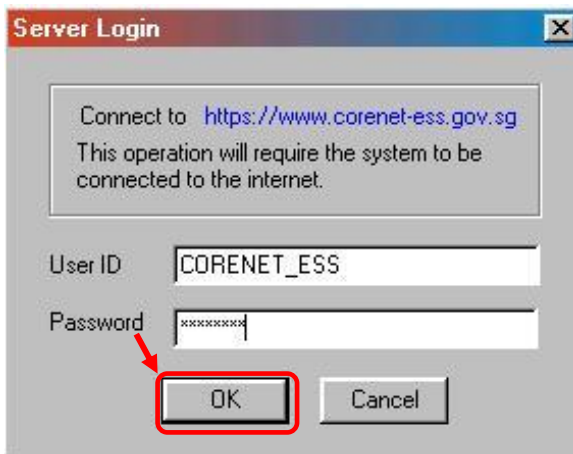
8.2 Locate and select the required forms by ticking the **empty checkbox(es)** beside the form name.



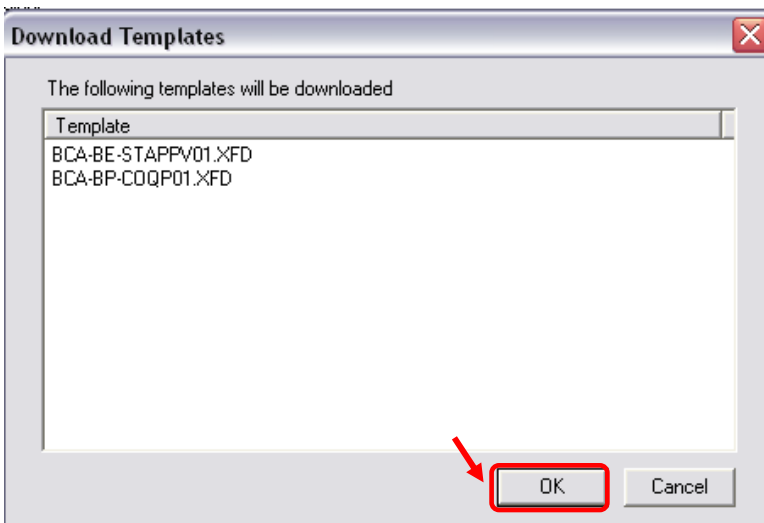
8.3 Click on the **Download** button to download the form(s).



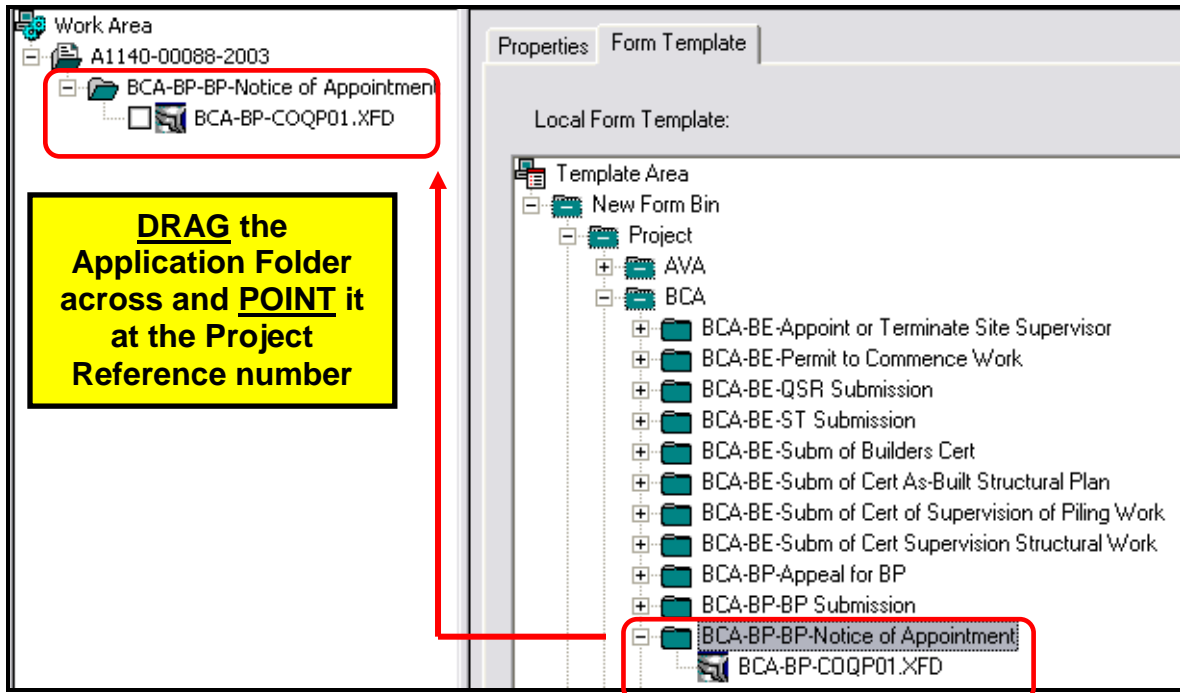
8.4 Key in your User ID and Password and click on the **OK** button.



8.5 Click on the **OK** button to confirm the downloading of the form(s).

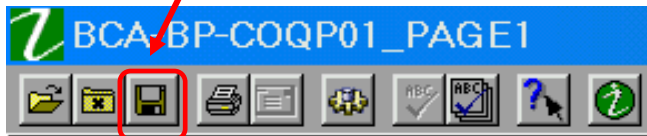


- 8.6 To fill in the relevant information in the form, drag the Entire Application Folder e.g. **(BCA-BP-BP-Notice of appointment)** to the Project folder in the Work Area.

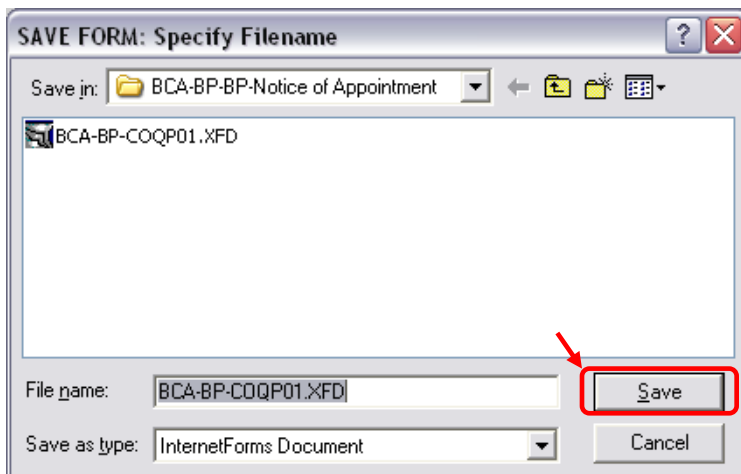


- 8.7 Double click on the form (e.g. BCA-BP-COQP01.XFD) in the **work area** to fill in the relevant information.

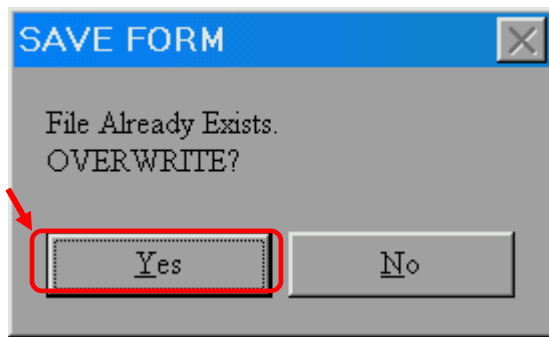
- 8.8 Click on the button to save the information that you filled in the form.



- 8.9 The following dialog box will appear. Click on the **Save** button to continue.



8.10 The following prompt will appear. Click on the **Yes** button to save the form.

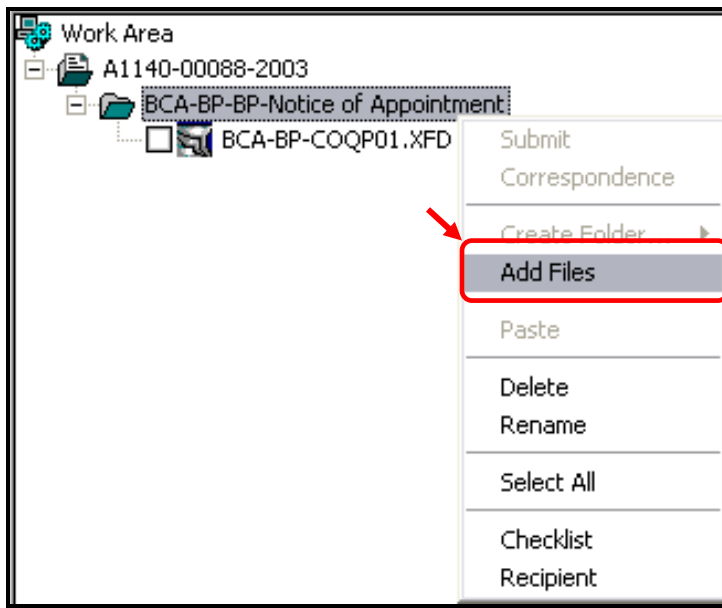


Notes:

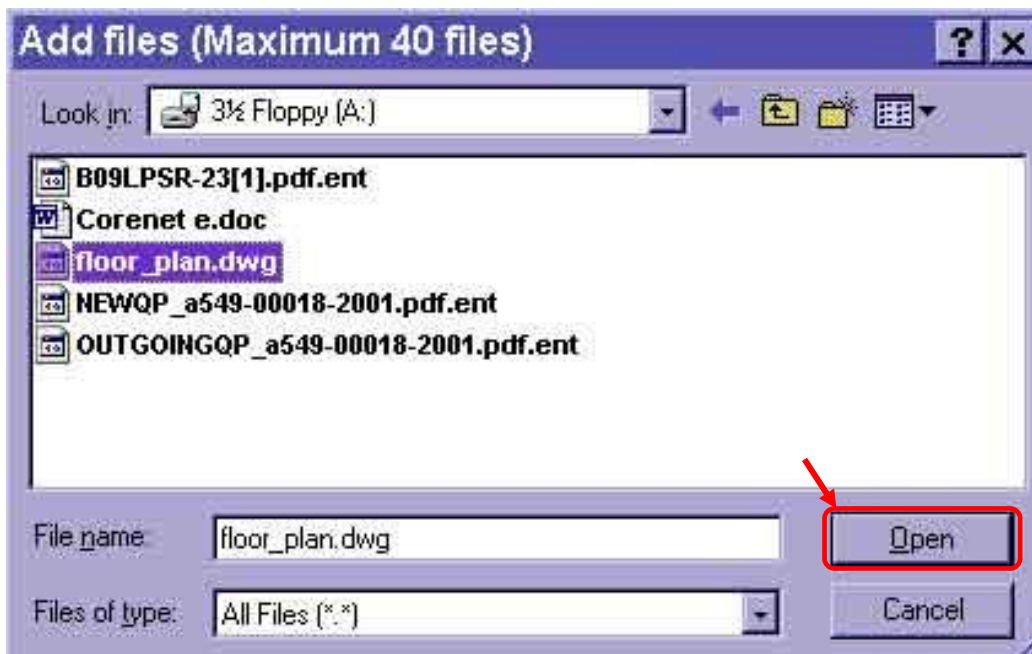
- Upon successful downloading of forms, the original empty checkbox beside the form name will be eliminated.
- Please be reminded **not to rename** the .XFD form and application folders because the form name is a critical factor to determine the destination of your submission.

ESPro Submission: Attach File(s) for Submission

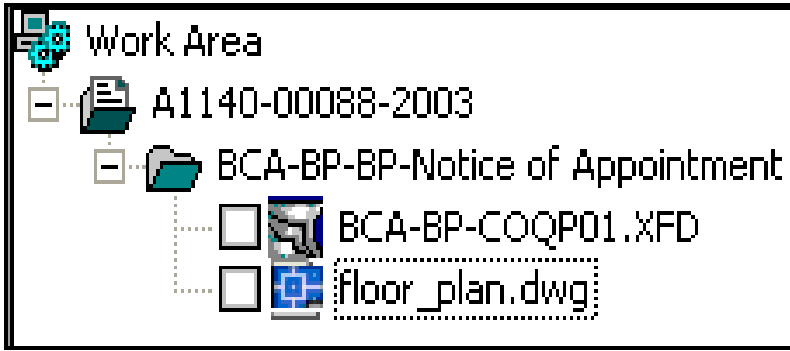
9.1 **Right-click** on the application folder and select **Add Files**.



9.2 Select the file(s), which you want to attach from your hard disk and click on the **Open** button to attach.



9.3 The files will then be appended below the application folder.



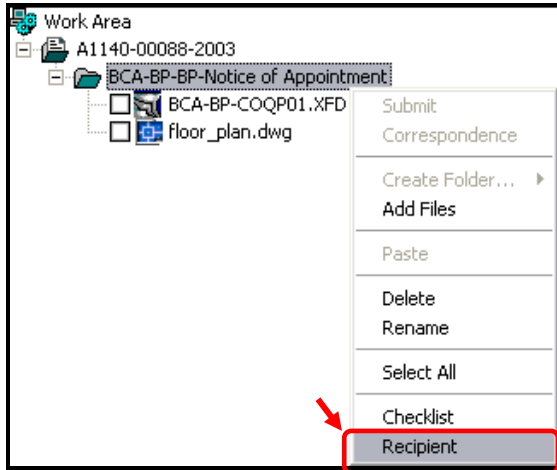
Notes:

- More than 1 file can be attached.
- To select multiple files to be attached, click on the 1st filename, hold on to the “Shift” key and click on the last filename and the selected list will be highlighted.
- Maximum of 40 files can be attached at any one time.
- Minimum font size for text on CAD drawings is 3mm for BCA applications.
- Please refer to [Appendix 3 \(List of Acceptable File Types\)](#) for the list of file types accepted by the system.

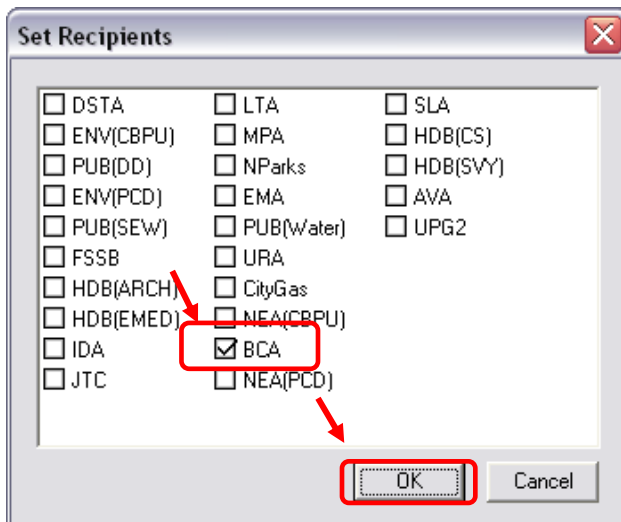
Maximum File Size Allowed		
Agency	Individual file	Total size for all files
All agencies (except URA)	200MB	200MB
URA	200MB	200MB

ESPro Submission: Select Submission Recipient(s)

10.1 **Right-click** on the application folder and select **Recipient**.



10.2 Tick the checkbox beside the recipient agency's name (E.g. **BCA**) and click on the **OK** button.

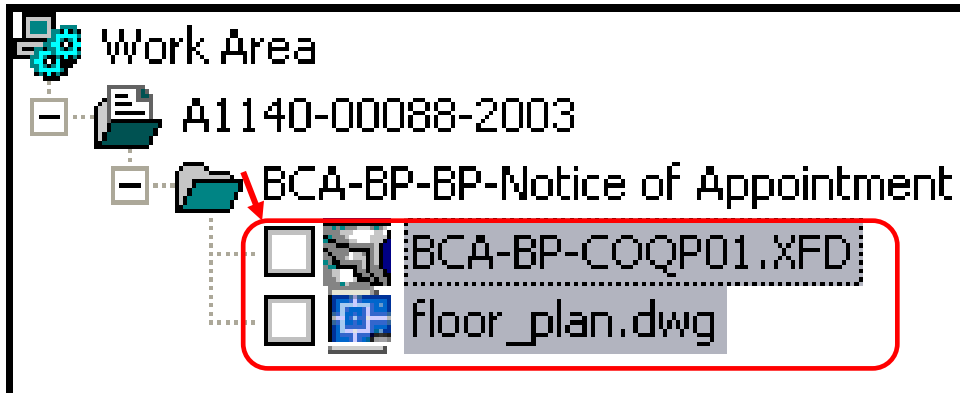


Notes:

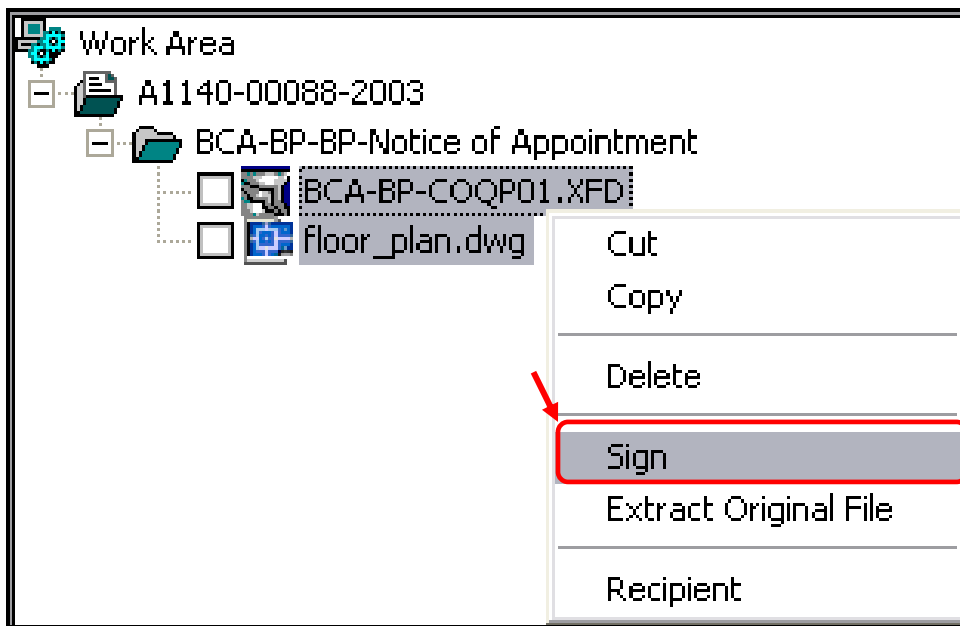
- Not more than one recipient is to be select for each submission.
- If the checkbox beside the agency name is in a Grey shade like this,
 e.g. **BCA** it means that only some files are set with a recipient.
- Please ensure that there is a solid black tick in the checkbox like this,
 e.g. **BCA** beside the recipient agency to confirm that all files are set with a recipient of BCA.

ESPro Submission: Perform Digital Signature

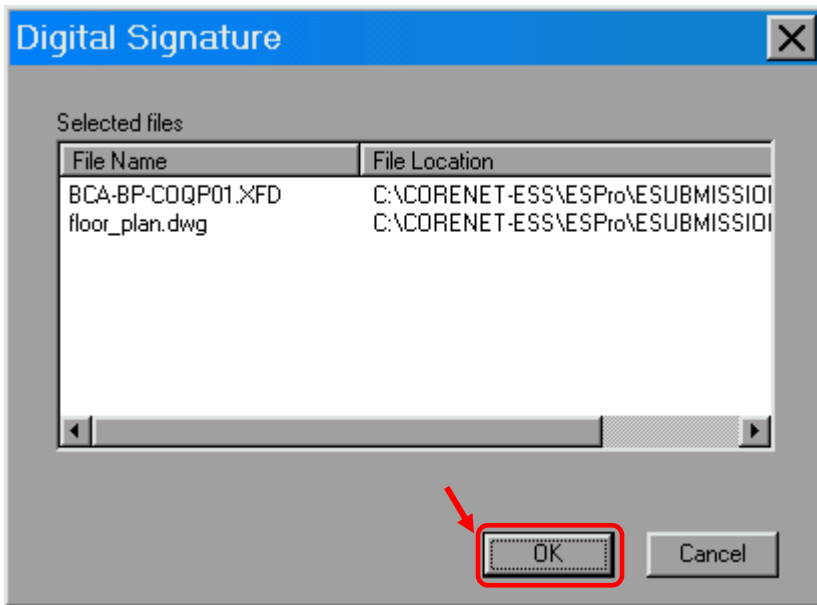
11.1 **Highlight** all the files below the application folder.



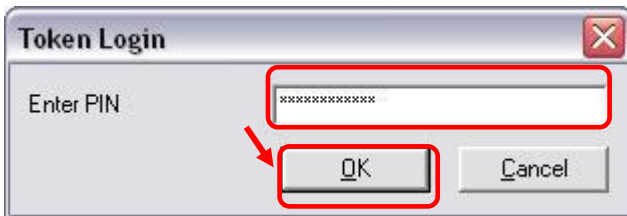
11.2 **Right-click** on the highlighted area and select **Sign**.



11.3 Click on the **OK** button to confirm the files to be digitally signed.



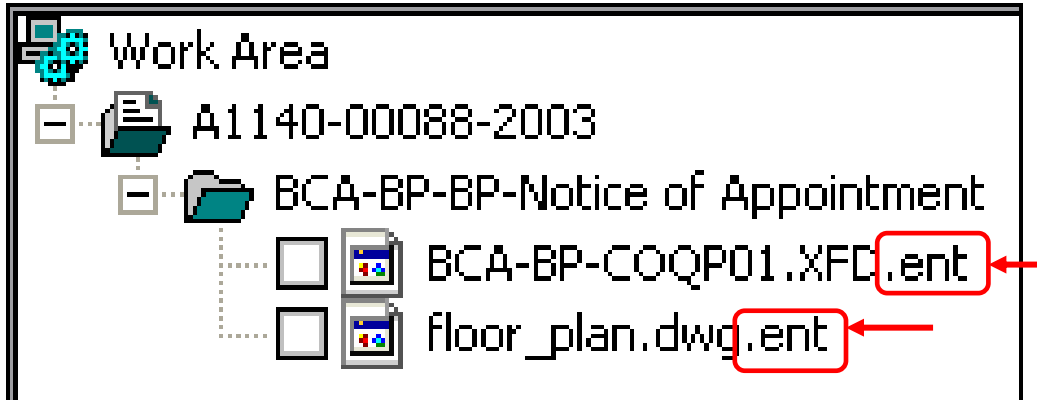
11.4 Insert your Netrust token.
Key in your **Netrust token Password** and click on the **OK** button.



Notes:

- The Password is **Case-Sensitive** and valid for **only 10 consecutive** tries.

- 11.5 Upon successfully signing, an additional extension (**.ent**) will appear on the file name(s), as shown below.

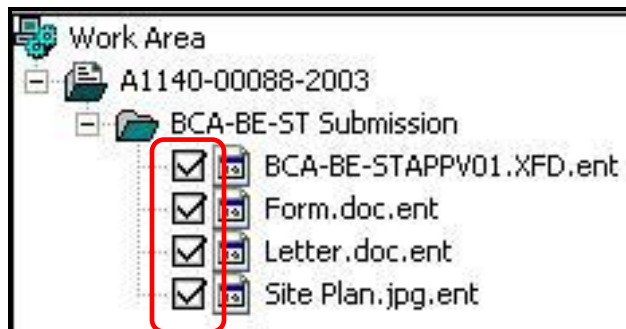


ESPro Submission: Send Submission (ES)

Please ensure that the following steps are performed before you proceed to make your e-submission through ESPro:

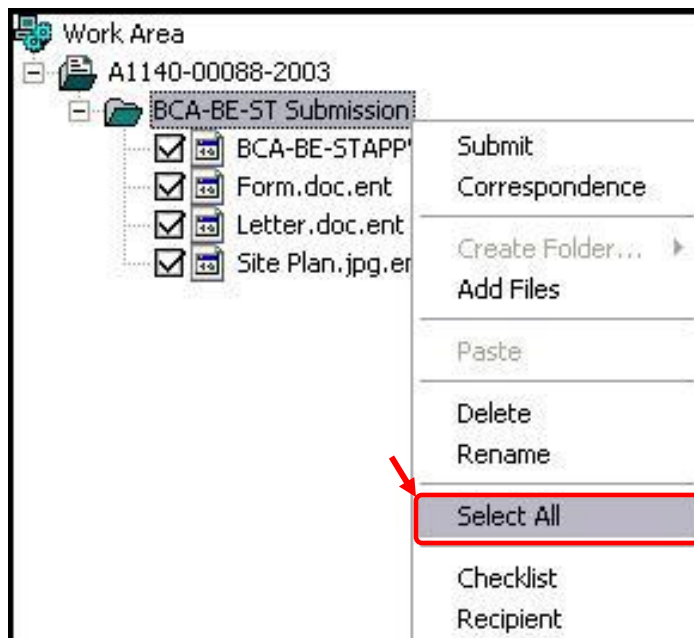
- Download & Complete Form(s)
- Attach External File(s) For Submission
- Select Recipient
- Digitally Signature File(s)

12.1 Select the file(s) to be submitted by ticking the empty check box(es) beside the file name(s) as shown.

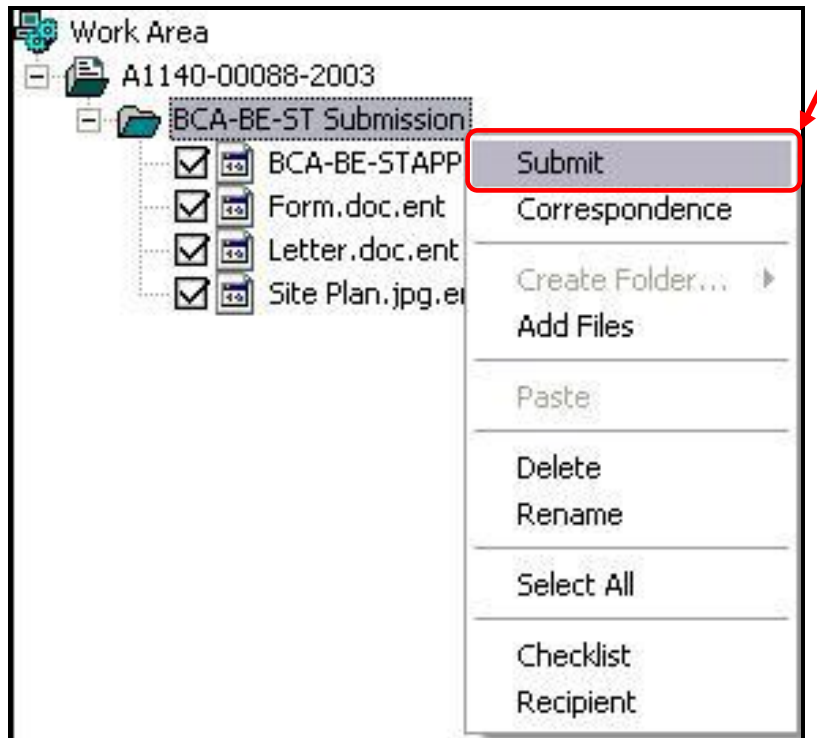


Notes:

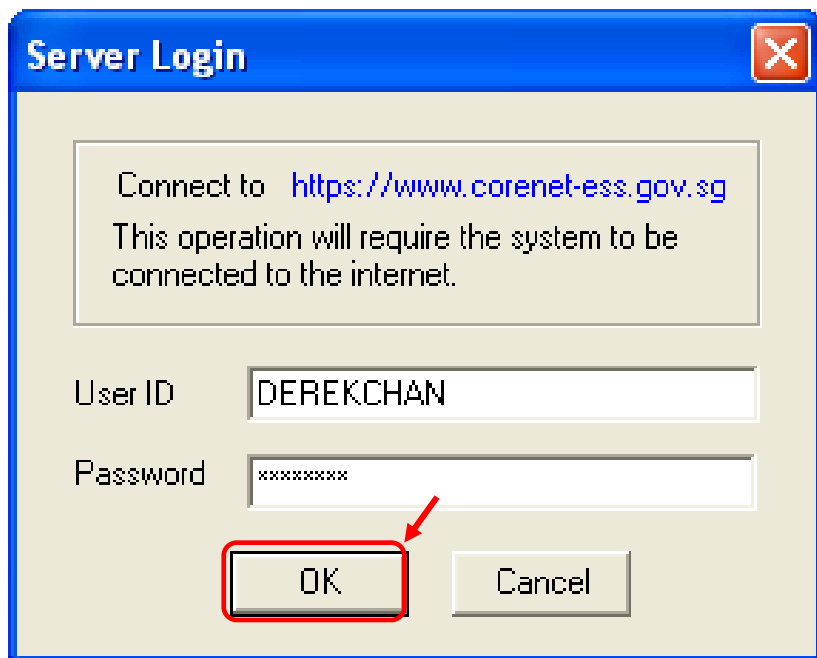
- Alternatively, you may right-click on the Application Folder (e.g. **BCA-BE-ST Submission**) and click on **Select All**.



12.2 To submit fresh application, **right-click** on the Application Folder and select **Submit**.



12.3 Key in your User ID and Password and click on the **OK** button.



ESPro Submission: Submission Checklist

This function ensures all mandatory documents required by the regulatory authority are attached before submission.



Notes:

- Submission Checklist may not apply to all application(s). You may encounter some application(s) without Submission Checklist.

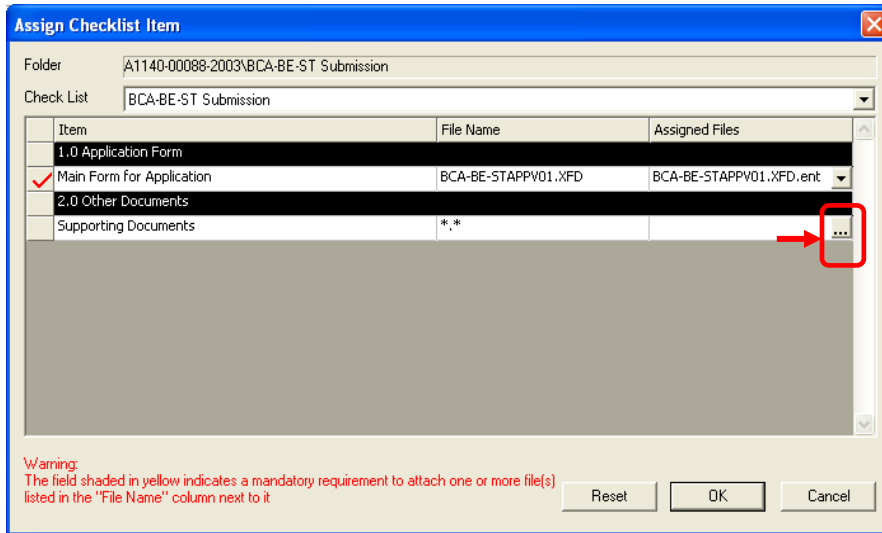
The Submission Checklist will be shown after you key in your User ID & Password when submitting your application.

13.1 The **Assign Checklist Item** window will be shown.

Item	File Name	Assigned Files
1.0 Application Form		
✓ Main Form for Application	BCA-BE-STAPPV01.XFD	BCA-BE-STAPPV01.XFD.ent
2.0 Other Documents		
Supporting Documents	**	...

Warning:
The field shaded in yellow indicates a mandatory requirement to attach one or more file(s) listed in the "File Name" column next to it

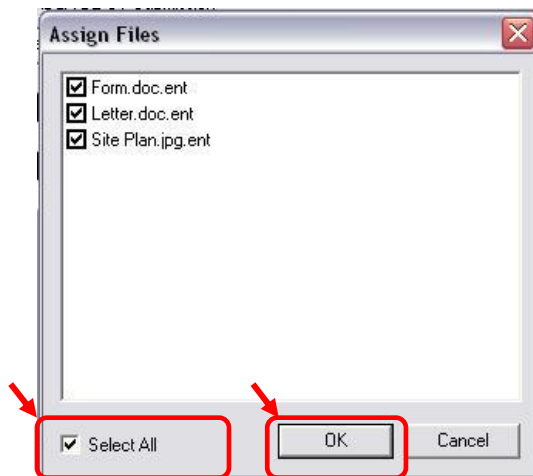
13.2 Click on the  button to assign attached supporting file(s) to the submission checklist.



Notes:

- Please refer to [Appendix 5 \(Quick Tips For Submission Checklist\)](#).

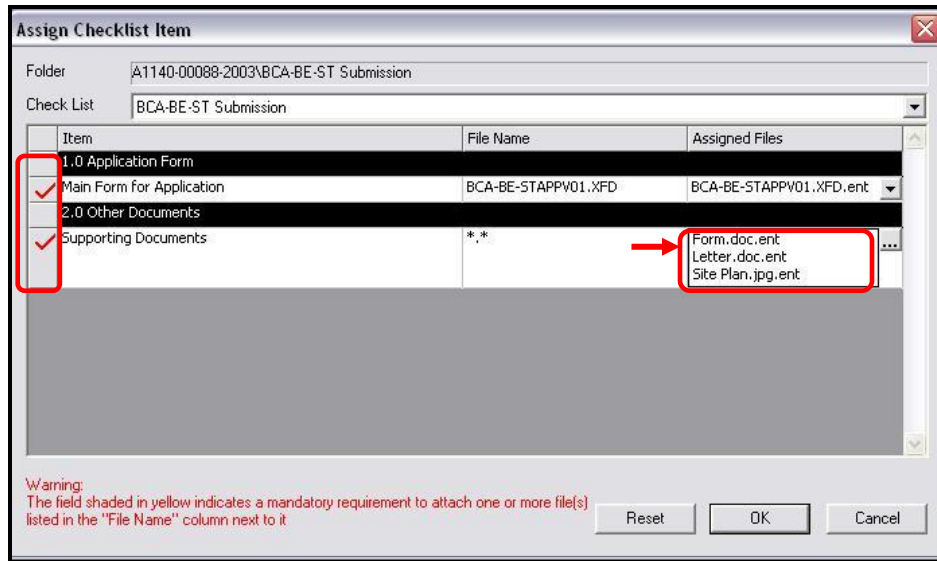
13.3 The **Assign Files** window will be shown. Select the file(s) to be assigned by ticking the check box(es) next to the file name(s) and click on the **OK** button.



Notes:

- You may tick on the checkbox next to the **[Select All]** if you wish to select all the file(s).

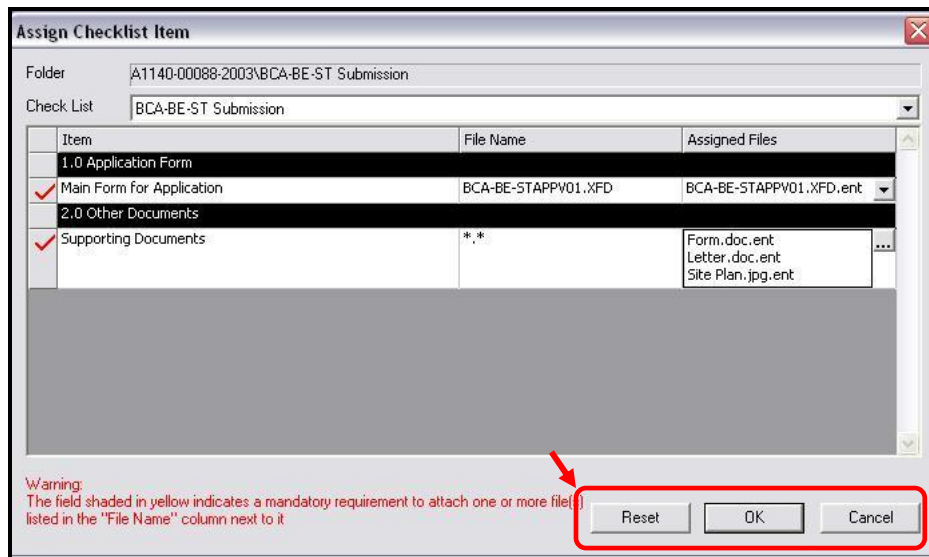
13.4 Each checklist item attached will be marked with a **tick** next to it and each **assigned file name(s)** will appear in the **'Assigned Files'** column.



Notes:

- Please ensure that all file(s) that have been attached are assigned to the checklist accordingly.

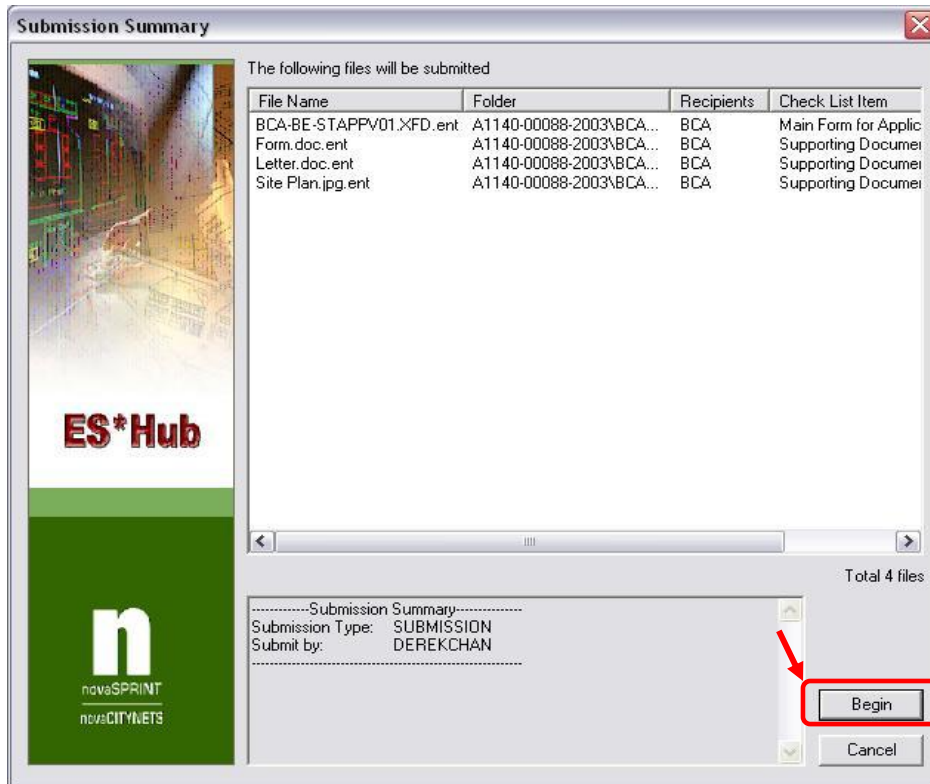
13.5 Click on the **OK** button to proceed.



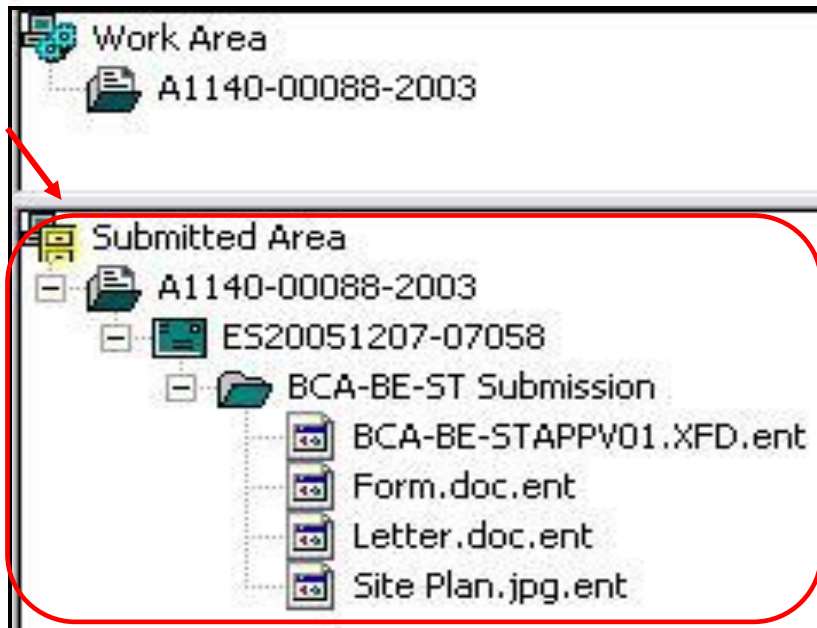
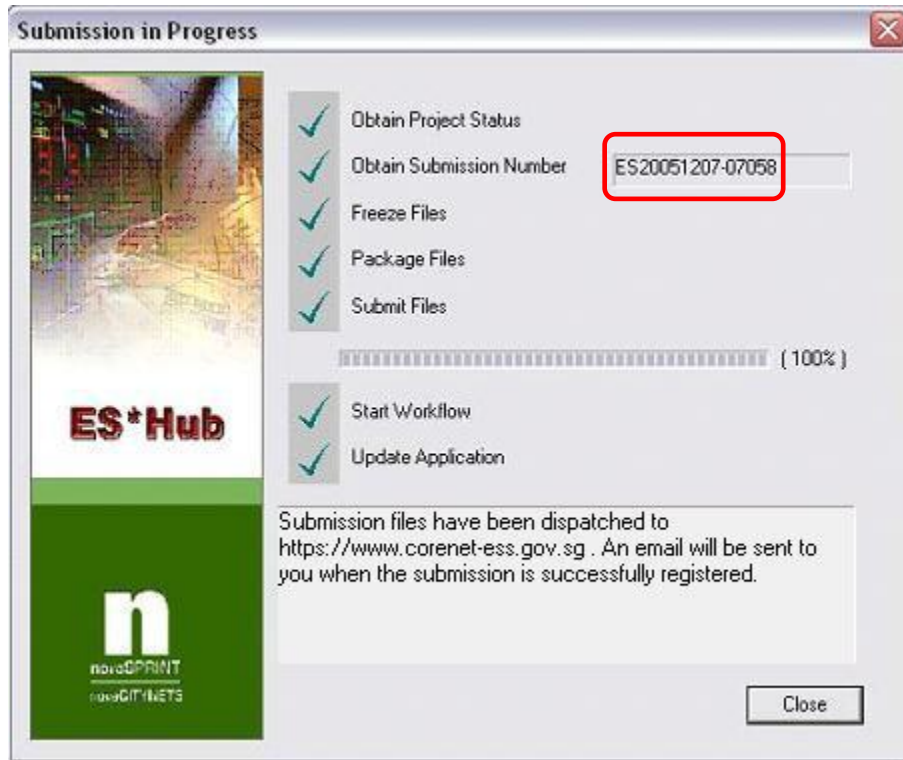
Notes:

- To reassign all the file(s), click on the **Reset** button.
- To cancel submission, click on the **Cancel** button.

- 13.6 Please ensure that the file(s) to be submitted are listed in the **Submission Summary** and click on the **Begin** button to begin your submission.



- 13.7 Upon successful submission of files to the Corenet eSS, an **e-Submission Number** (E.g. ES20051207-07058) will be generated and the file(s) in the **Work Area** will be transferred to the **Submitted Area**.






Notes:

- Upon **successful submission**, a **Notification Email** will also be sent to the applicant to confirm that the submission has been successfully registered in Corenet eSS.

CORENET ESS- BCA-BE-ST submission: ES20051207-07058 - SUCCESS

From:  corenet-ess@nova-hub.com
 Sent: 07 Dec 2005 06: 53AM
 To: derekchan@nova-hub.com

Dear Tan Lip Kuang,

We are pleased to acknowledge receipt of your e-Submission in CORENET only. It will be electronically collected by your pre-selected Regulatory Authorities shortly (the average time taken for data verification check before the collection can be found in CORENET e-Submission website).

Project Reference No.	:	A1140-00088-2003
Project Title	:	PROPOSED ADDITION & ALTERATION AND CHANGE OF USE FOR EXISTING 1-STOREY WAREHOUSE TO A 1-STOREY POST OFFICE
Location Description	:	Mukim 01 Plot23Y Lot12 PT, 2A, ALBERT STREET, #09-00, ALBERT COMPLEX, Singapore 123456, ZION ROAD
Project Classification	:	Normal
e-Submission No.	:	ES20051207-07058
Correspondence No.	:	N.A
Application Type	:	BCA-BE-ST submission
Send By	:	DEREK CHAN
Send To	:	BCA

Thank you for using CORENET e-Submission system.

For enquires pertaining to your e-submission, please refer to the Regulatory Authority Contact List at <https://www.corenet-ess.gov.sg/ess/html/static/ContactUsFrm.htm>

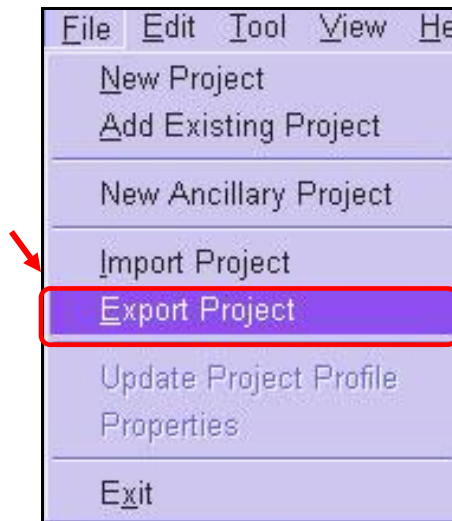


Notes:

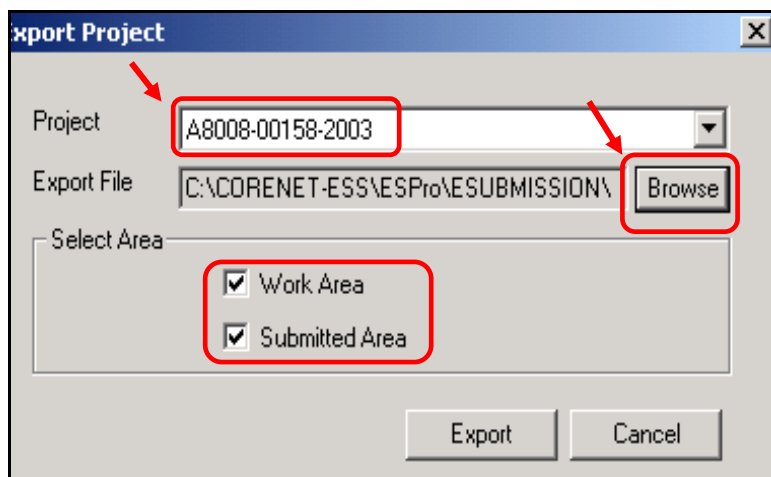
- Alternatively, you may login to the Corenet eSS website to print the Acknowledgement Slip for your submission (ES/CR). Please refer to [Chapter 34 \(View & Print Acknowledgement Slip\)](#).

ESPro Submission: Export Project

14.1 Click on **File** -> **Export Project**.



14.2 Ensure the **Project Number** highlighted tallies with the project to be exported.



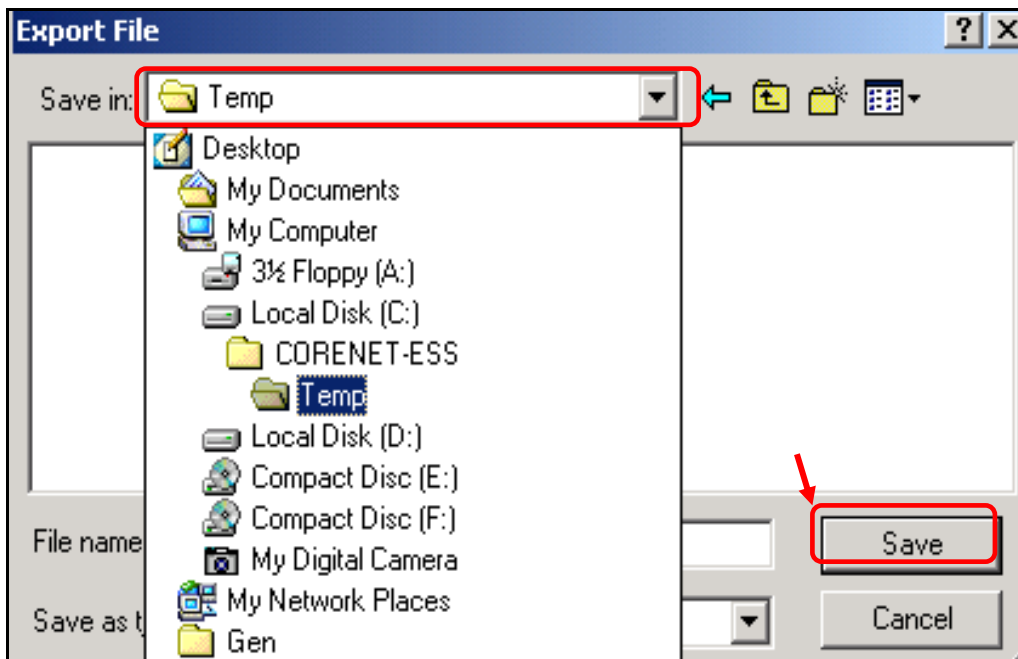
14.3 Click on the **Browse** button to select the designated directory to save the exported file. (E.g. Temp).



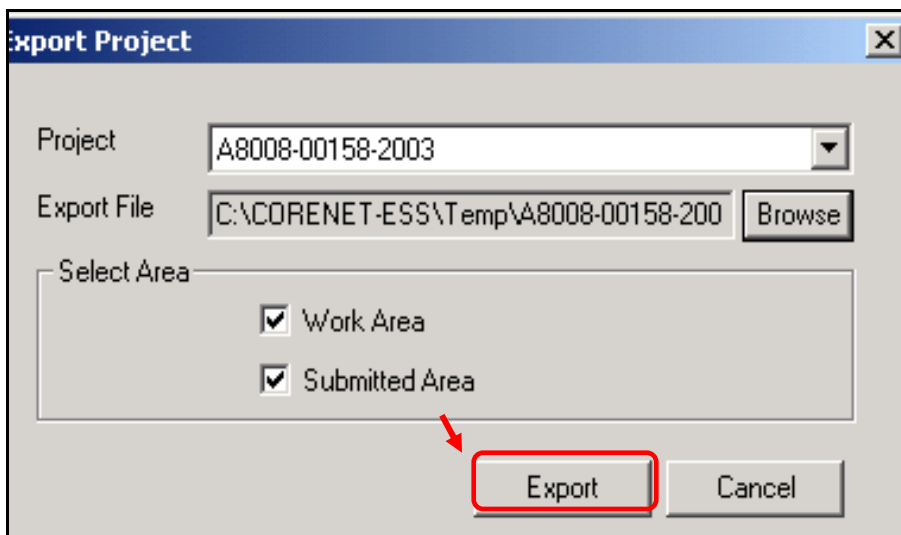
Notes:

- You may select the area(s) to be exported: **Work Area / Submitted Area / Both.**

14.4 Click on the **Save** button.



14.5 Click on the **Export** button.



14.6 Once the file is exported successfully, the following message will be displayed.

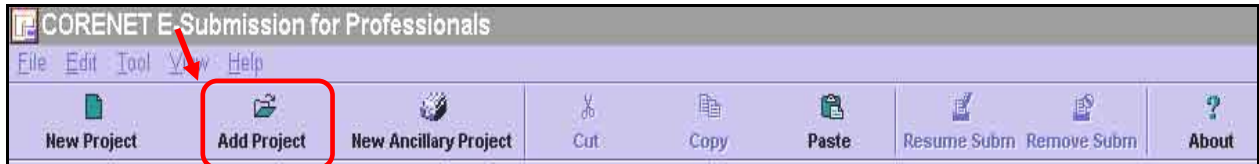


Notes:

- Upon exporting of the project, the project reference number folder and information will still be in ESPro until it is physically deleted.

ESPro Submission: Add Existing Project

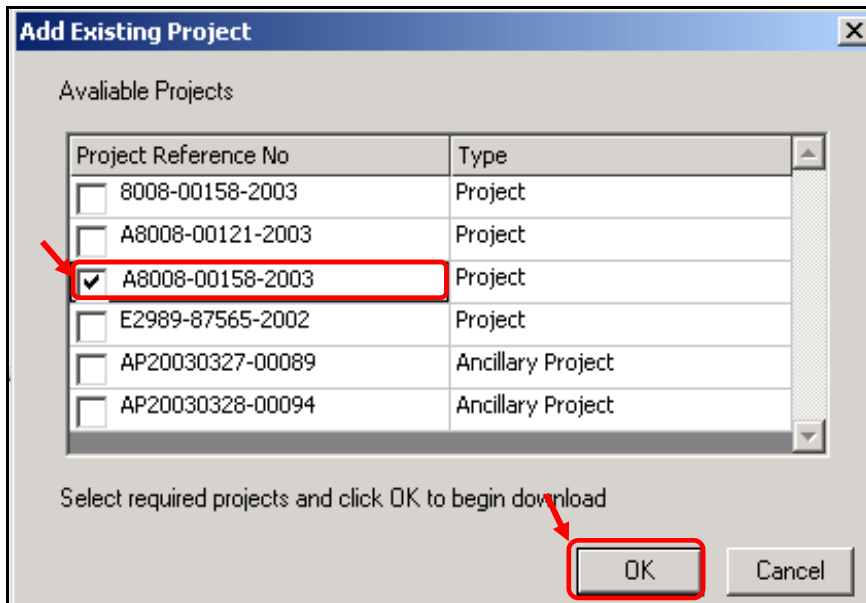
15.1 Click on the **Add Project** button.



15.2 Key in your User ID and Password and click on the **OK** button.



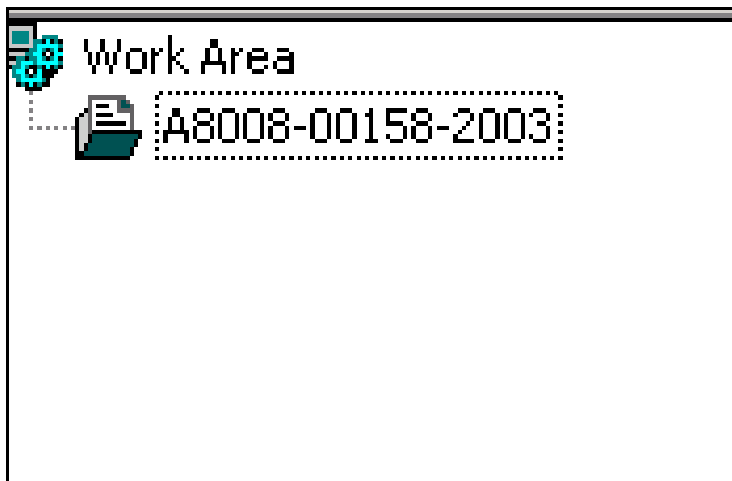
15.3 Select the **Project Reference Number** which you want to download and click on the **OK** button.



Notes:

- More than 1 project profile can be downloaded at one time.
- If Project Reference No. already existed in your Work Area, it will not be reflected in the list.


15.4 The Project Profile will be downloaded to your work area in order to facilitate your submission(s).

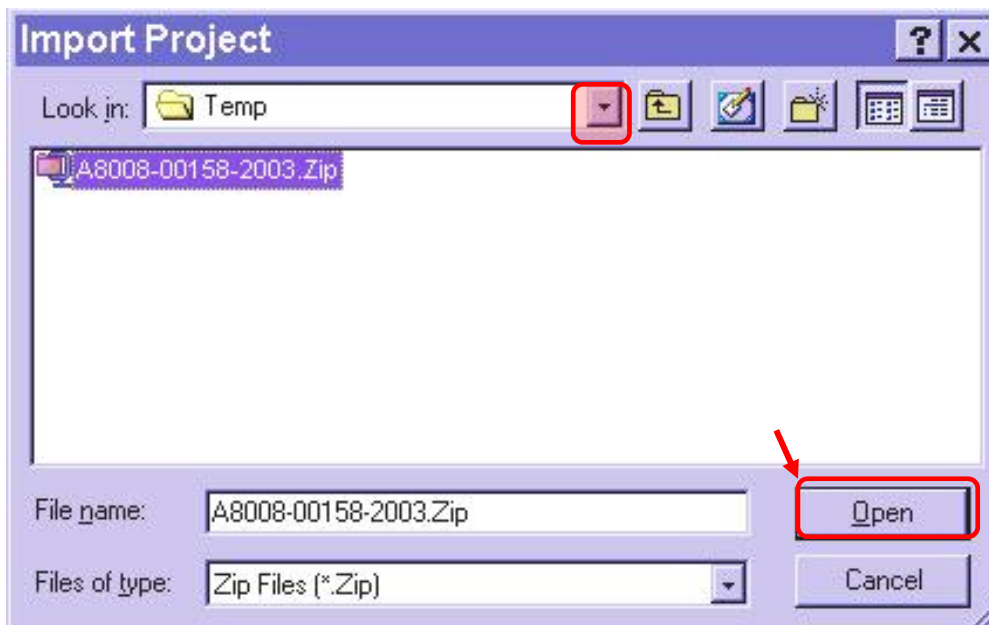


ESPro Submission: Import Project

16.1 Click on **File** -> **Import Project**.

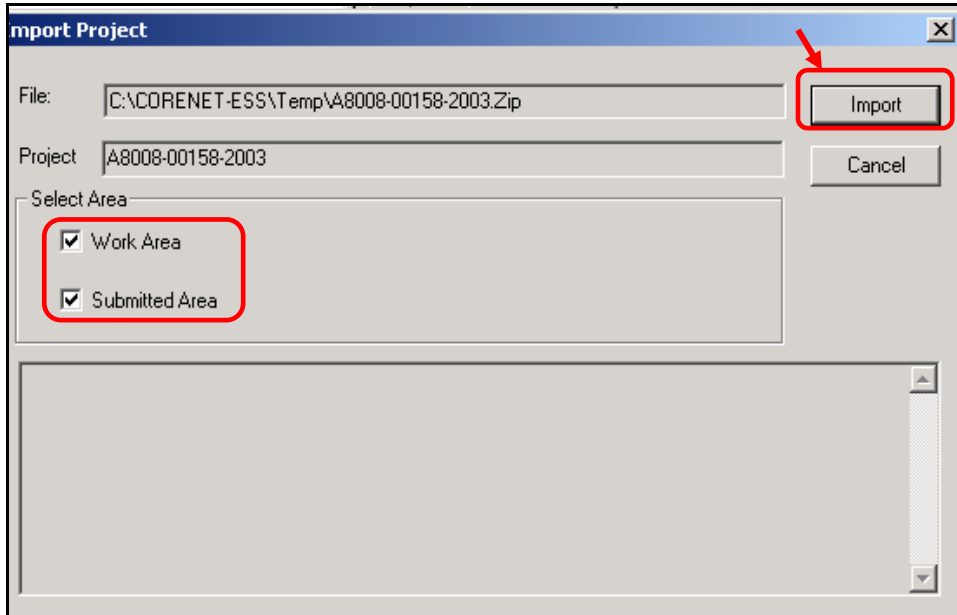


16.2 Locate and select the project file to be imported by clicking on the  button.



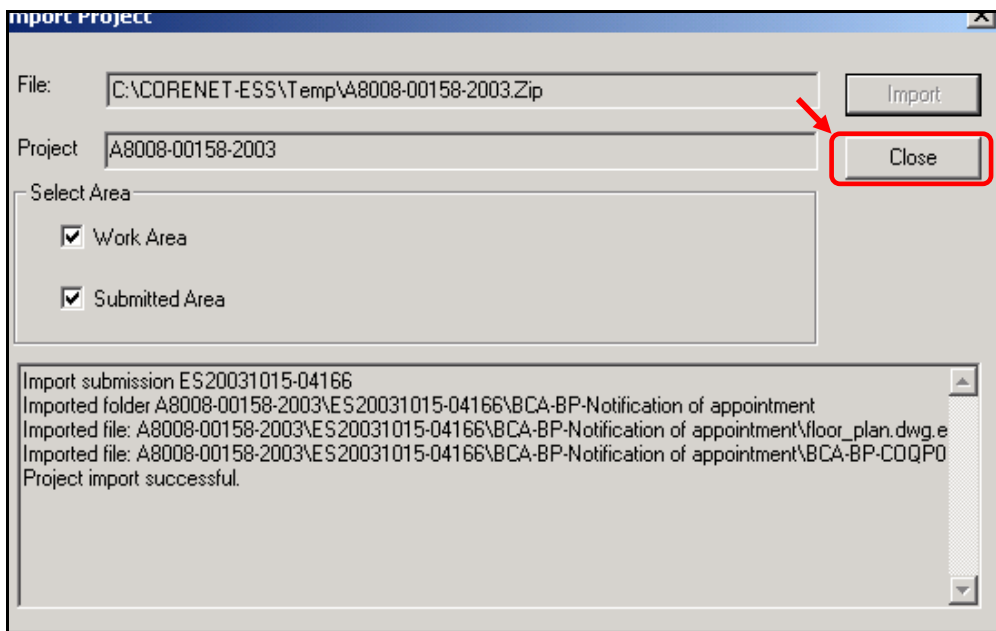
16.3 Click on the **Open** button to import the project file.

16.4 Select the area(s) to be imported: **Work Area** / **Submitted Area** / **Both**.



16.5 Click on the **Import** button.

16.6 The following screen will be shown.



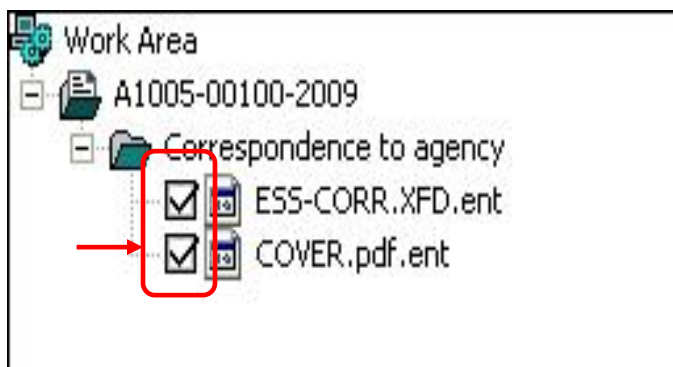
16.7 Click on the **Close** button to close the Import Project screen.

ESPro Submission: Send Correspondence (CR)

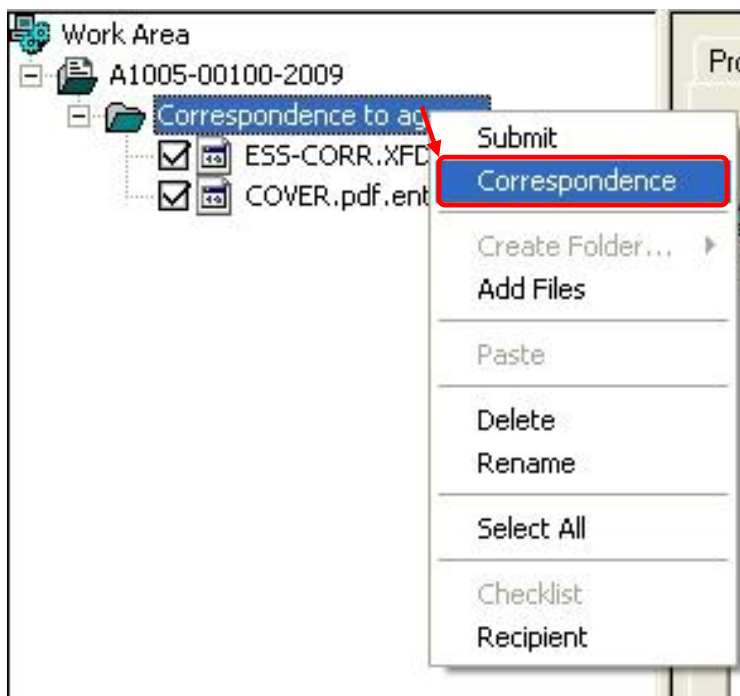
Please ensure that the following steps are performed before you proceed to make your e-submission through ESPro:

- Download & Complete Form(s)
- Attach External File(s) For Submission
- Select Recipient
- Digitally Signatures File(s)

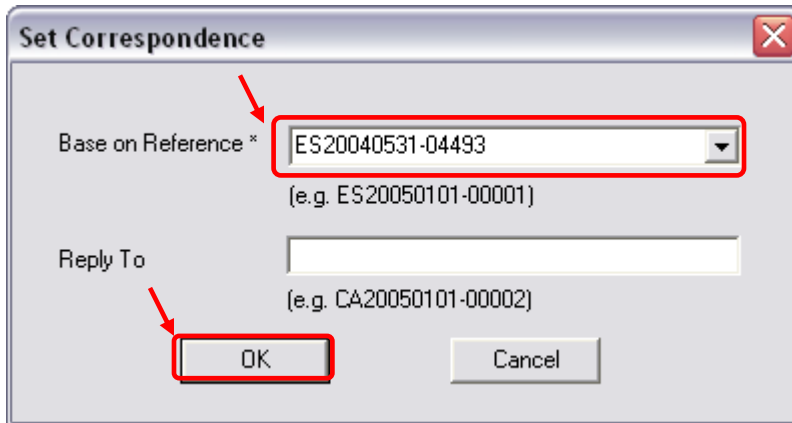
17.1 Select the file(s) to be submitted by ticking the empty check box(es) beside the file name(s) as shown.



17.2 **Right-click** on the Application Folder and select **Correspondence**.



17.3 Key in the relevant ES No. to tag the Correspondence with.



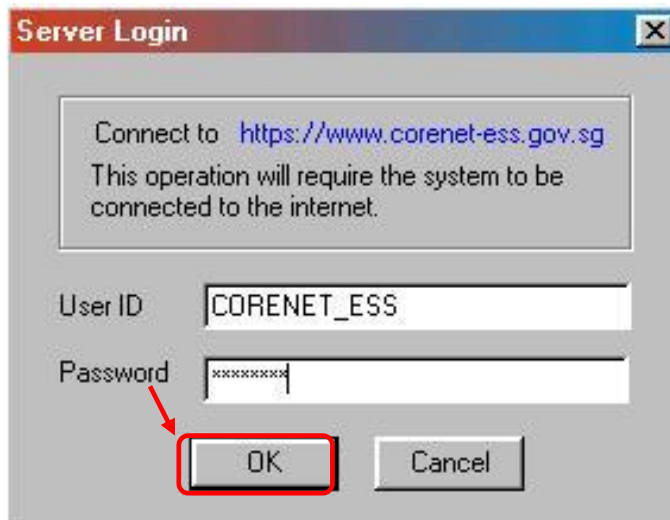
17.4 Click on the **OK** button.



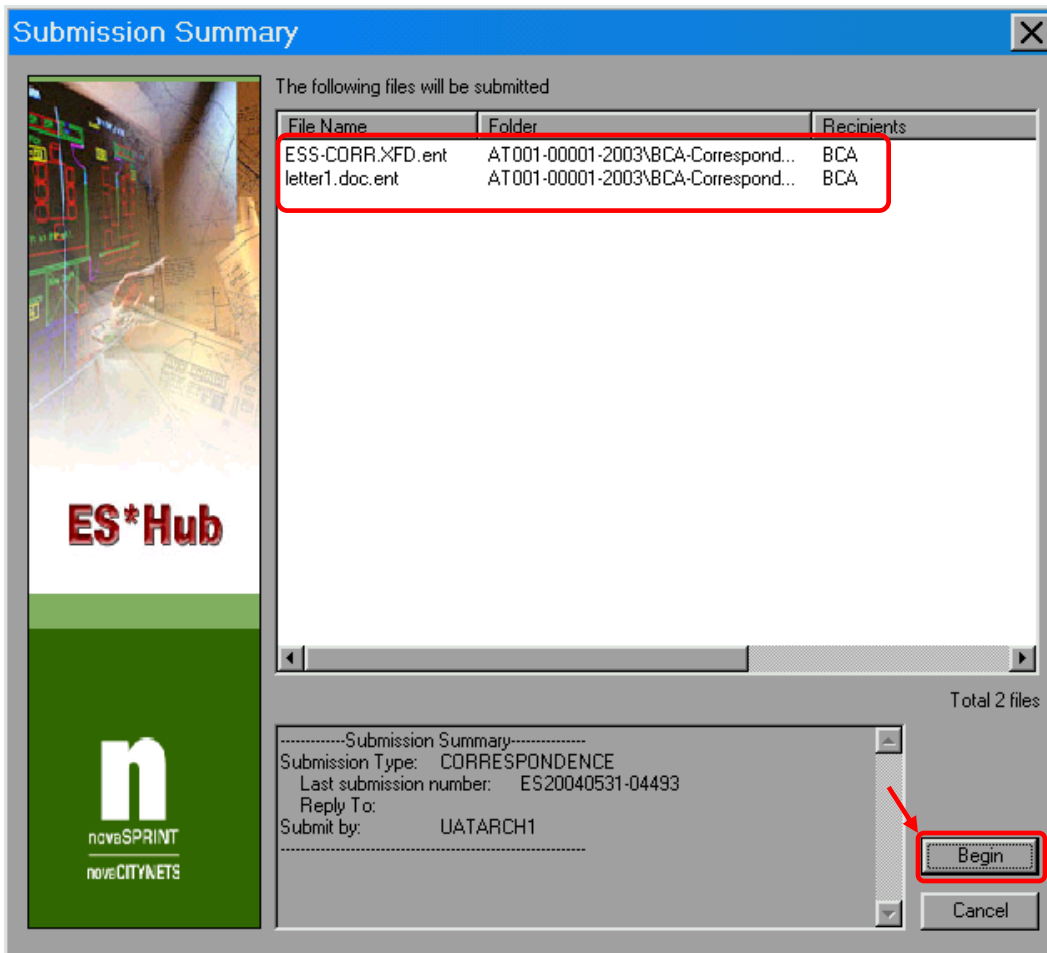
Notes:

- **Base on Reference*** is a **mandatory** field that must be filled with the e-Submission (ES) number, which these file(s) are to be made reference to.
- **Reply To** is to state the Agency Correspondence (CA) number, which is given by the agency, usually for complying to Written Directions.
 - If there are no CA numbers to be filled in, the **Reply To** field is to be leave blank.

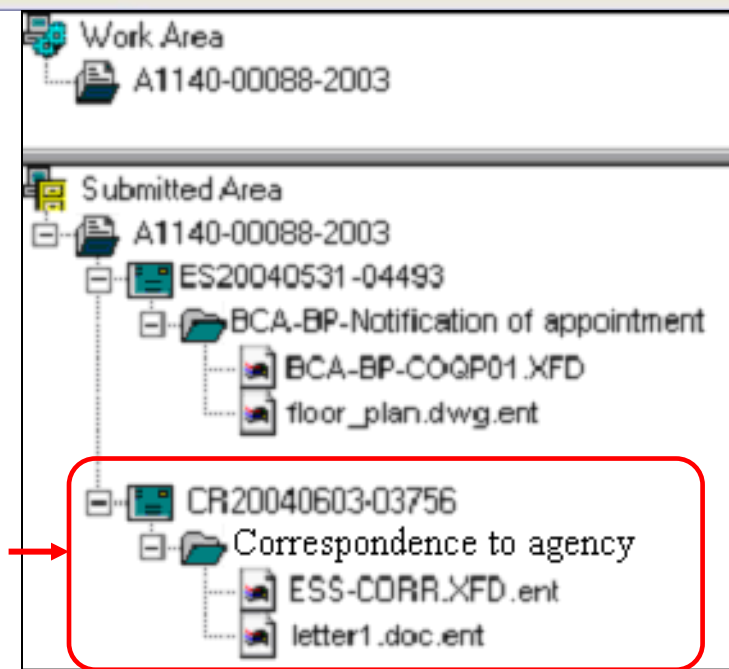
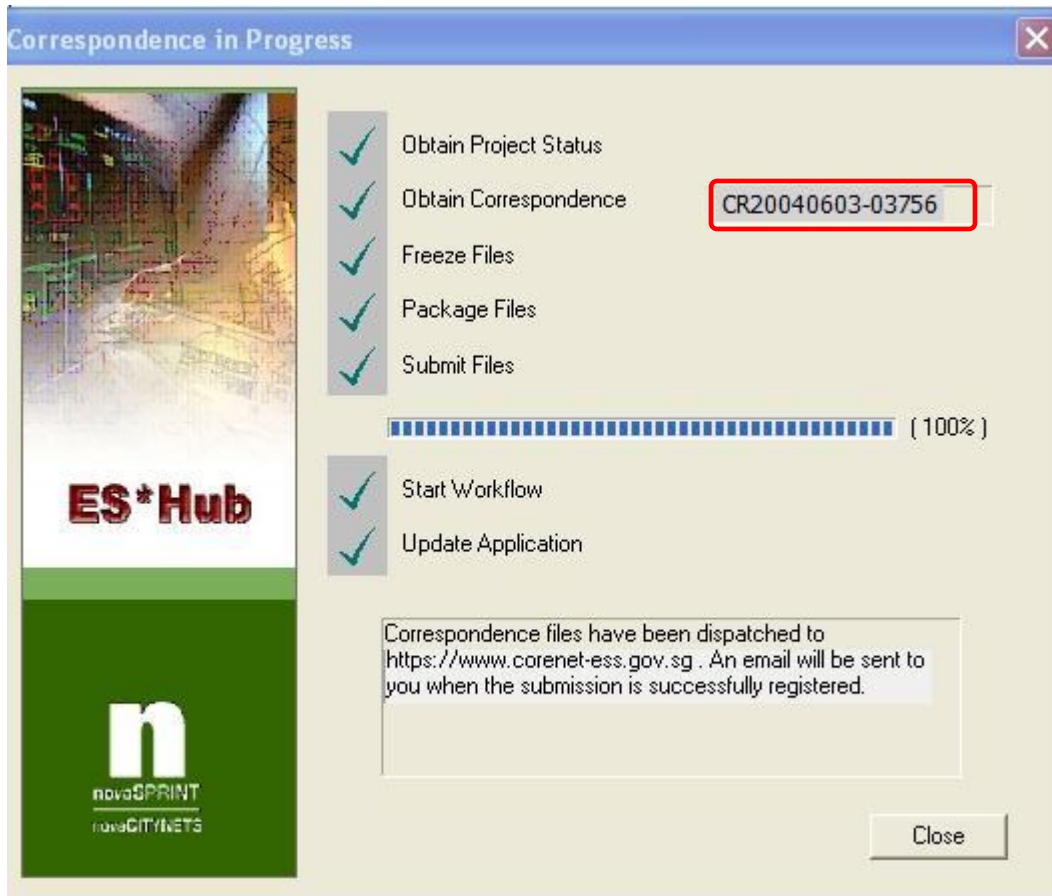
17.5 Key in your User ID and Password and click on the **OK** button.



- 17.6 Please ensure that the file(s) to be submitted are listed in the **Submission Summary** and click on the **Begin** button to begin your submission.



- 17.7 Upon successful submission of files to the Corenet eSS, a **Correspondence Number** (E.g. CR20040603-03756) will be generated and the file(s) in the **Work Area** will be transferred to the **Submitted Area**.





Notes:

- Upon **successful submission**, a **Notification Email** will also be sent to the applicant to confirm that the submission has been successfully registered in Corenet eSS.

CORENET ESS- Correspondence to agency: CR20040603-03756 - SUCCESS

From: corenet-ess@nova-hub.com
 Sent: 03 June 2004 04: 28AM
 To: derekchan@nova-hub.com

Dear Tan Lip Kuang,

We are pleased to acknowledge receipt of your e-Submission in CORENET only. It will be electronically collected by your pre-selected Regulatory Authorities shortly (the average time taken for data verification check before the collection can be found in CORENET e-Submission website).

Project Reference No.	:	A1140-00088-2003
Project Title	:	PROPOSED ADDITION & ALTERATION AND CHANGE OF USE FOR EXISTING 1-STOREY WAREHOUSE TO A 1-STOREY POST OFFICE
Location Description	:	Mukim 01 Plot23Y Lot12 PT, 2A, ALBERT STREET, #09-00, ALBERT COMPLEX, Singapore 123456, ZION ROAD
Project Classification	:	Normal
e-Submission No.	:	ES20040531-04493
Correspondence No.	:	CR20040603-03756
Application Type	:	Correspondence to agency
Send By	:	DEREK CHAN
Send To	:	BCA

Thank you for using CORENET e-Submission system.

For enquires pertaining to your e-submission, please refer to the Regulatory Authority Contact List at <https://www.corenet-ess.gov.sg/ess/html/static/ContactUsFrm.htm>

Message (EM092) generated by CORENET e-Submission system <https://www.corenet-ess.gov.sg>



Notes:

- Alternatively, you may login to the Corenet eSS website to print the Acknowledgement Slip for your submission (ES/CR). Please refer to [Chapter 34 \(View & Print Acknowledgement Slip\)](#).

Online Submission: Website Overview

18.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



18.2 Upon logging in successfully, the Home page will be displayed.

18.3 CORENET e-Submission System (CORENET eSS) Website Layout.

The screenshot shows the website layout with the following elements:

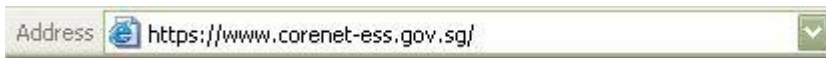
- 1**: CORENET e-Submission logo and banner.
- 2**: Login bar displaying "Welcome : Tan Lip Kuang", "Current Login : 22/04/2009 12:26", "Last Login : 21/04/2009 16:36", and navigation links: "Contact Us | Rate Us | T & C | FAQ | Help | Sitemap | Logout".
- 3**: Menu bar with items: "Home", "Inbox", "Project", "Submission", "Feedback", "My Profile", "Software Download".
- 4**: Title bar showing "Project >> Search & View Project" and "View Project Details Select Project | View Submission Details Select Submission".
- 5**: Quick Links section:
 - For General Use**
 1. [Collect Agency Correspondence \(for past 2 weeks\)](#)
 2. [Collect Multiple File Download Package \(for past 2 weeks\)](#)
 3. [Search Project](#)
 4. [Search Submission](#)
 5. [Search Correspondence](#)
 6. [Download Online Submission Application Forms](#)
 7. [Submit Online Submission](#)
 - For Project Coordinator's Use**
 1. [Update Project Profile](#)
 2. [Add / Update Member Profile](#)
 3. [Take Over as Project Coordinator](#)

Serial No	Item	Description
1	Banner Bar	It displays the CORENET eSS logo and banner.
2	Login Bar	It displays the login user name, current login date/time and last login date/time. Other links such as Contact Us, Rate Us, T & C, FAQ, Help, Sitemap and logout are display at the right side of the login bar.
3	Menu Bar	It displays the functions that are available for use.
4	Title Bar	It displays the menu name followed by the function selected. Alternatively, access the Sitemap link to view all the functions.
5	Quick Links	It gives quick access to the commonly used functions.

Online Submission: Sitemap

This Sitemap tab is a listing of all functions available to the user in Corenet eSS, with each item being a link to the desired function. This feature is helpful especially for new users or users looking to explore Corenet eSS functionalities.

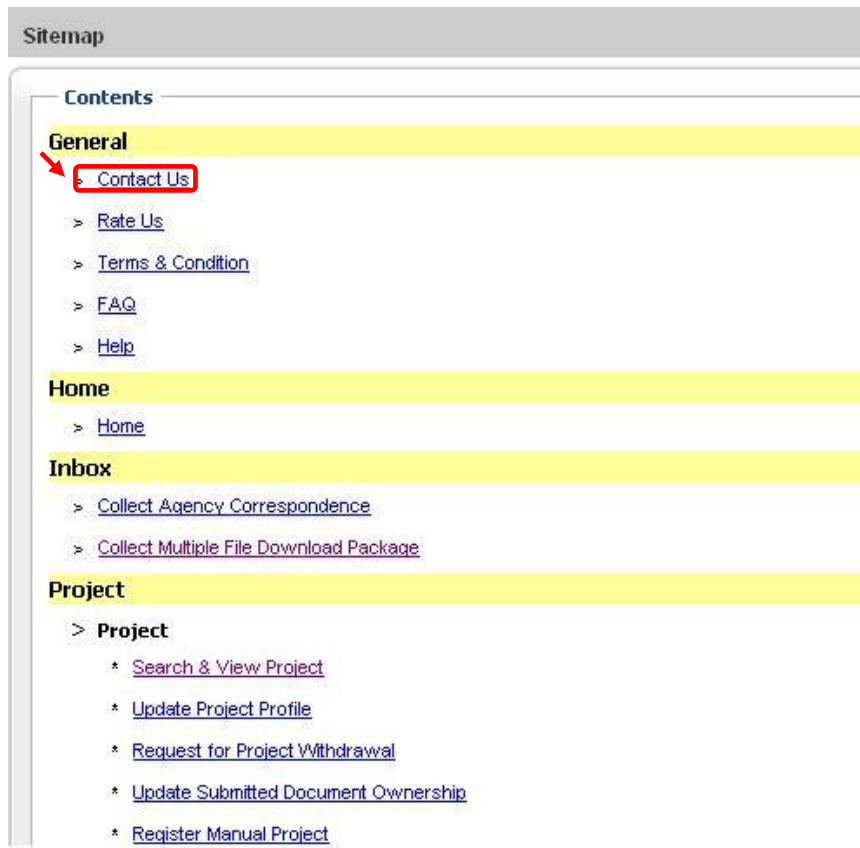
- 19.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



- 19.2 Click on the **Sitemap** link.

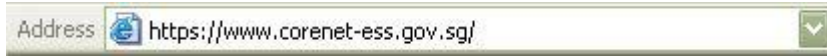


- 19.3 Click on the desired function link.



Online Submission: Collect Agency Correspondence (CA)

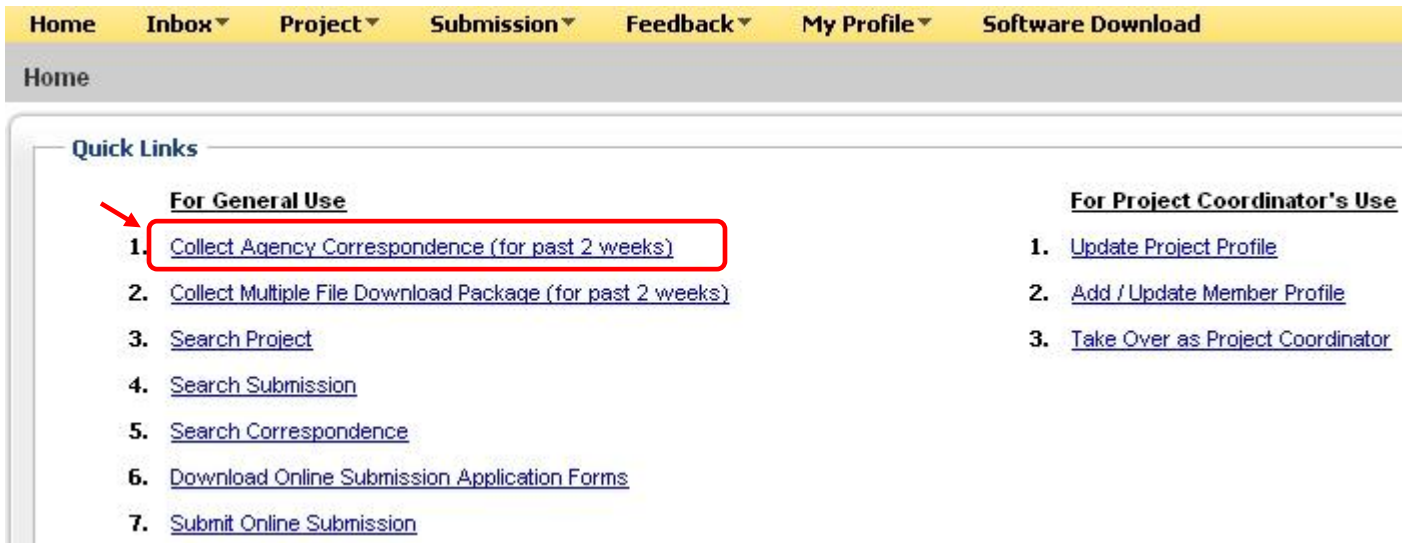
20.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



20.2 Under **Inbox** tab, click on **Collect Agency Correspondence**.



20.3 Alternatively, under **Quick Links**, click on **Collect Agency Correspondence (for past 2 weeks)**.



20.4 Click on the **Correspondence No(CA)** link to download the Correspondence(CA).

Inbox >> Collect Agency Correspondence

[Remove](#) [Reset](#)

Your correspondence(s) will be displayed for 2 weeks before they are automatically removed.
If you experience problems in downloading file(s), please click [here](#) for guidance.

Project

Page 1 of 2

Remove	Correspondence No	Sent Date (dd/mm/yyyy)	Submission No	Project Reference No	Project Title	Location Description	Attachment
<input type="checkbox"/>	CA20090525-00314	25/05/2009	ES20090420-00293	A1005-00300-2009	PROPOSED ERECTION C	Mukim 01 Plot2A Lot123 PT	Open File (No Netrust token required) Download File (Netrust token required)
<input type="checkbox"/>	CA20090525-00313	25/05/2009	ES20090420-00292	A1005-00200-2009	PROPOSED ERECTION C	Mukim 01 Plot1A Lot123 PT	Open File (No Netrust token required) Download File (Netrust token required)
<input type="checkbox"/>	CA20090525-00312	25/05/2009	ES20090317-00117	A1005-00100-2009	PROPOSED ADDITION &	Mukim 01 Plot23Y Lot12 PT	Open File (No Netrust token required) Download File (Netrust token required)
<input type="checkbox"/>	CA20090525-00311	25/05/2009	ES20090319-00180	A1005-00100-2009	PROPOSED ADDITION &	Mukim 01 Plot23Y Lot12 PT	Open File (No Netrust token required) Download File (Netrust token required)
<input type="checkbox"/>	CA20090525-00310	25/05/2009	ES20090317-00120	A1005-00100-2009	PROPOSED ADDITION &	Mukim 01 Plot23Y Lot12 PT	Open File (No Netrust token required) Download File (Netrust token required)

Ancillary Project

Page 1 of 1

Remove	Correspondence No	Sent Date (dd/mm/yyyy)	Submission No	Project Reference No	Project Title	Location Des	Attachment
No records found to display							

Online Submission

Page 1 of 1

Remove	Correspondence No	Sent Date (dd/mm/yyyy)	Submission No	Application Type	Attachment
No records found to display					

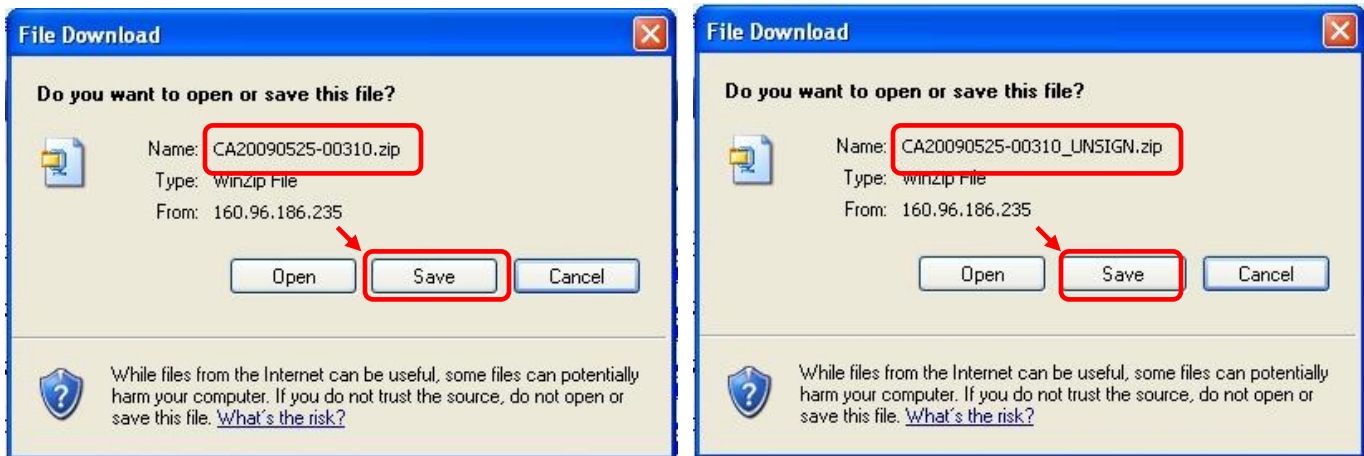
20.5 Alternatively, click on the preferred link to the attachment to download the Correspondence(CA).



Notes:

- The list of correspondences(CA) for **Project, Ancillary Project** and **Online Submission** are shown in the same page.
- If there is no correspondence(CA) listed, the message **‘No records found to display’** will be shown in each grid.

- 20.6 The following dialog box will be displayed (depending on the type of download request selected). Click on the **Save** button to select the location to save the correspondence(CA).

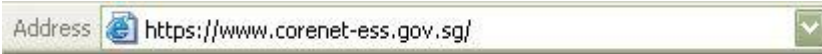


Notes:

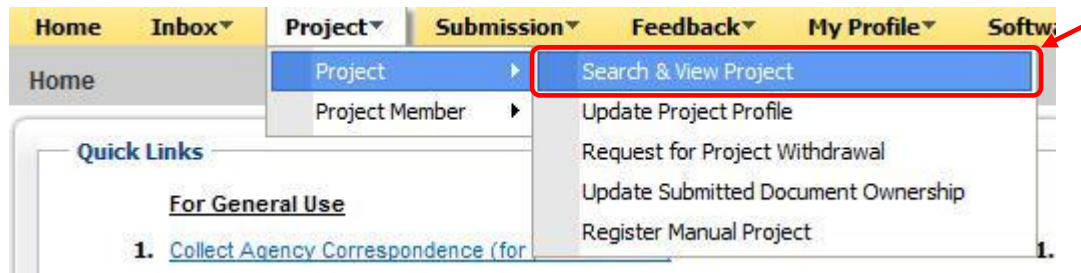
- The Correspondence(CA) will be downloaded as a ZIP file.
- For more information on **Download File (Netrust token required)** or **Open File (No Netrust token required)**, please refer to [Appendix 4 \(Definitions, Acronyms and Abbreviations\)](#).
- If you have clicked on the **Download File (Netrust token is required)** link to download your Correspondence(CA), please refer to http://www.corenet.gov.sg/integrated_submission/esub/NDS_AVI/NDS%20Electronic%20User%20Guide.html for the steps to extract the Correspondence(CA).
- Correspondence(CA) will only be available for 2 weeks. Thereafter, please refer to [Chapter 28 \(Search & View Correspondence \(CR/CA\)\)](#) for an alternative method of downloading the Correspondence(CA).

Online Submission: Search & View Project Profile

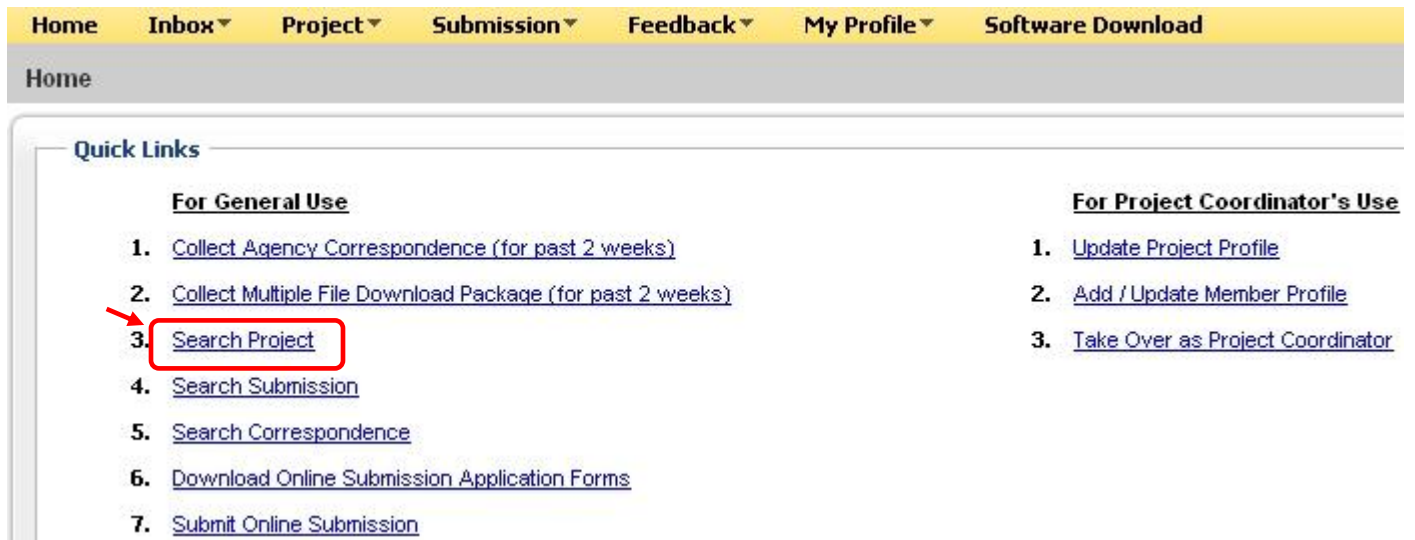
- 21.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



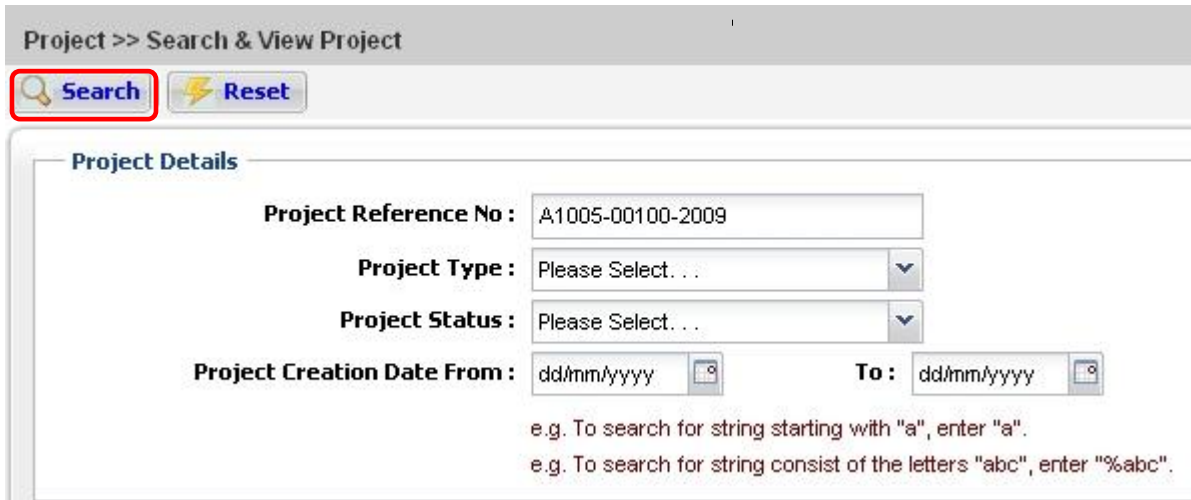
- 21.2 Under **Project** tab, select **Project** and click on **Search & View Project**.



- 21.3 Alternatively, under **Quick Links**, click on **Search Project**.



21.4 Key in the **Project Reference No** and click on the **Search** button.



Project >> Search & View Project

Search **Reset**

Project Details

Project Reference No : A1005-00100-2009

Project Type : Please Select. . .

Project Status : Please Select. . .

Project Creation Date From : dd/mm/yyyy **To :** dd/mm/yyyy

e.g. To search for string starting with "a", enter "a".
e.g. To search for string consist of the letters "abc", enter "%abc".



Notes:

- 'Project Creation Date From' and 'Project Creation Date To' is **NOT** a mandatory field.

21.5 Click on the **Project Reference No** link to view the Project Profile.



Search Result

Page 1 of 1

Project Reference No	Project Title	Status	Location Description	Project Type	Project Coordinator
A1005-20000-2009	Proposed erection of a 3-storey bungalow at C Open		Mukim 01 Plot001 Lot123 PT	Project	ARCHITECT 005

21.6 The Project Profile will be displayed.

Project Details

Project Reference No : A1005-00100-2009
 Project Status : Open
 Project Type : Project
 Location Description : Mukim 01 Plot23Y Lot12 PT, 2A, ALBERT STREET, #09-00, ALBERT COMPLEX, Singapore 123456, ZION ROAD
 Project Title : PROPOSED ADDITION & ALTERATION AND CHANGE OF USE OF EXISTING 1-STORY WAREHOUSE TO POST OFFICE
 Site Description :
 Project Category : Government
 Commencement Date : 17/03/2009 (dd/mm/yyyy)
 Project Classification : Normal
 Completion Date : 17/03/2009 (dd/mm/yyyy)
 Land Ownership : Others
 Withdrawal Date : (dd/mm/yyyy)
 Creation Date : 17/03/2009 (dd/mm/yyyy)

Project Address

Building Name	House/Block No	Level No	Unit No	Road Name	Postal Code
ALBERT COMPLEX	2A	09	00	ALBERT STREET	123456

Lot Mukim/TS

Mukim/ TS No	Lot No	Plot No	Partial Lot Indicator
Mukim 01	12	23Y	Y

Project Member

Member Name	List of Role(s)	ID No.	Country
CHAN AH HONG	Developer_Owner	S0012355A	Singapore
LEE MEI HUI	Builder	A0987D	Morocco
LIM TAT HAI	Professional Engineer - Mechanical	PEM001	Singapore
TAI LEE LEE	Professional Engineer - Electrical	PEE001	Singapore
* TAN LIP KUANG	Architect	ARCH005	Singapore

21.7 Click on **View Project Summary** button to view the project submission status.

21.8 The Project Summary will be displayed.

Summary List

Page 1 of 2 | Displaying records 1 - 20 of 23

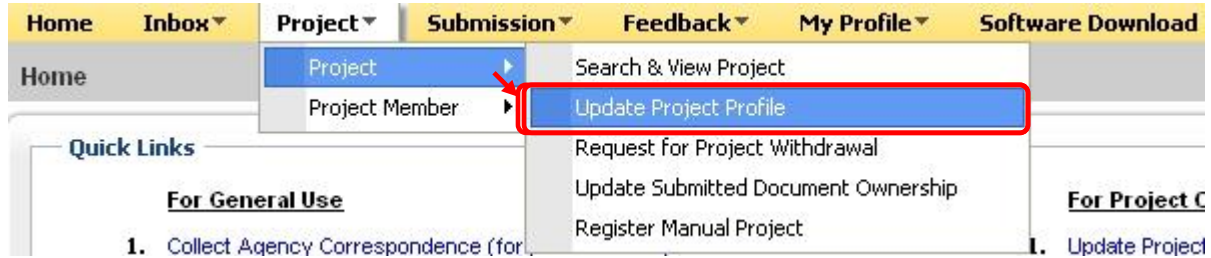
Project Stage	Submission No	Submission Date (dd/mm/yyyy)	Application Type	BCA	CITYGAS	DSTA	ENVCBPU
Building Plan	ES20090112-00030	12/01/2009	BCA-BE-ST submission	No Reply Required			
Building Plan	ES20090113-00040	13/01/2009	BCA-BE-ST submission	Correspondence	Processing	Open	
Building Plan	ES20090119-00050	19/01/2009	BCA-BE-ST submission	Open			
Building Plan	ES20090119-00052	19/01/2009	BCA-BE-ST submission	Open			
Building Plan	ES20090119-00053	19/01/2009	BCA-BE-ST submission	Clearance			
Building Plan	ES20090325-00237	25/03/2009	Correspondence to agency				Open
Building Plan	ES20090326-00246	26/03/2009	DC Application				
Building Plan	ES20090326-00255	26/03/2009	DC Application				
Building Plan	ES20090528-02418	28/05/2009	BCA-BP-BP Submission	Open			
Building Plan	ES20090528-02419	28/05/2009	BCA-BP-BP Submission	Open			
Building Plan	ES20090528-02423	28/05/2009	BCA-BP-BP Submission	Open			
Building Plan	ES20090529-02425	29/05/2009	BCA-BE-ST submission	Open			
Building Plan	ES20090529-02426	29/05/2009	BCA-BE-ST submission	Open			
Building Plan	ES20090529-02428	29/05/2009	BCA-BE-ST submission	Open			
Building Plan	ES20090529-02429	29/05/2009	BCA-BP-BP Submission	Open			
Building Plan	ES20090529-02430	29/05/2009	BCA-BP-BP Submission	Open			
Building Plan	ES20090529-02431	29/05/2009	BCA-BP-BP Submission	Open			
Building Plan	ES20090601-02439	01/06/2009	BCA-BP-BP Submission	Clearance			
Building Plan	ES20090601-02440	01/06/2009	BCA-BP-BP Submission	Open			
Building Plan	ES20090601-02441	01/06/2009	BCA-BP-BP Submission	Open			

Online Submission: Update Project Profile

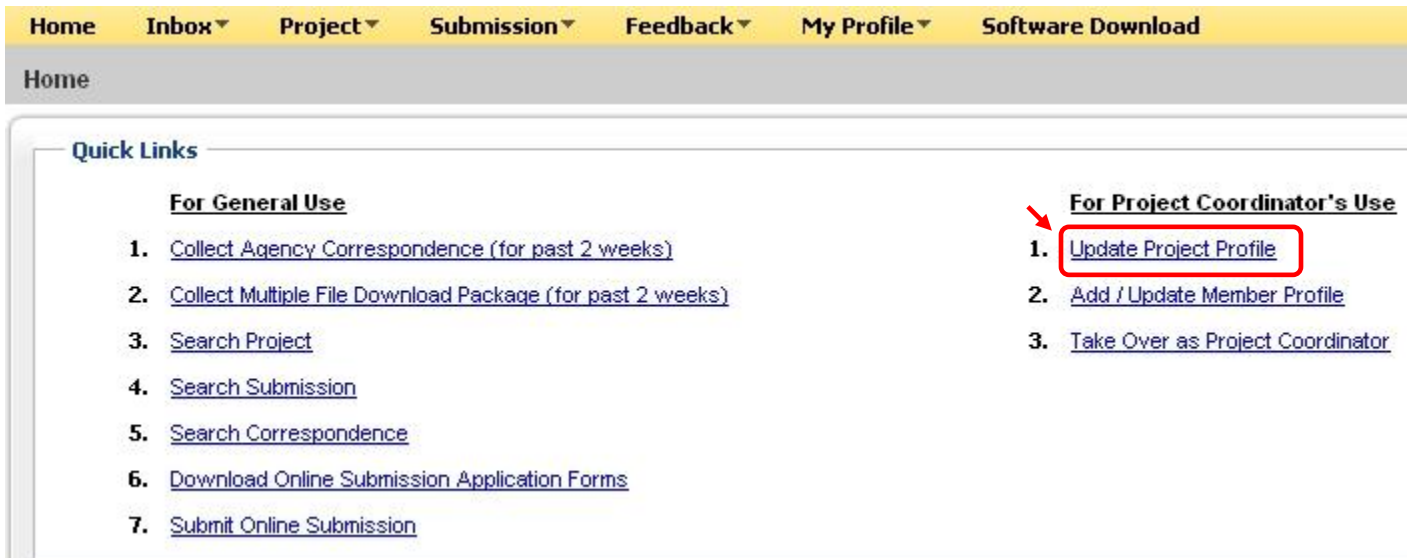
22.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



22.2 Under **Project** tab, select **Project** and click on **Update Project Profile**.



22.3 Alternatively, under **Quick Links**, click on **Update Project Profile**.



22.4 Key in the **Project Reference No** and click on the **Search** button.

Project >> Update Project Profile

Search **Reset**

Project Details

Project Reference No : A1005-20000-2009

Project Type : Please Select . . .

Project Status : Please Select . . .

Project Creation Date From : dd/mm/yyyy **To :** dd/mm/yyyy

e.g. To search for string starting with "a", enter "a".
e.g. To search for string consist of the letters "abc", enter "%abc".

22.5 Click on the **Project Reference No** link.

Search Result

Page 1 of 1

Project Reference No	Project Title	Status	Location Description	Project Type	Project Coordinator
A1005-20000-2009	Proposed erection of a 3-storey bungalow at C	Open	Mukim 01 Plot001 Lot123 PT	Project	ARCHITECT 005

22.6 Alternatively, search for the project using the steps shown in [Chapter 20 \(Search & View Project Profile\)](#) then under **View Project Details**, click on **Update Project Profile**.

Project >> View Project Profile

View Project Details [A1005-00100-2009](#)

Update Project Profile


Project Details

Project Reference No : A1005-00100-2009

Project Type : Project

Project Title : PROPOSED ADDITION & ALTERATION

22.7 The Project Profile will be displayed.
 Make the **relevant changes** to the Project Profile.

22.8 Click on  to add or edit the Road Name for **Project Site Description** and **Project Address**.

Delete	Building Name	House/Block No	Level No	Unit No	Road Name	Postal Code
<input type="checkbox"/>	MIND Complex	2	02	01		

22.9 Key in the **Road Name** and click on the **Search** button.

Road Name
DUNBAR WALK
DUNDEE ROAD
DUNEARN CLOSE
DUNEARN HILL
DUNEARN ROAD
DUNEARN ROAD MALAY SCHOOL
DUNEARN SECONDARY TECHNICAL SCHOOL, DUNEARN ROAD
DUNKIRK AVENUE
DUNLOP STREET
DUNMAN LANE
DUNMAN ROAD
DUNSFOLD DRIVE

22.10 Click on the desired **Road Name** link (e.g DUNMAN LANE).

22.11 The updated **Road Name** will be displayed.

The screenshot shows a form titled "Project Site Description". On the left, there is a list of "Road Name" fields. The first field contains the text "DUNMAN LANE" and is highlighted with a red box. To the right of this list is a larger "Site Description" text area.

22.12 To insert additional rows for Project Address and Lot Mukim /TS, click on the **Insert** button.

Two screenshots are provided. The first shows a table titled "Project Address" with columns: Delete, Building Name, House/ Block No, Level No, Unit No, Road Name, and Postal Code. The "Insert" button in the top toolbar is highlighted with a red box. The second screenshot shows a table titled "Lot Mukim/TS" with columns: Delete, Mukim/ TS No, Lot No, Plot No, and Partial Lot. The "Insert" button in its top toolbar is also highlighted with a red box.



Notes:

- **Location Description** details are information gathered from **Project Address** and **Mukim / TS**.

22.13 Click on the **Save** button to save the changes.

The screenshot shows a form titled "Project >> Update Project Profile". At the top, there are two buttons: "Save" (with a floppy disk icon) and "Reset" (with a lightning bolt icon). The "Save" button is highlighted with a red box. Below the buttons, the "Project Details" section shows "Project Reference No : A1005-20000-2009" and "Project Type : Project".

22.14 Upon successful update of project profile, a confirmation message will be displayed.

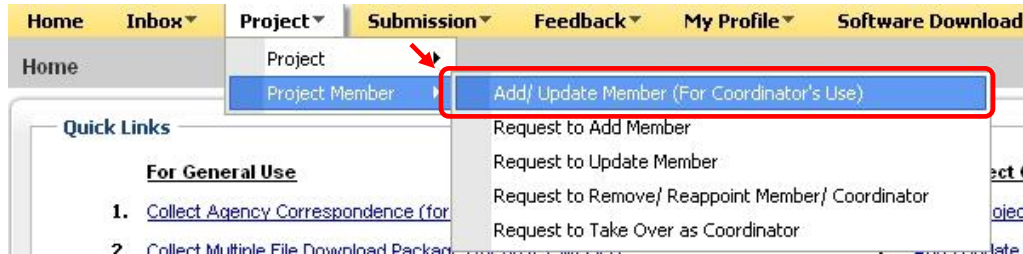
✔ I0059: Project profile has been updated successfully.

Online Submission: Add Member (For Coordinator's Use)

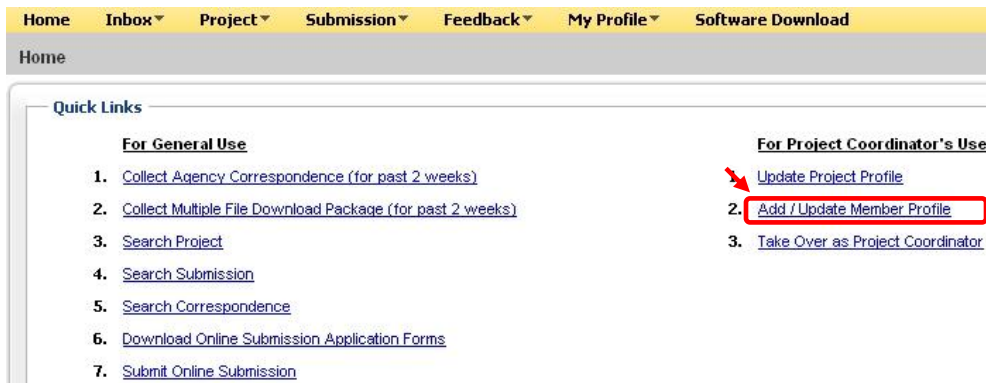
23.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



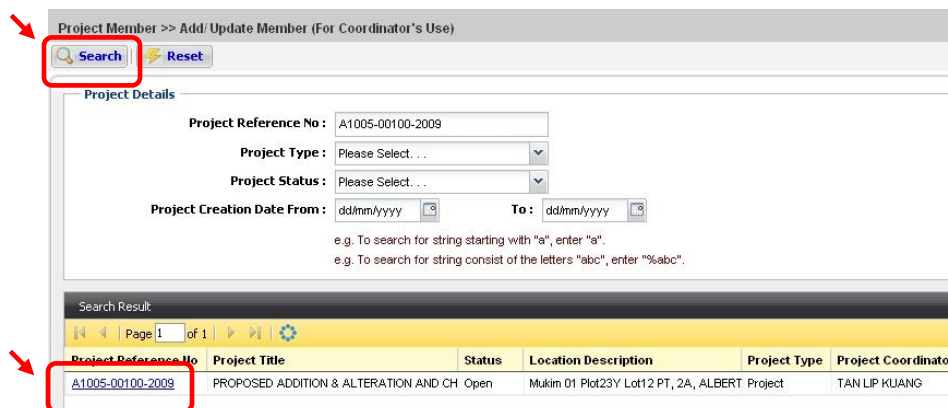
23.2 Under **Project** tab, select **Project Member** and click on **Add/ Update Member (For Coordinator's Use)**.



23.3 Alternatively, under **Quick Links**, click on **Add / Update Member Profile**.

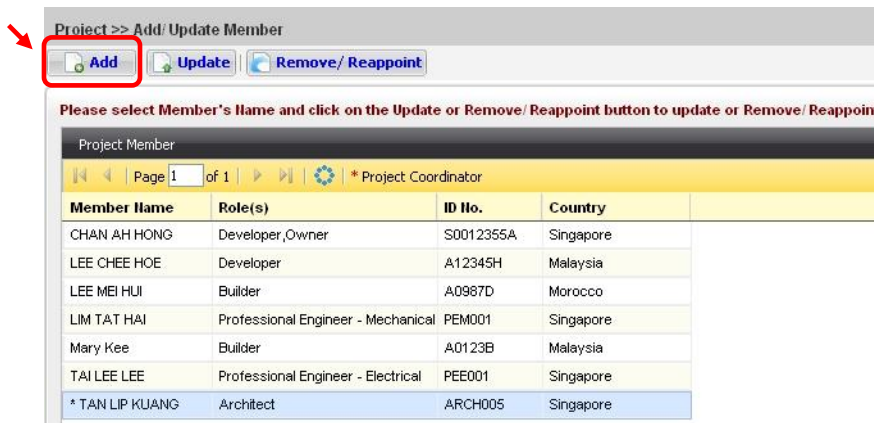


23.4 Key in the **Project Reference No** and click on the **Search** button.

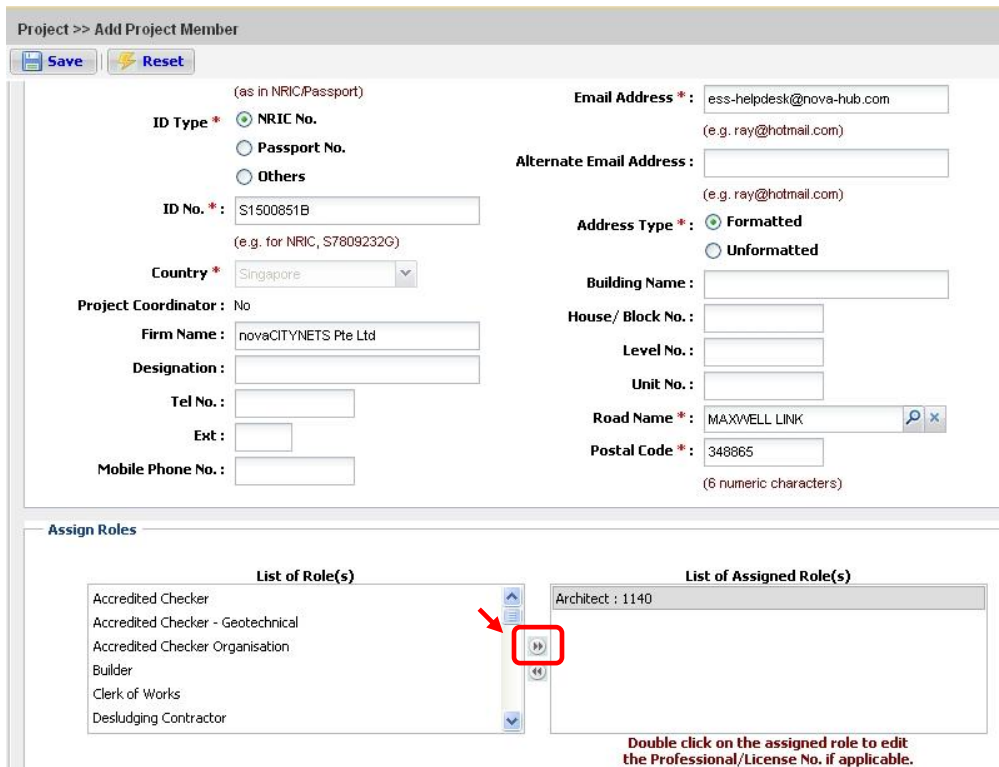


23.5 Click on the **Project Reference No** link.

23.6 Click on the **Add** button.



23.7 Fill in the new member's details.



23.8 Click on  to select the role for the member.

**Notes:**

- A Professional Number is required when adding the following roles to the member:
 - o Accredited Checker (AC)
 - o Accredited Checker Organisation (ACO)
 - o Architects (A)
 - o Licensed Electrical Worker
 - o Licensed Gas Service Worker
 - o Licensed Water Service Plumber
 - o Professional Engineer (PE)
 - o Registered Inspector (RI)
 - o Registered Surveyor (RS)

23.9 For Qualified Person(s), their Professional/License number is required. Fill in the Professional/License number and click on the **OK** button.

Professional/ License No

Please enter Professional/ License No for Architect

1140

OK Cancel

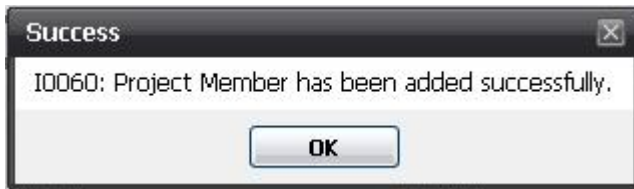
**Notes:**

- Please do not include the Professional Alphabet (e.g. A or E) when entering the Professional No.

23.10 Click on the **Save** button to save the changes.



23.11 Upon successful adding of new project member, the following dialog box will be displayed.



Notes:

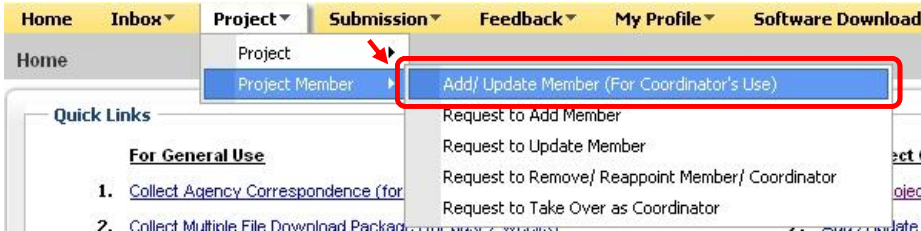
- An acknowledgement slip will be emailed to the project coordinator upon successful adding of new project member.
- For non-project coordinator, please refer to [Chapter 43 \(Request to Add Member\)](#) for the steps to add member.
- Upon successful adding of new project member, update the project profile shown in [Chapter 26 \(Retrieve Updated Project / Member Information\)](#).

Online Submission: Update Member Profile (For Coordinator's Use)

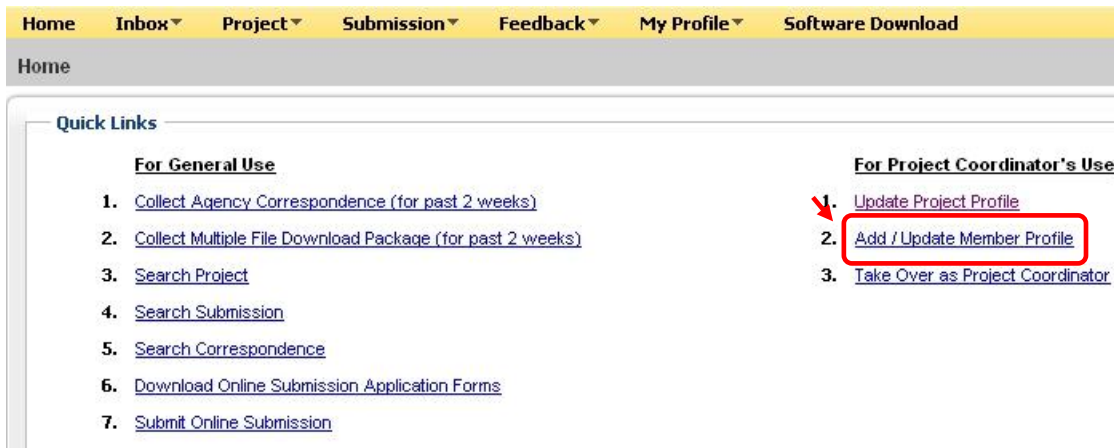
24.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



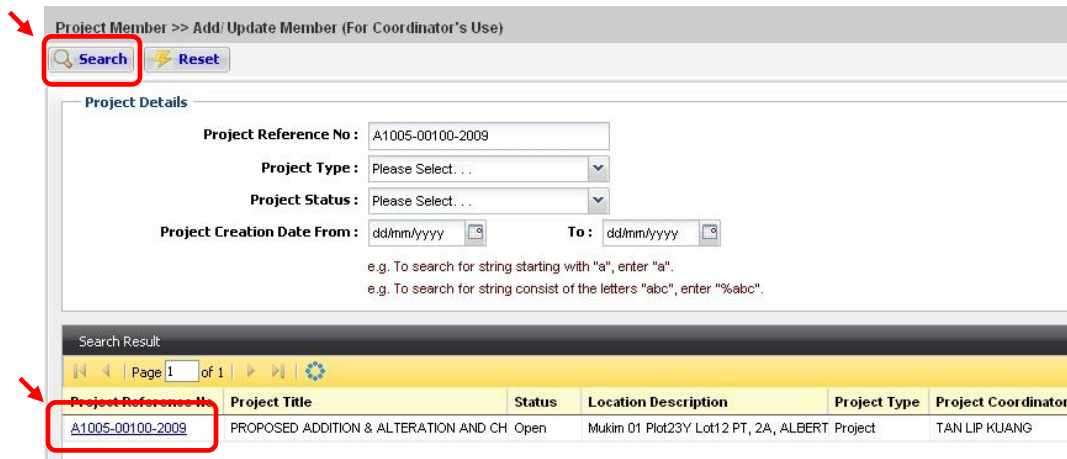
24.2 Under **Project** tab, select **Project Member** and click on **Add/ Update Member (For Coordinator's Use)**.



24.3 Alternatively, under **Quick Links**, click on **Add/Update Member Profile**.



24.4 Key in the **Project Reference No** and click on the **Search** button.



24.5 Click on the **Project Reference No** link.

24.6 Select the member to be updated and click on the **Update** button.

Project >> Add/Update Member

Please select Member's Name and click on the Update or Remove/ Reappoint button to update or Remove/ Reappoint

Project Member

Page 1 of 1 * Project Coordinator

Member Name	Role(s)	ID No.	Country
CHAN AH HONG	Developer_Owner	S0012355A	Singapore
Derek Chan	Architect	S1500851B	Singapore
LEE CHEE HOE	Developer	A12345H	Malaysia
LEE MEI HUI	Builder	A0987D	Morocco
LIM TAT HAI	Professional Engineer - Mechanical	PEM001	Singapore
Mary Kee	Builder	A0123B	Malaysia
TAI LEE LEE	Professional Engineer - Electrical	PEE001	Singapore
* TAN LIP KUANG	Architect	ARCH005	Singapore

24.7 Make the **relevant changes** and click on the **Save** button to save the changes.

Project >> Update Project Member

Member Details

Project Reference No : A1005-00100-2009

Name * : Derek Chan
(as in NRIC/Passport)

ID Type : NRIC No.

ID No. : S1500851B

Country : Singapore

Is Project Coordinator ? : No

Firm Name : novaCITYNETS Pte Ltd

Designation :

Tel No. : 63255902

Ext :

Mobile Phone No. :

Pager No. :

Fax No. :

Email Address * : ess-helpdesk@nova-hub.com
(e.g. ray@hotmail.com)

Alternate Email Address :
(e.g. ray@hotmail.com)

Address Type * : Formatted Unformatted

Building Name : Nova Tower

House/ Block No. :

Level No. :

Unit No. :

Road Name * : MAXWELL LINK

Postal Code * : 348865
(6 numeric characters)

Assign Roles

List of Role(s)

- Accredited Checker
- Accredited Checker - Geotechnical
- Accredited Checker Organisation
- Builder
- Clerk of Works
- Desludging Contractor

List of Assigned Role(s)

Architect : 1140

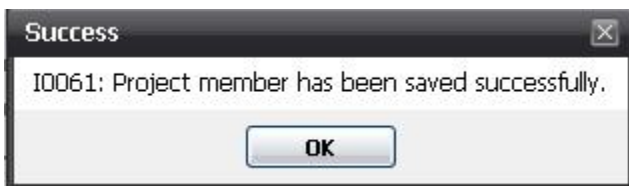
Double click on the assigned role to edit the Professional/License No. if applicable.

**Notes:**

- A Professional Number is required when adding the following roles to the member:
 - o Accredited Checker (AC)
 - o Accredited Checker Organisation (ACO)
 - o Architects (A)
 - o Licensed Electrical Worker
 - o Licensed Gas Service Worker
 - o Licensed Water Service Plumber
 - o Professional Engineer (PE)
 - o Registered Inspector (RI)
 - o Registered Surveyor (RS)

- Please **do NOT include** the Professional alphabet (eg. A or E) in the Professional No. field **except** for Licensed Water Service Plumber and Licensed Gas Service Worker.

24.8 Upon successful updating of project member profile, the following dialog box will be displayed.

**Notes:**

- An acknowledgement slip will be emailed to the project coordinator and project member upon successful updating of project member profile.
- For non-project coordinator, please refer to [Chapter 44 \(Request to Update Member\)](#) for the steps to update project member profile.
- Upon successful updating of project member profile, update the project profile shown in [Chapter 26 \(Retrieve Updated Project / Member Information\)](#).

Online Submission: Remove/Reappoint Member (For Coordinator's Use)

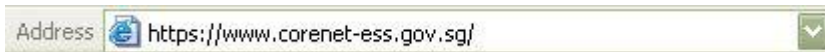


Notes:

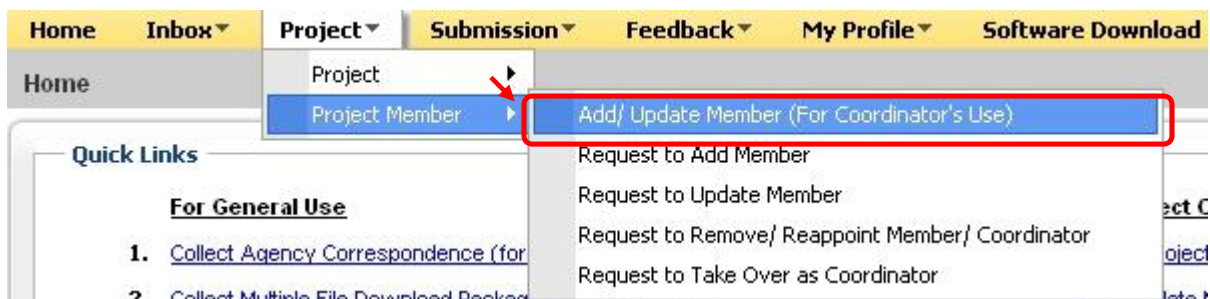
- Before a member can be removed/re-appointed, a new member of the **same** project role must be added first.
- Please note that the following project member roles **can** be removed without reappointment.

<ul style="list-style-type: none">• Project Manager• Tenant• Lessee• Landlord• Plumbing Contractor• Licensed Plumber• Licensed Supplier	<ul style="list-style-type: none">• Registered Inspector (Architect)• Registered Inspector (Mechanical)• Site Supervisor• Safety Officer• Safety Supervisor• Desludging Contractor
---	---

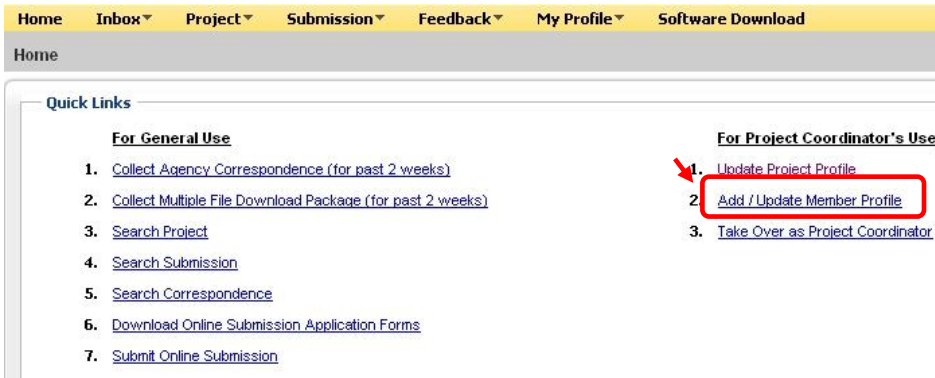
- 25.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



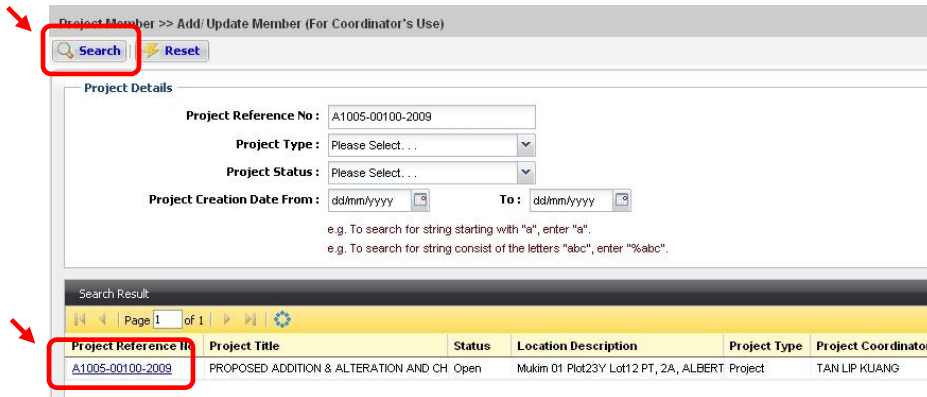
- 25.2 Under **Project** tab, select **Project Member** and click on **Add/Update Member (For Coordinator's Use)**.



25.3 Alternatively, under **Quick Links**, click on **Add /Update Member Profile**.

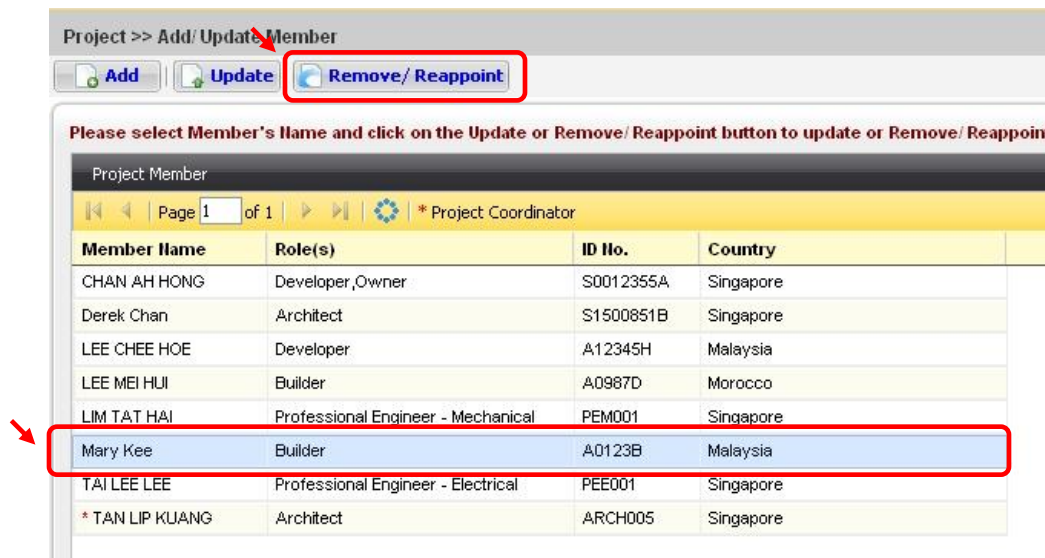



25.4 Key in the **Project Reference No** and click on the **Search** button.

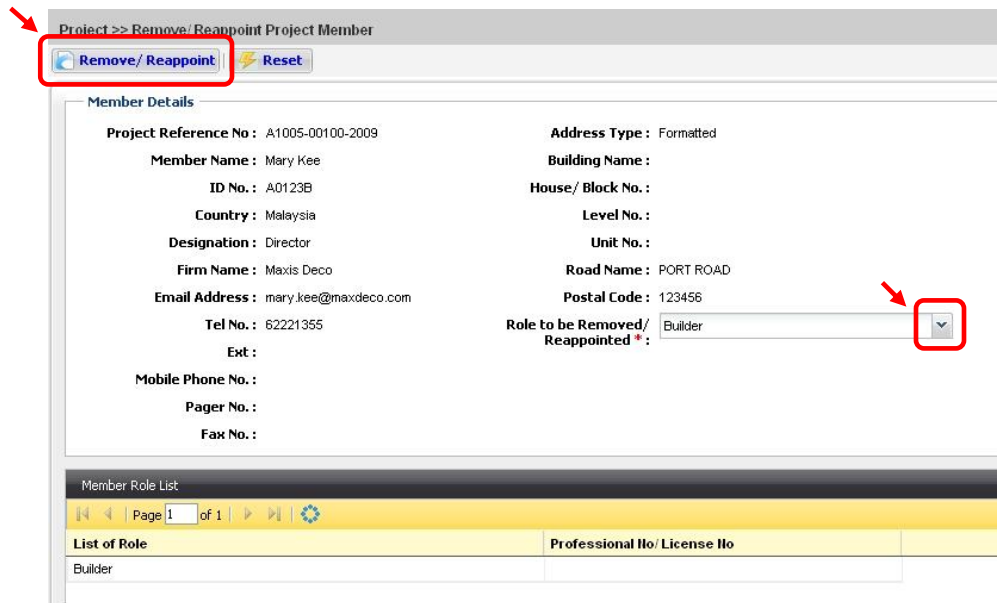


25.5 Click on the **Project Reference No** link.

25.6 Select the member to be removed/reappointed and click on the **Remove / Reappoint** button.



25.7 Click on  to select the role to be removed and click on the **Remove/ Reappoint** button.



Project >> Remove/ Reappoint Project Member

Remove/ Reappoint **Reset**

Member Details

Project Reference No : A1005-00100-2009
 Member Name : Mary Kee
 ID No. : A0123B
 Country : Malaysia
 Designation : Director
 Firm Name : Maxis Deco
 Email Address : mary.kee@maxideco.com
 Tel No. : 62221355
 Ext :
 Mobile Phone No. :
 Pager No. :
 Fax No. :

Address Type : Formatted
 Building Name :
 House/ Block No. :
 Level No. :
 Unit No. :
 Road Name : PORT ROAD
 Postal Code : 123456

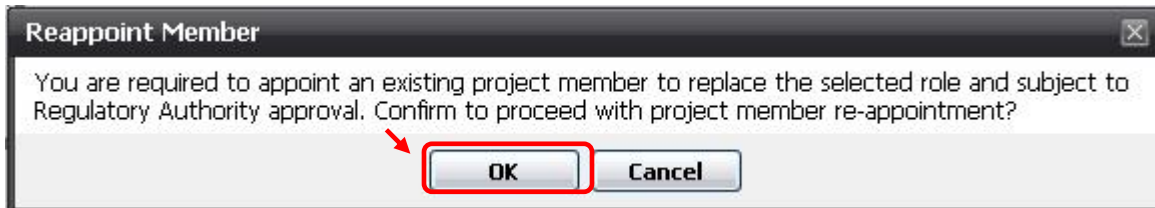
Role to be Removed/ Reappointed * : Builder

Member Role List

Page 1 of 1

List of Role	Professional No/ License No
Builder	

25.8 A confirmation dialog box will be displayed. Click on the **OK** button.



Reappoint Member

You are required to appoint an existing project member to replace the selected role and subject to Regulatory Authority approval. Confirm to proceed with project member re-appointment?

OK **Cancel**

25.9 Click on  to select the member to be removed/reappointed and the Approving Regulatory Authority for processing the request.



Project >> Reappoint by Existing Project Member

Submit **Reset**

Project Details

Project Reference No : A1005-00100-2009
 Member To Be Replaced : Mary Kee
 Role : Builder
 Replaced By * : LEE MEI HUI
 Approving Regulatory Authority * : Building And Construction Authority
 Attachment : 0 document(s) attached

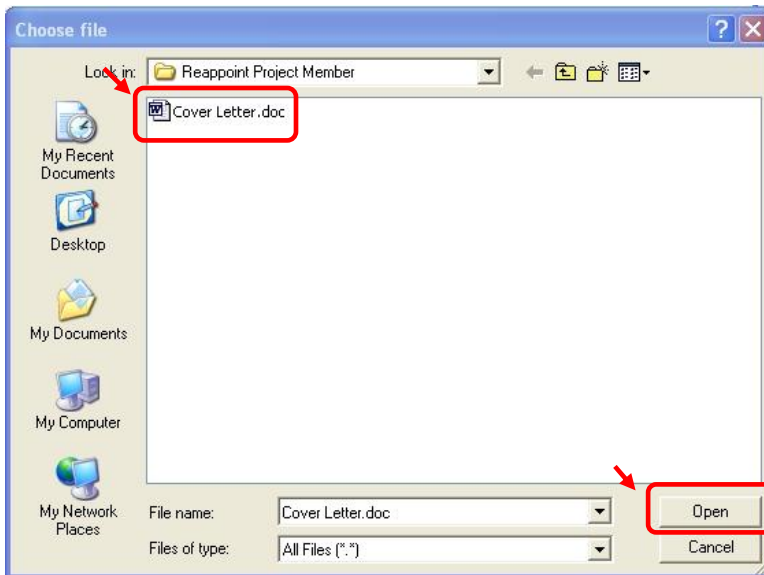
Click on the Attachment button to view/ attach/ delete document(s)

25.10 Click on the **Attachment** button to attach supporting file(s).

25.11 Click on the **Browse** button to select file.



25.12 Select the file(s) and click on the **Open** button.



25.13 Click on the **Attach File** button.



25.14 Repeat step 25.11 to 25.13 to attach more files.

25.15 Upon attaching of each file, a successful message will be displayed.

Add/ Remove Attachment

✔ 10027: The file has been attached successfully.

Attachment Details

Step 1: Click on the **Browse** button and select a **file**.
 If you do not see a "Browse" button, your browser does not support attachments

Acceptable **file types** :

BMP,DXF,DGN,DOC,DWG,EDA,GIF,HTML,JPG,PDF,RTF,TIF,TXT,XFD,XLS,XML,TIFF,JPEG,PPT,HTM,DWF,GEO,PRJ,05N,05O,HCP,SVY,OUT,DCV,JOB,ZIP,EDF,ENT,PLA,RVT

Step 2: Click on the **Attach File** button.
 Repeat **Steps 1 and 2** to attach more files.

Step 3: Click on the **Close** button when you have completed.

Files Attached			Hide ▾
Delete	File Name	File Size	
<input type="checkbox"/>	Cover Letter.doc	19.50 KB	

25.16 Click on the **Close** button when completed.



Notes:

- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the **'Files Attached** and **'File Size'** column.
- Please do not click on the **'Attach File'** button if the attached file(s) details is/are not reflected under the **'Files Attached** column.

25.17 The number of files(s) attached will be displayed in the **Attachment** button.

Project >> Reappoint by Existing Project Member View Project Details ▾

Submit **Reset**

Project Details

Project Reference No : A1005-00100-2009

Member To Be Replaced : CHAN AH HONG

Role : Developer

Replaced By * : LEE CHEE HOE ▾

Approving Regulatory Authority * : Building And Construction Authority ▾

Attachment : 1 document(s) attached

[Click on the Attachment button to view/ attach/ delete document\(s\)](#)

25.18 Click on the **Submit** button.

25.19 Upon successful remove/reappoint of project member, the following message will be displayed.

✓ I0069: Your request will be submitted to the regulatory authority for approval. Your Transaction Number is : CM20090320-0002B.



Notes:

- The Change of Member (CM) number is the transaction number for this request.
- An acknowledgement slip will be emailed to the project coordinator and project member upon successful remove/reappoint of project member.
- For non-project coordinator, please refer to [Chapter 45 \(Request to Remove/ Reappoint Member\)](#) for steps to remove/reappoint member.
- Upon successful remove/reappoint of project member, update the project profile shown in [Chapter 26 \(Retrieve Updated Project / Member Information\)](#).

ESPro Submission: Retrieve Updated Project / Member Information



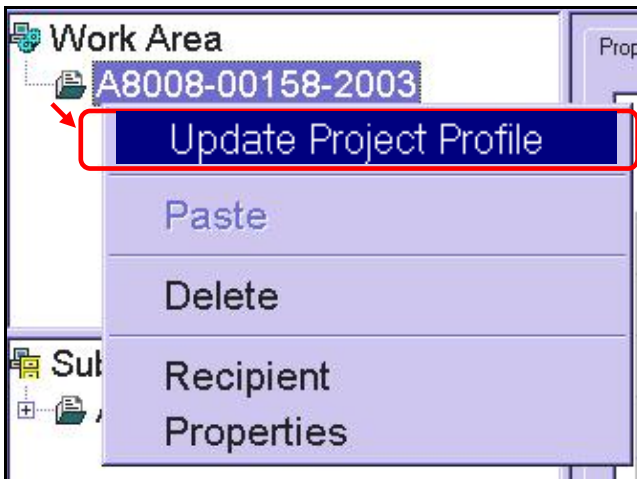
Notes:

- Please ensure that the necessary changes are made for the project or member profile in CORENET eSS website. Changes will be reflected after the Project Profile is updated in ESPro.

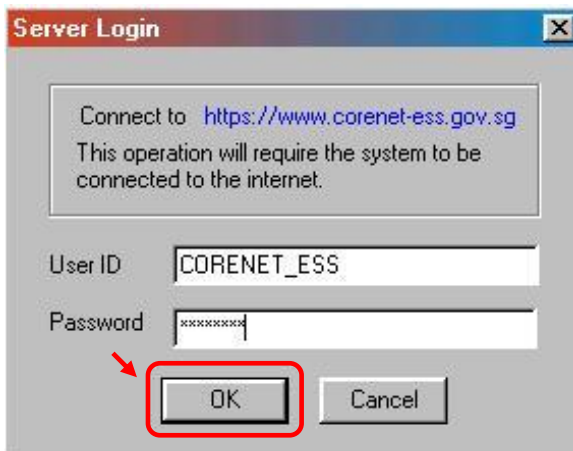
26.1 Double-click on the ESPro icon on the desktop.



26.2 Right-click on the Project Reference number and click on **Update Project Profile**.



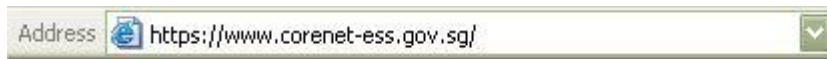
26.3 Key in the **User ID** and **Password** and click on the **Login** button.



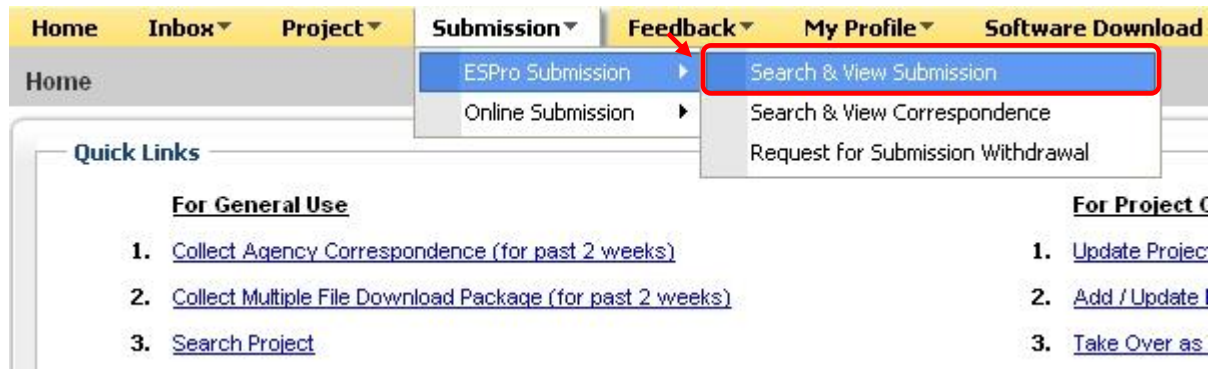
26.4 The latest changes would be reflected in your project profile in ESPro.

Online Submission: Search & View Submission (ES)

27.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



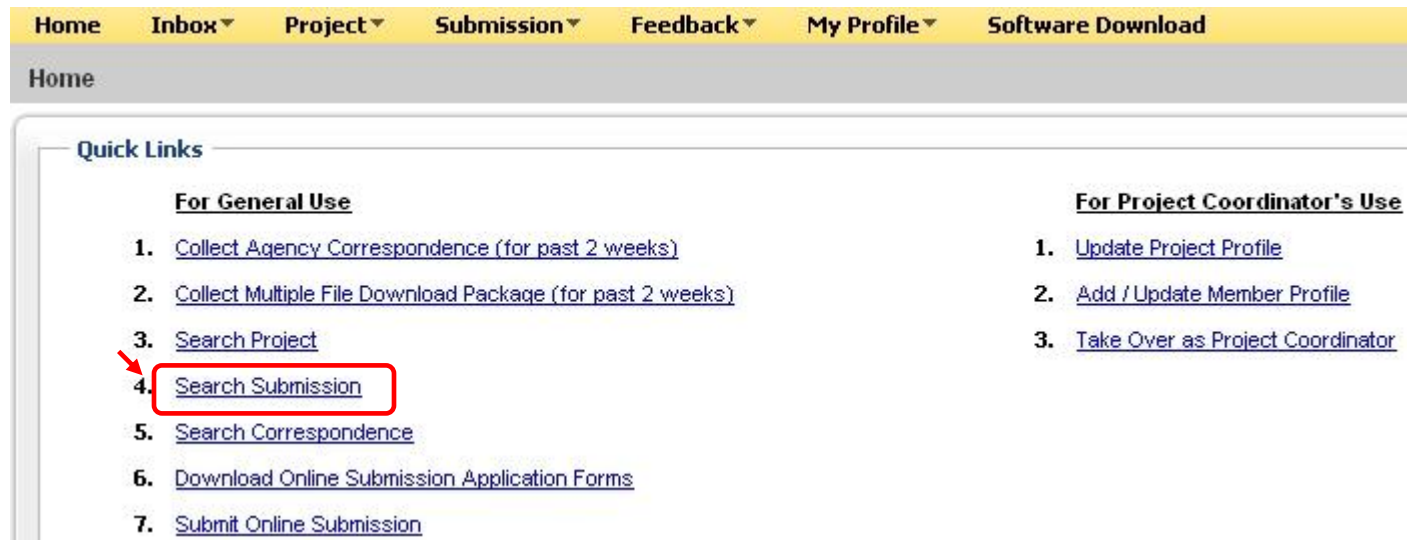
27.2 Under the **Submission** tab, select **ESPro Submission** and click on **Search & View Submission**.



Notes:

- To search for Online Submission, under the **Submission** tab, select **Online Submission** and click on **Search & View Submission**.

27.3 Alternatively, under **Quick Links**, click on **Search Submission**.



27.4 Key in the **Submission No** and click on the **Search** button.

Submission >> Search & View Submission View Project Details [Select Project](#) View Submission Details [Select Subm](#)

Search **Reset**

Submission Details

Submission No : ES20090210-00086 (e.g.ES20071202-12345)

Submission Type : Please Select ...

Project Reference No : (e.g.A1140-45678-2006)

Correspondence No : (CA/CR e.g.CA20041212-92837)

Regulatory Authority File Reference :

Recipient : Please Select ...

Application Type : Please Select ... (Application Type will be enabled when Submission Type & Recipient are selected)

Submission Status : Please Select ...

Submission Date From : dd/mm/yyyy To : dd/mm/yyyy

e.g. To search for string starting with "a", enter "a".
e.g. To search for string consist of the letters "abc", enter "%abc".

Search Result Hide

Page 1 of 1 Displaying records 1 - 1 of 1

Submission No	Submission Type	Regulatory Authority File Reference	Project Reference No	Application Type	Submission Date (dd/mm/yyyy)	Submitted To	Status
ES20090210-00086	Project		A1005-20000-2009	BCA-BE-ST submission	10/02/2009	Building And Construction A	Open

27.5 Click on the **Submission No** link.



Notes:

- 'Submission Date From' and 'Submission Date To' is **NOT** a mandatory field.

27.6 Alternatively, under **View Submission Details**, click on **View Submission Profile**.

Submission >> View Submission Profile View Project Details [A1140-00003-2009](#) View Submission Details [ES20090528-02419](#)

View Payment **View Acknowledgement Slip** **View Submission Profile** **Request for Submission Withdrawal**

Submission Details

Submission No : ES20090528-02419 Project Reference No : A1140-00003-2009

Submission Type : Project Submission Date : 28/05/2009 (dd/mm/yyyy)

Application Type : BCA-BP Submission Submitted By : Derek Chan

27.7 The Submission Profile will be displayed.

Submission Details

Submission No : ES20090210-00086 Project Reference No : A1005-20000-2009
 Submission Type : Project Submission Date : 10/02/2009 (dd/mm/yyyy)
 Application Type : BCA-BE-ST submission Submitted By : ARCH005

Recipient

Regulatory Authority	Status	Regulatory Authority File Reference
Building And Construction Authority	Open	

System Generated Document

Document Name	Size (In Bytes)
SUBMISSION.XFD	27,040

27.8 To view or locate the submitted files, click on the **Agency folder**.

27.9 To view the Correspondence Profile, click on the **Correspondence No folder** in the Submission Directory.

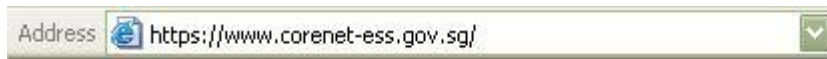


Notes:

- To view or print Acknowledgement Slip for **ES/CR**, please refer to [Chapter 34 \(View & Print Acknowledgement Slip\)](#).

Online Submission: Search & View Correspondence (CR/CA)

28.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



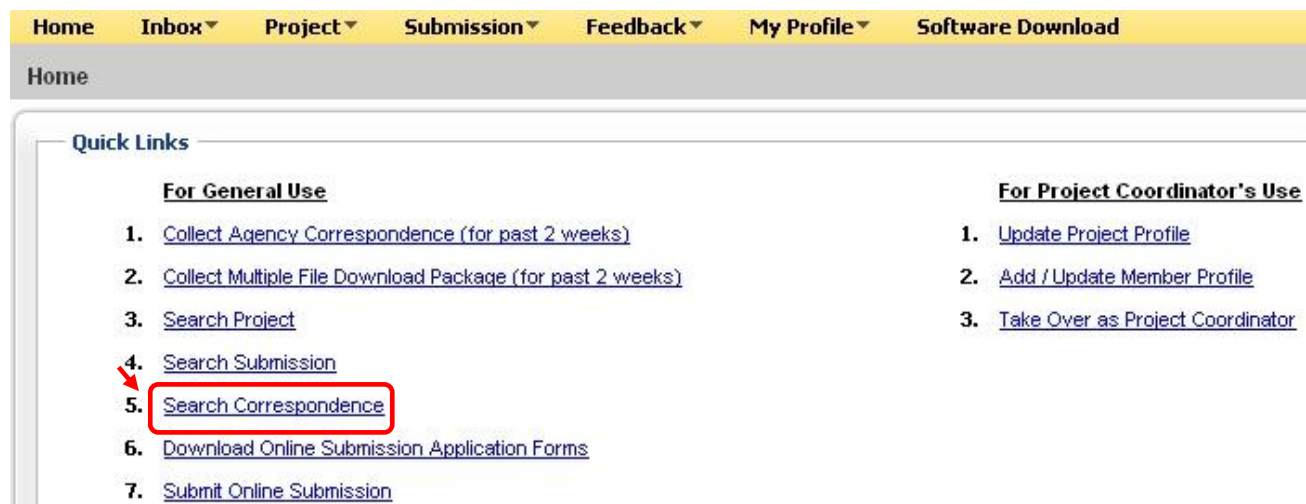
28.2 Under **Submission** tab, select **ESPro Submission** and click on **Search & View Correspondence**.



Notes:

- To search for Online Correspondence, under the **Submission** tab, select **Online Submission** and click on **Search & View Correspondence**.

28.3 Alternatively, under **Quick Links**, click on **Search Correspondence**.



28.4 Key in the **Correspondence No** and click on the **Search** button.

Submission >> Search & View Correspondence

View Project Details [Select Project](#) View Submission Details [Select Submission](#)

Search [Reset](#)

Correspondence Details

Correspondence No: CR20090317-00036 (CA/CR e.g.CA20041212-92837)

Submission No: (e.g.ES20071202-12345)

Submission Type: Please Select...

Project Reference No:

Recipient/ Sender Agency: Please Select...

Correspondence Date From: dd/mm/yyyy To: dd/mm/yyyy

e.g. To search for string starting with "a", enter "a".
e.g. To search for string consist of the letters "abc", enter "%abc".

Search Result Hide

Page 1 of 1 Displaying records 1 - 1 of 1

Correspondence No	Submission No	Project Reference No	Submission Type	Application Type	Submission Date (dd/mm/yyyy)	Submitted By	Submitted To
CR20090317-00036	ES20090317-00115	A1005-10000-2009	Project	BCA-CSC-Appln for 17/03/2009	17/03/2009	ARCH005	JTC Corporation

28.5 Click on the **Correspondence No** link.



Notes:

- ‘Correspondence Date From’ and ‘Correspondence Date To’ is **NOT** a mandatory field.

28.6 The Correspondence Profile page will be displayed.

Submission Directory Hide <<

ES20090317-00115

LTA

BCA

CR20090317-00036

JTC

CA20090317-00037

Submission >> View Correspondence Profile

View Project Details [A1005-10000-2009](#) View Submission Details [ES20090317-00115](#)

[View Acknowledgement Slip](#)

Correspondence Profile

Correspondence No: CR20090317-00036

Correspondence Type:

Submission No: ES20090317-00115

Send By: ARCH005

Submission Type: Project

Send Date: 17/03/2009 (dd/mm/yyyy)

Application Type: Correspondence to agency

Status: Open

Recipient Hide

Page 1 of 1 Displaying records 1 - 1 of 1

Recipient	To/ Cc/ Bcc
JTC Corporation	TO

System Generated Document Hide

Document Name	Document Size (In Bytes)
CORRESPONDENCE.XFD	17,786

28.7 To view or locate the submitted files, click on the **Agency folder**.

28.8 To view the **Submission Profile**, click on the **Submission No folder** in the Submission Directory.



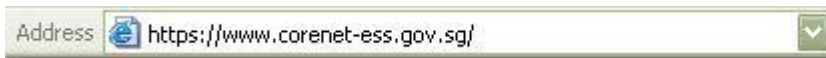
Notes:

- To view or print Acknowledgement Slip for **ES/CR**, please refer to [Chapter 34 \(View & Print Acknowledgement Slip\)](#).

Online Submission: Download Multiple Files

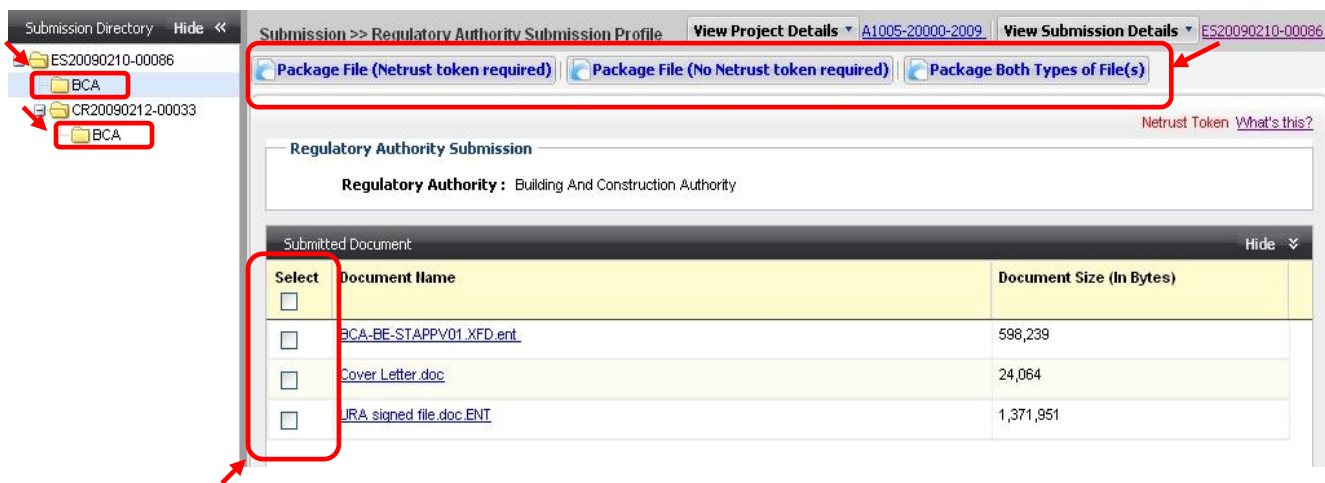
This function allows users to download multiple submitted documents from Submission (ES) or Correspondence (CR/CA), which will be packaged into a zip file. The zip file will be available in user inbox once it is ready to be downloaded.

29.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



29.2 Search for the submission using steps shown in [Chapter 27 \(Search & View Submission \(ES\)\)](#) or search for the correspondence using steps shown in [Chapter 28 \(Search & View Correspondence \(CR/CA\)\)](#).

29.3 To view or locate the submitted files, click on the **Agency folder**.



29.4 **Select** the desired file(s) which is/are to be packaged.

29.5 Click on the desired **Package Type** button.



Notes:

- For more information on the Package Types, please refer to [Appendix 4 \(Definitions, Acronyms and Abbreviations\)](#).
- You may click on the individual **Document Name hyperlink** to download the file individually.

29.6 Upon successful package request, a **Transaction Number** will be generated.

✓ I0057: The package document request has been successfully queued for process.
Transaction Number: TX20090318-04559
You may download your package file from your inbox after you received a successful notification email.



Notes:

- The downloaded document(s) will be packaged into a zip file. Once the package file is ready for downloading, an email will be sent to the requestor.
- To download packaged file, please refer to [Chapter 30 \(Collect Multiple Files Download Package\)](#).

Online Submission: Collect Multiple Files Download Package

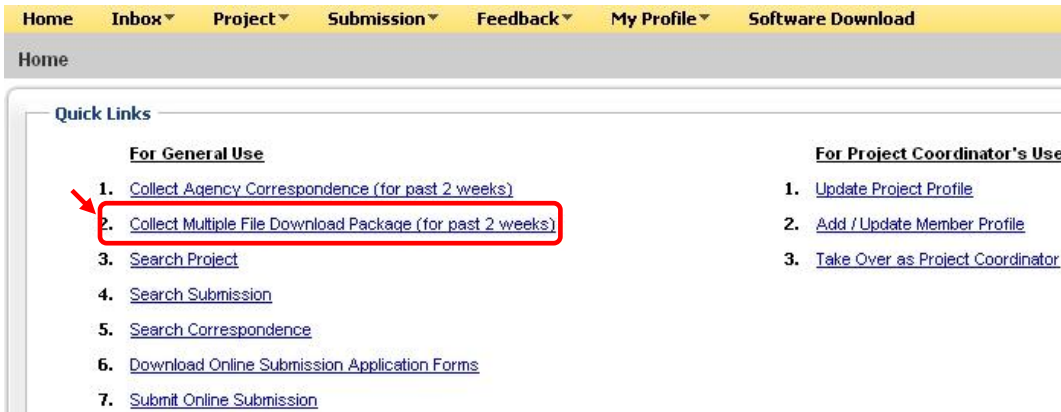
30.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



30.2 Under **Inbox** tab, click on **Collect Multiple Download Package**.



30.3 Alternatively, under **Quick Links**, click on **Collect Multiple File Download Package (for past 2 weeks)**.



30.4 A list of packaging requests for the most recent **2 WEEKS** will be displayed.

Inbox >> Collect Multiple File Download Package

Your packaged document(s) will be displayed for 2 weeks before they are automatically deleted.
If you experience problems in downloading file(s), please click [here](#) for guidance.

Package Request List

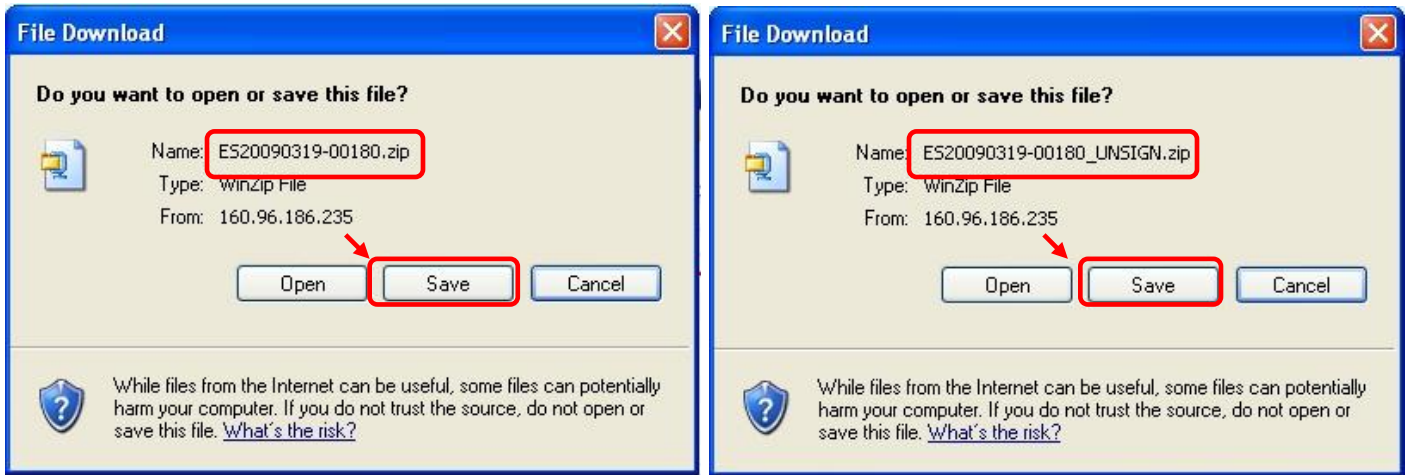
Page 1 of 1

Transaction No	Submission/ Correspondence No	Packaged Date (dd/mm/yyyy)	Project Reference	Project Title	Location Description	Attachment
TX20090529-46004	ES20090319-00180	29/05/2009	A1005-00100-2009	PROPOSED ADDITION & A	Mukim 01 Plot23Y Lot12 PT, 2	Open File (No Netrust token required) Download File (Netrust token required)

30.5 Click on the **Transaction No** link to download the packaged file.

30.6 Alternatively, click on the preferred link to the attachment to download the packaged file.

30.7 The following dialog box will be displayed (depending on the type of download request selected) Click on the **Save** button to select the location to save the packaged file.



Notes:

- The **download link** available in the **Package Request** list depends on the type of package request that the user had selected.
- The Submission/Correspondence files will be downloaded as a ZIP file.
- If you have clicked on the **Download File (Netrust token required)** link to download your Submission/Correspondence Package, please refer to http://www.corenet.gov.sg/integrated_submission/esub/NDS_AVI/NDS%20Electronic%20User%20Guide.html for the steps to extract the Submission/Correspondence files.
- For more information on **Download File (Netrust token required)** or **Open File (No Netrust token required)**, please refer to [Appendix 4 \(Definitions, Acronyms and Abbreviations\)](#).

Online Submission: Grant Document Access.

31.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



31.2 Search for the submission using steps shown in [Chapter 27 \(Search & View Submission \(ES\)\)](#).

31.3 To view or locate the submitted files, click on the **Agency folder**.

Select	Document Name	Document Size (In Bytes)
<input type="checkbox"/>	BCA-BE-ENSPQP.XFD.ent	122,161
<input type="checkbox"/>	BCA-BE-STAPPV01.XFD.ent	598,239
<input type="checkbox"/>	Cover Letter_ST05_Submission.pdf.ent	51,869

31.4 Click on the **Submitted Document Name** link.

31.5 Click on the **Grant Document Access** button.

Document Details

Document Name : BCA-BE-STAPPV01.XFD.ent
Version No : 1
Size (In Bytes) : 598,239
Comments : Orig. File Name = BCA-BE-STAPPV01.XFD; Total No. of signers = 1; Signer Name = DEREK CHAN + SERIALNUMBER=SG-S1500851B :Professional Engineering Board:1140 E:0, OU=CORENET, 19 Jan 2009 18:42:07
Form Title :
Submission Date : 20/04/2009 (dd/mm/yyyy)
Submitted By : DEREK CHAN

31.6 Select the project member(s) whom you would like to grant them the rights to access the documents and click on the **Save** button.

Project >> Grant Document Access View Proj

Save **Reset**

Project Details

Submission No : ES20090420-00291
Document Name : BCA-BE-STAPPV01.XFD.ent

List of Non CORENET e-Submission Registered User

Page 1 of 1

Member Name	ID No.	Role(s)
CHAN AH HONG	S0012355A	Developer, Owner
LEE MEI HUI	A0987D	Builder
Mary Kee	A0123B	Builder
LIM TAT HAI	PEM001	Professional Engineer - Mechanical

User Roles

List of Project Member

Derek Chan - Architect
TAI LEE LEE - Professional Engineer - Electrical

Grant Document Access To

LEE CHEE HOE - Developer



Notes:

- The project member(s) whom you grant them the rights to access the documents **MUST** be an existing CORENET e-Submission System user.
- Project member(s) without a CORENET e-Submission System account will be listed in the Non CORENET e-Submission Registered User listing.

31.7 Upon successful granting of document access, the following dialog box will be displayed.

I0020: Document Access Updated Successfully

Online Submission: Request EPro Submission Withdrawal

32.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



32.2 Under the **Submission** tab, select **EPro Submission** and click on **Request for Submission Withdrawal**.



32.3 Key in the **Submission No** and click on the **Search** button.

Submission >> Request for Submission Withdrawal View Project Details [Select Project](#) View Sub

Search Reset

Submission Details

Submission No : (e.g.ES20071202-12345)

Submission Type :

Project Reference No : (e.g.A1140-45678-2006)

Correspondence No : (CA/CR e.g.CA20041212-92837)

Regulatory Authority File Reference :

Recipient :

Application Type : (Application Type will be enabled when Submission Type & Recipient are selected)

Submission Status :

Submission Date From : **To :**

e.g. To search for string starting with "a", enter "a".
 e.g. To search for string consist of the letters "abc", enter "%abc".

32.4 Click on the **Submission No** link.



Search Result Hide

Page 1 of 1 Displaying records 1 - 1 of 1

Submission No	Submission Type	Regulatory Authority File Reference	Project Reference No	Application Type	Submission Date (dd/mm/yyyy)	Submitted To	Status
ES20090319-00180	Project		A1005-00100-2009	BCA-BE-ST submission	19/03/2009	Building And Construction Au	Open

32.5 Click on  to select the **Approving Regulatory Authority** to process the request and key in the reason for withdrawal.


Submission >> Request for Submission Withdrawal View Project Details ▾

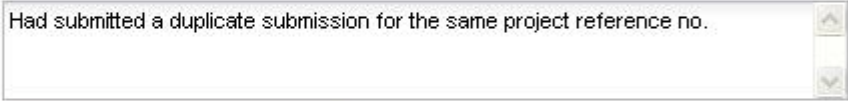
 


Submission Details

Submission No : ES20090319-00180

Submission Date : 19/03/2009 (dd/mm/yyyy)


Approving Regulatory Authority * : Building And Construction Authority 

Reason for Withdrawal * : Had submitted a duplicate submission for the same project reference no. 

Attachment * :  0 document(s) attached

Click on the Attachment button to view/ attach/ delete document(s).

Regulatory Authority

Page 1 of 1 

Regulatory Authority	Submitted By	Status
Building And Construction Authority	Tan Lip Kuang	Open

32.6 Click on the **Attachment** button to attach supporting file(s).



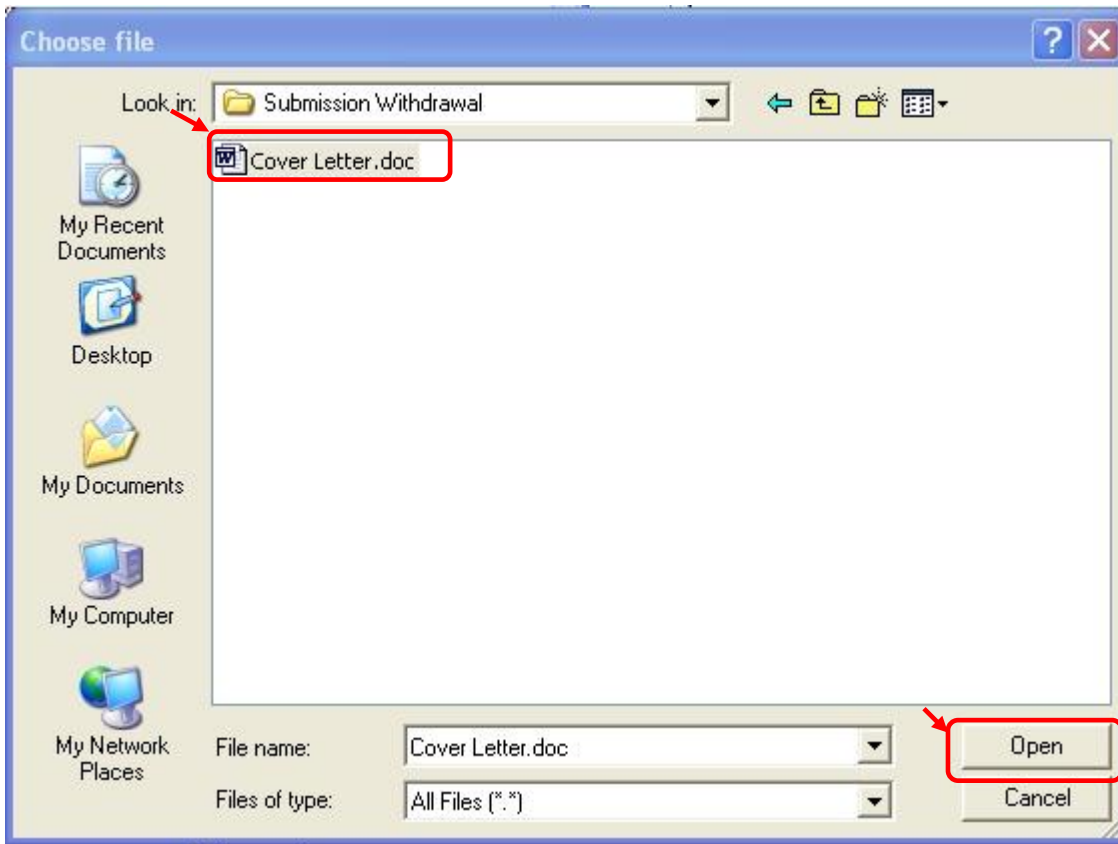
Notes:

- A supporting document(s) stating the reason of withdrawal must be attached.

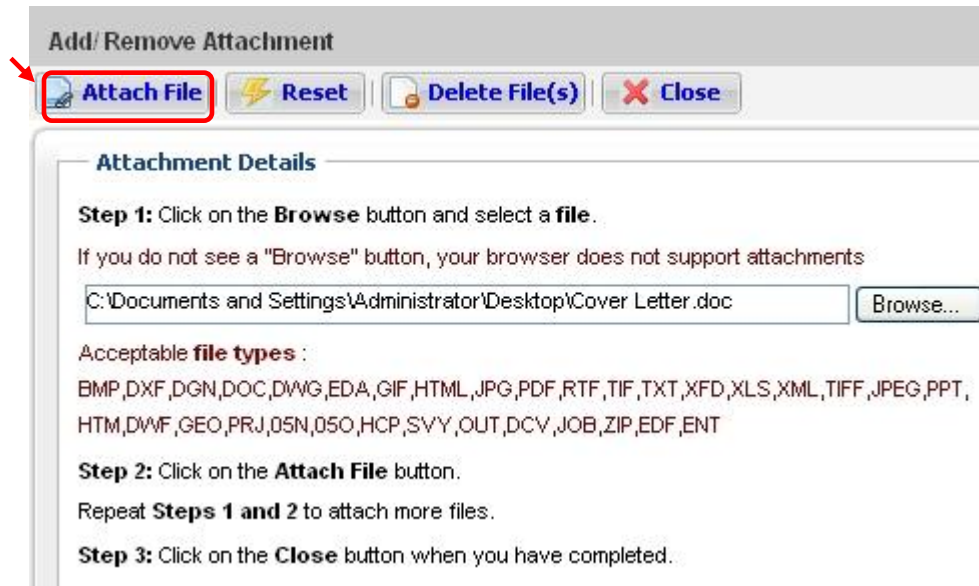
32.7 Click on the Browse button to select file.



32.8 Select the file(s) and click on the **Open** button.

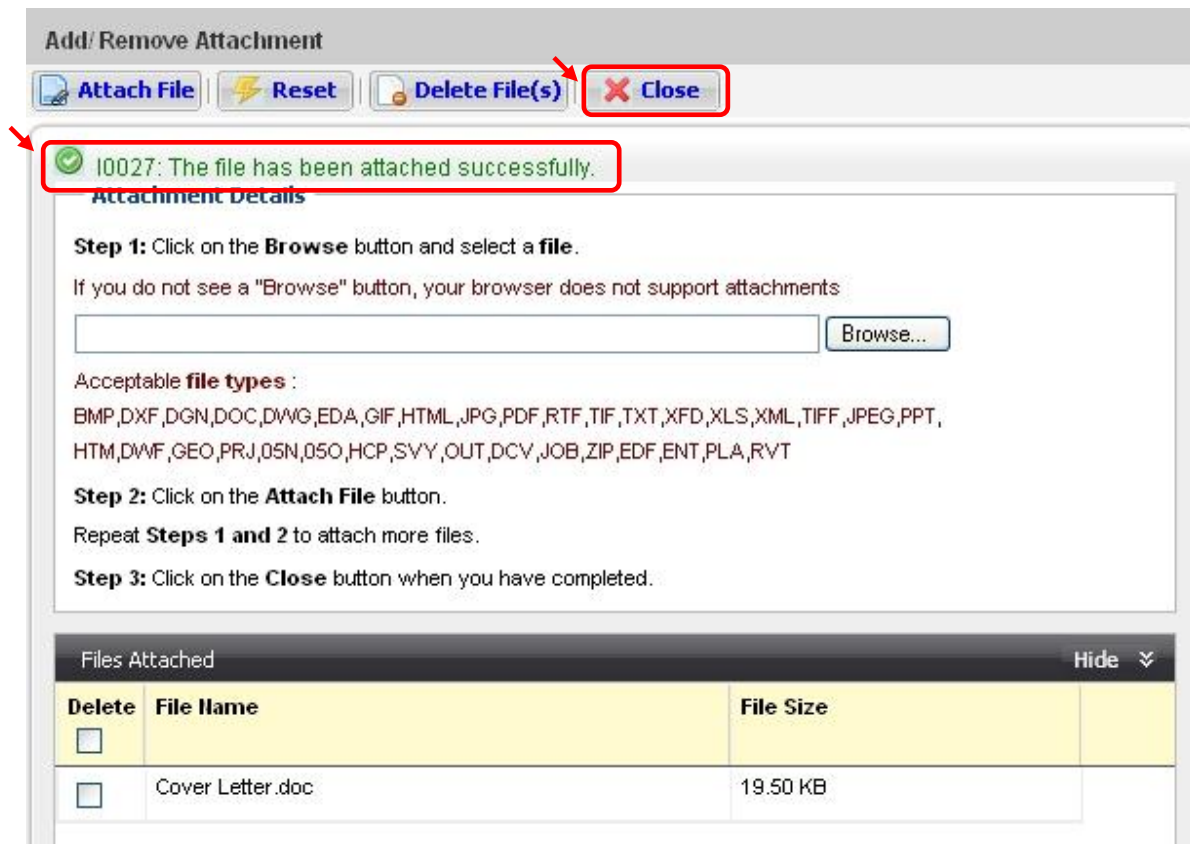


32.9 Click on the **Attach File** button.



32.10 Repeat step 32.7 to 32.9 to attach more files.

32.11 Upon attaching of each file, a successful message will be displayed.



32.12 Click on the **Close** button when completed.



Notes:

- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the **'Files Attached** and **'File Size'** column.
- Please do not click on the **'Attach File'** button if the attached file(s) details is/are not reflected under the **'Files Attached** column.

Submission >> Request for Submission Withdrawal View Project Details ▾

Submission Details

Submission No : ES20090319-00180

Submission Date : 19/03/2009 (dd/mm/yyyy)

Approving Regulatory Authority * : Building And Construction Authority

Reason for Withdrawal * : Had submitted a duplicate submission for the same project reference no.

Attachment * : 1 document(s) attached

Click on the Attachment button to view/ attach/ delete document(s)

Regulatory Authority

Page 1 of 1

Regulatory Authority	Submitted By	Status
Building And Construction Authority	Tan Lip Kuang	Open

32.13 The number of files(s) attached will be displayed in the **Attachment** button.

32.14 Click on the **Submit** button.

32.15 Upon successful submission withdrawal request, the following message will be displayed.

✓ 10079: Your Submission withdrawal request: WS20090319-00021 has been submitted.

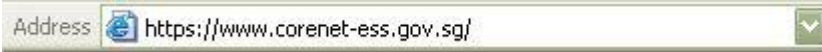


Notes:

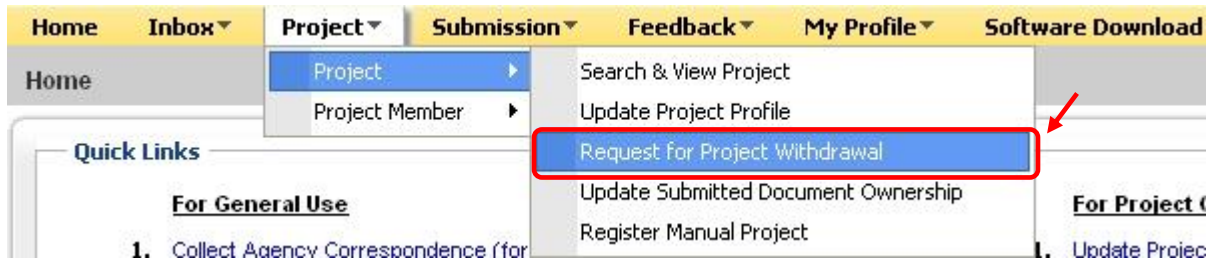
- The Withdrawal of Submission (WS) number is the transaction number for the withdrawal request.
- An acknowledgement slip will be emailed to the requestor upon successful withdrawal request.

Online Submission: Request Project Withdrawal

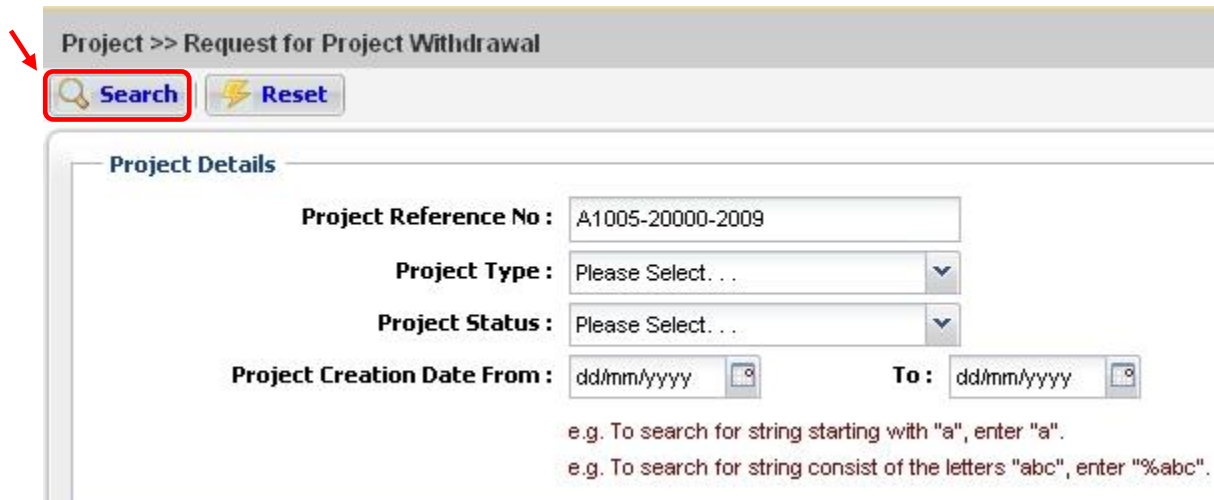
33.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



33.2 Under **Project** tab, select **Project** and click on **Request for Project Withdrawal**.



33.3 Key in the **Project Reference No** and click on the **Search** button.



33.4 Click on the **Project Reference No** link.

Search Result

Page 1 of 1

Project Reference No	Project Title	Status	Location Description	Project Type	Project Coordinator
A1005-20000-2009	Proposed erection of a 3-storey bungalow at E Open	Open	Mukim 01 Plot001 Lot123, DUNMAN ROA.	Project	ARCHITECT 005



Notes:

- Please ensure that all outstanding submissions have been withdrawn and approved by the relevant authority before proceeding.
- A supporting document(s) stating the reason for withdrawal must be attached.

33.5 Click on  to select the **Approving Regulatory Authority** to process the request and key in the reason for withdrawal.

Project >> Request for Project Withdrawal View Project Details ▾

Submit
Reset

Project Details

Project Reference No : A1005-20000-2009

Project Type : Project

Project Title : Proposed erection of a 3-storey bungalow at Dunman Street

Project Status : Open

Location Description : Mukim 01 Plot001 Lot123, DUNMAN ROAD, Singapore 123456, DUNMAN LANE

Approving Regulatory Authority * :

Reason for Withdrawal * :

Attachment * : 0 document(s) attached

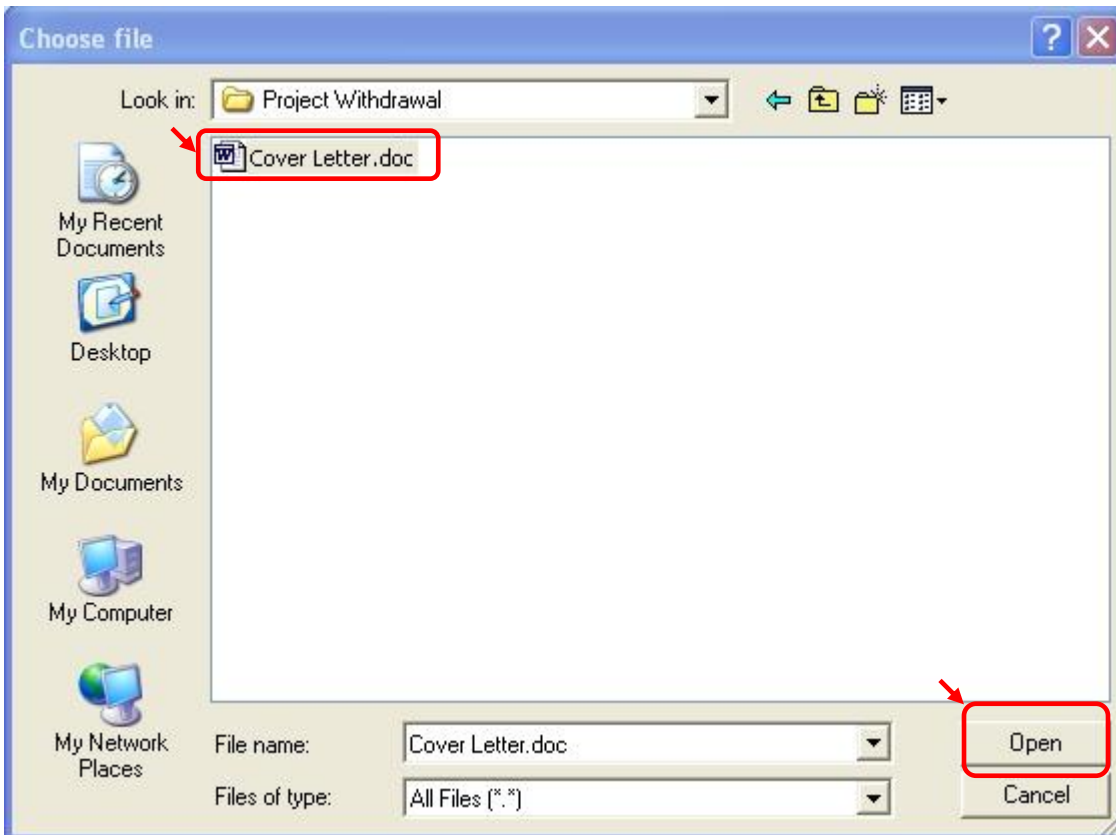
Click on the Attachment button to view/ attach/ delete document(s)

33.6 Click on the **Attachment** button to attach supporting file(s).

33.7 Click on the **Browse** button to select file.



33.8 Select the file(s) and click on the **Open** button.

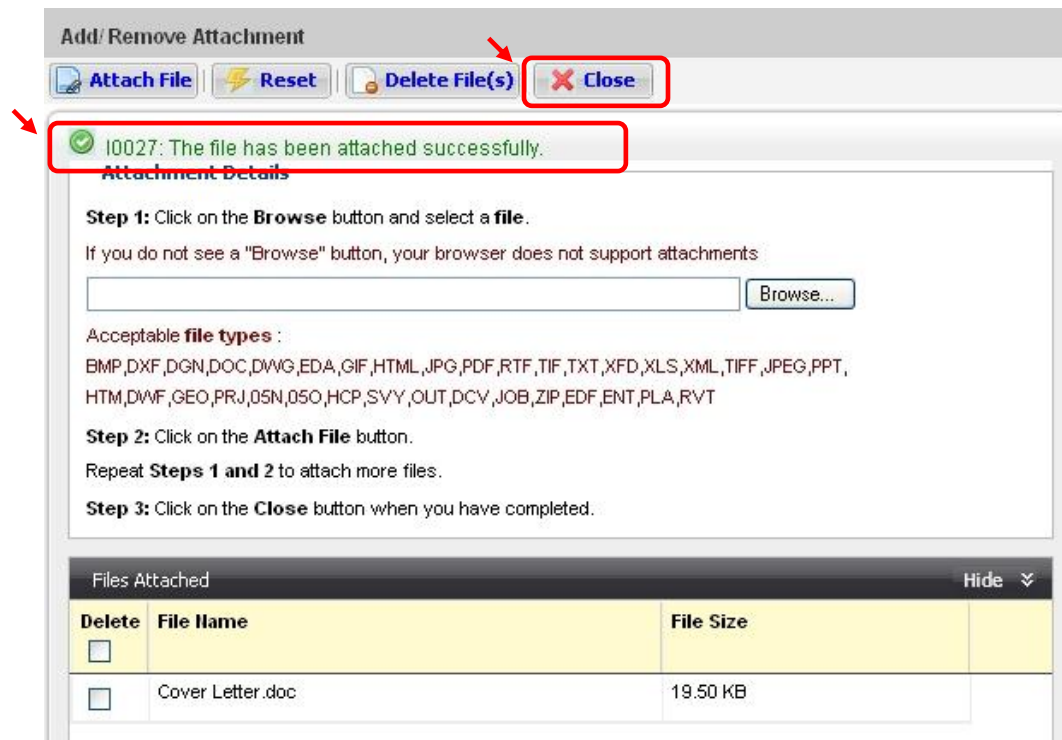


33.9 Click on the **Attach File** button.



33.10 Repeat step 33.7 to 33.9 to attach more files.

33.11 Upon attaching of each file, a successful message will be displayed.



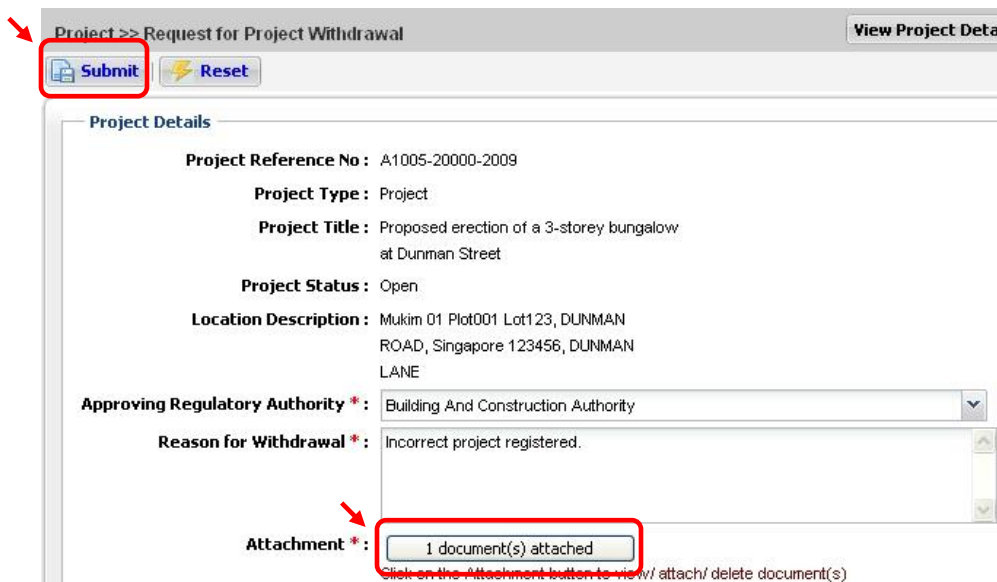
33.12 Click on the **Close** button when completed.



Notes:

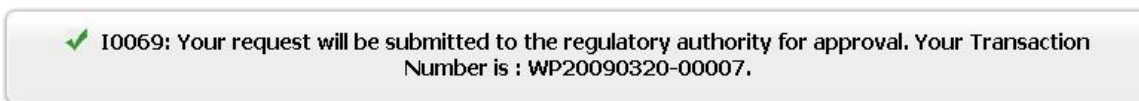
- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the **'Files Attached** and **'File Size'** column.
- Please do not click on the **'Attach File'** button if the attached file(s) details is/are not reflected under the **'Files Attached** column.

33.13 The number of files(s) attached will be displayed in the Attachment button.



33.14 Click on the **Submit** button.

33.15 Upon successful submission withdrawal request, the following message will be displayed.

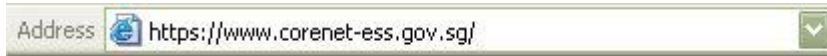


Notes:

- The Withdrawal of Project (WP) number is the transaction number for the withdrawal request.
- An acknowledgement slip will be emailed to the requestor upon successful withdrawal request.

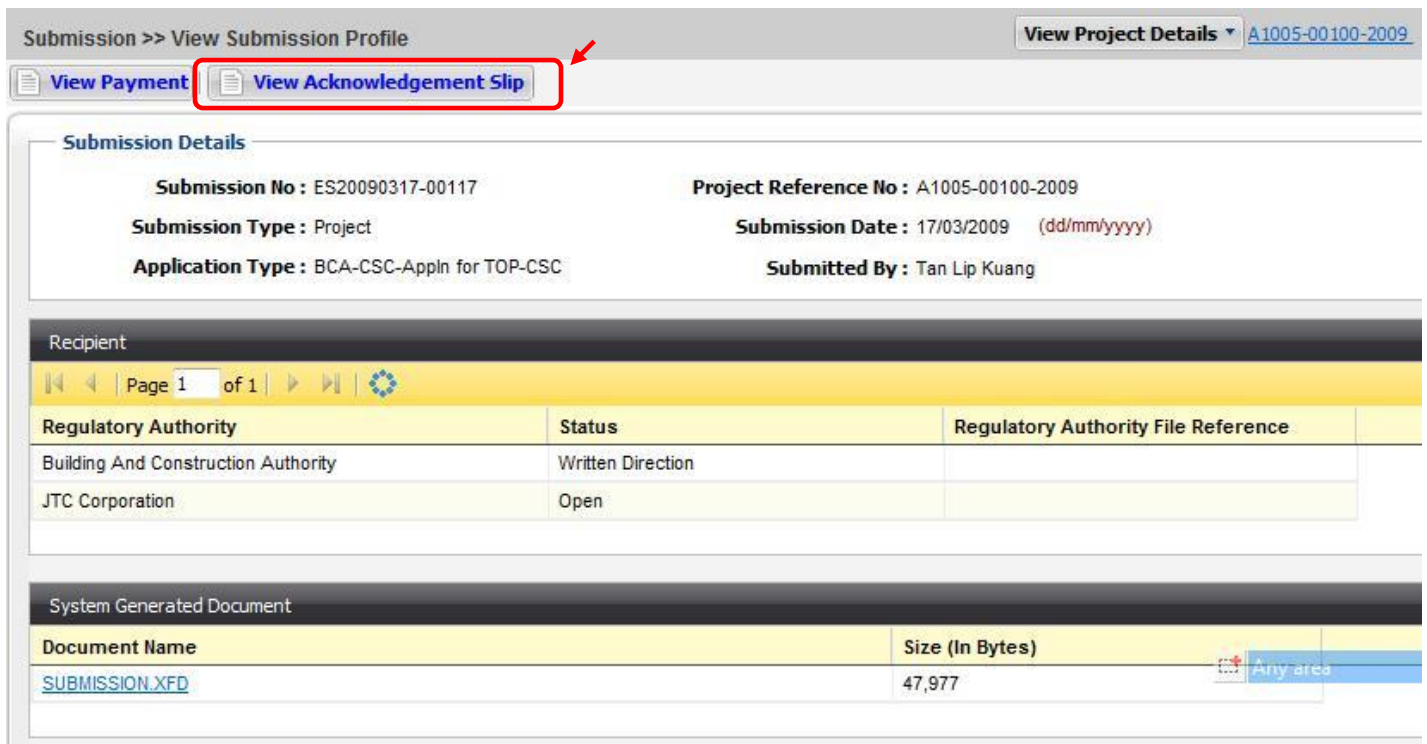
Online Submission: View & Print Acknowledgement Slip

- 34.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>



- 34.2 Search for the submission using steps shown in [Chapter 27 \(Search & View Submission\(ES\)\)](#) or search for the correspondence using steps shown in [Chapter 28 \(Search & View Correspondence \(CR/CA\)\)](#).

- 34.3 The Submission / Correspondence Profile will be displayed.



Submission >> View Submission Profile View Project Details ▾ A1005-00100-2009

[View Payment](#) [View Acknowledgement Slip](#)

Submission Details

Submission No : ES20090317-00117 **Project Reference No :** A1005-00100-2009
Submission Type : Project **Submission Date :** 17/03/2009 (dd/mm/yyyy)
Application Type : BCA-CSC-Appln for TOP-CSC **Submitted By :** Tan Lip Kuang

Recipient

Page 1 of 1

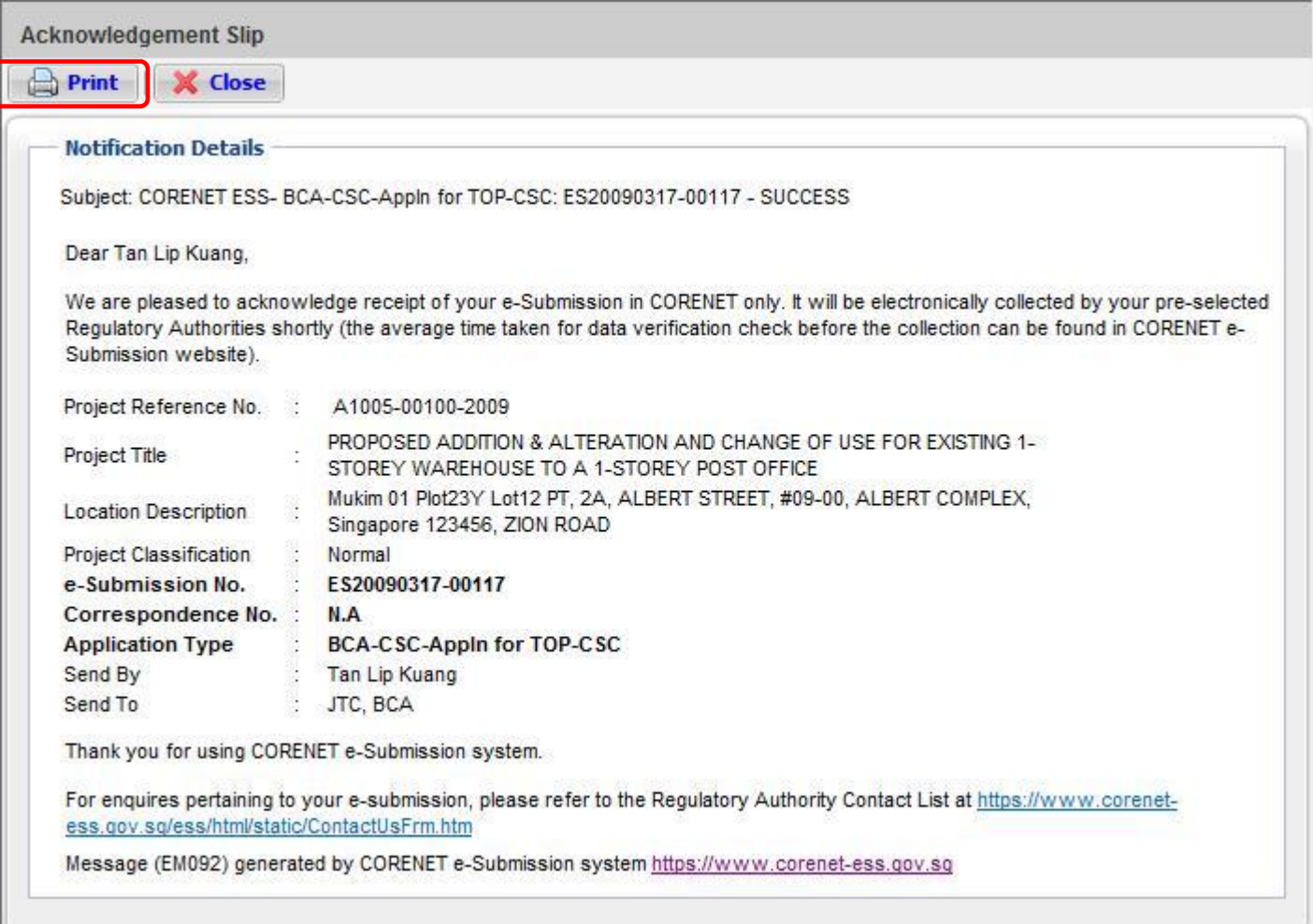
Regulatory Authority	Status	Regulatory Authority File Reference
Building And Construction Authority	Written Direction	
JTC Corporation	Open	

System Generated Document



Document Name	Size (In Bytes)
SUBMISSION.XFD	47,977

- 34.4 Click on the [View Acknowledgement Slip](#) button to view or print the Acknowledgement Slip.

34.5 The Acknowledgement Slip will be displayed.



Acknowledgement Slip

 **Print**  **Close**

Notification Details

Subject: CORENET ESS- BCA-CSC-Appln for TOP-CSC: ES20090317-00117 - SUCCESS

Dear Tan Lip Kuang,

We are pleased to acknowledge receipt of your e-Submission in CORENET only. It will be electronically collected by your pre-selected Regulatory Authorities shortly (the average time taken for data verification check before the collection can be found in CORENET e-Submission website).

Project Reference No. : A1005-00100-2009

Project Title : PROPOSED ADDITION & ALTERATION AND CHANGE OF USE FOR EXISTING 1-STOREY WAREHOUSE TO A 1-STOREY POST OFFICE

Location Description : Mukim 01 Plot23Y Lot12 PT, 2A, ALBERT STREET, #09-00, ALBERT COMPLEX, Singapore 123456, ZION ROAD

Project Classification : Normal

e-Submission No. : **ES20090317-00117**

Correspondence No. : **N.A**

Application Type : **BCA-CSC-Appln for TOP-CSC**

Send By : Tan Lip Kuang

Send To : JTC, BCA

Thank you for using CORENET e-Submission system.

For enquires pertaining to your e-submission, please refer to the Regulatory Authority Contact List at <https://www.corenet-ess.gov.sg/ess/html/static/ContactUsFrm.htm>

Message (EM092) generated by CORENET e-Submission system <https://www.corenet-ess.gov.sg>

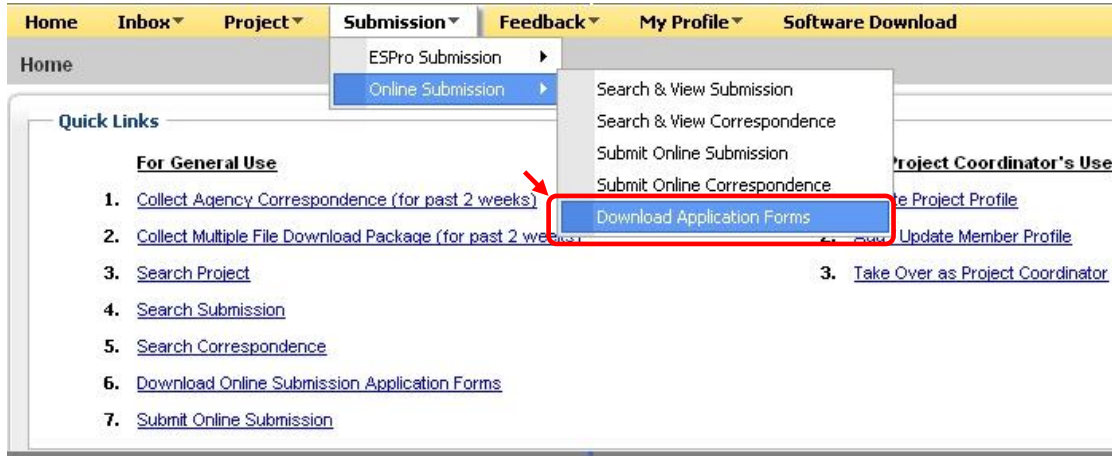
34.6 Click on the **Print** button to print out the Acknowledgement Slip.

Online Submission: Download Application Forms

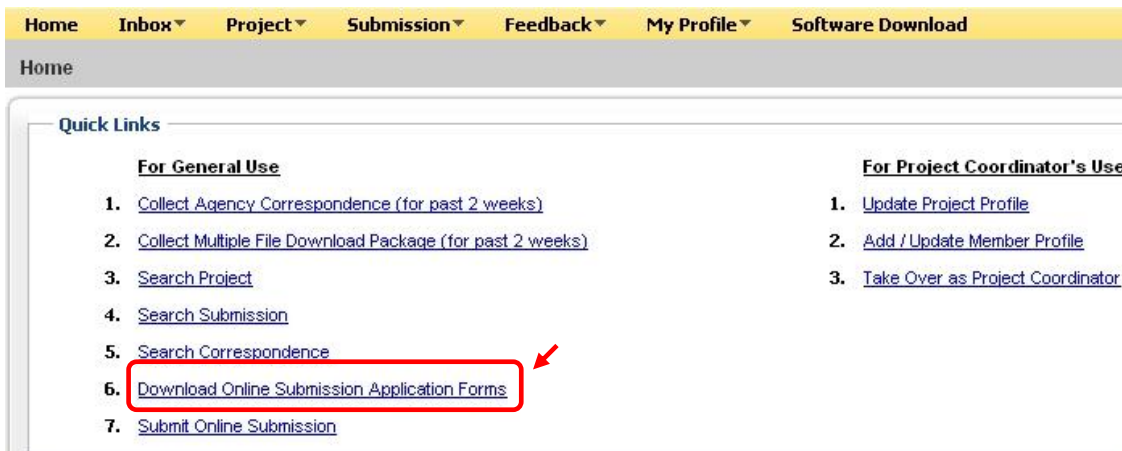
35.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.




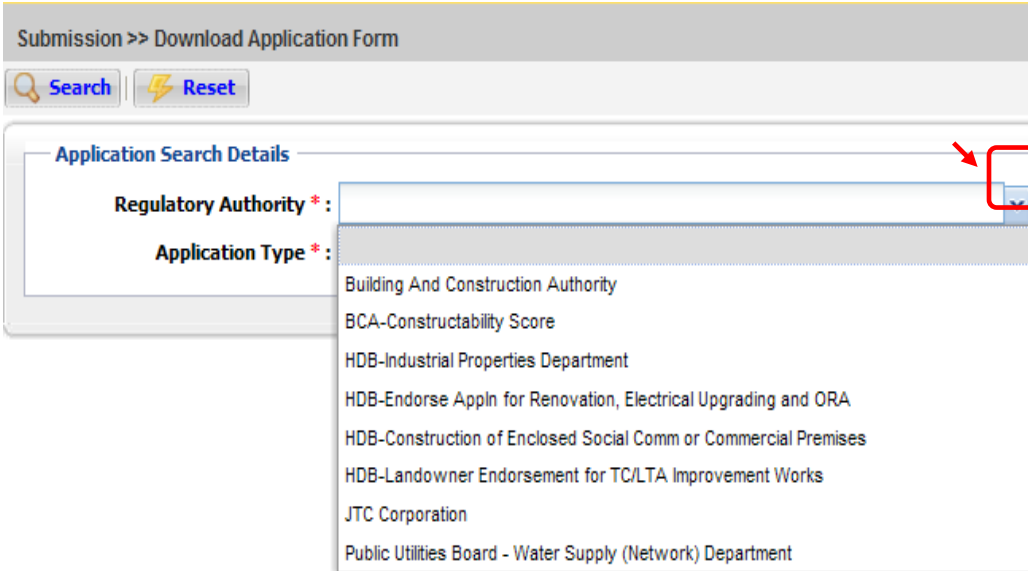
35.2 Under **Submission** tab, select **Online Submission** and click on **Download Application Forms**.



35.3 Alternatively, under **Quick Links**, click on **Download Online Submission Application Forms**.




35.4 Click on  to select the **Regulatory Authority**.



Submission >> Download Application Form

Search Reset

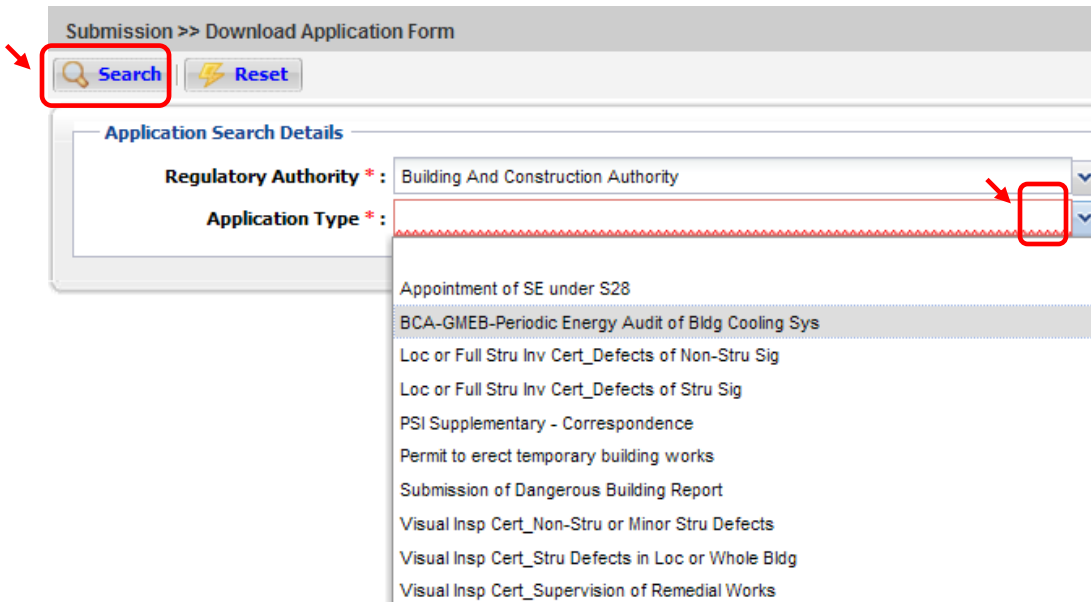
Application Search Details

Regulatory Authority * : 

Application Type * :

- Building And Construction Authority
- BCA-Constructability Score
- HDB-Industrial Properties Department
- HDB-Endorse Appln for Renovation, Electrical Upgrading and ORA
- HDB-Construction of Enclosed Social Comm or Commercial Premises
- HDB-Landowner Endorsement for TC/LTA Improvement Works
- JTC Corporation
- Public Utilities Board - Water Supply (Network) Department

35.5 Click on  to select the **Application Type**.




Submission >> Download Application Form

Search Reset

Application Search Details

Regulatory Authority * : Building And Construction Authority

Application Type * : 

- Appointment of SE under S28
- BCA-GMEB-Periodic Energy Audit of Bldg Cooling Sys
- Loc or Full Stru Inv Cert_Defects of Non-Stru Sig
- Loc or Full Stru Inv Cert_Defects of Stru Sig
- PSI Supplementary - Correspondence
- Permit to erect temporary building works
- Submission of Dangerous Building Report
- Visual Insp Cert_Non-Stru or Minor Stru Defects
- Visual Insp Cert_Stru Defects in Loc or Whole Bldg
- Visual Insp Cert_Supervision of Remedial Works

35.6 Click on the **Search** button.

35.7 Click on the **Document Name** link.

Submission >> Download Application Form

Search Reset

Application Search Details

Regulatory Authority *: Building And Construction Authority

Application Type *: Permit to erect temporary building works

Search Result


Page 1 of 1

Document Name	Description
BCA-BP-PMTTB.XFD	Application for Permit to Erect Temporary Buildings
BCA-CSC-CTSTBW.XFD	Certificate of Supervision for Temporary Building Works
BCA-LU-NAPPQP01.DOC	Notification of Appointment / Authorization of Qualified Person(s) / Accredited Checker / Builder / Structural Engineer

35.8 Click on the **Save** button to save the file.

File Download

Do you want to open or save this file?

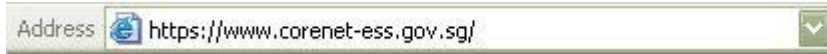
 Name: BCA-BP-PMTTB.XFD
Type: InternetForms Document
From: 160.96.186.236

Open Save Cancel

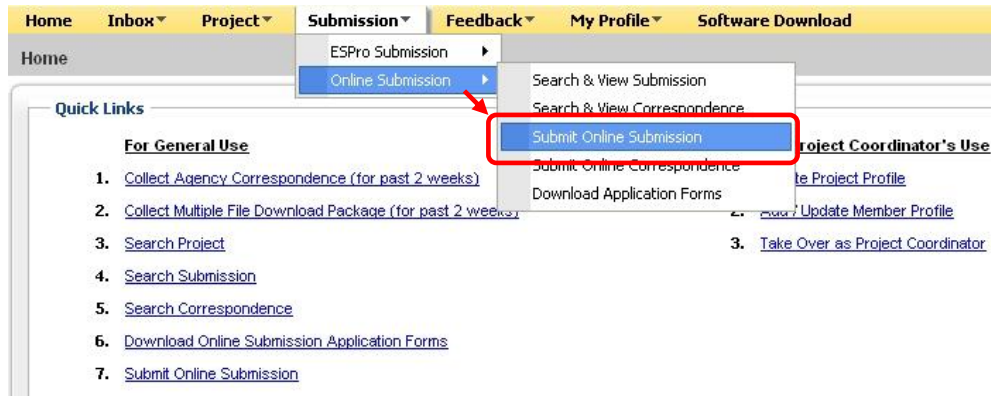
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Online Submission: Submit Online Submission (ES)

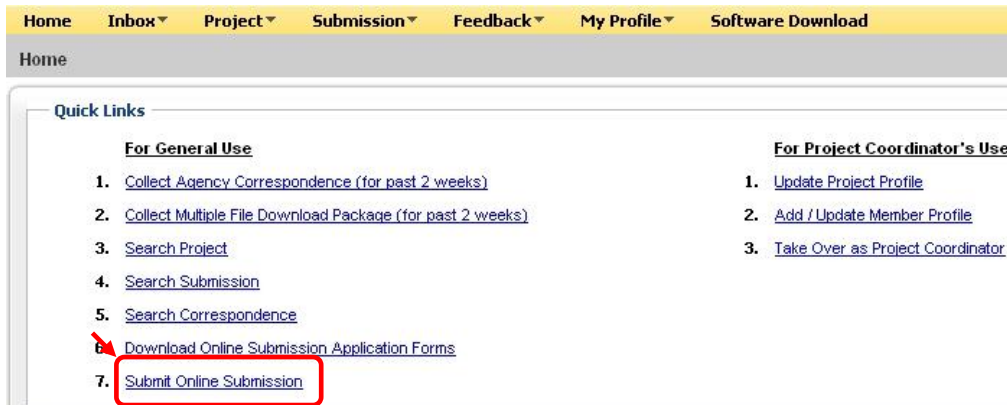
36.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.




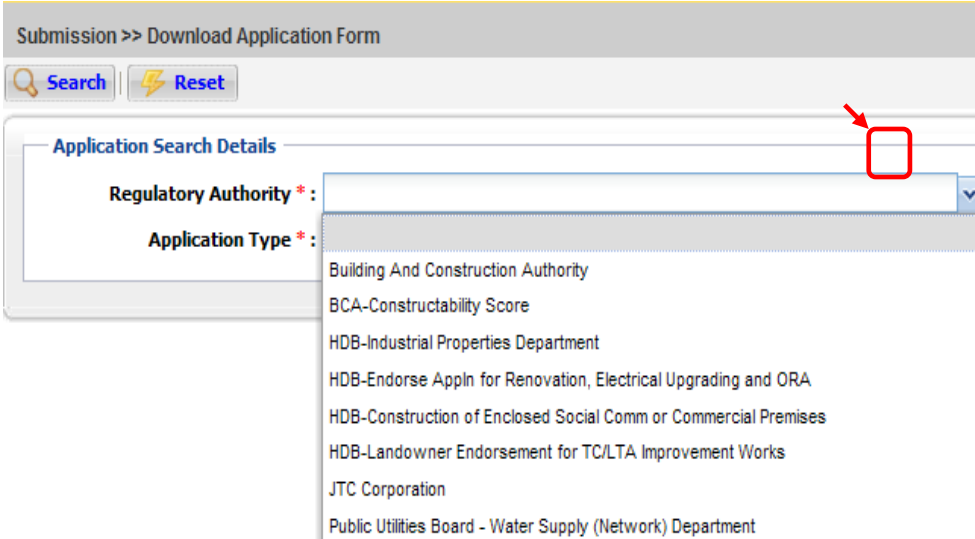
36.2 Under **Submission** tab, select **Online Submission** and click on **Submit Online Submission**.



36.3 Alternatively, under **Quick Links**, click on **Submit Online Submission**.




36.4 Click on  to select the **Regulatory Authority**.



Submission >> Download Application Form

Search Reset

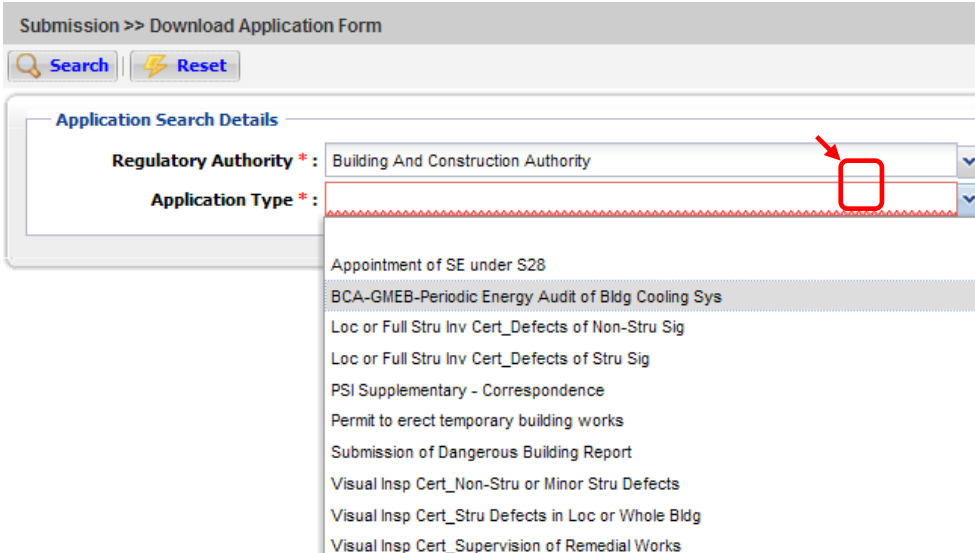
Application Search Details

Regulatory Authority * : 

Application Type * :

- Building And Construction Authority
- BCA-Constructability Score
- HDB-Industrial Properties Department
- HDB-Endorse Appln for Renovation, Electrical Upgrading and ORA
- HDB-Construction of Enclosed Social Comm or Commercial Premises
- HDB-Landowner Endorsement for TC/LTA Improvement Works
- JTC Corporation
- Public Utilities Board - Water Supply (Network) Department

36.5 Click on  to select the **Application Type**.




Submission >> Download Application Form

Search Reset

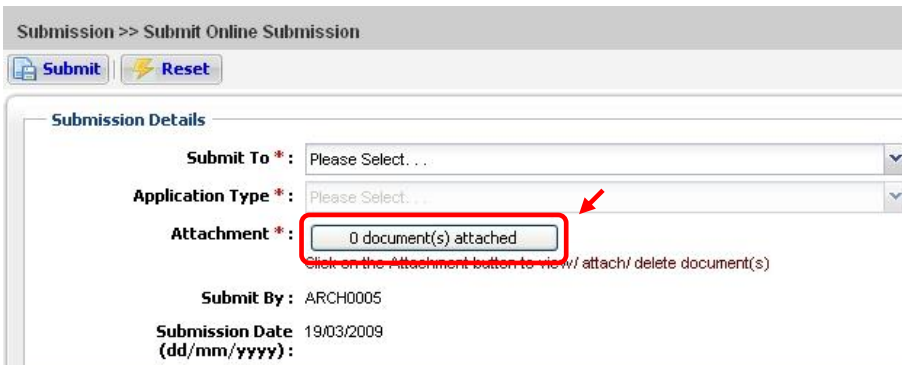
Application Search Details

Regulatory Authority * : Building And Construction Authority

Application Type * : 

- Appointment of SE under S28
- BCA-GMEB-Periodic Energy Audit of Bldg Cooling Sys
- Loc or Full Stru Inv Cert_Defects of Non-Stru Sig
- Loc or Full Stru Inv Cert_Defects of Stru Sig
- PSI Supplementary - Correspondence
- Permit to erect temporary building works
- Submission of Dangerous Building Report
- Visual Insp Cert_Non-Stru or Minor Stru Defects
- Visual Insp Cert_Stru Defects in Loc or Whole Bldg
- Visual Insp Cert_Supervision of Remedial Works

36.6 Click on the **Attachment** button to attach supporting file(s).



Submission >> Submit Online Submission

Submit Reset

Submission Details

Submit To * : Please Select...

Application Type * : Please Select...

Attachment * : **0 document(s) attached**

Click on the Attachment button to view/ attach/ delete document(s)

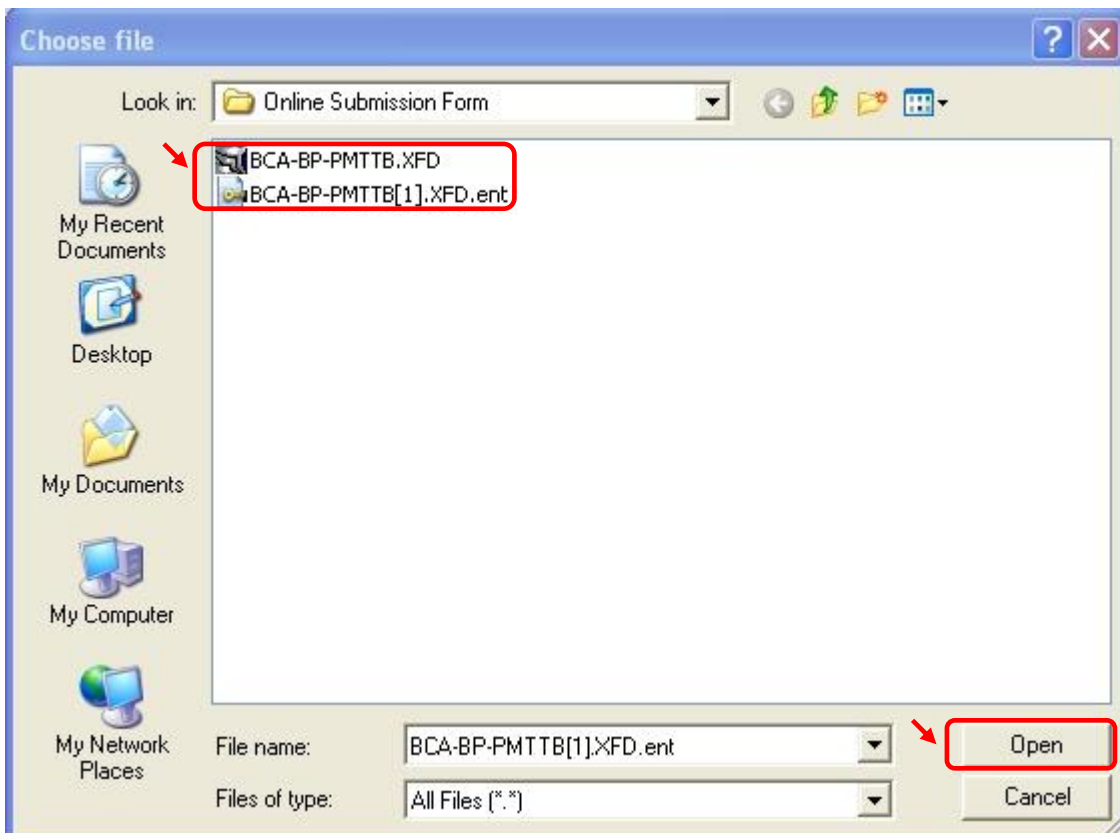
Submit By : ARCH0005

Submission Date (dd/mm/yyyy) : 19/03/2009

36.7 Click on the **Browse** button to select file.



36.8 Select the file(s) and click on the **Open** button.



36.9 Click on the **Attach File** button.



36.10 Repeat step 36.7 to 36.9 to attach more files.

36.11 Upon attaching of each file, a successful message will be displayed.

Add/ Remove Attachment

Attach File Reset Delete File(s) Close

10027: The file has been attached successfully.

Attachment Details

Step 1: Click on the **Browse** button and select a **file**.
If you do not see a "Browse" button, your browser does not support attachments

Browse...

Acceptable **file types** :
BMP,DXF,DGN,DOC,DWG,EDA,GIF,HTML,JPG,PDF,RTF,TIF,TXT,XFD,XLS,XML,TIFF,JPEG,PPT,
HTM,DWF,GEO,PRJ,DSN,DSO,HCP,SVY,OUT,DCV,JOB,ZIP,EDF,ENT,PLA,RVT

Step 2: Click on the **Attach File** button.
Repeat **Steps 1 and 2** to attach more files.

Step 3: Click on the **Close** button when you have completed.

Files Attached			Hide
Delete	File Name	File Size	
<input type="checkbox"/>	BCA-BP-PMTTB[1].XFD.ent	19.50 KB	

36.12 Click on the **Close** button when completed.



Notes:

- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the files(s) has/have been successfully attached, the file(s) details will be reflected under the **'Files Attached** and **'File Size'** column.
- Please do not click on the **'Attach File'** button if the attached file(s) details is/are not reflected under the **'Files Attached** column.

36.13 The number of file(s) attached will be displayed in the **Attachment** button.



Submission >> Submit Online Submission

Submit **Reset**

Submission Details

Submit To *: Building And Construction Authority

Application Type *: Permit to erect temporary building works

Attachment *: 2 document(s) attached
 Click on the Attachment button to view/ attach/ delete document(s)

Submit By: ARCH0005

Submission Date (dd/mm/yyyy): 19/03/2009

36.14 Click on the **Submit** button.

36.15 Upon successful submission, a **Submission Number** will be generated.



Notes:

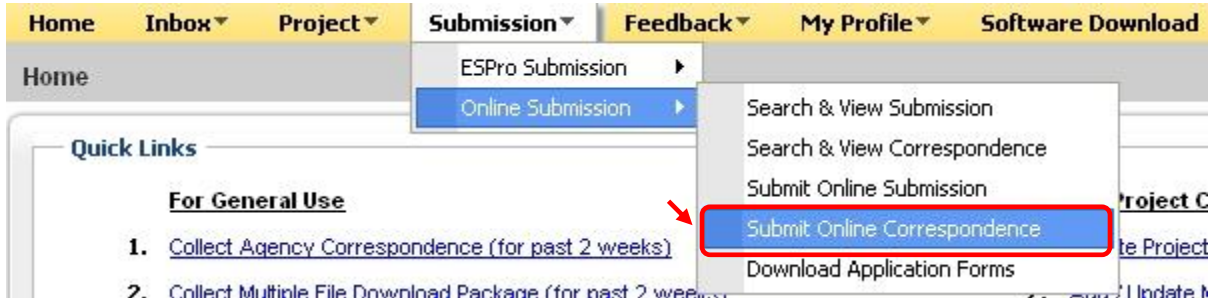
- Upon **successful submission**, an **Acknowledgement Slip** will be sent to the applicant to confirm that the submission has been successfully registered in CORENET eSS.


Online Submission: Submit Online Correspondence (CR)

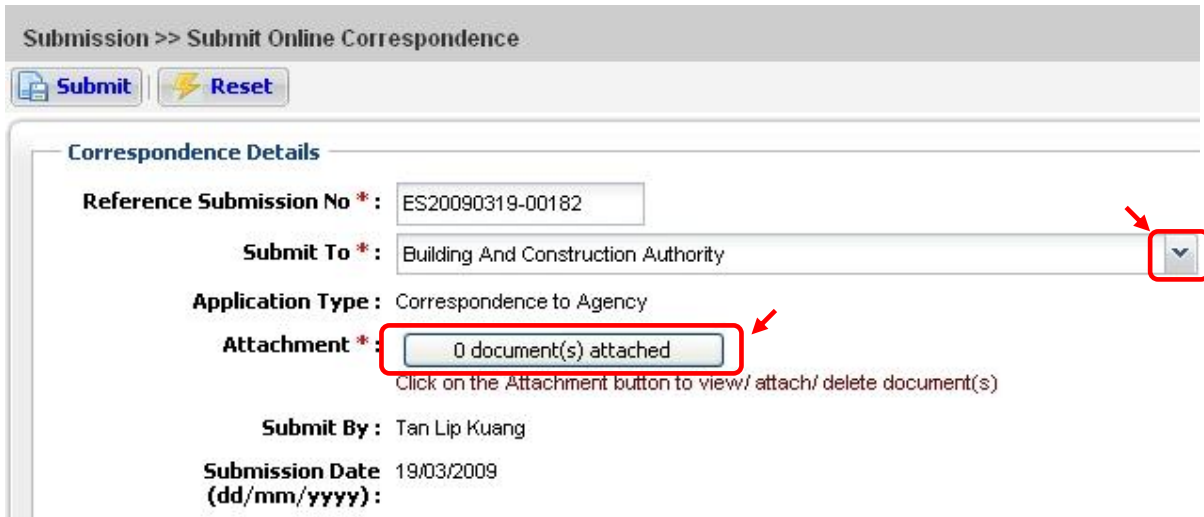
37.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



37.2 Under **Submission** tab, select **Online Submission** and click on **Submit Online Correspondence**.



37.3 Key in the **Reference Submission No** and click on  to select the **Regulatory Authority**.



37.4 Click on the **Attachment** button to attach supporting file(s).



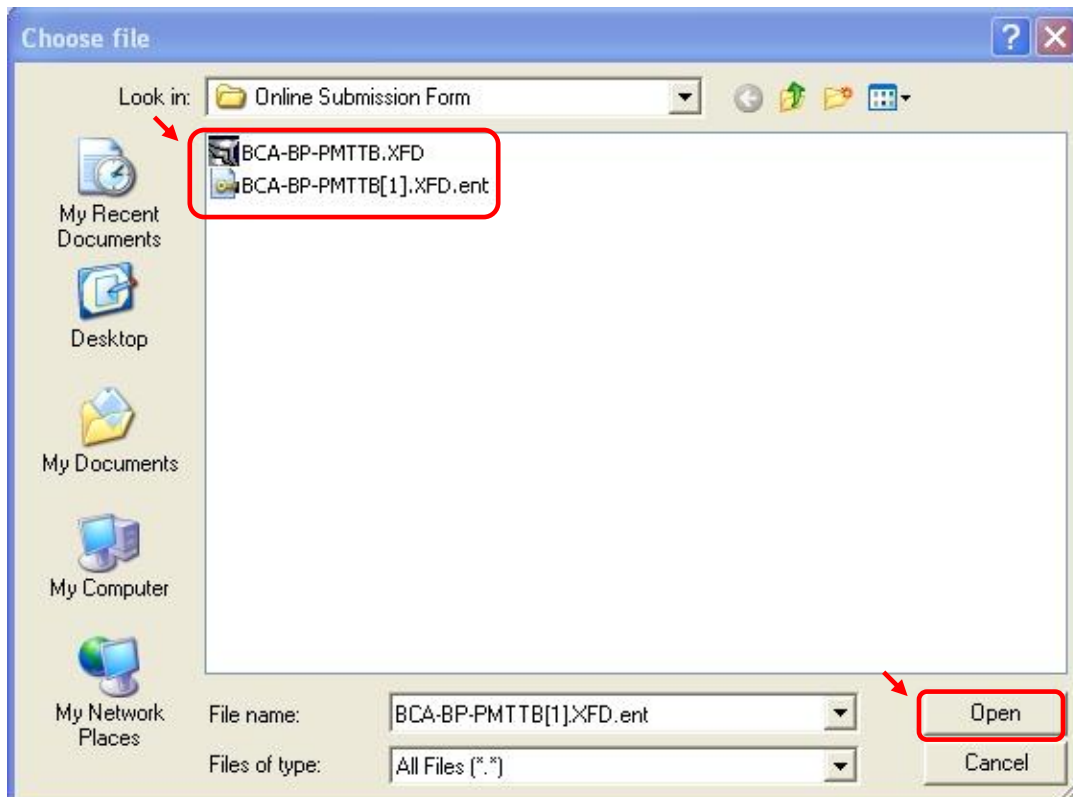
Notes:

- The **Reference Submission No.** field is mandatory for Correspondence submission.
- The **Application Type** field will automatically show **'Correspondence to agency'** when **'Correspondence'** is selected.

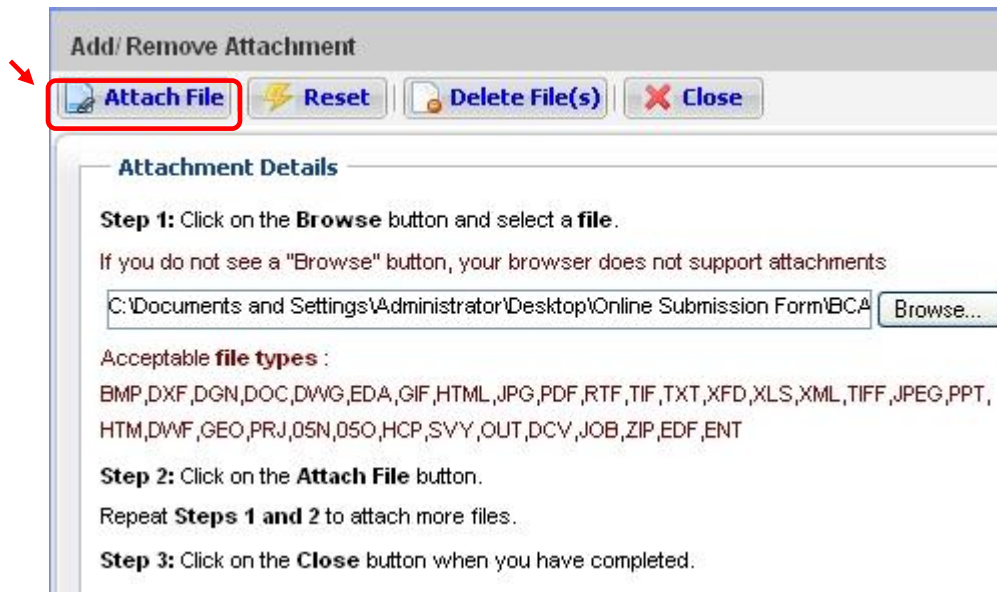
37.5 Click on the **Browse** button to select file.



37.6 Select the file(s) and click on the **Open** button.

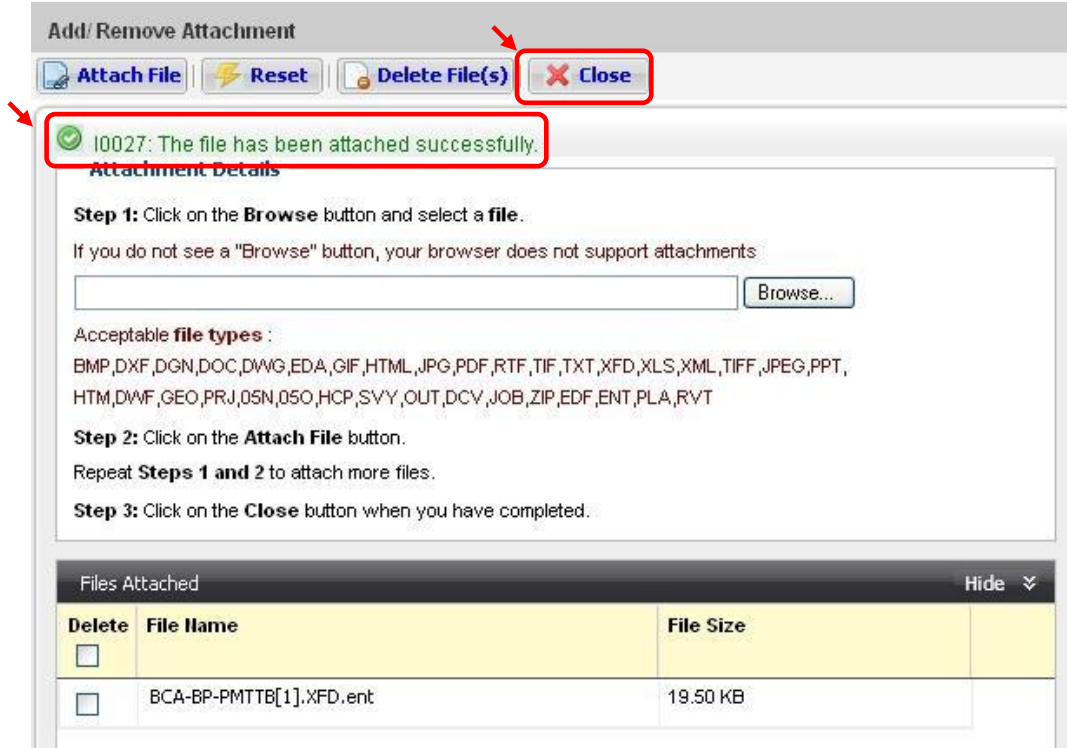


37.7 Click on the **Attach File** button.



37.8 Repeat step 37.5 to 37.7 to attach more files.

37.9 Upon attaching of each file, a successful message will be displayed.



37.10 Click on **Close** button when completed.



Notes:

- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the **'Files Attached** and **'File Size'** column.
- Please do not click on the **'Attach File'** button if the attached file(s) details is/are not reflected under the **'Files Attached** column.

37.11 The number of attached file(s) will be displayed in the **Attachment** button.

Submission >> Submit Online Correspondence

Submit **Reset**

Correspondence Details

Reference Submission No *: ES20090319-00182

Submit To *: Building And Construction Authority

Application Type: Correspondence to Agency

Attachment *: **2 document(s) attached**
Click on the Attachment button to view/ attach/ delete document(s)

Submit By: Tan Lip Kuang

Submission Date (dd/mm/yyyy): 19/03/2009

37.12 Click on the **Submit** button.

37.13 Upon successful submission, a **Correspondence Number** will be generated.

✓ I0018: Correspondence number generated successfully. Your Correspondence Number is CR20090319-00038

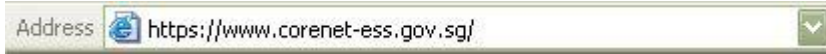


Notes:

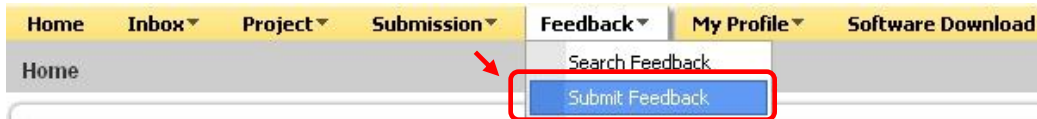
- Upon **successful submission**, an Acknowledge Slip will also be sent to the applicant to confirm that the submission has been successfully registered in CORENET eSS.

Online Submission: Submit Feedback

38.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



38.2 Under **Feedback** tab, click on **Submit Feedback**.



38.3 Fill in the details and click on the Submit button.

Feedback >> Submit Feedback

Submit **Reset**

Query Details

Query Type : Enquiry Feedback

Company Name *: Design Consultants

Name *: Tan Lip Kuang

Email Address ^: tan.lip.kuang@designc.com

Contact Number ^: 91112322

Category ~: Digital Signer ESPro Netrust Online Function Others

Message *: I have upgraded my Netrust card to the token. Should I upgrade my ESPro to v2.3.0 as well?

* Compulsory field
 ^ At least one item to be fill up
 ~ At least one item to be tick "



Notes:

- (*) Fill up all mandatory fields.
- (^) Either Email or Contact Number is required.
- (~) Select at least one item.
- Maximum 4000 characters for the message field are allowed.

38.4 Upon successful online enquiry/feedback request, a **Reference No.** will be generated.

I0056: Online Enquiry/ Feedback has been submitted successfully. Your reference: OE20090319-00012.
Thank you for your Enquiry/ Feedback.

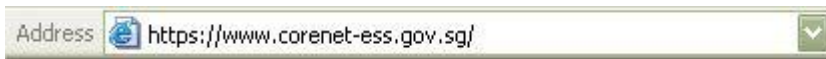


Notes:

- An email will be emailed to the applicant once the online enquiry/feedback has been replied.

Online Submission: Search Feedback

39.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.




39.2 Under **Feedback** tab, click on **Search Feedback**.



39.3 Fill in the **Enquiry Reference No** and click on the **Search** button.

Feedback >> Search Feedback

 **Search**  **Reset**

Enquiry Details

Enquiry Reference No. : (e.g. OE20050901-12345)

Query Type :

Category :

Replied Flag :

Company Name :

Enquiry Content :

Reply Content :

Enquiry Date From : **To :**

e.g. To search for string starting with "a", enter "a".
e.g. To search for string consist of the letters "abc", enter "%abc".



Notes:

- 'Enquiry Date From' and 'Enquiry Date To' is **NOT** a mandatory field.

39.4 To view the **Enquiry Detail**, click on the **Reference No** link.

Reference No	Category	Enquiry Type	Replied Flag	Enquirer Name/ Contact/ Email	Company Name	Enquiry Content
OE20090319-00012	ESPro	Enquiry	N	Tan Lip Kuang Tel. 91112322 Email. tan.lip.kuang@designnc.com	Design Consultants	I have upgraded my Netrust card

39.5 Please note that if **Replied Flag = N**, it means that enquiry has not been replied. If the **Replied Flag = Y**, it means the enquiry has been replied.

Online Enquiry Detail

[Close](#)

Enquiry Details

Reference No : OE20090319-00012

Category : ESPro

Query Type : Enquiry

Enquiry Date : 19/03/2009 (dd/mm/yyyy)

Company Name : Design Consultants

Enquirer : Tan Lip Kuang

Email Address : tan.lip.kuang@designnc.com

Contact Number : 91112322

Replied Flag : N

Replier :

Replier Email :

Replied Date : (dd/mm/yyyy)

Enquiry Content : I have upgraded my Netrust card to the token. Should I upgrade my ESPro to v2.3.0 as well?

Replied Content :

Online Enquiry Detail

[Close](#)

Enquiry Details

Reference No : OE20090319-00012

Category : ESPro

Query Type : Enquiry

Enquiry Date : 19/03/2009 (dd/mm/yyyy)

Company Name : Design Consultants

Enquirer : Tan Lip Kuang

Email Address : tan.lip.kuang@designnc.com

Contact Number : 91112322

Replied Flag : Y

Replier : eSS System Operator 1

Replier Email : essOperator@nova-hub.com

Replied Date : 19/03/2009 (dd/mm/yyyy)

Enquiry Content : I have upgraded my Netrust card to the token. Should I upgrade my ESPro to v2.3.0 as well?

Replied Content : Dear Sir/Mdm Thank you for your enquiry. Yes, you may need to upgrade to ESPro v2.3.0. You may obtain the upgrade setup from our CORENET eSS website (<https://www.corenet-ess.gov.sg>). Best Regards, CORENET eSS Support Team

Online Submission: Update User Profile

40.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.




40.2 Under **My Profile** tab, click on **Update User Profile**.



40.3 Make the **necessary changes** and click on the **Save** button to save the changes.

My Profile >> Update User Profile

 **Save**  **Reset**

User Details

User ID : ARCH0005

User Name * : (as stated in NRIC/ Passport)

ID Type : Passport

NRIC No./ Passport No. : ARCH005

Country : Singapore

Email Address * :

Tel No. * :

Ext :

Fax No. :

Pager No. :

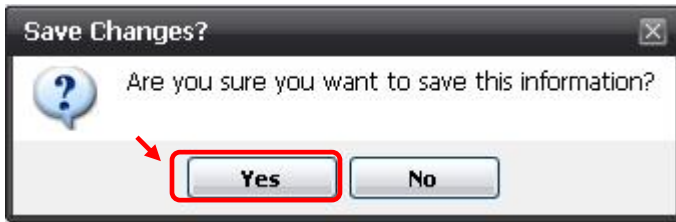
Mobile Phone No. :



Notes:

- **User ID** and **Identification details** (eg. ID Type, ID No and Country) are **NOT** editable.

40.4 The following dialog box will be shown. Click on the **Yes** button.

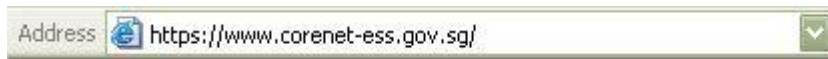


40.5 Upon successful updating of User Profile, the following message will be displayed.



Online Submission: Change Password

41.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



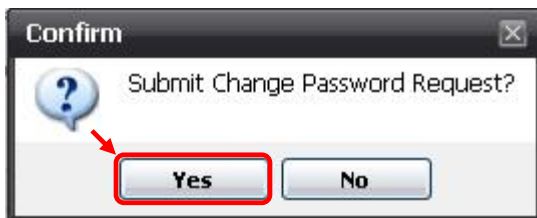
41.2 Under **My Profile** tab, click on **Change Password**.



41.3 Fill in the existing Password as well as the “**New Preferred Password**”. Reconfirm your new Password in the “**Confirm New Password**” field.

41.4 Click on the **Save** button to save the changes.

41.5 A confirmation dialog box will be displayed. Click on the **OK** button.



41.6 Upon successful change of password, the following dialog box will be displayed.



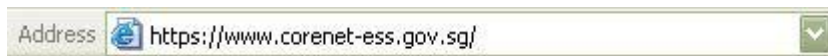
Online Submission: Register Manual Project



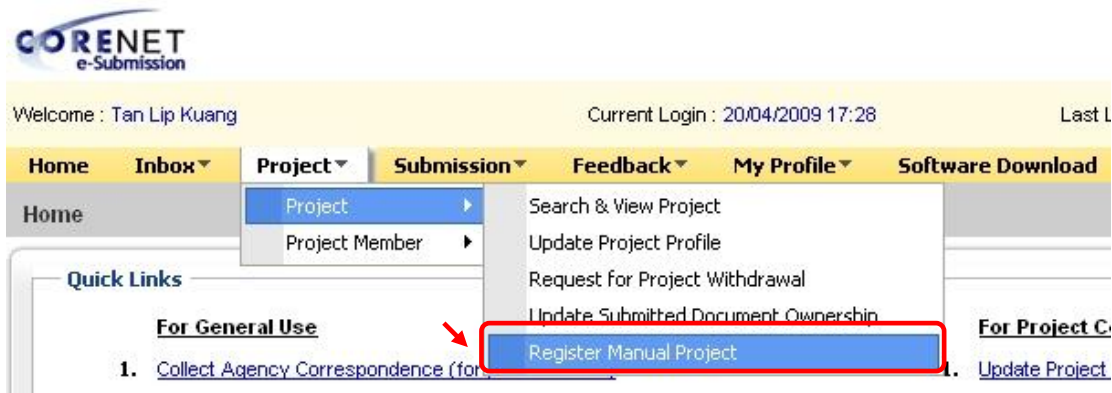
Notes:

- **Only use** this function when the project was **manually registered** with project ref no. like **eg. E1234-01465-1998, A1234-00381-1997** and there **IS a change of project coordinator**. If there is **NO change of project coordinator**, pls proceed to register the project as shown in [Chapter 5 \(Register Project\)](#).
- For project **manually registered** with project ref no. like **eg. G01465-1998, 6-00381-1997, 2-83561-1996** (aka illus project), pls contact CORENET helpdesk to enquire on how to register the project.

42.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



42.2 Under **Project** tab, select **Project** and click on **Register Manual Project**.



42.3 Click on the **Add** button



42.4 Fill in the project information.

Inbox >> Add Manual Project

Save **Reset**

Project Details

Project Reference No * : A 1332 - 00001 - 1998

Project Title * : Proposed Additions & Alterations of the Existing 1-Storey Building to 2-Storey Building for Restaurant

Project Category * : Non-Government/ Statutory Board

Project Classification * : Normal

Land Ownership * : Others

Commencement Date * : 20/04/1998

Completion Date * : 20/04/1998


Project Status * : Open

Location Description * : (non-editable)

Attachment : 0 document(s) attached

Click on the Attachment button to view/ attach/ delete document(s)
 * Supporting documents can only be attached after the project profile has been saved and a Project Coordinator has been assigned to the project

Project Site Description

Road Name : YIO CHU KANG GREEN 

Site Description :

Project Address

Insert **Delete**

Delete	Building Name	House/ Block No	Level No	Unit No	Road Name	Postal Code
<input type="checkbox"/>	Apex Tower	123	12	05	SELEGIE ROAD	556554
<input type="checkbox"/>						
<input type="checkbox"/>						

Lot Mukim/TS

Insert **Delete**

Delete	Mukim/ TS No	Lot No	Plot No	Partial Lot
<input type="checkbox"/>	Mukim 01	097A		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Please Select ...			<input type="checkbox"/>
<input type="checkbox"/>	Please Select ...			<input type="checkbox"/>


*Member can only be added upon successful creation of project.

Project Member

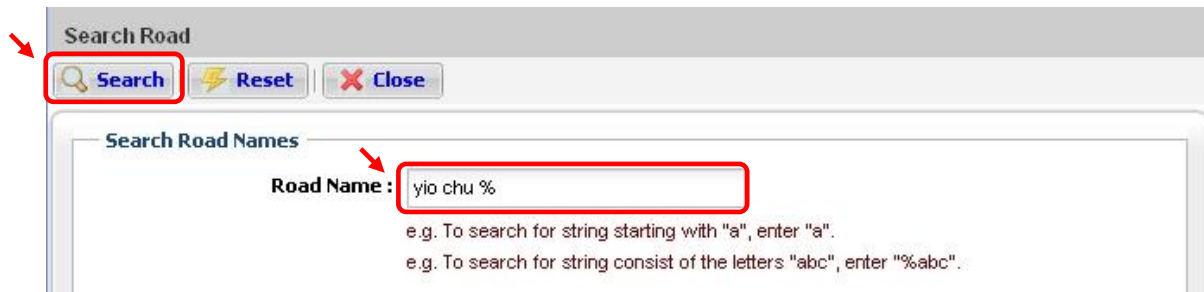
Page 1 of 1 **Add Member** **Update Member** **Delete Member** * Project Coordinator

Delete	Member Name	Role(s)	ID No.	Country
<input type="checkbox"/>				

No records found to display

42.5 Click on  to select the road name.

42.6 Key in the road name and click on the **Search** button.



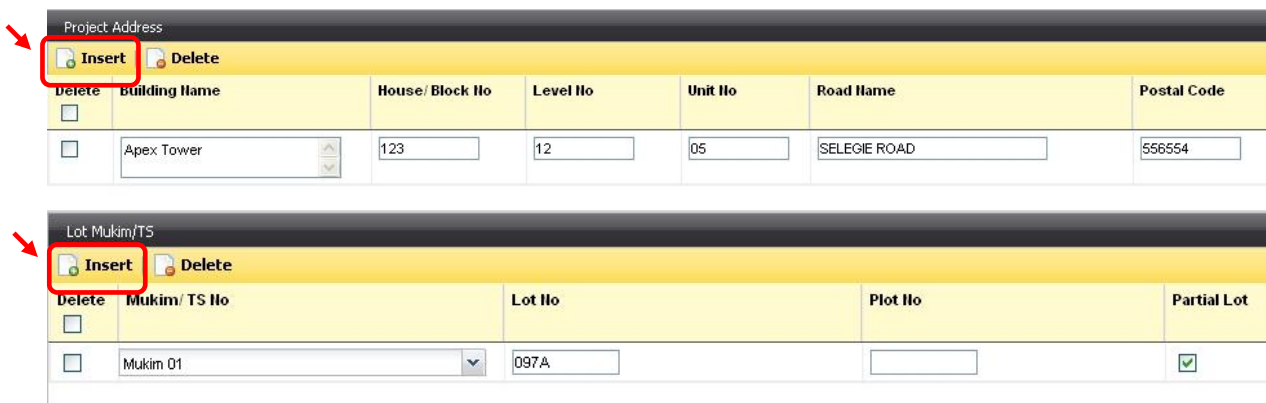
Notes:

- For Project Address without Postal Code, please refer to **Section 42.5**
- For Project Address with Postal Code, please refer to **Section 42.8**

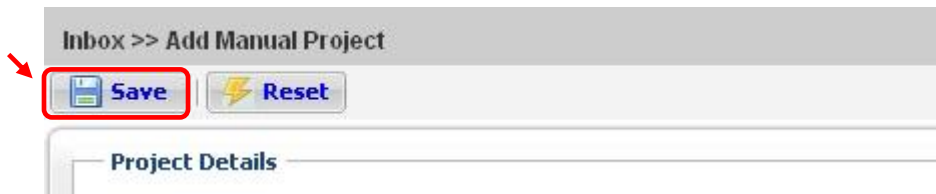
42.7 Click on the desired **Road Name** link (e.g. Yio Chu Kang Green).



42.8 To insert additional rows for Project Address and Lot Mukim/TS No, click on the **Insert** button.



42.9 Click on the **Save** button to create the manual project.



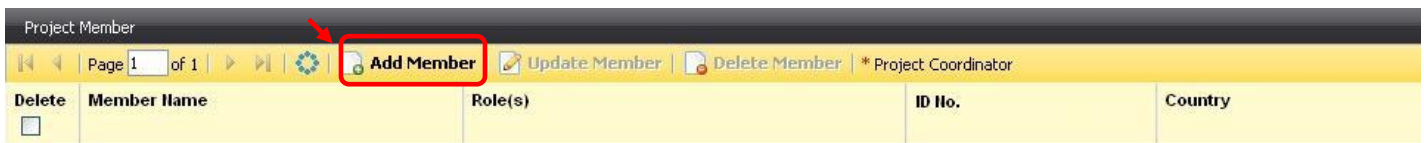
42.10 Upon successful creation of manual project, the following message will be displayed.



Notes:

- The fields marked (*) are mandatory.
- If you are unsure of your project status, select **Open**.
- A Project Profile has to be created first before adding members to the project.

42.11 Click on the **Add Member** button to add member(s) into the project.



No records found to display

42.12 Fill in the member's details.

Project >> Add Project Member

Save Reset Close

Member Details

Project Reference No: A1332-00001-1998

Member Name *: Stephanie Yong
(as in NRIC/Passport)

ID Type *: NRIC No. Passport No. Others

ID No *: ARCH005
(e.g. for NRIC, S7809232G)

Country *: Singapore

Is Project Coordinator ? *: Yes No

Firm Name: Building and Construction Pte Ltd

Designation: Director

Tel No. *: 63255901

Ext:

Mobile Phone No.:

Pager No.:

Fax No.:

Email Address *: stephanie.yong@bc.com
(e.g. ray@hotmail.com)

Alternate Email Address:
(e.g. ray@hotmail.com)

Address Type *: Formatted Unformatted

Building Name: Casafina Towers

House/ Block No.:

Level No.: 05

Unit No.: 00

Road Name *: EAST COAST AVENUE

Postal Code *: 123456
(6 numeric characters)

Assign Roles

List of Role(s)

- Accredited Checker
- Accredited Checker - Geotechnical
- Accredited Checker Organisation
- Builder
- Clerk of Works
- Desludging Contractor

List of Assigned Role(s)

Architect : 1005

Double click on the assigned role to edit the Professional/License No. if applicable.

42.13 Click on  to select the role for the member.



Notes:

- Select **Yes** if the member is the Project Coordinator.
- All fields marked (*) are mandatory.

42.14 Key in the professional number if required and click on the **OK** button.

Professional/ License No

Please enter Professional/ License No for Architect

1005

OK Cancel



Notes:

- A Professional Number is required when adding the following roles to the member:
 - o Accredited Checker (AC)
 - o Accredited Checker Organisation (ACO)
 - o Architects (A)
 - o Licensed Electrical Worker
 - o Licensed Gas Service Worker
 - o Licensed Water Service Plumber
 - o Professional Engineer (PE)
 - o Registered Inspector (RI)
 - o Registered Surveyor (RS)

- Please **do NOT include** the Professional alphabet (eg. A or E) in the Professional No. field **except** for Licensed Water Service Plumber and Licensed Gas Service Worker.

42.15 Upon successful adding of member(s), the following message will be displayed.



42.16 Click on the **Attachment** button to attach supporting file(s).

Inbox >> Update Manual Project

Save Submit Reset

10061: Project member has been saved successfully.

Project Details

Project Reference No : A1332-00001-1998	Commencement Date* : 20/04/1998
Project Title* : Proposed Additions & Alterations of the Existing 1-Storey Building to 2-Storey Building for Restaurant	Completion Date* : 20/04/1998
Project Category* : Non-Government/ Statutory Board	Project Status* : Open
Project Classification* : Normal	Location Description : Mukim 01 Lot097A PT, 123, SELEGIE ROAD, #12-05, Apex Tower, Singapore 556554, YIO (non-editable)
Land Ownership* : Others	Attachment* : 0 document(s) attached

Click on the Attachment button to view/ attach/ delete document(s)

* Supporting documents can only be attached after the project profile has been saved and a Project Coordinator has been assigned to the project

42.17 Click on the **Browse** button to select file(s).



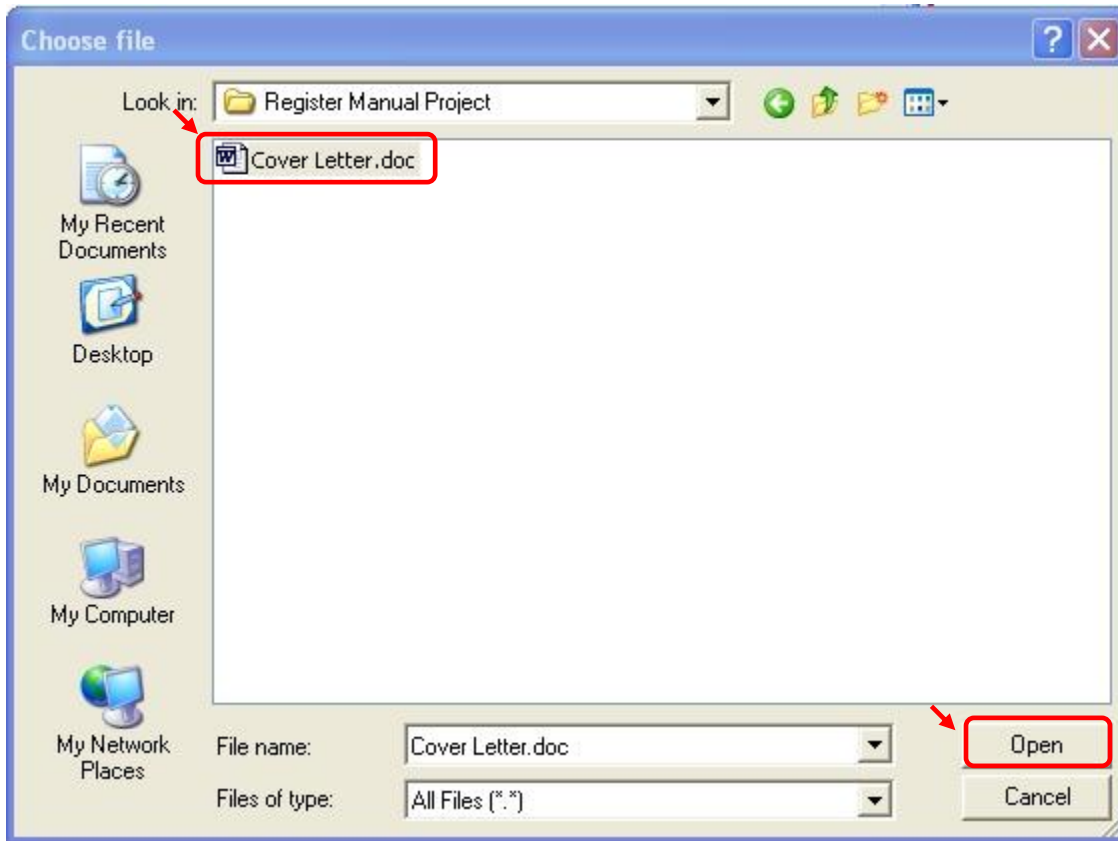
Notes:

- The following supporting documents are required for the Registration of Manual Project :
 - o * Letter from the **Owner** to authorize the change of Project Coordinator.
 - o *[^] Letter from the **Outgoing Project Coordinator** to relinquish his duties.
 - o Any other supporting document(s) deemed necessary. *(optional)*

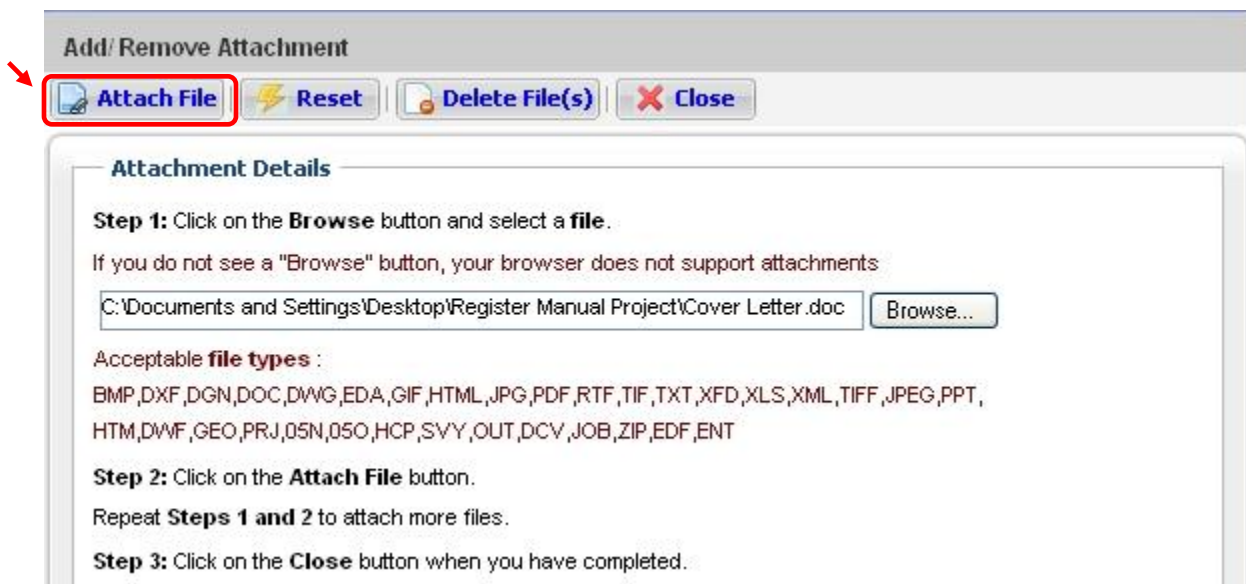
- * *The documents **must be** in cover letter format.*
- [^] *Letter from the **Outgoing Project Coordinator** must be digitally sign or manually sign by the **Outgoing Project Coordinator**.*

- For verification purposes, all supporting documents must be digitally signed by the Project Coordinator who is submitting the request.

42.18 Select the file(s) and click on the **Open** button.



42.19 Click on the **Attach File** button.



42.20 Repeat step 42.17 to 42.19 to attach more files.

42.21 Upon attaching of each file, a successful message will be displayed.

Add/ Remove Attachment

Attach File Reset Delete File(s) **Close**

10027: The file has been attached successfully.

Attachment Details

Step 1: Click on the **Browse** button and select a **file**.
 If you do not see a "Browse" button, your browser does not support attachments

Acceptable **file types** :
 BMP,DXF,DGN,DOC,DWG,EDA,GIF,HTML,JPG,PDF,RTF,TIF,TXT,XFD,XLS,XML,TIFF,JPEG,PPT,
 HTM,DWF,GEO,PRJ,05N,05O,HCP,SVY,OUT,DCV,JOB,ZIP,EDF,ENT,PLA,RVT

Step 2: Click on the **Attach File** button.
 Repeat **Steps 1 and 2** to attach more files.

Step 3: Click on the **Close** button when you have completed.

Files Attached			Hide ▾
Delete	File Name	File Size	
<input type="checkbox"/>	Incoming QP_Cover Letter.doc	19.50 KB	
<input type="checkbox"/>	Outgoing QP_Cover Letter.doc	19.50 KB	
<input type="checkbox"/>	Owner_Cover Letter.doc	19.50 KB	

42.22 Click on the **Close** button when completed.



Notes:

- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the **'Files Attached** and **'File Size'** column.
- Please do not click on the **'Attach File'** button if the attached file(s) details is/are not reflected under the **'Files Attached** column.

42.23 The number of attached file(s) will be displayed in the **Attachment** button.

Inbox >> Update Manual Project

Save Submit Reset

Project Details

Project Reference No : A1332-00001-1998

Project Title * : Proposed Additions & Alterations of the Existing 1-Storey Building to 2-Storey Building for Restaurant

Project Category * : Non-Government/ Statutory Board

Project Classification * : Normal

Land Ownership * : Others

Commencement Date * : 20/04/1998

Completion Date * : 20/04/1998

Project Status * : Open

Location Description : Mukim 01 Lot097A PT, 123, SELEGIE ROAD, #12-05, Apex Tower, Singapore 556554, YIO (non-editable)

Attachment * : 1 document(s) attached

Click on the Attachment button to view/ attach/ delete document(s)

* Supporting documents can only be attached after the project profile has been saved and a Project Coordinator has been assigned to the project

42.24 Click on the **Submit** button.

42.25 Upon successful manual project registration, the following message will be displayed.

✔ I0070: Your request will be submitted to the system administrator for approval. Your Transaction Number is: PX20090421-00010



Notes:

- An Acknowledge Slip will be emailed to the project coordinator once the administrator approved the registration.
- Upon successful registration, add the project into your work area as shown in [Chapter 15 \(Add Existing Project\)](#).

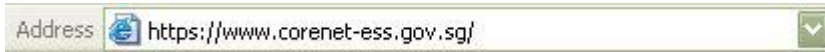
Online Submission: Request to Add Member



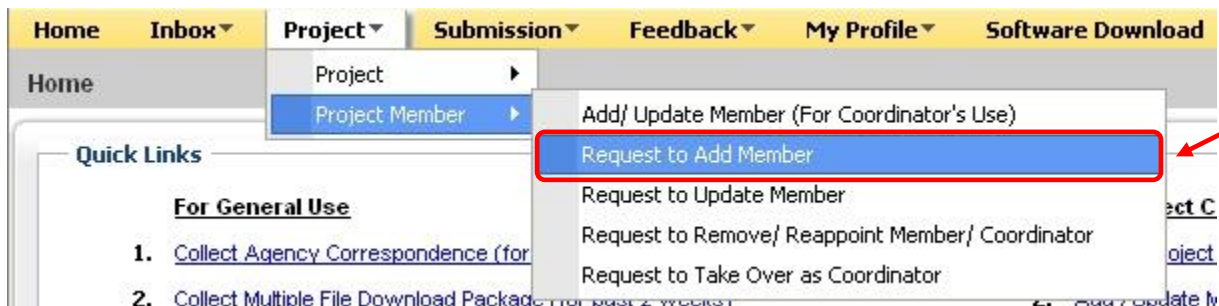
Notes:

- This function is applicable if you are the existing member but not the project coordinator of the project.

43.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



43.2 Under **Project**, select **Project Member** and click on **Request to Add Member**.



43.3 Fill in the **Project Reference No** and the **Identification details** of the member to be added.

Project >> Request to Add Member

Proceed **Reset**

Project Reference

Project Reference No *: A1005-00100-2009

Detail of New Project Member

ID Type *: NRIC No. Passport No. Others

ID No *: A0123B

Country *: Malaysia

43.4 Click on the **Proceed** button.

43.5 Fill in the incoming member's details.

Project >> Request to Add Member Details

Member Details

Project Reference No : A1005-00100-2009

Member Name * :
(as in NRIC/Passport)

ID Type * : NRIC No.
 Passport No.
 Others

ID No * :
(e.g. for NRIC, S7809232G)

Country * :

Is Project Coordinator ? : No

Firm Name :

Designation :

Tel No. :

Ext :

Mobile Phone No. :

Pager No. :

Fax No. :

Email Address * :
(e.g. ray@hotmail.com)

Alternate Email Address :
(e.g. ray@hotmail.com)

Address Type * : Formatted
 Unformatted

Building Name :

House/ Block No. :

Level No. :

Unit No. :

Road Name * :


Postal Code * :
(6 numeric characters)

Attachment * :
Click on the Attachment button to view/ attach/delete document(s)

Assign Roles

List of Role(s)	List of Assigned Role(s)
<ul style="list-style-type: none"> Accredited Checker Accredited Checker - Geotechnical Accredited Checker Organisation Architect Builder Clerk of Works 	

Double click on the assigned role to edit the Professional/License No. if applicable.

43.6 Click on  to add the role for the incoming member.



Notes:

- A Professional Number is required when adding the following roles to the member:
 - o Accredited Checker (AC)
 - o Accredited Checker Organisation (ACO)
 - o Architects (A)
 - o Licensed Electrical Worker
 - o Licensed Gas Service Worker
 - o Licensed Water Service Plumber
 - o Professional Engineer (PE)
 - o Registered Inspector (RI)
 - o Registered Surveyor (RS)

- Please do not include the Professional Alphabet (e.g. A or E) when entering the Professional No.

43.7 Click on the **Attachment** button to attach supporting file(s).

Project >> Request to Add Member Details

Member Details

Project Reference No : A1005-00100-2009

Member Name * : Mary Kee
(as in NRIC/Passport)

ID Type * : NRIC No.
 Passport No.
 Others

ID No * : A0123B
(e.g. for NRIC, S7809232G)

Country * : Malaysia

Is Project Coordinator ? : No

Firm Name : Maxis Deco

Designation : Director

Tel No. : 62221355

Ext :

Mobile Phone No. :

Pager No. :

Fax No. :

Email Address * : mary.kee@maxdeco.com
(e.g. ray@hotmail.com)

Alternate Email Address :
(e.g. ray@hotmail.com)

Address Type * : Formatted
 Unformatted

Building Name :

House/ Block No. :

Level No. :

Unit No. :

Road Name * : PORT ROAD

Postal Code * : 123456
(6 numeric characters)

Attachment * : 0 document(s) attached
Click on the Attachment button to view/attach/ delete document(s)

43.8 Click on the **Browse** button to select file(s).

Add/ Remove Attachment

Attachment Details

Step 1: Click on the **Browse** button and select a file.

If you do not see a "Browse" button, your browser does not support attachments

Browse...

Acceptable **file types** :

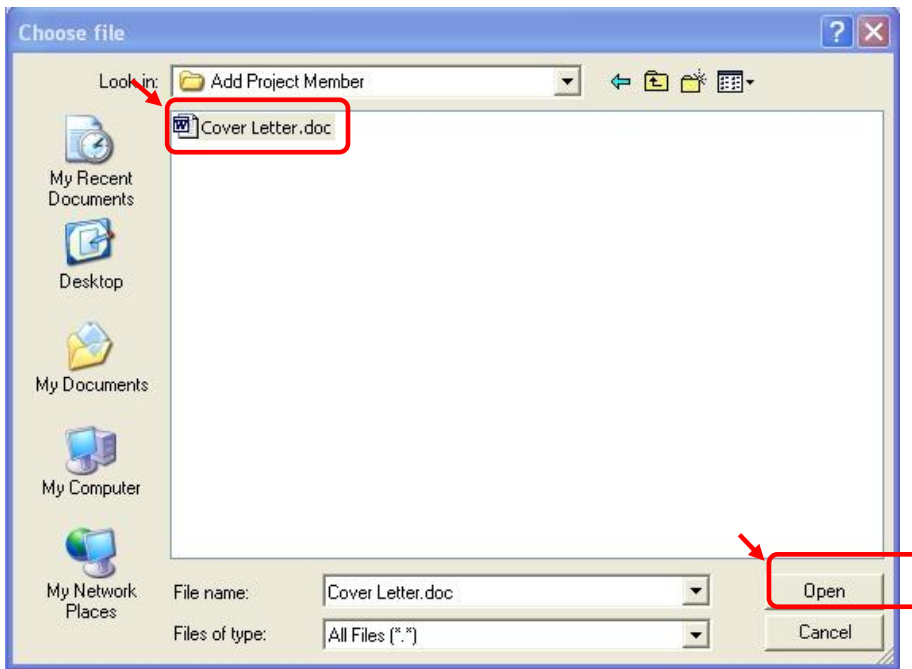
BMP,DXF,DGN,DOC,DWG,EDA,GIF,HTML,JPG,PDF,RTF,TIF,TXT,XFD,XLS,XML,TIFF,JPEG,PPT,HTM,DWF,GEO,PRJ,05N,05O,HCP,SVY,OUT,DCV,JOB,ZIP,EDF,ENT

Step 2: Click on the **Attach File** button.

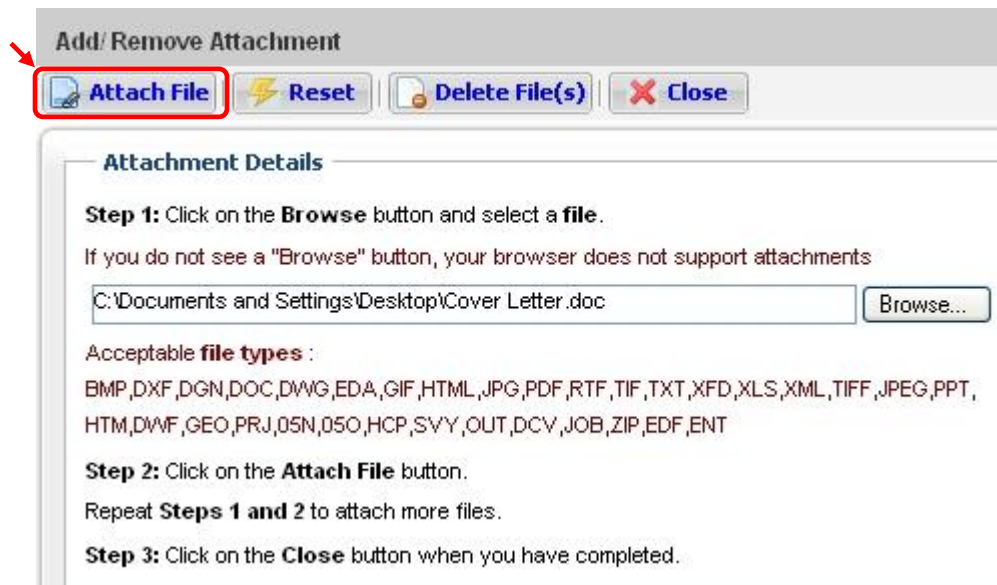
Repeat **Steps 1 and 2** to attach more files.

Step 3: Click on the **Close** button when you have completed.

43.9 Select the file(s) and click on the **Open** button.



43.10 Click on the **Attach File** button.



43.11 Repeat step 43.8 to 43.10 to attach more files.

43.12 Upon attaching of each file, a successful message will be displayed.

Add/ Remove Attachment

Attach File Reset Delete File(s) Close

10027: The file has been attached successfully.

Attachment Details

Step 1: Click on the **Browse** button and select a **file**.
If you do not see a "Browse" button, your browser does not support attachments

Browse...

Acceptable **file types** :
BMP,DXF,DGN,DOC,DWG,EDA,GIF,HTML,JPG,PDF,RTF,TIF,TXT,XFD,XLS,XML,TIFF,JPEG,PPT,
HTM,DWF,GEO,PRJ,05N,05O,HCP,SVY,OUT,DCV,JOB,ZIP,EDF,ENT,PLA,RVT

Step 2: Click on the **Attach File** button.
Repeat **Steps 1 and 2** to attach more files.

Step 3: Click on the **Close** button when you have completed.

Files Attached			Hide ▾
Delete	File Name	File Size	
<input type="checkbox"/>	Cover Letter.doc	19.50 KB	

43.13 Click on the **Close** button when completed.



Notes:

- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the files(s) has/have been successfully attached, the file(s) details will be reflected under the **'Files Attached** and **'File Size'** column.
- Please do not click on the **'Attach File'** button if the attached file(s) details is/are not reflected under the **'Files Attached** column.

43.14 The number of attached file(s) will be displayed in the **Attachment** button.

Project >> Request to Add Member Details

Submit **Reset**

(e.g. for NRIC, S7809232G)

Country * Malaysia

Is Project Coordinator ? : No

Firm Name : Maxis Deco

Designation : Director

Tel No. : 62221355

Ext :

Mobile Phone No. :

Building Name :

House/ Block No. :

Level No. :

Unit No. :

Road Name * PORT ROAD

Postal Code * : 123456
(6 numeric characters)

Attachment * 1 document(s) attached
Click on the Attachment button to view/ attach/ delete document(s)

43.15 Click on the **Submit** button.

43.16 Upon successful adding of project member, the following message will be displayed.

✓ I0070: Your request will be submitted to the system administrator for approval. Your Transaction Number is: CM20090421-00032



Notes:

- An Acknowledgement Slip will be emailed upon successful adding of the project member.
- Upon successful adding of the project member, update the project profile shown in [Chapter 26 \(Retrieve Updated Project / Member Information\)](#).
- Upon approval, the newly added member can add the project into the work area shown in [Chapter 15 \(Add Existing Project\)](#).

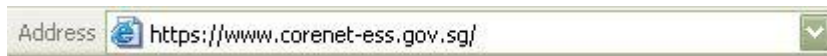
Online Submission: Request to Update Member



Notes:

- This function is applicable if you are the existing member but not the project coordinator of the project.

44.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



44.2 Under **Project**, select **Project Member** and click on **Update Project Member**.



44.3 Key in the **Project Reference No** and the **Identification details** of the member to be updated.

Project >> Request to Update Member

Proceed **Reset**

Project Reference

Project Reference No *: A1005-00100-2009

Detail of Existing Member to be updated

ID Type *: NRIC No. **Passport No.** Others

ID No *: A0987D

Country *: Morocco

44.4 Click on the **Proceed** button.

44.5 Make the necessary changes.

Project >> Request to Update Member Details

[Submit](#) [Reset](#)

Project Member Details

Project Reference No.: A1005-00100-2009

Member Name *: LEE MEI HUI
(as in NRIC/Passport)

ID Type: Passport No.

ID No.: A0987D

Country: Morocco

Is Project Coordinator ?: No

Firm Name: AGNES CONSTRUCTION & BUILD

Designation:

Tel No.:

Ext.:

Mobile Phone No.:

Pager No.:

Fax No.:

Email Address *: mabel.poon@nova-hub.com
(e.g. ray@hotmail.com)

Alternate Email Address: masita_mdsaid@hotmail.com
(e.g. ray@hotmail.com)

Address Type *: Formatted Unformatted

Building Name: MIND Complex

House/ Block No.: 2A

Level No.: 02

Unit No.: 00

Road Name *: MAXWELL ROAD MARKET

Postal Code *: 767889
(6 numeric characters)

Attachment *: 0 document(s) attached
Click on the Attachment button to view/ attach/ delete document(s)

Assign Roles

List of Role(s)	List of Assigned Role(s)
Accredited Checker Accredited Checker - Geotechnical Accredited Checker Organisation Architect Clerk of Works Desludging Contractor	Builder

Double click on the assigned role to edit the Professional/License No. if applicable.



Notes:

- A Professional Number is required when adding the following roles to the member:
 - o Accredited Checker (AC)
 - o Accredited Checker Organisation (ACO)
 - o Architects (A)
 - o Licensed Electrical Worker
 - o Licensed Gas Service Worker
 - o Licensed Water Service Plumber
 - o Professional Engineer (PE)
 - o Registered Inspector (RI)
 - o Registered Surveyor (RS)

- Please **do NOT include** the Professional alphabet (eg. A or E) in the Professional No. field **except** for Licensed Water Service Plumber and Licensed Gas Service Worker.

44.6 Click on the **Attachment** button to attach supporting file(s).

Project >> Request to Update Member Details

Project Member Details

<p>Project Reference No : A1005-00100-2009</p> <p>Member Name * : LEE MEI HUI <small>(as in NRIC/Passport)</small></p> <p>ID Type : Passport No.</p> <p>ID No : A0987D</p> <p>Country : Morocco</p> <p>Is Project Coordinator ? : No</p> <p>Firm Name : AGNES CONSTRUCTION & BUILD</p> <p>Designation : <input type="text"/></p> <p>Tel No. : <input type="text"/></p> <p>Ext : <input type="text"/></p> <p>Mobile Phone No. : <input type="text"/></p> <p>Pager No. : <input type="text"/></p> <p>Fax No. : <input type="text"/></p>	<p>Email Address * : mabel.poon@nova-hub.com <small>(e.g. ray@hotmail.com)</small></p> <p>Alternate Email Address : masita_mdmaid@hotmail.com <small>(e.g. ray@hotmail.com)</small></p> <p>Address Type * : <input checked="" type="radio"/> Formatted <input type="radio"/> Unformatted</p> <p>Building Name : MND Complex</p> <p>House/ Block No. : 2A</p> <p>Level No. : 02</p> <p>Unit No. : 00</p> <p>Road Name * : MAXWELL ROAD MARKET <input type="button" value="Search"/> <input type="button" value="X"/></p> <p>Postal Code * : 767889 <small>(6 numeric characters)</small></p> <p>Attachment * : <input type="button" value="0 document(s) attached"/> <small>Click on the Attachment button to view/ attach/</small></p>
--	--

44.7 Click on the **Browse** button to select file.

Add/ Remove Attachment

Attachment Details

Step 1: Click on the **Browse** button and select a **file**.

If you do not see a "Browse" button, your browser does not support attachments

Acceptable **file types** :

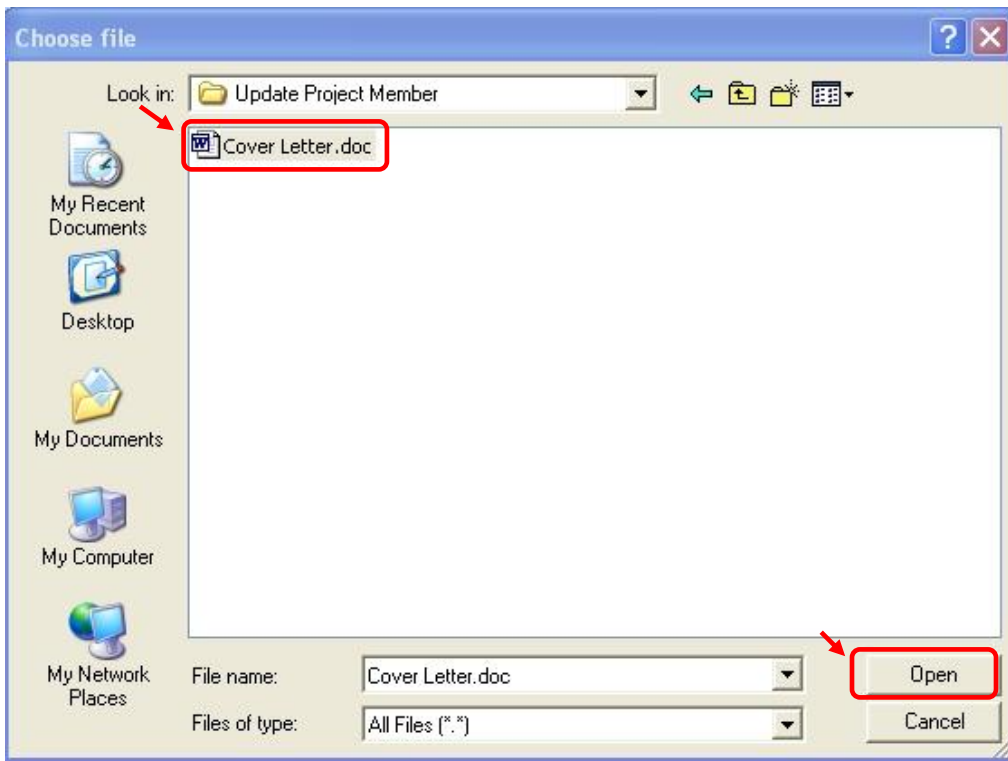
BMP,DXF,DGN,DOC,DWG,EDA,GIF,HTML,JPG,PDF,RTF,TIF,TXT,XFD,XLS,XML,TIFF,JPEG,PPT,HTM,DWF,GEO,PRJ,05N,05O,HCP,SVY,OUT,DCV,JOB,ZIP,EDF,ENT

Step 2: Click on the **Attach File** button.

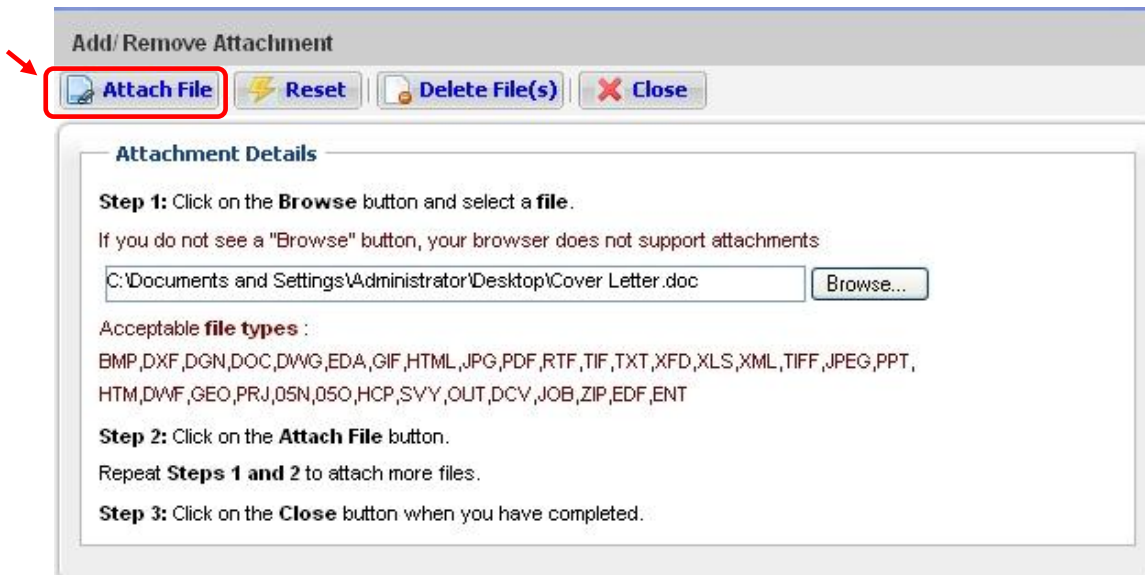
Repeat **Steps 1 and 2** to attach more files.

Step 3: Click on the **Close** button when you have completed.

44.8 Select the file(s) and click on the **Open** button.

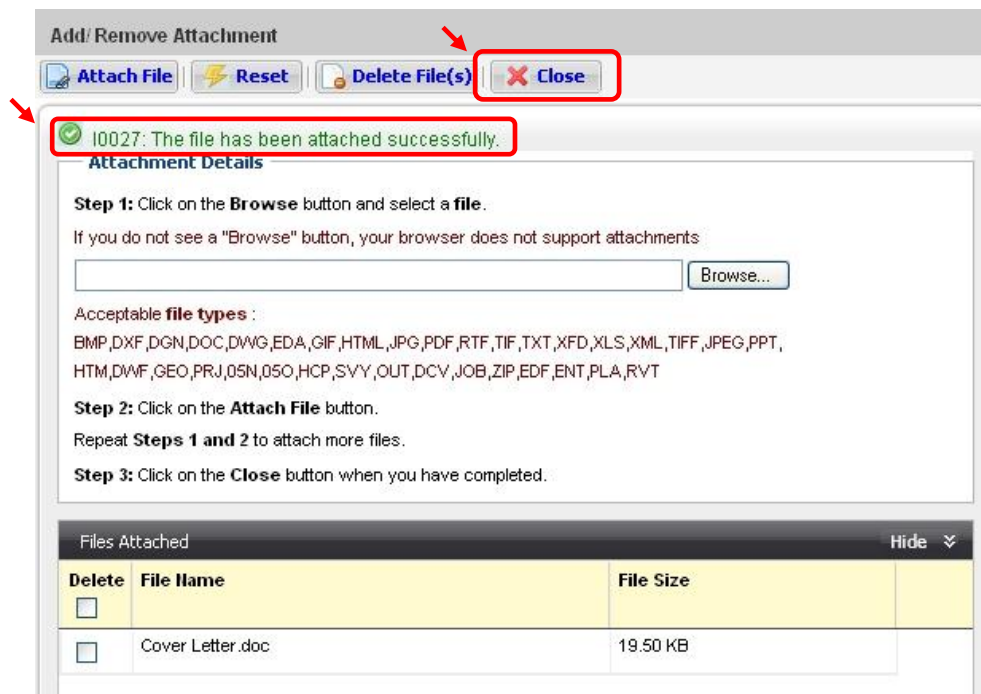


44.9 Click on the **Attach File** button.



44.10 Repeat step 44.7 to 44.9 to attach more files.

44.11 Upon attaching of each file, a successful message will be displayed.



44.12 Click on the **Close** button when completed.



Notes:

- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the '**Files Attached** and '**File Size**' column.
- Please do not click on the '**Attach File**' button if the attached file(s) details is/are not reflected under the '**Files Attached** column.

44.13 The number of file(s) attached will be displayed in the **Attachment** button.

Project >> Request to Update Member Details

Submit **Reset**

Project Member Details

Project Reference No.: A1005-00100-2009

Member Name *: LEE MEI HUI
(as in NRIC/Passport)

ID Type: Passport No.

ID No.: A0987D

Country: Morocco

Is Project Coordinator ?: No

Firm Name: AGNES CONSTRUCTION & BUILD

Designation: Managing Director

Tel No.: 63255902

Ext.:

Mobile Phone No.:

Pager No.:

Fax No.:

Email Address *: mabel.poon@nova-hub.com
(e.g. ray@hotmail.com)

Alternate Email Address: masita_mdmaid@hotmail.com
(e.g. ray@hotmail.com)

Address Type *: Formatted Unformatted

Building Name: MIND Complex

House/ Block No.: 2A

Level No.: 02

Unit No.: 00

Road Name *: MAXWELL ROAD MARKET

Postal Code *: 767889
(6 numeric characters)

Attachment *: 1 document(s) attached
Click on the Attachment button to view/ attach/

44.14 Click on the **Submit** button.

44.15 Upon successful updating of project member, the following message will be displayed.

✓ I0070: Your request will be submitted to the system administrator for approval. Your Transaction Number is: CM20090320-00019



Notes:

- An Acknowledgement Slip will be emailed upon successful updating of the project member.
- Upon successful updating of the project member, update the project profile shown in [Chapter 26 \(Retrieve Updated Project / Member Information\)](#).

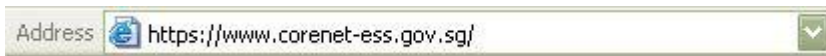
Online Submission: Request to Remove/Reappoint Member/Coordinator



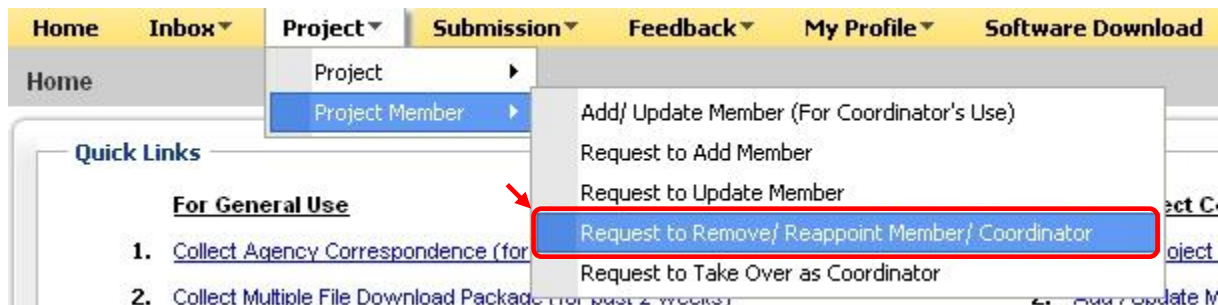
Notes:

- This function is applicable if you are the existing member but not the project coordinator of the project.

45.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



45.2 Under **Project** tab, select **Project Member** and click on **Request to Remove/Reappoint Member/Coordinator**.



45.3 Key in the **Project Reference No** and **Identification details** of the member to be removed/reappointed.

Project >> Request to Remove/ Reappoint Project Member/ Coordinator

Proceed **Reset**

Project Reference

Project Reference No *: A1005-00100-2009

Detail of Existing Member to be removed or reappointed

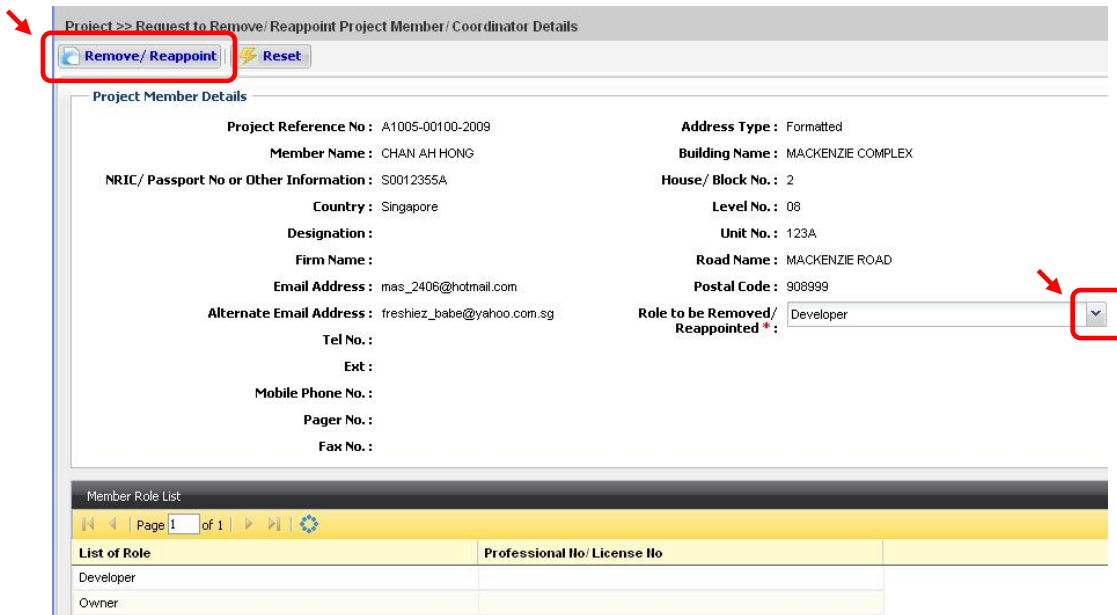
ID Type *: NRIC No. Passport No. Others

ID No *: S0012355A

Country *: Singapore

45.4 Click on the **Proceed** button.

45.5 Click on  to select the role to be removed.



Project >> Request to Remove/ Reappoint Project Member / Coordinator Details

Remove/ Reappoint **Reset**

Project Member Details

Project Reference No : A1005-00100-2009
 Member Name : CHAN AH HONG
 NRIC/ Passport No or Other Information : S0012355A
 Country : Singapore
 Designation :
 Firm Name :
 Email Address : mas_2406@hotmail.com
 Alternate Email Address : freshiez_babe@yahoo.com.sg
 Tel No. :
 Ext :
 Mobile Phone No. :
 Pager No. :
 Fax No. :

Address Type : Formatted
 Building Name : MACKENZIE COMPLEX
 House/ Block No. : 2
 Level No. : 08
 Unit No. : 123A
 Road Name : MACKENZIE ROAD
 Postal Code : 908999

Role to be Removed/ Reappointed * : **Developer**

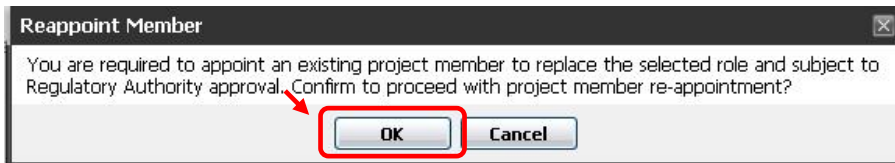
Member Role List

Page 1 of 1

List of Role	Professional No/ License No
Developer	
Owner	

45.6 Click on the **Remove/Reappoint** button.


45.7 A confirmation dialog box will be displayed. Click on the **OK** button.




Reappoint Member

You are required to appoint an existing project member to replace the selected role and subject to Regulatory Authority approval. Confirm to proceed with project member re-appointment?

OK **Cancel**

45.8 Click on  to select the reappointed member.



Project >> Reappoint by Existing Project Member

Submit **Reset**

Project Details

Project Reference No : A1005-00100-2009
 Member To Be Replaced : CHAN AH HONG
 Role : Developer
 Replaced By * : **LEE CHEE HOE**
 Approving Regulatory Authority * : LEE CHEE HOE
 Relinquish All Roles ? : Not Applicable
 No
 Attachment * : 0 document(s) attached
 Click on the Attachment button to view/ attach/ delete document(s)

45.9 Click on  to select the Approving Regulatory Authority for processing the request.

Project >> Reappoint by Existing Project Member

Submit **Reset**

Project Details

Project Reference No : A1005-00100-2009

Member To Be Replaced : CHAN AH HONG

Role : Developer

Replaced By * : LEE CHEE HOE

Approving Regulatory Authority * :

Relinquish All Roles ? : Building And Construction Authority
JTC Corporation

Attachment * : 0 document(s) attached

Click on the Attachment button to view/ attach/ delete document(s)

45.10 Click on the **Attachment** button to attach supporting file(s).

45.11 Click on the **Browse** button to select file(s).

Add/ Remove Attachment

Attach File **Reset** **Delete File(s)** **Close**

Attachment Details

Step 1: Click on the **Browse** button and select a **file**.

If you do not see a "Browse" button, your browser does not support attachments

Browse...

Acceptable **file types** :

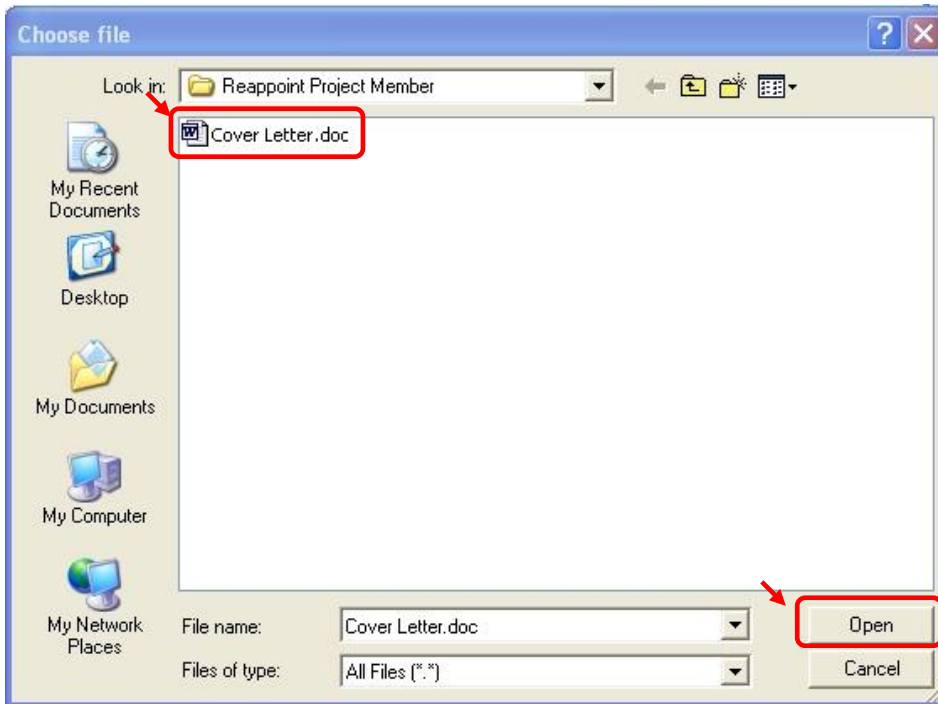
BMP,DXF,DGN,DOC,DWG,EDA,GIF,HTML,JPG,PDF,RTF,TIF,TXT,XFD,XLS,XML,TIFF,JPEG,PPT,HTM,DWF,GEO,PRJ,05N,05O,HCP,SVY,OUT,DCV,JOB,ZIP,EDF,ENT

Step 2: Click on the **Attach File** button.

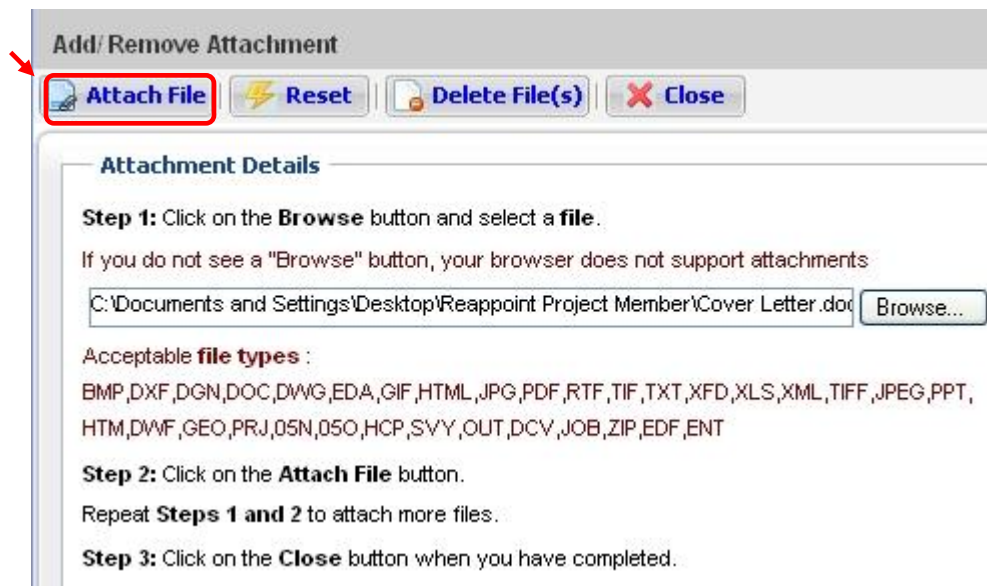
Repeat **Steps 1 and 2** to attach more files.

Step 3: Click on the **Close** button when you have completed.

45.12 Select the file(s) and click on the **Open** button.



45.13 Click on the **Attach File** button.



45.14 Repeat step 45.11 to 45.13 to attach more files.

45.15 Upon attaching of each file, a successful message will be displayed.

Add/ Remove Attachment

Attach File Reset Delete File(s) **Close**

10027: The file has been attached successfully.

Attachment Details

Step 1: Click on the **Browse** button and select a **file**.
If you do not see a "Browse" button, your browser does not support attachments

Acceptable **file types** :
BMP,DXF,DGN,DOC,DWG,EDA,GIF,HTML,JPG,PDF,RTF,TIF,TXT,XFD,XLS,XML,TIFF,JPEG,PPT,
HTM,DWF,GEO,PRJ,05N,05O,HCP,SVY,OUT,DCV,JOB,ZIP,EDF,ENT,PLA,RVT

Step 2: Click on the **Attach File** button.
Repeat **Steps 1 and 2** to attach more files.

Step 3: Click on the **Close** button when you have completed.

Files Attached			Hide ▾
Delete	File Name	File Size	
<input type="checkbox"/>	Cover Letter.doc	19.50 KB	

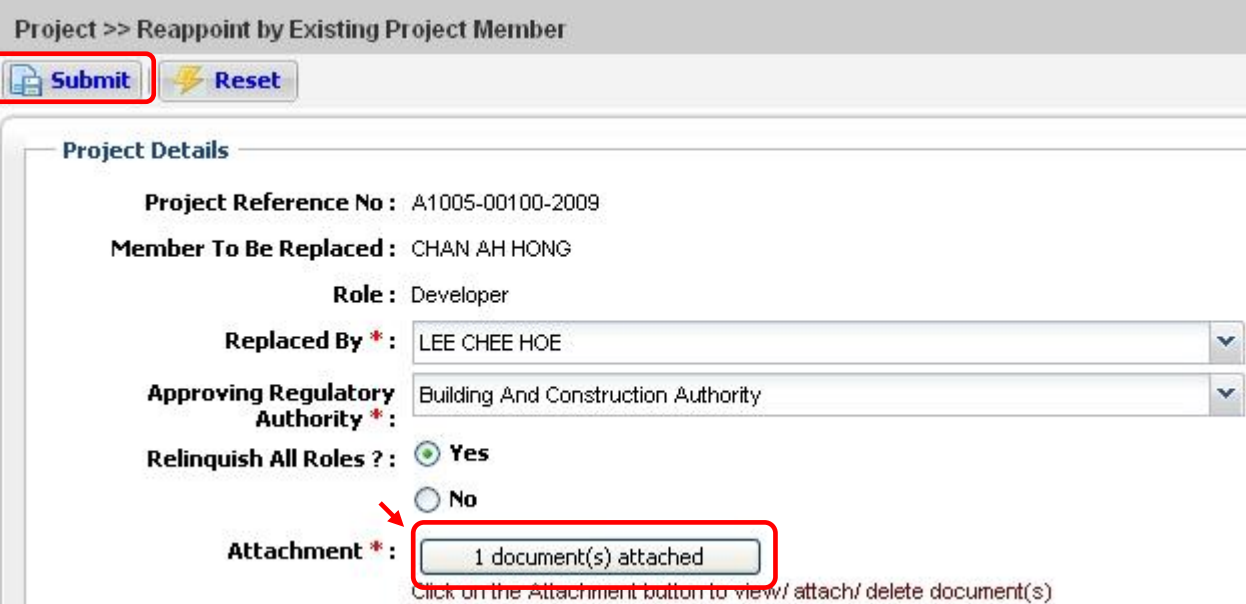
45.16 Click on the **Close** button when completed.



Notes:

- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the **'Files Attached** and **'File Size'** column.
- Please do not click on the **'Attach File'** button if the attached file(s) details is/are not reflected under the **'Files Attached** column.

45.17 The number of files(s) attached will be displayed in the **Attachment** button.



Project >> Reappoint by Existing Project Member

Submit **Reset**

Project Details

Project Reference No : A1005-00100-2009

Member To Be Replaced : CHAN AH HONG

Role : Developer

Replaced By * : LEE CHEE HOE

Approving Regulatory Authority * : Building And Construction Authority

Relinquish All Roles ? : Yes No

Attachment * : 1 document(s) attached

Click on the Attachment button to view/ attach/ delete document(s)

45.18 Click on the **Submit** button.

45.19 Upon successful remove/reappoint of project member, the following message will be displayed.

✓ I0069: Your request will be submitted to the regulatory authority for approval. Your Transaction Number is : CM20090421-00033.



Notes:

- An Acknowledgement Slip will be emailed upon successful remove/reappoint of the project member.
- Upon successful remove/reappoint of the project member, update the project profile shown in [Chapter 26 \(Retrieve Updated Project / Member Information\)](#).

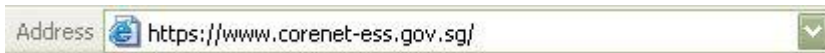
Online Submission: Request to Take Over as Project Coordinator



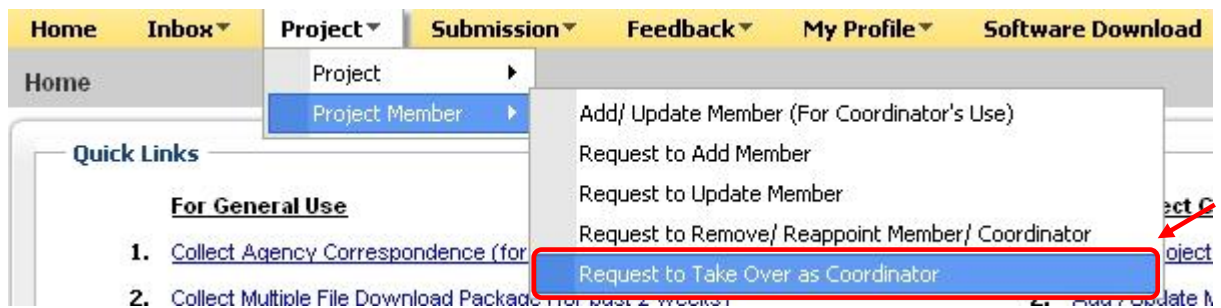
Notes:

- **Only use** this function when the project has been **registered electronically** and there **IS a change of Project Coordinator**.
- This function is to be used by the **incoming** Project Coordinator.

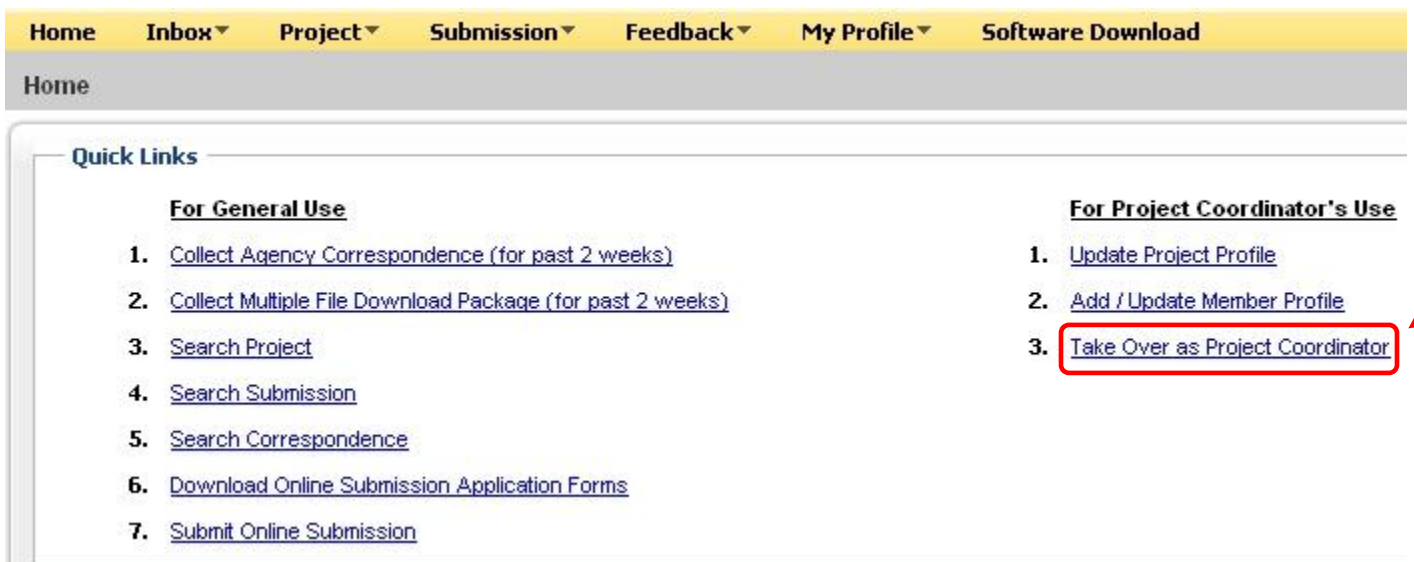
46.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



46.2 Under **Project** tab, select **Project Member** and click on **Request to Take Over as Project Coordinator**.



46.3 Alternatively, under **Quick Links**, click on **Take Over as Project Coordinator**.



46.4 Key in the **Project Reference Number** and **Identification details** of the Outgoing Project Coordinator.



Project >> Request to Take Over as Coordinator

Proceed **Reset**

Project Reference

Project Reference No * : A1005-30000-2009

Outgoing Project Coordinator Details

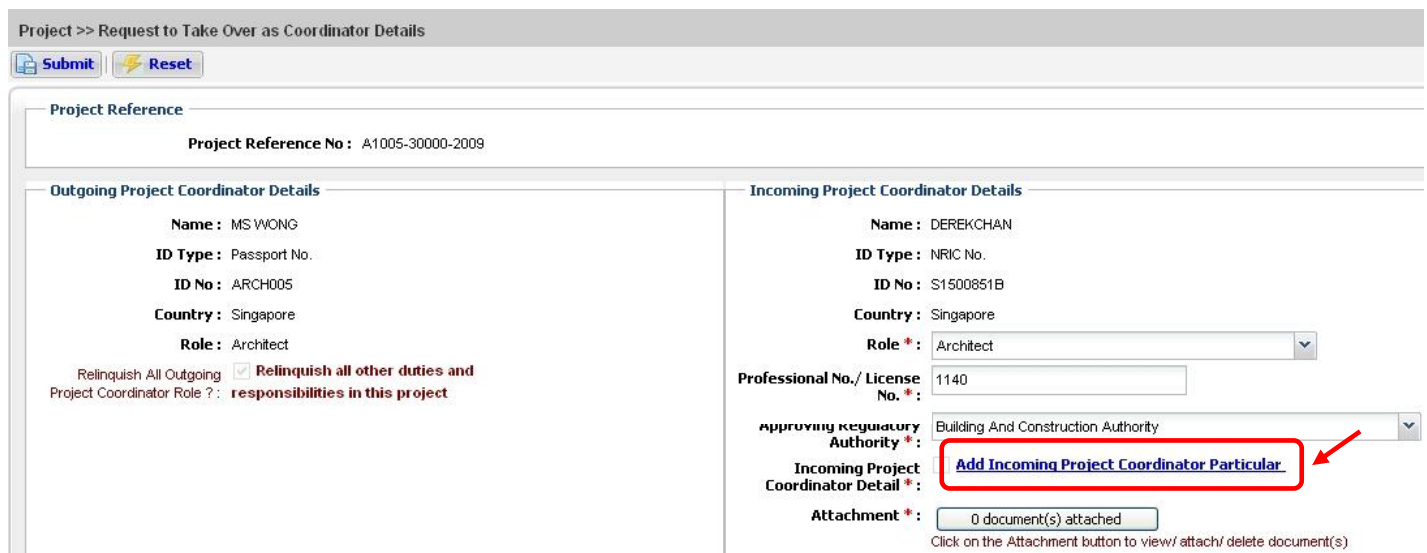
ID Type * : NRIC No. Passport No. Others

ID No * : ARCH005

Country * : Singapore

46.5 Click on the **Proceed** button.

46.6 Click on the **Add Incoming Project Coordinator Particular** link.



Project >> Request to Take Over as Coordinator Details

Submit **Reset**

Project Reference

Project Reference No : A1005-30000-2009

Outgoing Project Coordinator Details

Name : MS WONG

ID Type : Passport No.

ID No : ARCH005

Country : Singapore

Role : Architect

Relinquish All Outgoing Project Coordinator Role ? : Relinquish all other duties and responsibilities in this project

Incoming Project Coordinator Details

Name : DEREKCHAN

ID Type : NRIC No.

ID No : S1500851B

Country : Singapore

Role * : Architect

Professional No./ License No. * : 1140

Approving Regulatory Authority * : Building And Construction Authority

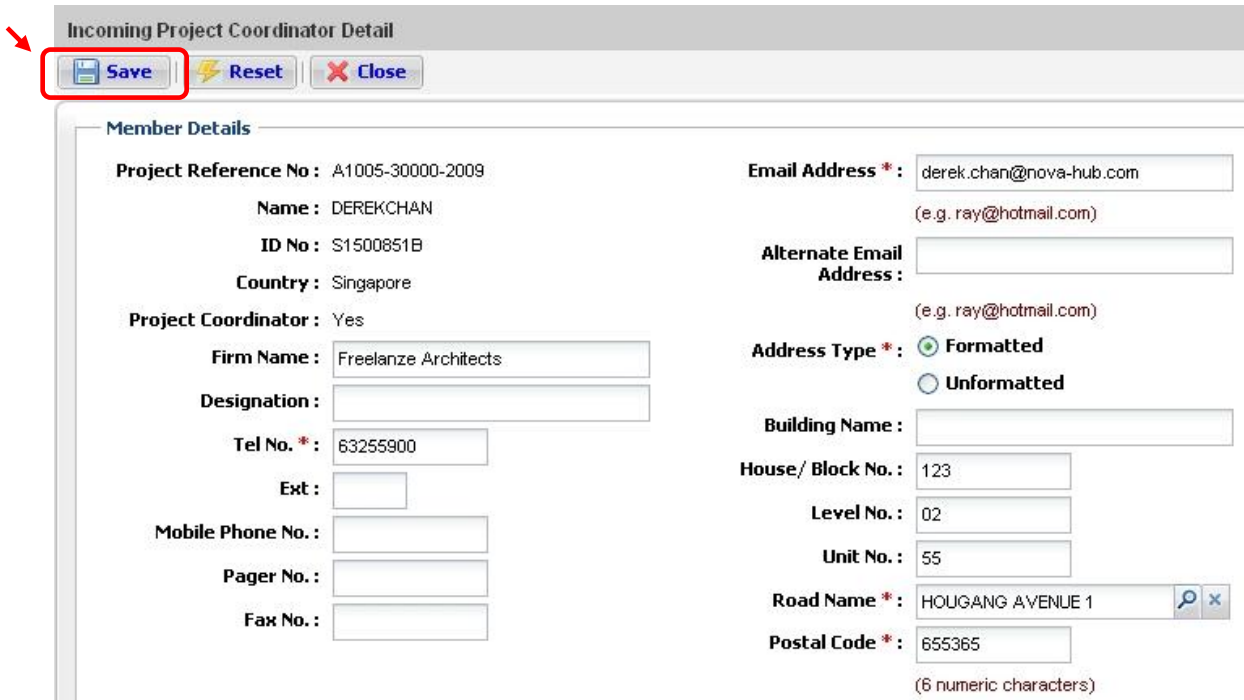
Add Incoming Project Coordinator Particular

Incoming Project Coordinator Detail * :

Attachment * : 0 document(s) attached

Click on the Attachment button to view/ attach/ delete document(s)

46.7 Fill in the details of the Incoming Project Coordinator.



Incoming Project Coordinator Detail

Member Details

Project Reference No : A1005-30000-2009	Email Address * : derek.chan@nova-hub.com <small>(e.g. ray@hotmail.com)</small>
Name : DEREKCHAN	Alternate Email Address : <input type="text"/> <small>(e.g. ray@hotmail.com)</small>
ID No : S1500851B	Address Type * : <input checked="" type="radio"/> Formatted <input type="radio"/> Unformatted
Country : Singapore	Building Name : <input type="text"/>
Project Coordinator : Yes	House/ Block No. : <input type="text"/>
Firm Name : <input type="text" value="Freelanze Architects"/>	Level No. : <input type="text" value="02"/>
Designation : <input type="text"/>	Unit No. : <input type="text" value="55"/>
Tel No. * : <input type="text" value="63255900"/>	Road Name * : <input type="text" value="HOUGANG AVENUE 1"/> <input type="button" value="🔍"/> <input type="button" value="✕"/>
Ext : <input type="text"/>	Postal Code * : <input type="text" value="655365"/> <small>(6 numeric characters)</small>
Mobile Phone No. : <input type="text"/>	
Pager No. : <input type="text"/>	
Fax No. : <input type="text"/>	

46.8 Click on the **Save** button.


46.9 Upon successful adding of incoming project coordinator details, a successful message will be displayed.



Incoming Project Coordinator Detail

10061: Project member has been saved successfully.



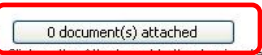
Member Details

46.10 Click on  to select the role for the Incoming Project Coordinator and the Approving Regulatory Authority for processing the request. Enter the Professional No of the incoming project coordinator.

Project >> Request to Take Over as Coordinator Details

[Submit](#) [Reset](#)

Project Reference
Project Reference No : A1005-30000-2009

<p>Outgoing Project Coordinator Details</p> <p>Name : MS WONG ID Type : Passport No. ID No : ARCH005 Country : Singapore Role : Architect</p> <p>Relinquish All Outgoing Project Coordinator Role ? : <input checked="" type="checkbox"/> Relinquish all other duties and responsibilities in this project</p>	<p>Incoming Project Coordinator Details</p> <p>Name : DEREK CHAN ID Type : NRIC No. ID No : S1500851B Country : Singapore Role * : Architect </p> <p>Professional No./ License No. * : 1140</p> <p>Approving Regulatory Authority * : Building And Construction Authority </p> <p>Incoming Project Coordinator Detail * : <input type="checkbox"/> Add Incoming Project Coordinator Particular</p> <p>Attachment * : 0 document(s) attached </p> <p><small>Click on the Attachment button to view/ attach/ delete document(s)</small></p>
---	---



Notes:

- Please **do NOT include** the Professional alphabet (eg. A or E) in the Professional No. field **except** for Licensed Water Service Plumber and Licensed Gas Service Worker.

46.11 Click on the **Attachment** button to attach supporting file(s).

46.12 Click on the **Browse** button to select file.

Add/ Remove Attachment

[Attach File](#) [Reset](#) [Delete File\(s\)](#) [Close](#)

Attachment Details

Step 1: Click on the **Browse** button and select a **file**.

If you do not see a "Browse" button, your browser does not support attachments



Acceptable **file types** :

BMP, DXF, DGN, DOC, DWG, EDA, GIF, HTML, JPG, PDF, RTF, TIF, TXT, XFD, XLS, XML, TIFF, JPEG, PPT, HTM, DWF, GEO, PRJ, OSN, OSO, HCP, SVY, OUT, DCV, JOB, ZIP, EDF, ENT

Step 2: Click on the **Attach File** button.
Repeat **Steps 1 and 2** to attach more files.

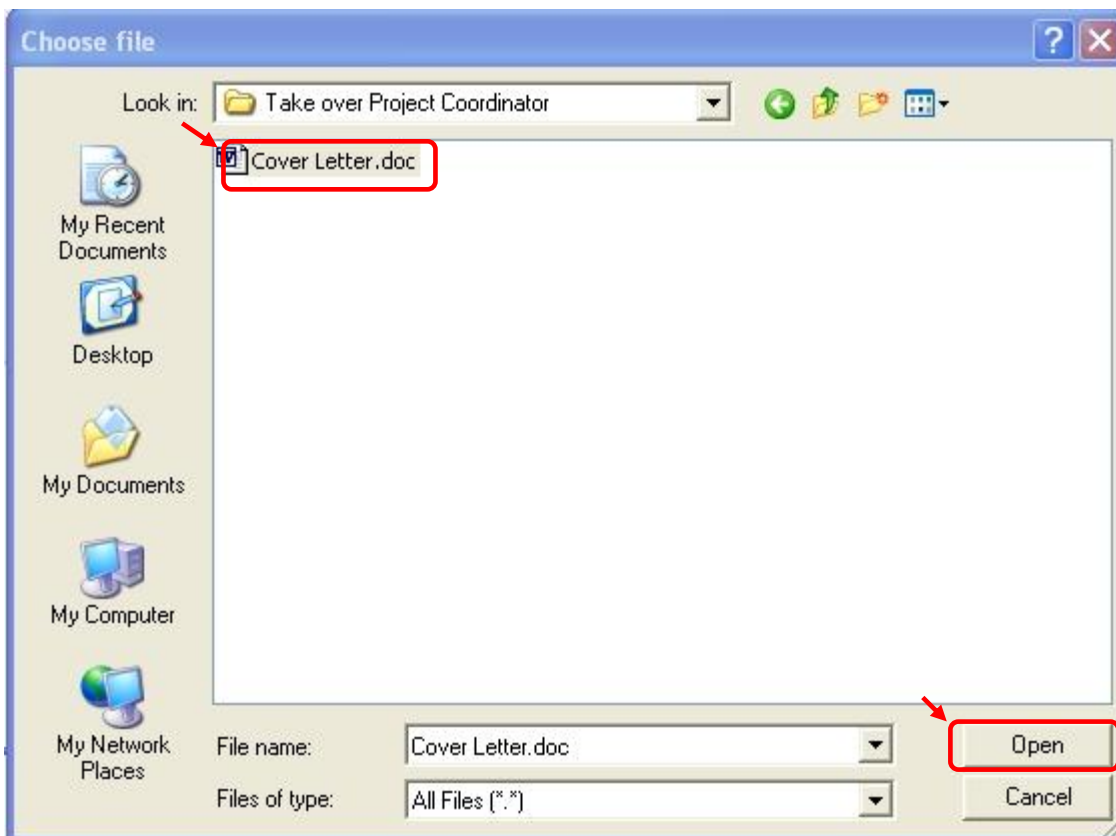
Step 3: Click on the **Close** button when you have completed.



Notes:

- For Corenet **Change of Project Coordinator** request, please attach:
 - o * Letter from the **Owner** to authorize the change of Project Coordinator.
 - o *^ Letter from the **Outgoing Project Coordinator** to relinquish his duties.
 - o *^ Letter from the **Incoming Project Coordinator** to accept the role.
 - o Any other supporting document(s) deemed necessary. *(optional)*
- * The documents **must be** in cover letter format.*
- ^ Letter from the **Outgoing Project Coordinator** must be digitally sign or manually sign by the **Outgoing Project Coordinator**.*
- ^ Letter from the **Incoming Project Coordinator** must be digitally sign or manually sign by the **Incoming Project Coordinator**.*
- For verification purposes, all supporting documents must be digitally signed by the Project Coordinator who is submitting the request.

46.13 Select the file(s) and click on the **Open** button.

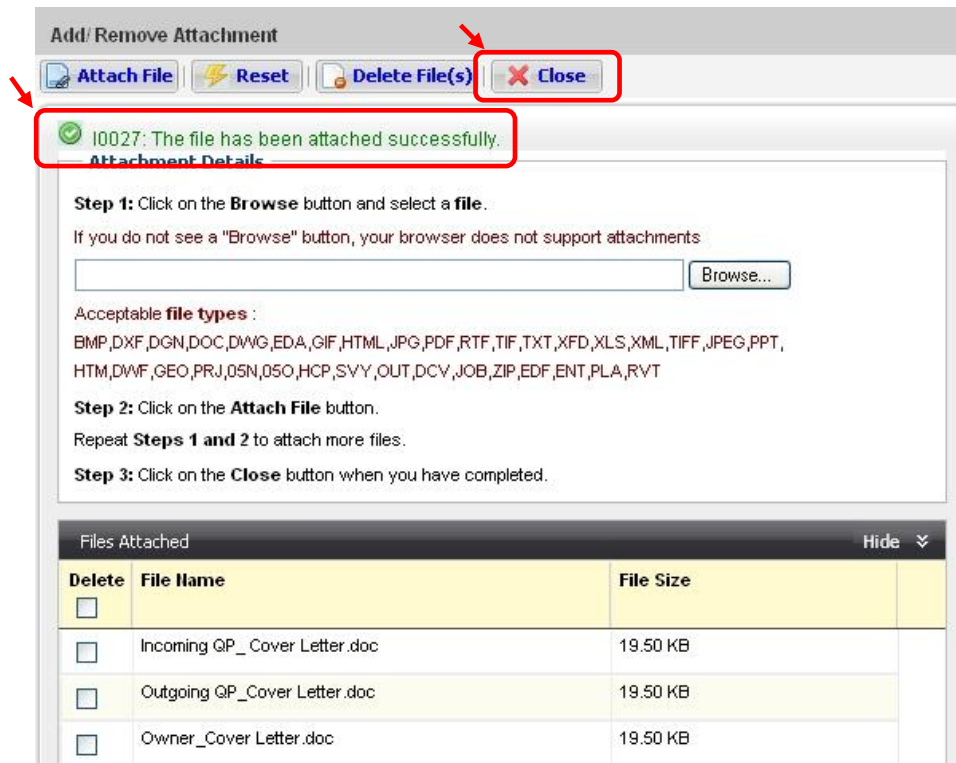


46.14 Click on **Attach File** button.



46.15 Repeat step 46.12 to 46.14 to attach more files.

46.16 Upon attaching of each file, a successful message will be displayed.



46.17 Click on the **Close** button when completed.



Notes:

- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the **'Files Attached** and **'File Size'** column.
- Please do not click on the **'Attach File'** button if the attached file(s) details is/are not reflected under the **'Files Attached** column.

46.18 The number of file(s) attached will be displayed in the **Attachment** button.

46.19 Click on the **Submit** button.

46.20 Upon successful taking over as Project Coordinator, the following message will be displayed.

✔ I0069: Your request will be submitted to the regulatory authority for approval. Your Transaction Number is : CP20090421-00013.



Notes:

- An Acknowledgement Slip will be emailed upon successful taking over as Project Coordinator.
- Upon successful taking over as Project Coordinator, update the project profile shown in [Chapter 26 \(Retrieve Updated Project / Member Information\)](#).

Appendix 1: PC Requirements

Hardware and Software Requirements

E-Submission Applicant should take note of the following Hardware and Software requirements

a) Hardware Requirements

- Pentium 4 with 1.7GHz and above
- Minimum 1GB RAM
- Minimum Broadband Connection
- Hard disk with sufficient capacity of minimum 1 GB
- Netrust USB Token (Version 7)

b) Software Requirements

- Microsoft Internet Explorer Browser Version 6.0 and above
- Microsoft office applications
- Java Virtual Machine (Not Applicable to Windows XP)

Note1: McAfee Anti Virus 7.0 is not compatible with ESPro and Digital Signer applications.

Note2: The free software named Mail Defense Standard version 3.1.0 (and possibly other versions) prevents digital signing. We discourage the use of freeware to avoid potential software incompatibility issues.

Connection

a) **Network Firewall**

- Required to open up 2 ports (709 and 389)

b) **Proxy Setting**

- Proxy server address should not be set to “localhost”. Only applicable to EDAnet submission

c) **Internet Connection**

- 56kbps or 256kbps (Highly recommended) and above

Software Licenses Requirement for e-Submission Forms Viewer 4.4.1

The e-Submission Forms Viewer 4.4.1 program enables you to open and view electronic forms in .XFD format.

The program requires a unique license key for each site. Each license is issued based on per workstation basis. The license is distributed by BCA and BCA would be absorbing the setup cost (estimated to be \$300) for one license to the firm. The distribution of the licenses would be subjected to the availability of stock.

Please note that each QP (Qualified Person) firm is entitled to only **ONE** complimentary license key. (E.g. Architect/Engineer, Registered Surveyor or Licensed Water Service Plumber/Licensed Gas Service Worker)

To obtain the license key, the firm has to write in to **CORENET eSS Service Desk** <email: ess-helpdesk@nova-hub.com> with the following information:

- Company's name
- Contact Person
- Contact No.
- Qualified Person's name (QP's name)
- Professional Registration Number

Application for Netrust Digital Certification for Qualified Professionals(QP)

The Netrust Digital Certification can be issued to individuals for personal or corporate use. They render full support for encryption/decryption and digital signing. With this Netrust Digital Certification, you can work securely from anywhere at any time.

To obtain the Netrust Digital Certification, please

1. Visit Netrust during office hours from Monday to Friday, 9.00am to 5.30pm.
2. Turn up personally at Netrust office for a face-to-face verification with the following documents:
 - a) Identification document of Applicant – Identity Card, Passport or Work Permit (foreigners),
 - b) Photocopy of front and back of identification document,
 - c) Netrust Digital Certificate Application Form:
 - Netrust Digital Certificate Application Form **(For Personal)** can be obtained from http://www.netrust.net/forms/NetIDPersonal_ApplicationForm.pdf
 - Netrust Digital Certificate Application Form **(For Corporate)** can be obtained from http://www.netrust.net/forms/NetIDCorporate_ApplicationForm.pdf
 - d) Original or Certified true copy of Practising Certificate from **ONE** of the following authorities:
 - Professional Engineers Board
 - Board of Architects
 - Public Utilities Board
 - Energy Market Authority
 - e) Letter of Authorization – authorizing the Applicant to apply for the card,
 - f) Original or Certified true copy of the Registry of Companies & Businesses Certificate (RCB).

Applicant applying as sole proprietors/private practice may omit this.

3. For further queries, please contact Netrust Pte Ltd:

Netrust Pte Ltd
 70 Bendemeer Road
 #05-03, Luzerne
 Singapore 339940

Tel: 6212 1388
 Fax: 6212 1366
 Email: infonet@netrust.net

Operating Hours: 9am – 5.30pm (Monday to Friday)
 Website: <http://www.netrust.net>

Appendix 2: System Guides

System guides can be downloaded from the following links:

1. Getting My PC Ready for e-Submission
<http://www.corenet.gov.sg/ess/guides/pcready.pdf>
2. e-Submission System Manual Guide
<http://www.corenet.gov.sg/ess/guides/usermanual.pdf>
3. Netrust Digital Signer Manual Guide
<http://www.corenet.gov.sg/ess/guides/NDSUserManual.pdf>
4. Netrust Digital Signer Electronic Guide (AVI)
<http://www.corenet.gov.sg/ess/guides/NDSeGuide.html>
5. EDAForm Installation Manual
<http://www.ura.gov.sg/uol/DC.aspx?p1=Download>
6. e-Briefing on CORENET e-Submission Website Refresh
<http://www.corenet.gov.sg/ess/ebriefing/presenter/index.htm>

Appendix 3: List Of Acceptable File Types

Documents/Reports/Test

	ESPRO	ONLINE
*.DOC	Yes	Yes
*.PPT	Yes	Yes
*.XLS	Yes	Yes
*.TXT	Yes	Yes
*.RTF	Yes	Yes
*.PDF	Yes	Yes
*.HTM	Yes	Yes
*.HTML	Yes	Yes
*.XFD	Yes	Yes
*.EDF	Yes	Yes
*.ENT	Yes	Yes
*.ZIP	No	Yes
*XML	Yes	Yes
*.GEO	Yes	Yes
*.PRJ	Yes	Yes
*.05N	Yes	Yes
*.05O	Yes	Yes
*.HCP	Yes	Yes
*.SVY	Yes	Yes
*.OUT	Yes	Yes
*.DCV	Yes	Yes
*.JOB	Yes	Yes

CAD data format

Note 1: For BCA applications, minimum font size for text on CAD drawings will be 3mm.

Note 2: For URA applications, *.PDF and *.DWF files are not accepted as drawings.

	ESPRO	Online
*.DXF	Yes	Yes
*.DWG	Yes	Yes
*.DGN	Yes	Yes
*.PDF	Yes	Yes
*.DWF	Yes	Yes

Image Files

Tip: Avoid sending *.BMP files if possible as the file size is larger.

	ESPRO	Online
*.GIF	Yes	Yes
*.JPEG	Yes	Yes
*.JPG	Yes	Yes
*.TIFF	Yes	Yes
*.TIF	Yes	Yes
*.BMP	Yes	Yes
*.PDF	Yes	Yes

Appendix 4: Definitions, Acronyms and Abbreviations

Term	Definition
eSS	Electronic Submission System
ESPro	Electronic Submission for Professionals
Applicants	Persons who are required to submit forms to the Authority (e.g. Architect/Engineer, Registered Surveyor or Licensed Water Service Plumber/Licensed Gas Service Worker)
Regulatory Authority	Usually a government body that is in charge of processing the forms submitted by the applicants
ES	Electronic Submission via ESPro and Online Submission
CR	Correspondence by Registered User
CA	Correspondence by Regulatory Authority
TX	Transaction
WS	Submission Withdrawal
WP	Project Withdrawal
CM	Change of Project Member
CP	Change of Project Coordinator
No.	Number
Download File (Netrust token is required)	Document(s) digitally signed with Netrust Digital Signature (*.ent)
Open File (No Netrust token is required)	Extracted digitally signed document(s) (*.doc, *.pdf, *.dwg, *.jpg, etc)
NDS	Netrust Digital Signer. This application performs Signing/Extracting/Verifying/Viewing electronic plans and documents using the Netrust Digital Certificate v7.0 (USB Token)

eSubmission Reference Number Format

Project Reference Number

Format	Reg No. / License No.	Running No.	Year of Project	Remarks
A2688-00016-2000	A2688 (max. 35 chars)	00016 (max. 5 digits)	2000 (max. 4 digits year)	A – Architect, <i>Eg. A1234</i> E – Engineer, <i>Eg. E1234</i> WS – Licensed Water Service Plumber, <i>Eg. WWS12341998</i> RS – Registered Surveyor, <i>Eg. RS25</i> GA/GC – Licensed Gas Service Worker, <i>Eg. GA12342000 or GC12342000</i>

Submission Number

Format	Type	Date	Running No.	Remarks
ES20060908-00010	ES	YYYYMMDD	00010 (max. 5 digits)	-

Correspondence Number by Registered User

Format	Type	Date	Running No.	Remarks
CR20060911-00011	CR	YYYYMMDD	00011 (max. 5 digits)	-

Correspondence Number by Regulatory Authority

Format	Type	Date	Running No.	Remarks
CA20060914-00012	CA	YYYYMMDD	00012 (max. 5 digits)	-

Transaction Number (for Downloading of Package File)

Format	Type	Date	Running No.	Remarks
TX20060918-00016	TX	YYYYMMDD	00016 (max. 5 digits)	-

Submission Withdrawal Reference Number

Format	Type	Date	Running No.	Remarks
WS20060920-00018	WS	YYYYMMDD	00018 (max. 5 digits)	-

Project Withdrawal Reference Number

Format	Type	Date	Running No.	Remarks
WP20060921-00020	WP	YYYYMMDD	00020 (max. 5 digits)	-

Change of Project Member Reference Number

Format	Type	Date	Running No.	Remarks
CM20060923-00022	CM	YYYYMMDD	00022 (max. 5 digits)	-

Change of Project Coordinator Reference Number

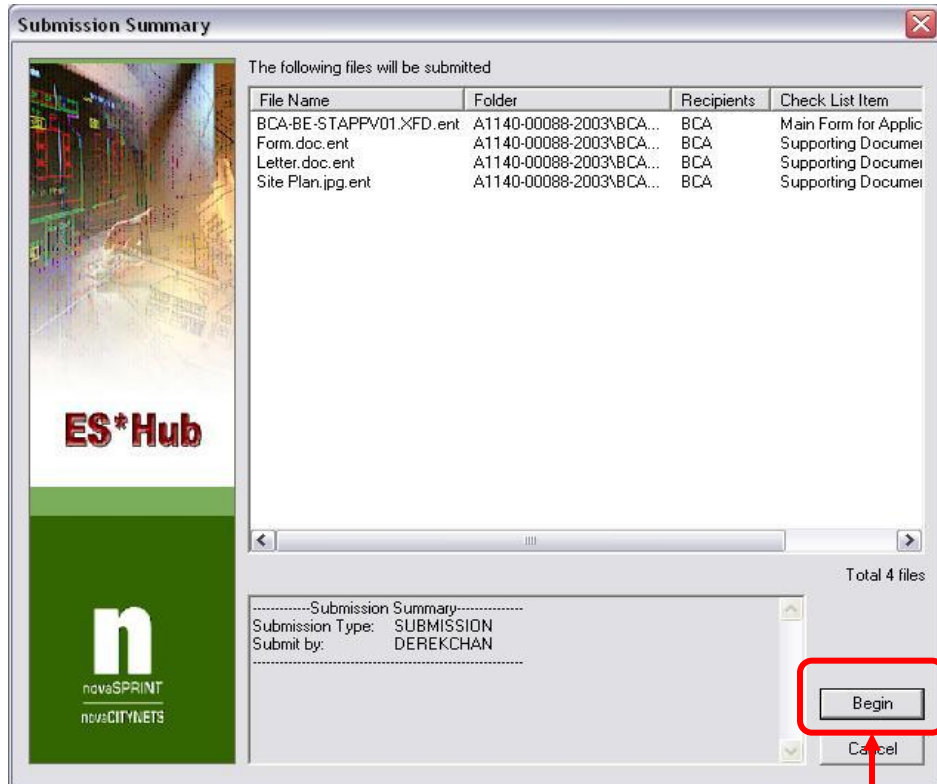
Format	Type	Date	Running No.	Remarks
CP20060925-00024	CP	YYYYMMDD	00024 (max. 5 digits)	-

Regulatory Authority Prefix Code

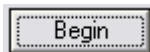
Code	Description
AVA	Agri-Food and Veterinary Authority
BCA	Building And Construction Authority
ENV(CBPU)	Ministry of the Environment – Central Building Plan Unit – ENV
EMA	Energy Market Authority
PUB(DD)	Ministry of the Environment – Pollution Control Department
PUB(SEW)	Public Utilities Board – Sewerage Department
FSSB	Fire Safety & Shelter Bureau
HDB(ARCH)	Housing & Development Board – Architectural Department
HDB(CS)	Housing & Development Board – Civil and Structural Department
HDB(M-E)	Housing & Development Board – Electrical and Mechanical Engineering Department
HDB(SVY)	Housing & Development Board – Surveyor Department
HDB (IPD)	Housing & Development Board – Industrial Properties Department
HDB (PLD)	Housing & Development Board – Properties & Land Department
IDA	Infocomm Development Authority of Singapore
JTC	JTC Corporation
LTA	Land Transport Authority
MPA	Maritime & Port Authority of Singapore
NPARKS	National Parks Board
PUB(WATER)	Public Utilities Board – Water Department
CITYGAS	CityGas
SLA	Singapore Land Authority
URA	Urban Redevelopment Authority


Appendix 5: Quick Tips for Submission Checklist

a)

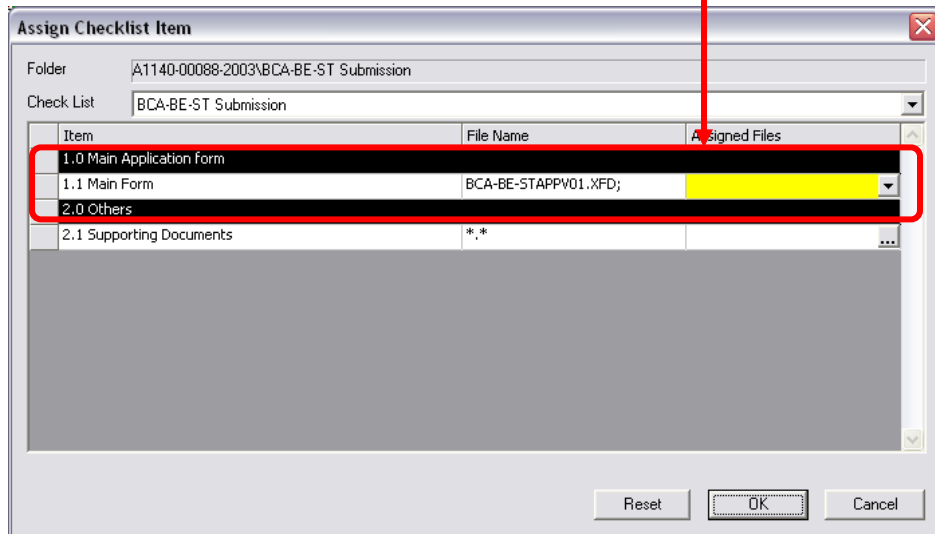


Notes:

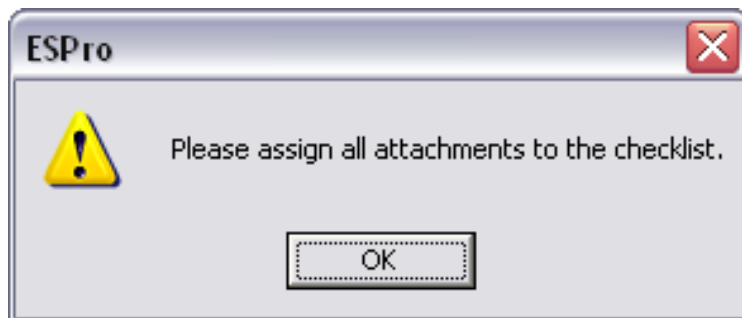


When  button is clicked, the system will validate the following before the submission is send.

b) The **'Assigned Files'** column shaded in yellow colour indicates that the mandatory file(s) specified in the **'File Name'** column is not attached. (E.g. The main form for the application BCA-BE-ST Submission is **BCA-BE STAPPV01.XFD**) Please ensure that you have attached the correct files(s) as specify in the **'File Name'** column.



c) If files are not attached accordingly, the system will prompt an error message as shown below.



Appendix 6: Contact List

CORENET eSS General & Enquiry Helpdesk Service

Address:

5 Maxwell Road #02-00
Tower Block, MND Complex
Singapore (069110)

Operating Hours:

Monday to Friday, 9:00am to 6:00pm (*excluding Saturday, Sundays & Public Holidays*)

Tel: 63255901 – 63255903

Fax: 62261197

Email: ess-helpdesk@nova-hub.com

General Enquiry: <https://www.corenet-ess.gov.sg/ess/html/static/ContactUsFrm.htm>

Netrust Pte Ltd

Address:

70 Bendemeer Road
#05-03, Luzerne
Singapore 339940

Operating Hours:

Monday to Friday, 9:00am to 5:30pm

Tel: 62121388

Fax: 6212 1366

Email: infonet@netrust.net

Website: <https://www.netrust.net>

Urban Redevelopment Authority (URA)

For further queries on URA EDA Submission/EDA Client software download, please contact EDA at:

Hotline: 6329 3237

Email: ura_daes_registry@ura.gov.sg

Website: <http://www.ura.gov.sg/uol/DC.aspx?p1=Download>