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Building Plan and Management Group

14 Nov 2014

See Distribution

Dear Sir/Madam

## **IMPLEMENTATION OF ONLINE TOP/CSC PORTAL**

This circular is to inform the industry on the roll-out of the new Online TOP/CSC Portal.

### **Background**

2 Currently, before a Qualified Person (QP) applies for a Temporary Occupation Permit (TOP) or Certificate of Statutory Completion (CSC), he will make a request for a joint site inspection with BCA via CORENET. The QP will not know if his proposed date is available for booking until BCA replies to his request.

3 For the application for TOP/CSC, the QP must submit the relevant documents/certifications including certificates of supervision for the various types of building works and clearances from the various regulatory agencies such as SCDF, LTA, NParks and NEA.

### **New Online TOP/CSC Portal**

4 As a continuing effort in providing better service to the industry, BCA will be rolling out the new Online TOP/CSC Portal (<http://www.bca-topcsc.gov.sg>) on **14 November 2014**. The user manual is available on the Portal for download. QPs will be able to log-on to the Portal with their Netrust token. The Online TOP/CSC Portal will allow QPs to:

- (a) Select and book an inspection date for his project on the Inspection Booking Calendar in the Portal which will show the timeslots available for inspection;
- (b) View the required documents to be submitted for a specific project;
- (c) Submit the required documents for the application of TOP/CSC; and
- (d) Monitor all his projects which have not obtained a CSC.

### **Booking an Inspection Date**

5 One key advantage of using the Online TOP/CSC Portal is that the available dates for booking an inspection date will be displayed in real-time to the QP. This provides

certainty for project scheduling. Furthermore, compared to the current Advance Booking System in CORENET which requires the inspection request to be made at least 14 working days in advance, the QP will be able to book for an inspection date as late as five working days in advance, subject to the availability of timeslots.

6 In addition, if a project requires an inspection to be conducted urgently, the QP may choose the Express Inspection option, where an inspection date within the next four working days can be selected, at a fee of \$3,000. However, this is also subject to the availability of timeslot. The Express Inspection service is not available via the Advance Booking System in CORENET route.

#### Submission of Certificates/Documents

7 The QP may also, through this Portal, view the list of documents and certificates required for the grant of TOP/CSC for any specific project under him. He may submit the documents/certificates via the Portal and monitor their status.

#### **Implementation Timeline**

8 The new Portal will be in operation from **14 November 2014**. Between 1 November 2014 and 1 May 2015, the current Advance Booking System via CORENET will co-exist with the Portal and QP can use any one of these for the **booking of TOP inspection dates**. However, from 1 May 2015 onward, the booking of TOP inspections will only be available via the Portal.

9 Nonetheless, for the application for TOP/CSC, BCA will continue to make available the current CORENET route. The QPs may choose to use either the Portal or via CORENET for the application for TOP/CSC. However, it should be noted any document/certificate submitted via CORENET will not be available for download from the Portal, and vice versa.

10 Industry is thus encouraged to switch over to the new TOP/CSC Portal as early as possible.

#### **Briefing Sessions**

11 To help QPs familiarise with the new Portal, three briefing sessions will be conducted on the following dates:

**1 December 2014 (Monday), 9.30am to 11.30am;  
4 December 2014 (Thursday), 9.30am to 11.30am; and  
9 December 2014 (Tuesday), 9.30am to 11.30am.**

12 QPs who are interested in attending the briefing sessions can sign up using the following weblink: <http://goo.gl/forms/GjLBv8MQmN>

13 For any problem/difficulty in using the Portal, the industry may call the Helpdesk at 63255902 for assistance/advice. The software and hardware requirements for using the Online TOP/CSC Portal is attached (please see **Annex A**).

**For Clarification**

14 We would appreciate it if you could convey the contents of this circular to the members of your organization. For clarification you may email to [bca\\_enquiry@bca.gov.sg](mailto:bca_enquiry@bca.gov.sg) or call our hotline at 63257159.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Teo Orh Hai', enclosed within a circular scribble.

TEO ORH HAI  
DIRECTOR  
BUILDING PLAN AND MANAGEMENT GROUP  
for COMMISSIONER OF BUILDING CONTROL

## **ANNEX A**

### **MINIMUM SYSTEM REQUIREMENT**

#### **1. What are the basic system requirements needed to access to the TOP/CSC Portal?**

- Supported Operating System (any one)
  - Window XP (Professional, Service Pack 2)
  - Window 7 (32-bit,64-bit)
  - Window 8 (32-bit, 64-bit)
  - Window Vista (32-bit, 64-bit)
- Microsoft Internet Explorer Browser Version 9.0 and above
- Google Chrome Version 32 and above
- Mozilla Firefox Version 26 and above
- Java Run Time Environment JRE1.7.45 and JRE1.7.60.
- Net Trust Related Software\*
- Netrust Digital Signer Version 2.0 or Version 3.0
- Safenet Authentication Client Token Driver (Windows Vista, Windows 7, Windows 8) / iKey driver (For Windows XP)

\*All the above Netrust related software can be downloaded at and the details of supported Operating System is available at <https://www.netrust.net/downloads.php>

Note: TOP/CSC Portal may not work if older versions of Browser/Java are used.

#### **2. What are the Hardware requirements for TOP/CSC Portal?**

The Hardware requirements for TOP/CSC Portal are as following

- A Personal Computer / Lap Top with the above mentioned Software
- NetTrust Safenet USB Token
- Internet broadband connection

#### **Notes:**

- The Same NetTrust SafeNet USB Token used for CORENET can be used for logging in to the TOP/CSC Portal.
- The documents uploaded using the portal need to be digitally signed using the same NetTrust Digital Signer software used in CORENET.
- The files should be Encrypted/Signed only from the local disk. You should not use network drive to encrypt/sign the files. The files should not be renamed after encrypting/signing.

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