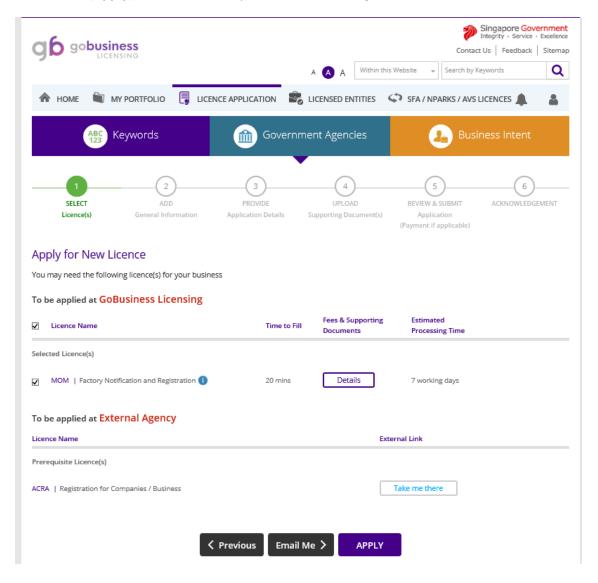
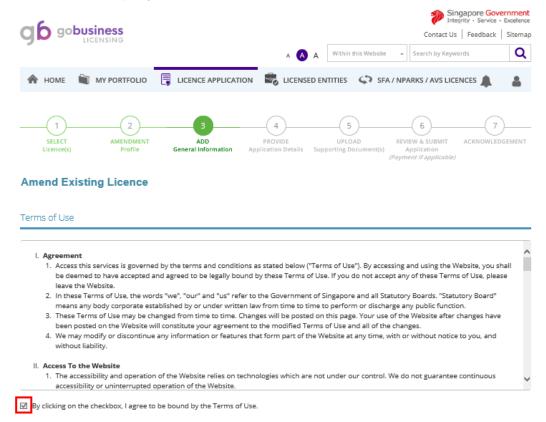
## FOR NEW WORKPLACE OCCUPIERS – GUIDE TO SUBSCRIBE TO WSH ALERT SERVICE DURING NEW FACTORY APPLICATION

**Note:** Factory owners or workplace occupiers are required to either notify or register their premises with MOM before operations begin. During the online notification / registration of your factory / workplace licence, you may wish to subscribe to this Alert Service.

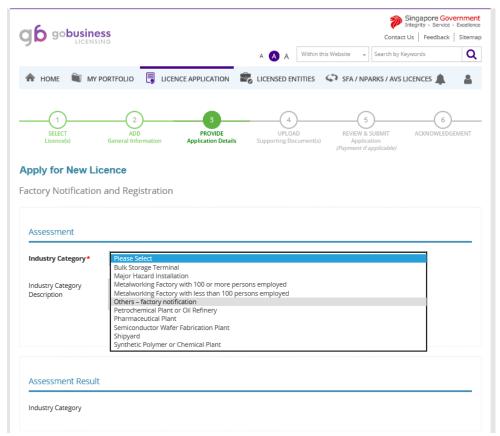
- 1. Please refer to MOM website at <a href="http://www.mom.gov.sg/eservices/services/perform-factory-transactions">http://www.mom.gov.sg/eservices/services/perform-factory-transactions</a> (See 'Get Help') for a step-by-step guide for factory registration / notification at the LicenceOne.
- 2. Login as a Business user using SingPass
- 3. At the stage when you enter factory notification and registration details, you will be required to complete the online forms under the "Provide Application Details".
- 4. Click on [Apply] button for Factory Notification and Registration section to continue.



5. Click the checkbox to accept the **Terms of Use** before you proceed. Click [**Save**] to save record as draft or Click [**Next**] to proceed.

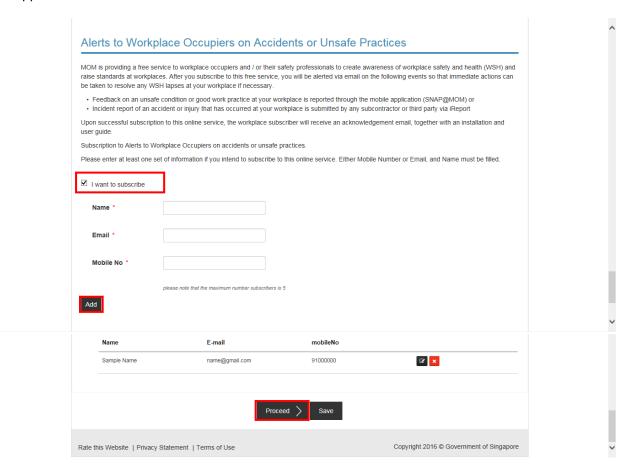


6. In the **Provide Application Details** panel, select the appropriate **Industry Category** applicable to your workplace premise concerned, based on the work activities carried out in that premise.



7. To subscribe to receive email alerts on accidents (submitted to the Ministry via iReport) or unsafe /good work practice (notified through SnapSAFE), please click on the checkbox next to 'I want to subscribe'.

You can add up to maximum five (5) email addresses to subscribe to email alert service. Click **[Add]** button to save the subscriber email records. Click **[Proceed]** button to continue with the new application.



- 8. Complete your application transaction.
- 9. You will be assigned a workplace number for your factory premises once the registration / notification of your premises is approved.
- 10. Upon successful subscription to the Alert Service, you will receive an email alert if an accident at this workplace is submitted to the Ministry via iReport or when an unsafe or a good work practice is notified through SnapSAFE.