

Integrated Occupational Safety and Health System (iOSH)

User Guide Licensing Competent Person (CP) – Add Scope Certificate (eServices)

Version	1.1
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Prepared For	iOSH eService Users
Prepared By	ISTD

REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.0	27 Nov 2015	Initial Release	Jan
1.1	13 Jul 2021	Changed Singpass Logo/Text/Labels	Chung Woon Chuan

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1. Licensing (Competent Person) – Add Scope certificate

1.1 Access Workplace safety and health (WSH) eServices link

- 1) Click on [\[Log in to WSH eServices\]](https://www.mom.gov.sg/eservices/services/registration-for-wsh-professionals-and-competent-persons) hyperlink to access the module page at <https://www.mom.gov.sg/eservices/services/registration-for-wsh-professionals-and-competent-persons>.

(Seen in Figure 1).



Figure 1

- 2) Provide login ID and password to [\[Singpass ID\]](#), [\[Password\]](#) fields to login.

(Seen in Figure 2)

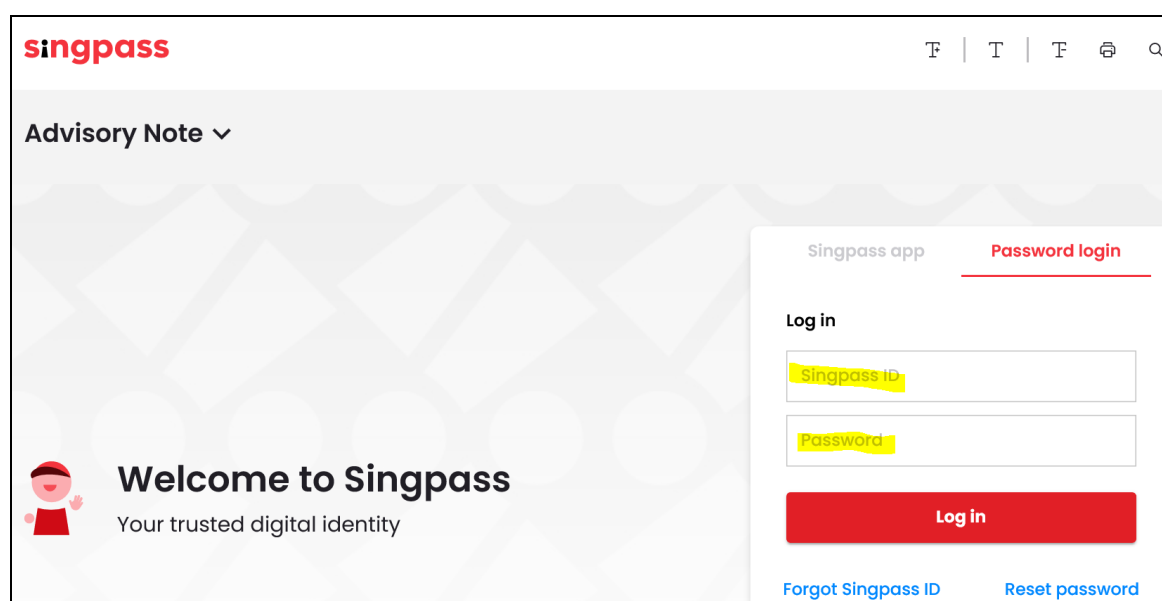


Figure 2

- 1) Upon successful login, System displays the landing page or the dashboard screen. Applicant should be able to see the Certificates section from the dashboard. The Certificates section shows the entire active license.

Applicant can click on the [\[Add Scope\]](#) item from the Action dropdown to access the Add Scope function (**Seen in Figure 3**).

The screenshot shows the iOSH dashboard for a user named CHUA SOOK TEE. The dashboard has a blue header with the Ministry of Manpower logo and the Singapore Government logo. Below the header, there is a section for 'Draft and submitted applications' with a table of applications. Below that is a section for 'Certificates' with a table of certificates. In the 'Certificates' table, the 'Action' column for the certificate with Registration Number 016-001-00137 has a dropdown menu open, and the 'Add Scope' option is highlighted with a green circle.

Draft and submitted applications

Draft applications are only saved for one month from the date of application.

Application No	Application date	Competency type	Competency scope	Application Type	Status	Action
CP15000242-1	04/11/2015	Authorised Examiner (Lifting Equipment)	Portal, Pillar & Wall Cranes Tower Cranes	Add Scope	Processing	NIL

Certificates

Registration Number	Competency type	Competency scope	Start date	Expiry Date	Action
015-001-00219	Authorised Examiner (Lifting Equipment)	Derricks	04/11/2015		NIL
016-001-00137	Authorised Examiner (Pressure Vessel)	Air Receiver Fabrication Surveyor Refrigerating Plant Pressure Receiver	04/11/2015		Select action Add Scope Renew Print Receipt
028-073-03391	Workplace Safety and Health Officer		02/11/2015	02/11/2015	

Figure 3

1.2 Choose a Competency scope for Adding Scope – Add Scope

- 1) Applicant must at least tick/select one or more Competency scope on the enabled checkbox.
A validation prompts the applicant if no item is ticked on click of the [\[Next\]](#) button.
(Seen in Figure 4)

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Competent Person CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

Competency type
Authorised Examiner (Pressure Vessel) ▼

Competency scope
Please choose competency scope.

- ☒ Air Receiver
- ☒ Fabrication Surveyor
- ☒ Refrigerating Plant Pressure Receiver
- ☐ Steam Boiler (<100 sq meter)
- ☐ Steam Boiler (>100 sq meter)
- ☐ Steam Piping
- ☐ Steam Receiver

Next Cancel

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Figure 4

2) For Add scope application, details are to be provided to the following tab page screens:

- [\[Personal particulars\]](#)
- [\[Qualifications\]](#)
- [\[Work experience\]](#)
- [\[Supporting documents\]](#)

Note: Refer to subsequent sections below for details. ([Seen in Figure 5](#))

Competent Person CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

1 Personal particulars 2 Qualifications 3 Work experience 4 Supporting documents

Personal particulars [Edit](#)

Name CHUA SOOK TEE
NRIC S0017376B
Nationality SINGAPOREAN
Building Name EUNOS ESTATE HUDC
Address 822 SIMS AVENUE, #04-812, Singapore 400822

Contact details

Email address
vergel@gmail.com

Mobile no.
82118730 ☐ Select if you would like to receive SMS notifications

Office details

Are you currently employed?
☐ Yes ☒ No

[Next](#) [Save as draft](#) [Cancel](#)

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Figure 5

3) To navigate across the different tab page screens:

- Applicant has to observe sequential steps to fill-in the add scope license. From the start tab, Applicant can click the [\[Next\]](#) to move to the next tab page. From

the next page onwards, [\[Next\]](#) and [\[Back\]](#) buttons can be used to move to the tab pages accordingly.

To cancel the transaction from any the tabs, click the [\[Cancel\]](#) link button.

To instantly go back to the Dashboard view, applicant can click on the [\[Competent Person\]](#) link button from the header which is centralize or available in all the pages. (Seen in Figure 6)

The dashboard will show the Add scope entry in the Draft and submitted applications table section should the entry is not submitted or has not yet been paid. (Seen in Figure 7)

Applicant can still continue the submission by clicking the [\[Edit\]](#) button to continue. On click of the edit button, the page redirects to the **Adding scope Preview** page. Applicant can simply click the [\[Edit\]](#) to choose the section they wish to continue editing. (Seen in Figure 8).

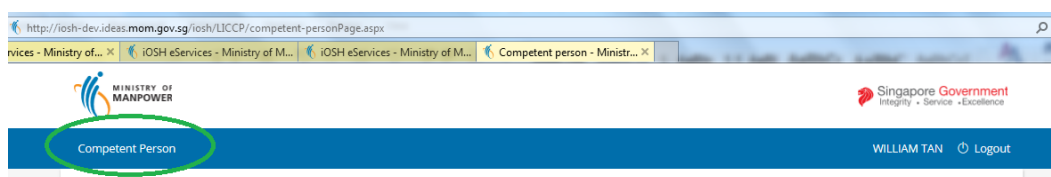


Figure 6

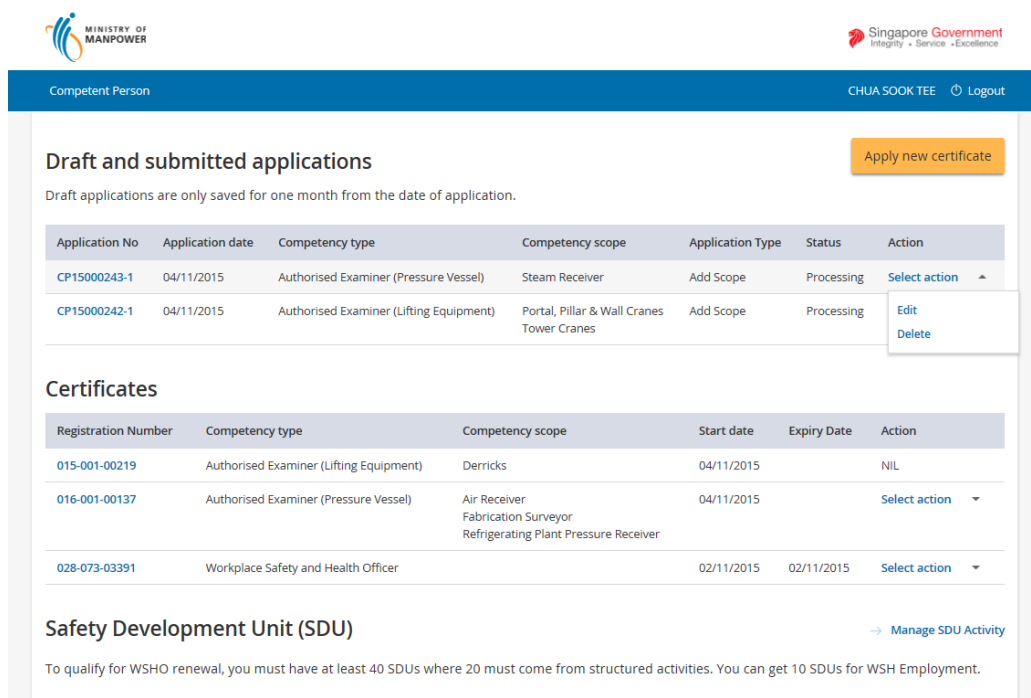




Figure 7



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Competent Person

CHUA SOOK TEE [Logout](#)

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

Personal particulars

Name

CHUA SOOK TEE

NRIC

50017376B

Nationality

SINGAPOREAN

Building Name

EUNOS ESTATE HUDC

Address

822 SIMS AVENUE, #04-812, SINGAPORE 400822

[Edit](#)

Notification preferences

Email address

vergel@gmail.com

Mobile no.

82118730

SMS alert

No

[Edit](#)

Qualifications

Qualifications	Institution	Completion	Certificate
Advanced certificate in WSH Level B	Singapore Polytechnic	Aug 2015	

Highest academic qualifications	Institution	Country	Completion	Certificate
3 GCE O Level Passes and above (GCE O Certificate) (For any stream)	Name of Institution123123		2015	

[Edit](#)

Supporting documents

[Edit](#)

Declaration

☐ I have read, understood and agreed to comply with the above requirements, upon the approval of my registration to be an Authorised Examiner by the Commissioner for Workplace Safety and Health.

☐ I also declare that the information submitted in this application is true and correct to the best of my knowledge. I am aware that my application will be rejected if any information provided was misrepresented, and that legal actions may be taken against me if I had knowingly provided any false information.

Privacy Statement

If you choose to make an application for which you provide us with personally identifiable data, we may share necessary data with other Government agencies, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by law. We will NOT share your personal data with non-Government entities, except where such entities have been authorised to carry out specific Government services. For your convenience, we may also display to you data you had previously supplied us or other Government agencies. This will speed up the transaction and save you the trouble of repeating previous submissions. Should the data be out-of-date, please supply us with the latest data. We will retain your personal data only as necessary for the effective delivery of public services to you. To safeguard your personal data, all electronic storage and transmission of personal data is secured with appropriate security technologies.

Back

Submit

Cancel

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Figure 8

- 4) For Add scope application, [\[Save as Draft\]](#) button is available on all the screens with tabs for Applicant to save whatever that have been entered without submitting the application.

Applicant can save the draft license as he/she clicks the [\[Next\]](#) or the [\[Save as Draft\]](#) button on the succeeding tab page. (Sample seen in Figure 9).

Competent Person

CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

1 Personal particulars 2 Qualifications 3 Work experience 4 Supporting documents

Highest academic qualification

Discipline	Education level	Institution	Country	Completion date	Certificate	Actions
"O" level	3 GCE O Level Passes and above (GCE O Certificate) (For any stream)	Name of Institution123123		2015		Select action

+ Add highest academic qualifications

Back Next Save as draft Cancel

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Figure 9

1.3 Adding scope to provide details for Personal particulars

- 1) Provide inputs to [\[Personal particulars\]](#) screen.

The Personal particulars tab page (Seen in Figure 10) contains the following sections

- [Personal particulars](#)
- [Contact details](#)
- [Office details.](#)

Competent Person

CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

1 Personal particulars 2 Qualifications 3 Work experience 4 Supporting documents

Personal particulars [Edit](#)

Name CHUA SOOK TEE
NRIC S0017376B
Nationality SINGAPOREAN
Building Name EUNOS ESTATE HUDC
Address 822 SIMS AVENUE, #04-812, Singapore 400822

Contact details

Email address
vergel@gmail.com

Mobile no.
82118730 ☐ Select if you would like to receive SMS notifications

Office details

Are you currently employed?
☐ Yes ☒ No

[Next](#) [Save as draft](#) [Cancel](#)

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Figure 10

1.4 Adding scope to provide details for Qualifications

The Qualification tab page may display **Wsh qualification** and/or **Highest academic qualification** sections depending on the Applicant's chosen competency type. (Seen in Figure 11).

- 1) Provide inputs to [Wsh Qualifications](#) section by clicking the [\[Add qualifications\]](#) link button. (Seen in Figure 12 for the form page). Applicant can save the entry by clicking the [\[Save\]](#) button or to enter new or another qualification, user can click the [\[Save and add another qualification\]](#) button.
 - The Qualification form page allows the applicant to add his/her Wsh qualification at the same time to attach documents using the [\[Choose file\]](#) button.

- 2) Provide inputs to [Highest academic qualification](#) section by clicking the [\[Add Highest academic qualifications\]](#) link button. (Seen in Figure 13 for the form page).

 - The Highest academic qualification form page allows the applicant to add his/her academic qualification at the same time to attach documents using the [\[Choose file\]](#) button.

Competent Person CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

1 Personal particulars 2 Qualifications 3 Work experience 4 Supporting documents

Highest academic qualification

Discipline	Education level	Institution	Country	Completion date	Certificate	Actions
"O" level	3 GCE O Level Passes and above (GCE O Certificate) (For any stream)	Name of Institution123123		2015		Select action

+ Add highest academic qualifications

Back Next Save as draft Cancel

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Figure 11

The screenshot shows a web browser window with the URL `i-dev.ideas.mom.gov.sg/iosh/LICCP/add-wsh-qualificationPage.aspx`. The page header includes the Ministry of Manpower logo and the Singapore Government logo. The user is logged in as 'JEEVA' and can click 'Logout'. The main heading is 'Add qualifications'. Below it, there are three dropdown menus: 'Name of qualification', 'Name of training centre', and 'Completion date' (with sub-dropdowns for 'Month' and 'Year'). There is a section for file upload with the text 'Upload a copy of the files' and 'The maximum file size allowed is 3MB.', followed by a 'Choose file' button. At the bottom, there are three buttons: 'Save', 'Save and add another qualification', and 'Cancel'.

Figure 12

The screenshot shows a web browser window with the URL `i-dev.ideas.mom.gov.sg/iosh/LICCP/add-highest-academic-qualificationPage.aspx`. The page header includes the Ministry of Manpower logo and the Singapore Government logo. The user is logged in as 'JEEVA' and can click 'Logout'. The main heading is 'Add highest academic qualifications'. Below it, there are five dropdown menus: 'Education level', 'Discipline', 'Name of institution', 'Country', and 'Completion year'. There is a section for file upload with the text 'Upload a copy of the files' and 'The maximum file size allowed is 3MB.', followed by a 'Choose file' button. At the bottom, there are three buttons: 'Save', 'Save and add another qualification', and 'Cancel'. The footer contains copyright information: 'Copyright © 2014 Government of Singapore', links for 'Contact us', 'Terms of use', and 'Privacy policy', and a 'Rate this eService' link.

Figure 13

1.5 Adding scope to provide details for Work Experience

- 1) Displays/Provides [\[Work Experience\]](#) entry.
 - To *add* a new work entry, click [\[Add work experience\]](#) button (Seen in Figure 14) to launch the screen
 - Page redirects to the Work experience page (Seen in Figure 16). After entering the details from the Work experience page, click [\[Save\]](#) button to add the data. Applicant can also click the [\[Save and add another work experience\]](#) link button to save the entry and clears the form for a new work experience entry.
 - Applicant can upload a document based on his/her Work experience by clicking the [\[Choose file\]](#) button. (Seen in Figure 16).
 - Applicant may wish to cancel the entry by clicking the [\[Cancel\]](#) link button from the page. (Seen in Figure 16).
 - To *remove* a work entry simply choose Remove from the Action column dropdown. (Seen in Figure 15).

Competent Person CHUA SOOK TEE Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

✓ Personal particulars ✓ Qualifications 3 Work experience 4 Supporting documents

Work experience



Employer	Designation	Start date	End date	Actions
Employer 2	Designation 1	Nov 2015	Jan 2015	Select action

+ Add work experience

Back Next Save as draft Cancel

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Figure 14



Competent PersonJEEVA Logout

Application for certificate of approval for Workplace Safety and Health Officer

✓ Personal particulars

✓ Qualifications

3 Work experience

4 Supporting documents

Work experience

Employer	Designation	Start date	End date	Actions
Company ABC	Senior Consultant	May 2015	Nov 2015	Select action ▼
Company DEF	Manager	Jan 2014	Dec 2014	Select action ▼
Company GHI	Assistant Manager	Jan 2013	Dec 2013	Select action ▲

⊕ Add work experience

Edit

Remove

Back

Next

Save as draft

Cancel

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Figure 15

Competent Person JEEVA Logout

[Back to work experience](#)

Add work experience

Employer

Designation

Employment period

Month Year to Month Year







Upload a copy of the files
The maximum file size allowed is 3MB.

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Figure 16

1.6 Adding scope to Upload Supporting Documents

- 1) Upload Photo/Supporting documents under [\[Supporting Document\]](#) tab page screen; multiple documents can be uploaded.



- To upload a photo, simply click the  button, then an open file dialog pops out for you to choose a type .jpeg|jpg photo file. (**Seen in Figure 17**)
- After choosing a .jpeg|jpg file, applicant can adjust/move the image accordingly - Using the mouse and other control     buttons to fit the required image guided by the blue rectangular box to fit the photo to a required 400x514 pixel size. Once the photo image is perfectly aligned, user has to crop the image by using the  button. (See sample in **Figure 18**). Not cropping the image or by not clicking the Crop button will prompt for an invalid uncropped image message.

Note: Simply follow the steps provided beside the Upload photo section. (Seen in Figure 18) A guided tool tip will also show from the photo image control buttons for user to adjust the image properly.

- To add a document, simply click the [\[Choose File\]](#) button. (**Seen in Figure 19**). A popup file dialog prompts for required .PDF file format to be selected for an upload. Only valid .PDF file is allowed to be uploaded.

Note: A **List of supporting documents required** is listed for the user to follow what document attachments are required for a particular competency type. (**Seen in Figure 20**)

Should there be missing documents that is required, a validation prompts the user which document attachment was left missing on click [\[Next\]](#) button. (**Seen in Figure 21**)



Competent PersonCHUA SOOK TEELogout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)


Personal particulars

Qualifications

Work experience

4 Supporting documents



Upload photo










Digital photo image file with the following specifications :

- JPEG format ('jpg' extension)
- dimension of the photo image has to be 400 by 514 pixels
- Please use the photo cropper to meet the above file size and dimension specifications.

Steps to crop and resize image:

1. Click  to find and open your image file. A cropping box will appear over the image. The cropping box is proportional to 400 by 514 pixels.
2. Move the cropping box over the desired area to be cropped. Zoom and rotate the image if necessary. Click  to crop the image.
3. If you would like to re-crop the image again, repeat step 1 and 2.
4. Click save/next button at bottom of the page to save the cropped image.
5. Upon saving, the newly saved image will be auto-resized to 400 by 514 pixels.



List of supporting documents required

1. A technical write-up on relevant experience in the design, commissioning, operation, maintenance and inspection of the pressure vessel applied for
2. Certificates or testimonials (e.g. from your employer).
3. Medical report form - if you are 60 years old and above or if required

Upload documents

To add files please click on choose files.
The maximum file size allowed is 3MB.

Choose file

BackNextSave as draftCancel

Figure 17



Figure 18

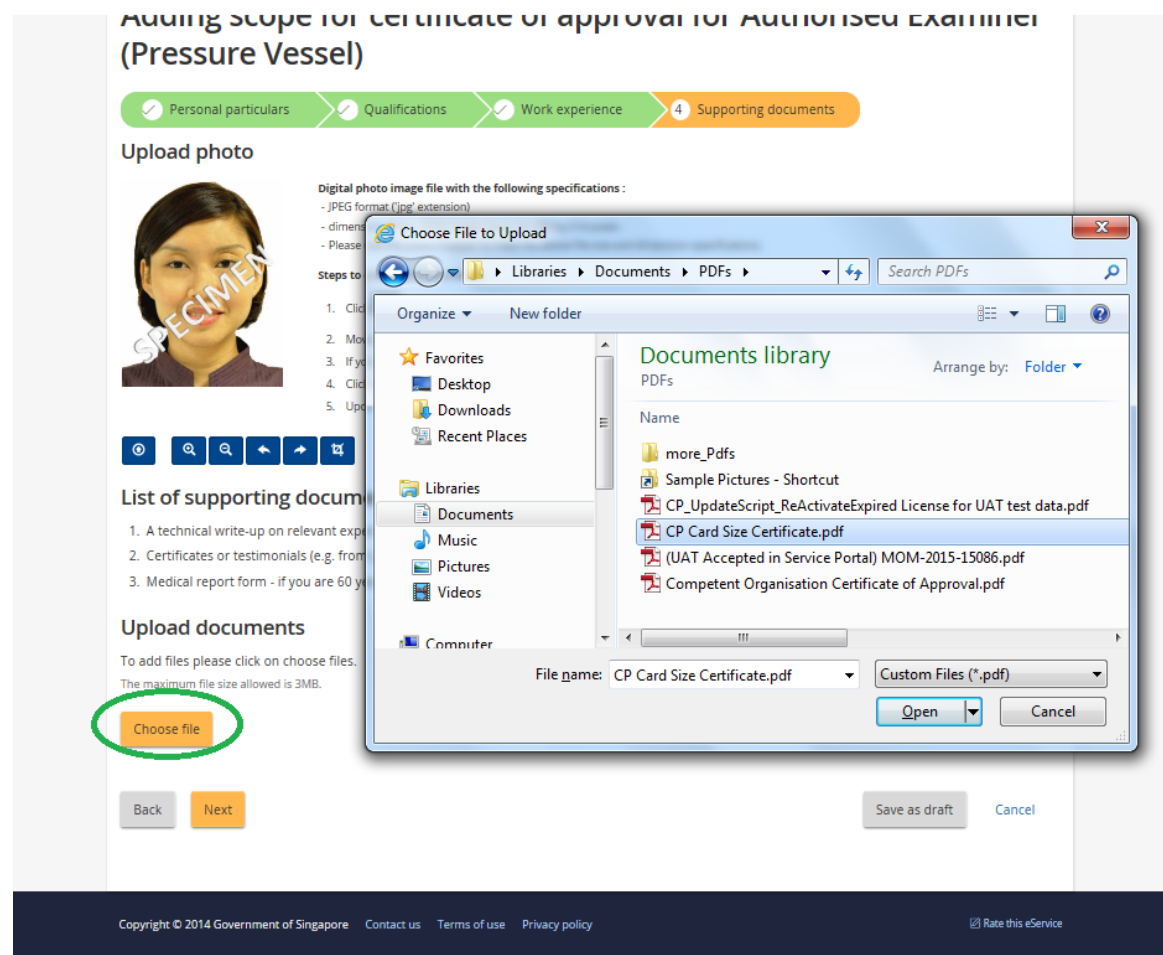


Figure 19

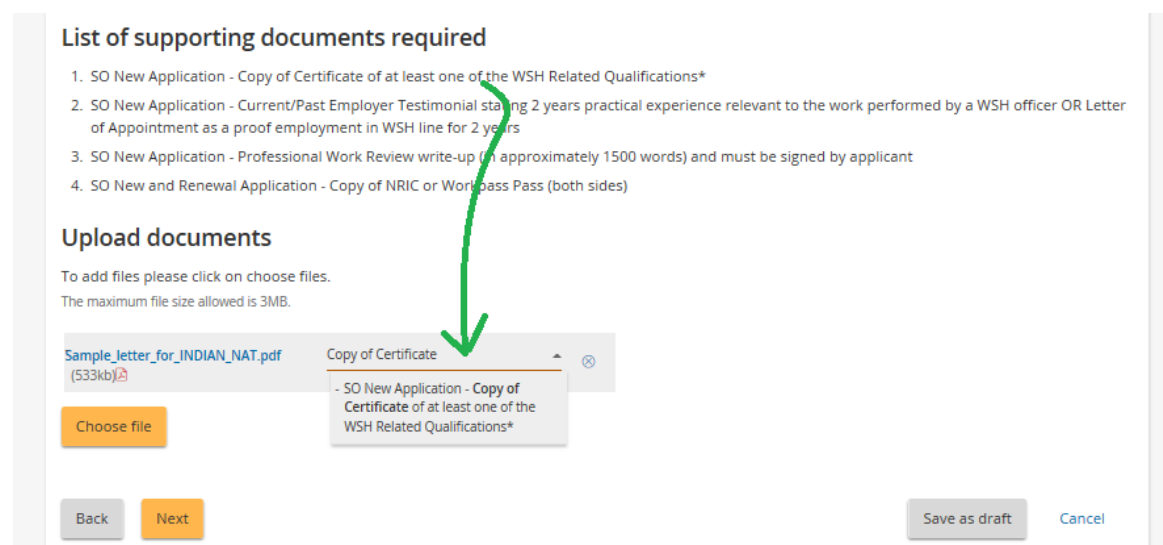


Figure 20

Upload documents

To add files please click on choose files.

Please upload below required documents to submit the application.

- SO New Application - Current/Past Employer Testimonial stating 2 years practical experience relevant to the work performed by a WSH officer OR Letter of Appointment as a proof employment in WSH line for 2 years
- SO New Application - Professional Work Review write-up (in approximately 1500 words) and must be signed by applicant
- SO New and Renewal Application - Copy of NRIC or Workpass Pass (both sides)

The maximum file size allowed is 3MB.

Sample_letter_for_INDIAN_NAT.pdf
(533kb)

SO New Application - Copy of Certific...
✕

Choose file

Back

Next

Save as draft

Cancel



Figure 21

1.7 Submission of Application

- 1) After the required details are finalized, click the [\[Submit\]](#) button (**Seen in Figure 22**).

Applicant should perform the following actions under this screen :

- Applicant to go through the details if data entries are correct. Should there be a necessary modification, the application can easily click the [\[Edit\]](#) link button to modify specific portion of the draft license.
- Should all the pertinent details are displayed correctly; Applicant must tick/check the required [\[Declaration\]](#) checkbox items to acknowledge he/she has read carefully the **Declaration** and **Privacy statement**.
- Applicant can cancel, submit or go back accordingly using these buttons. [\[Back\]](#), [\[Submit\]](#) and [\[Cancel\]](#)
- Should all the required details are provided from the form, Applicant may choose to [\[Submit\]](#) the draft license in preparation for the payment. With the submitted validated draft license, a unique **Bill No** will be generated for the transaction. (**Seen in Figure 23**).

Competent Person
CHUA SOOK TEE
Logout

Adding scope for certificate of approval for Authorised Examiner (Pressure Vessel)

Personal particulars

Edit

NameCHUA SOOK TEE
NRICS0017376B
NationalitySINGAPOREAN
Building NameEUNOS ESTATE HUDC
Address822 SIMS AVENUE, #04-812, SINGAPORE 400822

Notification preferences

Email addressvergel@gmail.com
Mobile no.82118730
SMS alertNo

Qualifications

Edit

Highest academic qualifications	Institution	Country	Completion	Certificate
3 GCE O Level Passes and above (GCE O Certificate) (For any stream)	Name of Institution123123		2015	
3 GCE O Level Passes and above (GCE O Certificate) (For any stream)	test 123	ALBANIA	2011	CP Card Size Certificate.pdf




Work experience

Edit

Employer	Designation	Start date	End date
ee1	dd1	Feb 2006	Mar 2015
Employer 2	Designation 1	Nov 2015	Jan 2015

Supporting documents

Edit

Declaration

☐ I have read, understood and agreed to comply with the above requirements, upon the approval of my registration to be an Authorised Examiner by the Commissioner for Workplace Safety and Health.
☐ I also declare that the information submitted in this application is true and correct to the best of my knowledge. I am aware that my application will be rejected if any information provided was misrepresented, and that legal actions may be taken against me if I had knowingly provided any false information.

Privacy Statement

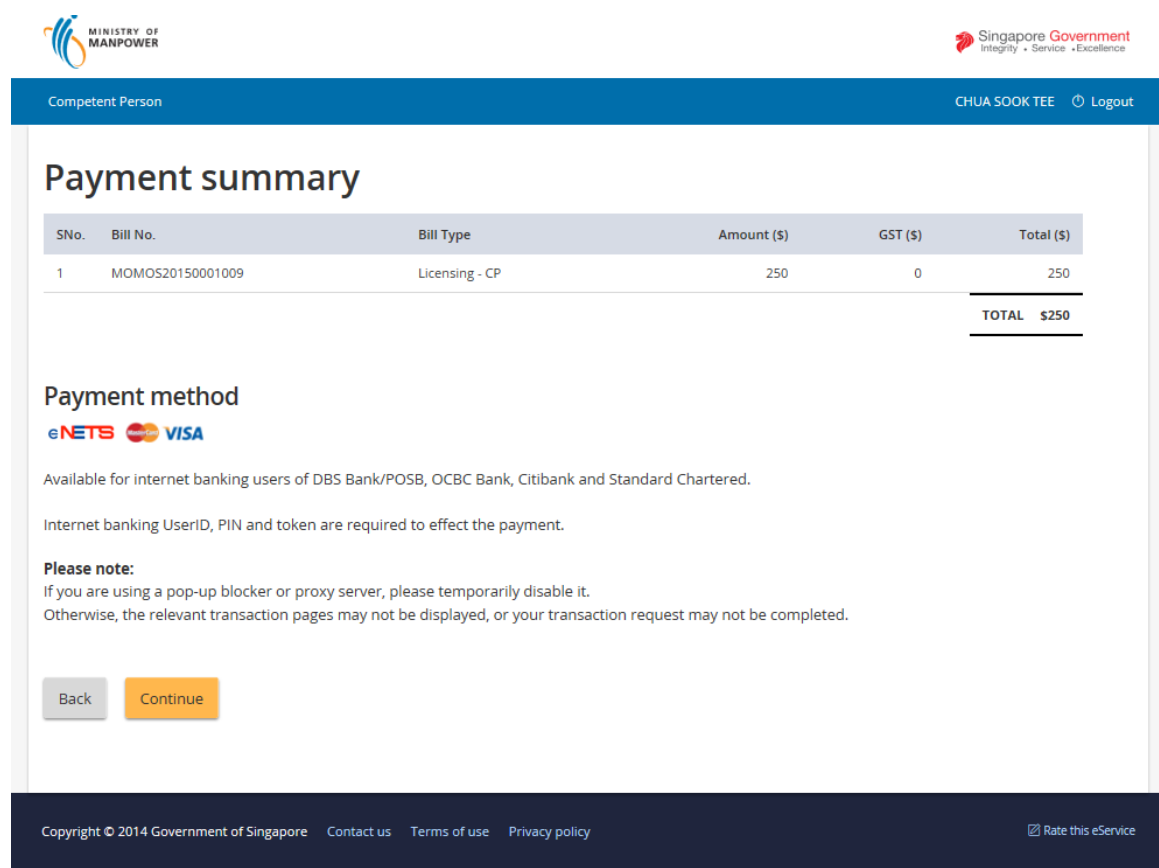
If you choose to make an application for which you provide us with personally identifiable data, we may share necessary data with other Government agencies, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by law. We will NOT share your personal data with non-Government entities, except where such entities have been authorised to carry out specific Government services. For your convenience, we may also display to you data you had previously supplied us or other Government agencies. This will speed up the transaction and save you the trouble of repeating previous submissions. Should the data be out-of-date, please supply us with the latest data. We will retain your personal data only as necessary for the effective delivery of public services to you. To safeguard your personal data, all electronic storage and transmission of personal data is secured with appropriate security technologies.

Back
Submit
Cancel

Figure 22

1.8 Submission and Payment for New Application certificate

- 1) Payment Summary displays the generated Bill No for the submitted draft license. A short summary of the payment, the Bill No, Bill Type, Amount, GST and Total are displayed in a table. Furthermore, a Payment method is displayed which will allow the user prepare or choose the mode of payment for the next page.
 - Applicant may choose to navigate back by clicking the [\[Back\]](#) button or to proceed with the payment by clicking the [\[Continue\]](#) button.
 - On click of the [\[Continue\]](#) button, the page will be redirected to the payment gateway to Proceed with the payment. [\(Seen in Figure 24\).](#)
 - The Payment gateway allows the user to provide



The screenshot displays the 'Payment summary' page. At the top, there are logos for the Ministry of Manpower and the Singapore Government. The page header includes 'Competent Person' and the user name 'CHUA SOOK TEE' with a 'Logout' link. The main content area is titled 'Payment summary' and contains a table with the following data:

SNo.	Bill No.	Bill Type	Amount (\$)	GST (\$)	Total (\$)
1	MOMOS20150001009	Licensing - CP	250	0	250
TOTAL					\$250

Below the table, the 'Payment method' section shows logos for eNETS, DBS, and VISA. It states: 'Available for internet banking users of DBS Bank/POSB, OCBC Bank, Citibank and Standard Chartered. Internet banking UserID, PIN and token are required to effect the payment.' A 'Please note' section follows, advising users to disable pop-up blockers or proxy servers. At the bottom of the main content area are 'Back' and 'Continue' buttons. The footer contains copyright information for 2014, links for 'Contact us', 'Terms of use', and 'Privacy policy', and a 'Rate this eService' link.

Figure 23

http://tst.intranet.psi.gov.sg/NASApp/tmf/TMFServlet

Payment Option Selection

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IF YOU ARE USING A POP-UP BLOCKER, please add "https://www.psi.gov.sg" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed.

You are now on a secure site.

Total Amount Payable: S\$110.00

Please make payment by selecting the preferred payment mode then click the 'Proceed' button:

Payment Mode	Description
<input checked="" type="radio"/>	For VISA/MasterCard Credit and Debit cards
<input type="radio"/>	For customers with Internet Banking account from DBS/POSB, Citibank, OCBC / Plus! or UOB

<< Cancel Payment Proceed >>

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For **eNETS Credit** (or **AMEX** if available), please add "www.enets.sg" to your list of allowed sites in the pop-up blocker settings as well.
- For **eNETS Debit**, please include "www.enets.sg", "dbsd2pay.dbs.com" (for DBS/POSB Account holders), "www.citibank.com.sg" (for Citibank Account holders), "www.ocbc.com" (for OCBC Account Holders) and "www.plus.com.sg" (for Plus! Account Holders), "unisenices1.uobgroup.com" (for UOB Account holders) to your list of allowed sites in the pop-up blocker settings as well.

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Figure 24


- 2) Click [\[Proceed to Payment\]](#) button to make payment.

The screenshot displays the eNETS credit/debit card payment interface. On the left, there is a sidebar with the eNETS logo and links for Privacy Policy, Security Guidelines, and Customer Service. The main content area is titled 'credit/debit card payment' and includes a note about pop-up blockers. Below this, the 'TRANSACTION INFORMATION' section lists the Merchant Name (Pai Test Internet Cred Card4), Merchant Reference Code (CC11062814083440), NETS Reference Code (20110628140756775), and Amount (\$90.110.00). An 'Important Notice' section follows, advising users to note down transaction details. The 'CREDIT/DEBIT CARD INFORMATION' section contains fields for the cardholder's name (TAN MEI LENG), card number (4111111111111111), CVV/CVC2 (123), and expiry date (January 2015). A checkbox indicates acceptance of the return and refund policy. At the bottom, there are 'SUBMIT' and 'CANCEL' buttons. A footer note advises against using browser back or refresh functions. The page also features logos for eNETS, Visa, and Mastercard.



Figure 25

- 3) To pay by Credit/Debit cards, click [\[eNETS Credit/Debit Card\]](#) icon under **Figure 25**. Input data to all fields under **Figure 26** and click [\[Submit\]](#) button.

IF YOU ARE USING A POP-UP BLOCKER, please add "https://www.psi.gov.sg" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed. If you are paying using eNETS Credit (or AMEX if available), or eNETS Debit, please click [here!](#)

 You are now on a secure site.

Please proceed to payment by clicking on the logo of your preferred payment mode:

Payment Mode	Description	Total Payable
 Credit/Debit Card	VISA/MasterCard payment mode Please have one of the following - VISA Credit Card, - MasterCard Credit Card, - MasterCard Debit Card or - Visa Electron Debit Card More	Amount: S\$ 110.00 Total payable: S\$ 110.00
 Internet Banking	Internet Banking payment mode Please have the following - A valid Internet Banking account with Citibank, DBS, UOB, OCBC / Plus! More	Amount: S\$ 110.00 Total payable: S\$ 110.00

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For more information on each payment method, click on the "More" hyperlink of the respective payment mode.
- For **eNETS Credit (or AMEX if available)**, please add "www.enets.sg" to your list of allowed sites in the pop-up blocker settings as well.
- For **eNETS Debit**, please include "www.enets.sg", "dbsd2pay.dbs.com (for DBS/POSB Account holders)", "uniservices1.uobgroup.com (for UOB Account holders)", "www.citibank.com.sg (for Citibank Account holders)", "www.ocbc.com (for OCBC Account Holders)" and "www.plus.com.sg (for Plus! Account Holders)" to your list of allowed sites in the pop-up blocker settings as well.
- For **NETS CashCard**, please add "cashcardservices.nets.com.sg" to your list of allowed sites in the pop-up blocker settings as well.




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Figure 26

1.9 Payment Receipt


- 1) System will generate the Tax Invoice / Receipt and Transaction Notice to acknowledge the receipt of the payment.



Competent Person

CHUA SOOK TEE Logout

Payment receipt



Date 30/11/2015

Receipt no. MOM2015R003081

Name CHUA SOOK TEE

NRIC/FIN S0017376B


Address 822 SIMS AVENUE
#04-812
Singapore 400822


SNo.	Bill No.	Bill Type	Amount (\$)	GST (\$)	Total (\$)
1	MOMOS20150001009	Licensing - CP	250	0	250
Payment method: e-payment				Total amount paid	\$250

Occupational Safety and Health Division
MOM Services Centre 1500 Bendemeer Road, Singapore 339946

Fax: (65) 6692 1027
www.mom.gov.sg/oshd
GST REG NO.: MG-8400000-5

Next

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**MINISTRY OF
MANPOWER**

TAX INVOICE / RECEIPT

Receipt No : MOM000100007310 Date/Time : 28/06/2011 14:07
 Agency : MOM - Ministry of Manpower
 Application : Integrated Occupational Safety and Health System
 Paid via : eNETSCredit
 EP RefNo : CC11062814083440

Note : Receipt is void if payment is dishonoured

Sno	Code/Description	Unit Price(S\$)	Qty	Amount(S\$)
1.	MOMCS20110000937 Item Info : Licensing - CP Registration of Safety Officer	110.00	1	110.00
Total (S\$) :				110.00

This is a computer-generated receipt. No signature is required.

PSI Ref No : #0094126116-2862011-14834-39321055

Please print a copy of the receipt for your reference.

Figure 27

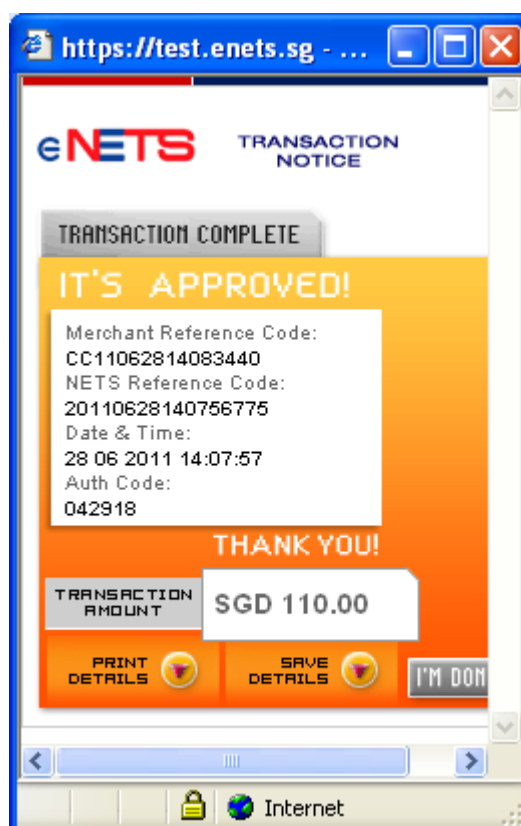


Figure 28

- 2) **Note :** In the event that the Applicant did not complete the payment successfully, he will see an entry under [\[Applications – Pending Payment\]](#) table when he accesses [\[Create Application\]](#) function. To proceed with the payment transaction flow, Applicant just needs to click from the Action the [\[Make Payment\]](#) hyperlink to trigger the screen flow from **Figure 23 – 28**.

1.10 Acknowledgement of New Application Submission

- 1) After the payment is done, System will also display the Acknowledgement page. (Seen in Figure 29)
 - Applicant can click on the [\[Back to main\]](#) button to go back to the Dashboard page. (Seen in Figure 30)

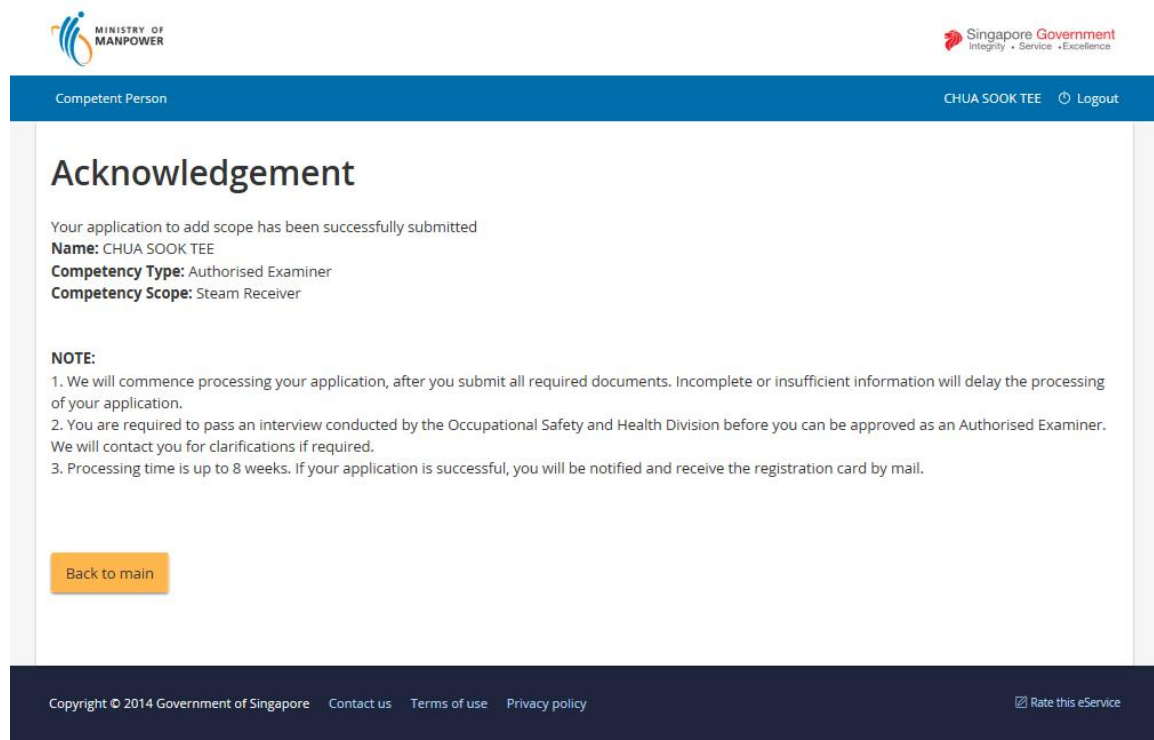


Figure 29

- 2) Click [\[Logoff\]](#) hyperlink from the header to exit.

The screenshot displays the 'Competent Person' dashboard. At the top, there are logos for the Ministry of Manpower and the Singapore Government, along with the user name 'CHUA SOOK TEE' and a 'Logout' button. The main section is titled 'Draft and submitted applications' and includes a note: 'Draft applications are only saved for one month from the date of application.' Below this is a table with two rows of application data. To the right of this section is an 'Apply new certificate' button. The 'Certificates' section follows, featuring a table with three rows of certificate data. The 'Logout' button in the header is circled in green.

Application No	Application date	Competency type	Competency scope	Application Type	Status	Action
CP15000242-1	04/11/2015	Authorised Examiner (Lifting Equipment)	Portal, Pillar & Wall Cranes Tower Cranes	Add Scope	Processing	NIL
CP15000243-1	04/11/2015	Authorised Examiner (Pressure Vessel)	Steam Receiver	Add Scope	Processing	NIL

Registration Number	Competency type	Competency scope	Start date	Expiry Date	Action
016-001-00137	Authorised Examiner (Pressure Vessel)	Air Receiver Fabrication Surveyor Refrigerating Plant Pressure Receiver	04/11/2015		NIL
015-001-00219	Authorised Examiner (Lifting Equipment)	Derricks	04/11/2015		NIL
028-073-03391	Workplace Safety and Health Officer		02/11/2015	02/11/2015	Select action ▼

Figure 30