

Permit To Work Online Application



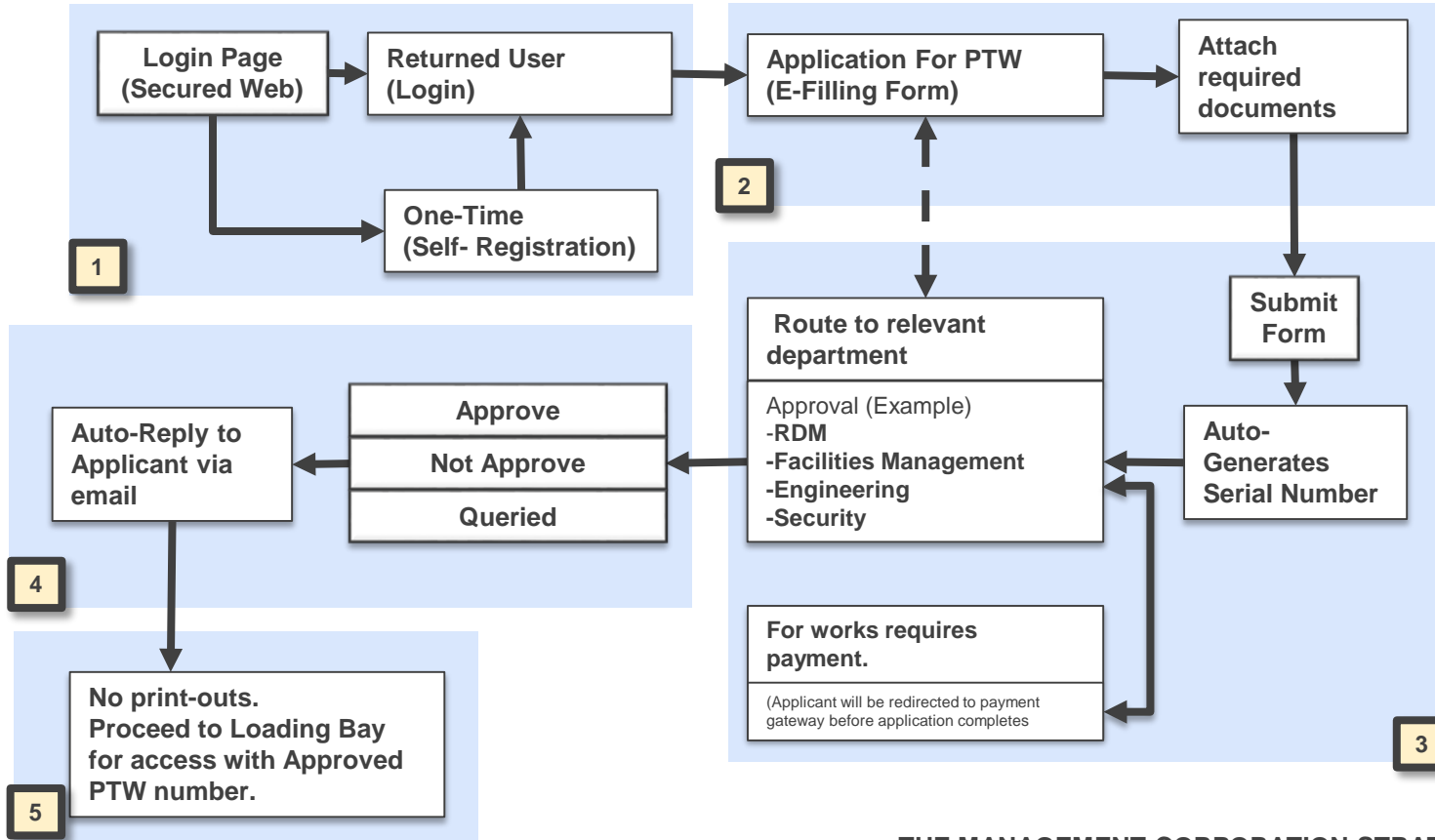


New Permit To Work Application

- Permit To Work (PTW) will go online from **1st July 2019**
- Quick & Simple Application
- Automated Notifications on application status
- Environmental Friendly, no longer require printing of PTWs



Application Process Flow





Application Process

[HTTPS://PTW.APM.SG](https://ptw.apm.sg)

Click on "Register".



Email address will be the Login ID.
Set your own password.



Key in the required fields and
click "Register".



Application Process

Key in your Login ID and Password.



Fit Out	Status	Submission Date	Actions
No	🔴	Aug 12, 2019 - Aug 22, 2019	🔗
No	🟢	Jul 09, 2019 - Jul 25, 2019	🔗 ✎
No	🔴	Jul 08, 2019 - Jul 11, 2019	🔗
No	🟢	Jul 02, 2019 - Jul 18, 2019	🔗 ✎
No	🟡	Jul 08, 2019 - Jul 28, 2019	🔗 ✎

Click on "Apply New PTW" for new application.



Enter Tenant or Contractor Details

- *Company Name*
- *Name (Contractor/Tenant)*
- *Office Number*
- *Mobile Number*
- *Email Address*

(All Fields Mandatory)



Application Process

Step 2 of 5
Enter Details of Work

- 1 Location of Work *
- 2 Common Area of Tenanted Unit *
- 3 Unit No./Colour Zone/Near Pillar No etc*
- 4 Nature of Work *

Enter Work Details

- 5
- 6 Duration of Work *
- 7 Special Work *
Select an Option...
 No Special Works
- 8 Day or Night Works *
- 9 Risk Assessment *
BROWSE Upload Document
- 10 Work at Height ?
 Hot Works ?

PREVIOUS NEXT STEP

- 1 Choose the “Location of Work” from the Dropdown List. (ie. Retail Mall, Office Tower 1, etc)
- 2 Are the works at “Common Area” or within “Tenanted Unit”? Select from Dropdown List.
- 3 Key-in the Unit No. or the closest location you can describe.
- 4 Choose the “Nature of Work” from the Dropdown List. (ie. Tenant’s Fitting Out)
- 5 Key-in to elaborate the Details of Works involved.
- 6 Select the duration required for the works.
- 7 Select one or more special works required from the dropdown list. Otherwise, check on “No Special Works”.
- 8 Select Day, Night or Whole Day Works depending on type of works you are allow to do at stipulated timings. (Take note of different timings between Office & Mall)
- 9 Upload completed Risk Assessment Form.
- 10 Check and Upload completed forms for Work at Height and/or Hot Works, if require. (Templates can be found in “Guides/Forms”)

Click “Next Step” to continue.



Application Process

- 1 Click the “Add” button to key in worker details individually.
- 2 To bulk-upload Workers’ List, download the excel template and upload.

**** Effect from 1st Sept 2019 in accordance to PDPA, we will only require you to key-in the last 4 characters of NRIC, Work Permit.**



- 1 You may drag documents into the area highlighted or you can click in the area highlighted and it will direct you to your windows folder to select the files you would need to upload.
- 2 Click this for Fit-Out Works / Reinstatement works.

- 2 (PTWs involving Fit-Out or Reinstatement Works)

Applicant will be directed to select the deposit amount payable and key-in the cheque details.



Application Process

1 Tenant particulars 2 Details of work 3 Workers List 4 Attachments 5 Review

Step 1 of 5
Review PTW Application Details

PARTICULARS (TENANT)

Tenant Company Name: Welmaro Interop Pte Ltd
Name of Tenant: Jack Song
Office No.: 3234-4567
Mobile No.: 9378-0982
Email Address: jackwang@gmail.com

PARTICULARS (CONTRACTOR)

Company Name: ST DH Designs
Name of Contractor: Eric Tan
Office No.: 980-2345
Mobile No.: 2345-6782
Email Address: erictan@gmail.com

DETAILS OF WORK

Location of Work: Suntec Tower 1
Common Area or Tenanted: Tenanted Area
Unit No./Colour Zone/Near Floor No: Singapore 033 354-365
Duration: Feb 27 2018 - March 15 2018
Details of works: Lorem ipsum dolor consectetur adipiscing conset.
Dust and smoke/hacking: Smoke Works
Dry/Night Works: Night Works
Work at heights? Yes
Hot Works? No

WORKERS LIST

S/N	Name	NRIC/Work Permit No.	License_Assessment.pdf
1	John Doe	02345678	Work_Assessment.docx
2	Loiem Ipsum	02345678	PIU-Approval.pdf
3	Steve Johnson	02345678	Work_Assessment.docx
4	Jack Lays	02345678	Work_Assessment.pdf

ATTACHMENTS

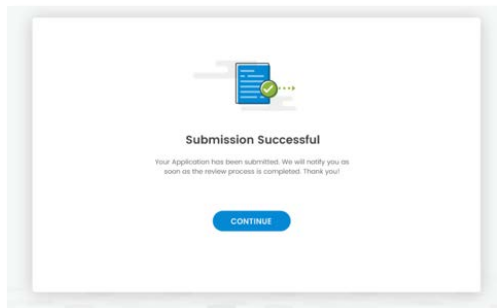
License_Assessment.pdf
Work_Assessment.docx
PIU-Approval.pdf
Work_Assessment.docx
Work_Assessment.pdf

FIT-OUT DEPOSIT

Amount Paid: \$5000
Transaction Code: APFC12345
Date & Time: 12/01/2018 10:30am

I declare that the above information given by me is true and accurate.
 I fully agree to abide by all Terms & Conditions and further undertake to be fully responsible for all the safety of the area which has been isolated as a result of the above-mentioned works.

PREVIOUS CONFIRM & SUBMIT APPLICATION



Once submitted, an acknowledgement email will be sent to the applicant.

If application was submitted by a contractor, the tenant will also receive a notification.

Tenant should inform immediately if the Works are not approved by them.

Permit to Work Requests Apply New PTW

Application #	Location of Work	Nature of Work	Tenant Company	Fit-out	Status	Submission Date
10347	Suntec Tower 1	Construction	SBC Lorem	Yes	Processing	Feb. 27 2018 2:30pm
10323	Retail Mall	Maintenance	D&R SR Works	Yes	Completed	Feb. 07 2018 10:23am
10300	Suntec Tower 1	Construction	All Company	No	Cancelled	Jan. 30 2018 1:30pm
10278	Copark B1	Maintenance	Arnet Consec	No	Cancelled	Jan. 21 2018 9:35am
10145	Loading Bay	Construction	SBC Lorem	No	Cancelled	Jan. 12 2018 2:30pm

Showing 1 to 5 of 5 entries Rows per page: 10

Payment Transaction History

Application #	Transaction Code	Amount	Date & Time	Generate Receipt
10347	ABC00347	\$5,000	Feb. 27 2018 2:30pm	<input checked="" type="checkbox"/>
10323	BTU00323	\$10,000	Feb. 07 2018 10:23am	<input checked="" type="checkbox"/>

To check on application status, applicants can either,

- Check email for notifications or,
- Login to check dashboard on all applications

Review Summary before submission.



Application Process

Creation of Online PTW Account

APM
(A Member of the AEA Group)

SUNTEC CITY ONLINE **PTW** SYSTEM

Hi HHT,

You have been successfully registered with the following information:

User Type:	Contractor
Email Address (User ID):	_____.com
Company Name:	HHT
Company Address:	HHT
Job Destination/ Appointment:	Test
Office Number:	Test
Mobile Number:	Test
ACRA:	Test

Please refer to the links below for more information

[FAQs](#)
[How it Works](#)
[Downloadable Guides/Forms](#)

GET STARTED

Application Status Sample

APM
(A Member of the AEA Group)

SUNTEC CITY ONLINE **PTW** SYSTEM

Your PTW Application has been Approved!

Common Area Electrical Works (Common)
Application #: 000022
Cleaning Services
Jul 02, 2019 - Jul 18, 2019
Status: **Approved**

REMARKS

test through

VIEW APPLICATION

APM
(A Member of the AEA Group)

SUNTEC CITY ONLINE **PTW** SYSTEM

Your PTW Application has been Queried!

Common Area Electrical Works (Common)
Application #: 000022
Cleaning Services
Jul 10, 2019 - Jul 18, 2019
Status: **Queried**

REMARKS

test

VIEW APPLICATION

End of Slides

