

# Permit To Work Online Application



Updates



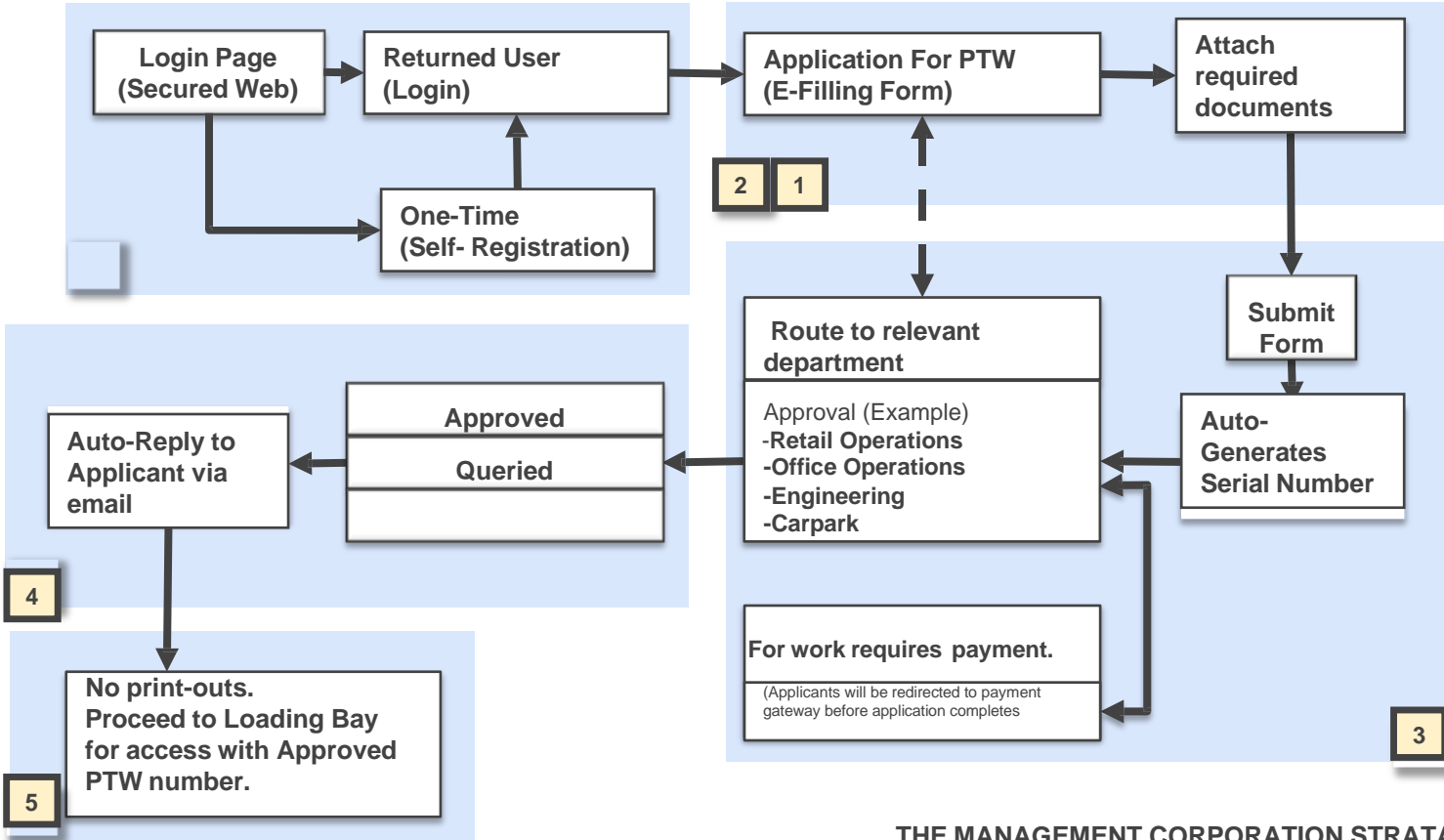


# New Permit To Work Application

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



# Application Process Flow





# Application Process

**SUNTEC CITY  
ONLINE PTW  
SYSTEM**

User Login

Email Address  
johndoe@gmail.com

Password

Login

Forgot your Password?

New User? Register here.

Click on "Register".

**Create your Account**

Step 1 of 2

**Setup Your Account**

Email Address \*

Password \*

Confirm Password \*

PROCEED

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

**Create your Account**

Step 2 of 2

**Setup Your Account**

Apply as \*

Company Name \*

Company Address \*

Job Destination/ Appointment \*

Office Number \*

Mobile Number \*

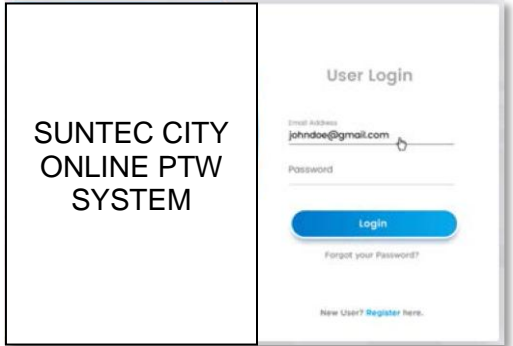
ACRA \*

BACK REGISTER

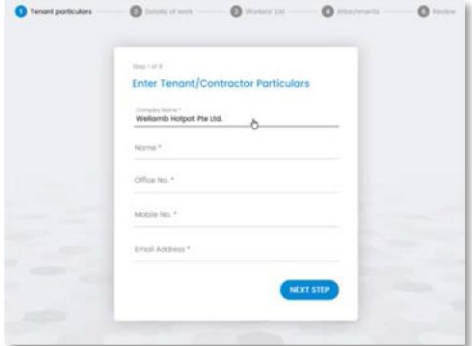
Key in the required fields  
and click "Register".



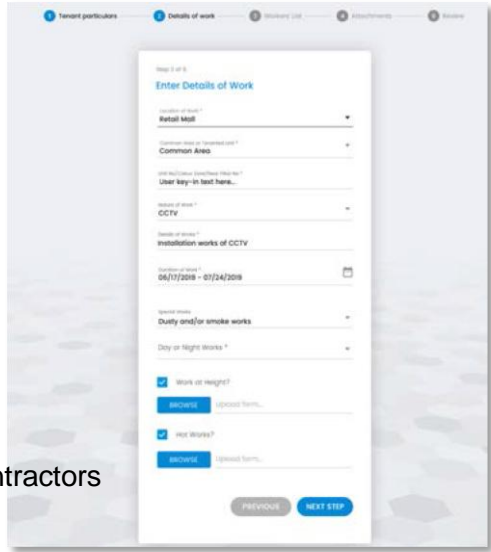
# Application Process



Key in your Login ID and Password.



Key in the Tenant/Contractors Particulars.



Key in the Details of Works.



# Application Process

S/N	Name	MHC/Work Permit No.
1	John Doe	012345678
2	Loren Ipsum	012345678
3	Steve Johnson	012345678
4	Jack Lays	012345678

Key in the Workers' List.  
Download template for bulk  
upload of workers' details.

- Licence Agreement
- Certificate of Insurance
- Letter of Indemnity
- PLOU Contribution
- MCA Risk Control No.
- PLOU Approval
- Risk Assessment
- Others

Upload required supporting  
documents.

\*\* Vendors & Deliveries applying  
PTW on behalf of Tenants are to  
upload an acknowledgement form  
of the works/delivery by the tenant.

Payment Required

Since this application requires fit-out works, you will be required to pay deposit through our supported gateways.

**(PTWs involving Fit-Out Works)**  
Applicant will be directed to a  
payment gateway to do their  
payment for the Fit-Out Deposit.

\*\* General PTWs will not be directed  
to payment gateway.



# Application Process

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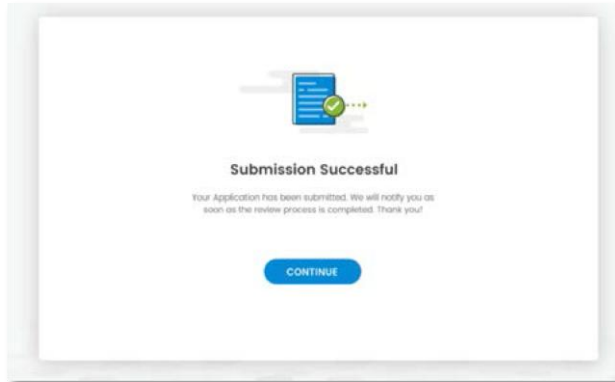
**(PTWs involving Fit-Out Works)**  
Applicant will be directed to a payment gateway to do their payment for the Fit-Out Deposit.



Review Summary before submission.



# Application Process



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



Application #	Location of Work	Nature of Work	Tenant Company	Fit-out	Status	Submission Date
10247	Surtec Tower 1	Construction	SBC Lorem	Yes		Feb. 27, 2019, 2:30pm
10323	Retail Mall	Maintenance	Dubr Sit Works	Yes		Feb. 07, 2019, 10:22am
10200	Surtec Tower 1	Construction	AB Company	No		Jan. 30, 2019, 1:30pm
10213	Corporate Bld	Maintenance	Arnet Consect	No		Jan. 21, 2019, 9:30am
10245	Loading Bay	Construction	SBC Lorem	No		Jan. 12, 2019, 2:30pm

Application #	Transaction Code	Amount	Date & Time	
10247	ABC80347	\$85,000	Feb. 27, 2019, 2:30pm	<a href="#">Generate Receipt</a>
10323	BYKJ0323	\$810,000	Feb. 07, 2019, 10:22am	<a href="#">Generate Receipt</a>

To check on application status, applicants can either,

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