



User Manual

For The BCA LEAP Application

Role	Owner
Version	1.10
Date	14 November 2024

2 Renew PTO equipment

The steps below outline the way in which the Owner can renew a PTO. This is required when the equipment is about to reach its expiry and the Owner wishes to keep it in operation. Do note that at the point of renewal the equipment must fulfil two conditions. It should be expiring in 3 months as well as be currently active. The main function of this process would be to make payment for the renewal. Using the system, multiple equipment may be selected to be renewed at the same time.

Payment options would include E-Payment methods such as Credit Cards and PayNow via Stripe, Internet Bank Transfer or Continue with GIRO. Do note that GIRO deductions are carried out in the following month. Please note the following:

1. GIRO option will not be enabled if the equipment to be renewed is within expiry month. For example, if the equipment is expiring on 31 Jul 2022, if owner wants to renew it and pay by GIRO, owner is unable to do so in Jul 2022, but able to pay by GIRO for 31 May 2022 and 30 Jun 2022.
2. GIRO option will not be enabled if there is at least 1 equipment with PTO expiry date as current month selected for renewal.
3. GIRO option will not be made available for New and Recommission PTO applications.
4. GIRO option will be enabled if the GIRO Registration has been successful. Please refer to [Section 2.1 GIRO application](#).

Equipment List
[Claim Equipment Ownership](#)
[Export All Records To Excel](#)

6 Equipment
PTO Expiring in 3 months 1

0 Equipment
Full Load Test window open

0 Equipment
No contractor for less than 1 month

0 Equipment
No contractor for more than 1 month

125 New Equipment
Ongoing New PTO application

27 Equipment
Ongoing Recommissioning

633 Equipment
Suspension Request

811 Applications
Assigned to me

Renew PTO 3

Pay Renewal Fee

Print PTO Cert

Other Actions

Export Selected Records To Excel

Any equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated

item(s) selected

Display/Hide Columns

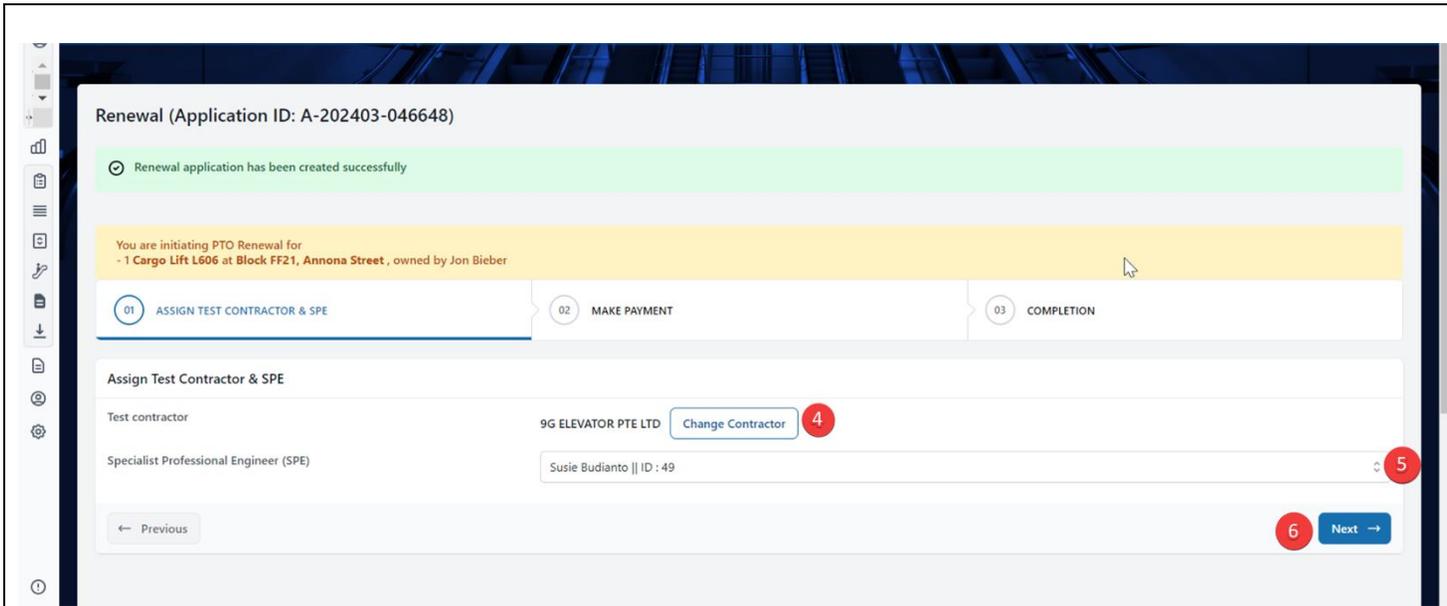
Group By Column

Clear All Column Filters

Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
<input checked="" type="checkbox"/>	L4	21, 04 Rochor Centre1 Rochor Road,aa, hor Centre1 Rochor Road, #02-604 Rochor Centre, 12 - 32, 212123	21	04 Rochor Centre1 Rochor Road,aa	212123	hor Centre1 Rochor Road, #02-604 Rochor Ce	View ...

1. Select the filter PTO expiring in 3 months
 2. Select the equipments that requires renewal
 3. Select renew PTO
- Note:**
When renewing a PTO, the equipment has to be within the renewal window period and has to have an active status. Lifts and escalators are unable to be combined in 1 application.



4. Owner can change test contractor.

5. Change assigned SPE. (The drop down box will be pre-filled with the previous SPE assigned to the equipment).

6. Select Next.

7. Proceed to payment

Renewal (Application ID: A-202403-046648)

You are initiating PTO Renewal for
- 1 Cargo Lift L606 at Block FF21, Annona Street, owned by Jon Bieber

01 ASSIGN TEST CONTRACTOR & SPE

02 MAKE PAYMENT

03 COMPLETION

Print To PDF
Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
L606	Cargo Lift	Block FF21, Annona Street	20

Showing 1 to 1 of 1 results Rows per page 10 First < 1 > Last

Total Amount **\$ 20**

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

MCPS

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

← Previous
Cancel
Proceed To Payment →

Renewal (Application ID: A-202410-049666)

Renewal application has been created successfully

You are initiating PTO Renewal for
- 1 Cargo Lift L784 at 23 User Manual Road, owned by ->

01 ASSIGN TEST CONTRACTOR & SPE 02 MAKE PAYMENT 03 COMPLETION

Print To PDF Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L784	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results Rows per page 10 First < 1 > Last

Total Amount \$ 20

Escalator <ul style="list-style-type: none"> \$20/Escalator for 1st 10 Escalator(s) \$10/Escalator for subsequent Escalator(s) 	Lift <ul style="list-style-type: none"> \$20/Lift for 1st 10 Lift(s) \$10/Lift for subsequent Lift(s) 	MCPS <ul style="list-style-type: none"> \$20/MCPS for 1st 10 MCPS(s) \$10/MCPS for subsequent MCPS(s)
--	---	---

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

GIRO deduction for the following month will not be deducted if you choose to pay using other modes
GIRO deduction will be completed between 1-10th of the month
The GIRO payment will not be enabled if you have equipment that are expiring within the same month.

Payment Options 8

E-Payment (Credit Card/PayNow)
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

Continue with GIRO
GIRO payment is **locked** if today falls under the same PTO expiry month or if today is a past date

← Previous Cancel Confirm → 9

8. Select mode of payment

9. Confirm

Payment can be made via:

A) E-Payment (Credit Card/PayNow),

B) Bank Transfer

C) GIRO

Payment methods are covered in [Section 2.2](#)

Note:

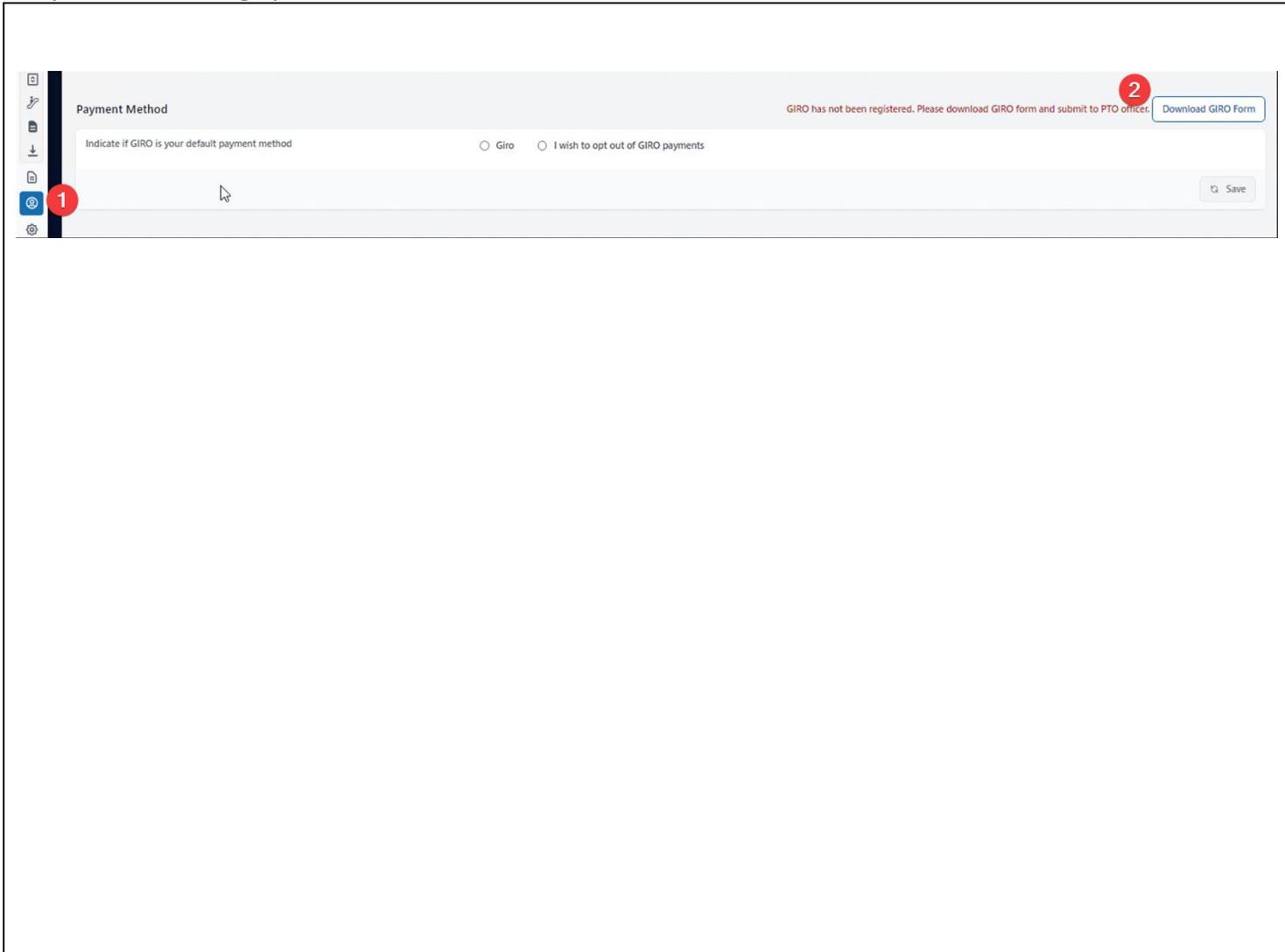
GIRO option will be shown if the GIRO account has been registered and you have opted in for GIRO in Profile Page.

Refer to [Section 2.1](#) and [Section 11.3](#).

Additionally, today's date should not be the PTO expiry month.

2.1 GIRO application

The process of setting up GIRO would be as follows:

	<ol style="list-style-type: none">1. Select Profile & User Management2. Under payment method select “Download GIRO Form” and fill up3. You will be required to mail the original GIRO hardcopy form as it needs to be verified by the bank. <p>You can mail the hardcopy form to this address:</p> <p>Building and Construction Authority 52 Jurong Gateway Road #11-01 Singapore 608550 Attention to: Finance department</p>
---	---

<p>Payment Method Download GIRO Form</p> <p>Indicate if GIRO is your default payment method <input checked="" type="radio"/> Giro <input type="radio"/> I wish to opt out of GIRO payments</p> <p>GIRO Details 4</p> <table><tr><td>Bank Account Name</td><td>HSBC</td></tr><tr><td>Bank Account No</td><td>****3133</td></tr><tr><td>DDA Number</td><td>12345643333</td></tr></table> <p>Latest Payment</p> <table><tr><td>Payment Reference No</td><td>PR-202304-007714</td></tr><tr><td>Payment Amount</td><td>\$ 4230</td></tr><tr><td>Payment Status</td><td>Paid</td></tr></table> <p style="text-align: right;">Save</p>	Bank Account Name	HSBC	Bank Account No	****3133	DDA Number	12345643333	Payment Reference No	PR-202304-007714	Payment Amount	\$ 4230	Payment Status	Paid	<p>4. After BCA has registered a GIRO account for you, your GIRO details will be reflected on this page.</p>
Bank Account Name	HSBC												
Bank Account No	****3133												
DDA Number	12345643333												
Payment Reference No	PR-202304-007714												
Payment Amount	\$ 4230												
Payment Status	Paid												

2.2 Paying the renewal fee of an equipment

A second method in which to pay the renewal fee of an equipment or for equipment that renew requests have already been initiated but is pending payment, the process would be as follows. Do note that the selected equipment must be currently active as well as be expiring in 3 months. As Renewal of PTO is not a linear process, the user can pay renewal fee after he has initiated renewal before. Using the system, multiple equipment may be selected to be renewed at the same time. Payment options would include E-Payment methods such as Credit Cards and PayNow via Stripe, Internet Bank Transfer or Continue with GIRO. Do note that GIRO payment will not be enabled if the equipment to be renewed expires within the month.

The screenshot shows the 'Equipment List' dashboard. A sidebar on the left contains navigation icons, with a red circle '1' next to the 'Equipment List' icon. The main area features several summary cards: '413 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '1 Equipment No contractor for more than 1 month', '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. Below these cards are action buttons: 'Renew PTO', 'Pay Renewal Fee' (highlighted with a red circle '3'), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A tooltip above the 'Pay Renewal Fee' button states: 'Any pending payment equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated'. Below the buttons is a search bar and a table of equipment. A red circle '2' is next to the first row of the table, which is selected. The table has columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and APPLIC/ ACTION. The first row (L287) has a 'Renew' button highlighted.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLIC/ ACTION
<input checked="" type="checkbox"/>	L287	234, Simei Street, 528833	3	Simei Street	528833	N/A	a month 31/05/2023	31/03/2028	Pending SPE Inspection	Renew View ...
<input type="checkbox"/>	L229	CL02, Simei Street	N/A	Simei Street	N/A	N/A	31/03/2024	21/02/2028	Complete	New F View ...

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list that requires the renewal fee
3. Select pay renewal fee

This moves you to the next screen

Note:

If you do not have an ongoing renewal application and PTO expiry date is 3 months from today, please click "Renew PTO" instead.

Renewal

You are initiating PTO Renewal for
- 1 Car Lift L8 at AMK 01, owned by Kirk Leuschky

01 ASSIGN TEST CONTRACTOR & SPE 02 MAKE PAYMENT 03 COMPLETION

Assign Test Contractor & SPE

Test contractor: BNF ENGINEERING (S) PTE LTD Change Contractor

Specialist Professional Engineer (SPE): Betty Blick || ID : 14 4

← Previous 5 Next →

4. Select SPE

5. Select Next

Note:
Existing Test Contractor and SPE will be populated by default. If there are changes, please click on “Change Contractor” button or select on the SPE’s dropdown list respectively. For the former, refer to [Section 6.2](#).

Should you need to Change SPE in the future not specific to renewal, please refer to [Section 6.3](#)

<
Renewal
>

You are initiating PTO Renewal for
- 1 Car Lift L141 at blk849300 test street, owned by kirk4

✓
 ASSIGN TEST CONTRACTOR & SPE

02 MAKE PAYMENT

03 COMPLETION

Make Payment

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
L141	Car Lift	blk849300, test street	20

Total Amount
\$ 20

Escalator <ul style="list-style-type: none"> \$20/Escalator for 1st 10 Escalator(s) \$10/Escalator for subsequent Escalator(s) 	Lift <ul style="list-style-type: none"> \$20/Lift for 1st 10 Lift(s) \$10/Lift for subsequent Lift(s) 	MCPS <ul style="list-style-type: none"> \$20/MCPS for 1st 10 MCPS(s) \$10/MCPS for subsequent MCPS(s)
---	--	--

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

← Previous

Cancel

6
 Proceed To Payment →

6. Proceed to payment

Total Amount
\$ 20

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

MCPS

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

Payment Options

E-Payment
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Pay Later

← Previous
Confirm →

7. Select the type of payment.
 - a. For Credit Card, please refer to [Section 2.2.1](#)
 - b. For Paynow, please refer to [Section 2.2.2](#)
 - c. For Internet Bank Transfer, please refer to [Section 2.2.3](#)
 - d. For GIRO, please refer to [Section 2.2.4](#).

8. Confirm

Note:

GIRO payment cannot be chosen during the month of expiry, as the deductions will be made the following month.

GIRO option will be made available if Finance Officer has registered GIRO account for you. To verify this, refer to [Section 10.1](#).

2.2.1 Paying the renewal fee of an equipment – E-Payment (Credit Card)

← Building and Construction Authority **TEST MODE**

, CargoLift
SGD 20.00

Pay with link

Or pay another way

Email abc@test.com

Payment method

1 Card PayNow

Card information

2 1234 1234 1234 1234 VISA Mastercard American Express

MM / YY CVC

Cardholder name

Full name on card

Country or region

Singapore

Securely save my information for 1-click checkout

Enter your phone number to create a Link account and pay faster on Building and Construction Authority and everywhere Link is accepted.

8123 4567 Optional

3 link

Pay

Powered by stripe | Terms Privacy

After clicking the Confirm button from LEAP, you will be redirected to Stripe page where you will need to input your card detail.

1. Choose Card payment
2. Fill up card details
3. Press “Pay”

You will be redirected to LEAP page after payment is successful.

Resume PTO Application

✔ Your payment was successful. We will process your application and notify you of the outcome

4

REVIEW ASSIGN CONTRACTORS MAKE PAYMENT 04 COMPLETION

Completion

Transaction ID: A-202410-049663

Display/Hide Columns Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Cargo Lift	23 User Manual Road	20

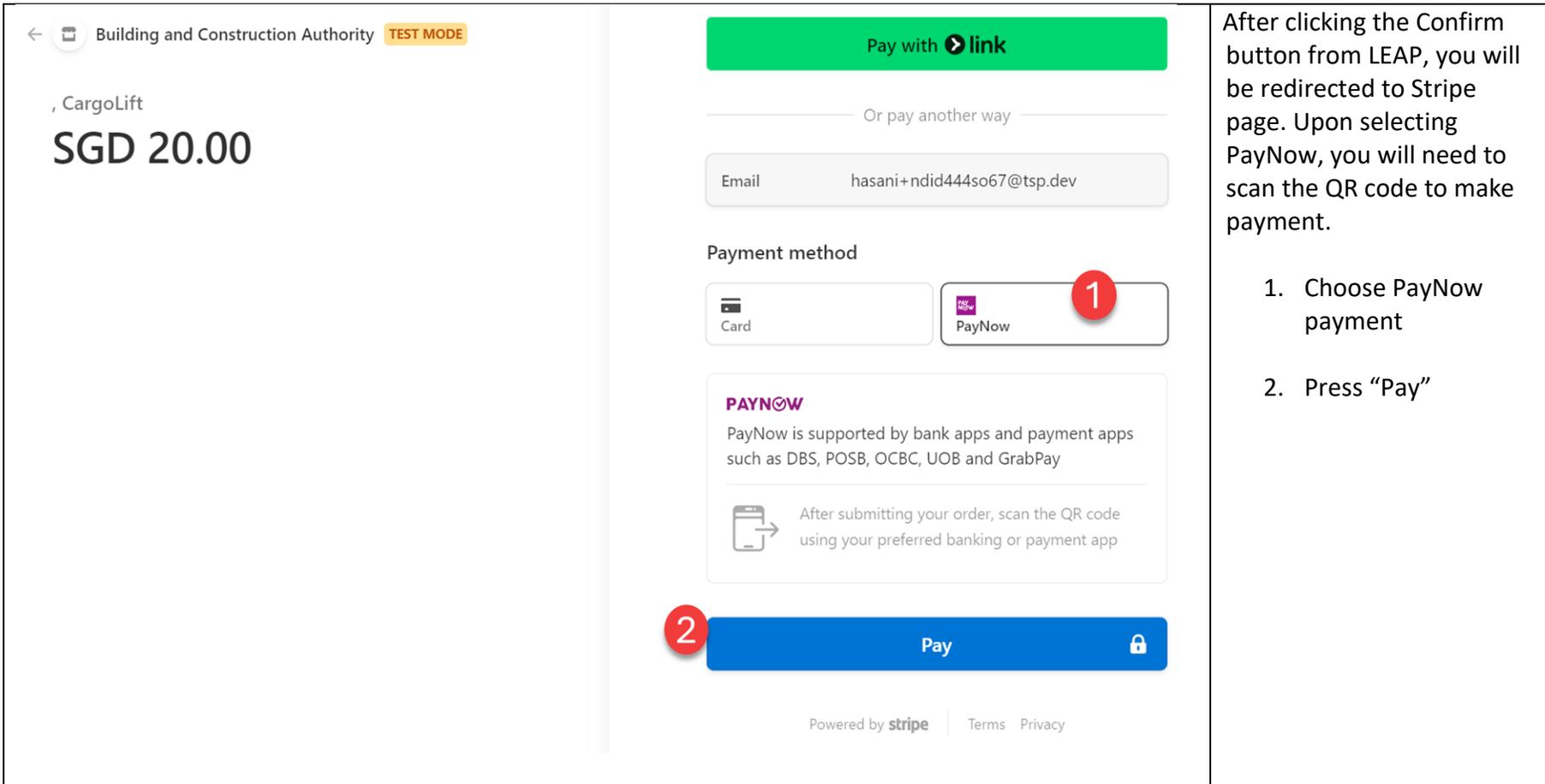
Showing 1 to 1 of 1 results Rows per page: 10 First < 1 > Last

Total: \$20

Close Print Receipt

4. A success message will appear indicating that process is completed.

2.2.2 Paying the renewal fee of an equipment – E-payment (PayNow)



The screenshot shows the payment interface for a CargoLift equipment renewal fee of SGD 20.00. The interface is in TEST MODE. The payment method 'PayNow' is selected, indicated by a red circle with the number '1'. Below the selection, there is a section titled 'PAYNOW' explaining that it is supported by bank apps and payment apps like DBS, POSB, OCBC, UOB, and GrabPay. It also includes a QR code scanning instruction: 'After submitting your order, scan the QR code using your preferred banking or payment app'. At the bottom, a blue 'Pay' button is highlighted with a red circle and the number '2'. The interface is powered by Stripe.

Building and Construction Authority **TEST MODE**

, CargoLift
SGD 20.00

Pay with **link**

Or pay another way

Email hasani+ndid444so67@tsp.dev

Payment method

Card **1** PayNow

PAYNOW
PayNow is supported by bank apps and payment apps such as DBS, POSB, OCBC, UOB and GrabPay

After submitting your order, scan the QR code using your preferred banking or payment app

2 Pay

Powered by **stripe** | Terms Privacy

After clicking the Confirm button from LEAP, you will be redirected to Stripe page. Upon selecting PayNow, you will need to scan the QR code to make payment.

1. Choose PayNow payment
2. Press "Pay"

	<p>3. Scan the PayNow QR Code to make payment</p> <p>You will be redirected to LEAP page after payment is successful.</p>
--	---

Renewal (Application ID: A-202410-049666)

✔ Your payment was successful. We will process your application and notify you of the outcome **4**

You are initiating PTD Renewal for
-1 Cargo Lift L784 at 23 User Manual Road, owned by "" -<img/src="" onerror=alert(document.domain)> - LTA

✔ ASSIGN TEST CONTRACTOR & SPE ✔ MAKE PAYMENT 01 COMPLETION

Completion

Transaction ID: A-202410-049666

Display/Hide Columns Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L784	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results Rows per page: 10 First < 1 > Last

Total: \$20

Close Print Receipt

4. A success message will appear indicating that process is completed.

2.2.3 Paying the renewal fee of an equipment – Bank Transfer

Bank Transfer 1

Please indicate the Reference Number: **A-202410-049665** (Application ID) in the Reference field when you make payment to BCA.

Internet Bank Transfer 2

- Account Name: Building and Construction Authority
- Account Type: DBS Current Account
- Bank Code: 7171
- Account Number: <001-021871-9>
- DBS Swift Code: DBSSSGSG

For interbank transfer, once payment is made successfully, submit the payment details through BCA's Payment Notification via [FormSG](#) or using the QR Code below. Indicate the above Application ID in the Reference Number field



Please contact BCA in the event that you face any disruptions during the payment process. You may contact BCA via <https://www.bca.gov.sg/feedbackform/>.

← Previous 3 Confirm →

1. Select “Bank Transfer” as payment option
2. Complete the Bank Transfer
3. Owners can select Confirm.

Separate email notification with details of how to make payment using Bank Transfer will also be sent to your latest verified email.

Renewal (Application ID: A-202410-049666)

✔ Your payment was successful. We will process your application and notify you of the outcome

4

You are initiating PTO Renewal for
- 1 Cargo Lift L784 at 23 User Manual Road, owned by "" <img/src=x onerror=alert(document.domain)> LTA

✔ ASSIGN TEST CONTRACTOR & SPE ✔ MAKE PAYMENT 03 COMPLETION

Completion

Transaction ID: A-202410-049666

Display/Hide Columns Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L784	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results Rows per page: 10 First < 1 > Last

Total: \$20

Close Print Receipt

4. A success message will appear indicating that process is completed.

2.2.4 Paying the renewal fee of an equipment – GIRO

<hr/> Total Amount \$ 20 <hr/>		
Escalator <ul style="list-style-type: none">• \$20/Escalator for 1st 10 Escalator(s)• \$10/Escalator for subsequent Escalator(s)	Lift <ul style="list-style-type: none">• \$20/Lift for 1st 10 Lift(s)• \$10/Lift for subsequent Lift(s)	MCPS <ul style="list-style-type: none">• \$20/MCPS for 1st 10 MCPS(s)• \$10/MCPS for subsequent MCPS(s)
* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items		
GIRO deduction for the following month will not be deducted if you choose to pay using other modes GIRO deduction will be completed between 1-10th of the month		
Payment Options		
<input type="radio"/> E-Payment (Credit Card/PayNow) Please note that the email entered in Stripe is the latest verified email in LEAP's profile page		
<input type="radio"/> Bank Transfer		
<input checked="" type="radio"/> Continue with GIRO 1		
GIRO Details		
Bank Account Name	HSBC	
Bank Account No	**4545	
DDA Number	454545	
2		
<hr/> <div style="display: flex; justify-content: space-between;">← PreviousCancelConfirm →</div>		

1. Select continue with GIRO
2. Confirm

Payment Method Download GIRO Form

Indicate if GIRO is your default payment method Giro I wish to opt out of GIRO payments

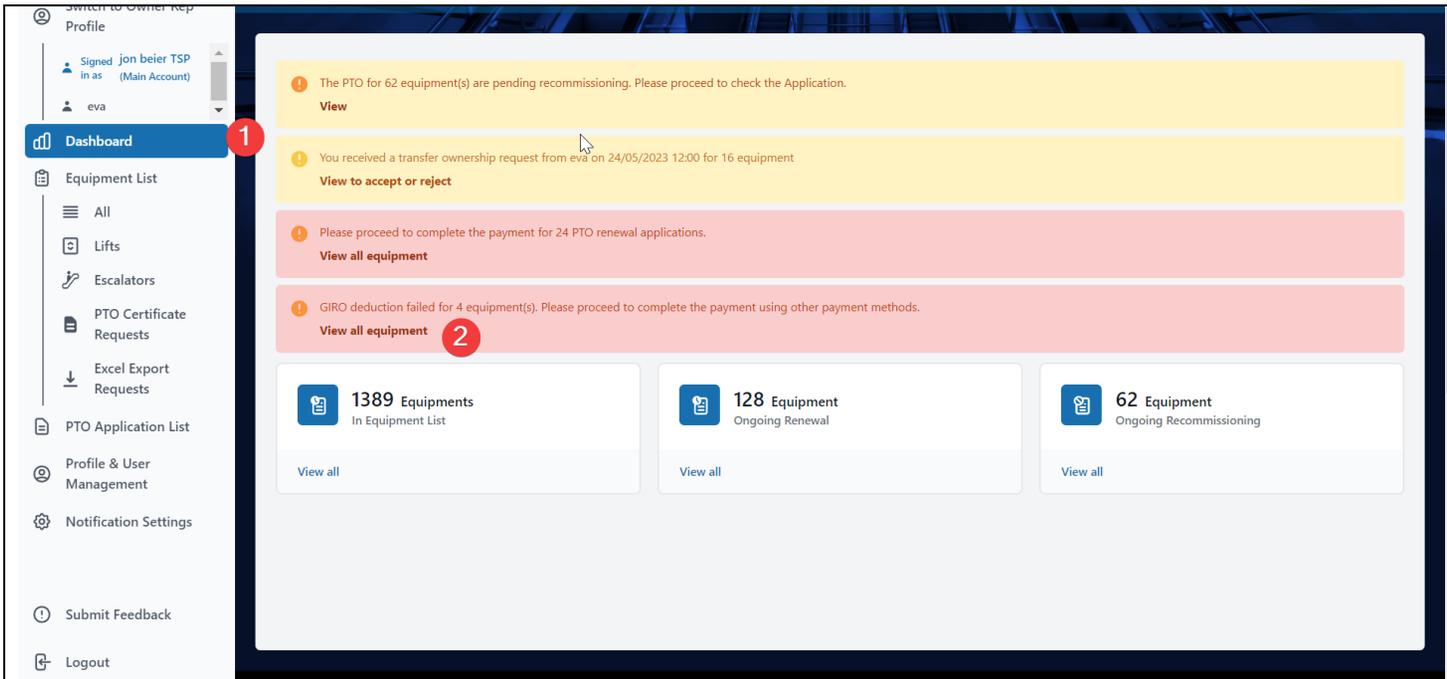
GIRO Details

Bank Account Name	HSBC
Bank Account No	****3133
Latest Payment	
Payment Reference No	PR-202304-007714
Payment Amount	\$ 4230
Payment Status	Paid

Save

To view details of existing latest GIRO application, Owner can visit the Profile & User Management section located at the left navigation panel.

2.3 Paying the renewal fee of an equipment if GIRO deduction failed



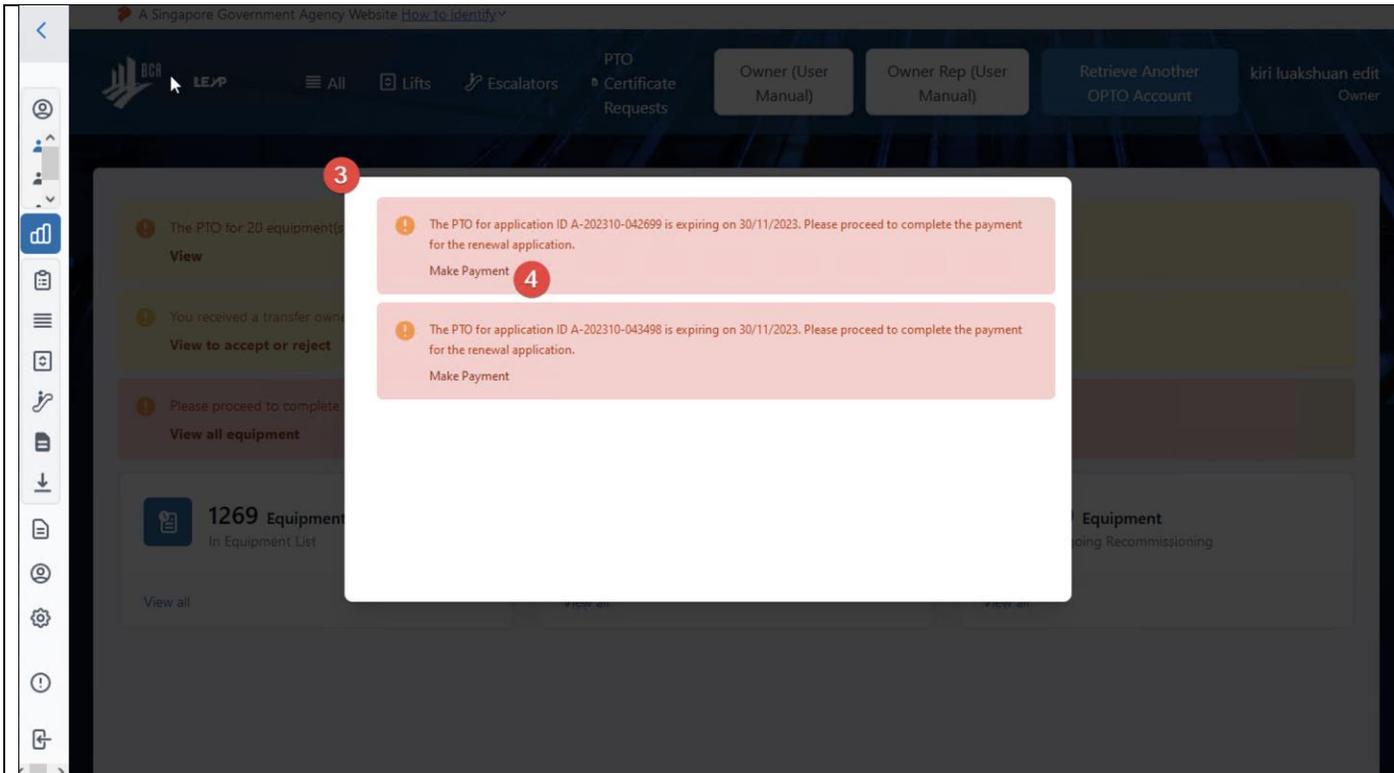
The screenshot shows the LEAP dashboard interface. On the left is a sidebar with navigation options: Profile, Dashboard (highlighted with a red circle '1'), Equipment List, All, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, Notification Settings, Submit Feedback, and Logout. The main content area displays several notifications:

- A yellow notification: "The PTO for 62 equipment(s) are pending recommissioning. Please proceed to check the Application. View"
- A yellow notification: "You received a transfer ownership request from eva on 24/05/2023 12:00 for 16 equipment. View to accept or reject"
- A red notification: "Please proceed to complete the payment for 24 PTO renewal applications. View all equipment"
- A red notification: "GIRO deduction failed for 4 equipment(s). Please proceed to complete the payment using other payment methods. View all equipment" (highlighted with a red circle '2')

Below the notifications are three summary cards:

- 1389 Equipments In Equipment List (View all)
- 128 Equipment Ongoing Renewal (View all)
- 62 Equipment Ongoing Recommissioning (View all)

1. Begin by selecting the Dashboard from the sidebar
2. Then look for the GIRO deduction failed message and click "View all equipment"



3. A modal will pop up
4. Click on “Make Payment” for the respective equipment

Renewal (Application ID: A-202410-049565)

You are initiating PTO Renewal for
- 1 Car Lift L773 at 1122990 Beach Road, owned by LTA devcompany test edit HLW</p></div>

01 ASSIGN TEST CONTRACTOR & SPE

02 MAKE PAYMENT

03 COMPLETION

GIRO deduction is successful, please pay using other payment methods

Print To PDF

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
L773	Car Lift	1122990, Beach Road	20

Showing 1 to 1 of 1 results

Rows per page: 10 | First | 1 | Last

Total Amount \$ 20

Escalator <ul style="list-style-type: none"> \$20/Escalator for 1st 10 Escalator(s) \$10/Escalator for subsequent Escalator(s) 	Lift <ul style="list-style-type: none"> \$20/Lift for 1st 10 Lift(s) \$10/Lift for subsequent Lift(s) 	MCPS <ul style="list-style-type: none"> \$20/MCPS for 1st 10 MCPS(s) \$10/MCPS for subsequent MCPS(s)
--	---	---

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

Previous

Cancel Proceed To Payment

Total Amount \$ 20

Escalator <ul style="list-style-type: none"> \$20/Escalator for 1st 10 Escalator(s) \$10/Escalator for subsequent Escalator(s) 	Lift <ul style="list-style-type: none"> \$20/Lift for 1st 10 Lift(s) \$10/Lift for subsequent Lift(s) 	MCPS <ul style="list-style-type: none"> \$20/MCPS for 1st 10 MCPS(s) \$10/MCPS for subsequent MCPS(s)
--	---	---

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

Payment Options

E-Payment (Credit Card/PayNow)
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

Previous

Confirm

5. You may print the receipt to PDF by clicking the button
 6. Proceed to payment
 7. Select payment option
- Note:** GIRO payment would not be available for the same application ID if the deduction was failed previously.
8. Click Confirm

2.4 Paying the renewal fee of an equipment if GIRO deduction failed – Method 2

The screenshot shows the 'Equipment List' page. At the top, there are several summary cards: '155 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '2 Equipment No contractor for more than 1 month', '159 New Equipment Ongoing New PTO application', '62 Equipment Ongoing Recommissioning', '1110 Equipment Suspension Request', and '1671 Applications Assigned to me'. Below these are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table below shows equipment details with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, Application Type, Equipment Status, and Inspection St Action. Two rows are selected, with '2' and '3' next to their checkboxes. The 'Pay Renewal Fee' button is highlighted with a '4'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION ST ACTION
E159	PLREGTESTPAY002	Sunnyside 551	N/A	Sunnyside 551	N/A	N/A	2 months 31/07/2023	N/A	Pending SPE Inspection	Renewal PTO	Active	N/A View ...
E158	PLPAY003	Sunnyside 2345	N/A	Sunnyside 2345	N/A	N/A	2 months 31/07/2023	N/A	Pending SPE Inspection	Renewal PTO	Active	N/A View ...

Note:

The "Pay Renewal Fee" button will be disabled if system detects the 2 item(s) selected has different application ID.

1. Begin by selecting the Equipment List from the sidebar
2. Select the equipment which has failed GIRO.
3. Should there be more than 1 equipment in the same Application ID that has failed GIRO, you may select the other equipment.
4. Click on Pay Renewal Fee

Renewal (Application ID: A-202410-049565)

You are initiating PTO Renewal for
- 1 Car Lift L773 at 1122990 Beach Road, owned by LTA devcompany test edit <i>HLW</i>

01 ASSIGN TEST CONTRACTOR & SPE 02 MAKE PAYMENT 03 COMPLETION

GIRO deduction unsuccessful, please pay using other payment methods

Print To PDF **5**

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L773	Car Lift	1122990, Beach Road	20

Showing 1 to 1 of 1 results Rows per page 10 First < 1 > Last

Total Amount \$ 20

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

MCPS

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

← Previous Cancel Proceed To Payment **6** →

Total Amount \$ 20

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

MCPS

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

Payment Options **7**

E-Payment (Credit Card/PayNow)
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

← Previous **8** Confirm →

5. GIRO deduction unsuccessful message displayed in Payment page

6. Proceed to payment

7. Select payment option

Note: GIRO payment would not be available for the same application ID if the deduction was failed previously.

8. Click Confirm