

Simplicity® Tenant Portal Training Guide



Permit Request

Learn how to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment



Overview



- 01** Introduction
- 02** Permit Request
- 03** Self-Assessment Checklist

A large blue triangle pointing right, partially overlapping a grey triangle pointing left, set against a white background.

Introduction

Overview of Simplicity® Tenant Portal

What is Simplicity® Tenant Portal?

Simplicity Tenant Portal is a self-service portal for tenant to view their contract details, download their billing related documents and notices, submit renovation permits and requests.

It also enables tenant to manage their own user accounts and access to the portal.



Overview of Simplicity® Tenant Portal

Functions of Simplicity® Tenant Portal



Contract Details

Learn how to view your lease and license contract details, as well as update your contact listing.

[Video](#) [Guide](#)



Customer User Account

Find out how to manage user accounts and grant the relevant access, inactivation of account and reset of password.

[Video](#) [Guide](#)



Permit Request

Learn how to submit renovation permit request, including permit request, extension, permit work request and worker amendment.

[Video](#) [Guide](#)



Adhoc Utility Request

Unsure on how to submit request for ad hoc aircon extension and cancellation? Click below to learn more!

[Video](#) [Guide](#)



Bills and Notices

See how to check your monthly bills and never miss an important notice.

[Video](#) [Guide](#)



Ticket

Learn how to submit service ticket on an incident, report an issue with the facility/building or provide compliment for a vendor or staff.

[Video](#) [Guide](#)



E-Form

Learn to retrieve the various documents and application forms published by us.

[Video](#) [Guide](#)

Please note that the accessible functions are dependent on the role access granted to you. Please check with the Tenant User Administrator within your company for more info.

Users will be able to submit Permit related modules in tenant portal

From this guide, we should be able to ...

- 01** Submit Permit Request
- 02** View Permit Request status
- 03** Submit Permit Request Extension
- 04** View Permit Request Extension status
- 05** Submit Permit Request Worker Amendment

From this guide, we should be able to...

06 View Permit Request Worker Amendment status

07 Submit Permit To Work Request

08 View Permit To Work Request status

09 Submit Permit to Work Extension

10 View Permit To Work Extension status

A large blue arrow pointing right, partially overlapping a grey triangle pointing left, set against a white background.

Permit Request

1. How to submit permit request?

Permit Request

1. How to submit permit request?



Permit Request - Submit Permit Request

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with Tenant User Administrator and Tenant Renovation Permit User role has access to this function

◆ How to submit permit request?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request'

The screenshot shows the Tenant Portal interface. The left sidebar contains a menu with 'Permit' highlighted. A dropdown menu is open under 'Permit', with 'Permit Request' highlighted in red. The main content area shows a search bar and a table of permit requests.

Customer	Customer Account	Contractor Name	Validity Period Commencement	Validity Period End	Status
BPXYZ Limited			18-Mar-2025		Pending Contractor
BPXYZ Limited	TA1294240005	Contractor A	10-Mar-2025	07-Jul-2025	Approved
BPXYZ Limited	TA1294240005	Contractor A	10-Mar-2025	08-May-2025	Cancelled
BPXYZ Limited	TA1294240005	Contractor B	09-Mar-2025	07-May-2025	Approved
BPXYZ Limited	TA1294240005	Contractor A	09-Mar-2025	07-May-2025	Pending Approval

Permit Request

1. How to submit permit request?



Permit Request - Submit Permit Request

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with [Tenant User Administrator](#) and [Tenant Renovation Permit User](#) role has access to this function

◆ How to submit permit request?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request'



There are **2 methods** to submit the permit request:

Method	Consideration	Refer to Steps in Guide
1 – Submit Details by Contractor	<p>Choose this method for your <u>Contractor</u> to submit the details of the permit request.</p> <p>Contractor will receive an email with link, informing them to fill up the details and submit the permit request for approval.</p> <p>Subsequent clarification/additional inputs required buy Capitaland, will be routed to Contractor for their inputs.</p>	<p>Chapter 1.1 Submit Details by Contractor Skip Chapter 1.2</p>
2 – Submit Details by Tenant	<p>Choose this method for <u>Tenant</u> to submit the details of the permit request.</p>	<p>Chapter 1.2 Submit Details by Tenant Skip Chapter 1.1</p>

1. How to submit permit request?

1.1 Submit Details by Contractor

1. How to submit permit request?

1.1 Submit Details by Contractor




Permit Request - Submit Permit Request

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with Tenant User Administrator and Tenant Renovation Permit User role has access to this function

◆ How to submit permit request – Submit Details by Contractor

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request'
2. Click  to create new permit request

Permit
Permit Request

Tenant Portal

+

Permit Request

What is the permit request, customer or customer account?

Search

Clear

Show Advanced Search

	Customer	Customer Account	Contractor Name	Validity Period Commencement	Validity Period End	Status
51	BPXYZ Limited			18-Mar-2025		Pending Contractor
50	BPXYZ Limited	TA1294240005	Contractor A	10-Mar-2025	07-Jul-2025	Approved
49	BPXYZ Limited	TA1294240005	Contractor A	10-Mar-2025	08-May-2025	Cancelled
48	BPXYZ Limited	TA1294240005	Contractor B	09-Mar-2025	07-May-2025	Approved
47	BPXYZ Limited	TA1294240005	Contractor A	09-Mar-2025	07-May-2025	Pending Approval

june.ong@test.com ➔

BPXYZ Limited

Powered by Anacle Systems Limited

Click '+' to create new permit request

1. How to submit permit request?

1.1 Submit Details by Contractor



Permit Request - Submit Permit Request

- ◆ **How to submit permit request – Submit Details by Contractor**
- 3. By default, details input by Contractor is selected i.e., **Yes, below details to be filled by Contractors.**
- 4. Enter the Contractor Email (Note: you may only enter one email in the system)
- 5. Select the Building for the permit request
The building is automatically selected by default if the lease contract(s) you have access to includes only one building.
If there are multiple buildings, a dropdown will appear, allowing you to select the applicable building for the permit request

Permit
Permit Request

← Permit Request

Save as Draft
Submit to Contractor

Number :

Start

Details
Permit To Works
Comments [0]
Attachment [0]
Summary

Particulars of Applicants

Customer : BPXYZ Limited

Details Input by Contractor? :* No, below details to be filled in by the Tenants.
 Yes, below details to be filled by Contractors.

Contractor Email :*

Building :*

Created User :

Created Date/Time :

Details to be filled by Contractor is selected by default

Specify the Contractor Email

Select the Building for the permit request

1. How to submit permit request?

1.1 Submit Details by Contractor



Permit Request - Submit Permit Request

◆ How to submit permit request – Submit Details by Contractor

- Click 'Submit to Contractor' to route the permit request to the specified Contractor Email address
- An email with a [link¹](#) to the permit request will be sent to the Contractor. The Contractor will fill in the details and submit to CapitaLand for approval

Note¹: The link will expire after x number of days per specified in the email. In the event if it has been expired, Tenant can come to this permit request record and renew the link. Please refer to Step 12 of this chapter to renew the expired link.

Permit
Permit Request

← Permit Request

Submit to Contractor

Number :

Start

Details
Permit To Works
Comments [0]
Attachment [0]
Summary

Particulars of Applicants

Customer : BPXYZ Limited

Details Input by Contractor? :* No, below details to be filled in by the Tenants. Yes, below details to be filled by Contractors.

Contractor Email :*

Building :*

Created User : Created Date/Time :

Click 'Submit to Contractor' button, an email with link to the permit request will be sent to the specified **Contractor Email**

1. How to submit permit request?

1.1 Submit Details by Contractor



Permit Request - Submit Permit Request

- ◆ **How to submit permit request – Submit Details by Contractor**
- 8. The permit request will transit to “Pending Contractor” with the Permit Request number generated, which you can use as a reference
- 9. Once the Contractor has filled in the details and submit for approval, the permit request will transit to “Pending Approval”
- 10. If there are any further queries from CapitaLand, Contractor will be notified via email to supplement with the requested info
- 11. Upon approval, both Tenant and Contractor will be notified that the permit request has been approved

The screenshot displays the 'Permit Request' interface. At the top, there are two tabs: 'Permit' and 'Permit Request'. The 'Permit Request' tab is active. Below the tabs, there is a navigation bar with a back arrow and the text 'Permit Request'. A blue callout box points to the top right area, stating: 'Permit Request transit to “Pending Contractor”' and 'Permit Request number generated, which you can use as reference'. Below this, the 'Number' field is highlighted with a red box, showing the value 'BM/RP/2504/0053'. To the right of the number field is a blue button labeled 'Pending Contractor', also highlighted with a red box. Below the number field is a navigation bar with tabs: 'Details', 'Workers', 'Permit To Works', 'Comments [0]', 'Attachment [0]', and 'Summary'. The 'Details' tab is active. Below the navigation bar, there is a section titled 'Particulars of Applicants'. It contains several fields: 'Customer' (BPXYZ Limited), 'Details Input by Contractor?' (with radio buttons for 'No, below details to be filled in by the Tenants.' and 'Yes, below details to be filled by Contractors.'), 'Contractor Email' (contract@test.com), and 'Building' (CL Building). A blue callout box points to the 'Pending Approval' button, stating: 'Once contractor has filled in the details and submit for approval, the Permit Request transits to “Pending Approval”'. Another blue callout box points to the bottom right area, stating: 'For a glossary of the different permit request statuses, please refer to Chapter 2 View Permit Request status'. The 'Pending Approval' button is highlighted with a red box.

1. How to submit permit request?

1.1 Submit Details by Contractor



Permit Request - Submit Permit Request

- ◆ **How to submit permit request – Submit Details by Contractor**
- 12. If the contractor reports that the access link to the permit request has expired, scroll down to the permit request, find the 'Access Link URL' section, and click the 'Renew Link' button
- 13. Click 'OK' to continue with the renewal of the access link
- 14. A new access link will be sent to the Contractor, allowing them to continue update the permit request details

Permit
Permit Request

! You are renewing the Access Link, current Access Link will no longer be accessible and replaced with a new one and Contractor will receive new Access Link via email. Are you sure you want to continue?

Cancel
OK

←
Permit Request

Registration Number

Contractor Cellphone :*

Contractor Representative Name :*

Access Link URL : <https://capitalanduat.simplicity.anacle.com/tenantportaluat//contractorportal/sevjXX32HnyXeZewlfXgeQD62EPqG32CKctLKUWUAN4Xy6UGu5?type=edit>

Access Link Status : Expired

Renew Link
Revoke Link

Permit Request Details

Validity Period Commencement :*

Validity Period End :*

Click the 'Renew Link' button to generate a new access link, then click 'OK' to proceed

System will email the contractor the new access link

1. How to submit permit request?

1.2 Submit Details by Tenant

1. How to submit permit request?

1.2 Submit Details by Tenant




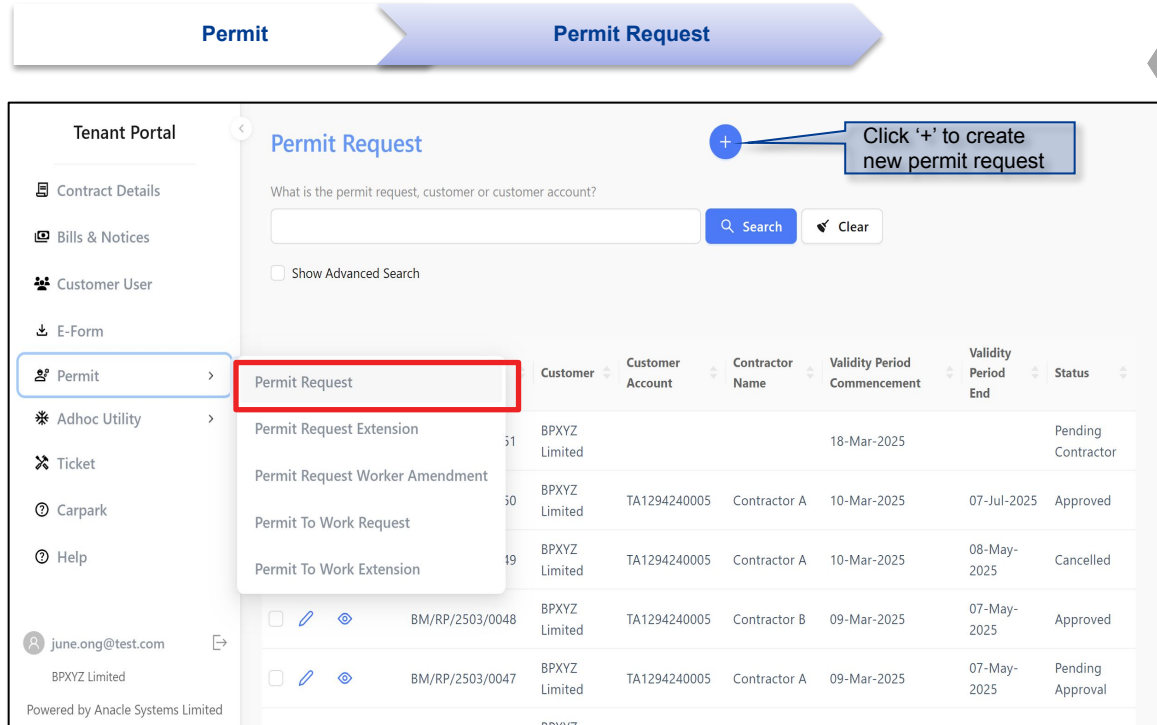
Permit Request - Submit Permit Request

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with Tenant User Administrator and Tenant Renovation Permit User role has access to this function

◆ How to submit permit request – Submit Details by Tenant

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request'
2. Click  to create new permit request



The screenshot shows the Tenant Portal interface. The left sidebar has 'Permit' selected, and its sub-menu 'Permit Request' is highlighted with a red box. A callout box points to a '+' icon in the top right of the main content area, with the text 'Click '+ to create new permit request'. Below the menu is a search bar and a table of permit requests.

Customer	Customer Account	Contractor Name	Validity Period Commencement	Validity Period End	Status
BPXYZ Limited			18-Mar-2025		Pending Contractor
BPXYZ Limited	TA1294240005	Contractor A	10-Mar-2025	07-Jul-2025	Approved
BPXYZ Limited	TA1294240005	Contractor A	10-Mar-2025	08-May-2025	Cancelled
BPXYZ Limited	TA1294240005	Contractor B	09-Mar-2025	07-May-2025	Approved
BPXYZ Limited	TA1294240005	Contractor A	09-Mar-2025	07-May-2025	Pending Approval

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

- ◆ How to submit permit request – Submit Details by Tenant
- 3. For **Details Input by Contractor** – select **“No, below details to be filled in by the Tenants”**
- 4. Tenant is required to fill in the details under each tab:
 - **Details**
 - **Workers**
 - **Permit To Works** (Optional – only applicable if a special permit is required)
 - **Attachment**

Permit
Permit Request

← Permit Request

Save as Draft
Submit for Approval

Number :

Tenant is required to provide details under Details, Workers, Permit To Works (Optional), Attachment
Start

Details
Workers
Permit To Works
Comments [0]
Attachment [0]
Summary

Particulars of Applicants

Customer : BPXYZ Limited

Details Input by Contractor? : * No, below details to be filled in by the Tenants.

Select “No, below details to be filled in by the Tenants”

Yes, below details to be filled by Contractors.

Contractor Email : *

Building : *

Unit Number(s) : *

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

◆ How to submit permit request – Submit Details by Tenant

Under Details tab

- Enter the Contractor Email (Note: you may only enter one email in the system)
- Select the Building for the permit request
The building is automatically selected by default if the lease contract(s) you have access to includes only one building.
If there are multiple buildings, a dropdown will appear, allowing you to select the applicable building for the permit request
- Select the applicable Unit for the permit request

Permit
Permit Request

← Permit Request
Save as Draft
Submit for Approval

Details
Workers
Permit To Works
Comments [0]
Attachment [0]
Summary

Particulars of Applicants

Customer : BPXYZ Limited

Details Input by Contractor? : * No, below details to be filled in by the Tenants.
 Yes, below details to be filled by Contractors.

Contractor Email : * contractor.a@test.com

Building : * CL Building

Unit Number(s) : * 01-29

Specific Unit Number(s) : * 01-29 ×

Permit Request Type : * Fitting-Out

Specify the Contractor Email

Select the Building for the permit request

Select the applicable Unit for the permit request and the Specific Unit if there are more than one units in the lease contract

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

◆ How to submit permit request – Submit Details by Tenant

Under Details tab

8. Enter the details and complete the mandatory info required (marked with *):
 - Permit Request Type
 - Contractor Company Name
 - Contractor Business Registration Number (optional)
 - Contractor Cellphone
 - Contractor Representative Name
 - Validity Period Commencement
 - Validity Period End
 - Estimated Start/End Timing (free text description)
 - Work Description

Permit
Permit Request

← Permit Request
Save as Draft
Submit for Approval

Yes, below details to be filled by Contractors.

Contractor Email	:*	<input type="text" value="contractor.a@test.com"/>	
Building	:*	<input type="text" value="CL Building"/>	▼
Unit Number(s)	:*	<input type="text" value="01-29"/>	▼
Specific Unit Number(s)	:*	<input type="text" value="01-29"/>	×
Permit Request Type	:*	<input type="text" value="Fitting-Out"/>	▼
Contractor Company Name	:*	<input type="text" value="Contractor A"/>	
Contractor Business Registration Number	:	<input type="text" value="20240910390N"/>	
Contractor Cellphone	:*	<input type="text" value="91234567"/>	
Contractor Representative Name	:*	<input type="text" value="Alex Lim"/>	

Select the applicable Permit Request Type (e.g. Fitting-Out, Event, etc)

Specify the Contractor Company Name

Specify the Contract Business Registration Number

Specify the Contractor Cellphone

Specify the Contractor Representative Name

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

- ◆ **How to submit permit request – Submit Details by Tenant**
 - Under **Details** tab
 - 8. Enter the details and complete the mandatory info required (marked with *):
 - Permit Request Type
 - Contractor Company Name
 - Contractor Business Registration Number (optional)
 - Contractor Cellphone
 - Contractor Representative Name
 - Validity Period Commencement
 - Validity Period End
 - Estimated Start/End Timing (free text description)
 - Type of Work (where you can select more than one type of work)
 - Work Description

Permit
Permit Request

← Permit Request

Save Cancel Submit for Approval

Permit Request Details

Validity Period Commencement : * 13-Apr-2025 📅

Validity Period End : * 11-Jun-2025 📅

Estimated Start/End Timing : * 9.00 am to 6.00 pm

Type of Work : * Aircon × Architectural (Partition) × ▼

Work Description : * Additional Room required 📄

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Safety Video : [A complete how-to safety guide](#)

Safety Video Declaration? : Yes, I acknowledge that I have watched the safety video.

i Please click and watch the video link to enable this checkbox

Specify the start and end dates for the permit request. The permitted duration is based on the selected Permit Request Type

Indicate the estimated start and end timing

Select the applicable Type of Work. You can select more than one

Describe the work to be performed for the permit request

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

- ◆ **How to submit permit request – Submit Details by Tenant**
 Under **Details** tab
- 9. Watch the Safety Video by clicking the link titled "[A complete how-to-safety guide](#)"
- 10. Once the safety video is watched, you will then be able to tick the Safety Video Declaration "**Yes, I acknowledge that I have watched the safety video**"

Permit
Permit Request

← Permit Request

Save
Cancel
Submit for Approval

Permit Request Details

Validity Period Commencement : * 13-Apr-2025 📅

Validity Period End : * 11-Jun-2025 📅

Estimated Start/End Timing : * 9.00 am to 6.00 pm

Type of Work : * Aircon × Architectural (Partition) × | ▼

Work Description : * Additional Room required

Safety Video : A complete how-to safety guide

Safety Video Declaration? : Yes, I acknowledge that I have watched the safety video

i
Please click and watch the video link to enable this checkbox

Safety Video Declaration? : Yes, I acknowledge that I have watched the safety video.

Click the link to watch the Safety Video

Once you have watched it, you will be able to tick "**Yes, I acknowledge that I have watched the safety video**"

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

◆ How to submit permit request – Submit Details by Tenant

Under Details tab

- To view notes on the permit request application, please scroll down the page to read the Guiding Notes

Note: The Guiding Notes may be updated from time to time, so the screenshots in this guide may not reflect the latest version. Always refer to the most recent Guiding Notes in the Permit Request.

Permit
Permit Request

← Permit Request

Save Cancel Submit for Approval

24 / 2000

Safety Video : [A complete how-to safety guide](#)

Safety Video Declaration? : Yes, I acknowledge that I have watched the safety video.

Guiding Notes

Guiding Notes

1	Permit Request and Permit to Work should be submitted at least 5 working days in advance unless emergency.
2	All works must be carried out in line with the Fit-Out/Tenant's Guide
3	The tenants/vendors are aware that the Approval of the Permit Request/Permit to Work signifies acknowledgment by the management for tenants/vendors to carry out works in the property and does not constitute the management's approval or verification of the documents and work processes submitted for the works. The tenant/contractor is responsible for the validity and accuracy of all submissions and ensuring compliance with all applicable laws and regulations, including those related to safety and safe work practices. The management shall not be liable for any incidents that occur arising from the works or for any validity/accuracy associated with the information in the submissions
4	Please refer to the Fit-Out/Tenant's Guide for the respective properties for the permitted hours.
5	For hazardous works (where special permit is required) - tenants/contractors are to submit the Permit Request in tandem with the relevant Permit to Work documentations as required based on the hazardous work categorization *For Hot Works, please ensure Fire extinguisher is provided and placed at the work location during the Hot Work.
6	For any delivery of material/equipment, or works affecting common area, protection of finishes in common areas, service/cargo lifts must be provided before any activities.
7	All works including necessary licenses, must comply with relevant authorities' requirements (eg. NEA, BCA, MOM, SCDF, etc).

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

- ◆ How to submit permit request – Submit Details by Tenant
 - Under **Workers** tab
 - 12. Navigate to 'Workers' tab, click '+ Add Worker' button
 - 13. Enter the details and complete the mandatory info required (marked with *):
 - Contractor Company Name
 - Identity Type
 - Personal Identity Number
 - Name
 - Worker Type
 - Type of Work
 - Validity From
 - Validity To
 - 14. Click ' Update' to add the worker.
Note: Minimum 1 worker is needed

Permit
Permit Request

← Permit Request
Save as Draft Submit for Approval

Number :

Start

Details
Workers
Permit To Works
Comments [0]
Attachment [0]
Summary

Workers

+ Add Worker
X Delete Selected
Download Excel Template

Company Name	Identity Type	Personal Identity Number	Name	Worker Type	Type Of Work
<input type="checkbox"/>	Company A Ltd	IC	123D	Jeremy Wang	Worker
<input type="checkbox"/>	Company A Ltd	IC	123D	Jeremy Wang	Constructing the partition for the new room

Company Name : *

Identity Type : *

Personal Identity Number : *
Enter last 4 characters of your Personal Identity Number.

Name : *

Worker Type : *

Type Of Work : *

Validity From : *

Validity To : *

Cellphone :

Email :

Status : Checked Out

Update
Update and New
Cancel

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

◆ How to submit permit request – Submit Details by Tenant

Under Workers tab

15. Repeat Step 12 – 14 to add more workers
16. Alternatively, mass upload the workers information via Excel file i.e.,
 - Click 'Download Excel Template'
 - Fill-in the workers information
 - Refer to “README” sheet in the excel file for the explanation and example on what to fill-in
 - Click 'Upload Excel' button to upload the worker information

Permit
Permit Request

← Permit Request
Save as Draft Submit for Approval

Number :

Details Workers Permit To Works Components [0] Attachments [0] Summary

Workers

Start

- Click 'Download Excel Template' button
- Fill-in the worker details per the excel template
- Click 'Upload Excel' to mass upload the worker information

+ Add Worker × Delete Selected ↓ Download Excel Template ↓ Upload Excel

Company Name	Identity Type	Personal Identity Number	Name	Worker Type	Type Of Work	Company Name*	Identity Type*	Personal Identity Number*	Name*	Worker Type*	Type of Work*	Validity From (dd-MMM-yyyy)*	Validity To (dd-MMM-yyyy)*	Callphone	Email
<input type="checkbox"/>	AIC Pte Ltd	IC	456A	James Tan	Worker	Renovation work	15-Jan-25	25-Jan-25	51234567	James.tan@gmail.com					
<input type="checkbox"/>	Company A Ltd	IC	123D	Jeremy Wang	Worker	Constructi					the part				

Fill in the worker details.

Refer to “README” sheet in the excel file for the explanation and example on what to fill-in.

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

◆ How to submit permit request – Submit Details by Tenant

Under Permit To Works tab (Optional – only applicable if a special permit is required)

- Navigate to 'Permit To Works' tab, click 'Add' button to add the applicable permit type of work

Permit
Permit Request

← Permit Request

Save
Cancel
Submit for Approval

Details
Workers
Permit To Works
Comments [0]
Attachment [0]
Summary

Permit To Works

+ Add

× Delete Selected

Navigate to "Permit To Works" tab, click 'Add' button to add the applicable permit type of works

Type Name
 Input by Contractor?
 PTW Request Number
 Validity Start Date
 Validity End Date
 PTW Status

No data

i Notes
×

Permit To Work will be generated after Permit Request is Approved

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

◆ How to submit permit request – Submit Details by Tenant

Under Permit To Works tab (Optional – only applicable if a special permit is required)

18. Tick the applicable Type of Work(s) (can select more than one) and click 'Select' to add the applicable permit type of work
19. Tick 'Input by Contractor' for the type of work requiring the contractor to submit



Type Name	Validity Limit In Days	Checklist Name
<input checked="" type="checkbox"/> Hot Works	60	Hot-Works
<input type="checkbox"/> Fire System Impairment	60	
<input type="checkbox"/> Energisation/De-Energisation works	1	Lock-Out Tag-Out Document
<input checked="" type="checkbox"/> Hazardous Work At Height (WAH) > 3m	7	Hazardous Work at Heights
<input type="checkbox"/> Confined Space	1	Confined Space - n
<input type="checkbox"/> Hazardous Work At Height (Rope Access)	7	Rope Access
<input type="checkbox"/> Hazardous Work At Height (Mobile Elevated Work Platform)	7	Mobile Elevated Work Platform
<input type="checkbox"/> Erection of metal scaffold > 3m	7	Scaffolding
<input type="checkbox"/> Confined Space (CS)	7	Entry into Confined Space
<input type="checkbox"/> Lifting Operations (Mobile or Crawler Crane)	7	Mobile or Crawler Crane

Tick the applicable Type of Work(s) and click 'Select' button to add the applicable permit type of work

Tick 'Input By Contractor' for the Type of Work(s) requiring the contractor to submit

Type Name	Input by Contractor?	PTW Request Number	Validity Start Date	Validity End Date	PTW Status
<input type="checkbox"/> Hot Works	<input checked="" type="checkbox"/>				
<input type="checkbox"/> Hazardous Work At Height (WAH) > 3m	<input type="checkbox"/>				

2 item(s) total < 1 > 10 / page

Notes
Permit To Work will be generated after Permit Request is Approved

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

- ◆ **How to submit permit request – Submit Details by Tenant**
Under Attachment tab
 20. Navigate to 'Attachment' tab to upload the required documentation
 21. Click 'Upload' button
 22. Upload the required files

The screenshot displays the 'Permit Request' web application interface. At the top, there are two tabs: 'Permit' and 'Permit Request', with 'Permit Request' being the active tab. Below the tabs, there are buttons for 'Save', 'Cancel', and 'Submit for Approval'. The main content area has several tabs: 'Details', 'Workers', 'Permit To Works', 'Comments [0]', 'Attachment [0]', and 'Summary'. The 'Attachment [0]' tab is selected, showing a yellow warning box with the text: 'You have the following documents to upload: - Insurance (Optional), - Method Statement (Optional), - Risk Assessment (Optional). Please ensure that each file does not exceed 15,360 KB'. Below this, there are two buttons: 'Upload' (highlighted with a red box) and 'Delete Selected'. A blue callout box points to the 'Upload' button with the text: 'Click 'Upload' button to upload the required documentation'. In the foreground, an 'Upload Files' dialog box is open, featuring a blue folder icon and the text: 'Click or drag file to this area to upload. Support for a single or bulk upload. Strictly prohibited from uploading company data or other banned files.'

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

◆ How to submit permit request – Submit Details by Tenant

Under Attachment tab

23. Under the 'Attachment Type' dropdown, select the relevant type for each uploaded file
24. Click 'Save' once done
25. Click 'Submit for Approval' to finish the permit request submission process

Permit Permit Request

← Permit Request

Save Cancel Submit for Approval

Details Workers Permit To Works Comments [0] Attachment [2] Summary

! You have the following documents to upload:

- Insurance (Optional)
- Method Statement (Optional)
- Risk Assessment (Optional)

Please ensure that each file does not exceed 15,360 KB

Upload X Delete Selected

Click the dropdown to select the relevant Attachment Type

			Attachment Type	File Name	Content Type	File Size	Malware Scan Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="download"/>	Insurance	Insurance Document.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	13345	Safe
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="download"/>	Risk Assessment	Risk Statement Document.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	13377	Safe

2 item(s) total < 1 > 10 / page

Click 'Save' once done. Click 'Submit for Approval' to finish the process

1. How to submit permit request?

1.2 Submit Details by Tenant



Permit Request - Submit Permit Request

- ◆ **How to submit permit request – Submit Details by Tenant**
 Under **Attachment tab**
- 26. The permit request will transit to “Pending Approval”
- 27. If there are any further queries from CapitaLand, Tenant will be notified via email to supplement with the requested info
- 28. Upon approval, Tenant will be notified that the permit request has been approved. At the same time, contractor will be notified to fill-in the Permit To Work details if Tenant has ticked “Input by Contractor”

Permit
Permit Request

←
Permit Request

Number
BM/RP/2504/0055
Pending Approval

Details
Workers
Permit To Works
Comments [0]
Attachment [2]
Summary

Particulars of Applicants

Customer : BPXYZ Limited

Details Input by Contractor? :* No, below details to be filled in by the Tenants.
 Yes, below details to be filled by Contractors.

Contractor Email :*

Building :* ▼

Unit Number(s) :* ▼

1. How to submit permit request?

1.3 Submit Details by Tenant for Query record

1. How to submit permit request?

1.3 How to submit permit request query record?



Permit Request - Submit Permit Request for query record

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with Tenant User Administrator and Tenant Renovation Permit User role has access to this function

◆ How to submit permit request?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request'
2. Click the edit button of specific record.

Permit
Permit Request

Tenant Portal

- Contract Details
- Bills and Notices
- Customer User
- E-Form
- Renovation Permit >
- Adhoc Utility >
- Ticket
- Carpark >
- Help

Permit Request

What is the permit request, customer or customer account?

Show Advanced Search

<	Permit Request Number	Customer	Customer Account	Contractor Name	Validity Period Commencement	Validity Period End	Status	>
	Permit Request	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6733240002	test	30-May-2025	27-Aug-2025	Approved	
	Permit Request Extension	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240008	test	29-May-2025	07-Jul-2025	Approved	
	Permit Request Worker Amendment	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240008	test	29-May-2025	31-May-2025	Approved	
	Permit To Work Request	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240008	xyz	29-May-2025	26-Aug-2025	Pending Contractor	
	Permit To Work Extension	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6733240001	acbc	06-May-2025	02-Aug-2025	Pending Approval	
<input type="checkbox"/>	RP/2025/000004	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240008	acbc	05-May-2025	13-May-2025	Pending Approval	
<input type="checkbox"/>	RP/2024/000060	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240003	Test Contractor	28-Nov-2024	07-Dec-2024	Approved	
<input type="checkbox"/>	RP/2024/000059	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240003	Test	27-Nov-2024	26-Dec-2024	Approved	
<input type="checkbox"/>	RP/2024/000048	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240003	test	26-Nov-2024	05-Dec-2024	Query	
<input type="checkbox"/>	RP/2024/000045	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240004	laurus	11-Nov-2024	09-Dec-2024	Approved	

RahulNandi21

ABACUS PROPERTY CONSULTANTS PTE. LTD.

36 Item(s) total < 1 2 3 4 > 10 / page

34

1. How to submit permit request?

1.3 How to submit permit request query record?



Permit Request - Submit Permit Request for query record

- ◆ How to submit permit request query record
Under Details tab

3. Scroll down and check the reviewer comment and update the required.

Permit
Permit Request

← Permit Request
Save Submit for Approval Cancel

Safety Video : A complete how-to safety guide 4 / 2000

Safety Video Declaration? : Yes, I acknowledge that I have watched the safety video.

Safety Video Watched By : Contractor (jahul@gmail.com)

Safety Video Watched Date Time : 30-May-2025 14:12

Guiding Notes

Agree to below terms and condition

By agreeing the terms and condition, we declare that we will follow all the EHS requirement of CL India and we are accountable and responsible for any mishaps occurred at site due of any occupational hazards and risk only.

A work permit is a prior written permission for any work to be carried out. The work can be a hazardous and have a possibility to harm to employees or property. The work permit to be taken much before the start of work and after proper approval & inspection only the work can be started. The work permit is applicable for both employer and outside contractor. The work permit is restricted to a specific work, location, type and time. The main advantage of a work permit is, it controls the activity, maintains the safety condition during work, ensures that all foreseeable hazards have been taken care of. In work permit, both the employer and receiver should agree upon the working conditions, activity preparations, equipment to be used, safety precautions/procedure, safety equipment to be used and limitations need to be understood before the work begins.

Query / Response Histories

Date Time	Reviewer's Comments	Responder	Response	Response Date Time
30-May-2025 14:24:29	type of work wrong			

1 item(s) total 1 / page

Check the reviewer comment and update the required.

1. How to submit permit request?

1.3 How to submit permit request query record?



Permit Request - Submit Permit Request for query record

- ◆ How to submit permit request query record
- ◆ Under Details tab
- 3. Update the required details.
- 4. Input the comment in response box.
- 5. Once the record is updated then submit for approval.

Permit
Permit Request

← Permit Request

Save
Submit for Approval
Cancel

Number : RP/2025/000010

Details

Workers

Permit To Works

Comments [0]

Attachment [1]

Summary

Question
type of work wrong

Respond
corrected

Particulars of Applicants

Customer : ABACUS PROPERTY CONSULTANTS PTE. LTD.

Details Input by Contractor? : No, below details to be filled in by the Tenants. Yes, below details to be filled by Contractors.

Contractor Email : * rahul@gmail.com

Building : Crest

Unit Number(s) : * Dummy_CHN_2

Specific Unit Number(s) : * Dummy_CHN_2 X

Permit Request Type : * Green Lease

Contractor Company Name : * test

Contractor Business : *

Pending Contractor

Once the record is updated then submit for approval.

Input the comment in response box.

Update the required details

2. How to view permit request status?

Permit Request

2. How to view permit request status?




Permit Request - View Permit Request Status

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

◆ How to view permit request status?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request'
2. Click  next to the desired request to display



Tenant Portal

Permit Request

What is the permit request, customer or customer account?

Search Clear

Show Advanced Search

Permit Request	Customer	Customer Account	Contractor Name	Validity Period Commencement	Validity Period End	Status
Permit Request Extension	BPXYZ Limited			18-Mar-2025		Pending Contractor
Permit Request Worker Amendment	BPXYZ Limited	TA1294240005	Contractor A	10-Mar-2025	07-Jul-2025	Approved
Permit To Work Request	BPXYZ Limited	TA1294240005	Contractor A	10-Mar-2025	08-May-2025	Cancelled
Permit To Work Extension	BPXYZ Limited	TA1294240005	Contractor A	10-Mar-2025	08-May-2025	Cancelled
<input type="checkbox"/> 	BPXYZ Limited	TA1294240005	Contractor B	09-Mar-2025	07-May-2025	Approved
<input type="checkbox"/> 	BPXYZ Limited	TA1294240005	Contractor A	09-Mar-2025	07-May-2025	Pending Approval

June Ong (june.ong@test.com) | BPXYZ Limited

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Click 'View' to display the request

Permit Request

2. How to view permit request status?



Permit Request - View Permit Request Status

- ◆ How to view permit request status?
- 3. System will show the details of the request and the request status:
 - **Draft** – request is pending for tenant submission
 - **Pending Contractor** – request sent to Contractor to be updated and submit for approval
 - **Pending Approval** – request is under review
 - **Pending Extension** – request has a pending permit extension request

Permit
Permit Request

← Permit Request
Cancel

Number : BM/RP/2503/0048

Approved

Request status

Details
Workers
Permit To Works
Validity Extensions
Modifications
Comments [0]
Attachment [1]

Particulars of Applicants

Customer : BPXYZ Limited

Details Input by Contractor? : * No, below details to be filled in by the Tenants.
 Yes, below details to be filled by Contractors.

Contractor Email : * contractor.b@test.com

Building : * CL Building

Unit Number(s) : * 01-20

Permit Request

2. How to view permit request status?



Permit Request - View Permit Request Status

- ◆ How to view permit request status?
- 3. System will show the details of the request and the request status:
 - **Approved** – request has been approved
 - **Rejected** – request has been rejected
 - **Query** – request has been sent back to tenant for additional information.
 - **Cancelled** – request has been cancelled by tenant

Permit
Permit Request

← Permit Request
Cancel

Number : BM/RP/2503/0048

Approved

Request status

Details
Workers
Permit To Works
Validity Extensions
Modifications
Comments [0]
Attachment [1]

Particulars of Applicants

Customer : BPXYZ Limited

Details Input by Contractor? : * No, below details to be filled in by the Tenants.
 Yes, below details to be filled by Contractors.

Contractor Email : * contractor.b@test.com

Building : * CL Building

Unit Number(s) : * 01-20

3. How to submit permit request extension?

Permit Request

3. How to submit permit request extension?




Permit Request - Submit Permit Request Extension

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

◆ How to submit permit request extension?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request Extension'
2. Click  to create new permit request extension

Permit
Permit Request Extension

Tenant Portal

- Contract Details
- Bills & Notices
- Customer User
- E-Form
- Permit >
- Adhoc Utility >
- Ticket
- Carpark
- Help

Permit Request Extension



What is the extension number or permit request?

Search
Clear

Show Advanced Search

Permit Request	Type Name	Original Validity Start Date	Original Validity End Date	New Validity Start Date	New Validity End Date	Status
009	Fitting-Out	10-Mar-2025	08-May-2025	09-May-2025	07-Jul-2025	Approved
008	Fitting-Out	07-Mar-2025	05-May-2025	06-May-2025	04-Jul-2025	Approved

2 item(s) total < 1 > 10 / page

 june.ong@test.com 

BPXYZ Limited

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Permit Request

3. How to submit permit request extension?



Permit Request - Submit Permit Request Extension

- ◆ How to submit permit request extension?
 3. Click 'Select' to choose the applicable permit request to extend
 4. Select the applicable request and click 'Select' to confirm the choice

Permit
Permit Request Extension

← Permit Request Extension

Save as Draft
Submit for Approval

Number :

Start

Details
Comments [0]
Attachment [0]
Summary

Permit Request :*

Select

Permit Request Type :

Original Validity Start Date :

New Validity Start Date :

Reason :*

Search using: Permit Request Number

Search

Show Advanced Search

Permit Request Number	Type Name	Validity Period Start	Validity Period End	Status
<input checked="" type="radio"/> BM/RP/2503/0048	Fitting-Out	09-Mar-2025	07-May-2025	Approved
<input type="radio"/> BM/RP/2503/0046	Fitting-Out	07-Mar-2025	04-Jul-2025	Approved
<input type="radio"/> BM/RP/2503/0050	Fitting-Out	10-Mar-2025	07-Jul-2025	Approved
<input type="radio"/> BM/RP/2504/0055	Fitting-Out	13-Apr-2025	11-Jun-2025	Approved

4 item(s) total < 1 > 10 / page

Select

Back

Permit Request

3. How to submit permit request extension?



Permit Request - Submit Permit Request Extension

◆ How to submit permit request extension?

5. Enter the details and complete the mandatory info required (marked with *):
 - New Validity End Date
 - Reason
6. Click 'Submit for Approval' to complete the permit request extension process
7. The Permit Request Extension will transit to "Pending Approval"
8. If there are any further queries from CapitaLand, Tenant will be notified
9. Upon approval, Tenant will be notified that the permit request extension has been approved

Permit
Permit Request Extension

← Permit Request Extension
Save as Draft
Submit for Approval

Number :

Pending Approval

Details

Comments [0]

Attachment [0]

Summary

Permit Request : * BM/RP/2503/0048

Permit Request Type : Fitting-Out

Original Validity Start Date : 09-Mar-2025

Original Validity End Date : 07-May-2025

New Validity Start Date : 08-May-2025

New Validity End Date : * 06-Jul-2025

Reason : * Delay of supplies. Required additional time for the renovation.

Details

Comments [0]

Attachment [0]

Summary

3. How to submit permit request extension?

3.1 Submit Details by Tenant for Query record

3. How to submit permit request extension

3.1 Submit details by the tenants for query record



Permit Request
-Submit Permit to
Request query record

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with Tenant User Administrator and Tenant Renovation Permit User role has access to this function

◆ How to view permit request extension status?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request Extension'
2. Click pencil icon next to the desired request to edit

Permit
Permit Request Extension

Tenant Portal

- Contract Details
- Bills and Notices
- Customer User
- E-Form
- Renovation Permit >
- Adhoc Utility >
- Ticket
- Carpark >
- Help

Permit Request

What is the permit request, customer or customer account?

Show Advanced Search

	Permit Number	Customer	Customer Account	Contractor Name	Validity Period Commencement	Validity Period End	Status
Permit Request		ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6733240002	test	30-May-2025	27-Aug-2025	Approved
Permit Request Extension		ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240008	test	29-May-2025	07-Jul-2025	Approved
Permit Request Worker Amendment		ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240008	test	29-May-2025	31-May-2025	Approved
Permit To Work Request		ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240008	xyz	29-May-2025	26-Aug-2025	Pending Contractor
Permit To Work Extension		ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6733240001	acbc	06-May-2025	02-Aug-2025	Pending Approval
<input type="checkbox"/>	RP/2025/00004	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240008	acbc	05-May-2025	13-May-2025	Pending Approval
<input checked="" type="checkbox"/>	RP/2024/000060	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240003	Test Contractor	28-Nov-2024	07-Dec-2024	Approved
<input type="checkbox"/>	RP/2024/000059	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240003	Test	27-Nov-2024	26-Dec-2024	Approved
<input type="checkbox"/>	RP/2024/000048	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240003	test	26-Nov-2024	05-Dec-2024	Query
<input type="checkbox"/>	RP/2024/000045	ABACUS PROPERTY CONSULTANTS PTE. LTD.	TA6730240004	laurus	11-Nov-2024	09-Dec-2024	Approved

RahulNandi21
ABACUS PROPERTY CONSULTANTS PTE. LTD.
36 item(s) total
1 2 3 4 >
10 / page

3. How to submit permit request extension

3.1 Submit details by the tenants for query record



Permit Request
 -Submit Permit to
 Request query record

- ◆ **How to submit permit to work request?**
- 3. Scroll down and check the reviewer comment.

Permit
Permit To Work Request

← Permit To Work Request
Save Cancel Submit for Approval

Safety jacket	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> NA	Add View [0]
Helmet	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> NA	Add View [0]
Shoes,	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> NA	Add View [0]

13 item(s) total 1 2 > 10 / page

Query / Response Histories

Date Time	Reviewer's Comments	Responder	Response	Response Date Time
30-May-2025 15:05:59	correct the checklist			

1 item(s) total 1 10 / page

Licensed Contractor Endorsement

Supervisor Name :

Endorsed Date Time :

Created User : Rahul Created Date/Time : 29-May-2025 8:23:00 PM

Modified User : Rahul Nandi Modified Date/Time : 30-May-2025 3:05:59 PM

Check the reviewer comment and update the required.

3. How to submit permit request extension

3.1 Submit details by the tenants for query record



Permit Request -Submit Permit to Request query record

◆ How to submit permit to work request?

4. Update the required details. .
5. Input he comment in response box.
6. Once the record is updated then submit for approval.

Permit
Permit To Work Request

Save Cancel Submit for Approval

Number : RPTW/2025/00001
Pending Contractor

Details

Extension Histories [0]

Comments [0]

Attachment [1]

Summary

Question
correct the checklist

Respond
corrected

Permit Request : * R/2025/000009

Permit To Work Request Type : * Fire Detection

Validity Start Date : * 29-May-2025

Validity End Date : * 30-May-2025

Safety Video : [A complete how-to safety guide](#)

Safety Video Declaration? : Yes, I acknowledge that I have watched the safety video.

Safety Video Watched By : Contractor (rahul@gmail.com)

Safety Video Watched Date Time : 30-May-2025 12:49

Checklist

Click on submit for approval once required details updated.

Input the comment in response box.

Update the required details.

4. How to view permit request extension status?

Permit Request

4. How to view permit request extension status?



Permit Request - View Permit Request Extension Status

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

◆ How to view permit request extension status?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request Extension'
2. Click next to the desired request to display

Permit
Permit Request Extension

Tenant Portal

- Contract Details
- Bills & Notices
- Customer User
- E-Form
- Permit >
- Adhoc Utility >
- Ticket
- Carpark
- Help

Permit Request Extension

What is the extension number or permit request?

Show Advanced Search

Permit Request	Type Name	Original Validity Start Date	Original Validity End Date	New Validity Start Date	New Validity End Date	Status
BM/RP/2503/0050	Fitting-Out	10-Mar-2025	08-May-2025	09-May-2025	07-Jul-2025	Approved
BM/RP/2503/0046	Fitting-Out	07-Mar-2025	05-May-2025	06-May-2025	04-Jul-2025	Approved

2 item(s) total < 1 > 10 / page v

june.ong@test.com

BPXYZ Limited

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Permit Request

4. How to view permit request extension status?



Permit Request - View Permit Request Extension Status

◆ How to view permit request extension status?

3. System will show the details of the request and the request status:
 - **Draft** – request is pending for tenant submission
 - **Pending Approval** – request is under review
 - **Approved** – request has been approved
 - **Rejected** – request has been rejected
 - **Query** – request has been sent back to tenant for additional information.
 - **Cancelled** – request has been cancelled by tenant

Permit
Permit Request Extension

←
Permit Request Extension

Number : BM/RPE/2504/0010

Pending Approval

Details
Comments [0]
Attachment [0]
Summary

Request status

Permit Request :* BM/RP/2503/0048

Permit Request Type : Fitting-Out

Original Validity Start Date : 09-Mar-2025	Original Validity End Date : 07-May-2025
New Validity Start Date : 08-May-2025	New Validity End Date :* 06-Jul-2025

Reason :* Delay of supplies. Required additional time for the renovation.

5. How to submit permit request worker amendment?

Permit Request

5. How to submit permit request worker amendment?




Permit Request - Submit Permit Request Worker Amendment

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

◆ How to submit permit request worker amendment?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request Worker Amendment'
2. Click  to create new permit request worker amendment

The screenshot shows the Tenant Portal interface. The left sidebar has a 'Permit' menu item highlighted with a blue box. A dropdown menu is open, showing 'Permit Request Worker Amendment' highlighted with a red box. A callout box points to a '+' icon in the top right of the main content area, with the text 'Click '+' to create new permit request worker amendment'.

The main content area is titled 'Permit Request Worker Amendment' and contains a search bar with the text 'What is the amendment number or permit request number?'. Below the search bar is a table with the following columns: Amendment Number, Permit Request Number, Created Date Time, and Status.

Amendment Number	Permit Request Number	Created Date Time	Status
0004	BM/RP/2503/0050	10-Mar-2025	Approved
0003	BM/RP/2503/0046	07-Mar-2025	Approved

At the bottom of the table, it says '2 item(s) total' and '1 / 10 / page'.

Permit Request

5. How to submit permit request worker amendment?



Permit Request - Submit Permit Request Worker Amendment

- ◆ How to submit permit request worker amendment?
 3. Click 'Select' to choose the applicable permit request for the worker amendment
 4. Select the applicable request and click 'Select' to confirm the choice

Permit
Permit Request Worker Amendment

← Permit Request Worker Amendment
Save as Draft

Number :

Start

Details
Comments [0]
Attachment [0]
Summary

Permit Request :*

Select

Reason :*

Created User :

Modified User :

Search using: Permit Request Number ×

Search

Show Advanced Search

Permit Request Number	Type Name	Validity Period Start	Validity Period End	Status
<input checked="" type="radio"/> BM/RP/2503/0048	Fitting-Out	09-Mar-2025	06-Jul-2025	Approved
<input type="radio"/> BM/RP/2503/0046	Fitting-Out	07-Mar-2025	04-Jul-2025	Approved
<input type="radio"/> BM/RP/2503/0050	Fitting-Out	10-Mar-2025	07-Jul-2025	Approved
<input type="radio"/> BM/RP/2504/0055	Fitting-Out	13-Apr-2025	11-Jun-2025	Approved

4 item(s) total < 1 > 10 / page

Select
Back

Permit Request

5. How to submit permit request worker amendment?



Permit Request - Submit Permit Request Worker Amendment

- ◆ How to submit permit request worker amendment?
 5. Enter Reason for the worker amendment

Permit
Permit Request Worker Amendment

← Permit Request Worker Amendment
Save as Draft Submit for Approval

Validity Period Commencement : 09-Mar-2025

Validity Period End : 06-Jul-2025

Reason : * Additional worker needed for the renovation job.

48 / 2000

Amendment Details

+ Add Worker
↓ Download Excel Template
⬆ Upload Excel

Before Amendment	Before Amendment	Before Amendment	Before Amendment	After Amendment	After Amendment	After Amendment	After Amendment	Amend Action
Personal Identity Number	Name	Cellphone	Email	Personal Identity Number	Name	Cellphone	Email	
123D	Jackson Wang			123D	Jackson Wang			No Cha

1 item(s) total
< 1 >
10 / page

Enter Reason for the worker amendment



Permit Request

5. How to submit permit request worker amendment?



Permit Request - Submit Permit Request Worker Amendment

◆ How to submit permit request worker amendment?

6. a) Click '+ Add Worker' to add additional worker

OR

- b) Click and select edit to update the worker details

OR

- c) Click and select remove to delete the worker details

Note: A minimum of one worker is needed

Permit
Permit Request Worker Amendment

← Permit Request Worker Amendment
Save as Draft Submit for Approval

Validity Period Commencement : 09-Mar-2025

Validity Period End : 06-Jul-2025

Reason : * Additional worker needed

Amendment Details

+ Add Worker
Download Excel Template

Before Amendment Personal Identity Number	Before Amendment Name	Before Amendment Cellphone
123D	Jackson Wang	123D
		No Cha

Amendment Action : * Add (6a-1) Fill in the required information

Amendment Detail To

Company Name : * Company A Ltd Identity Type : * IC

Personal Identity Number : * 111Z Name : * Alex Lim
Enter last 4 characters of your Personal Identity Number.

Worker Type : * Worker Type Of Work : * Partition Installation

Validity From : * 24-Apr-2025 Validity To : * 30-May-2025

Cellphone : Email :

Update
Update and New
Cancel

(6a-2) Click 'Update' to confirm the addition

1 item(s) total < 1 > 10 / page v

Permit Request

5. How to submit permit request worker amendment?



Permit Request - Submit Permit Request Worker Amendment

◆ How to submit permit request worker amendment?

6. a) Click '+ Add Worker' to add additional worker

OR

- b) Click and select edit to update the worker details

OR

- c) Click and select remove to delete the worker details

Note: A minimum of one worker is needed

Permit
Permit Request Worker Amendment

← Permit Request Worker Amendment
Save as Draft Submit for Approval

Reason :* Additional worker needed for

Amendment Details

+ Add Worker Download Excel Template

Before Amendment Cellphone	Before Amendment Email	After Amendment Person Identity Number	Amendment Action
111Z	Jackson Wang	111Z	No Change
123D	Jackson Wang	123D	No Change

Amendment Action :* No Change

Worker Detail No Change
Edit Remove

(6b-1) Select 'Edit' for the 'Amendment Action' field to edit the worker details

Previous Company Name : Previous Name : Jackson Wang

Previous Personal Identity Number : 123D Previous Type Of Work : Construction work

Previous Worker Type : Worker Previous Validity From : 09-Mar-2025 Previous Validity To : 07-May-2025

Previous Cellphone : Previous Email :

Update
Update and New
Cancel

(6b) Click the pencil icon to edit the worker details

2 item(s) total < 1 > 10 / page

Permit Request

5. How to submit permit request worker amendment?



Permit Request - Submit Permit Request Worker Amendment

◆ How to submit permit request worker amendment?

6. a) Click '+ Add Worker' to add additional worker

OR

b) Click and select edit to update the worker details

OR

c) Click and select remove to delete the worker details

Note: A minimum of one worker is needed

Permit
Permit Request Worker Amendment

Amendment Action :*

Worker Detail

Previous Company Name : Previous Identity Type :

Previous Personal Identity Number : Previous Name :

Previous Worker Type : Previous Type Of Work :

Previous Validity From : Previous Validity To :

Previous Cellphone : Previous Email :

Amendment Detail To

Company Name :* Identity Type :*

Personal Identity Number :* Name :*
Enter last 4 characters of your Personal Identity Number.*

Worker Type :* Type Of Work :*

Validity From :* Validity To :*

Cellphone : Email :

Update
Update and New
Cancel

(6b-2) Edit the field(s) that require changes

(6b-3) Click 'Update' to confirm the change



Permit Request

5. How to submit permit request worker amendment?



Permit Request - Submit Permit Request Worker Amendment

How to submit permit request worker amendment?

6. a) Click '+ Add Worker' to add additional worker

OR

b) Click and select edit to update the worker details

OR

c) Click and select remove to delete the worker details

Note: A minimum of one worker is needed

Permit
Permit Request Worker Amendment

← Permit Request Worker Amendment
Save as Draft Submit for Approval

Reason :* Additional worker needed for

Amendment Details

+ Add Worker Download Excel Template

Before Amendment Cellphone	Before Amendment Email	After Amendment Person Identity Number	Amendment Action
111Z	Jackson Wang	111Z	No Change
123D	Jackson Wang	123D	No Change

Amendment Action :* No Change

Worker Detail

Previous Company Name : No Change

Previous Personal Identity Number : 123D

Previous Worker Type : Worker

Previous Validity From : 09-Mar-2025

Previous Cellphone : 123D

Previous Name : Jackson Wang

Previous Type Of Work : Construction work

Previous Validity To : 07-May-2025

Previous Email :

Update Update and New Cancel

2 item(s) total 1 10 / page

(6c-1) Select 'Remove' for the 'Amendment Action' field to remove the worker

(6c-2) Click 'Update' to confirm the removal

(6c) Click the pencil icon to edit the worker details

Permit Request

5. How to submit permit request worker amendment?



Permit Request - Submit Permit Request Worker Amendment

◆ How to submit permit request worker amendment?

7. Click 'Submit for Approval' to finish the submission process for permit request worker amendment
8. The Permit Request Worker Amendment will transit to "Pending Approval"
9. If there are any further queries from CapitaLand, Tenant or Contractor (depends on who submitted the worker amendment details) will be notified
10. Upon approval, Tenant will be notified that the permit request worker amendment has been approved

Permit
Permit Request Worker Amendment

← Permit Request Worker Amendment

Save
Submit for Approval
Cancel

Validity Period Commencement : 09-Mar-2025

Validity Period End : 06-Jul-2025

Reason : * Additional Worker needed for the renovation job.

48 / 2000

Amendment Details

+ Add Worker
↓ Download Excel Template
↑ Upload Excel

ent	Before Amendment Name	Before Amendment Cellphone	Before Amendment Email	After Amendment Personal Identity Number	After Amendment Name	After Amendment Cellphone	After Amendment Email	Amendment Action
				111Z	Alex Lim			Add
	Jackson Wang			123D	Jackson Wang			No Change

Pending Approval

Click 'Submit for Approval' to finish the process

5. How to submit permit request worker amendment?

5.1 Submit Details by Tenant for Query record

5. Permit Request

5.1 How to submit permit request worker amendment query record?



Permit Request
 - Submit permit request
 worked amendment
 query record

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

◆ How to submit permit request worker amendment?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request Worker Amendment'
2. Click edit to update permit request worker amendment

The screenshot shows the 'Permit Request Worker Amendment' page in the Tenant Portal. The page has a search bar with a 'Search' button and a 'Clear' button. Below the search bar is a table with columns: Amendment Number, Permit Request Number, Created Date Time, and Status. A dropdown menu is open over the table, showing options: Permit Request, Permit Request Extension, Permit Request Worker Amendment (highlighted with a red box), Permit To Work Request, and Permit To Work Extension. The table contains several rows of data, with the first row having a 'Query' button in the Status column (highlighted with a red box). The footer shows the user 'RahulNandi21' and the company 'ABACUS PROPERTY CONSULTANTS PTE. LTD.' along with a pagination bar showing '10 item(s) total' and '1 / 10 / page'.

Amendment Number	Permit Request Number	Created Date Time	Status		
Permit Request	04	RP/2024/000001	30-May-2025	Query	
Permit Request Extension	03	RP/2025/000009	30-May-2025	Pending Contractor	
Permit Request Worker Amendment	02	RP/2025/000009	30-May-2025	Pending Contractor	
Permit To Work Request	01	RP/2025/000009	29-May-2025	Approved	
Permit To Work Extension	08	RP/2024/000027	13-Jun-2024	Approved	
		RWA/2024/000007	RP/2024/000023	12-Jun-2024	Approved
		RWA/2024/000006	RP/2024/000025	07-Jun-2024	Approved
		RWA/2024/000004	RP/2024/000016	13-Mar-2024	Approved
		RWA/2024/000002	RP/2024/000001	11-Mar-2024	Approved
		RWA/2024/000001	RP/2024/000002	11-Mar-2024	Approved

5. Permit Request

5.1 How to submit permit request worker amendment query record?



Permit Request
 - Submit permit request
 worked amendment
 query record

- ◆ **How to submit permit request worker amendment query record?**
 3. Scroll down and check the reviewer comment.

Permit
Permit Request Worker Amendment

← Permit Request Worker Amendment
Save Submit for Approval Cancel

Attachment [0]

Summary

Permit Request :+ R9/2025/000009

Validity Period Commencement : 29-May-2025

Validity Period End : 07-Jul-2025

Reason :+ test

Amendment Details

+ Add Worker Download Excel Template Upload Excel

Before Amendment Personal Identity Number	Before Amendment Name	Before Amendment Cellphone	Before Amendment Email	After Amendment Personal Identity Number	After Amendment Name	After Amendment Cellphone	After Amendment Email	Amendment Action
88797	test			88797	test			NO change

Query / Response Histories

Date Time	Reviewer's Comments	Responder	Response	Response Date Time
30-May-2025 14:48:10	give cellphone and email id of worker			

Check the reviewer comment and update the required.

5. Permit Request

5.1 How to submit permit request worker amendment query record?



Permit Request - Submit permit request worked amendment query record

◆ How to submit permit request worker amendment?

4. Click on the pencil icon to update the required information.
5. Input the comment in response box.
6. Click on submit for approval.

Permit
Permit Request Worker Amendment

← Permit Request Worker Amendment

Save
Submit for Approval
Cancel

Number : RWA/2025/000002

Details

Comments [0]

Attachment [0]

Summary

Question
give cellphone and email id of worker

Respond

Permit Request :+ RP/2025/000009

Validity Period Commencement : 29-May-2025

Validity Period End : 07-Jul-2025

Reason :+ test

Click on submit for approval once required details updated.

+ Add Worker
Download Excel Template
Upload Excel

Before Amendment Personal Identity Number	Before Amendment Name	Before Amendment Cellphone	Before Amendment Email	After Amendment Personal Identity Number	After Amendment Name	After Amendment Cellphone	After Amendment Email	Amendment Action
88797	test			88797	test			No Change

Input the comment in response box.

Amendment Details

4 / 2000

Click on the pencil icon and update the required details.

6. How to view permit request worker amendment status?

Permit Request

6. How to view permit request worker amendment status?





Permit Request - View Permit Request Worker Amendment Status

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

◆ How to view permit request worker amendment status?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit Request Worker Amendment'
2. Click  next to the desired request  display

Permit
Permit Request Worker Amendment

Tenant Portal

- Contract Details
- Bills & Notices
- Customer User
- E-Form
- Permit >
- Adhoc Utility >
- Ticket
- Carpark
- Help

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Permit Request Worker Amendment +

What is the amendment number or permit request number?

Search

Clear

Show Advanced Search

Amendment Number	Permit Request Number	Created Date Time	Status
0008	BM/RP/2503/0046	21-Apr-2025	Pending Contractor
0007	BM/RP/2504/0055	21-Apr-2025	Pending Approval
0006	BM/RP/2503/0050	21-Apr-2025	Pending Approval
0005	BM/RP/2503/0048	21-Apr-2025	Pending Approval
0004	BM/RP/2503/0050	10-Mar-2025	Approved
<input type="checkbox"/>	BM/RWA/2503/0003	BM/RP/2503/0046	07-Mar-2025 Approved

6 item(s) total < 1 > 10 / page

Click 'View' to display the request

66

Permit Request

6. How to view permit request worker amendment status?



Permit Request - View Permit Request Worker Amendment Status

- ◆ How to view permit request worker amendment status?
 3. System will show the details of the request and the request status:
 - **Draft** – request is pending for tenant submission
 - **Pending Contractor** – request sent to Contractor to be updated and submit for approval
 - **Pending Approval** – request is under review
 - **Approved** – request has been approved
 - **Rejected** – request has been rejected
 - **Query** – request has been sent back to tenant for additional information.
 - **Cancelled** – request has been cancelled by tenant

Permit
Permit Request Worker Amendment

←
Permit Request Worker Amendment

Number : BM/RWA/2503/0004
Approved

Details
Comments [0]
Attachment [0]
Summary

Permit Request : * BM/RP/2503/0050

Validity Period Commencement : 10-Mar-2025

Validity Period End : 07-Jul-2025

Reason : * Change phone number

Amendment Details

+ Add Worker
↓ Download Excel Template
↑ Upload Excel

Before Amendment	Before Personal	Before Amendment	Before Amendment	After Amendment	After Personal	After Amendment	After Amendment	After Amendment	Amend Action
Identity Number	Name	Cellphone	Email	Identity Number	Name	Cellphone	Email		

Request status

7. How to submit permit to work request?

Permit Request

7. How to submit permit to work request?




Permit Request - Submit Permit to Work Request

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

◆ How to submit permit to work request?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit to Work Request'
2. Click  to create new permit to work request

Permit
Permit To Work Request

Tenant Portal

Permit To Work Request

+

Click '+' to create new permit to work request

What is the reference number?

Search
Clear

Show Advanced Search

Permit Request	Type Name	Validity Start Date	Validity End Date	Checklist Name	Endorsed By	Endorsed Date Time	Status
Permit Request Extension	Hazardous Work At Height (WAH) > 3m	13-Apr-2025	19-Apr-2025	Hazardous Work at Heights			Pending Tenant
Permit Request Worker Amendment	Hot Works	13-Apr-2025	11-Jun-2025	Hot-Works			Pending Contractor
Permit To Work Request	Hot Works	10-Mar-2025	08-May-2025	Hot-Works			Approved
Permit To Work Extension	Hot Works	10-Mar-2025	08-May-2025	Hot-Works			Approved
	Fire System Impairment	10-Mar-2025	08-May-2025				Cancelled
	Hazardous Work At Height (WAH) > 3m	07-Mar-2025	20-Mar-2025	Hazardous Work at Heights			Approved

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Permit Request

7. How to submit permit to work request?



Permit Request - Submit Permit to Work Request

◆ How to submit permit to work request?

3. Click 'Select' to choose the applicable permit request to add the permit to work
4. Select the applicable request and click 'Select' to confirm the choice

Permit
Permit To Work Request

← Permit To Work Request
Save as Draft

Number

Start

Details
Extension Histories [0]
Comments

Permit Request :*

Select

Permit To Work Request Type :*

Validity Start Date :*

Validity End Date :*

Details Input by Contractor? :*

No, below details to be filled by Tenants.

Yes, below details to be filled by Contractors.

Search using: Permit Request Number

Search

Show Advanced Search

Permit Request Number	Type Name	Validity Period Start	Validity Period End	Status
<input checked="" type="radio"/> BM/RP/2503/0048	Fitting-Out	09-Mar-2025	06-Jul-2025	Approved
<input type="radio"/> BM/RP/2503/0046	Fitting-Out	07-Mar-2025	04-Jul-2025	Approved
<input type="radio"/> BM/RP/2503/0050	Fitting-Out	10-Mar-2025	07-Jul-2025	Approved
<input type="radio"/> BM/RP/2504/0055	Fitting-Out	13-Apr-2025	11-Jun-2025	Approved

4 item(s) total < 1 > 10 / page

Select

Back

Click 'Select' to choose the applicable permit request

Select the applicable request

Click 'Select' to confirm the choice

Permit Request

7. How to submit permit to work request?



Permit Request - Submit Permit to Work Request

- ◆ How to submit permit to work request?
 5. Enter the details and complete the mandatory info required (marked with *):
 - Permit To Work Request Type
 - Validity Start Date
 - Validity End Date

Permit
Permit To Work Request

← Permit To Work Request
Save as Draft

Number :

Start

Details
Extension Histories [0]
Comments [0]
Attachment [0]
Summary

Permit Request :* BM/RP/2503/0048

Select Clear

Permit To Work Request Type :* Hot Works

Validity Start Date :* 09-Mar-2025

Validity End Date :* 07-May-2025

Details Input by Contractor? :*

No, below details to be filled in by the Tenants.

Yes, below details to be filled by Contractors.

Enter the details:

- Permit To work Request Type
- Validity Start Date
- Validity End Date

Permit Request

7. How to submit permit to work request?



Permit Request - Submit Permit to Work Request

◆ How to submit permit to work request?

6. Determine whether the **Tenant or Contractor** will input the permit to work request details

- a) Select “No, below details to be filled in by the Tenants” if the Tenant is to fill in the details of the permit to work request.

Please proceed to Step 7

Permit
Permit To Work Request

← Permit To Work Request

Save as Draft
Submit for Approval

Number :

Start

Details
Extension Histories [0]
Comments [0]
Attachment [0]
Summary

Permit Request : * BM/RP/2503/0048

Select
Clear

Permit To Work Request Type : * Hot Works ▼

Validity Start Date : * 09-Mar-2025 📅

Validity End Date : * 07-May-2025 📅

Details Input by Contractor? : *

No, below details to be filled in by the Tenants.

Select if the details will be inputted by Tenant

Yes, below details to be filled by Contractors.

Permit Request

7. How to submit permit to work request?



Permit Request - Submit Permit to Work Request

◆ How to submit permit to work request?

6. Determine whether the Tenant or Contractor will input the permit to work request details
OR
- b) Select "Yes, below details to be filled by Contractors" if the Contractor is to fill in the details

Click 'Submit to Contractor' to complete the process.

An email with a link to the permit to work request will be sent to the Contractor. The Contractor will fill in the details and submit to CapitaLand for approval

Permit
Permit To Work Request

← Permit To Work Request

Save
Submit to Contractor
Cancel

Number : Draft

Details
Extension Histories [0]
Comments [0]
Attachment [0]
Summary

Permit Request : * BM/RP/2503/0048

Permit To Work Request Type : * ▾

Validity Start Date : *

Validity End Date : *

Details Input by Contractor? : * No, below details to be filled in by the Tenants.
 Yes, below details to be filled by Contractors.

Click 'Submit to Contractor' to complete the process

Select if the details will be inputted by contractor

Permit Request

7. How to submit permit to work request?



Permit Request - Submit Permit to Work Request

◆ How to submit permit to work request?

7. Watch the Safety Video by clicking the link titled [“A complete how-to-safety guide”](#)
8. Once the safety video is watched, you will then be able to tick the Safety Video Declaration **“Yes, I acknowledge that I have watched the safety video”**

Permit
Permit To Work Request

← Permit To Work Request
Save Cancel Submit for Approval

Details
Extension Histories [0]
Comments [0]
Attachment [0]
Summary

Permit Request : * BM/RP/2503/0048

Permit To Work Request Type : * Hot Works

Validity Start Date : * 09-Mar-2025

Validity End Date : * 07-May-2025

Details Input by Contractor? : * No, below details to be filled in by the Tenants.
 Yes, below details to be filled by Contractors.

Safety Video : A complete how-to safety guide

Safety Video Declaration? : Yes, I acknowledge that I have watched the safety video.

i
Please click and watch the video link to enable this checkbox

Click the link to watch the Safety Video

Once you have watched it, you will be able to tick **“Yes, I acknowledge that I have watched the safety video”**

Safety Video Declaration? : Yes, I acknowledge that I have watched the safety video.

Permit Request

7. How to submit permit to work request?



Permit Request - Submit Permit to Work Request

- ◆ **How to submit permit to work request?**
 9. Scroll to the 'Checklist' section and answer the question accordingly
 10. Click 'Submit for Approval' to complete the process
 11. The Permit To Work Request will transit to "Pending Approval"
 12. If there are any further queries from CapitaLand, Tenant or Contractor (depends on who inputted the details) will be notified

Permit
Permit To Work Request

← Permit To Work Request
Save Cancel Submit for Approval

Hot-Works

Answer all the questions

Click 'Submit for Approval' to complete the process

Step	Description	Attachment	
2	Contractor to submit Risk Assessment with inventory of work, certificate of the RA leader and safe work procedures.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Add View [0]
3	Contractor to submit an appointment letter and valid certificate of achievement for hot-work assessor or safety assessor.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Add View [0]
4	Contractor to submit a copy of a Rescue Operation Plan	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Add View [0]
5	Contractor to submit an appointment letter and copy of the certificate of Fire watchman.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Add View [0]
6	A copy of the Briefing records.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Add View [0]
7	Ensure that the following personnel have endorsed on the PTW form:		
a)	Supervisor	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Add View [0]

Pending Approval

7. How to submit permit to work request?

7.1 Submit details by tenants for query record

7. Permit Request

7.1 How to submit permit to work request query record?



Permit Request
 - Submit Permit to Work Request query record

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

How to submit permit to work request?

- Navigate to 'Permit' on the left panel and click the sub-menu 'Permit to Work Request'
- Click edit to update specific permit to work request

Permit
Permit To Work Request

Tenant Portal

- Contract Details
- Bills and Notices
- Customer User
- E-Form
- Renovation Permit >
- Adhoc Utility >
- Ticket >
- Carpark >
- Help

Permit To Work Request

What is the reference number?

Show Advanced Search

Permit Request	Type Name	Validity Start Date	Validity End Date	Checklist Name	Endorsed By	Endorsed Date Time	Status
Permit Request Extension	202 Fire Detection	29-May-2025	30-May-2025	Entry into Confined Space KUT			Pending Tenant
Permit Request Extension	201 Fire Detection	29-May-2025	30-May-2025	Entry into Confined Space KUT			Pending Contractor
Permit Request Worker Amendment	367 Lorry Crane	10-Dec-2024	13-Dec-2024	Entry into Confined Space KUT			Approved
Permit To Work Request	363 Hot Work	28-Nov-2024	28-Nov-2024	Entry into Confined Space KUT	Test	28-Nov-2024	Approved
Permit To Work Extension	RPTW/2024/000062 Green Lease	28-Nov-2024	29-Nov-2024	Entry into Confined Space KUT			Pending Tenant
	RPTW/2024/000061 Hot Work	27-Nov-2024	27-Nov-2024	Entry into Confined Space KUT	Shane	27-Nov-2024	Pending Tenant
	RPTW/2024/000060 Hazardous Work at Height	27-Nov-2024	06-Dec-2024	Entry into Confined Space KUT			Pending Tenant
	RPTW/2024/000059 Safe Lifting Operations (Mobile Crane)	27-Nov-2024	28-Nov-2024	Entry into Confined Space KUT			Pending Tenant
	RPTW/2024/000050 Fire Detection	25-Nov-2024	08-Nov-2024	Entry into Confined Space KUT			Pending Tenant
	RPTW/2024/000046 Fire Detection	14-Oct-2024	15-Oct-2024	Entry into Confined Space KUT			Pending Tenant

36 Item(s) total 1 2 3 4 > 10 / page

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<https://capitaland.com/simplicity/anacle.com/tenantportal/tenantportal/in/modules/work/renovationPTW>

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7. Permit Request

7.1 How to submit permit to work request query record?



Permit Request - Submit Permit to Work Request query record

- ◆ How to submit permit to work request?
 3. Scroll down and check the reviewer comment.

Permit
Permit To Work Request

← Permit To Work Request
Save Cancel Submit for Approval

Safety jacket	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> NA	Add View [0]
Helmet	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> NA	Add View [0]
Shoes,	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> NA	Add View [0]

13 item(s) total 1 2 > 10 / page

Query / Response Histories

Date Time	Reviewer's Comments	Responder	Response	Response Date Time
30-May-2025 15:05:59	correct the checklist			

Check the reviewer comment and update the required.

1 item(s) total 1 10 / page

Licensed Contractor Endorsement

Supervisor Name :

Endorsed Date Time :

Created User : Rahul Created Date/Time : 29-May-2025 8:23:00 PM

Modified User : Rahul Nandi Modified Date/Time : 30-May-2025 3:05:59 PM

7. Permit Request

7.1 How to submit permit to work request query record?



Permit Request - Submit Permit to Work Request query record

◆ How to submit permit to work request?

4. Update the required details. .
5. Input he comment in response box.
6. Once the record is updated then submit for approval.

Permit
Permit To Work Request

Save Cancel Submit for Approval

Number : RPTW/2025/00001

Details

Extension Histories [0]

Comments [0]

Attachment [1]

Summary

Question
correct the checklist

Respond
corrected

Permit Request : * R/2025/000009

Permit To Work Request Type : * Fire Detection

Validity Start Date : * 29-May-2025

Validity End Date : * 30-May-2025

Safety Video : [A complete how-to safety guide](#)

Safety Video Declaration? : Yes, I acknowledge that I have watched the safety video.

Safety Video Watched By : Contractor (rahul@gmail.com)

Safety Video Watched Date Time : 30-May-2025 12:49

Checklist

Pending Contractor

Click on submit for approval once required details updated.

Input the comment in response box.

Update the required details.

8. How to view permit to work request status?

Permit Request

8. How to view permit to work request status?




Permit Request - View Permit to Work Request Status

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

◆ How to view permit to work request status?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit to Work Request'
2. Click  next to the desired request to display

Permit
Permit To Work Request

Tenant Portal

Permit To Work Request

+

Contract Details

Bills & Notices

Customer User

E-Form

Permit >

Adhoc Utility >

Ticket




Carpark

Help

What is the reference number?

Search
Clear

Show Advanced Search

Permit Request	Type Name	Validity Start Date	Validity End Date	Checklist Name	Endorsed By	Endorsed Date Time	Status
0019	Hazardous Work At Height (WAH) > 3m	13-Apr-2025	19-Apr-2025	Hazardous Work at Heights			Pending Tenant
0010	Hot Works	13-Apr-2025	11-Jun-2025	Hot-Works			Pending Contractor
0017	Hot Works	10-Mar-2025	08-May-2025	Hot-Works			Approved
<input type="checkbox"/> 	BM/RPTW/2503/0016	Hot Works	10-Mar-2025	08-May-2025	Hot-Works		Approved
<input type="checkbox"/> 	BM/RPTW/2503/0015	Fire System Impairment	10-Mar-2025	08-May-2025			Cancelled
<input type="checkbox"/> 	BM/RPTW/2503/0014	Hazardous Work At Height (WAH) > 3m	07-Mar-2025	20-Mar-2025	Hazardous Work at Heights		Approved

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Click 'View' to display the request

Permit Request

8. How to view permit to work request status?



Permit Request - View Permit to Work Request Status

◆ How to view permit to work request status?

- System will show the details of the request and the request status:
 - Draft** – request is pending for tenant submission
 - Pending Contractor** – request sent to Contractor to be updated and submit for approval
 - Pending Tenant** – request sent to Tenant to be updated and submit for approval
 - Pending Approval** – request is under review
 - Pending Extension** – request has a pending permit extension request

Permit
Permit To Work Request

← Permit To Work Request
Cancel

Number : BM/RPTW/2504/0020
Approved

Details
Extension Histories [0]
Comments [0]
Attachment [1]
Summary

Request status

Permit Request :* BM/RP/2503/0048

Permit To Work Request Type :* Hot Works

Validity Start Date :* 09-Mar-2025

Validity End Date :* 07-May-2025

Details Input by Contractor? :* No, below details to be filled in by the Tenants.
 Yes, below details to be filled by Contractors.

Safety Video : [A complete how-to safety guide](#)

Safety Video Declaration? : Yes, I acknowledge that I have watched the safety video.

Safety Video Watched By : June Ong

Permit Request

8. How to view permit to work request status?



Permit Request - View Permit to Work Request Status

- ◆ **How to view permit to work request status?**
- 3. System will show the details of the request and the request status:
 - **Approved** – request has been approved
 - **Rejected** – request has been rejected
 - **Query** – request has been sent back to tenant for additional information.
 - **Cancelled** – request has been cancelled by tenant

Permit
Permit To Work Request

← Permit To Work Request
Cancel

Number : BM/RPTW/2504/0020
Approved

Details
Extension Histories [0]
Comments [0]
Attachment [1]
Summary

Request status

Permit Request :* BM/RP/2503/0048

Permit To Work Request Type :* Hot Works

Validity Start Date :* 09-Mar-2025

Validity End Date :* 07-May-2025

Details Input by Contractor? :* No, below details to be filled in by the Tenants.
 Yes, below details to be filled by Contractors.

Safety Video : [A complete how-to safety guide](#)

Safety Video Declaration? : Yes, I acknowledge that I have watched the safety video.

Safety Video Watched By : June Ong

9. How to submit permit to work extension?

Permit Request

9. How to submit permit to work extension?




Permit Request - Submit Permit to Work Extension

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

◆ How to submit permit to work extension?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit to Work Extension'
2. Click  to create new permit to work extension

Permit
Permit To Work Extension

Tenant Portal

- Contract Details
- Bills & Notices
- Customer User
- E-Form
- + Permit >
- Adhoc Utility >
- Ticket
- Carpark
- Help



Permit To Work Extension

What is the extension number?

Show Advanced Search

Permit ID	Permit To Work Request	Type Name	Original Validity Start Date	Original Validity End Date	New Validity Start Date	New Validity End Date	Status
BM/0003	BM/RPTW/2503/0014	Hazardous Work At Height (WAH) > 3m	07-Mar-2025	13-Mar-2025	14-Mar-2025	20-Mar-2025	Approved

1 item(s) total < 1 > 10 / page v

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+ Click '+' to create new Permit To Work Extension

Permit Request

9. How to submit permit to work extension?



Permit Request - Submit Permit to Work Extension

- ◆ How to submit permit to work extension?
 3. Click 'Select' to choose the applicable permit to work request to extend
 4. Select the applicable request and click 'Select' to confirm the choice

Permit
Permit To Work Extension

← Permit To Work Extension
Save as Draft
Submit for Approval

Number :

Start

Details
Comments [0]
Attachment [0]
Summary

Permit To Work Request :*

Select

Permit To Work Request Type :

Original Validity Start Date :

New Validity Start Date :

Reason :*

Search using: Permit To Work Request Number

Search

Show Advanced Search

Permit To Work Request Number	Type Name	Validity Start Date	Validity End Date	Status
<input type="radio"/> BM/RPTW/2503/0014	Hazardous Work At Height (WAH) > 3m	07-Mar-2025	20-Mar-2025	Approved
<input checked="" type="radio"/> BM/RPTW/2504/0020	Hot Works	09-Mar-2025	07-May-2025	Approved
<input type="radio"/> BM/RPTW/2503/0016	Hot Works	10-Mar-2025	08-May-2025	Approved
<input type="radio"/> BM/RPTW/2503/0017	Hot Works	10-Mar-2025	08-May-2025	Approved

4 item(s) total < 1 > 10 / page

Select

Back

Click 'Select' to choose the applicable request

Select the applicable request

Click 'Select' to confirm the choice

Permit Request

9. How to submit permit to work extension?



Permit Request - Submit Permit to Work Extension

- ◆ **How to submit permit to work extension?**
 5. Enter the details and complete the mandatory info required (marked with *):
 - New Validity End Date
 - Reason
 6. Click 'Submit for Approval' to finish the request to work extension process
 7. The Permit To Work Extension will transit to "Pending Approval"
 8. If there are any further queries from CapitaLand, Tenant will be notified
 9. Upon approval, Tenant will be notified that the permit to work extension has been approved

Permit
Permit To Work Extension

← Permit To Work Extension

Save as Draft
Submit for Approval

Number :

Click 'Submit for Approval' to complete the process
Start

Details
Comments [0]
Attachment [0]
Summary

Permit To Work Request :* BM/RPTW/2504/0020

Select
Clear

Permit To Work Request Type : Hot Works

Original Validity Start Date : 09-Mar-2025

New Validity Start Date : 08-May-2025

Original Validity End Date : 07-May-2025

New Validity End Date :*

Reason :*

Enter the details:

- New Validity End Date
- Reason for the extension

Pending Approval

9. How to submit permit to work extension?

9.1 Submit the permit to work extension query record

9. Permit Request

9.1 How to submit permit to work extension query record?



Permit Request
- Submit Permit to Work Extension query record

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

◆ How to submit permit to work extension?

1. Navigate to 'Permit' on the left panel and click the sub-menu 'Permit to Work Extension'
2. Click pencil icon to update permit to work extension

Permit
Permit To Work Extension

Tenant Portal

Permit To Work Extension

+

What is the extension number?

Search
Clear

Show Advanced Search

	sr	Permit To Work Request	Type Name	Original Validity Start Date	Original Validity End Date	New Validity Start Date	New Validity End Date	Status	
		Permit Request							
	3001	RPTW/2025/000002	Fire Detection	29-May-2025	30-May-2025	31-May-2025	01-Jun-2025	Query	
	3008	RPTW/2024/000067	Lorry Crane	10-Dec-2024	11-Dec-2024	12-Dec-2024	13-Dec-2024	Approved	
	3007	RPTW/2024/000035	Event Safety	07-Jun-2024	12-Jun-2024	13-Jun-2024	14-Jun-2024	Approved	
		Permit To Work Request							
	3006	RPTW/2024/000035	Event Safety	07-Jun-2024	10-Jun-2024	11-Jun-2024	12-Jun-2024	Approved	
		Permit To Work Extension							
		RPTW/2024/000005	Event Safety	07-Jun-2024	08-Jun-2024	09-Jun-2024	10-Jun-2024	Approved	
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> RPTWE/2024/000004	RPTW/2024/000007	Lock Out Tag Out	12-Mar-2024	13-Mar-2024	14-Mar-2024	15-Mar-2024	Rejected
		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> RPTWE/2024/000002	RPTW/2024/000011	Hot Work	12-Mar-2024	12-Mar-2024	13-Mar-2024	13-Mar-2024	Approved
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> RPTWE/2024/000001	RPTW/2024/000002	Hot Work	11-Mar-2024	11-Mar-2024	12-Mar-2024	12-Mar-2024	Approved

8 item(s) total
1 / 10 page

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9. Permit Request

9.1 How to submit permit to work extension query record?



Permit Request - Submit Permit to Work Extension query record

- ◆ How to submit permit to work extension request?
 3. Scroll down and check the reviewer comment.

Permit
Permit To Work Request

Tenant Portal
← Permit To Work Extension
Save Submit for Approval Cancel

Contract Details

Bills and Notices

Customer User

E-Form

Renovation Permit >

Adhoc Utility >

Ticket

Carpark >

Help

Number : RPTWE/2025/000001 Query

Details

Question
change the date

Comments (0)

Attachment (0)

Summary

Respond

Permit To Work Request : RPTW/2025/000002

Select Clear

Permit To Work Request Type : Fire Detection

Original Validity Start Date : 29-May-2025 Original Validity End Date : 30-May-2025

New Validity Start Date : 31-May-2025 New Validity End Date : 01-Jun-2025

Reason : test

Query / Response Histories

Date Time	Reviewer's Comments	Response Date Time
30-May-2025 17:10:14	change the date	

1 item(s) total 1 / 10 / page

Check the reviewer comment and update the required.

9. Permit Request

9.1 How to submit permit to work extension query record?



Permit Request - Submit Permit to Work Extension query record

- ◆ How to submit permit to work extension request?
 4. Update the required details.
 5. Input the comment in response box.
 6. Once the record is updated then submit for approval.

Permit
Permit To Work Request

Tenant Portal
← Permit To Work Extension
Save Submit for Approval Cancel

Number : RPTWE/2025/000001 Query

Details

Comments (0)

Attachment (0)

Summary

Question
change the date

Respond

corrected

Permit To Work Request : RPTW/2025/000002

Select Clear

Permit To Work Request Type : Fire Detection

Original Validity Start Date : 29-May-2025

New Validity Start Date : 31-May-2025

Reason : test

Original Validity End Date : 30-May-2025

New Validity End Date : 01-Jan-2025

4 / 2000

Query / Response Histories

Date Time	Reviewer's Comments	Responder	Response	Response Date Time
30-May-2025 17:10:14	change the date			

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1 item(s) total 1 / page

Click on submit for approval once required details updated.

Input the comment in response box.

Update the required details.

10. How to view permit to work extension status?

Permit Request

10. How to view permit to work extension status?





Permit Request - View Permit to Work Extension Status

Permit module allows user to submit renovation permit request, including covering permit request, extension, permit work request and worker amendment

Note: Only user with **Tenant User Administrator** and **Tenant Renovation Permit User** role has access to this function

◆ How to submit permit to work extension?

1. Navigate to 'Renovation Permit' on the left panel and click the sub-menu 'Permit to Work Extension'
2. Click  next to the desired request  display

Permit
Permit To Work Extension

Tenant Portal

- Contract Details
- Bills & Notices
- Customer User
- E-Form
- + Permit >
- Adhoc Utility >
- Ticket
- Carpark
- Help

Permit To Work Extension


What is the extension number?

Show Advanced Search

Type	Original Validity Start Date	Original Validity End Date	New Validity Start Date	New Validity End Date	Status
Permit To Work Request	07-Mar-2025	13-Mar-2025	14-Mar-2025	20-Mar-2025	Approved

1 item(s) total < 1 > 10 / page

Permit To Work Extension

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Permit Request

10. How to view permit to work extension status?



Permit Request - View Permit to Work Extension Status

- ◆ How to view permit to work extension status?
 3. System will show the details of the request and the request status:
 - **Draft** – request is pending for tenant submission
 - **Pending Approval** – request is under review
 - **Approved** – request has been approved
 - **Rejected** – request has been rejected
 - **Query** – request has been sent back to tenant for additional information.
 - **Cancelled** – request has been cancelled by tenant

Permit
Permit To Work Extension

←
Permit To Work Extension

Number : BM/RPTWE/2504/0004

Pending Approval

Details

Comments [0]
Attachment [0]
Summary

Request status

Permit To Work Request	:* BM/RPTW/2504/0020	
Permit To Work Request Type	: Hot Works	
Original Validity Start Date	: 09-Mar-2025	Original Validity End Date : 07-May-2025
New Validity Start Date	: 08-May-2025	New Validity End Date : :* 06-Jul-2025
Reason	:* Needed more time due to delay in material shipment	

A large blue arrow pointing right, partially overlapping a grey triangle pointing left, set against a white background.

Self-Assessment Checklist

From this guide, we were able to:

- 01** Submit permit request
- 02** View permit request status
- 03** Submit permit request extension
- 04** View permit request extension status
- 05** Submit permit request worker amendment

From this guide, we were able to:

06 View permit request worker amendment status

07 Submit permit to work request

08 View permit to work request status

09 Submit permit to work extension

10 View permit to work extension status



If you need further assistance, please

access our [Simplicity Tenant Portal Info Centre](#)



or

contact our friendly support at tenantportal.helpdesk@capitaland.com

