9 Electronic submission

Before an application can be submitted, the e-Submission **Project Coordinator**, normally the **Architect**, has to register the project with the e-Submission System. He is required to use a unique project reference to identify the project. Information on all the members involved in the projects shall be submitted when creating the new project in order for the members to have access to the project.

To register the project member, the e-Submission **Project Coordinator** is required to define the role of the member in the project. A project member may hold one or more roles.

Once the project has been registered, all applications pertaining to the project will then be submitted under the registered project reference number. The e-Submission project reference also has to be quoted in all written direction replies and any other correspondences under the project.

9.1 Definition of project members

Project Member	Definition
Architect	A person who is registered as an architect under the Architects Act (Cap. 12) and has in force a practising certificate issued under the Act.
e-Submission Project Coordinator	Project member appointed by the owner/developer to initiate the issuance of the project reference and to register project and project members with the e-Submission System.
Licensed Electrical Worker	Electrical workers are licensed to ensure that only competent persons are allowed to design, install, repair, maintain and operate electrical installations.
Licensed Gas Service Worker	Gas service workers are licensed to ensure that only competent persons carry out gas service work.
Licensed Water Service Worker	Water service plumbers are licensed by PUB to ensure that good standards of plumbing work are maintained in customers' premises.
Plumbing Contractor	Plumbers who are registered to carry out plumbing and sanitary works.
Professional Engineer (Electrical)	A professional engineer under the Professional Engineers' Act in the electrical discipline and has in force a practising certificate.
Professional Engineer (Mechanical)	A professional engineer under the Professional Engineers' Act in the mechanical discipline and has in force a practising certificate.
Registered Inspector (Mechanical)	A professional engineer who is registered under the Fire Safety Act to be qualified and competent to inspect and certify fire safety works in projects.

** Name and IC number of members*
Professional No. / Registration No. / License No.
Profession (e.g. Professional Engineer - Mechanical)
Firm Name / Address / Email Address (for correspondences)

9.2 Preparing documents and CAD files for submission

All Drawings and supporting documents are to be **approved on paper** first by respective **Qualified Persons** before sending for e-submission. Drawings to be plotted out in colour with relevant endorsements/stamps and supporting documents to be printed by engineers for the Qualified Persons to check and approve. Engineers are also required to prepare the e-Submission request form.

Upon QP's approval on paper, engineers are to inform CAD department to convert the CAD files to **PDF** format, supporting documents are to be scanned and e-mailed to either NHS or KLT for retrieval and attach to the submission.

9.3 Request forms for E-submission

Request forms for e-Submission can be found on the company's intranet under the **E-Submission** column. Most of the forms required for submission to relevant authorities can be found there, if a particular form is not found, there is a request option on the web page. Information on the request forms with **asterisk (*)** is **Mandatory** as they are required for record and in the actual e-Submission System. Engineers are then required to send the request form *(request forms are in email format)* for preparation of e-Submission.

9.4 Sending a submission

Upon receiving the request, the necessary application form, drawings and supporting documents will be consolidated and engineers will be informed when the application is ready for submission. The engineers will then arrange with the **Qualified Persons** for digital signing of the documents. A softcopy of the application form will also be sent to the engineers for their filing to the respective projects. All applications shall be submitted online except those submitting to **BCA** *(Building Control Authority)* which are to be forwarded to the Architect for inclusion with their submission. Engineers will be notified upon successful submission.

9.5 Fee Payment

Should the e-Submission requires a fee payment, cheques are to be sent with reference to the generated **ES** *(Electronic Submission)* number which can be found in the e-submission page. The cheque should then be sent either by post or made personally at the regulatory authorities' payment counter.