

# **Constructability Score e-Submission**

## ***Manual Guide***

(Version 1.0 as of 10th May 2011)

## **SUMMARY OF DOCUMENTATION CHANGES**

<b>Version No</b>	<b>Date Revised</b>	<b>Summary of Changes</b>
1.0		First Release

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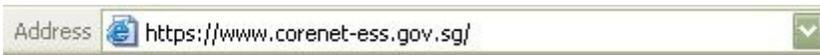
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# 1 Register as a CORENET e-Submission User

1.1 Launch **Internet Explorer** by clicking on the following Icon on the Desktop.



1.2 Click on the address bar and type in <https://www.corenet-ess.gov.sg>



1.3 Click on the **Registration** or **Click here to register your account** link to launch the User Registration form.

The screenshot shows the homepage of the CORENET e-Submission System. At the top, there is a yellow header with the text 'CORENET e-Submission System' on the left and the Singapore Government logo and tagline 'Integrity • Service • Excellence' on the right. Below the header, there are links for 'Terms & Conditions', 'FAQs', and 'Help'. The main content area is divided into two sections. On the left, there is a 'User Login' section with input fields for 'User ID' and 'Password', and a 'Login' button. Below the login fields, there are two links: 'Forget Password?' and 'Click here to register your account'. The 'Click here to register your account' link is highlighted with a red box and a red arrow. On the right, there is a large image of a city skyline with a text overlay that reads: 'CORENET e-Submission is a 24x7 e-service that facilitate the electronic submission and processing of building related applications and documents anytime, anywhere in a secured environment using Internet as the delivery medium.' Below this image, there is a link: 'Test Hyperlink to Current Production Updated on 24 March 09'. At the bottom of the page, there is a yellow footer with the text 'Best viewed with 1024 x 768 & IE 6.0 or above' and a navigation menu with links for 'Registration', 'e-Payment', 'Contact Us', 'Rate this e-Service', and 'Privacy Statement'. The 'Registration' link is highlighted with a red box and a red arrow.

## 1.4 Fill in the Registration form.

e-Submission User Registration

**User Information**

**User ID \***: DEREKCHAN  
(min. 8 to max. 20 of A-Z, 0-9, - and \_ characters)

**User Name \***: Derek Chan  
(as stated in NRIC/ Passport)

**Password \***: .....  
(min. 8 to max. 20 of A-Z, 0-9 and \_ characters) (case sensitive)

**Re-enter Password \***: .....  
(min. 8 to max. 20 of A-Z, 0-9 and \_ characters) (case sensitive)

**ID Type \***:  NRIC  Passport

**ID No \***: S1500851B  
(e.g. for NRIC, S1500851B)

**Country \***: Singapore

**Email Address \***: derekchan@nova-hub.com  
(e.g. ray@hotmail.com)

**Tel No. \***: 63255901

**Ext.**:

**Fax No.**:

**Pager No.**:

**Mobile Phone No.**:

By submitting your registration information, you indicate that you agree to the [Terms and Conditions.](#)

I accept the Terms and Conditions.

## 1.5 Select “I accept the Terms and Conditions” checkbox after reading the Terms and Conditions.

1.6 Click on the **Submit** button.**Notes:**

- All fields marked with Asterix (\*) are mandatory.
- Upon successful registration, the **User ID** and **Identification details (eg. ID Type, ID No and Country)** are **NOT** editable.

## 1.7 Upon successful registration, a confirmation message will be displayed and an acknowledgement slip will be emailed to the registered user.

✓ 10088: Registration completed. Welcome to CORENET e-Submission system! You can now logon to the system using your User ID and password. An acknowledgement email will be sent to you via your email address.

## 2 Download Netrust Digital Signer

2.1 Key in the **User ID** and **Password** and click on the **Login** button.

**CORENET e-Submission System**

Singapore Government  
Integrity • Service • Excellence  
[Terms & Conditions](#) | [FAQs](#) | [Help](#)

**CORENET e-Submission**

User Login

User ID:

Password:

[Forget Password?](#)  
[Click here to register your account](#)

CORENET e-Submission is a 24x7 e-service that facilitate the electronic submission and processing of building related applications and documents anytime, anywhere in a secured environment using internet as the delivery medium.

For more information, you may contact or email to Netrust's Service Desk at  
Email: [corenetsupport@netrust.net](mailto:corenetsupport@netrust.net)  
Tel: 6212 1388  
Fax: 6212 1366  
Netrust Office is located at  
70 Bendemeer Road,  
#05-03, Luzerne,  
Singapore 339940  
(Luzerne is formerly known as Hlap Huat House)

Best viewed with 1024 x 768 & IE 6.0 or above

[Registration](#) | [e-Payment](#) | [Contact Us](#) | [Rate this e-Service](#) | [Privacy Statement](#)



### Notes:

- If you have forgotten the password, click on the **Forget Password?** link. You will be asked to key in the User ID and Identification details. The new password will be sent to the registered email address.

2.2 Upon logging in successfully, the Home page will be displayed.

**CORENET e-Submission**

Welcome : Derek Chan      Current Login : 09/01/2009 12:31      Last Login : 09/01/2009 11:27      [Contact Us](#) | [Rate Us](#) | [T & C](#) | [FAQ](#) | [Help](#) | [Sitemap](#) | [Logout](#)

[Home](#) | [Inbox](#) | [Project](#) | [Submission](#) | [Feedback](#) | [My Profile](#) | **[Software Download](#)** | [»](#)

Home

**Quick Links**

- [Collect Agency Correspondence \(for past 2 weeks\)](#)
- [Collect Multiple File Download Package \(for past 2 weeks\)](#)
- [View Manual Project Pending Registration \(for past 2 weeks\)](#)

Messages List      Hide ▾

Page 1 of 1      Displaying records 1 - 1 of 1

Message	From	Date / Time (dd/mm/yyyy hh24mi)
<a href="#">Welcome to CORENET e-Submission enhancement 2nd Release Testinal</a>	eSS System Administrator	09/01/2009 11:39

2.3 Click on the **Software Download** link.

2.7 New users installing Digital Signer, please download and install the following applications:

## First Time Installation

*(Applicable for first time user or computer which has not installed with any CORENET eSubmission applications)*

**Minimum System Requirement:** To process with installation, your computer must have at least 100 MB of hard disk space on C drive.

Application	Version	Size	Supported Device(s)	Supported OS	Description
<a href="#">Electronic Submission for Professionals (ESPro)</a>	v2.2.0	16.5 MB		- Windows NT 4 - Windows 98 (2 <sup>nd</sup> edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional)	The ESPro application tool is an offline tool that helps the e-Submission users to manage and prepare the plans and documents for submission to the regulatory authorities via the CORENET e-Submission System.
<a href="#">Electronic Submission for Professionals (ESPro)</a>	v2.3.0	19 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista	Click <a href="#">here</a> for Manual & e-Guide
<a href="#">Digital Signer</a>	v1.1	5 MB		- Windows NT 4 - Windows 98 (2 <sup>nd</sup> edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional)	The Digital Signer application tool assists e-Submission users to sign/extract/view/verify their digital signed document(s).
<a href="#">Netrust Digital Signer (NDS)</a>	v1.1	49.5 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista	The NDS application tool assists e-Submission users to sign/extract/view/verify their digital signed document(s).  Click <a href="#">here</a> for e-Guide
<a href="#">e-Submission Forms Viewer</a>	v4.4.1	1.8 MB	-	- Windows NT 4 - Windows 98 (2 <sup>nd</sup> edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista	This program enables users to launch and use .XFD file format.

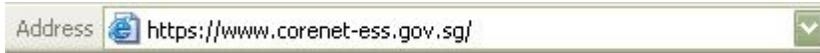


### Notes:

- Downloading of **User Manual / Electronic Guide** is optional.
- For more information on **User Manual / Electronic Guide**, please refer to [Appendix 2: System Guides](#).

### 3 Website Overview

3.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



3.2 Upon logging in successfully, the Home page will be displayed.

3.3 CORENET e-Submission System (CORENET eSS) Website Layout.

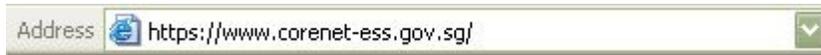
The screenshot shows the website layout with the following elements:

- 1**: CORENET e-Submission logo and banner.
- 2**: Login bar containing user name (Tan Lip Kuang), current login date/time (22/04/2009 12:26), last login date/time (21/04/2009 16:36), and links for Contact Us, Rate Us, T & C, FAQ, Help, Sitemap, and Logout.
- 3**: Menu bar with links: Home, Inbox\*, Project\*, Submission\*, Feedback\*, My Profile\*, Software Download.
- 4**: Title bar showing the selected function: Project >> Search & View Project, with additional links for View Project Details, Select Project, View Submission Details, and Select Submission.
- 5**: Quick Links section divided into two columns:
  - For General Use:**
    - Collect Agency Correspondence (for past 2 weeks)
    - Collect Multiple File Download Package (for past 2 weeks)
    - Search Project
    - Search Submission
    - Search Correspondence
    - Download Online Submission Application Forms
    - Submit Online Submission
  - For Project Coordinator's Use:**
    - Update Project Profile
    - Add / Update Member Profile
    - Take Over as Project Coordinator

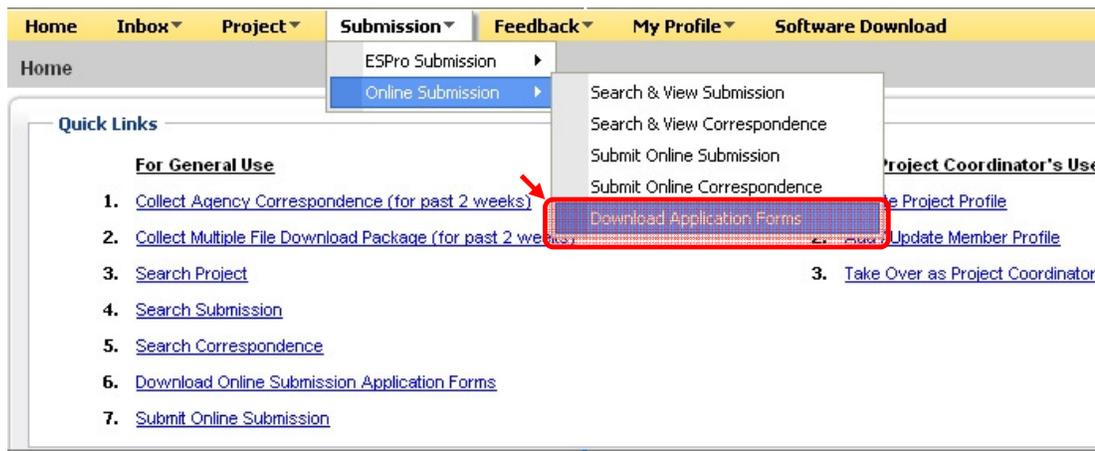
Serial No	Item	Description
1	Banner Bar	It displays the CORENET eSS logo and banner.
2	Login Bar	It displays the login user name, current login date/time and last login date/time. Other links such as Contact Us, Rate Us, T & C, FAQ, Help, Sitemap and logout are display at the right side of the login bar.
3	Menu Bar	It displays the functions that are available for use.
4	Title Bar	It displays the menu name followed by the function selected. Alternatively, access the Sitemap link to view all the functions.
5	Quick Links	It gives quick access to the commonly used functions.

## 4 Download Application Forms

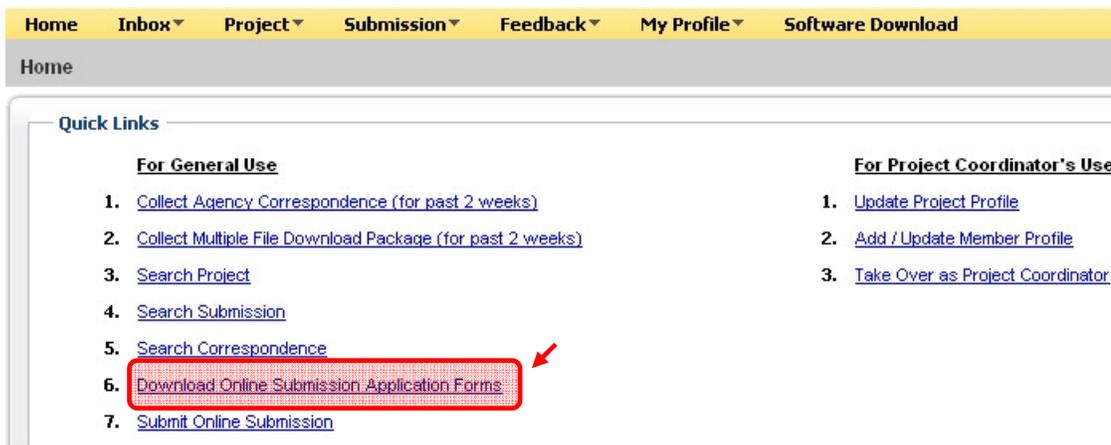
4.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



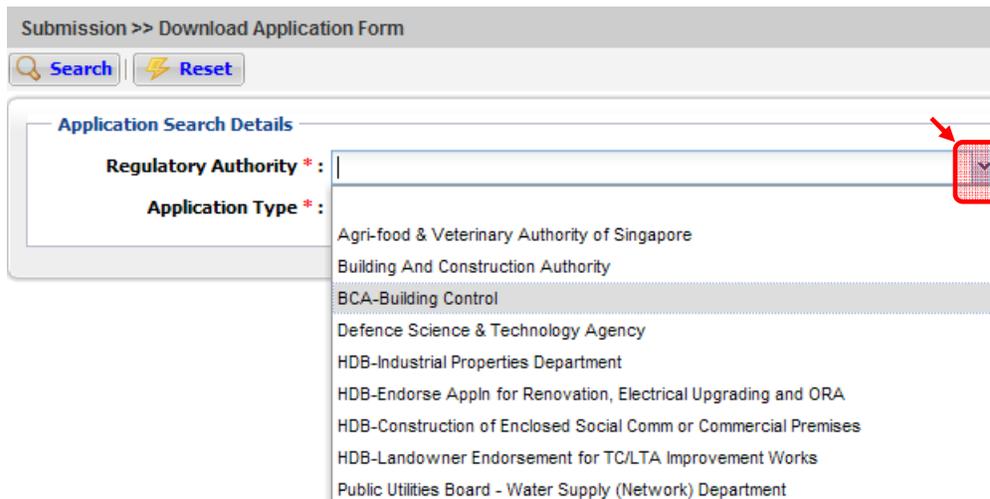
4.2 Under **Submission** tab, select **Online Submission** and click on **Download Application Forms**.



4.3 Alternatively, under **Home** tab, click on **Download Online Submission Application Forms**.



4.4 Click on  to select the **Regulatory Authority**.



Submission >> Download Application Form

 Search  Reset

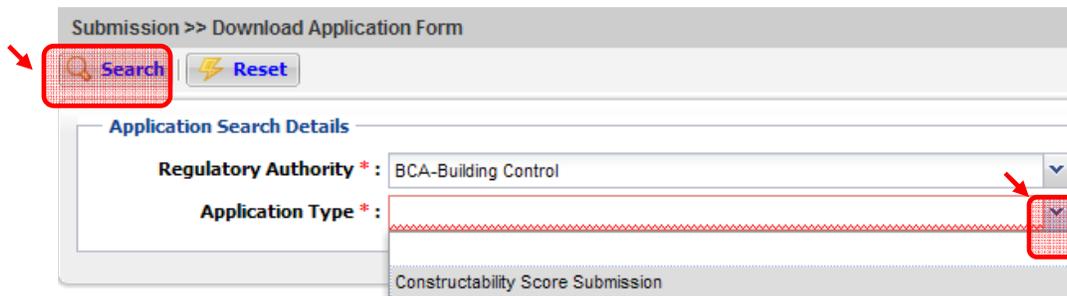
**Application Search Details**

**Regulatory Authority \*** : 

**Application Type \*** :

- Agri-food & Veterinary Authority of Singapore
- Building And Construction Authority
- BCA-Building Control
- Defence Science & Technology Agency
- HDB-Industrial Properties Department
- HDB-Endorse Appln for Renovation, Electrical Upgrading and ORA
- HDB-Construction of Enclosed Social Comm or Commercial Premises
- HDB-Landowner Endorsement for TC/LTA Improvement Works
- Public Utilities Board - Water Supply (Network) Department

4.5 Click on  to select the **Application Type**.



Submission >> Download Application Form

 Search  Reset

**Application Search Details**

**Regulatory Authority \*** : BCA-Building Control

**Application Type \*** : 

- Constructability Score Submission

4.6 Click on the **Search** button.

4.7 Click on the **Document Name** link.

Submission >> Download Application Form

Search Reset

**Application Search Details**

Regulatory Authority \* : BCA-Building Control

Application Type \* : Constructability Score Submission

Search Result Hide

Page 1 of 1 Displaying records 1 - 1 of 1

Document Name	Description
<a href="#">Constructability Score v1.0.pdf</a>	Constructability Score Form

4.8 Click on the **Save** button to save the file.

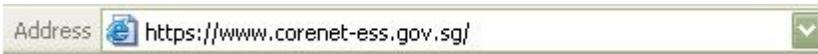


**Notes:**

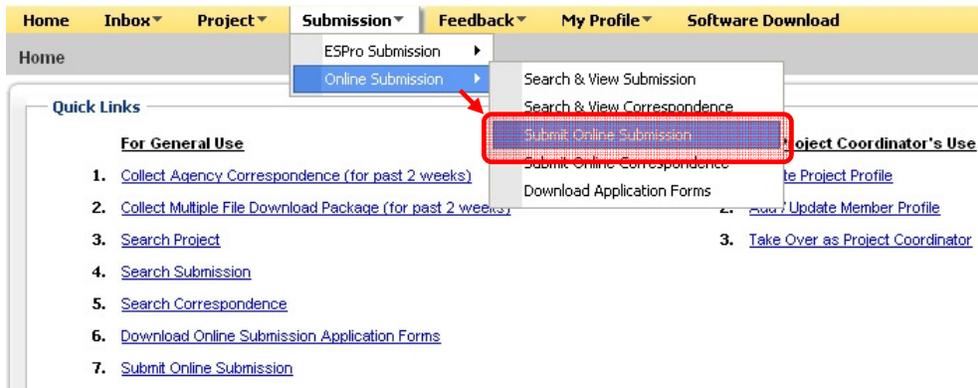
- For sign file digitally (Netrust Digital Signer) please refer to [Chapter 11 \(Netrust Digital Signer \(Sign, Extract & Verify File\(s\)\)\)](#).

## 5 Submit Online Submission

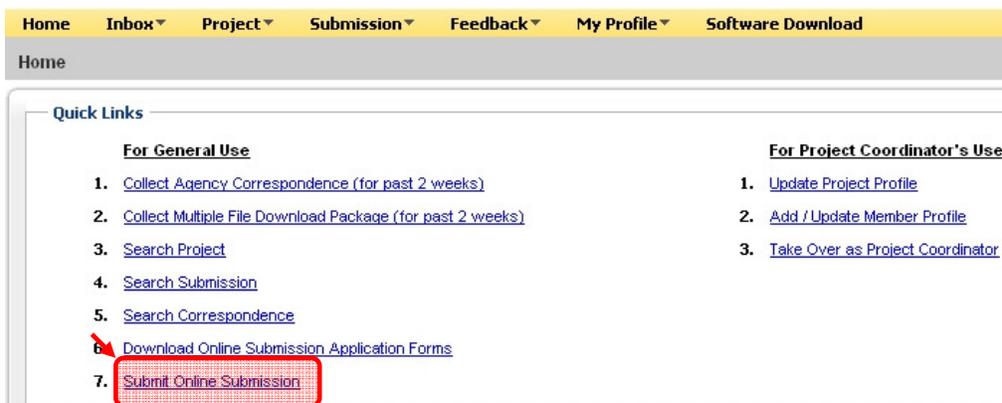
5.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



5.2 Under **Submission** tab, select **Online Submission** and click on **Submit Online Submission.**



5.3 Alternatively, under **Home** tab, click on **Submit Online Submission.**



5.4 Click on  to select the **Regulatory Authority.**

Submission >> Submit Online Submission

**Submission Details**

**Submit To \***:

**Application Type \***:

**Attachment \***: Agri-food & Veterinary Authority of Singapore  
Building And Construction Authority  
BCA-Building Control

**Submit By \***: Defence Science & Technology Agency

**Submission Date (dd/mm/yyyy) \***: HDB-Industrial Properties Department  
HDB-Endorse Appln for Renovation, Electrical Upgrading and ORA  
HDB-Construction of Enclosed Social Comm or Commercial Premises  
HDB-Landowner Endorsement for TC/LTA Improvement Works  
Public Utilities Board - Water Supply (Network) Department

5.5 Click on  to select the **Application Type**.

Submission >> Submit Online Submission

**Submission Details**

**Submit To \***: BCA-Building Control

**Application Type \***:

**Attachment \***: Constructability Score Submission

5.6 Click on the **Attachment** button to attach supporting file(s).

Submission >> Submit Online Submission

**Submission Details**

**Submit To \***: Please Select ...

**Application Type \***: Please Select ...

**Attachment \***:  Click on the Attachment button to view / attach / delete document(s)

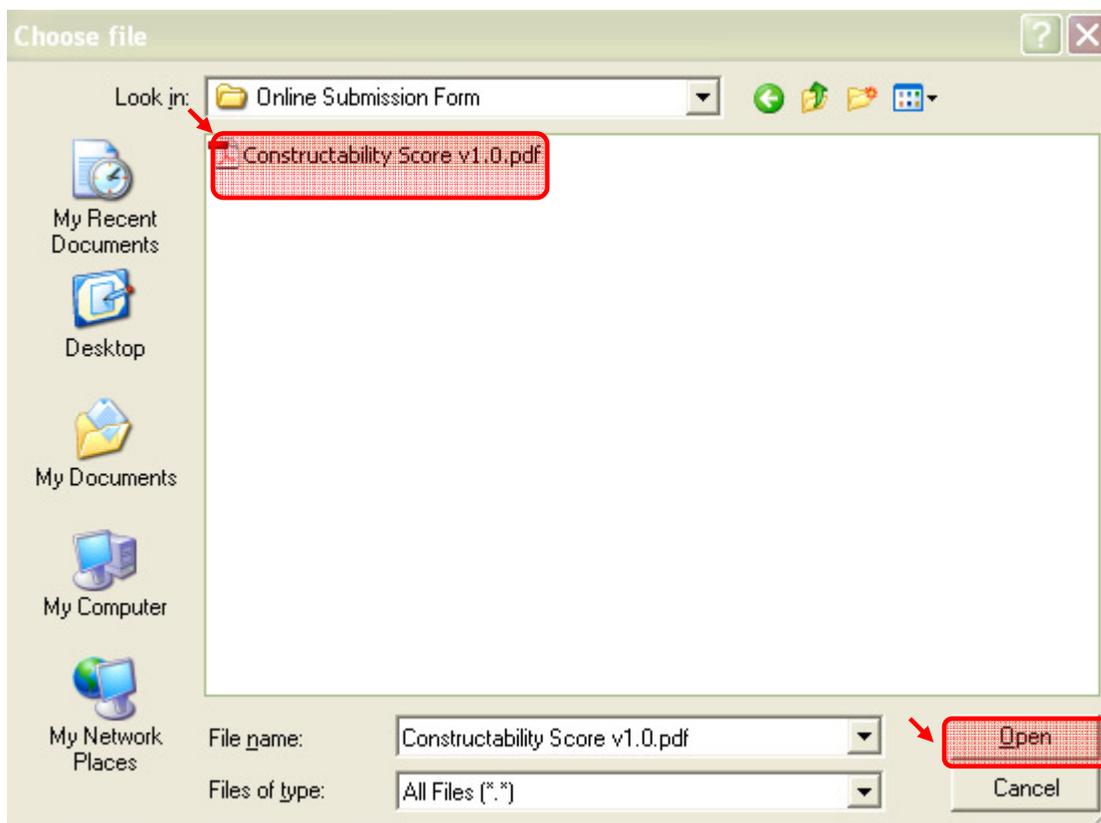
**Submit By \***: ARCH0005

**Submission Date (dd/mm/yyyy) \***: 19/03/2009

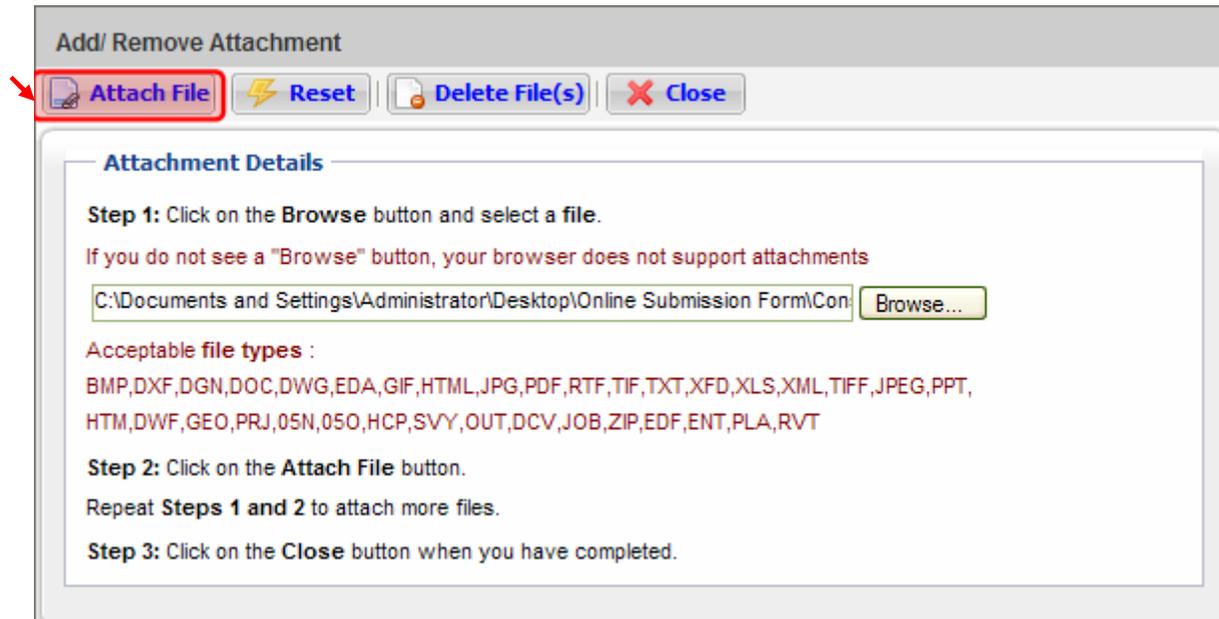
5.7 Click on the **Browse** button to select file.



5.8 Select the file(s) and click on the **Open** button.



5.9 Click on the **Attach File** button.



5.10 Repeat step 6.7 to 6.9 to attach more files.

5.11 Upon attaching of each file, a successful message will be displayed.

**Add/ Remove Attachment**

Attach File | Reset | Delete File(s) | Close

I0027: The file has been attached successfully.

**Attachment Details**

**Step 1:** Click on the **Browse** button and select a file.  
If you do not see a "Browse" button, your browser does not support attachments

Browse...

**Acceptable file types :**  
BMP,DXF,DGN,DOC,DWG,EDA,GIF,HTML,JPG,PDF,RTF,TIF,TXT,XFD,XLS,XML,TIFF,JPEG,PPT,HTM,DWF,GEO,PRJ,05N,05O,HCP,SVY,OUT,DCV,JOB,ZIP,EDF,ENT,PLA,RVT

**Step 2:** Click on the **Attach File** button.  
Repeat **Steps 1 and 2** to attach more files.

**Step 3:** Click on the **Close** button when you have completed.

Files Attached			Hide ▾
Delete	File Name	File Size	
<input type="checkbox"/>	Constructability Score v1.0.pdf	79.90 KB	

5.12 Click on the **Close** button when completed.



#### Notes:

- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the '**Files Attached** and '**File Size**' column.
- Please do not click on the '**Attach File**' button if the attached file(s) details is/are not reflected under the '**Files Attached** column.

5.13 The number of file(s) attached will be displayed in the **Attachment** button.

Submission >> Submit Online Submission

**Submit** **Reset**

**Submission Details**

**Submit To \*** : BCA-Building Control

**Application Type \*** : Constructability Score Submission

**Attachment \*** : 1 document(s) attached  
Click on the Attachment button to view/ attach/ delete document(s)

**Submit By :** ARCH0001

**Submission Date (dd/mm/yyyy) :** 11/04/2011

5.14 Click on the **Submit** button.

5.15 Upon successful submission, a **Submission Number** will be generated.

✓ **I0055: Submission number generated successfully. Your Submission Number is ES20110411-03515**

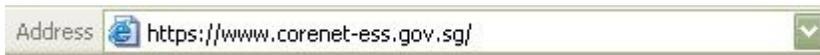


#### Notes:

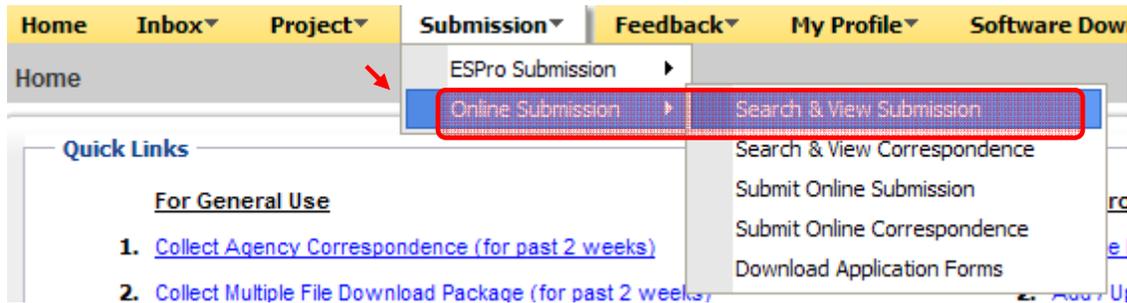
- Upon **successful submission**, an **Acknowledgement Slip** will be sent to the applicant to confirm that the submission has been successfully registered in CORENET eSS.

## 6 Search & View Online Submission

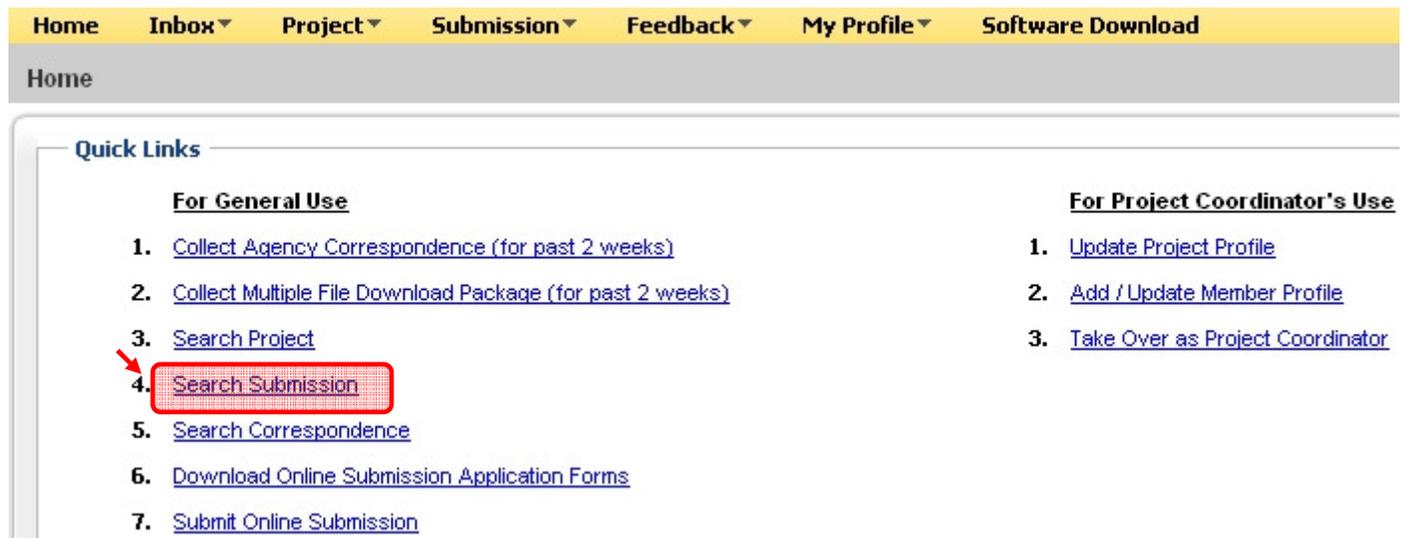
6.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



6.2 Under the **Submission** tab, select **Online Submission** and click on **Search & View Submission**.



6.3 Alternatively, under **Quick Links**, click on **Search Submission**.



6.4 Key in the **Submission No** and click on the **Search** button.

Submission >> Search & View Submission View Submission Details [ES20](#)

**Search**  **Reset**

**Submission Details**

**Submission No :**  (e.g.ES20071202-12345)

**Submission Type :**

**Project Reference No :**  (e.g.A1140-45678-2006)

**Correspondence No :**  (CA/CR e.g.CA20041212-92837)

**Regulatory Authority File Reference :**

**Recipient :**

**Application Type :**  (Application Type will be enabled when Submission Type & Recipient are selected)

**Submission Status :**

**Submission Date From :**  **To :**

e.g. To search for string starting with "a", enter "a".  
e.g. To search for string consist of the letters "abc", enter "%abc".

**Search Result**

Page 1 of 1 Displaying records 1

Submission No	Submission Type	Regulatory Authority File Reference	Project Reference No	Application Type	Submission Date (dd/mm/yyyy)	Submitted To	Status
<a href="#">ES20110411-03515</a>	Online Submission			Constructability Score Su...	11/04/2011	BCA-Building Control	Open

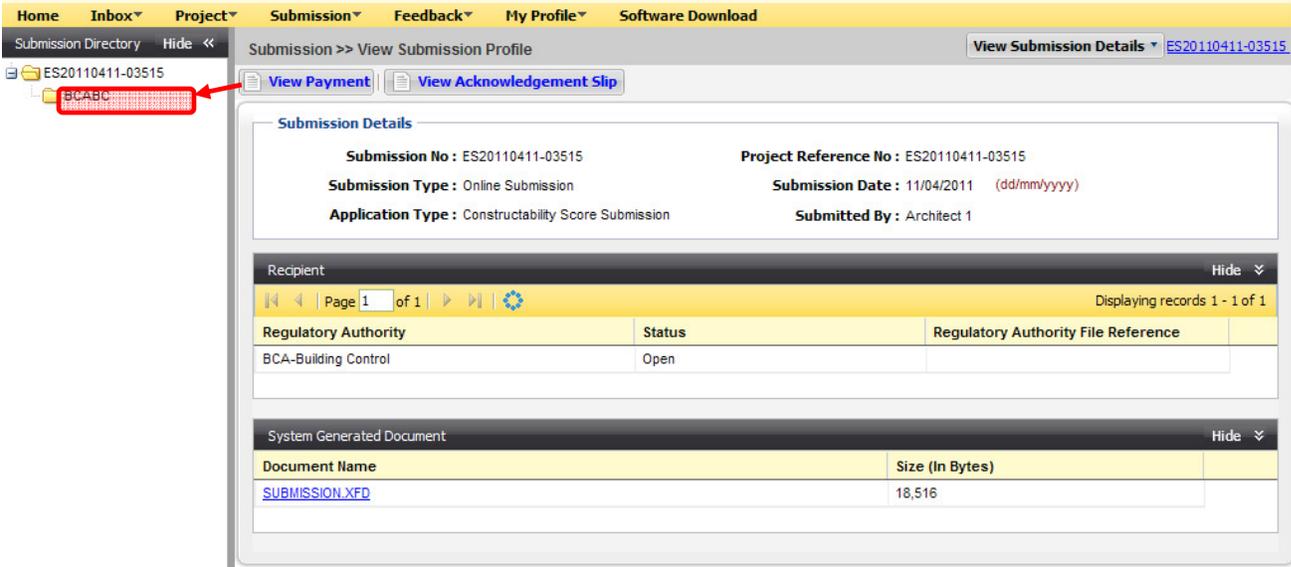
6.5 Click on the **Submission No** link.



#### Notes:

- ‘Submission Date From’ and ‘Submission Date To’ is **NOT** a mandatory field.

6.6 The Submission Profile will be displayed.



6.7 To view or locate the submitted files, click on the **Agency folder**.



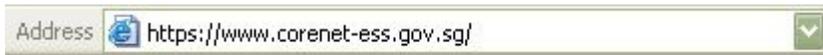
**Notes:**

- To view or print Acknowledgement Slip for **ES**, please refer to [Chapter 9 \(View & Print Acknowledgement Slip\)](#).

## 7 Download Multiple Files

This function allows users to download multiple submitted documents from Submission (ES) or Correspondence (CR/CA), which will be packaged into a zip file. The zip file will be available in user inbox once it is ready to be downloaded.

7.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



Search for the submission using steps shown in [Chapter 6 \(Search & View Online Submission\)](#)

7.2 To view or locate the submitted files, click on the **Agency folder**.

Submission Directory Hide << Submission >> Regulatory Authority Submission Profile View Submission Details ES20110411-03515

ES20110411-03515 BCABC

Package File (Netrust token required) Package File (No Netrust token required) Package Both Types of File(s)

Regulatory Authority Submission

Regulatory Authority : BCA-Building Control

Submitted Document Hide ▾

Select	Document Name	Document Size (In Bytes)
<input type="checkbox"/>	<a href="#">Constructability Score v1.0.pdf</a>	81,812

7.3 **Select** the desired file(s) which is/are to be packaged.

7.4 Click on the desired **Package Type** button.



### Notes:

- For more information on the Package Types, please refer to [Appendix 4 \(Definitions, Acronyms and Abbreviations\)](#).
- You may click on the individual **Document Name hyperlink** to download the file individually.

7.5 Upon successful package request, a **Transaction Number** will be generated.

✓ **I0057: The package document request has been successfully queued for process.  
Transaction Number: TX20110412-00951  
You may download your package file from your inbox after you received a successful  
notification email.**

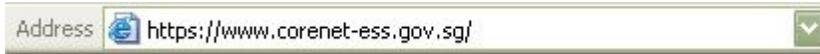


**Notes:**

- The downloaded document(s) will be packaged into a zip file. Once the package file is ready for downloading, an email will be sent to the requestor.
- To download packaged file, please refer to [Chapter 8 \(Collect Multiple Files Download Package\)](#).

## 8 Collect Multiple Files Download Package

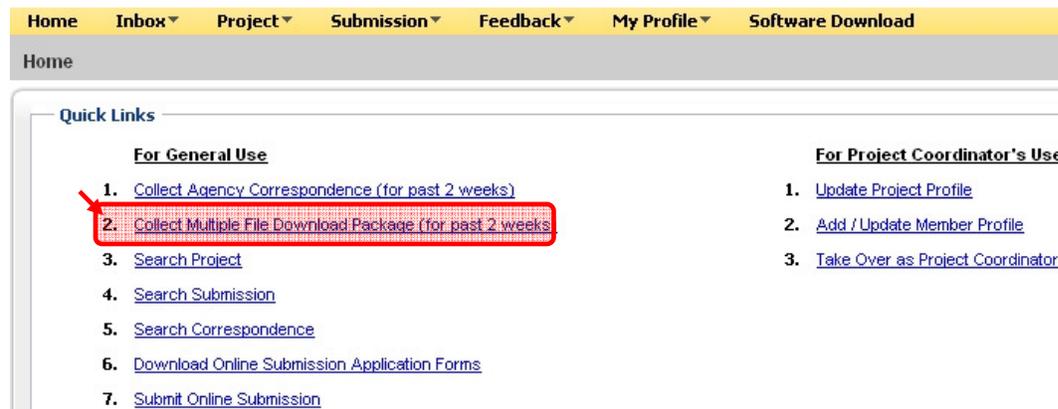
8.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



8.2 Under **Inbox** tab, click on **Collect Multiple Download Package**.



8.3 Alternatively, under **Quick Links**, click on **Collect Multiple File Download Package (for past 2 weeks)**.



8.4 A list of packaging requests for the most recent **2 WEEKS** will be displayed.

Inbox >> Collect Multiple File Download Package

Your packaged document(s) will be displayed for 2 weeks before they are automatically deleted.  
If you experience problems in downloading file(s), please click [here](#) for guidance.

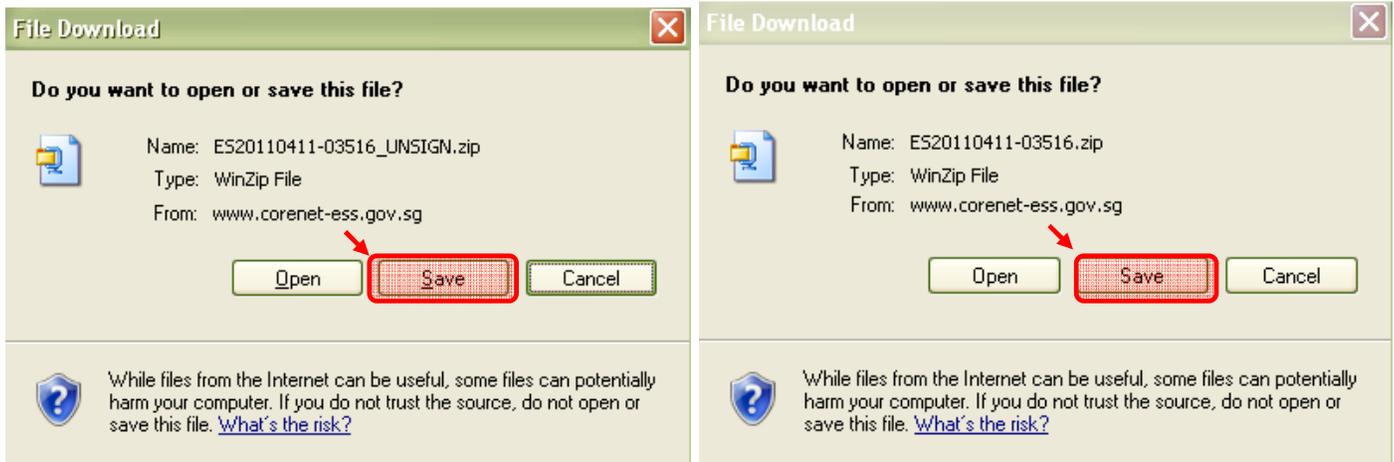
Netrust Token [What's this?](#)

Package Request List							Hide
Page 1 of 1							Displaying records 1 - 1 of 1
Transaction No	Submission/ Correspondence No	Packaged Date (dd/mm/yyyy)	Project Referen...	Project Title	Location Description	Attachment	
<a href="#">E20110412-00972</a>	S20110411-03516	12/04/2011	A1140-00099-2010	Propose a central buildi...	Mukim 02 Lot12, 45, ADAM ...	<a href="#">Download File (Netrust token required)</a>	

8.5 Click on the **Transaction No** link to download the packaged file.

8.6 Alternatively, click on the preferred link to the attachment to download the packaged file.

- 8.7 The following dialog box will be displayed (depending on the type of download request selected) Click on the **Save** button to select the location to save the packaged file.

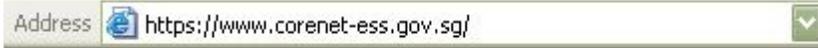


#### Notes:

- The **download link** available in the **Package Request** list depends on the type of package request that the user had selected.

## 9 View & Print Acknowledgement Slip

9.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



Search for the submission using steps shown in [Chapter 6 \(Search & View Online Submission\)](#).

9.2 The Submission / Correspondence Profile will be displayed.

Submission >> View Submission Profile View Submission Details ▾ ES20110411-03515

View Payment View Acknowledgement Slip

---

**Submission Details**

Submission No : ES20110411-03515      Project Reference No : ES20110411-03515  
 Submission Type : Online Submission      Submission Date : 11/04/2011 (dd/mm/yyyy)  
 Application Type : Constructability Score Submission      Submitted By : Architect 1

---

**Recipient** Hide ▾

Page 1 of 1      Displaying records 1 - 1 of 1

Regulatory Authority	Status	Regulatory Authority File Reference
BCA-Building Control	Open	

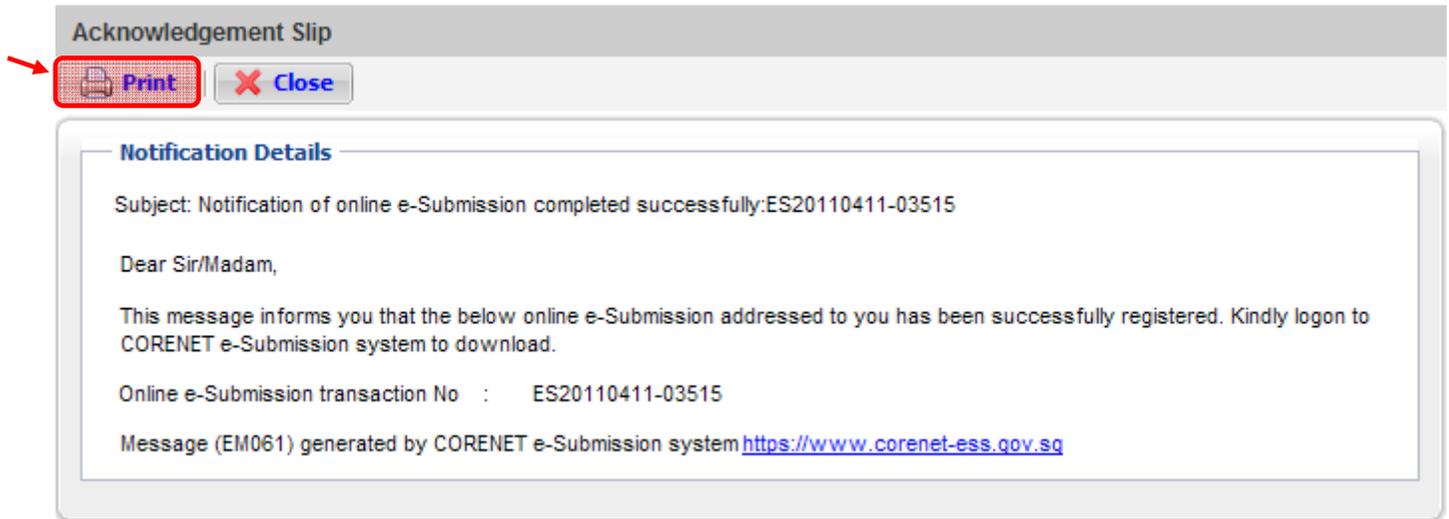
---

**System Generated Document** Hide ▾

Document Name	Size (In Bytes)
<a href="#">SUBMISSION.XFD</a>	18,516

9.3 Click on the **View Acknowledgement Slip** button to view or print the Acknowledgement Slip.

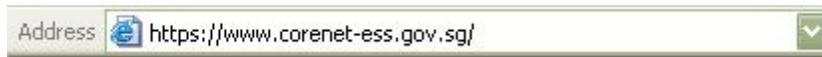
9.4 The Acknowledgement Slip will be displayed.



9.5 Click on the **Print** button to print out the Acknowledgement Slip.

## 10 Collect Agency Correspondence (CA)

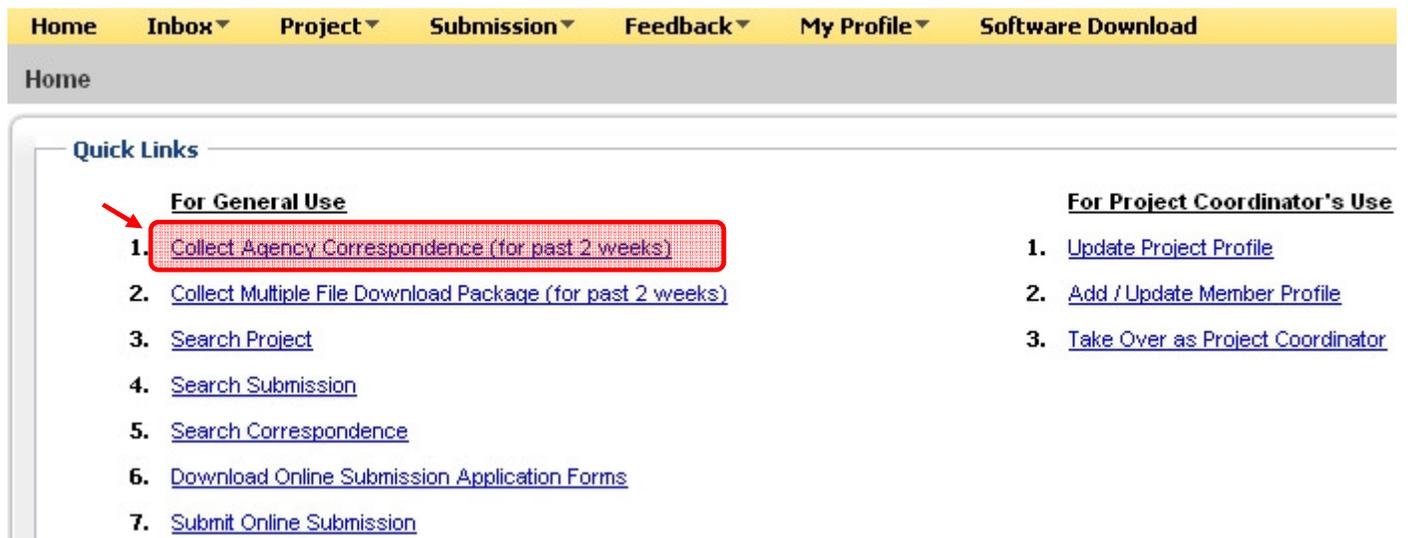
10.1 Click on the address bar and type in <https://www.corenet-ess.gov.sg>.



10.2 Under **Inbox** tab, click on **Collect Agency Correspondence**.



10.3 Alternatively, under **Quick Links**, click on **Collect Agency Correspondence (for past 2 weeks)**.



10.4 Click on the **Correspondence No(CA)** link to download the Correspondence(CA).

Inbox >> Collect Agency Correspondence

[Remove](#) [Reset](#)

Your correspondence(s) will be displayed for 2 weeks before they are automatically removed.  
If you experience problems in downloading file(s), please click [here](#) for guidance.

**Project**

Page 1 of 2

Remove	Correspondence No	Sent Date (dd/mm/yyyy)	Submission No	Project Reference No	Project Title	Location Description	Attachment
<input type="checkbox"/>	<a href="#">CA20090525-00314</a>	25/05/2009	ES20090420-00293	A1005-00300-2009	PROPOSED ERECTION C	Mukim 01 Plot2A Lot123 PT	<a href="#">Open File (No Netrust token required)</a> <a href="#">Download File (Netrust token required)</a>
<input type="checkbox"/>	<a href="#">CA20090525-00313</a>	25/05/2009	ES20090420-00292	A1005-00200-2009	PROPOSED ERECTION C	Mukim 01 Plot1A Lot123 PT	<a href="#">Open File (No Netrust token required)</a> <a href="#">Download File (Netrust token required)</a>
<input type="checkbox"/>	<a href="#">CA20090525-00312</a>	25/05/2009	ES20090317-00117	A1005-00100-2009	PROPOSED ADDITION &	Mukim 01 Plot23Y Lot12 PT	<a href="#">Open File (No Netrust token required)</a> <a href="#">Download File (Netrust token required)</a>
<input type="checkbox"/>	<a href="#">CA20090525-00311</a>	25/05/2009	ES20090319-00180	A1005-00100-2009	PROPOSED ADDITION &	Mukim 01 Plot23Y Lot12 PT	<a href="#">Open File (No Netrust token required)</a> <a href="#">Download File (Netrust token required)</a>
<input type="checkbox"/>	<a href="#">CA20090525-00310</a>	25/05/2009	ES20090317-00120	A1005-00100-2009	PROPOSED ADDITION &	Mukim 01 Plot23Y Lot12 PT	<a href="#">Open File (No Netrust token required)</a> <a href="#">Download File (Netrust token required)</a>

**Ancillary Project**

Page 1 of 1

Remove	Correspondence No	Sent Date (dd/mm/yyyy)	Submission No	Project Reference No	Project Title	Location Des	Attachment
<input type="checkbox"/>							

No records found to display

**Online Submission**

Page 1 of 1

Remove	Correspondence No	Sent Date (dd/mm/yyyy)	Submission No	Application Type	Attachment
<input type="checkbox"/>					

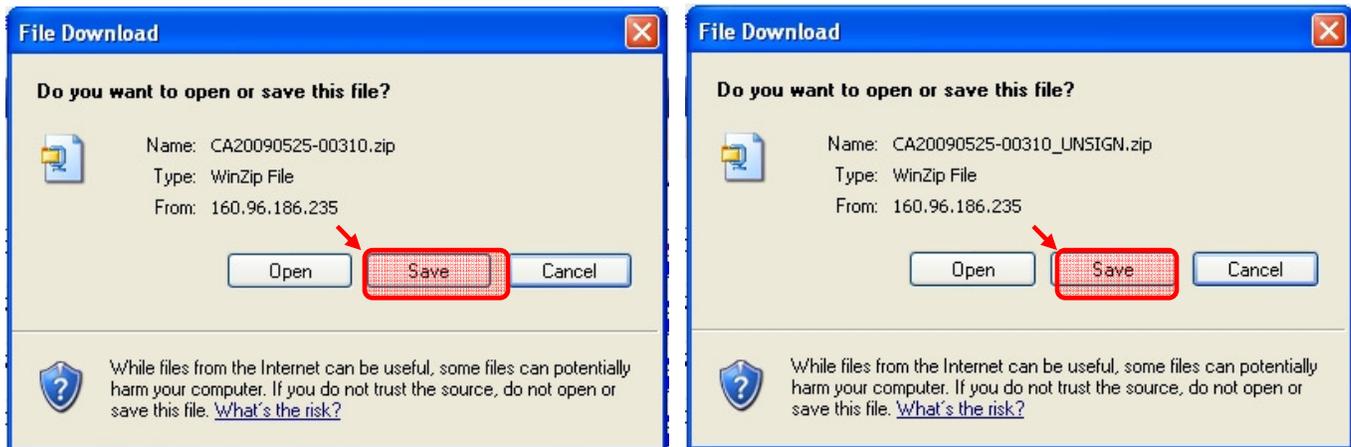
No records found to display

## 10.5 Alternatively, click on the preferred link to the attachment to download the Correspondence(CA).

**Notes:**

- The list of correspondences(CA) for **Project**, **Ancillary Project** and **Online Submission** are shown in the same page.
- If there is no correspondence(CA) listed, the message '**No records found to display**' will be shown in each grid.

- 10.6 The following dialog box will be displayed (depending on the type of download request selected). Click on the **Save** button to select the location to save the correspondence(CA).

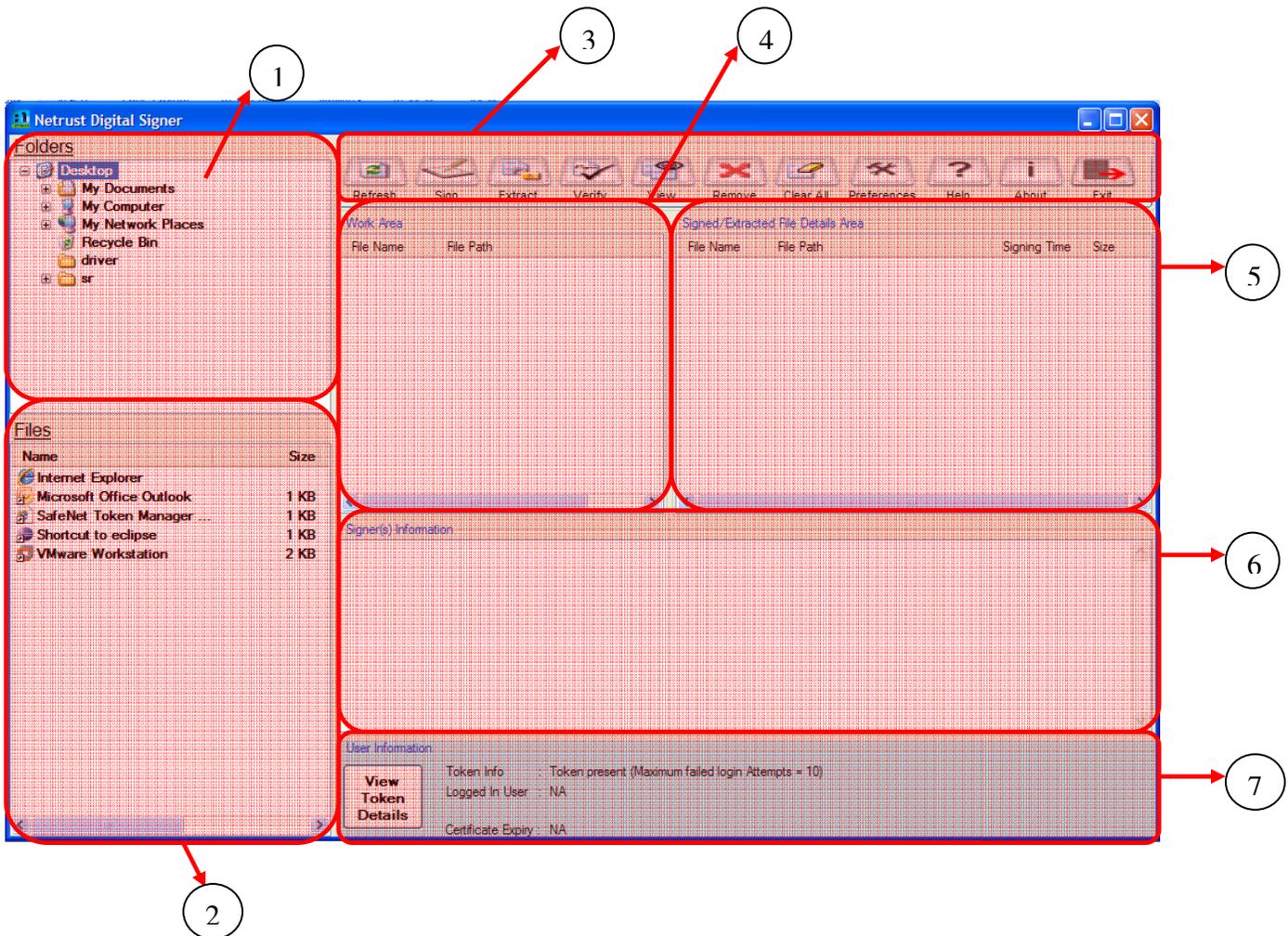


#### Notes:

- The Correspondence(CA) will be downloaded as a ZIP file.

## 11 Netrust Digital Signer (Sign, Extract & Verify File(s))

### 11.1 Netrust Digital Signer layout



- 1 Folders Area : This area allows you to navigate through different folder of the computer system. It will list all the folder of the path selected  
This area allows you to navigate through different folders in the computer system.
- 2 Files Area : This area list down all the files of the folder selected by Folder Area. It allow you to add file(s) to the Work Area  
This area lists all the files in the selected folder.
- 3 Action Bar Area : This area contains all buttons to perform all the required action.
- 4 Work Area : This area show all files selected for the different actions (e.g. Verify). Adding files to this area can be done by double clicking a file in Files Area or it can be drag from the windows folder  
This area lists all the selected files ready to be executed by the

required action.

(e.g. Signing, Verify)

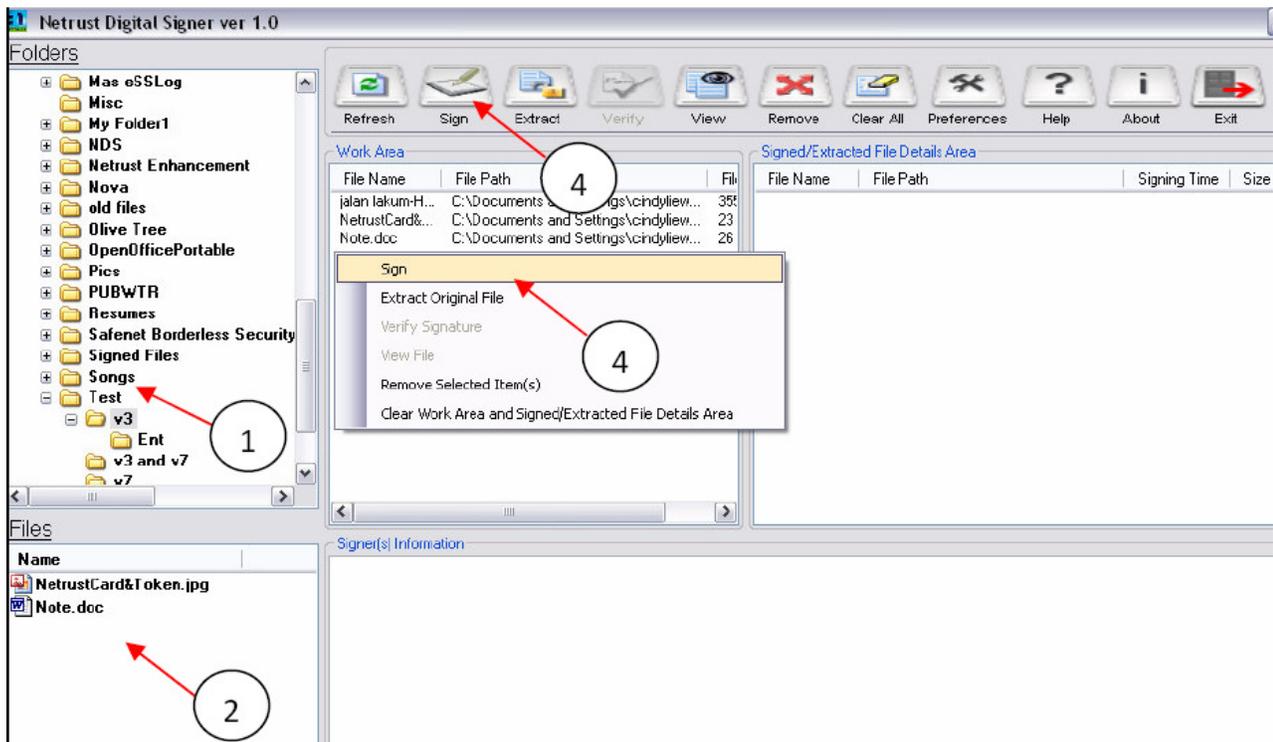
- 5 Signed/Extracted File Details Area : This area list all file(s) produced when an action (e.g. Verify) is performed on files in the Work Area

This area displays the information of the files that have been signed/extracted in the Work Area.

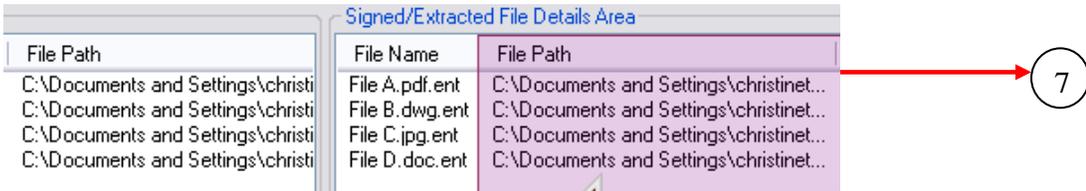
- 6 Signer(s) Infomation Area : This area display the signer's signature  
This area displays the signer's information, date and time of the digitally signed file(s)

- 7 User Infomation Area : This area display the user's signature  
This area displays the signer's token information.

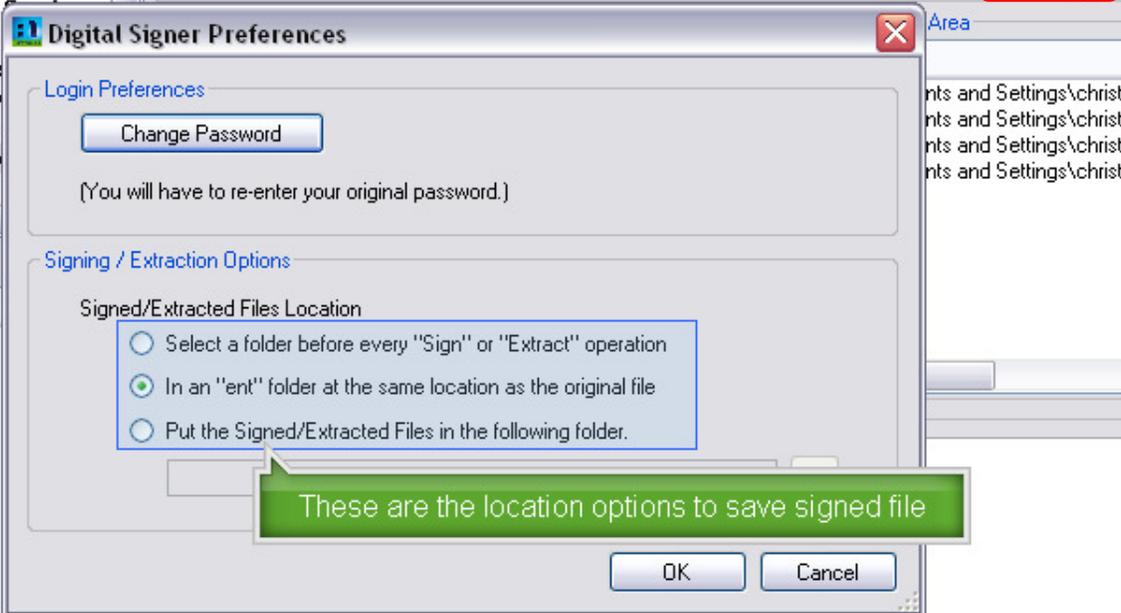
## 11.2 Sign File(s)



**NOTE:** Password is **case-sensitive** and valid for only **10 consecutives tries**



**NOTE:** The "File Path" column indicates the location of the signed files

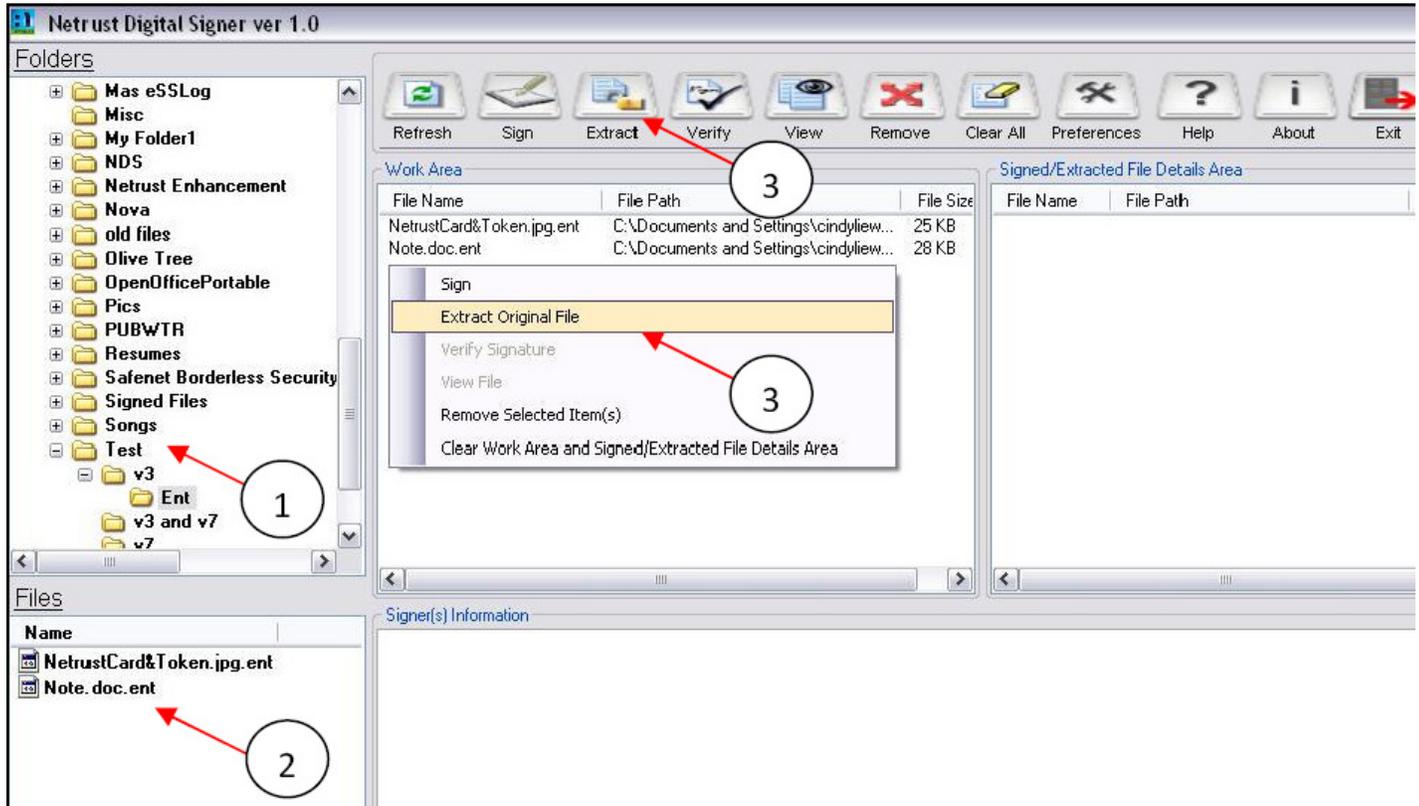


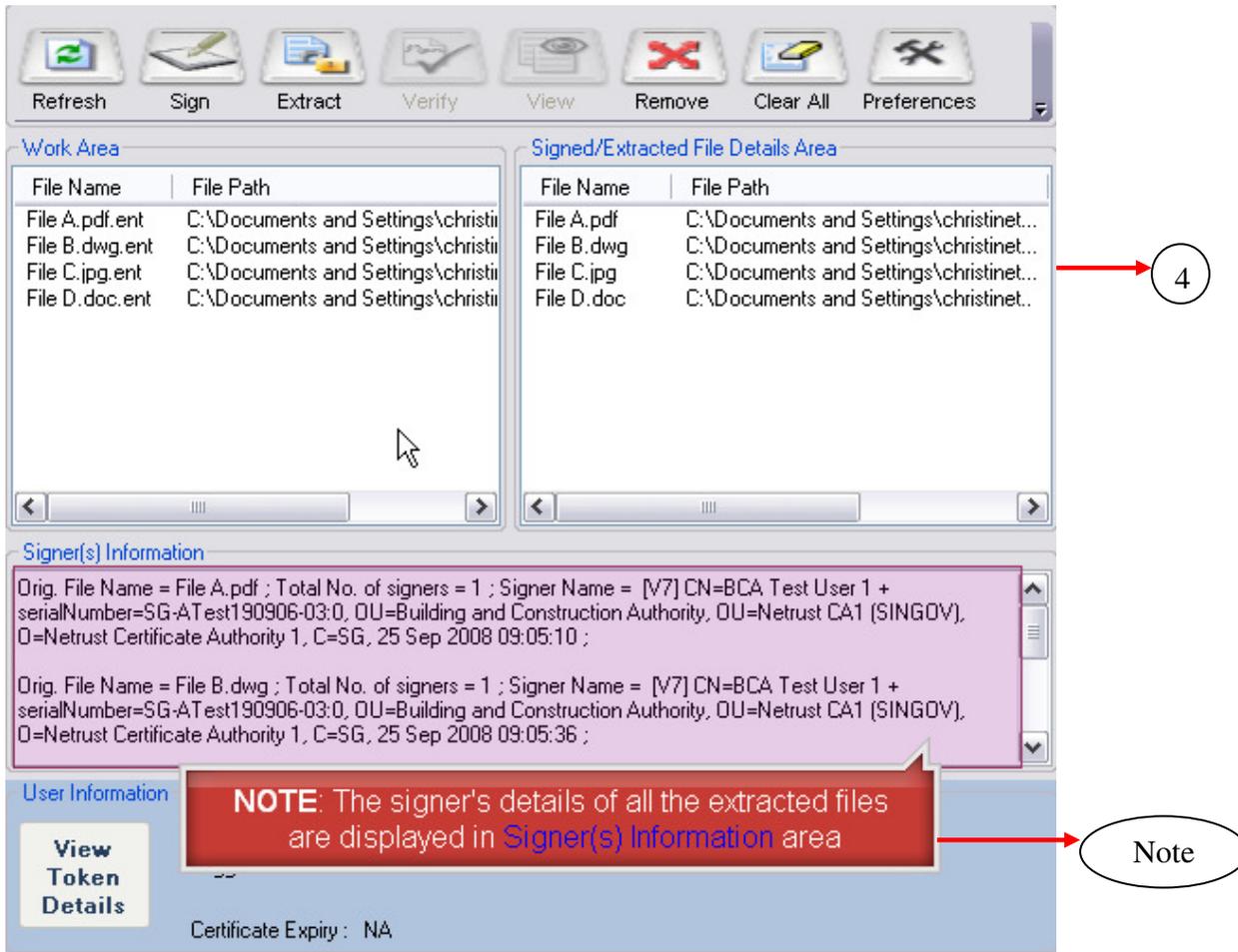
- Step 1 : Select target folder from {Folders Area}
- Step 2 : Select target file(s) from {Files Area}
- (Optional) : Repeat Step 1-2 for files in different folders
- Step 3 : Insert Token
- Step 4 : Click on the [Sign] in <Main> form

- Step 5 : Enter Password of the token
- Step 6 : Click on the [OK] button
- Step 7 : The signed files will display in Signed/Extracted File Details Area

Note: The signed files are stored based on the option set in Preferences

### 11.3 Extract File(s)

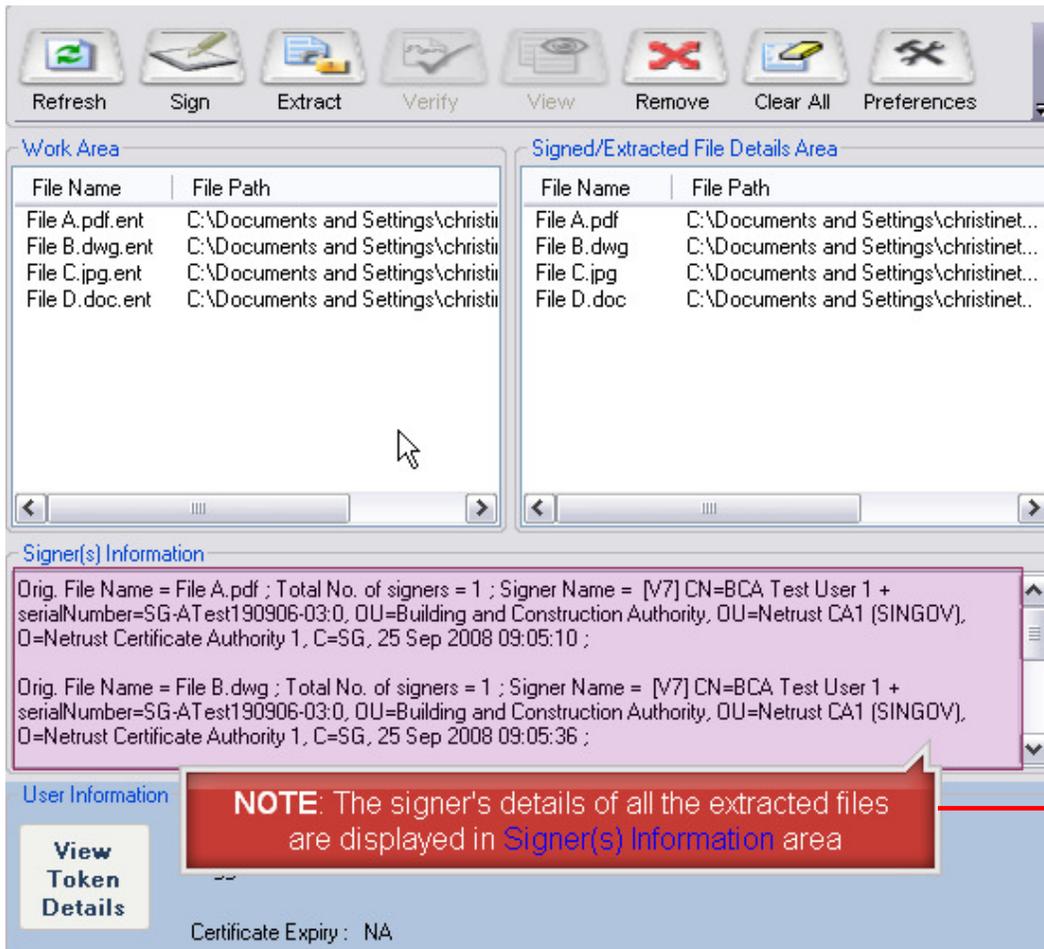
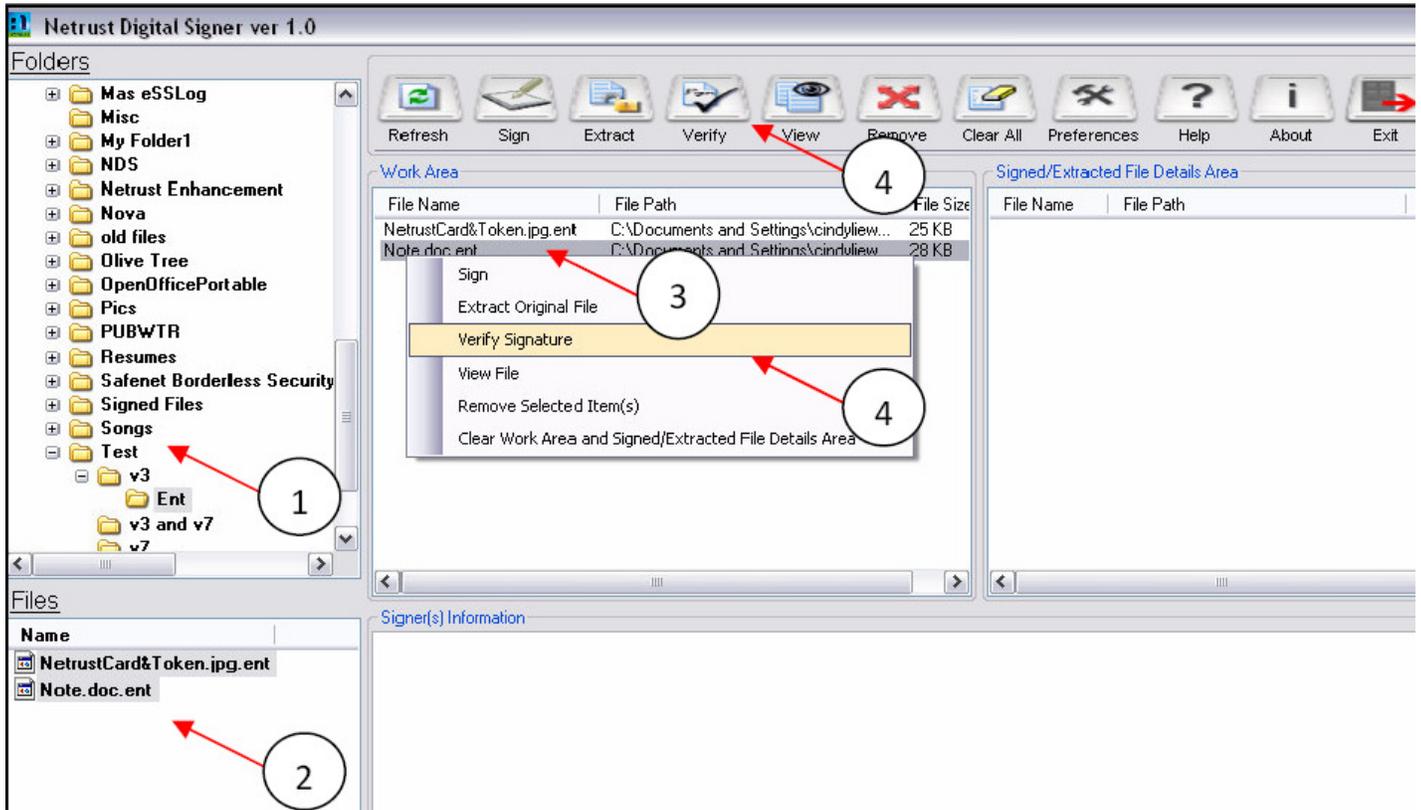


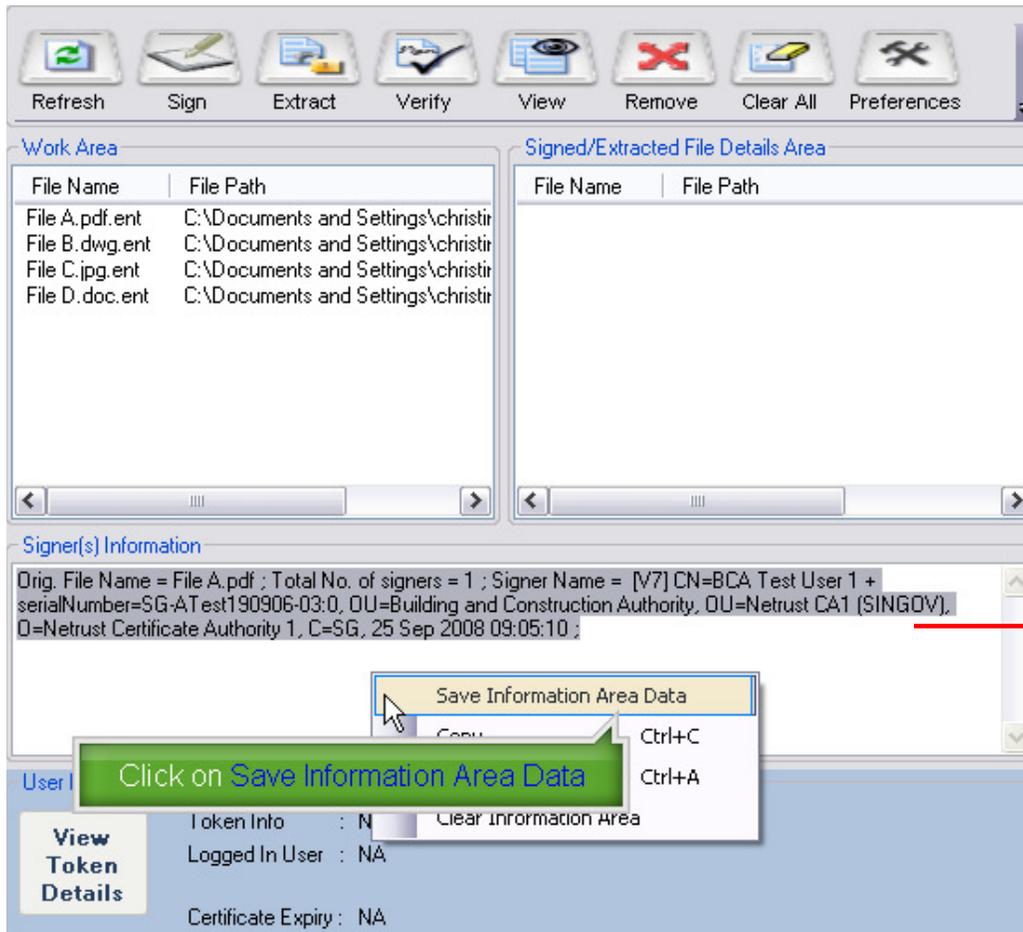


- Step 1 : Select target folder from Folders Area
- Step 2 : Select target ENT file(s) from Files Area
- (Optional) : Repeat Step 1-2 for files in different folders
- Step 3 : Click on the [Extract] in <Main> form
- Step 4 : The signed files will display in Signed/Extracted File Details Area

Note: The signer's details of all the extracted files are displayed in Signer(s) information area

#### 11.4 Verify File(s)





Optional  
step

- Step 1 : Select target folder from Folders Area
- Step 2 : Select target ENT file from Files Area
- Step 3 : Select a file from Work Area
- Step 4 : Click on the [Verify] in <Main> form

Note: The signer's details of all the extracted files are displayed in Signer(s) information area

- (Optional) : Save Signer's information in a file.

Highlight all text in Signer(s) Information area and right click.

Click on Save Information Area Data.

A save as window will appear and select the destination to save the file.

## Appendix 1: PC Requirements

### 1. Hardware and Software Requirements

E-Submission Applicant should take note of the following Hardware and Software requirements

#### a) Hardware Requirements

- Pentium 4 with 1.7GHz and above
- Minimum 512MB RAM
- 56kbps or 256 kbps ADSL connection (Highly Recommended)
- Hard disk with sufficient capacity of minimum 1 GB
- Netrust Digital Certificate Version 7

#### b) Software Requirements

- Microsoft Internet Explorer Browser Version 6.0 and above

### 2. Application for Netrust Digital Certification

The Netrust Digital Certification can be issued to individuals for personal or corporate use. They render full support for encryption/decryption and digital signing. With this Netrust Digital Certification, you can work securely from anywhere at any time.

To obtain the Netrust Digital Certification, please

1. Visit Netrust during office hours from Monday to Friday, 9.00am to 5.30pm.
2. Turn up personally at Netrust office for a face-to-face verification with the following documents:
  - a) Identification document of Applicant – Identity Card, Passport or Work Permit (foreigners),
  - b) Photocopy of front and back of identification document,
  - c) Netrust Digital Certificate Application Form:
    - Netrust Digital Certificate Application Form (**For Personal**) can be obtained from [http://www.netrust.net/forms/NetIDPersonal\\_ApplicationForm.pdf](http://www.netrust.net/forms/NetIDPersonal_ApplicationForm.pdf)
  - d) Original or Certified true copy of Practising Certificate from **ONE** of the following authorities:
    - Professional Engineers Board
    - Board of Architects
    - Public Utilities Board
    - Energy Market Authority
  - e) Letter of Authorization – authorizing the Applicant to apply for the card,
  - f) Original or Certified true copy of the Registry of Companies & Businesses Certificate (RCB).

Applicant applying as sole proprietors/private practice may omit this.

3. For further queries, please contact Netrust Pte Ltd:

#### Netrust Pte Ltd

70 Bendemeer Road

#05-03, Luzerne  
Singapore 339940

Tel: 6212 1388

Fax: 6212 1366

Email: [infoline@netrust.net](mailto:infoline@netrust.net)

Operating Hours: 9am – 5.30pm (Monday to Friday)

Website: <http://www.netrust.net>

## Appendix 2: System Guides

System guides can be downloaded from the following links:

1. Digital Signer Manual  
[http://www.corenet.gov.sg/integrated\\_submission/esub/others/DigitalSignerGuide.PDF](http://www.corenet.gov.sg/integrated_submission/esub/others/DigitalSignerGuide.PDF)
2. Netrust Digital Signer Manual  
[http://www.corenet.gov.sg/integrated\\_submission/esub/others/NDS\\_userManual.pdf](http://www.corenet.gov.sg/integrated_submission/esub/others/NDS_userManual.pdf)
3. CORENET eSS Electronic Guide (AVI)  
[http://www.corenet.gov.sg/integrated\\_submission/esub/AVI/CORENET%20eSS%20Electronic%20Guide.html](http://www.corenet.gov.sg/integrated_submission/esub/AVI/CORENET%20eSS%20Electronic%20Guide.html)
4. Netrust Digital Signer Electronic Guide (AVI)  
[http://www.corenet.gov.sg/integrated\\_submission/esub/NDS\\_AVI/NDS%20Electronic%20User%20Guide.html](http://www.corenet.gov.sg/integrated_submission/esub/NDS_AVI/NDS%20Electronic%20User%20Guide.html)

**Appendix 3: List of Acceptable File Types**

**Documents**

	ONLINE
*.DOC	Yes
*.PPT	Yes
*.XLS	Yes
*.TXT	Yes
*.RTF	Yes
*.PDF	Yes
*.HTM	Yes
*.HTML	Yes
*.XFD	Yes
*.EDF	Yes
*.ENT	Yes
*.ZIP	Yes
*XML	Yes
*.GEO	Yes
*.PRJ	Yes
*.05N	Yes
*.05O	Yes
*.HCP	Yes
*.SVY	Yes
*.OUT	Yes
*.DCV	Yes
*.JOB	Yes

**CAD data format**

**Note 1:** For BCA applications, minimum font size for text on CAD drawings will be 3mm.

*.DWF	Yes
*.DXF	Yes
*.DGN	Yes
*DWG	Yes
*.PDF	Yes

**Image Files**

Tip: Avoid sending \*.BMP files if possible as the file size is larger.

*.GIF	Yes
*JPEG	Yes
*JPG	Yes
*TIFF	Yes
TIF	Yes
*.BMP	Yes
*.PDF	Yes

## Appendix 4: Definitions, Acronyms and Abbreviations

Term	Definition
eSS	Electronic Submission System
Applicants	Persons who are required to submit forms to the Authority (e.g. Approve Person (AP))
Regulatory Authority	Usually a government body that is in charge of processing the forms submitted by the applicants
ES	Electronic Submission via ESPro and Online Submission
TX	Transaction
No.	Number
<a href="#">Download File (Netrust token is required)</a>	Document(s) digitally signed with Netrust Digital Signature (*.ent)
<a href="#">Open File (No Netrust token is required)</a>	Extracted digitally signed document(s) (*.doc, *.pdf, *.dwg, *.jpg, etc)
NDS	Netrust Digital Signer. This application performs Signing/Extracting/Verifying/Viewing electronic plans and documents using the <b>Netrust Digital Certificate v7.0 (USB Token)</b>
Digital Signer	This application performs Signing/Extracting/Verifying/Viewing electronic plans and documents using the <b>Netrust Digital Certificate v3.0 (SmartCard/Thumbdrive)</b>

### eSubmission Reference Number Format

#### Submission Number

Format	Type	Date	Running No.	Remarks
ES20060908-00010	ES	YYYYMMDD	00010 (max. 5 digits)	-

#### Transaction Number (for Downloading of Package File)

Format	Type	Date	Running No.	Remarks
TX20060918-00016	TX	YYYYMMDD	00016 (max. 5 digits)	-

### Regulatory Authority Prefix Code

Code	Description
<a href="#">AVA</a>	Agri-Food and Veterinary Authority
<a href="#">BCA</a>	Building And Construction Authority
<a href="#">ENV(CBPU)</a>	Ministry of the Environment – Central Building Plan Unit – ENV
<a href="#">EMA</a>	Energy Market Authority
<a href="#">PUB(DD)</a>	Ministry of the Environment – Pollution Control Department
<a href="#">PUB(SEW)</a>	Public Utilities Board – Sewerage Department
<a href="#">FSSB</a>	Fire Safety & Shelter Bureau
<a href="#">HDB(ARCH)</a>	Housing & Development Board – Architectural Department
<a href="#">HDB(CS)</a>	Housing & Development Board – Civil and Structural Department
<a href="#">HDB(M-E)</a>	Housing & Development Board – Electrical and Mechanical Engineering Department
<a href="#">HDB(SVY)</a>	Housing & Development Board – Surveyor Department
<a href="#">HDB (IPD)</a>	Housing & Development Board – Industrial Properties Department

HDB (PLD)	Housing & Development Board – Properties & Land Department
IDA	Infocomm Development Authority of Singapore
JTC	JTC Corporation
LTA	Land Transport Authority
MPA	Maritime & Port Authority of Singapore
NPARKS	National Parks Board
PUB(WATER)	Public Utilities Board – Water Department
CITYGAS	CityGas
SLA	Singapore Land Authority
URA	Urban Redevelopment Authority

**Appendix 5: Contact List**

Contact List	Contact No	Email /Address	Website
<p><b>CORENET eSS Helpdesk Service and General Enquiry</b></p> <p>Monday to Friday 9:00am to 6:00pm (excluding Saturday, Sundays &amp; Public Holidays)</p>	<p>Tel: 63255901 – 63255906</p> <p>Fax: 62261197</p>	<p><a href="mailto:ess-helpdesk@nova-hub.com">ess-helpdesk@nova-hub.com</a></p>	<p><a href="https://www.corenet-ess.gov.sg/ess/html/static/ContactUs.htm">https://www.corenet-ess.gov.sg/ess/html/static/ContactUs.htm</a></p>
<p><b>Netrust</b></p>	<p>Tel : 62121388</p>	<p><a href="mailto:infoline@netrust.net">infoline@netrust.net</a></p>	<p><a href="https://www.bca.gov.sg/citi/coursetemp.asp?pgmcode=72016">https://www.bca.gov.sg/citi/coursetemp.asp?pgmcode=72016</a></p>

## **Appendix 6: Netrust Digital Certificate Registration**

Click on below URL to download the Netrust Digital Certificate Application form

[https://www.netrust.net/downloads/forms/AP\\_Builders\\_NetID\\_Application\\_Form\\_April\\_2011.pdf](https://www.netrust.net/downloads/forms/AP_Builders_NetID_Application_Form_April_2011.pdf)

### **3 Compulsory documents to bring during registration:**

1. Builder's License letter / Update of Builder Key Personnel letter issued by BCA
2. Original NRIC/ Employment pass / Passport
3. Netrust digital certification application form