User Manual to Navigate OneMotoring

for EVCO Licensing-related Digital Services

Licensing for EV charging operator

- 1. New licence application
- 2. Resubmission
- 3. Enquire application details
- 4. Payment of licence fees
- 5. Updating contact details

New licence application



Step 1. From Licensing for EV Charging Operator sub-menu, select New licence application.

Step 2. Enter the following details

- a) Select Applicant Details:
- b) Enter Submitter Name.
- c) Enter Submitter Contact No.;
- d) Enter Submitter Email Address.;
- e) Mailing Address
 - a) Enter Postal code.;
 - b) select Address type;
 - c) Enter Street Name.;
 - d) Blk/House No.;
 - e) Unit No.;
 - f) Building Name.;
- f) Contact Details of Company Representative/Point of Contact
 - a) Name.;
 - b) Designation.;
 - c) Enter Email Address.;
 - d) Enter Contact No.;
 - e) Enter Postal code.;
 - f) select Address type;
 - g) Enter Street Name.;
 - h) Blk/House No.;
 - i) Unit No.;
 - j) Building Name.;
- g) Select Type and Profile of Charger.;
- h) Click on the terms and conditions link to read the terms and conditions;

- i) Click on the to agree on the terms and conditions;
 - Click on the \checkmark to proceed with the Upload Documents;
- k) Click on the save draft

j)

/CO Licence			
	2	3	
Enter Application Details ((1/4)	Jpload Documenta (2/4)	Review Details (3/4)	Select Payment Method (4/4)
About this digital service			œ
Application for EV	CO Licence		
Applicant Details			^
UEN: 188700005K		Company Name: TEST COMPANY LONG	SNAME
Postal Code: 018958		Address Type:	
		Please Select	~
SIN MING CRESCENT		Blk/House No.: 11	
Unit No.: # 99 - 999		Building Name: VERY LONG BUILDING	5 NAME EXCEED 30
Submitter Name:		IN LENGTH Submitter Contact Nu	mber:
TEST COMPANY LONG N	AME		
Submitter Email Address :			
Mailing Address			^
Same as Peopletered	Address		
Postal Code :	Address	Address Type:	
		Please Select	~
Street Name :		Blk/House No.:	
Unit No.:		Building Name:	
Contact Details			^
1. Company Director if the	applicant is a Com	pany,	
2. Partner of the Company 3. The Sole Proprietary or S	Senior Officer with	suitable qualifications and activity if the applicant is a	competencies to be Sole Proprietorship
4. A Senior Officer or Emplo	oyee if the applicar	nt is an Unincorporated Ass	ociation
Company Representative:		Designation:	
Email Address :		Contact No:	
		65 ~	
Postal Code :		Address Type:	
		Please Select	Ť
Street Name :		Blk/House No.:	
Unit No.:		Building Name:	
Point of Contact: @			
Name:		Contact No:	
Email Address :			
Postal Code :		Address Type:	
		Please Select	~
Street Name :		Blk/House No.:	
#		Building Name:	
and and a patella			
Application Details			
1. Public chargers refer to o chargers that are installed	chargers that are a in malls, petrol sta	ccessible to the members of tions, or public housing carp	the public, such as barks.
Private chargers refer to are not exclusively used by	chargers that are a single household	not accessible to the memb f or by fleets for their own v	ers of the public, and ehicles, which are
company guests/visitors.	class of users such	as condominium residents	and guests, or
fleets for their own vehicle	s.		ight filoatention of by
Type of chargers that appli- operate @	cant intends to	Profile of the charger t to operate	hat applicant intends
Battery Charge and	Swap Station	Public	
		Private	
		Single-use	
Fixed Charger		Public	
		Private	
		Single-use	
Non-Fixed Charger			
Remarks:			1
(Max. 250 characters)			
Lhave read and Lagree to under the EVCA to subm) the terms and co	onditions, and I acknowl	edge that it is an offence
I have read and I agree to under the EVCA to subm	the terms and chit any false infor	onditions, and I acknowl rmation or to make a frac	edge that it is an offence idulent application.

Step.	5. Opto	au Documents
	a)	Click on the Upload to upload documents.
	b)	Click on the \longrightarrow to proceed with the Review;
_	c)	Click on the save draft.
	Applicati	on for EVCO Licence
		1 Zerra 2 3 4 Enter Application Details Upload Documents Review Details Select Payment Method
		Supporting Documents
		ACRA Business profile (%)
		Upload Max file size 5 MB
		Business Proposal @
		2. Business Proposal :
		Max file size 5 MB
		Financial Documents @
		3. Financial Documents : Upload
		Other Documents
		4. Other Documents (Optional) :
		Upload Max file size 5 MB
		Save As Draft
		←Previous Next →
Step 4	4. Revie	ew
	a)	Click on the $\xrightarrow{\text{Next}}$ to proceed with the Review;
	b)	Click on the to proceed with the previous page;
	c)	Please make payment for the application fee.
Step :	5. Ackn	owledgement page.
	a)	Click on the to return back to Home;
	b)	Click on the save as PDF to save acknowledgement page as PDF.

Step 3. Upload Documents

Receipt Page		
	1 2 Enter Application Details (1/4) Upload Documents (2/4)	Review Details Select Payment Method (3/4) (4/4)
	Thank You!	
	You have successfully submitted the applicati	on.
	Application Details	^
	Submission No.: EL2023101100125	Date of Submission: 11 Oct 2023
	Chargers Information	^
	Charger Type Battery Charge and Swap Station	Profile Type Private SingleUse
	Fixed Charger Non Fixed Charger	Public -
	Transaction Details	^
	Business Transaction Ref No.: 20231011150253121190 Transaction Time: 15:04:26	Transaction Date: 11 Oct 2023
	Save as PDF	OK 🗲

Resubmission

Step 1. From **Licensing for EV Charging Operator** sub-menu, select **Resubmission.** This is required when LTA raises a Clarification Request (CR) to your application for a licence.

Vehicle Hub	Licensing	Ownership	Finance	Enforcement	HV Park	EV Charging	Others
L	icensing	for EV C	har				
>	New licence a	pplication					
>	Resubmission						
>	Enquire applie	cation details					
>	Payment of lic	ence fees					
>	Update conta	ct details					
	Vehicle Hub	Vehicle Hub Licensing Licensing New licence at Resubmission Enquire applied Payment of lice Update contat	Vehicle Hub Licensing Ownership Licensing For EV C New licence application Resubmission Enquire application details Payment of licence fees Update contact details	Vehicle Hu Licensing Ownership Finance Licensing For EV Char New licence application Resubmission Enquire application details Payment of licence fees Update contact details	Vehicle Hu Licensing Ownership Finance Enforcement Licensing for EV Char New licence application Image: Charles of the state o	Vehicle Hu Licensing Ownership Finance Enforcement HV Park Licensing for EV Char New licence application -	Vehicle Hu Licensing Ownership Finance Enforcement HV Park EV Charging Image: A structure of the structure

Step 2. Enter the following details

- a) Select Applicant Details:
- b) Enter Submitter Name.
- c) Enter Submitter Contact No.;
- d) Enter Submitter Email Address.;
- e) Mailing Address
 - g) Enter Postal code.;
 - h) select Address type;
 - i) Enter Street Name.;
 - j) Blk/House No.;
 - k) Unit No.;
 - 1) Building Name.;
- f) Contact Details of Company Representative/Point of Contact
 - a) Name.;
 - b) Designation.;
 - c) Enter Email Address.;
 - d) Enter Contact No.;
 - e) Enter Postal code.;
 - f) select Address type;
 - g) Enter Street Name.;
 - h) Blk/House No.;
 - i) Unit No.;
 - j) Building Name.;
- g) Select Type and Profile of Charger.;
- h) Click on the terms and conditions link to read the terms and conditions;
- i) Click on the to agree on the terms and conditions;



- Upload Documents Step 3.
 - Upload to upload documents. Click on the a)
 - Click on the Next + to proceed with the Review; b)
 - Click on the Save As Dratt to save draft. c)

2 3 4 Enter Resubmission Details Upload Documents Review Details Acknowledgement
(1/4) (2/4) (3/4) (4/4) Comments from LTA:
Submission Documents
1. ACRA Business Profile: 1310232501N002001231.udf
2. Business Proposal: 0906232306N023095219.pdf
3. Financial Documents: 1310232501N003081119.pdf
4. Other Documents:
Supporting Documents
ACRA Business profile @
1. ACRA Business Profile (Optional) : Upload Max file size 5 MB
Comments from LTA:
Business Proposal @
2. Business Proposition (pronot) : Upload Max file size 5 MB
Comments from LTA: Financial Documents @
3. Financial Documents (Optionol) : Upload Max file size 5 MB
Constents from LTA:
Other Documents : Upload Maxifie size 5 MB
Comments from LTA: Jhdgadgghgdsajdvs
Remarks: (Max, 250 characters)
Save As Draft

- Click on the \bigwedge to proceed with the Review; a)
- Click on the ⁽⁺⁾revious</sup> to proceed with the previous page; b)
- No payment is required c)
- Step 5. Acknowledgement page.
 - Click on the $\overline{}$ to return back to Home; a) b)
 - Click on the Save as PDF to save acknowledgement page as PDF.

Receipt Page		
	Enter Application Details Upload Documents (1/4) (2/4)	Review Details (3/4) Select Payment Method (4/4)
	Thank You!	
	You have successfully submitted the applicat	ion.
	Application Details	^
	Submission No.: EL2023101100125	Date of Submission: 11 Oct 2023
	Chargers Information	^
	Charger Type Battery Charge and Swap Station	Profile Type Private SingleUse
	Fixed Charger Non Fixed Charger	Public -
	Transaction Details	^
	Business Transaction Ref No: 20231011150253121190 Transaction Time: 15:04:26	Transaction Date: 11 Oct 2023
· · · · - ·	Save as PDF	ок →

Enquire application details

Step 1.



From Licensing for EV Charging Operator sub-menu, select Enquire application

	To enter search criteria	
	a) Select Submission No).; or
	b) Select Licence No.; o	r
	c) Enter Submission Dat	te;
	d) Click search to search	ch.
	1	2
	Enter Details (1/2)	Review Details (2/2)
About th	his digital service	Ð
Search	Criteria	^
Search	Criteria Submission No. Please Select	~
Search	Criteria Submission No. Please Select	~
Search OR	Criteria Submission No. Please Select Licence No.	~
Search OR OR	Criteria Submission No. Please Select Licence No. Please Select	•
Search OR OR	Criteria Submission No. Please Select Licence No. Please Select Submission Date From DDMMYY	To DDMMYY

Step 3. To select the application to view

a) Click on the Submission No. link to view detail.

Se	earch	Result					^
	S/No.	Submission No.	Appln. Status	Licence No.	Submission Date	Status Date	
	1	EL2023101200354	Pending Applicant Payment	ELC00072	12 Oct 2023	12 Oct 2023	

- Step 4. View details.
 - a) Click for the return to Search Criteria.

Payment of licence fees



Step 1. From Licensing for EV Charging Operator sub-menu, select Payment of licence fees.

Step 2. To select the licence

a) Select the licence number from the Licence list;

Select	tlicence	Select Payment Metho	vd.
(1	1/2)	(2/2)	
About this digital serv	vice		
nline Accepta	nce of Licence		
inne neeepta			
Licence Selection			
Licence Selection Licence: Please Select			•
Licence Selection Licence: Please Select			

- b) The licence details will be displayed;
- c) Click on the terms and conditions link to read the terms and conditions;
- d) Click on the to agree on the terms and conditions;
- e) Click on the $\underbrace{\text{Next}}$ to proceed with the payment;

9//////////////////////////////////////	2	
Select licence	Select Payment Method	ł
(1/2)	(2/2)	
About this digital service		Æ
, about this digital set the		
Online Acceptance of Licenc	e	
Licence Selection		^
Licence:		
ELC00072		-
Licence Details		^
Licence No.:	ELC00072	
Status:	Pending	
States.	i chung	
Library and and Lagree to the terms and	conditions	
Thave read and ragree to the terms and	conditions.	
		Next 🔶

Step 3. Acknowledgement page.



d) Click on the save as PDF to save acknowledgement page as PDF.

1 Select licence	2 Select Payment Method
ank Voul	
nank You!	
Transaction Details	^
Business Transaction Ref No.:	Transaction Date:
20231012164945302805	12 Oct 2023
Transaction Time:	
16:49:52	
	_
Save as PDF	ОК 🗲

Update contact details

As a applicant, you can update contact details as follows.

Step 1. From Licencing for EV charging operator sub-menu, select Update contact details:

*	My Account	My Notices	Vehicle Hu	b Licensing	Ownership	Finance	HV Park	EV Charging
EVC	harging			Licensing	for EV cł	narg		-
Apply	for charger hon	nologation	>	New licence a	pplication			
Apply	for approval lab	pels	>	Resubmission				
Charg	er registration		>	Enquire appli	cation details			
Licens	ing for EV charg	ging operator	>	Payment of lie	cence fees			
Min. E	V charging prov	visions	>	Update conta	ct details			

Step 2. To update details in following and click



a) Applicant details: Enter or update the contact numbers and email addresses where necessary

Mailing Address: Please indicate accordingly if the mailing address differs from the registered address

Contact Details: Please update contact details of company representative and point-of-contact where applicable.

Applicant Details

UEN:	Company Name:
188700005K	Test Company
Postal Code:	Address Type
152120	C/O HDB / HUDC
Street Name:	Blk/House No.:
BUKIT MERAH VIEW	120
Unit No.:	Building Name:
#13-99	BUKIT MERAH VIEW
Submitter Name:	Submitter Contact Number:
Test	90909090
Submitter Email Address :	
HITO.G@GMAIL.COM	

Mailing Address		^
Same as Registered Address	Address Type	
152120	C/O HDB / HUDC	~
Street Name :	Blk/House No.:	
BUKIT MERAH VIEW	120	
Unit No.:	Building Name:	
# 13 - 99	BUKIT MERAH VIEW	

~

Contact Details

Where applicable, the Company Representative must be the following:

1. Company Director if the applicant is a Company,

2. Partner of the Company if the applicant is a Partnership (including LPs, and LLPs),

3. The Sole Proprietary or Senior Officer with suitable qualifications and competencies to be involved in the management of the regulated activity if the applicant is a Sole Proprietorship.

4. A Senior Officer or Employee if the applicant is an Unincorporated Association

Company Representative:

Name:	Designation:
DAVID DAN	OPERATOR
Email Address :	Contact No:
HITO.G@GMAIL.COM	<i>65</i> ∽ <i>90909090</i>
Postal Code :	Address Type:
018958	C/O HDB / HUDC ~
Street Name :	Blk/House No.:
BAYFRONT AVENUE	2A
Unit No.:	Building Name:
# -	
Point of Contact: 🕐	
Name:	Contact No:
DAVID DAN	90909090
Email Address :	
DANIEL.D@GMAIL.COM	
Postal Code :	Address Type:
018958	C/O HDB / HUDC ~
Street Name :	Blk/House No.:
BAYFRONT AVENUE	2A
Unit No.:	Building Name:
# -	
I have read and I agree to the terms and con under the EVCA to submit any false informa	ditions, and I acknowledge that it is an offence ation or to make a fraudulent application.
	Next 🗲

Ste	е р 3. Т	o review cor	ntact details:
a)	click on	Submit 🔶	to confirm contact details ;
b)	cl	ick on Previ	ous to return to screen at Step (2).

An acknowledgement will be generated

Thank You!

Business Transaction Ref No.:	Transaction Date:	
20231107120358688655	07 Nov 2023	
Transaction Time:		
12:03:58		