

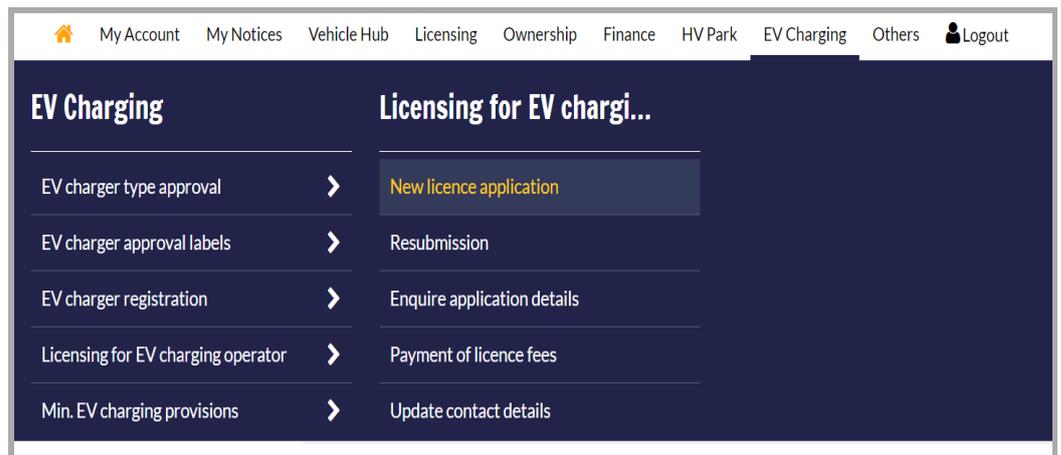
User Manual to Navigate OneMotoring for EVCO Licensing-related Digital Services

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;
- j) Click on the to proceed with the Upload Documents;
- k) Click on the to save draft

Application for EVCO Licence

1
2
3
4

Enter Application Details (13/9)
Upload Documents (2/9)
Review Details (2/9)
Select Payment Method (6/9)

About this digital service

Application for EVCO Licence

Applicant Details

<p>UEN: 18B70000SK Postal Code: 018958 Street Name: SHI NIANG CRESCENT Unit No.: # 99 - 999 Submitter Name: TEST COMPANY LONG NAME Submitter Email Address:</p>	<p>Company Name: TEST COMPANY LONG NAME Address Type: Please Select Bldg/House No.: 11 Building Name: VERY LONG BUILDING NAME EXCEED 30 IN LENGTH Submitter Contact Number:</p>
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Mailing Address

Same as Registered Address

<p>Postal Code: Street Name: Unit No.: # -</p>	<p>Address Type: Please Select Bldg/House No.: Building Name:</p>
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Contact Details

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:

<p>Name: Email Address: Postal Code: Street Name: Unit No.: # -</p>	<p>Designation: Contact No.: 45 Address Type: Please Select Bldg/House No.: Building Name:</p>
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Point of Contact: @

<p>Name: Email Address: Postal Code: Street Name: Unit No.: # -</p>	<p>Contact No.: Address Type: Please Select Bldg/House No.: Building Name:</p>
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Application Details

1. Public chargers refer to chargers that are accessible to the members of the public, such as chargers that are installed in malls, petrol stations, or public housing carparks.
 2. Private chargers refer to chargers that are not accessible to the members of the public, and are not exclusively used by a single household or by fleets for their own vehicles, which are typically used by a distinct class of users such as condominium residents and guests, or company guests/visitors.
 3. Single-user chargers refer to chargers that are used exclusively by a single household or by fleets for their own vehicles.

<p>Type of chargers that applicant intends to operate:</p> <p><input type="checkbox"/> Battery Charge and Swap Station</p> <p><input type="checkbox"/> Fixed Charger</p> <p><input type="checkbox"/> Non-Fixed Charger</p>	<p>Profile of the charger that applicant intends to operate:</p> <p><input type="checkbox"/> Public</p> <p><input type="checkbox"/> Private</p> <p><input type="checkbox"/> Single-use</p>
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Remarks:

(Max. 250 characters)

I have read and I agree to the terms and conditions, and I acknowledge that it is an offence under the EVCA to submit any false information or to make a fraudulent application.

Step 3. Upload Documents

- Click on the  to upload documents.
- Click on the  to proceed with the Review;
- Click on the  to save draft.



The screenshot shows the 'Application for EVCO Licence' interface. At the top, a progress bar indicates four steps: 1. Enter Application Details (1/4), 2. Upload Documents (2/4), 3. Review Details (3/4), and 4. Select Payment Method (4/4). Step 2 is currently active. Below the progress bar is a section titled 'Supporting Documents' with an upward arrow. Under this section, there are four categories of documents, each with an 'Upload' button and a 'Max file size 5 MB' limit:

- ACRA Business profile**: 1. ACRA Business Profile: Upload button.
- Business Proposal**: 2. Business Proposal: Upload button.
- Financial Documents**: 3. Financial Documents: Upload button.
- Other Documents**: 4. Other Documents (Optional): Upload button.

At the bottom of the form, there are three buttons: 'Save As Draft', '←Previous', and 'Next →'.

Step 4. Review

- Click on the  to proceed with the Review;
- Click on the  to proceed with the previous page;
- Please make payment for the application fee.

Step 5. Acknowledgement page.

- Click on the  to return back to Home;
- Click on the  to save acknowledgement page as PDF.

Receipt Page



Thank You!

You have successfully submitted the application.

Application Details

Submission No.: EL2023101100125 Date of Submission: 11 Oct 2023

Chargers Information

Charger Type: Battery Charge and Swap Station Profile Type: Private
Fixed Charger: SingleUse
Non Fixed Charger: Public

Transaction Details

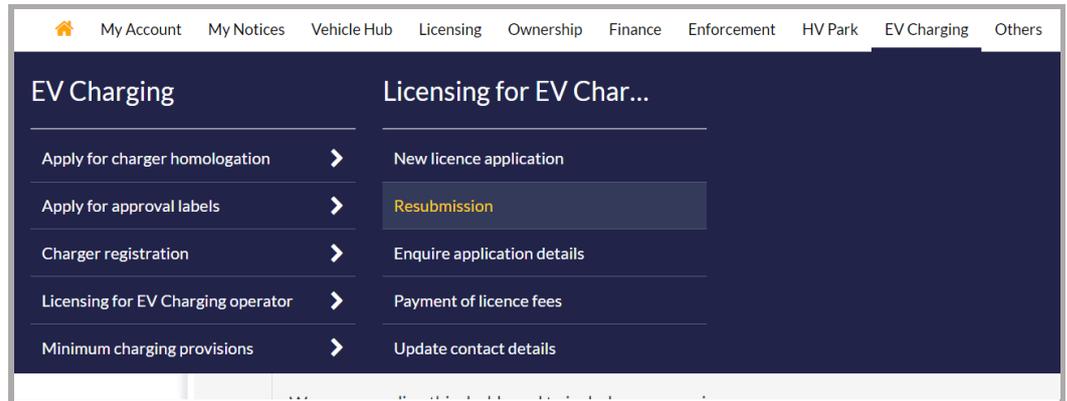
Business Transaction Ref No.: 20231011150253121190 Transaction Date: 11 Oct 2023
Transaction Time: 15:04:26

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.



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.;
 - l) 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;

- j) Click on the  to proceed with the Upload Documents;
- k) Click on the  to save draft.

Step 3. Upload Documents

- a) Click on the  to upload documents.
- b) Click on the  to proceed with the Review;
- c) Click on the  to save draft.

Step 4. Review

- a) Click on the  to proceed with the Review;
- b) Click on the  to proceed with the previous page;
- c) No payment is required

Step 5. Acknowledgement page.

- a) Click on the  to return back to Home;
- b) Click on the  to save acknowledgement page as PDF.

Receipt Page

1	2	3	4
Enter Application Details (1/4)	Upload Documents (2/4)	Review Details (3/4)	Select Payment Method (4/4)

Thank You!

You have successfully submitted the application.

Application Details

Submission No: EL2023101100125	Date of Submission: 11 Oct 2023
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Chargers Information

Charger Type Battery Charge and Swap Station	Profile Type Private
Fixed Charger	SingleUse
Non Fixed Charger	Public
	-

Transaction Details

Business Transaction Ref No: 20231011150253121190	Transaction Date: 11 Oct 2023
Transaction Time: 15:04:26	

Save as PDF

OK →

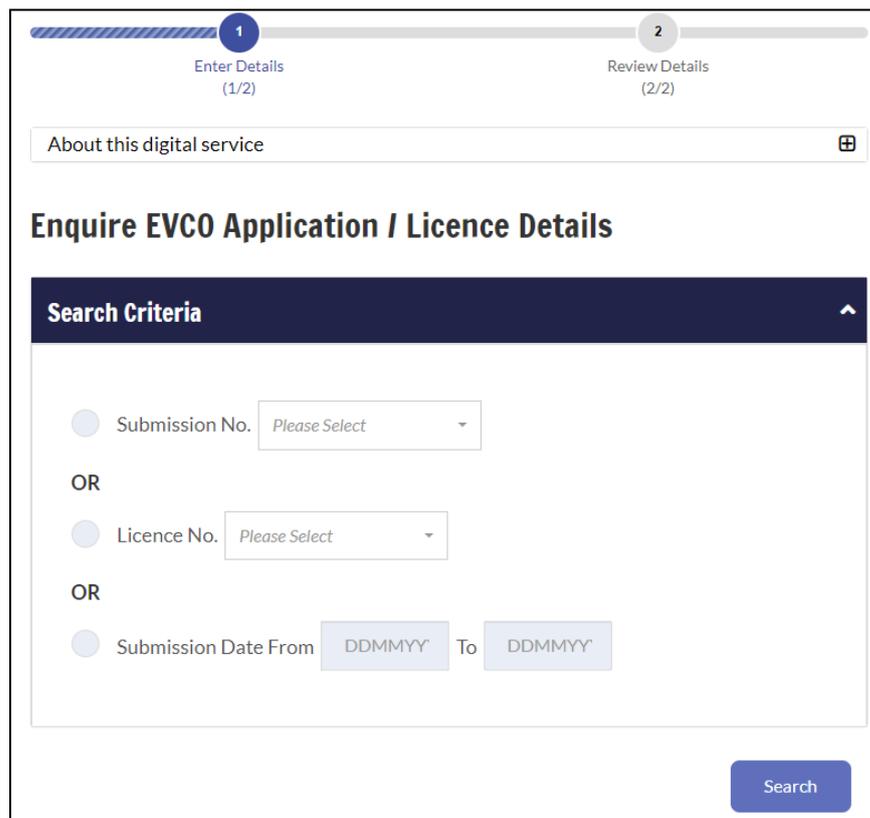
Enquire application details

Step 1. From **Licensing for EV Charging Operator** sub-menu, select **Enquire application details**



Step 2. To enter search criteria

- a) Select Submission No.; or
- b) Select Licence No.; or
- c) Enter Submission Date;
- d) Click  to search.



Step 3. To select the application to view

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

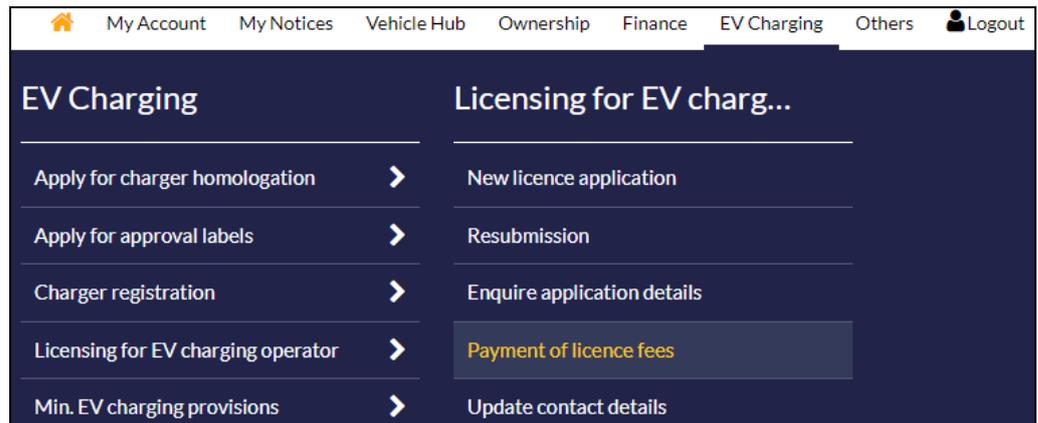
Search Result					
S/No.	Submission No.	Appln. Status	Licence No.	Submission Date	Status Date
1	EL2023101200354	Pending Applicant Payment	ELC00072	12 Oct 2023	12 Oct 2023

Step 4. View details.

- a) Click  to return to Search Criteria.

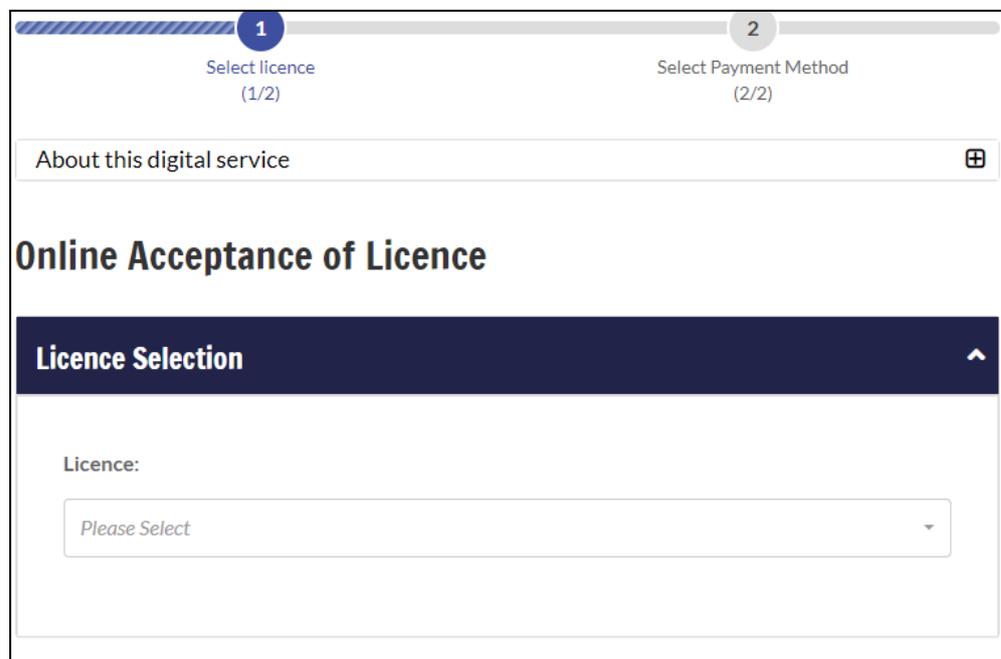
Payment of licence fees

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;



- 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 to proceed with the payment;

1
 Select licence
 (1/2)

2
 Select Payment Method
 (2/2)

About this digital service ⊕

Online Acceptance of Licence

Licence Selection
⬆

Licence:

ELC00072
▾

Licence Details
⬆

Licence No.:	ELC00072
Status:	Pending

I have read and I agree to the [terms and conditions](#).

Next →

Step 3. Acknowledgement page.

- c) Click on the OK → to return back to Home;
- d) Click on the Save as PDF to save acknowledgement page as PDF.

1
 Select licence
 (1/2)

2
 Select Payment Method
 (2/2)

Thank You!

Transaction Details
⬆

Business Transaction Ref No.:	Transaction Date:
20231012164945302805	12 Oct 2023
Transaction Time:	
16:49:52	

Save as PDF

OK →

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**:



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:

188700005K

Company Name:

Test Company

Postal Code:

152120

Address Type:

C/O HDB / HUDC

Street Name:

BUKIT MERAH VIEW

Blk/House No.:

120

Unit No.:

#13- 99

Building Name:

BUKIT MERAH VIEW

Submitter Name:

Test

Submitter Contact Number:

90909090

Submitter Email Address :

HITO.G@GMAIL.COM

Mailing Address



Same as Registered Address

Postal Code :

152120

Address Type:

C/O HDB / HUDC

Street Name :

BUKIT MERAH VIEW

Blk/House No.:

120

Unit No.:

13 - 99

Building Name:

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:

DAVID DAN

Designation:

OPERATOR

Email Address:

HITO.G@GMAIL.COM

Contact No:

65

90909090

Postal Code:

018958

Address Type:

C/O HDB / HUDC

Street Name:

BAYFRONT AVENUE

Blk/House No.:

2A

Unit No.:

-

Building Name:

Point of Contact: ?

Name:

DAVID DAN

Contact No:

90909090

Email Address:

DANIEL.D@GMAIL.COM

Postal Code:

018958

Address Type:

C/O HDB / HUDC

Street Name:

BAYFRONT AVENUE

Blk/House No.:

2A

Unit No.:

-

Building Name:

I have read and I agree to the [terms and conditions](#), and I acknowledge that it is an offence under the EVCA to submit any false information or to make a fraudulent application.

Next →

Step 3. To review contact details:

- a) click on  to confirm contact details ;
- b) click on Previous to return to screen at Step (2).

An acknowledgement will be generated

Thank You!

Transaction Details

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

Save as PDF

OK 