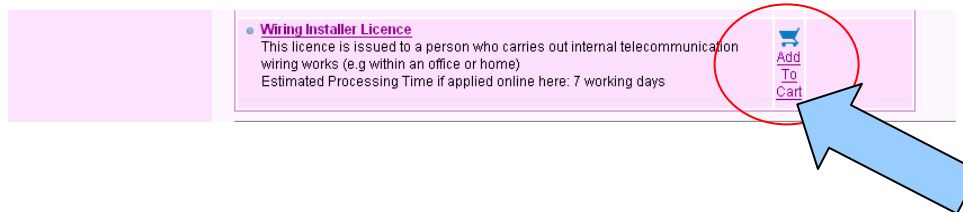


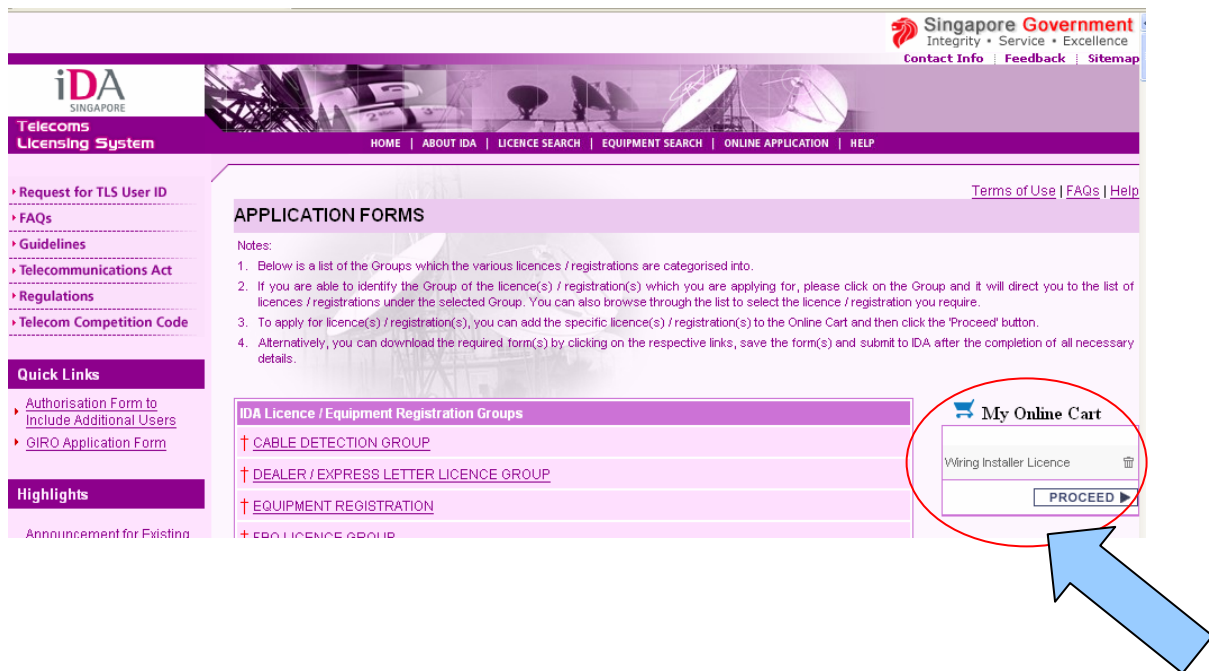
The following is a guide on how to apply for the Wiring Installer Licence. We encourage you to make your application online [here](#) as this will enable us to process your application in a shorter period. Please contact Ms. Hamidah at 6211 1935 if you face any difficulties during your online application process.

The Wiring Installer Licence is a licence issued to a person who carries out internal telecommunication wiring works (e.g. within an office or home).

To apply for the Wiring Installer Licence:



After adding the licence to “My Online Cart”, click on “Proceed” to continue with the licence application.



For applicants who are representing ACRA-registered companies, it is compulsory to fill in the ACRA Registration Number of the company. For applicants who are applying as an individual or representing a non ACRA-registered organisation, please skipped section iii of the form. Click “proceed” to continue with the registration process.

iDA
SINGAPORE
Telecoms
Licensing System

Login User : BNAGAR

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CONFIRM LICENCE SELECTION

You have chosen to apply for the following licences / equipment registration

S.No.	Licence / Registration	ACRA Check
1	Wiring Installer	Not Required

* You are to submit the security deposit (if required) to IDA separately.
 + Please make payment after IDA invoices you for the application.
 # From 1st April 2004, the Registry of Companies and Businesses (RCB) has merged with the Public Accountants Board Singapore to form the Accounting and Corporate Regulatory Authority (ACRA).

For My Application

i I am applying as a (Select a profile mentioned below):

- an Applicant, i.e. Director/Owner/Employee/Partner applying for my business/company/organisation.
- an Agent, i.e. a representative authorised to apply on behalf of my client.

ii I declare that we are / I am (Select one of below) :

- an ACRA-registered organisation.
- an individual or a non ACRA-registered organisation.

iii If you are an ACRA-registered organisation,

Please select type of:

Please ensure that you have your ACRA Registration Number ready. If you do not have one, you will need to apply for Business Registration or Company Incorporation or the relevant ACRA Registration type. [Click here to reselect licences.](#)

Please enter your Client's ACRA Registration No.:

Forgot your ACRA Registration Number? To check your ACRA Registration Number, [click here](#).
 If your ACRA number is rejected, it could be due to one of these reasons :

1. Incorrect number entered. Please check your ACRA number at this page.
2. Your entity was registered with ACRA less than 24 hours ago. Please apply for your licence after 24 hours.

iv Click 'Re-select App. Forms' to modify your licence selection or 'Proceed'.

[Re-select App. Forms](#) [Proceed](#)

Compulsory section

Compulsory section only for ACRA-registered companies

For applicants who have no previous submitted application with IDA, please click on **“General Information – Client Details”** to update the **“Client Information”**. For applicants who have previously submitted application with IDA or have updated the **“Client Details”**, please proceed to fill in the application for the **“Wiring Installer Licence”**.

Applicants can also check out the status of their application under the **“Appln status”** column. If the applicant missed out or not completed any pages of the form, the application status will show **“Pending”**. If the applicant has completed all the details in the application form, the application status will change to **“Complete”**.

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Telecoms Licensing System Login User : BNAGAR IDA Enquiries eServices Logout Terms of Use | FAQs | Help

PENDING APPLICATIONS

Notes:

1. An application for a licence / registration will require a specific number of pages (which could be one or many) to be completed. To complete an application successfully, all required pages shall be duly entered and submitted. The application status will then change from 'Incomplete' to 'Complete' and the 'To Confirm' button will change from 'Pending' to 'Confirm'.
2. The list of pages to be submitted for each application is also displayed after each Licence / Registration Type. The application status of each page could be 'Pending' or 'Submitted'.
3. To complete those applications with 'Incomplete' status, click on the underlined licence / registration in the table below to complete the page(s) with 'Pending' status.
4. To confirm the application, click on the 'Confirm' button and system will display an acknowledgement page for you to confirm the details entered. After which, system will provide you with the Client ID, Licence / Registration Type and Application No. details which should be noted for contacting IDA subsequently.
5. You will be informed of the application status by IDA subsequently.
6. Please take special note that Pending Application(s) will be removed from the system, if they are not submitted within 30 days from date of creation.
7. # indicates those applications returned for resubmission.
8. DUP indicates a duplicated application.
9. To create a duplicate copy of an equipment registration application, select the transaction ID from the drop down list and click on the "Duplicate" button.

S/No.	License / registration Type	Transaction ID	Appln Status	Date / Time Created	To Confirm
1	GENERAL INFORMATION - CLIENT DETAILS WIRING LICENCE GROUP				
2	WIRING INSTALLER 1. APPLICATION PARTICULARS 2. WIRING LICENCE - INSTALLER'S REQUIREMENTS QUALIFIC 3. ATTACHMENTS	TLS20070000000551	Incomplete Pending Pending Pending	23/04/2007 18:19	Pending

To fill in Client Details – for applicants who have no previous submission

To start application

To check the application status

In total, there are 3 pages to the online application form for the **“Wiring Installer”** Licence that the applicant has to complete.

Page 1: Application Details

For **“Correspondence Details”** section, the applicant will have to fill in the preferred contact person and mailing address for all correspondences concerning the licence.

For **“Billing Details”** section, the applicant will have to fill in the preferred contact person and mailing address for all correspondences concerning billing matters (such as the licence fees).

For **“Location Details”** section, the applicant will have to fill in the main operational address that the company is located for IDA reference.

For **“Other Details”** section, the **“Public Contact Number”**, and **“Remarks”** are non-compulsory but helpful information to IDA in our application processing. There is no need to fill in the details for the **“Proposed Use of System”** for **“Wiring Installer”** Licence. **“Public Contact Number”** is the phone number of the company that IDA publishes on the TLS website to facilitate the public who wishes to contact the companies licensed by IDA.

APPLICATION

Application Details - Application Particulars Edit

- Notes:
- * denotes mandatory field.
 - To complete an application, you are required to submit a specific number of pages (comprising Application particulars and other relevant information) and confirm the application details. Your application is considered complete only after system acknowledges it with the application number.
 - If the Applicant Name field is empty or the applicant name is not in the list, please proceed to 'Pending Applications' or 'Update Contact Details' to update the client information and add the required applicant name.
 - After completing the Application Particulars, click the subsequent links on the Application Details Menu Bar and complete the remaining pages for the application.
 - When unsure of whether you have submitted all the pages, click 'Pending Applications' to view the pending pages.
 - You are required to fill up the pages with relevant information and click 'Submit' button to indicate completion of page.
 - After submitting all the pages, click 'Pending Applications' and confirm the application.
 - Please refer to 'Help' or 'Online Tutorial', or contact IDA officer at Contact Info if you require any assistance.
 - Please note that you can save a partially completed application by clicking the 'Save' button and retrieving the incomplete application under 'Pending Applications' subsequently.

Licensee Name	XYZ PTE LTD	Licence/Application Type	WLVW - WIRING INSTALLER
Current Page	Page 1 of 3	Date Lodged	23/04/2007 18:04
		Form Status	Incomplete

[Page 1: Application Particulars](#) |
 [Page 2: Qualification Info](#) |
 [Page 3: Attachments](#)

Click on this link to proceed with the application after clicking on "Submit" at the bottom of the page

Correspondence Details

Applicant Name *	BNAGAR	Application Lodged By	BNAGAR
Application Date	24/04/2007	Designation	
Contact Person *	JOHN LEE	Tel. No.	
Address *	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Mobile No.	
Country *	SINGAPORE	Fax No.	
Email *	XYZ@HOTMAIL.COM	Postal Code *	038988
		Company to Display *	APPLICANT COMPANY

Billing Details

If billing address is same as Correspondence Address

Contact Person *	JOHN LEE	Designation	
Address *	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Tel. No.	
Country *	SINGAPORE	Mobile No.	
Email	XYZ@HOTMAIL.COM	Fax No.	
		Postal Code *	038988
		Company to Display *	APPLICANT COMPANY

Location Details

Contact Person *	JOHN LEE	Designation	
Address *	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Tel. No.	
Country *	SINGAPORE	Mobile No.	
Email	XYZ@HOTMAIL.COM	Fax No.	
		Postal Code *	038988
		Company to Display *	APPLICANT COMPANY

Other Details

Public Contact No. (This number will be publicized for public info)

Remarks

Proposed Use of System

"Save" to complete the application later
"Submit" to confirm the details

If you wish to complete the page on “**Application Particulars**” later, please click “**Save**” so that you will not lose any changes that you have made to the application form.

If you have finished filling in the “**Application Particulars**”, please click “**Submit**” to confirm the details that you have finished filling in. To continue to the next page, click on the page number.

Page 2: Qualification Info

The screenshot shows the iDA Singapore Telecoms Licensing System interface. The header includes the iDA logo, 'SINGAPORE', and 'Telecoms Licensing System'. Navigation links include 'Login User : BNAGAR', 'IDA', 'Enquiries', 'eServices', and 'Logout'. A 'Terms of Use | FAQs | Help' link is also present. The main content area is titled 'APPLICATION' and 'Application Details - Qualification Info'. It displays the following information:

Licensee Name	XYZ PTE LTD	Licence / Application Type	WLWI - WIRING INSTALLER
Current Page	Page 2 of 3	Date Lodged	23/04/2007 18:04
		Form Status	Incomplete

Below this information are three tabs: 'Page 1: Application Particulars', 'Page 2: Qualification Info' (which is active), and 'Page 3: Attachment Info'. The 'Qualification Info' section is titled 'STA/ITE Issued Certificate' and contains the following fields:

- Certificate Type *: STA ITE Others
- Date Passed *: [Calendar icon]
- Course Name:
- Other Certificate:

At the bottom of the form are buttons for 'Back', 'Save', 'Submit', 'Add', 'Delete', and 'Clear'. Below the form is a 'Rate this e-service' link and a notice: 'This form will take about 5 minutes to complete. This application will take 7 days to process. If you encounter any problems with this service, please refer to [Contact Info](#) for our contact number, or email ida_tisinfo@ida.gov.sg'

The compulsory fields for this section are the certificate type and the date passed for the course. Please refer to the minimum qualification required to obtain a wiring installer licence in our licensing guidelines.

More than one certificate type may be added for this section.

If you wish to complete the page on “**Qualification Info**” later, please click “**Save**” so that you will not lose any changes that you have made to the application form.

If you have finished filling in the “**Qualification Info**”, please click “**Submit**” to confirm the details that you have finished filling in. As there are no compulsory field on this page, please also click “**Submit**” in order to complete the form (to ensure that the form status will change from “**Incomplete**” to “**Complete**”). To continue to the next page, click on the page number.

Page 3: Attachment Info

The screenshot shows the 'iDA SINGAPORE Telecoms Licensing System' interface. The user is logged in as 'BNAGAR'. The application details are as follows:

Licensee Name	XYZ PTE LTD	Licence / Application Type	WLWI - WIRING INSTALLER
Current Page	Page 3 of 3	Date Lodged	23/04/2007 18:04
		Form Status	Incomplete

Navigation tabs: Page 1: Application Particulars | Page 2: Qualification Info | **Page 3: Attachment Info**

ACADEMIC/PROFESSIONAL QUALIFICATION - ATTACHMENT

1. Attach the STA Course Certificate
2. Attach the ITE Certificate

COPY OF WORK PERMIT - ATTACHMENT (For only Foreigners)

1. Please attach a copy of your Work permit if you are a foreigner.

Note: Attachment File must be less than 2 MBytes.

Buttons:

Please also attach a copy of supporting documents of your academic/professional qualification(s). If you are a foreigner, please also attach a copy of the work permit.

Each uploaded file must be less than 2MB.

When all the pages are completed, the following page will appear.

The screenshot shows the 'iDA SINGAPORE Telecoms Licensing System' interface. The user is logged in as 'BNAGAR'. The message states: "Following forms are successfully completed. Click 'Submit to IDA' button to submit the application to IDA. Click 'Pending Applications' button to make amendments in the below forms."

S.No.	Form Description
	WIRING INSTALLER
1	1. APPLICATION PARTICULARS
2	2. WIRING LICENCE - INSTALLER'S REQUIREMENTS QUALIFIC
3	3. ATTACHMENTS

Buttons:

If you have completed the application form, click **“Submit to IDA”**. If you wish to make amendments to the application form, please click **“Pending Applications”**.

After you have clicked “**Submit to IDA**”, an acknowledgement form will appear where you have to confirm your application details.

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Telecoms Licensing System

Login User : BNAGAR IDA Enquiries eServices Logout

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APPLICATION
Application Details - Acknowledgement

Notes:
1. The below details have been entered for the required application.
2. Please review and confirm the details by clicking the 'Confirm' button.
3. After which, system will provide the Client ID, Licence / Certificate Type and Application No. which should be noted and used when contacting IDA with regard to the application prior to the Licence / Certificate approval.

Licensee Name	XYZ PTE LTD	Licence Type	WLWI - WIRING INSTALLER
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Licence / Application Particulars

Application Date	24/04/2007	Client File Ref No.	
Name	BNAGAR	Billing Company	1
Contact Person	JOHN LEE	Designation	
Address	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Tel. No.	8 TEMASEK BOULEVARD
		Mobile No.	
		Fax No.	
Country	SINGAPORE	Postal Code	03898

Billing Address

Contact Person	JOHN LEE	Designation	
Address	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Tel. No.	
		Mobile No.	
		Fax No.	
Country	SINGAPORE	Postal Code	03898

Location Address

Address	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	Tel. No.	
		Mobile No.	
		Fax No.	
Country	SINGAPORE	Postal Code	03898

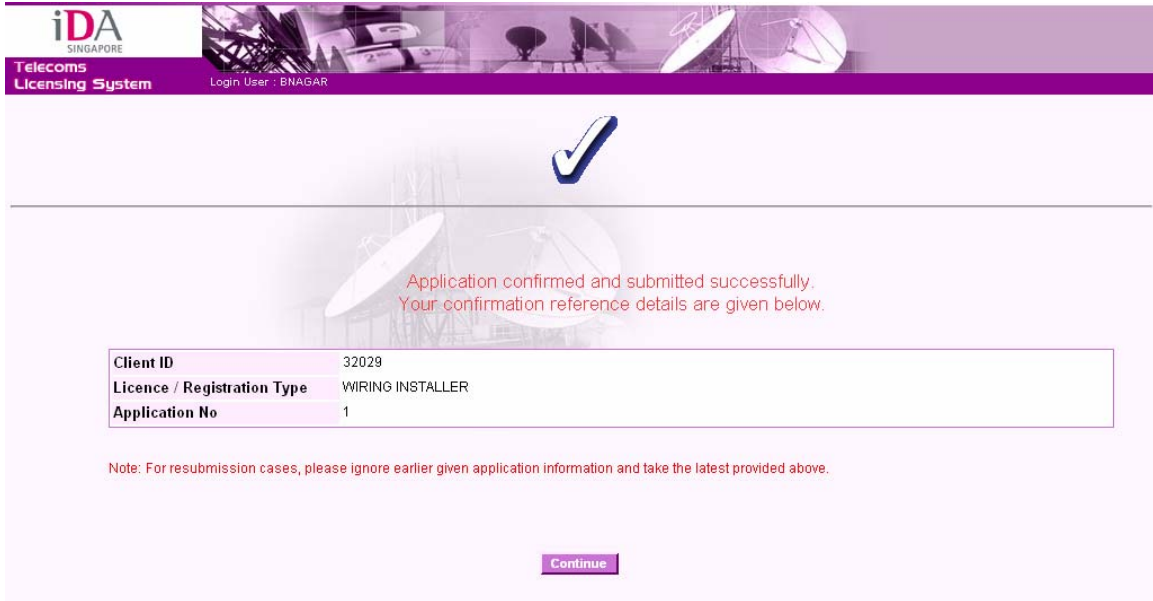
[Rate this e-service](#)

If you encounter any problems with this service, please refer to [Contact Info](#) for our contact number, or email ida_tisinfo@ida.gov.sg

Click “Confirm” to proceed if the application details are accurate. Otherwise, click “Back” to go back to amend your




Upon successful submission of the application, the following screen will appear and the system will provide you with a client ID. Click “**Continue**” to end the application process.



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Licensing System

Login User : BNAGAR



Application confirmed and submitted successfully.
Your confirmation reference details are given below.

Client ID	32029
Licence / Registration Type	WIRING INSTALLER
Application No	1

Note: For resubmission cases, please ignore earlier given application information and take the latest provided above.

[Continue](#)