

Date : 21 March 2024

Attention to: Licensed Plumbers, Qualified Persons, Contractors, and Industry Professionals

Dear Sir/Madam

## UPDATE TO RELEASE 2 FOR PUB BUSINESS & PROFESSIONAL PORTAL (B&P PORTAL)

Following PUB's circular on "Release 2 of PUB Business & Professional Portal (B&P Portal) dated 6 March 2024, there are changes to the plans for Release 2. Release 2 will continue to be launched on 25 March 2024 but will only focus on submission types found on PUB's QP Portal. **Submissions through POWS Portal will not be covered under this release due to further enhancements needed.** Please refer to Annex A for the submission types in each release. Licensed Plumbers (LPs), Qualified Persons (QPs) and Contractors will continue to make POWS submissions through the current POWS Portal (<https://bpu.pub.gov.sg/pows>) until the module is integrated into the B&P Portal.

2. PUB's QP Portal will be shut down when Release 2 of the B&P Portal goes live. LPs, QPs, Contractors and Industry Professionals shall submit the following submission types through the B&P Portal from 25 March 2024 onwards:

Submission Type
<b>Drainage</b> <ul style="list-style-type: none"><li>• Application for Works Requiring Earth Control Measures (ECM)</li><li>• Declaration for Storm Water Drainage System</li><li>• Application for Temporary Works Affecting Drain / within Drainage Reserve</li></ul>
<b>Used Water</b> <ul style="list-style-type: none"><li>• Application for Proposed New Factory-Converted Dormitory or Renewal / Intensification of Existing Factory-Converted Dormitory (Form J)</li><li>• Application to Work in Public Sewerage System (Form B)</li><li>• Notification to Carry out Sewer Connection Works (Form B1 Part 1)</li><li>• Notification Prior to Completion of Sewer Connection (Form B1 Part 2)</li></ul>

*Table A: Submission Types covered under Release 2*

### System Downtime to Transit to PUB B&P Portal (Release 2)

3. The B&P Portal and QP Portal will be down for maintenance from 23 March 2024, 0000hrs to 25 March 2024, 0900hrs. **During this time, no submission via B&P Portal and QP Portal can be made.** We seek your cooperation to complete and make the necessary submissions for submission types in Table A through PUB's QP Portal by **22 March 2024, 2100 hrs.**

### Personalised All-in-one Dashboard and Retrieval of Past Submissions

4. In the new B&P Portal, each user who logs in will be able to manage their submissions on a personalised dashboard. Users may not be able to locate their past submissions made to PUB on the personalised dashboards. This could arise as the

submission was previously made by another user (e.g. team member) and hence tagged to another user ID.

5. If users wish to transfer such submissions into their dashboard, please provide the necessary details via FormSG (<https://go.gov.sg/bbpsubretrieval>). PUB will then assign the submission to the designated owner within 2 working days. Detailed steps to access the FormSG from B&P Portal are shown in Annex B.

6. Should you have any queries or require further information, please do not hesitate to contact Mr. Eugene Tan at [tan\\_zhen\\_xian@pub.gov.sg](mailto:tan_zhen_xian@pub.gov.sg).

Yours faithfully

A handwritten signature in black ink, appearing to read 'Kenneth', with a long horizontal stroke extending to the right.

Kenneth Tan  
Deputy Director  
Centralised Services Department  
PUB, Singapore's National Water Agency

## Annex A - List of Submissions covered in B&P Portal

### Previously released under B&P Portal Release 1 on 25 Sep 2023

Submission Type	Submit By
<b>Water</b> <ul style="list-style-type: none"> <li>Notification and CSC of Annual Water Tank Certification</li> <li>Notification and CSC of Water Service Installation (WSI) Works</li> <li>CSC of WSI Works (Urgent Repairs/Minor Works)</li> </ul>	LPs
<b>Used Water</b> <ul style="list-style-type: none"> <li>Notification and CSC for Works/Connection of Temporary Sanitary and Toilet Facilities to Sewerage System (Form E &amp; Form H)</li> <li>Notification and CSC of Sanitary Works at Existing Premises/Buildings (Form F &amp; Form H)</li> <li>Notification and CSC of Works/Connection of Temporary Sanitary Facility to Sewerage System at Trade Fair (Form I &amp; Form H)</li> <li>CSC for Sealing Off Temporary Sewer Connection to Sewerage System and Demolition of Temporary Holding Tanks (Form H)</li> </ul>	LPs

### To be release under Release 2 on 25 March 2024

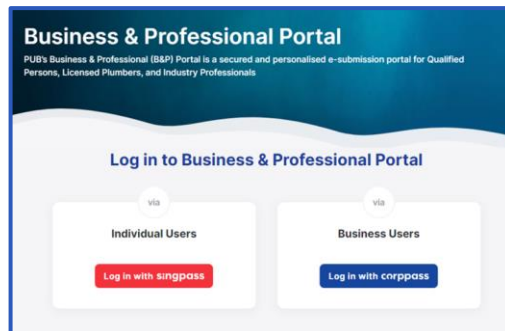
Submission Type	Submit By
<b>Drainage</b> <ul style="list-style-type: none"> <li>Post Temporary Occupation Permit Declaration on Storm Water Drainage System</li> <li>Application for Works Requiring Earth Control Measures</li> <li>Application for Temporary Works Affecting Drain / Within Drainage Reserve</li> </ul>	Qualified Earth Control Professionals, QPs, Developer / Owner /Managing Agent /MCST /Town Council
<b>Used Water</b> <ul style="list-style-type: none"> <li>Application for Proposed New Factory-Converted Dormitory or Renewal/Intensification of Existing Factory-Converted Dormitory (Form J)</li> <li>Application to Work in Public Sewerage System (Form B)</li> <li>Notification to Carry out Sewer Connection Works (Form B1 Part 1)</li> <li>Notification Prior to Completion of Sewer Connection (Form B1 Part 2)</li> </ul>	QPs, LPs, Contractors

### Postponement of POWS Module to Release 3 - To Be Confirmed (TBC)

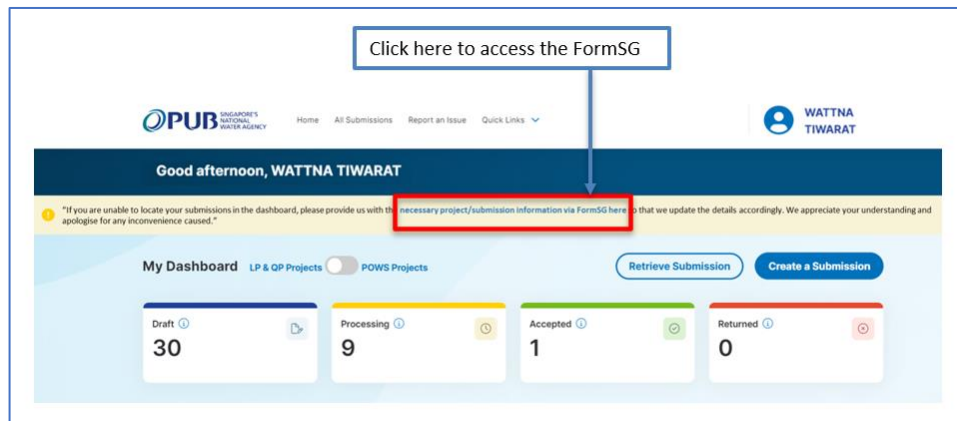
Submission Type	Submit By
<b>Protection of Water and Sewer Pipes (POWS)</b> <ul style="list-style-type: none"> <li>Submission for Specified Activities within the Corridor of Sewer, Water and Raw Water Pipes</li> </ul>	QPs, LPs, Contractors

## Annex B – Steps to access FormSG for Retrieval of Past Submission

**Step 1: Log into the Business and Professional (B&P) Portal**  
(<https://eservices.pub.gov.sg/bpp>)

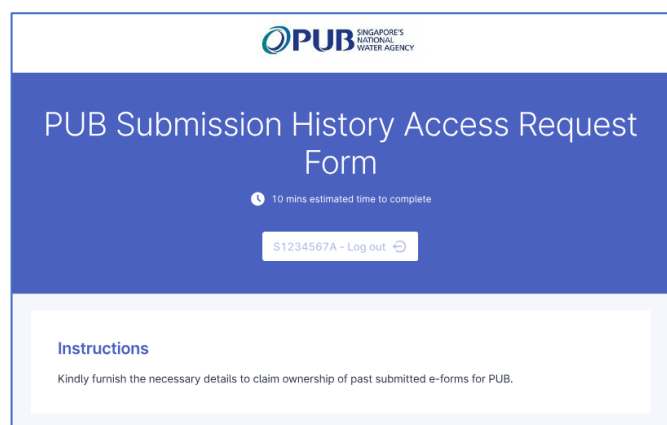


**Step 2: Click on the link in the banner located in the B&P Portal Dashboard or visit the following URL: <https://go.gov.sg/bbpsubretrieval>**



**Step 3: Provide the following information in the FormSG and submit.**

- Full Name and Last 4 Characters of NRIC
- Type of Submission
- Project Reference and Submission Number
- Name, Email and Contact Number of QP/LP/QECP in charge of the Project



The screenshot shows the 'PUB Submission History Access Request Form'. At the top, there is the 'PUB SINGAPORE'S NATIONAL WATER AGENCY' logo. Below the logo, the title 'PUB Submission History Access Request Form' is displayed. Underneath the title, there is a clock icon and the text '10 mins estimated time to complete'. Below this, there is a user ID 'S1234567A' and a 'Log out' button. At the bottom, there is an 'Instructions' section with the text 'Kindly furnish the necessary details to claim ownership of past submitted e-forms for PUB.'

**Step 4: We will inform QP/LP/QECP in charge of the Project via email once the transfer is completed.**

**DISTRIBUTION (via e-mail):**

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