

# Step-by-Step Guide to obtain Workplace Number for Asbestos Notification

All notify Search

Page	Work Permit: notify MOM
eService	Notify for retrenchment exercise → What do I need before I can notify MOM?
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eService	Notify for employment of young persons → What do I need before I can notify MOM?
Page	Employment agencies: notify MOM of change
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Page	Employment Pass: notify MOM
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Related qn	Do I still need to notify MOM if my company already retrenched employees?
Page	Report a work-related accident → Notify the Commissioner

View all results

## Step 1 :

- Go to MOM website at [www.mom.gov.sg](http://www.mom.gov.sg)
- Key 'notify' and click 'Search'
- Select Notify MOM for asbestos work

# Step-by-Step Guide to obtain Workplace Number for Asbestos Notification



## Notify MOM for asbestos work

An approved asbestos-removal contractor must notify us at least 1 week before the start of asbestos-removal work.

### At a glance

Who can notify	<a href="#">Approved asbestos-removal contractor</a>
When to notify	At least 1 week before starting asbestos-removal work
Relevant regulation	<a href="#">Workplace Safety and Health (Asbestos) Regulations</a>

### How to notify

To notify MOM:

1. [Log in to submit work notification.](#)
2. Submit the required documents:
  - Plan of work for removal of asbestos.
  - Asbestos survey result

### Step 2 :

- Log in WSH eService via CorpPass.

# Step-by-Step Guide to obtain Workplace Number for Asbestos Notification

## Certificates

Please type File Reference No in below text box to search the Certificate panel to view draft in certificate section.

File Reference No	Competency type	Competency scope	Start date	Expiry Date	bizSAFE Expiry Date	Actions
084-013-XXXXX	APPROVED ASBESTOS-REMOVAL CONTRACTOR	NA	11/06/2018		20/10/2019	<a href="#">Add/Delete Personnel</a> <a href="#">Update</a> <a href="#">Terminate</a> <a href="#">Print Receipt</a> <a href="#">Download Certificate</a>

### Step 3 :

- Key in your reference number and click '**Search**'. Your reference number is in format of 084-013-XXXXX. Please refer to your Competent Organisation letter for your reference number.
- The 'Create work notification' button will appear after your approval record has been retrieved.

## Work notifications



Asbestos work notification no.	Workplace no.	Occupier name	Workplace address	Start date	End date	Status	Actions
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# Step-by-Step Guide to obtain Workplace Number for Asbestos Notification

## Create work notification

UEN

Organisation name

Organisation address

### Step 4 :

- Please key in your workplace number and click '**Load**' if available.
- Alternatively, you can search for existing workplace number(s) by UEN via this link.

## Enter workplace number

Workplace no.

Load

Please key in or search for the workplace record.

If you do not know the workplace no of the premise (e.g. for demolition worksite, reroofing works), **you can search for workplace number** (Please note that auto population of workplace number is currently not available. You will need to manually key in the workplace number after performing the search.)

If the workplace premise does not have a workplace no

Scenario A: And the workplace premise is not defined as a factory under WSH Act and, **you can create a Workplace Notification**

Scenario B: And the workplace premise is defined as a factory under WSH Act, you may be required to first notify or register the workplace with MOM, where applicable. Please refer to [MOM website](#) for more information

Name of the occupier

Workplace address

# Step-by-Step Guide to obtain Workplace Number for Asbestos Notification

View List of Workplace /Workplace List

## View List of Workplace

UEN  
+ XXXXXXXXXA

**Step 5 :**  
You can search for existing workplace number by UEN.

**Occupier Name:**  
BENGAWAN SOLO PTE LTD

15 items | Page 1 2 > >

SNO.	<u>WORKPLACE NO</u>	<u>WORKPLACE NAME</u>	<u>WORKPLACE ADDRESS</u>
1	XXXXXXXXXA0001	Workplace A	11 XXXX Street 4 #01-22 SINGAPORE XXXXXX
2	XXXXXXXXXA0002	Workplace C	11 XXXX Street 4 #10-11 SINGAPORE XXXXXX
3	XXXXXXXXXA0003	Workplace C	11 XXXX Street 4 #09-78 SINGAPORE XXXXXX

# Step-by-Step Guide to obtain Workplace Number for Asbestos Notification

## Create work notification

UEN XXXXXXXXA  
Organisation name XXXXX Pte Ltd  
Organisation address 11 XXXX STREET SINGAPORE XXXXXX

## Enter workplace number

Workplace no.

Please key in or search for the workplace record.

If you do not know the workplace no of the premise (e.g. for demolition worksite, refer to [this link](#)). **auto population of workplace number is currently not available. You will need to manually**

If the workplace premise does not have a workplace no

Scenario A: And the workplace premise is not defined as a factory under WSH Act and, **you can create a Workplace Notification**

Scenario B: And the workplace premise is defined as a factory under WSH Act, you may be required to first notify or register the workplace with MOM, where applicable. Please refer to [MOM website](#) for more information

Name of the occupier  
Workplace address

### Step 6 :

- If there are no existing workplace number.
- You can create a non-notifiable workplace record via WSH eService.

**you can search for workplace number (Please note that workplace number after performing the search.)**

# Step by Step Guide to create Non-Notifiable Workplace Record



[Sitemap](#) | [Contact us](#)

[Home](#) Workplace

[Logout](#)

[Create Non-Factory Workplace](#) / [Search Occupier](#)

## Create Non-Factory Workplace

### Search Occupier

Find an occupier in the table below. You can search for an occupier using the search box below.

Select	UEN, Organisation Name	Search
Select	UEN	
	Organisation Name	

### Step 3

Select UEN or Organisation name to search for Occupier record to create the record.

Was this page helpful?

# Step by Step Guide to create Non-Notifiable Workplace Record



Create Non-Factory Workplace / Search Occupier

## Create Non-Factory Workplace

### Search Occupier

Find an occupier in the table below. You can search for an occupier using the search box below.

Organisation Name

Search

**Step 4**  
Select the correct Occupier record.

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<u>UEN</u>	<u>ORGANISATION NAME</u>	<u>ADDRESS</u>	<u>TYPE OF ESTABLISHMENT</u>
XXXXXXX	ABC NAM MAY PHOTO CO	1 XX Street Singapore XXXXXX	Other personal service activities n.e.c.
XXXXXXX	ABC & CO FOOD SUPPLIERS	123 XXX Street Singapore XXXXXX	Retail sale of fruits and vegetables



# Step by Step Guide to create Non-Notifiable Workplace Record

Create Non-Factory Workplace /Occupier Particulars

## Create Non-Factory Workplace



### Occupier Particulars

UEN :  
XXXXXXX

Occupier Name :  
ABC NAM MAY PHOTO CO

Postal Code

\* 339946

Get Address

Block/House No.

1500

Street Name

BENDEMEER ROAD

Floor No.

Unit No.

Building Name

### Step 5

Fill in the required fields for Occupier and Workplace particulars.

# Step by Step Guide to create Non-Notifiable Workplace Record

Building Name

## Search SSIC Code

Please key a keyword to search

\* demolition

Search

1 items | Page 1

SSIC CODE

PLEASE KEY A KEYWORD TO SEARCH

43110

WRECKING AND DEMOLITION WORKS

### Step 6

Search and select suitable SSIC to describe your work activity carried out at the premises

\* Total No. of Workers

SSIC

# Step by Step Guide to create Non-Notifiable Workplace Record

Remarks :(Maximum No. of Charecters: 1000)

Reason of Non-Factory Workplace

\*

- Reason of Non-Factory Workplace
- Submit examination results for Lifting Equipment
- Submit examination results for Pressure Equipment
- Submit statutory medical examination results
- Submit hygiene monitoring results
- Submit noise monitoring results

## Step 7

Select and indicate your reason to create the workplace record.

Cancel

# Step by Step Guide to create Non-Notifiable Workplace Record

Create Non-Factory Workplace /Workplace Preview

## Create Non-Factory Workplace



### Occupier Particulars Edit

UEN : XXXXXXXXXXXX  
Occupier Name : ABC NAM MAY PHOTO CO  
Postal Code : 339946  
Block/House No. : 1500  
Street Name : BENDEMEER ROAD  
Floor No. :  
Unit No. :  
Building Name : XXXXXXXXXXXX  
Establishment Type : XXXXXXXXXXXX  
Telephone No. : 64385122  
Mobile No. :  
Fax No. :  
Email : XXXXXXXXXXXX  
Additional Mode of Notification :  SMS

### Particulars of the Person Furnishing Details for this Transaction

Name of Contact Person : XXXXXXXXXXXX  
ID Type : NRIC  
ID No. : XXXXXXXXXXXX  
Designation : Manager  
Telephone No. : XXXXXXXXXXXX  
Mobile No. : XXXXXXXXXXXX  
Fax No. :

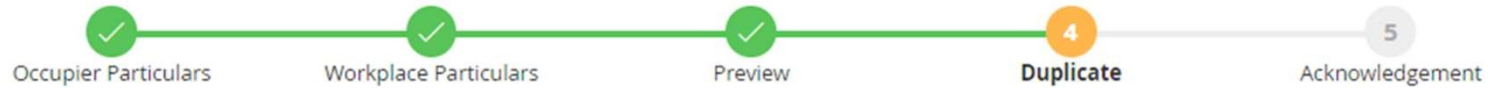
**Step 8**  
Preview your submission to ensure it is accurate and correct.

# Step by Step Guide to create Non-Notifiable Workplace Record



Create Non-Factory Workplace / Duplicate Workplace

## Create Non-Factory Workplace



Our system shows that the workplace location already has existing workplace record(s) as listed below. Please use an existing workplace number for the premises instead of creating a duplicate workplace record. If you wish to amend the details you have keyed in earlier, please click on the "Back" button. If there are still reasons for you to create an additional record, please click on the "Proceed" button.

### Duplicate Workplace

WORKPLACE NO.	WORKPLACE NAME	WORKPLACE ADDRESS
XXXXXXXX0001	Sample Name of Workplace	XX STREET NAME SINGAPORE XXXXXX

< Back

Proceed >

#### Step 8

- Please note if there are any duplicate workplace records with the same location, you should use the appropriate existing workplace record where applicable.
- If not, please click 'Proceed'.

Was this page helpful?

