

ELECTRONIC DEVELOPMENT APPLICATION (EDA) SYSTEM

OPERATIONS MANUAL



Version : 1.7
Last Update : 24th Aug 2005

URBAN REDEVELOPMENT AUTHORITY

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Section 1 Introduction to Electronic Development Application System (EDA)

- a EDA is a system to allow the submission of Development Applications (DA) electronically to URA for planning approval. The system would allow any user with access to the Internet to make DA submissions from the convenience of their offices or homes.
- b EDA is in line with the objectives of CORENET (Construction and Real Estate Network) to allow parties in the construction and real estate sector to communicate and exchange information seamlessly and efficiently. EDA would also be able to capitalise on the Singapore ONE broadband network that will allow fast transmissions of digital information over the Internet.
- c User can also submit DA to EDA through CORENET e-Submission System or eCitizen's Business website.

Section 2 Definitions used in this document

- a In this Operation Manual -
"User", "you" or "yours" means the person, firm or corporation using the System to submit electronic development applications, and shall include any agent using the System to submit electronic development applications on behalf of an Applicant.
- b "Applicant" means the person, firm or corporation making a development application to the Competent Authority under The Planning Act (Cap 232, 1998Ed) or any rules made thereunder.
- c "URA" means the Urban Redevelopment Authority.
- d "System" means the Electronic Development Application System.

Section 3 Requirements for the use of EDA

3.1 General

- a The User shall comply with all requirements contained in this operation manual (including all amendments and updates thereto as may from time to time be made by URA) for the use of the System. The User shall also comply with all requirements URA may from time to time specify and notify to the User for submitting electronic development applications using the System. It shall be the responsibility of the User to ensure that his electronic submission is in accordance with all requirements of the most up-to-date operation manual and as may be specified by URA.
- b URA may reject any electronic development application submitted by a User using the System if the requirements of this operation manual (including all amendments and updates thereto as may from time to time be made by URA) or other requirements of URA are not complied with by the User.

3.2 Provision of Information by the User

For submission through EDAnet

- a An User using the System for the first time shall complete and sign the form shown at Appendix A and submit a hardcopy of it to URA before using the System to submit any electronic application.
- b Once URA has received the form and is satisfied that all information to be provided is complete and sufficient, URA shall notify the User that he may begin to submit electronic applications using the System. URA may reject any electronic application submitted by a User before such notification by URA to the User.
- c The User shall notify URA immediately where there is any change in the information provided by him to URA in the form. Where such notification to URA is made orally by telephone or otherwise, the User shall confirm the changes in writing to URA within seven days. URA shall not be responsible for the consequences which may arise as a result of or in connection with any failure by the User to notify URA promptly of any change in the information provided.

For submission through CORENET e-Submission System

- d An User making submission to the System through CORENET e-Submission System shall register and provide the relevant information required by CORENET e-Submission System .
- e The User shall notify URA immediately where there is any change in the information provided by him to URA through CORENET e-Submission System . Where such notification to URA is made orally by telephone or otherwise, the User shall confirm the changes in writing to URA within seven days. URA shall not be responsible for the consequences which may arise as a result of or in connection with any failure by the User to notify URA promptly of any change in the information provided.

For submission through eCitizen's Business website

- f An User making submission to the System through eCitizen's Business website shall register and provide the relevant information required by eCitizen's Business website.
- g The User shall notify URA immediately where there is any change in the information provided by him to URA through eCitizen's Business website. Where such notification to URA is made orally by telephone or otherwise, the User shall confirm the changes in writing to URA within seven days. URA shall not be responsible for the consequences which may arise as a result of or in connection with any failure by the User to notify URA promptly of any change in the information provided.

3.3 Submissions to URA

- a Prior to submitting any electronic submission using the System, a User shall ensure that he has -
 - i obtained the necessary hardware and software as specified in Section 4 and 11 of this operation manual;
 - ii arranged for payment of the processing fees by cheque or e-payment in the manner as set out in this operation manual;
 - iii provided URA with the necessary information in accordance with Section 3.2 above; and
 - iv complied with any other requirements as set out in this operation manual.
- b All submissions shall be submitted through :

- i Electronic Development Application (EDA) Web Page EDAnet @ <http://edanet.ura.gov.sg>
or
 - ii URA Development Control's e-services Web Page @ <http://www.ura.gov.sg/devtcontrol/devtctrleservices-frame.htm>
or
 - iii CORENET e-Submission System Web Page @ <http://www.corenet-ess.gov.sg>
or
 - iv eCitizen's Business Web Page @ <https://licences.business.gov.sg>
- c Each submission shall contain the following submission data in accordance with Section 6 :
- i CAD Files in AutoCAD DWG (R12 to 2000) or DGN or DXF (AutoCAD R14 to 2000) format for the proposal and sketch plans.
 - ii Electronic Planning Application Form produced by EDAForm.
 - iii Covering Letter produced by Word Processing Software.
- d In each submission, the User is allowed to submit other supporting documents in scanned copy to support his proposal.
- e Submission data through EDAnet shall be digitally-signed and encrypted using the digital signature provided by Netrust Pte Ltd.
- f Submission data through CORENET e-Submission System shall be digitally-signed using the digital signature provided by Netrust Pte Ltd.
- g Submission data through eCitizen's Business website and URA Development Control's e-services web page shall be electronically-signed using SingPass.
- h Where the User is not the owner of the land which is the subject of the electronic development application, he shall obtain the owner's or owners' consent for the development application and append the Endorsement on Owner's Consent shown in [Appendix B](#) to all CAD drawings in his electronic development application. Where the User is making a submission as an agent for the Applicant, the Endorsement on Owner's Consent shown in [Appendix B](#) shall also be appended to all CAD drawings in the electronic development application.
- i For all new erection submissions, the Endorsement on Road Line and Drainage Interpretation Information as shown at [Appendix C](#) shall be appended to all the proposal plans in the electronic development application.
- j In addition to the requirements above, the submission shall be subject to compliance with all of URA's prevailing requirements governing the type of development application that may be applicable from time to time.
- k Where the User is acting as agent for the Applicant in submitting an electronic application using the System, the User shall comply with the requirements stated in Section 3.4 below in addition to the requirements above.

3.4 Making Submissions as Agent

- a In addition to the requirements stated in Section 3.3 above, a User using the System to submit an electronic application as agent on behalf of an Applicant shall require the Applicant to sign and furnish to him an authorisation letter in the form as shown in [Appendix D](#). A scanned copy of the duly signed authorisation letter shall be included as part of the submission data for the electronic application.
- b The User shall retain the original copy of the duly signed authorisation letter and shall produce when required by URA.

3.5 Payment of Processing Fee

- a The fees prescribed in the Planning (Fees) Rules for the time being in force shall apply to any electronic development application submitted using the System.
- b Payment of the processing fees can be made by using cheque or e payment.
- c For cheque payment, the User shall ensure that the cheque for the requisite amount of processing fees together with a copy of the print-out of the transaction record shall reach URA within 2 working days from the date of the submission.
- d The User must ensure that there are sufficient funds maintained in the designated account for deduction of the required processing fees for each submission.

3.6 Decision Notices and Approved Plans

- a URA shall transmit all decisions, notices or other documents in relation to the User's electronic application in electronic form to the Email address provided by the User to URA pursuant to Section 3.2 above. The User shall ensure that the Email address provided to URA is accurate.
- b The User shall download the approved plans within 7 working days from the date of decision notice served to him. An administrative fee may be charged by URA if the User wishes to download the approved plans after the 7 day period. All downloading of data from the System shall be carried out at the User's sole risk and URA shall not be responsible for any loss, damage or consequences suffered by the User or a third party arising from or in connection with the downloading of data and use of such downloaded data.

3.7 Inability to Use the System

Where the User is unable to make use of the System to submit electronic application due to non-availability of the System, technical or other reasons, the User may still submit development applications using the self-help terminals at the URA Centre. URA shall not be responsible for any inconvenience, loss or damage suffered by the User or any third party arising from or caused by the inability of the User to use the System for any reasons whatsoever.

3.8 Rollback for Failed Transactions

If the User encounter any technical problem in the course of the transaction, he is to contact URA at Tel: 63293237 to check the status of your transaction. He is to provide the following details:

- a. Transaction identification number (if any)
- b. Point at which error incurred,
- c. Time of transaction,
- d. Error message (if any),
- e. Payment mode selected and
- f. Transaction amount.

3.9 Cancellation and Refund Policy

Any request for cancellation must be submitted within 10 days from the date of the registration to URA by e-mail (ura_daes_registry@ura.gov.sg) or by post to 45 Maxwell Road, The URA Centre, Singapore 069118. The User is to provide the following details together his request:

- a. Transaction identification number
- b. Reasons for cancellation

All requests for refund submitted are subject to approval on a case to case basis

No refund is allowed if processing work has started

Section 4 Hardware and Software Requirements for Submission through EDAnet

4.1 Networking Requirements

A high-speed Internet connection is required for sending electronic applications to the EDA Web Server. The following are some possible connectivity options :-

- a Singapore ONE connection via ADSL modem or cable modem.
- b Lease line connection to Internet Service Provider (ISP).
- c Modem dialup to ISP (minimum 56.6kbps).

4.2 Hardware and System Requirements

The following hardware and system software are mandatory for use with EDA :-

- a A Personal Computer with the following recommended and minimum configurations :-
 - i Pentium III PC(recommended); Pentium PC 166Mhz (minimum)
 - ii 128 MB RAM (recommended); 32MB RAM (minimum)
 - iii Windows 95 / Windows 98 / Win NT / Windows 2000 / Windows Millenium / Win XP Operating System
- b Modem for Internet connectivity (minimum 56.6kbps)
- c Netrust Smartcard Certificate
- d Netrust-Compliant Smartcard Reader (eg. ADC E-Key LC Smartcard Reader)

4.3 Software Requirements

The following software are mandatory for preparing and sending electronic applications to the EDA Web Server. You will also need an email client in order to receive URA's decision on your application :-

- a EDAForm from URA
- b A Computer Aided Design (CAD) software capable of exporting drawings to AutoCAD DWG Release 12 to AutoCAD 2000 formats, DXF Release 14 to AutoCAD 2000 formats, or Microstation DGN formats.
- c Netrust Security Client Release 1.2.9 (downloadable from <http://www.netrust.net>)
- d Netrust Security Proxy 1.3 or 1.4 (downloadable from <http://www.netrust.net>)
- e Netscape Navigator 4.5 and above or Internet Explorer 5.x Web Browser
- f An Email Client (eg. Outlook Express, Netscape Mail, Eudora Mail)

Section 5 The Stages of an EDA Submission Process through EDAnet

5.1 General Description of the EDA Submission Process

The EDA Submission process is made up of three (3) stages :-

- a Preparing the required Data Files for submission.
- b Encrypting and Signing the Data Files with a Netrust Digital Certificate.
- c Sending the encrypted and signed Application to URA using a Web Browser.

The following chapters will cover in more detail each of the stages in the EDA Submission process.

Section 6 Preparing the Data Files for a Submission through EDAnet

6.1 Overview of the Preparation Process

During Data File Preparation stage, the user has to prepare the following mandatory files to be submitted in his Application :-

- a Application Form - Prepared using EDAform Software from URA
- b CAD Drawing(s) - Prepared using CAD software

The user may also prepare any other documents and files which he deems necessary to support his application, such as screenshot images of the development site, scanned images of official documents from relevant agencies.

6.2 Software Required

The following software are required to prepare the mandatory files for submission :-

a EDAForm Software from URA

The software is used to prepare the Development Application Form. The output is an 'eda' or 'mdb' formatted file which the user must include in his application.

b Computer Aided Design (CAD) Software

The CAD software is used to prepare the drawing plans for submission. The CAD software chosen by the user must be capable of exporting drawings to AutoCAD DWG Release 14 to AutoCAD 2000 formats, DXF Release 14 to AutoCAD 2000 formats, or Microstation DGN formats. The output DXF, DWG or DGN formatted file(s) will be included in the application.

The CAD software must also be able to read or import an AutoCAD DXF template file which contains the endorsements and required input fields that the user must insert in his drawing.

You may also require one or more of the following software and hardware to prepare documents which you deem necessary to support your application :-

i Word Processor or Text Editor

You may need a software to prepare cover letters or explanation notes to the DC planners. Your software must be capable of producing documents either in ASCII Text format, Rich-Text format, Microsoft Word 6.0/95 format, Microsoft Word 97 format or Microsoft Word 2000 .

ii Document Scanner and Image Processing Software

If you wish to submit official documents from other agencies to support your application, you may scan the documents into one of the acceptable raster image formats for submission to URA. We accept Windows BMP format, PCX format, GIF format, TIFF format and JPEG format.

Scanned photographs of your development site or of adjacent sites may also be submitted in the accepted raster image formats to support your application.

iii Digital Camera and Image Processing Software

If you wish to submit digital photographs of your development site or of adjacent sites to support your application, you may convert them into one of the acceptable raster image formats for submission to URA. We accept Windows BMP format, PCX format, GIF format, TIFF format and JPEG format.

6.3 Summary of Data Formats Accepted

The documents and files you send to us should conform to the following data formats readable by us :-

a URA Application Form

- i 'eda' or 'mdb' File (Produced from EDAForm software)

b Plan Drawings

- i AutoCAD DWG Release 14 and AutoCAD 2000
- ii DXF (AutoCAD Release 14 and AutoCAD 2000)
- iii Microstation DGN

c Cover Letters and Explanation Notes

- i ASCII Text
- ii Rich-Text format
- iii Microsoft Word 6.0/95 format
- iv Microsoft Word 97 format
- v Microsoft Word 2000 format

d Raster Images

- i Windows BMP format
- ii PCX format
- iii GIF format
- iv TIFF Format
- v JPEG format

Section 7 Encrypting and Signing the Data Files for Submission through EDAnet

7.1 Overview of Encryption and Signature Process

After the documents and files required for the submission have been prepared, they will have to be packaged into one single submission file and then encrypted and signed digitally by the Netrust Certificate Holder of the firm.

7.2 Software and Hardware Required

For this stage of the Submission Process, you will require the following hardware and software (See Section 4 for more details): -

- a High-speed Internet connection
- b Personal Computer (meeting requirements listed in Section 4)
- c Netrust Smartcard Certificate (issued by Netrust)
- d Netrust-compliant Smartcard Reader
- e Netrust Security Client Release 1.2.9

7.3 Netrust Security Client and Smartcard Reader Installation

The Netrust Security Client software which is obtained from the Netrust website (<http://www.netrust.net>) is a single file named NSC128.msi . To install, Click on “NSC128.msi” and it will run the setup program. Follow the installation instructions.

On complete installation, the “Netrust Client 1.2.9” menu will be generated in the “Start” menu. You can also create an icon on the desktop by creating a shortcut and point to netrust.exe.

7.4 Netrust Security Client Set-up Procedure (one-time)

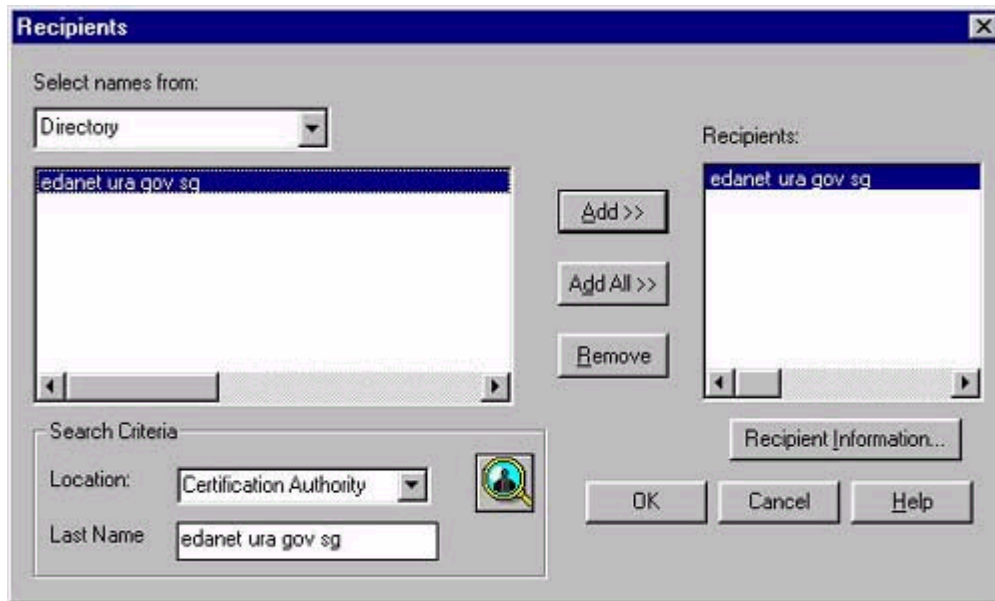
After the Netrust Security Client has been installed, you need to complete a one-time set-up procedure to define the EDA Web Server recipient list and to set the default encryption and signature options. This is to ensure that you do not have to do the repetitive tasks of selecting the recipient and setting options every time you want to encrypt and sign a package for URA. (Note that you will have to carry out this procedure once for each Netrust Smartcard Certificate that your firm holds.)

- a Establish an Internet Connection.
- b Insert the Netrust Smartcard into the Smartcard Reader.

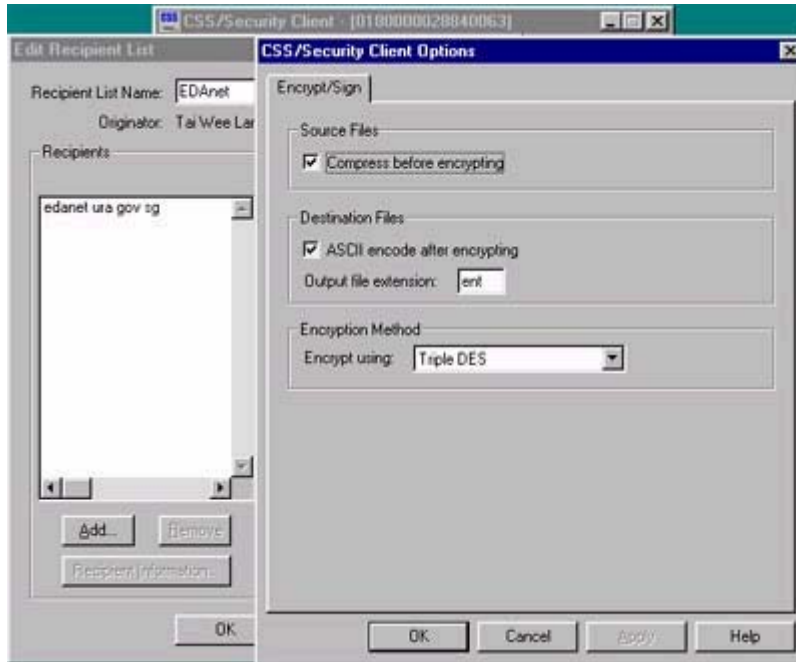


- c Click on “Start” in the Windows task bar and select “Programs” then “Netrust Client 1.2.9”.

- d Log in with password.
- e Click on “Recipients List” icon.
- f When the Recipients List window pops up, click on the “New” button.
- g When the New Recipients List window pop up, enter “EDAnet” for the name of the new list.
- h Click the “Add” button and a Search window will pop up.
- i Enter “edanet ura gov sg” in the Last Name field.
- j Click Magnifying Glass and “edanet ura gov sg” will appear in the box on the left side of the window.



- k Select “edanet ura gov sg” record and click “Add” to add it to new list.
- l Click the “OK” button to accept the new addition to the list.
- m Click the “Encrypt and Sign” radio button as the default encryption and signature option.
- n Click the “More Options” button and the More Options window will pop up.

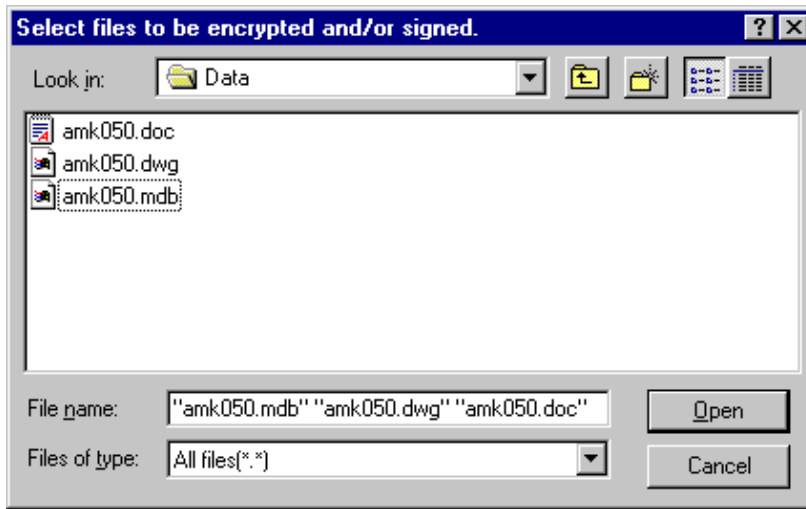


- o Check both the “Compress before encrypting” checkbox and the “ASCII encode after encrypting” checkbox.
- p Leave the “ent” field as it is.
- q Select “Triple DES” as the encryption option.
- r Click “OK” to accept the options and exit from the More Options window.
- s Click “OK” to commit the “EDAnet” recipients list.
Click ‘Done’.
- t Click “File->Log off” to log out of Netrust Security Client.

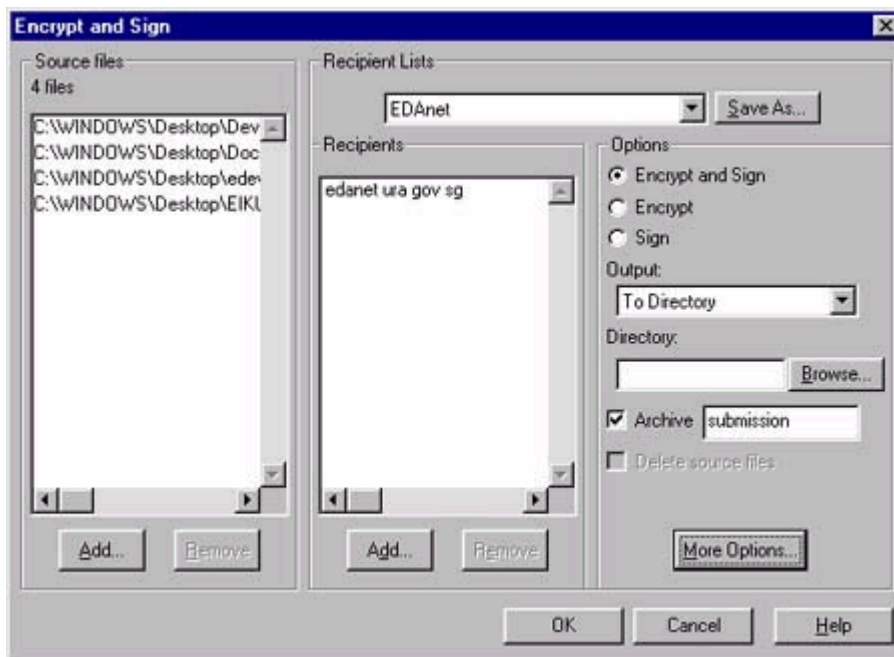
7.5 Preparing the ENT File

After the files required for the submission have been prepared, the Netrust Certificate Holder of the firm will have to package, encrypt and sign the documents and files into one single ENT file for submission to URA.

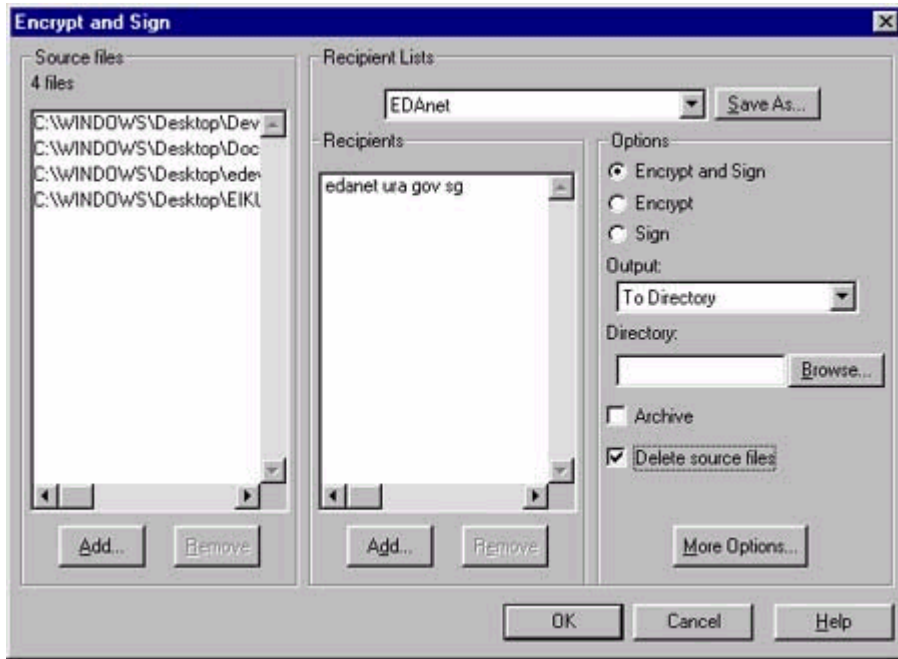
- a Establish an Internet connection.
- b Insert your Smartcard into the Smartcard Reader.
- c Click on “Start” in the Windows task bar and select “Programs” then “Netrust Client 1.2.9” to start the Netrust Security Client.
- d Enter your Netrust password to log in.
- e Click on “Encrypt and Sign” icon.
- f Select the files you want to send to URA, then click “Open”.



- g You may use the “Add” button to add more files into the package, or the “Delete” button to remove files from the package.
- h Select “EDAnet” as the Recipient of the package.
- i Make sure the “Encrypt and Sign” radio button is selected.
- j Click the “Browse” button to select a Directory to store the encrypted and signed package.
- k Check on “Archive”. Enter an Archive Name for the encrypted and signed package.



- l Click “OK” button to start the packaging, encryption and digital signature process.
- m A window will pop up to show the status of the process.
- n On successful execution, a file with the name you entered will be generated in the directory you selected. This is the ENT file which you will send to URA.



Section 8 Sending an Application to URA through EDANet

8.1 Overview of the Internet Submission Process

After the files required for the submission have been packaged, encrypted and signed digitally into one ENT file, the User can proceed to send the ENT file over the Internet to the EDA Web Server.

8.2 Software and Hardware Required

For this stage of the Submission Process, you will require the following hardware and software (See Section 4 for more details) :-

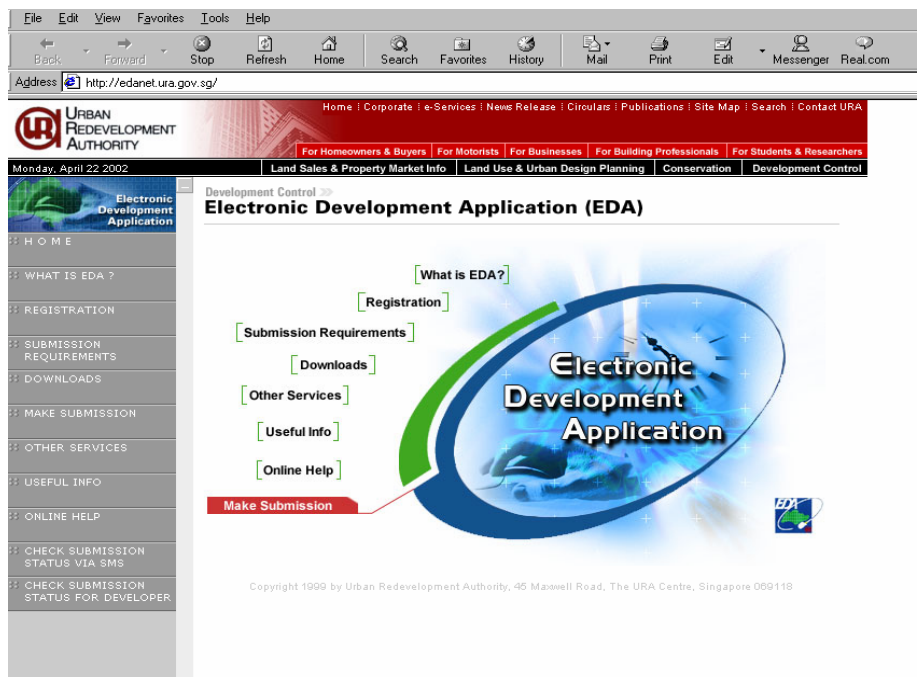
- a High-speed Internet connection
- b Personal Computer (meeting requirements listed in Section 4)
- c Netscape Navigator 4.x (preferred) or Internet Explorer 5.x Web Browser

8.3 Navigating to the EDA Web Site

The EDA Web Server is reachable at <http://edanet.ura.gov.sg>.

- a Establish an Internet connection.
- b Start up your Web Browser.

If it does not already point to EDA Homepage, simply type “edanet.ura.gov.sg” in the Location box and press the Enter key.



8.4 Finding the Virtual DC Counter on EDA Web Site

- a After you are connected to the EDA Homepage, click the “Make Submissions” link on the left index frame to link to the Submissions page.

Make Submission

- b You will find a list of transactions which you can make at the EDA Virtual DC Counter.

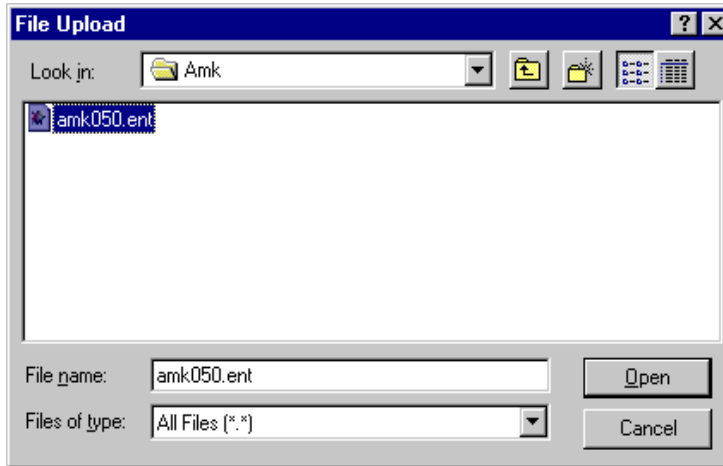
The screenshot shows a web browser window displaying the EDA Virtual DC Counter website. The browser's address bar shows the URL <http://edanet.ura.gov.sg/>. The website header includes the URA logo and navigation links for Home, Corporate, e-Services, News Release, Circulars, Publications, Site Map, Search, and Contact URA. Below the header, there are links for Homeowners & Buyers, Motorists, Businesses, Building Professionals, and Students & Researchers. The main content area is titled "Electronic Development Application (EDA)" and features a "Make Submission" section with links to "EDAform", "Make Submission Using EDAform", and "Testing Your System Configuration". A sub-section titled "EDAform (For all types of development applications)" includes a "Latest: Offline EDAform" link and a list of instructions: "What is EDAform?", "For first time EDAform users, please refer to the Setup Procedure.", "Click here for EDAform help and EDAform explanatory notes.", and "Click here to download the latest offline EDAform." A box at the bottom of this section states: "Important: The new file extension for the EDAform will no longer be yourfilename.mdb. The new file extension will be yourfilename.eda."

8.5 Making Your Submissions Using EDAform

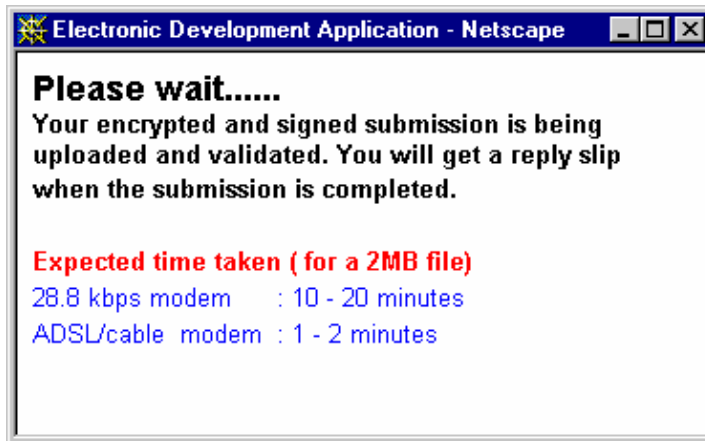
- a Select the "Making Submissions Using EDAform" link to bring up the Making Submission Using EDAForm Page.

The screenshot shows the "Make Submission Using EDAform" page on the EDA Virtual DC Counter website. The browser's address bar shows the URL <http://edanet.ura.gov.sg/>. The page content includes a "Make Submission Using EDAform" section with "Step 1:" instructions: "Prepare your submission data." followed by a list of items: "EDAform", "Covering Letter", "CAD file(s)", and "Supporting Documents (if any)". It also states: "Please refer to Section 6 of the EDA Operations Manual for details." "Step 2:" instructions: "Encrypt & digitally sign your submission data" followed by: "Please use the software and services provided by Netrust Pte. Ltd which is the Certification Authority to secure electronic transactions. Please refer to Section 7 of the EDA Operations Manual for details."

- b Click the “Browse” button at Step 3 and select the ENT file you created earlier.



- c Click the “Submit” button to send the application to URA. A message will pop up to notify you to wait while the application is on its way to URA.



- d On successful completion, you will receive a Transaction Record or Reply Slip showing the date and time you sent the submission, a DC Reference Number and Transaction Reference Number.



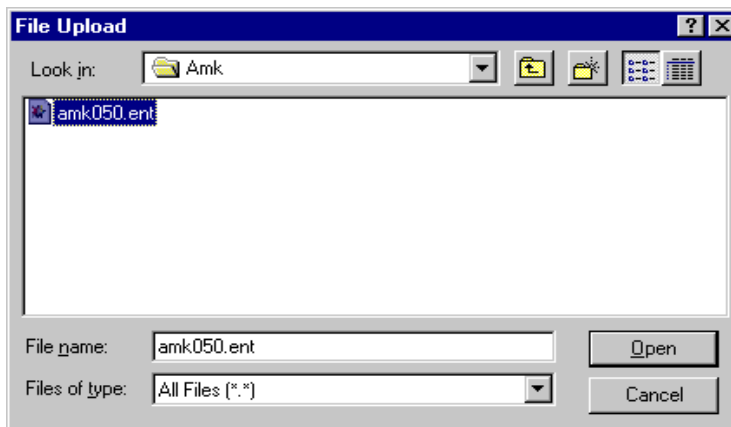
- e If making a fee payment by cheque, print a copy of the Transaction Record and send it with the cheque to the DC address indicated on the slip.
- f Please also print and keep a copy of the Transaction Record for future references.
- g You may use this Transaction Reference Number for checking the status of your submission later.
- h You should also note the DC Reference Number for making subsequent resubmissions for this case.

8.6 Making a “Test” Submission

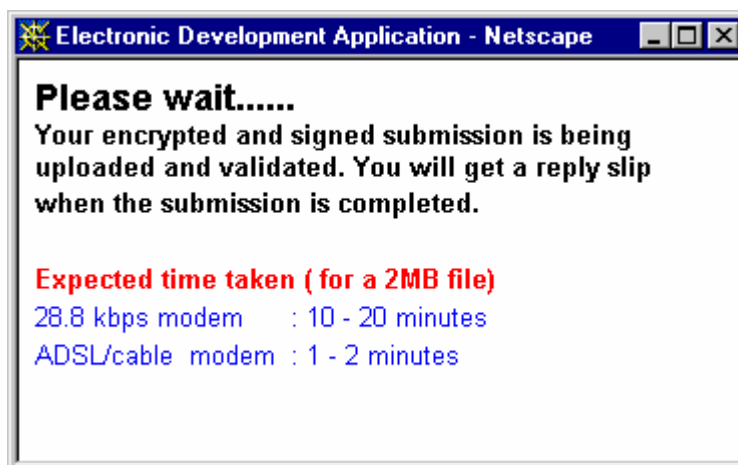
This function is for QPs to submit “test” submission to check if his computer and Internet system is configured correctly and the e-signing process was also done correctly.

Please note that the test submission will not be evaluated

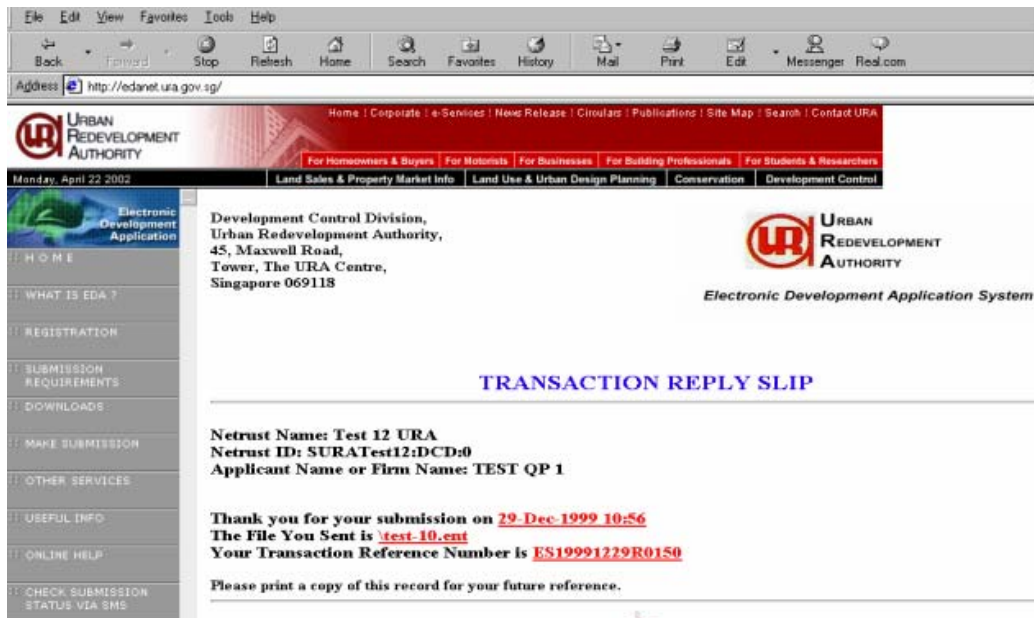
- a Select the “Testing Your System Configuration” link to bring up the Test Submission Page.
- b Click the “Browse” button and select the ENT file you created earlier.



- c Click the “Submit” button to send the test application to URA. A message will pop up to notify you to wait while the application is on its way to URA.



- d On successful completion, you will receive a Transaction Record or Reply Slip showing that your test application had successfully submitted.



8.7 Interpreting Error Messages for Unsuccessful Transactions When Making EDA Submission

Here are some possible error messages that might be displayed during an unsuccessful transaction with the EDA Web Server.

Please call us at the EDA Hotline if you encounter any other error messages not listed here.

- a. Exceed File Size Limit.
You are attempting to send a file that exceeds our allowed limit.
Error Code: EDA-1000
- b. Invalid Netrust File
You did not submit a valid Netrust File ! Please esign and encrypt your file and re submit again.
Error Code: EDA-1020
- c. No EDAform
You did not include a development application form (EDAform) in your submission. A development application form is required for every submission.
Error Code: EDA-1030
- d. Multiple EDAforms more than three, exceed the total for MDO.
You have included too many development application forms (EDAform) in your submission. You can submit maximum of three forms for multiple development options submission.
Error Code: EDA-1040
- e. Invalid EDAform
You do not submit a valid development application form (EDAform). You have to do so to make a submission to us.
Error Code: EDA-1050
- f. Not a registered EDA User

You are not registered as an EDAS User. You have to do so before you can use our system.

Error Code: EDA-1060

- g. EDAform is not complete

Your development application form (EDAform) is not complete. You have to complete your development application form (EDAform) to make a submission to us. To complete EDAform, you must fill in the necessary information until the last page (declaration page) by clicking "I Agree" button.

Error Code: EDA-1070

- h. Submission mode is not "Internet"

Your development application form is for manual submission at DC Reception Counter (The URA Centre). Please make sure you select 'Internet' for the submission mode in your development application form (EDAform) to make your submission through EDAS.

Error Code: EDA-1080

- i. Number of EDAForm files submitted is not the same as the total MDO declared in EDAForm.

The number of development application forms (EDAform) submitted is not the same as the number of multiple development options specified in your submitted EDAform. You have submitted <number of edaform files> EDAForm, but have specified <number of options> development options in < EDAForm filename>.

Error Code: EDA-1100

- j. EDAform file is old version.

You have submitted an old version of development application form (EDAform). Please make sure you create your EDAform using the latest version of EDAform program. Please click [here](#) to learn how to convert the old version of your development application form to the new version.

Error Code: EDA-1110

Section 9 Retrieving Decisions and Approved Plans from URA through EDAnet

9.1 Software and Hardware Required

For this stage of the Submission Process, you will require the following hardware and software (See Section 4 for more details) :-

- a High-speed Internet connection
- b Personal Computer (meeting requirements listed in Section 4)
- c Netscape Navigator 4.x (preferred) or Internet Explorer 5.x Web Browser
- d Netrust Smartcard Certificate (issued by Netrust)
- e Netrust-compliant Smartcard Reader
- f Netrust Security Client Release 1.2.9
- g Netrust Security Proxy Release 1.3 / 1.4 (For Win 2000 & above)
- h Email Client

9.2 Netrust Security Proxy Installation

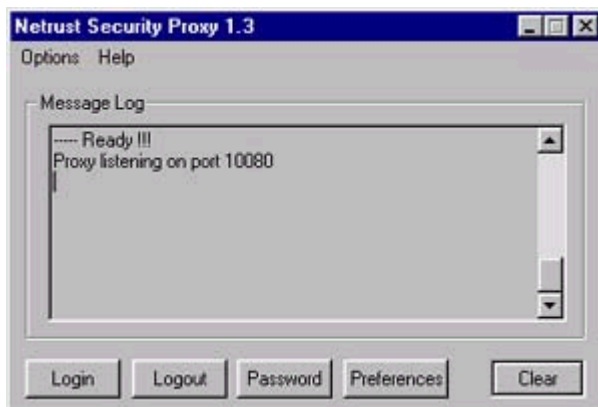
The Netrust Security Proxy software which is obtained from the Netrust website (www.netrust.net) is a single file named *nsp13.exe*. To install, first ensure that the Netrust-compliant Smartcard Reader is attached to one of the serial ports on the PC. Next, run the *nsp13.exe* file and follow the installation instructions.

On completion, the “Netrust Security Proxy 1.3” will be generated in the “Start” menu.

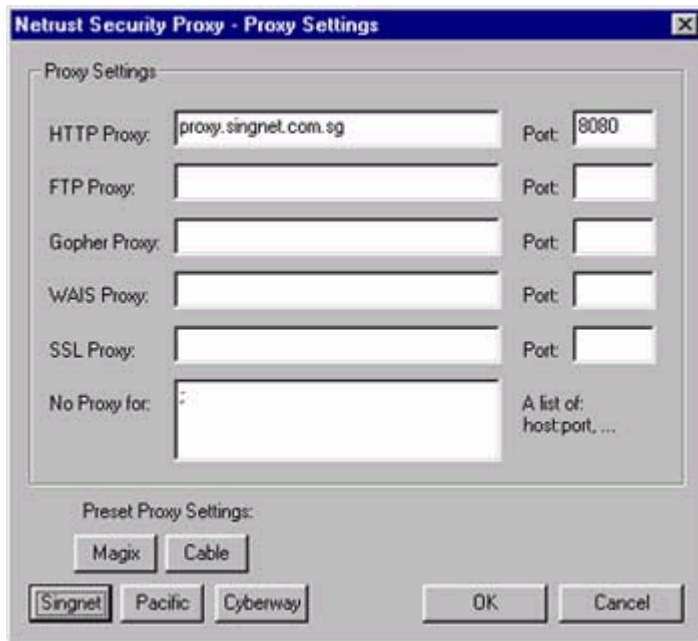
9.3 Netrust Security Proxy Set-up Procedure (one-time)

After the Netrust Security Proxy has been installed, you need to complete a one-time set-up procedure to define your ISP’s proxy setting in the Netrust Security Proxy software and to chain your Web Browser to this local proxy.

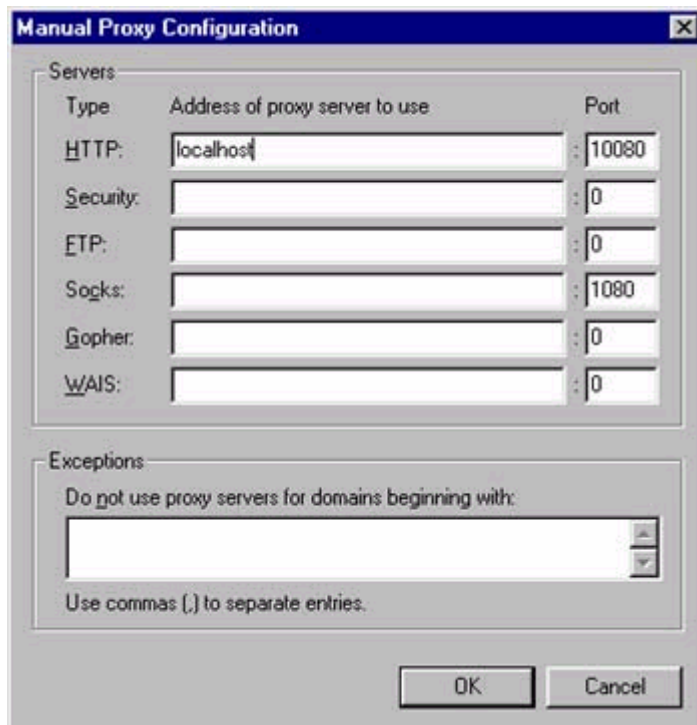
- a Click on “Start” in the Windows task bar and select “Programs” then “Netrust Security Proxy 1.3 /or 1.4”.
- b Right-click the “Netrust Security Proxy” icon in the Windows task bar to open the Netrust Security Proxy window.



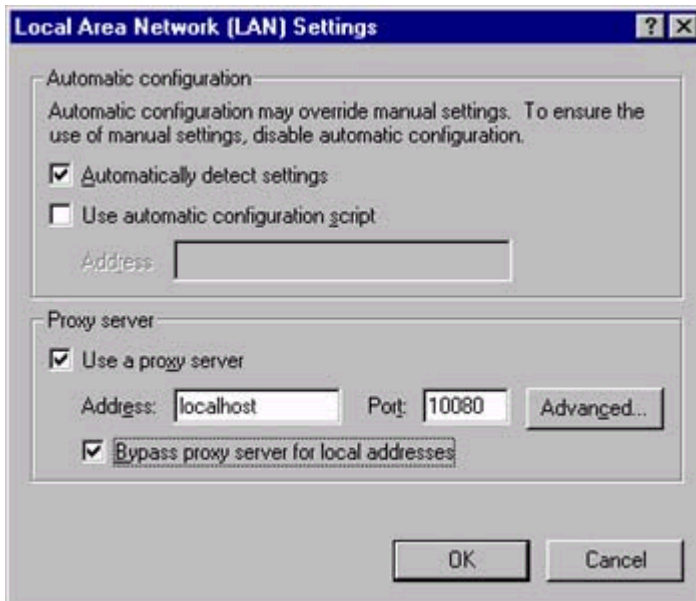
- c Click the “Options” item from the Menu-bar and select “Proxy Settings”.
- d Select your ISP by clicking the appropriate button from the “Preset Proxy Settings” section. The correct proxy setting will be automatically inserted for you in the “HTTP Proxy” entry box.



- e Start up your Web Browser.
- f Set the "HTTP Proxy" in your Web Browser to "localhost" at Port "10080" instead of your ISP's proxy settings.
- g For Netscape Navigator Web Browser. Select "Edit" from the Menu-bar and choose the "Preferences" item. Click the "+" beside "Advanced" and select "Proxies". Click the "Manual proxy configuration" radio button and click the "View" button. Enter the "HTTP" and "Port" settings as shown below and click "OK" to confirm the new settings.



- h Establish an Internet Connection and check that you can make web page calls to the EDA Web Server or any other Web Sites.



- i. Establish an Internet Connection and check that you can make web page calls to the EDA Web Server or any other Web Sites.

9.4 Receiving the Decision Reply or Approved Plans from URA

- a. Establish an Internet connection.
- b. Logon to the Netrust Security Proxy:
 - Click on “Start” in the Windows task bar and select “Programs” then “Netrust Security Proxy 1.3 /or 1.4”.
 - Right-click the “Netrust Security Proxy” icon in the Windows task bar to open the Netrust Security Proxy window.



- Click the “Login” button and enter the password for the Netrust card.
- c. Start your Email Client and receive your email from URA.
- d. The mail should look something like what is shown below:

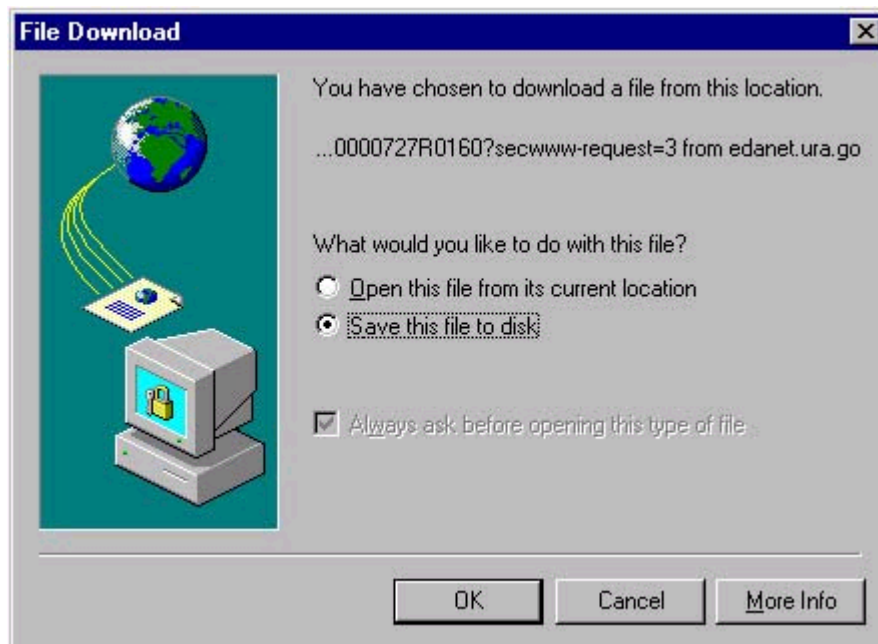
RE: EDA REPLY SLIP

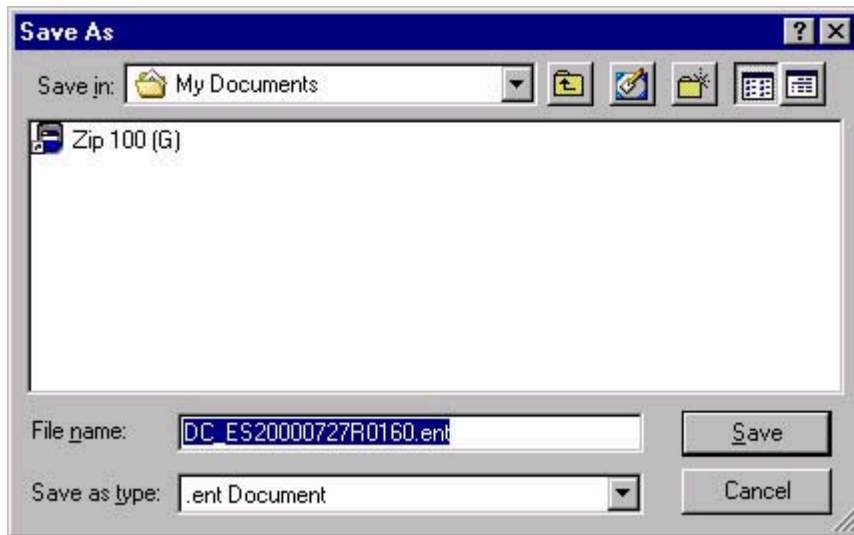
URA Ref ID: ES19980715R0152

- 1 Thank you for your submission made on 15 July 1998.
- 2 You can download the signed document from EDAnet as follow :-
http://edanet.ura.gov.sg/dcd/edanet/getFile.jsp/DC_ES19980715R0152?secwww-request=3
http://edanet.ura.gov.sg/dcd/edanet/getFile.jsp/AP_ES19980715R0152?secwww-request=3
- 3 If you have submitted the application from CORENET e-Submission system, you can also download the signed document from CORENET e-Submission web site.
- 4 The signed copy can be downloaded as highlighted in Para 2 above. Please call the EDA Hotline at 63293237 if you have any technical queries on downloading of document from EDAnet.
- 5 Please print a copy of the signed document(s) for your client.
- 6 Thank you.

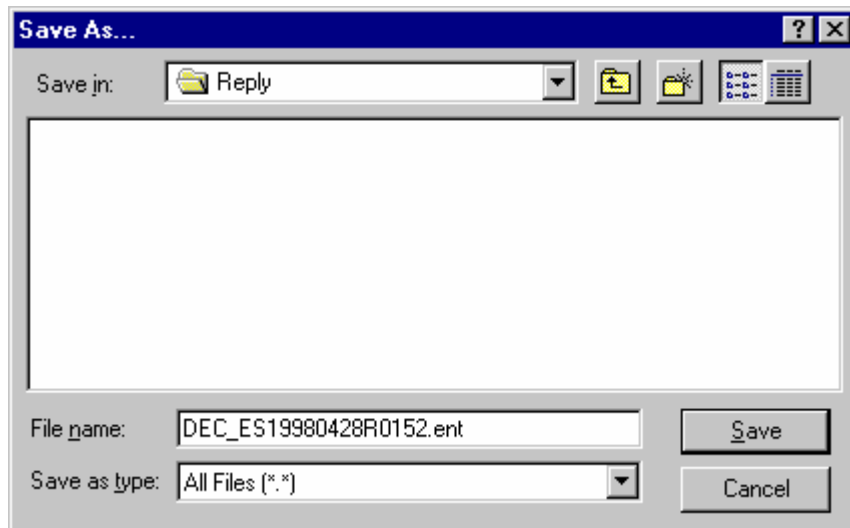
JOHN TAN
DID: 63213390 Fax: 63213391
DEVELOPMENT CONTROL DIVISION

- e. Click the Decision File icon and save the ENT file as an attachment.
- f. Click on the "Approved Plans" link and it will load the respective Entrust File in ASCII Text on the Web Browser.



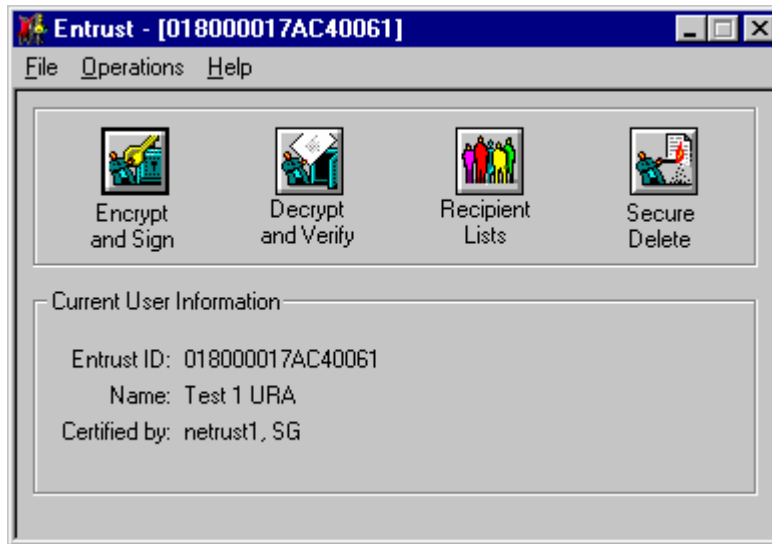


- g. Click “File->Save” to save the ENT file to your PC.

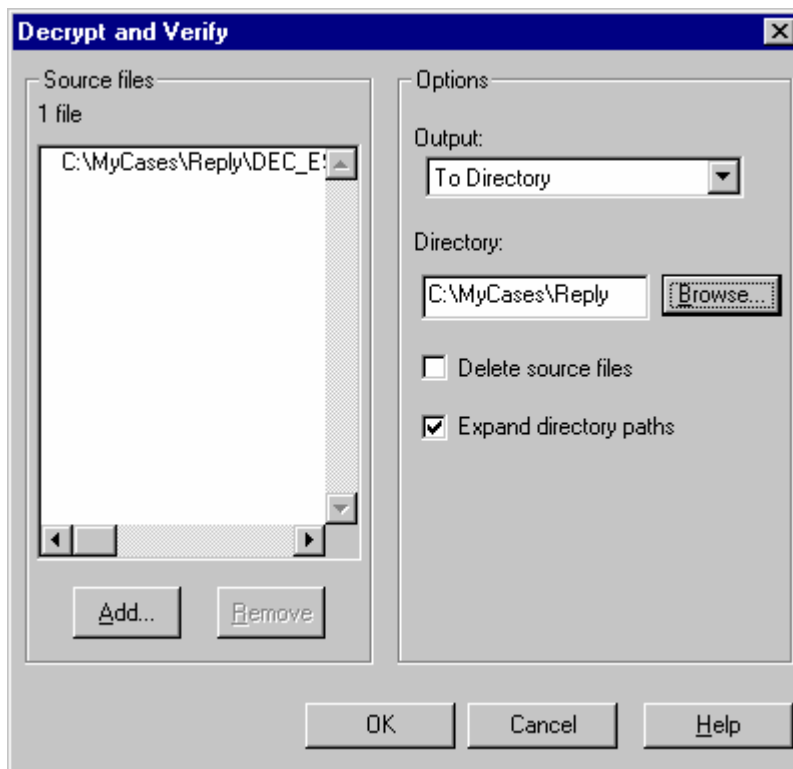


9.5 Retrieving and Verifying the Decision File or Approved Plans

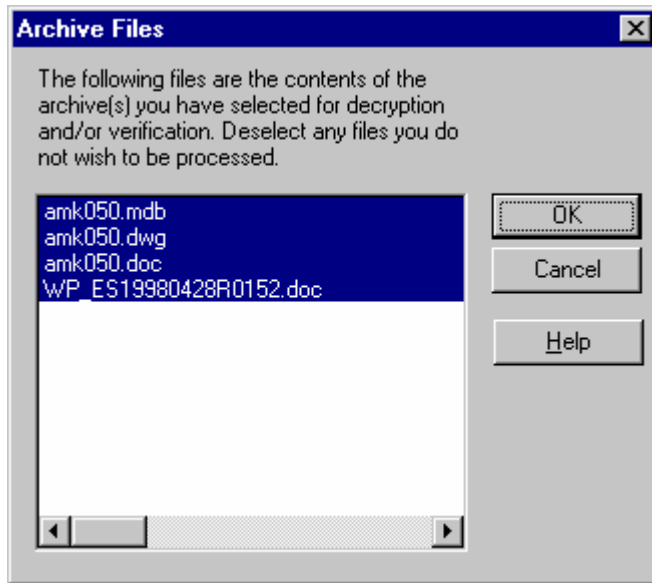
- a Establish an Internet connection.
- b Insert your Smartcard into the Smartcard Reader.
- c Click on “Start” in the Windows task bar and select “Programs” then “Netrust Client 1.2.9” to start the Netrust Client.
- d Enter your Netrust password to log in.
- e After successful logon, click the “Decrypt and Verify” icon.



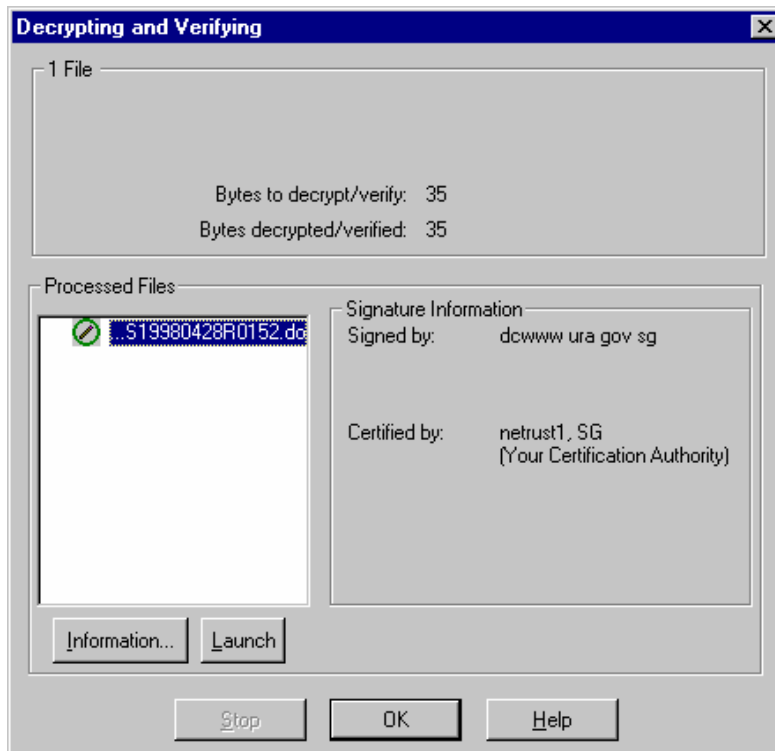
- f Select the Decision ENT file or the Approved Plans ENT file which you saved earlier.
- g Select the Destination directory to write the decrypted and verified files to.



- h Click "OK" to start the decryption and verification process.
- i You will be asked if you want to decrypt/verify all or some of the files in the ENT file you received. You can deselect those you do not want to extract by clicking on the filenames. Click "OK" when done.



- j On successful execution, the selected files will be decrypted, verified and written to the Destination directory you indicated.



Interpreting Error Messages for Unsuccessful Transactions When Downloading EDA Decision

- a. Fail to login to Netrust.

There is a problem with the EDAS Web Server. Please call EDA Hotline to report the Error Code.

Error Code : EDA-1300

- b. Fail to login to Netrust

There is a problem authenticating your Netrust card. Please make sure you have setup and run the Netrust Security Proxy at your PC.

Error Code: EDA-1310

- c. Non register EDA user or already defuncted user

You are not registered as an EDAS User. Please read the FAQs on how you can register with us.

Error Code: EDA-1320

- d. Decision file is not found in the server

The requested decision file is not found.

Error Code: EDA-1330

- e. The decision file does not belong to user.

You are not Authorised to Download.

Error Code: EDA-1340

- f. URL (secwww-reqest) is not 1 or 3.

Request type is not supported.

Error Code: EDA-1350

Section 10 **Checking of Submission Status**

10.1 Description of the function

This function provides information about the status of EDA submissions made by officers from your company.

The following are the various status of a submission :

- | | | | |
|---|---------------------|---|---|
| a | Received | - | Submission is received by the URA web server |
| b | Registered | - | Submission is accepted and registered |
| c | Rejected | - | Submission is rejected due to incompleteness of submission details or non compliance of submission requirements |
| d | Under Consideration | - | URA officers have started the processing |
| e | Decided | - | A decision has been made regarding the submission |

At 'Received' stage, Submission Description will appear as 'NULL' as submission folders have not yet been opened.

At the stage when a decision is issued, the Decision Type will reflect the type of decision. Otherwise, it will show 'NULL'.

Authentication by Netrust Security Proxy is required for this function to ensure that only authorised personnel is allowed to view the status of the submissions (i.e you are only allowed to view submissions belonging to your company).

10.2 Software and Hardware Required

For this function, you will require the following hardware and software (see Section 4 for more details) :-

- a High-speed Internet connection
- b Personal Computer (meeting requirements listed in Section 4)
- c Netrust Smartcard Certificate (issued by Netrust)
- d Netrust-compliant Smartcard Reader
- e Netrust Security Proxy Release 1.3 /or 1.4(refer to Section 9.2 and 9.3 for installation of Netrust Security Proxy)

10.3 Browsing of Submission Status

- a Establish an Internet connection.
- b Follow Section 8.3 to navigate to the EDA Web site.
- c After you have connected to the EDA Home page, click on the 'Other Services' link on the left index frame followed by the 'Submission Status' link to link to the Submission Status page.

- d On the Submission Status page, you will be allowed to query the status of submissions registered by your company:

The screenshot shows a web browser window displaying the 'Submission Status' page of the Urban Redevelopment Authority (URA). The browser's address bar shows the URL 'http://edanet.ura.gov.sg/'. The page header includes the URA logo and navigation links such as 'Home', 'Corporate', 'e-Services', 'News Release', 'Circulars', 'Publications', 'Site Map', 'Search', and 'Contact URA'. Below the header, there are navigation tabs for 'Land Sales & Property Market Info', 'Land Use & Urban Design Planning', 'Conservation', and 'Development Control'. The main content area is titled 'Submission Status' and contains the following text:

We have introduced yet another EDA service. You can now check the status of your EDA submission via SMS anytime, anywhere with just your handphone. To find out more about this service, click [here](#)

Note: If you are using Windows 2000, please download [Netrust Security Proxy for Win2k](#) before checking your submission status.

Please indicate your preference of sorting by

DC Reference
 Transaction Reference

To check status of a particular submission, please enter the DC Reference

To check status of all submissions submitted by your firm, please leave DC Reference blank.

DC Reference :

- e You are allowed to request records to be displayed in the order of DC Reference or Transaction Reference. Click on the respective radio button to indicate the sorting preference.

- f You are allowed to retrieve :

- submissions related to a particular DC Reference by entering the DC Reference, or
- all the submissions registered by your company by leaving the DC Reference field blank.

- g Insert the Netrust card to the card reader. Click on the “Submit” button to submit the query and the following screen will appear to prompt you to enter Netrust password:

The screenshot shows a dialog box titled 'Netrust Security Proxy - User Authentication'. The dialog box contains the following text:

Insert your Smartcard and enter your Password

Password :

Click CANCEL if you do not have a Smartcard

- h Enter the password and click 'OK'.

- i The following screen will appear showing the records that match the search criteria, with the company name shown on top of the records:

Application Status

Submission Status for cases submitted by : TEST QP8

Date Submitted	DC Reference	Transaction Reference	Submission Description
Sep 09 1998 03:44PM	ES19980909R0154	ES19980909R0154	NULL
Sep 05 1998 02:24PM	ES19980905R0158	ES19980905R0158	NULL
Aug 21 1998 02:49PM	ES19980821R0150	ES19980821R0160	NULL
Aug 21 1998 02:49PM	ES19980821R0150	ES19980821R0159	NULL
Aug 21 1998 02:49PM	ES19980821R0150	ES19980821R0158	NULL
Aug 21 1998 02:48PM	ES19980821R0150	ES19980821R0157	NULL
Aug 21 1998 02:01PM	ES19980821R0150	ES19980821R0150	NULL
Aug 14 1998 02:38PM	ES19980814R0178	ES19980814R0187	NULL
Aug 14 1998 02:33PM	ES19980814R0178	ES19980814R0178	NULL
Aug 07 1998 02:33PM	ES19980807R0157	ES19980807R0160	NULL
Aug 07 1998 02:27PM	ES19980807R0157	ES19980807R0157	NULL
Apr 23 1998 04:01PM	ES19980425R0002	ES19980425R0002	NULL

Total Number of Records : 12

Information that will be displayed are : Date Submitted, DC Reference, Transaction Reference, Submission Description, Submission Status and Decision Type.

You are allowed to scroll to the right and left to browse more fields, and up/ down for more records.

- j To perform more queries, click on the 'Submission Status' link on the left index frame to link to the Submission Status page. Repeat steps (e) and (f). For subsequent queries, you will not be prompted to enter the netrust password.

10.4 Interpreting Error Messages for Unsuccessful Transactions When Checking EDA Submission Status

- a. Fail to login to Netrust.

This is a problem with the EDAS Web Server. Please call us at the EDA Hotline to report the Error Code.

Error Code: EDA-1200

- b. Netrust Security Proxy not setup or not run or the browser is not set to localhost.

There is a problem with authenticating your Netrust card. Please make sure you have setup and run the Netrust Security Proxy at your PC.

Error Code: EDA-1210

- c. Non register EDA user

You are not registered as an EDAS User. Please read the FAQs on how you can register with us.

Error Code: EDA-1220

Section 11 Submission through URA Development Control's e-services

11.1 Software and Hardware required

Hardware Requirements

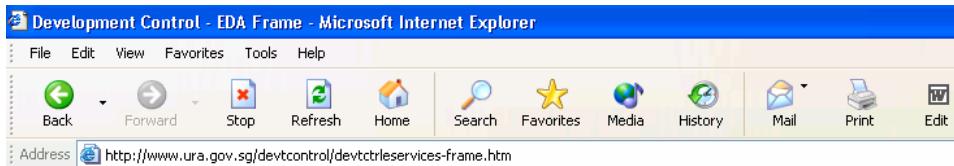
- a A Personal Computer with the following recommended and minimum configurations :-
 - i Pentium IV PC(recommended); Pentium PC 166Mhz (minimum)
 - ii 128 MB RAM (recommended); 64MB RAM (minimum)
 - iii Windows 95 / Windows 98 / Win NT / Windows 2000 / Windows Millenium / Win XP Operating System
- b Modem for Internet connectivity (minimum 56.6kbps)

Software Requirements

- a Netscape Navigator 4.5 and above or Internet Explorer 6.x Web Browser
- b An Email Client (eg. Outlook Express, Netscape Mail, Eudora Mail)
- c SingPass (For more information on SingPass, please visit http://www.cpf.gov.sg/cpf_trans/palpin_faq.asp)

11.2 Sending an application through URA Development Control's e-services

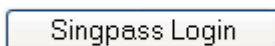
- 1 Visit URA website URA-Online at <http://www.ura.gov.sg/devtcontrol/devtctrlservices-frame.htm>



- 2 Click on the application that you are applying for



- 3 Read and understand all the important information carefully
- 4 Click on the SingPass login



- 5 Key in the SingPass ID and click "submit"

Welcome to SingPass

Please enter your SingPass ID.

Please do not use the "Enter" key on the keyboard.

SingPass ID*

* For Singapore Citizens and Permanent Residents, enter your NRIC number.
For Foreigners, enter your FIN / CPF Account number.

[Need help with your login? Click here.](#)

- 6 Key in the relevant details of the application as requested by the system.
- 7 Attach the required plans and supporting documents (if any) and click on the "Submit" Button



A For Corporate User (including Partnership)

Particulars of user

CompanyName: _____

Tel No: (O) _____ (H) _____ Fax No: _____ Pager No: _____

Address: _____

EmailAddress: _____

List of Netrust Digital Certificate applicants as authorised by the business entity

(please attach a separate sheet if space is insufficient)

	<u>Name</u> (according to NRIC)	<u>NRIC/Passport* No.</u>
1	_____	_____
2	_____	_____
3	_____	_____

User's Name & Signature

Date

Company Stamp (for corporate users)

B For Personal User

Particulars of user

Mr/Mrs/Ms/Mdm* _____ NRIC/Passport* No: _____
(according to NRIC)

Tel No: (O) _____ (H) _____ Fax No: _____ Pager No: _____

Address: _____

EmailAddress: _____

User's Name & Signature

Date

13.1.1.1.1.1 Configuration of PC	Please indicate
CPU/Speed (eg Pentium II / 300MHz)	
Random Access Memory or RAM (eg 32MB, 64 MB)	
Operating System (eg Win95, Win98 or WinNT)	
Modem Speed/Type (eg ADSL modem or 56kbps modem)	
Web Browser (eg Netscape 4x or Internet Explorer 4x)	
CAD Software (eg FastCad, AutoCad, micro-station or others)	

* delete where appropriate

13.1.2 For URA Use Only	
Applicant Ref ID	Emailed to User / Netrust

ENDORSEMENT FOR OWNER CONSENT

I/We, _____ (type in name of person e-signing the plan) _____, hereby declare that -

- (a) I/we am/are not the owner(s) of the land within the meaning of the term "owner" as defined in Section 2 of the Planning Act (Cap 232, 1998Ed) ; and
- (b) I/we have shown this plan to the owner(s) of the land, and have obtained the consent of the said owner(s) to submit this plan to the Competent Authority under the Planning Act (Cap 232, 1998Ed).

FORMAT OF ENDORSEMENT FOR DRAINAGE INTERPRETATION AND ROAD LINE

Drainage Interpretation

I, _____ (type name of Architect/Professional Engineer) _____, confirm that the drainage details as shown in the layout plan are in accordance with the information provided by the Chief Engineer, Central Building Plan Unit, Pollution Control Department, ENV. via ref _____ dated _____.

Road Line

I _____ (type name of Architect/Professional Engineer) _____, confirm that the road reserve lines, the category of the proposed and existing roads and other related road information as shown in the layout plan is in accordance with the information provided by the LTA. via ref _____ dated _____.

Form of Authorisation Letter (to be printed on Applicant's company letterhead, where applicable)

To: (User acting as agent)

AUTHORISATION TO SUBMIT ELECTRONIC DEVELOPMENT APPLICATION

1. *I/We hereby authorise you to act as *my/our agent to submit on *my/our behalf an application to the Competent Authority under the Planning Act 1998 for a written permission to develop Lot ___MK/TS___ at _____ (hereinafter referred to as "the subject land") for a (description of proposal) _____ (hereinafter referred to as "proposed development") in the form of electronic records using the EDA system, and to deal with the Competent Authority on all ancillary and related matters in connection with the application.
- *2. *I/We hereby also authorise you to pay on *my/our behalf to the Competent Authority all processing fees or charges payable by *me/us in connection with the application.
3. *I/We declare that -
 - *(a) *I/we *am/are the owner(s) of the subject land within the meaning of the term "owner" as defined in Section 2 of the Planning Act 1998;
 - *(b) *I/we *am/are not the owner(s) of the subject land within the meaning of the term "owner" as defined in Section 2 of the Planning Act 1998; and
 - ** (c) *I/we have informed the owner(s) of the subject land of the proposed development, shown to the owner(s) all plans, documents and information in respect of the proposed development, and have obtained the consent of the owner(s) to make the application to the Competent Authority for written permission to develop the subject land for the proposed development.

Name and Signature of the Applicant(s)

* delete whichever not applicable

** delete (c) if the applicant is also the owner of the land