



Guidelines to Electronic Transmission

Version 2.0

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This document is available on the Singapore Land Authority website.
URL: <http://www.sla.gov.sg/>

Guidelines to Electronic Transmission

1. Introduction

This document aims to provide guidelines to surveyor using the Electronic Submission for Professionals (EsPro) system to request and/or submit their survey documents to Singapore Land Authority.

The Surveyor must conduct all the survey works in accordance with the Boundaries and Survey Maps (Conduct of Cadastral Surveys) Rules made under the Boundaries and Survey Maps Act. The survey works conducted by the Surveyor must also conform to the procedures and standards of accuracy as described in the CS Directive on Cadastral Survey Practices.

These guidelines include the following headings:

1. Introduction
2. Boundaries and Survey Maps (Electronic Transmission) Rules
3. Requirements for carrying out Electronic Transmission
4. Types of Transmission in E-Submission for Professionals (EsPro)
5. Forms in each Transmission
6. Checklist for each type of transmission
7. Format for each type of transmission under Project
8. Format for transmission under Ancillary Project
9. File Naming Convention
10. Samples of Plans
11. Training
12. Other Information

These guidelines will be subjected to review as when necessary. Changes will be reflected on the Revision History table. It is the responsibility of the surveyor to ensure that they meet the equipment/software requirements to achieve their capability to request and submit their survey documents. It is also the responsibility of the surveyor to ensure that their request and transmission are successfully done.

The Surveyor must ensure that these guidelines are strictly adhered to when carrying out their electronic transmission, unless otherwise instructed by the Chief Surveyor, Survey Services, SLA.

2. Boundaries and Survey Maps (Electronic Transmission) Rules.

- Please refer to Boundaries and Survey Maps (Electronic Transmission) Rules made under Boundaries and Survey Maps Act which was gazetted on the 25th October 2005. This allows surveyors to request/submit their survey documents through electronic transmission.

3. Requirements for carrying out Electronic Transmission

Listed below are the minimum requirements for electronic transmission:

- EsPro software downloadable from BCA website <https://www.corenet-ess.gov.sg/>
- Digital Signature downloadable from BCA website <https://www.corenet-ess.gov.sg/>
- Registration with BCA in order to be able to register projects for e-submission. (Please refer to <https://www.corenet-ess.gov.sg/> for details on how to register)
- Registration with Netrust in order to be able to digitally sign on documents. (Please refer to <http://www.netrust.com.sg/> for details on how to register)
- Design Web Format, DWF writer and viewer. You can download these from <http://usa.autodesk.com/>
- Practicing Certificate with LSB (for submission under Project)
- Payment is by Inter-bank GIRO

4. Types of Transmission in E-Submission for Professionals (EsPro)

In EsPro, under form template there are two types of transmission to SLA:

(a) Project

Transmission under Project requires Surveyor to create a project reference. Your project reference always start with your professional registration number, 5 digit numbers followed by the year. Only

(This form is compulsory and must be submitted for all types of transmission. It is also the checklist. Click [here](#) to view sample of SLA-XFD. You will need an Internet Form Viewer to view SLA-XFD. Please contact BCA Helpdesk for the Internet Form Viewer license)

2) Allocation of Lot Number

- *Calculation of Survey fees (xls)*
- *Engagement of registered surveyors form.doc*
- *SLA-XFD*

3) Submission of Registrar of Title Plan (RT)

- *SLA-XFD*

4) Request for Survey Document Number (CP, CPST, RT, FD, LB, STP)

- *Request for survey document number (.xls)*
- *SLA-XFD*

5) Submission of Certified Plan (CP)

- *Calculation of Survey fees (xls)*
- *Certification in relation to encroachment.doc*
- *Comparison of area.doc*
- *Survey report.doc*
- *SLA-XFD*

6) Submission of Strata Certified Plan (CPST)

- *Calculation of Survey fees (xls)*
- *Certification in relation to encroachment.doc*
- *Survey report.doc*
- *SLA-XFD*

Note: You are required to tick (✓) next to HDB Job check box in the SLA-XFD (Submission of Strata Certified Plan) if the job is a HDB Job.

Eg

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E-Transmission by Registered Surveyor to SLA-SS

Particulars Of Submission

File Reference Number	SLA/SVY -		
Please indicate the stage of this submission :			
PROJECTS			
1.	Submission of Authorised Plan/Written Permission		<input type="radio"/>
2.	Allocation of Lot Number		<input type="radio"/>
3.	Submission of Registrar of Title Plan(RT)		<input type="radio"/>
4.	Request for Record Identifier (CP, CPST, RT, FD)		<input type="radio"/>
5.	Submission of Certified Plan (CP)		<input type="radio"/>
6.	Submission of Strata Certified Plan (CPST)	HDB Job	<input checked="" type="radio"/>
7.	Submission of MCSTP		<input type="radio"/>
8.	Request for ISN Marker		<input type="radio"/>
9.	Submission of ISN GPS Observation		<input type="radio"/>

7) Request for ISN Marker

- Request for ISN Marker.xls
- SLA-XFD

8) Submission of ISN GPS Observation Marker

- Submission of ISN GPS Observation.doc
- SLA-XFD

9) *Submission of MCSTP*

- *SLA-XFD*

b) Ancillary Project-

Transmission under Ancillary Project does not require surveyor to create a project reference. Instead, an Ancillary Project (AP) ID will be created automatically by EsPro system. You are still required to fill in your particulars in the Ancillary Project.

- **Types of Transmission under Ancillary Project**

There is 1 type of transmission/request under Ancillary Project., that is:

Request for ISN Coordinates

- **Forms in each transmission**

1) *Request for ISN Coordinates*

- *Request for ISN Coordinates.xls*
- *SLA-XFD*

6. Checklist for each type of transmission.

For each type of transmission, there will be a checklist in the SLA-XFD form to assist surveyors in their transmission. Surveyors must do a check (✓) in the check-box for every plans/documents/forms to be submitted.

(The system will not accept your transmission if you fail to do a check (✓) on the checklist.)

Those with * are compulsory plans/documents/forms which must be submitted. **Those with *** are plans/documents/forms that must be digitally signed by surveyors when submitted.

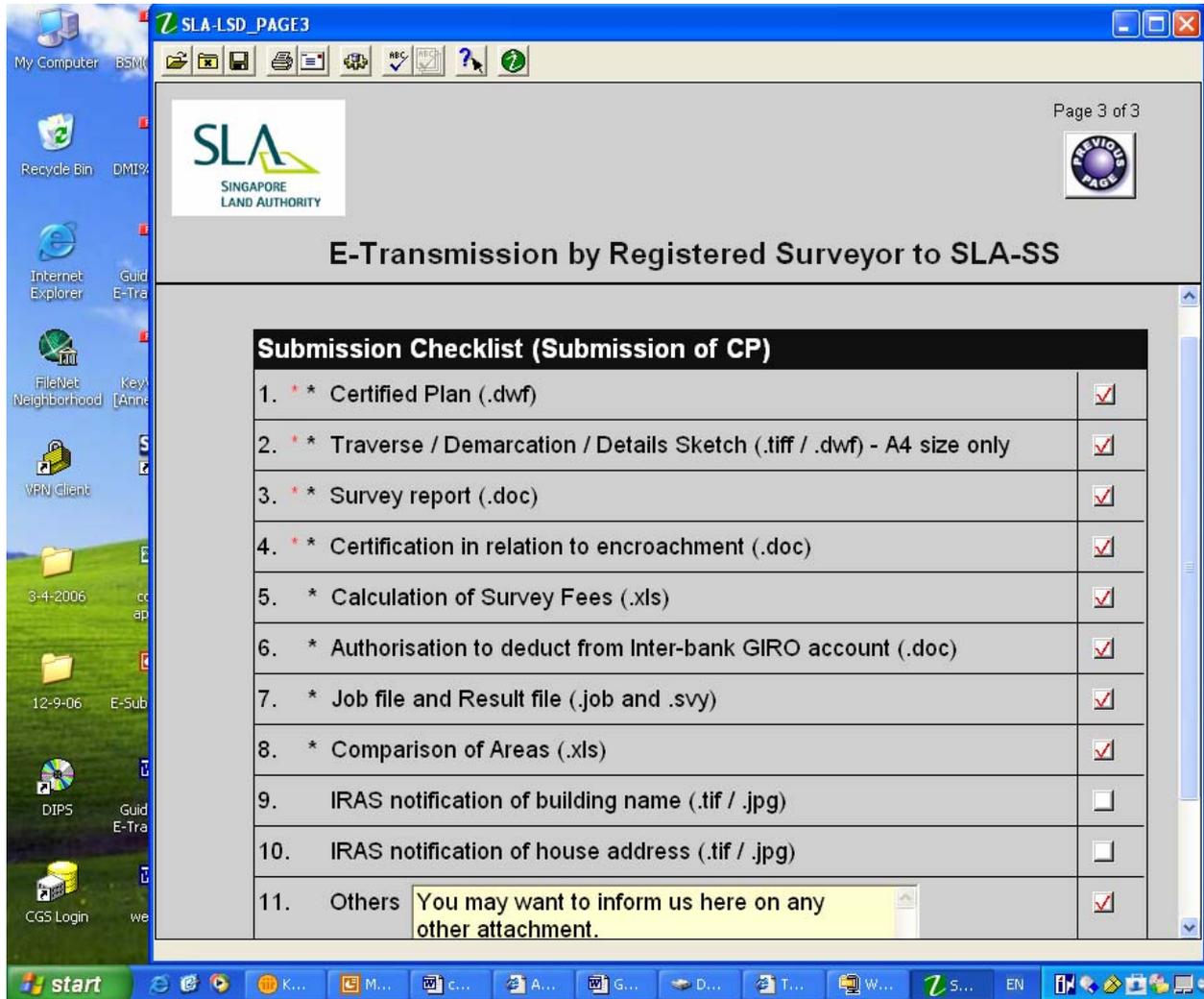
Note:

** denotes that this plans/documents/forms must be submitted*

** denotes that plans/documents/forms must be digitally signed when submitted*

Refer to SLA-XFD form for the checklist for each type of transmission,
Click [here](#) to view sample of SLA-XFD

Listed below is one of the example for Checklist for Submission of
Certified Plan



7. Format for each type of transmission under Project:

(Note: Format is highlighted in blue)

- (a) Submission of Authorised Plan/Written Permission
 - i. *URA written permission (format: .doc/pdf/.tif/.jpg)
 - ii. Authorised Plan-Subdivision permission (dwg/.dxf/ .dwf)
 - iii. Authorised Plan-Planning permission (dwg/.dxf/ .dwf)
 - iv. Diagrammatic Plan (dwg/.dxf/ .dwf)

- v. *Others- This allow you to attach any other necessary plans/documents.*

(b) Allocation of Lot Number

- i. ***Engagement of registered surveyor (format: .tif/.jpg)*
- ii. ** Authorisation to deduct from Inter-Giro account (.doc)*
- iii. ** Calculation of Surey fees (.xls)*
- iv. *IRAS notification of building name (.tif/ .jpg)*
- v. *IRAS notification of house address (.tif/ .jpg)*
- vi. *Written Permission(.tif/ .jpg)*
- vii. *Authorised Plan-Subdivision Permission (dwg/.dxf/ .dwf or the approved .dwg.ent)*
- viii. *Authorised Plan-Planning Permission (dwg/.dxf/ .dwf or the approved .dwg.ent)*
- ix. *Diagrammatic Plan(dwg/.dxf/ .dwf or the approved .dwg.ent)*
- x. *CPST plans for recess area cases (.tif/ .jpg)*
- xi. *Schedule of strata units (.doc)*
- xii. *Others- This allow you to attach any other necessary plans/documents.*

(c) Submission of Registrar of Title Plan (RT)

- i. ***RT Plan (format: .dwf)*
- ii. ** Authorisation to deduct from Inter-Giro account (.doc)*
- iii. ** Result file(.svy)*
- iv. *IRAS notification of house address (.tif/ .jpg)*
- v. *Others- This allow you to attach any other necessary plans/documents*

(d) Request for Survey Document Number (CP, CPST, RT, FD, LB, STP)

- i. **Request for survey document number (format: .xls)*

(e) Submission of Certified Plan (CP)

- i. **** Certified Plan (.dwf)**
- ii. **** Traverse/ Demarcation/ Details Sketch (.tif/ .dwf)-A4 size only**
- iii. **** Survey report (.doc)**
- iv. **** Certification in relation to encroachment (.doc)**
- v. *** Calculation of Surey fees (xls)**
- vi. *** Authorisation to deduct from Inter-Giro account (.doc)**
- vii. *** Job file and Result file (.job and .svy)**
- viii. *** Comparison of Areas (xls)**
- ix. **IRAS notification of building name (.tif/ .jpg)**
- x. **IRAS notification of house address (.tif/ .jpg)**
- xi. **Others- This allow you to attach any other necessary plans/documents.**

(f) Submission of Strata Certified Plan (CPST)

- i. **** Strata Certified Plan (.dwf)-B3 size only**
- ii. **** Field Detail (.tif/ .dwf)-A4 size only**
- iii. **** Survey report (.doc)**
- iv. **** Certification in relation to encroachment (.doc)**
- v. *** Calculation of Surey fees (format: .xls)**
- vi. *** Authorisation to deduct from Inter-Giro account (.doc)**
- vii. **IRAS notification of building name (.tif/ .jpg)**
- viii. **IRAS notification of house address (.tif/ .jpg)**
- ix. **Schedule of strata units (.txt)**
- x. **Sales area listing (.doc)**
- xi. **Others- This allow you to attach any other necessary plans/documents**

(g) Submission of MCSTP

- i. *** MCSTP (.tif/ .jpg)**

ii. *Others- This allow you to attach any other necessary plans/documents*

(h) Request for ISN Marker

i. * *Request for ISN Marker (format: .xls)*

(i) Submission of ISN GPS Observation

i. ** *Submission of ISN GPS Observations form (.doc)*

ii. * *Gross Error Test & Zero Baseline Test (.tif/ .jpg/ .pdf)*

iii. * *GPS Station Obstruction Diagram (.tif/ .jpg/ .pdf)*

iv. * *GPS Station Observation log (.tif/ .jpg/ .pdf)*

v. * *Digital Photograph of ISN Marker (.jpg)*

vi. * *GPS Processing Report, Adjustment and Statistical Testing Report (ASCII)*

vii. * *Observation Data (RINEX format for ISN Marker)*

viii. * *ISN Data File (.hcp)*

ix. *Others- This allow you to attach any other necessary plans/documents.*

8. Format for transmission under Ancillary Project:

▪ *Request for ISN Coordinates*

i. * *Request for ISN Coordinates (format: .xls)*

ii. * *Authorisation to deduct from Inter-bank GIRO account (.doc)*

iii. *Others- This allow you to attach any other necessary plans/documents.*

9. File Naming Convention

Table below shows the file naming convention of records/plans

Note:

- ***Plans must be in ISO standard metric sizes.***
- ***Scanned files in TIFF (.TIF) format must be scanned in black & white at 300dpi and 1 Bit depth.***

- **Scanned files in JPEG (.JPG) format must be in black & white at 300dpi and 80% compression**

Plan Type	File Naming Convention	File Format	Example
RT	<plan type & No.>.dwf	dwf	RT12345.dwf
CP	<Plan Type>.dwf	dwf	CP12345.dwf
SK	<Plan Type>_<Page Number>.dwf	Dwf/tif	SK12345_1.dwf or SK12345_1.tif
CPST	<Plan Type>.dwf	dwf	CPST12345.dwf
FD	<Plan Type>_<Page Number>.dwf (Note: Index file will always start as page 1. See sample below)	Dwf/tif	FD12345_1.dwf or FD12345_1.tif

10. Samples of Plans (Need a dwf viewer to view dwf plan)

1. Sample on CP plan

Note the changes in the legend

a) **CP99999.dwf**

2. Sample on Sketches (tif format)

a) **SK70174_1.tif**

b) **SK70174_2.tif**

c) **SK70174_3.tif**

d) **SK70174_4.tif** or

3. Sample on Sketches (dwf format)

a) **SK70174_1.dwf**

b) **SK70174_2.dwf**

c) **SK70174_3.dwf**

d) **SK70174_4.dwf**

First page of sketch should carry the certification.

4. Sample on CPST

Note the changes in the legend and that STP number is inserted before transmission. (You are to request for STP number beforehand)

- a) [CPST70810.dwf](#)
- b) [CPST70811.dwf](#)
- c) [CPST70812.dwf](#)
- d) [CPST70813.dwf](#)
- e) [CPST70814.dwf](#)
- f) [CPST70815.dwf](#)

5. Sample on Field Detail (tif format)

- a) [FD21234_1.tif](#)
- b) [FD21234_2.tif](#)
- c) [FD21234_3.tif](#)
- d) [FD21234_4.tif](#) or

http://www.sla.gov.sg/doc/new/FD21234_3.tif

6. Sample on Field Detail (dwf format)

- a) [FD21234_1.dwf](#)
- b) [FD21234_2.dwf](#)
- c) [FD21234_3.dwf](#)
- d) [FD21234_4.dwf](#)

11. Training

Registered Surveyors may want to sign up for CORENET e-Submission training with BCA:

Course title: CORENET e-Submission Training
Trainer: Construction Industry Training Institute (CITI)
Duration: 1 day (9am – 5pm)

Please visit CORENET website at www.corenet.gov.sg for course schedule and details.

Address of CITI:
200 Braddell Road
Singapore 579700

12. Other Information

CORENET Helpdesk:

Supportdesk service	Contact Person	Contact No.	E-mail Address
CORENET eSS Technical & User Support			ess_helpdesk@bca.gov.sg
	Cindy Liew	63255901	cindy_liew@bca.gov.sg
	Thomas Kwek	6325 5902	thomas_kwek@bca.gov.sg
	Jacqueline Ang	63255903	jacqueline_ang@bca.gov.sg
	Doris Lim	63255905	doris_lim@bca.gov.sg
	Shirlene Cai	63255906	shirlene_cai@bca.gov.sg
Netrust	Netrust Hotline	62121388	infoline@netrust.net

General enquiry:

mailto:ess_helpdesk@bca.gov.sg

Telephone: 6325 5901-06

Fax: 6226 1197

Operating hours:

Monday – Thursday: 8.30am to 6pm

Friday: 8.30am to 5.30pm

(Excluding Saturday, Sundays and Public Holidays)