



**Industry Demo Briefing on
Energy Efficiency Opportunities Assessment for
New Ventures (EEOA NV)
28 Jul 2020**

Last Updated : 20 July 2020

Overview to Briefing Scope

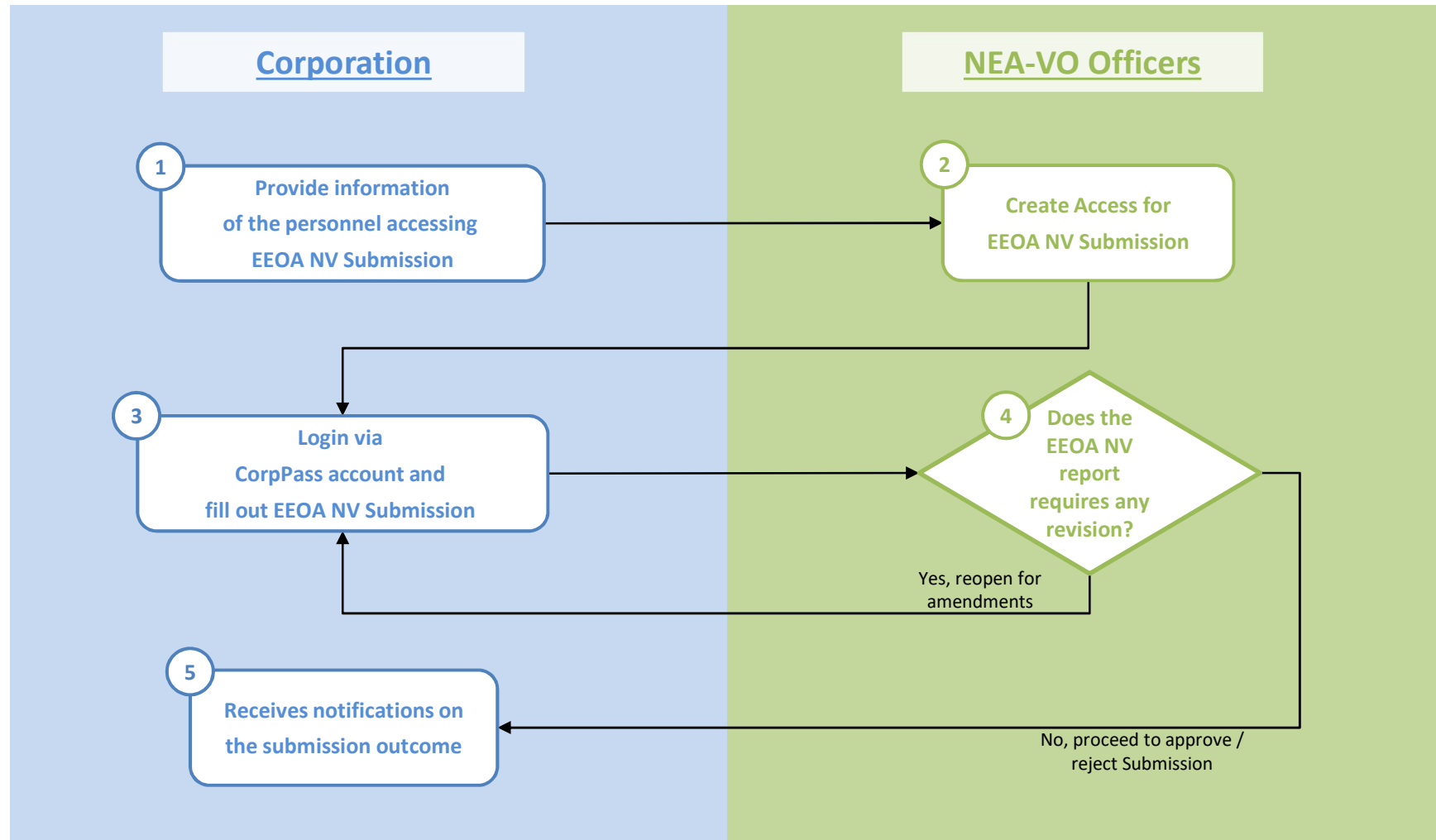
About the Energy Efficiency Opportunities Assessment for New Venture (EEOA NV)

- These are the content that will be covered for the internal briefing
 - Overview of EEOA NV Submission
 - Navigation around EDMA
 - EEOA NV Submission Details
 - Submission and Reopening of the EEOA NV Submission
 - Available Online Help

Overview of EEOA NV Submission

Overview to Briefing Scope

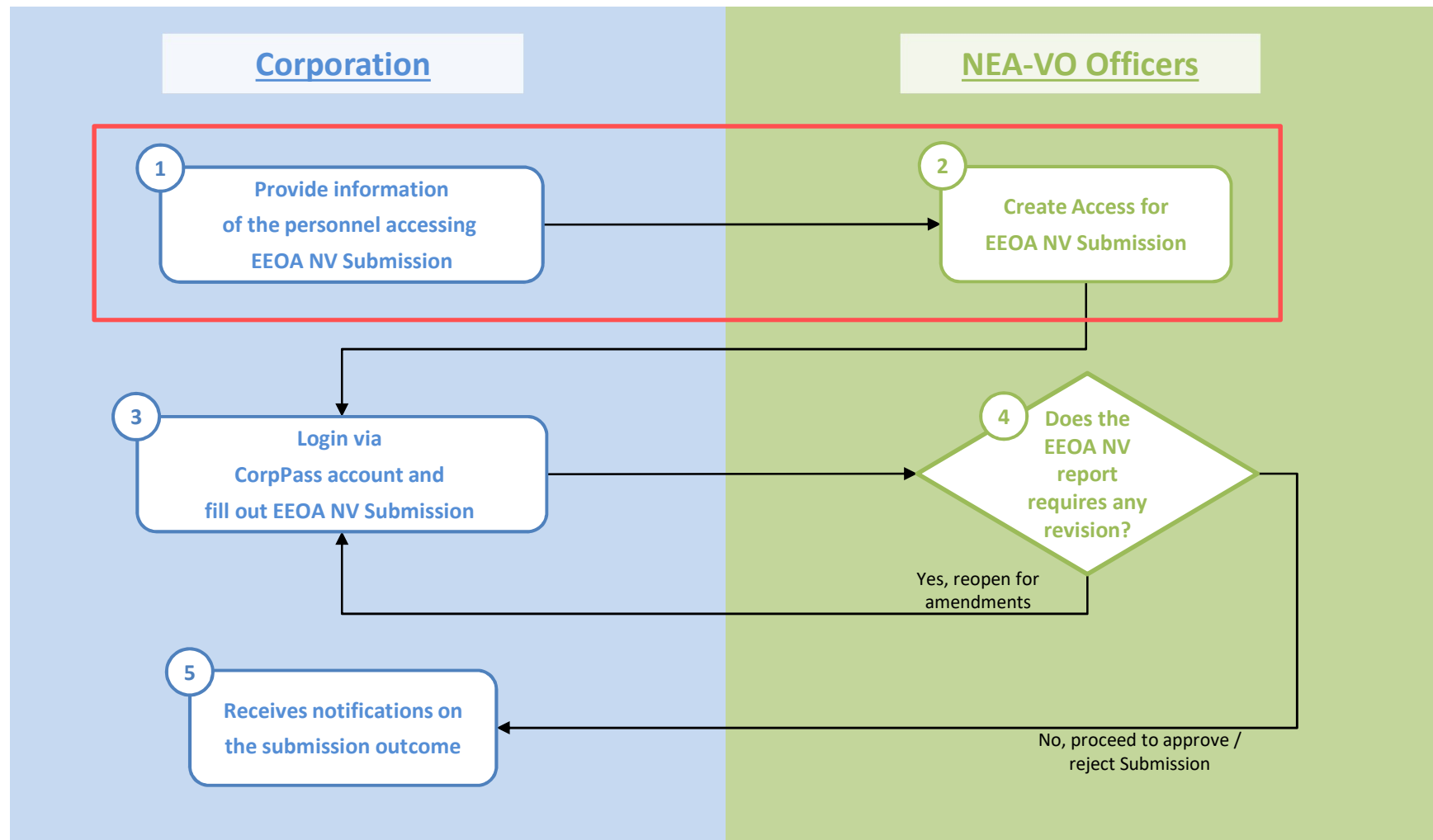
All sites that are required to fulfill their obligations under the Energy Conservation (Energy Management Practices) will go through the following processes for EEOA NV :



EEOA NV Access

EEOA NV Access

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EEOA NV Access

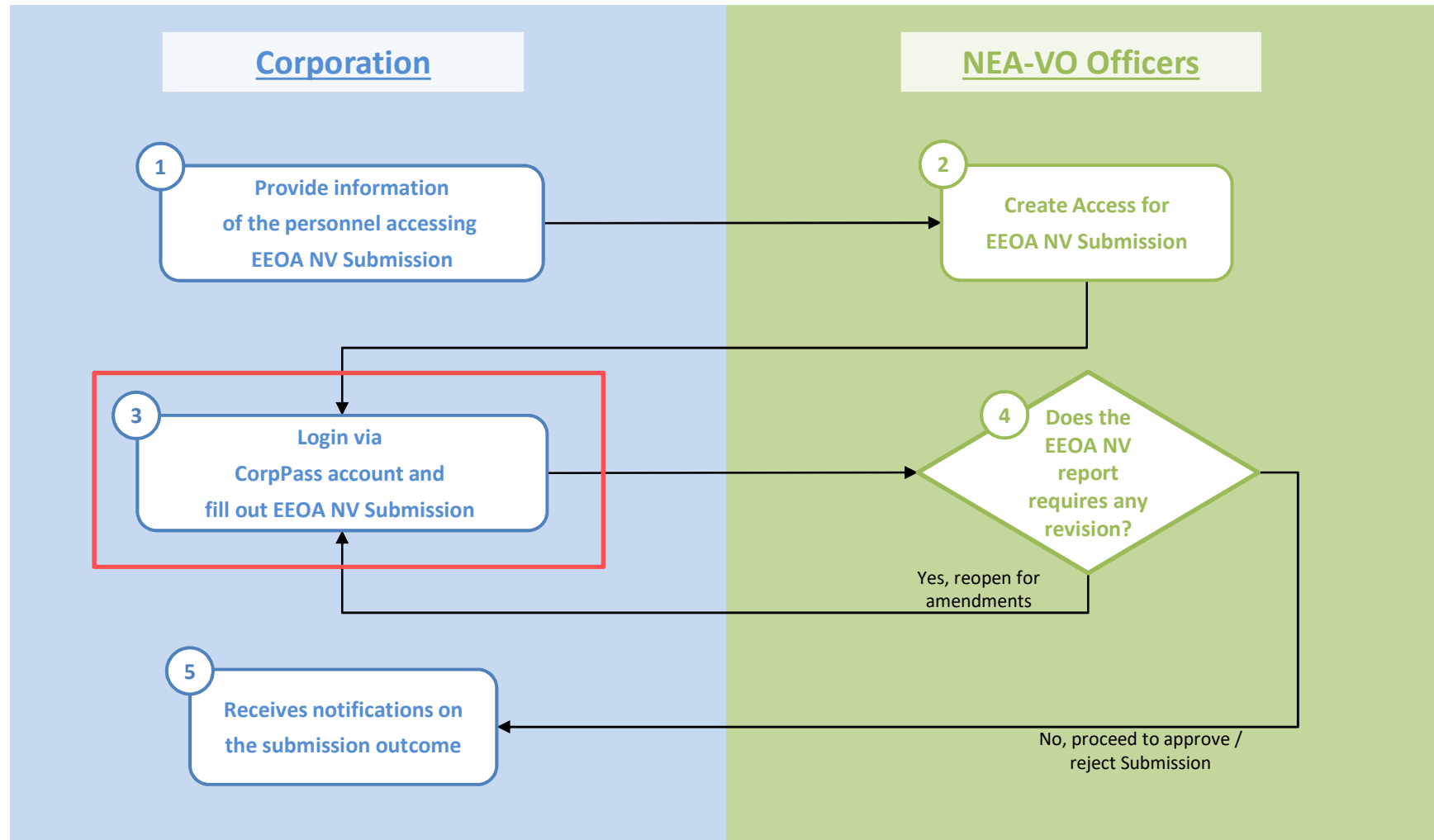
Access to EEOA NV submission is granted on individual basis

- Corporations will need to submit the personnel details of those who will be involved in the report submission to NEA-VO officers.
- This is to ensure that the NEA-VO officers are able to review and grant the permission accordingly.
- These are the information required:
 1. UEN (of the corporation)
 2. Identification Number
 3. First Name
 4. Last Name
 5. Contact Number
 6. Email Address
- An email notification will be sent to the authorised personnel when the access has been granted.


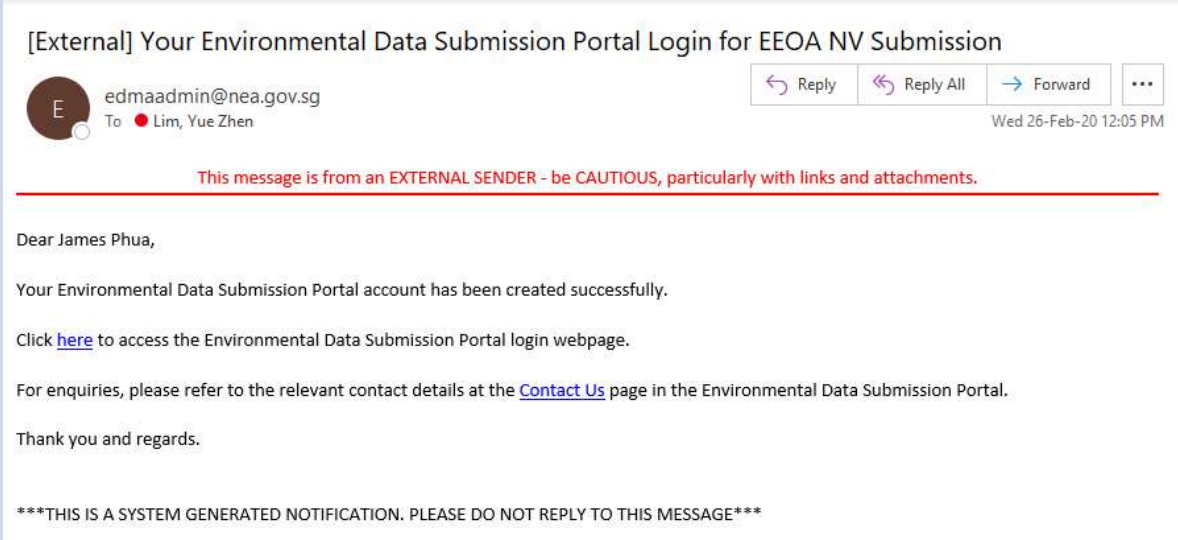
EDMA Login

EDMA Login

All sites that are required to fulfill their obligations under the Energy Conservation (Energy Management Practices) will go through the following processes for EEOA NV :



Login to Environmental Data Submission Portal

| Steps/Data Input | Screen |
|---|---|
| <ul style="list-style-type: none"> Email notification received by registered EEOA respondent Click on URL in the mail to access the online portal to perform submission. <p>https://www.edma.gov.sg</p>  <p><i>Authorized users (EEOA Data Respondent) are given the option to login to the Environmental Data Submission Portal using their CorpPass.</i></p> |  <p>[External] Your Environmental Data Submission Portal Login for EEOA NV Submission</p> <p>edmaadmin@nea.gov.sg To: Lim, Yue Zhen</p> <p>Wed 26-Feb-20 12:05 PM</p> <p>This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.</p> <p>Dear James Phua,</p> <p>Your Environmental Data Submission Portal account has been created successfully.</p> <p>Click here to access the Environmental Data Submission Portal login webpage.</p> <p>For enquiries, please refer to the relevant contact details at the Contact Us page in the Environmental Data Submission Portal.</p> <p>Thank you and regards.</p> <p>***THIS IS A SYSTEM GENERATED NOTIFICATION. PLEASE DO NOT REPLY TO THIS MESSAGE***</p> |

Slide 10


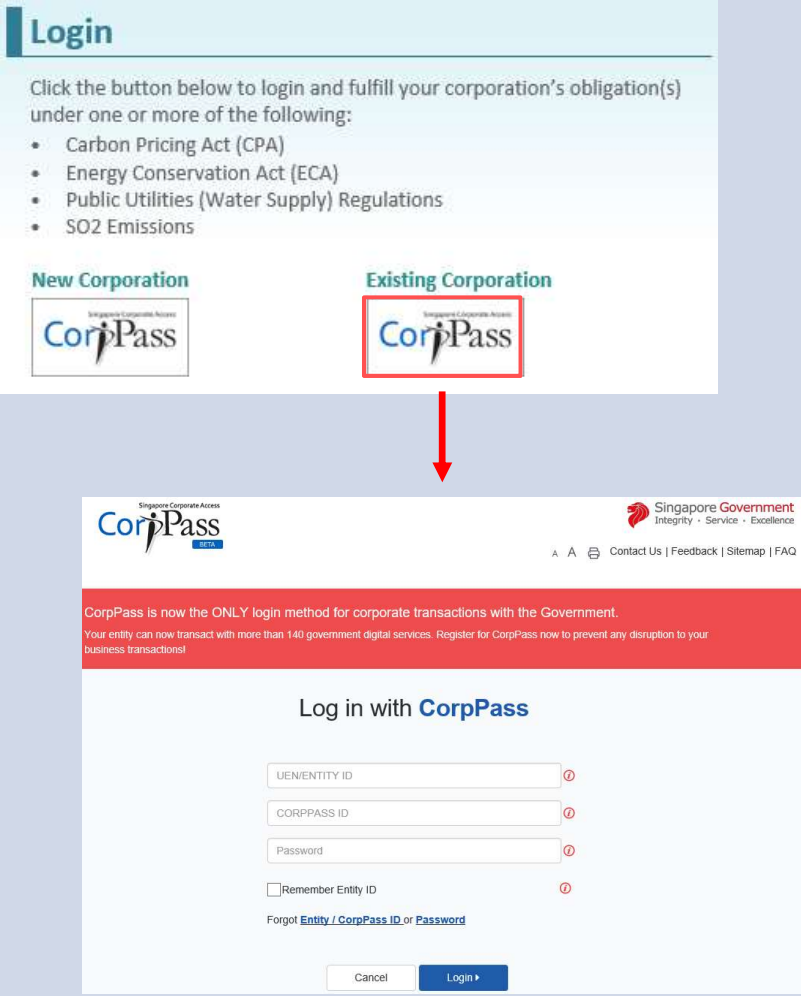
ND10

For backup

Ng, Dennis, 27/7/2020

1

Login to Environmental Data Submission Portal

| Steps/Data Input | Screen |
|---|---|
| <p>▪ Login to the Internet Portal with CorpPass.</p> <p> <i>Authorized users (EEOA Data Respondent) are given the option to login to the Internet Portal using their CorpPass.</i></p> |  |

2 Starting EEOA Submission

Steps/Data Input

- On the Home Page, Click on **My EEOA Submission** navigation at the top of the screen.
- My EEOA Submission page is displayed.
- Click on the **Create New button** to launch new EEOA submission.
- When there is a draft EEOA submission created, Click on the **EEOA Reference No hyperlink** to launch the created EEOA submission.



All EEOA submissions in “Re-open/ Draft” status assigned to the EEOA respondent will be retrieved and displayed accordingly. If there is no EEOA submission found, “No Record Found” will be displayed.

Screen

The screenshot shows the 'My EEOA Submission' page with the following content:

- Navigation: Home, My EEOA Submission, Logout
- Section: My EEOA Submission
- Text: Access the Corporation's Registration/ Notification Details
- Section: Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission: Before Development Control Stage, an owner of a New Venture (a new business activity or major expansion of any existing business activity) will be required to carry out energy efficiency opportunities assessment (EEOA) during the design of the facility and submit an EEOA report to NEA.
- Section: List of EEOA Submissions
- Table:

| EEOA Reference No | Submission Title | UEN/ID | Site of Business Activity | EEOA Status |
|-------------------|------------------|--------|---------------------------|-------------|
| No Records Found | | | | |
- Button: Create New (highlighted with a red box)

The screenshot shows the 'My EEOA Submission' page with the following content:

- Navigation: Home, My EEOA Submission, Logout
- Section: My EEOA Submission
- Text: Access the Corporation's Registration/ Notification Details
- Section: Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission: Before Development Control Stage, an owner of a New Venture (a new business activity or major expansion of any existing business activity) will be required to carry out energy efficiency opportunities assessment (EEOA) during the design of the facility and submit an EEOA report to NEA.
- Section: List of EEOA Submissions
- Table:

| EEOA Reference No | Submission Title | UEN/ID | Site of Business Activity | EEOA Status |
|-------------------|---|------------|---|-------------|
| EEOA2020000063 | Project One (Project Ref No. PROJ12345F) | UEN1234567 | 888 WOODLANDS DRIVE 50 #01-234 Tower ABC Singapore 730888 | Draft |
- Text: Showing 1 to 1 of 1
- Button: Create New

3

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (1/9)

Steps/Data Input

- Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission is displayed.
- Input Details of Corporation with the required information.



Singapore Unique Entity Number (UEN) of Corporation/Entity ID must be entered before proceeding to save the form as draft. Mandatory fields are indicated by the red asterisk () on the field headers. Once Save as Draft button is clicked, the status changes to "Draft" and it will retrieve the last saved values by the user.*

Screen

A Singapore Government Agency Website

edma Environmental Data Submission Portal

Home My EEOA Submission Logout

EEOA NV Submission

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission:
The EEOA NV submission includes the EEOA NV Report Template, EEOA NV Report Table Template and the necessary supporting documents

Corporation One
888 WOODLANDS DRIVE 50 #01-234 Tower ABC Singapore 730888 Status: Draft

EEOA Report Summary **EEOA Table Summary**

- Details of Corporation

EEOA Reference No. *

Registered Name of Corporation *

Singapore Unique Entity Number (UEN) of Corporation/Entity ID *

Project Reference No. *

Project Title *

Postal Code Availability * Yes No

Postal Code *

Blk/No * Street Name * Country *

Unit No - Building Name

Lot No Plot No TS/MK

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (2/9)

Steps/Data Input

- Based on the postal code availability radio button selected, the different address fields enabled will defer.
- If 'Yes' is selected, all fields will be enabled
- If 'No' is selected, the following fields will be enabled:
 - Lot No.
 - Plot No.
 - TS/MK

Screen

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission:
The EEOA NV submission includes the EEOA NV Report Template, EEOA NV Report Table Template and the necessary supporting documents

Corporation One
888 WOODLANDS DRIVE 50 #01-234 Tower ABC Singapore 730888 Status: Draft

EEOA Report Summary | **EEOA Table Summary**

- Details of Corporation

EEOA Reference No. *

Registered Name of Corporation *

Singapore Unique Entity Number (UEN) of Corporation/Entity ID *

Project Reference No. *

Project Title *

Postal Code Availability * Yes No

Postal Code *

Blk/No * Street Name * Country *

Unit No - Building Name

Lot No Plot No TS/MK

When 'Yes' is selected all fields is enabled. Enter the Postal Code and click 'Retrieve' to get the following details: Blk/No, Street Name, Country

When 'No' is selected only the 'Lot No.', 'Plot No' & 'TS/MK' fields is enabled.

Postal Code Availability * Yes No

Postal Code *

Blk/No * Street Name * Country *

Unit No - Building Name

Lot No Plot No TS/MK

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (3/9)

Steps/Data Input

- To add additional EEOA respondent to edit the EEOA submission, under “EEOA NV Report Access Right” click **Retrieve button** to get the list of active EEOA respondents assigned to the entered UEN.
- Select the **EEOA respondent name** in the dropdown and click **Add button** to add the EEOA respondent.
- To delete the EEOA submission access right from the added EEOA respondent Click **Delete button** beside the EEOA respondent name added.



EEOA Submission will need to be save as draft so that the added EEOA respondent will have access to the submission form. The access rights of the EEOA respondent whom created the EEOA submission cannot be removed. Delete button will not be displayed. If the EEOA respondent entered an UEN which is not assigned to him/her, when click 'Retrieve' button an error message will be prompt: "You are not a Qualified Personnel for the entered [UEN]."

Screen

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission:
The EEOA NV submission includes the EEOA NV Report Template, EEOA NV Report Table Template and the necessary supporting documents

Corporation One
888 WOODLANDS DRIVE 50 #01-234 Tower ABC Singapore 730888 Status: Draft

EEOA Report Summary | **EEOA Table Summary**

- Details of Corporation

EEOA Reference No. *

Registered Name of Corporation *

Singapore Unique Entity Number (UEN) of Corporation/Entity ID *

Project Reference No. *

Project Title *

Postal Code Availability * Yes No

Postal Code *

Blk/No * Street Name * Country *

Unit No - Building Name

Lot No Plot No TS/MK

- EEOA NV Report Access Right
Choose from the dropdown and click 'Add' to give access for this EEOA NV report.

List of Qualified Person

| | | |
|-------------------|---|------------------------------------|
| Petter Lee | <input type="button" value="Retrieve"/> | <input type="button" value="Add"/> |
| Michael Chiang | | |
| 1. Robin Tan | | |
| 2. Petter Lee | <input type="button" value="Delete"/> | |
| 3. Michael Chiang | <input type="button" value="Delete"/> | |

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (4/9) – Upload EEOA NV Report Summary

Steps/Data Input

- At the **EEOA NV Report Summary section**, EEOA respondent is able to submit their corporation's EEOA NV Report Summary document.
- Click on the document template hyperlink '**EEOA NV Report Summary Template R2**' to be completed offline and electronically.
- Click **Browse** and select the file to be uploaded, click **Upload** button to upload the EEOA NV Report Summary for submission.
- The select file will be uploaded successfully and link will be displayed accordingly.



When a wrong file type is uploaded, an error message will be displayed: "Please ensure file format of the EEOA NV Report Summary is pdf/ doc/ docx."

When a file size exceed the acceptable limit, an error message will be displayed: "Size of the EEOA NV Report Summary cannot be more than 30MB."

Screen

- EEOA NV Report Summary *

Please click on the first hyperlink to download the blank EEOA NV Report Template. The EEOA NV Report Template has been designed in

1. [EEOA NV Report Template R2 \[DOCX, 66KB\]](#)

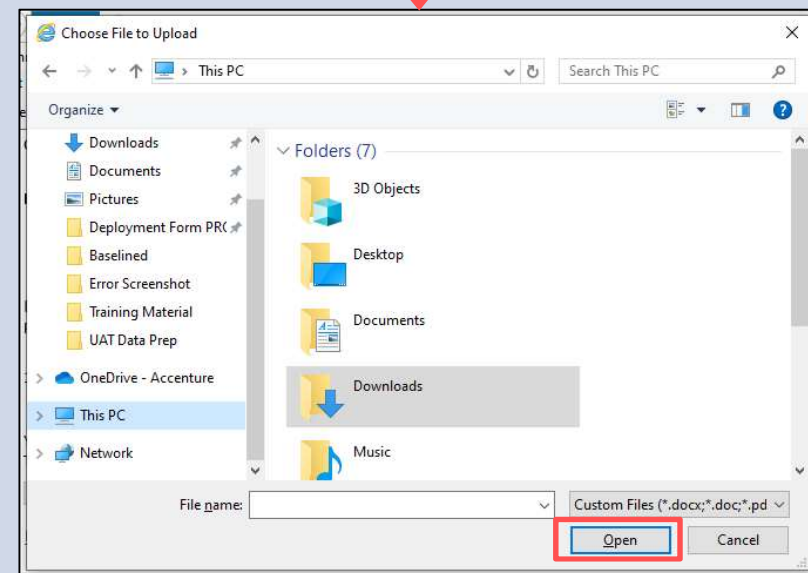
You can upload a maximum file size of 30MB.
The acceptable file types are: pdf, doc, docx

[Browse...](#)

[Upload](#)

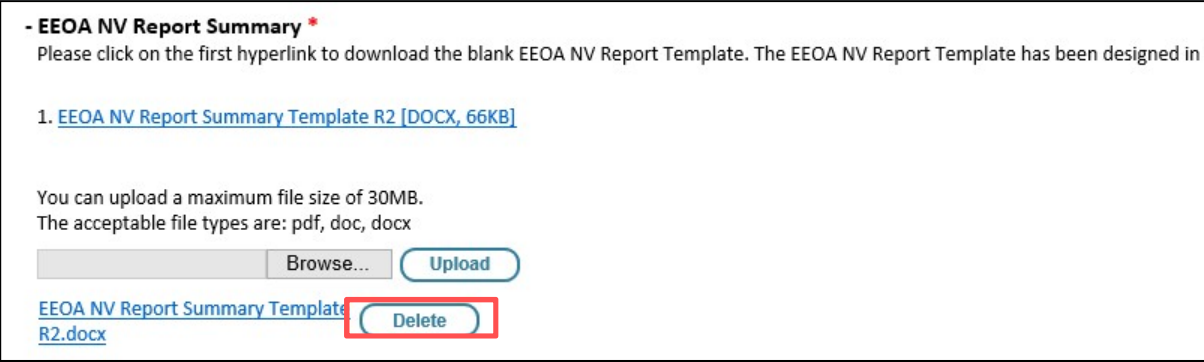
[EEOA NV Report Summary Template R2.docx](#)

[Delete](#)



3

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (4/9) – Delete EEOA NV Report Summary

| Steps/Data Input | Screen |
|---|---|
| <ul style="list-style-type: none">Click Delete button to remove the uploaded EEOA NV Report Summary. |  <p>- EEOA NV Report Summary * Please click on the first hyperlink to download the blank EEOA NV Report Template. The EEOA NV Report Template has been designed in</p> <p>1. EEOA NV Report Summary Template R2 [DOCX, 66KB]</p> <p>You can upload a maximum file size of 30MB. The acceptable file types are: pdf, doc, docx</p> <p><input type="text"/> Browse... <input type="button" value="Upload"/></p> <p>EEOA NV Report Summary Template R2.docx <input type="button" value="Delete"/></p> |

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (5/9) – Upload EEOA NV Report Calculation

Steps/Data Input

- At the **EEOA NV Report Calculation section**, EEOA respondent is able to upload the calculation file used for in the EEOA NV form.
- Click on the document template hyperlink **'EEOA NV Report Calculation Template R4'** to be completed offline and electronically.
- Click **Browse** and select the file to be uploaded, click **Upload** button to upload the EEOA NV Report Calculation for submission.
- The select file will be uploaded successfully and link will be displayed accordingly.



When a wrong file type is uploaded error message will be displayed: "Please ensure file format of the EEOA NV Report Calculation is xls/ xlsx."

When a file size exceed the acceptable limit error message will be displayed: "Size of the EEOA NV Report Calculation cannot be more than 30MB."

Screen

- EEOA NV Report Calculation *
Please click on the first hyperlink to download the blank EEOA NV Report Table Template. The EEOA NV Report Table electronically.

1. [EEOA NV Report Calculation Template R4 \[XLSX, 215KB\]](#)

You can upload a maximum file size of 30MB.
The acceptable file types are: xls, xlsx

[TC 1.3 & 1.6 EEOA NV Report Calculation Template R4 \(Correct Template\).xlsx](#)

Choose File to Upload

This PC

Organize

Downloads
Documents
Pictures
Deployment Form PRC
Baselined
Error Screenshot
Training Material
UAT Data Prep

OneDrive - Accenture

This PC

Network

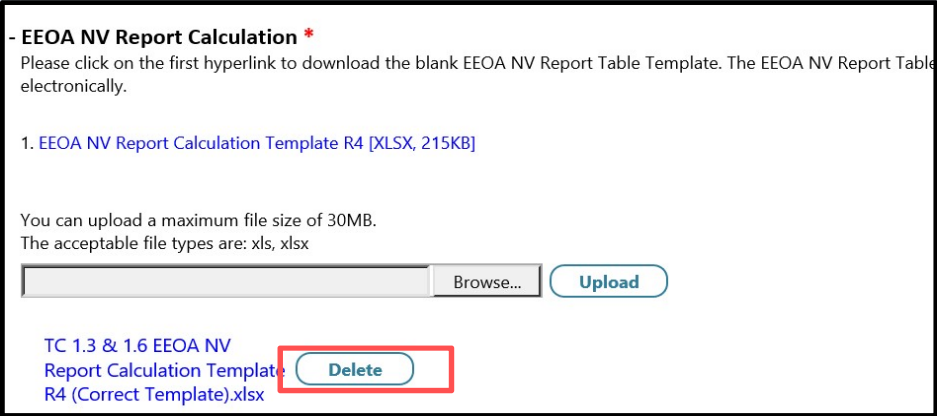
Folders (7)
3D Objects
Desktop
Documents
Downloads
Music

File name:

Custom Files (*.docx;*.doc;*.pd)

3

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (5/9) – Delete EEOA NV Report Calculation

| Steps/Data Input | Screen |
|---|--|
| <ul style="list-style-type: none">Click Delete button to remove the uploaded EEOA NV Report Summary. |  <p>The screenshot shows a web interface titled "- EEOA NV Report Calculation *". It contains instructions to click a hyperlink to download a blank EEOA NV Report Table Template. Below this, there is a list item: "1. EEOA NV Report Calculation Template R4 [XLSX, 215KB]". Further down, it states: "You can upload a maximum file size of 30MB. The acceptable file types are: xls,xlsx". There is a file upload area with a "Browse..." button and an "Upload" button. At the bottom, a file entry is shown: "TC 1.3 & 1.6 EEOA NV Report Calculation Template R4 (Correct Template).xlsx" with a "Delete" button highlighted by a red box.</p> |

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (6/9) – Upload EEOA NV Report Calculation Validation

Steps/Data Input

- File uploaded successfully for the EEOA NV Report Calculation will have the report figures loaded to the EEOA Table Summary into its respective table.
- When there is incorrect input found in the file uploaded, the reported figures will not be loaded and an error message will be displayed:
- The values are not loaded into the EEOA Summary Table as there is incorrect inputs found. Kindly update and re-upload the EEOA NV Report Calculation.
 - Tb1 Specific Energy Consumption: Verification Passed
 - Tb2 Summary of EEOs: Verification Failed, Incorrect Inputs Found
 - Tb3a Est Energy Consumption: Verification Passed
 - Tb3b Est Energy Consumption: Verification Passed
 - Tb4 Final Design: Verification Passed



The available Verification result values is as follow:

- Verification Passed
- Verification Failed, Incorrect Inputs Found

Screen

- EEOA NV Report Calculation *
Please click on the first hyperlink to download the blank EEOA NV Report Table Template. The EEOA NV Report Table Template has been designed in Microsoft Excel electronically.

1. [EEOA NV Report Calculation Template R4 \[XLSX, 215KB\]](#)

You can upload a maximum file size of 30MB.
The acceptable file types are: xls, xlsx

Browse...

TC 1.3 & 1.6 EEOA NV Report Calculation Template R4 (Correct Template).xlsx

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission:
The EEOA NV submission includes the EEOA NV Report Template, EEOA NV Report Table Template and the necessary supporting documents

Corporation One
888 WOODLANDS DRIVE 50 #01-234 Tower ABC Singapore 730888 Status: Draft

EEOA Report Summary | **EEOA Table Summary**

▼ **Table 1: Summary of Estimated Annual Energy Use and Specific Energy Consumption of New Venture**

| Type of Product(s) | Annual Production | | | | | Estimated Annual energy use (TJ) | | | |
|--------------------|--------------------------|---|--|-----------------|-------------------------|----------------------------------|---|--|--------------------------|
| | Concept Design Base Case | Front End Engineering Design (FEED) Base Case | Post-Assessment Design With Energy Efficiency Opportunities Incorporated | Unit of measure | Unit of measure - Other | Concept Design Base Case | Front End Engineering Design (FEED) Base Case | Post-Assessment Design With Energy Efficiency Opportunities Incorporated | Concept Design Base Case |
| polyethylene | 1.0000 | 1.0000 | 1.0000 | t | | 1.0000 | 1.0000 | 1.0000 | 1.0000 |

- EEOA NV Report Calculation *
Please click on the first hyperlink to download the blank EEOA NV Report Table Template. The EEOA NV Report Table Template has been designed in Microsoft Excel electronically.

1. [EEOA NV Report Calculation Template R4 \[XLSX, 215KB\]](#)

You can upload a maximum file size of 30MB.
The acceptable file types are: xls, xlsx

Browse...

Error Message displayed when file uploaded contains incorrect inputs.

The values are not loaded into the EEOA Summary Table as there is incorrect inputs found. Kindly update and re-upload the EEOA NV Report Calculation

- Tb1 Specific Energy Consumption: Verification Passed
- Tb2 Summary of EEOs: Verification Failed, Incorrect Inputs Found
- Tb3a Est Energy Consumption: Verification Passed
- Tb3b Est Energy Consumption: Verification Passed
- Tb4 Final Design: Verification Passed

3

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (7/9) – EEOA NV Report Calculation Accepting Value

| Steps/Data Input | Screen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--------------------------|---|--|-----------------|-------------------------|---|-------------------|--|--|--|--|--|--------------------|--------------------------|---|--|-----------------|-------------------------|---|--------------|-----------|-----------|-----------|---|--|---|--------|------------|------------|------------|-------|-------------|---|--|--|--|--|--|--|----|--|--|--|--|--|--|----|--|--|--|--|--|--|----|---|--|--|--|--|--|----|--------|---------|---------|---------|--------|--------|----|-----|------|------|------|----------|-----|----|-----------|-----------|-----------|-----------|-----------|--|
| <ul style="list-style-type: none"> Example: Mandatory is marked at row 16, when empty it means that the field is not mandatory. | <table border="1"> <thead> <tr> <th data-bbox="840 336 875 384">3</th> <th colspan="5" data-bbox="994 352 1391 376">Annual production</th> </tr> <tr> <th data-bbox="840 384 875 555"></th> <th data-bbox="875 384 1137 555">Type of product(s)</th> <th data-bbox="1137 384 1272 555">Concept Design Base Case</th> <th data-bbox="1272 384 1391 555">Front End Engineering Design (FEED) Base Case</th> <th data-bbox="1391 384 1525 555">Post-Assessment Design with Energy Efficiency Opportunities Incorporated</th> <th data-bbox="1525 384 1626 555">Unit of measure</th> <th data-bbox="1626 384 1626 555">Unit of measure - Other</th> </tr> </thead> <tbody> <tr> <td data-bbox="840 555 875 660">4</td> <td data-bbox="875 555 1137 660">polyethylene</td> <td data-bbox="1137 555 1272 660">1000.0000</td> <td data-bbox="1272 555 1391 660">1000.0000</td> <td data-bbox="1391 555 1525 660">1000.0000</td> <td data-bbox="1525 555 1626 660">t</td> <td data-bbox="1626 555 1626 660"></td> </tr> <tr> <td data-bbox="840 660 875 715">5</td> <td data-bbox="875 660 1137 715">wafers</td> <td data-bbox="1137 660 1272 715">10000.0000</td> <td data-bbox="1272 660 1391 715">10000.0000</td> <td data-bbox="1391 660 1525 715">10000.0000</td> <td data-bbox="1525 660 1626 715">Other</td> <td data-bbox="1626 660 1626 715">wafer layer</td> </tr> <tr> <td data-bbox="840 715 875 740">6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="840 740 875 766">11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="840 766 875 791">12</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="840 791 875 817">13</td> <td colspan="6" data-bbox="875 791 1626 817">Note: Following is the accepting Data Type and Value for each column.</td> </tr> <tr> <td data-bbox="840 817 875 842">14</td> <td data-bbox="875 817 1137 842">String</td> <td data-bbox="1137 817 1272 842">Numeric</td> <td data-bbox="1272 817 1391 842">Numeric</td> <td data-bbox="1391 817 1525 842">Numeric</td> <td data-bbox="1525 817 1626 842">String</td> <td data-bbox="1626 817 1626 842">String</td> </tr> <tr> <td data-bbox="840 842 875 868">15</td> <td data-bbox="875 842 1137 868">300</td> <td data-bbox="1137 842 1272 868">38,4</td> <td data-bbox="1272 842 1391 868">38,4</td> <td data-bbox="1391 842 1525 868">38,4</td> <td data-bbox="1525 842 1626 868">Dropdown</td> <td data-bbox="1626 842 1626 868">100</td> </tr> <tr> <td data-bbox="840 868 875 893">16</td> <td data-bbox="875 868 1137 893">Mandatory</td> <td data-bbox="1137 868 1272 893">Mandatory</td> <td data-bbox="1272 868 1391 893">Mandatory</td> <td data-bbox="1391 868 1525 893">Mandatory</td> <td data-bbox="1525 868 1626 893">Mandatory</td> <td data-bbox="1626 868 1626 893"></td> </tr> </tbody> </table> | | | | | | 3 | Annual production | | | | | | Type of product(s) | Concept Design Base Case | Front End Engineering Design (FEED) Base Case | Post-Assessment Design with Energy Efficiency Opportunities Incorporated | Unit of measure | Unit of measure - Other | 4 | polyethylene | 1000.0000 | 1000.0000 | 1000.0000 | t | | 5 | wafers | 10000.0000 | 10000.0000 | 10000.0000 | Other | wafer layer | 6 | | | | | | | 11 | | | | | | | 12 | | | | | | | 13 | Note: Following is the accepting Data Type and Value for each column. | | | | | | 14 | String | Numeric | Numeric | Numeric | String | String | 15 | 300 | 38,4 | 38,4 | 38,4 | Dropdown | 100 | 16 | Mandatory | Mandatory | Mandatory | Mandatory | Mandatory | |
| 3 | Annual production | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Type of product(s) | Concept Design Base Case | Front End Engineering Design (FEED) Base Case | Post-Assessment Design with Energy Efficiency Opportunities Incorporated | Unit of measure | Unit of measure - Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | polyethylene | 1000.0000 | 1000.0000 | 1000.0000 | t | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | wafers | 10000.0000 | 10000.0000 | 10000.0000 | Other | wafer layer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Note: Following is the accepting Data Type and Value for each column. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | String | Numeric | Numeric | Numeric | String | String | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 300 | 38,4 | 38,4 | 38,4 | Dropdown | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Mandatory | Mandatory | Mandatory | Mandatory | Mandatory | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (8/9)

Steps/Data Input

- At the **Supporting Documents section**, EEOA respondent is able to upload documents for supporting their EEOA NV Report submission.
- Click **Browse** and select the file to be uploaded, click **Upload button** to upload the Supporting Document for submission.
- Click **Delete button** to remove the uploaded Supporting Document.



When a wrong file type is uploaded error message will be displayed: "File format is not acceptable."

When the total uploaded file size exceed the acceptable limit error message will be displayed: "Total size of supporting documents cannot be more than 50MB."

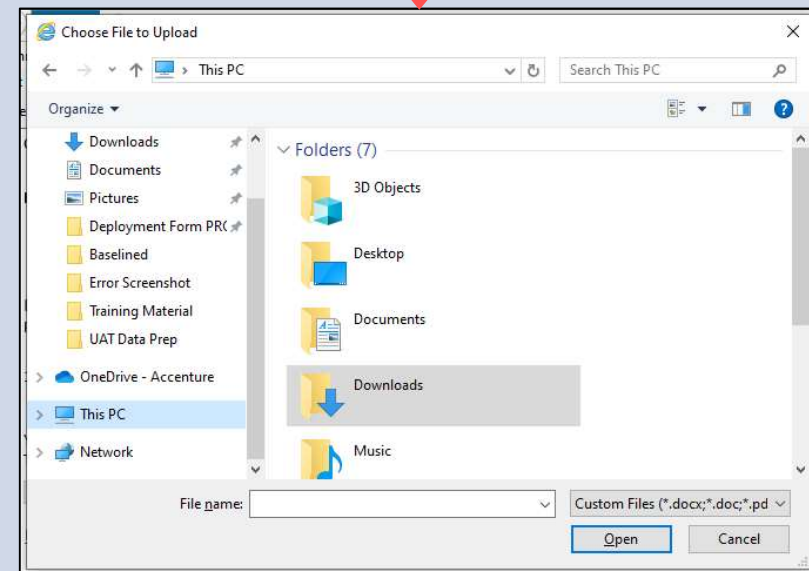
Screen

- Supporting Documents

You can upload up to a maximum of 50MB.

The acceptable file types are: txt, doc, docx, pdf, ppt, pptx, xls,xlsx, xlsxm, jpg, png, bmp.

[Chart.JPG](#)



3

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (9/9)

| Steps/Data Input | Screen | | | | | | | | | | | | | | | |
|--|---|-------------------|---|----------------|---------------------------|----------------|--------------------------------|---|------------|---|-----------|------------------|-----------|-------|--|---|
| <ul style="list-style-type: none"> Input Particular of Contact Person with the required information. Input Comments in the text field values will be reflected in the Version History table once EEOA submission is save as draft or successfully submitted. If more time is required to complete the EEOA submission, you can save the submission by clicking on the Save as Draft button. To submit the EEOA submission, click on the Submit button. If required, you can exit the submission anytime by clicking Exit and clicking OK to confirm | <p>- Particulars of Contact Person</p> <p>Salutation: * <input type="text" value="v"/> Name: * <input type="text"/> Designation: * <input type="text"/> Contact Number: * +65 <input type="text"/> Email Address: * <input type="text"/></p> <p>- Comments</p> <p><input type="text"/></p> <p>- Version History Click 'Download' hyperlink to download the EEOA NV report summary and all relevant uploaded documents.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Name</th> <th>EEOA Status</th> <th>Comment</th> <th>Download Files</th> </tr> </thead> <tbody> <tr> <td>04/03/2020 16:28</td> <td>Robin Tan</td> <td>Draft</td> <td>Updated again.</td> <td>-</td> </tr> <tr> <td>02/03/2020 16:04</td> <td>Robin Tan</td> <td>Draft</td> <td></td> <td>-</td> </tr> </tbody> </table> <p>Showing 1 to 2 of 2 items 1</p> <p>Save as Draft Submit Exit</p> | Date | Name | EEOA Status | Comment | Download Files | 04/03/2020 16:28 | Robin Tan | Draft | Updated again. | - | 02/03/2020 16:04 | Robin Tan | Draft | | - |
| Date | Name | EEOA Status | Comment | Download Files | | | | | | | | | | | | |
| 04/03/2020 16:28 | Robin Tan | Draft | Updated again. | - | | | | | | | | | | | | |
| 02/03/2020 16:04 | Robin Tan | Draft | | - | | | | | | | | | | | | |
| <ul style="list-style-type: none"> My Submission page is displayed. Status of EEOA submission updated to Submitted. | <p>Home My EEOA Submission Logout</p> <p>My EEOA Submission Access the Corporation's Registration/ Notification Details</p> <p>Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission: Before Development Control Stage, an owner of a New Venture (a new business activity or major expansion of any existing business activity) will be required to carry out energy efficiency opportunities assessment (EEOA) during the design of the facility and submit an EEOA report to NEA.</p> <p>List of EEOA Submissions</p> <table border="1"> <thead> <tr> <th>EEOA Reference No</th> <th>Submission Title</th> <th>UEN/ID</th> <th>Site of Business Activity</th> <th>EEOA Status</th> </tr> </thead> <tbody> <tr> <td>EEOA2020000063</td> <td>Project One (Project Ref No. PROJ12345F)</td> <td>UEN1234567</td> <td>888 WOODLANDS DRIVE 50 #01-234 Tower ABC Singapore 730888</td> <td>Submitted</td> </tr> </tbody> </table> <p>Showing 1 to 1 of 1</p> | EEOA Reference No | Submission Title | UEN/ID | Site of Business Activity | EEOA Status | EEOA2020000063 | Project One (Project Ref No. PROJ12345F) | UEN1234567 | 888 WOODLANDS DRIVE 50 #01-234 Tower ABC Singapore 730888 | Submitted | | | | | |
| EEOA Reference No | Submission Title | UEN/ID | Site of Business Activity | EEOA Status | | | | | | | | | | | | |
| EEOA2020000063 | Project One (Project Ref No. PROJ12345F) | UEN1234567 | 888 WOODLANDS DRIVE 50 #01-234 Tower ABC Singapore 730888 | Submitted | | | | | | | | | | | | |

3

Energy Efficiency Opportunities Assessment for New Venture (EEOA NV) Submission (Download Hyperlink)

Steps/Data Input

- To download the uploaded files for the different status, click **Download hyperlink** the pop-up 'Download EEOA NV report summary and all uploaded documents' will be displayed.
- Checked the checkbox** to select the files to be downloaded.
- Click the **Download button** to download the selected files.
- Click on the **Cancel button** to close the pop up.



Download hyperlink will only be available for the following statuses:
 •Submitted/ Re-open/ Approved/ Rejected
 For 'Draft' status a dash symbol will be displayed as the uploaded files in draft status will not be tracked.

Screen

- Version History
Click 'Download' hyperlink to download the EEOA NV report summary and all relevant uploaded documents.

| Date | Name | EEOA Status | Comment | Download Files |
|------------------|-----------------|-------------|---|--------------------------|
| 04/03/2020 20:21 | VO Reviewer One | Re-open | EEOA Submission Re-open as further edits is required. | Download |
| 04/03/2020 17:31 | Robin Tan | Submitted | | Download |
| 04/03/2020 16:28 | Robin Tan | Draft | Updated again. | - |
| 02/03/2020 16:04 | Robin Tan | Draft | | - |

Showing 1 to 4 of 4 Items

Download EEOA NV report summary and all uploaded documents

Select/De-select all in this page

| Type of File | Select | File Name |
|-------------------------------|-------------------------------------|--|
| Intranet EEOA NV Report | <input checked="" type="checkbox"/> | EEOA NV Report Summary Template R2 (Comments).docx |
| Intranet EEOA NV Calculation | <input checked="" type="checkbox"/> | EEOA NV Report Calculation Template R2 (Comments).xlsx |
| Intranet Supporting Documents | <input checked="" type="checkbox"/> | Additional Comments.docx |

[Download](#) [Cancel](#)

- If there is no document available for download the pop-up prompt will be displayed.

Download EEOA NV report summary and all uploaded documents

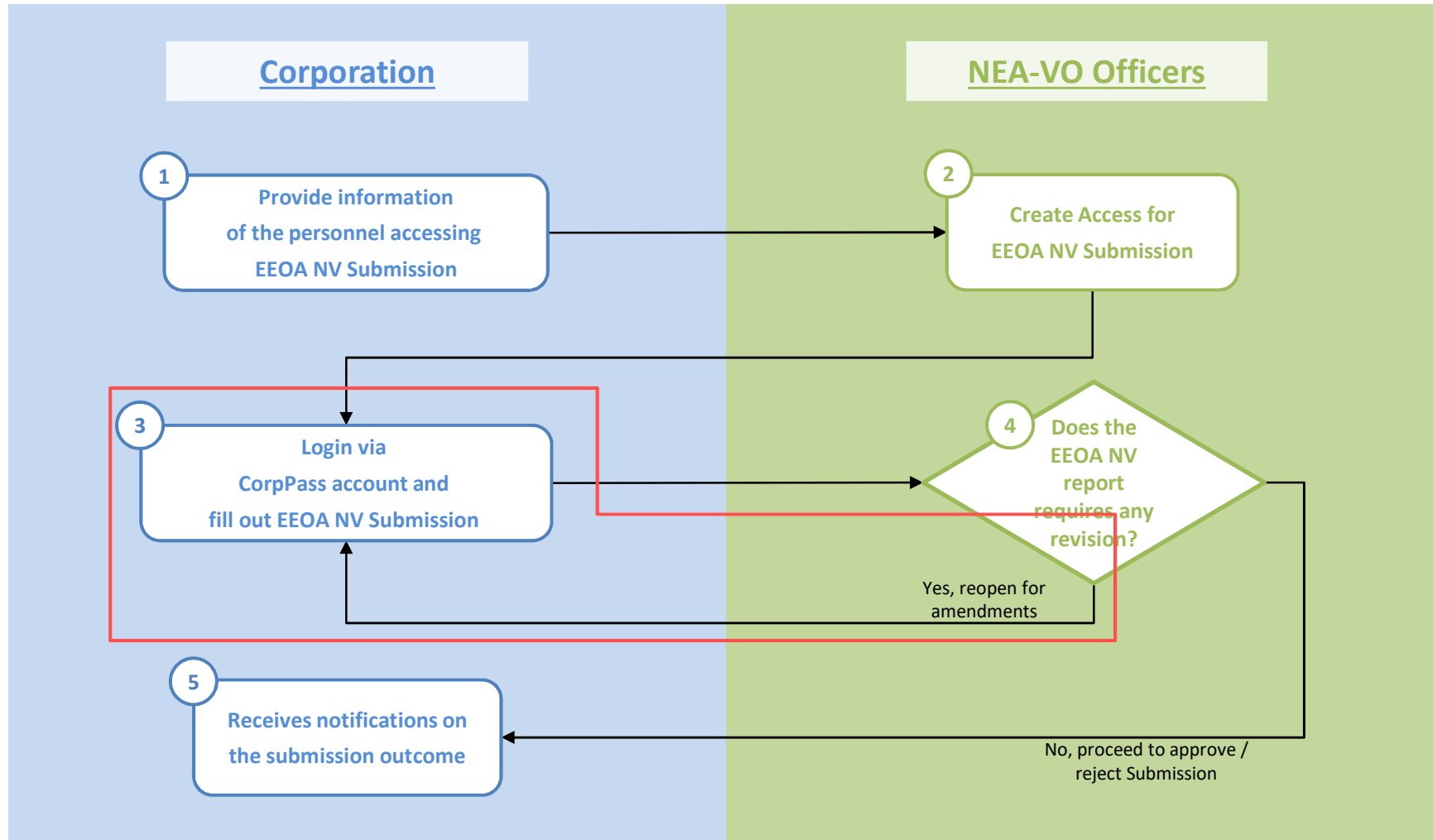
There is no document available for download

[Cancel](#)


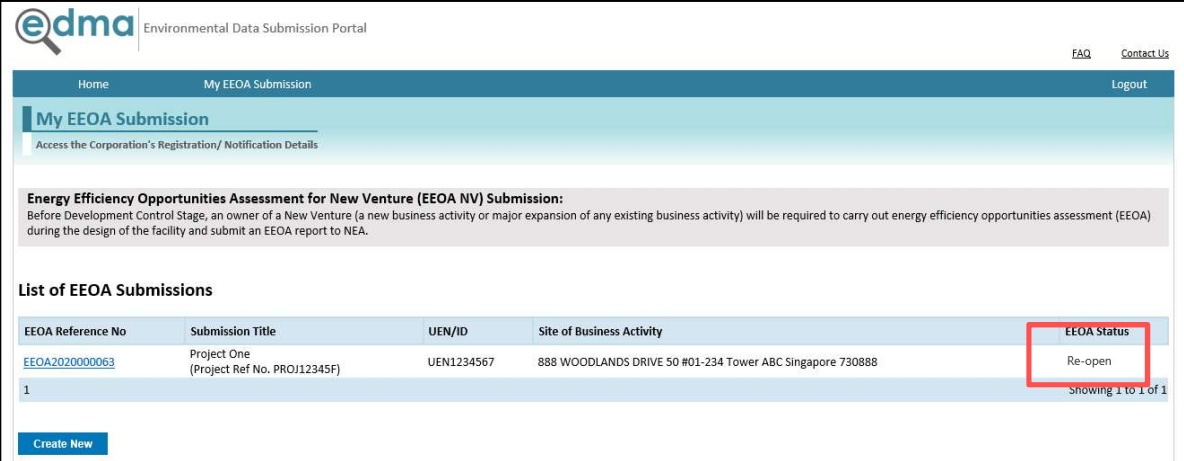
EEOA NV Submission Reopened

EEOA NV Submission Reopened

All sites that are required to fulfill their obligations under the Energy Conservation (Energy Management Practices) will go through the following processes for EEOA NV :



Email Notifications when Submission is Reopened

| Steps/Data Input | Screen | | | | | | | | | | |
|---|---|-------------------|---|-------------|---------------------------|-------------|----------------|---|------------|---|---------|
| <ul style="list-style-type: none"> Email notification received by registered EEOA respondent when the EEOA submission is being reopened. |  | | | | | | | | | | |
| <ul style="list-style-type: none"> Upon logging into the EDMA portal, the EEOA NV submission which has been reopened will be available for the authorized users to edit. |  <table border="1" data-bbox="853 1251 2033 1331"> <thead> <tr> <th>EEOA Reference No</th> <th>Submission Title</th> <th>UEN/ID</th> <th>Site of Business Activity</th> <th>EEOA Status</th> </tr> </thead> <tbody> <tr> <td>EEOA2020000063</td> <td>Project One (Project Ref No. PROJ12345F)</td> <td>UEN1234567</td> <td>888 WOODLANDS DRIVE 50 #01-234 Tower ABC Singapore 730888</td> <td>Re-open</td> </tr> </tbody> </table> | EEOA Reference No | Submission Title | UEN/ID | Site of Business Activity | EEOA Status | EEOA2020000063 | Project One (Project Ref No. PROJ12345F) | UEN1234567 | 888 WOODLANDS DRIVE 50 #01-234 Tower ABC Singapore 730888 | Re-open |
| EEOA Reference No | Submission Title | UEN/ID | Site of Business Activity | EEOA Status | | | | | | | |
| EEOA2020000063 | Project One (Project Ref No. PROJ12345F) | UEN1234567 | 888 WOODLANDS DRIVE 50 #01-234 Tower ABC Singapore 730888 | Re-open | | | | | | | |

ND11

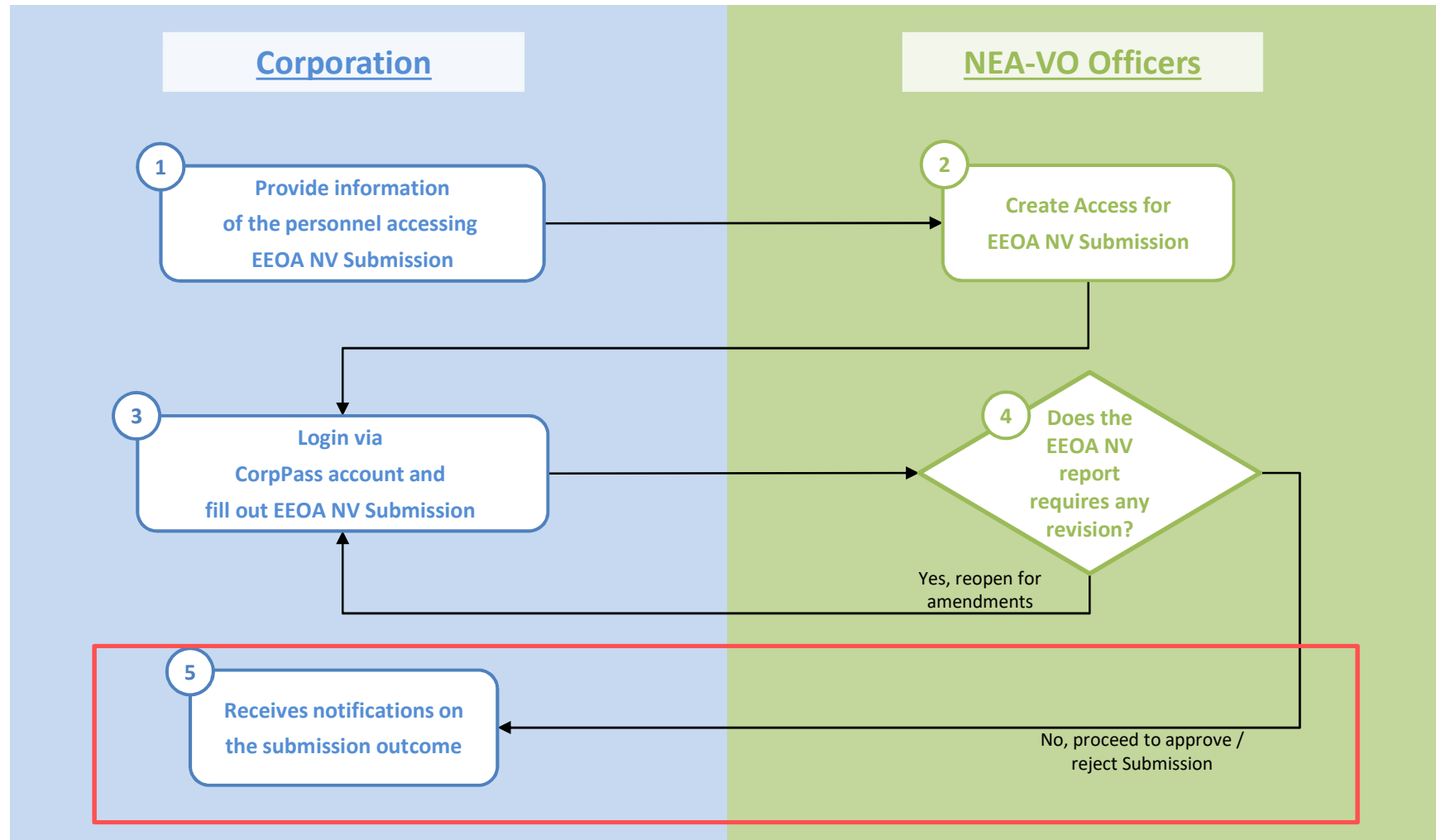
For backup purposes

Ng, Dennis, 27/7/2020


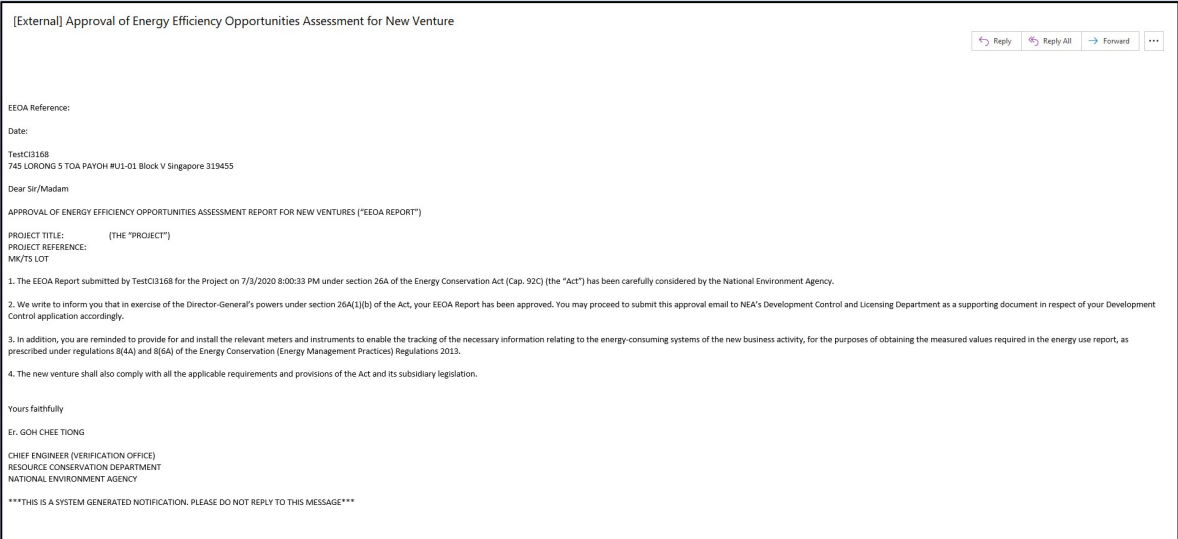
EEOA NV Submission Outcome

EEOA NV Submission Outcome

All sites that are required to fulfill their obligations under the Energy Conservation (Energy Management Practices) will go through the following processes for EEOA NV :



Email Notifications when Submission is Rejected

| Steps/Data Input | Screen |
|--|--|
| <ul style="list-style-type: none"> Email notification received by registered EEOA respondent when the EEOA submission is being rejected <p> <i>If the EEOA respondent does not have any other open EEOA NV submission report, the access for EEOA NV will be deactivated</i></p> <p><i>To reactivate the access, please contact the respective NEA-VO officer.</i></p> |  <p>[External] Approval of Energy Efficiency Opportunities Assessment for New Venture</p> <p>EEOA Reference: Date: TestCI3168 745 LORONG S TOA PAYOH #U1-01 Block V Singapore 319455</p> <p>Dear Sir/Madam</p> <p>APPROVAL OF ENERGY EFFICIENCY OPPORTUNITIES ASSESSMENT REPORT FOR NEW VENTURES ("EEOA REPORT")</p> <p>PROJECT TITLE: [THE "PROJECT"] PROJECT REFERENCE: M/TS LOT</p> <ol style="list-style-type: none"> The EEOA Report submitted by TestCI3168 for the Project on 7/3/2020 8:00:33 PM under section 26A of the Energy Conservation Act (Cap. 92C) (the "Act") has been carefully considered by the National Environment Agency. We write to inform you that in exercise of the Director-General's powers under section 26A(1)(b) of the Act, your EEOA Report has been approved. You may proceed to submit this approval email to NEA's Development Control and Licensing Department as a supporting document in respect of your Development Control application accordingly. In addition, you are reminded to provide for and install the relevant meters and instruments to enable the tracking of the necessary information relating to the energy-consuming systems of the new business activity, for the purposes of obtaining the measured values required in the energy use report, as prescribed under regulations 8(4A) and 8(6A) of the Energy Conservation (Energy Management Practices) Regulations 2013. The new venture shall also comply with all the applicable requirements and provisions of the Act and its subsidiary legislation. <p>Yours faithfully Er. GOH CHEE TIANG CHIEF ENGINEER (VERIFICATION OFFICE) RESOURCE CONSERVATION DEPARTMENT NATIONAL ENVIRONMENT AGENCY</p> <p>***THIS IS A SYSTEM GENERATED NOTIFICATION. PLEASE DO NOT REPLY TO THIS MESSAGE***</p> |


ND12

For backup purposes

Ng, Dennis, 27/7/2020

3

Email Notifications when Submission is Approved

| Steps/Data Input | Screen |
|---|---|
| <ul style="list-style-type: none"> Email notification received by registered EEOA respondent when the EEOA submission is being approved  <p><i>If the EEOA respondent does not have any other open EEOA NV submission report, the access for EEOA NV will be deactivated</i></p> <p><i>To reactivate the access, please contact the respective NEA-VO officer.</i></p> | <div style="border: 1px solid black; padding: 10px;"> <p>[External] Rejection of Energy Efficiency Opportunities Assessment for New Venture</p> <p>EEOA Reference:</p> <p>Date:</p> <p>TestCorp 9922 620A LORONG 1 TOA PAYOH #09-09 Building FF Singapore 319762</p> <p>Dear Sir/Madam</p> <p>REJECTION OF ENERGY EFFICIENCY OPPORTUNITIES ASSESSMENT REPORT FOR NEW VENTURES ("EEOA REPORT")</p> <p>PROJECT TITLE: (THE "PROJECT")</p> <p>PROJECT REFERENCE:</p> <p>MK/TS LOT:</p> <ol style="list-style-type: none"> The EEOA Report submitted by TestCorp 9922 for the Project on 7/3/2020 8:03:38 PM, under section 26A of the Energy Conservation Act (Cap. 92C) (the "Act") has been carefully considered by the National Environment Agency. We write to inform you that in exercise of the Director-General's powers under section 26A(1)(b) of the Act, your EEOA Report has been rejected. <p>For enquiries, please refer to the relevant contact details at the Contact Us page in the Emissions Data Monitoring and Analysis (EDMA) Portal.</p> <p>Yours faithfully</p> <p>Er. GOH CHEE TIONG</p> <p>CHIEF ENGINEER (VERIFICATION OFFICE) RESOURCE CONSERVATION DEPARTMENT NATIONAL ENVIRONMENT AGENCY This is a computer generated document. No signature is necessary.</p> <p>***THIS IS A SYSTEM GENERATED NOTIFICATION. PLEASE DO NOT REPLY TO THIS MESSAGE***</p> </div> |

Available Online Help

Available Online Help

In case of any enquiries, respondents can use the following resources:

1. Contact Us – contact details of the Environmental Data Submission Portal Helpdesk at **6731 9794**

