

**Step-by-Step
User Guide
for
AGS Registration**

1. This guide is for desktop design of **AGS Registration, i.e. registration of cooling tower (CT).**
2. You are advised to use “Google Chrome” to register your AGS.
3. Go to <https://www.eportal.nea.gov.sg/category/Public%20Health>
4. Click on “AGS Registration”.

[Home](#) > [Public Health](#)



Public Health

For applications related to aquatic facility and aerosol-generating system services

Services

[Aquatic Facilities Services](#) >

[Aerosol-Generating Systems](#) v

[AGS Lab Result Submission](#)

Available

This application is meant for Owners/Occupiers and SAC accredited labs who wish to: submit lab results, resubmit for failed results, amend lab results for their aerosol-generating systems (AGS)

Estimated time required: 30 minutes

[AGS Registration](#)

Available

This application is meant for Owners/Occupiers who wish to: (i) Register their registrable aerosol generating systems (AGS) (ii) Amend registered AGS details (iii) De-register AGS (iv) Notify on period of temporary shutdown of AGS

Estimated time required: 30 minutes

6. Registration fee is needed to be paid for each aerosol-generating system

(i) 1 cooling tower system - one or more cells sharing 1 common basin

7. You can only amend registration details of 1 AGS per application.

(i) "Postal code" will not be able to be amended. For this field, the owners/occupiers are required to de-register the cooling tower in NEA ePortal and register the cooling tower in NEA ePortal, using the updated postal code.

8. For de-registration of AGS, you have to de-register the whole batch of AGS registered under the same submission ID.

(i) Should owners/occupiers intend to de-register one or some of the cooling towers registered previously under the same submission ID, owners/occupiers are to approach NEA for further advice on this.

9. Notification on period of temporary shutdown of AGS are only for AGS which are temporarily shut down for more than 5 consecutive days.

10. Refund is not allowed.

Service Fees:

\$70 per AGS (per common cooling tower basin)

Continue With:

Organizations

Log in with singpass

1. Log in with your SingPass, before gaining access to the digital service or selecting the relevant UEN identity (owner UEN) to transact for. (Only CorpPass account of AGS owner/occupier is accepted)

All Corppass accounts will be automatically linked to the user's Singpass ID.

Organisation Information



General

Organisation Name

UEN

CorpPass Login (Use NRIC tagged to CorpPass)

I hereby declare that I am the ...

- Owner
- Occupier
- Company is sole-proprietorship.

1. Select either owner or occupier

2. Click on this if your company is sole-proprietorship. Once clicked, fill in sole owner's name and NRIC number

Contact Person

Name

Title

Mobile No.

+65

Other Contact No. (Optional)

Code

Email Address

3. Scroll down the page of Organisation Information to "Contact Person"

4. Fill in the details of your company's contact person

(Note: Updates on registration application status and NEA ID will be sent to this email address)

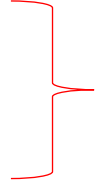
5. Then click "next".

Registration, Amendment, De-Registration, and Temporary Shutdown of AGS



This submission is for ...

- Registration
- Amendment
- De-Registration
- Temporary Shutdown



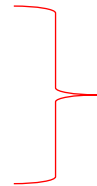
1. Choose "Registration"

Registration of AGS

Register to a ...

- Postal Code
- Address without Postal Code

Postal Code of the AGSs to be registered



2. Choose "Postal Code"

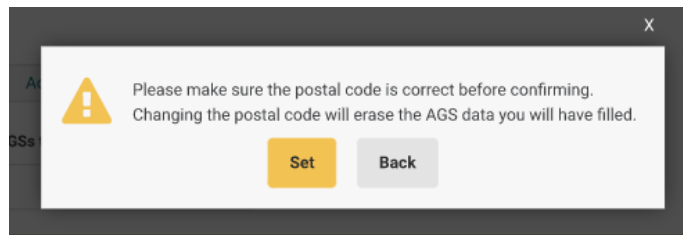
3. Key in the postal code of the location of your AGS

4. Click "Confirm Postal Code"

Important Note

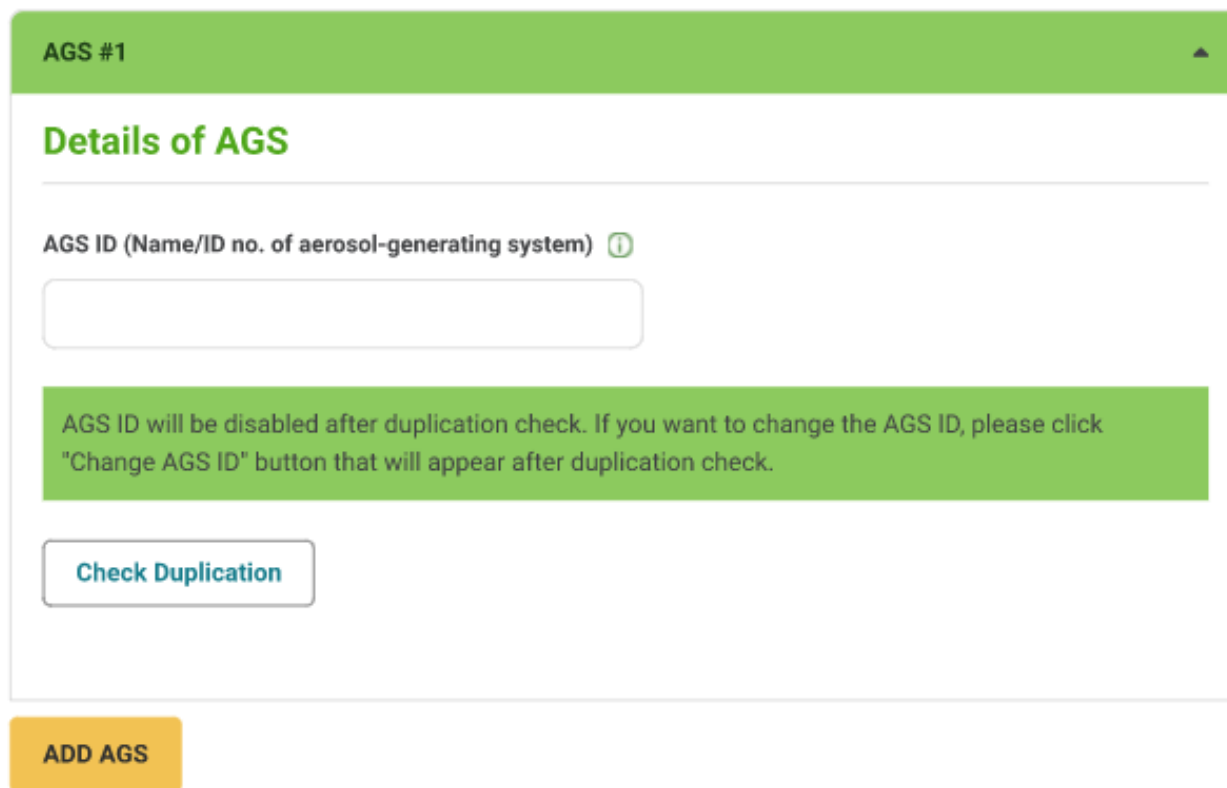
Please make sure the postal code is correct before confirming. Changing the postal code later will reset the AGS data you will have filled.

Confirm Postal Code



5. Click "set".

1. Key in the name/ID which your company has named your CT (AGS) as, into “AGS ID”.
2. Click on “check duplication”. A duplication error message will appear if your input for “AGS ID” has been used by your company to register for another CT in the same postal code.



AGS #1

Details of AGS

AGS ID (Name/ID no. of aerosol-generating system) ⓘ

AGS ID will be disabled after duplication check. If you want to change the AGS ID, please click "Change AGS ID" button that will appear after duplication check.

[Check Duplication](#)

[ADD AGS](#)

Details of AGS

AGS ID (Name/ID no. of aerosol-generating system) ⓘ

CT12345678910

If you wish to change AGS ID, the data you have entered will be hidden. The data will be retained and will be displayed after checking duplication of the new AGS ID.

Change AGS ID

AGS Type

Cooling Tower

Upload Photo of AGS (.png, .jpg, .jpeg - Maximum file size is 5MB)

Choose File

1. Click on "Choose File" to upload 1 photo of your cooling tower (CT)

Upload Schematic Diagram / Drawing of AGS (.pdf - Maximum file size is 5MB)

Choose File

2. Click on "Choose File" to upload 1 schematic diagram of your CT

Location ⓘ

3. Key in the location of your CT (e.g. rooftop, etc)

No. of CT cells sharing the same basin

4. Key in the number of CT cells which share the same basin

Date of First Operation

Select Date



5. Key in the date which your existing CT has started operation on, or which your new CT will be starting operation on.

Water Source

Select Water Source

6. Key in the water source of your CT.
If "industrial water" or "others" is selected, please upload the waiver documents if your company have the documents to use this alternative water source.

Drift Eliminator Installed?

Yes

No

I have a waiver documentation.

7. Indicate whether your CT has drift eliminator. If no, please upload the waiver documents if your company have the documents.

Address of AGS

Address Type

Standard

Non-Standard

Postal Code

Block / House No

Street Name

Floor No (Optional)

Unit No (Optional)



1. Key in the floor number and unit number if applicable for the location of your CT.

Building Name (Optional)

Type of Premises



2. Select the type of premises which your CT is located at

Details of Person In Charge

Name

Title

→ 1. Select the title and key in the name of the person in charge (PIC) of the CT

Name of the Registered Company/Business

→ 2. Key in the name of PIC's company

NRIC / FIN / Passport No.

→ 3. Key in the NRIC number of PIC

Address Type

Standard Non-Standard

Postal Code

Block / House No

Street Name

Floor No (Optional)

Unit No (Optional)

Building Name (Optional)

→ 4. Key in the details of PIC's company address

ADD AGS

→ 5. Click "Add AGS" if you have more CT to register. You can register up to 5 CT in one application.

Payment Details

Total Amount

70

→ 6. After all the details of CT have been keyed in, check whether total amount of payment is correct (\$70 x no. of CT).

Back

Save as Draft

Next

→ 7. If correct, click "next".

AGS Registration

Confirmation



1. Check all your keyed-in registration details in this “Confirmation” page whether they are correct and accurate

Step 1 of 2: Organisation Information

General

Declaration

By submitting this form, I consent that

- The information I have provided in this application are true, accurate and complete.
- I am aware that any false or inaccurate information supplied by me will result in the cancellation of the application or the registration.
- The National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act (Cap 195) including the implementation of environmental and public health policies in Singapore and any other related purposes. I hereby consent to NEA's use of the information provided by me and my company in the course of any application I have made to the NEA, to facilitate the processing of such application for such purposes. I hereby further consent to NEA sharing the information in such application with other Government agencies, or non-government entities authorised to carry out specific government services, unless prohibited by legislation.

2. If correct, scroll down to the “Declaration” part and click on all 3 boxes to declare.

3. Click “submit”.

Back

Submit



SUCCESS

Dear Sir/Madam,

You have successfully submitted the application for registration of aerosol-generating system(s).

Please proceed to make payment to confirm your booking (if you applied for registration).

We will process your information and get back to you soon.

Thank you.

Transaction No.

APP-ARADT-20210805-19166

Submission Time (GMT+8)

Thursday, August 5, 2021 3:28 PM





[Proceed to Payment](#)



[Back to My Dashboard](#)

1. After submitting, you will be brought to this “Success” page. Your company’s contact person should also receive SMS and email on the registration.
2. Click on “Proceed to Payment” to pay for the registration. Please note that the registration will only be considered successful after the payment has been made.

My Payments

OUTSTANDING TRANSACTIONS


Pay for Someone Search...  

<input type="checkbox"/>	Reference No. ▾	Fee Type ▾	Amount Due ▾	Description ▾	Action
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

→ 2. Click on this

1. Select the registration transaction

Payment Summary

 **Note**
Please confirm the list of selected record(s). To amend the list, click on the "Back" button.

Reference No. ▾	Fee Type ▾	Amount Due ▾	Description ▾	Action
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Total Amount: \$70.00

I have read and agreed to the [terms & conditions](#) → 3. Click on this

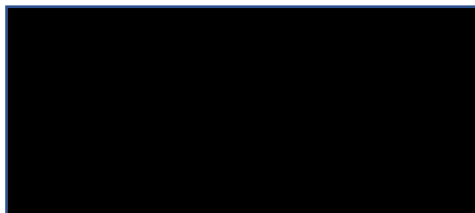
4. Click on this

Display Name

Merchant Reference Code

Nets Reference Code

Amount



Payment Methods

eNETS

VISA 



1. Select the type of payment method you want to use to pay

Next >