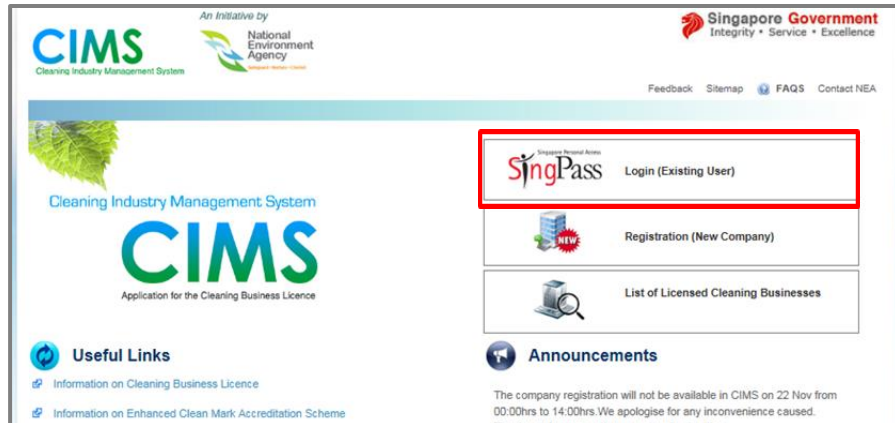


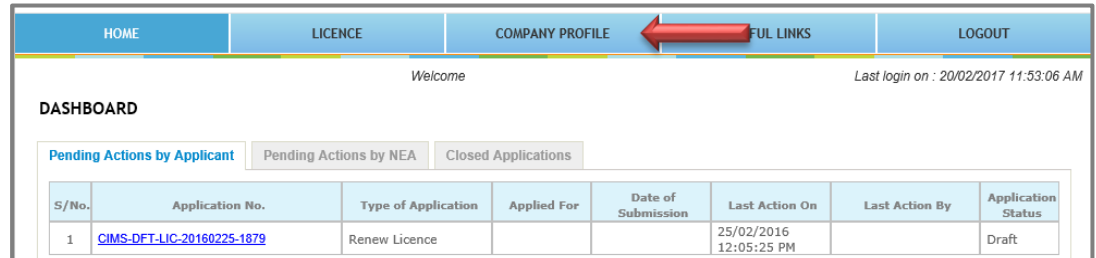
STEP-BY-STEP GUIDE FOR UPDATING/ CHANGING OF AUTHORISED PERSONNEL IN CLEANING INDUSTRY MANAGEMENT SYSTEM (CIMS)


Step 1. Updating of Authorised Personnel (By sole-proprietors/partners/directors only)

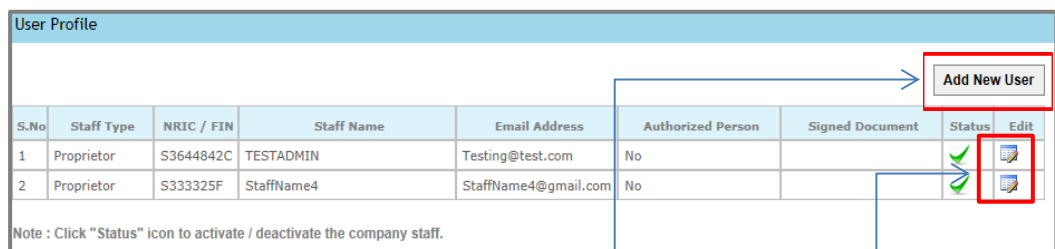
- 1.1. Access CIMS website at <https://e-services.nea.gov.sg/cims> and click on “Login (Existing User)”.



- 1.2. On the **SingPass** Authentication page, enter your **SingPass (sole-proprietors/partners/directors)** and click “**Submit**”.
- 1.3. On the **HOME** screen, please select the **COMPANY PROFILE** tab,



- 1.3.1. Under **User Profile**, select the **Authorised Personnel** from the list of existing users and click “**Edit**”  to make the change **OR** to authorise anyone (other than sole-proprietor/director) click “**Add New User**”.



* System will display the list of Proprietor(s) retrieved from ACRA in the **User Profile** section with user type as ‘**Proprietor**’

Click **Add New User** to add **NEW** Authorised Personnel

Click **Edit** to select Authorised Personnel from the list of existing users

- 1.3.2. On the pop-up window, fill-in the particulars, select “**Yes**” to designate him/her as the Authorised Personnel, upload a softcopy of **AUTHORISATION OF APPLICANT (AUTHORISED PERSONNEL)** form, select the declaration box and click “**Save**”.

1) Please select **Yes**

2) Please remember to upload the **NEW** Authorisation of Applicant Form

3) Select the declaration box and click “**Save**”

* Please select ‘**Browse**’ and upload the signed Authorisation of Applicant Form.

- 1.3.3. Upon successful update/ change to the **New Authorised Personnel**, the information of the Authorised Personnel would reflect as follows:

S.No	Staff Type	Designation	NRIC / FIN	Staff Name	Email Address	Authorized Person	Signed Document	Status	Edit
1	Proprietor	Director	S1234567Z	ALBERT		No		✓	
2	Proprietor	Director	S0001234A	SIMON		No		✗	
3	Staff	Secretary	G0987654Z	PETER	PETERPAN@TEST.COM	Yes	CIMS application form2017_02_14_23_15_32.pdf	✓	

- 1.3.4. Please note that there can only be **one Authorised Personnel**. Hence, please click “**Edit**” and select “**No**” to **de-activate** other non-Authorised Representative and proceed to click “**Save**” to update the changes made.

Please select “**No**” to de-activate other non- Authorised Representative