STEP-BY-STEP GUIDE TO ESERVICE CPLS SUBMISSION

Class 2 application for **Passenger with mobility impairment**

- New
- Renewal
- Change of Vehicle submission
- Reporting a Lost or Damaged Car Park Label

1. Class 2 application for passenger with mobility impairment

Step 1: Locate the eService link on our Enabling Guide website
https://www.enablingguide.sg/im-looking-for-disability-support/transport/car-park-label-scheme

For Passengers with Mobility Impairment (Class 2 Label)

How to Apply

1. **Online via e-Service** (Passenger's SingPass required)

   Retrieve Myinfo with singpass

2. **By Email**
   Submit completed application form and supporting documents to carparklabels@sgenable.sg

3. **By Post**
   SG Enable - Car Park Label Scheme
   20 Lengkok Bahru
   #01-01
   Singapore 159053

Step 2: Log in using the SingPass of the ***passenger*** *with mobility impairment*
(Note: Log in via SingPass Mobile or Password Login)
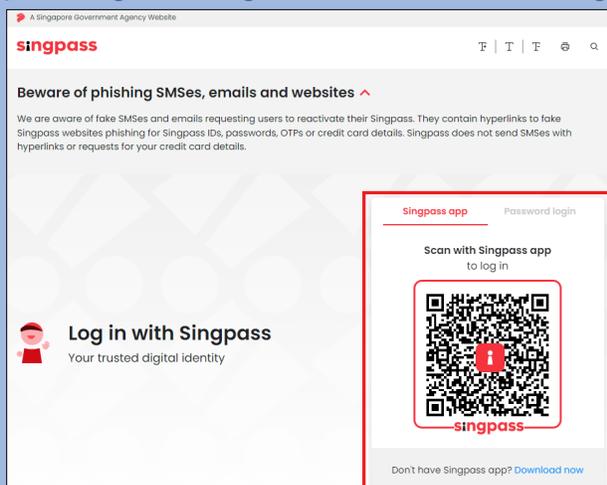
Step 3: Access the CPLS Scheme webpage
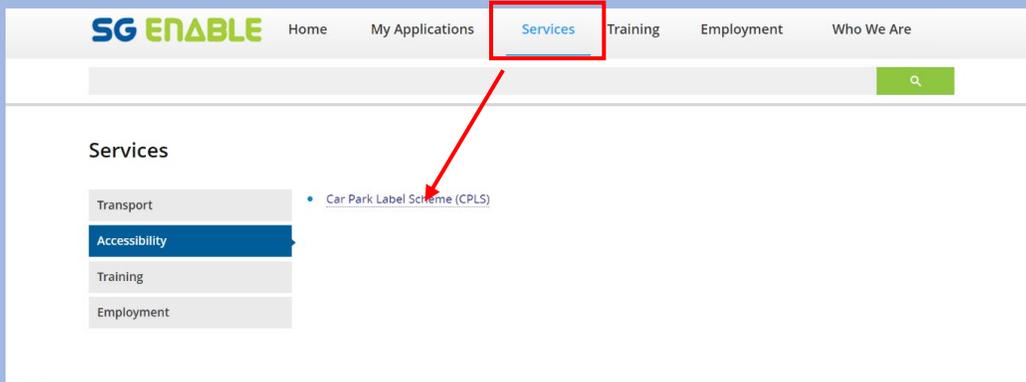
Step 4: Submit application
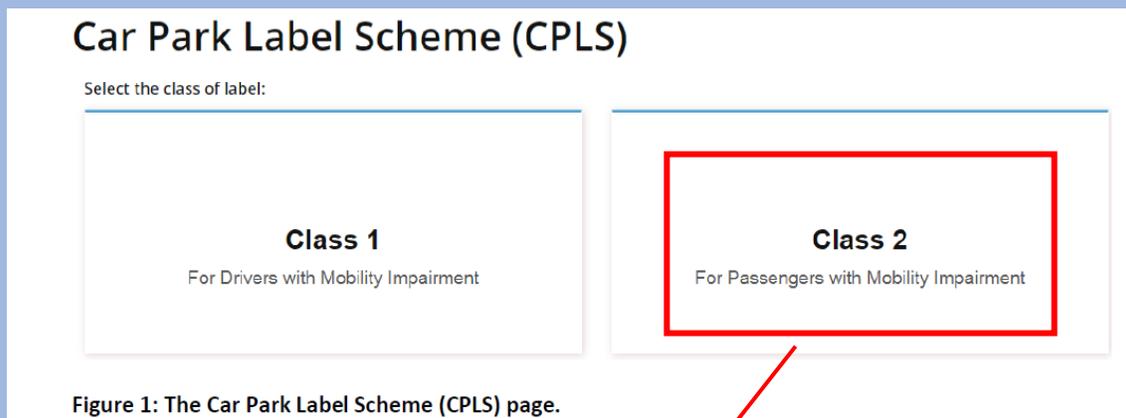
Figure 1: The Car Park Label Scheme (CPLS) page.

1. Select **Class 2**. The **For Passengers with Mobility Impairment (Class 2)** page appears.
2. Select I have read and understood the requirements of this application as stated above.

Click **Continue** to go to the **Applicant** step and register as a client

Applicant

Applicant

Compulsory Fields

Applicant information

| Identification Number: | S25290731 | Name: | CPLSClient |

ⓘ You can view or update your profile.

Driver information

Identification Number	Name (as in NRIC)	Copy of Driving Licence (Front and Back)	Edit/Delete	
S1111111D	123213	Class2DriverLicence-1b6c4ee3-abd5-4541-bd4b-0966f0207359.png (244.75 KB)	Edit	Delete

+ Add driver

Comment

Applicant Comments

[Save as Draft] [Next >] [Cancel]

Add driver

×

Compulsory Fields

* **Identification Number**

Example: S1234567A

* **Name (as in NRIC)**

* **Relationship**

[Select a relationship with client] ▼

* **Date of Birth**

[DD] ▼ [MMM] ▼ [YYYY] ▼

* **Contact Email**

* **Contact Number**

+65 -

Upload a Copy of NRIC (Front and Back)

+Add an Attachment

Up to 20.00 MB (pdf,jpg more)

Upload a Copy of Driving Licence (Front and Back)

+Add an Attachment

Up to 20.00 MB (pdf,jpg more)

[Save] [Cancel]

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1. Click the **update** link in the message. **You can view or update your profile** to update your information, or click the **view** link in this message to view your information.
2. Click **Add driver** in the **Driver information section. The add driver window appears.**
3. Complete the required fields and attach the required documents.

Click **Next** to go to the Mobility report step

Mobility report

Mobility Report

Mobility Report to be completed by a Singapore registered Medical Professional and is valid for this application only.

Does the patient need to open their vehicle door fully in order to embark and disembark from the vehicle?
◉ Yes   ○ No

Type of Mobility Aid Used
◉ Walking Frame   ○ Wheelchair   ○ Lower Limb Prostheses
○ Others   ○ None
Please indicate the recommended mobility aid.

Usage of Mobility Aid
◉ Temporary (≤ 6 months)   ○ Permanent   ○ NA

Medical Condition
☐ Amputation of Lower Limbs (Above/Below Knee)   ☐ Cerebral Palsy
☑ Poliomyelitis   ☐ Muscular Dystrophy   ☐ Stroke
☐ Osteoarthritis   ☐ Parkinson   ☐ Dementia
☐ Others

Prognosis of Medical Condition
○ Temporary (≤ 6 months)   ○ Permanent   ○ Unknown

Mobility Report
✚ Add an Attachment
Up to 20.00 MB (pdf,jpg more)

Confirmation of Assessment by Assessing Medical Professional

Name of Assessing Medical Professional   MCR/AHPC No. of Assessing Medical Professional

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1. In the **Mobility report** step, complete the form and ensure all required sections are filled in.
2. Click **Add an Attachment** in the **Mobility Report** field to upload your mobility report
*Note: Click **Download template for medical doctor to complete** to download the medical assessment template as necessary.

Click **Next** to go to the **Vehicle information** step.

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① Applicant
② Mobility report
③ **Vehicle information**
④ Summary
⑤ Declaration

Vehicle information   * Compulsory Fields

Vehicle details

*Vehicle Number   *IU Number

[   ]   [   ]

Example:SHA1234G   Example:1120123456

Vehicle Registration Details

✚ Add an Attachment
Up to 20.00 MB (pdf,jpg more)

[Save as Draft]   [‹ Previous]   [Next ›]   [Cancel]

Please do not use the browser's back or refresh buttons. Otherwise, your current settings cannot be saved.

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1. In the **Vehicle information** step, complete the steps below: Enter the vehicle number and the IU number in the **Vehicle Number** and **IU Number** text boxes.
2. Click **Add an Attachment** in the **Vehicle Registration Details** field to upload the vehicle registration details.
3. To add another vehicle, click **Add Vehicle**. Note that at most 2 vehicles can be added.

Click **Next** to go to the **Summary** step to review the information configured previously.

Step 5: Application successfully submitted

Application for Car Park Label Scheme (CPLS)

✅ Your application has been submitted successfully.

Kindly refer to this application ID: SGE-CPLS-201603-0254 if you need any clarification.

You can check the application status in the My Applications page

You can print this summary page for your own records

You may want to rate this E-service

Figure 3: The page indicating that you have successfully submitted the application.

The page indicating that you have successfully submitted the application appears. Click the **My Applications** link to check the application status.

2. Renewal of Class 2 application

Clients can submit an application to renew the car park label before the label is to expire.
**Note that you cannot renew the car park label on days which are earlier than 3 months before its expiry.

Refer to the following steps to renew the car park label:
1. Log into the SGE e-Services Portal using the **Passenger's SingPass**
2. Select **Client** as your role.
3. Navigate to **Services** > **Accessibility and** Click on **Car Park Label Scheme (CPLS)** on the right pane. The **Car Park Label Scheme (CPLS)** page appears.
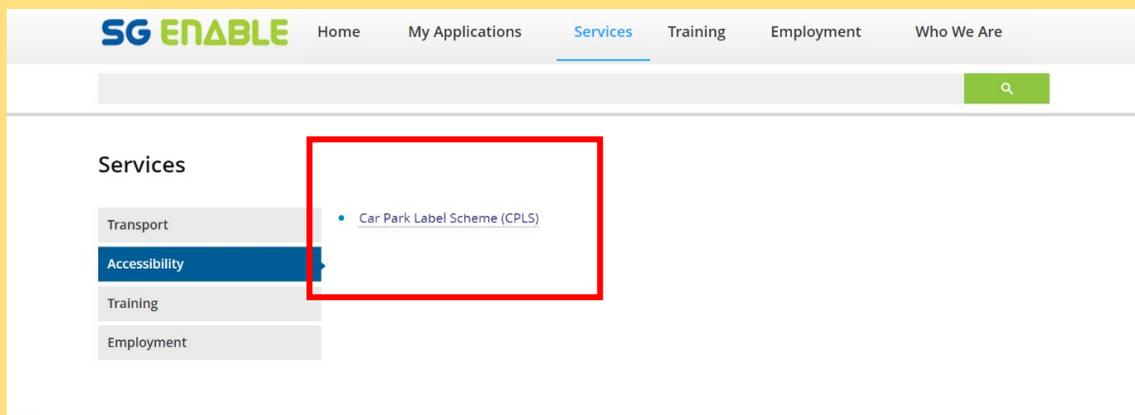
1. Click **Renew**. The **Applicant** step appears.
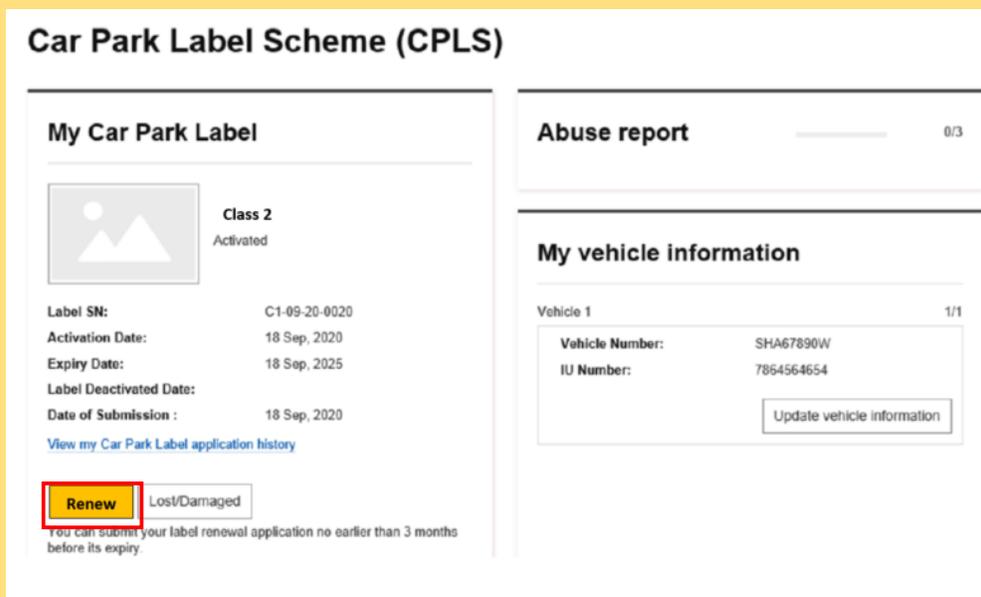
6. Complete the settings. For more information, refer to the above [Class 2 application for driver with mobility impairment] guide.

3. Change of vehicle application

As a client, after you've received the car park label, you can submit a Change of Vehicle application.

1. Log into the SGE e-Services Portal using the **Passenger's SingPass**.
2. Select **Client** as your role.
3. Navigate to **Services** > **Accessibility**.
4. Click **Car Park Label Scheme (CPLS)** on the right pane. The **Car Park Label Scheme (CPLS)** page appears.
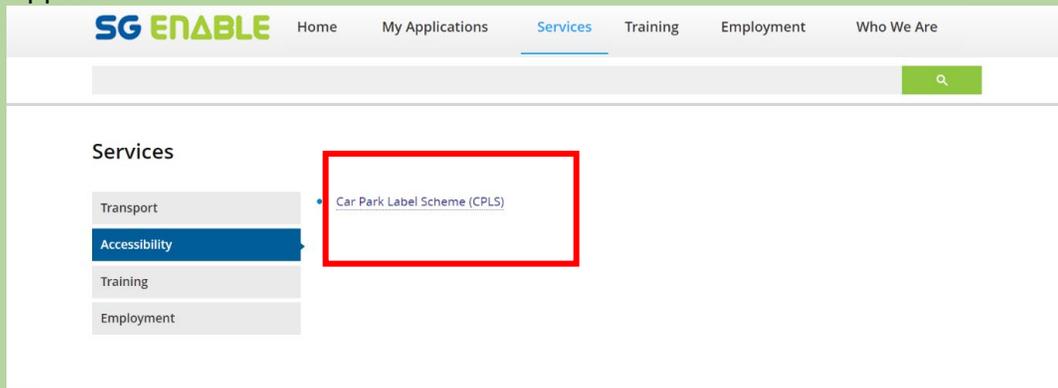
5. Click **Update vehicle information** in the **My vehicle information** section. The **Vehicle information** step appears.
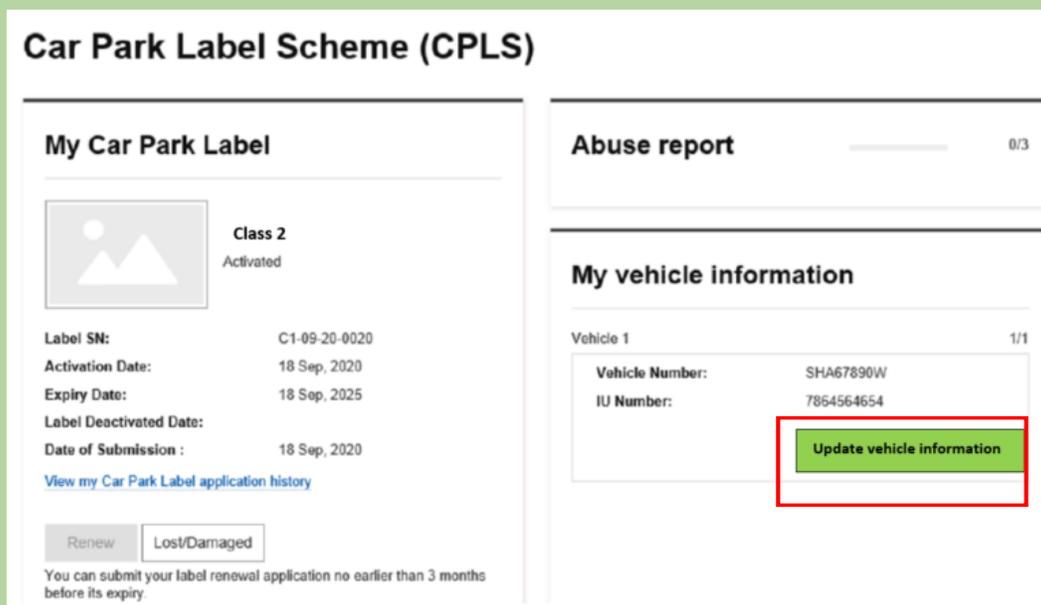
6. Complete the settings. For more information, refer to the above [Class 2 application for driver with mobility impairment] guide.

4. Reporting of lost or damaged Label

1. Log into the SGE e-Services Portal using the **Passenger's SingPass**. Select **Client** as your role.
2. Navigate to **Services** > **Accessibility**. Click **Car Park Label Scheme (CPLS)** on the right pane.
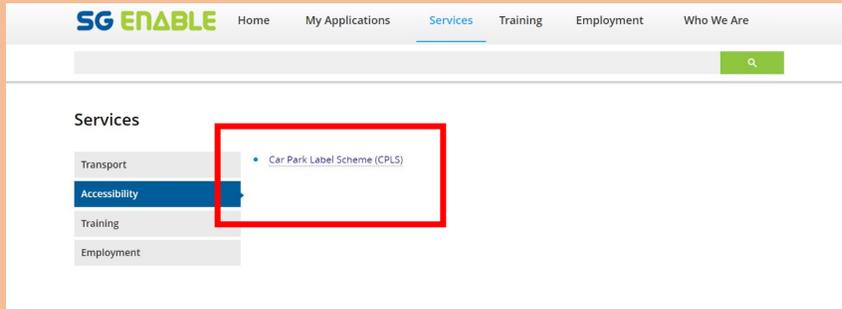
3. Click **Lost/Damaged** in the **My Car Park Label** section.
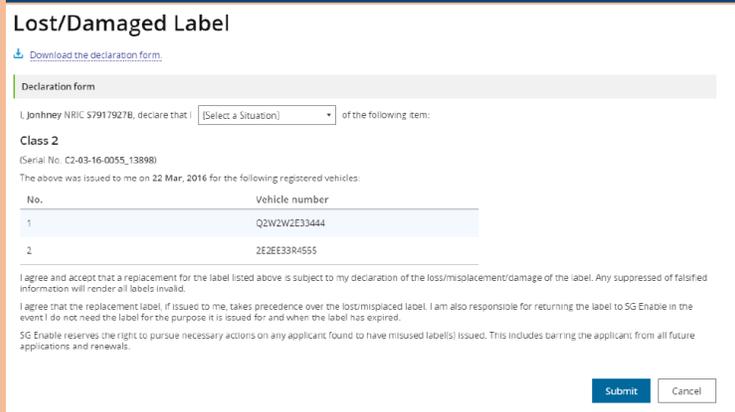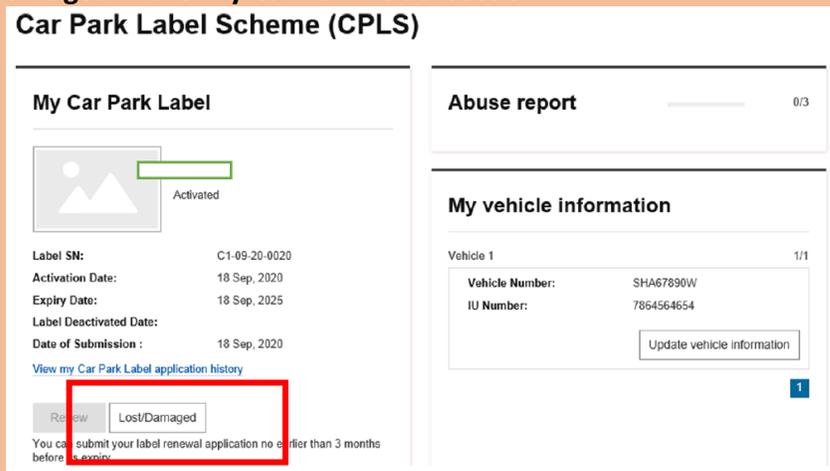
4. Select **Misplaced/Request for replacement of damaged label** from the drop-down list. Click submit.
*Note: Click **Download the declaration form** to download this form as necessary.