

Mechanical Equipment Licensing (MEL) Application Step-by-Step Guide

RELY ON US

1. Login to MEL

2. Overview of MEL

- [Application Status](#)
- [Dashboard](#)

4. Exceptional Workflow

- [Pending Payment](#)
- [Withdrawal of Application](#)
- [Amending Rejected Application](#)



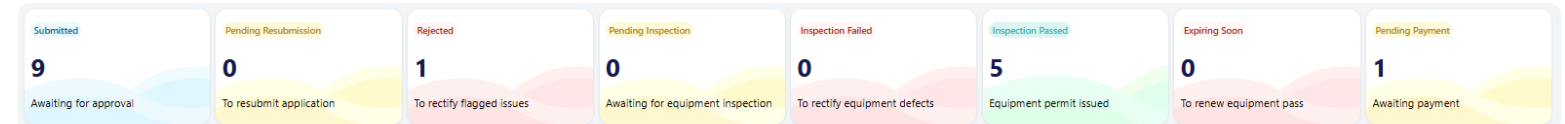
3. Application Process

- [Form Submission](#)
- [Payment](#)
- [Application Outcome](#)
- [Equipment Inspection](#)
- [Renewal Process](#)

Application Overview

Total Number of Application : 16

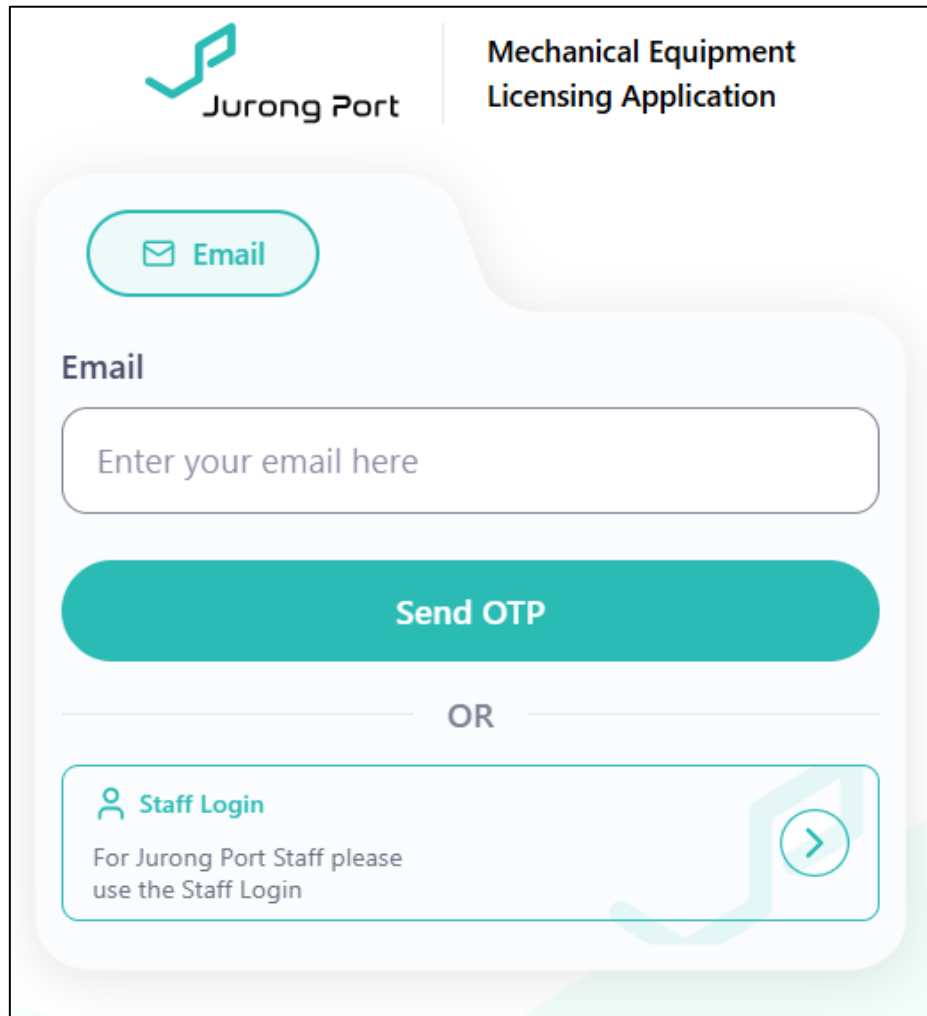
+ New Application



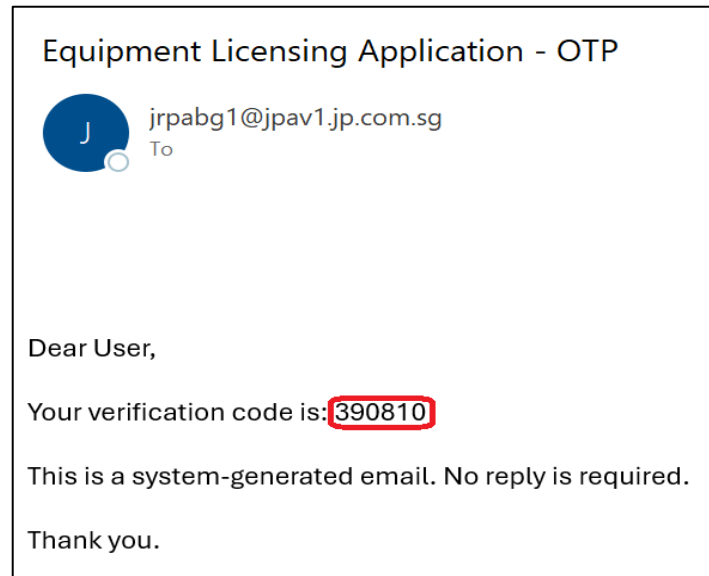
Filter

Application ID	LTA Registration/ Serial No.	Equipment Type	Equipment Owner	Expiry Date	Status	Submitted Date	Inspection Date	Permit No.	Card Color	Inspection Checklist
MEL2604016	TEST	Others	Mantro Marine Services Pte Ltd	30/04/2026	Pending Payment	-	-	-	-	-
MEL2604012	ASDAD	Excavator	Yew Hock Stevedore & Tradin...	30/04/2026	Submitted	24/04/2026 12:36	-	-	-	-
MEL2604011	WC1006A	Forklift	Marine Port Services Pte Ltd	30/04/2026	Submitted	21/04/2026 15:29	23/04/2026	02000	●	-
MEL2604011	WC1006A	Forklift	Marine Port Services Pte Ltd	30/04/2026	Submitted	24/04/2026 12:34	23/04/2026	02000	●	-
MEL2604006	ASDASDASSDASDASD...	Wheel Loader/Bull Dozer...	Marine Port Services Pte Ltd	30/04/2026	Submitted	24/04/2026 12:07	-	-	-	-
MEL2603128	EXCAVATOR1	Excavator	Marine Port Services Pte Ltd	30/09/2026	Rejected	30/03/2026 22:46	-	-	-	-
MEL2603125	WC1006A	Forklift	Hoy San Stevedoring Pte Ltd	31/05/2026	Inspection Passed	30/03/2026 22:20	30/03/2026	00001	●	✓
MEL2603127	1231231232	Wheel Loader/Bull Dozer...	Mantro Marine Services Pte Ltd	30/06/2027	Submitted	30/03/2026 22:36	-	-	-	-
MEL2603126	12345678910111213141...	MEWP (Scissors Lift/Boo...	Yew Hock Stevedore & Tradin...	30/06/2026	Submitted	30/03/2026 22:29	-	-	-	-
MEL2603095	CRANE12311	Others	Hai Soon Heng Marine Servic...	31/03/2027	Inspection Passed	25/03/2026 10:07	25/03/2026	00900	●	✓

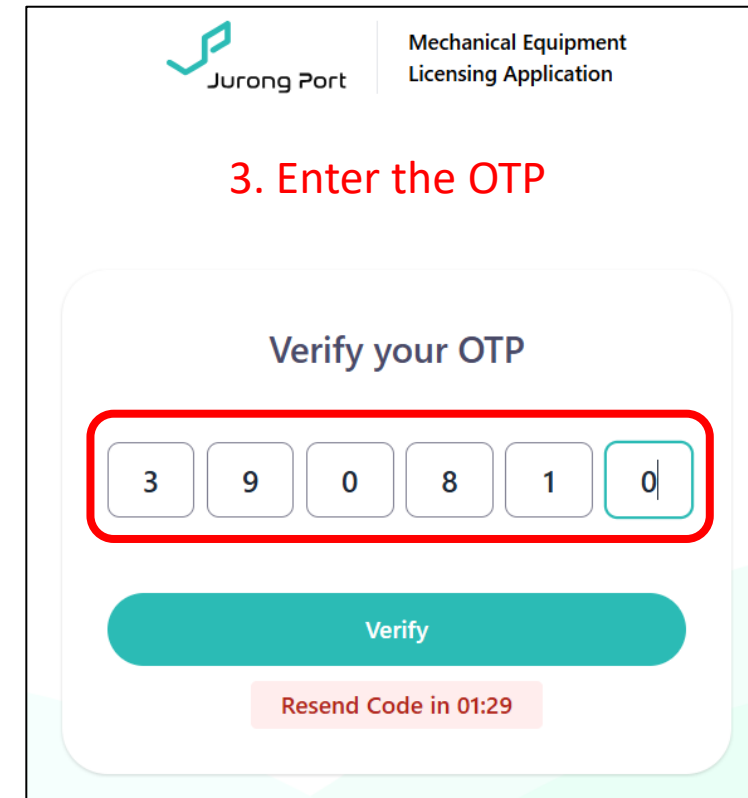
Login Process



1. Email Login



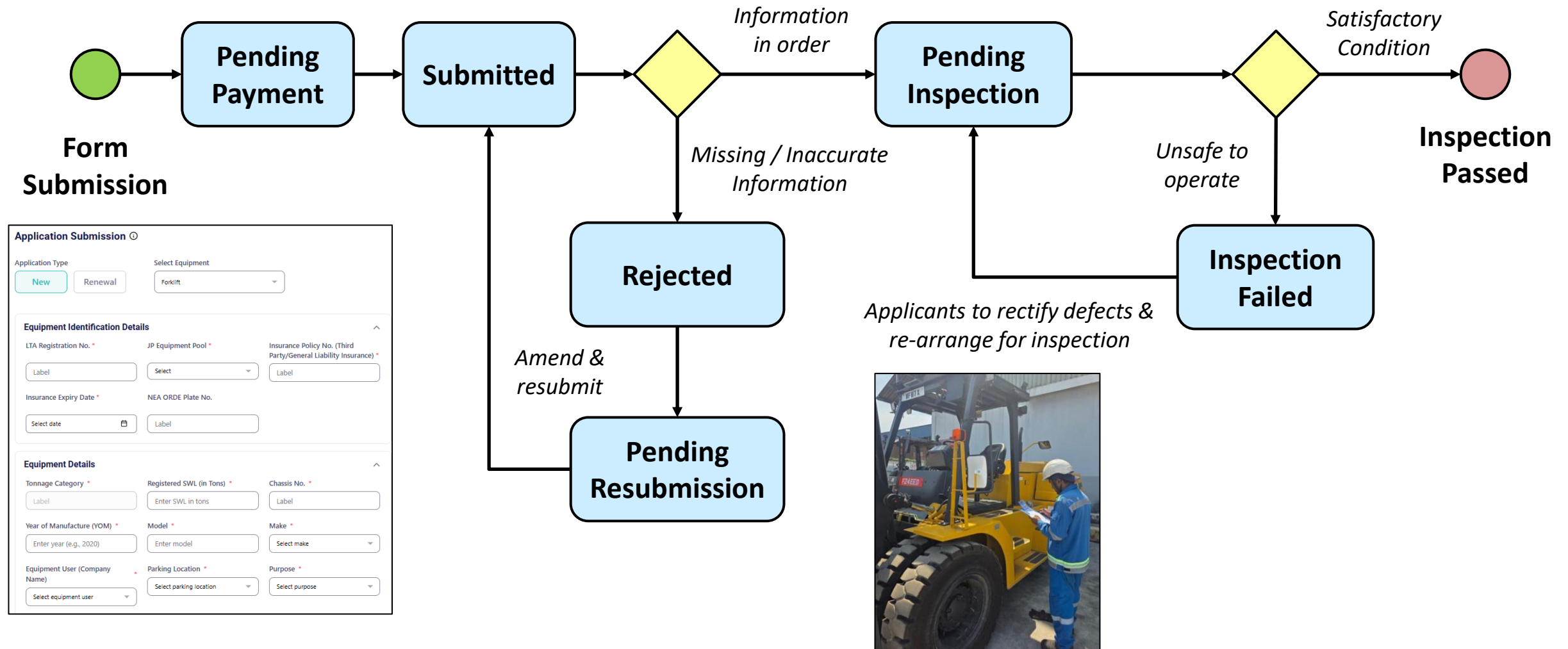
2. An OTP will be sent to Login Email



Note:

- Equipment Records will be tagged to the **Email Address Submitted**
- To maintain centralised record, kindly use a **Dedicated Email Address**

MEL APPLICATION STATUS



JP

Mechanical Equipment Licensing Application

JD

Application Overview

Total Number of Application : 107

To submit a New Application →

+ New Application

Submitted

23

Awaiting for approval

Pending Resubmission

8

To resubmit application

Rejected

3

To rectify flagged issues

Pending Inspection

1

Awaiting for equipment inspection

Inspection Failed

0

To rectify equipment defects

Inspection Passed

64

Equipment permit issued

Expiring Soon

3

To renew equipment pass

Pending Payment

8

Awaiting payment

Filter

Applications can be filtered

Click application to view

View

Application ID	LTA Registration/ Serial No.	Equipment Type	Equipment Owner	Expiry Date	Status	Submitted Date	Inspection Date	Permit No.	Card Color	Inspection Checklist
MEL2603102	WC5800L	Forklift	Hoy San Stevedoring Pte Ltd	30/04/2027	Inspection Passed	25/03/2026 17:14	26/03/2026	00333	●	📄
MEL2603101	WC5800L	Forklift	Hoy San Stevedoring Pte Ltd	31/03/2027	Inspection Passed	25/03/2026 17:01	26/03/2026	00222	●	📄
MEL2603091	TESTINGLOC	Forklift	Buana Shipping & Marine Pte Ltd	31/03/2026	Inspection Passed	23/03/2026 10:39	23/03/2026	00103	●	📄
MEL2603090	TESTING28	Reach Stacker	Indon Shipping Pte Ltd	28/02/2027	Inspection Passed	23/03/2026 08:51	24/03/2026	00445	●	📄
MEL2603089	TESTING29	Wheel Loader/Bull Dozer/Bob Cat	Buana Shipping & Marine Pte Ltd	31/03/2026	Submitted	23/03/2026 08:45	-	-	-	-
MEL2603088	TESTING99	Forklift	Buana Shipping & Marine Pte Ltd	01/04/2026	Inspection Passed	20/03/2026 15:33	20/03/2026	00988	●	📄
MEL2603087	TESTING99	Forklift	Buana Shipping & Marine Pte Ltd	31/03/2026	Inspection Passed	20/03/2026 15:20	20/03/2026	00077	●	📄
MEL2603074	TESTING11	MEWP (Scissors Lift/Boom Lift)	Buana Shipping & Marine Pte Ltd	31/03/2026	Inspection Passed	18/03/2026 11:33	19/03/2026	00044	●	📄
MEL2603072	TESTING444	MEWP (Scissors Lift/Boom Lift)	Buana Shipping & Marine Pte Ltd	31/03/2026	Inspection Passed	17/03/2026 09:56	18/03/2026	00045	●	📄
MEL2603071	TESTING1703	MEWP (Scissors Lift/Boom Lift)	Buana Shipping & Marine Pte Ltd	31/03/2026	Inspection Passed	17/03/2026 09:47	18/03/2026	00050	●	📄

10

Showing 31 - 40 of 112 items

← Previous

1

3

4

5

...

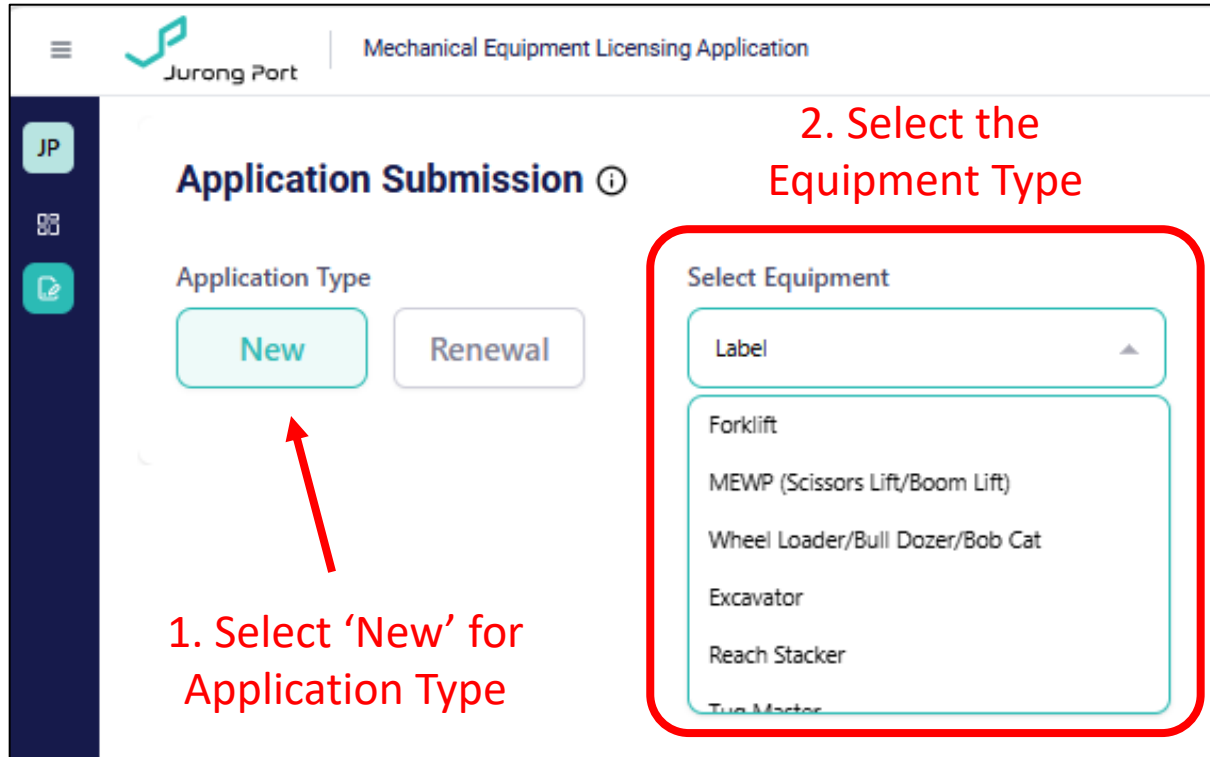
12

Next →

ALL Applications can be viewed in the Dashboard

New Application Process

For equipment **WITHOUT** an existing permit card



2. Select the Equipment Type

Application Submission ⓘ

Application Type

New Renewal

Select Equipment

Label

Forklift

MEWP (Scissors Lift/Boom Lift)

Wheel Loader/Bull Dozer/Bob Cat

Excavator

Reach Stacker

Tug Master

1. Select 'New' for Application Type

Equipment Types:

- Forklift
- MEWP (Scissor Lift/Boom Lift)
- Wheel Loader/Bulldozer/Bob cat
- Excavator
- Reach Stacker
- Tug Master
- Others
 - *For Equipment that meet the criteria below, but do not fall under the list above*

Criteria(s) for Equipment Permit

(1) Mechanically powered

(2) Requires space allocation /
deployment within operational areas

(3) Has potential safety impact
to personnel or infrastructure

Examples: Stone Crushers, Road Rollers, Pile Driver, Trencher

The form is divided into 3 sections:

- 1. **Equipment Identification Details**
- 2. **Equipment Details** – Technical specifications & operational details of the equipment
- 3. **Document Details** – Uploading of documents for verifications & record

Identification Number Required	Equipment Type
LTA Registration No.	Forklift, Reach Stacker
Distinctive No.	MEWP (Scissor Lift/Boom Lift)
Serial No. (Chassis No.)	Wheel Loader/Bulldozer/Bobcat, Excavator, Tug Master, Others

Equipment Identification Details

LTA Registration No. *

Insurance Policy No. (Third Party/General Liability Insurance) *

Insurance Expiry Date *

Label

Label

Select date

NEA ORDE Plate No.

Label

2. Equipment Details – Technical Specifications & Operational Details of Equipment

Equipment Details

Registered SWL (in Tons)

Enter SWL in tons

Year of Manufacture (YOM) *

Enter year (e.g., 2020)

Model *

Enter model

Make *

Select make

Equipment User (Company Name) *

Select equipment user

Parking Location *

Select parking location

Purpose *

Select purpose

Duration *

DD/MM/YYYY - DD/MM/YYYY

Intended Area of Use

Select intended area of use

Purpose *

Select purpose

Contractor Works

Vessel Ops & JP Common Area (Wharves, Transit Yard & Warehouses)

Tenanted Area

Parking Location *

Select parking location

Common Area

Tenanted Area

Intended Area of Use:

Clear

Berth

Warehouse

Yard

☐ J1

☐ J2

☐ J3

☐ J4

☐ J5

☐ J6

☐ J7

☐ J8

☐ J9

☐ J10

☐ J11

☐ J12

Operation Site/Location

Additional Information

Mandatory fields are indicated with an asterisk *

Registered SWL (in Tons) *

Model *

Upon completion of all mandatory fields

Confirmation **Terms & Conditions**

Are you sure you want to **submit** the application?

By submitting this application, I confirm that all information and documents provided are true, accurate, and complete to the best of my knowledge.

I understand that any fees paid are non-refundable once the submission is made, regardless of the outcome of the application.

I acknowledge that Jurong Port may verify the information provided and may reject or revoke approvals if any information is found to be false, inaccurate, or incomplete.

☒ I have read and agree to the Terms above.

To prevent any delays, kindly ensure that **ALL INFORMATION** provided is **ACCURATE & COMPLETE**

Notes

1. Applications can be [withdrawn, amended](#) before approval
2. [Payment must be successful for application to be submitted](#)

Once the application is confirmed, you will be redirected to the payment page (\$40 Per Application)

Contact information

Payment method

☒ Card

Payment processed through STRIPE

Card information



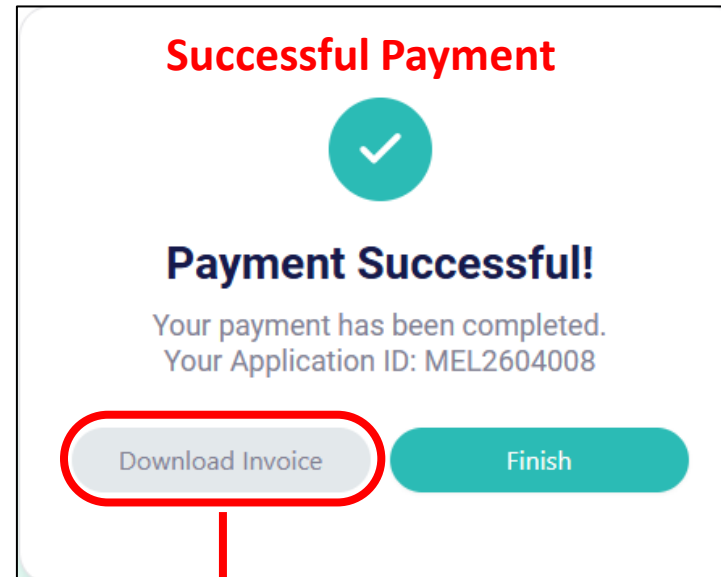


Cardholder name

Country or region

▼

☐ **Save my information for faster checkout**
Pay securely at EPMS UAT sandbox and everywhere [Link](#) is accepted.



Download Tax Invoice

**TAX INVOICE**

Jurong Port Pte Ltd
37 Jurong Port Road
Singapore 619110

Reg No. 200007468N

GST Registered No. 20-0007468-N

Invoice No./Date
MEL2604001
22 Apr 2026, 09:48 AM

EPM/MEA Duty Phone

Price payable includes GST
Invoice no
MEL2604001

Mechanical Equipment Licensing
LLLLLLLLL
Duration
06 Mar 2026 - 31 Mar 2026
Payable amount
S\$40.00

Mechanical Equipment Licensing
LLLLLLLLL
Duration
06 Mar 2026 - 31 Mar 2026

Total Payable

S\$40.00

PAYMENT ADVICE

Total Payable Amt
Receipt Date/Time
Application Name
Employer
Payment Mode
Invoice No.

S\$40.00
22 Apr 2026, 09:48 AM
Excavator
STRIPE
MEL2604001

Application Confirmation

Upon successful payment, a confirmation email will be sent out

Equipment Licensing Application - MEL2604008 [Submitted]

 admin-epms@jp.com.sg
To

Dear

Your application for Forklift (1111111) has been successfully submitted for review.

This is a system-generated email.

Thank you.

This indicates that the application has been **successfully submitted**

Application will be reviewed by JP MEA

Status of the application will be updated to Submitted

Application ID	LTA Registration/ Serial No.	Equipment Type	Equipment Owner	Expiry Date	Status	Submitted Date
MEL2604008	1111111	Forklift		30/04/2026	Submitted	20/04/2026 11:41

OUTCOME

ALL INFORMATION IN ORDER

Status updated to **Pending Inspection**

Equipment Licensing Application - MEL2604008 [Approved]

 admin-epms@jp.com.sg
To

Dear

Your application has been reviewed and all the required documents are in order.

Please bring the following equipment for physical inspection as scheduled below:

Equipment: Forklift (1111111)

Date: 23/04/26

Time: 14:30

Location: Pass Office / W7 (for existing equipment)

Upon arrival, please contact the officer at 9873 8356 for assistance.

If you are unable to attend the scheduled inspection, kindly inform us in advance to arrange a rescheduling.

This is a system-generated email.

Thank you.

EQUIPMENT INSPECTION

MISSING / INACCURATE INFORMATION

Status updated to **Rejected**

Equipment Licensing Application - MEL2604008 [Rejected]

 admin-epms@jp.com.sg
To

Dear

We regret to inform you that MEL2604008 has been rejected.

Please [log in](#) to review the remarks and update the application.

This is a system-generated email.

Thank you.

[AMEND APPLICATION & RESUBMIT FOR APPROVAL](#)

Equipment Inspection Process

1. MEA will inspect the equipment based on the designated checklist

Inspection Details

Inspection Checklist

Date Of Inspection
25/04/2026 14:30

Inspection Checklist (Mobile Elevated Work Platforms (Scissors Lift/Boom Lift))

S/N	Items	Description	Remarks	Yes	No
A. General					
1	Machine Body	Check for cracks, dents, rust, or damage to panels and structure.	Type your remark	☐	☐
2	MOM Certificate	Verify the validity of the MOM certificate (valid for 6 months).	Type your remark	☐	☐
B. Tyres/Track Pads					
1	Tyre Condition	Inspect tyres for cuts, cracks, bulges, or excessive tread wear.	Type your remark	☐	☐
2	Wheel Nuts	Check that all wheel nuts are present and securely fastened.	Type your remark	☐	☐
C. Platform					
1	Guardrails & Toe Boards	Confirm they are intact secure, and undamaged.	Type your remark	☐	☐
2	Entry Gate / Chain	Ensure it closes properly and shows no signs of damage/dent.	Type your remark	☐	☐
D. Structure					
1	Boom/Scissor Arms	Visually inspect for cracks, rust, or structural damage.	Type your remark	☐	☐
2	Chassis & Base Frame	Check for bends or structural issues.	Type your remark	☐	☐

Upon
Inspection

Equipment Inspection

Name of MEL Ground Officer
EPMS SUPERVISOR1

JP Pass ID

Representative Pass ID

Label

Name Of Representative

Company Representative

On behalf of

Terms & Conditions

MEL Terms & Condition

1. The equipment permit card serves as the official identification of the equipment within Jurong Port and must be clearly displayed on the equipment at all times while operating within the port.

2. Operators and equipment owners are responsible for ensuring that the equipment is operated in accordance with Jurong Port rules & regulations and all applicable safety requirements.

3. The inspection conducted by JPPL serves solely to verify baseline compliance with minimum operational and safety standards at the point of inspection. The equipment owner remains fully responsible for ensuring that the equipment is properly maintained, safe for use, and in good operational condition at all times.

4. JPPL shall not be held responsible or liable for any faults, defects, failures, damages, or incident arising from the condition, maintenance, operation, or use of the equipment, whether before or after the inspection.

☒ I have read and agree to the Terms & Conditions.

EPM Signature

Clear

Representative Signature

Clear

Back

Confirm

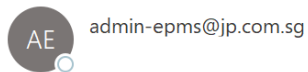
2. Company Rep. to sign-off Inspection Checklist

OUTCOME

EQUIPMENT IN SATISFACTORY CONDITION

INSPECTION PASSED

Equipment Licensing Application - Inspection Outcome for MEL2604008



[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Dear

Forklift (1111111) has passed the physical inspection.

Permit Card: 00220

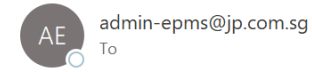
Expiry Date: 30/04/2026

Please ensure that the equipment permit card is clearly displayed on the equipment at all times.

EQUIPMENT NOT IN SATISFACTORY CONDITION

INSPECTION FAILED

Equipment Licensing Application - Inspection Outcome for MEL2603133



[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Dear

Forklift (280904T) has failed the physical inspection.

Please rectify the identified issues prior arranging for a re-inspection.
You may [log in](#) to the system to view the inspection checklist.

PERMIT CARD WILL BE ISSUED



RECTIFY DEFECTS & ARRANGE FOR A REINSPECTION

Equipment Licensing Application - Inspection Rescheduled for MEL2603133



Dear

Please be informed that the inspection has been rescheduled.

Kindly bring the following equipment for physical inspection as per the details below:

Equipment: Forklift (280904T)

Date: 24/04/26

Time: 17:50

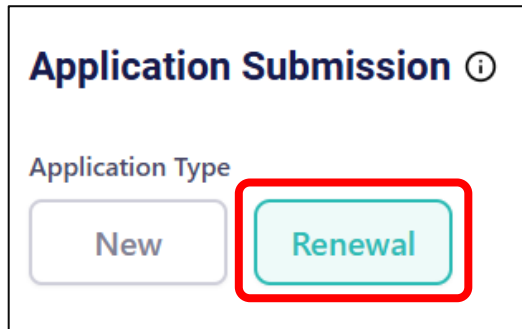
Location: Pass Office / W7 (for existing equipment)

Upon arrival, please contact the officer at for assistance.
If you are unable to attend the scheduled inspection, kindly inform us in advance to arrange a rescheduling.

This is a system-generated email.

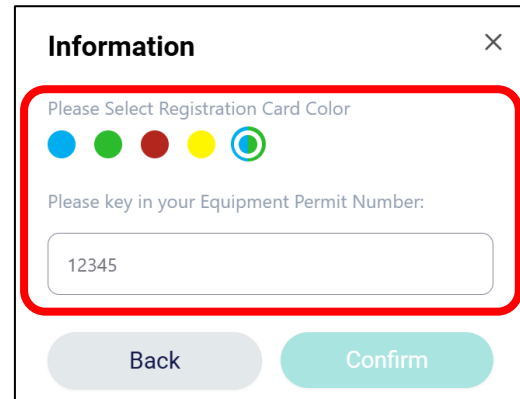
Thank you.

1. Select 'Renewal' for Equipment Type



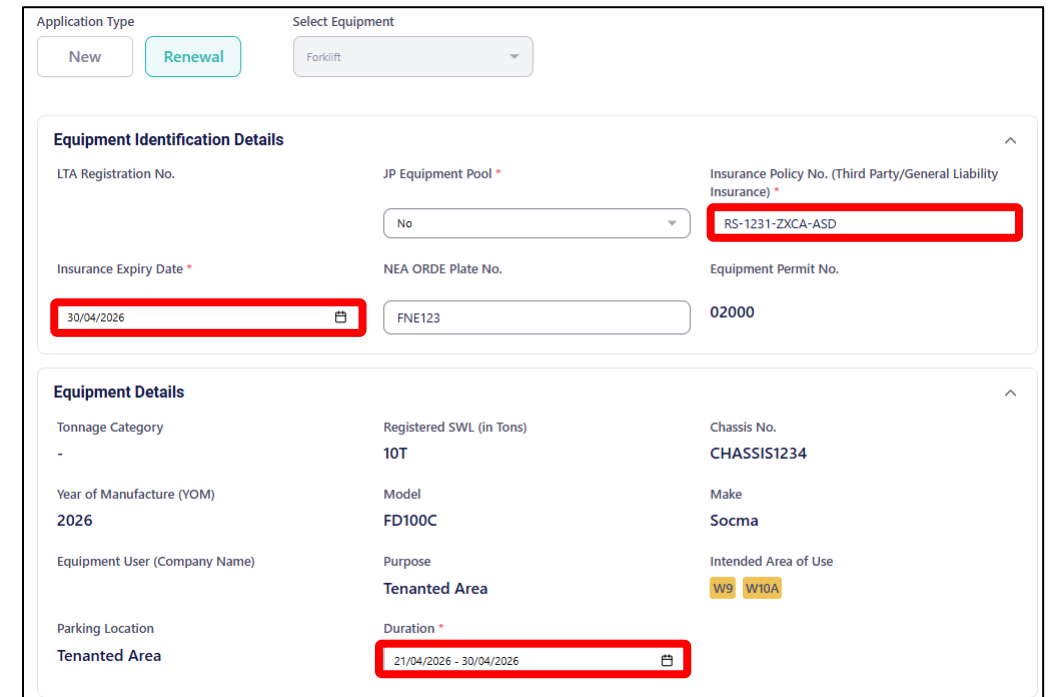
The 'Application Submission' screen shows two buttons under 'Application Type': 'New' and 'Renewal'. The 'Renewal' button is highlighted with a red rectangle.

2. Select Existing Permit Card Color & Key in Permit No.



The 'Information' screen shows a selection of registration card colors (blue, green, red, yellow, and a selected blue with a key icon) and a text input field for the permit number '12345'. The entire selection area is highlighted with a red rectangle.

3. Update Insurance/Certificates Number, Expiry & Duration of Stay



The 'Equipment Identification Details' screen shows various fields for equipment information. The 'Insurance Policy No.' field is highlighted with a red rectangle, showing 'RS-1231-ZXCA-ASD'. The 'Insurance Expiry Date' field is also highlighted with a red rectangle, showing '30/04/2026'. The 'Equipment Details' section shows 'Tenanted Area' for 'Duration', which is highlighted with a red rectangle, showing '21/04/2026 - 30/04/2026'.

Scenarios for Renewal

1. Extended Stay
2. Renewed Insurance/Certificates
3. Lost of Permit Card

Upon submission of the updated details, application will be processed as per normal

Appendix (Exceptional Workflow)

RELY ON US

Status: Pending Payment

If payment has **NOT** been made, the status of your application will be reflected as **Pending Payment**

											View	Edit
Application ID	LTA Registration/ Serial No.	Equipment Type	Equipment Owner	Expiry Date	Status	Submitted Date	Inspection Date	Permit No.	Card Color	Inspection Checklist		
MEL2602048	FORK111	Forklift		27/02/2027	Pending Payment	-	-	-	-	-		

This indicates that the application has **NOT** been submitted
You are required to complete the payment to submit your application

Contact information

Email

Payment method

Card

Card information

1234 1234 1234 1234

MM / YYCVC

Cardholder name

Full name on card

Country or region

Singapore

Edit Application (Update Application)

Application ID
MEL2602048

Equipment Type

Forklift

Equipment Identification Details

LTA Registration No. *

FORK111

JP Equipment Pool *

Yes

Insurance Policy No. (Third Party/General Liability Insurance) *

insu111

Insurance Expiry Date *

27/02/2027

NEA ORDE Plate No.

Label

Equipment Details

Back

Update

Withdrawal & Resubmission of Application

1. Click on the application to edit

ViewEdit

Application ID	LTA Registration/ Serial No.	Equipment Type	Equipment Owner	Expiry Date	Status	Submitted Date	Inspection Date	Permit No.	Card Color	Inspection Checklist
MEL2604008	1111111	Forklift		30/04/2026	Submitted	20/04/2026 11:41	-	-	-	-

Application Details

Application ID
MEL2604008

Submitted

Pending Inspection

Inspection Passed

Equipment Identification Details

LTA Registration No.
1111111

JP Equipment Pool
No

Insurance Policy No. (Third Party/General Liability Insurance)
111111

Insurance Expiry Date
30/04/2026

NEA ORDE Plate No.
-

Equipment Details

Back

Withdraw

Confirmation

Are you sure you want to withdraw the application?

Back

Confirm

2. Click Withdraw & Confirm

Application status will be updated to Pending Resubmission

Withdrawal & Resubmission of Application

3. Click on the application to edit

											View	Edit
Application ID	LTA Registration/ Serial No.	Equipment Type	Equipment Owner	Expiry Date	Status	Submitted Date	Inspection Date	Permit No.	Card Color	Inspection Checklist		
MEL2604008	1111111	Forklift		30/04/2026	Pending Resubmission	20/04/2026 11:41	-	-	-	-		

Edit Application (Resubmission) ⓘ

Application ID
MEL2604008

Equipment Type

Forklift

Equipment Identification Details

LTA Registration No. *

1111111

JP Equipment Pool *

No

Insurance Policy No. (Third Party/General Liability Insurance) *

111111

Insurance Expiry Date *

30/04/2026

NEA ORDE Plate No.

Label

Back

Update

Confirmation

×

Are you sure you want to resubmit the application?

By submitting this application, I confirm that all information and documents provided are true, accurate, and complete to the best of my knowledge.

I understand that any fees paid are non-refundable once the submission is made, regardless of the outcome of the application.

I acknowledge that Jurong Port may verify the information provided and may reject or revoke approvals if any information is found to be false, inaccurate, or incomplete.

☒ I have read and agree to the Terms above.

Back

Confirm

Application status will be updated back to Submitted

4. Amend the Required Fields, Update & Confirm

Rejected Application

1. Click on the application to edit

											View	Edit
Application ID	LTA Registration/ Serial No.	Equipment Type	Equipment Owner	Expiry Date	Status	Submitted Date	Inspection Date	Permit No.	Card Color	Inspection Checklist		
MEL2604008	1111111	Forklift		30/04/2026	Rejected	20/04/2026 11:41	-	-	-	-		

2. Amend flagged fields



Edit Application (Resubmission) ⓘ

Application ID
MEL2604008

Equipment Type
Forklift

Equipment Identification Details

LTA Registration No. *

1111111

JP Equipment Pool *

No

Insurance Policy No. (Third Party/General Liability Insurance) *

111111

Insurance Expiry Date *

30/04/2026

NEA ORDE Plate No.

Label

Back

Update

Confirmation

Are you sure you want to resubmit the application?

By submitting this application, I confirm that all information and documents provided are true, accurate, and complete to the best of my knowledge.

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☒ I have read and agree to the Terms above.

Back

Confirm

3. Update & Confirm

Application status will be updated to Submitted

Thank you

RELY ON US