

# Payment of Composition

## User Guide - Web

Labour Relations and Workplaces Division

# Start of service

Step 1: Access the e-Service via <https://www.mom.gov.sg/eservices/services/pay-lrwd-composition>

The screenshot shows the 'Pay LRWD composition' e-service page. At the top, there are logos for the Ministry of Manpower and Singapore Government. A navigation bar includes a menu icon, 'MENU', a home icon, 'eServices', and a search box. The main heading is 'Pay LRWD composition' with a sub-heading: 'For persons or organisations to pay composition issued by MOM's Labour Relations and Workplaces Division.' A central orange button labeled 'Pay LRWD composition' is highlighted with a '1' in an orange arrow. To the right, a green dot indicates 'Service is online' and 'Availability 24 hours'. Below this, a grey box states 'Not available due to maintenance' with a note 'Every Thursday, 8.30pm - 9pm'. A list of help topics is provided: 'What payment modes can I use?', 'Who can use this eService to pay composition?', 'What do I need before I can pay composition?', and 'Get help'. The footer includes 'Last Updated: 10 December 2018' and social sharing icons for Facebook, Twitter, Email, and Print.

1 Click **Pay LRWD Composition** to access the eService

# Search payment notices

## Step 2: Search for payment notices

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### Payment of Composition


1 Retrieve Bill    2 Confirm Bill Details    3 Make Payment    4 Acknowledgement

#### Retrieve Bill

\* Case Reference No.  
[ Example : FMMD/IP/201406/00001 or LRWD/IP/201406/00001 ]

\* Bill No.

Security Code (Click image to refresh)



\* Enter Security Code



Get Details >

2 Enter **Case Reference No., Bill No. and Security Code**

3 Click **Get Details** to retrieve information

# Preview bill details

## Step 3: Preview bill details



### Payment of Composition

1  Retrieve Bill      2  Confirm Bill Details      3  Make Payment      4  Acknowledgement

#### Bill Details

BILL #	CASE REFERENCE #	DUE DATE	AMOUNT (\$)

4

Please provide email address to receive the acknowledgement after successful payment.

Back  X Cancel

4 Provide your email address to receive an acknowledgement email after payment is successful

5 Click **Make Payment** to proceed with payment process

# Select Payment Mode

## Step 4: Select mode of payment

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### Online Payment Service

Service Name: Pay Composition (LRWD)  
Agency Reference: PCF-2019-04-05-1863

S/N	ITEM	DESCRIPTION	AMOUNT SGD \$
1	PCF-2019-04-05-1863	Payment of Composition	[blurred]
			Total SGD \$ [blurred]

#### Select Payment Mode

Credit Card  
 Direct Debit

6 Select preferred mode of payment

7 Click **Continue** to make payment

- Refer to Step 5.1 if choose Credit Card
- Refer to Step 5.2 if choose Direct Debit

# Make payment

## Step 5.1: Make payment – VISA / MasterCard Credit

**eNETS** Monday, 17 December 2018

### credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.anets.sg

**TRANSACTION INFORMATION**

Merchant Name: TEST: MINISTRY OF MANPOWER  
Merchant Reference Code: CC2018121700001  
NETS Reference Code: 20181217105220856  
Amount: SGD 2,000.00

**CREDIT/DEBIT CARD INFORMATION**

Name on Card:   
Card Number:   
Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash.  
CVV / CVC2:  [What is CVV/CVC2/CID]  
Expiry Date:  /  (eg: 2018)

I have read, understood and accepted the following:

- The return & refund policy for the purchase of relevant products / services.
- The collection, use, disclosure and sharing of this information, which to the best of my knowledge and belief is true and accurate and is for purposes reasonably required to process my application which are set out in NETS' Data Protection Policy.

**Important:**  
Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service

Preferred payment mode is VISA / MasterCard Credit

8

Enter all necessary information

9

Read and accept terms and conditions

10

Click **Submit** to proceed with payment

Note: After submission, follow the instruction from the issuing bank to proceed with the payment

- Refer to Step 6.1 for successful payment
- Refer to Step 6.2 for unsuccessful payment

# Make payment

## Step 5.2: Make payment – eNETS Internet Banking

**eNETS** Monday, 17 December 2018

**debit from bank account**

If you are using a POP-UP BLOCKER, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks cannot be displayed, and your transaction request cannot be processed. Click [here](#) for pop-up blocker FAQ.

1. www.enets.sg
2. dbso2pay.dbs.com (for DBS/POSB Account holders)
3. plbenets.uob.com.sg (for UOB Account holders)
4. www.citibank.com.sg (for Citibank Account holders)
5. www.ocbc.com (For OCBC account holders)
6. www.plus.com.sg (For Plus! account holders)
7. lbank.standardchartered.com.sg (For Standard Chartered account holders)

**TRANSACTION INFORMATION**

Merchant Name  
Merchant Reference Code  
NETS Reference Code  
Merchant Hostname  
Amount

**Important Notice:** Please note down the transaction information in this section just in case you need to raise any query on this transaction.

**SINGAPORE BANK SELECTION**

Bank

**11**

**Important:**  
Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service.

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a better way to pay

Preferred payment mode is eNETS Internet Banking

- 11** Select your issuing bank
- 12** Click **Submit** to proceed with payment

Note: After submission, follow the instruction from the issuing bank to proceed with the payment

- Refer to Step 6.1 for successful payment
- Refer to Step 6.2 for unsuccessful payment

# Successful Payment

## Step 6.1: Successful Payment

### Online Payment Service

05/04/2019

Official Receipt - MOM20190405HDED4

#### TAX INVOICE / RECEIPT

Receipt Number: [REDACTED]

Agency: **Ministry of Manpower**

Application: **Pay Composition (LRWD)**

Paid Via: [REDACTED]

EP Ref No: [REDACTED]

Note: Receipt is void if payment is dishonoured

S/N	ITEM	DESCRIPTION	AMOUNT SGD \$
1	PCF-2019-04-05-1863	Payment of Composition	[REDACTED]
			Total SGD \$ [REDACTED]

This is a computer-generated receipt. No signature is required.

CPG Ref No: [REDACTED]

Please print a copy of the receipt for your reference

Continue >

Print Receipt

Tax Invoice / Receipt is shown after successful payment

13 Click **Continue** to proceed to payment acknowledgement

# Unsuccessful Payment

## Step 6.2: Unsuccessful Payment

### Payment of Composition



#### ✘ Error

The payment transaction failed. Please try again later.

#### Bill Details

BILL #	CASE REFERENCE #	DUE DATE
1901927A	LRWD/IP/201904/00019	24 May 2019

Email Address: \_\_\_\_\_

Please provide email address to receive the acknowledgement after successful payment.

Back **15**



If payment failed, error message will be shown in the page

**14** You can change your browser setting to unblock popup window if you cannot see the reason of transaction failure

**15** Click **Make Payment** to pay again by repeating step 4 and 5 or try again later

# Save / Print Payment Acknowledgement

## Step 7: Save / Print Payment acknowledgement

### Payment of Composition

Retrieve Bill   Confirm Bill Details   Make Payment   Acknowledgement

**Success**  
Payment for Composition Successful

Receipt No. [Redacted]  
Bill No. [Redacted]  
Case Reference No. [Redacted]  
Due Date  
03 May 2019  
Amount Paid [Redacted]  
Payment Date  
05 Apr 2019

**17** Print   Save as PDF **16**

**What's Next?**  
You can proceed to make payment for other compositions by clicking [here](#).

**Continue Browsing**  
[MOM Website Homepage](#)  
[eServices and Forms](#)

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Successful message is displayed in acknowledgement after successful payment

**16** Click **Save as PDF** to generate acknowledgement in PDF format

**17** Click **Print** to print the acknowledgement page using local printer settings



### Acknowledgement for Payment of Composition

Payment Reference No.   PCF-2019-04-05-1863  
Receipt No.   MOM20190405HDED4  
Bill No.   1900163A  
Amount Paid   \$222.00  
Payment Date   05 April 2019

Bill No.	Case Reference No.	No. of Instalments	Due Date	Amount Paid
1900163A	LRWD/IP/201904/00006	Not Applicable	03 May 2019	\$222.00



# Annex

## Site Requirement

- Google Chrome
- Internet Explorer
- Firefox