

Tripartite Alliance for Dispute Management

Upload Documents for a Claim

Online Help

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1. Upload documents for a Claim

Steps:

1. Access from TADM eService website.

<http://www.tadm.sg/eservices/>

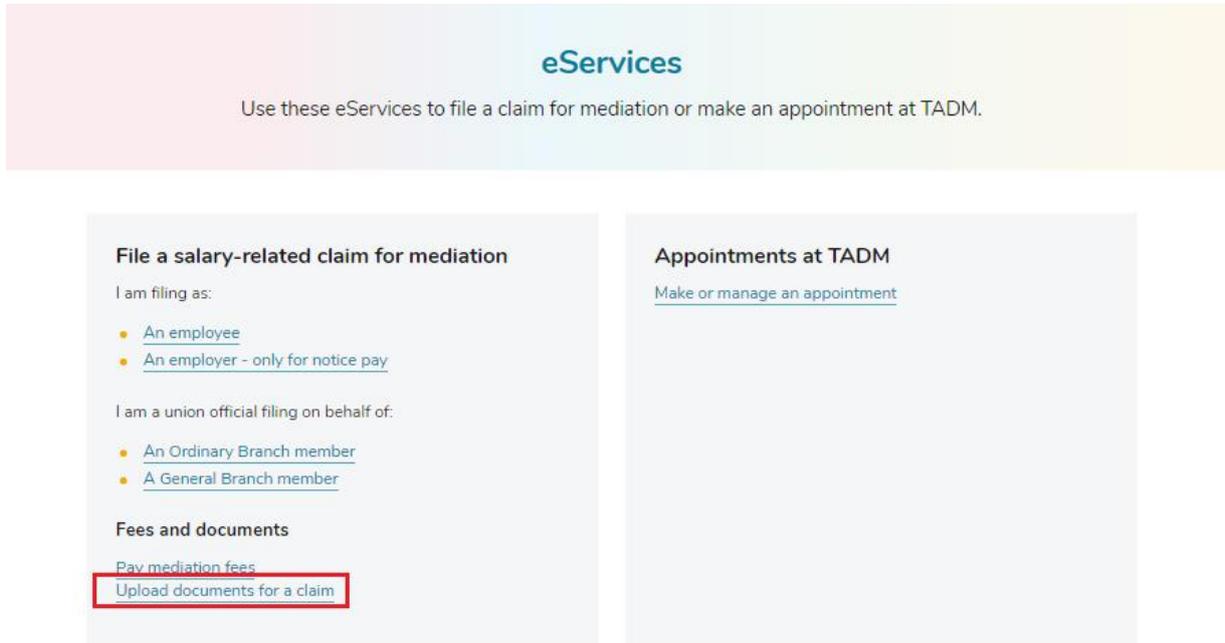


Figure 1

Click on the [Upload documents for a claim](#), the following page will be displayed.

[Back to eServices](#)

Upload documents for a claim

If you have filed a claim for mediation at TADM, use this service to upload supporting documents for your claim.

[Upload documents](#)

- This service is available from 8am to midnight daily.

[What you will need](#)

[File formats and sizes](#)

[User guide](#)

Figure 2

Click on **Upload Documents** will redirect to following page.

Upload documents for your claim

Please fill up information below to proceed to file upload.

Case Details

NRIC/FIN/UEN Number

Form company, please enter UEN.

For Individual employer and employee, please enter NRIC/FIN.

Case Reference Number

Terms and Condition

By clicking the continue button, you consent to provide information pertaining to your claim and to your organisation's and/or union's disclosure of your personal data for the same purpose, to TADM C/O TAL, authorised parties and authorities. TADM C/O TAL collects, uses and discloses your personal data for the purpose of providing advisory, mediation and other support services for dispute management and to comply with laws, guidelines or directions.

Please visit [our website](#) for our personal data policy.

[Continue](#)

[Reset](#)

Figure 3

If the claimant is Employee, NRIC/FIN and Case reference number must be entered.

If the claimant is Employer, UEN must be entered.

Click %Continue+, Supporting information panel will be displayed as follow:

TADM
Tripartite Alliance
for Dispute Management

Upload documents for your claim

Please fill up information below to proceed to file upload.

Case Details

NRIC/FIN/UEN Number * S6356726D
Form company, please enter UEN.
For individual employer and employee, please enter NRIC/FIN.

Case Reference Number * 2017000304T-001

Supporting Information

Please prepare the soft copies of your documents. ⓘ

Each file size must be less than 10 MB and the maximum size for all files is 25 MB.

You may upload Employment Contract, Identification Copies (NRIC/FIN/Passport) and other related document.

You may upload more than one file for each document.

Document: No File Selected

Description: Select one

Supporting Documents

There is no supporting document.

[Reset](#)

Figure 4

Note: Each file size must be less than 10 MB and maximum size for all files is 25 MB.

User can upload employment contract, Identification copies (NRIC/FIN/Passport) and other related document.

Choose description to categorize the uploaded documents.

The screenshot shows a web form titled "Supporting Information". It contains the following text: "Please prepare the soft copies of your documents. ⓘ", "Each file size must be less than 10 MB and the maximum size for all files is 25 MB.", "You may upload Employment Contract, Identification Copies (NRIC/FIN/Passport) and other related document.", and "You may upload more than one file for each document." Below this is a "Document" field with the text "C:\phyumar\test_DOC.docx" and a "Browse.." button. A "Description" dropdown menu is open, showing a search bar and a list of options: "Select one", "Employment Contract" (highlighted), "NRIC/FIN/Passport", "Salary Statement", "Letter of Termination", and "Others". To the left, a "Supporting Document" section shows "There is no supporting document uploaded".

Figure 5

Steps:

- 1) Browse the file that you want to upload
- 2) Select description from dropdown list
- 3) Click %Upload+

After all the required files are uploaded, click %Submit+button.



Upload documents for your claim

The screenshot shows a confirmation message titled "Acknowledgement". It contains the text: "You have successfully uploaded your documents onto case reference: 2017000304T-001" and "Date/Time of documents submitted: 27 March 2017 20:05 hrs".

Figure 6

Documents uploaded successfully.