# SCDF Fire Certificate Application using FSC / CSC Reference Number

Version 2.1

As of 30 May 2024

Prepared by: Fire Certificate Section Fire Safety Management Branch | Fire Safety Department

# Before begin:

Please take 5 to 10 minutes to understand the process in submitting your application via GoBusiness.

If you have any difficulty accessing, please contact GoBusiness helpdesk at 6336 3373 or <u>AskGoBiz@crimsonlogic.com.sg</u>

For enquires on GIRO, GIRO application status, GIRO Reference number or Finance matters, please email to <u>fssc billing collections@mha.gov.sg</u>.

# Set-up to access GoBusiness

 Please ensure that the CorpPass administrator has selected "Ministry of Trade and Industry (MTI)" and "GoBusiness" as shown below in the CorpPass website (<u>www.corppass.gov.sg</u>).

| Customised e-Service Access                      |                        |   |      |   |            |   |                                 |        |   |                              |    |
|--|------------------------|---|------|---|------------|---|---------------------------------|--------|---|------------------------------|----|
|  |                        |   |      |   |            |   | <b>T</b> <u>Filter</u>          | Search |   | ٩                            | •• |
| Govt.<br>Agency 👙                                | Assigned<br>e-Services | ¢ | Role | ¢ | Parameters | ¢ | Authorisation<br>Effective Date |        | ¢ | Authorisation<br>Expiry Date | ¢  |
| MINISTRY<br>OF TRADE<br>AND<br>INDUSTRY<br>(MTI) | GoBusiness             |   | •    |   | •          |   |                                 |        |   |                              |    |

# Go to: <u>https://www.gobusiness.gov.sg/browse-all-licences/singapore-civil-defence-force-(scdf)/fire-certificate</u>



Journey

Apply for licences for new F&B businesses

**GeBIZ** Alerts

Subscribe to GeBIZ alerts via email or RSS

feed.

**Business Grants Portal** 

Apply for and manage grants, previously found on Business Grants Portal.

(Legacy)

Starting from April 2022, licences will be moved in stages from GoBusiness Licensing to <u>GoBusiness Dashboard</u>.

# Welcome to the GoBusiness Dashboard



# After logging in using Corppass, go to "Licences"



- For applicant applying for the first time using GoBusiness or applying for new Fire Certificate, select "<u>Apply Licences</u>"
- For applicant who have applied using GoBusiness and intend to renew the Fire Certificate, select "<u>Renew Licences</u>"
- To amend their contact information for Fire Certificate <u>AFTER APPROVAL</u>, select "<u>Amend</u> <u>Licences</u>"

# "Apply Licences" – Scroll down to "S" and find "Singapore Civil Defence Force (SCDF)"

Help us improve 🕄

| S  | Select "arrow down"         |
|--|-----------------------------|
| Singapore Civil Defence Force (SCDF)                                 | للربطي                      |
| Singapore Food Agency (SFA)  | ~                           |
| S  |                             |
| Singapore Civil Defence Force (SCDF)                                 | ^                           |
| Application for Temporary Fire Permit / Fire Safety Certificate      | View Details Select "Apply" |
| Apply for Fire Certificate   | Apply                       |
| Apply for Lodgement of Minor Addition / Alteration Works (Minor A&A) | View Details                |
| Apply for Petroleum & Flammable Material Import Licence              | View Details                |
| Apply for Petroleum & Flammable Material Pipeline Licence            | View Details                |
| Apply for Petroleum / Flammable Materials Storage Licence            | Αρρίγ                       |
| Apply for Petroleum / Flammable Materials Transportation Licence     | Apply                       |

# Apply for Fire Certificate



# 1) General Info

If you are the direct applicant, select as "As an applicant"

If you are applying on behalf for the Building Owner / MCST, select as "On behalf of applicant"

Information of Applicant Details is autopopulated from CorpPass.

If your information at Registered Address is not recognized, fill in your address as "Foreign Address".



# 2) Application Details

| A Singapore Government Agency Website He | w to identify ~   |
|--|---|
| gb gobusiness<br>SINGAPORE               |   |
| (1) General Info                         | ⊕ Copy Form   |
| 2 Application Details                    | STEP 2  |
| 3 Review Form                            | Application Details for Fire Certificate (SCDF)<br>Fill in the following details. |
| (4) Declaration                          |   |
| (5) Make Payment                         |   |
|  |   |
|  | Select your Application as follows  |
|  | Do you have FCP Number  |
|  | ○ Yes   |
|  | ○ No  |
|  |   |
|  | $\leftarrow$ General Information Save Draft Review Form $ ightarrow$              |
|  |   |

# 2) Application Details

If you do not have FCP Reference Number, Select "<u>No</u>" and choose one Building Type.

You are required to have following certificate ready:

Temporary Fire Permit (TFP) / Fire Safety Certificate (FSC)

Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC)

Choose "Yes" if you have FSC or otherwise.

| Select you | <ul> <li>Application</li> </ul> | as follows |
|------------|---------------------------------|------------|
|------------|---------------------------------|------------|

#### Do you have FCP Number

Yes

No No

#### **Building Type**

Industrial Building

Residential Building

Commercial Building

Institution

Religious Premises

Hospital/Convalescent Home

Do you have FSC Number

Yes

No

# Validation of FSC or CSC/TOP

| Do you have FSC Number   |      |
|--|------|
| Yes  |      |
| No   |      |
|  |      |
| FSC Number   |      |
|  |      |
|  | 0/13 |
| Validate FCP/FSC   |      |
|  |      |
| Do you have FSC Number   |      |
| Yes  |      |
| No No  |      |
|  |      |
| Do you have CSC/TOP Number   |      |
|  |      |
| Yes  |      |
| No   |      |
|  |      |
| CSC / TOP Number   |      |
| Applicant should attach the CSC/TOP certificate to us as a supporting document for our verification purpose. |      |
|  |      |

- Key in FSC Reference Number starting with "FSC20xxxxxxx"
- You are required to submit the softcopy of the FSC upon submission.

- Key in CSC Reference Number starting with "CSCxxxxxxxx"
- You are required to submit the softcopy of the CSC upon submission.

# Validation process – Information is based on approved building plan.

Example 2: Residential Building

## Example 1: Industrial Building

| Building Type                | Building Type                         |
|------------------------------|---------------------------------------|
| Industrial Building          | Industrial Building                   |
| Residential Building         | Residential Building                  |
| Commercial Building          | Commercial Building                   |
| Institution                  | Institution                           |
| Religious Premises           | Religious Premises                    |
| Hospital/Convalescent Home   | Hospital/Convalescent Home            |
|                              |                                       |
| Occupant Load of Persons     | Habitable Height<br>in metres         |
| 0/10                         |                                       |
|                              |                                       |
| Habitable Height in metres   | Installed or Required to be Installed |
|                              | a wet riser system                    |
| 0/10                         | an automatic fire alarm system        |
| in square metres             | a sprinkler system                    |
| 0/10                         |                                       |
| 0/10                         |                                       |
| Validate Premise Eligibility | Validate Premise Eligibility          |

## Example 3: Commercial Building / Institution / Religious Premises / Hospital/Convalescent Home

| Building Type                |     |
|------------------------------|-----|
| Industrial Building          |     |
| Residential Building         |     |
| Commercial Building          |     |
| Institution                  |     |
| Religious Premises           |     |
| Hospital/Convalescent Home   |     |
|                              |     |
| Occupant Load of Persons     |     |
|                              |     |
|                              | 0/1 |
| Validate Premise Eligibility |     |

## Details of Building Owner / MCST

Applicant to fill in the necessary information.

Note: The name in this contact refers to Person Name or MCST Chairman Name.

| mpany Name                                |                                       |               |        |
|---|---------------------------------------|---------------|--------|
|   |                                       |               |        |
|   |                                       |               | 0/     |
| ame                                       |                                       |               |        |
|   |                                       |               |        |
| uilding Address                           |                                       |               | C      |
| stal Code                                 |                                       |               |        |
| star Code                                 | <b>@</b> Retrieve Address             |               |        |
|   |                                       |               |        |
| ock/House No.                             | Street Name                           |               |        |
|   | ~                                     |               | ~      |
|   |                                       |               |        |
| oor/Level 🔮 (Optional)                    | Unit (Optional)                       | Building Name |        |
| Eg: 01, B1, 01M                           | Eg: #05-01, use 01                    |               | $\sim$ |
|   |                                       |               |        |
| Reset Address                             |                                       |               |        |
| ailing Address                            |                                       |               |        |
| stal Code                                 |                                       |               |        |
|   | Retrieve Address                      |               |        |
|   |                                       |               |        |
| ock/House No.                             | Street Name                           |               |        |
|   | $\sim$                                |               | $\sim$ |
|   |                                       |               |        |
|   |                                       | Building Name |        |
| por/Level @ (Optional)<br>Eg: 01, B1, 01M | Unit (Optional)<br>Eg: #05-01, use 01 |               | ~      |

## Details of Building Owner / MCST

Applicant to fill in contact information

| Mobile Nu  | mber | r                   |  |
|------------|------|---------------------|--|
| +65        | ~    | 8123 4567           |  |
|            |      |                     |  |
| Telephone  | Num  | iber                |  |
| +65        | ~    | 8123 4567           |  |
|            |      |                     |  |
| Business E | mail |                     |  |
|            |      |                     |  |
|            |      |                     |  |
| Business E | mail | <b>2</b> (Optional) |  |
|            |      |                     |  |
|            |      |                     |  |
| Business F | mail | 3 (Optional)        |  |
| DUSINESS E | mair | o (Optional)        |  |
|            |      |                     |  |

# Fire Safety Manager (if applicable)

| Details of Fire Safety Manager |       |
|--------------------------------|-------|
| Require Fire Safety Manager?   |       |
| Yes                            |       |
| Νο                             |       |
|                                |       |
| Salutation                     |       |
| Select                         | ~     |
|                                |       |
| Name                           |       |
|                                |       |
| Contact Number                 | 0/200 |
| +65 V 8123 4567                |       |
|                                |       |
| Mobile Number                  |       |
| +65 ~ 8123 4567                |       |
| Email                          |       |
|                                |       |
|                                |       |
| FSM ID                         |       |
|                                |       |
|                                | 0/6   |

All Public or Industrial Buildings which satisfy at least one of the following conditions are required to appoint a fire safety manager:

1. A public building that —

has 9 storeys or more (including any basement); has an occupant load of 1,000 persons or more; or has a floor area of 5,000 square metres or more, excluding any building specified in paragraph 3 of the Fire Safety (Fire Certificate — Designated Buildings) Notification 2020 (G.N. No. S [000] /2020).

2. An industrial building and a foreign employee dormitory that —

has an occupant load of 1,000 persons or more; or has a floor area or site area of 5,000 square metres or more.

3. A hospital

# **Building Information**

### Example: Residential Building

#### **Building Information**

#### **Building Details**

Total No. of Blocks within the premises, and the number of storeys and usage for each blocks. Please indicate any connected levels between buildings (see example below).

0/3000

Example:

- Block of 2 Storeys Building for Warehouse Purpose

- 2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower A is connected to Level 5 of Tower B)

- 1 Block of 1 Storey Guardhouse

#### Total Number of Storeys for Private Residential

#### Date of Last Fire Drill Conducted (Optional)

Required for all buildings except residential building (exclude integrated developments)

DD/MM/YYYY

ė

0/3

# **Building Information**

### Example: Commercial Building

#### **Building Information**

#### **Building Details**

Total No. of Blocks within the premises, and the number of storeys and usage for each blocks. Please indicate any connected levels between buildings (see example below).

#### Example:

- Block of 2 Storeys Building for Warehouse Purpose

- 2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower A is connected to Level 5 of Tower B)

- 1 Block of 1 Storey Guardhouse

Total Number of Storeys for Private Residential

#### Total Number of Storeys for Public Building or Industrial

#### Date of Last Fire Drill Conducted

Required for all buildings except residential building (exclude integrated developments)

DD/MM/YYYY

0/3000

0/3

0/6

Ö

## Building Information Example: Industrial Building / Institution / Religious Premises and Hospital/Convalescent Home

#### **Building Information**

**Building Details** 

Total No. of Blocks within the premises, and the number of storeys and usage for each blocks. Please indicate any connected levels between buildings (see example below).

0/3000

Example:

- Block of 2 Storeys Building for Warehouse Purpose

- 2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower A is connected to Level 5 of Tower B)

- 1 Block of 1 Storey Guardhouse

#### Total Number of Storeys for Public Building or Industrial

#### Date of Last Fire Drill Conducted

Required for all buildings except residential building (exclude integrated developments)

DD/MM/YYYY

0/6

# **Building Description**

• Please print, fill in the information and attach with FC Form.

|     |  |  | BUILDING DESCRIPTION | J   |   |   |   |
|-----|--|--|----------------------|---|---|---|---|
| S/N | Block Name<br>eg. Block 1, Block<br>A, House Number  | Usage<br>eg. Office, Classroom,<br>Worship, Canteen, | (a)<br>No of storeys | (b)<br>No of Basement / Attic /<br>Mezzanine<br>eg. 2 Basement, 1 Attic | (c)<br>With roof access via proper staircase<br>but not cat ladder<br>(Yes/ No) | (a) + (b) + (c)<br>Total No. of<br>Floors | *FC Payable<br>(Total No. of<br>storeys x<br>Amount per<br>story) |
| 1.  |  |  |                      |   |   |   | storyy  |
| 2.  |  |  |                      |   |   |   |   |
| 3.  |  |  |                      |   |   |   |   |
| 4.  |  |  |                      |   |   |   |   |
| 5.  |  |  |                      |   |   |   |   |
| 6.  |  |  |                      |   |   |   |   |
|     | yable for Non-Resident<br>yable for Residential - \$ |  |                      |   | Total   |   |   |

## Details of Maintenance of Fire Safety Works

You are required to fill in based on <u>ALL</u> the Fire Protection system tested by Owner and Professional Engineer (PE) in the Fire Certificate Application Form Page 1 into GoBusiness.

#### Details of Maintenance of Fire Safety Works

To select in accordance to the Fire Certificate Application Form

Automatic Sprinkler System

#### 

05/09/2023

Actions

FG 🔟

EG 🗍

## Payment

Online Payment ightarrow Credit / Debit Card

Offline Payment  $\rightarrow$  GIRO

For GIRO user: You are required to click on the link in GoBusiness to open a separate tab. Proceed for payment after submission.

For new Fire Certificate applicant: You are strongly encouraged to use Online Payment.

#### **Payment Mode**

#### Payment Mode

Please select "Offline Payment" for Giro payment, Government agencies who is intending to use JAV or payment more than \$5,000 and "Online Payment" for Debit/Credit Card payment.

Online Payment

Offline Payment

Please submit application before making payment here.

#### Things to note for GIRO payment process:

SCDF GIRO payment is not recurring auto-deduction. Fee deduction will only be processed after payment initiated via SCDF e-Services. Processing time for GIRO payment is two weeks.

Soft copy of payment invoice will be emailed to the email address linked to the GIRO account upon successful collection.

## Uploading of Document and Form Review

Applicant to attach the Fire Certificate Application Form and/or other documentation to GoBusiness

Note: File name should not have special characters and space.

Once completed, select "Review Form"

#### **Upload Documents** FC Application Form Î Only 1 file at 7 MB or less. Fire\_Certificate\_Form.pdf (8.7 KB) Uploaded Other Supporting Document 1 (Optional) Æ Only 1 file at 7 MB or less. D File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed. Other Supporting Document 2 (Optional) A Only 1 file at 7 MB or less. Drop a file here or click to upload Other Supporting Document 3 (Optional) A Only 1 file at 7 MB or less. Drop a file here or click to upload General Information Save Draft **Review Form**

## Form Review

Review all the information that you have filled in the Application Details.

| A Singapore Government Agency Website How I | o_identify~  |
|---|--|
| (1) General Info                            |  |
| (2) Application Details                     | STEP 3<br>Review Form  |
| 3 Review Form                               | Review Form<br>Please review the following details carefully. You will not be able to edit these details when you proceed to the next<br>step. |
| (4) Declaration                             |  |
| (5) Make Payment                            | General Information  |
|   | Profile  |
|   | I am applying<br>As an applicant   |
|   | Applicant Detail   |
|   | Salutation<br>Mdm  |

## Form Review

Click on the "Declaration" to proceed.

#### <u>image002.png</u> (208.6 KB)

Other Supporting Document 1 (Optional) Only 1 file at 7 MB or less.

Other Supporting Document 2 (Optional) Only 1 file at 7 MB or less.

Other Supporting Document 3 (Optional) Only 1 file at 7 MB or less.



## Declaration

Click on the checkbox button

After which, click on the "Make Payment" button.

| General Info        |   |
|---------------------|---|
| Application Details | STEP 4  |
| Review Form         | Declaration Please scroll to read and acknowledge the following clauses.  |
| Declaration         | General Declaration   |
| Make Payment        | I declare that all the information given in this application form is true and correct.<br>I am aware that legal action may be taken against me if I had knowingly provided false information.<br>I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements,<br>confirmations, records, acknowledgements, information recorded in or produced in this application. |
|                     | I hereby declare that all of the above is true.   |
|                     | EL CONTRACTOR   |

## Online Payment

Applicant who selected <u>**Online Payment</u>** at Application Details, fees will be reflected for payment.</u>

Online Payment refers to Debit/Credit Card

| Payment<br>Please review your fees and make payment. | Singapore Government Agency Website <u>Hew to identify</u> ∨ |  |  |
|--|--|--|--|
|  | gobusiness<br>SINGAPORE                                      |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please review your fees and make payment.            | Payment  |  |  |
|  | Please review your fees and make payment.                    |  |  |
|  |  |  |  |
|  |  |  |  |

| DESCRIPTION      |          | AMOUNT   |
|------------------|----------|----------|
| Fire Certificate |          |          |
| Application Fee  |          | \$264.00 |
|                  | Subtotal | \$264.00 |
|                  | Total    | \$264.00 |
|                  |          |          |

# Payment Method

For applicant who is using Credit/Debit Card, fill in your details.

Once completed, click on Make Payment.

| Credit/Debit Card                                   |                      |  |  |
|---|----------------------|--|--|
| O VISA  |                      |  |  |
| ••••4242<br>04/2024                                 | Use A Different Card |  |  |
| We Accept           Wisa           Add Card Details |                      |  |  |
| Card number   | MM/YY CVC            |  |  |
| What is a CVC? 🔞                                    |                      |  |  |
|   | lt card              |  |  |
| Save as my new defau                                |                      |  |  |

## Tax Invoice

Once completed, a Tax Invoice will be generated.

Your application status will update to "Submitted".

Note that your application will take approximately 21 Business Days to process, review (Depending if there are any deviation issues) and approve the certificate.

#### Tax Invoice TN



28 May 2024, 09:41am

| Applicant:   |                                     |          |
|--|-------------------------------------|----------|
|  | Payment Mode:<br>Credit Card - Visa |          |
| Fire Certificate   |                                     |          |
| Singapore Civil Defence Force (SCDF)<br>91, Ubi Ave 4, Civil Defence Complex, SINGAPORE 408827 | GST Registration No.:               |          |
| Application ID:<br>FC24  | Payment Transaction ID:             |          |
| DESCRIPTION  |                                     | FEES     |
| Application Fee  |                                     | \$231.00 |
|  | Subtotal (SGD)                      | \$231.00 |
|  | Total Paid (SGD)                    | \$231.00 |

## Offline Payment

Applicant who selected **<u>Offline Payment</u>** at Application Details, fees will be reflected for payment.

Offline Payment refers to GIRO account with SCDF.

Applicant must select the "Submit" button to complete the transaction in GoBusiness.

#### Payment

Please review your fees and make payment.

| DESCRIPTION      |          | AMOU  |
|------------------|----------|-------|
| Fire Certificate |          |       |
| Application Fee  |          | \$264 |
|                  | Subtotal | \$264 |
|                  | Total    | \$264 |

#### **Payment method**



## Submitted application

After which, proceed to SCDF e-Services to make your payment at <a href="https://eservices.scdf.gov.sg/fisops/payment">https://eservices.scdf.gov.sg/fisops/payment</a>

Your application status will update to "Submitted".

If you did not make your payment within the **<u>14-day grace period</u>**, your application will be "Rejected".

# We have received your application A confirmation email has been sent to you. Application Status Application Status Image: Application Status Effication Application Id Est. PROCESSINO TIME Fire Certificate FC244676268 21 business days

#### Next Steps

**(** 

Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.

For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg

Return to Dashboard ightarrow

# SCDF Payment Services <u>For GIRO</u>



Applicant to visit <u>https://www.scdf.gov.sg</u> or <u>https://bit.ly/3tjhj2l</u>

(click on the link or scan the QR code)





#### Internet Payment Services

① Note:

· The following payment modes are available:

1. Credit Card (Master/Visa)

2. eNETS Debit (Currently unavailable)

3. GIRO

- · For any enquiries regarding payment matters, please contact SCDF Customer Service at SCDF\_CSC@scdf.gov.sg
- · Please DO NOT OPEN multiple browser tabs/pages simultaneously while accessing/making payment.
- · For applications of interbank GIRO accounts, please follow the instructions below

Download and fill in this GIRO application form 2 and post to:

Ministry of Home Affairs Headquarters

Finance Shared Services Centre

New Phoenix Park, 28 Irrawaddy Rd

Singapore 329560

· Note: New GIRO applications will take 21 working days to process. The outcome of the GIRO application status will be mailed to the applicant.

#### Select option 2 "Licence Fee"



# Check and review the fees payable for your Fire Certificate and click "Continue"



#### Store The Life Sore Fire Safety Plan V Fire Safety Licencing & Enforcement V Fire Safety Permit & Certification V Shelter Waiver V Payment



| ① Note:   |
|---|
| Fields marked with * are mandatory field(s).  |
| 1. Please take note and ensure compliance with the instructions below. Any failure to follow these instructions may result in delay in processing of your |
| application.  |
| a. Ensure all fields are completed.   |
| b. If you have received any acknowledgement letter / charge report / other letters, please indicate the reference number under Reference No., and any     |
| additional details in the Description of Payment field.   |
| c. After payment has been made, please email FSSC_Billing_Collections@mha.gov.sg a copy of the receipt as well as any supporting documents                |
| available (for example, scanned copies of any letters received) in order for us to facilitate the payment process.  |
| d. Please note payment via bank transfer is available for payments above or equal to \$5,000.   |
| 2. Read the payment instructions in red.  |
| 3. Click "Next" to proceed.   |
|   |

#### Internet Payment Service

| Name *:                        | Contact Number *:                  |
|--------------------------------|------------------------------------|
| Enter your name                | Enter your contact number          |
| Email Address *:               |                                    |
| Enter your email address       |                                    |
| Street Name *:                 | Block / Building No *:             |
| Enter your street name         | Enter your block / building number |
| Floor No:                      | Unit No:                           |
| Enter your floor number        | Enter your unit number             |
| Postal Code •:                 | Reference No *:                    |
| Enter your postal code         | FCP/C/0002/24                      |
| Payment Description *:         |                                    |
| Enter your payment description |                                    |
|                                |                                    |
|                                |                                    |
|                                |                                    |
| Amount Payable *:              |                                    |
| \$231.00                       |                                    |

Fill in all the necessary information and click "Next".

Next



Fill in your GIRO Reference Number and click "Verify ePayment GIRO Reference Number"



#### I Note:

- 1. To pay by eNETS Debit or Credit Card
  - Select "Payment Mode" as Epayments (eNETS Debit / Credit Card).
  - From 11th July 2021, eNETS Debit will no longer be available for customers using Citibank. Customers are advised to check with Citibank for further information.
- 2. To pay by GIRO
  - Select "Payment Mode" as GIRO.
- GIRO payment is available if you have an existing GIRO account with SCDF.
  - a. Please note that once the GIRO reference number is successfully verified, you are not allowed to change the selected payment mode.
  - b. Please note that it will take 14 working days to process GIRO payments.

#### Internet Payment Service

#### Payment Fees:

\$231.00

#### Payment Mode:

GIRO

#### E-Payment Reference Number:

Enter your Reference Number

Verify ePayment GIRO Reference Number

## If your GIRO Reference Number

## Is correct $(\mathbf{v})$ , it will be Successfully Verified. Click "Next".



Erre Safety Plan 🗸 Fire Safety Licencing & Enforcement 🗸 Fire Safety Permit & Certification 🗸 Shelter Waiver 🗸 Payment

#### Internet Payment Services

GIRO Reference Number has been Successfully Verified







#### I Note:

- 1. To pay by eNETS Debit or Credit Card
  - Select "Payment Mode" as Epayments (eNETS Debit / Credit Card).
  - From 11th July 2021, eNETS Debit will no longer be available for customers using Citibank. Customers are advised to check with Citibank for further information.

#### 2. To pay by GIRO

- Select "Payment Mode" as GIRO.
- GIRO payment is available if you have an existing GIRO account with SCDF.
  - a. Please note that once the GIRO reference number is successfully verified, you are not allowed to change the selected payment mode.
  - b. Please note that it will take 14 working days to process GIRO payments.

#### Internet Payment Service

| Payment Fees:<br>\$57.00 |              |
|--------------------------|--------------|
| Customer Giro No.:       | Bank/Branch: |
|                          |              |
|                          |              |
| Payment Mode:            |              |
| GIRO                     |              |



# Verify the information and click "Next"



Once completed, Acknowledgement letter will be generated.