

# SCDF Fire Certificate Application

Version 2.1

As of 30 May 2024

# 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 [AskGoBiz@crimsonlogic.com.sg](mailto:AskGoBiz@crimsonlogic.com.sg)

For enquires on GIRO, GIRO application status, GIRO Reference number or Finance matters, please email to [fssc\\_billing\\_collections@mha.gov.sg](mailto:fssc_billing_collections@mha.gov.sg).

# 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 ([www.corppass.gov.sg](http://www.corppass.gov.sg)).

Customised e-Service Access

Filter Search

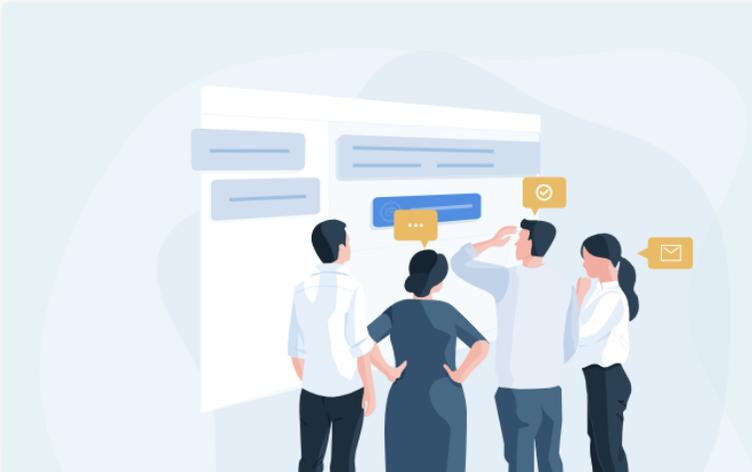
Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
MINISTRY OF TRADE AND INDUSTRY (MTI)	GoBusiness	-	-		

Go to: [https://www.gobusiness.gov.sg/browse-all-licences/singapore-civil-defence-force-\(scdf\)/fire-certificate](https://www.gobusiness.gov.sg/browse-all-licences/singapore-civil-defence-force-(scdf)/fire-certificate)

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## Welcome to GoBusiness



### Log in to GoBusiness Dashboard

You can apply for and manage licences, and register your business (for Individual Users).

 Users with no registered Unique Entity Number (UEN)  
[Log In for Individual Users](#)

 Users with a registered UEN  
[Log In for Business Users](#)

Need Help? [Read our FAQ](#)



Help us improve 

GRANTS	GEbiz ALERTS	LICENCES	
<h3>Business Grants Portal</h3> <p>Apply for and manage grants, previously found on Business Grants Portal.</p>	<h3>GeBIZ Alerts</h3> <p>Subscribe to GeBIZ alerts via email or RSS feed.</p>	<h3>Food Service Guided Journey</h3> <p>Apply for licences for new F&amp;B businesses</p>	<h3>GoBusiness Licensing (Legacy)</h3> <p>Starting from April 2022, licences will be moved in stages from GoBusiness Licensing to <a href="#">GoBusiness Dashboard</a>.</p>

# Welcome to the GoBusiness Dashboard

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[Dashboard](#) [My Submissions](#) [Licences](#) [Accreditations](#) ▾ [Recommendations](#) [Help](#) ▾

Search by Government Agency, Licence or Submission number

**Welcome to the GoBusiness dashboard**

We're adding new features to GoBusiness soon. Check out what's coming to your dashboard, and give us your feedback!

[Submit your feedback](#)

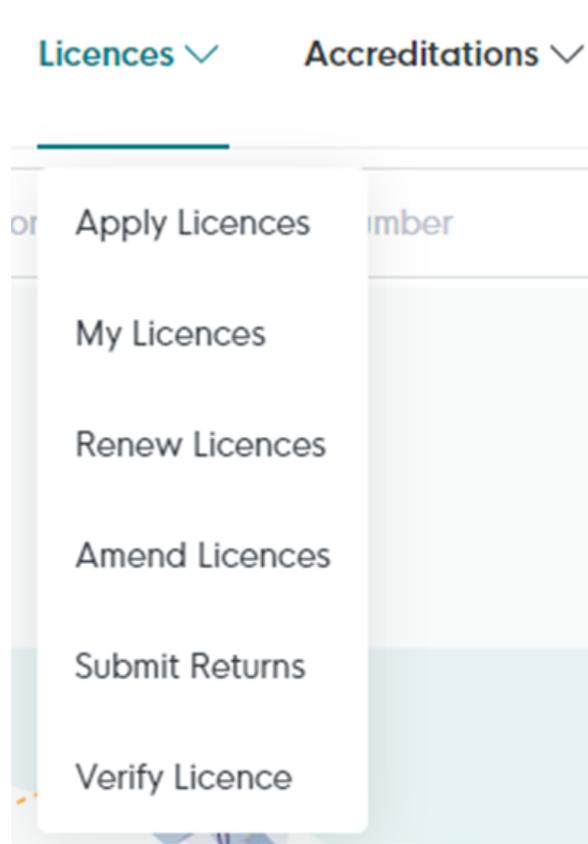
Looking for a specific licence?  
Search for it and apply.

[+ Find Licence](#)

Help us improve 😊



# After logging in using Corppass, go to “Licences”



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

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

The screenshot displays a list of agencies under the letter 'S'. The 'Singapore Civil Defence Force (SCDF)' is selected, and the 'Apply' button for the 'Apply for Fire Certificate' option is highlighted with a hand icon and a callout box.

Agency	Action
Singapore Civil Defence Force (SCDF)	View Details
Singapore Food Agency (SFA)	View Details
Singapore Civil Defence Force (SCDF)	Apply
Application for Temporary Fire Permit / Fire Safety Certificate	View Details
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	Apply
Apply for Petroleum / Flammable Materials Transportation Licence	Apply

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Select “arrow down”

Select “Apply”

# Apply for Fire Certificate

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Search by Government Agency, Licence or Submission name/number

## Apply for Fire Certificate

Licences (New) • SCDF

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### Details

Under the Fire Safety Act Section 20, the owner or occupier of any public buildings such as offices, hospitals, shopping complexes, industrial buildings and private residential buildings that fall within the following criteria is required to apply and obtain a Fire Certificate-

- (a) Public building
  - has an occupant load of more than 200 persons
- (b) Industrial building
  - i. has an occupant load of at least 1, 000 persons;
  - ii. has a gross floor area (GFA)\* of at least 5, 000 square metres ; or
  - iii. exceeds 24 metres in habitable height

GFA\* refers to the total cumulative area of all buildings within the same development/premises.

- (c) Private Residential Building
  - that exceeds 24 metres in habitable height (or more than eight storeys) and is, or is required to be installed with any of the following:
    - (i) a wet riser system; or (ii) an automatic fire alarm system; or (iii) a sprinkler system.

Apply

Select "Apply"

# 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 auto-populated from CorpPass.

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

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- 1 General Info
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- 4 Declaration
- 5 Make Payment

## You are applying for Fire Certificate (SCDF)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 12 to complete

**STEP 1**

### General Information

Review and fill the following details for application.

#### Profile

I am applying

As an applicant

On behalf of applicant

#### Applicant Detail

Salutation



## 2) Application Details

Select “Yes”, if you have a Notice of Renewal or Notice of Application from SCDF.

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① General Info  
② Application Details  
③ Review Form  
④ Declaration  
⑤ Make Payment

Copy Form

**STEP 2**  
**Application Details for Fire Certificate (SCDF)**  
Fill in the following details.

Select your Application as follows

Do you have FCP Number

Yes  
 No

← General Information Save Draft Review Form →

# Validating FCP Reference

Key in the reference number.

The reference number can be found in your Notice of Application or Notice of Renewal.

Select your Application as follows

Do you have FCP Number

Yes

No

FCP Number 

0/13

Validate FCP/FSC

# Validation Successful

Once you key in a valid Fire Certificate Reference Number and click on “Validate FCP/FSC”, it should show a “Validation Successful”.

Select your Application as follows

Do you have FCP Number

Yes

No

FCP Number 

FCP/R/0020/23

13/13

[Validate FCP/FSC](#)

 **Validation Successful** 

Validation successful, please continue filling the form.

# 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.

### Details of Building Owner / MCST

Company Name  0/300

Name  0/66

**Building Address**

Postal Code  [Retrieve Address](#)

Block/House No.  Street Name

Floor/Level  (Optional) Eg: 01, B1, 01M Unit (Optional) Eg: #05-01, use 01 Building Name

[Reset Address](#)

**Mailing Address**

Postal Code  [Retrieve Address](#)

Block/House No.  Street Name

Floor/Level  (Optional) Eg: 01, B1, 01M Unit (Optional) Eg: #05-01, use 01 Building Name

[Reset Address](#)

# Details of Building Owner / MCST

Applicant to fill in contact information

Mobile Number

+65

Telephone Number

+65

Business Email

Business Email 2 (Optional)

Business Email 3 (Optional)

# Fire Safety Manager (if applicable)

## Details of Fire Safety Manager

Require Fire Safety Manager?

Yes

No

Salutation

Select ▼

Name

0/200

Contact Number

+65 ▼

Mobile Number

+65 ▼

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

# Details of Maintenance of Fire Safety Works

You are required to fill in based on ALL 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

Maintenance Type 

Select 

Date of Last Testing or Inspection

DD/MM/YYYY 

 Add

Maintenance Type	Date of Last Testing or Inspection	Actions
Automatic Fire Alarm System	05/09/2023	 
Automatic Sprinkler System	05/09/2023	 

# Payment Mode

Online Payment → Credit / Debit Card

Offline Payment → 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.

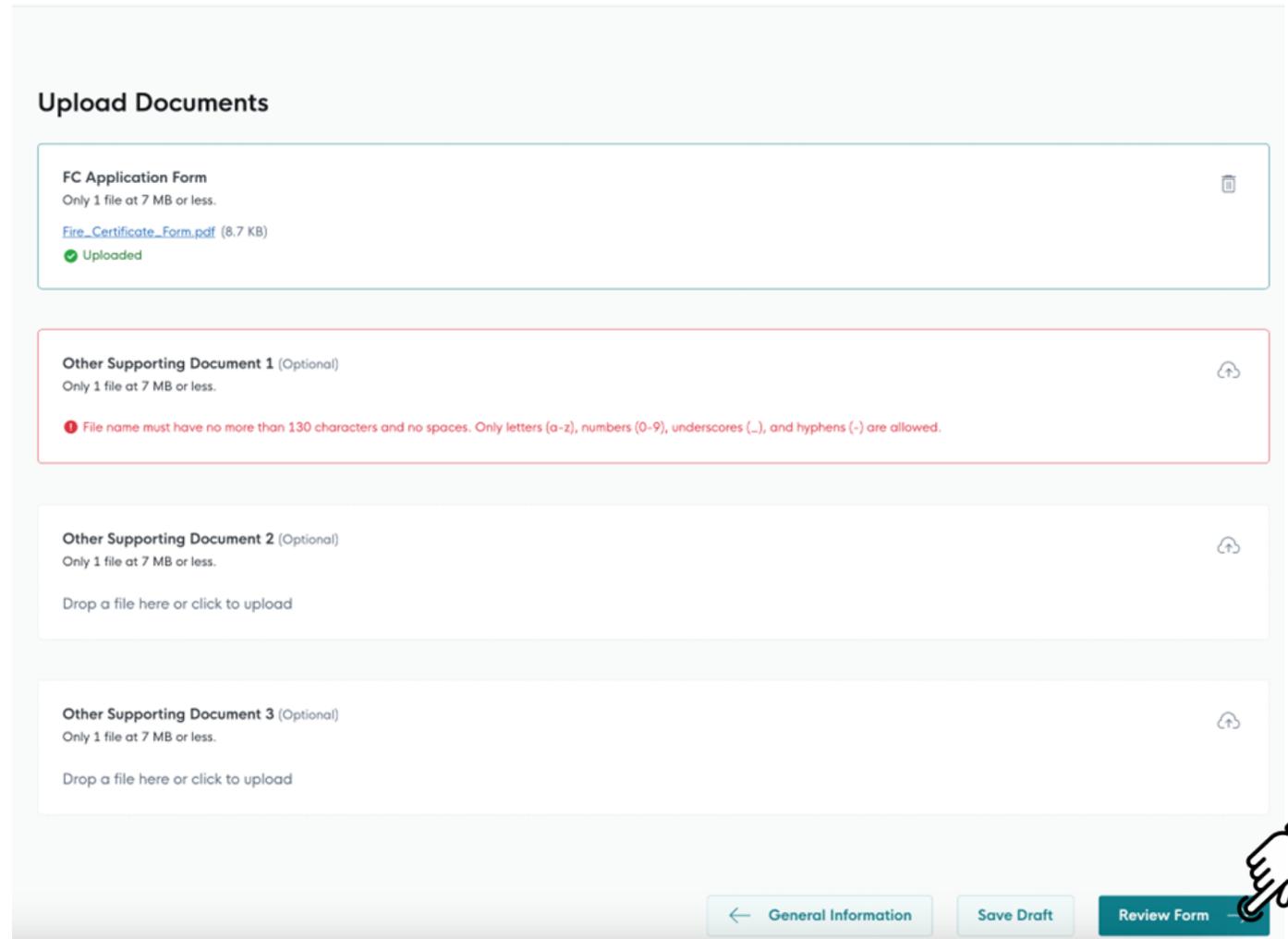
Soft copy of payment invoice will be emailed to the email address linked to the GIRO account upon successful collection.

# 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**  
Only 1 file at 7 MB or less.  
[Fire\\_Certificate\\_Form.pdf](#) (8.7 KB)  
Uploaded

**Other Supporting Document 1 (Optional)**  
Only 1 file at 7 MB or less.  
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)**  
Only 1 file at 7 MB or less.  
Drop a file here or click to upload

**Other Supporting Document 3 (Optional)**  
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.

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**STEP 3**  
**Review Form**

Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.

**General Information**

**Profile**

I am applying  
As an applicant

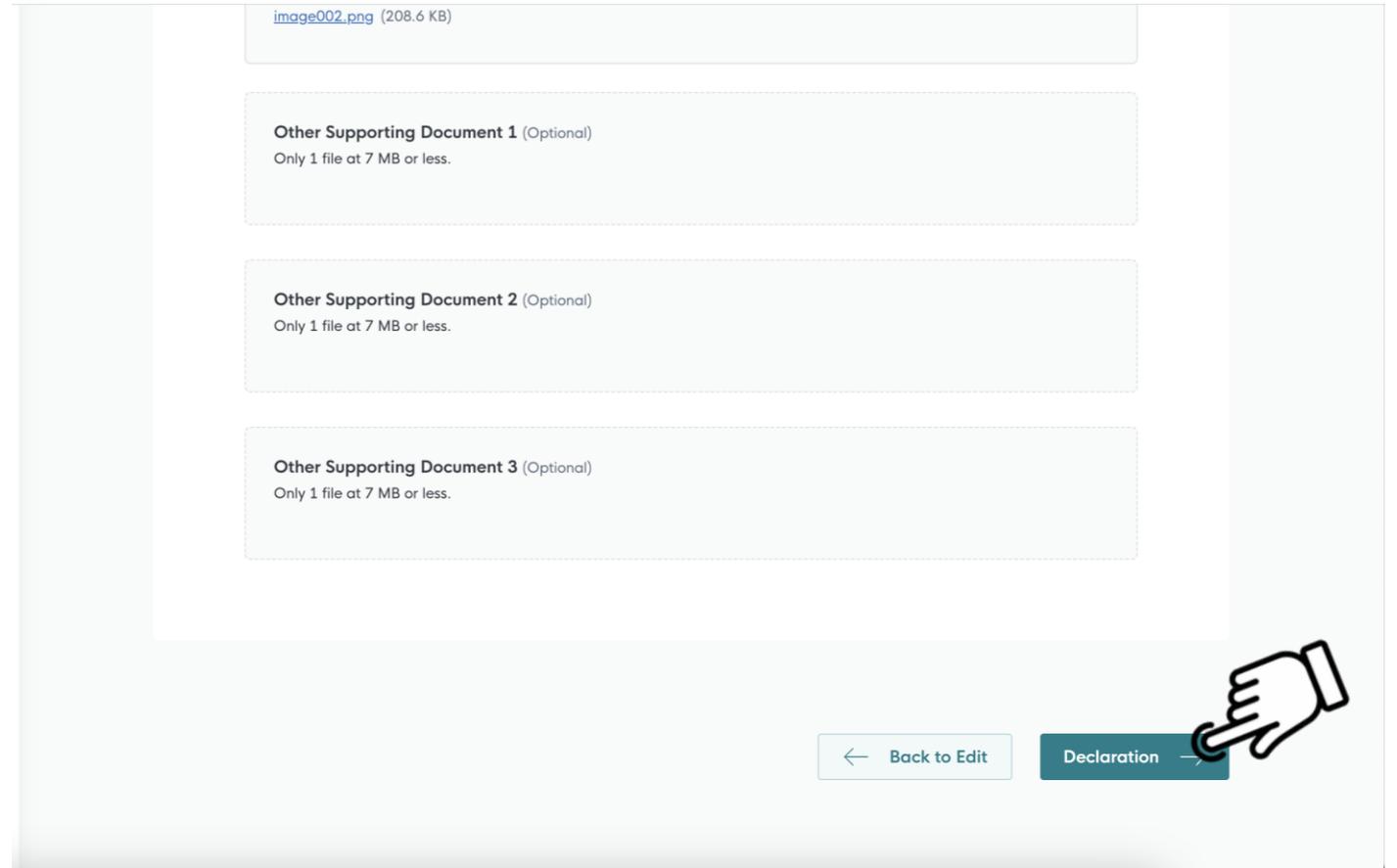
**Applicant Detail**

Salutation  
Mdm



# Form Review

Click on the “Declaration” to proceed.



The screenshot shows a form review interface. At the top, there is a file upload area with the text `image002.png` (208.6 KB). Below this are three sections for "Other Supporting Documents":

- 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.

At the bottom right, there are two buttons: "Back to Edit" and "Declaration". A hand icon is pointing to the "Declaration" button.

# Declaration

Click on the checkbox button.

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

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- 5 Make Payment

**STEP 4**  
**Declaration**

Please scroll to read and acknowledge the following clauses.

**General Declaration**

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

I hereby declare that all of the above is true.

[← Review Form](#) [Make Payment](#)



# Online Payment

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

Online Payment refers to Debit/Credit Card

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## Payment

Please review your fees and make payment.

DESCRIPTION	AMOUNT
<b>Fire Certificate</b>	
Application Fee	\$264.00
	Subtotal \$264.00
	<b>Total \$264.00</b>

# Payment Method

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

Once completed, click on Make Payment.

## Payment method

Please choose a payment method.

### Credit/Debit Card

<input type="radio"/>	<b>VISA</b>	<input checked="" type="radio"/>	
****4242		<b>Use A Different Card</b>	
04/2024			

We Accept



Add Card Details

<input type="text" value="Card number"/>	<input type="text" value="MM / YY CVC"/>
--	--

What is a CVC? [?](#)

Save as my new default card

Make Payment →

# 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 items) and approve the certificate.

## Tax Invoice TN

28 May 2024, 09:41am



Applicant:

Payment Mode:  
Credit Card - Visa

### Fire Certificate

Singapore Civil Defence Force (SCDF)  
91, Ubi Ave 4, Civil Defence Complex, SINGAPORE 408827

GST Registration No.:  
-

Application ID:  
FC24

Payment Transaction ID:

DESCRIPTION	FEES
Application Fee	\$231.00
Subtotal (SGD)	\$231.00
Total Paid (SGD)	\$231.00

# Offline Payment

Applicant who selected **Offline Payment** 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	AMOUNT	
<b>Fire Certificate</b>		
Application Fee	\$264.00	
	Subtotal	\$264.00
	<b>Total</b>	<b>\$264.00</b>

### Payment method

**Offline payment**

Your payment will be processed offline. Please contact the government agency directly if you need assistance.

[← Declaration](#) [Submit →](#)



# Submitted application

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

Your application status will update to “Submitted”.

If you did not make your payment within the **14-day grace period**, your application will be “Rejected”.

## We have received your application

A confirmation email has been sent to you.

### Application Status

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Fire Certificate	FC244676268	21 business days	Submitted

### 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 →](#)



# SCDF Payment Services

**For GIRO**

The image is a screenshot of the Singapore Civil Defence Force (SCDF) website. At the top left is the SCDF logo with the tagline 'The Life Saving Force'. The main navigation bar includes links for 'Who We Are', 'Fire Safety', 'Civil Defence Shelter', 'NS Matters', 'Community & Volunteers', 'Join Us', 'E-Services', a notification bell icon, and a search icon. A blue banner below the navigation bar contains a notice: 'Please be informed that Bukit Batok Fire Station will not be hosting the weekly Saturday Fire Station Open House from 30 Feb 2025. Please refer to the list of other Fire Stations that are available for visits.' The main content area features a large image of firefighters with the text 'OUR MISSION' and 'To Protect and Save Lives and Property', followed by a 'Find out more' button with a right-pointing arrow. To the right is a 'QUICKLINKS' section with icons and text for: 'Responders Plus (RPP)', 'Public Warning System', 'CD Shelter Information', 'Fire Code 2023 (with Interactive Features)', 'Reporting of Fire Hazard', and 'Emergency Handbook'. An 'E-Services' dropdown menu is open, showing options: 'Fire Safety E-Services', 'Courses / Seminars', 'Fire / Ambulance Reports', 'Payment' (with a hand cursor icon), and 'Book Appointment'. The footer is a dark blue bar with an orange 'Hotlines' section containing: '995 Fire Engine / Ambulance', '1777 Non-Emergency Ambulance', 'Fire Hazard Reporting 1800 280 0000', and 'General Enquiries 1800 286 5555'.

Applicant to visit <https://www.scdf.gov.sg> or <https://bit.ly/3tjhj2l>  
(click on the link or scan the QR code)



## Internet Payment Services

 Next

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](mailto: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](#)  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"

Select your Reference No as FCP

### 2. Licence Fee

Select your Reference No:

FC
<b>FCP</b>
FMI
FMS
FMT
FR

Key in the reference number by excluding "FCP"

Enter Reference No:

For "FCP" there may be 4 kinds of Reference No. e.g. "/I/1234/00" or "/R/1234/11" or "/C/1234/22" or "/O/1234/44" or "/ /1234/55" [note to key in the "space" between "/" and "/"] or GoBiz reference like FC1234567890 or FR1234567890

NOC Number required.

Enter ENF Reference No:

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

The screenshot shows the SCDF (Singapore Civil Defence Force) online payment system. At the top, the SCDF logo is followed by a breadcrumb trail: "Fire Safety Plan", "Fire Safety Licencing & Enforcement", "Fire Safety Permit & Certification", "Shelter Waiver", and "Payment". Below this is a progress bar with seven steps: 1. Payment Type, 2. Outstanding Payment, 3. Payment Details, 4. Payment Mode, 5. Review, 6. Submit, and 7. Acknowledge. Step 1 is currently active.

A note box contains the following instructions:

- Note:
- Please make sure all details are correct before payment.
- Enter the amount to pay.
- Click "Continue" to proceed.
- For Members of Public - FSSD Plan fee / License / Fire Certificate

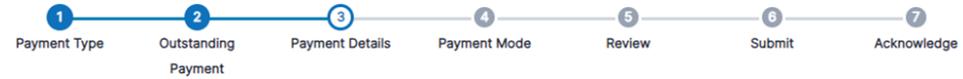
Below the note, a red text prompt reads: "Please verify the 'Submission ID' before making payment."

The main section is titled "Internet Payment Service". It displays the "Reference No: FCP/C/0002/24" and the "Submission ID: SUB2024000031".

Under the heading "Select Payment Type", there are three radio button options:

- License Fee Payment
- Amendment of License
- Additional Copy of License

The "Amount To Pay" is shown as "\$ 231.00". At the bottom right, there are two buttons: a blue "Continue" button with a hand icon pointing to it, and a white "Back" button.



Note:

Fields marked with \* are mandatory field(s).

- 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.
  - Ensure all fields are completed.
  - 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.**
  - After payment has been made, please email [FSSC\\_Billing\\_Collections@mha.gov.sg](mailto: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.
  - Please note payment via bank transfer is available for payments above or equal to \$5,000.
- Read the payment instructions in red.
- Click "Next" to proceed.

### Internet Payment Service

Name \*:

Contact Number \*:

Email Address \*:

Street Name \*:

Block / Building No \*:

Floor No:

Unit No:

Postal Code \*:

Reference No \*:

Payment Description \*:

Amount Payable \*:

Next

Back

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

# GIRO Payment Option:

Fill in your GIRO Reference Number and click  
“Verify ePayment GIRO Reference Number”



**Note:**

- 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.
- To pay by GIRO
  - Select "Payment Mode" as GIRO.
  - GIRO payment is available if you have an existing GIRO account with SCDF.
    - Please note that once the GIRO reference number is successfully verified, you are not allowed to change the selected payment mode.
    - 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 (✓), it will be Successfully Verified.  
Click “Next”.



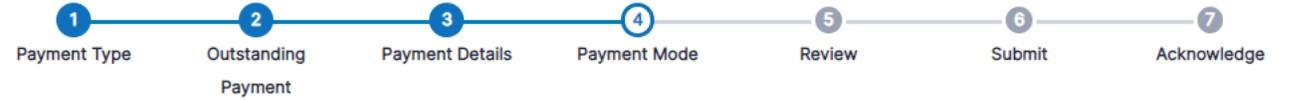
Fire Safety Plan ▾ Fire Safety Licencing & Enforcement ▾ Fire Safety Permit & Certification ▾ Shelter Waiver ▾ Payment

## Internet Payment Services

GIRO Reference Number has been Successfully Verified

Next





ⓘ 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.

Verify the information  
and click "Next"

### Internet Payment Service

Payment Fees:

\$57.00

Customer Giro No.:

Bank/Branch:

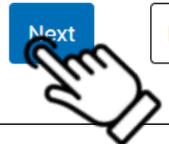
Payment Mode:

GIRO



Next

Back



Once completed,  
Acknowledgement  
letter will be  
generated.



## Acknowledgement Letter

[Print Page](#)

Transaction Reference Number:

Name:

Address:

Contact Number:

Reference Number:

Submission Number:

Receipt Number:

Collection Type:

Payment Mode: GIRO

Amount (S\$): 57.00

Transaction Date:

Transaction Time: