

SCDF Fire Certificate Renewal Application

Version 1

As of 30 May 2024

fire certificate



Search Results for "fire certificate"

[All Results \(33\)](#) [My Licences \(7\)](#) [My Submissions \(5\)](#) [Available Services \(21\)](#)

My Licences

! Some search results from My Licences failed to load. Please try again or [contact us](#) if the issue persists.

LICENCE NAME AND NUMBER	STATUS	EXPIRY DATE	ACTION
Fire Certificate SUB2024000854	Active	2 Oct 2024	Select Action
Fire Certificate SUB2024000856	Due for Renewal	15 Sep 2024	Select Action

↑ Top

GoBusiness Portal

At the search bar, fill in "Fire Certificate"

You will be able to view all the certificates that you have applied.

Renew Certificate

View the status that shows "Due for Renewal"

Select Action button and click on "Renew"

All Results (33) My Licences (7) My Submissions (5) Available Services (21)

My Licences

! Some search results from My Licences failed to load. Please try again or [contact us](#) if the issue persists.

LICENCE NAME AND NUMBER	STATUS	EXPIRY DATE	ACTION
Fire Certificate SUB2024000854	Active	2 Oct 2024	Select Action
Fire Certificate SUB2024000856	Due for Renewal	15 Sep 2024	Select Action

Fire Certificate SUB2024000856	Due for Renewal	15 Sep 2024	Select Action
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- View Form
- Amend
- Renew
- Cancel

[View All My Licences Results](#) →

↑ Top

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”.

A Singapore Government Agency Website [How to identify](#)

gb **gobusiness**
SINGAPORE

- 1 General Info
- 2 Application Details
- 3 Review Form
- 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

Information that you have filled in previous application will be shown here.

You may update your information in this section.

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- 1 General Info
- 2 Application Details**
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⊕ Copy Form

STEP 2

Application Details to renew Fire Certificate (SCDF)

Fill in the following details.

Licence Detail

FCP Number

Licence Number



Details of Building Owner / MSCT

You may update the information such as Company Name and Name.

Note: Name refers to the person (e.g. Tan Si Ling)

Details of Building Owner / MCST

Company Name

 9/300

Name

 9/66

Building Address

Postal Code

Block/House No.

 ▼

Street Name

 ▼

Floor/Level  (Optional)

Unit (Optional)

Building Name

 ▼

Details of Building Owner / MSCT

You may update the information such as Mailing Address, Mobile Number, Telephone Number and Business Email.

Kindly provide alternative email address if there is a change of personnel.

Mailing Address

Postal Code

Block/House No. Street Name

Floor/Level (Optional) Unit (Optional) Building Name

Mobile Number

Telephone Number

Business Email

Details of Fire Safety Manager (FSM)

If you have a new appointed FSM, please update accordingly as information is pre-populated from the previous record.

Details of Fire Safety Manager

This section will be pre-populated.

Require Fire Safety Manager?

Yes

No

Building Information

This section will be pre-populated.

Building Type

Residential Building ▼

Date of Last Fire Drill Conducted (Optional)

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

Building Information

Update the last date of Fire Drill conducted.

Building Information

This section will be pre-populated.

Building Type

Residential Building ▼

Date of Last Fire Drill Conducted (Optional)
Required for all buildings except residential building (exclude integrated developments)

DD/MM/YYYY 📅

Details of Maintenance of Fire Safety Works

To select in accordance to the Fire Certificate Application Form

Maintenance Type

Select ▼

Details of Maintenance of Fire Safety Works

You are required to submit the date of the last testing or inspection following FC Form Application Page 1.

For each item in the Actions Column, select the notepad to make the amendments on the last testing or inspection date.

Details of Maintenance of Fire Safety Works

To select in accordance to the Fire Certificate Application Form

Maintenance Type

Select ▼

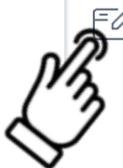
Date of Last Testing or Inspection

DD/MM/YYYY 📅

⊕ Add

Maintenance Type	Date of Last Testing or Inspection	Actions
Automatic Fire Alarm System	06/02/2024	📝 🗑️

Maintenance Type	Date of Last Testing or Inspection	Actions
Automatic Fire Alarm System	06/02/2024	📝 🗑️



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.

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.

Upload Documents

Upload Documents

Applicant to attach the Fire Certificate Application Form.

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 →](#)

Review Form

Check all the information that you have filled in is accurate.

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

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

Name
Tim Tom

ID Type & ID Number
NRIC: ****0580Z

Email
timtom@abc.com



Review Form

Click on Declaration Button to proceed.

Upload Documents

FC Application Form
Only 1 file at 7 MB or less.
[File_Certificate_Form.pdf](#) (8.7 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.

[← Back to Edit](#) [Declaration →](#)

Declaration

Check on the box and click on Make Payment.

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- 1 General Info
- 2 Application Details
- 3 Review Form
- 4 Declaration**
- 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 →](#)

GoBusiness Singapore
GoBusiness is jointly developed as a Whole-of-Government initiative for businesses in Singapore to access Government e-services and resources.

 A collaboration between  Developed by  Accolades

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
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.

Payment method

Please choose a payment method.

Credit/Debit Card

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

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.

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
Fire Certificate	
Application Fee	\$264.00
	Subtotal \$264.00
	Total \$264.00

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

Who We Are Fire Safety Civil Defence Shelter NS Matters Community & Volunteers Join Us E-Services

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.

OUR MISSION
To Protect and Save Lives and Property
Find out more →

QUICKLINKS

- Responders Plus (RPP)
- Public Warning System
- CD Shelter Information
- Fire Code 2023 (with Interactive Features)
- Reporting of Fire Hazard
- Emergency Handbook

Fire Safety E-Services
Courses / Seminars
Fire / Ambulance Reports
Payment
Book Appointment

Hotlines 995 Fire Engine / Ambulance 1777 Non-Emergency Ambulance Fire Hazard Reporting 1800 280 0000 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
- 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
FCP
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 > Payment. Below this is a progress bar with seven steps: 1. Payment Type (highlighted in blue), 2. Outstanding Payment, 3. Payment Details, 4. Payment Mode, 5. Review, 6. Submit, and 7. Acknowledge.

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

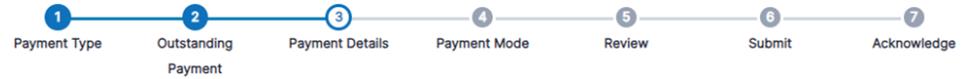
Below the note, a red text prompt reads: "Please verify the 'Submission ID' before making payment."

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

At the bottom, the "Amount To Pay" is shown as \$ 231.00. To the 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 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”.



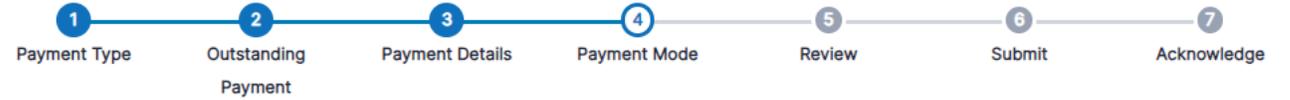
Fire Safety Plan ▾ Fire Safety Licencing & Enforcement ▾ Fire Safety Permit & Certification ▾ Shelter Waiver ▾ Payment

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:

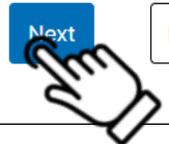
Payment Mode:

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:

Frequently Asked Question

Why am I not able login to GoBusiness using my Singpass?

- 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).

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	-	-		

What does the status mean in GoBusiness?

Fire Certificate Licences (New) • SCDF	Processing	Application: FC244039795	Updated on 25 May 2024, 12:14pm	Select Action ▾
Fire Certificate Licences (New) • SCDF	Submitted	Application: FC244676268	Updated on 24 May 2024, 09:24pm	Select Action ▾
Fire Certificate Licences (New) • SCDF	Approved	Application: FC244039796 Licence: SUB2024000031	Updated on 22 May 2024, 12:13am	Select Action ▾
Fire Certificate Licences (New) • SCDF	Draft	Application: FC244673604	Updated on 6 May 2024, 03:42pm	Select Action ▾
Fire Certificate Licences (New) • SCDF	Rejected	Application: FC234030175	Updated on 18 Apr 2024, 12:15am	Select Action ▾
Fire Certificate Licences (New) • SCDF	Submitted	Application: FC244041138	Updated on 25 Jan 2024, 03:20pm	Select Action ▾
Fire Certificate Licences (New) • SCDF	Outdated Draft	Application: FC244041118	Updated on 25 Jan 2024, 01:34pm	Select Action ▾

- Draft → You have not submitted the application and awaiting for you to submit.
- Submitted → You have submitted the application but with “Offline Payment” or awaiting for GIRO deduction to take place.
- Processing → Your case has reached SCDF for reviewing and approval.
- Rejected → Please check with SCDF as it may be due to Rejected Application or Rejected with no payment
- Approved → Your application has approved by SCDF.
- Outdated Draft → Your draft application has passed beyond the grace period. To apply, please resubmit a fresh application.

Why my file not accepted?

Please check your file name should not contain any spacing.

Examples:

✗ Fire Certificate Renewal 2022

✗ FC Renewal

✓ Fire_Certificate_Renewal_22

✓ FC_Form

Upload Documents

FC Application Form

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.

Difficulties in GoBusiness

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

Helpdesk

SME Centres

Agencies

Contact a helpdesk



GoBusiness Helpdesk

For help with GoBusiness Dashboard, e-Advisers or Food Service Guided Journey, and enquiries about starting a business, licences, and government assistance.

Helpdesk Operating Hours

Monday - Friday: 8:00am - 6:00pm
Saturdays: 8:00m - 1:00pm
Closed on Sundays and public holidays

Call: [+65 6336 3373](tel:+6563363373)

Email: AskGoBiz@crimsonlogic.com.sg



GoBusiness Licensing

For support transacting on GoBusiness Licensing platform.

Helpdesk Operating Hours

Monday - Friday: 8:00am - 8:00pm
Saturdays: 8:00m - 2:00pm
Closed on Sundays and public holidays

Call: [+65 6774 1430](tel:+6567741430)

Email: licences-helpdesk@crimsonlogic.com.sg



Finance Matter

For enquires on GIRO, GIRO application status, GIRO Reference number or Finance matters, please email to fssc_billing_collections@mha.gov.sg.

How do I get started for GIRO?

Fill in Part 1 of GIRO [application form](#) and mail it back to them at:

Ministry of Home Affairs Headquarters

Finance Shared Services Centre

New Phoenix Park,

28 Irrawaddy Rd

Singapore 329560

How long do I need to wait for my GIRO arrangement to be effective?

GIRO application requires 21 working days to process.

I did not receive the Tax Invoice and payment has been deducted, who can I get it from?

Email to SCDF_CSC@scdf.gov.sg with your Date of deduction for payment and GIRO Reference Number.