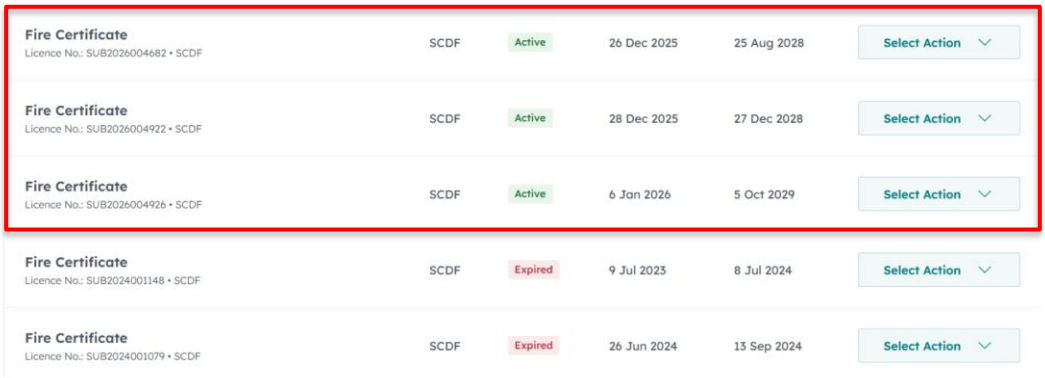
SINGAPORE CIVIL DEFENCE FORCE

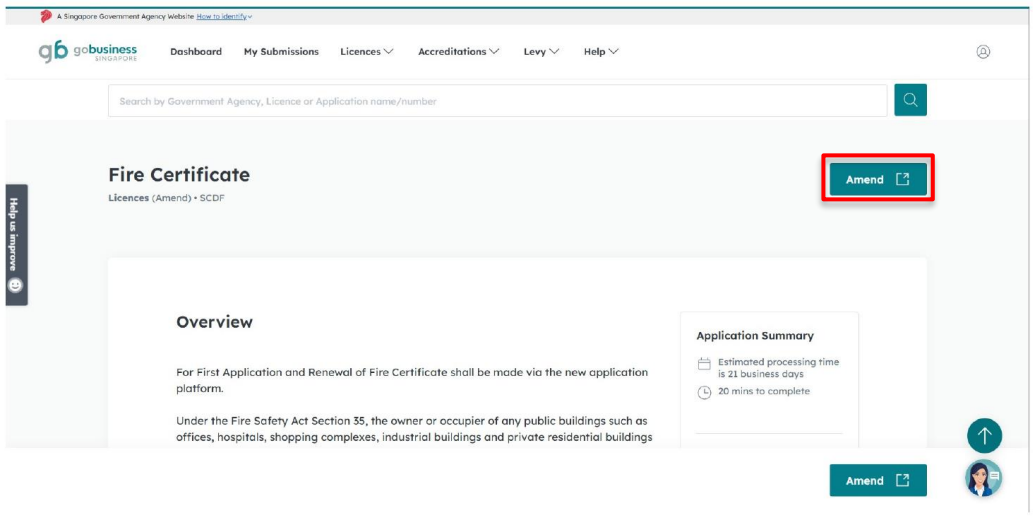
NON-RENEWAL YEAR
FIRE CERTIFICATE SUBMISSION



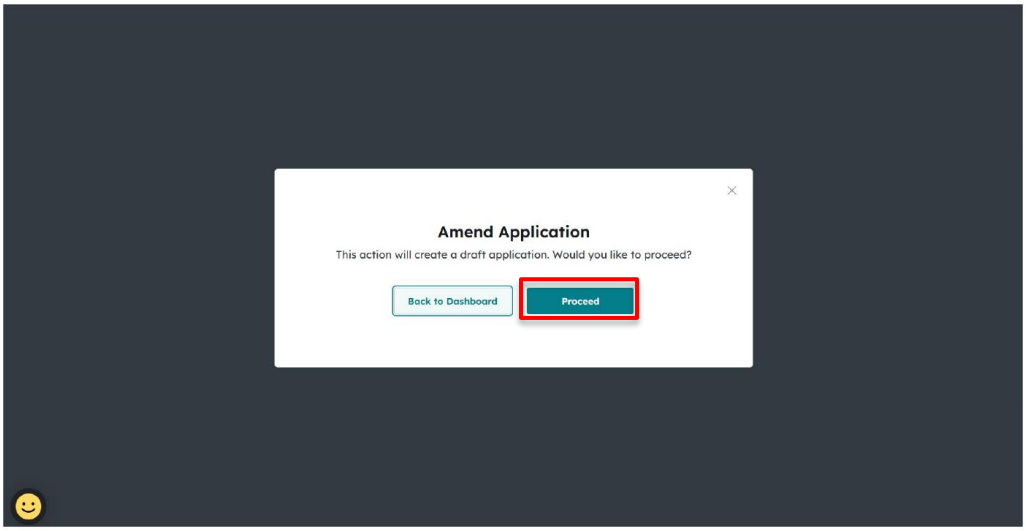
STEP 1
Locate the Fire Certificate
Identify the relevant active Fire Certificate and confirm that you are working on the correct licence record.



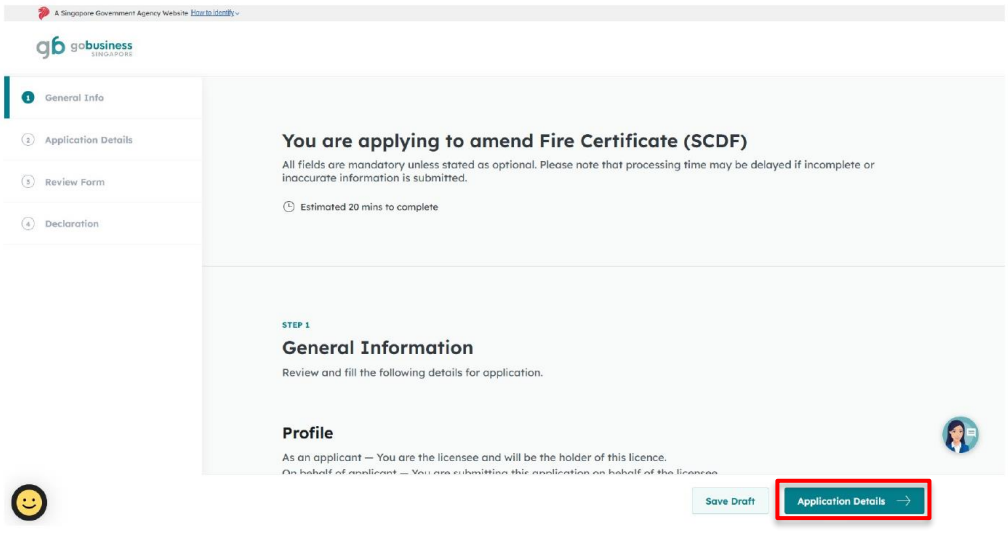
STEP 2
Select Amend
Click “Select Action” for the relevant Fire Certificate, then choose “Amend” from the menu.



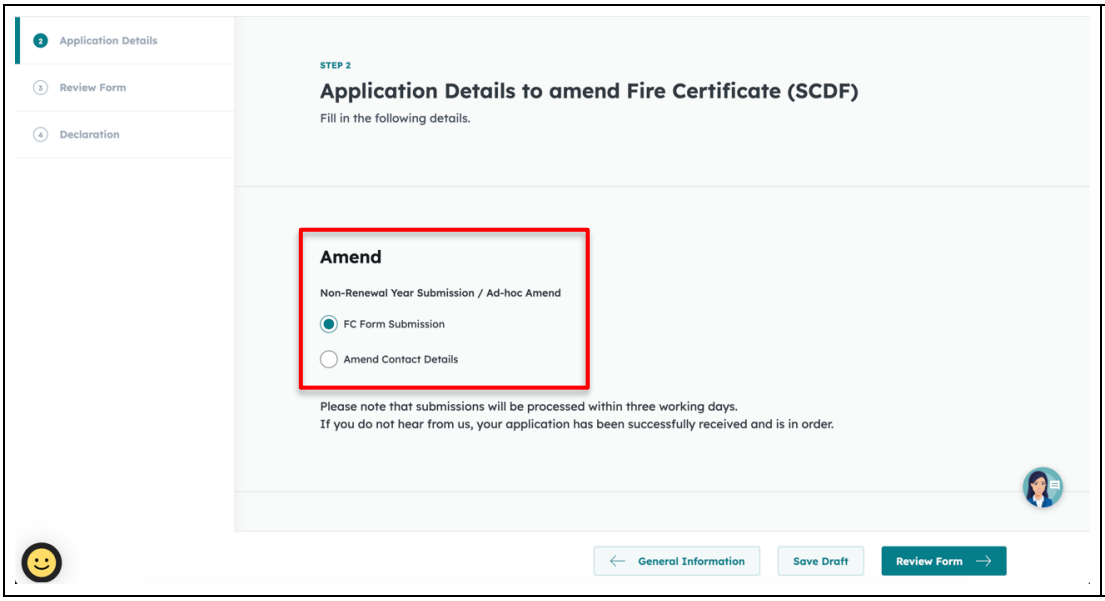
STEP 3
Begin Amendment Process
On the Fire Certificate page, click “Amend” to begin the amendment process.



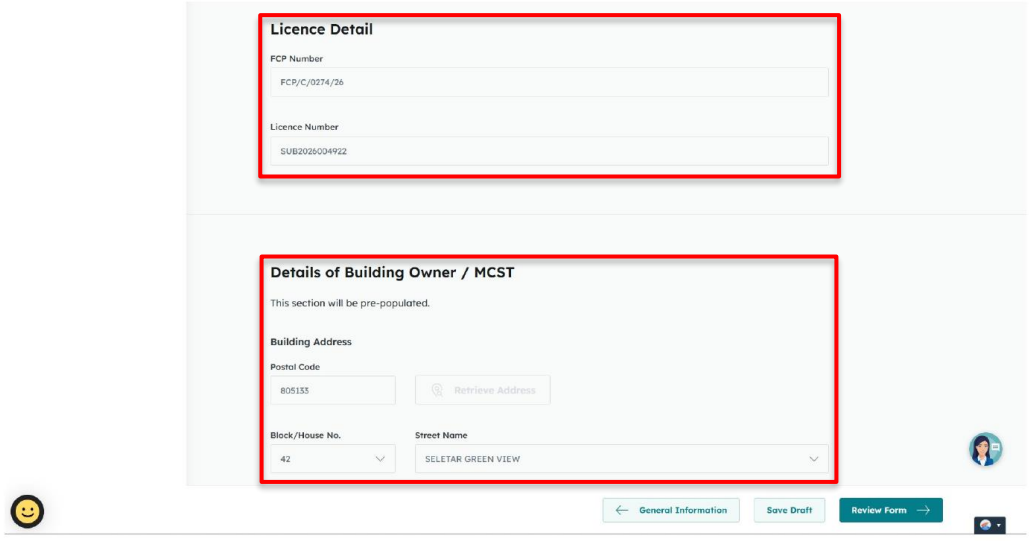
STEP 4
Select "Proceed"
When the "Amend Application" confirmation appears, select "Proceed". A draft application will be created.



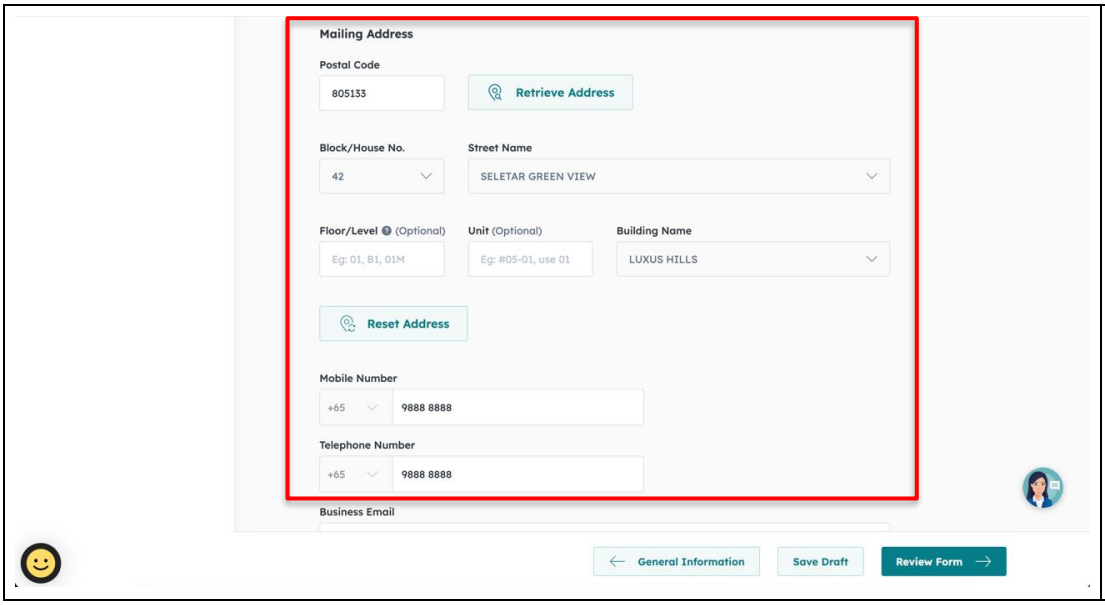
STEP 5
Review General Information
Review all the information under the "General Information" page, then select "Application Details" to continue to the next page.



STEP 6
Select FC Form Submission
Under Non-Renewal Year Submission / Ad-Hoc Amend, select "FC Form Submission".

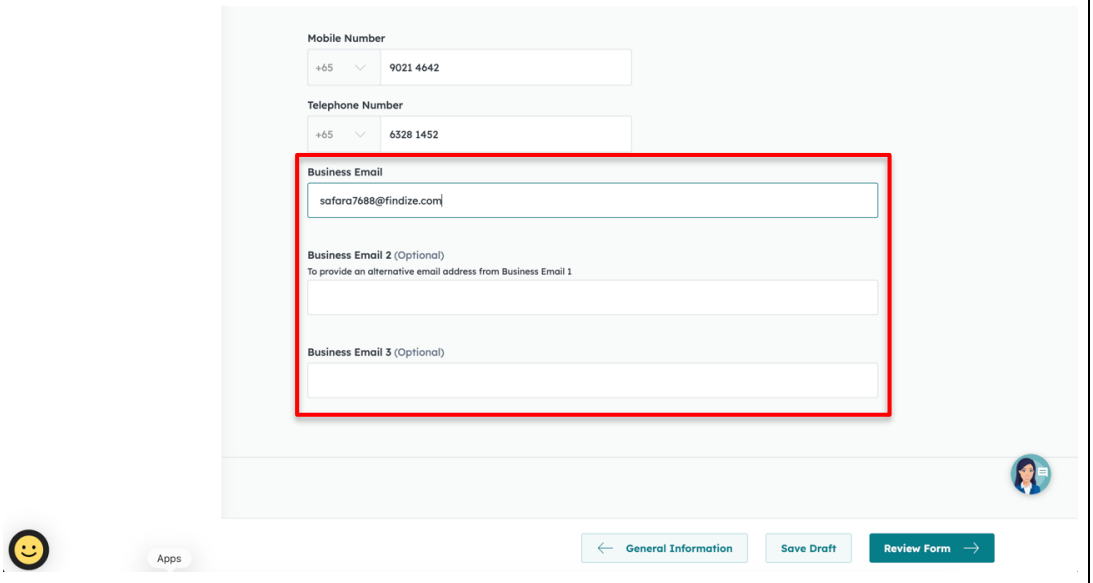


STEP 7
Verify licence and owner details
Check the FC number, licence number and the pre-populated Building Owner / MCST details to confirm the application is for the correct address.



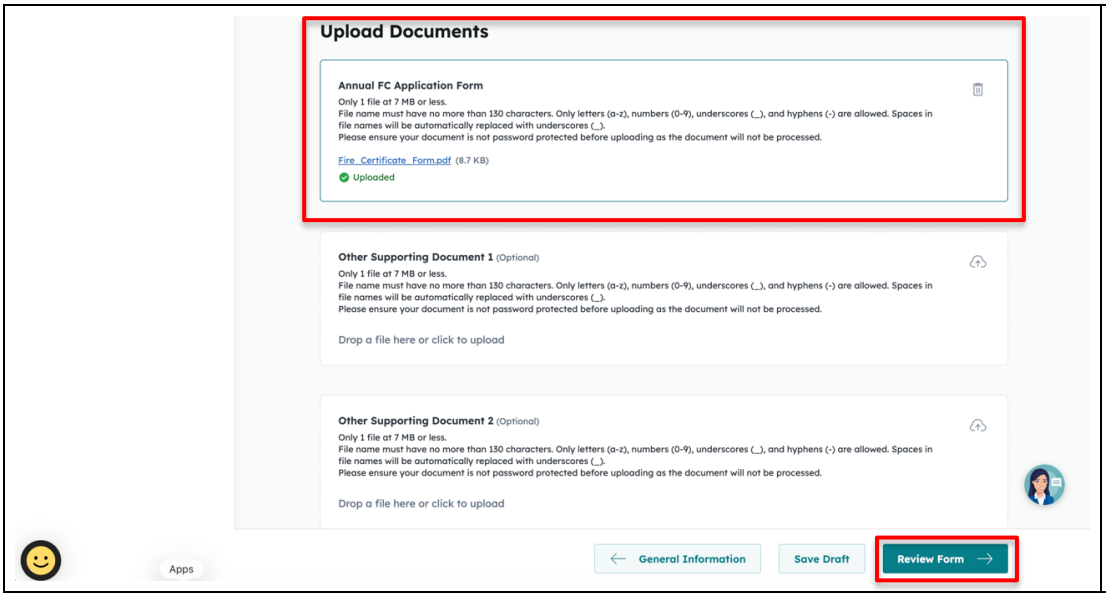
STEP 8
Confirm contact details
Review the mailing address and contact information and ensure the information is correct.

If there are changes to the contact details, please make the appropriate updates.

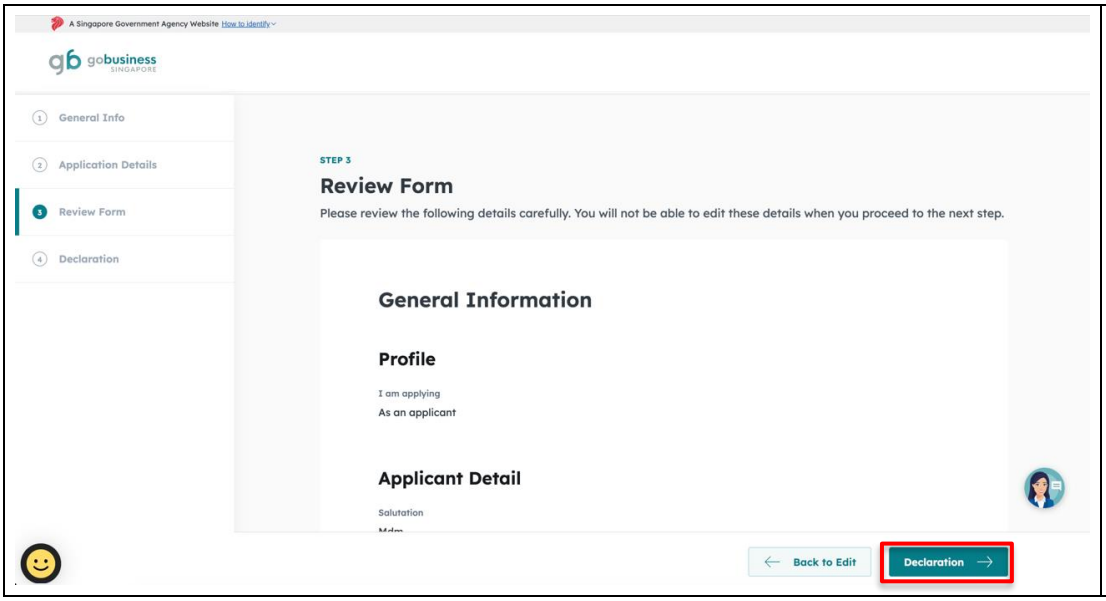


STEP 9
Provide business email details
Enter your business email address and provide a alternative email addresses to receive system notifications.

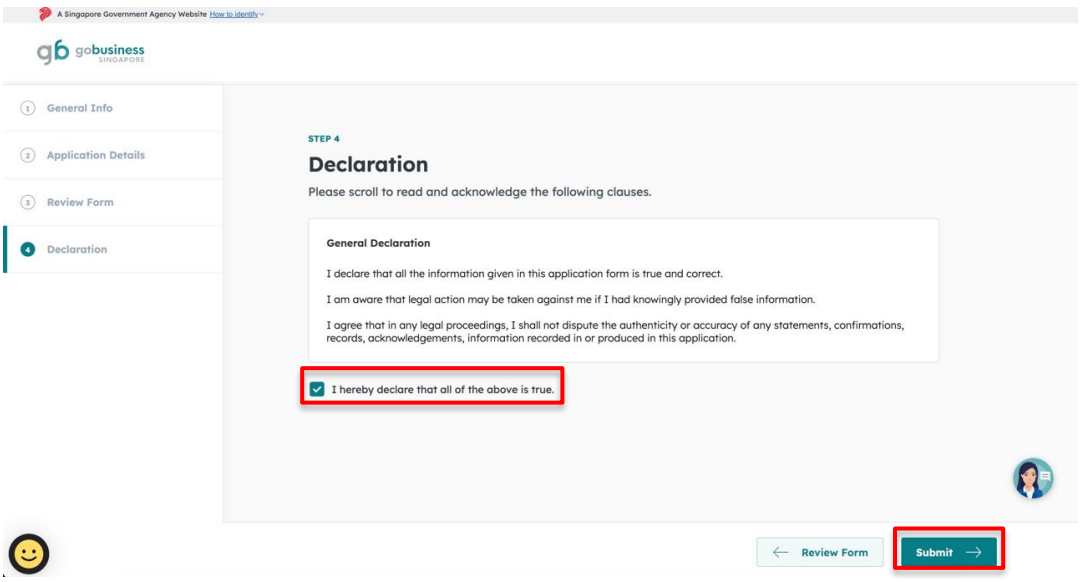
****Note:** You are required to update your email address should there be any changes after the submission.



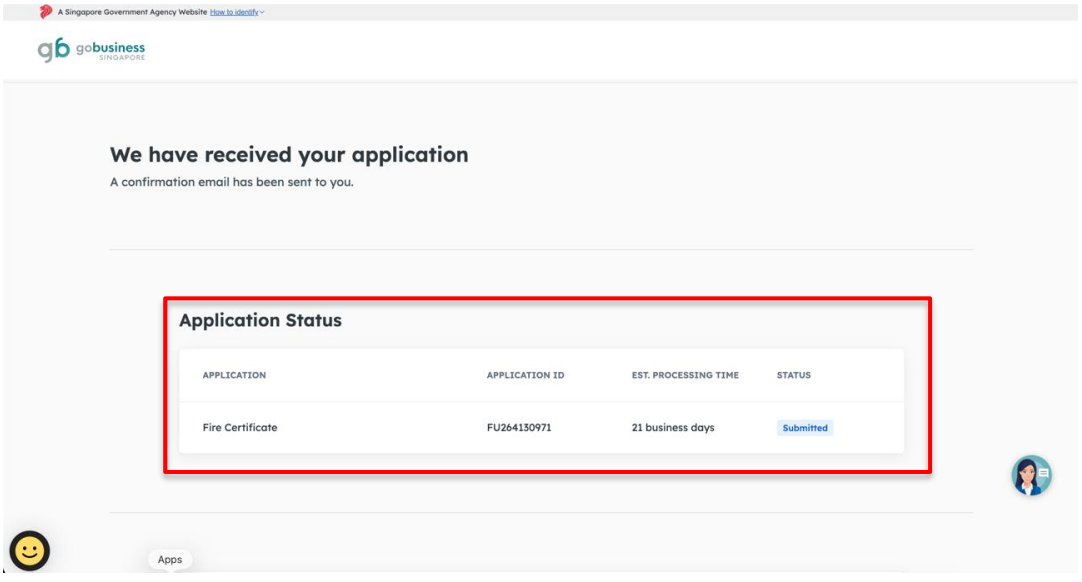
STEP 10
Upload documents and review
Upload the Annual FC Application Form. Add Other Supporting Document(s), if applicable, then click "Review Form".



STEP 11
Review form
Review the form and ensure that all information is correct and up to date. After confirmation, click on "Declaration".



STEP 12
Declaration
Please read through all the clauses carefully and acknowledge them by clicking on the check box, before clicking the "Submit" button.



STEP 13
Completion
Upon successful submission, a confirmation email will be sent to the business email address provided. You may also track your application status via the GoBusiness portal.

****Note:** If you do not hear from SCDF within 3 business days, you may consider your application as successful.

For technical difficulties in GoBusiness, please contact 6336 3373 or email askgobiz@crimsonlogic.com.sg during the specified helpdesk operating hours.

For technical difficulties in CorpPass, please contact 6335 3530 or 6031 3197 or email support@corppass.gov.sg during the specified helpdesk operating hours.