

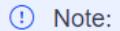
SCDF E-Service Payment Guide





Internet Payment Services

Click Here  [Next](#)



Note:

- The following payment modes are available:
 1. Credit Card (Master/Visa)
 2. eNETS Debit
 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](#)  [PDF, 502KB] and post to:

Ministry of Home Affairs Headquarters

Finance Shared Services Centre



Internet Payment Service

- Select Licence Fee and click dropdown arrow to select “FMS or PSP”.
- Fill in your Reference No. in the box given and click “Next” to proceed next page
(It can be found in the email confirmation or after submitting your application. e.g. FMS/0001/25)

Internet Payment Service

1. Plan Fee

Select Prefix of your Reference No:

Prefix starting with
"CMV/CFP/CBP/DBP/DFP/DMV/GBP/GMV/GFP/MAA/WVR/RBP/RFP/RMV/PBP/PFP/PMV/DBF/RBF/GBF/CBF/BBP/DFP/RFF/GFF/CFF/BFP/DMF/RMF/GMF/CMF/BMV/PBF/PMF/PFF/CON"

2. Licence Fee

Select Prefix of your Reference No:

FC
FCP
FMI
FMS
FMT
FR

Enter your Reference No:

e.g Plan: /A01234/24, Waiver: /01234/24

Enter your Reference No:

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

Click Here to select 

Fill in the no. /0001/25 or /1063/05 or //1050/00
(Ref no. excluding the “FMS o PSP”)



Internet Payment Service

- Click **Continue** button to proceed to next page
- Requires to fill in all the * fields and click next to proceed

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

Please verify the "Submission ID" before making payment.

Internet Payment Service

Reference No: **FMT/0329/20** Submission ID: **SUB2024059780**

Select Payment Type

License Fee Payment
 Amendment of License
 Additional Copy of License

Your Payment Details

Total Required Fee	Paid Amount	Outstanding Amount
105.00	0.00	105.00

Amount To Pay: \$ 105.00

Click Here to continue  **Continue** **Back**

SCDF Fire Safety Plan Fire Safety Licensing & Enforcement Fire Safety Permit & Certification Shelter Waiver Payment

1 Payment Type 2 Outstanding Payment 3 Payment Details 4 Payment Mode 5 Review 6 Submit 7 Acknowledge

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 *: \$231.00

Click "Next" to proceed  **Next** **Back**

Fill in your information



Internet Payment Service

- Select the mode of payment and click next to proceed to next page
- For GIRO payment, you are required to provide the GIRO Reference No.

The screenshot shows a progress bar at the top with 7 steps: 1. Payment Type, 2. Outstanding Payment, 3. Payment Details, 4. Payment Mode (highlighted), 5. Review, 6. Submit, and 7. Acknowledge. Below the progress bar is a note section with the following text:

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.

Below the note is the "Internet Payment Service" section with the following fields:

- Payment Fees:** \$105.00
- Payment Mode:** Please Select One (dropdown menu)
- Selected options: Epayments (eNETS Debit / Credit Card) and GIRO

At the bottom right of the form are "Next" and "Back" buttons.

This screenshot is similar to the previous one but highlights the verification step for GIRO. The "Payment Mode" dropdown is set to "GIRO". Below it, the "E-Payment Reference Number" field contains the text "Enter your Reference Number". To the right of this field is a blue button labeled "Verify ePayment GIRO Reference Number". A red arrow points from this button towards the text below.

Click the verification button to verify your GIRO Ref.

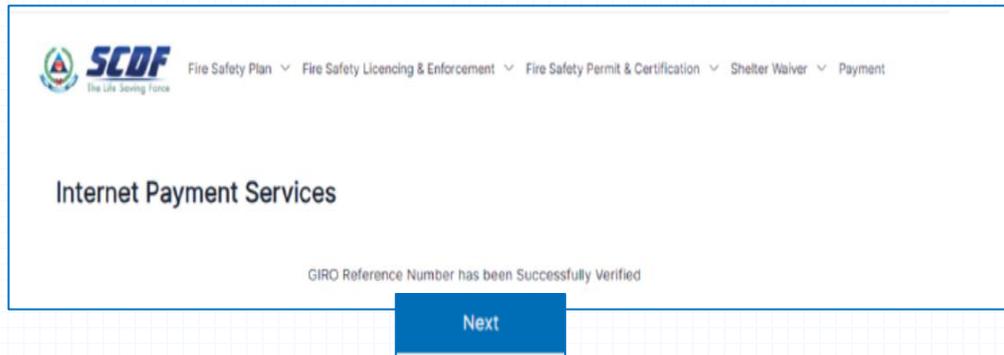


You are reminded that GIRO will take minimum 14-working days to complete the transaction.



Internet Payment Service – Complete Payment Page

- After verifying your GIRO payment continue to click next until you reach the Acknowledgment Letter



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

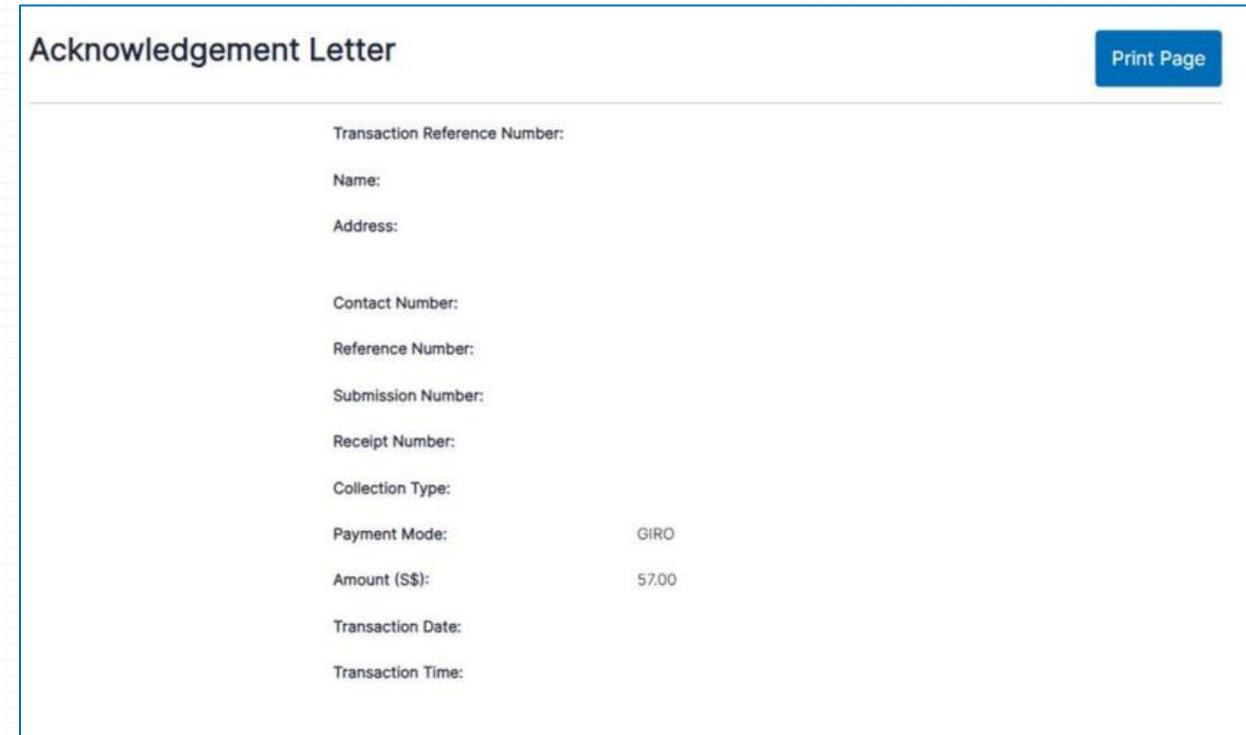
Internet Payment Services

GIRO Reference Number has been Successfully Verified

Next



Once you reach your “Acknowledgment Letter” Page, payment submission has been made.



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:

