SCDF Petroleum and Flammable Materials Storage Licence (Amend Application)



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# Login | My Dashboard - GoBusiness







• Key in your Storage Licence Number (e.g. FSxxxxxxx) in the search bar and click search Example: FS00102024



Q

• Click Select Action  $\checkmark$  button and select "Amend" under the dropdown

## Search Results for "FS00102024"

All Results (2) My Licences (1) My Submissions (1) Available Services (0)

Some search results from My Licences failed to load. Please try again or <u>contact us</u> if the issue persists.

1 licence(s) found.

LICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION	
Petroleum / Flammable Materials Storage Licence Licence No.: FS00102024 • SCDF	SCDF	Active	31 Jul 2024	30 Jun 2025	Select Action V	
					Download	

Can't find what you are looking for? Try using more specific keywords, or search with your licence name or number.



Select "Amend"

View Forn

Amend

Cancel

- If you are the applicant, you may select as: "As an applicant"
- The applicant Details are auto-populated from CorpPass, except for the salutation, which you need to select.
- Click 🔽 to select the salutation.
- If you are applying on behalf of the licence owner, you may select as: "On behalf of applicant"
  - Applicant's details to be filled by filer
  - Filer's details are auto-populated from CorpPass, except for the salutation, which you need to select.
- Please ensure email address and contact number are correct.

olicant Detail	
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ict	$\sim$
Tom	
e	
c	$\vee$
1715D	
om⊜abc.com	
ct Number	
9876 5432	



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• Select the item by clicking the check boxes

MANAGEMENT PTE		
File Reference Number		14/100
FMS/0097/24		
		11/14
Surrent Licence Expiry Date		
Applicant particulars FM materials Yease fill In required field. Please note that a fee will be i	Select the checkboxes for items that needs to be updated	



# Step 3a: Update Information – Company Details

- a) Update the company details in the fields provided
- b) Upload the ACRA and name card \*ensure no spaces in between file name
- c) Click 🕒 Add button to add the document in the list.
- d) Repeat step (b) & (c) to upload the files

Company Details		
Name of Company/Business Autopopulate from edh and not editable		
MANAGEMENT PTE	Update details here	14/100
Registration (RCB) Number Autopopulate and not editable		
T000000798		
		10/10

Applicant's Business Profile Applicant's Business Profile Org 1 life of 7 Mio v liss. The name must have no more than 130 characters and no spaces. Only letters (0-9), underscore of Drop a file here or click to upload Prop a file here or click to upload. Prop a file here or click to upload. \*ensure <u>no spaces</u> in between file name Add Click Here to ADDD A nuter of 1 set ys registed to Applicant's business Profile

Applicant's Business Profile

No data available in table



A

Actions

# Step 3b: Update Information – Business Operating Address

- Update the postal code in the field provided and click **@** Retrieve Address to retrieve the address
- Edit the floor / unit information in the fields provided

repopulated from EDH and not editable			
ostal Code			
117438	Retrieve Address	Click Here	
lock/House No.	Street Name		
10 ~	PASIR PANJANG ROAD		$\sim$
loor/Level 🕜 (Optional)	Unit (Optional)	Building Name	
10	01	MAPLETREE BUSINESS CITY	$\sim$
Paget Address			
Undate flo	or and unit (if and	licable)	









# Step 3d: Update Information – FM Materials

- Click the v dropdown arrow to select the chemical
- Update the details in the fields provided
   \* Please note that you are not allowed to select and increase different flammable class storage under amend application.

	Storage (Substance Type	e)							
	Substance Type								
	Petroleum								
	Class[4] FM-SOLID								
	Class[3] FM-LIQUID								
a	Class[2] FM-GAS								
	сwс								
	Substance (Liquid) Substance Name (Liquid)		Update I	nformatio	n			lick	Here for the
	Storage Mode					~	U d	rop	odown list
	Select	/ /				$\vee$			
	Capacity (Optional)								
		/							
	(+) Add								
	Substance Name (Liquid)	Others	Storage Mode	Storage Type (Package)	Storage Type (Bulk)	Tank Number	Capacity	Actions	
	Ethanol [135]	-	Bulk	-	Skid Tank [ BULK ]	Tk02	5000	5/ 0	
	Methanol [212]		Bulk	-	Skid Tank [ BULK ]	TKO1	5000	E2 8	
						TROL	3000		



# Step 4: Review Form – Complete

• After completing application form, you may proceed to review your form and check your information before submission.

## **Payment Method**

For payment, please visit SCDF E-Payment to apply.

Payment Mode Offline Payment





• To check and ensure information submitted are accurate

#### 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** 



- Click 
   to declare all information given is true and correct.
- Click Make Payment  $\rightarrow$  to proceed to the next page

#### 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.

 $\leftarrow \quad \text{Review Form} \quad$ 

Make Payment —>

Click Here to

proceed

# **Payment Summary**

Click submit → to proceed to the next page. Payment is only required if there is change in company details

### Payment

Please review your fees and make payment.

	DESCRIPTION	AMOUNT
	Petroleum / Flammable Materials Storage Licence	
	Application Fee	\$16.00
	Subtotal	\$16.00
	Total Paid	\$16.00
	Payment method	
	Offline payment Your payment will be processed offline. Please contact the government agency directly if you need assistance.	
← De	submit > Click Here to proceed	

- a) Application has been submitted successfully and an email will be sent to the applicant
- b) Payment only to be done at SCDF E-Services
- c) Submission only completes after payment received

## **Application Status**

APPLICATION		EST. PROCESSING TIME	STATUS	
Petroleum / Flammable Materials Storage Licence	FU244035014	Note the Application ID	Submitted	
Α.				

# **SCDF E-Service Payment Guide**



# **SCDF E-Services**

- Make online payment thru SCDF website (https://eservices.scdf.gov.sg/fisops/)
- \* Please note that you can only make payment after you have received the acknowledgement letter from SCDF.



## **Internet Payment Services**

#### I 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 ٠ (It can be found in the email confirmation or after submitting your application. e.g. FMS/0001/25)

	Internet Payment Service		
	O 1. Plan Fee		
	Select Prefix of your Reference No:	Enter your Reference No:	
	Select Prefix e.g 'CMV'	Enter Reference Number e.g '/1234/56'	
СПСК	Prefix starting with	e.g Plan: /A01234/24, Waiver: /01234/24	
Here	"CMV/CFP/CBP/DBP/DFP/DMV/GBP/GMV/GFP/MAA/WVR/RBP/RFP/RMV/PBP/PFP/PMV/DBF/RBF/GBF/	Fill in the no. <u>/0001/25 or</u>	/1063/05
		or //1050/00	
	Select Prefix of your Reference No:	Enter your Reference No: (Ref no. excluding the "FM	IS o PSP")
select	Select Prefix e.g 'FMI'	Enter Reference Number e.g '/1234/56'	
	FC	r "FCP" there may be 4 kinds of Reference No. e.g. "/I/1234/00" or "/R/1234/11" or "/C/1234/22" or	
		"/0-1234/44" or "/ /1234/55" [note to key in the "space" between "/" and "/"] or GoBiz reference like	
	FCP	FC1234567890 or FR1234567890	
	FMI		
	FMS		
	FMT		
Α.	ER		
/V			

# **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 Certificat Please verify the "Submission ID" before making payment.	e	
Internet Payment Service		Submission ID SUB2024059780
	Select Payment Type	
<ul> <li>License Fee Payment</li> </ul>		
Amendment of License		
Additional Copy of License		
	Your Payment Details	
Total Required Fee	Paid Amount	Outstanding Amount
105.00	0.00	105.00
Click	Here to con	

Note:  Very set of the set of th	ctions may result in delay in processing of your le reference number under <b>Reference No., and</b> ecelipit as well as any supporting documents ment process.
Internet Payment Service         Name *:       Contact Number *:         Enter your name       Enter your contact number         Email Address *:       Enter your and latituess	20r
Enter your name Enter your contact numb Enter your con	ber
Email Address *:	
Enter your email address	
Street Name *: Block / Building No *:	
Enter your street name Enter your block / buildin	ng number
Floor No: Unit No:	
Enter your floor number Enter your unit number	
Postal Code *: Reference No *:	
Enter your postation FCP/c 202/24	nation
	Πατιστι
Enter your payment description	
Langunt Baushla s	
\$231.00	

- 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.

Payment Type Outstanding Payment Payment Details Payment Mode Review Submit Acknowledge Note: I. To pay by eNETS Debit or Credit Card Exercise Debits or Credit Card	Note:     I. To pay by eNETS Debit or Credit Card     e Select "Payment Mode" as Epayments (eNETS Debit / Credit Card).     e From 1111. July 2021 eNETS Debit will no longer be available for customers using Calibank. Customers are advised to check with Calibank for further information
Seect "Payment mode: as Epayments (ever is urbit? Creat 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.     Top aly big (IRO         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.	2. To pay by GIRO <ul> <li>Select "Payment Mode" as GIRO.</li> <li>GIRO payment Mode" as GIRO.</li> <li>GIRO payment is available if you have an existing GIRO account with SCDF.</li> <li>a. Please note that once the GIRO reference number is successfully verified, you are not allowed to change the selected payment mode.</li> <li>b. Please note that it will take 14 working days to process GIRO payments.</li> </ul>
b. Please note that it will take 14 working days to process GIRO payments. ernet Payment Service	Internet Payment Service Payment Fees:
ent Fees: 5.00	Payment Mode:
nt Mode: ie Select One	E-Payment Reference Number: Enter your Reference Number Verify ePayment GIRO Reference Number
Mext Back	
	Click the verification button to
X	verify your GIRO Ref.

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

