

SCDF Petroleum and Flammable Materials Transportation Licence (Amend Application)



Index

<u>S/N</u>	<u>Topic</u>	<u>Slide</u>
1.	<u>GoBusiness</u> Login Page	3
2.	Amend Licence Application	4 to 5
3.	General Information	6
4.	Amendment Selection	7
	(a) Company Details	8
	(b) Applicant's Applicant	9
	(c) Business Operating Address	10
	(d) Description of Vehicle	11
	(e) TERP Material List	12
	(e)(i) Substance Type (FM Gas / FM Solid / FM Liquid / Petroleum)	13
	(e)(ii) Substance Type (LPG / Diesel / CWC)	14
5.	Review Form	15 - 16
6.	Declaration	17
7.	Payment Summary	18
8.	Application Submitted	19
10.	SCDF E-Services Payment	20 to 25



[Login | My Dashboard - GoBusiness](#)

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

gb **gobusiness**
SINGAPORE

Welcome to GoBusiness

Log in to GoBusiness Dashboard

Apply for or manage your licences & accreditations.



Users with no registered Unique Entity Number (UEN)

[Log In for Individual Users](#)

[Register for a foreign user account](#)



Users with a registered UEN

[Log In for Business Users](#)

For foreign entities: [Register for a Foreign Corppass account](#)

Need Help? [Read our FAQ](#)

GRANTS **GE BIZ ALERTS** **LICENCES**

Business Grants Portal

Apply for and manage grants, previously found on Business Grants Portal.

[Log In](#)

GeBIZ Alerts

Subscribe to GeBIZ alerts via email or RSS feed.

[Log In](#)

Food Service Guided Journey

Apply for licences for new F&B businesses

[Log In](#)

GoBusiness Licensing (Legacy)

Starting from April 2022, licences will be moved in stages from GoBusiness Licensing to [GoBusiness Dashboard](#).

[Log In](#)



 **Click Here**



Amend Licence Application

- Key in your Transport Licence Number (e.g. FTxxxxxxx) in the search bar and click search
Example: FT00562024



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

gobusiness SINGAPORE Dashboard My Submissions Licences Accreditations Levy Help

FT00562024 Agency, Licence or Application name/number

Default Company
Default UEN

Looking for a specific licence?
Search for it and apply. [+ Find Licence](#)

My Submissions [View All](#)

Unable to retrieve the total number of your submissions. You may still view your applications within [My Submissions](#).

Action Required Draft Processing Completed

Help us improve

← Click Here



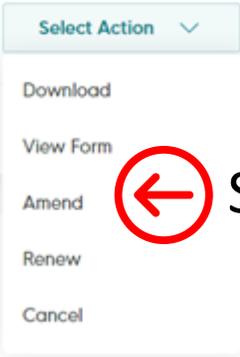
Amend Licence Application

- Click  button and select "Amend" under the dropdown

Search Results for "FT00562024"

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

My Licences

LICENCE NAME AND NUMBER	STATUS	EXPIRY DATE	ACTION
Petroleum / Flammable Materials Transportation Licence Licence No.: FT00562024 • SCDF	Active	30 Apr 2025	

[View All My Licences Results](#) →

My Submissions

Petroleum / Flammable Materials Transportation Licence
Licence (Renew) • SCDF

 Select "Amend"



Step 1: General Information

- 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 and contact number are correct.

Applicant Particular

Salutation
Mr 

Name
Tim Tom

Office Number
+65 9876 5432

Mobile Number
+65 9876 5432

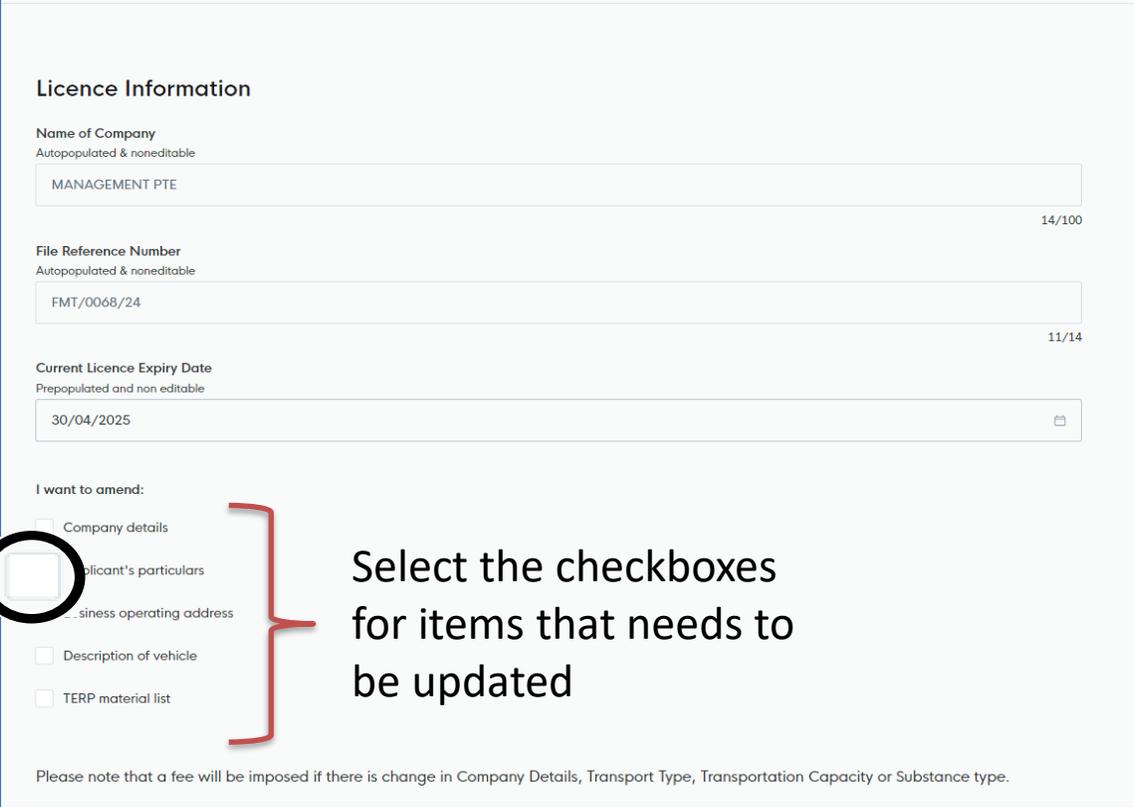
Email
abc@testing.com.sg

7/66



Step 2: Select The Item To Update

- Select the item by clicking the check boxes .



Licence Information

Name of Company
Autopopulated & noneditable
MANAGEMENT PTE 14/100

File Reference Number
Autopopulated & noneditable
FMT/0068/24 11/14

Current Licence Expiry Date
Prepopulated and non editable
30/04/2025

I want to amend:

- Company details
- Applicant's particulars
- Business operating address
- Description of vehicle
- TERP material list

Please note that a fee will be imposed if there is change in Company Details, Transport Type, Transportation Capacity or Substance type.

Select the checkboxes
for items that needs to
be updated



Step 3a: Update Information – Company Details

- Update company details in the fields provided.

Company Details

Name of Company/Business
Prepopulated from EDH and not editable

14/100

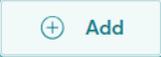
Registration (RCB) Number
Autopopulated & noneditable

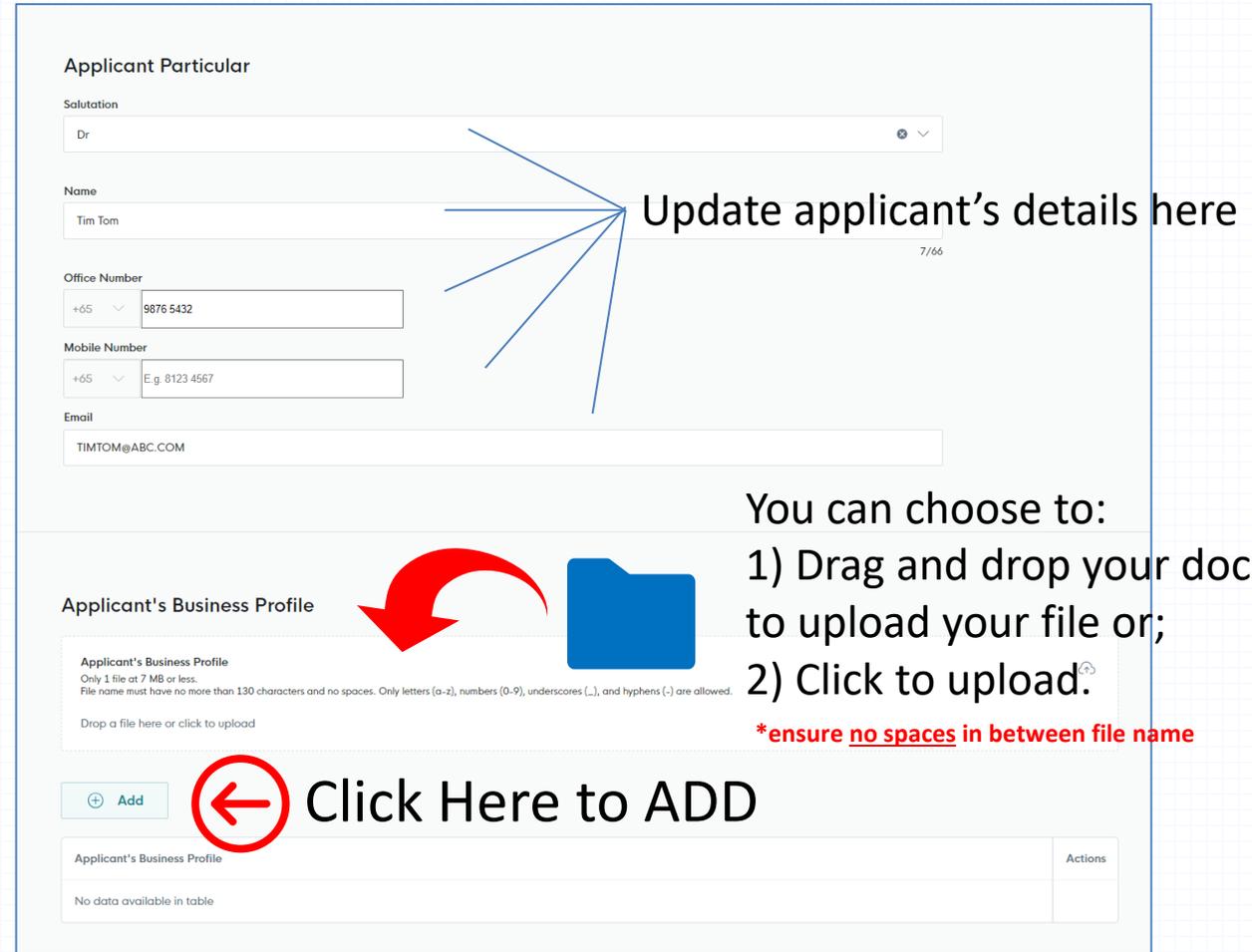
10/10

Update company details here



Step 3b: Update Information – Applicant’s Particulars

- Update the applicant’s information in the fields provided
- Upload the ACRA and name card
***ensure no spaces in between file name**
- Click  button to add the document in the list.
- Repeat step (b) & (c) to upload the files



The screenshot shows a form titled "Applicant Particular" with the following fields:

- Salutation: Dr
- Name: Tim Tom
- Office Number: +65 9876 5432
- Mobile Number: +65 E.g. 8123 4567
- Email: TIMTOM@ABC.COM

Annotations include blue arrows pointing to the form fields and the text "Update applicant's details here".

Below the form is the "Applicant's Business Profile" section, which includes a red curved arrow pointing to a blue folder icon, a red circle around the "Add" button, and the text "Click Here to ADD".

Instructions for uploading files are provided:

- You can choose to:
 - 1) Drag and drop your document to upload your file or;
 - 2) Click to upload.

***ensure no spaces in between file name**

Applicant's Business Profile	Actions
No data available in table	



Step 3c: Update Information – Business Operating Address

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

Business Operating Address

Address
Prepopulated from EDH and not editable

Postal Code

 **Click Here**

Block/House No.

Street Name

Floor/Level (Optional)

Unit (Optional)

Building Name

 **Update floor and unit (if applicable)**



Step 3d: Update Information – Description of Vehicle

- Click the  dropdown arrow to select the vehicle type
- Update the details in the fields provided

Description of Vehicle

Transport Type
Auto populate Reg No when selection is Prime Mover without Trailer, Lorry(Bulk), Lorry (Package) and Road Tanker Not editable

Lorry (Bulk) 

Vehicle Registration Number
Please make sure you enter a valid vehicle registration number e.g. SLF8888A.

SLF0988A 8/10

Vehicle Laden Weight
KG Not editable

80000 5/10

Vehicle Unladen Weight
KG Not editable

2000 4/10

Trailer Number (Optional)
Show only if transport type = lorry bulk, lorry package, prime mover w trailer, road tanker, trailer bulk, trailer package

ANC17934 8/50

Tank Serial Number
Show only if transport type = lorry bulk, prime mover w trailer, road tanker, trailer bulk

TK103G 6/50

Transportation Capacity
No decimal points allowed

20000 5/10



Click Here for the dropdown list

Update Information



Step 3e: Update Information – TERP material list

- Select the substance type by checking the corresponding checkbox .

Substance Type

- Class[2] FM-GAS
- Class[3] FM-LIQUID
- Class[4] FM-SOLID
- LPG
- Petroleum
- Diesel
- CWC

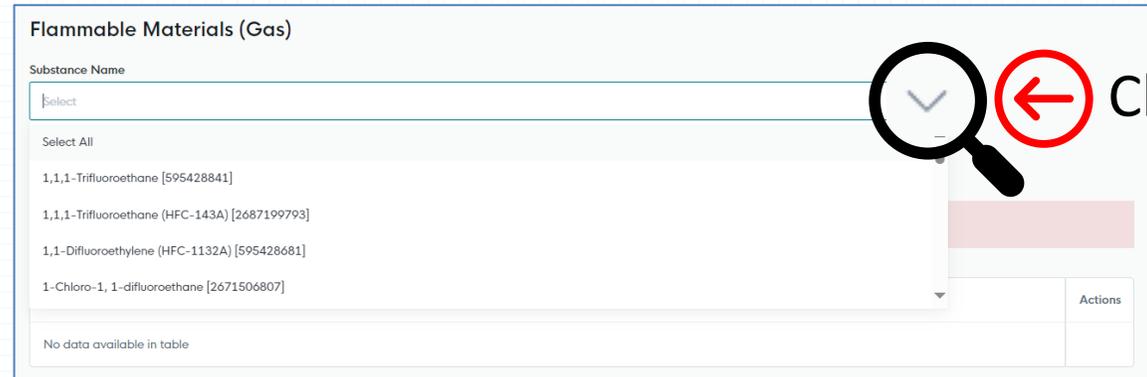
You may select multiple checkboxes if you are transporting more than one substance type.



Step 3e: TERP material list – (i) Substance Type (FM Gas / FM Solid / FM Liquid / Petroleum)

- Click onto the  dropdown arrow and view the list of FM Gas / FM Solid / FM Liquid / Petroleum
- Select the FM Gas / FM Solid / FM Liquid / Petroleum chemical
- Click  to add the selected chemical into the list
- Repeat step (a),(b),(c) if you are transporting more than one chemical
- Click  to delete the chemical

You may select  option in the dropdown list if you are transporting ALL the chemicals in the list.



Flammable Materials (Gas)

Substance Name

Select

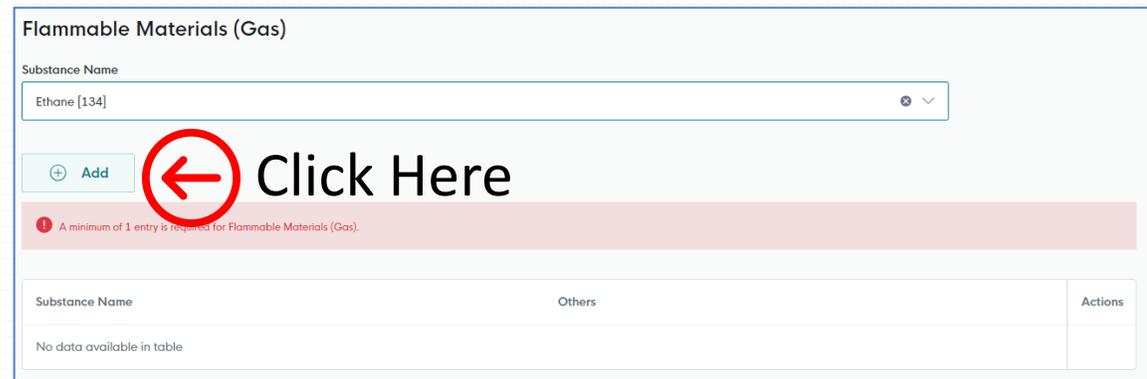
Select All

- 1,1,1-Trifluoroethane [595428841]
- 1,1,1-Trifluoroethane (HFC-143A) [2687199793]
- 1,1-Difluoroethylene (HFC-1132A) [595428681]
- 1-Chloro-1, 1-difluoroethane [2671506807]

No data available in table

Actions

Click Here



Flammable Materials (Gas)

Substance Name

Ethane [134]

 Add

 A minimum of 1 entry is required for Flammable Materials (Gas).

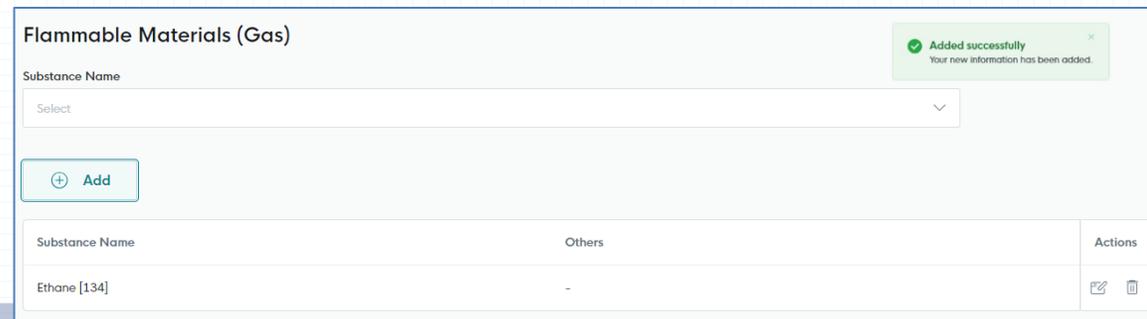
Substance Name

Others

No data available in table

Actions

Click Here



Flammable Materials (Gas)

 Added successfully
Your new information has been added.

Substance Name

Select

 Add

Substance Name	Others	Actions
Ethane [134]	-	 



Step 3d: TERP material list – (ii) Substance Type (LPG / Diesel / CWC)

a) Click the checkbox to select / unselect the chemical

Substance Type

- Class[2] FM-GAS
- Class[3] FM-LIQUID
- Class[4] FM-SOLID
- LPG
- Petroleum
- Diesel
- CWC

Chemical Weapons Convention

Substance Name

- 1,3-Bis(2-chloroethylthio)-n-propane [771040]
- 1,4-Bis(2-chloroethylthio)-n-butane [771074]
- 1,5-Bis(2-chloroethylthio)-n-pentane [771039]
- 2-(N,N-DIISOPROPYLAMINO)ETHANOL [2818500491]
- 2-Chloroethylchloromethylsulfide [771042]
- Bis(2-chloroethylthio)methane [771057]
- Bis(2-chloroethylthiomethyl)ether [770870]
- Dimethyl phosphite (> 30% purity) [771085]
- Ethyldiethanolamine (> 30% purity) [771080]
- Methyl-diethanolamine (> 30% purity) [771079]
- Methyl-diethanolamine - In Mixtures Of Chemical Preparations(> 30% purity) [2778681776]

Click Here to select 



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

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

 Click Here



Step 4: Review Form

- 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



Step 5: Declaration

- Click to declare all information given is true and correct.
- Click [Make Payment →](#) 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.

[← Review Form](#) [Make Payment →](#)



Click Here to proceed



Payment Summary

- Click  to proceed to the next page

Payment
Please review your fees and make payment.

DESCRIPTION	AMOUNT
Petroleum / Flammable Materials Transportation 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.

[← Declaration](#) [Submit →](#)  **Click Here to proceed**



Application Submitted

- 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 Transportation Licence	-	Submitted



Note the Application ID



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 “FU”.
- 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. FU244033438)

Internet Payment Service

1. Plan Fee

Select Prefix of your Reference No:

Select Prefix e.g 'CMV' 

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"

Enter your Reference No:

Enter Reference Number e.g '/1234/56'

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

2. Licence Fee

Select Prefix of your Reference No:

Select Prefix e.g 'FMI' 

FC
FCP
FMI
FMS
FMT
FR

Enter your Reference No:

Enter Reference Number e.g '/1234/56'

"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

Click
Here
to
select 

Fill in the no. 244033438
(Ref no. excluding the “FU”)



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**



Note:
Fields marked with * are mandatory field(s).

1. 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.
 - a. Ensure all fields are completed.
 - b. 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.**
 - c. 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.
 - d. Please note payment via bank transfer is available for payments above or equal to \$5,000.
2. Read the payment instructions in red.
3. Click "Next" to proceed.

Internet Payment Service

Name *: Enter your name

Contact Number *: Enter your contact number

Email Address *: Enter your email address

Street Name *: Enter your street name

Floor No: Enter your floor number

Unit No: Enter your unit number

Postal Code *: Enter your postal code

Reference No *: FCP/C/0002/24

Payment Description *: Enter your payment description

Amount Payable *: \$231.00

Fill in your information

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



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:** A dropdown menu with "Please Select One" selected. Below it, a list shows "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 "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.

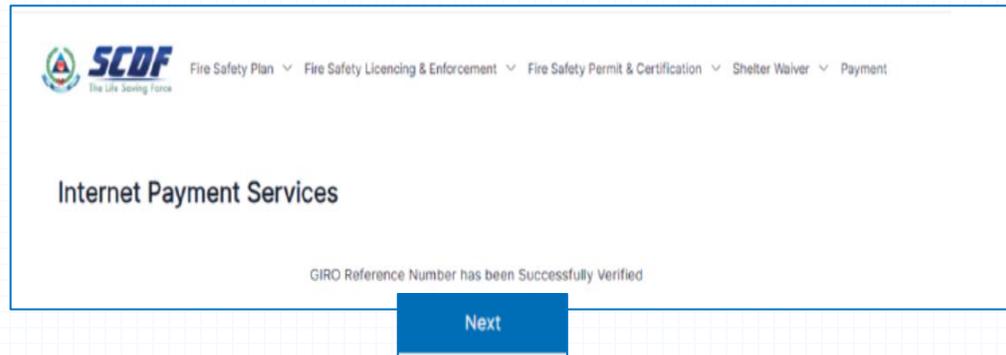


You are reminded that GIRO will take minimum 14-working days to complete the transaction.



Internet Payment Service – Complete Payment Page

- After verifying your GIRO payment continue to click next until you reach the Acknowledgment Letter
- For credit card payment, you will need to fill in your credit card information and proceed till the Acknowledgement Letter page



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

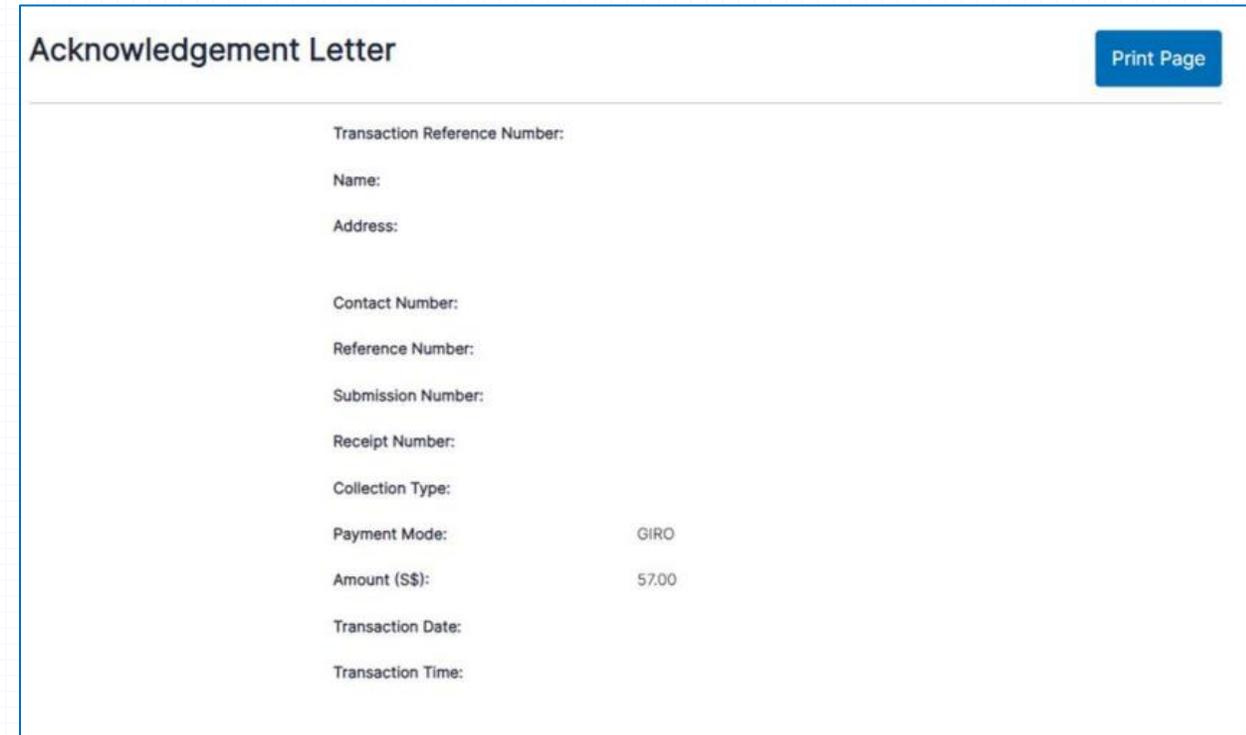
Internet Payment Services

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:

