SCDF Petroleum and Flammable Materials Transportation Licence (Renewal Application)



	Inc	<u>dex</u>
<u>S/N</u>	Topic	Slide
1.	GoBuiness Login Page	
2.	Apply Renewal Transport Licence	
3.	General Information	6
4.	Application Details	
4a.	Description of Vehicle	7
4b.	Substance Type	
	(į) LPG / Diesel / CWC	
	(ii) LPG required information	9
	(iii) FM Gas / FM Liquid / Petroleum	
4c.	Inspection Centre Details	
4d.	Hazardous Transport Driver Permit	
	(j) HTDP (New Addition)	
	(ii) HTDP (Updating <u>Exising</u>)	
4e.	Transport Licence Duration	
4f.	Upload Document	15 to 17
5.	Review Form	18 to 20
6.	Declaration	
7.	Payment Summary	
8.	Application Submitted	
9.	SCDF E-Services Payment	

-



Login | My Dashboard - GoBusiness



Renew Licence Application

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



• Click Select Action \checkmark button and select "Renew" from the dropdown

Search Results for "FT00562024"

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

My Licences

Help us impr

LICENCE NAME AND NUMBER	STATUS	EXPIRY DATE	ACTION
Petroleum / Flammable Materials Transportation Licence Licence No.: FT00562024 • SCDF	Due for Renewal	31 Oct 2024	Select Action V
	View All My Licences Results	$; \rightarrow$	Download View Form
My Submissions			Amend Renew Cancel
Petroleum / Flammable Materials Transportation Licence Licence (Renew) • SCDF			

- 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 v 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.

Salutation		
Mr		\sim
Name		
Tim Tom		
		7/66
Office Numbe	er	
+65 🗸	9876 5432	
Mobile Numb	ver	
+65 🗸	9876 5432	
Email		



• To verify the information provided is still accurate and valid.

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	
Trailer (Package/Bulk)	~
Hydrostatic test date (Optional)	
DD/MM/YYYY	
Radiography test date (Optional)	
DD/MM/YYYY	•
Vehicle Registration Number Please make sure you enter a valid vehicle registration number e.g. SLF8888A.	
TR123X	
	6/10
Venicle Laden Weight	
50000	
Vohide Haledon Weight	5/10
20000	
	5 (10)
	5/10
Show only if transport type = lorry bulk, lorry package, prime mover w trailer, road tanker, trailer bulk, trailer package	
TX123X	
	6/50
Tank Serial Number (Optional) Show only if transport type = larry bulk, prime mover w trailer, road tanker, trailer bulk	
	0/50
Transportation Capacity	



Step 2: Application Details – Substance Type (LPG / Diesel / CWC)

- Additional chemical may be added by clicking the check boxes
- Additional Class FM GAS / FM SOLID / FM LIQUID / PETOLEUM please refer to slide 10.



Step 2: Application Details – Substance Type (LPG)

- Transporting LPG, required to provide the Centralised store information:
 - Owner
 - LPG supplier
 - LPG Brand
- Click the v dropdown arrow to select the owner / supplier / brand of the LPG

Centralised Store Owner		
Select	~	
Name of Supplier		-
Select	Click Here	<u>۱</u>
		, .
Brand		
Select	the dropd	Ο
Postal Code (Optional)	lict	
	IISL	
	0/6	
Block/House No. (Optional)		
	0/20	
Street Name (Optional)		
	0/65	
Level (Optional)		
	0/3	
Unit Number (Optional)		
	0/5	
Building Name (Optional)		
Contract Number (Onterol)	0/50	
Contact Number (Uptional)		
Fax Number (Optional)		
Email (Optional)		
	0/60	
For any changes on the should information, plages contact SCDE Harmet Dept. Transport Bick Bran		

Step 2: Application Details – Substance Type (FM Gas / FM Solid / FM Liquid / Petroleum)

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

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



Step 2: Application Details – Inspection Centre Details

• Click onto the \checkmark dropdown arrow and select the Inspection Centre





Step 2: Application Details – Hazardous Transportation Driver Permit (New Addition)

- a) Fill in the Driver Name
- b) Click onto the to select the hazardous driver licence expiry date
- c) Upload the driver permit licence *ensure <u>no spaces</u> in between file name
- d) Click 🕒 Add button to add the driver in the list.
- e) Repeat step (a), (b), (c), (d) if there is more than one hazardous licensed driver

Driver Name			
At least one driver is needed			
Hazardous Driver Licence Evniry Da	0	0/100	
DD/MM/YYYY	~	(首)(Click for the
HazMat Transport Driver Permit Only 1 file at 7 MB or less. File name must have no more than 130	(HTDP) characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and h	rphens (-) are allowed.	la calendar
Drop a file here or click to upload			
	id and HTDP document is uploaded.		
Please ensure HTDP date is va	Click Here to A	DD	
Please ensure HTDP date is va	Click Here to A	DD HazMat Transport Driver Permit (HTDP)	Actions



Step 2: Application Details – Hazardous Transportation Driver Permit (Update Existing)

- a) Click onto the 🗹 to update existing HTDP
- b) Click onto the 📄 to select the hazardous driver licence expiry date
- c) Upload the driver permit licence *ensure no spaces in between file name
- d) Click Add button to add the driver in the list.
- e) Repeat step (a), (b), (c), (d) if there is more than one hazardous licensed driver

Driver Name	Hazardous Driver Licence Expiry Date	HazMat Transport Driver Permit (HTDP)	1-tions
rohit	01/04/2025		EG 🛛
Hazardous Transportat	tion Driver Permit		
Driver Name At least one driver is needed			
łazardous Driver Licence Expiry Date		0/100	
DD/MM/YYYY			
HazMat Transport Driver Permit (H Only 1 file at 7 MB or less. File name must have no more than 130 cho	TDP) aracters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.	£
Drop a file here or click to upload			
Please ensure HTDP date is valid	and HTDP document is uploaded.		
+ Add	Click Here to ADC)	
Driver Name	Hazardous Driver Licence Expiry Date	HazMat Transport Driver Permit (HTDP) Ad	tions



- a) Transport quantity 3,000 litres / kg or more
 - Require to select Inspection Date for Fire Safety Vehicle & ASTRATA
- b) Transport quantity less than 3,000 litres / kg
 - Require to select Inspection Date only
- c) Select the *licence duration preferred

*Licence Duration will be validated based on:

- Transportation type
- Transport quantity
- Fire Safety Vehicle Inspection Date
- ASTRATA Inspection Date
- Schedule 1 limit to 12-month licence (max)



Step 2: Application Details – Upload Document

• Upload document in this section.

pload Document		
Hydrostatic or Any Equivalent Test Report Endorsed by Professional Engineer (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. For Bulk Tank Drop a file here or click to upload	- A	You can choose to: 1) Drag and drop your document to upload your file or;
Radiographic or Any Equivalent Test Report Endorsed by Professional Engineer (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. For Bulk Tank Drop a file here or click to upload	(F)	2) Click to upload. *ensure <u>no spaces</u> in between file name
etter of Authorisation from Supplier Inly 1 file at 7 MB or less. Ile name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. PG)rop a file here or click to upload	(A)	
Manufacturer Report (Optional) Dnly 1 file at 1 MB or less. Ile name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. for Bulk Tank Drop a file here or click to upload	æ	

15/<Total>

Step 2: Application Details – Upload Document (Required)

- Certificate of Fire Safety Vehicle Inspection.
- Vehicle Registration Card
- Astrata Certificate
 - For transport capacity of 3MT or more, Schedule 1 chemicals and tube trailers apply, regardless of quantity.
- Vehicle Drawing (with Professional Engineer, P.E, endorsement).
 Only for BULK Transportation Vehicles such as Prime Mover/Tanker/Trailer
- Transport Emergency Response Plan (TERP).
- Photos of the Vehicles with the Registration number (Front, Sides & Rear).
- Additional Documents based on Transport Type:
 - ✤ ISO Tanker/ Road Tanker: Manufacturer, Hydrostatic & Radiographic Test Report.
- Chemical Substance:
 - LPG: Letter of Authorisation from Supplier
- Hazmat Transport Driver Permit (HTDP).



Step 2: Application Details – Upload Document (Fire Safety Vehicle Inspection / Vehicle Registration Card / TERP / Photos of Vehicle)

Upload document a) *ensure no spaces in between file name Click 🕒 Add button to upload the document b) c) Repeat step (a), (b) if there is more than one document **Certificate of Fire Safety Vehicle Inspection** Certificate of Fire Safety Vehicle Inspection Only 1 file at 7 MB or less Added successfully File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. Your new information has been added Drop a file here or click to upload Click Here to upload (\pm) Add Certificate of Fire Safety Vehicle Inspection Actions Eg 🔟 TN240909000016.pdf



Step 2: Application Details – Complete

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

Payment Method				
or payment, please visit <u>SCDF E-Payment</u> to apply.				
ayment Mode				
Online Payment				
Offline Payment				
		\leftarrow General Information	Save Draft Review Fo	📼 🔶 Click Her
		← General Information	Save Draft Review Fo	Click H



• 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 3: Review Form (Complete)

- Click \leftarrow Back to Edit if information requires to amend
- Click Declaration → to proceed to the next page and no more amendment is allowed for next page

Payment Method

For payment, please visit <u>SCDF E-Payment</u> to apply.

Payment Mode

Offline Payment

- Back to Edit Declaration

Click Here to proceed



- 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.

Make Payment —>

proceed

21/<Total>

Click Here to

• Click submit \rightarrow to proceed to the next page

Payme	nt		
Please revie	w your fees and make payment.		
	DESCRIPTION		AMOUNT
	Petroleum / Flammable Materials Transportation Licence		
	Application Fee		\$105.00
		Subtotal	\$105.00
		Total Paid	\$105.00
	Payment method		
	Offline payment		
	Your payment will be processed offline. Please contact the government agency directly if you n	eed assistance.	
	Click Here to pro	hcood	
		JLEEU	



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

onfirmation email ha	ived your applica s been sent to you.	tion					
Appli	cation Status						
APPLI	CATION		APPLICATION ID		EST. PROCESSING TIME	STATUS	
Petro	leum / Flammable Materials Transpo	ortation Licence	FR24476282	1	Note the	e Appli	cation ID
Nex	kt Steps						
Your	application is being processed. We v	vill send you an email w	hen your application status cha	nges. You c	an also log in below to check i	ts status on your <mark>d</mark> asl	hboard.
For a	pplication enquiries, you may contac	t GoBusiness Helpdesk	at 63363373 or email AskGoBi	z@crimsonlo	ogic.com.sg.		
						_	
						Return t	to Dashboard $ ightarrow$



SCDF E-Service Payment Guide



SCDF E-Services



Fire Safety Plan $\,\,\,\,$ Fire Safety Licencing & Enforcement $\,\,\,\,\,$ Fire Safety Permit & Certification $\,\,\,\,\,$ Shelter Waiver $\,\,\,\,$ Payment

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 \lor dropdown arrow to select "FR". •

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. FR244762821)

	Internet Payment Service	
	◯ 1. Plan Fee	
	Select Prefix of your Reference No:	Enter your Reference No:
:-1-	Select Prefix e.g 'CMV'	Enter Reference Number e.g '/1234/56'
ICK	Prefix starting with	e.g Plan: /A01234/24, Waiver: /01234/24
ore	"CMV/CFP/CBP/DBP/DFP/DMV/GBP/GMV/GFP/MAA/WVR/RBP/RFP/RMV/PBP/PFP/PMV/DBF/RBF/GBF/	
	CBF/BBP/DFF/RFF/GFF/CFF/BFP/DMF/RMF/GMF/CMF/BMV/PBF/PMF/PFF/CON"	Fill in the no. <u>244762821</u>
(→)	2. Licence Fee	(Ref no. excluding the "F
lact	Select Prefix of your Reference No:	Enter your Reference No:
lect	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. "/l/1234/00" or "/R/1234/11" or "/C/1234/22" or "/O 234/44" or "/ /1234/55" [note to key in the "space" between "/" and "/"] or GoBiz reference like
	FCP	FC1234567890 or FR1234567890
	FMI	
	FMS	
_	FMT	
	FR	

C

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

ease make sure all details are correct before payment						
Enter the amount to pay.						
Cilck "Continue" to proceed.						
or Members of Public - FSSD Plan fee / License / Fire Certificate						
verify the "Submission ID" before making payment.						
rnet Payment Service						
rence No: FMT/0329/20 Submission IC						
	Select Payment Type					
nse Fee Payment						
endment of License						
itional Copy of License						
	Your Payment Details					
Total Required Fee	Paid Amount	Outstanding Amount				
105.00	0.00	105.00				
Click He	ere to cont					
Click He	ere to cont					
Amount T Click He	ere to cont					
Click He	ere to cont					
Amount T Click He	ere to cont					
Amount T Click H	ere to cont					
Click H	ere to cont					
Click He	ere to cont					

ayment Type	2 Outstanding Payment	3 Payment Details	Payment Mode	6 Review	6 Submit	Acknowledge	
Note: Ids marked with * . Please take note application. a. Ensure all fi b. If you have additional d c. After payme available (fic d. Please note . Read the payme	are mandatory field e and ensure complia elds are completed. received any acknow etails in the Descript ent has been made, p met scampel, scanned payment via bank trr nt instructions in red	(s). Ince with the instructions viedgement letter / charg ion of Payment field. Jease email F <u>SSC,Billing</u> copies of any letters rece ansfer is available for pay i.	: below. Any failure to folk e report / other letters, pl <u>Collections@mha.gov.sg</u> aived) in order for us to fa yments above or equal to	w these instructions i ease indicate the refe a copy of the receipt cilitate the payment p \$5,000.	may result in delay in rence number under F as well as any suppor rocess.	processing of your Reference No., and any rting documents	
nternet P	ayment Se	ervice	Contact N	umber *:			
nter your name ail Address *: nter your email add	Iress		Enter yo	ur contact number			
eet Name •: nter your street nam or No:	Filli	n you	Unit No:		atior		
nter your floor num	de		Reference	ur unit number			
tal Code •:			, SF/C/0				

- 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.

1 2 3 3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	1 2 3 0 0 0 0 Payment Type Outstanding Payment Payment Details Payment Mode Review Submit Acknowledge
Note: . To pay by eNETS Debit or Credit Card . Select "Payment Mode" as Epayments (eNETS Debit / Credit Card). . From 1th July 2021, eNETS Debit will no longer be available for customers using Clibbank. Customers are advised to check with Clibbank 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 noce 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.	Note: 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 GIRO payment Mode" as GIRO. GIRO 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.
ternet Payment Service	yment Fees: \$105.00 yment Mode: 3IRO Payment Reference Number: Enter your Reference Number Verify ePayment GIRO Reference Number
yments (eNETS Debit / Credit Card) O Next Back	Click the verification button to verify your GIRO Ref.
You are reminded that GIRO will take minimum 14-worki	ing days to complete the transaction.

- 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
 Acknowledgement Letter

	Transaction Reference Number:
	Name:
	Address:
Store Fire Safety Plan V Fire Safety Licencing & Enforcement V Fire Safety Permit & Certification V Shelter Waiver V Payment	
	Contact Number:
	Reference Number:
Internet Payment Services	Submission Number:
	Receipt Number:
GIRO Reference Number has been Successfully Verified	Collection Type:
Next	Payment Mode: GIRO
	Amount (S\$): 57.00
	Transaction Date:
\frown	Transaction Time:
Once you reach your "Acknowledgment I	ttor" Daga, navmant submission has been made
Once you reach your Acknowledgment L	tter rage, payment submission has been made.

Print Page