Singapore Civil Defence Force

Petroleum and Flammable Materials Storage Licence

(Renewal Application- LicenceOne)
Announcement

i) Online Business Licensing System (OBLS) will be replaced by LicenceOne on 4th April 2016

ii) SCDF licences features in LicenceOne

- Petroleum & Flammable Material (P&FM) Storage Licence
- Petroleum & Flammable Material (P&FM) Transportation Licence
- Temporary Change Of Use (TCU)
How to renew Petroleum & Flammable Materials Storage Licence?

1. SCDF Website (www.scdf.gov.sg)
   Fire Safety > e-Services > Petroleum & Flammable Storage Licence > Renew

OR

2. LicenceOne Homepage (https://licence1.business.gov.sg)
Renew Petroleum & Flammable Material (P&FM) Storage Licence

1. Click “LOGIN”
2. Select either “CorpPass, SingPass or LicenceOne ID” to Login the form
Renew Petroleum & Flammable Material (P&FM) Storage Licence

1. Click “Licence Application”
2. Select “Renew Expiring Licence”
Renew Petroleum & Flammable Material (P&FM) Storage licence

1. Click “I don’t have RRN“
2. Select SCDF-Singapore Civil Defence Force
Renew Petroleum & Flammable Material (P&FM) Storage licence

1. Check the radio button and Click “Next”
Renew Petroleum & Flammable Material (P&FM) Storage Licence

1. Enter correct File Reference, Licence and Submission ID

   Click “Search” button to proceed to next page

   Key in the latest File Reference, Licence and Submission No.

   Click Next to proceed to next step.
Renew Petroleum & Flammable Material (P&FM) Storage Licence

General Information

Click Agree button to accept the Terms and Conditions.

*Note: Filer particulars are pre-populated based on login user profile selection.

Click Next to proceed to next step.

Save as Draft

Note: User can click Save or Save & Exit at any time during the application process to save the record before submitting. All saved records can be retrieved in Applications → Draft. They will be kept for 90 Days from the date of creation, after which, the application will lapse.
# Renew Petroleum & Flammable Material (P&FM) Storage Licence

## Application Details

### Licence Information

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>J&amp;M CONSULTANCY &amp; TUTOR*</th>
<th>Current Licence Expire Date</th>
<th>23/02/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Reference No</td>
<td>FMS/0117176</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Company Details

<table>
<thead>
<tr>
<th>Name of Company / Business</th>
<th>J&amp;M CONSULTANCY &amp; TUTOR*</th>
<th>Registration (RCB) No</th>
<th>62825324C</th>
</tr>
</thead>
</table>

### Business Operating Address

- **Postal Code**: 059576
- **Street Name**: DUMMY STREET NAME
- **Unit Number**: E.g. 05-01
- **Level**: E.g. 05-01

*Note: Licence information, Company Details and Business Operating Address are pre-populated based on previous submission*

Click [ ] to edit the business operating address (if applicable)
Renew Petroleum & Flammable Material(P&FM) Storage Licence
Application Details

**Applicant Particulars**
- **Name**: Jack
- **Mobile Number**: 93652489
- **Office Tel Number**: 60000000
- **Fax Number**: 66487125
- **Email**: publicuser1017@testuser.com

**Storage Address**
- **Postal Code**: 400017
- **Unit Number**: E g. 05-01
- **Building Name**: EUNOS CRESCENT
- **Premise Type**: LPG CENTRALISED STOR
- **Location Type**: MAINLAND

**Fire Safety Certificate for storage of P&FM issued by SCDF**
- Can **Add** multiple FSC number

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Click ☑️ to edit the applicant particulars (if applicable)
Click ☑️ to edit the Premise & Location Type (if applicable)
Click ☑️ to edit or add the FSC (if applicable)
Renew Petroleum & Flammable Material (P&FM) Storage Licence Application Details

### Storage (Substance Type)

- **Substance Type**
  - Please Select
- **Substance Name**
  - Please Select
- **Storage Type**
  - Please Select
- **Capacity**
  - Litres

**Add** multiple substance

**Edit / Remove** Button

### Summary of Total Capacity

<table>
<thead>
<tr>
<th>Substance Type</th>
<th>Total Capacity (Kg/Litres)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM Solid</td>
<td>0 Kg</td>
</tr>
<tr>
<td>P&amp;FM Liquid</td>
<td>20000 Litres</td>
</tr>
<tr>
<td>FM Gas</td>
<td>0 Kg</td>
</tr>
</tbody>
</table>
Renew Petroleum & Flammable Material (P&FM) Storage Licence

Application Details

**Add substance**
1) Select substance type (eg. Petroleum, FM Liquid or FM Gas)
2) Choose product name in Substance Name
3) Select “Bulk” or “Package”
4) Choose Storage Type
5) Enter the total storage quantity for the selected product
6) Click **Add** to confirm

Click **Proceed** to go to next page
Renew Petroleum & Flammable Material (P&FM) Storage Licence

Upload Supporting Documents

<table>
<thead>
<tr>
<th>Petroleum / Flammable Materials Storage Licence</th>
<th>Type</th>
<th>Attachment</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Plan (Mandatory)</td>
<td></td>
<td></td>
<td>ONLINE UPLOAD</td>
</tr>
<tr>
<td>Temporary Fire Permit / Fire Safety Certificate (Issued by other agencies)</td>
<td></td>
<td></td>
<td>ONLINE UPLOAD</td>
</tr>
<tr>
<td>Letter of Undertaking on Safe Handling of LPG Installation</td>
<td></td>
<td></td>
<td>ONLINE UPLOAD</td>
</tr>
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<td></td>
<td></td>
<td>ONLINE UPLOAD</td>
</tr>
<tr>
<td>LPG Checklist</td>
<td></td>
<td></td>
<td>ONLINE UPLOAD</td>
</tr>
<tr>
<td>Acknowledgement Letter for Emergency Response Plan (Mandatory)</td>
<td></td>
<td></td>
<td>ONLINE UPLOAD</td>
</tr>
<tr>
<td>Approved Letter</td>
<td></td>
<td></td>
<td>ONLINE UPLOAD</td>
</tr>
<tr>
<td>Professional Engineer’s Certification Documents for the Planned LPG System</td>
<td></td>
<td></td>
<td>ONLINE UPLOAD</td>
</tr>
</tbody>
</table>

Click **Upload** to upload the document

Select **Online or Offline Submission** to submit document. Only for non-mandatory

Click **Next** to proceed to next step.
Renew Petroleum & Flammable Material (P&FM) Storage Licence

Review and Declaration

Click [Print] to print the application

Click [Preview] to preview the application

Tick the checkbox to declare

Click [Submit]
Renew Petroleum & Flammable Material (P&FM) Storage Licence Submitted Application

Enquiring application status thru LicenceOne (Click Applications) or contact SCDF officers

If required, click Edit to modify the Submission Name

Click Print

Click Close
Renew Petroleum & Flammable Material (P&FM) Storage Licence

Online Payment

Make online payment thru SCDF website (https://eservices.scdf.gov.sg/fisops/SCDF-ESERVICES.action?app=EPAYMENT) OR

* Please note that you can only make payment after you have received the acknowledgement letter from SCDF
Renew Petroleum & Flammable Material (P&FM) Storage Licence

Online Payment

Make online payment thru LicenceOne (Under “Payments”)

1. Click MY PORTFOLIO >> PAYMENTS
2. Search Payment Advice
3. Select Unpaid Payment Advice(s) and click Make Payment to make payment online.
Renew Petroleum & Flammable Material (P&FM) Storage Licence

Problem in accessing LicenceOne?
Contact LicenceOne Helpdesk at +65 6774 1430
The call centre provides helpdesk support:
Mondays to Fridays 8:00am to 8:00pm,
Saturdays from 8:00 am to 2:00pm
excluding Sundays and Public Holidays.
OR
email to Support Email: licences-helpdesk@crimsonlogic.com

Information Required:
✓ Your Name
✓ System function that encountered problem
✓ Licence having issue(s) (if applicable)
✓ Issue description (with steps taken & screenshot if possible)
✓ Date and Time of issue
✓ Your Email Address and Contact Number

For more information on licence requirements, please contact the respective SCDF at 68481472 or email SCDF_FMS@scdf.gov.sg
THANK YOU