Singapore Civil Defence Force

Petroleum and Flammable Materials Transportation 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 Transportation 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) Transportation Licence

1. Click “LOGIN”
2. Select either “CorpPass or SingPass” to login the form.
3. Only Foreigner (Foreign company not registered under ACRA) can login to Licence One ID.
Renew Petroleum & Flammable Material (P&FM) Transportation Licence

1. Click “Licence Application”
2. Select “Renew Expiring Licence”

Click “Renew Expiring Licence”
Renew Petroleum & Flammable Material (P&FM) Transportation Licence

1. Click “I don’t have RRN”

2. Select SCDF - Singapore Civil Defence Force

Select SCDF - Singapore Civil Defence Force
Renew Petroleum & Flammable Material (P&FM) Transportation Licence

1. Check the radio button and Click “Next”

Click the radio button to select P&FM transportation application

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

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) Transportation 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) Transportation Licence Application Details

**Licence Information**

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>THE JEWEL CHEST</th>
<th>Current Licence Expiry Date</th>
<th>23/02/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Reference No.</td>
<td>FMT/015/16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Company Details**

<table>
<thead>
<tr>
<th>Name of Company/Business</th>
<th>THE JEWEL CHEST</th>
<th>Registration (RCR) No.</th>
<th>52963095L</th>
</tr>
</thead>
</table>

**Applicant Particulars**

- **Salutation**: Please Select
- **Name**: Mohanirtharan
- **Identification Type**: FIN
- **Identification Number**: N34643240
- **Nationality**: Please Select
- **Designation**: Managing Director
- **Office Tel Number**: 66461440
- **Home Tel Number**: 60000000
- **Mobile Number**: 90000000

*Note: Licence information, Company Details and Applicant Particulars are pre-populated based on previous submission.*

Click □ to edit the business operating address (if required)
Renew Petroleum & Flammable Material (P&FM) Transportation Licence

Application Details

Click to edit the transportation and unit capacity (if applicable)

Select Substance Type to edit or add substance (if required)

Click to change the Centralised Store, Supplier or LPG Brand info (if applicable)

Can Add multiple substance

Edit / Remove Button
Renew Petroleum & Flammable Material (P&FM) Transportation Licence Application Details

**Inspection Centre Details**
- Click to edit Inspection Centre details (if required)

**Hazardous Transportation Driver's Permit**
- Enter Driver's information (if required)
- Can Add multiple Transport Driver's Permit
- Click Proceed to proceed to next step.

**Edit / Remove Button**
Renew for Petroleum & Flammable Material (P&FM) Transportation Licence

You are required to upload mandatory documents such as:
1. Certificate of Vehicle Inspection
2. Acknowledgement letter of Transportation Emergency Response Plan

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

Click Upload to upload the document.

Click Next to proceed to next step.
Renew Petroleum & Flammable Material (P&FM) Transportation Licence Review and Declaration

Click to print the application

Click to preview the application

Tick the checkbox to declare

Click Submit
Renew Petroleum & Flammable Material (P&FM) Transportation 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 for Petroleum & Flammable Material (P&FM) Transportation 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) Transportation Licence

Online Payment

Make online payment thru LicenceOne (Under “Payments”)

View Payment Advice details

Click MY PORTFOLIO >> PAYMENTS

Search Payment Advice

Select Unpaid Payment Advice(s) and click Make Payment to make payment online.
Renew Petroleum & Flammable Material (P&FM) Transportation 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_FMI_FMT@scdf.gov.sg
THANK YOU