SCDF Petroleum and Flammable Materials Transportation Licence (New Application)

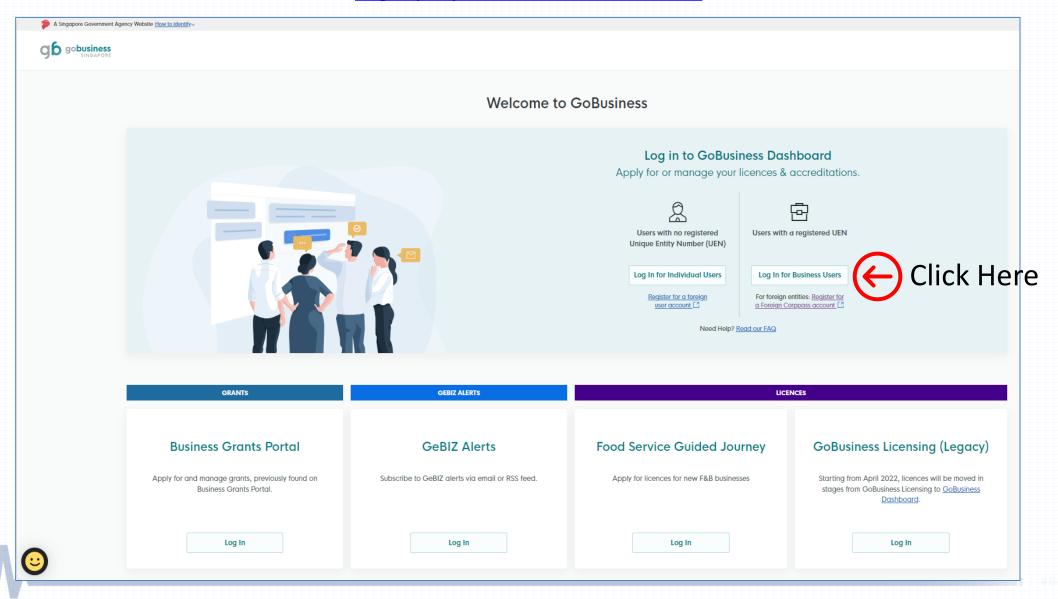


<u>Index</u>

S/N	<u>Topic</u>	<u>Slide</u>
1.	GoBuiness Login Page	3
2.	Apply New Transport Licence	4 to 6
3.	General Information	7 to 8
4.	Application Details	9
4a.	Transport Type	
	(j) Lorry (Bulk)	10
	(ii) Lorry (Package)	11
	(iii) Van (Package)	12
	(iv) Prime Mover (With Trailer)	13
	(v) Prime Mover (No Trailer)	14
	(vi) Road Tanker (Bulk)	15
	(vii) Trailer (Package / Bulk)	16
4b.	Substance Type	17
	(j) FM Gas / FM Solid / FM Liquid / Petroleum	18
	(ii) LPG / Diesel / CWC	19
	(iii) LPG required information	20
4c.	Inspection Centre Details	21
4d.	Hazardous Transport Driver Permit	22
4e.	Transport Licence Duration	23
4f.	Upload Document	24 to 27
5.	Review Form	
6.	Declaration	30
7.	Payment Summary	31
8.	Application Submitted	32
9.	SCDF E-Services Payment	33 to 38



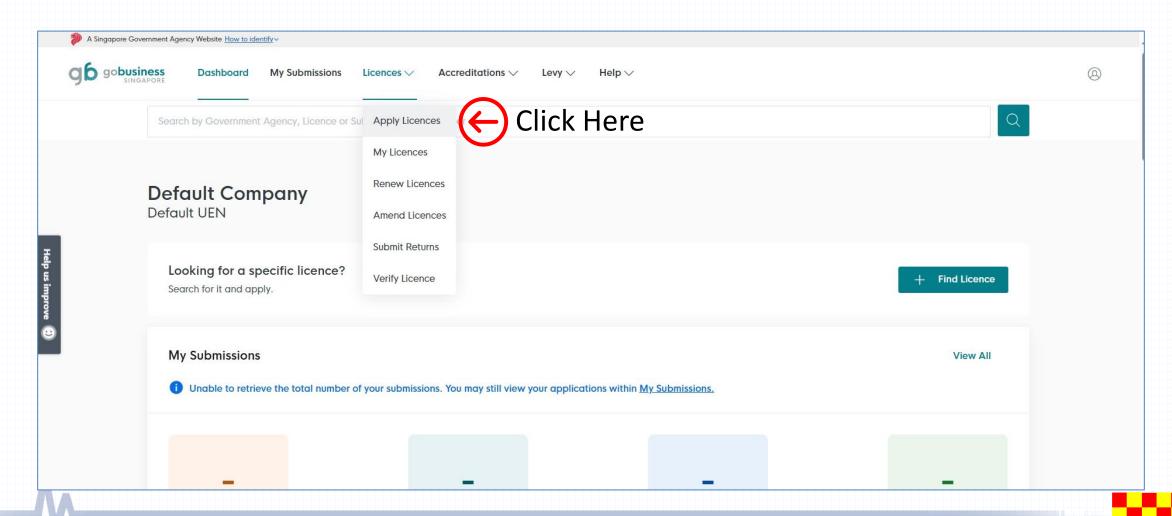
Login | My Dashboard - GoBusiness





New Licence Application

Under Licences tab, select "Apply Licences"



Select Transport Licence Application

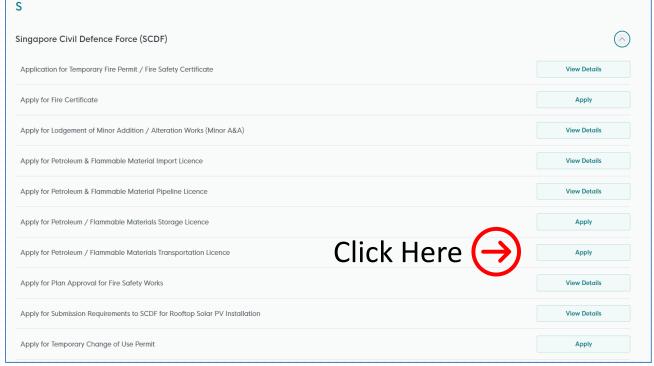
Scroll down the website and look for letter "S" for SCDF

• Click onto the V dropdown arrow for the dropdown list

Click the apply button ______for "Apply for Petroleum / Flammable Material Transportation

Licence"

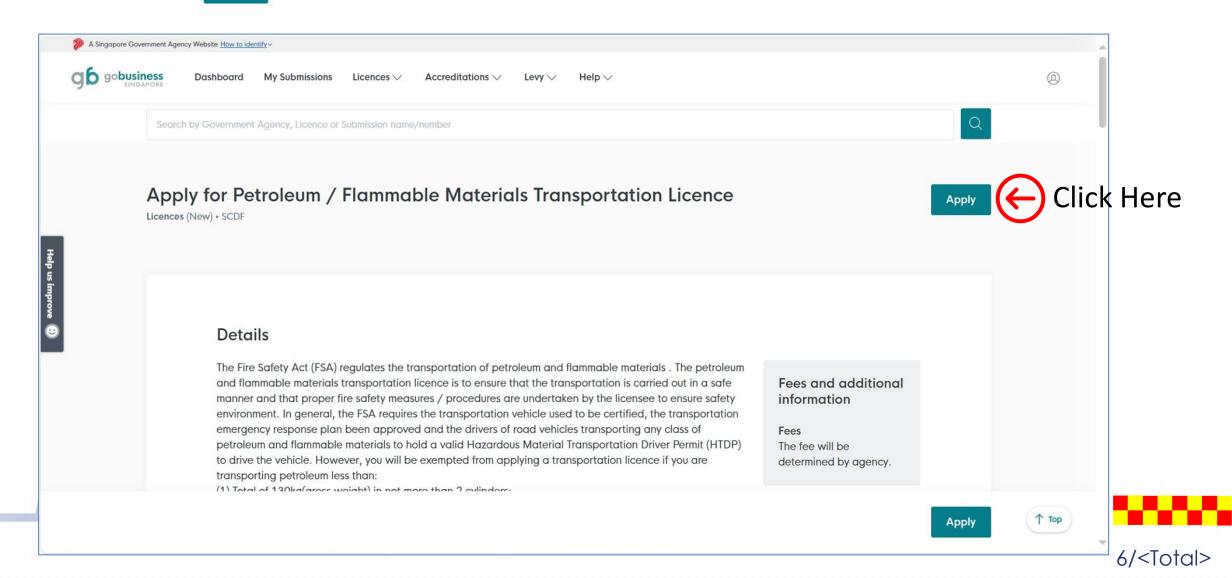






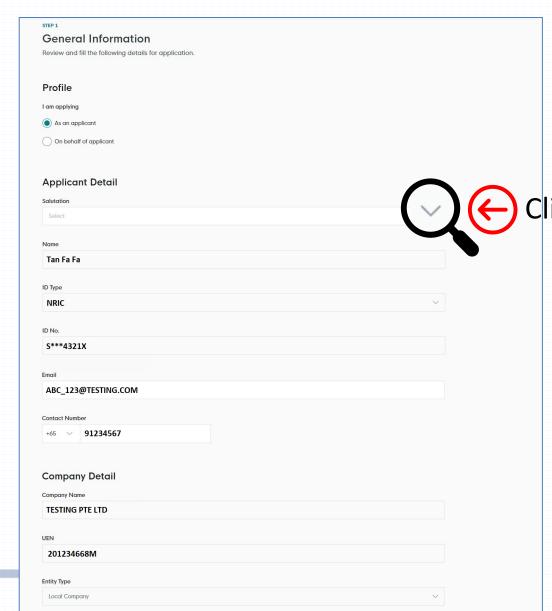
Apply for Petroleum / Flammable Materials Transport Licence

Click the Apply button



Step 1: General Information

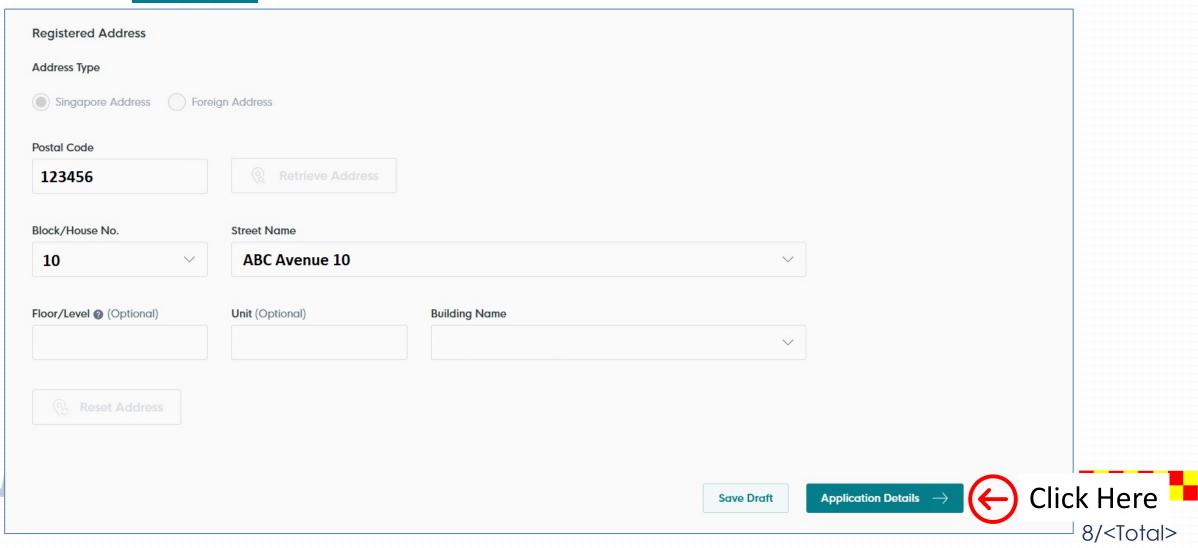
- If you are the applicant, you may select as:
 "As an applicant"
- The applicant Details are auto-populated from CorpPass, except for the salutation, which you need to select.
- Click to select the salutation.
- If you are applying on behalf of the licence owner, you may select as:
 "On behalf of applicant"
 - 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.





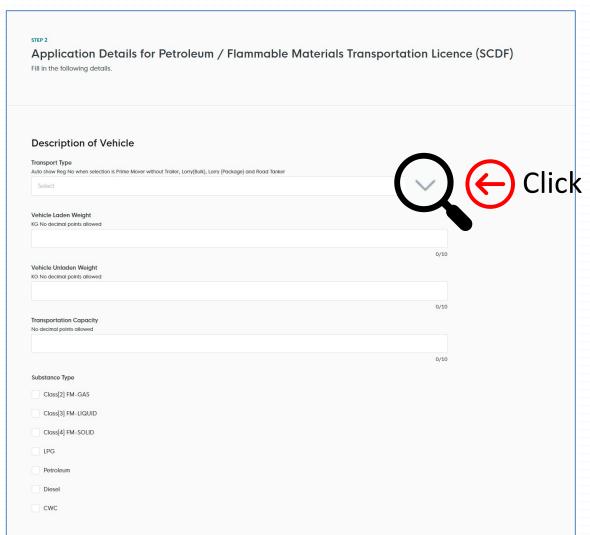
Step 1: General Information

- After verifying your information, you may proceed to enter into Application Details
- ullet Application Details ullet



Step 2: Application Details

- Definition of:
 - Package transport:
 Each package quantity LESS than
 250L of water capacity
 - Bulk transport: Each package quantity of 250L of water capacity and ABOVE
- Click the dropdown arrow to select the transport type. E.g. Lorry (Package), Lorry (Bulk), Road Tanker (Bulk), etc.
- Fill in all the required fields





Step 2: Application Details – Transport Type: Lorry (Bulk)

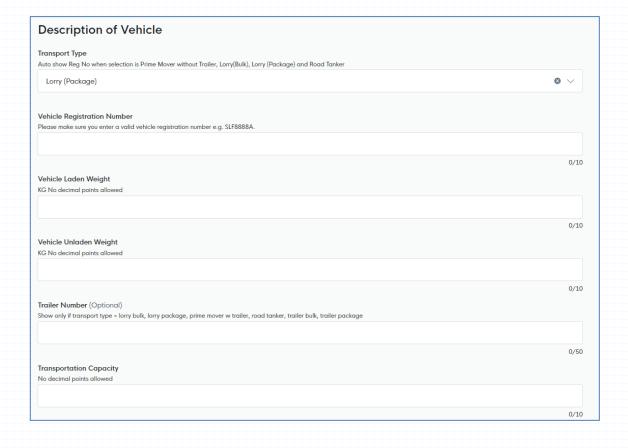
- Required fields to be filled:
 - ❖ Vehicle Registration Number
 - ❖ Vehicle Laden & Unladed weight
 - Tank Serial Number
 - Transportation Quantity
- To provide if available (Optional):
 - Hydrostatic Test Date
 - Radiographic Test Date
 - Trailer Number





Step 2: Application Details – Transport Type: Lorry (Package)

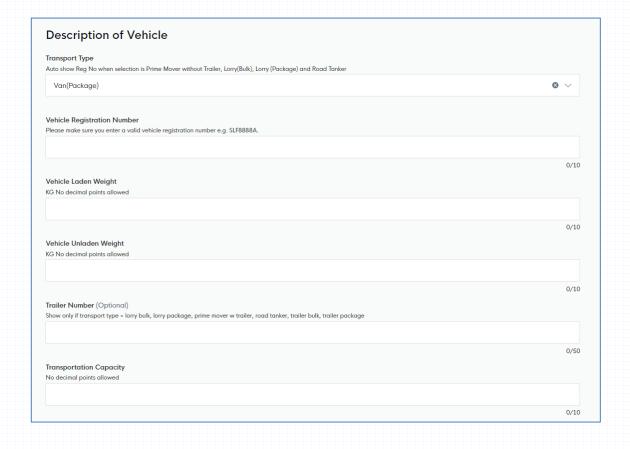
- Required fields to be filled:
 - ❖ Vehicle Registration Number
 - ❖ Vehicle Laden & Unladed weight
 - Transportation Quantity
- To provide if available (Optional):
 - Trailer Number





Step 2: Application Details – Transport Type: Van (Package)

- Required fields to be filled:
 - ❖ Vehicle Registration Number
 - ❖ Vehicle Laden & Unladed weight
 - Transportation Quantity
- To provide if available (Optional):
 - Trailer Number





Step 2: Application Details – Transport Type: Prime Mover (With Trailer)

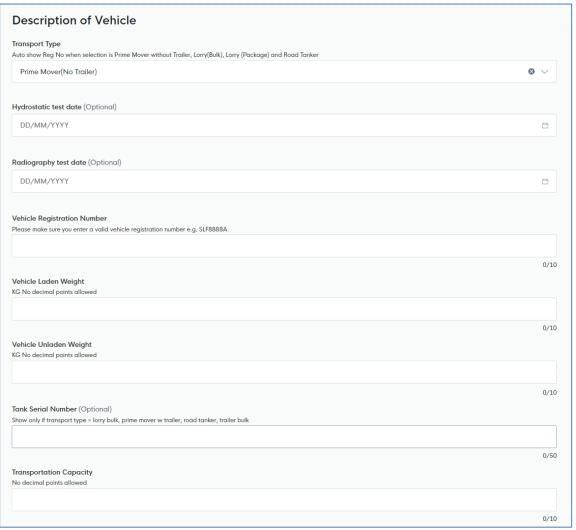
- Required fields to be filled:
 - ❖ Vehicle Registration Number
 - ❖ Vehicle Laden & Unladed weight
 - Trailer Number
 - Transportation Quantity
- To provide if available (Optional):
 - Hydrostatic Test Date
 - Radiographic Test Date
 - Tank Serial Number





Step 2: Application Details – Transport Type: Prime Mover (No Trailer)

- Required fields to be filled:
 - ❖ Vehicle Registration Number
 - ❖ Vehicle Laden & Unladed weight
 - Transportation Quantity
- To provide if available (Optional):
 - Hydrostatic Test Date
 - Radiographic Test Date
 - Tank Serial Number

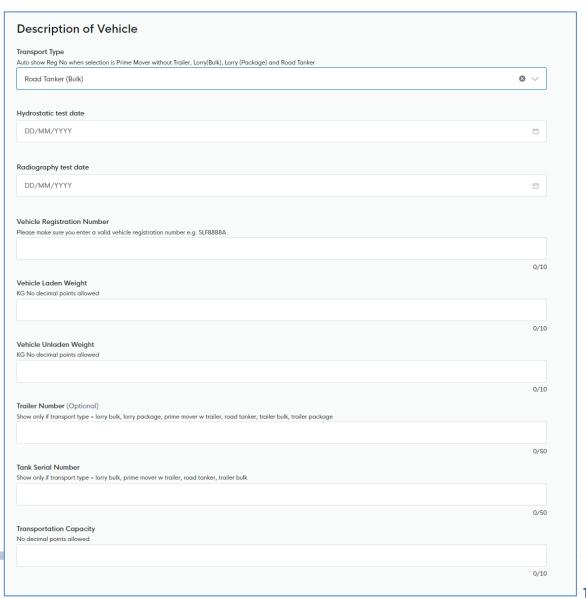




14/<Total>

Step 2: Application Details – Transport Type: Road Tanker (Bulk)

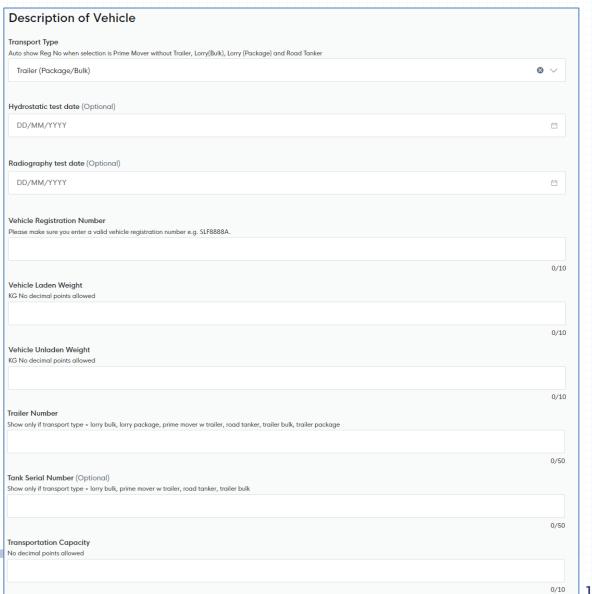
- Required fields to be filled:
 - Hydrostatic Test Date
 - Radiographic Test Date
 - ❖ Vehicle Registration Number
 - ❖ Vehicle Laden & Unladed weight
 - Tank Serial Number
 - Transportation Quantity
- To provide if available (Optional):
 - Trailer Number





Step 2: Application Details – Transport Type: Trailer (Package / Bulk)

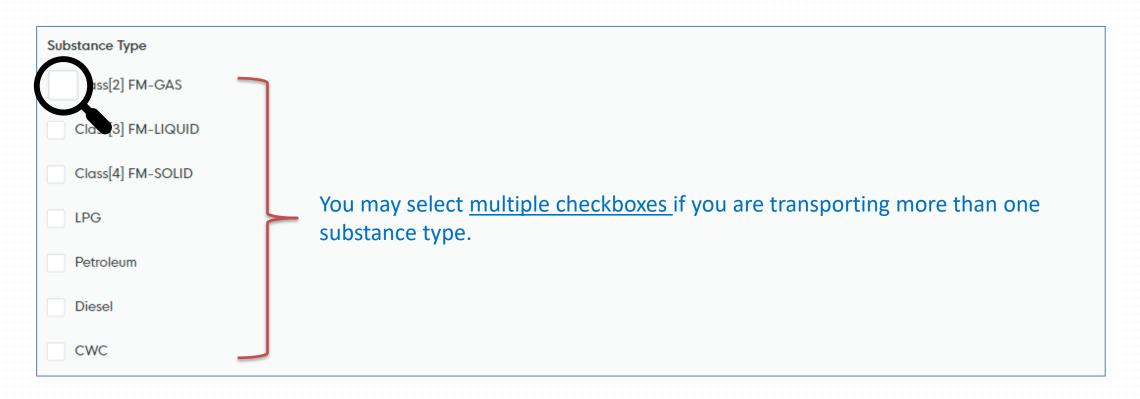
- Required fields to be filled:
 - ❖ Vehicle Registration Number
 - ❖ Vehicle Laden & Unladed weight
 - Trailer Number
 - Transportation Quantity
- To provide if available (Optional):
 - Hydrostatic Test Date
 - Radiographic Test Date
 - Tank Serial Number





Step 2: Application Details – Substance Type

Select the substance type by checking the corresponding checkbox

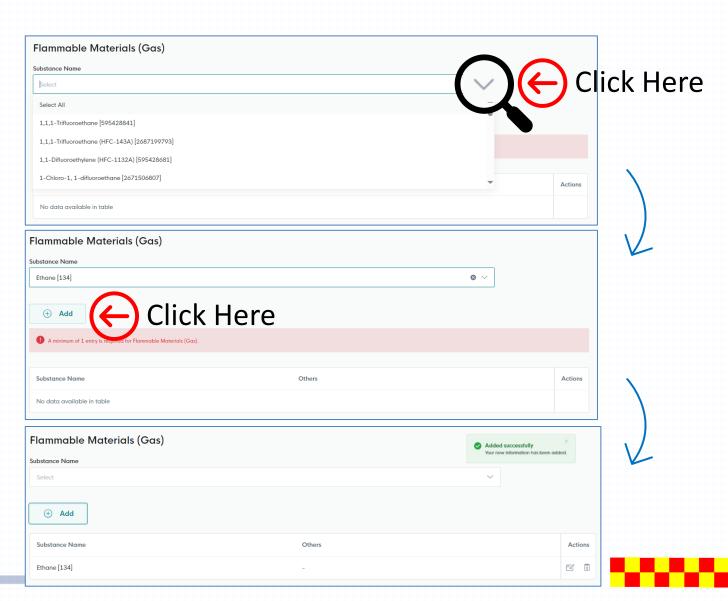




Step 2: Application Details – Substance Type (FM Gas / FM Solid / FM Liquid / Petroleum)

- 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 / FM 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

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

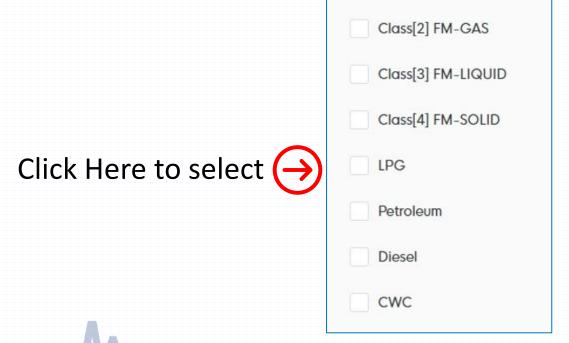


Step 2: Application Details – Substance Type (LPG / Diesel / CWC)

a) Click the __ checkbox to select the chemical

Substance Type

b) May click multiple chemicals

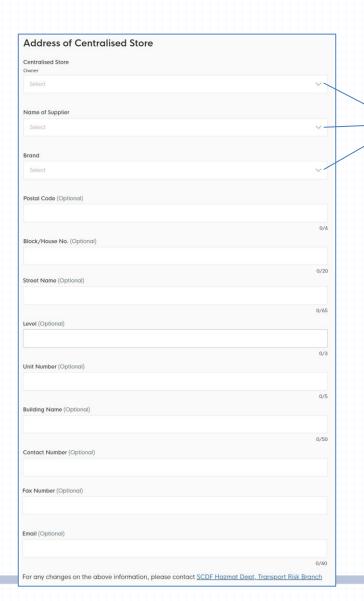


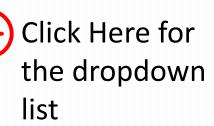
Chemical Weapons Convention Substance Name 1,3-Bis(2-chloroethylthio)-n-propane [771040] 1,4-Bis(2-chloroethylthio)-n-butane [771074] 1,5-Bis(2-chloroethylthio)-n-pentane [771039] 2-(N,N-DIISOPROPYLAMINO)ETHANOL [2818500491] 2-Chloroethylchloromethylsulfide [771042] Bis(2-chloroethylthio)methane [771057]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



Step 2: Application Details – Substance Type (LPG)

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

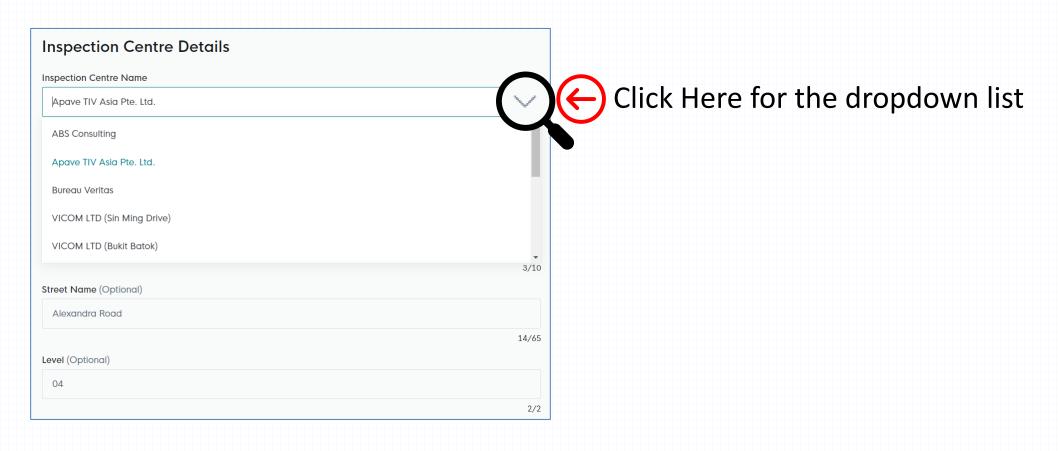






Step 2: Application Details – Inspection Centre Details

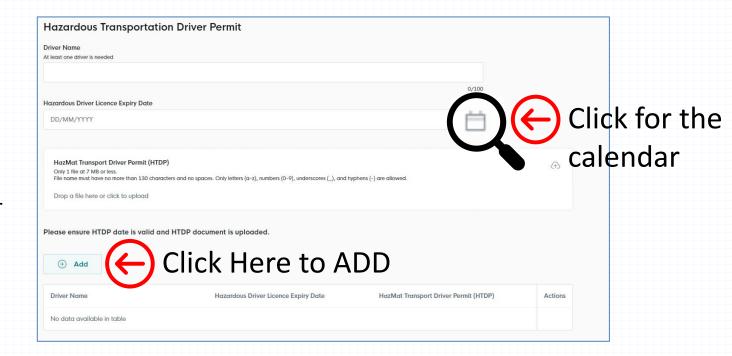
• Click onto the \vee dropdown arrow and select the Inspection Centre





Step 2: Application Details – Hazardous Transportation Driver Permit

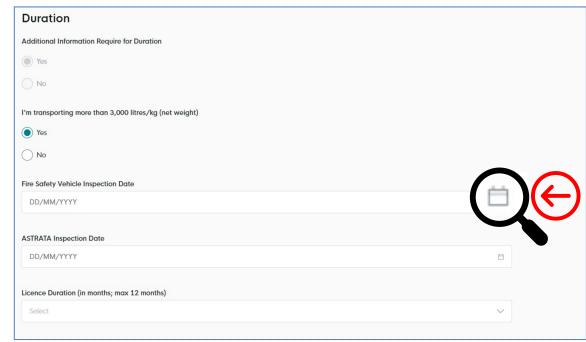
- a) Fill in the Driver Name
- b) Click onto the to select the hazardous driver licence expiry date
- c) Upload the driver permit licence *ensure no spaces in between file name
- d) Click Add button to add the driver in the list.
- e) Repeat step (a), (b), (c), (d) if there is more than one hazardous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





Step 2: Application Details – Transport Licence Duration

- a) Transport quantity more than3,000 litres / kg
 - 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)



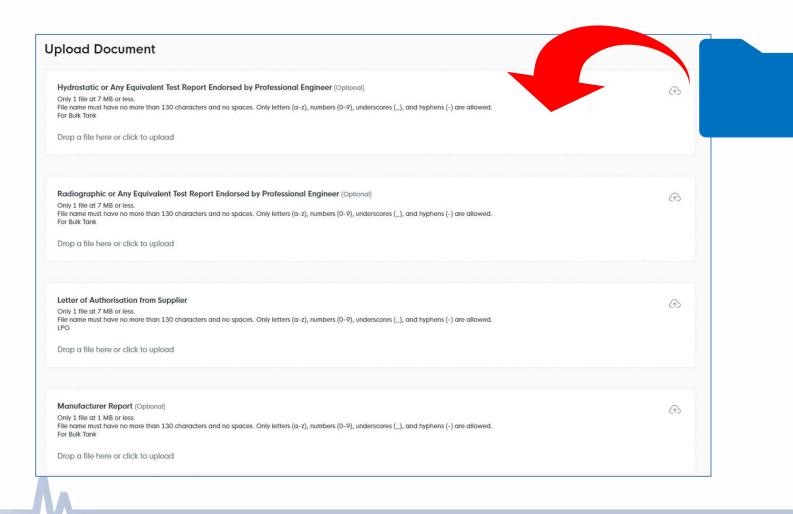
Click for the calendar





Step 2: Application Details – Upload Document

Upload document in this section.



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



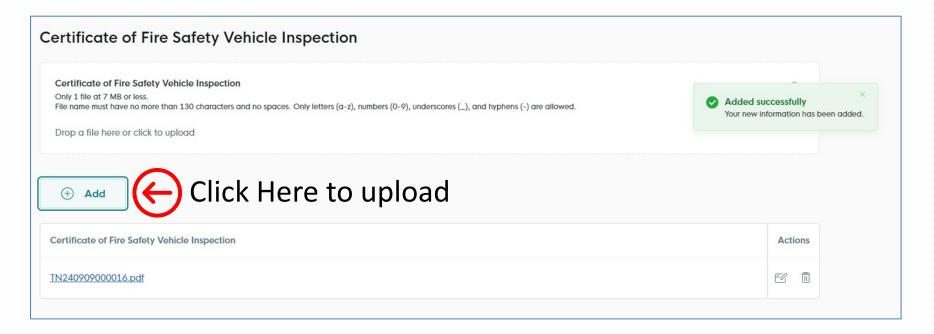
Step 2: Application Details – Upload Document (Required)

- 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)

- a) Upload document
 *ensure no spaces in between file name
- b) Click Add button to upload the document
- c) Repeat step (a), (b) if there is more than one document





Step 2: Application Details – Complete

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





Step 3: Review Form

• To check and ensure information submitted are accurate





Step 3: Review Form (Complete)

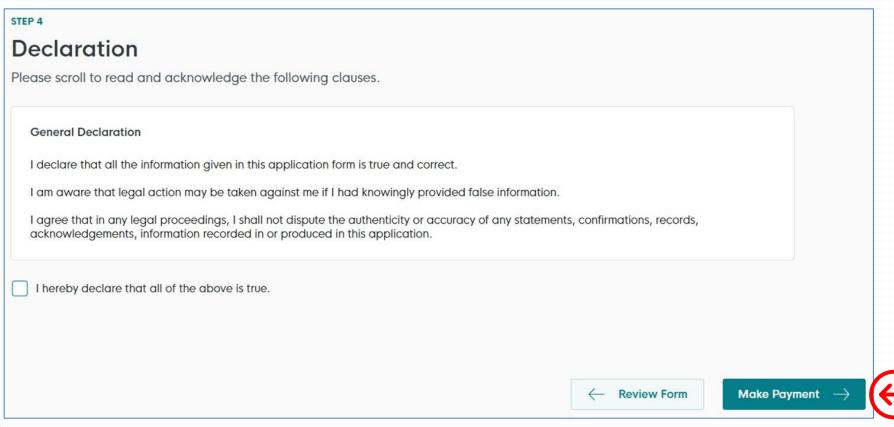
- Click ← Back to Edit if information requires to amend
- Click Declaration → to proceed to the next page and no more amendment is allowed for next page





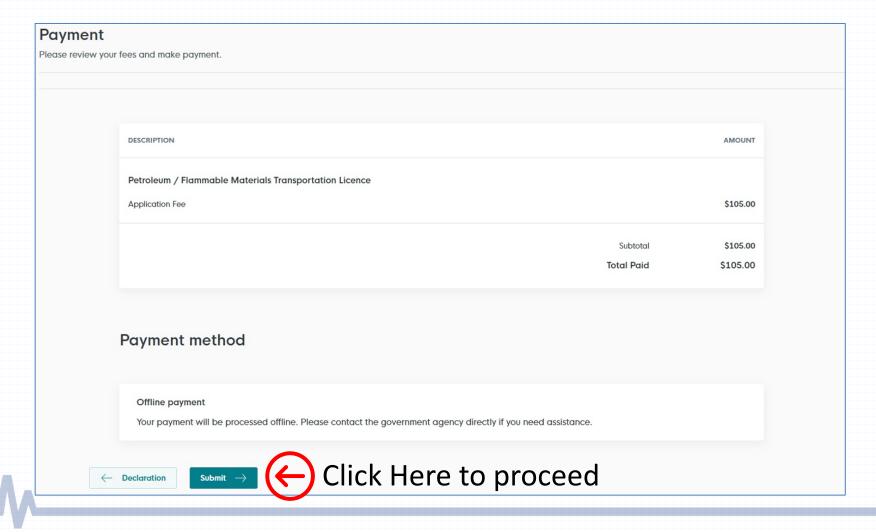
Step 4: Declaration

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



Payment Summary

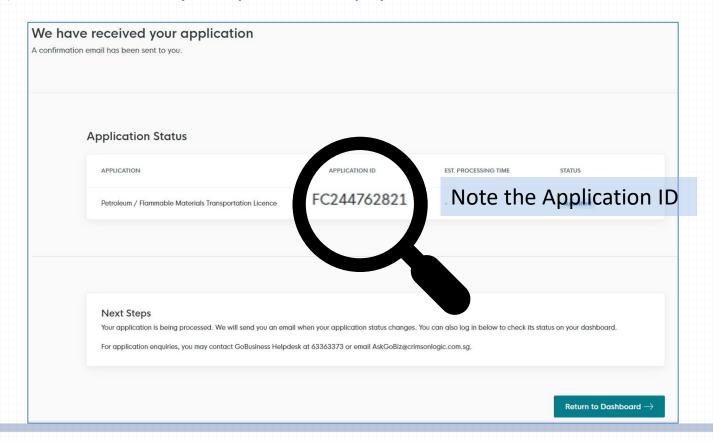
• Click Submit → to proceed to the next page





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





SCDF E-Service Payment Guide

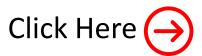


SCDF E-Services



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

Internet Payment Services





- ! 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

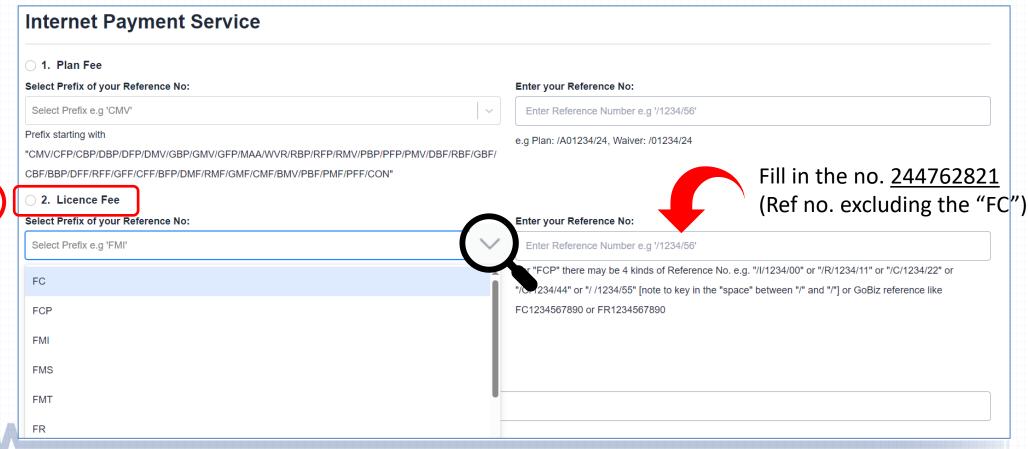
Select Licence Fee and click dropdown arrow to select "FC".

Click

Here

select

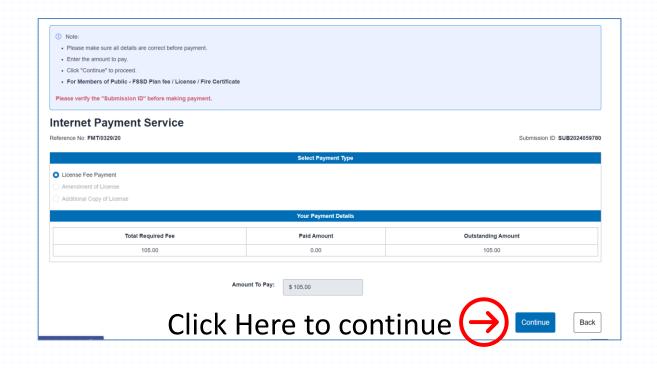
Fill in your Reference No. in the box given and click "Next" to proceed next page
 (It can be found in the email confirmation or after submitting your application. e.g. FC244762821)

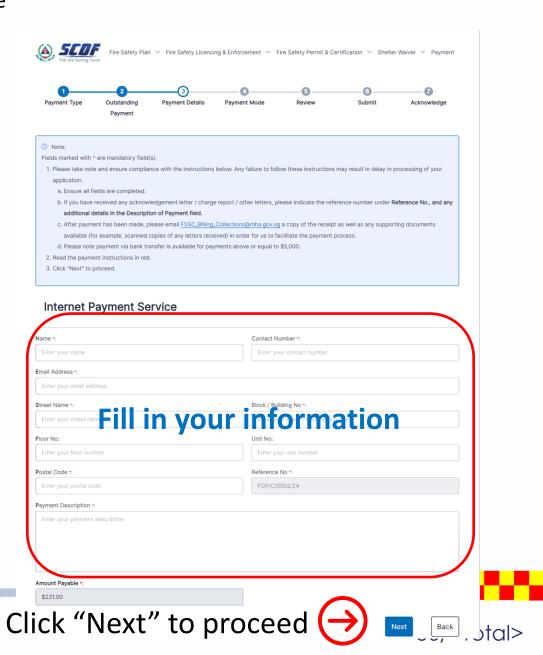




Internet Payment Service

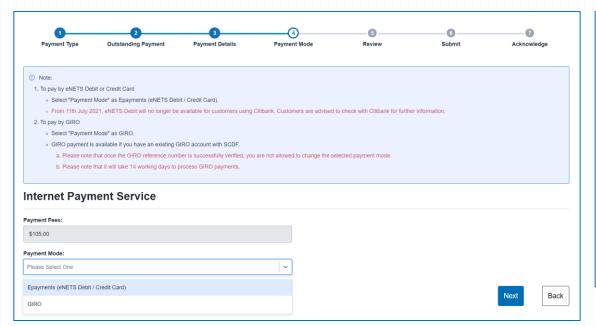
- Click continue button to proceed to next page
- Requires to fill in all the * fields and click next to proceed

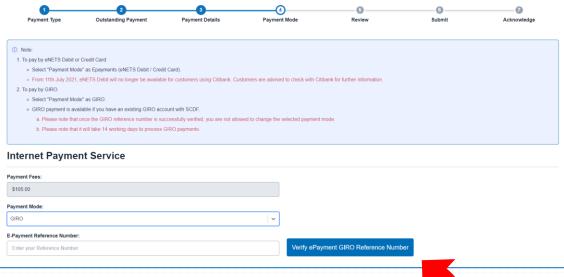




Internet Payment Service

- 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.





Click the verification button to verify your GIRO Ref.

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

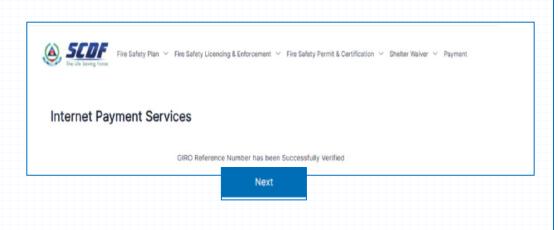


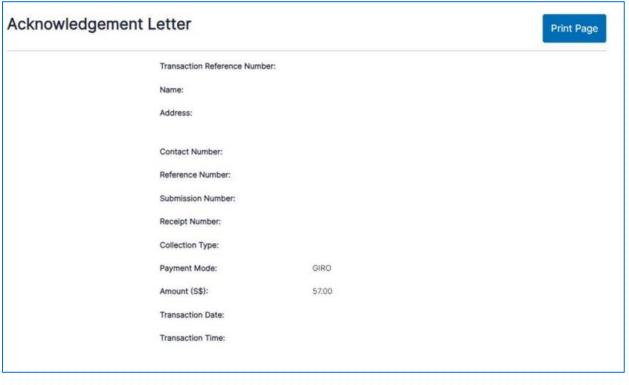
Internet Payment Service – Complete Payment Page

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





Once you reach your "Acknowledgment Letter" Page, payment submission has been made.

