SCDF Fire Certificate Application using FSC / CSC Reference Number

Version 2.1

As of 30 May 2024

Before begin:

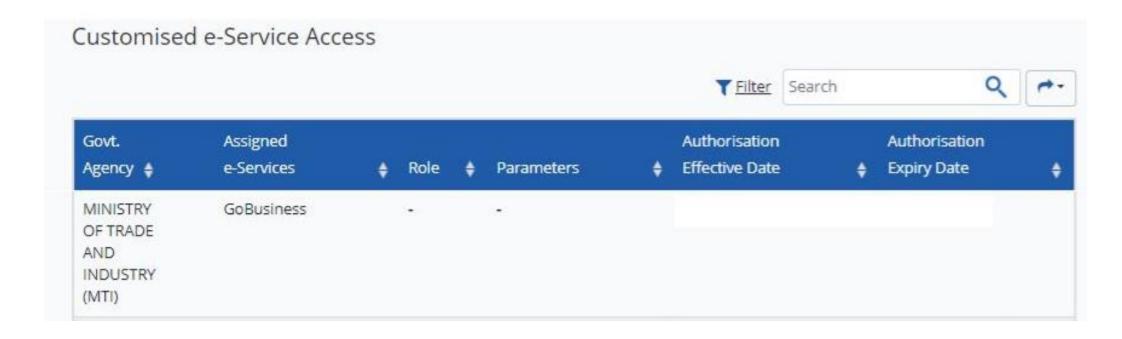
Please take 5 to 10 minutes to understand the process in submitting your application via GoBusiness.

If you have any difficulty accessing, please contact GoBusiness helpdesk at 6336 3373 or AskGoBiz@crimsonlogic.com.sg

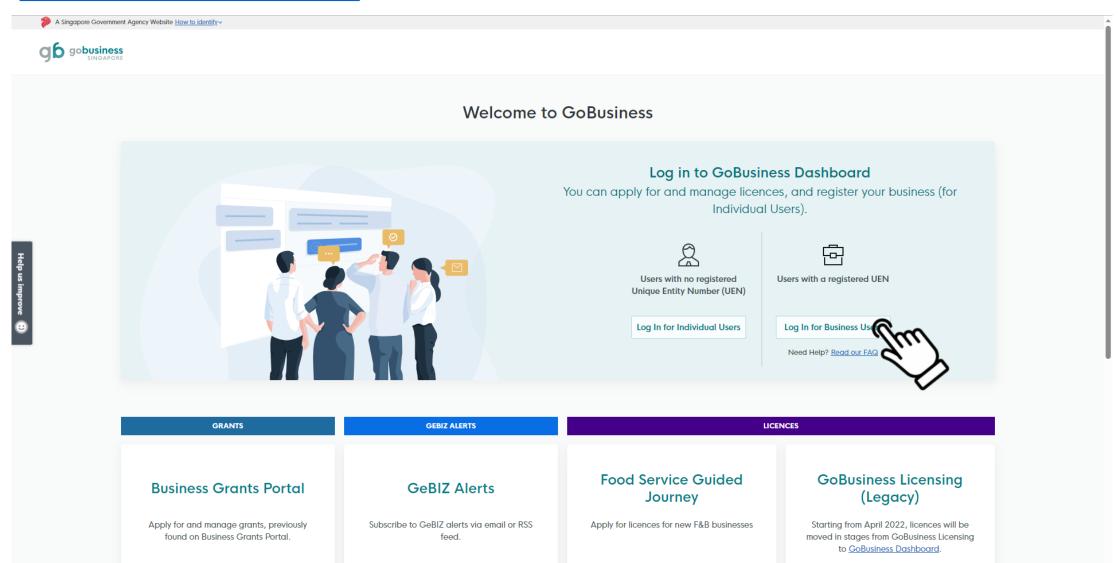
For enquires on GIRO, GIRO application status, GIRO Reference number or Finance matters, please email to fssc billing collections@mha.gov.sg.

Set-up to access GoBusiness

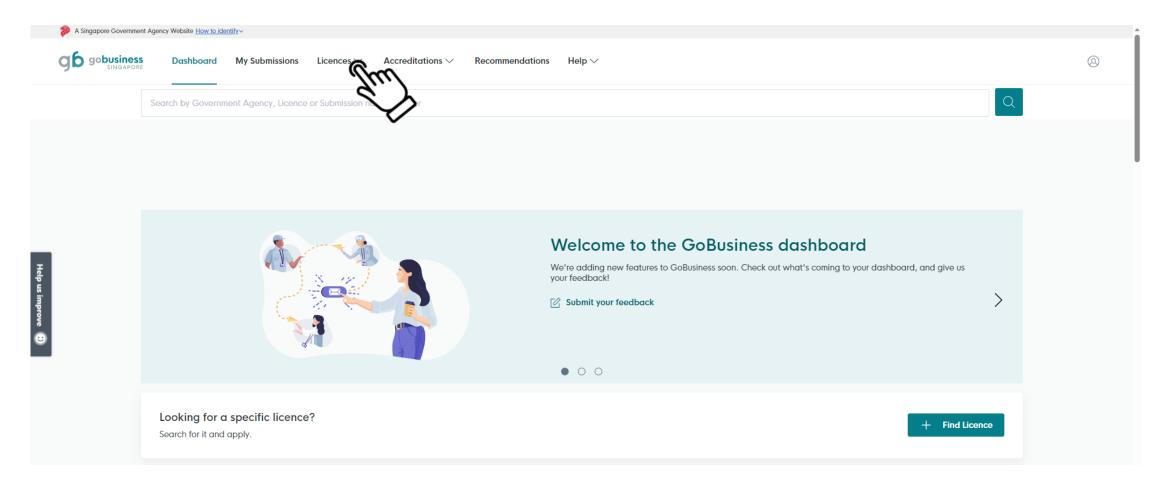
• Please ensure that the CorpPass administrator has selected "Ministry of Trade and Industry (MTI)" and "GoBusiness" as shown below in the CorpPass website (www.corppass.gov.sg).



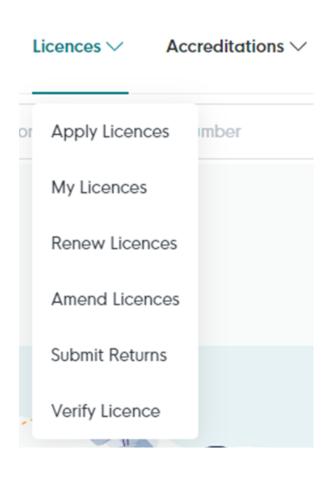
Go to: https://www.gobusiness.gov.sg/browse-all-licences/singapore-civil-defence-force-(scdf)/fire-certificate



Welcome to the GoBusiness Dashboard



After logging in using Corppass, go to "Licences"

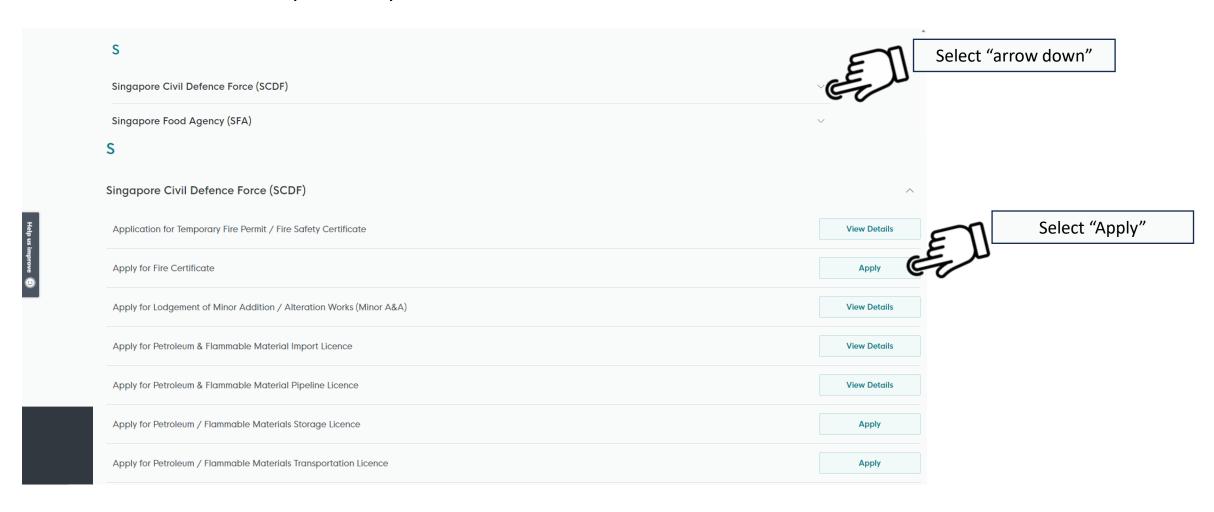


 For applicant applying for the first time using GoBusiness or applying for new Fire Certificate, select "Apply Licences"

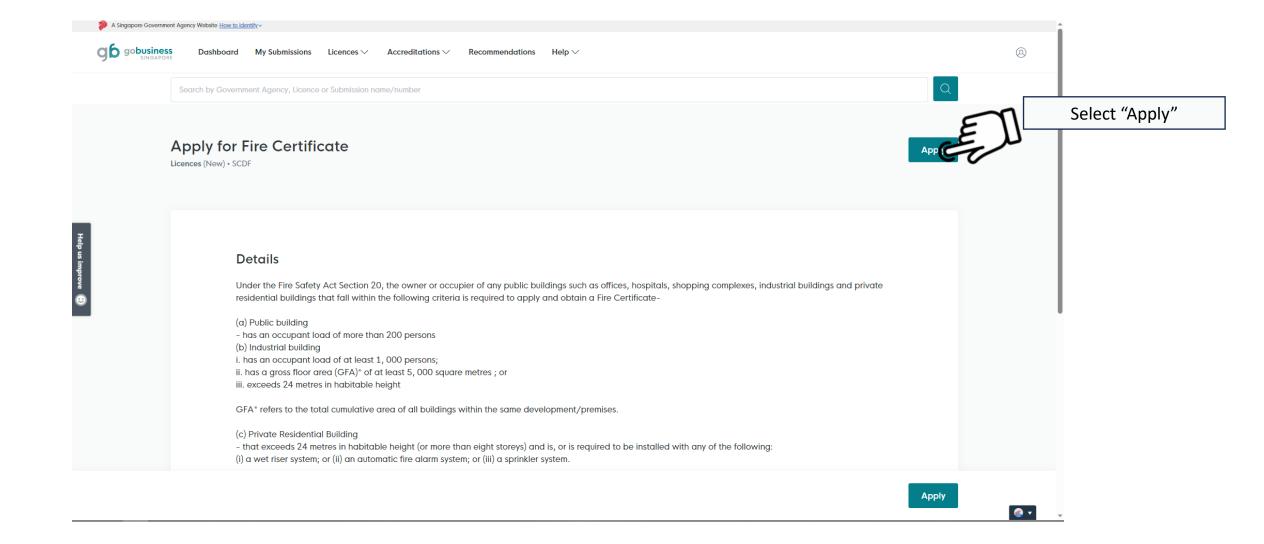
 For applicant who have applied using GoBusiness and intend to renew the Fire Certificate, select "Renew Licences"

 To amend their contact information for Fire Certificate <u>AFTER APPROVAL</u>, select "<u>Amend</u> <u>Licences</u>"

"Apply Licences" – Scroll down to "S" and find "Singapore Civil Defence Force (SCDF)"



Apply for Fire Certificate



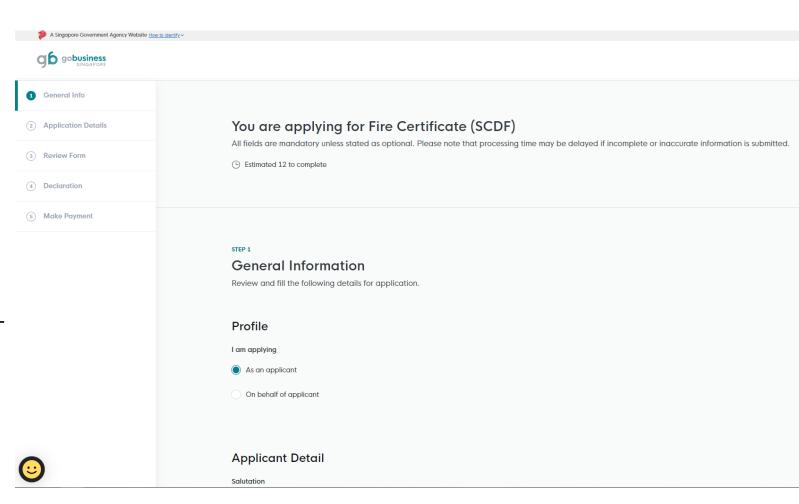
1) General Info

If you are the direct applicant, select as "As an applicant"

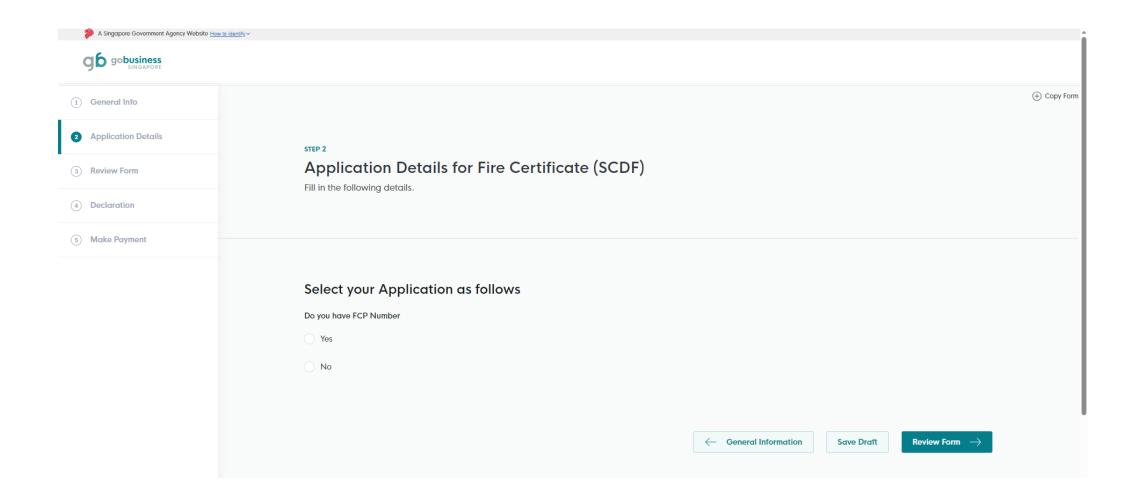
If you are applying on behalf for the Building Owner / MCST, select as "On behalf of applicant"

Information of Applicant Details is autopopulated from CorpPass.

If your information at Registered Address is not recognized, fill in your address as "Foreign Address".



2) Application Details



2) Application Details

If you do not have FCP Reference Number, Select "No" and choose one Building Type.

You are required to have following certificate ready:

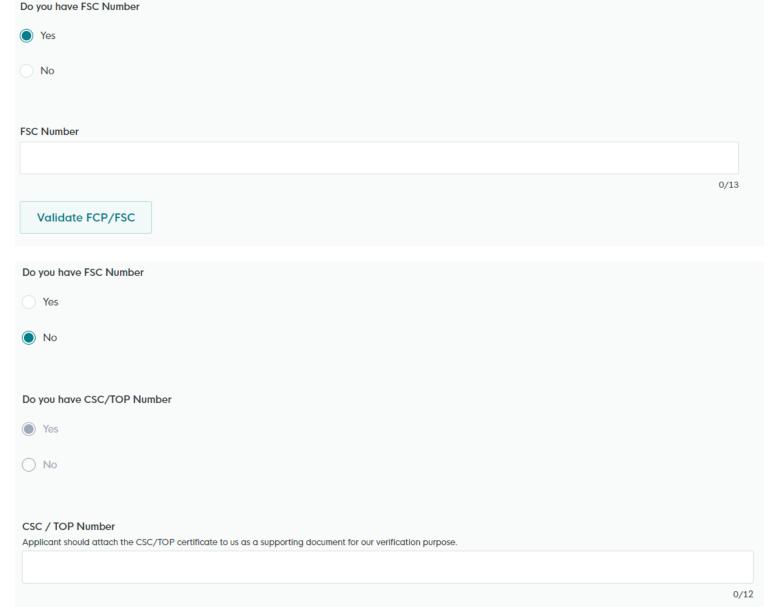
Temporary Fire Permit (TFP) / Fire Safety Certificate (FSC)

Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC)

Choose "Yes" if you have FSC or otherwise.

Select your Application as follows
Do you have FCP Number
Yes
No
Building Type
Industrial Building
Residential Building
Commercial Building
Institution
Religious Premises
Hospital/Convalescent Home
Do you have FSC Number
Yes
○ No

Validation of FSC or CSC/TOP

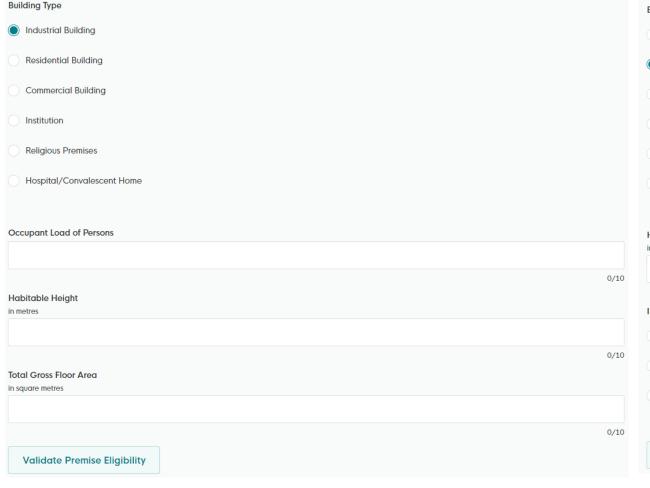


- Key in FSC Reference Number starting with "FSC20xxxxxxxx"
- You are required to submit the softcopy of the FSC upon submission.

- Key in CSC Reference Number starting with "CSCxxxxxxxxxxx"
- You are required to submit the softcopy of the CSC upon submission.

Validation process – Information is based on approved building plan.

Example 1: Industrial Building



Example 2: Residential Building

Building Type	
Industrial Building	
Residential Building	
Commercial Building	
Institution	
Religious Premises	
Hospital/Convalescent Home	
Habitable Height in metres	
	0/1
Installed or Required to be Installed	
a wet riser system	
an automatic fire alarm system	
a sprinkler system	
Validate Premise Eligibility	

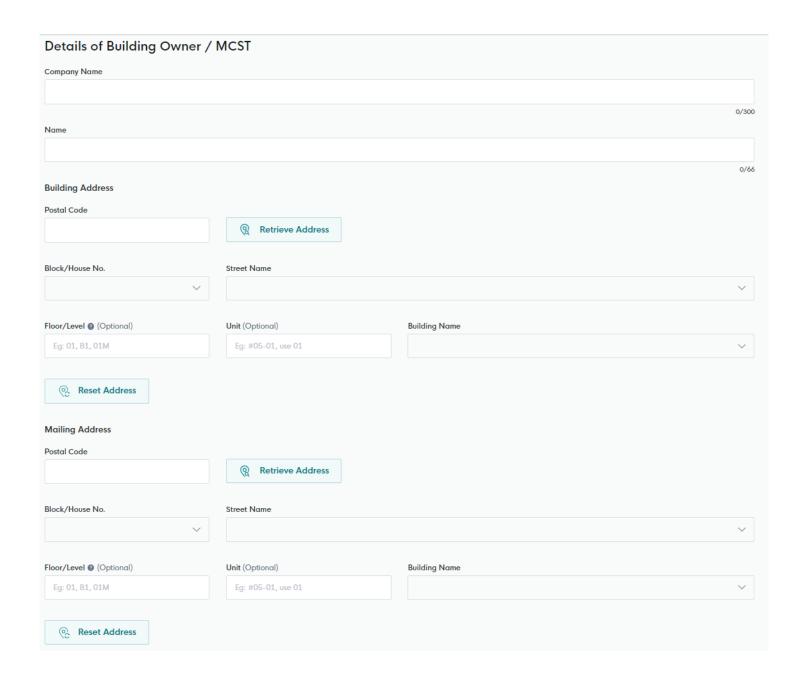
Example 3: Commercial Building / Institution / Religious Premises / Hospital/Convalescent Home

Building Type	
Industrial Building	
Residential Building	
Commercial Building	
Institution	
Religious Premises	
Hospital/Convalescent Home	
Occupant Load of Persons	
0/1	0
Validate Premise Eligibility	

Details of Building Owner / MCST

Applicant to fill in the necessary information.

Note: The name in this contact refers to Person Name or MCST Chairman Name.

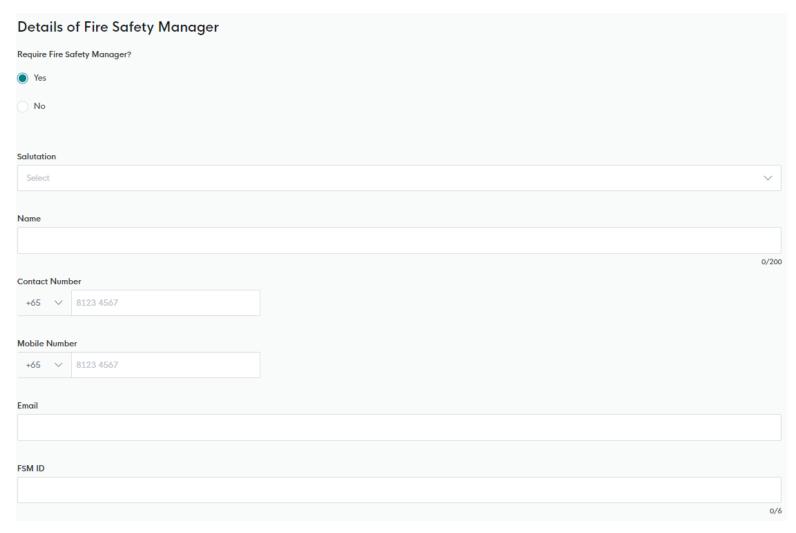


Details of Building Owner / MCST

Applicant to fill in contact information



Fire Safety Manager (if applicable)



All Public or Industrial Buildings which satisfy at least one of the following conditions are required to appoint a fire safety manager:

- 1. A public building that —
 has 9 storeys or more (including any basement);
 has an occupant load of 1,000 persons or more; or
 has a floor area of 5,000 square metres or more,
 excluding any building specified in paragraph 3 of the Fire
 Safety (Fire Certificate Designated Buildings)
 Notification 2020 (G.N. No. S [000] /2020).
- 2. An industrial building and a foreign employee dormitory that has an occupant load of 1,000 persons or more; or has a floor area or site area of 5,000 square metres or more.
- 3. A hospital

Building Information

Example: Residential Building

Building Information	
Building Details	
otal No. of Blocks within the premises, and the number of storeys and usage for each blocks. Please indicate any connected levels between	een buildings (see example below).
	0/3000
Example:	
·	
Block of 2 Storevs Building for Warehouse Purpose	
	wer A is connected to Level 5 of
- 2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of To	wer A is connected to Level 5 of
2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower B)	wer A is connected to Level 5 of
- 2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower B)	wer A is connected to Level 5 of
2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower B) ower B) 1 Block of 1 Storey Guardhouse	wer A is connected to Level 5 of
2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower B) 1 Block of 1 Storey Guardhouse	wer A is connected to Level 5 of
2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower B) 1 Block of 1 Storey Guardhouse	wer A is connected to Level 5 of
2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower B) 1 Block of 1 Storey Guardhouse	
2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower B) 1 Block of 1 Storey Guardhouse Total Number of Storeys for Private Residential	
- 2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower B) - 1 Block of 1 Storey Guardhouse Total Number of Storeys for Private Residential Date of Last Fire Drill Conducted (Optional)	wer A is connected to Level 5 of
- Block of 2 Storeys Building for Warehouse Purpose - 2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of To Tower B) - 1 Block of 1 Storey Guardhouse Total Number of Storeys for Private Residential Date of Last Fire Drill Conducted (Optional) Required for all buildings except residential building (exclude integrated developments) DD/MM/YYYY	

Building Information

Example: Commercial Building

Building Information	
Building Details Total No. of Blocks within the premises, and the number of storeys and usage for each blocks. Please indicate any connected levels between buildings (see example below).	
	0/3000
Example:	
- Block of 2 Storeys Building for Warehouse Purpose 2 Blocks of 20 Storeys Building (Toylor A and Toylor B) with 3 Storeys Basement Carpark, Level 4 of Toylor A is connected to Level 5 of Toylor B)	
 2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower A is connected to Level 5 of Tower B) 1 Block of 1 Storey Guardhouse 	
Total Number of Storeys for Private Residential	
	0/3
Total Number of Storeys for Public Building or Industrial	
	0/6
Date of Last Fire Drill Conducted	
Required for all buildings except residential building (exclude integrated developments)	
DD/MM/YYYY	

Building Information Example: Industrial Building / Institution / Religious Premises and Hospital/Convalescent Home

Building Information	
Building Details Total No. of Blocks within the premises, and the number of storeys and usage for each blocks. Please indicate any connected levels between buildings (see example below).	
	0/3000
Example: - Block of 2 Storeys Building for Warehouse Purpose - 2 Blocks of 30 Storeys Building (Tower A and Tower B) with 3 Storeys Basement Carpark; Level 4 of Tower A is connected to Level Tower B) - 1 Block of 1 Storey Guardhouse	l 5 of
Total Number of Storeys for Public Building or Industrial	
	0/6
Date of Last Fire Drill Conducted Required for all buildings except residential building (exclude integrated developments)	
DD/MM/YYYY	Ħ

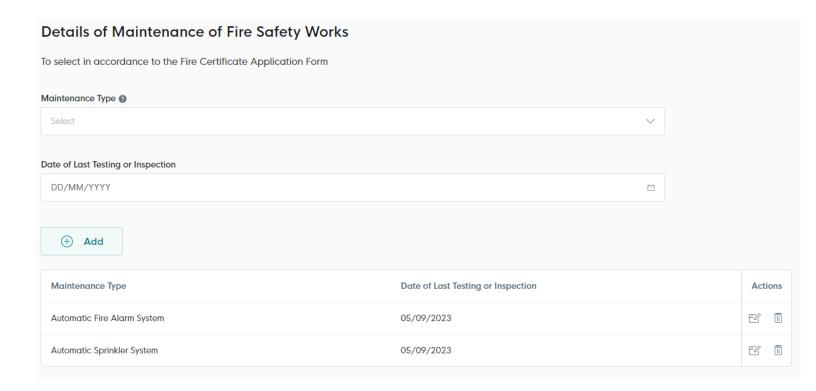
Building Description

• Please print, fill in the information and attach with FC Form.

			BUILDING DESCRIPTION				
S/N	Block Name eg. Block 1, Block A, House Number	Usage eg. Office, Classroom, Worship, Canteen,	(a) No of storeys	(b) No of Basement / Attic / Mezzanine eg. 2 Basement, 1 Attic	(c) With roof access via proper staircase but not cat ladder (Yes/ No)	(a) + (b) + (c) Total No. of Floors	*FC Payable (Total No. of storeys x Amount per story)
1.							
2.							
3.							
4.							
5.							
6.							
*FC Payable for Non-Residential - \$33 per storey Total *FC Payable for Residential - \$11 per storey							

Details of Maintenance of Fire Safety Works

You are required to fill in based on <u>ALL</u> the Fire Protection system tested by Owner and Professional Engineer (PE) in the Fire Certificate Application Form Page 1 into GoBusiness.



Payment

Online Payment → Credit / Debit Card

Offline Payment → GIRO

For GIRO user: You are required to click on the link in GoBusiness to open a separate tab. Proceed for payment after submission.

For new Fire Certificate applicant: You are strongly encouraged to use Online Payment.

Payment Mode

Payment Mode

Please select "Offline Payment" for Giro payment, Government agencies who is intending to use JAV or payment more than \$5,000 and "Online Payment" for Debit/Credit Card payment.

- Online Payment
- Offline Payment

Please submit application before making payment here.

Things to note for GIRO payment process:

SCDF GIRO payment is not recurring auto-deduction. Fee deduction will only be processed after payment initiated via SCDF e-Services. Processing time for GIRO payment is two weeks.

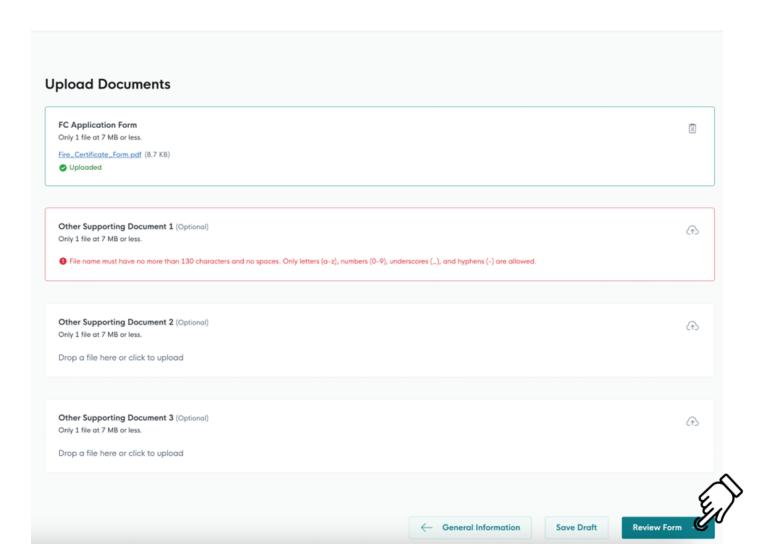
Soft copy of payment invoice will be emailed to the email address linked to the GIRO account upon successful collection.

Uploading of Document and Form Review

Applicant to attach the Fire Certificate Application Form and/or other documentation to GoBusiness

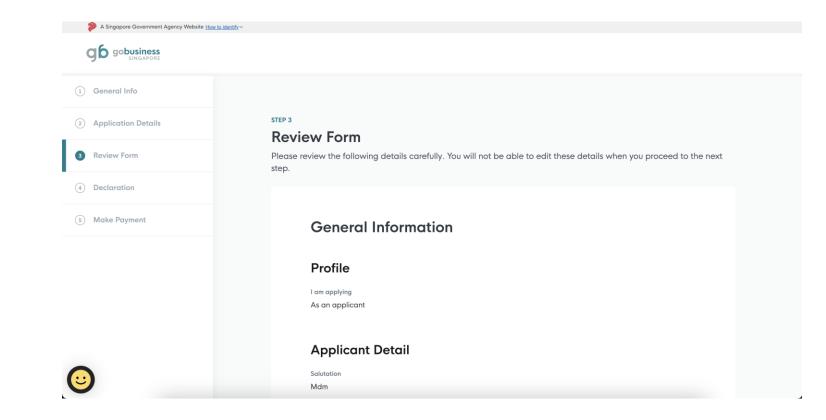
Note: File name should not have special characters and space.

Once completed, select "Review Form"



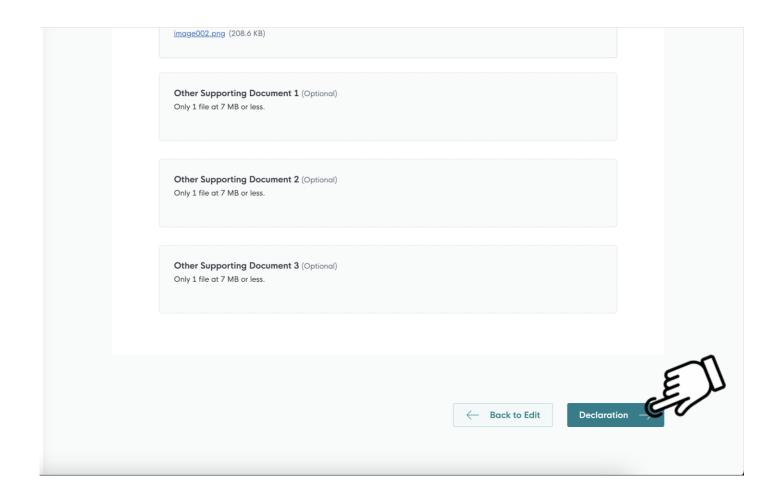
Form Review

Review all the information that you have filled in the Application Details.



Form Review

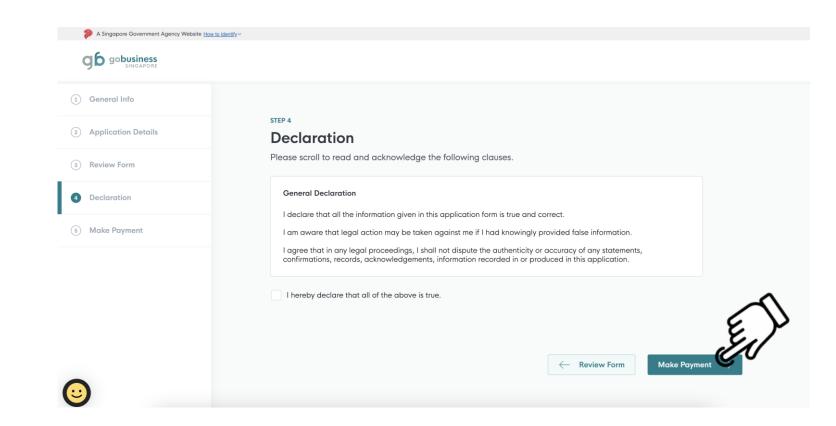
Click on the "Declaration" to proceed.



Declaration

Click on the checkbox button

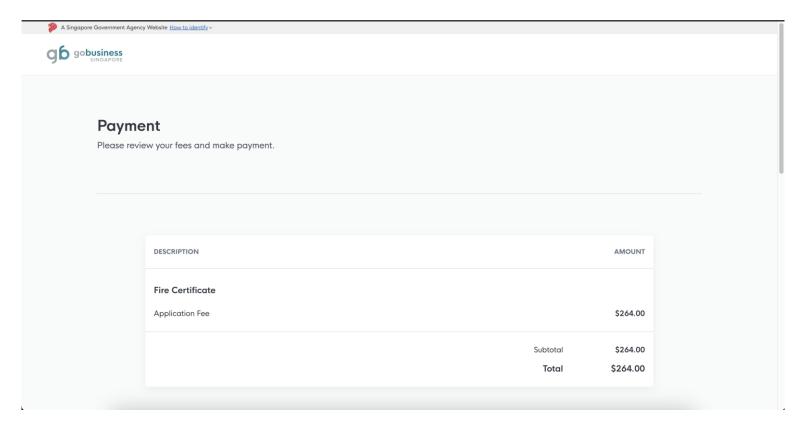
After which, click on the "Make Payment" button.



Online Payment

Applicant who selected <u>Online Payment</u> at Application Details, fees will be reflected for payment.

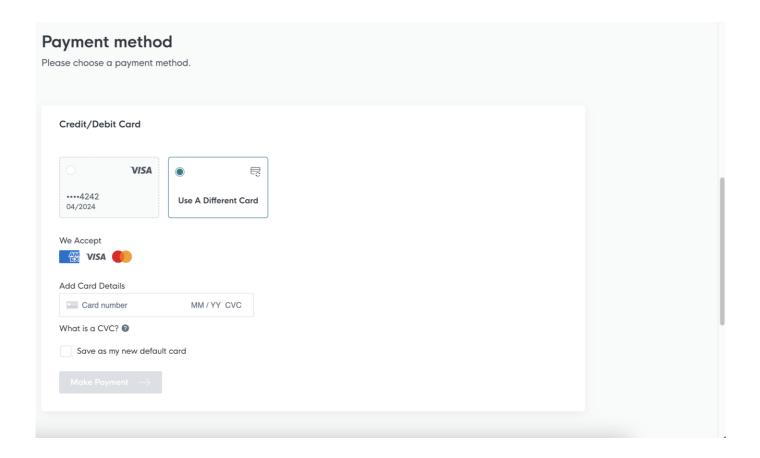
Online Payment refers to Debit/Credit Card



Payment Method

For applicant who is using Credit/Debit Card, fill in your details.

Once completed, click on Make Payment.



Tax Invoice

Once completed, a Tax Invoice will be generated.

Your application status will update to "Submitted".

Note that your application will take approximately 21 Business Days to process, review (Depending if there are any deviation issues) and approve the certificate.

Tax Invoice TN



28 May 2024, 09:41am

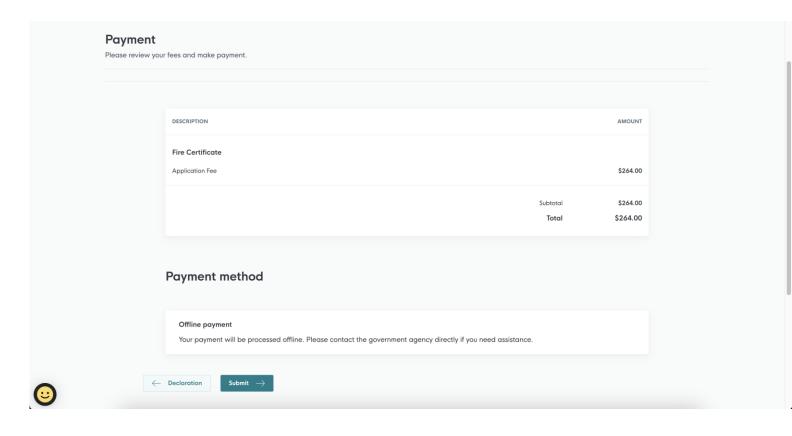
Applicant:		
	Payment Mode: Credit Card – Visa	
Fire Certificate		
iingapore Civil Defence Force (SCDF) 11, Ubi Ave 4, Civil Defence Complex, SINGAPORE 408827	GST Registration No.:	
Application ID: C24	Payment Transaction ID:	
DESCRIPTION		FEES
Application Fee		\$231.00
	Subtotal (SGD)	\$231.00
	Total Paid (SGD)	\$231.00

Offline Payment

Applicant who selected <u>Offline Payment</u> at Application Details, fees will be reflected for payment.

Offline Payment refers to GIRO account with SCDF.

Applicant must select the "Submit" button to complete the transaction in GoBusiness.



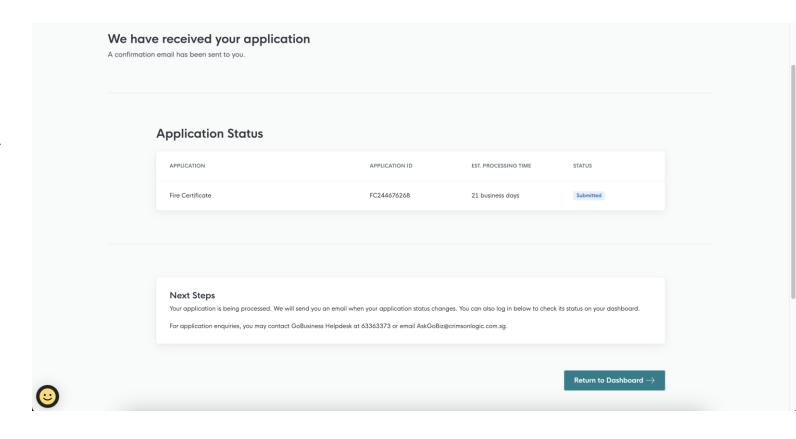
Submitted application

After which, proceed to SCDF e-Services to make your payment at https://eservices.scdf.gov.sg/fisops/payment

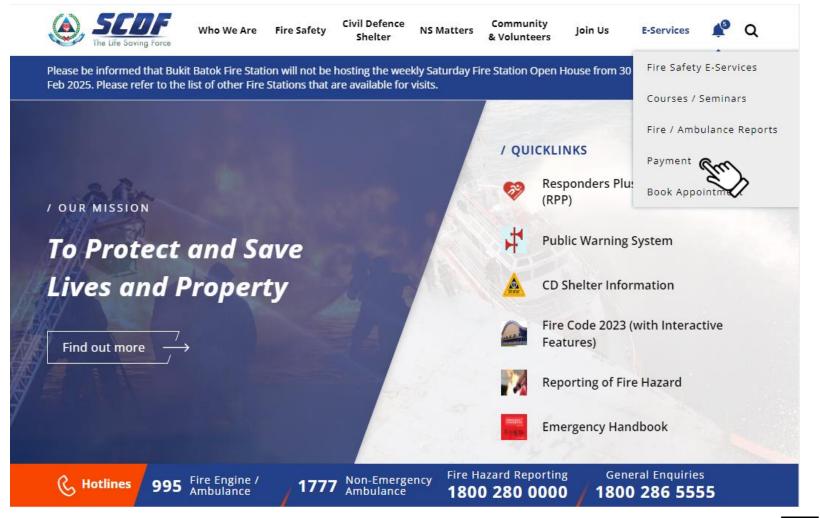
Your application status will update to

"Submitted".

If you did not make your payment within the **14-day grace period**, your application will be "Rejected".



SCDF Payment Services For GIRO



Applicant to visit https://bit.ly/3tjhj2l
(click on the link or scan the QR code)





Internet Payment Services



① Note:

- · The following payment modes are available:
 - 1. Credit Card (Master/Visa)
 - 2. eNETS Debit (Currently unavailable)
 - 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 and post to:

Ministry of Home Affairs Headquarters

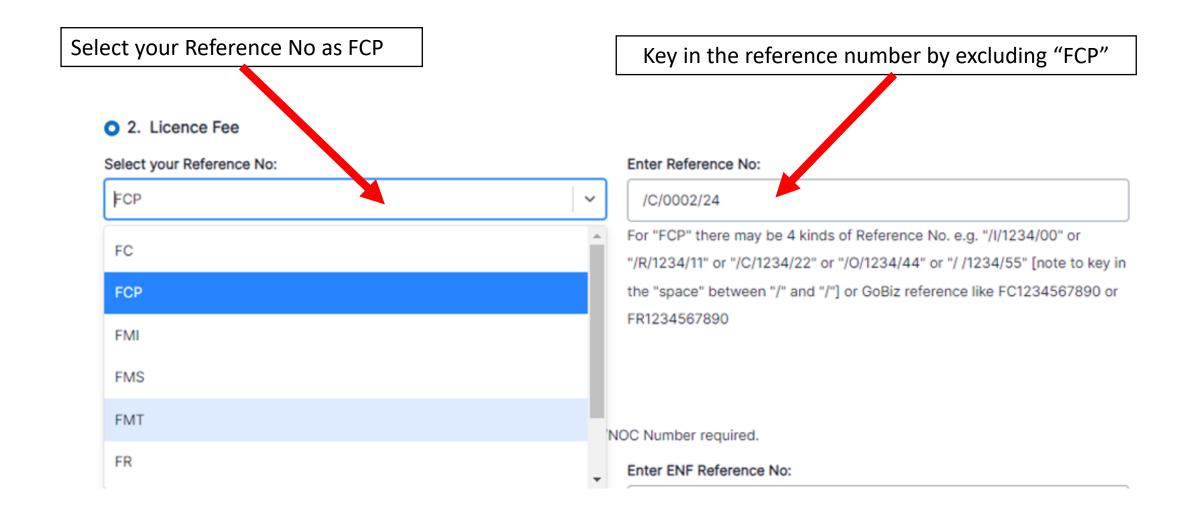
Finance Shared Services Centre

New Phoenix Park, 28 Irrawaddy Rd

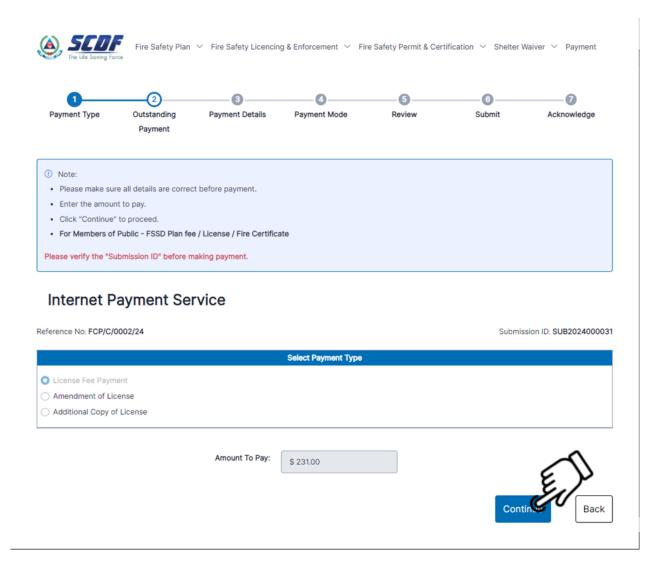
Singapore 329560

. Note: New GIRO applications will take 21 working days to process. The outcome of the GIRO application status will be mailed to the applicant.

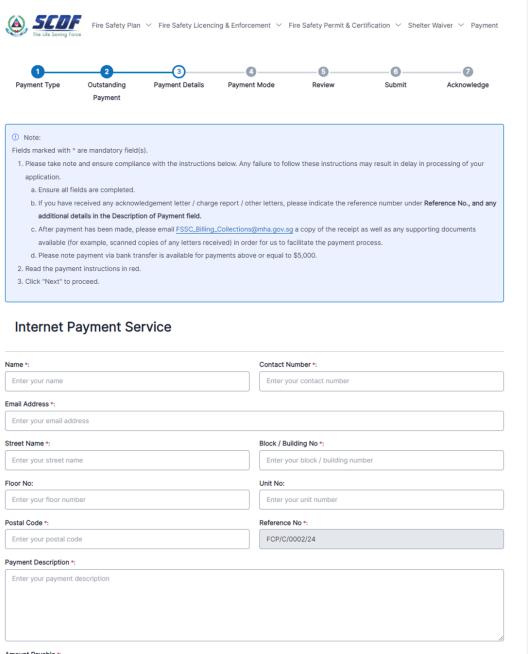
Select option 2 "Licence Fee"



Check and review the fees payable for your Fire Certificate and click "Continue"



Fill in all the necessary information and click "Next".

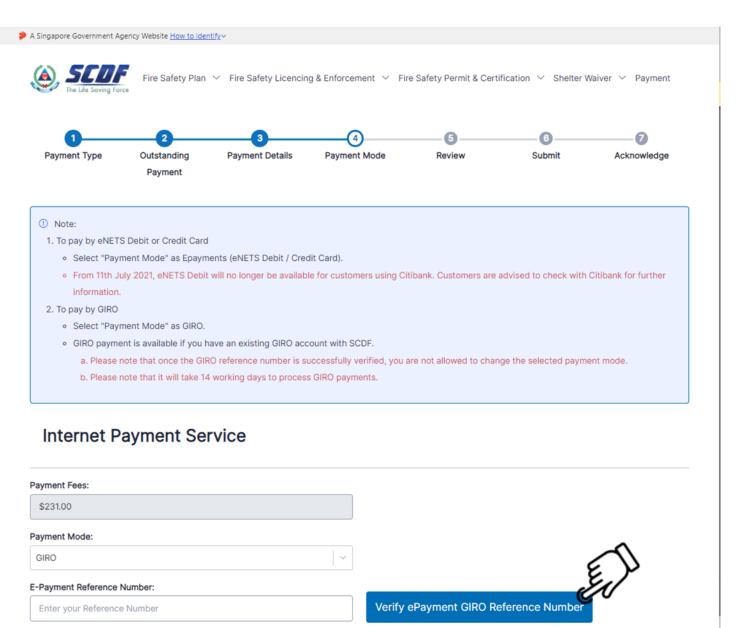


Amount Payable *:

\$231.00

GIRO Payment Option:

Fill in your GIRO Reference Number and click "Verify ePayment GIRO Reference Number"



If your GIRO Reference Number

Is correct (v), it will be Successfully Verified. Click "Next".



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

Internet Payment Services

GIRO Reference Number has been Successfully Verified



Verify the information and click "Next"





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



! Note:

- 1. 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
- 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 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.

Internet Payment Service

Payment Fees:	
\$57.00	
Customer Giro No.:	Bank/Branch:
Payment Mode:	
GIRO	



Once completed, Acknowledgement letter will be generated.

