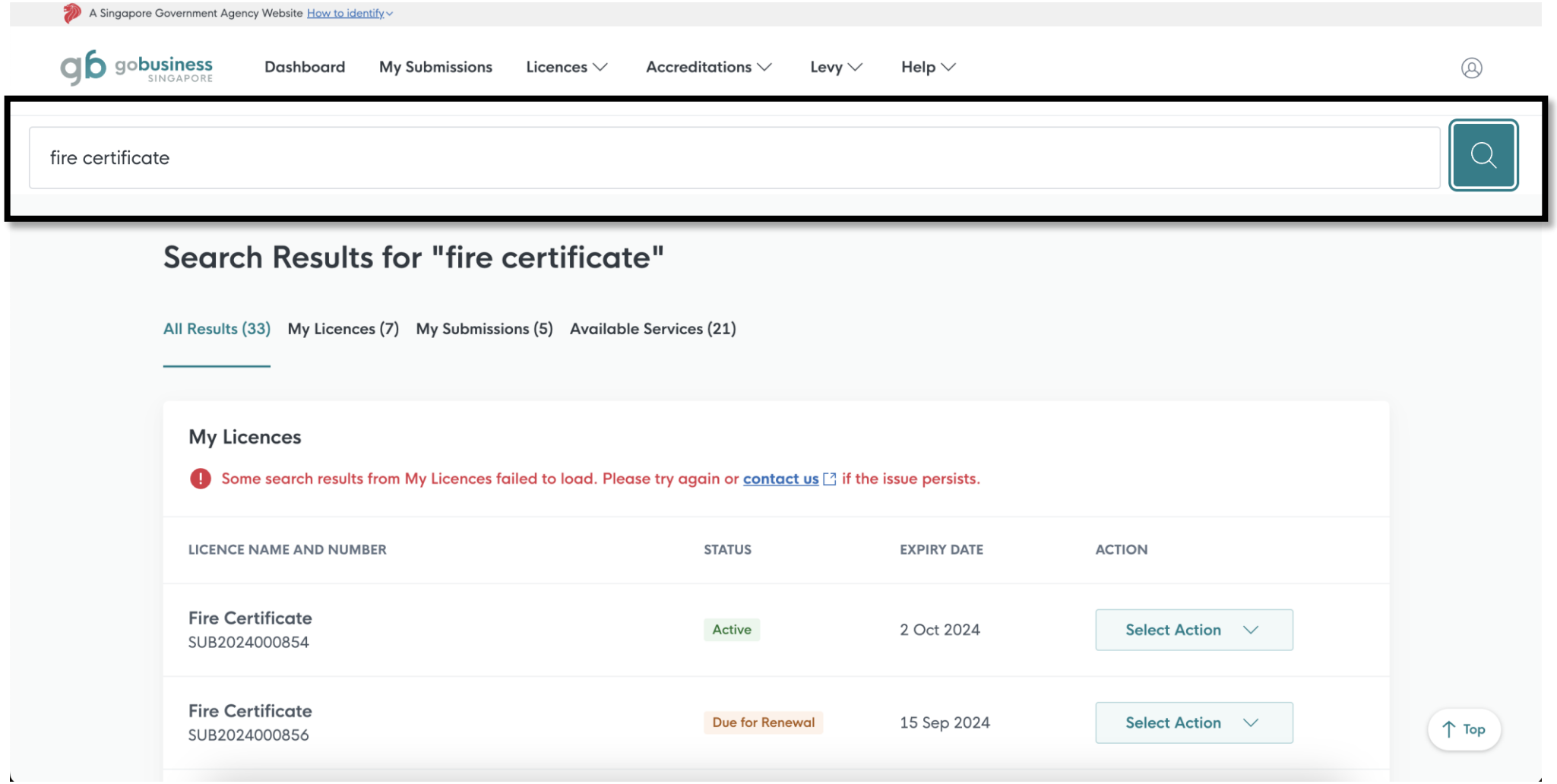
SCDF Fire Certificate Renewal Application

Version 1

As of 30 May 2024

Prepared by:
Fire Certificate Section
Fire Safety Management Branch | Fire Safety Department



GoBusiness Portal

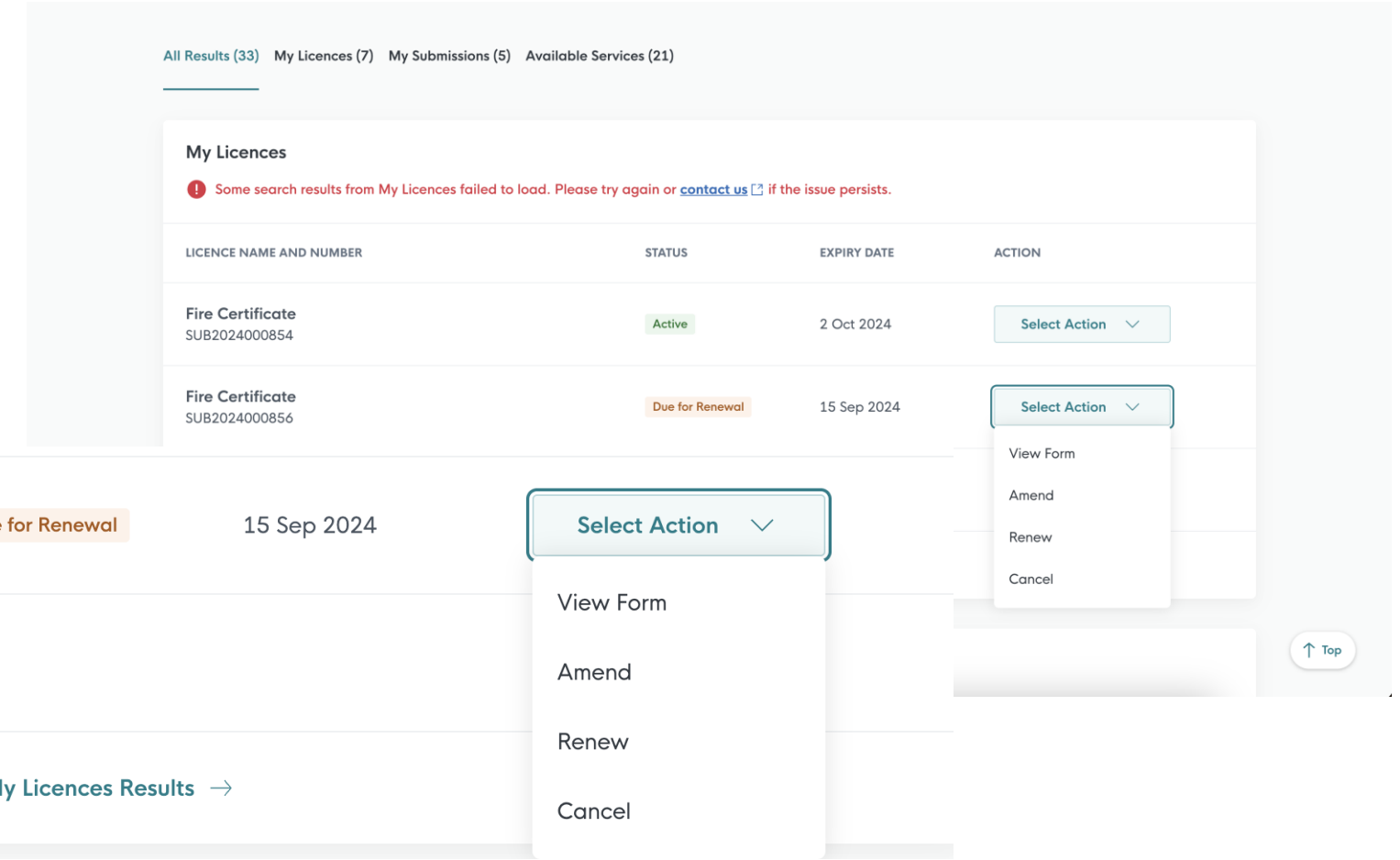
At the search bar, fill in “Fire Certificate”

You will be able to view all the certificates that you have applied.

Renew Certificate

View the status that shows ”Due for Renewal”

Select Action button and click on “Renew”



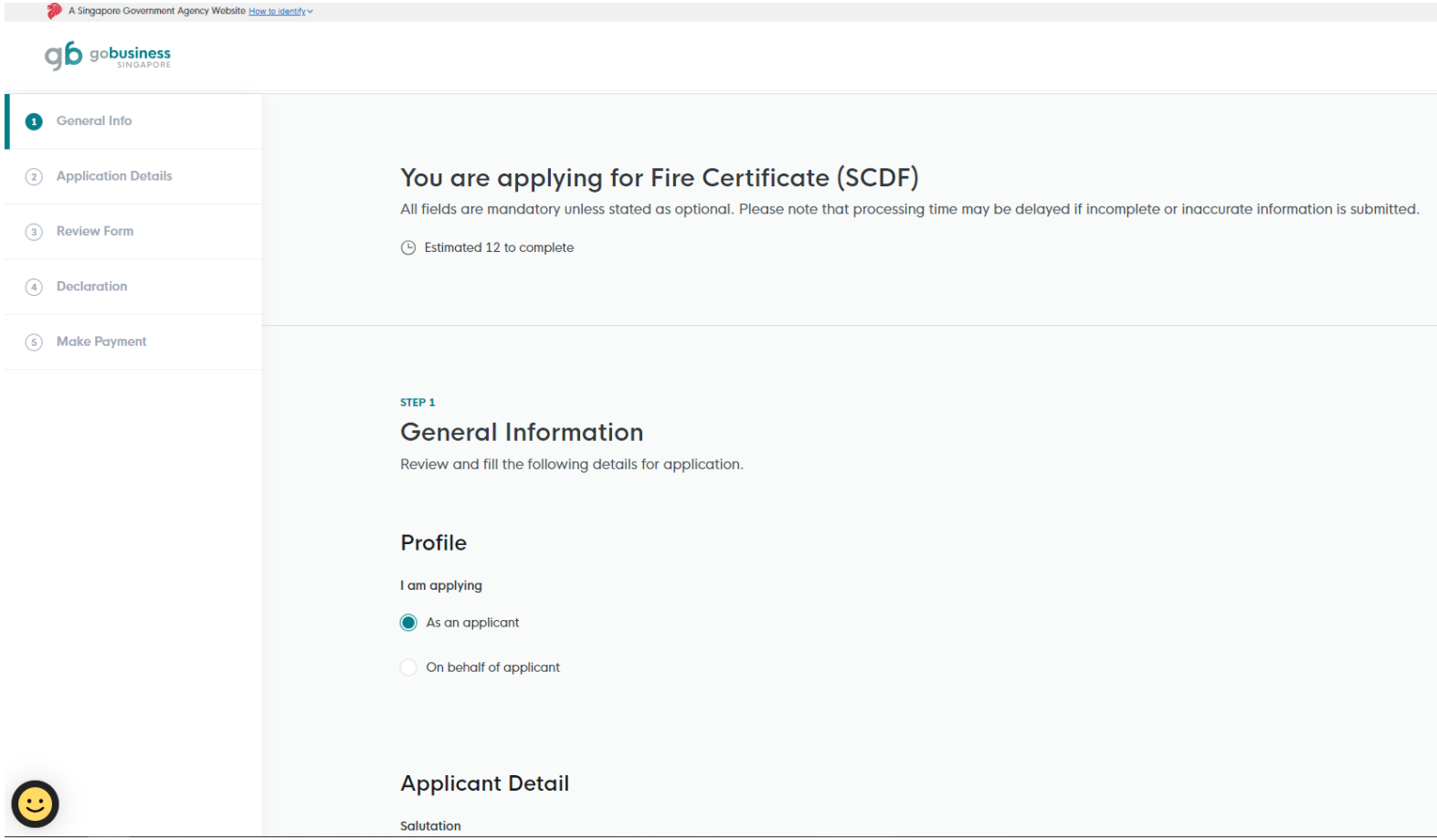
1. General Info

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 auto-populated from CorpPass.

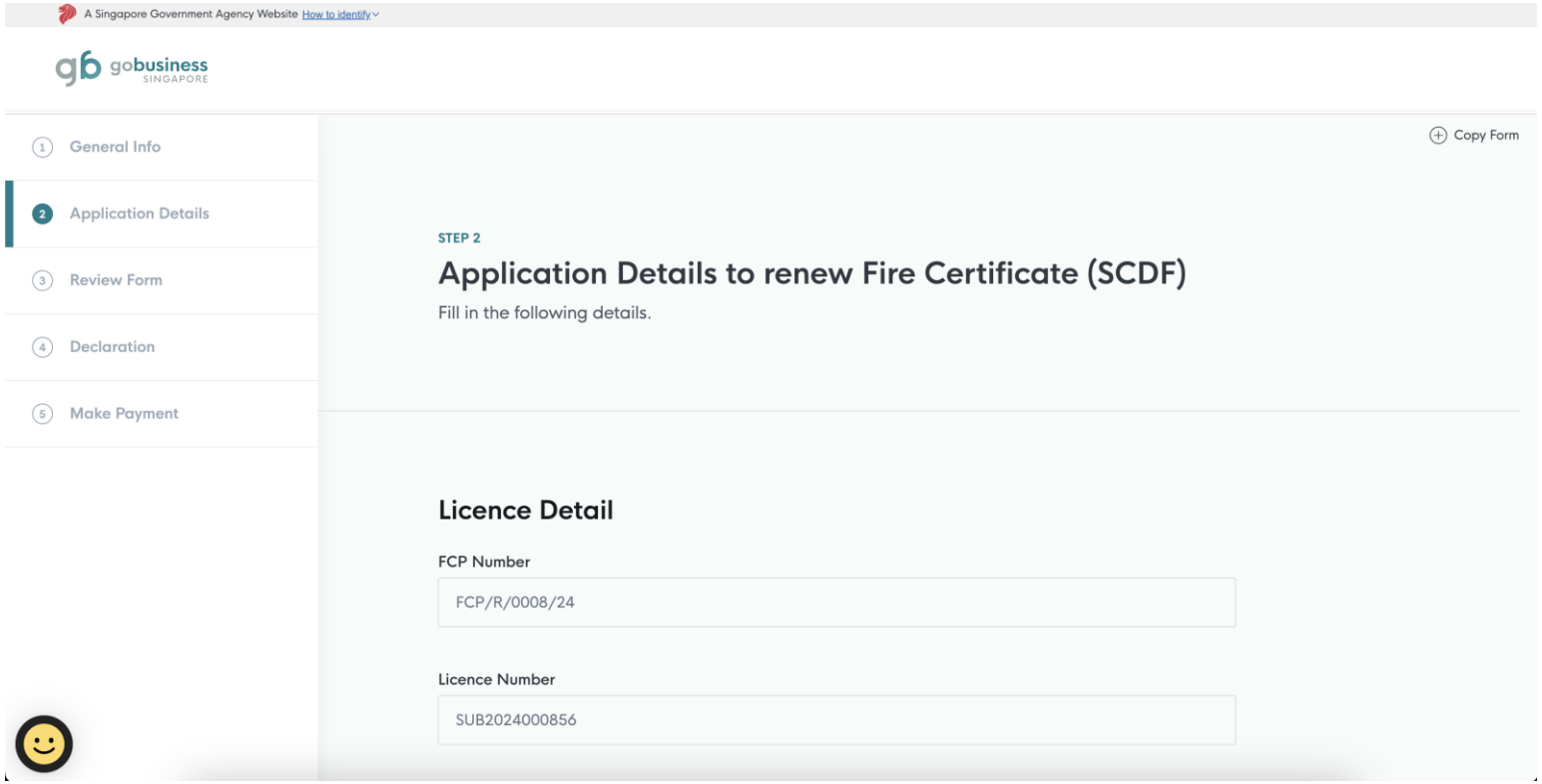
If your information at Registered Address is not recognized, fill in your address as “Foreign Address”.



2. Application Details

Information that you have filled in previous application will be shown here.

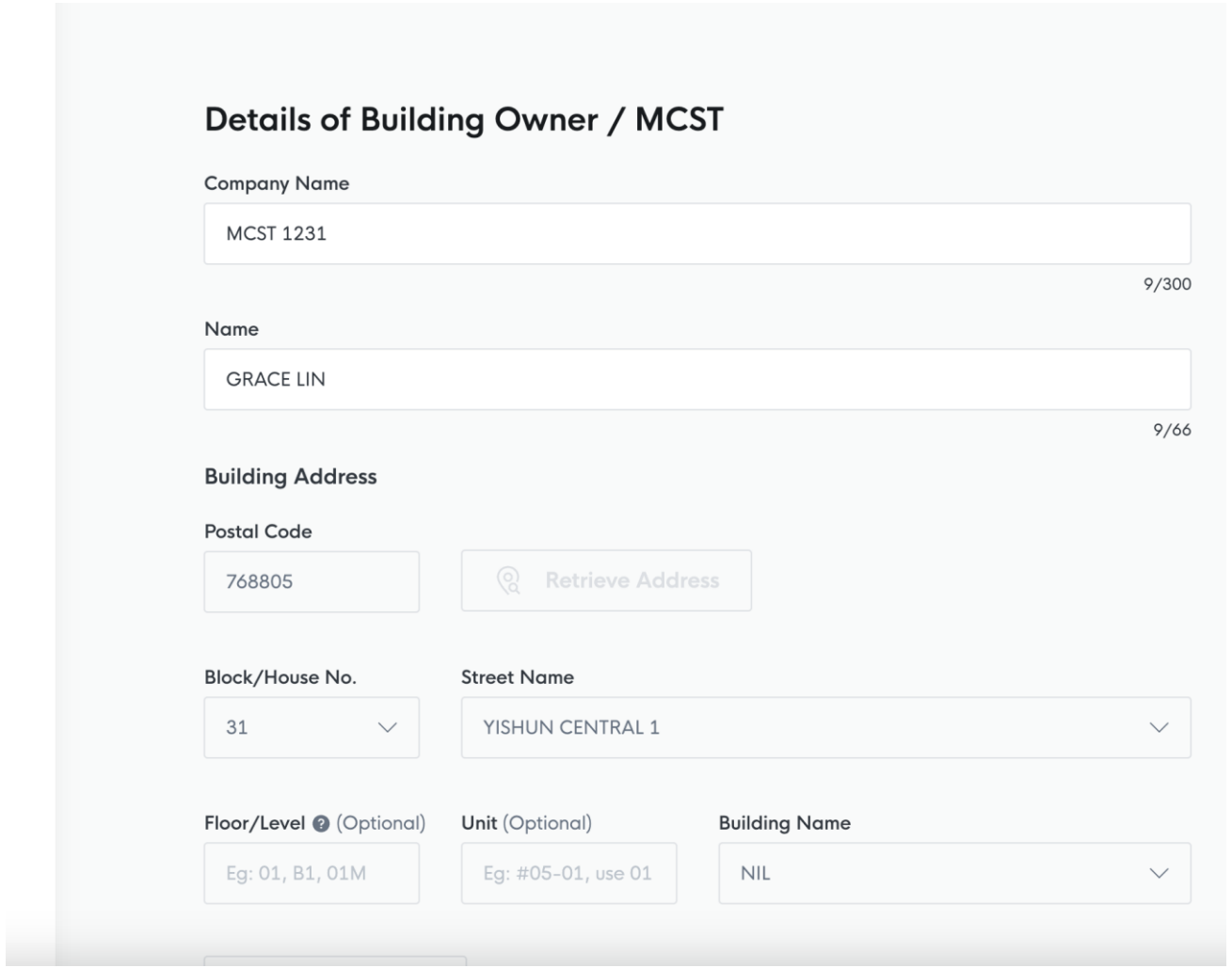
You may update your information in this section.



Details of Building Owner / MSCT

You may update the information such as Company Name and Name.

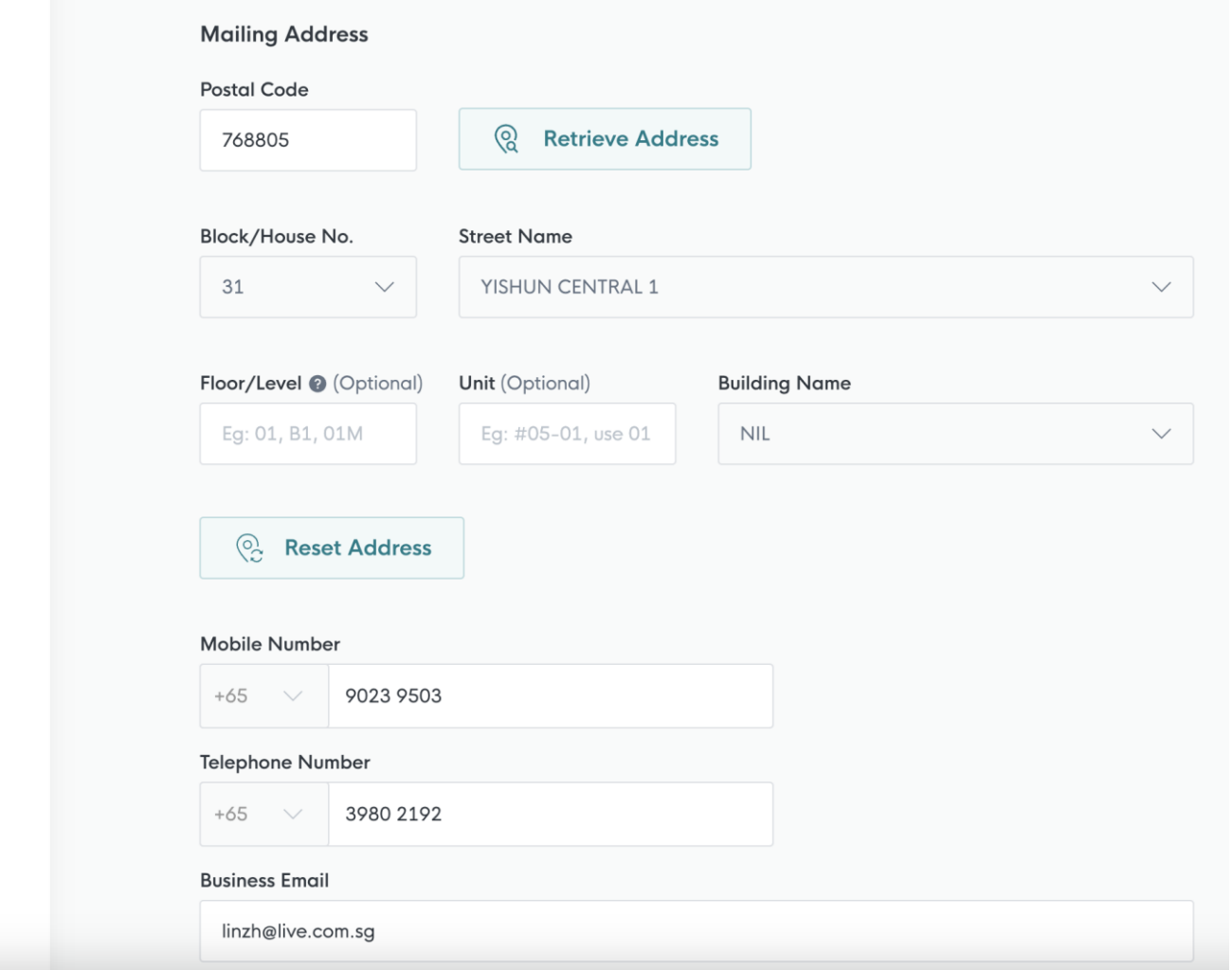
Note: Name refers to the person (e.g. Tan Si Ling)



Details of Building Owner / MSCT

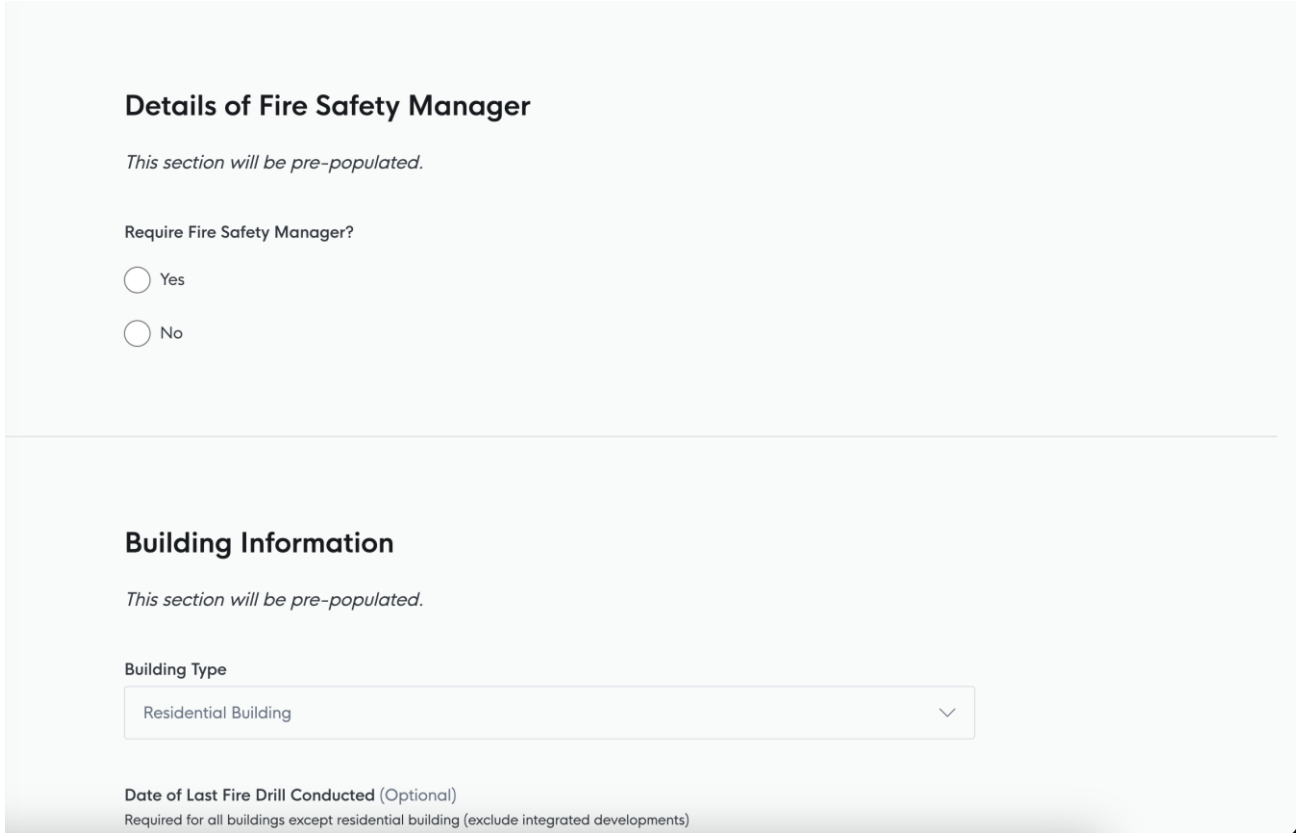
You may update the information such as Mailing Address, Mobile Number, Telephone Number and Business Email.

Kindly provide alternative email address if there is a change of personnel.



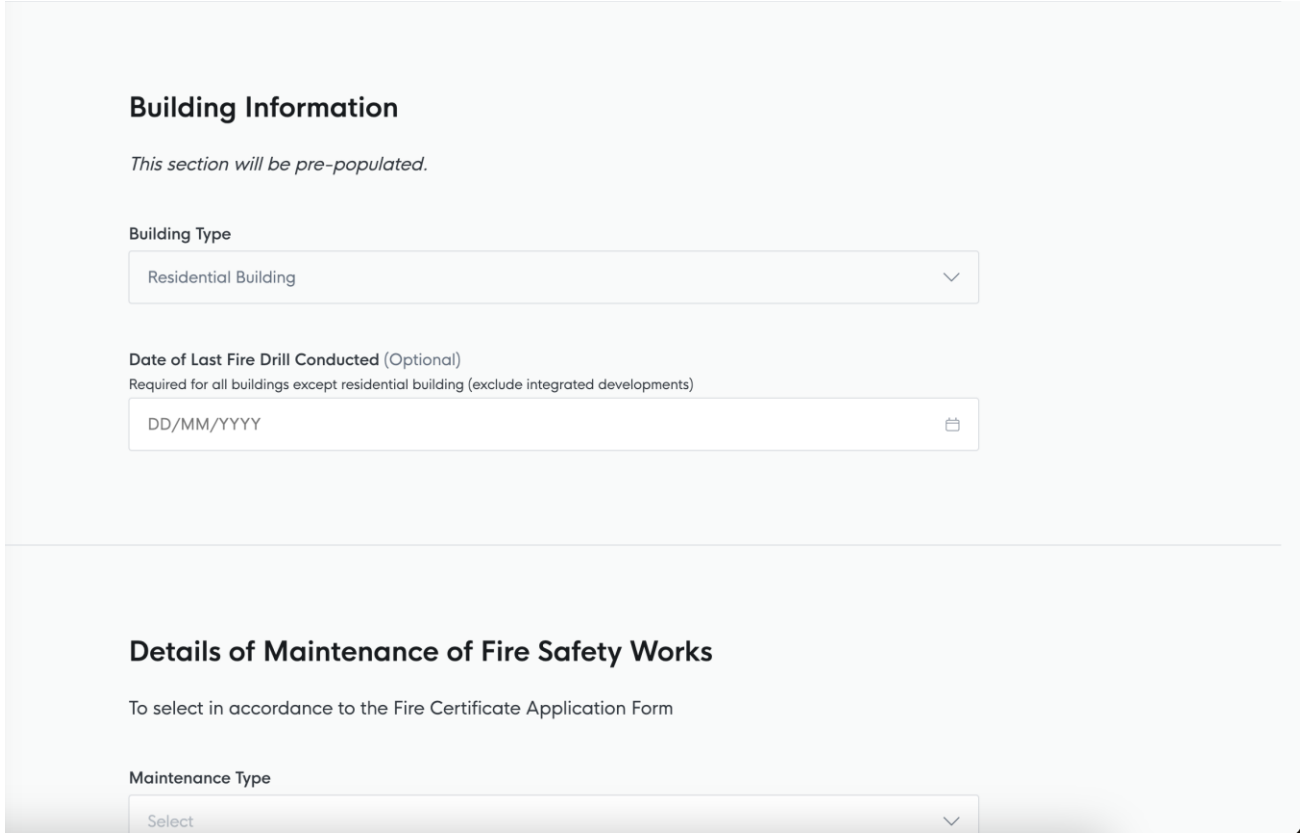
Details of Fire Safety Manager (FSM)

If you have a new appointed FSM, please update accordingly as information is pre-populated from the previous record.



Building Information

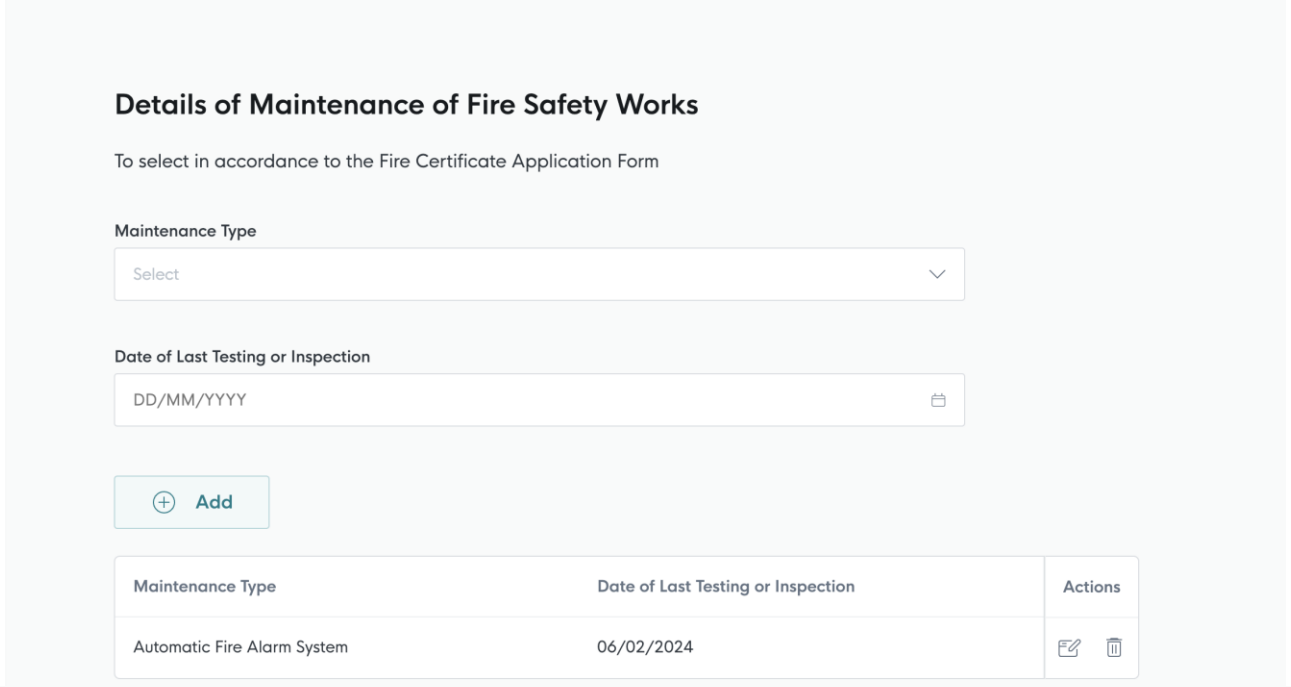
Update the last date of Fire Drill conducted.

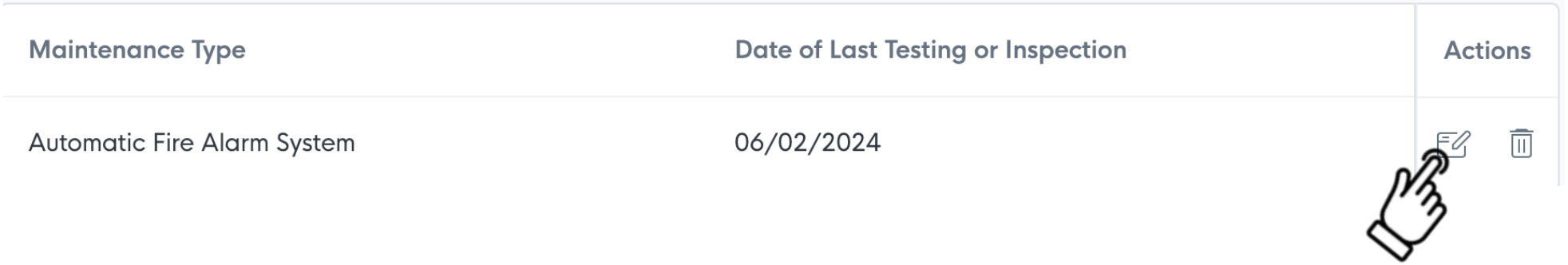


Details of Maintenance of Fire Safety Works

You are required to submit the date of the last testing or inspection following FC Form Application Page 1.

For each item in the Actions Column, select the notepad to make the amendments on the last testing or inspection date.



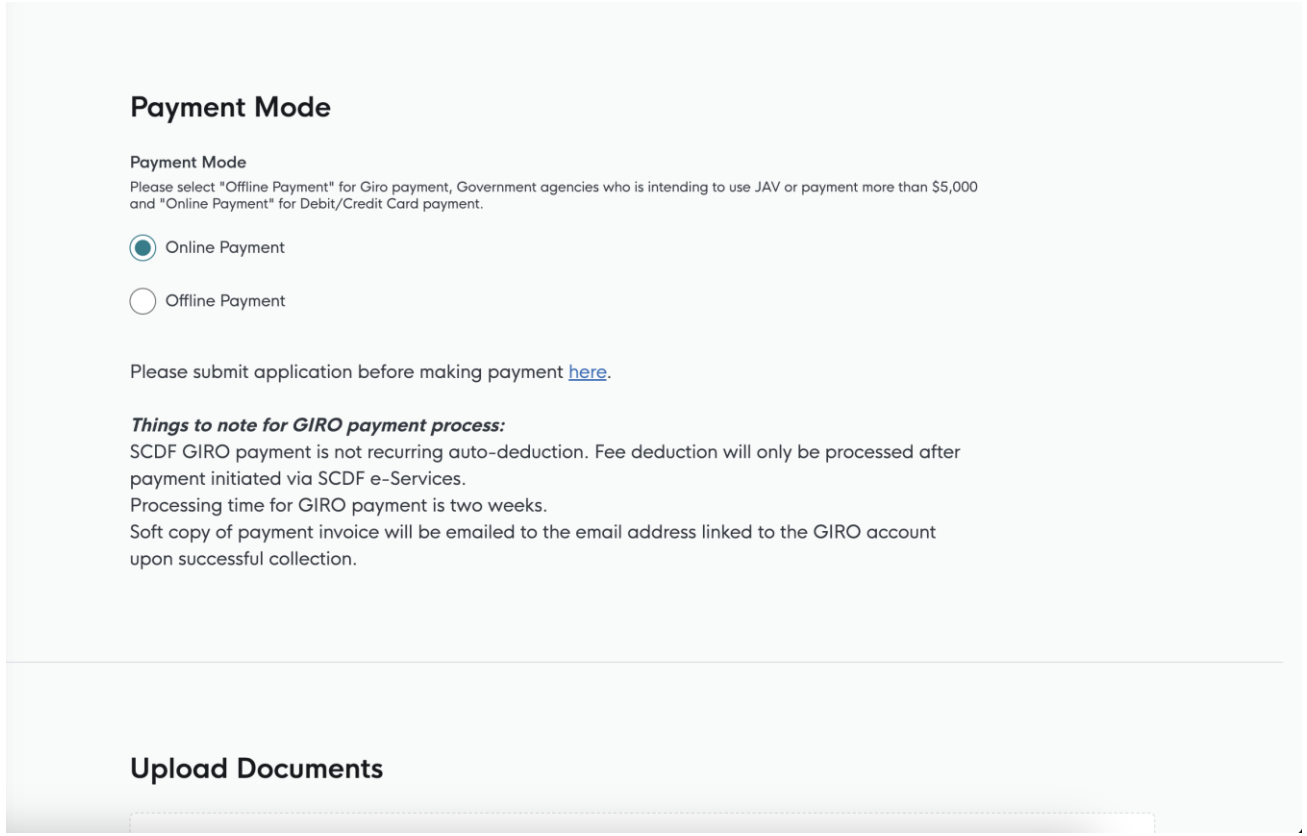


Payment Mode

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.

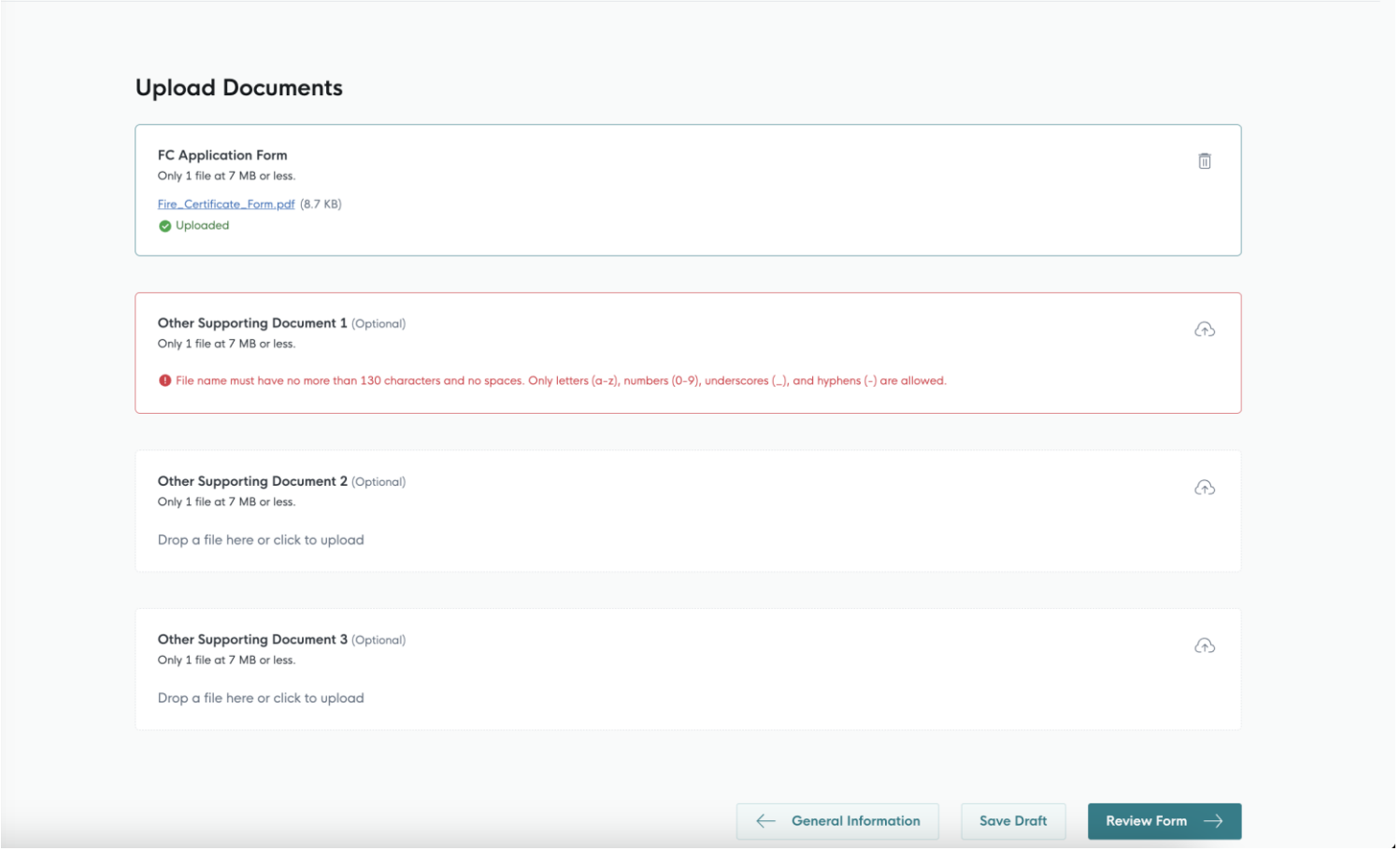


Upload Documents

Applicant to attach the Fire Certificate Application Form.

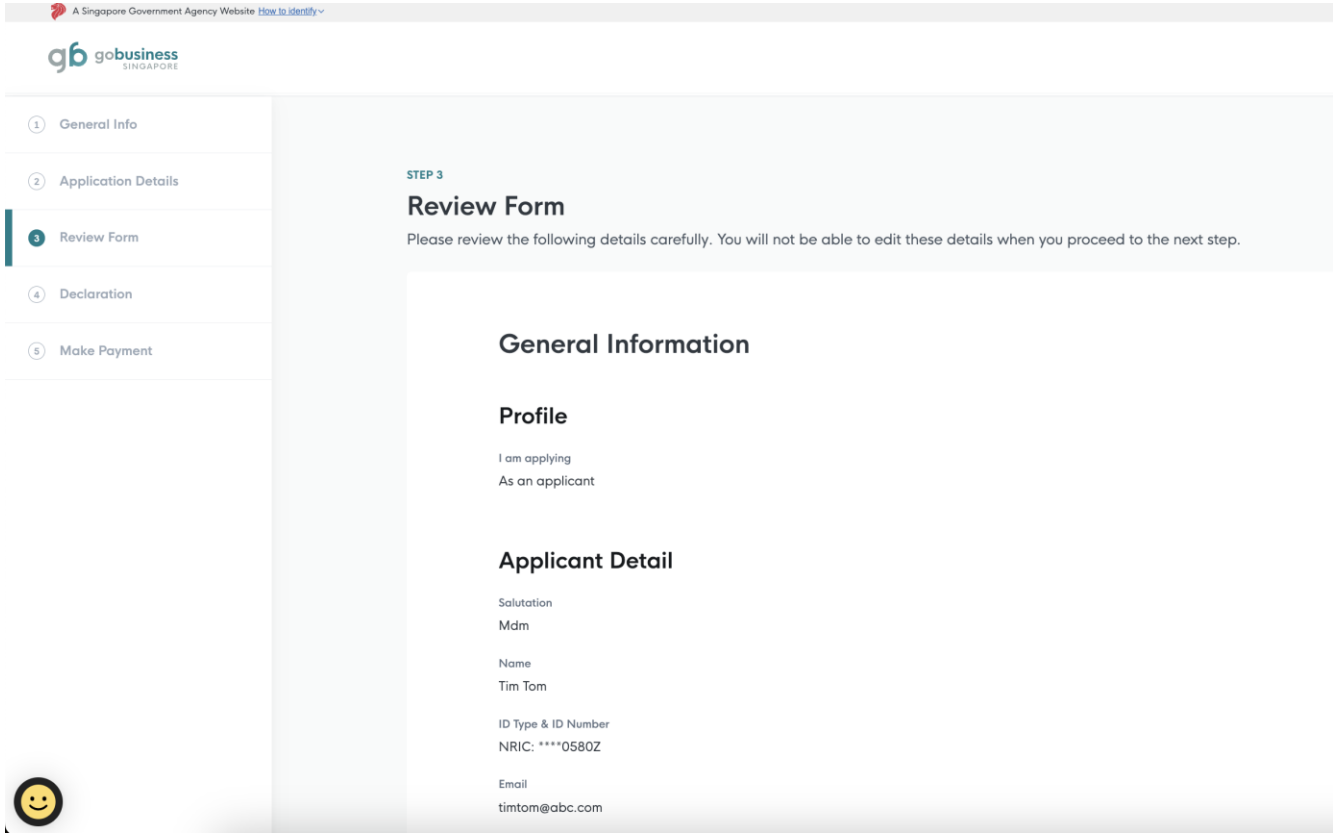
Note: File name should not have special characters and space.

Once completed, select “Review Form”



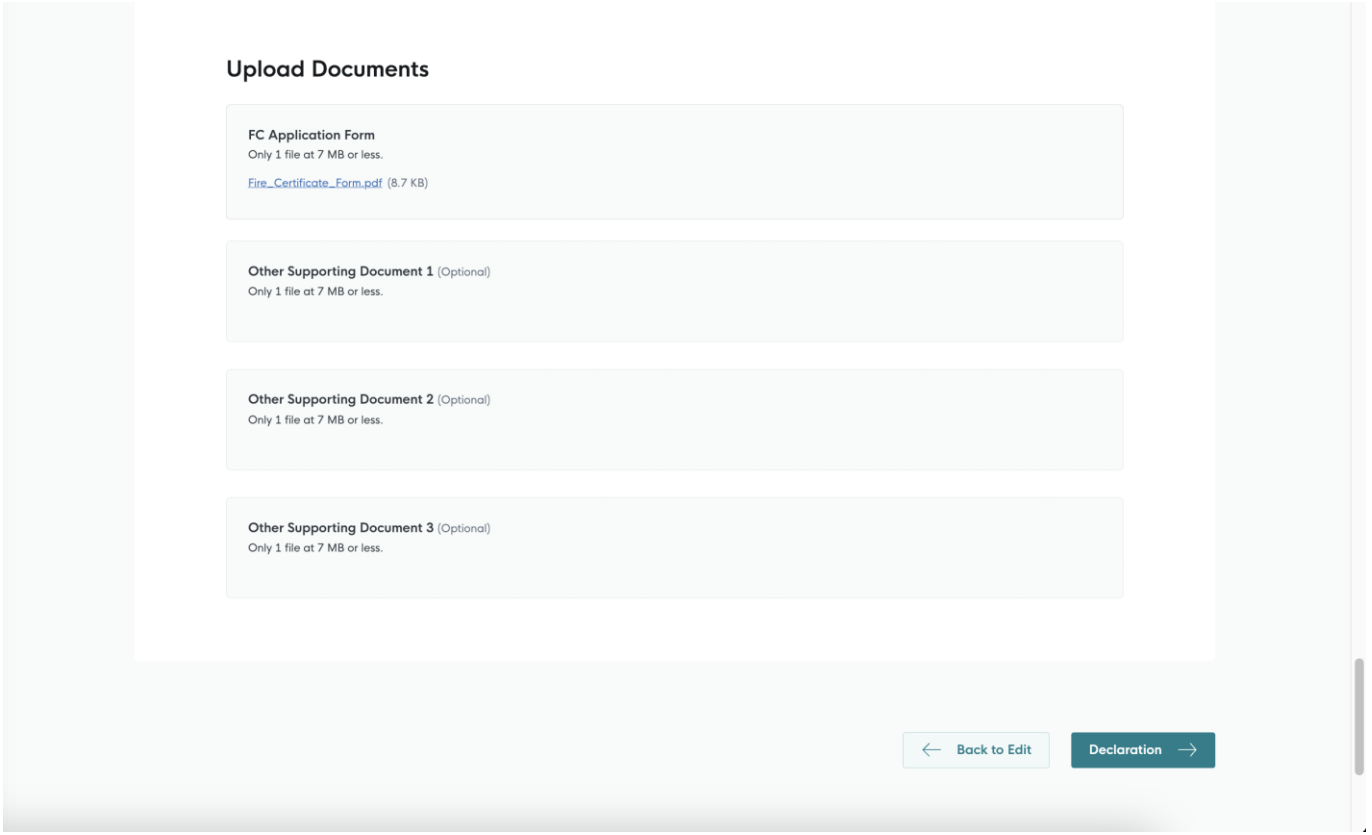
Review Form

Check all the information that you have filled in is accurate.



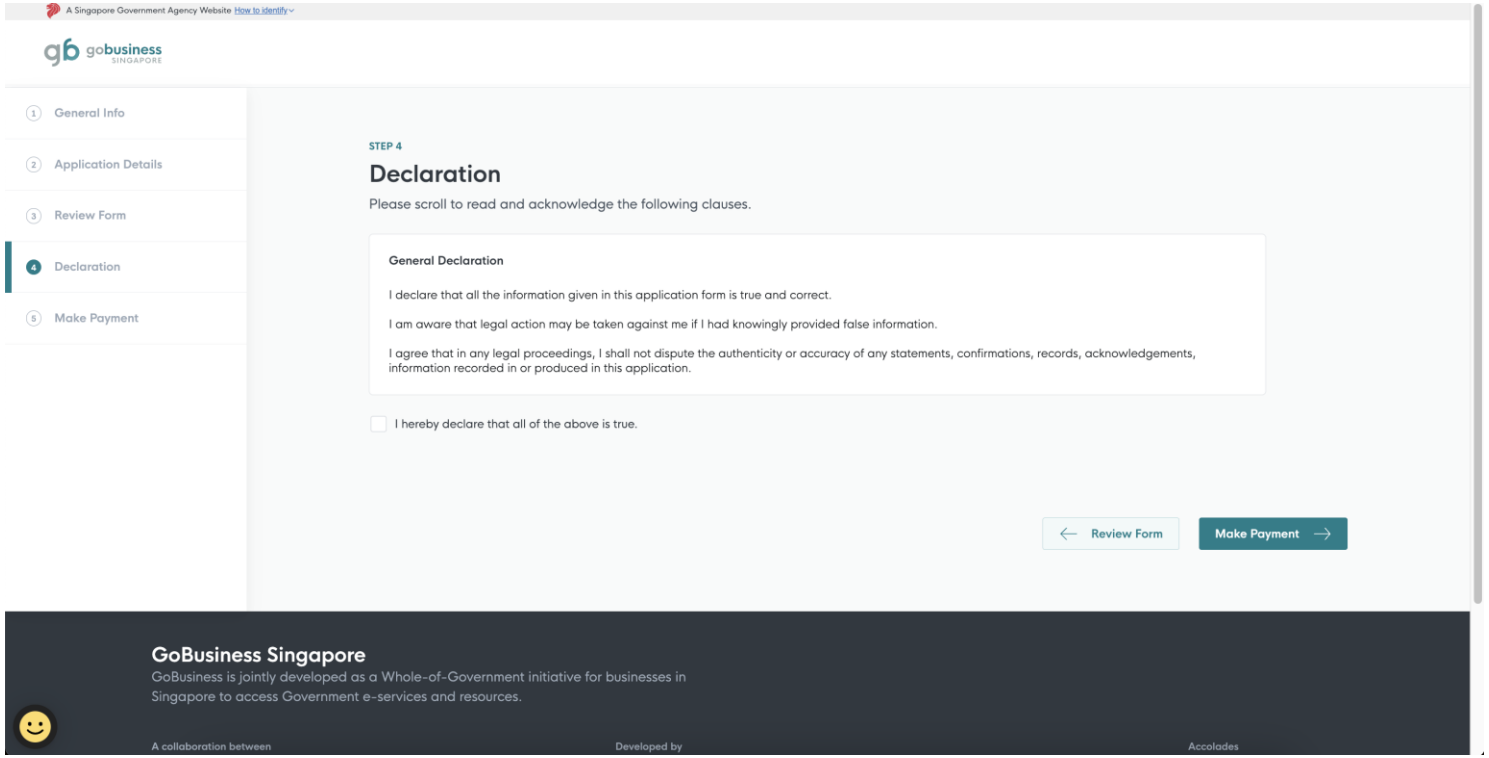
Review Form

Click on Declaration Button to proceed.



Declaration

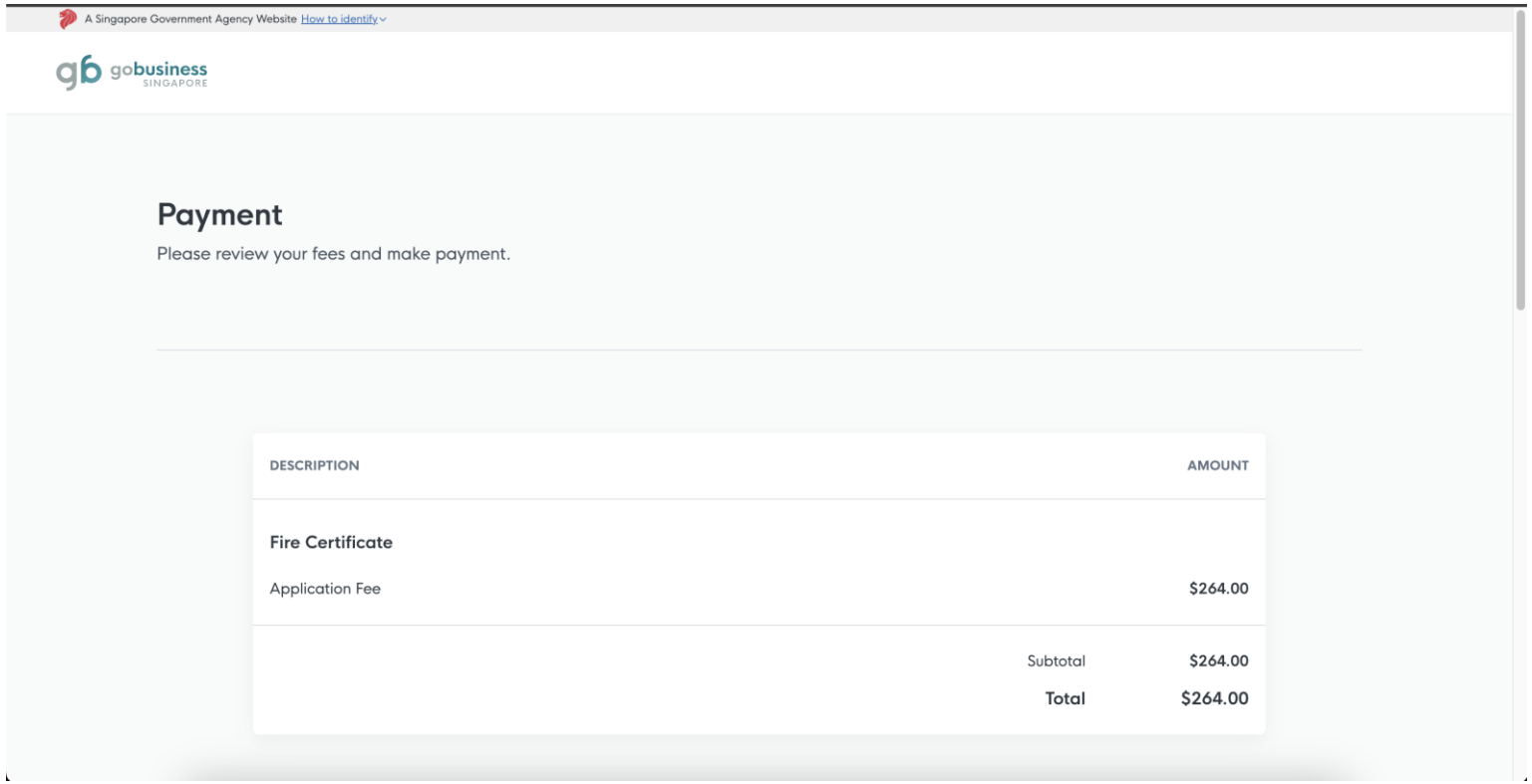
Check on the box and click on Make Payment.



Payment

Applicant who selected **Online Payment** at Application Details, fees will be reflected for payment.

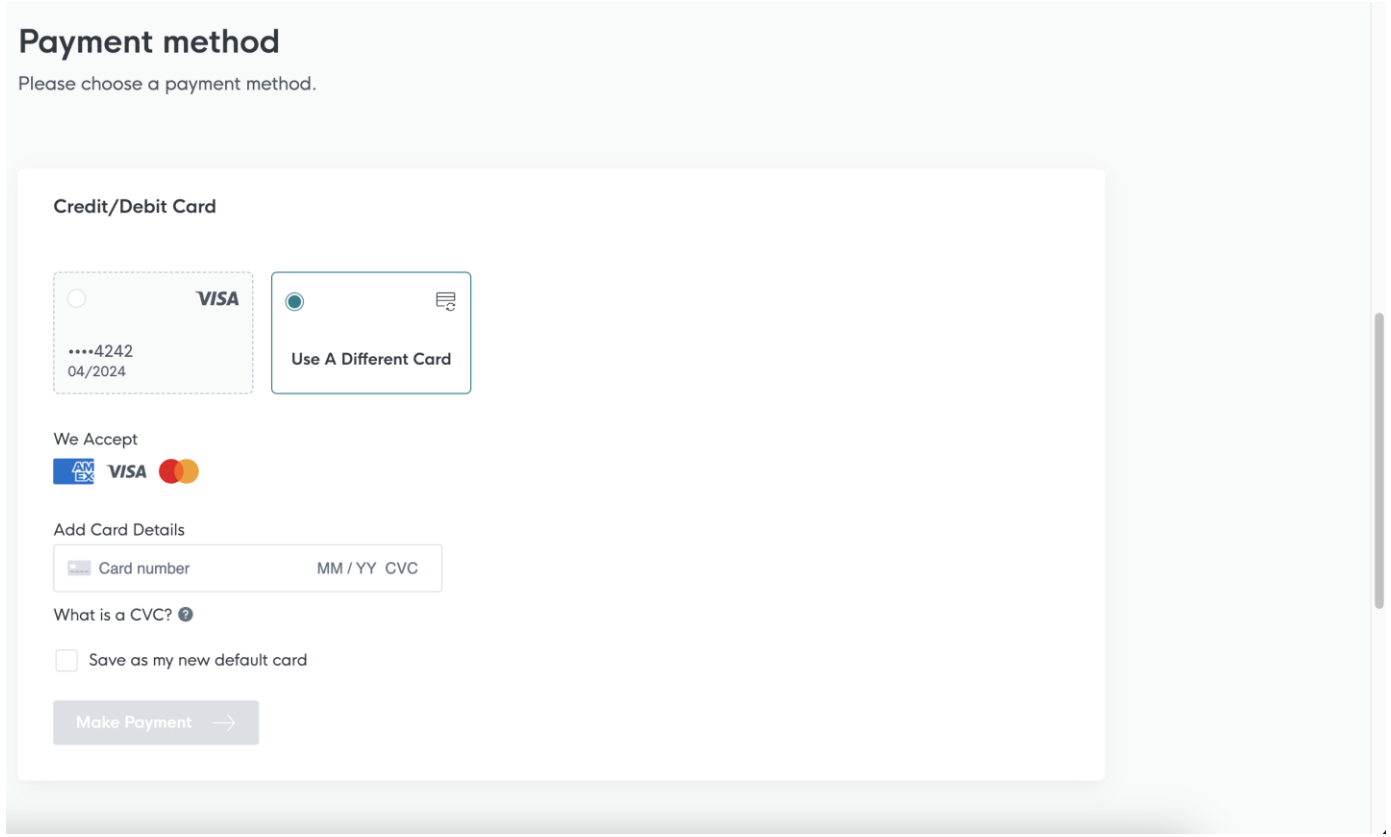
Online Payment refers to Debit/Credit Card



Payment Method

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

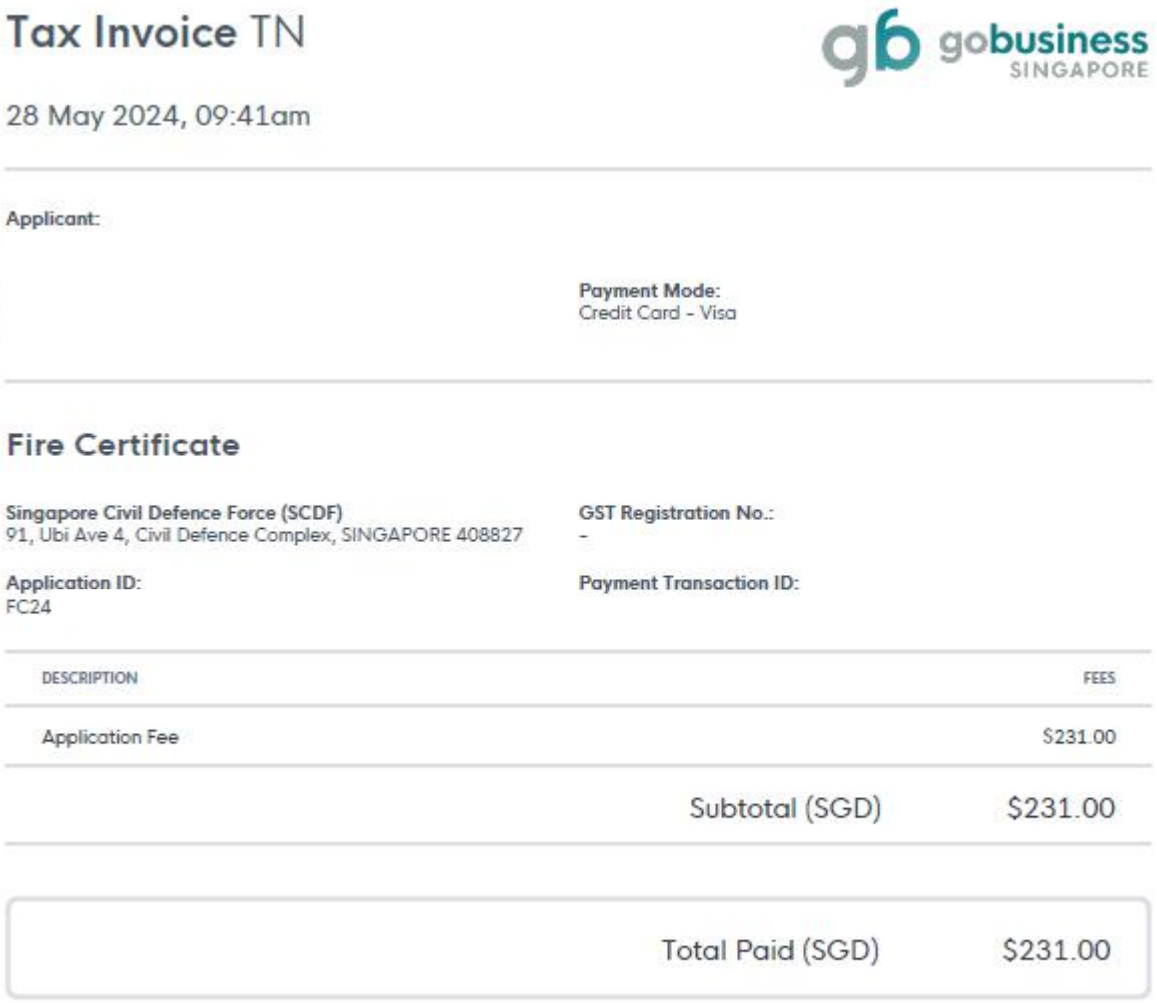
Once completed, click on Make Payment.



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 items) and approve the certificate.



Tax Invoice TN

gobusiness SINGAPORE

28 May 2024, 09:41am

Applicant:

Payment Mode:
Credit Card - Visa

Fire Certificate

Singapore Civil Defence Force (SCDF)
91, Ubi Ave 4, Civil Defence Complex, SINGAPORE 408827

GST Registration No.:
-

Application ID:
FC24

Payment Transaction ID:

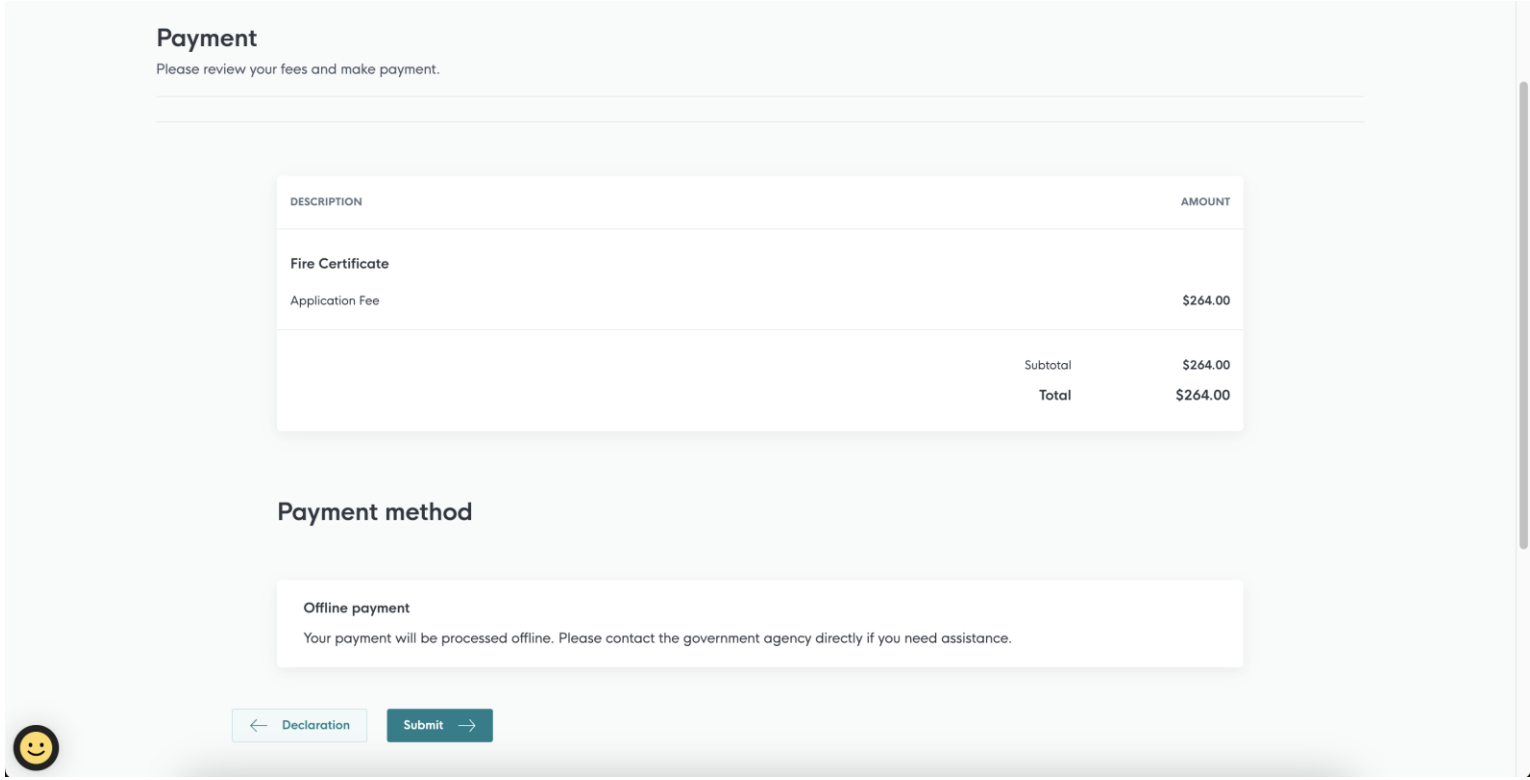
DESCRIPTION	FEES
Application Fee	$231.00
Subtotal (SGD)	$231.00
Total Paid (SGD)	$231.00

Payment

Applicant who selected **Offline Payment** 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.

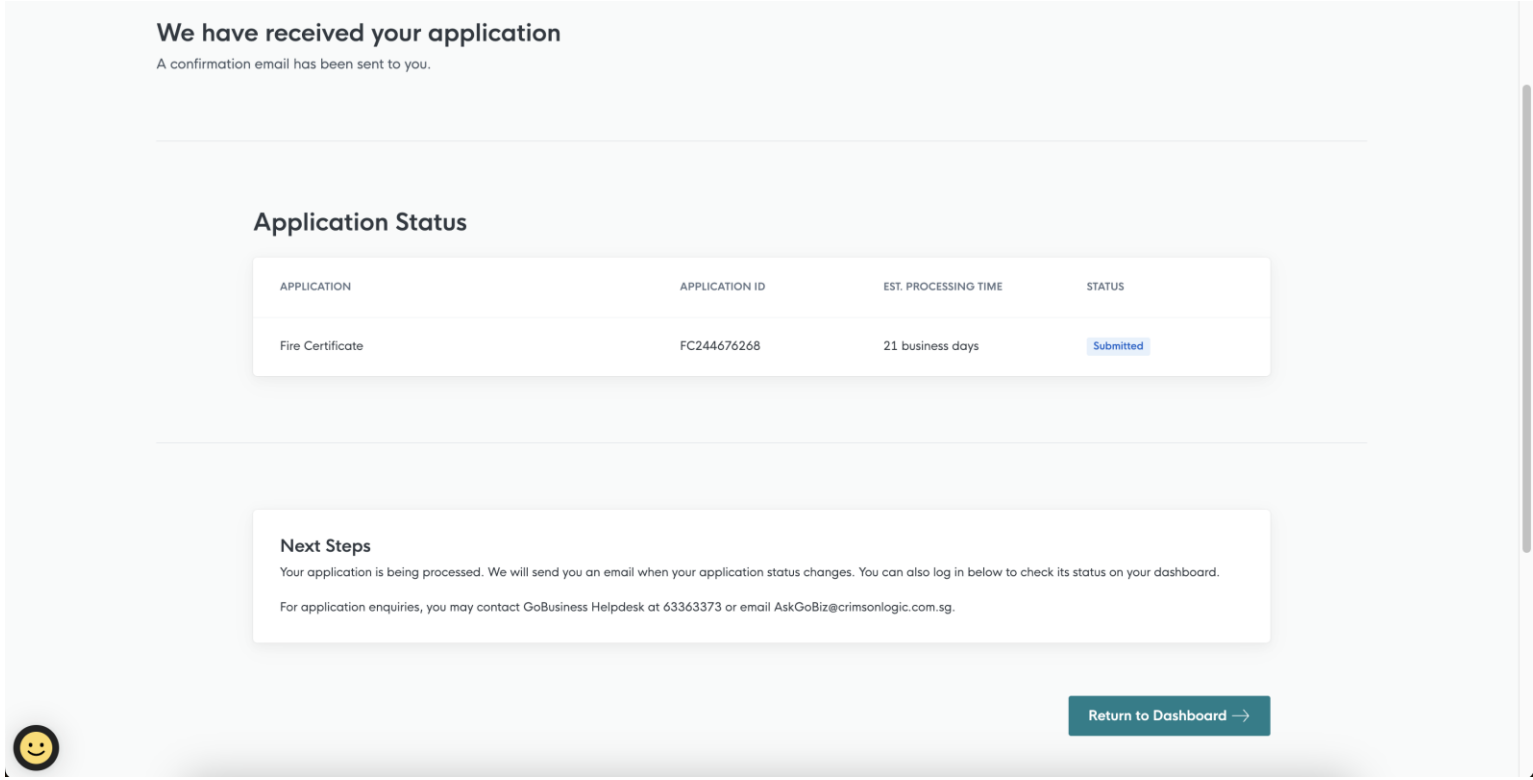


Submitted application

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

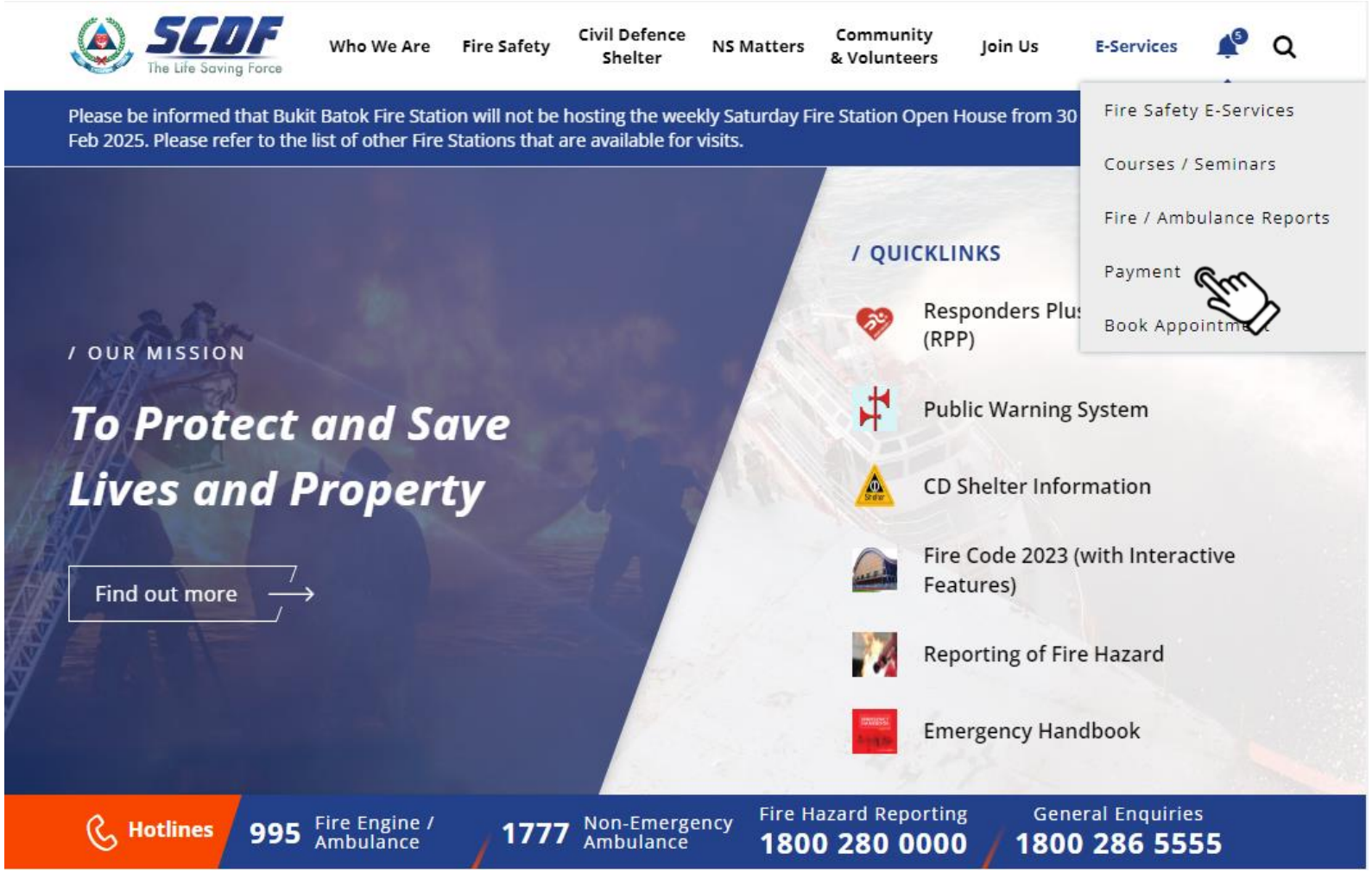
Your application status will update to “Submitted”.

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://www.scdf.gov.sg or https://bit.ly/3tjhj2l

(click on the link or scan the QR code)

SCDF The Life Saving Force

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

Internet Payment Services

Next

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

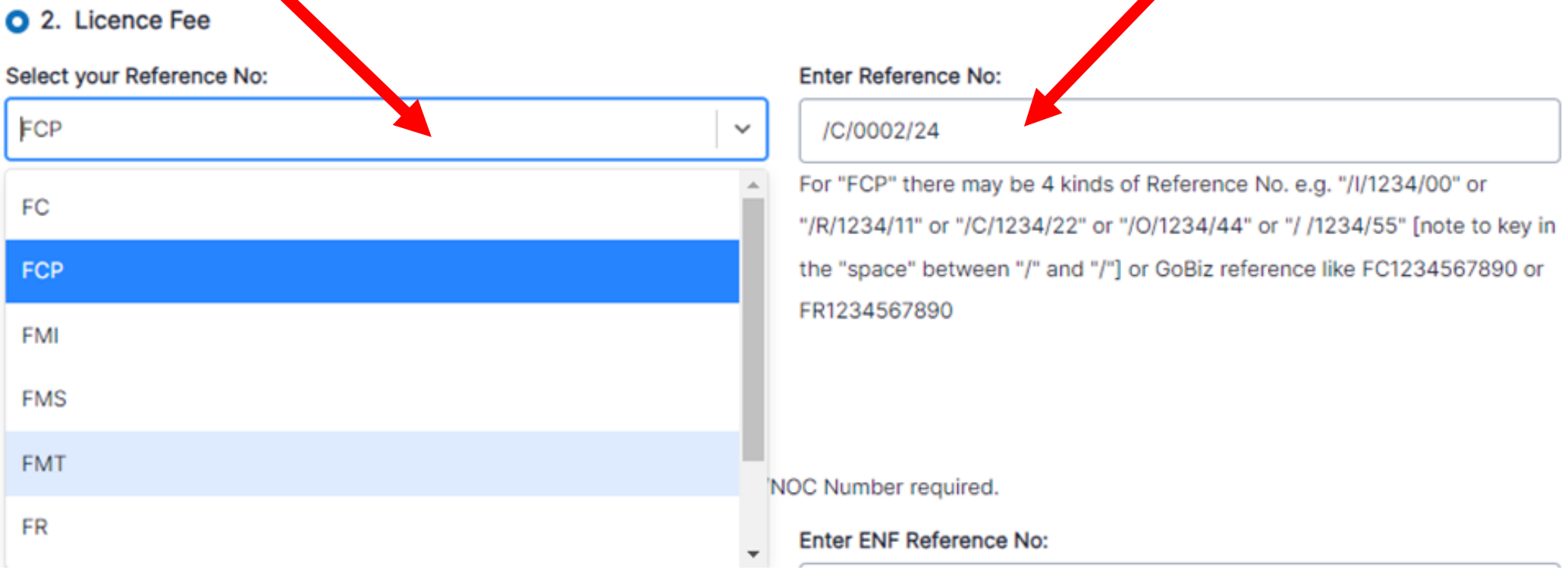
Singapore 329560

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

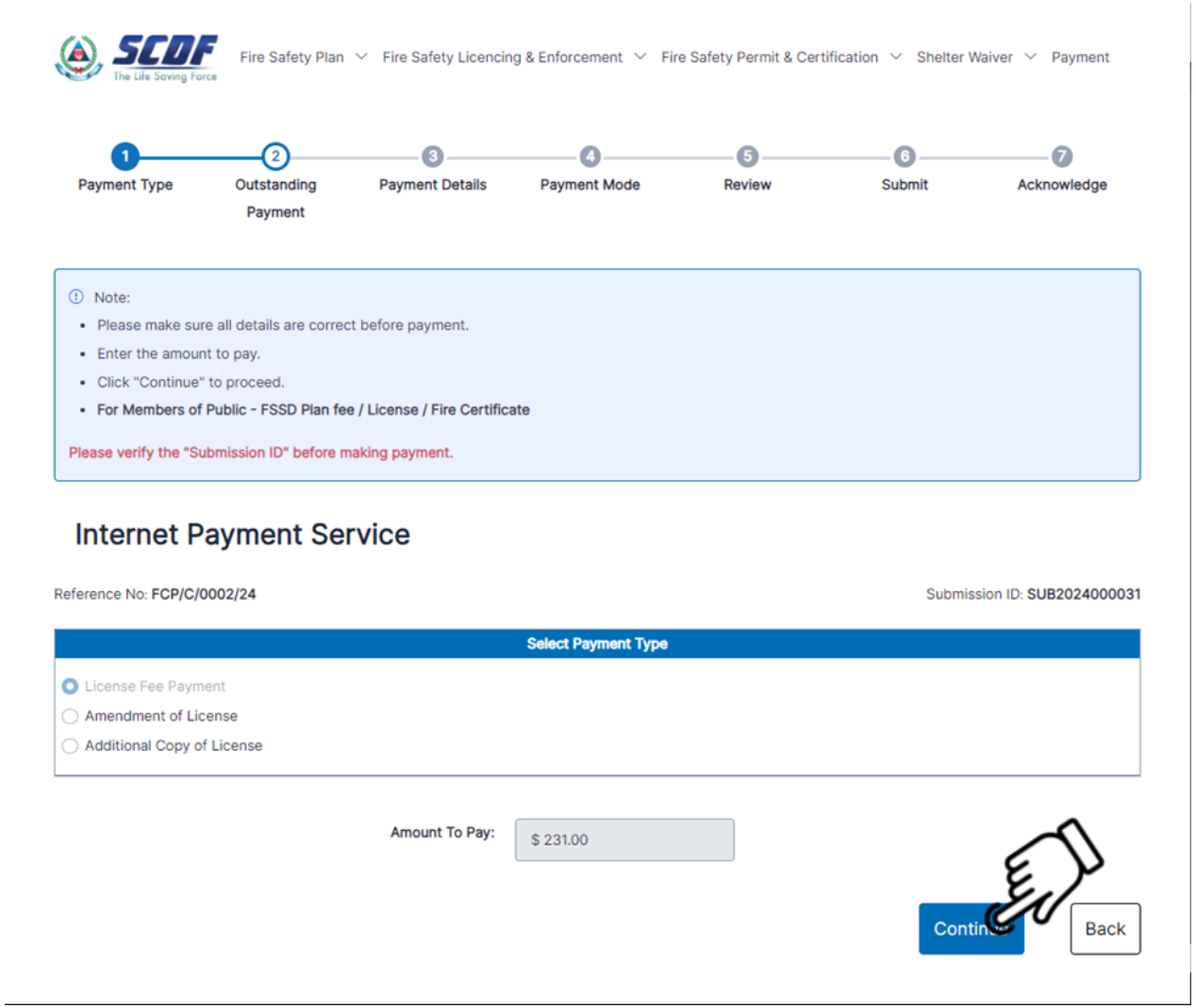
Select option 2 “Licence Fee”

Select your Reference No as FCP

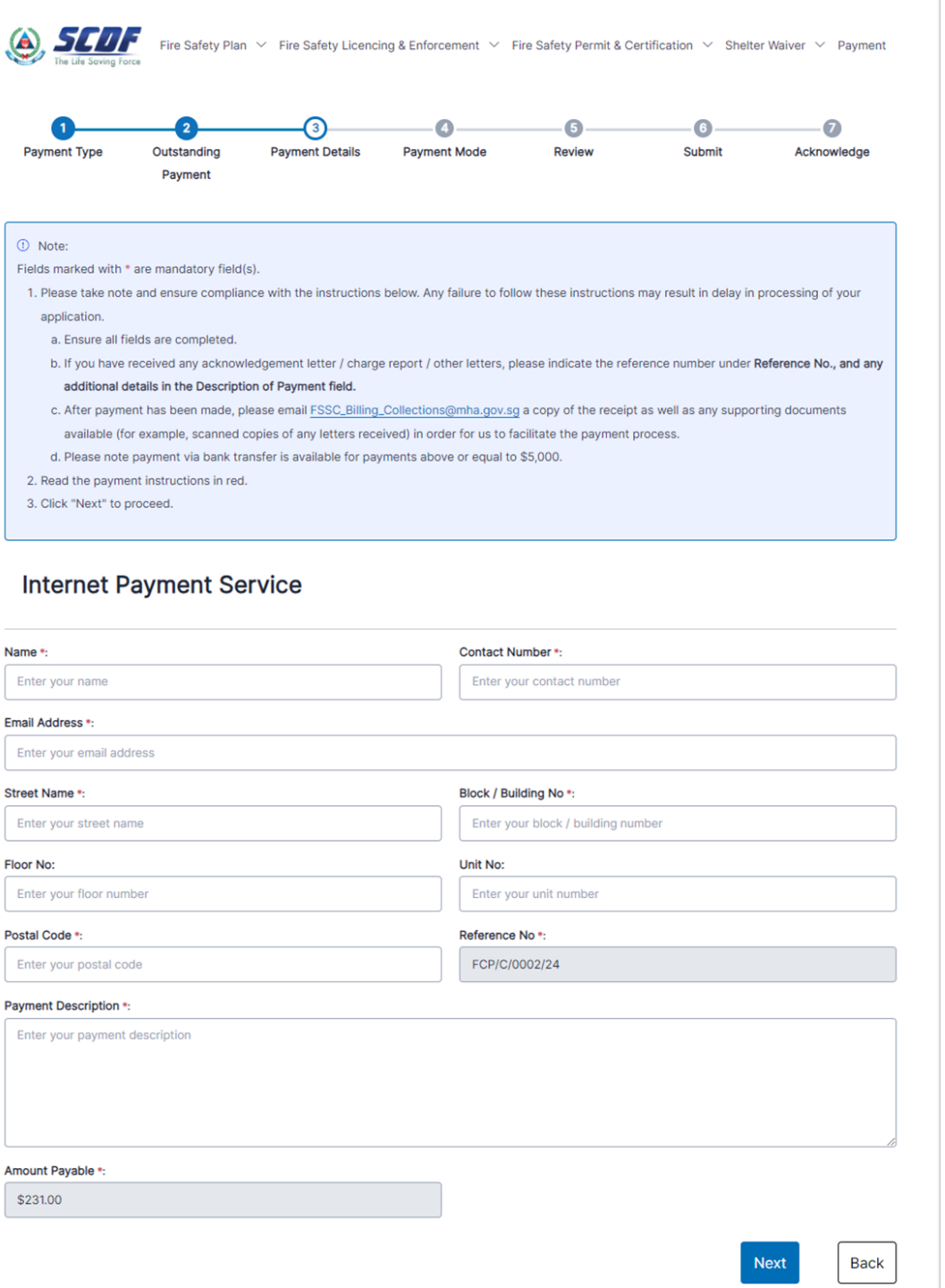
Key in the reference number by excluding “FCP”



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

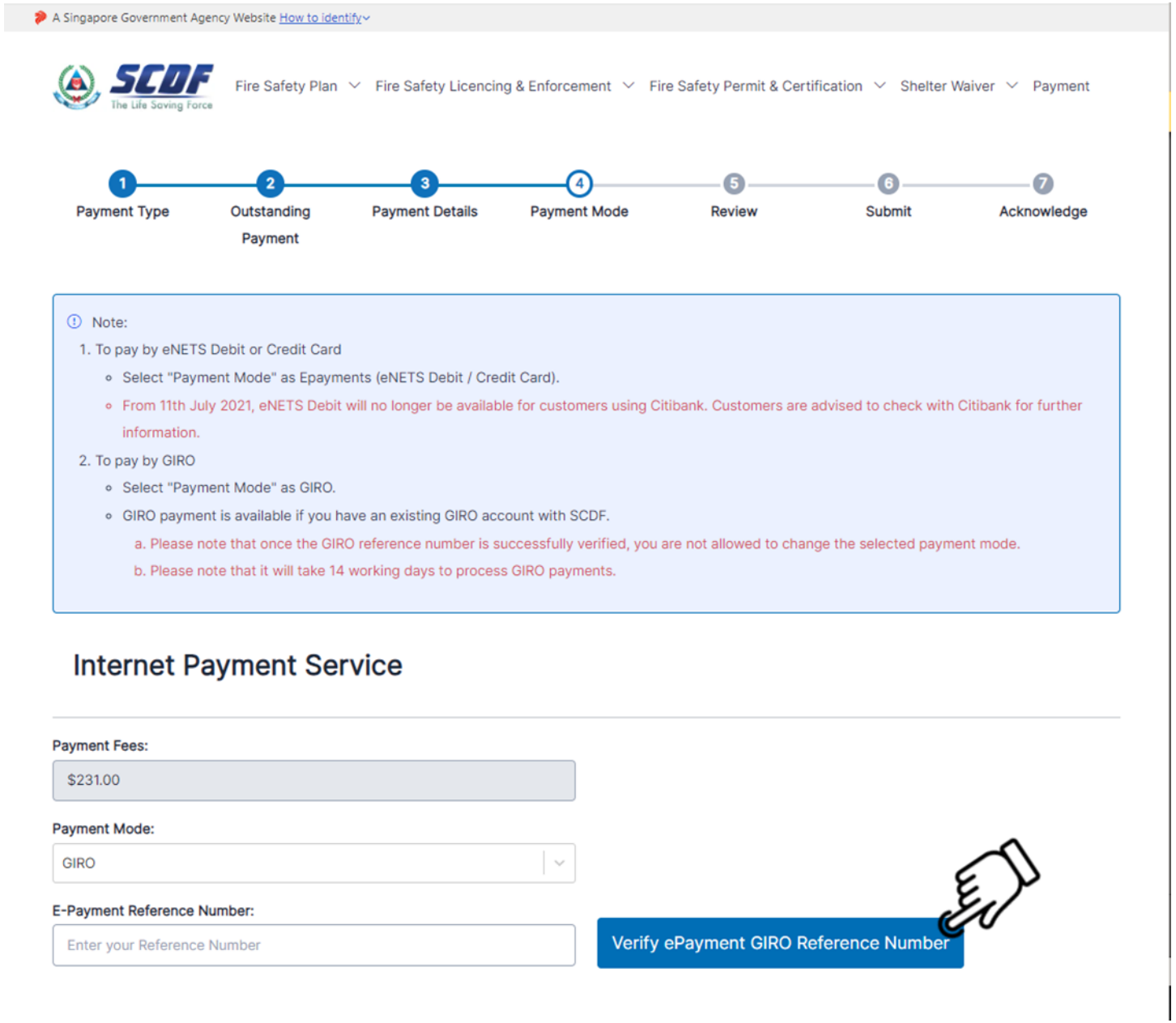


Fill in all the necessary information and click “Next”.



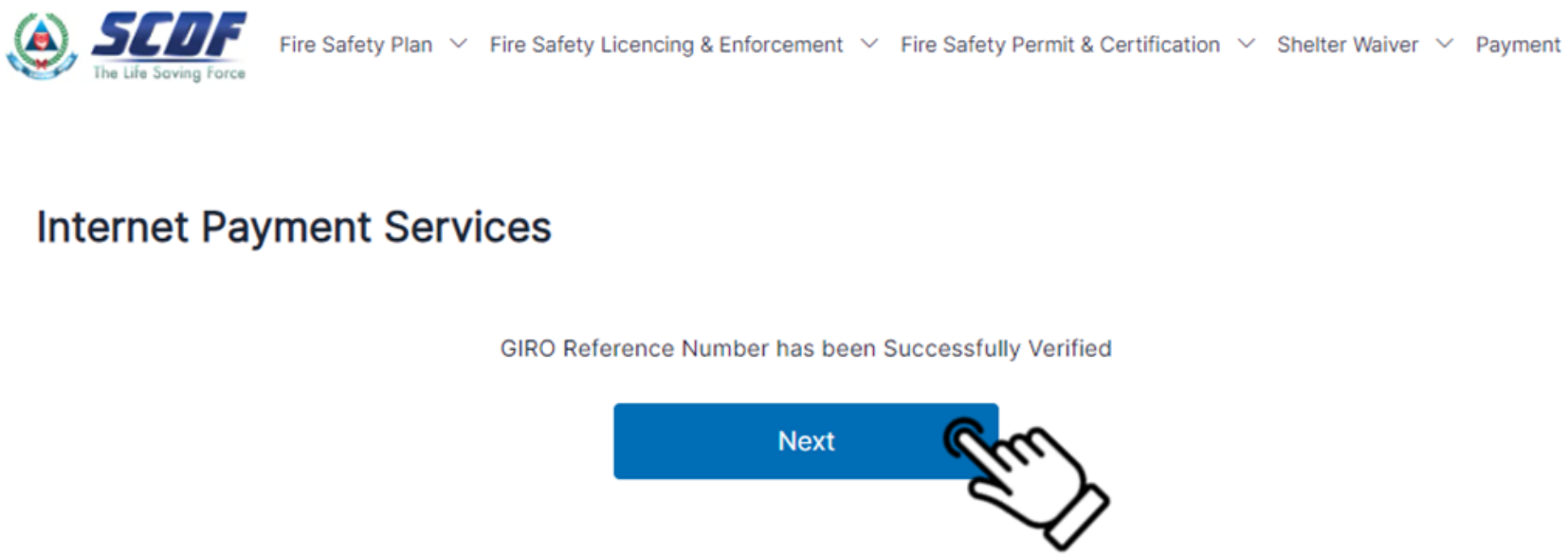
GIRO Payment Option:

Fill in your GIRO Reference Number and click “Verify ePayment GIRO Reference Number”

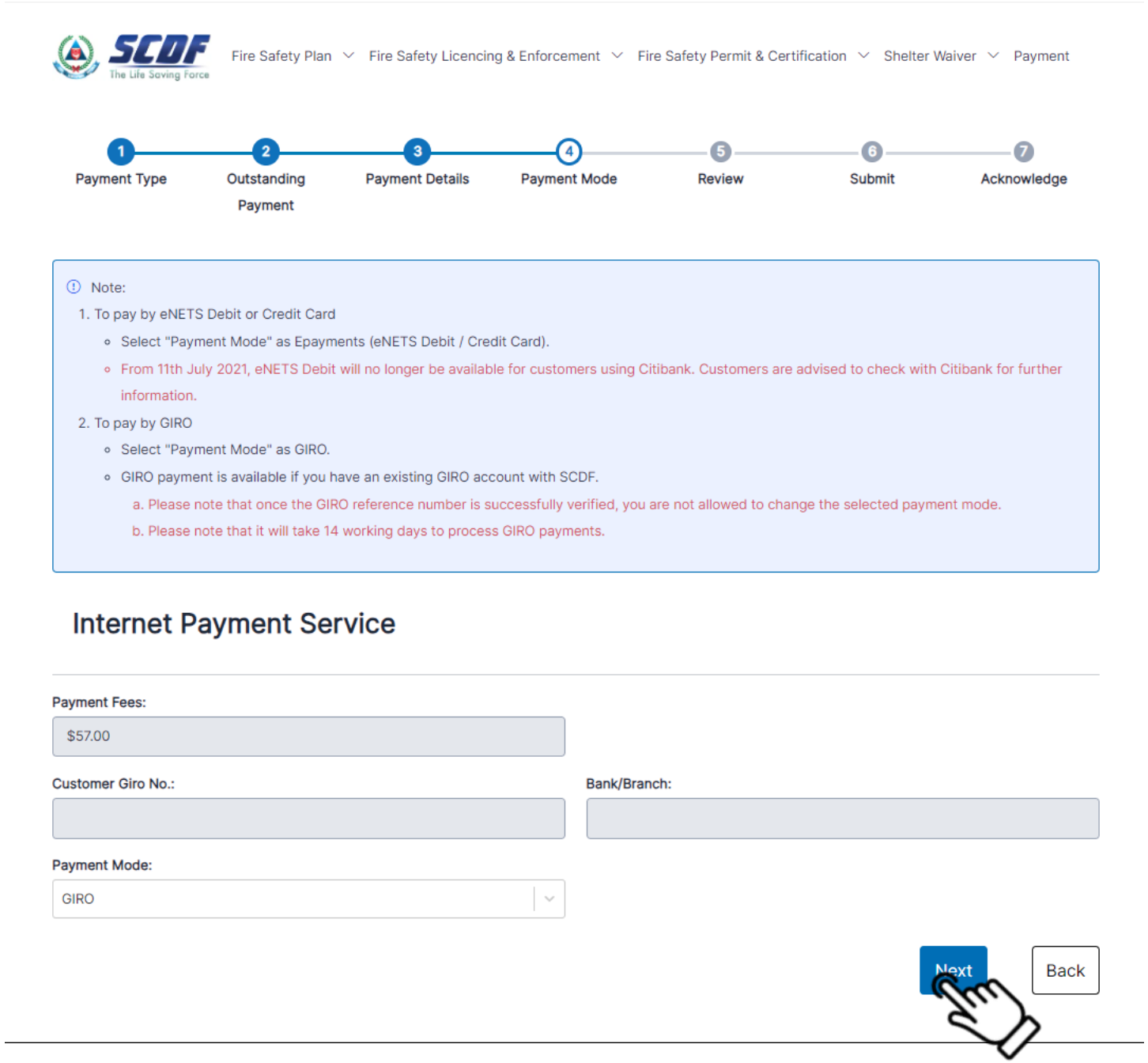


If your GIRO Reference Number

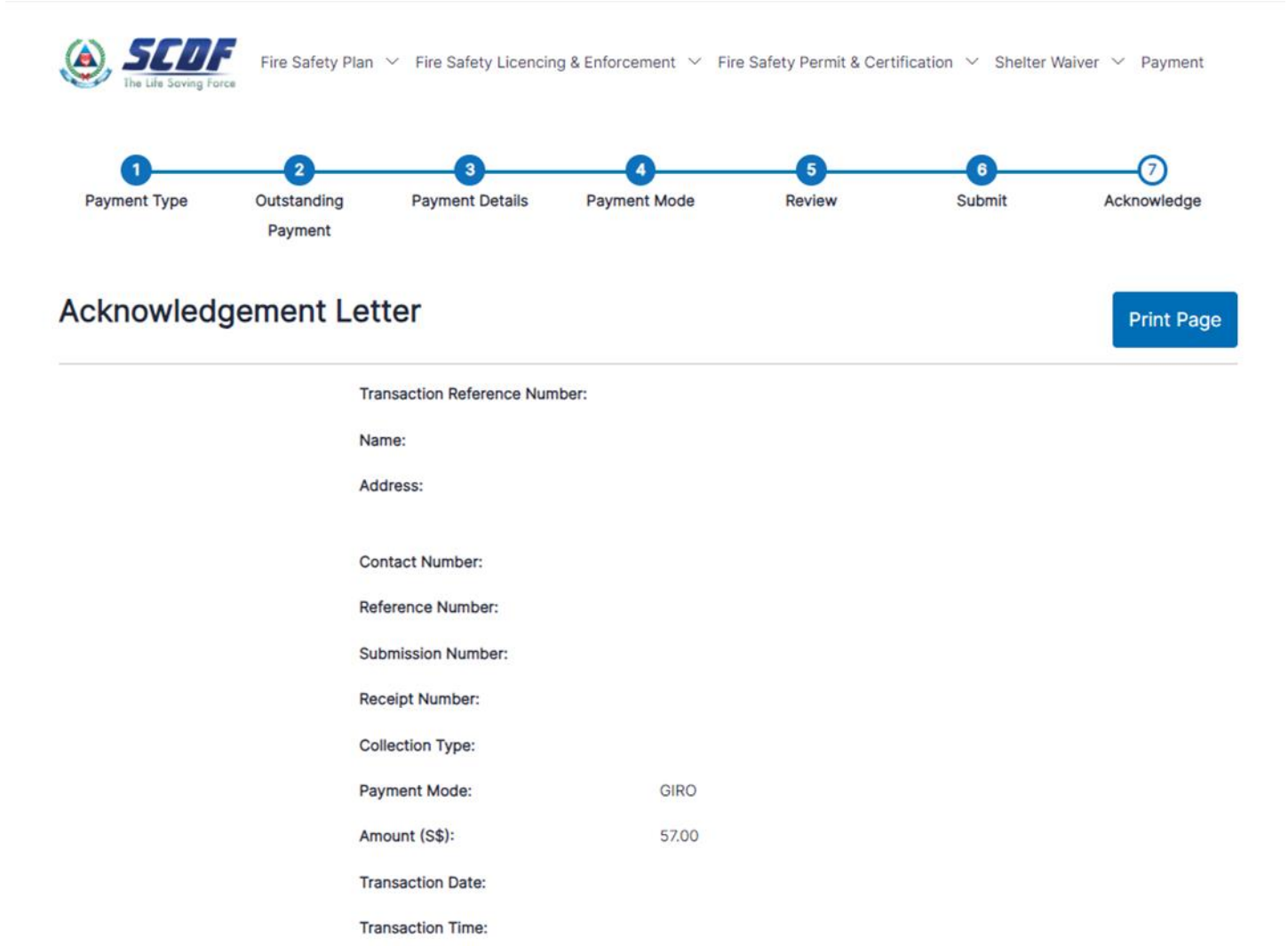
Is correct (√), it will be Successfully Verified.
Click “Next”.



Verify the information and click “Next”



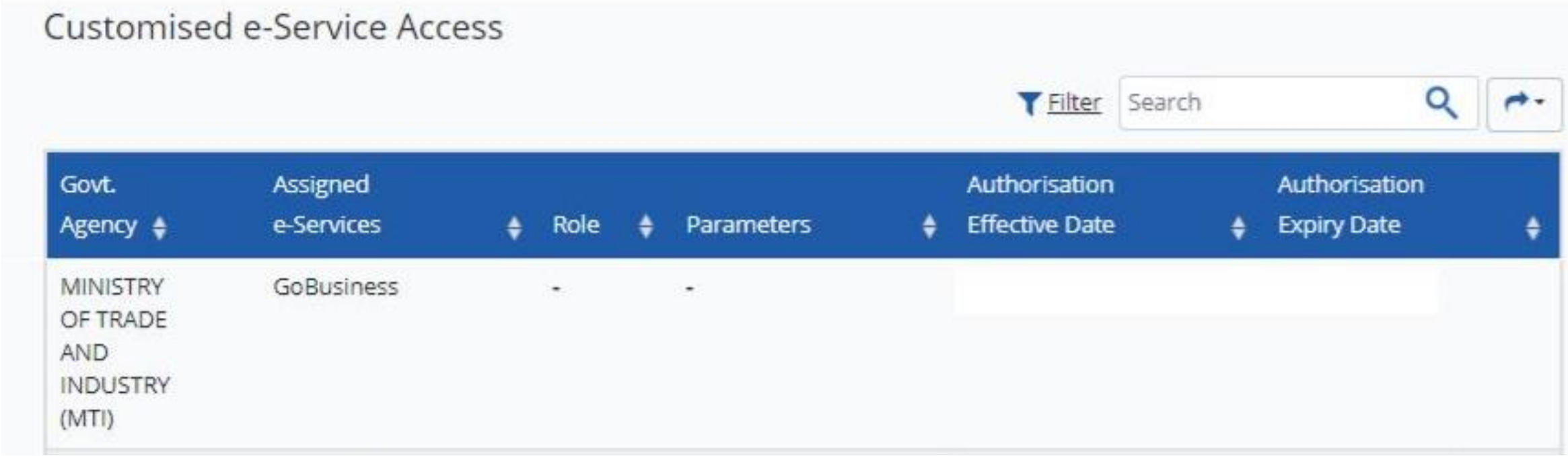
Once completed, Acknowledgement letter will be generated.



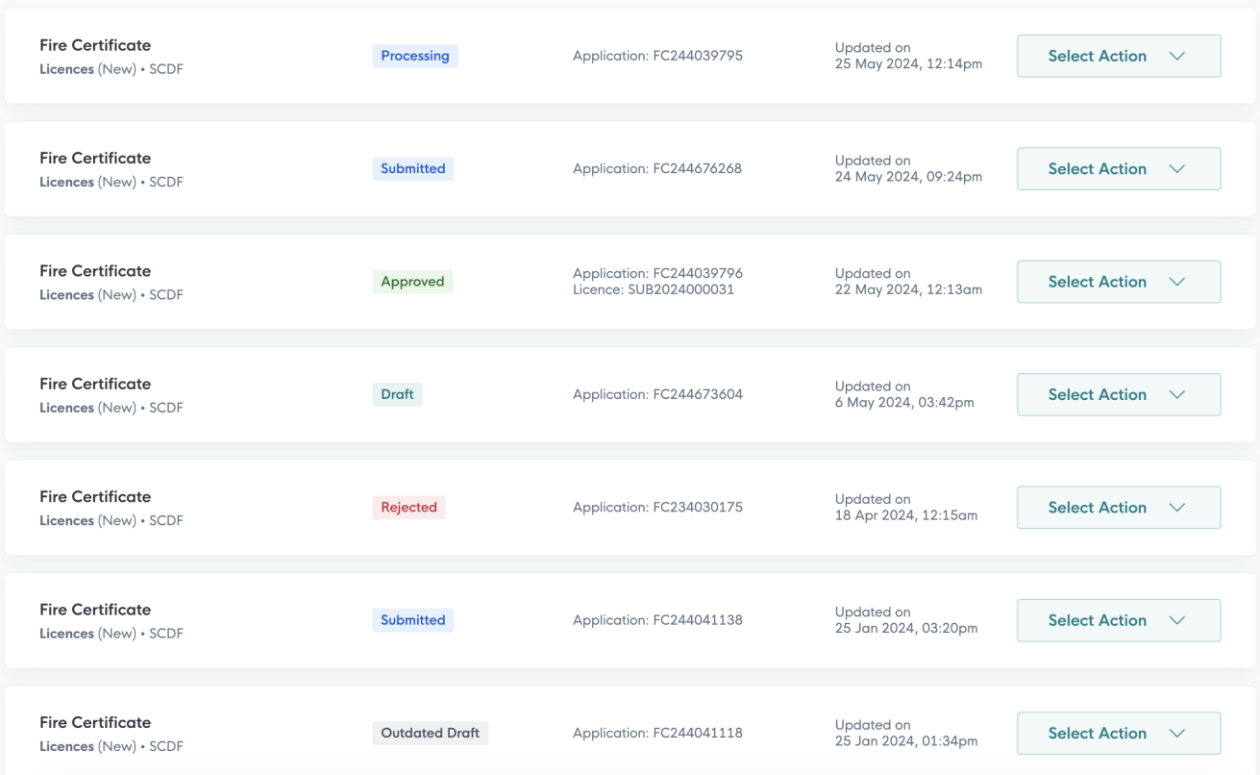
Frequently Asked Question

Why am I not able login to GoBusiness using my Singpass?

- 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).



What does the status mean in GoBusiness?



- Draft → You have not submitted the application and awaiting for you to submit.
- Submitted → You have submitted the application but with “Offline Payment” or awaiting for GIRO deduction to take place.
- Processing → Your case has reached SCDF for reviewing and approval.
- Rejected → Please check with SCDF as it may be due to Rejected Application or Rejected with no payment
- Approved → Your application has approved by SCDF.
- Outdated Draft → Your draft application has passed beyond the grace period. To apply, please resubmit a fresh application.

Why my file not accepted?

Please check your file name should not contain any spacing.

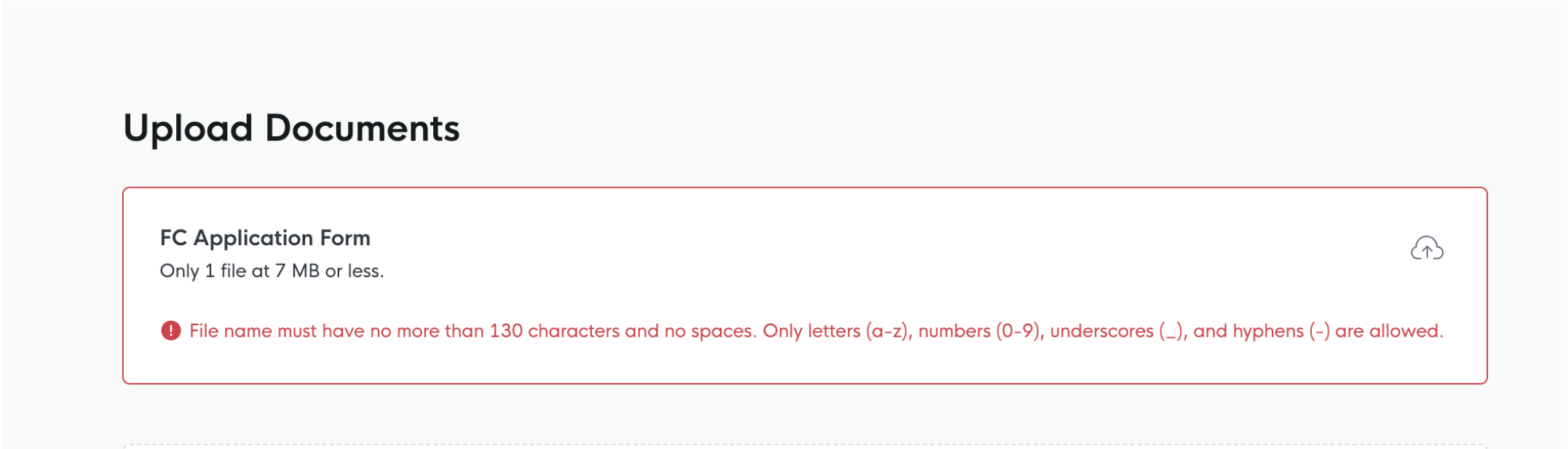
Examples:

❌ Fire Certificate Renewal 2022

❌ FC Renewal

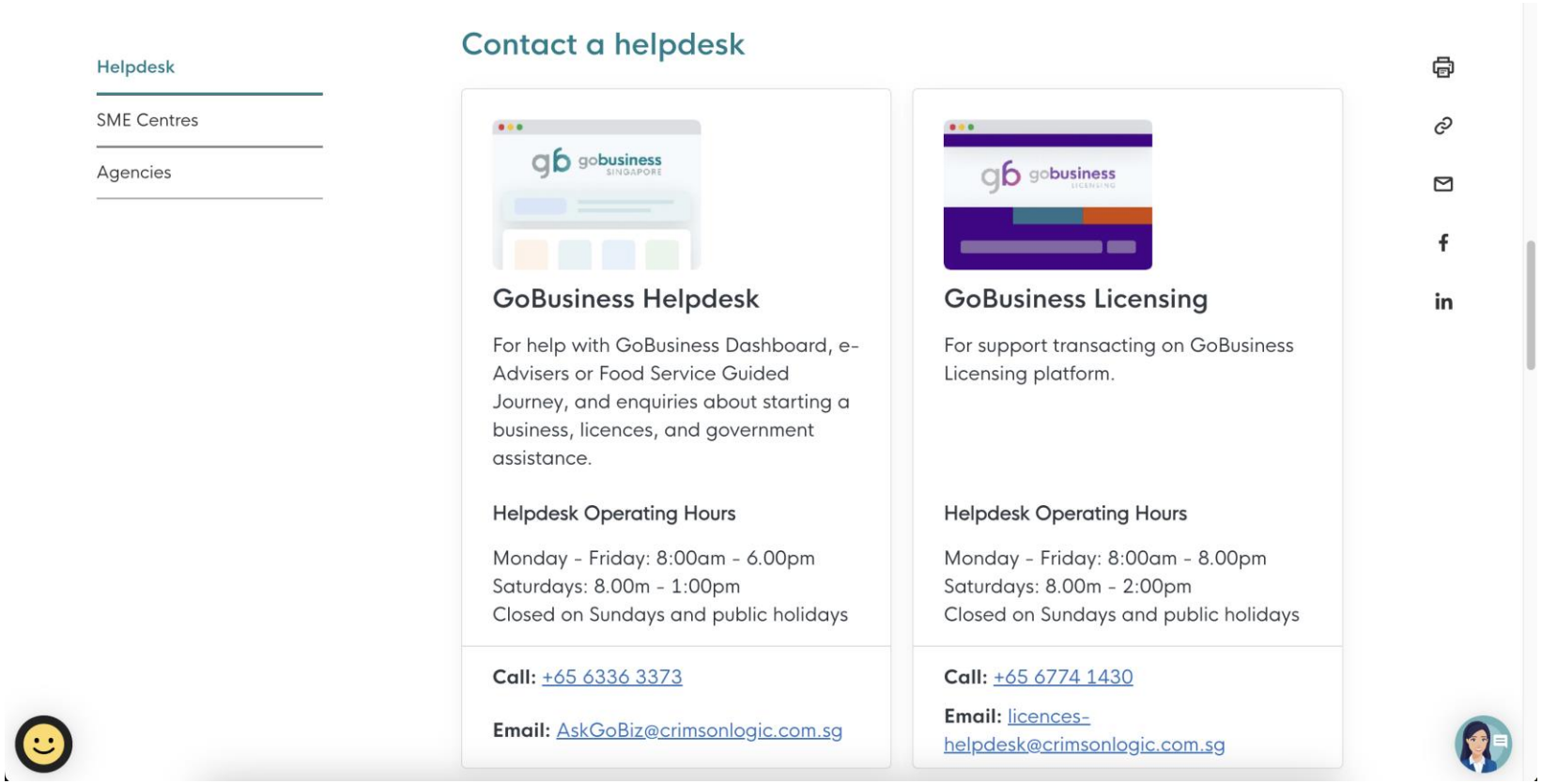
✅ Fire_Certificate_Renewal_22

✅ FC_Form



Difficulties in GoBusiness

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



Finance Matter

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

How do I get started for GIRO?
Fill in Part 1 of GIRO application form and mail it back to them at:
Ministry of Home Affairs Headquarters
Finance Shared Services Centre
New Phoenix Park,
28 Irrawaddy Rd
Singapore 329560

How long do I need to wait for my GIRO arrangement to be effective?
GIRO application requires 21 working days to process.

I did not receive the Tax Invoice and payment has been deducted, who can I get it from?
Email to SCDF_CSC@scdf.gov.sg with your Date of deduction for payment and GIRO Reference Number.