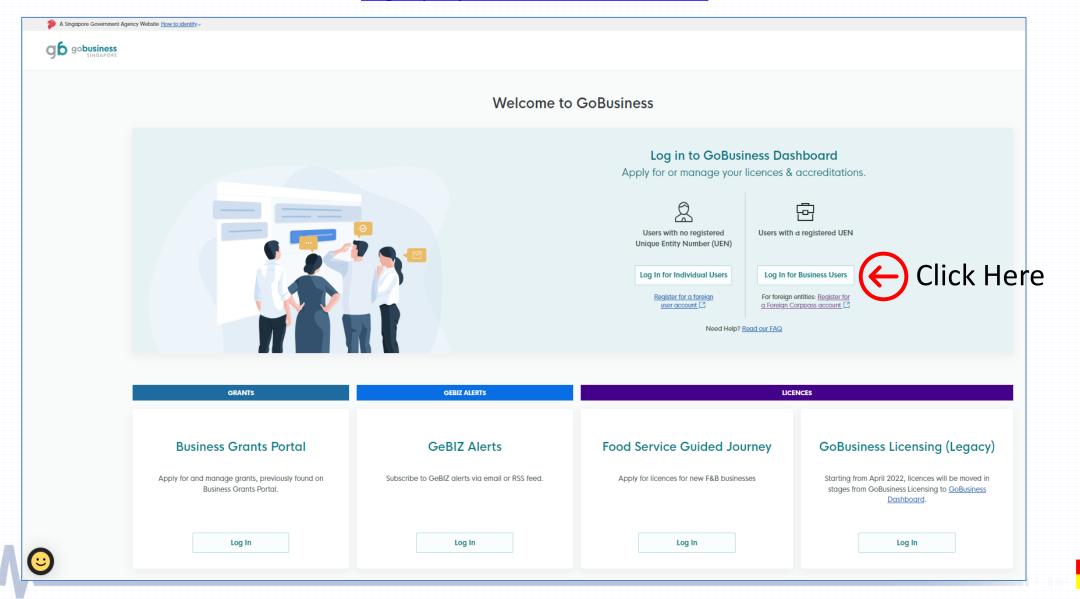
# SCDF Petroleum and Flammable Materials Storage Licence (New Application)



# <u>Index</u>

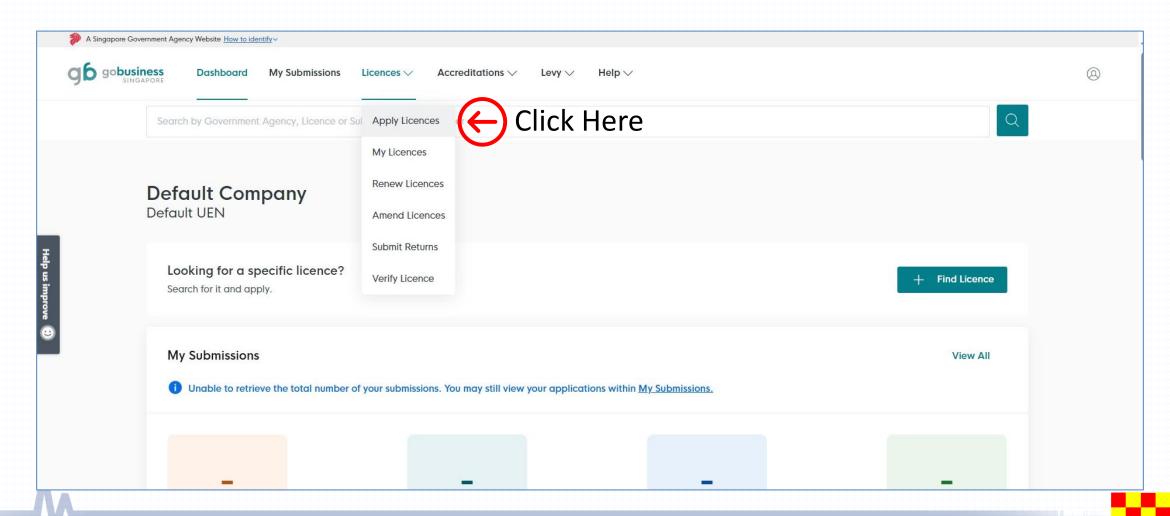
<u>S/N</u>	<u>Topic</u>	<u>Slide</u>
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# Login | My Dashboard - GoBusiness



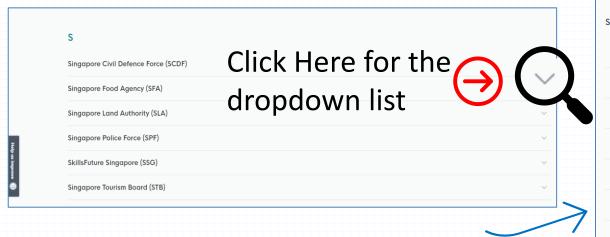
#### **New Licence Application**

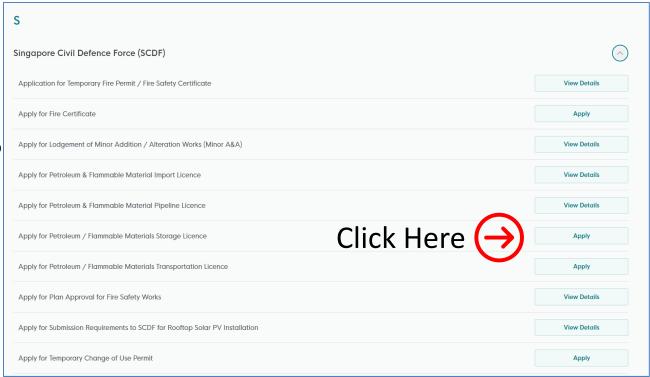
Under Licences tab, select "Apply Licences"



#### **Select Storage 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 Storage Licence"



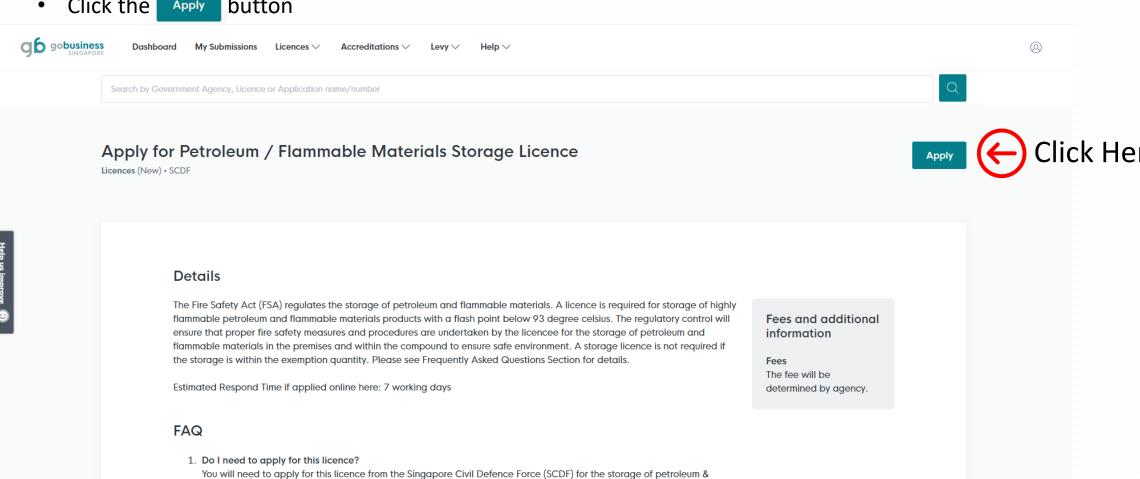




### Apply for Petroleum / Flammable Materials Storage Licence

Click the Apply button

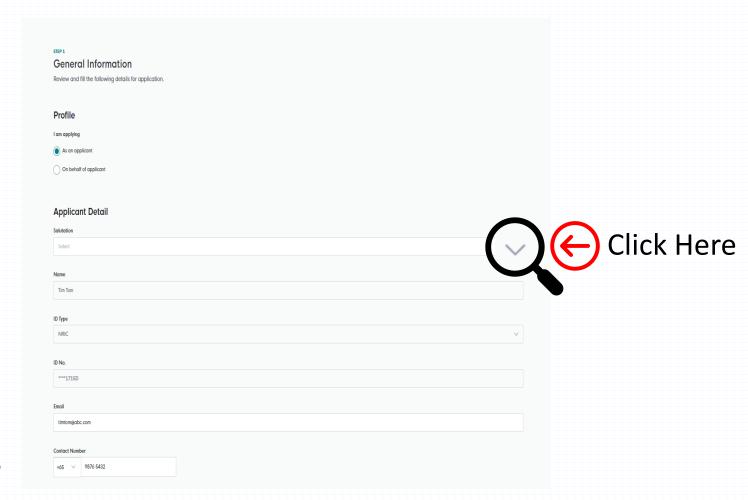
flammable materials including LPG.





#### Step 1: General Information

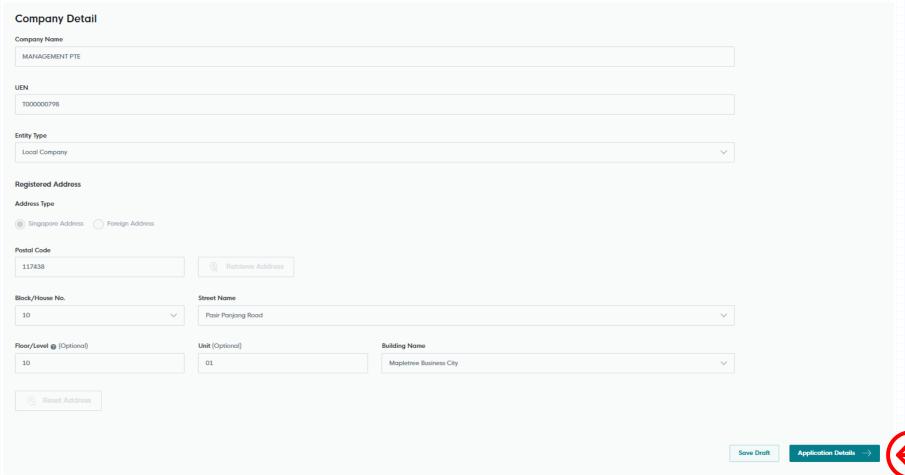
- If you are the applicant, you may select as:
   "As an applicant"
- The applicant Details are auto-populated from CorpPass, except for the salutation, which you need to select.
- If you are applying on behalf of the licence owner, you may select as:
   "On behalf of applicant"
  - Applicant's details to be filled by filer
  - Filer's details are auto-populated from CorpPass, except for the salutation, which you need to select.
- Please ensure that the email address and contact number of the applicant and filer are correct.





## Step 1: General Information

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





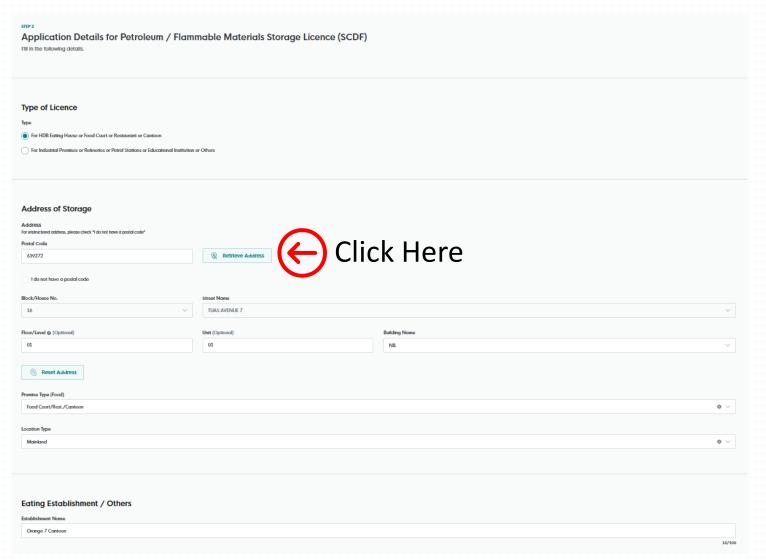


# SCDF Petroleum and Flammable Materials Storage Licence (LPG Eating Establishment)



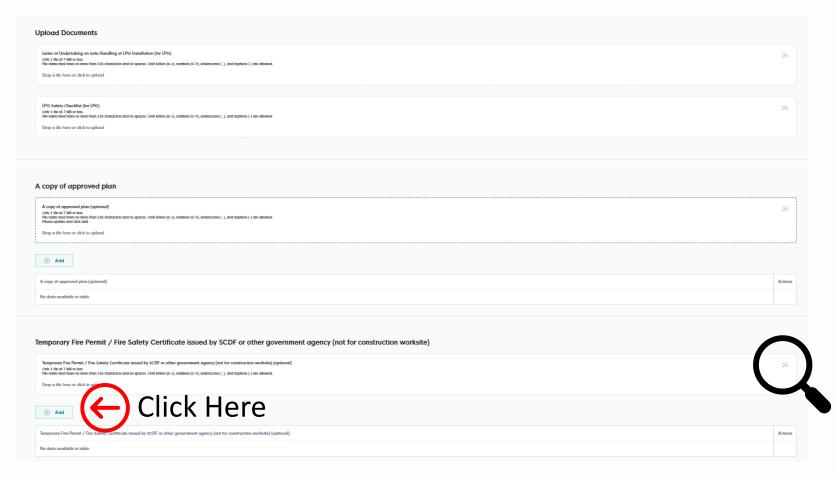
- Select the type of license application under HDB Eating House or Food Court or Restaurant or Canteen.
- Fill in all the required fields such as address of storage, name of eating establishment, LPG storage qty, Details of Owner of Eating Establishment and information of LPG supplier/dealer.
- Retrieve the storage address by using Postal Code.





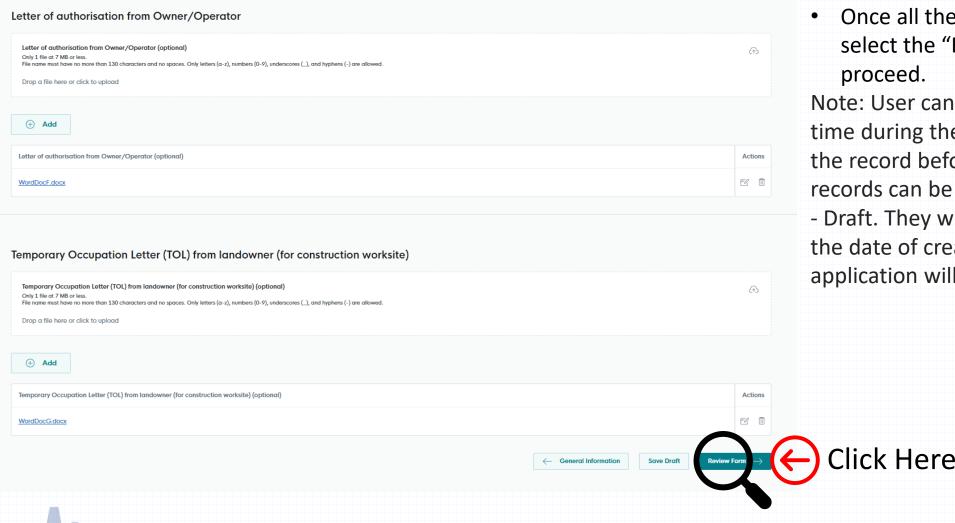






 Click the cloud button to select the document to be uploaded. Once selected and uploaded, click the "Add" button to add into the online submission.





 Once all the documents are uploaded, select the "Review Form" button to proceed.

Note: User can click "Save Draft" at any time during the application process to save the record before submitting. All saved records can be retrieved in My Submission - Draft. They will be kept for 90 days from the date of creation, after which, the application will lapse.



# Step 3: Review Form

STEP 3

#### **Review Form**

Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.

#### **General Information**

#### Profile

I am applying

As an applicant

#### **Applicant Detail**

Salutation

Tim Ton

ID Type & ID Number NRIC: \*\*\*\*1715D

timtom@abc.com

Contact Number +65 9876 5432

#### **Company Detail**

Company Name

MANAGEMENT PTE

UEN

T000000798

Entity Type

Local Company

\_\_\_\_

Registered Address

10 Pasir Panjang Road, #10-01 Mapletree Business City, Singapore 117438

• Verify the information is correct.



#### Step 3: Review Form

# Approval Letter (for backlane LPG/MCST/Building Owner/Town Council/LandOwner(JTC/URA)) Approval Letter (for backlane LPG/MCST/Building Owner/Town Council/LandOwner(JTC/URA)) WordDocD.docx **Emergency Response Plan (ERP)** Emergency Response Plan (ERP) WordDocE.docx Letter of authorisation from Owner/Operator Letter of authorisation from Owner/Operator (optional) WordDocF.docx Temporary Occupation Letter (TOL) from landowner (for construction worksite) Temporary Occupation Letter (TOL) from landowner (for construction worksite) (optional) WordDocG.docx

• Once the information is correct, click the "Declaration" button to proceed.

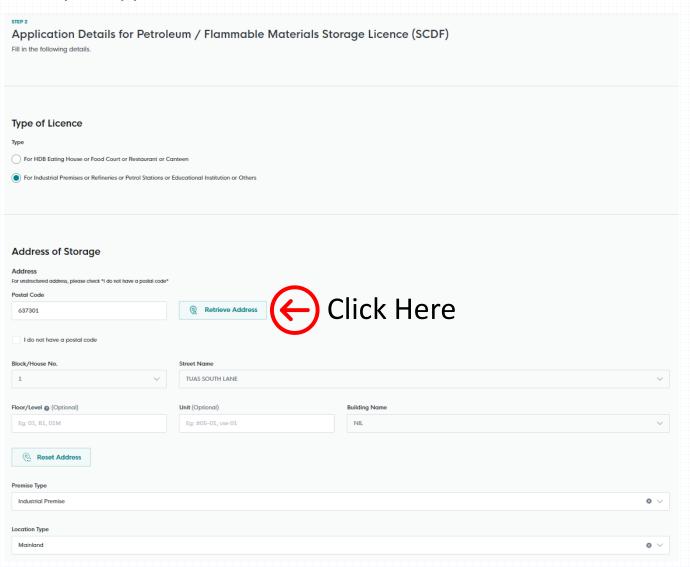




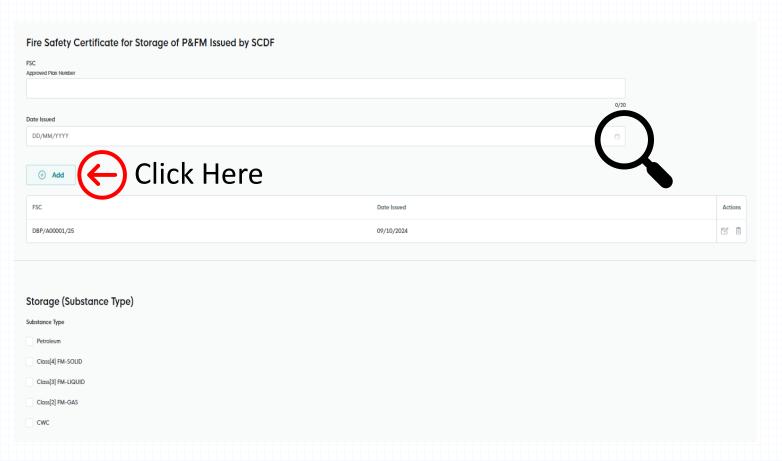
# SCDF Petroleum and Flammable Materials Storage License (LPG Industrial Premises/Refineries/Petrol Stations/ Educational Institution or Others)



- Select the type of license application under Industrial Premises/Refineries/Petrol Stations/ Educational Institution or Others.
- Fill in all the required fields
- Retrieve the storage address by using Postal Code.

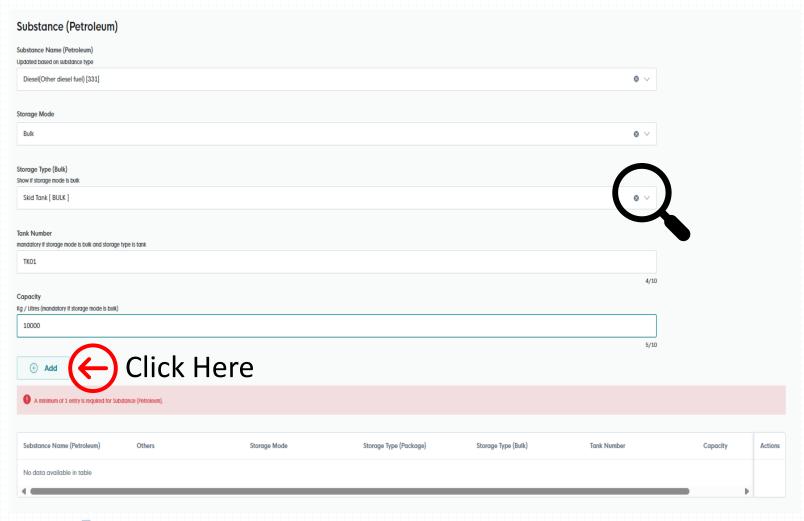






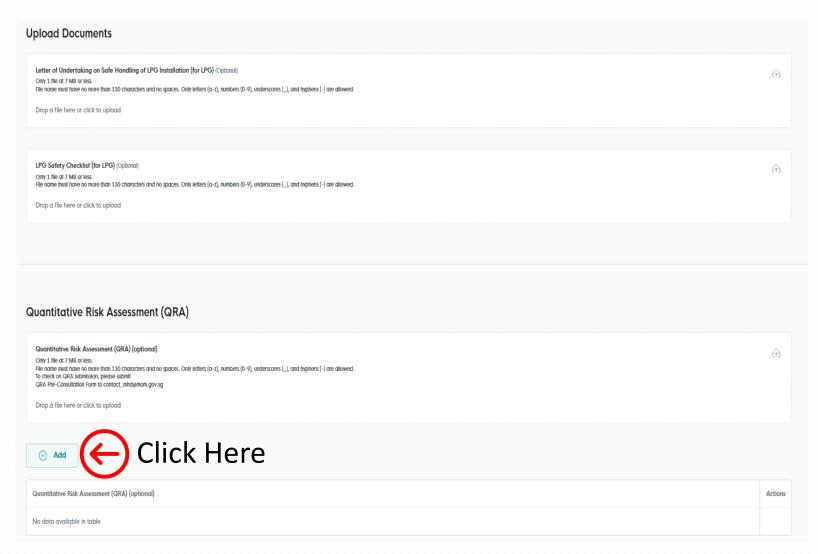
- Enter the approved plans number and the date of issue. Once selected and uploaded, click the "Add" button to add into the online submission.
- Click the radio button to select the flammable storage class you wish to store in the premise.





- Under the selected flammable storage class number, select the substance name, storage mode, storage type, tank number (mandatory if bulk storage) and capacity.
- Once selected, click the "Add" button to add into the online submission.





 Click the cloud button to select the document to be uploaded. Once selected and uploaded, click the "Add" button to add into the online submission.

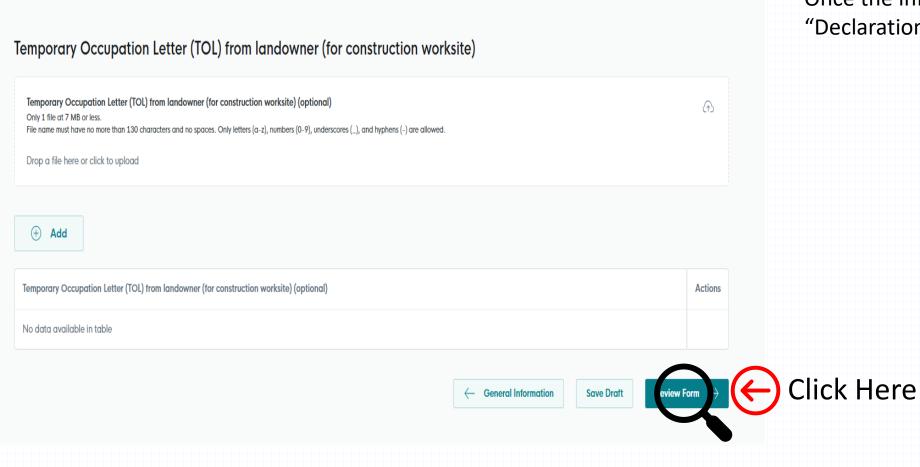


#### Step 2: Application Details – Upload Document

- Letter of undertaking on safe handling of LPG Installation (Optional)
- LPG Safety Checklist (Optional)
- Approved Plans (Optional)
- Temporary Fire Permit / Fire Safety Certificate (Optional)
- LPG piped system documents certified by Professional Engineer (Optional)
- Approval Letter (for back lane LPG/MCST/Building Owner/Town Council/LandOwner (JTC/URA)) (Optional)
- Emergency Response Plan (Mandantory)
- Letter of authorisation from owner/operator (Optional)
- Temporary occupation letter (TOL) from landowner (for construction worksite) (Optional)
- Quantitative Risk Assessment (QRA) no consent approval letter (Optional)
- Bulk Tanks and Major Piped Installation Test Reports certified by Professional Engineer (Optional)
- JTC consent and URA written permission (tank with dispenser / pump point) (Optional)
- Petrol Service Station (PSS) Safety Certification Checklist (Optional)



#### Step 3: Review Form



 Once the information is correct, click the "Declaration" button to proceed.



#### Step 3: Review Form

#### Letter of authorisation from Owner/Operator

Letter of authorisation from Owner/Operator (optional)

No data available in table

#### Temporary Occupation Letter (TOL) from landowner (for construction worksite)

Temporary Occupation Letter (TOL) from landowner (for construction worksite) (optional)

No data available in table

 Once the information is correct, click the "Declaration" button to proceed.







#### Step 4: Declaration

#### STEP 4

#### **Declaration**

Please scroll to read and acknowledge the following clauses.

General Declaration

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Petroleum / Flammable Materials Storage Licence (SCDF)

I shall be responsible to provide any proof or written consent from the applicant upon request by respective licensing agencies for verification.

I declare that the information I provided is not false or misleading and I have no reason to believe the information is false or misleading, otherwise I may be prosecuted for committing an offence.

The licensing agencies reserves the right to reject the application or revoke the licence if granted or to exercise any powers in the licensing agencies' Act(s).

I hereb declare that all of the above is true.

 Read through the declaration and tick the checkbox to declare. Once done, click the "Submit" button.

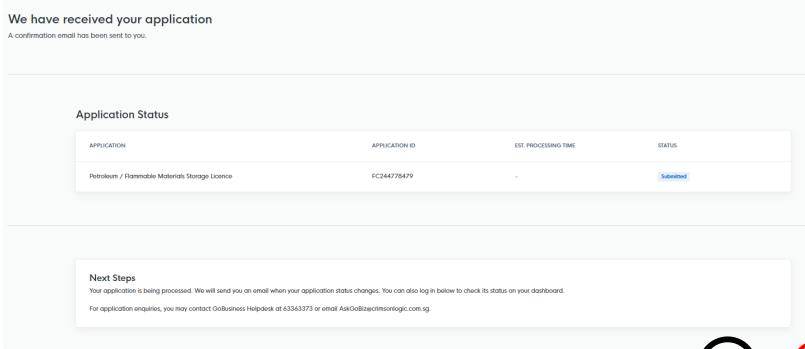








#### Step 5: Confirmation of the application



- Application has been submitted successfully and an email will be sent to the applicant.
- You may click the "Return to Dashboard" if you wish to return back to the first page.





# SCDF E-Service Payment Guide



#### **SCDF E-Services**

- Make online payment thru SCDF website (<a href="https://eservices.scdf.gov.sg/fisops/">https://eservices.scdf.gov.sg/fisops/</a>)
- \* Please note that you can only make payment after you have received the acknowledgement letter from SCDF.



Fire Safety Plan  $\,\,\,\,\,\,\,\,\,$  Fire Safety Licencing & Enforcement  $\,\,\,\,\,\,\,\,\,\,\,\,$  Fire Safety Permit & Certification  $\,$  Shelter Waiver  $\,$  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



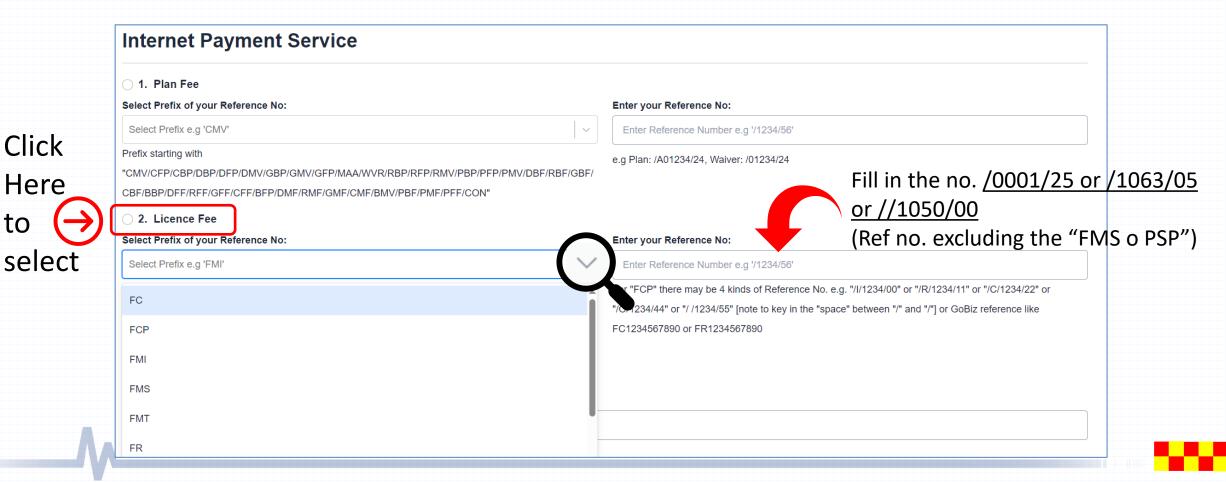
#### **Internet Payment Service**

Select Licence Fee and click dropdown arrow to select "FMS or PSP".

Click

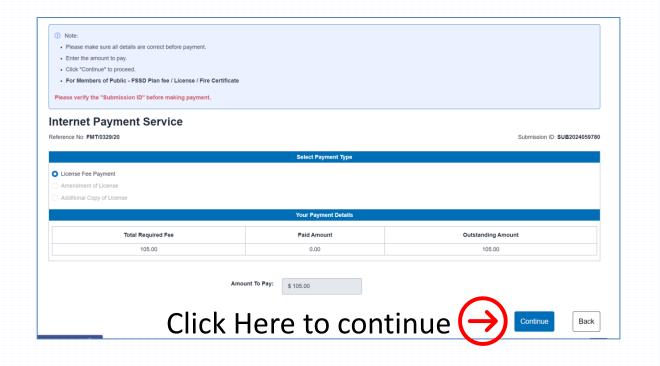
Here

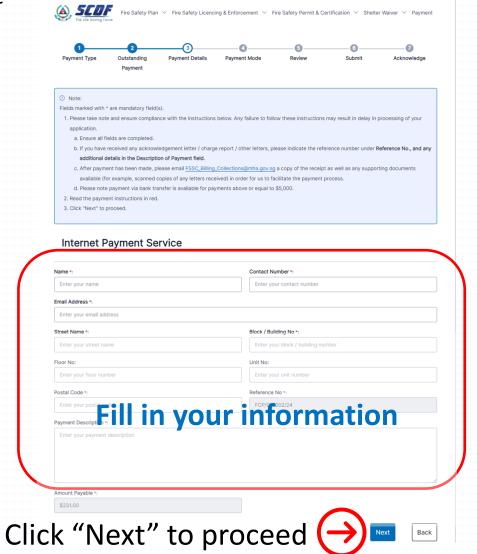
Fill in your Reference No. in the box given and click "Next" to proceed next page (It can be found in the email confirmation or after submitting your application. e.g. FMS/0001/25)



#### **Internet Payment Service**

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

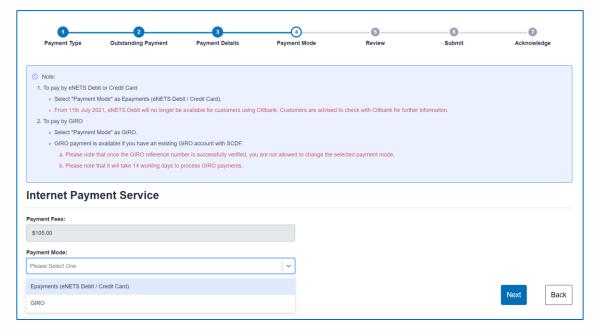


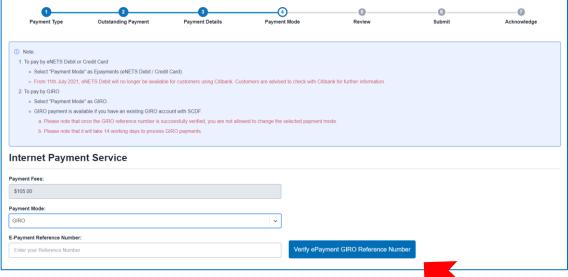




#### **Internet Payment Service**

- 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.





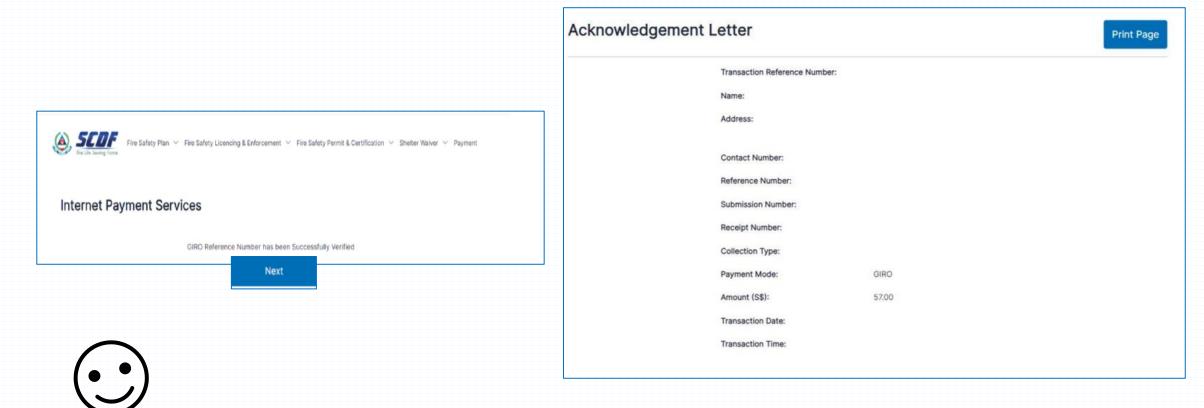
Click the verification button to verify your GIRO Ref.

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



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

