

Guide for
Online Application for
Company Licence

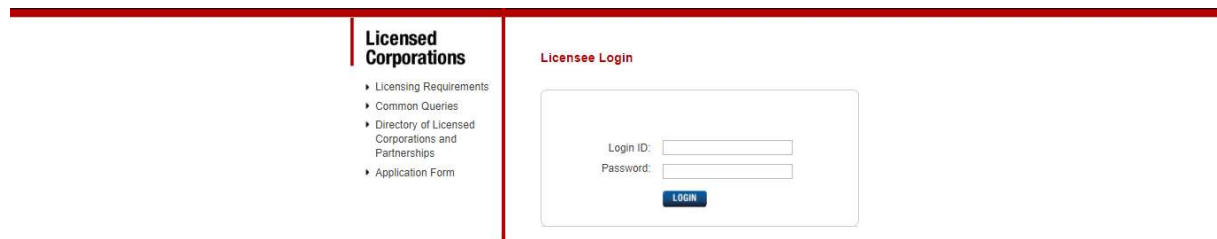
PEB has prepared this guide to help you in your application of licence to provide professional engineering services in Singapore. You may also contact us at 63342310.

There are two parts to the application process:

- 1) Submit online application and payment
- 2) Submit documents as listed in the checklist to PEB in person

For new applicant, please refer to Guidelines on Licensed Corporations and Partnerships to understand the requirements before applying.

For existing licensee, please login to your account with the password sent to you



Online Application

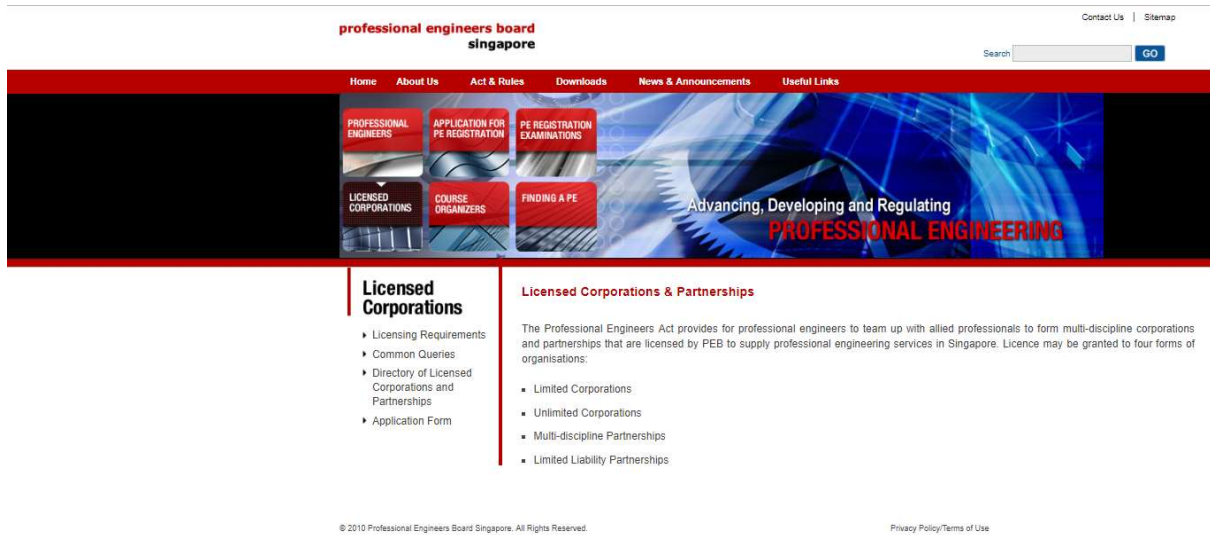
Take note of the following during the online application process:

**Click on the buttons or links once only.
Do not use the Back or Forward button on your browser as this may end your transaction.**

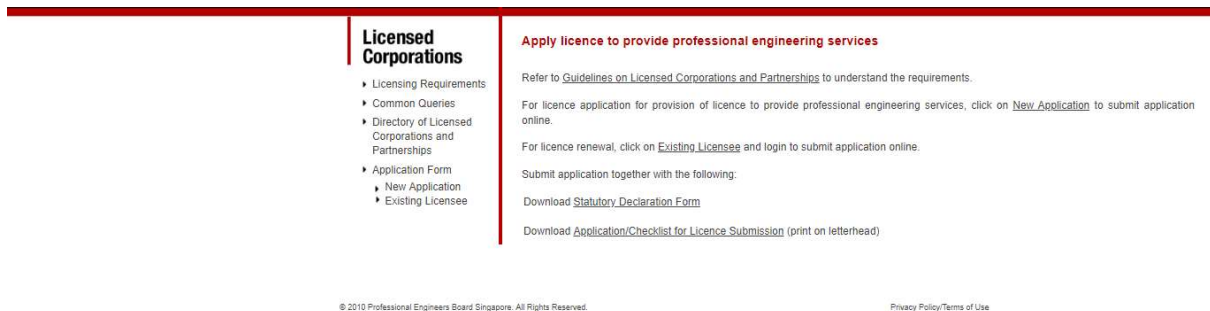
All entries are to be made in Title Case (i.e. Capitalize Each Word), not all in UPPERCASE or lowercase format.

Licence Application

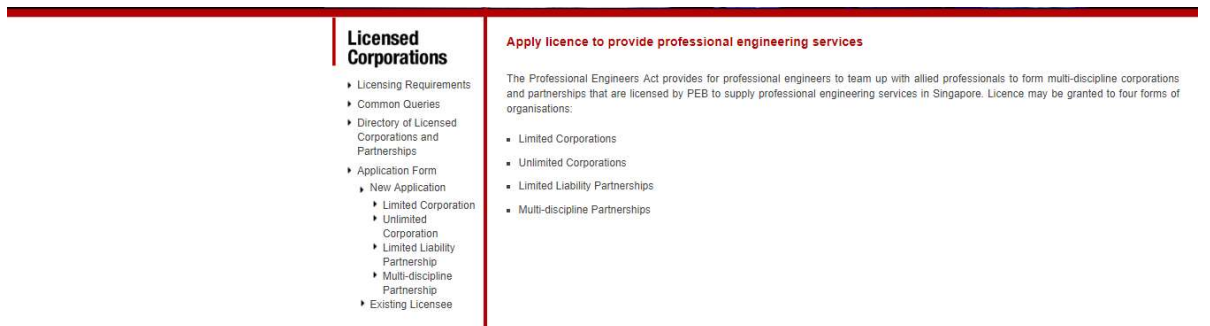
- Refer to https://www.peb.gov.sg/licensed_intro.aspx
- Click Application Form at left menu



- Read the content shown, you may click the link for New Application or Existing Licensee on this page or click from the left menu
- You may download the Statutory Form or the Checklist on this page, the files are also available in the application page (Other Requirement tab, Preview Application tab)



- Select one of the licence type you would like to apply to provide professional engineering services in Singapore



Step 1 – Company Information

- For existing licensee who has login successfully, most data is auto-displayed as taken from your previous application. You may provide new input if there are changes, except on data regarding Company Information and Type of Organization
- You may copy the input on ACRA Registration Number to the Unique Entity Number (UEN) field if the data is the same
- Make the appropriate selection on fields with dropdown list

Licensed Corporations

- Licensing Requirements
- Common Queries
- Directory of Licensed Corporations and Partnerships
- Application Form

Application for Licence - Limited Corporation

Company Information	Directors Information	Share Capital Information	Insurances	Other requirements	Preview application	e-Payment	Complete
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Company Information

Name of Corporation: *

ACRA Registration Number: *

Unique Entity Number (UEN): *

Type of Licence Application

Type of Organization: *

Branch(es) of Engineering: *

List of Services Proposed to be Offered by Applicant: *
(max of 255 characters)

Address and Contact

Address Registered with ACRA: *

Country: *

Postal Code: *

Contact No.: *
(8 Numeric input)

Principal Place of business:

Other Places of business:

Information About Employees

No. of Registered PEs employed with Practising Certificate: *

No. of Other Professionals: *
(e.g. architects, surveyors, quantity surveyors, non-registered engineers, etc.)

No. of Sub Professional Staff: *
(e.g. technician, draughtsman, etc.)

No. of Clerical Staff: *
(e.g. accounts staff, admin staff, etc.)

Others: *

NEXT

- Put in key services in the List of Services Proposed to be Offered by, input should not exceed 255 characters, without bullet point or numbering of services
- Only one set of data input is required on contact no. i.e. do not input more than one contact no. in the same field, this would be the contact no. displayed in PEB website
- On all address fields, please indicate # before the unit number if the address is with unit number
- Do not leave blank on fields indicated with *, i.e. mandatory field required data input
- Note that while the company may have principal place or other places of business, the licence will only be issued with the address registered with ACRA

Step 2 – Directors or Partners Information

Application for Licence - Limited Corporation

Company Information	Directors Information	Share Capital Information	Insurance	Other requirements	Preview application	e-Payment	Complete
Proportion of the Company Directors							
No. of Board Directors who are Professional Engineer (PE) with PC: *		<input type="text"/>					
No. of Board Directors who are Allied Professional with PC: * (e.g registered Architect, Land Surveyor)		<input type="text"/>					
No. of Board Director as non PE / non Allied Professional: *		<input type="text"/>				Click here to proceed	
Board of Directors							

- After you have provided the number of directors or partners in the Proportion of Company Directors or Partners, the appropriate entries will appear in the Board of Directors or Partners section when you click on *Click here to proceed*

Proportion of the Company Directors	
No. of Board Directors who are Professional Engineer (PE) with PC: *	<input type="text" value="1"/>
No. of Board Directors who are Allied Professional with PC: * (e.g registered Architect, Land Surveyor)	<input type="text" value="0"/>
No. of Board Director as non PE / non Allied Professional: *	<input type="text" value="0"/> Click here to proceed
Board of Directors	
Name: *	<input type="text"/>
Residential Address: *	<input type="text"/>
Occupation: *	<input type="text"/>
Certificate of Registration No. (if any): <small>Input is required on Certificate of Registration No. and Issued Under if the Board Director is a registered PE, Architect or Land Surveyor</small>	<input type="text"/> Issued under: -- Select -- ▼
Particulars of Supervising Director with Practising Certificate (PC)	
Name: *	<input type="text"/>
Residential Address (as indicated in ACRA record): *	<input type="text"/>
Occupation: *	<input type="text"/>
Certificate of Registration No.: *	<input type="text"/> Issued in PEB
Branch of Engineering Authorised to Practise in: *	--Select-- ▼
PC Issued in Current PC Year: *	<input type="text"/>
Email Address: *	<input type="text"/>
<input type="button" value="BACK"/> <input type="button" value="NEXT"/>	

- It is necessary to provide the Certificate of Registration and select the appropriate data on where it is registered with if the Board Director or Partner is a registered in Singapore as professional engineer, architect or land surveyor

Step 2 – Directors or Partners Information (cont'd)

- On the input for Particulars of Supervising Director or Partner, provide practicing certificate (PC) number issued in current year
- Only one set of data input is required on email address, i.e. do not input more than 1 email address. The completed application form will be sent as a link for printing to the email address of the supervising director/partner after payment has been successfully made

Step 3 – Share Capital Information

- The application tabs for the 4 types of licence applications are similar except there is no input required on Share Capital for Limited Liability Partnership and Multi-discipline licence types
- Do not use abbreviations on name of company if shareholder is a company, i.e. provide the registered company name accordingly

Application for Licence - Limited Corporation

Company Information	Directors Information	Share Capital Information	Insurance	Other requirements	Preview application	e-Payment	Complete
Share Capital and Shares							
			Ordinary S(\$)	Preference S(\$)		Others S(\$)	
Authorised Share Capital: *			<input type="text"/>	<input type="text"/>		<input type="text"/>	
Issued Share Capital: *			<input type="text"/>	<input type="text"/>		<input type="text"/>	
Paid-up Share Capital: *			<input type="text"/>	<input type="text"/>		<input type="text"/>	
Nominal Value Per Share: *			<input type="text"/>	<input type="text"/>		<input type="text"/>	
List of Shareholders/Members							
			Name: *	<input type="text"/>			
			Residential Address (as indicated in ACRA record): *	<input type="text"/>			
			Occupation:	<input type="text"/>			
			Certificate of Registration No.(if any):	<input type="text"/>			
			No. of Shares Owned: *	<input type="text"/>	<input type="text"/>	<input type="text"/>	
							ADD
BACK	NEXT						

Step 4 – Insurance

- The application tabs for the 4 types of licence applications are similar except there is no input required on insurance for Unlimited Corporation and Multi-discipline licence types
- On input to Limitation of Indemnity, do not indicate values with currency type and dollar sign

Application for Licence - Limited Corporation

Company Information	Directors Information	Share Capital Information	Insurance	Other requirements	Preview application	e-Payment	Complete
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Particulars on Professional Indemnity Insurance

Name of Insurance Company: *

Address: *

Limitation of Indemnity: *

Scope of Indemnity: *

Term of Policy: * To

Policy No.: *

Step 5 – Other Requirements

- You may download the statutory declaration and checklist file at this stage or at the Preview Application page

Application for Licence - Limited Corporation

Company Information	Directors Information	Share Capital Information	Insurance	Other requirements	Preview application	e-Payment	Complete
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Other Requirements

Download [statutory declaration form](#)

Download [checklist](#) for submission (print on company letterhead)

[BACK](#) [NEXT](#)

Step 6 – Preview Application

- You may change your input by clicking the EDIT DETAILS button, do not use the Backward or the Forward button at the top left of your browser

Application for Licence - Limited Corporation

Company Information	Directors Information	Share Capital Information	Insurance	Other requirements	Preview application	e-Payment	Complete
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Company information

Step 7 – e-Payment

This section allows you to pay your application fee by e-payment using credit/debit card

Payment Summary

Pending Payment Details			
Corporation	Payment Description	Application Date	Application Fees
ABC Company Pte Ltd	Licence Application	14th November 2018	S\$500
		Grand Total	S\$500

[EDIT DETAILS](#) [SUBMIT](#)

- Click the SUBMIT button to get into the payment page



The screenshot shows a web interface for a billing process. At the top, there are four tabs: 'Billing' (highlighted in green), 'Payment', 'Review', and 'Receipt'. Below the tabs, the page is split into two columns. The left column is titled 'Billing Information' and contains several input fields, all marked with an asterisk to indicate they are required. The fields are: 'First Name *', 'Last Name *', 'Address *', 'City *', 'Country *' (a dropdown menu), 'Zip/Postal Code *', and 'Email *'. A 'Next' button is positioned at the bottom right of this section, and a 'Cancel Order' link is at the bottom left. The right column is titled 'Your Order' and displays a summary of the order. A green box highlights the 'Total amount' as 'SGD 500.00'.

- Input appropriate data in all required fields, **take note to put the company name in the First Name and Last Name field for PEB to identify payment is from the company**
- Input the email address of Supervising Director to receive the receipt via email
- The accepted payment mode is VISA or Master credit card/ debit card
- Most credit/debit card would require user to provide One-Time Password (OTP). Check that your handphone is switched on before making payment as OTP will be sent via SMS to your handphone
- It is important that you provide correct card details and indicate the correct OTP as your input to the application will not be saved if payment is not made successfully


Billing **Payment** Review Receipt

Payment Details

* Required field

Card Type *
  Visa  MasterCard

Card Number *

CVN
This code is a three or four digit number printed on the back or front of credit cards.
 

Expiration Date *

[Cancel Order](#)

Your Order

Total amount SGD 500.00

Billing **Payment** **Review** Receipt

Review your Order

Billing Address

Pee Gee Fee
52 Jurong Gateway Road #07-03
Singapore
608550
Singapore

Payment Details	Your Order
Card Type: Visa	Total amount SGD 500.00
Card Number: xxxxxxxxxxxx1874	
Expiration Date: 09-2024	

[Cancel Order](#)

As an enhanced security measure, you are required to key in a One-Time Password (OTP) in order to proceed with your internet purchase. An SMS with the OTP has been sent to your mobile phone number (last 4-digits 1234).

Merchant: PEB
Amount: SGD 350.00
Date : 04:04:2017
Card Number : XXXX XXXX XXXX1111
Enter OTP here: *****

If you do not receive your OTP in the next 20 seconds, you may request for a new OTP by clicking on the "Regenerate OTP" link below.

[? Need help?](#) [Regenerate OTP](#)

This screen will be redirected back to merchant's site after you click "Submit".

Billing	Payment	Review	Receipt
Receipt		Date: 2017-03-30	Order Number: 201703310133109
Billing Information			
Pee Gee Fee 52 Jurong Gateway Road #07-03 Singapore 608550 Singapore			
Payment Details		Total amount SGD 500.00	
Card Type	Visa		
Card Number	xxxxxxxxxxxx1874		
Expiration Date	03-2019		
Please keep a copy of this receipt for your records			
<input type="button" value="Print"/>		<input type="button" value="Return to Website"/>	

This is the final part of the online application process. You may print a copy of the receipt or save as pdf format for printing later. The Supervising Director will receive an email acknowledgement with a link to print the application form done online.

Submission to PEB

You are required to submit the documents as listed in the checklist to PEB. PEB will not be able to proceed with processing of your application until we have received all the required documents. For submission via post or courier service, please note that PEB will not be held responsible or liable in relation to any loss, damage, delay, non-delivery of documents, etc.

PEB is located at 52 Jurong Gateway Road #07-03 Singapore 608550. Location map can be found at (<https://www.peb.gov.sg/locationmap.aspx>). Operating hours are from Monday to Thursday, 8:30am to 6pm and Friday, 8.30 am to 5.30 pm. Office is closed during lunch time from 12:30pm to 1:30pm. As it takes time to check through your submission, please come at least 45 minutes before close of operating hours.