

Singapore Civil Defence Force

Petroleum and Flammable Materials Import Licence

<u>Announcement</u>

- Simplification to the Import Licence Application will take effect on 21 August 2016.
- Key changes:
 - No longer required to declare P&FM storage licence during import licence application.
 - Updating of storage licence in import licence is no longer required. The renewed P&FM storage licences will be automatically updated in TradeNet within 1 working day.

Import licence duration can be up to 3 years

For more details, please download the circular <u>here</u>





SCDF Website (<u>www.scdf.gov.sg</u>)

Building Professionals > e-Services > Petroleum & Flammable Import Licence > Apply/Renew/Update









Select "New Application ..." or "Update/Renew ... " and click "Next"



Enter the necessary information in the data fields

Application for Flammable Material Import

- Fill in applicant's and filer's information.

(All fields marked with an asterisk * are compulsory)

1. Applicant's Particulars (Particulars of the Busin	ess Owner, Partner or Company Director)
Organization Name *	
UEN: *	
Name *	
NRIC/Passport/FIN *	
Designation *	
Bik No:	
Street Name:*	
Building Name:	



Select the relevant "FM Class "option

Select "List FM"







Select the relevant chemical from the "Material List "option

Select "Add to List"





Enter the "Quantity" of the chemical to be included in the import licence

Repeat above procedures if there are more than 1 chemical to be included in the licence

After all the desired chemicals have been added, click "Next"



FM Class*	Class[3] FM-LIQUI	List FM				
Material List•	t* Ethane 🔽 Add To List					
No	FM Class	Flammable Material(s)	HS Code	Product Code	Quantity	Option:Delete
1	Class[2] FM-GAS	Ethane	2901.10.00	SCDETA1035G1	Quantity in Kg:0	Delete
				Back	Next »	nter Quantity



Summary Page. Review the personal and company particulars and the list of chemicals

Summary Page

Any amendments, please click 'Amend' button to make changes.

NEW APPLICATION FOR FLAMMABLE MATERIALS IMPORT LICENCE				
1. Applicant Details				
Organization Name ×	Test Coy 1			
UEN: ×	1000001N			
Name *	Test 1			
NRIC/Passport/FIN ×	S1234567A			
Designation ×	Test			
Blk No:				



Select Licence Duration between 1 to 3 years

Mobile No:					
Fax	No:				
Ema	il: •		test@gmail.com		
3. F	lammable Materials D	eclared			
No	FM Class	Flammable Material(s)	HS Code	Product Code	Quantity
	Class[2] FM-GAS	Ethane	2901.10.00	SCDETA1035G1	Quantity in Kg: 500
	Class[4] FM-SOLID	Aluminum carbide	2849.90.00	SCDALC139452	Quantity in Kg: 200
	Class[3] FM-LIQUID PETROLEUM	Acetone Kerosene	2914.11.00 2710.19.16	SCDACE1090L2 SCDKER1223L3	Quantity In Litre: 800 Quantity In Litre: 1000
4. L	icence Duration				
No o	of year/s of licence: *		Please select	a licence duration	
	NOTES ON APP	LICATION	2 3		Select licence duration



Please read the "Declaration" details and select "I Accept" if all terms are agreeable

General

a) Upon approval of import license, the import license will be sent to the importer Email address.

Declaration

I shall be responsible to provide any proof of written consent from the applicant upon request by the 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 reserve their rights to reject the application or revoke the license if granted or to exercise any powers in the licensing agencies' Act(s).

It is compulsory to attach as a supporting document accompanying the licence application, a scanned copy of the Letter of Authorisation from the owner or director. Please take note of the following guidelines for the Letter of Authorisation. The general guidelines for the Letter of Authorisation (termed as the "Letter") are as follows:

- Originator of the Letter must be from the person, sole proprietor, partnership or director of the company applying for the licence or registration.
- b. For companies registered with the Accounting and Corporate Regulatory Authority (ACRA), formally known as the Registrar of Companies and Businesses (RCB), the Letter must be prepared on paper(s) bearing the company's letterhead.
- c. Name, NRIC Designation (or Job Title) and Signature of Originator are to be clearly stated in the Letter.
- d. Name, NRIC, Designation (or Job Title) and Signature of person who witnessed the Originator signing the Letter (the witness must not be the third party).
- e. The Letter must state the Name and NRIC of the third parties or the registered name, address and Registration Number (UEN) of the third party (if the third party is a company) who has been authorised by the Originator to act and apply for licences on behalf of the Originator.



Please read the pop-up message to proceed with payment. Click "OK"

bearing the company's letterhead.

- c. Name, NRIC Designation (or Job Title) and Signature of Originator are to be clearly stated in the Letter.
- d. Name, NRIC, Designation (or Job Title) and Signature of person who witnessed the Originator signing the Letter (the witness must not be the third party).
- e. The Letter must state the Name and NRIC of the third parties or the registered name, address and Registration Number (UEN) of the third party (if the third party is a company) who has been authorised by the Originator to act and apply for licences on behalf of the Originator.

	f. List down clearly th	Message from webpage			×	uthorized to app	ly on
	behalf of the Origina						
✓	I Accept	Please proceed processed and	d to make payment of 140 I licence issued for 2 year(:	SGD for your applicatio s)	n to be		
	Amend			ОК	Cancel	it & Make Payme	nt
					Select (proceed	OK to d with	
		m		L	Paym	lent	
	SUCCESSION AND AND AND AND AND AND AND AND AND AN	INNOVATION CLASS	MORIL DI VILOMA	SERVICE			

Please fill up the relevant information in the "Internet Payment Services" Page

Terms & Conditions | He

Internet Payment Services

1. Your Application Reference Number: FMI/0035/16

2. Please note that Licence will be issued only after making the payment.

3. You can use the above refrence number to make the payment afterwards.

Step 4: - Fill in all details.

- Read the payment instructions in red.

- Click 'Next' to proceed.

[Payment Details]

	Test 1
	S1234567A
	68481111
Blk/Bldg No *	
Street Name *	Ubi Ave 3
	Bik/Bidg No * Street Name *



Pointers for successful Cargo Clearance Permit in TRADEXCHANGE[™]





What information is required for Permit Declaration?

Import Unique Entity Number (UEN)

- Petroleum and Flammable Materials (P&FM) Import Licence number (Flxxxxxxx)
- Petroleum and Flammable Materials (P&FM) Storage Licence number (FSxxxxxx)

HS code

- Product code
- Unit of Measure (UOM)
- Place of receipt



Invalid import licence number

- Import Licence expired
 - Refer to the <u>complete set of import licence</u>
 - Ensure that the import licence (Flxxxx) is valid
- Import Licence number entered at the wrong field
 - Input the valid import licence number at the "licence details"
- Import licence number is printed on top right corner of the licence

		Licence		
		Number		
ef No shmission ID	FM19991/15 SUB2013103032	Licence No : FB00992013 UEN : 12345678A		
	REPUBLIC SINGAPORE CIV	OF SINGAPORE VIL DEFENCE FORCE		
cc	THE FIRE S	AFETY ACT 1993 MART VI) 4 AND FLAMMABLE MATERIALS		
PE	TROLEUM & FLAMMABI	LE MATERIALS IMPORT LICENCE		
ader the part VI	of the Fire Safety Act. a lic	ence is hereby granted to:		
CB CO 1 UBLAVE 4 16-00 INGAPORE (90 ma : PETER TA iomor to Import	18827) N 1 (see Annex A)	Licence Validity		
	-			
mind of Licence I-DEC-2012 to	10-NOV-2011			
his import licen retroleum & Fla förving conditi	re granted is subject to the p manufile Materials) Regulari out	provisions of Fire Safety Act and Fire Safety ons. In addition, the licence issued is subject to the		
Importer must en remain pressures Importer maint en	our that the aspected peels as	re stored in privileum & firmenitie material are transported by a privileum & finanzable locatord		
Flammable sum lequate security, v) For the import or claring agent det renit applications prosecution.	reach in participation such as des- sentiation and control facilities of flammation material controlls family appropriate 25 codes Manue of the HX codes it pro-	min, curflosys etc. are to be heapt in a chafferend store with, is to contain spillage or leakage of by SCCIP years are to resource that your company or you it genelact codes when submitting the investor contrast robust code will reader the license holder / company kin of an extender to not it heard.		
and on the local sector	one of the second second line	the of the second s		
I-DEC-3012		SUSAN QUEH		
ute of loose		for COMMISSIONER SINGAPORE CIVIL DEFENCE FORCE		



- Invalid storage licence number
- Storage Licence number entered at the wrong field
 - To provide the storage licence at the "item details; CA/SC code 1"
- Ensure that the storage licence/s is/are (FSxxxx) valid
- Importer to obtain authorization from storage licensee for valid storage licences



27-JUL-2015 Date of Issue MURIAMMAD FAIZAL MAZLAN for COMMISSIONER SINGAPORE CIVIL DEFENCE FORCE

"Please note that the licence will be revolved if earlous non-complience of technical requirements are found during subsequent inspections.





- Invalid Unit of Measure (UOM)
 - Consult Singapore Customs at 63552190; email: <u>customs_stgc@customs.gov.sg</u> or
 - Check in TradeXchange
- Invalid "Place of receipt"
 - Import of P&FM via land, can only be entered into Singapore by Tuas Checkpoint.



- Not aware that the product is regulated by SCDF
 - Please refer to the PowerPoint slides on "Easy Steps to identify chemicals that are regulated/ licenced by SCDF"
- Incorrect HS code and Product code
 - Please refer to the list of licensable products
- Permit rejected by Singapore Customs (SC)
 - Please contact SC at 63552190 for further assistance



Avoid common errors and have successful CCP Declaration of Petroleum and Flammable Materials

Further assistance, on P&FM import licence call SCDF: Mr Nasir @ 68481468, SSG Zali @ 68481465 Mr Mahaintharan @ 68481429

