



Singapore Civil Defence Force

Petroleum and Flammable Materials Storage Licence (Renewal Application- LicenceOne)



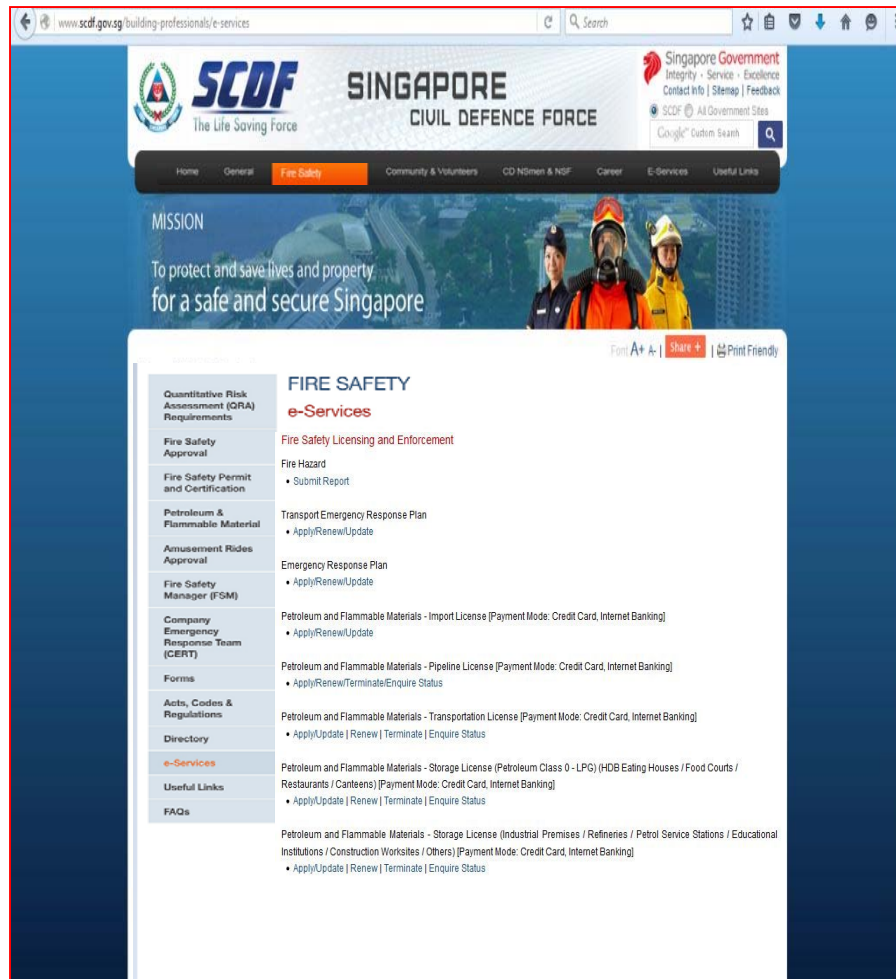
Announcement

- i) Online Business Licensing System(OBLS) will be replaced by LicenceOne on 4th April 2016
- ii) SCDF licences features in LicenceOne
 - Petroleum & Flammable Material(P&FM) Storage Licence
 - Petroleum & Flammable Material(P&FM) Transportation Licence
 - Temporary Change Of Use (TCU)



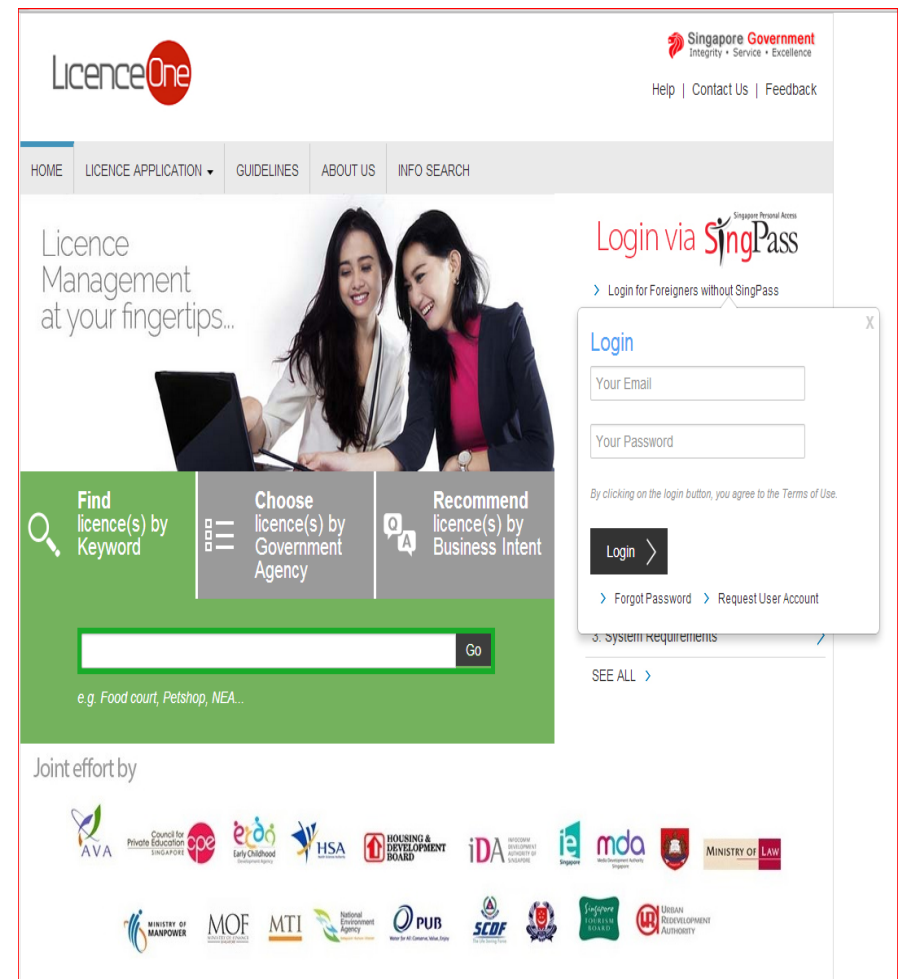
How to renew Petroleum & Flammable Materials Storage Licence?

- 1 SCDF Website (www.scdf.gov.sg)
Fire Safety > e-Services > Petroleum & Flammable Storage Licence > Renew



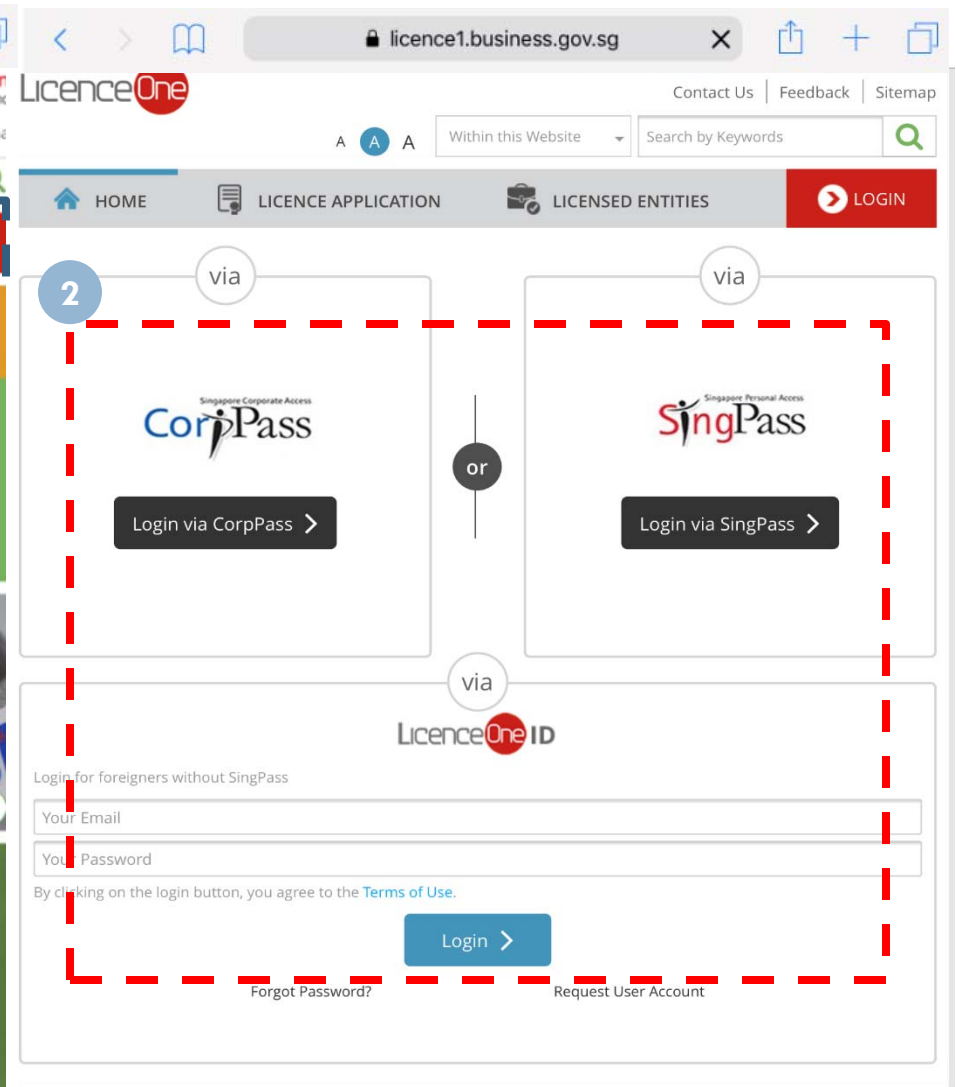
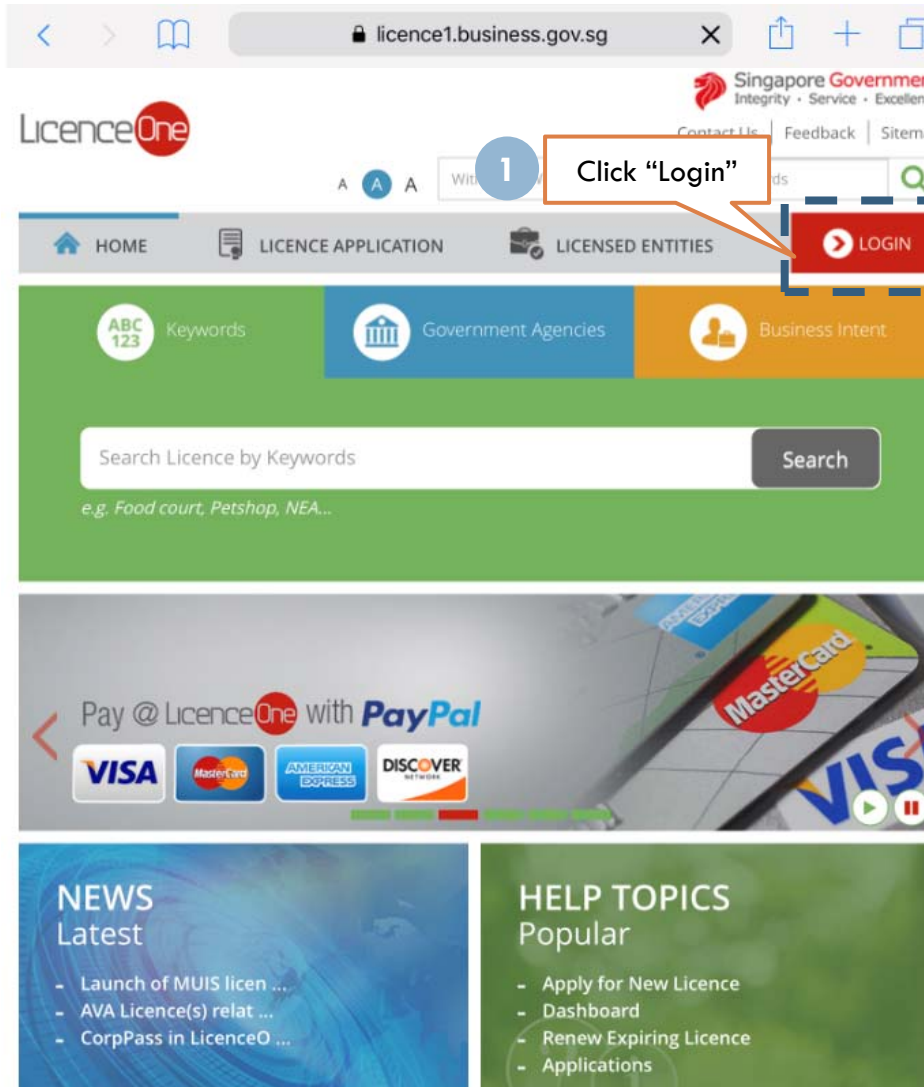
OR

- 2 LicenceOne Homepage (<https://licence1.business.gov.sg>)



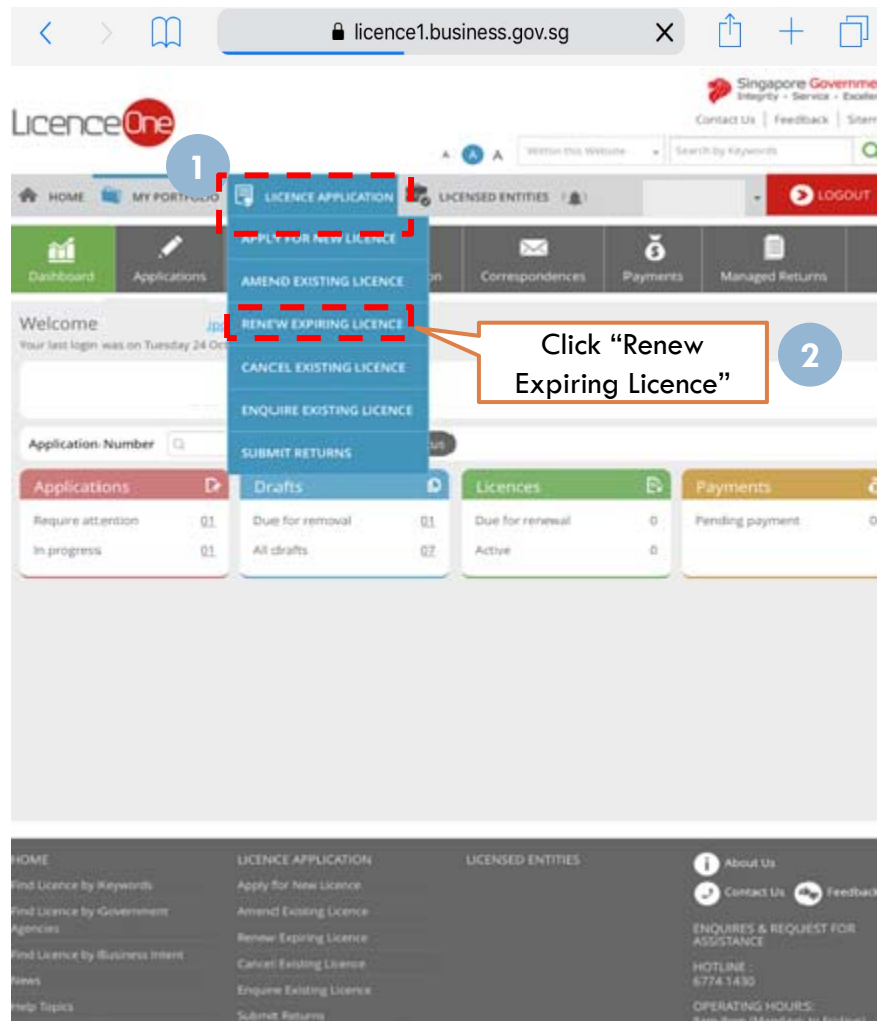
Renew Petroleum & Flammable Material(P&FM) Storage Licence

- 1 Click "LOGIN"
- 2 Select either "CorpPass, SingPass or LicenceOne ID " to Login the form



Renew Petroleum & Flammable Material(P&FM) Storage Licence

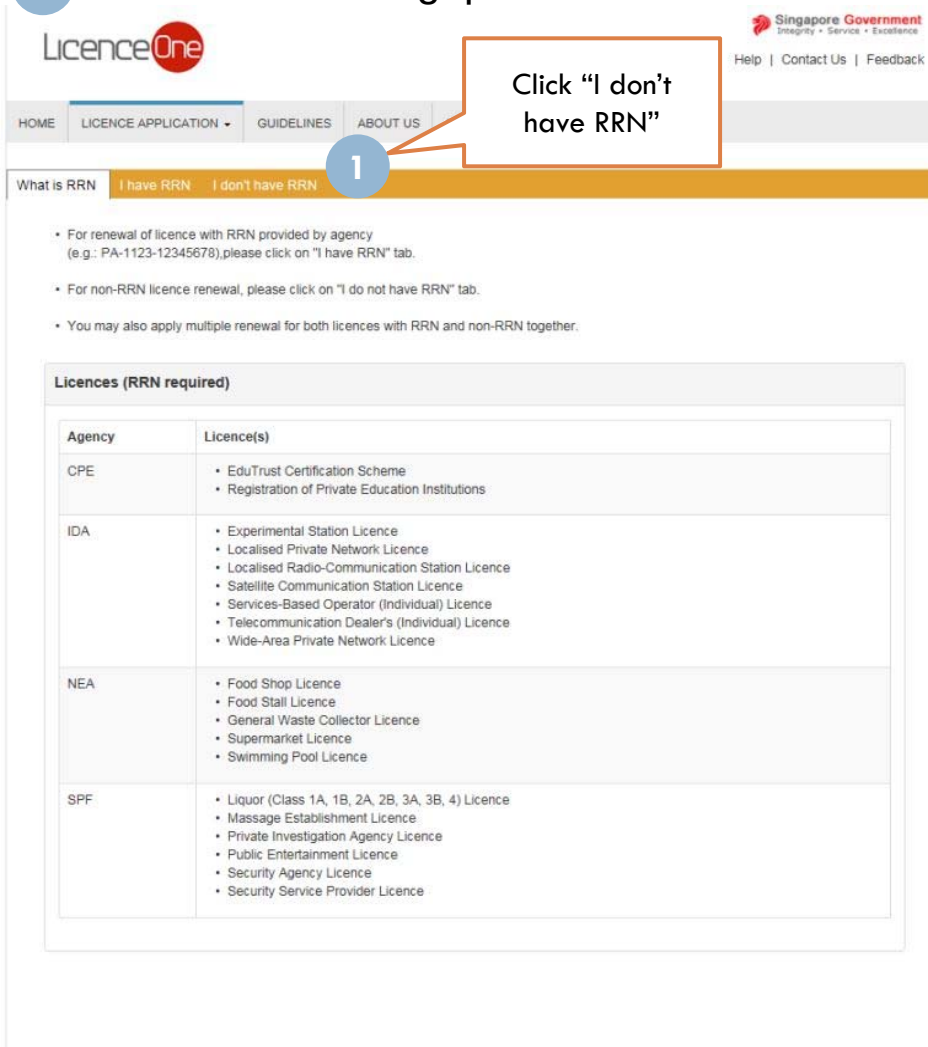
- 1 Click “Licence Application”
- 2 Select “Renew Expiring Licence”



Renew Petroleum & Flammable Material(P&FM) Storage licence

1 Click “I don’t have RRN”

2 Select SCDF-Singapore Civil Defence Force



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HOME LICENCE APPLICATION GUIDELINES ABOUT US

What is RRN I have RRN I don't have RRN

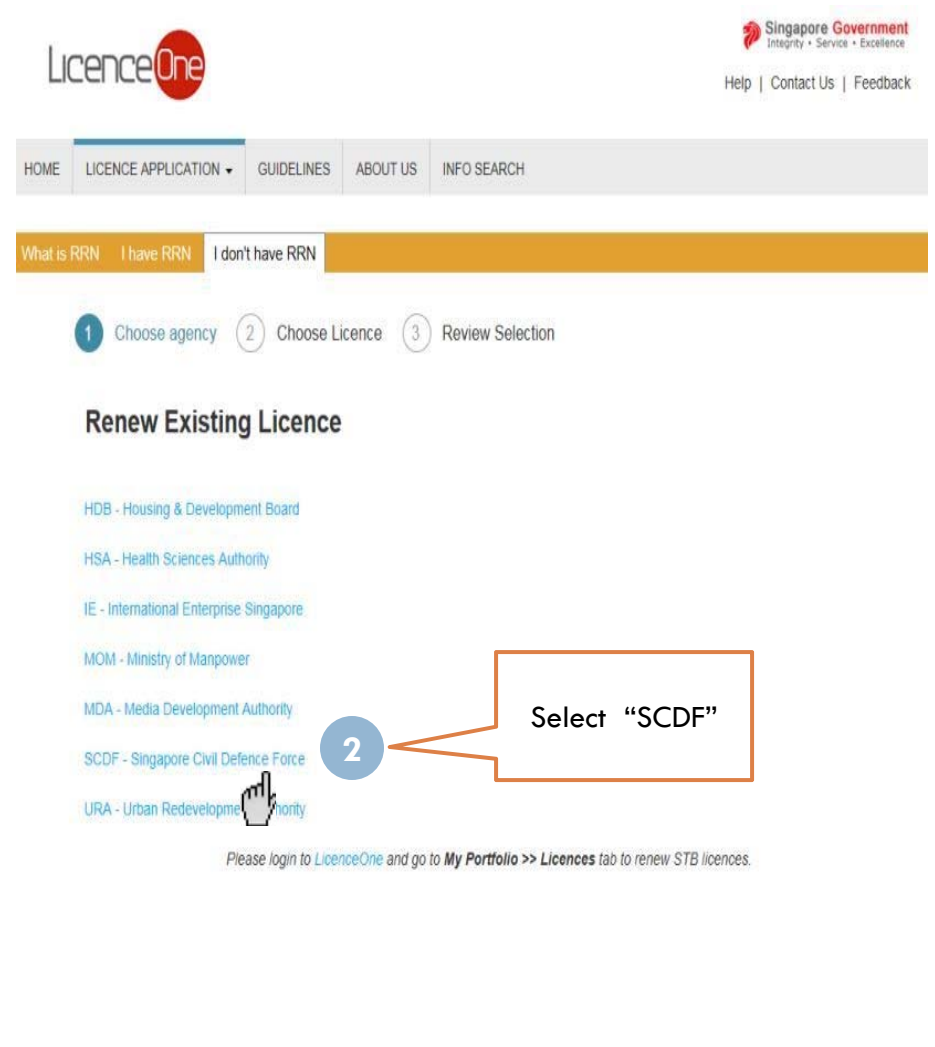
1

Click “I don’t have RRN”

- For renewal of licence with RRN provided by agency (e.g.: PA-1123-12345678), please click on “I have RRN” tab.
- For non-RRN licence renewal, please click on “I do not have RRN” tab.
- You may also apply multiple renewal for both licences with RRN and non-RRN together.

Licences (RRN required)

Agency	Licence(s)
CPE	- EduTrust Certification Scheme - Registration of Private Education Institutions
IDA	- Experimental Station Licence - Localised Private Network Licence - Localised Radio-Communication Station Licence - Satellite Communication Station Licence - Services-Based Operator (Individual) Licence - Telecommunication Dealer's (Individual) Licence - Wide-Area Private Network Licence
NEA	- Food Shop Licence - Food Stall Licence - General Waste Collector Licence - Supermarket Licence - Swimming Pool Licence
SPF	- Liquor (Class 1A, 1B, 2A, 2B, 3A, 3B, 4) Licence - Massage Establishment Licence - Private Investigation Agency Licence - Public Entertainment Licence - Security Agency Licence - Security Service Provider Licence



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HOME LICENCE APPLICATION GUIDELINES ABOUT US INFO SEARCH

What is RRN I have RRN I don't have RRN

1 Choose agency 2 Choose Licence 3 Review Selection

Renew Existing Licence

HDB - Housing & Development Board

HSA - Health Sciences Authority

IE - International Enterprise Singapore

MOM - Ministry of Manpower

MDA - Media Development Authority

SCDF - Singapore Civil Defence Force

URA - Urban Redevelopment Authority

2

Select “SCDF”

Please login to [LicenceOne](#) and go to **My Portfolio >> Licences** tab to renew STB licences.



Renew Petroleum & Flammable Material(P&FM) Storage licence

1 Check the radio button and Click “Next”

The screenshot shows the LicenceOne website interface. At the top, there is a navigation bar with links for HOME, LICENCE APPLICATION, GUIDELINES, ABOUT US, and INFO SEARCH. Below this is a progress indicator with three steps: 1 Choose agency, 2 Choose Licence, and 3 Review Selection. The main heading is "Renew Existing Licence - Singapore Civil Defence Force". Under this heading, there are two options, each with a radio button and a description. The first option is "Petroleum / Flammable Materials Storage Licence" and the second is "Petroleum / Flammable Materials Transportation Licence". A callout box points to the first radio button with the text "Click the radio button to select P&FM storage application". At the bottom right, there are two buttons: "< Back" and "Next >". A callout box points to the "Next >" button with the text "Click Next to proceed to next step.".

LicenceOne

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HOME | LICENCE APPLICATION | GUIDELINES | ABOUT US | INFO SEARCH

1 Choose agency 2 Choose Licence 3 Review Selection

Renew Existing Licence - Singapore Civil Defence Force

1

☐ **Petroleum / Flammable Materials Storage Licence**
The Petroleum and Flammable Materials Storage Licence is required to be renewed annually. The SCDF will send the renewal notice to existing licensees 3 months before their licences expire. Licensee can renew his/her licence on-line using the File Reference Nos, Submission ID and Licence Nos stated in the renewal notice send to him/her by SCDF. ... [[Read more ...](#)]

☐ **Petroleum / Flammable Materials Transportation Licence**
This is to ensure that the vehicle and tanker use for the transportation of Petroleum & Flammable Materials are in good working conditions and comply with fire safety requirements prior to the renewal of licence. ... [[Read more ...](#)]

External Website

< Back Next >

Click the radio button to select P&FM storage application

Click **Next** to proceed to next step.



Renew Petroleum & Flammable Material(P&FM) Storage Licence

1

Enter correct File Reference, Licence and Submission ID

Click “Search” button to proceed to next page

The screenshot shows the LicenceOne portal interface. At the top, there is a header with the LicenceOne logo and the Singapore Government logo. Below the header is a navigation bar with links: MY PORTFOLIO, LICENCE APPLICATION, GUIDELINES, ABOUT US, INFO SEARCH, MAHAINTHARAN, and LOGOUT. A progress bar indicates the current step: 1 Choose agency, 2 Choose Licence, and 3 Review Selection. The main heading is "Renew Existing Licence - Singapore Civil Defence Force". Below this, the section is titled "Petroleum / Flammable Materials Storage Licence". There are three input fields: "File Reference Number" (with a hint: e.g. PSP/ /0123/01 or FMS/0123/01), "Licence Number" (with a hint: e.g. FS12342015), and "Submission ID" (with a hint: e.g. SUB2016123456). A callout box points to these fields with the text: "Key in the latest File Reference, Licence and Submission No .". At the bottom, there are two buttons: "< Back" and "Search >". A hand cursor is pointing at the "Search >" button. A callout box points to this button with the text: "Click **Next** to proceed to next step."



Renew Petroleum & Flammable Material(P&FM) Storage Licence

General Information

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MY PORTFOLIO | LICENCE APPLICATION ▾ | GUIDELINES | ABOUT US | INFO SEARCH | MAHAINTHARAN ▾ | LOGOUT

1 General Information 2 Application Details 3 Supporting Document(s) 4 Declaration

Terms of Use

I. Agreement

- Access to this service is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.
- In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.
- These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.
- We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

II. Access To the Website

- The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.
- We reserve all rights to deny or restrict access to this Website by any particular person or to block access from any Internet address to this Website, at any time, without ascribing any reasons whatsoever.

☐ By clicking on the checkbox, I agree to be bound by the Terms of Use.

Filer's Particulars

Salutation * Mr ▾

Name * Mahaintharan

ID Type * ☐ NRIC ☐ FIN ☒ Passport

ID Number * N3444324G

Passport Issuing Country * Please Select ▾

Nationality * SIERRA LEONE ▾

Gender * ☒ Male ☐ Female

Date Of Birth * 08/01/1970

Primary Contact Mode * ☐ Office Tel Number ☒ Home Tel Number ☐ Mobile Number

Designation * OTHER

Office Tel Number

Home Tel Number * 60000000

Fax Number

Mobile Number 9000

Email public

Alternative Email public

Tick if you prefer to be notified via SMS ☐

Next > Save Save & Exit

1 Click **Agree** button to accept the Terms and Conditions.

2 Click **Next** to proceed to next step.

Save as Draft

Note: User can click Save or Save & Exit at any time during the application process to save the record before submitting. All saved records can be retrieved in Applications → Draft. They will be kept for 90 Days from the date of creation, after which, the application will lapse.

Renew Petroleum & Flammable Material(P&FM) Storage Licence

Application Details




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MY PORTFOLIO

LICENCE APPLICATION

GUIDELINES

ABOUT US

INFO SEARCH

MAHAINTHARAN

LOGOUT

1 General Information

2 Application Details

3 Supporting Document(s)

4 Declaration

Licence Information

Name of Company	J&M CONSULTANCY & TUTORI/	Current Licence Expiry Date	23/02/2017
File Reference No	FMS/0117/16		

Company Details

Name of Company / Business	J&M CONSULTANCY & TUTORI/	Registration (RCB) No	52828534C
----------------------------	---------------------------	-----------------------	-----------

☐ Business Operating Address

Postal Code*

059676

Retrieve Address

Please enter your postal code and click "Retrieve Address".

Block / House Number*

Street Name*

DUMMY STREET NAME

Level

E.g. 05-01

Key in :05

Unit Number

E.g. 05-01

Key in :05

Building Name

Click ☐ to edit the business operating address (if applicable)

*Note: Licence information, Company Details and Business Operating Address are pre-populated based on previous submission

**SCDF**
The Life Saving Force



Renew Petroleum & Flammable Material(P&FM) Storage Licence

Application Details

Applicant Particulars

☐ Applicant Particulars

Name *	Jack	Mobile Number *	93652489
Office Tel Number *	60000000	Fax Number *	68487125
Extension Number		Email *	publicuser1017@ffetestuser.com

Storage Address

☐ Storage Address

Postal Code	400017	<button>Retrieve Address</button>	Unit Number	
Please enter your postal code and click "Retrieve Address".				
Block / House Number	17			E.g. 05-01 Key in :01
Street Name	EUNOS CRESCENT		Building Name	
Level			Unstructured Storage Address	
	E.g. 05-01 Key in :05		Premise Type *	LPG CENTRALISED STOR
			Location type *	MAINLAND

Fire Safety Certificate for storage of P&FM issued by SCDF

☐ Fire Safety Certificate for storage of P&FM issued by SCDF

FSC(Approved Plan Number)		Date Issued	
<button>Add</button>			

Click ☐ to edit the applicant particulars (if applicable)

Click ☐ to edit the Premise & Location Type (if applicable)

Click ☐ to edit or add the FSC (if applicable)

Can Add multiple FSC number



Renew Petroleum & Flammable Material(P&FM) Storage Licence

Application Details

Storage (Substance Type)

☐ Storage (Substance Type)

Substance Type* Storage Type*

Substance Name* Capacity*
Litres

Substance Others

Storage Mode*

Gentle Reminder: Please click on Add button after every 5 to 10 substances are added to your list to prevent loss of data.

Add

Substance Type	Substance Name	Substance Others	Storage Mode	Storage Type	Tank No	Capacity
FM-LIQUID	ACETONE		BULK	BULLET TANK [BULK]	10000	 
FM-LIQUID	ACETONE		BULK	VERTICAL TANK [BULK]	10000	 
FM-LIQUID	ACETAL		PACKAGE	CONTAINER [PACKAGE]	100	 

Summary of Total Capacity

Substance Type	Total Capacity(Kg/Litres)
FM Solid	0 Kg
P&FM Liquid	20100 Litres
FM Gas	0 Kg

Proceed > **Save**

Click ☐ to edit or add substance

Can **Add** multiple substance

 
Edit / Remove Button

Renew Petroleum & Flammable Material(P&FM) Storage Licence Application Details

Add substance

- 1) Select substance type (eg. Petroleum, FM Liquid or FM Gas)
- 2) Choose product name in Substance Name
- 3) Select “Bulk” or “Package”
- 4) Choose Storage Type
- 5) Enter the total storage quantity for the selected product
- 6) Click **Add** to confirm

Storage (Substance Type)

Substance Type * Please Select

Substance Name * Please Select

Substance Others

Storage Mode * Please Select

Storage Type * Please Select

Tank No

Capacity *

Add

Gentle Reminder: Please click on Add button after ever

Substance Type	Substance Name	Substance Others	Storage Mode	Storage Type	Tank No	Capacity
Summary of Total Capacity						
Substance Type		Total Capacity(Kg/Litres)				
FM Solid		0 Kg				
P&FM Liquid		0 Litres				
FM Gas		0 Kg				

Click **Proceed** to go to next page

Proceed **Save**

Renew Petroleum & Flammable Material(P&FM) Storage Licence

Upload Supporting Documents




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1 General Information 2 Application Details 3 Supporting Document(s) 4 Declaration

Upload Supporting Documents

Petroleum / Flammable Materials Storage Licence

Document Name	Type	Attachment	Action
Approved plan (Mandatory) * One certified true copy (or original approved plan) showing the location of the premises and proposed storage area Acceptable File Format: doc, docx, pdf, jpg, rtf, htm, bmp, xls, xlsx Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD		
Temporary Fire Permit / Fire Safety Certificate issued by other government agency One certified true (or original) copy of Temporary Fire Permit or Fire Safety Certificate of the premise if it is issued by other government agencies (e.g. JTC, HDB or LTA) Click for sample Fire Safety Certificate Acceptable File Format: doc, docx, pdf, jpg, rtf, htm, bmp, xls, xlsx Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD		
Documents for Bulk Tanks and Major Piped Installations 1. Manufacturer's reports on designed code of tank 2. PE endorsed Hydrostatic and Radiographic or any equivalent for both test report for tanks on site 3. PE endorsed Pressure test report for piping and fittings for bulk tanks to the points of consumptions Acceptable File Format: doc, docx, pdf, jpg, rtf, htm, bmp, xls, xlsx Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD		
Professional Engineer's Certification documents for the Piped LPG system 1. Certification of supervision of piped gas system 2. Certification of equipment installed for LPG system 3. Pressure test report for the piping and fittings from the LPG installation to the point of consumption Click for sample Certificate of Supervision of Pipe Acceptable File Format: doc, docx, pdf, jpg, rtf, htm, bmp, xls, xlsx Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD		

Click **Upload** to upload the document

Select Online or Offline submission to submit document. Only for non-mandatory

ONLINE UPLOAD
OFFLINE SUBMISSION

Letter of Undertaking on Safe Handling of LPG Installation
Letter of Undertaking on Safe Handling of LPG installation.
Click for sample [Letter of Undertaking on Safe Handling of LPG installation](#).
Acceptable File Format: doc, docx, pdf, jpg, rtf, htm, bmp, xls, xlsx
Acceptable File Size: maximum : 2 MB ONLINE UPLOAD | || **LPG Check List** One certified true (or original) copy of LPG Checklist. Click for sample [LPG Checklist](#). **Acceptable File Format:** doc, docx, pdf, jpg, rtf, htm, bmp, xls, xlsx **Acceptable File Size:** maximum : 2 MB | ONLINE UPLOAD | |
Acknowledgement letter for Emergency Response Plan (Mandatory) * Please submit your ERP application through SCDF website at [www.scdf.gov.sg](#) (Click on Building Professional > e-Services > Emergency Response Plan) Consult ERP officers at 6848 3562 or 3259 for more information. Click for sample [Notice of submission for ERP](#) **Acceptable File Format:** doc, docx, pdf, jpg, rtf, htm, bmp, xls, xlsx **Acceptable File Size:** maximum : 2 MB	ONLINE UPLOAD	
Approval Letter To submit the approval letter from URA and LTA for the proposed storage area of the LPG manifold system **Acceptable File Format:** doc, docx, pdf, jpg, rtf, htm, bmp, xls, xlsx **Acceptable File Size:** maximum : 2 MB	ONLINE UPLOAD	
Letter of Undertaking from LPG Supplier / Dealer Letter of Undertaking on Safe Handling of LPG installation. **Acceptable File Format:** doc, docx, pdf, jpg, rtf, htm, bmp, xls, xlsx **Acceptable File Size:** maximum : 2 MB	ONLINE UPLOAD	
Letter of authorisation from Owner/Operator(for Filer) A letter of authorisation from Owner or Operator to authorise the filer to apply and obtain the Petroleum and Flammable Materials Storage Licence on their behalf. **Acceptable File Format:** doc, docx, pdf, jpg, rtf, htm, bmp, xls, xlsx **Acceptable File Size:** maximum : 2 MB	ONLINE UPLOAD	

Click **Next** to proceed to next step.

< Previous Next > Save Save & Exit

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Renew Petroleum & Flammable Material(P&FM) Storage Licence Review and Declaration

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① General Information ② Application Details ③ Supporting Document(s) ④ Declaration

Review and Declare

Information Review

Click  to print the application

Click  to preview the application

Applicant's Particulars			
Salutation	Mr	Designation	Managing Director
Name	Mahaintharan	Office Tel Number	
ID Type	Passport	Home Tel Number	60000000
ID Number	N3444324G	Fax Number	

Declaration

General Declaration

1. 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

1. 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 licence 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.
- 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.
- Name, NRIC Designation (or Job Title) and Signature of Originator are to be clearly stated in the Letter.
- 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).
- 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.
- List down clearly the licences or registrations, which the third parties would be authorized to apply on behalf of the Originator.

☐

< Previous Submit

Click **Submit**

Renew Petroleum & Flammable Material(P&FM) Storage Licence Submitted Application

Enquiring application status thru LicenceOne (Click Applications) or contact SCDF officers

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All Items | Applications | Licences | Request for Action | Correspondences | Payments | Managed Returns

Acknowledgement

Submission Number: B1620146915
Submission Date: 17/03/2016 10:35:10
Submission Name: B1620146915 [Edit](#)

If required, click **Edit** to modify the Submission Name

Licence Name	Application Number	Agency	Application Status	Payment Status
Petroleum / Flammable Materials Storage Licence	R1620006468	SCDF	Submitted (No Upfront Payment Required)	Stage1 : N.A Stage2 : N.A

Note
Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.
Please note that the "Submission Name" is for your personal reference only.
You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

[Print](#) [Close](#)

Click **Print**

Click **Close**



Renew Petroleum & Flammable Material(P&FM) Storage Licence

Online Payment

Make online payment thru SCDF website(<https://eservices.scdf.gov.sg/fisops/SCDF-ESERVICES.action?app=EPAYMENT>) OR

* Please note that you can only make payment after you have received the acknowledgement letter from SCDF

SCDF SINGAPORE CIVIL DEFENCE FORCE

MISSION
To protect and save lives and property
for a safe and secure Singapore

Internet Payment Services

Please use [Microsoft Internet Explorer](#) to make payment online for SCDF's services.

Please turn off [pop-up blocker](#) or add <https://www.psi.gov.sg> to the list of allowed sites for receipt to be displayed.

The following payment modes are available:

- eNETS Credit/Debit card
- eNETS Internet Banking
- GIRO

It may take you 5 minutes to complete this form.

For any enquiries regarding payment matters, please contact SCDF Finance Department at:

Email Address: scdf_revenue@scdf.gov.sg

For any enquiries regarding system issues such as system error code, please contact Technical Support at:

Email Address: scdf_fisops2@scdf.gov.sg

For application of interbank GIRO account, please print the Application Form for Interbank GIRO at http://www.scdf.gov.sg/content/scdf_internet/en/general/downloads.html

Please fill in the form and post to the below address:
Finance Department
HQ Singapore Civil Defence Force
91 Ubi Avenue 4
Singapore 408627

Application will take 3-4 weeks for processing. When approved, a letter will be sent to you informing you that your application has been successful.

[Next >](#)

Click Next

Renew Petroleum & Flammable Material(P&FM) Storage Licence Online Payment

Make online payment thru LicenceOne (Under “Payments”)

The screenshot shows the LicenceOne web interface. The top navigation bar includes links for MY PORTFOLIO, LICENCE APPLICATION, GUIDELINES, ABOUT US, INFO SEARCH, TEST, and LOGOUT. Below this is a secondary menu with icons and labels: All Items, Applications, Licences, Request for Action, Correspondences, Payments (highlighted in green), and Managed Returns. The main heading is "Payments". Below the heading is a search bar with a "Payment Advice Number" input field, a "Select Application Type" dropdown, a "Search" button, and an "Advanced" filter icon. A table lists payment advice details. A "Make Payment" button is located at the bottom left of the table area. Three numbered callouts provide instructions: 1 points to the "Payments" menu item, 2 points to the "Search" button, and 3 points to the first row of the table.

1 Click **MY PORTFOLIO** >> **PAYMENTS**

2 Search Payment Advice

3 View Payment Advice details

Payment Advice Number	Application Type	Application Number	Agency	Licence Name	Amount (SGD)	Payment Due Date	Payment Date	Payment Status
PA1610200244	New	C1620045014	Singapore Civil Defence Force	Petroleum / Flammable Materials Storage Licence	\$242.00			Unpaid

Make Payment Select Unpaid Payment Advice(s) and click **Make Payment** to make payment online.



Renew Petroleum & Flammable Material(P&FM) Storage Licence

Problem in accessing LicenceOne ?

Contact LicenceOne Helpdesk at +65 6774 1430

The call centre provides helpdesk support :

Mondays to Fridays 8:00am to 8:00pm,

Saturdays from 8:00 am to 2:00pm

excluding Sundays and Public Holidays.



OR

email to Support Email: licences-helpdesk@crimsonlogic.com

Information Required:

- ✓ Your Name
- ✓ System function that encountered problem
- ✓ Licence having issue(s) (if applicable)
- ✓ Issue description (with steps taken & screenshot if possible)
- ✓ Date and Time of issue
- ✓ Your Email Address and Contact Number



For more information on licence requirements, please contact the respective SCDF at 68481472 or email SCDF_FMS@scdf.gov.sg



THANK YOU



SCDF
The Life Saving Force

