

# **User Guide to Renew Licensed Corporation and Partnerships**

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**Dear Applicant**

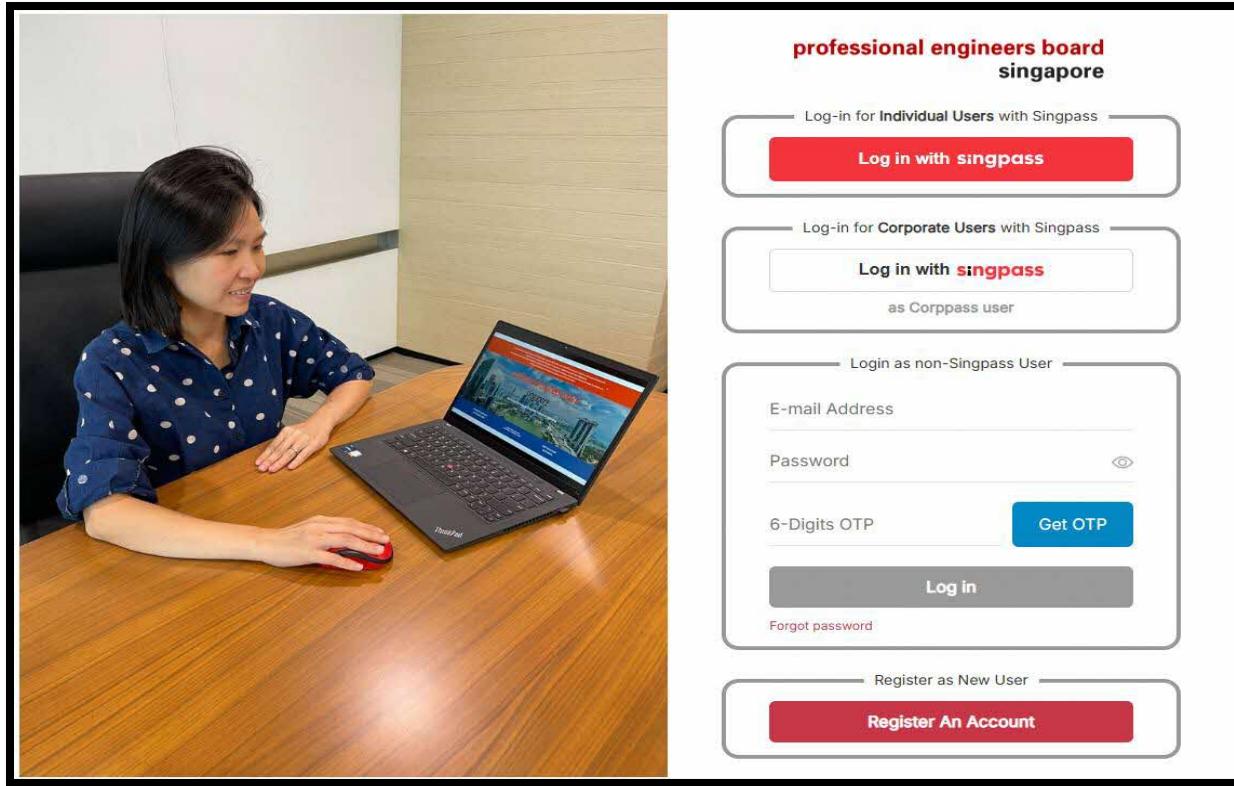
PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

## 1 Navigation to PEB Portal (E-Services) from PEB Website

Access the **PEB website** by visiting <https://www1.peb.gov.sg/>. On the homepage, click on "**LOGIN TO PEB PORTAL (E-SERVICES)**" to proceed to PEB Portal login page.

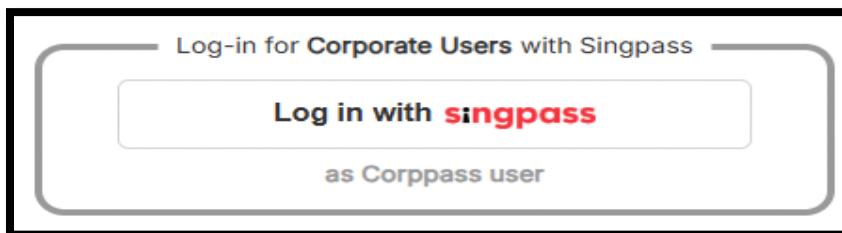


## 2 User Log In

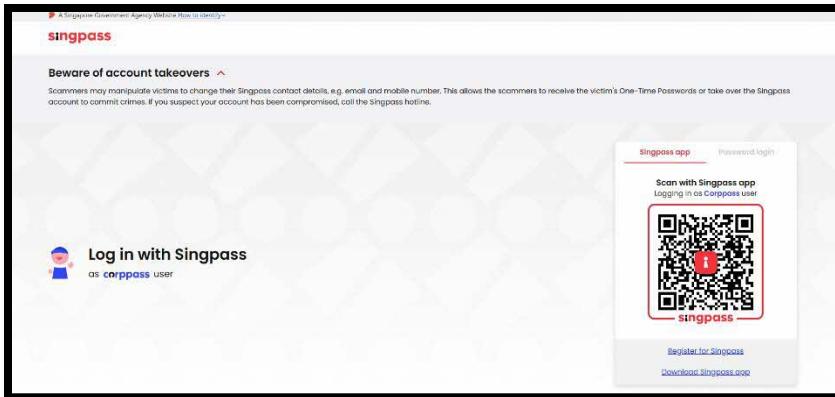


### 2.1 Login with Singpass as Corppass User

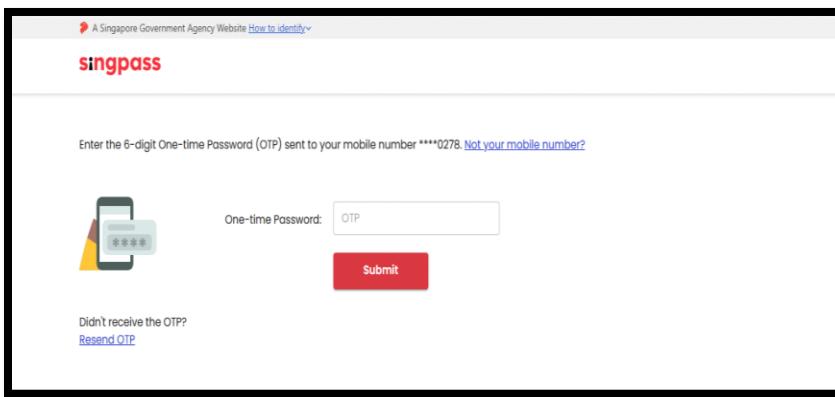
If you are authorised personnel of both Singapore-registered entities (such as companies, charities, and associations) and foreign entities that transact with Singapore government agencies and has an existing account with PEB, select "**Log in with Singpass as Corppass user**". You will be redirected to the Corppass Login page. Enter your Corppass credentials to login.



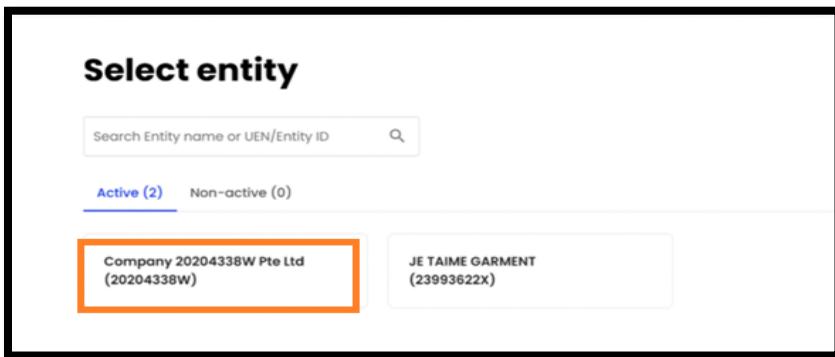
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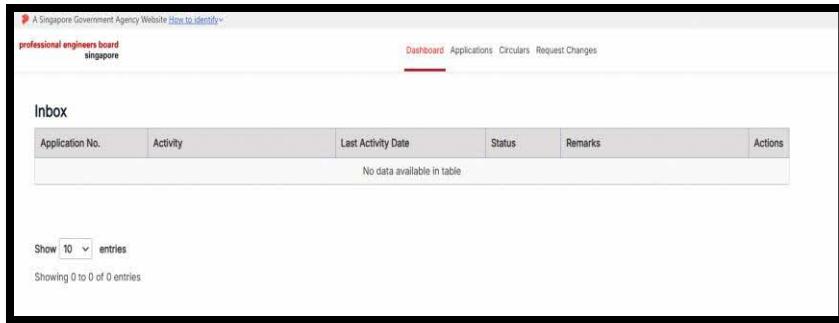
- i. Enter the 6-digit OTP sent to your mobile number.



- ii. If you are authorised personnel of multiple entities, you will be redirected to the page below. Select the entity you wish to log in to.



- iii. You will be then redirected to the PEB dashboard.

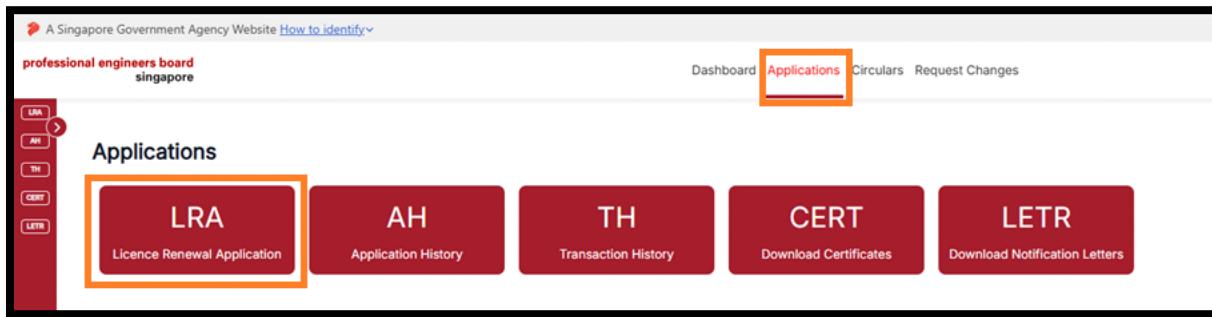


### 3 Submit online application and payment

An applicant (Supervising director or partner of a corporation) may submit a renewal application to PEB together with a fee of S\$500.

### 4 Application for Licence Renewal – Step by Step Guide

To submit Licence Renewal application, go to the **Applications** tab. Click the LRA icon to begin and submit your application.



#### 4.1 Submission of Application

The online application form should take about 10 to 15 minutes to complete. All entries are to be made in Title Case (i.e. Capitalise Each Word). During the application process, you may save your progress by selecting "**Save as Draft**". This allows you to return and continue from where you left off the next time you logged in. To resume, simply click on the application with a "**Draft**" status on your dashboard.

## **Step 1 - Declaration**

Before you proceed to apply for LRA, you are required to read about the requirement, and you declare that you have done so. You may click and read the requirements at “licensing requirements”, please review all declarations carefully and check the corresponding boxes where applicable to proceed with the application.

**Note:** The “**Proceed**” button will be enabled only after you have opened and reviewed the requirements under “**licensing requirements**” and checked all the required declaration boxes.

Estimated time to complete this form: 20 Minutes

**Licence Renewal Application**

Before you proceed to register for Licence Renewal Application, you are required to read and understand the requirements for the application and you declare that you have done so.

**Declaration:**

Please click and read the [licensing requirements](#). I/We hereby confirm the accuracy of information to be provided. Required documents as per checklist shall be submitted to Professional Engineers Board (PEB) for the processing of licence application to provide professional engineering services in Singapore.

I/ We would like to proceed with the application. I/We understand that PEB will make a partial refund of \$200.00 should my application not be accepted by PEB.

**Proceed**

## **Step 2 – Company Information**

- All fields indicated with \* are mandatory.
- Information on this page will be pre-filled using details from previously submitted licence application.
- Unique Entity No. (UEN) will not be editable.

**Application for Licence Renewal**

**Company Information**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

**Name of Corporation\***  
Semi Con Industries

**Unique Entity No. (UEN)\***  
20189837D

**Cancel** **Save as Draft** **Next**

## **Step 3 – Type of Licence Application**

- All fields indicated with \* are mandatory.
- Information on this page will be pre-filled using details from previously submitted licence application.
- The fields on this page will be editable.
- Click “**Next**” to proceed.

**Application for Licence Renewal**

**Type of Licence Application**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

Type of Organisation\*  
Limited Corporation

List of Services Proposed to be Offered by Applicant\*  
Engineering

Branch(es) of Engineering\*  
 Chemical  
 Civil  
 Electrical  
 Mechanical

[Cancel](#) [Save as Draft](#) [Next](#)

#### **Step 4 – Address and Contact**

- All fields indicated with \* are mandatory.
- Information on this page will be pre-filled using details from previously submitted licence application.
- The fields on this page will be editable.
- Click “**Next**” to proceed.

**Application for Licence Renewal**

**Address and Contact**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

Contact No.\*  
+65 • Area Code \_\_\_\_\_

Other Places of Business\*  
Singapore

Address Registered with ACRA\*  
 Country\*  
Singapore  
 Block/House No.\*  
22  
 Floor No.  
 Building Name  
GOLD HILL

Principal Place of Business\*  
Singapore

Postal Code\*  
309050 [Search](#)

Street/City/State Name\*  
GOLDHILL AVENUE  
 Unit No.

[Cancel](#) [Save as Draft](#) [Next](#)

#### **Step 5 – Information About Employee**

- All fields indicated with \* are mandatory.
- Information on this page will be pre-filled using details from previously submitted licence application.
- The fields on this page will be editable.
- Click “**Next**” to proceed.

**Application for Licence Renewal**

**Information About Employee**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

No. of Registered PEs employed with Practising Certificate\*  
2

No. of Other Professionals (e.g. architects, surveyors, quantity surveyors, non-registered engineers, etc)\*  
0

Others\*  
5

No. of Sub Professional Staff (e.g. technician, draughtman, etc)\*  
5

No. of Clerical Staff (e.g. accounts staff, admin staff, etc)\*  
5

[Cancel](#) [Save as Draft](#) [Next](#)

### **Step 6 – Proportion of Board of Directors**

- All fields indicated with \* are mandatory.
- Information on this page will be pre-filled using details from previously submitted licence application.
- The fields on this page will be editable.
- Number of Board of Directors with valid PC must be more than 50% else the system will not allow the applicant to proceed.
- Click "**Next**" to proceed.

**Application for Licence Renewal**

**Proportion of the Company Directors**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

No. of Board of Directors who are Professional Engineer (PE) with PC\*  
2

No. of Board of Directors as non PE / non Allied Professional\*  
0

No. of Board of Directors who are Allied Professional with PC (e.g. registered Architect, Land Surveyor)\*  
0

[Cancel](#) [Save as Draft](#) [Next](#)

### **Step 7 – Board of Directors**

- All fields indicated with \* are mandatory.
- Information on this page will be pre-filled using details from previously submitted licence application.
- The fields on this page will be editable.
- Click "**Next**" to proceed.

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**Application for Licence Renewal**

**Board of Directors**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

Name	Residential Address	Occupation	Certificate of Registration No.	Issued Under	Action
Dela Liam	10 Sunset Apartments # Sunset Apartments 10 Singapore	Senior Engineer	0034	Professional Engineers Act	
Rex Peter	5D HILLSIDE DRIVE #- HILLSGROVE 544766 Singapore	Senior Engineer	0043	Professional Engineers Act	

Show **10** entries  
Showing 1 to 2 of 2 entries

[Cancel](#) [Save as Draft](#) [Next](#)

### Step 8 – Particulars of Supervising Engineer with Practicing Certificate (PC)

- All fields indicated with \* are mandatory.
- Information on this page will be pre-filled using details from previously submitted licence application.
- The fields on this page will be editable.
- Click “**Next**” to proceed.

**Particulars of Supervising Director with Practising Certificate (PC)**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

Name	Residential Address	Occupation	Certificate of Registration No.	Branch of Engineering	PC Issued in Current PC Year	Email Address	Action
Rex Peter	5D HILLSIDE DRIVE #- HILLSGROVE 544766 Singapore	Senior Engineer	0043	Civil	PC 2025-0053	rexpeter100@yopmail.com	

Show **10** entries  
Showing 1 to 1 of 1 entry

[Cancel](#) [Save as Draft](#) [Next](#)

### Step 9 – Share Capital and Shares

- All fields indicated with \* are mandatory.
- Information on this page will be pre-filled using details from previously submitted licence application.
- The fields on this page will be editable.
- This section is applicable for Limited Corporations and Unlimited Corporations only.
- [For Limited Corporation Only] The total sum of ‘Paid-up Share capital’ across ‘Ordinary’, ‘Preference’ and ‘Others’ must add up to a minimum of S\$500,000 else applicant will not be able to proceed.
- Click “**Next**” to proceed.

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**Application for Licence Renewal**

**Share Capital and Shares**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

Authorised Share Capital (Ordinary)* 1000	Authorised Share Capital (Preference)* 1000	Authorised Share Capital (Others)* 1000
Paid-up Share Capital (Ordinary)* 400000	Paid-up Share Capital (Preference)* 100000	Paid-up Share Capital (Others)* 1000
Issued Share Capital (Ordinary)* 1000	Issued Share Capital (Preference)* 1000	Issued Share Capital (Others)* 1000
Nominal Value Per Capital (Ordinary)* 1000	Nominal Value Per Capital (Preference)* 1000	Nominal Value Per Capital (Others)* 1000

[Cancel](#) [Save as Draft](#) [Next](#)

### Step 10 – List of Shareholders/Members

- All fields indicated with \* are mandatory.
- Information on this page will be pre-filled using details from previously submitted licence application.
- The fields on this page will be editable.
- This section is applicable for Limited Corporations and Unlimited Corporations only.
- Click “**Next**” to proceed.

**Application for Licence Renewal**

**List of Shareholders/Members**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

Name	Residential Address	Occupation	Certificate of Registration No.	No. of Shares Owned (Ordinary, Preference, Others)	Action
William Matt	22 GOLDHILL AVENUE #... AVENE 309050 Singapore	Engineer	2312	2, 1, 0	

Show 10 entries  
Showing 1 to 1 of 1 entry

« < > » [Add](#)

### Step 11 – Insurance Particulars on Professional Indemnity Insurance

- All fields indicated with \* are mandatory.
- Information on this page will be pre-filled using details from previously submitted licence application.
- The fields on this page will be editable.
- This section is applicable for Limited Corporations and Limited Liability Partnerships only.
- Click “**Next**” to proceed.

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Application for Licence Renewal

**Insurance - Particulars on Professional Indemnity Insurance**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

**Name of Insurance Company\***  
Life Insurance Private Limited

**Limitation of Indemnity\***  
Not covered for test

**Term of Policy (From & To)\***

Date (From)* 30-Aug-2025	Date (To)* 31-Dec-2026
-----------------------------	---------------------------

**Policy No\***  
4565215635

**Address of Insurance Company**

<b>Country*</b> Singapore	<b>Postal Code*</b> 309202
<b>Street/City/State Name*</b> GENTLE ROAD	<b>Block/House No.*</b> 41D
<b>Floor No.</b> Floor No.	<b>Unit No.</b> Unit No.

**Building Name**  
GENTLE REFLECTIONS

[Cancel](#) [Save as Draft](#) [Next](#)

## Step 12 – Supporting Documents

- All fields indicated with \* are mandatory.
- All files will have a maximum of 5 MB upload limit.
- Follow the on-screen instructions to upload the correct file type and the required number of files for each category.
- Proceed to the next page by clicking the “**Next**” button.

Application for Licence Renewal

**Supporting Documents**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

Corporation (Limited and Unlimited)

**Checklist for Licence Submission\* (PDF) (Up to 5MB)**

Certified true copy of Memorandum of Association (MOA) / Constitution which provides that a primary objective of the corporation is to supply professional engineering services\* (PDF) (Up to 5MB)

Certified true copy of Articles of Association (AOA) / Constitution stating that more than 50% of the directors are registered professional engineers or allied professionals with valid PC+ (PDF) (Up to 5MB)

Certified true copy of a full set of Professional Liability Insurance Policy insuring the corporation in accordance to Section 34 of the PE Act 1991. If policy is not submitted, the following is to be provided subject to submission of policy at a later date (for Limited Corporation): (i) Certified true copy of policy schedule from insurer listing summary of policy details (ii) Certified true copy of written confirmation from insurer stating that corporation is insured in accordance to Section 34 of the PE Acts 1991+ (PDF) (Up to 5MB)

Certified true copy of the Business Profile lodged with Accounting & Corporate Regulatory Authority (ACRA) and dated within 2 months before submission of application\* (PDF) (Up to 5MB)

Certified true copy of BizFile documents showing e-filing of Annual Return lodged with ACRA+ (PDF) (Up to 5MB)

[Cancel](#) [Save as Draft](#) [Next](#)

## **Step 13 – Summary**

This section allows you to check and confirm your information before submitting the online application.

- To make changes to your input, use the side menu to navigate to the relevant pages. Avoid using your browser's Back or Forward buttons, as this may disrupt the application process.
- Confirm that all information provided is accurate by ticking the checkbox, then click "**Next**" to proceed.

The screenshot shows a "Summary" page with a sidebar containing a list of application sections, each preceded by a downward arrow:

- Company Information
- Type of Licence Application
- Address and Contact
- Information About Employee
- Proportion of the Company Directors
- Board of Directors/Partners
- Particulars of Supervising Engineer with Practising Certificate (PC)
- Share Capital and Shares
- List of Shareholders/Members
- Insurance - Particulars on Professional Indemnity Insurance
- Supporting Document

At the bottom of the sidebar is a checkbox labeled "The information as shown above is correct and have been updated by me." Below the sidebar, there are three buttons: "Cancel", "Next", and "Generate PDF".

## **Step 14 – e-Payment**

This section allows you to pay your application fee by e-payment.

- Click the "**Pay**" button to get into the payment page.

The screenshot shows a "Payment" page with a "Price Breakdown" table:

Items	Fee
Total Amount Payable	<b>SGD 500.00</b>

At the top right of the page are "Cancel" and "Pay" buttons. The "Pay" button is highlighted with a blue background.

- To proceed with the payment please click the "**Yes**" button from the Confirm pop up to redirect to the payment page.
- The accepted payment mode is VISA or Master credit card/ debit card.
- You may make a final check of your input done at the Payment page before clicking the Pay button.
- To return to the PEB Portal dashboard you can click the backward button upon the top left corner.
- To complete the payment, you can click the "**Pay**" button to proceed.

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- After payment is submitted you will be redirected back to the PEB Portal dashboard within 10 seconds.
- You will receive Pay SG and PEB acknowledgement email once the application is submitted.

← Professional Engineers Board

Name	Your Name
Identifier	Your NRIC number or Passport/Employment Pass if you are not Singaporean
Email	Your Email Address

**Summary**

Description	Amount (SGD)
Licence Renewal Application Fee	\$500.00
<b>Total</b>	<b>\$500.00</b>

**Complete payment**

Card number	1234 1234 1234 1234		
Expiration date	MM / YY	Security code	CVC
Country	Singapore		

**Pay \$500.00**

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singapore**

Payment Successful! Redirecting in 8 seconds. To print the completed application form, please navigate to the submitted application in the dashboard.

### **Step 15 – Application Form**

Once the payment is made, please navigate to the submitted application in the dashboard. Click on the licence renewal application with status “**Pending Processing**”. You will be redirected to the Summary page. Click on the “**Generate PDF**” button to print the submitted application form for your reference.

PEB will review and process your application and may reach out to you should any additional information or supporting documents be required. All correspondence will be sent from [registrar@peb.gov.sg](mailto:registrar@peb.gov.sg), please look out for notification. Alternatively, you can log in to the PEB portal to check the status of the application.

In case of any clarifications, PEB will return the application to you and the application will be in status “**Pending Resubmission**”.

#### **Inbox**

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
LC/RENEW-00000059	<a href="#">Licence Renewal Application</a>	31-Aug-2025 13:33	Pending Processing		

#### **Summary**

[Cancel](#)

[Next](#)

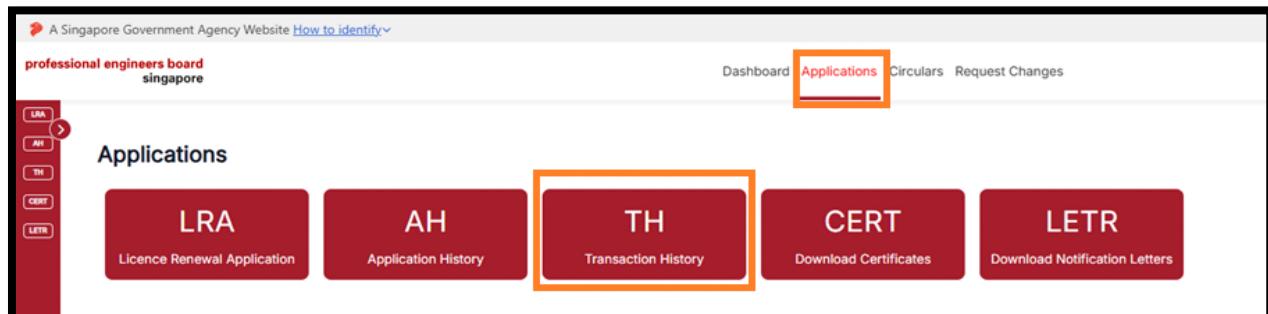
[Generate PDF](#)

- Company Information
- Type of Licence Application
- Address and Contact
- Information About Employee
- Proportion of the Company Directors
- Board of Directors/Partners
- Particulars of Supervising Engineer with Practising Certificate (PC)
- Share Capital and Shares
- List of Shareholders/Members
- Insurance - Particulars on Professional Indemnity Insurance
- Supporting Document

The information as shown above is correct and have been updated by me.

## 4.1 Download Payment Receipt

To download the payment receipt, navigate to Applications → Transaction History and click on the download button.



Download Receipt							
Order No	Transaction Date	Description	Amount	Application Type	Payment Mode	Transaction Status	Action
PEBREC/20250831/00002972	31-Aug-2025 13:31	Licence Renewal Application Fee	500.00	Licence Renewal	PaySG	Success	<button>Download</button>

## 5 Re-Submission of Application

In case of any clarifications, PEB will return the application and notify you by email. You will be required to log in to the system and resubmit the application with the requested details.

To resubmit the returned application, proceed as follows:

- i. Log in to the system.
- ii. The application will be in the status "**Pending Re-Submission**".

Inbox						
Application No.	Activity	Last Activity Date	Status	Remarks	Actions	
LC/RENEW-00000059	Licence Renewal Application	31-Aug-2025 13:36	Pending Re-Submission	Required Additional Document		

- iii. Select the application to open the **Correspondence** page.
- iv. Click "**Additional Documents**" to expand the section.

The screenshot shows the "Application for Licence Renewal" form. On the left, there is a vertical navigation bar with the following sections: Declaration, Company Information, Type of Licence Application, Address and Contact, Information About Employee, Proportion of the Company Directors, and Board of Directors. Each section has a red circular icon next to it. To the right of the navigation bar, the main form area is titled "Application for Licence Renewal". It contains a "Correspondence" section with a dropdown menu labeled "Additional Documents". In the top right corner of the main area, there is a blue "Resubmit" button.

- v. You can view the comments provided by PEB.

This screenshot shows the same application form as above, but the "Correspondence" section is expanded. It displays a comment from a PEB officer: "Commented By: PEB Officer", "Date of Comment: 31-Aug-2025", and "Comments: Required Additional Document". Below this, there is a dashed box with a plus sign and the text "Click to upload file". Further down, there is a "Remarks\*" field with the placeholder "Please Enter Remarks".

- vi. Upload the required documents or provide the requested details.  
 vii. Enter the "**Remarks**" and click "**Resubmit**" to resubmit the application to PEB for further processing.  
 viii. After resubmission, the status of the application will change to "**Pending Processing (Resubmission)**".

The screenshot shows a confirmation message: "Submit Correspondence Successful, redirecting to Portal dashboard in 5 seconds." At the bottom, there is a "professional engineers board singapore" logo.

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
LC/RENEW-00000059	Licence Renewal Application	31-Aug-2025 13:39	Pending Processing (Resubmission)		

## 6 Download Notification Letters

Once the licence renewal application is approved, you can download the **Notification Letters** by navigating to Applications → Download Notification Letters and clicking the download button.

The screenshot shows the 'Applications' section of the website. On the left, there is a vertical menu with buttons for LRA, AH, TH, CERT, and LETR. The 'Applications' tab is selected. Below it, there are four red buttons: LRA (Licence Renewal Application), AH (Application History), TH (Transaction History), and CERT (Download Certificates). To the right of these is a larger red button labeled 'LETTR' (Download Notification Letters), which is also highlighted with an orange box.

Notification Letters					
Application	Application No.	Branch/Specialisation	Issued Date	Letter Name	Action
LRA	LC/RENEW-00000068	Electrical, Chemical, Civil	04-Oct-2025 14:22	Letter For LLP	<button>Download</button>

## 7 Download Certificates

Once the licence renewal application is approved, you can download the **Licence Renewal Certificate** by navigating to Applications → Download Certificates and clicking the download button.

The screenshot shows the 'Applications' section of the website. On the left, there is a vertical menu with buttons for LRA, AH, TH, CERT, and LETR. The 'Applications' tab is selected. Below it, there are four red buttons: LRA (Licence Renewal Application), AH (Application History), TH (Transaction History), and CERT (Download Certificates). To the right of these is a larger red button labeled 'LETTR' (Download Notification Letters). The 'CERT' button is highlighted with an orange box.

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Download Certificates			
Application	Branch/Specialisation	Issued Date	Action
LC_RENEWAL	Chemical, Civil	19-Jan-2026	<a href="#">Download</a>