

User Guide to Apply for Licensed Corporation and Partnerships

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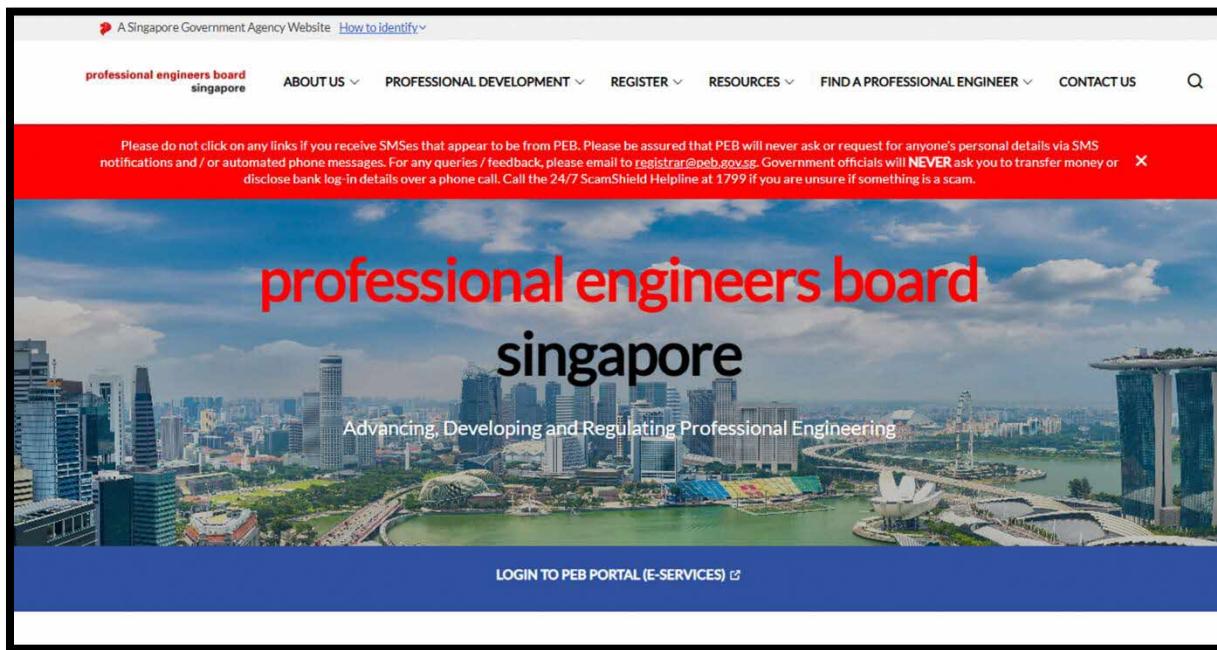
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Dear Applicant

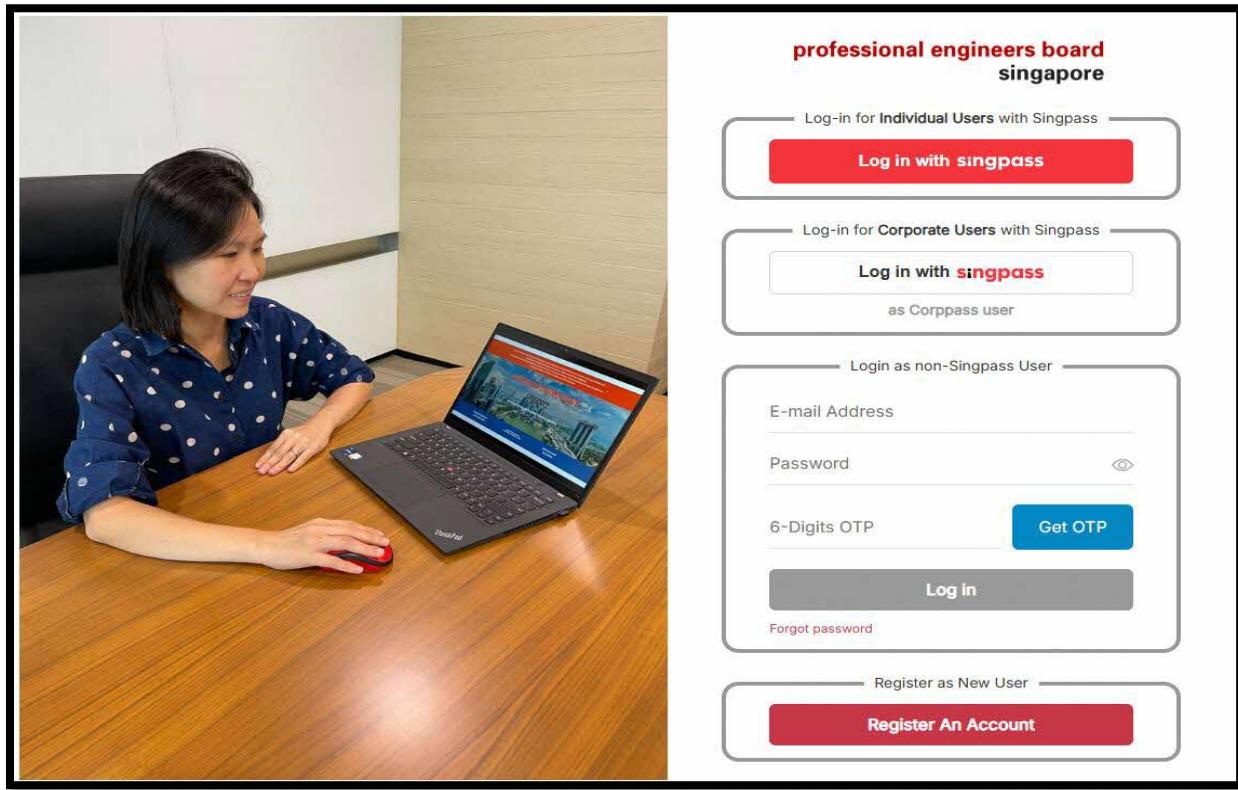
PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

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 Log In and Registration



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Log-in for Individual Users with Singpass

Log in with singpass

Log-in for Corporate Users with Singpass

Log in with singpass

as Corppass user

Login as non-Singpass User

E-mail Address

Password



6-Digits OTP

Get OTP

Log in

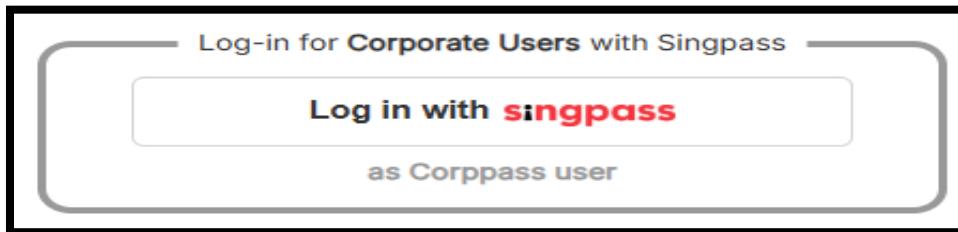
[Forgot password](#)

Register as New User

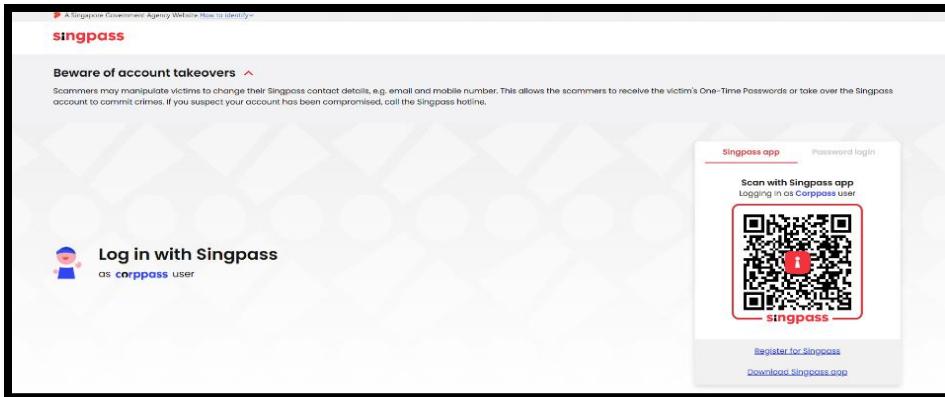
Register An Account

2.1 Log in with Singpass as Corppass User – New User

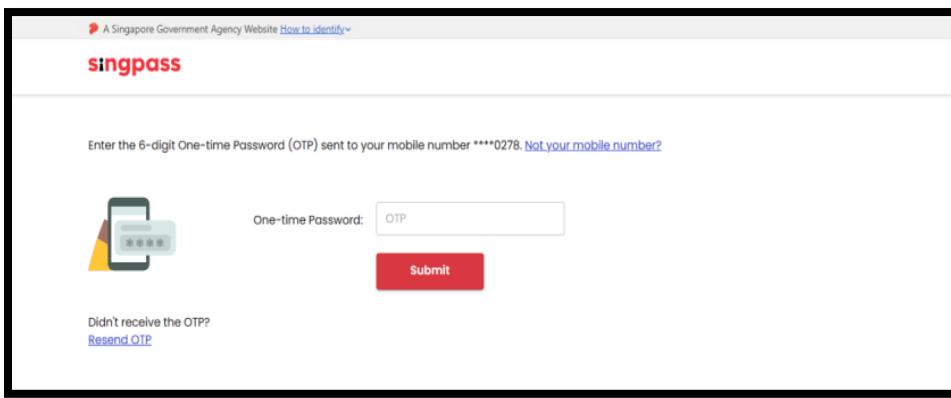
If you are authorised personnel of both Singapore-registered entities (such as companies, charities, and associations) and foreign entities that transact with Singapore government agencies and does not hold an account with PEB, select “**Log in with Singpass as Corppass user**”. You will be redirected 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 and click "Submit".



- ii. You will be redirected to the account registration page. Select "Type of Account" as "**Licenced Corporation**", enter your organisation name and company email address and click "Submit".

New Candidate Account
All fields marked with an asterisk * are compulsory

Type Of Account*

Organisation Name*
Full Organisation Name

UEN*
23993622X

Company Email*
Company Email

Submit

Already have an account?

A registration form titled "New Candidate Account". It asks for the type of account (selected as "Licenced Corporation"), organisation name, UEN, and company email. A large red "Submit" button is at the bottom, and a link for existing users is at the bottom right.

- iii. Click "Yes" to continue.

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The screenshot shows a 'New Candidate Account' form with a 'Confirmation' dialog box overlaid. The dialog box asks 'Are you sure you want to continue?' with 'No' and 'Yes' buttons. The main form fields include:

- Type Of Account*: Course Organiser
- Organisation Name*: DSN Technologies
- Company Email*: dsnt399@yopmail.com

A red 'Submit' button is at the bottom, and a link 'Already have an account?' is at the very bottom.

- iv. Click "**Update**" if the details entered are correct and you will be redirected to the PEB dashboard.

The screenshot shows an 'Update Account' page. It has two columns:

Full Organisation Name*	UEN*
DSN Technologies	23993622X

Below the table is a red 'Update' button.

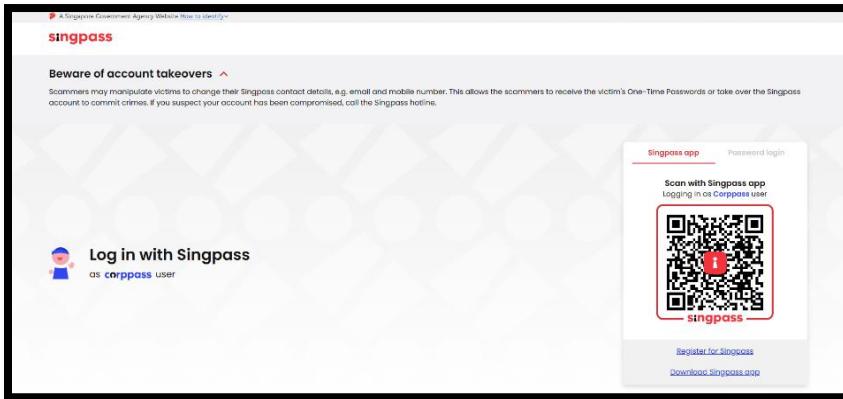
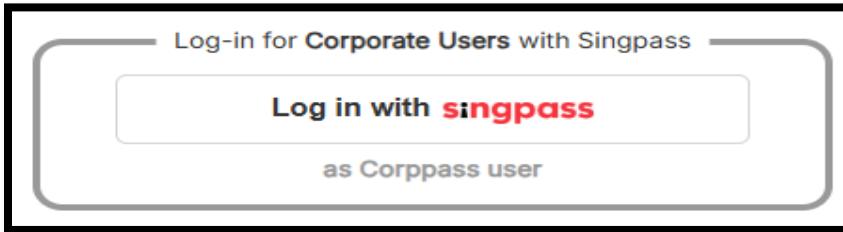
The screenshot shows the PEB dashboard with the following sections:

- Inbox:** A table with columns: Application No., Activity, Last Activity Date, Status, Remarks, Actions. It displays the message "No data available in table".
- Show 10 entries:** A dropdown menu.
- Showing 0 to 0 of 0 entries:** A status message.

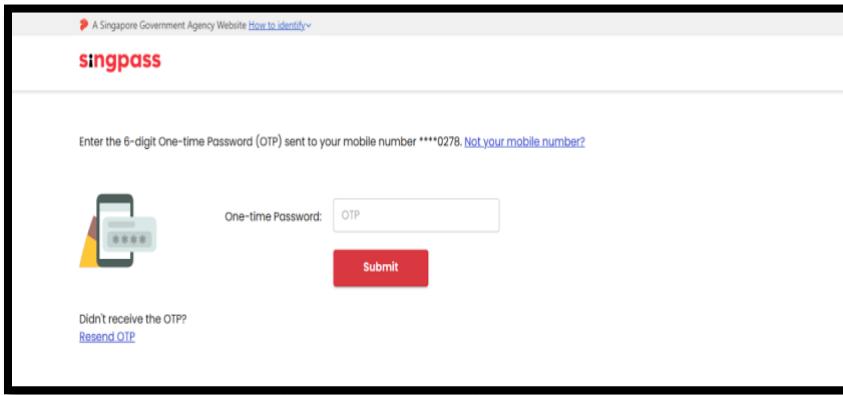
2.2 Log in with Singpass as Corppass User – Existing User

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.

Select entity

Search Entity name or UEN/Entity ID

Active (2) Non-active (0)

Company 20204338W Pte Ltd (20204338W)

JE TAIIME GARMENT (23993622X)

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

A Singapore Government Agency Website [How to identify](#)

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Dashboard Applications Circulars Request Changes

Inbox

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
No data available in table					

Show 10 entries

Showing 0 to 0 of 0 entries

3 Submit online application and payment

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

4 Application for Licence – Step by Step Guide

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

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Dashboard Applications Circulars Request Changes

Applications

LA Licence Application AH Application History TH Transaction History CERT Download Certificates LETR Download Notification Letters

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 LA, 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 Application

Before you proceed to register for Licence Application, you are required to read and understand the requirements for registration as a licensed corporation 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.
- Do not use abbreviations on name of corporation.
- Unique Entity No. (UEN) will be auto populated and will not be editable.

Application for Licence

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

Name of Corporation*

Unique Entity No. (UEN)*
20189837D

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

Step 3 – Type of Licence Application

- All fields indicated with * are mandatory.
- Select the type of organisation from the dropdown menu.

- Put in key services in the List of Services Proposed to be Offered.
- Select the Branch(es) of Engineering and click “**Next**” to proceed.

Step 4 – Address and Contact

- All fields indicated with * are mandatory.
- Only one set of data input for each field is required on contact no. i.e. do not input more than 1 contact no.
- Enter the Principal Place and Other Places of Business. 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.
- You are required to provide the address registered with ACRA. Enter the postal code in the *Postal Code* field and click the *Search* button. The system will automatically populate the *Block/House No., Street/City/State Name, and Building Name*. You will only need to enter the *Floor No.* and *Unit No.* **Please note:** The populated data is not editable, so there is no need to change the text format (e.g., from UPPERCASE to Title Case).

Application for Licence

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

Contact No.*
+65 ▾ Area Code Contact No.*

Principal Place of Business*
 Principal Place of Business

Other Places of Business*
 Other Places of Business

Address Registered with ACRA*

Country* <input type="text"/> Singapore	Postal Code* <input type="text"/> 309050 <input type="button" value="Search"/>
Block/House No.* <input type="text"/> Block/House No.*	Street/City/State Name* <input type="text"/> Street/City/State Name*
Floor No. <input type="text"/> Floor No.	Unit No. <input type="text"/> Unit No.
Building Name <input type="text"/> Building Name	

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

Step 5 – Information About Employee

- All fields indicated with * are mandatory.
- Enter all the requested details related to the information about employees.

Application for Licence

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

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

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

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

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

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

Step 6 – Proportion of Board of Directors

- All fields indicated with * are mandatory.
- Number of Board of Directors with valid PC must be more than 50% else the system will not allow the applicant to proceed.

Application for Licence

<p>Proportion of the Company Directors (Complete this form in English. Fields marked with an asterisk are compulsory)</p> <p>No. of Board of Directors who are Professional Engineer (PE) with PC*</p> <p>No. of Board of Directors who are Professional †</p> <p>No. of Board of Directors as non PE / non Allied Professional*</p> <p>No. of Board of Directors as non PE / non Allied</p>	<p>Cancel Save as Draft Next</p> <p>No. of Board of Directors who are Allied Professional with PC (e.g. registered Architect, Land Surveyor)*</p> <p>No. of Board of Directors who are Allied Profess</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Step 7 – Board of Directors

- Click “**Add**” button to add the Board of Directors.

Application for Licence

<p>Board of Directors (Complete this form in English. Fields marked with an asterisk are compulsory)</p>	<p>Cancel Save as Draft Next</p>
---------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------

Name	Residential Address	Occupation	Certificate of Registration No.	Issued Under	Action
Please add at least one board member to proceed					

Show entries
Showing 0 to 0 of 0 entries

« < > »

[Add](#)

- All fields indicated with * are mandatory.
- If Issued Under “**Professional Engineers Act**”, enter the PE Registration no and click “**Check**” and system will check whether Board of Directors have valid PC. System will auto populate “**Name**” and “**Residential Address**”. Key on the Occupation and click “**Save**”.
- If Issued Under “**Architects Act/Land Surveyors Act/Others**”, applicant must manually key on all the mandatory details. For Residential Address, enter the postal code in the *Postal Code* field and click the *Search* button. The system will automatically populate the *Block/House No.*, *Street/City/State Name*, and *Building Name*. You will only need to enter the *Floor No.* and *Unit No.*.

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Add Board of Director/Partner
(Complete this form in English. Fields marked with an asterisk are compulsory)

Issued Under*

Architects Act
Architects Act
Professional Engineers Act
Land Surveyors Act
Others
None

Certificate of Registration No. (if any)

Certificate of Registration No.

Occupation*

Occupation*

Country*

Singapore

Block/House No.*

Block/House No.*

Floor No.

Floor No.

Building Name

Building Name

Postal Code*

Postal Code*

Street/City/State Name*

Street/City/State Name*

Unit No.

Unit No.

Save

Add Board of Director/Partner
(Complete this form in English. Fields marked with an asterisk are compulsory)

Issued Under*

Professional Engineers Act

Certificate of Registration No.*

0043 **Check**

Name*

Name*
Name will be auto-populated from cert of Reg no

Occupation*

Occupation*

Residential Address*

None

Country*

Singapore

Block/House No.*

Block/House No.*

Floor No.

Floor No.

Building Name

Building Name

Postal Code*

Postal Code*

Street/City/State Name*

Street/City/State Name*

Unit No.

Unit No.

Save

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

- Click “Add” button to add the particulars of Supervising Engineer with PC.

Application for Licence

Particulars of Supervising Engineer 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
Please add at least one particulars of supervising director to proceed							

Show 10 entries
 Showing 0 to 0 of 0 entries

« ‹ › » Add

- The “**Name**” field dropdown will list the Director(s) with PC(s) based on the details keyed in by you in the previous section of the licence application.
- Select the supervising engineer’s name from the dropdown and system will auto populate all the details on the page.
- On the input of Particulars of Supervising Director or Partner, provide practicing certificate (PC) number issued in current year.
- All fields indicated with * are mandatory.
- Click “**Save**” and Click “**Next**” to Proceed.

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

Name*

Dela Liam
 Rex Peter

Certificate of Registration No.*

Branch of Engineering Authorised to Practice in*

PC Issued in Current PC Year*

Email Address*

Residential Address (as indicated in ACRA record) *

Country*	Postal Code*
Singapore	
Block/House No.*	Street/City/State Name*
Block/House No.*	Street/City/State Name*
Floor No.	Unit No.
Floor No.	Unit No.
Building Name	
Building Name	

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

Name*
 Rex Peter

Occupation*
 Senior Engineer

Branch of Engineering Authorised to Practice in*
 Civil

Certificate of Registration No.*
 0043

PC Issued in Current PC Year*
 PC 2025-0053

Email Address*
 rex peter100@yopmail.com

Residential Address (as indicated in ACRA record) *

Country* Singapore	Postal Code* 544766
Block/House No.* 5D	Street/City/State Name* HILLSIDE DRIVE
Floor No. Floor No.	Unit No. Unit No.
Building Name HILLSGROVE	

Save

Application for Licence

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

Cancel	Save as Draft	Next
------------------------	-------------------------------	-------------

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	rex peter100@yopmail.com	 

Show entries
 Showing 1 to 1 of 1 entry

« < > »

Step 9 – Share Capital and Shares

- All fields indicated with * are mandatory.
- This section is applicable for Limited Corporations and Unlimited Corporations only.
- [For Limited Corporations 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.

Application for Licence

Share Capital and Shares (Complete this form in English. Fields marked with an asterisk are compulsory)		Cancel Save as Draft Next
Authorised Share Capital (Ordinary)* <input type="text" value="Authorised Share Capital (Ordinary)"/>	Authorised Share Capital (Preference)* <input type="text" value="Authorised Share Capital (Preference)"/>	Authorised Share Capital (Others)* <input type="text" value="Authorised Share Capital (Others)"/>
Paid-up Share Capital (Ordinary)* <input type="text" value="Paid-up Share Capital (Ordinary)"/>	Paid-up Share Capital (Preference)* <input type="text" value="Paid-up Share Capital (Preference)"/>	Paid-up Share Capital (Others)* <input type="text" value="Paid-up Share Capital (Others)"/>
Issued Share Capital (Ordinary)* <input type="text" value="Issued Share Capital (Ordinary)"/>	Issued Share Capital (Preference)* <input type="text" value="Issued Share Capital (Preference)"/>	Issued Share Capital (Others)* <input type="text" value="Issued Share Capital (Others)"/>
Nominal Value Per Capital (Ordinary)* <input type="text" value="Nominal Value Per Capital (Ordinary)"/>	Nominal Value Per Capital (Preference)* <input type="text" value="Nominal Value Per Capital (Preference)"/>	Nominal Value Per Capital (Others)* <input type="text" value="Nominal Value Per Capital (Others)"/>

Step 10 – List of Shareholders/Members

- Click “Add” button to add list of shareholders/members.

Application for Licence

List of Shareholders/Members (Complete this form in English. Fields marked with an asterisk are compulsory)		Cancel Save as Draft Next															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Residential Address</th> <th>Occupation</th> <th>Certificate of Registration No.</th> <th>No. of Shares Owned (Ordinary, Preference, Others)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center; height: 30px;">Please add at least one member to proceed</td> </tr> </tbody> </table>						Name	Residential Address	Occupation	Certificate of Registration No.	No. of Shares Owned (Ordinary, Preference, Others)	Action	Please add at least one member to proceed					
Name	Residential Address	Occupation	Certificate of Registration No.	No. of Shares Owned (Ordinary, Preference, Others)	Action												
Please add at least one member to proceed																	
Show <input type="text" value="10"/> entries Showing 0 to 0 of 0 entries																	
Add																	

- All fields indicated with * are mandatory.
- Do not use abbreviations on name of company if shareholder is a company, i.e. provide the registered company name accordingly.
- This section is applicable for Limited Corporations and Unlimited Corporations only.

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- For Residential Address, enter the postal code in the *Postal Code* field and click the *Search* button. The system will automatically populate the *Block/House No.*, *Street/City/State Name*, and *Building Name*. You will only need to enter the *Floor No.* and *Unit No.*.
- Once the details are added, click “**Save**” and click “**Next**” to proceed.

Add Shareholder/Member
(Complete this form in English. Fields marked with an asterisk are compulsory)

Save

No. of Shares Owned		
Ordinary* No. of Shares Owned (Ordinary)*	Preference* No. of Shares Owned (Preference)*	Others* No. of Shares Owned (Others)*
Name* Name*	Occupation* Occupation*	Certificate of Registration No. (if any) Certificate of Registration No. (if any)
Residential Address (as indicated in ACRA record)		
Country* Singapore	Postal Code* Postal Code*	Street/City/State Name* Street/City/State Name*
Block/House No.* Block/House No.*		Unit No. Unit No.
Floor No. Floor No.		
Building Name Building Name		

Step 11 – Insurance Particulars on Professional Indemnity Insurance

- All fields indicated with * are mandatory.
- For ‘Name of Insurance Company’, ‘Address’ and ‘Scope of Indemnity’ fields, input should not exceed 255 characters.
- This section is applicable for Limited Corporations and Limited Liability Partnerships only.
- For Address of Insurance company, enter the postal code in the *Postal Code* field and click the *Search* button. The system will automatically populate the *Block/House No.*, *Street/City/State Name*, and *Building Name*. You will only need to enter the *Floor No.* and *Unit No.*.

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Application for Licence

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

Name of Insurance Company*
Name of Insurance Company*

Limitation of Indemnity*
Limitation of Indemnity*

Term of Policy (From & To)*
Date (From)*
dd-mmm-yyyy
Date (To)*
dd-mmm-yyyy

Policy No*
Policy No*

Address of Insurance Company

Country*
Singapore

Block/House No.*
Block/House No.*

Floor No.
Floor No.

Building Name
Building Name

Postal Code*
Postal Code*

Street/City/State Name*
Street/City/State Name*

Unit No.
Unit No.

[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

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)

 Click to add file

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)

 Click to add file

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)

 Click to add file

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)

 Click to add file

[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 dropdown 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

Below the sidebar is a checkbox labeled "The information as shown above is correct and have been updated by me." followed by a "Next" button and a "Generate PDF" button.

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	Licence Application Fee
Total Amount Payable	SGD 500.00

Below the table is a "Pay" button.

- 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.
- After payment is submitted you will be redirected back to the PEB Portal dashboard within 10 seconds.

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- 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 Application Fee	\$500.00
Total	\$500.00

Complete payment

Card number

1234 1234 1234 1234 

Expiration date Security code

MM / YY CVC 

Country

Singapore 

Pay \$500.00

**professional engineers board
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 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, 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/APP-00000120	Licence Application	31-Aug-2025 12:11	Pending Processing		

Summary

[Cancel](#)

[Next](#)

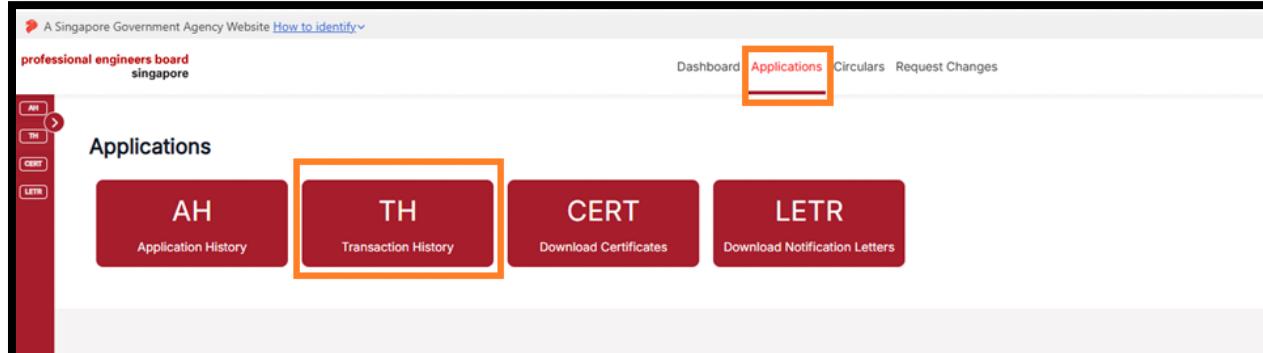
[Generate PDF](#)

- 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 (PO)
- 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.

4.2 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/20250831/00002971	31-Aug-2025 12:02	Licence Application Fee	500.00	Licensee	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/APP-00000120	Licence Application	31-Aug-2025 12:20	Pending Re-Submission	Additional documents required		

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

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The screenshot shows the 'Application for Licence' interface. On the left, there is a vertical navigation menu with the following items: Declaration, 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, and List of Shareholders/Members. The 'Correspondence' tab is currently selected. At the top right, there is a 'Resubmit' button. Below the tabs, there is a section labeled 'Additional Documents'.

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

The screenshot shows the 'Application for Licence' interface with the 'Correspondence' tab selected. The 'Additional Documents' section contains the following comments:

- Commented by: PEB Officer
- Date of Comment: 31-Aug-2025
- Comments: Additional documents required
- Accept files format and limit size (JPG, JPEG, PNG, PDF) (Up to 5MB)

Below the comments, 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 the 'Application for Licence' interface with the 'Correspondence' tab selected. A success message is displayed at the bottom:

**professional engineers board
singapore**
Submit Correspondence Successful, redirecting to Portal dashboard in 5 seconds.

Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
LC/APP-00000120	Licence Application	31-Aug-2025 12:30	Pending Processing (Resubmission)		

6 Download Notification Letters

Once the licence 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 professional engineers board singapore dashboard. In the top navigation bar, the 'Applications' tab is highlighted with an orange box. Below it, under the 'Applications' heading, there are five buttons: LRA (Licence Renewal Application), AH (Application History), TH (Transaction History), CERT (Download Certificates), and LETR (Download Notification Letters). The LETR button is also highlighted with an orange box.

Notification Letters					
Application	Application No.	Branch/Specialisation	Issued Date	Letter Name	Action
LA	LC/APP-00000103	Civil, Chemical, Electrical	16-Jul-2025 14:45	Letter For LLP	<button>Download</button>

7 Download Certificates

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

The screenshot shows the professional engineers board singapore dashboard. In the top navigation bar, the 'Applications' tab is highlighted with an orange box. Below it, under the 'Applications' heading, there are five buttons: LRA (Licence Renewal Application), AH (Application History), TH (Transaction History), CERT (Download Certificates), and LETR (Download Notification Letters). The CERT button is also highlighted with an orange box.

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Download Certificates			
Application	Branch/Specialisation	Issued Date	Action
LICENSE		16-Jul-2025	Download