

User Guide to Apply for ASEAN Chartered Professional Engineer (ACPE)

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Dear Applicant

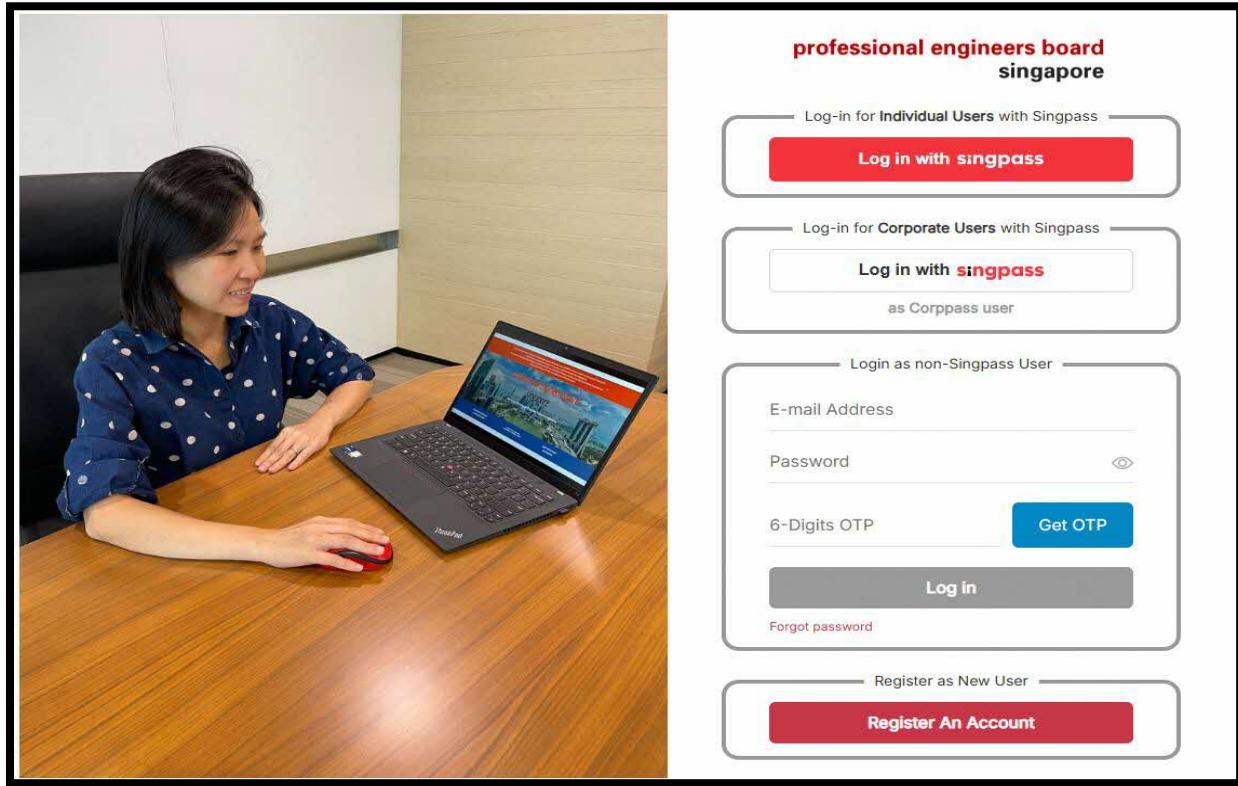
PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

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.

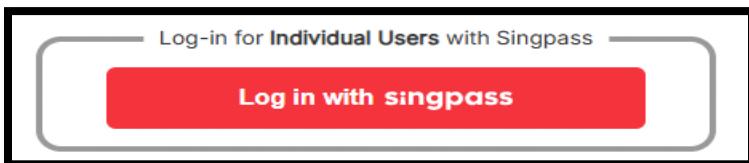


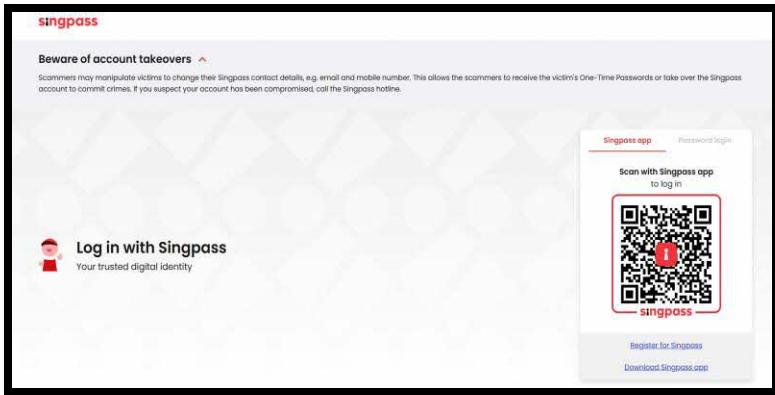
2 User Log In



2.1 Login with Singpass

If you are Singapore citizens, Permanent Residents (PRs), and holders of valid work pass (Employment Pass, S-Pass, Work Permit or Dependant's Pass) and already registered with PEB, select “**Log in with Singpass**”. You will be redirected to the Singpass Login page. Enter your Singpass credentials to login. After successful login, you will be redirected to the PEB Dashboard. **Please review your “Profile” after logging in to the portal.**





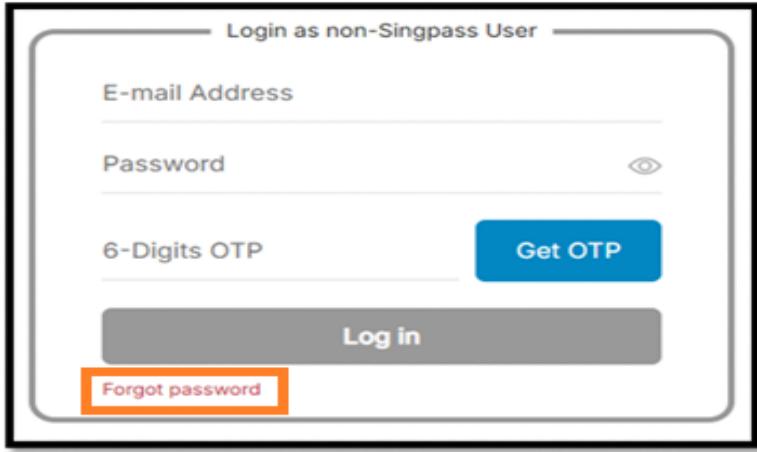
2.2 Login as non-Singpass User

If you are a foreigner without Singpass and has an existing account with PEB, use the registered email to login under **"Login as non-Singpass User"** section.

- i. Enter your registered email address and password.
- ii. Click **"Get OTP"** to receive your OTP. Your OTP will be sent to your email address.
- iii. Enter your 6-digit OTP received in your email and click Login.

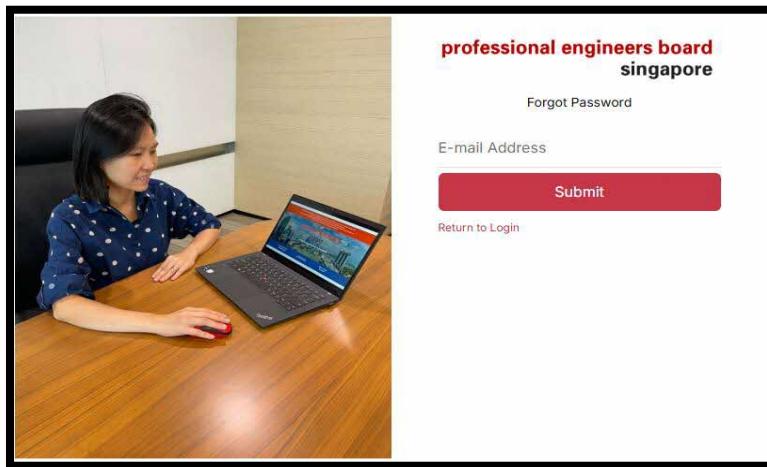
A screenshot of the "Login as non-Singpass User" form. It has fields for "E-mail Address" and "Password" with a visibility icon. Below these is a field for "6-Digits OTP" with a "Get OTP" button next to it. At the bottom is a "Log in" button and a "Forgot password" link.

- iv. If you have forgotten your password, click the **"Forgot password"** section to reset your password.



The image shows a login interface titled "Login as non-Singpass User". It features three input fields: "E-mail Address", "Password", and "6-Digits OTP". Below the "OTP" field is a blue button labeled "Get OTP". Underneath the "OTP" field is a grey "Log in" button. At the bottom left is an orange "Forgot password" button.

- v. You will be redirected to the page below. Enter your registered email address and click "**Submit**". The password reset URL will be sent to your email. Please check your inbox and click on the URL to reset your password. **Please review your "Profile" after logging in to the portal.**



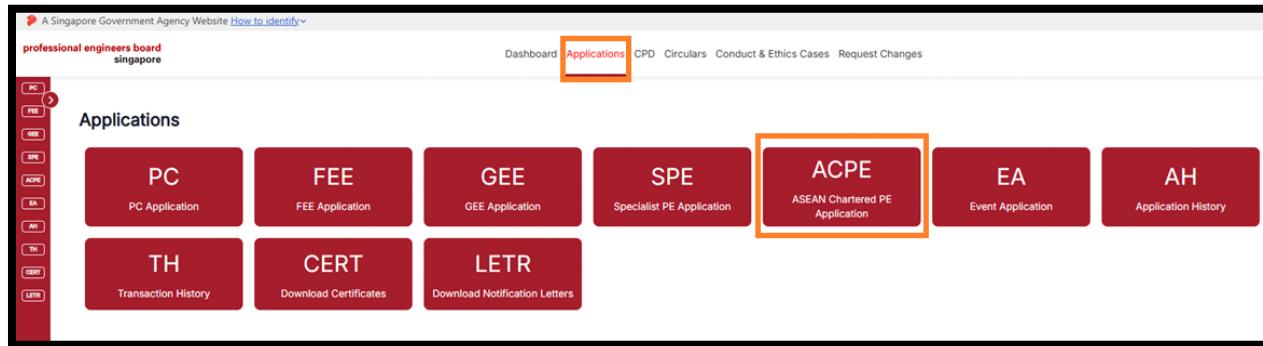
3 Submit online application and payment

An applicant may submit an application to PEB together with a fee of S\$100.

Following the submission and subject to meeting application requirements, PEB will process your application. If successful, you will be placed on ASEAN Chartered Professional Engineers Register and accorded the title of ASEAN Chartered Professional Engineer (ACPE).

4 Application for Recognition as ASEAN Chartered Professional Engineer (ACPE) – Step by Step Guide

To submit ACPE application, go to the **Applications** tab. Click the ACPE 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 ACPE Registration, you are required to select your applied engineering branch. You will also be required to read about the requirements for the registration, and you declare that you have done so. You may click and read the requirements at "*Applicants – ASEAN Chartered Professional Engineer (ACPE) Application*", 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 "**Applicants – ASEAN Chartered Professional Engineer (ACPE) Application**" and checked all the required declaration boxes.

Step 2 – Personal Particulars

- All fields indicated with * are mandatory.
- Information on this page will be pre-filled using details from previously submitted applications, and the fields will be non-editable.

Step 3 – Contact Information

- All fields indicated with * are mandatory.
- Information on this page will be pre-filled using details from previously submitted applications, and the fields will be non-editable.
- Make the appropriate selection in fields with a dropdown list.
- Only one set of data input for each field is required on contact no. and email address, i.e. do not input more than 1 contact no. or email address in the same field.
- As some companies may have 'firewalls' in place, do provide a personal email address to ensure you receive an email acknowledgement of your application.

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- In case of an address change, 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).

The screenshot shows the 'Contact Information' section of the ACPE application form. It includes fields for Residential Phone No. (+65 27865439), Office Phone No. (+65 26934798), Email Address (391acpe@yopmail.com), and Verify Email Address (391acpe@yopmail.com). There are also fields for Residential Address, Employer Address, and Mailing Address (Singapore Address Only). A note at the bottom states: 'Same as Residential Address' or 'Same as Employer Address'.

Step 4 – Practical Experience after Graduation (7 or more years)

- All fields indicated with * are mandatory.
- Provide your current and previous employment status and information. Failure to provide accurate employer status and information may affect your ACPE application.
- If you have additional employment history, click the “**Add**” button. Otherwise, proceed to the next page by clicking the “**Next**” button.

The screenshot shows the 'Professional Experience' section of the ACPE application form. It includes a table for listing experiences with columns for Date (From), Date (To), Name of Organisation, Total Time, and Action. A note at the bottom says: 'Please add at least one professional experience to proceed'. Below the table, it says 'Show 10 entries' and 'Showing 0 to 0 of 0 entries'. There is a 'Add' button at the bottom right.

Add Professional Experience
(Complete this form in English. Fields marked with an asterisk are compulsory.)

Date (From)* <input type="text" value="dd-mmm-yyyy"/> Save	Date (To)* <input type="text" value="dd-mmm-yyyy"/>
Title of Position Held* <input type="text" value="Title of Position Held"/>	
Total Time (Yrs)* <input type="text" value="Years"/>	
Name of Organisation* <input type="text" value="Name of Organisation"/>	
Total Time (Mths)* <input type="text" value="Months"/>	

Step 5 – Selection of Significant Engineering Work in Responsible Charge (2 or more years)

- Before proceeding with the application, applicants must add at least one significant engineering work. To do so, click the "**Add**" button to input your significant engineering work.

Application for ASEAN Chartered Professional Engineer (ACPE)

Selection of Significant Engineering Work in Responsible Charge (2 or more years)
(Complete this form in English. Fields marked with an asterisk are compulsory.)

Project Start Date	Project End Date	Project Duration	Project Title	Action
Please add at least one significant engineering work to proceed				
Show 10 entries Showing 0 to 0 of 0 entries				
Add				

Date of Qualification Approved by PEB
04-May-2005

No. of Years of Post Graduate Professional experience
14 years 9 months

- All fields indicated with * are mandatory.
- Provide your significant engineering work. Failure to provide accurate details may affect your ACPE application.

Add Significant Engineering Work
(Complete this form in English. Fields marked with an asterisk are compulsory.)

Project Start Date* <small>(From Date of Qualification Approved by PEB)</small> <input type="text" value="dd-mmm-yyyy"/> Save	Project End Date* <input type="text" value="dd-mmm-yyyy"/>
Duration (Years)* <input type="text" value="Years"/>	
Duration (Months)* <input type="text" value="Months"/>	
Title of Project and Description of details and Significance of work, role, degree of responsibility * <input type="text" value="Title of Project"/>	
Title of Position Held* <input type="text" value="Title of Position Held"/>	
Name of Organisation* <input type="text" value="Name of Organisation"/>	

Step 6 – Supporting Document

- 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.
- Upload your Passport-Sized Photo.
- Click “**Next**” to proceed.

The screenshot shows the 'Supporting Documents' section of the ACPE application form. On the left, a vertical navigation menu lists steps: Declaration, Personal Particulars, Contact Information, Professional Experience, Significant Engineering Work in Responsible Charge, Supporting Documents, Summary, and Payment. The 'Supporting Documents' step is highlighted with a red circle. The main area is titled 'Application for ASEAN Chartered Professional Engineer (ACPE)' and contains a sub-section for 'Personal' documents. It shows a placeholder for a 'Passport-Sized Photo' (JPG, JPEG, PNG) with a maximum size of 5MB. A 'Save as Draft' button and a 'Next' button are visible in the top right corner.

Step 7 – 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 the 'Summary' page of the ACPE application form. The left sidebar shows the same navigation steps as before. The main area displays a summary of the completed sections: Personal Particulars, Contact Information, Professional Experience, Significant Engineering Work in Responsible Charge, and Supporting Document. Below this, there is a checkbox labeled 'The information as shown above is correct and have been updated by me.' A 'Cancel' button, a 'Next' button, and a 'Generate PDF' button are located in the top right corner.

Step 8 – e-Payment

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

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



- 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.
- You will receive Pay SG and PEB acknowledgement email once the application is submitted.

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

Summary

Description	Amount (SGD)
ACPE Registration Fee	\$100.00
Total	\$100.00

Complete payment

Card number
1234 1234 1234 1234 

Expiration date
MM / YY

Security code
CVC 

Country
Singapore 

Pay \$100.00

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Payment Successful! Redirecting in 10 seconds. To print the completed application form, please navigate to the submitted application in the dashboard.

Step 9 – Application Form

Once the payment is made, please navigate to the submitted application in the dashboard. Click on the ACPE 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.

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
ACPE-00000082	ACPE Application	28-Aug-2025 05:08	Pending Processing		

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/20250828/00002965	28-Aug-2025 05:08	ACPE Registration Fee	100.00	ACPE	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
ACPE-00000082	ACPE Application	28-Aug-2025 05:13	Pending Re-Submission	Please submit professional experience details	

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

The screenshot shows the ACPE application dashboard. On the left, there is a vertical navigation menu with the following items: Declaration, Personal Particulars, Contact Information, Professional Experience, Significant Engineering Work in Responsible Charge, Supporting Documents, Summary, and Correspondence. The 'Correspondence' item is currently selected, indicated by a red dot next to it. The main content area is titled 'Application for ASEAN Chartered Professional Engineer (ACPE)'. Below the title, there is a button labeled 'Resubmit'. Under the 'Correspondence' heading, there is a dropdown menu with the option 'Additional Documents' selected, indicated by a red dot next to the dropdown arrow. The rest of the page is mostly blank white space.

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

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Application for ASEAN Chartered Professional Engineer (ACPE)

Resubmit

Declaration

Personal Particulars

Contact Information

Professional Experience

Significant Engineering Work in Responsible Charge

Supporting Documents

Summary

Correspondence

Additional Documents

Commented By: PEB Officer
Date of Comment: 28-Aug-2025
Comments: Please submit professional experience details
Accept files format and limit size (JPG, JPEG, PNG, PDF) (Up to 5MB)

+ Click to add files

Remarks*
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)**”.

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Submit Correspondence Successful, redirecting to Portal dashboard in 5 seconds.

Inbox						
Application No.	Activity	Last Activity Date	Status	Remarks	Actions	
ACPE-00000082	ACPE Application	28-Aug-2025 05:15	Pending Processing (Resubmission)			

6 Download Notification Letters

Once the submitted 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 sidebar with icons for various applications: PC, FEE, GEE, SPE, ACPE, EA, AH, TH, CERT, and LETR. The 'LETTR' icon is highlighted with an orange box. The main area contains seven red rectangular buttons labeled PC, FEE, GEE, SPE, ACPE, EA, and AH, each with a corresponding application name below it. Below these are two more red buttons labeled TH and CERT. The 'LETTR' button is also highlighted with an orange box. To the right of the 'LETTR' button is a 'Download Notification Letters' link.



The screenshot shows a table titled 'Notification Letters'. It has columns for Application, Application No., Branch/Specialisation, Issued Date, Letter Name, and Action. There is one row of data: ACPE, ACPE-00000081, Civil, 26-Jul-2025 21:00, ACPE Approve Letter, and a blue 'Download' button which is highlighted with an orange box.