

# **User Guide to Apply for Licensed Corporation and Partnerships**

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**Dear Applicant**

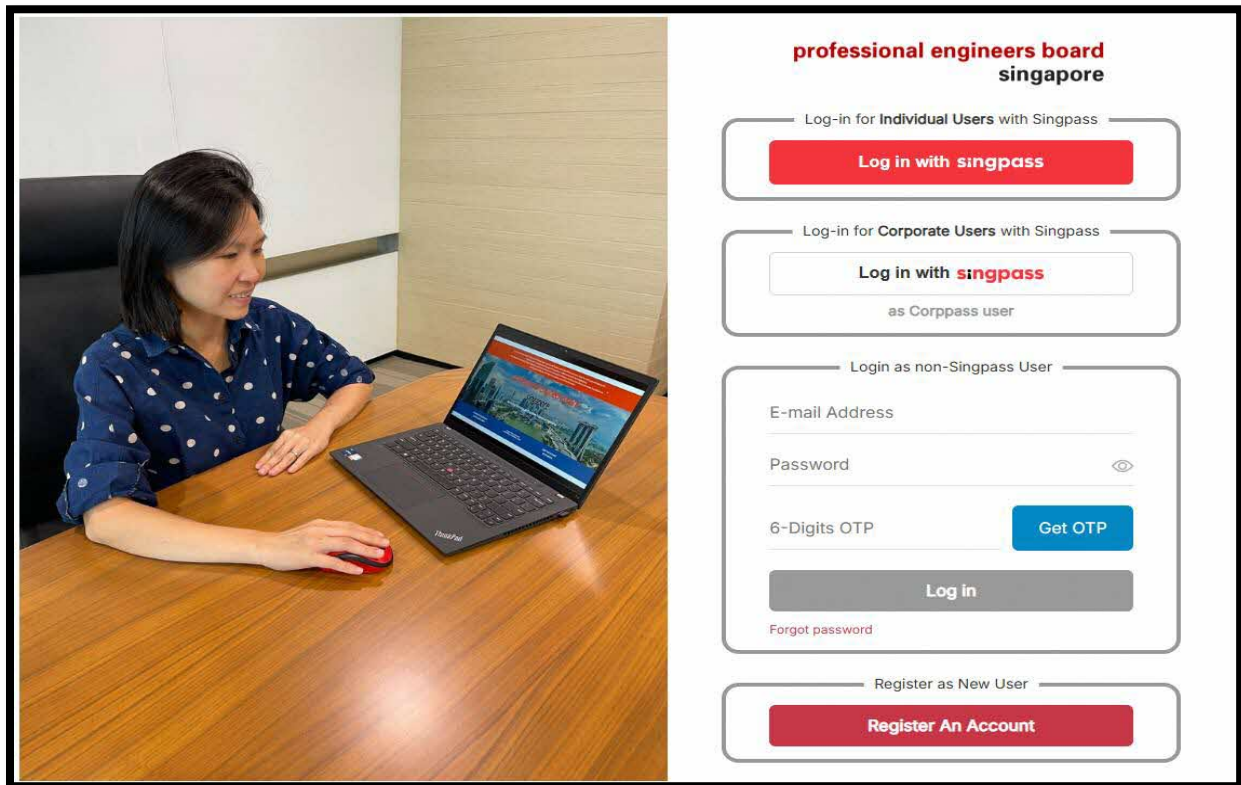
PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

## 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.

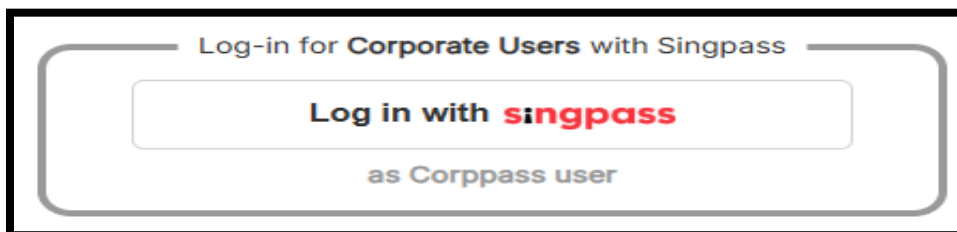


## 2 Log In and Registration

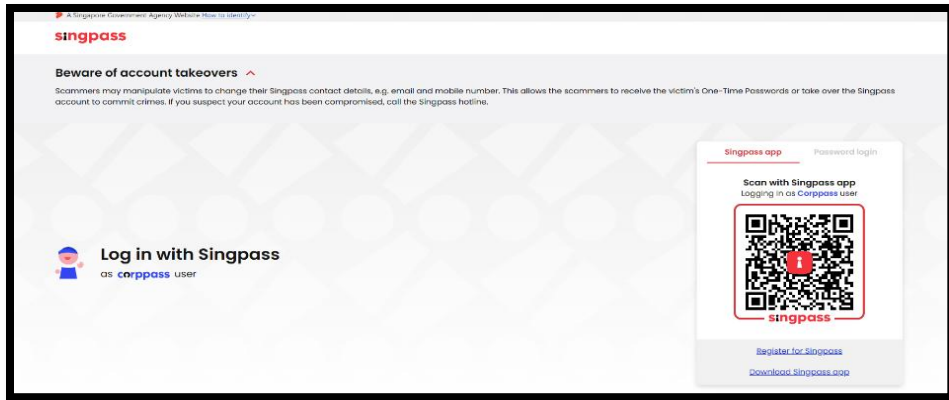


### 2.1 Log in with Singpass as Corppass User – New User

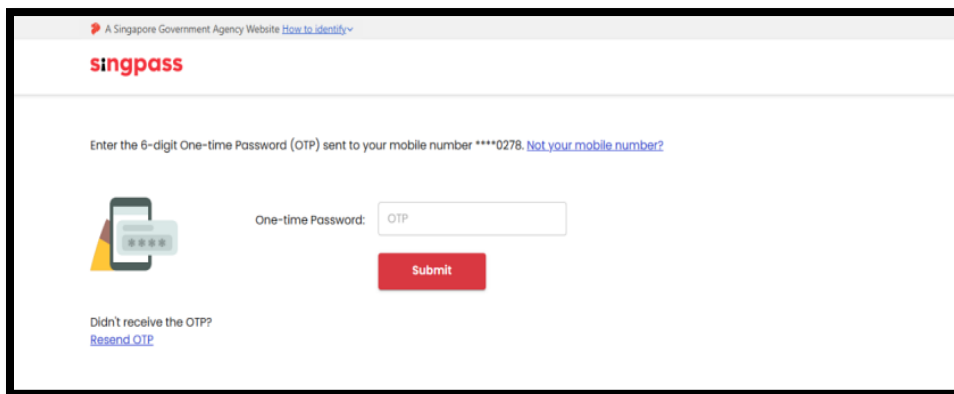
If you are authorised personnel of both Singapore-registered entities (such as companies, charities, and associations) and foreign entities that transact with Singapore government agencies and does not hold an account with PEB, select **“Log in with Singpass as Corppass user”**. You will be redirected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



## professional engineers board singapore



- 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\* UEN\* 23993622X

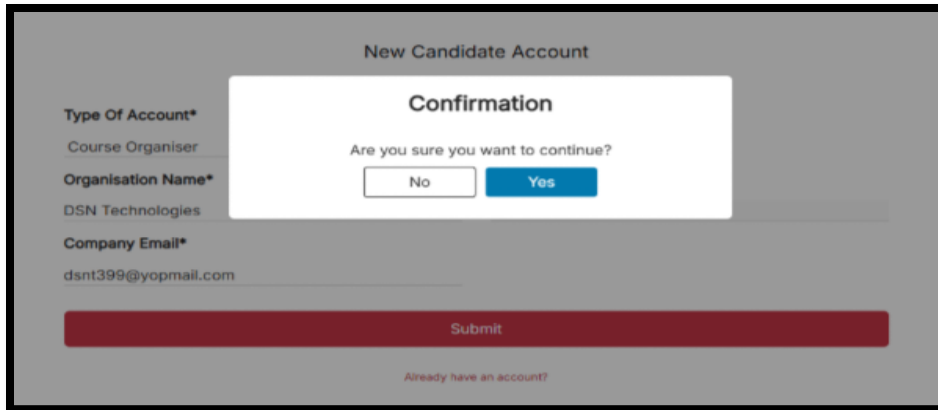
Full Organisation Name

Company Email\* Company Email

Submit

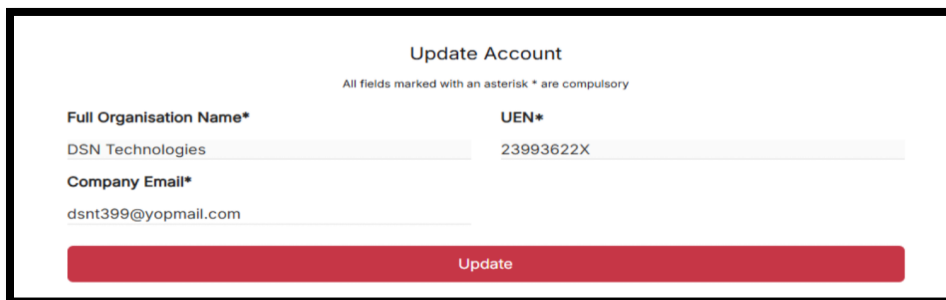
Already have an account?

- iii. Click **"Yes"** to continue.

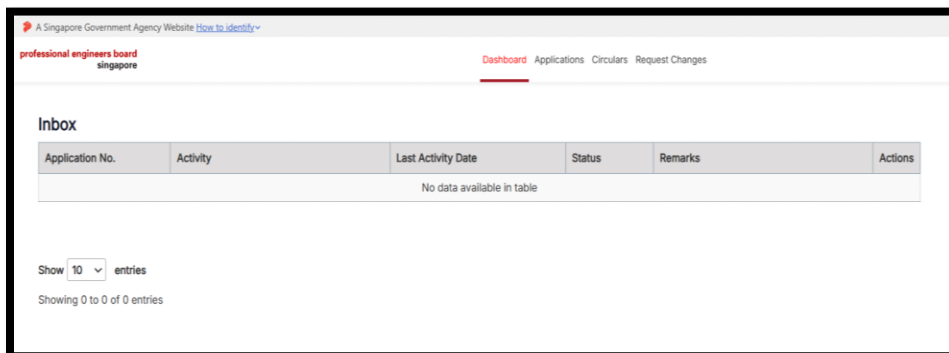


The screenshot shows a 'New Candidate Account' page with a 'Confirmation' modal. The modal asks 'Are you sure you want to continue?' with 'No' and 'Yes' buttons. The background form includes fields for 'Type Of Account\*' (Course Organiser), 'Organisation Name\*' (DSN Technologies), and 'Company Email\*' (dsnt399@yopmail.com). A '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.



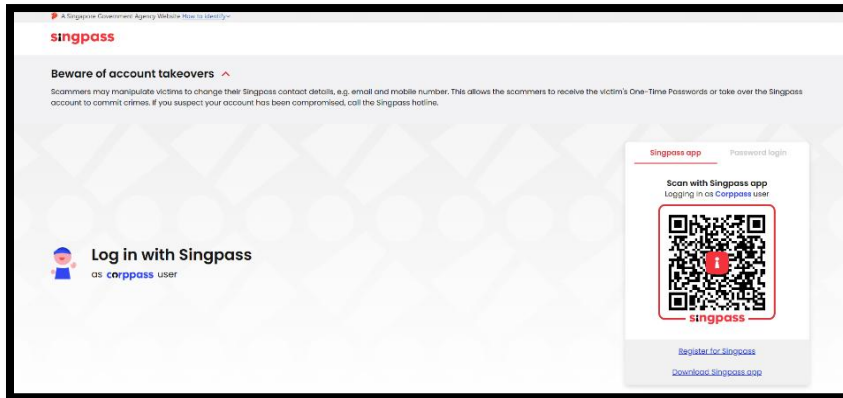
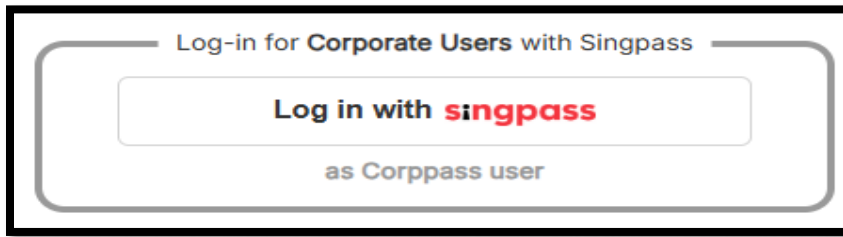
The screenshot shows an 'Update Account' form. It includes fields for 'Full Organisation Name\*' (DSN Technologies), 'UEN\*' (23993622X), and 'Company Email\*' (dsnt399@yopmail.com). A red 'Update' button is at the bottom. A note states 'All fields marked with an asterisk \* are compulsory'.



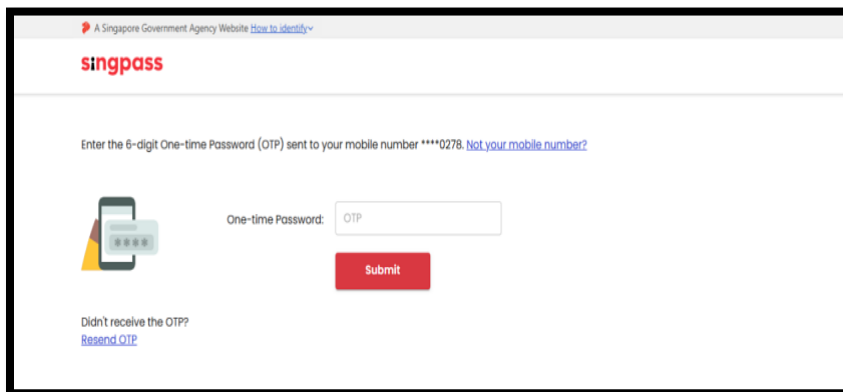
The screenshot shows the PEB Singapore dashboard. It has a header with the logo and navigation links: Dashboard, Applications, Circulars, and Request Changes. The main content area is titled 'Inbox' and contains a table with columns: Application No., Activity, Last Activity Date, Status, Remarks, and Actions. The table is currently empty, with a message 'No data available in table'. Below the table, there is a 'Show 10 entries' dropdown and a status 'Showing 0 to 0 of 0 entries'.

## 2.2 Log in with Singpass as Corppass User – Existing User

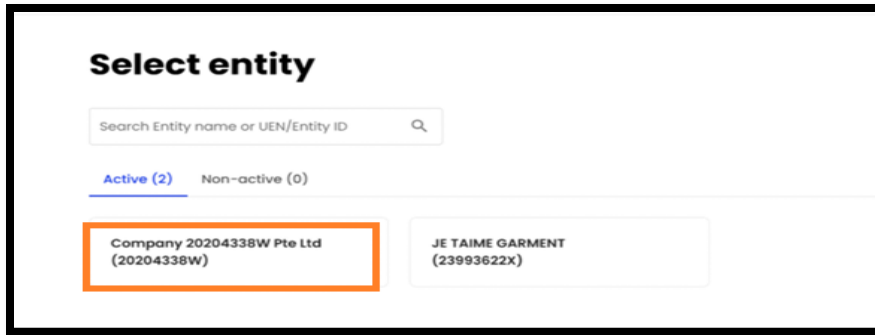
If you are authorised personnel of both Singapore-registered entities (such as companies, charities, and associations) and foreign entities that transact with Singapore government agencies and has an existing account with PEB, select **"Log in with Singpass as Corppass user"**. You will be redirected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



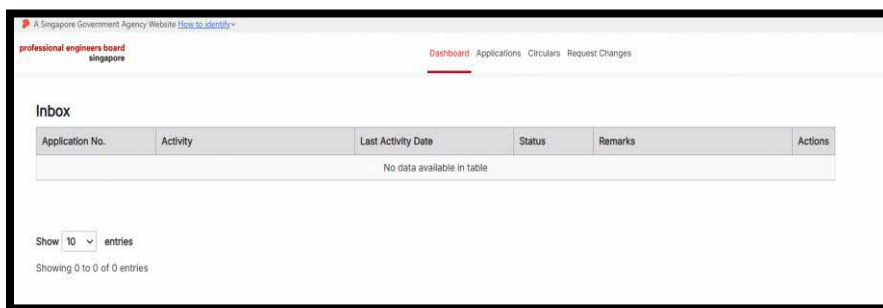
- i. Enter the 6-digit OTP sent to your mobile number.



- 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.

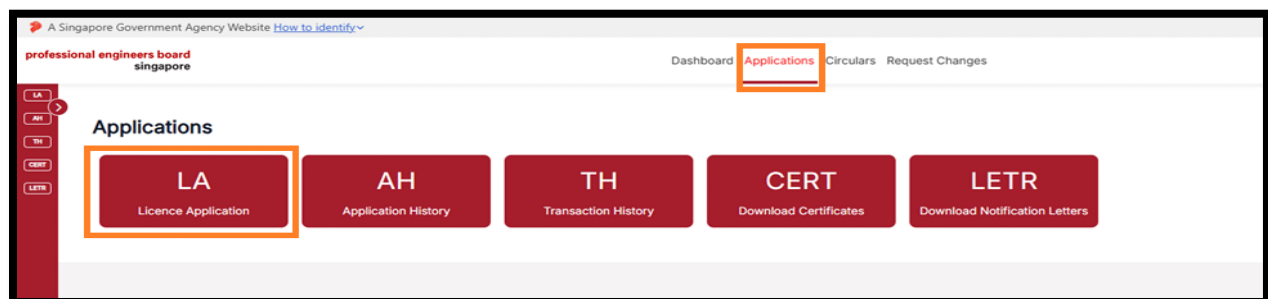


### 3 Submit online application and payment

An applicant (Supervising director or partner of a corporation) may submit 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.





## 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)

Cancel Save as Draft Next

Name of Corporation\* Unique Entity No. (UEN)\*  
20189837D

### Step 3 – Type of Licence Application

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

Application for Licence

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

Cancel Save as Draft Next

Type of Organisation\*

Limited Corporation  
Unlimited Corporation  
Limited Liability Partnership  
Multi-Disciplinary Partnership

Branch(es) of Engineering\*

☐ Chemical  
☐ Civil  
☐ Electrical  
☐ Mechanical

Applicant\*

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

Application for Licence

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

Cancel Save as Draft Next

Type of Organisation\*

Limited Corporation

List of Services Proposed to be Offered by Applicant\*

Enter List of Services Proposed to be Offered by Applicant

Branch(es) of Engineering\*

☐ Chemical  
☐ Civil  
☐ Electrical  
☐ Mechanical

### 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)

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

**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\***  
Singapore ▾

**Postal Code\***  
309050 [Search](#)

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

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

**Floor No.**  
Floor No.

**Unit No.**  
Unit No.

**Building Name**  
Building Name

## 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)

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

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

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

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

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

**Others\***  
Other\*

## 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

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

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

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

**No. of Board of Directors who are Allied Professional\***  
No. of Board of Directors who are Allied Professional\*

[Cancel](#)

## Step 7 – Board of Directors

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

### Application for Licence

**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
Please add at least one board member to proceed					

Show 10 entries

Showing 0 to 0 of 0 entries

[Cancel](#)

- 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)

Save

**Issued Under\***  
Architects Act  
Architects Act  
Professional Engineers Act  
Land Surveyors Act  
Others  
☐None

**Country\***  
Singapore

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

**Floor No.**  
Floor No.

**Building Name**  
Building Name

**Certificate of Registration No. (if any)**  
Certificate of Registration No.

**Occupation\***  
Occupation\*

**Postal Code\***  
Postal Code\*

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

**Unit No.**  
Unit No.

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

Save

**Issued Under\***  
Professional Engineers Act

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

**Residential Address\***  
☐None

**Country\***  
Singapore

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

**Floor No.**  
Floor No.

**Building Name**  
Building Name

**Certificate of Registration No.\***  
0043  
Check

**Occupation\***  
Occupation\*

**Postal Code\***  
Postal Code\*

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

**Unit No.**  
Unit No.

### 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)

[Cancel](#)

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  entries  
 Showing 0 to 0 of 0 entries

« < > »

- 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.\***  

Certificate of Registration No.

**Branch of Engineering Authorised to Practice in\***  

▼

**PC Issued in Current PC Year\***  

PC Issued in Current PC Year\*

**Email Address\***  

Email Address\*

**Residential Address (as indicated in ACRA record) \***

**Country\***  

▼

Singapore

**Postal Code\***  

Postal Code\*

**Block/House No.\***  

Block/House No.\*

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

Street/City/State Name\*

**Floor No.**  

Floor No.

**Unit No.**  

Unit No.

**Building Name**  

Building Name

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### Add Particulars of Supervising Engineer with Practising Certificate (PC)

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

Save

**Name\***

Rex Peter

**Occupation\***

Senior Engineer

**Branch of Engineering Authorised to Practice in\***

Civil

**Email Address\***

rexpeter100@yopmail.com

**Residential Address (as indicated in ACRA record) \***

**Country\***

Singapore

**Block/House No.\***

5D

**Floor No.**

Floor No.

**Building Name**

HILLSGROVE

**Certificate of Registration No.\***

0043

**PC Issued in Current PC Year\***

PC 2025-0053

**Postal Code\***

544766

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

HILLSIDE DRIVE

**Unit No.**

Unit No.

### 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	rexpeter100@yopmail.com	 

Show  entries

Showing 1 to 1 of 1 entry

« < 1 > »

## 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](#)

<p><b>Authorised Share Capital (Ordinary)*</b></p> <p>Authorised Share Capital (Ordinary)</p>	<p><b>Authorised Share Capital (Preference)*</b></p> <p>Authorised Share Capital (Preference)</p>	<p><b>Authorised Share Capital (Others)*</b></p> <p>Authorised Share Capital (Others)</p>
<p><b>Paid-up Share Capital (Ordinary)*</b></p> <p>Paid-up Share Capital (Ordinary)</p>	<p><b>Paid-up Share Capital (Preference)*</b></p> <p>Paid-up Share Capital (Preference)</p>	<p><b>Paid-up Share Capital (Others)*</b></p> <p>Paid-up Share Capital (Others)</p>
<p><b>Issued Share Capital (Ordinary)*</b></p> <p>Issued Share Capital (Ordinary)</p>	<p><b>Issued Share Capital (Preference)*</b></p> <p>Issued Share Capital (Preference)</p>	<p><b>Issued Share Capital (Others)*</b></p> <p>Issued Share Capital (Others)</p>
<p><b>Nominal Value Per Capital (Ordinary)*</b></p> <p>Nominal Value Per Capital (Ordinary)</p>	<p><b>Nominal Value Per Capital (Preference)*</b></p> <p>Nominal Value Per Capital (Preference)</p>	<p><b>Nominal Value Per Capital (Others)*</b></p> <p>Nominal Value Per Capital (Others)</p>

## 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](#)

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 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\*

Block/House No.\*

Block/House No.\*

Street/City/State Name\*

Street/City/State Name\*

Floor No.

Floor No.

Unit No.

Unit 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.*

Application for Licence

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

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

**Name of Insurance Company\***  
Name of Insurance Company\*

**Limitation of Indemnity\***  
Limitation of Indemnity\*

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

**Policy No\***  
Policy No\*

**Scope of Indemnity\***  
Scope of Indemnity\*

**Date (To)\***  
dd-mmm-yyyy

**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.

## 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)

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

☐ Corporation (Limited and Unlimited)

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

+

Click to add files

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 files

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 files

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 files

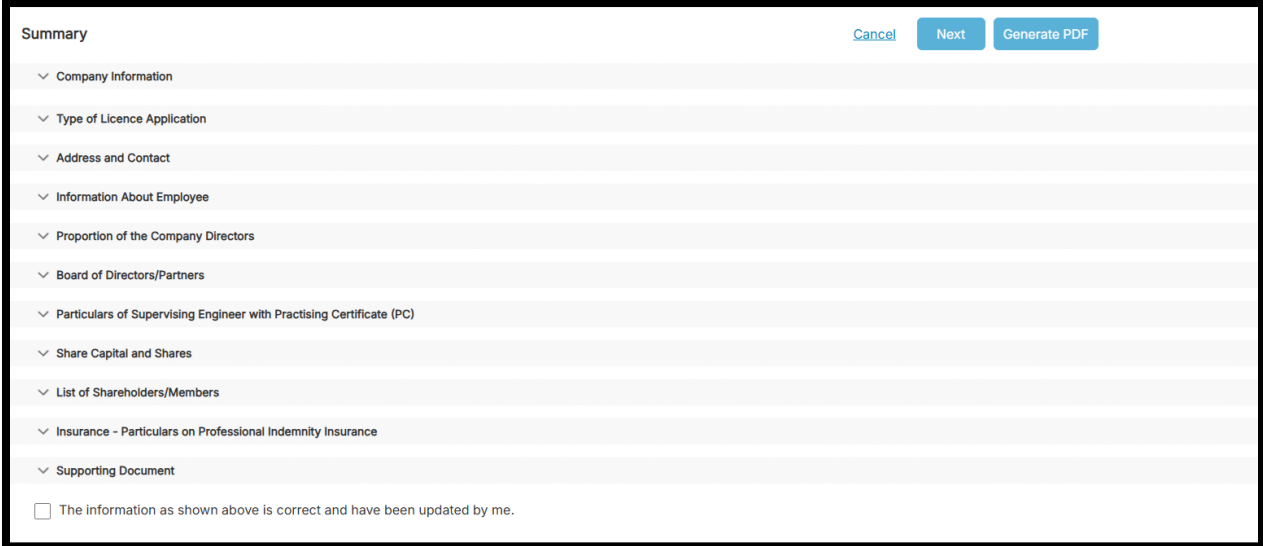
Application for Licence – Version 1.0

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### 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.



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.

### 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.



Payment

Cancel Pay

Price Breakdown

Items	Licence Application Fee
Total Amount Payable	SGD 500.00

- 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
<b>Total</b>	<b>\$500.00</b>

Complete payment

Card number

1234 1234 1234 1234

VISA

Expiration date

MM / YY

Security code

CVC

Country

Singapore

▼

Pay \$500.00

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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](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/APP-00000120	<a href="#">Licence Application</a>	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 (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.

## 4.2 Download Payment Receipt

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

The screenshot shows the Professional Engineers Board Singapore website. The 'Applications' menu is highlighted in the top navigation bar. Below it, the 'Transaction History' button is highlighted in the Applications section. The 'Download Receipt' table is shown below, with a 'Download' button in the 'Action' column for the first row.

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	<a href="#">Download</a>

## 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:

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

The screenshot shows the 'Inbox' table with the following data:

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
LC/APP-00000120	<a href="#">Licence Application</a>	31-Aug-2025 12:20	Pending Re-Submission	Additional documents required	

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

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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

List of Shareholders/Members

Application for Licence

Correspondence

Resubmit

Additional Documents

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

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

List of Shareholders/Members

Application for Licence

Correspondence

Resubmit

Additional Documents

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)

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
LC/APP-00000120	<a href="#">Licence Application</a>	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.

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Dashboard **Applications** Circulars Request Changes

**Applications**

LRA Licence Renewal Application AH Application History TH Transaction History CERT Download Certificates **LETR Download Notification Letters**

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	<a href="#">Download</a>

## 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.

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Dashboard **Applications** Circulars Request Changes

**Applications**

LRA Licence Renewal Application AH Application History TH Transaction History **CERT Download Certificates** LETR Download Notification Letters



Download Certificates			
Application	Branch/Specialisation	Issued Date	Action
LICENSE		16-Jul-2025	<a href="#">Download</a>