professional engineers board singapore

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.
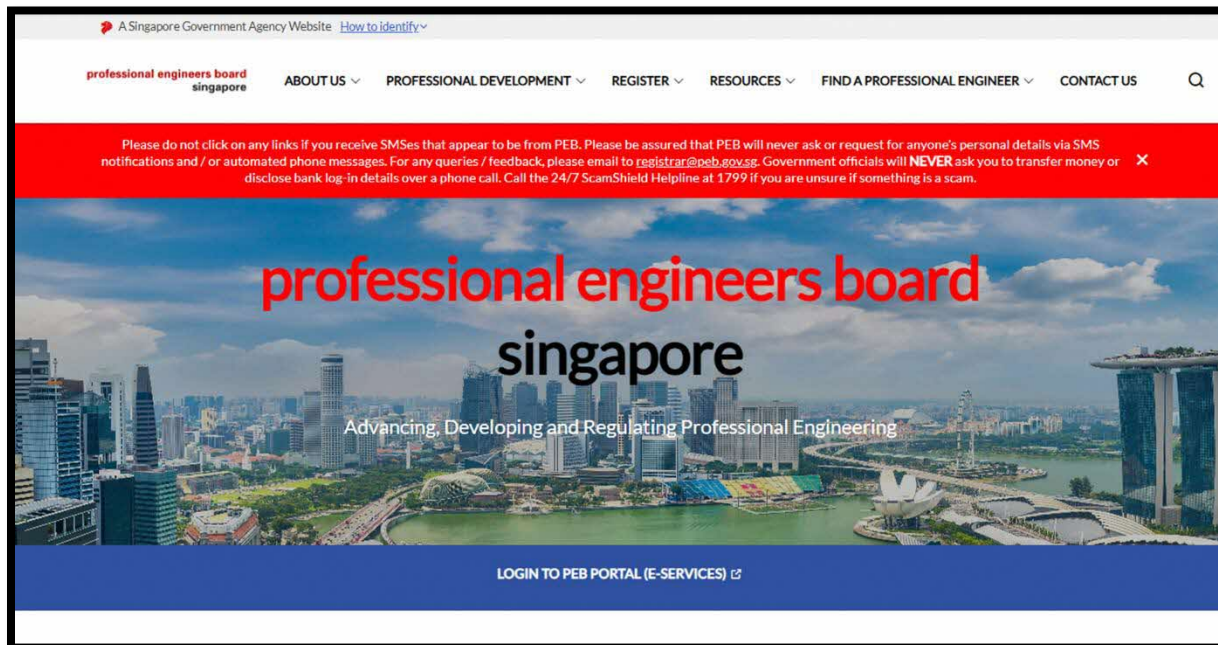
2 User Log In
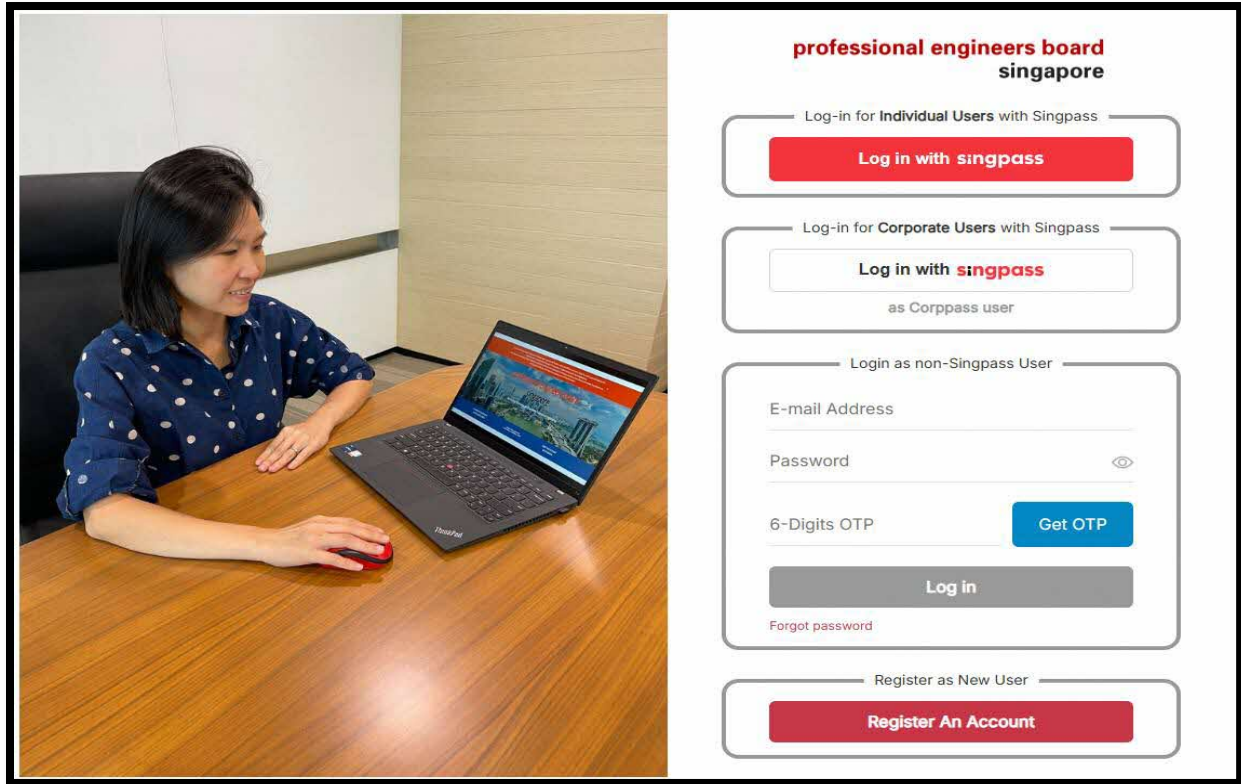
## 2.1 Login with Singpass as Corppass User

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.
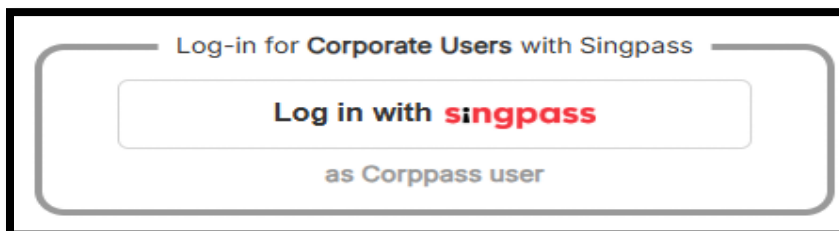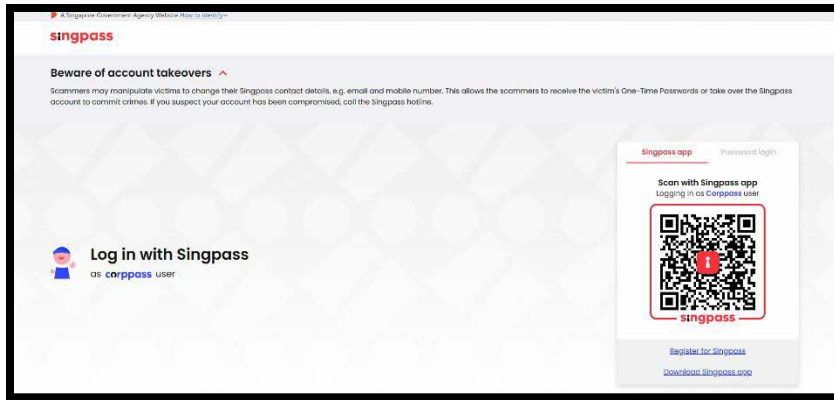
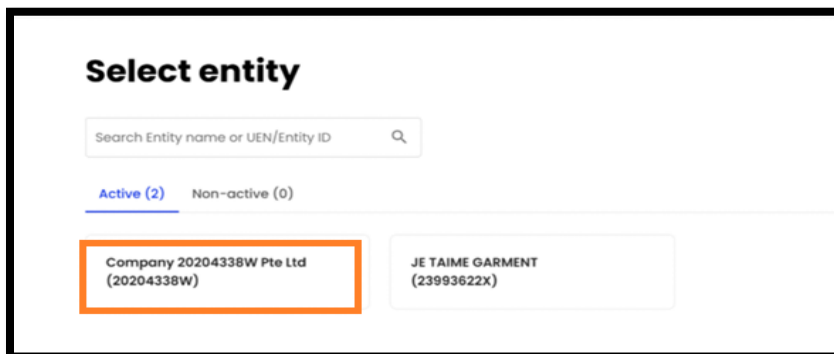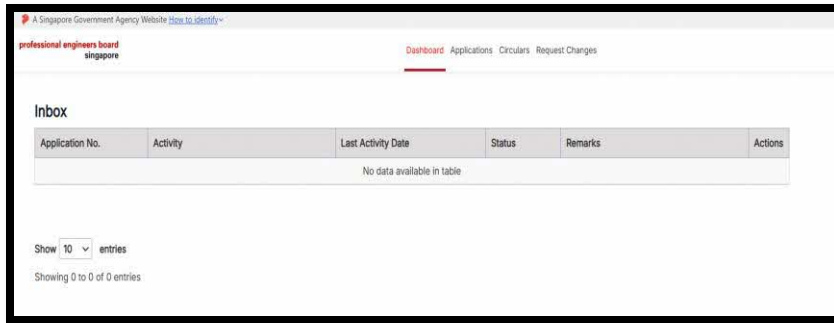i.   Enter the 6-digit OTP sent to your mobile number.
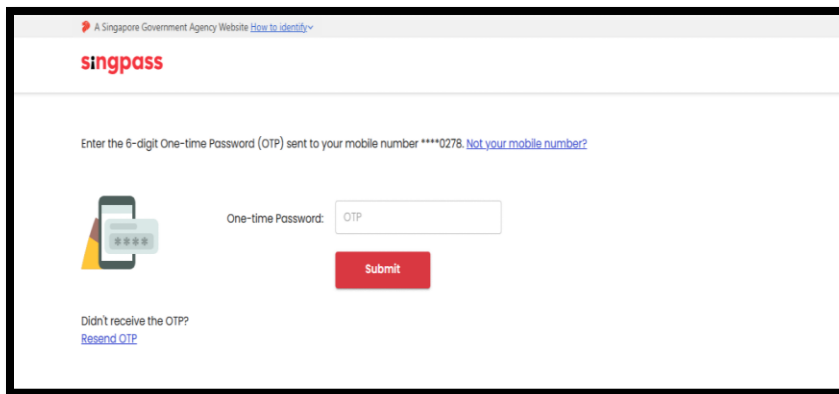
ii.   If you are authorised personnel of multiple entities, you will be redirected to the page below. Select the entity you wish to log in to.

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.
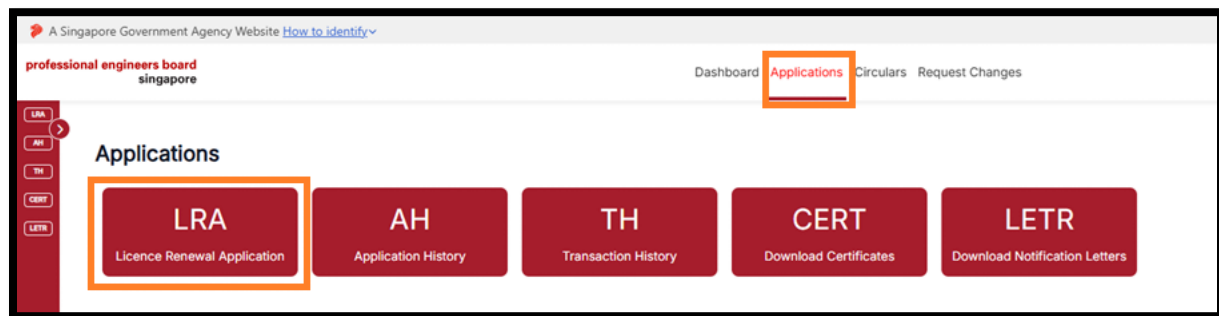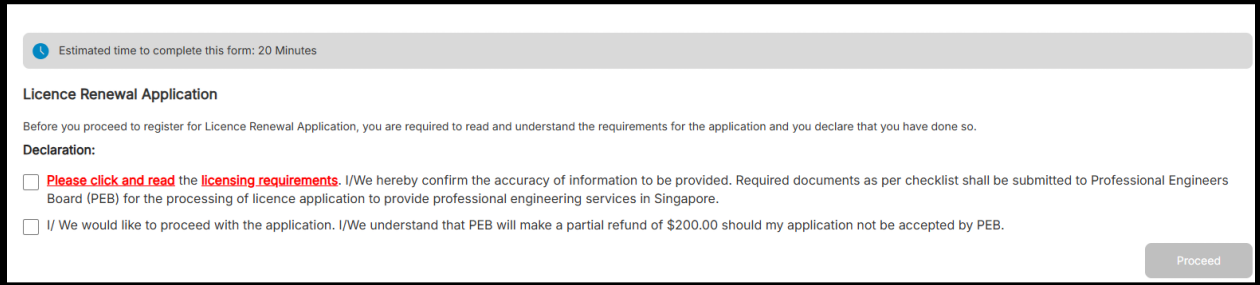
4.1 Submission of Application

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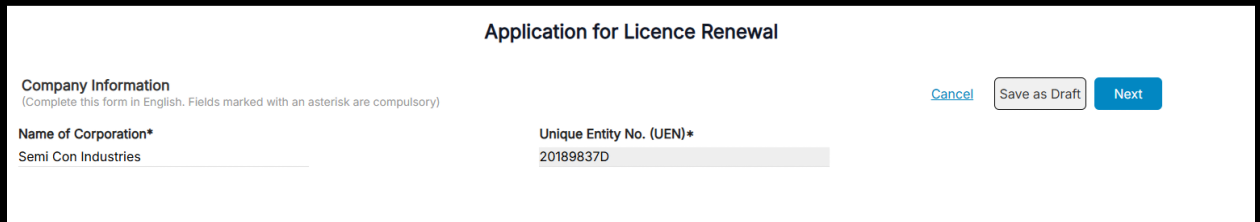
Note: The **"Proceed"** button will be enabled only after you have opened and reviewed the requirements under **"licensing requirements"** and checked all the required declaration boxes.

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.

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)

Cancel   Save as Draft   Next

Type of Organisation*
Limited Corporation

Branch(es) of Engineering*
- ☑ Chemical
- ☑ Civil
- ☑ Electrical
- ☐ Mechanical

List of Services Proposed to be Offered by Applicant*
Engineering

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)

Cancel   Save as Draft   Next

Contact No.*
+65 ▾   Area Code   32443534

Principal Place of Business*
Singapore

Other Places of Business*
Singapore

Address Registered with ACRA*

Country*
Singapore

Postal Code*
309050   Search

Block/House No.*
22

Street/City/State Name*
GOLDHILL AVENUE

Floor No.
1

Unit No.
21

Building Name
GOLD HILL

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)

Cancel   Save as Draft   Next

No. of Registered PEs employed with Practising Certificate*
2

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

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

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

Others*
5

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)

Cancel   Save as Draft   Next

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

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

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

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.

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

Showing 1 to 2 of 2 entries

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	✏️ 🗑️

Showing 1 to 1 of 1 entry

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.

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.

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.

Application for Licence Renewal

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*
Life Insurance Private Limited

Limitation of Indemnity*   Scope of Indemnity*
Not covered for test   Test

Term of Policy (From & To)*

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

Policy No*
4565213635

Address of Insurance Company

Country*   Postal Code*   Search
Singapore   309202

Street/City/State Name*   Block/House No.*
GENTLE ROAD   41D

Floor No.   Unit No.
Floor No.   Unit No.

Building Name
GENTLE REFLECTIONS

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)

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

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)

+
Click to
add files

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

+
Click to
add files

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.

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.

- 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.

← **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
Total	**$500.00**

Complete payment

Card number

1234 1234 1234 1234 VISA 🔴🟠

Expiration date

MM / YY

Security code

CVC 123

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 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 , 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	Licence Renewal Application	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
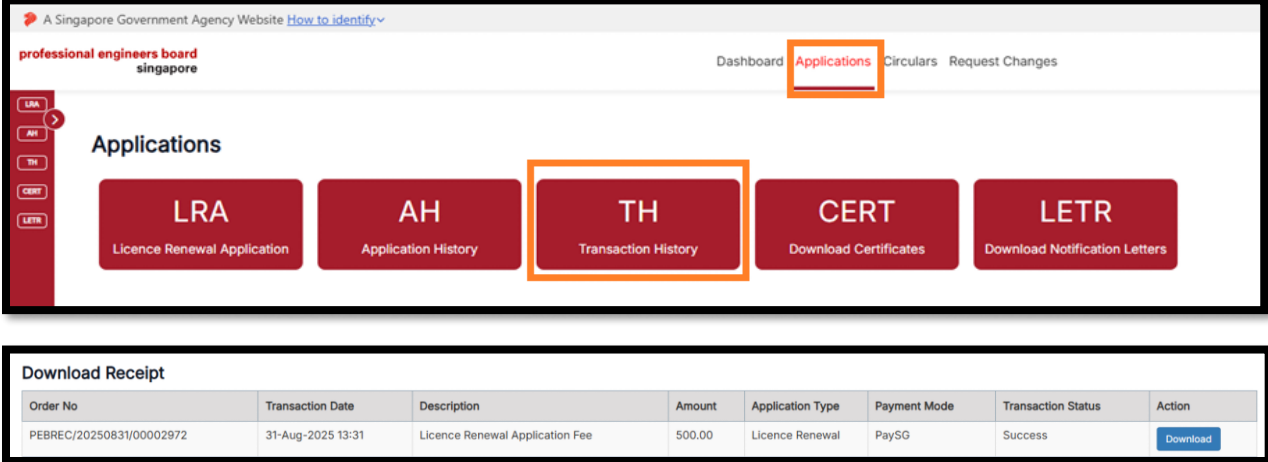
∨ List of Shareholders/Members

∨ 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.

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"**.

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

v.   You can view the comments provided by PEB.

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)"**.

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.

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	Download

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.

Download Certificates

Application	Branch/Specialisation	Issued Date	Action
LC_RENEWAL		04-Oct-2025	Download