professional engineers board singapore

User Guide to Apply for Licensed Corporation and Partnerships

Table of Contents

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
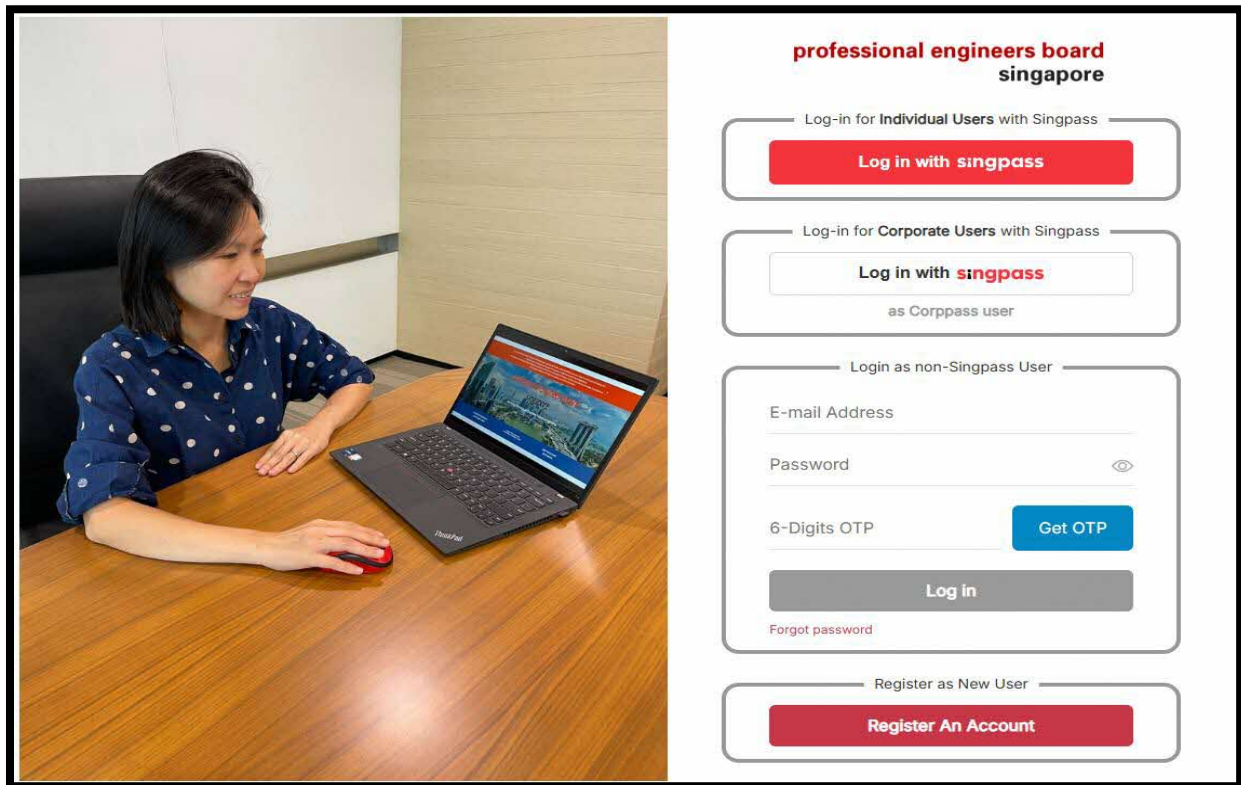
2.1 Log in with Singpass as Corppass User – New User

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.
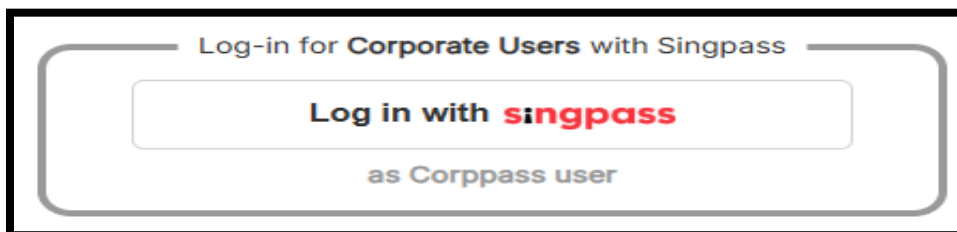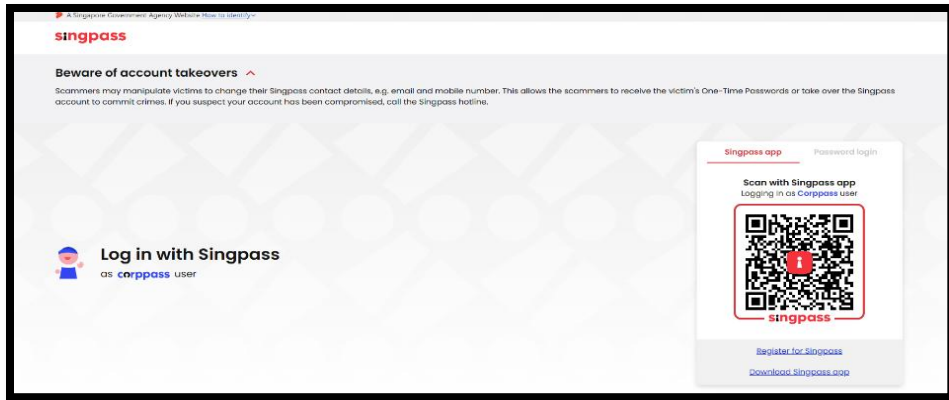
i. Enter the 6-digit OTP sent to your mobile number and click **"Submit"**.

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"**.

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

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

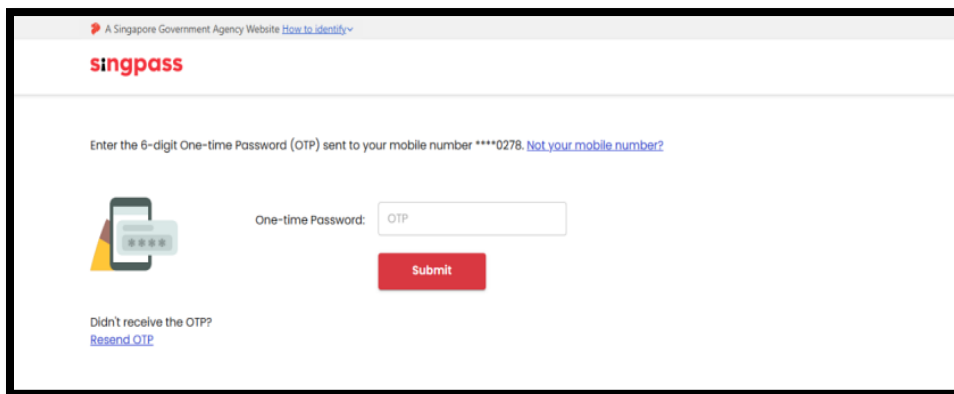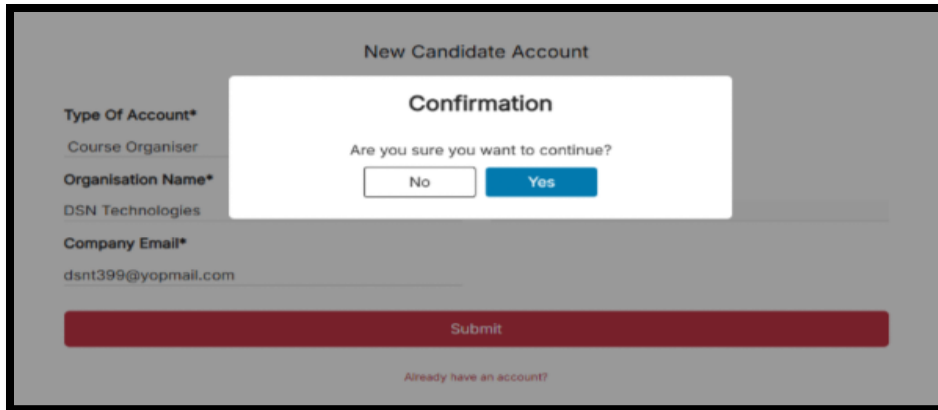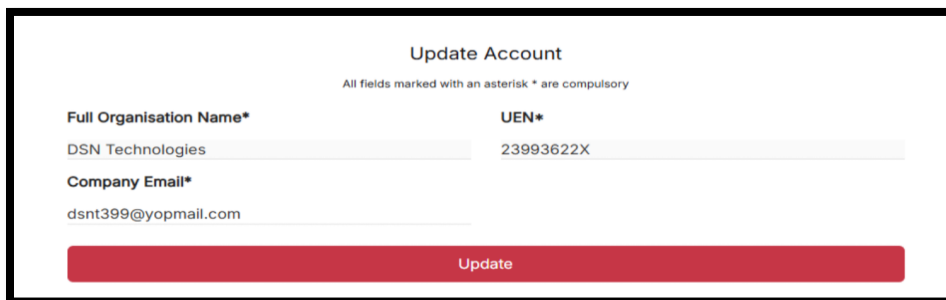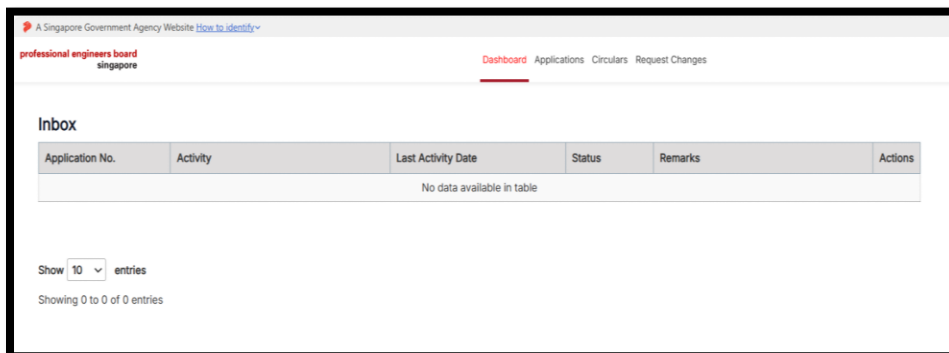## 2.2   Log in with Singpass as Corppass User – Existing User

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.
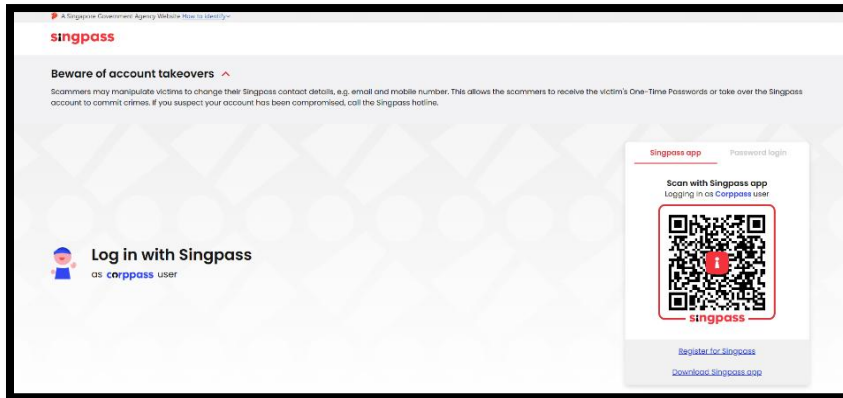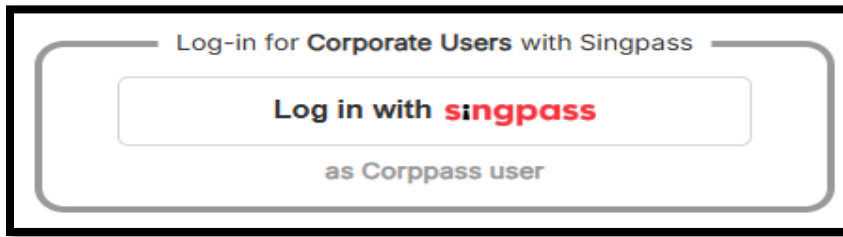
i.   Enter the 6-digit OTP sent to your mobile number.
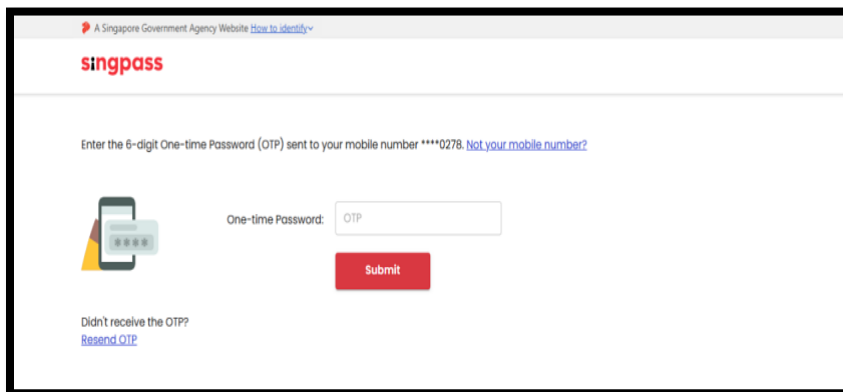
ii.   If you are authorised personnel of multiple entities, you will be redirected to the page below. Select the entity you wish to log in to.
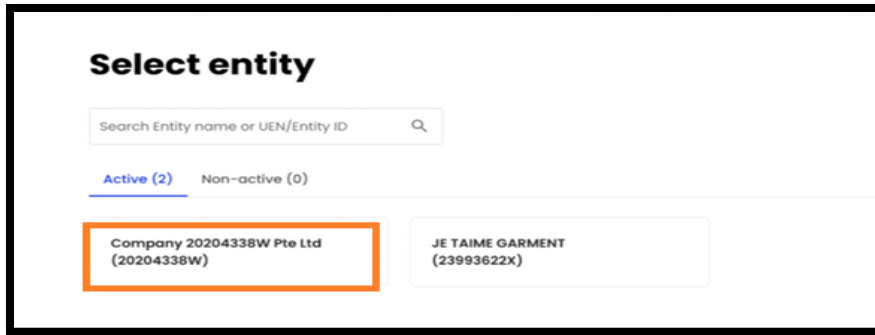
iii.   You will be then redirected to the PEB dashboard.
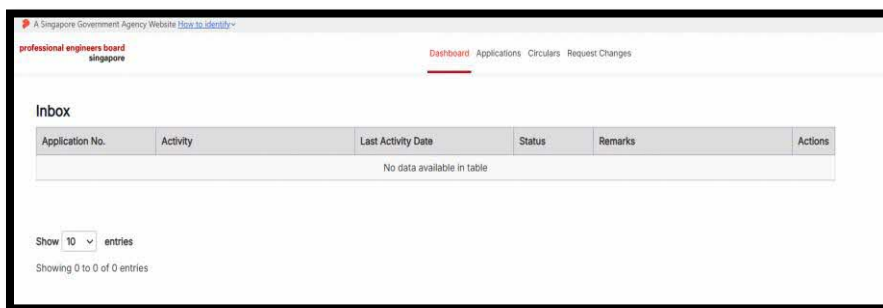
3 Submit online application and payment

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.
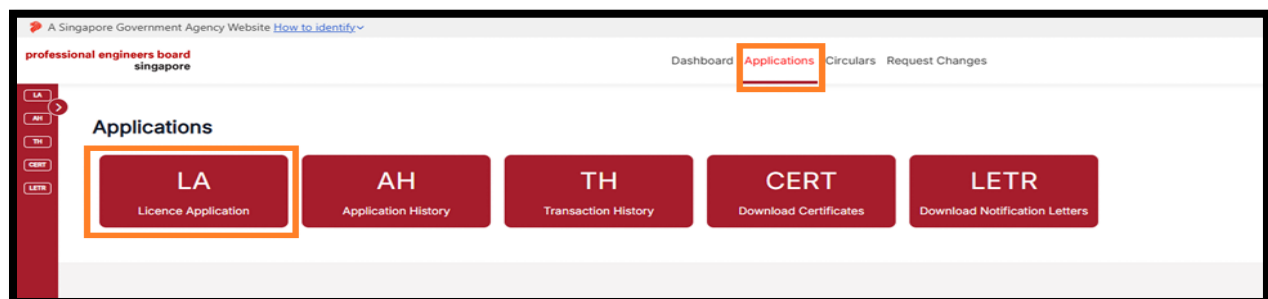
4.1   Submission of Application

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.

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.

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)

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*   Search
309050

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)

Cancel   Save as Draft   Next

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

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 Profess

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

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)

Cancel   Save as Draft   Next

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

« ‹ › »

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.*

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

- Click **"Add"** button to add the particulars of Supervising Engineer with PC.

- 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)

Save

Name*
Rex Peter

Occupation*
Senior Engineer

Certificate of Registration No.*
0043

Branch of Engineering Authorised to Practice in*
Civil

PC Issued in Current PC Year*
PC 2025-0053

Email Address*
rexpeter100@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

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 10 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

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

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.

- 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.

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*   **Scope of Indemnity***
Limitation of Indemnity*   Scope of Indemnity*

Term of Policy (From & To)*

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

Policy No*
Policy No*

Address of Insurance Company

Country*   **Postal Code***
Singapore   ⌄   Postal Code*

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

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)
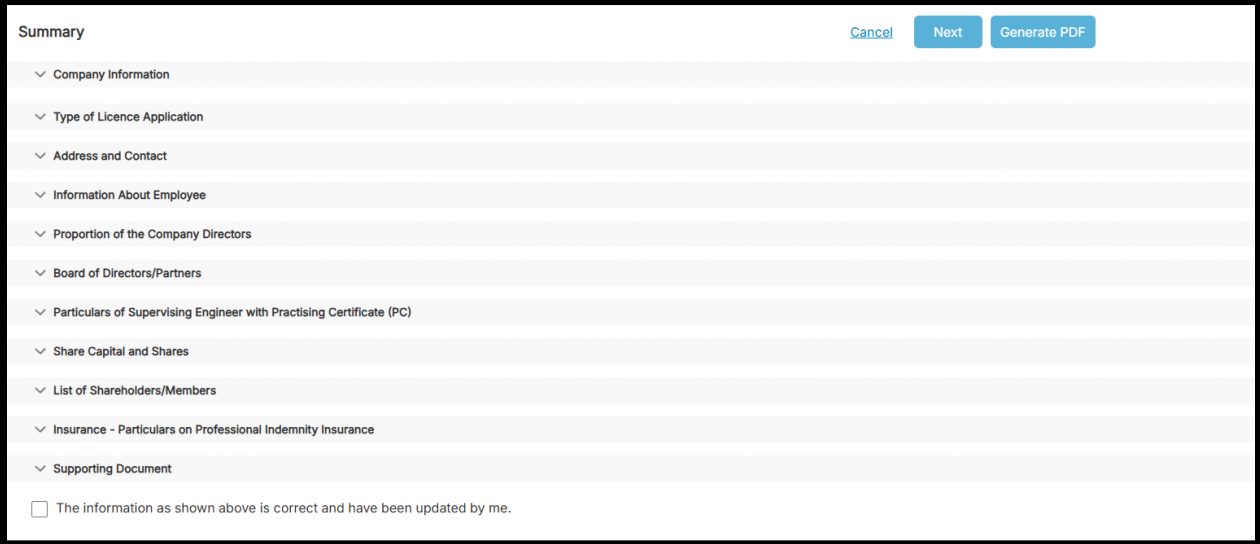
[+ Click to add files]

Step 13 – Summary

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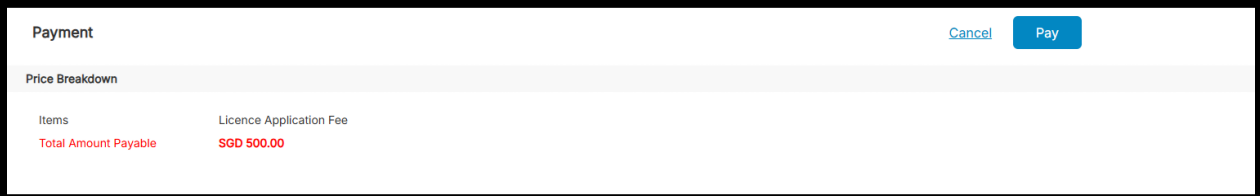
- To make changes to your input, use the side menu to navigate to the relevant pages. Avoid using your browser's Back or Forward buttons, as this may disrupt the application process.
- Confirm that all information provided is accurate by ticking the checkbox, then click **"Next"** to proceed.

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.

- 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   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 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 (PC)
- ⌄ Share Capital and Shares
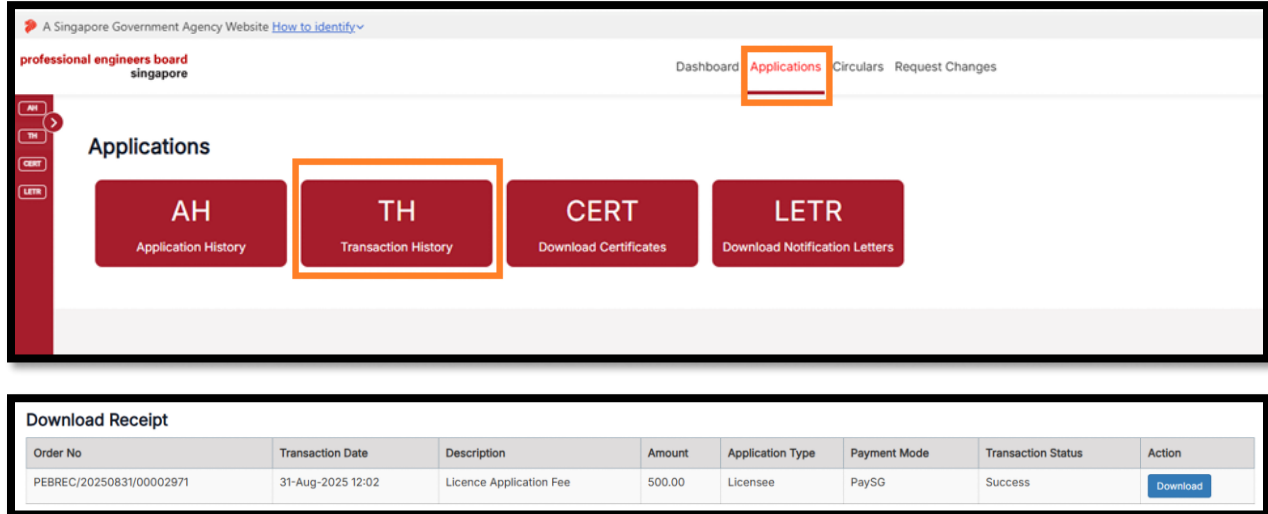- ⌄ List of Shareholders/Members
- ⌄ Insurance - Particulars on Professional Indemnity Insurance
- ⌄ Supporting Document

☑ 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.
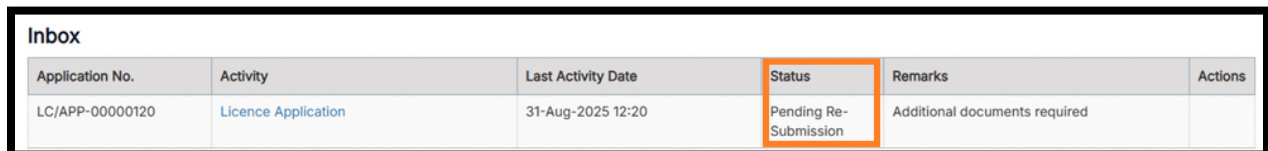
5 Re-Submission of Application

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)"**.

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.

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.

Download Certificates

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