

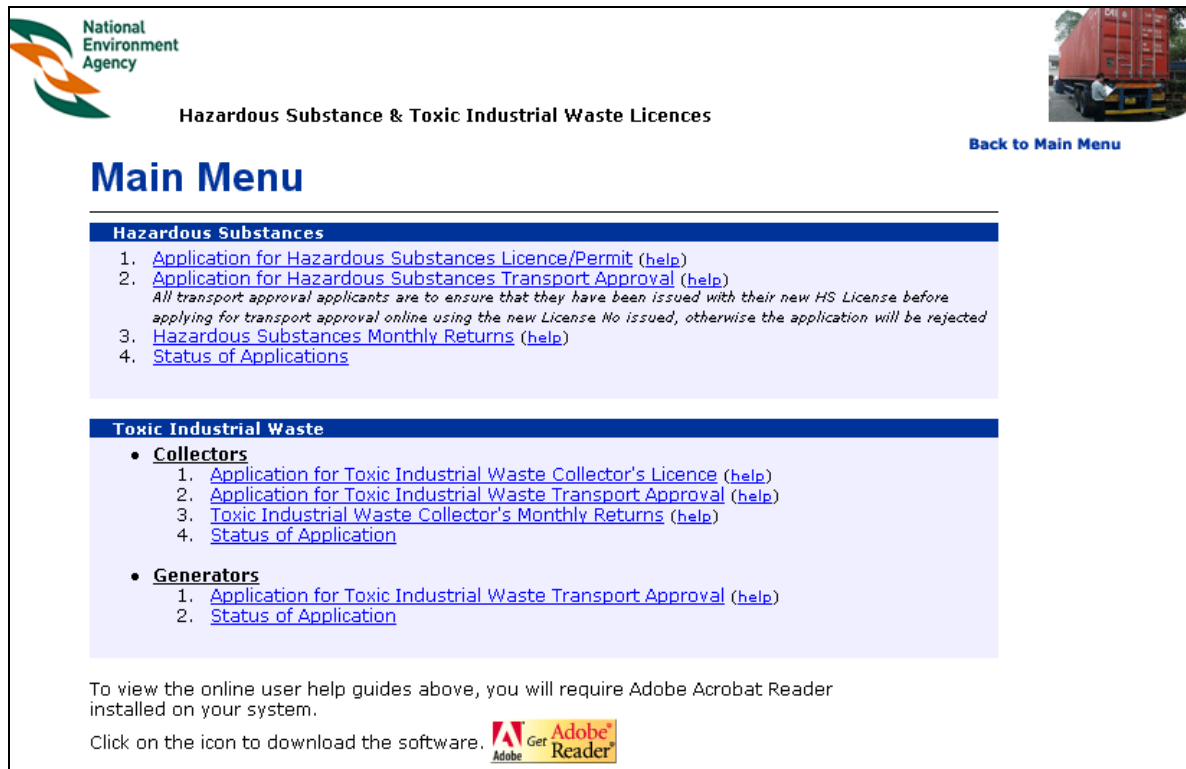
**National Environment Agency
Pollution Control Licensing System (PCLS)**

Hazardous Substances (HS) Licence / Permit User Guide

1 How to Get Started

1.1 Access Main Menu

1. Go to the PCLS Main Menu as shown below.




The screenshot shows the National Environment Agency (NEA) website interface for Hazardous Substance & Toxic Industrial Waste Licences. The page title is "Hazardous Substance & Toxic Industrial Waste Licences" and the main heading is "Main Menu". There are two main sections: "Hazardous Substances" and "Toxic Industrial Waste".

Hazardous Substances

1. [Application for Hazardous Substances Licence/Permit \(help\)](#)
2. [Application for Hazardous Substances Transport Approval \(help\)](#)
All transport approval applicants are to ensure that they have been issued with their new HS License before applying for transport approval online using the new License No issued, otherwise the application will be rejected
3. [Hazardous Substances Monthly Returns \(help\)](#)
4. [Status of Applications](#)

Toxic Industrial Waste

- **Collectors**
 1. [Application for Toxic Industrial Waste Collector's Licence \(help\)](#)
 2. [Application for Toxic Industrial Waste Transport Approval \(help\)](#)
 3. [Toxic Industrial Waste Collector's Monthly Returns \(help\)](#)
 4. [Status of Application](#)
- **Generators**
 1. [Application for Toxic Industrial Waste Transport Approval \(help\)](#)
 2. [Status of Application](#)

To view the online user help guides above, you will require Adobe Acrobat Reader installed on your system.
Click on the icon to download the software. 

2. Click on the application link to access the corresponding applications.
3. You will be prompted for login if you have not already done so.

2 Hazardous Substance

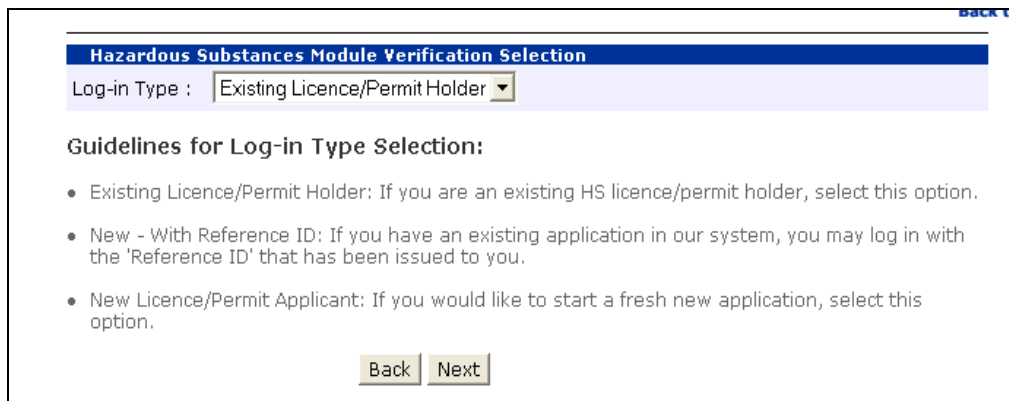
This section describes how to use the various functional modules in the system for Hazardous Substance Licence / Permit application. The main functional modules are:

- New Licence / Permit Application
- Amendment / Inclusion of Licence / Permit Application
- Change of CBR (Company Business Registration)
- Appointment of New Holder
- Renewal Licence / Permit Application
- Licence / Permit Application Enquiry

3 Hazardous Substance Licence / Permit Application Verification

3.1 Verification Selection

This screen allows user to choose the type of login.



Hazardous Substances Module Verification Selection

Log-in Type : Existing Licence/Permit Holder ▼

Guidelines for Log-in Type Selection:

- Existing Licence/Permit Holder: If you are an existing HS licence/permit holder, select this option.
- New - With Reference ID: If you have an existing application in our system, you may log in with the 'Reference ID' that has been issued to you.
- New Licence/Permit Applicant: If you would like to start a fresh new application, select this option.

Back Next

3.2 Reference ID login

This screen caters for user to access the application previously created by entering the reference ID issued.

This screen is displayed after user chose 'New – With Reference ID' in the verification type selection.

3.3 Existing Licence / Permit Holder login

This screen caters for login by valid licence / permit authorised user. The user has to key in the Licence/Permit number, Login Authorised NRIC / Employment Pass No and the given Business Ref ID for the licence/permit. By default, the login authorised NRIC / Employment Pass No is the licence/permit holder NRIC / Employment Pass No for each newly generated licence/permit.

3.4 Hazardous Substance Menu

Upon successful login, the following menu page for Hazardous Substance is displayed.

Click on 'Application for Hazardous Substances Licence / Permit' to proceed.

4 Change of Mailing Address / Authorised Personnel

4.1 Change of Mailing Address

Click on the 'Change of Mailing Address / Authorised Personnel' link from the application main menu shows the Mailing Address / Authorised Personnel screen.

Mailing Address / Authorised Personnel

*** Mandatory fields**

Please note that there will be no fee charges for change of mailing address below.
Please make an application for amendment/inclusion of this licence/permit
if change of company registered address is needed.

For changes to Part I and Part II, please use the [Update] button.

For changes to Part III, please use the [Update and Email Business Ref ID] button.

Part I: Particulars of Firm

* Company Name : DET NORSKE VERITAS PTE LTD

Company/ Business
Registration No. : 198200541Z

* Mailing Address

Level/Unit No : # -

Please enter postal code and click on "Get Address" to retrieve street address.

* Postal Code :

House/Block No. :

Street Name :

Building Name :

* Company Tel No :

Company Fax No :

Part II: Particulars of Applicant

* Applicant Name : ASIM BAG

* NRIC/Employment No. : S2684859H

* Email Address :

Part III: Particulars of Login Authorised Personnel

* Name :

* NRIC/Employment No :

* Email Address :

* Contact No :

Update the Part 1: Particulars of firm for the mailing address and click the 'Update' button. Upon successful update, application menu page will be shown.

4.2 Change of applicant email address

Update the Part II: Particulars of Applicant and click the 'Update' button. Upon successful update, application menu page will be shown.

4.3 Change of Login Authorised Personnel

Update the Part III: Particulars of Login Authorised Personnel and click the 'Update and Email Ref No' button. Upon successful update, application menu page will be shown. Please note that only the newly updated authorised personnel could login into this licence/permit in the next login and emails indicating the next authorised personnel and the business reference id for this licence/permit will be sent to both licence/permit holder and the next updated authorised personnel.

5 Retrieve Business Reference ID

5.1 Retrieve Business Reference ID

At the login verification screen, key in the Licence / Permit No and the Login Authorised NRIC / Employment Pass No. By default, the login authorised NRIC / Employment Pass No is the licence/permit holder NRIC / Employment Pass No for each newly generated licence/permit.

The screenshot shows a 'Verification' form with the following fields and text:

- Verification** (header)
- Licence / Permit No. : (e.g. D0111L050000)
- Login Authorised NRIC / Employment Pass No. : (e.g. S1122334J, A2348338)
- Business Ref ID. :
- Retrieve your business ref ID?
Click [here](#).
- Back Next

Click on 'here' link under Retrieve your business ref ID? shows the notice page below.

Retrieve Registered Licence Business Reference ID

If you are an existing authorised personnel and want to retrieve the business reference ID.

Please select:

- Retrieve Business Reference ID Reminder

Your registered licence business reference ID will be sent to the e-mail address that you have used for your licence/permit application.

If you do not receive your registered licence business reference ID within 2 hours, the email address in our records could be outdated. To update your email address, please kindly contact a PCD Officer at nea_pcd_hs@nea.gov.sg, stating your:

- Licence/ Permit No.
- Licensee Name / Company Name
- Licensee Identification No. / Company ROC as stated in Licence/ Permit
- New Email Address
- Requestor Name
- Requestor Nric / Employment Pass No
- Requestor Contact No.

Your registered licence business reference ID will then be sent to your new email address.

Click on the 'Next' button to proceed to retrieve the business reference id. Emails indicating the login authorised user for this licence/permit and the business reference id will be sent to both licence/permit holder and the login authorised user.

6 New Application for Hazardous Substance Licence/ Permit

6.1 Selection

This screen allows user to choose the type of application to apply.. Select 'New Licence/Permit' for the Purpose of Application.

APPLICATION FOR HAZARDOUS SUBSTANCES LICENCE/ PERMIT	
Current HS Applications:	<ul style="list-style-type: none">• HL106483366K (Renewal With Amendment)
Purpose of Application :	New Licence/Permit
New Application Applied For :	- Select One -
Period of Licence/Permit:	- Select One -
For New, Change of Holder/ CBR, Appointment of Additional Holder or Renewal with Amendment applications, please enter the identification number of the new/additional Licence/Permit Holder and/or CBR No. :	
NRIC/ Employment Pass/ Work Permit No.:	S1234567E <small>(eg. S1234567D, F0158323U)</small>
Organization ID	198200541Z <small>(For 'Company / Business Registration No.', 'Society No.' and 'MCST No.')</small>
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

Upon clicking [Next] button, company profile page is displayed

6.2 Company Profile

This function allows users to add / edit company and applicant profile.

Application Form

Guide:
* Mandatory fields

Part I: Particulars of Firm

* Company Name :

Company/ Business Registration No. : 198200541Z

Central Registration No. (if any) : **(Only required if import/export of HS is involved)**

* Registered Address

Level/Unit No : # -

Please enter postal code and click on "Get Address" to retrieve street address.

* Postal Code :

House/Block No. :

Street Name :

Building Name :

* Mailing Address **(Check here if same as Registered Address)**

Level/Unit No : # -

Please enter postal code and click on "Get Address" to retrieve street address.

* Postal Code :

House/Block No. :

Street Name :

Building Name :

* Tel No :

Fax No :

* Nature of Business :

(others)

Part II: Particulars of Applicant

* Salutation :

* Applicant Name :
(As stated in NRIC/EP/Work Permit.)

* Identification Type :

* Identification No. :

Upload Copy of Identification Document :
 (submit by hardcopy to NEA)

* MHS Course Attendance :

* Academic Qualification:

* Designation :

* Citizenship :

* Email Address :

Part III: Purpose of Hazardous Substances

* Purpose of Hazardous Substances :
(Hold Down the 'CTRL' Key to Select All That Apply)

- Import for Own Use
- Import for Local Sale
- Import for Re-export
- Purchase Locally for Export/Local Sale

Others:

Click [Next] button to save the company and applicant details.

6.3 Application Menu

Your application has been saved.
Application for Renewal With Amendment

Please save or print this page for future reference.

Company/Applicant Profile	
HS Permit No.:	D0165P040624
Company/ Business Registration (ACRA) No.:	198200541Z
Applicant Identification No.:	S1234567D
Application No.:	HL106483366K

• [View or Edit Company/Applicant profile](#)

Application Details

Storage Premises (Step 1) <ul style="list-style-type: none"> • Add Storage Premises • View/Edit existing Storage Premises 	Hazardous Substances (Step 2) <ul style="list-style-type: none"> • Add Hazardous Substances • View and Edit existing Hazardous Substances
Transportation Details (Step 3) <ul style="list-style-type: none"> • Add / Edit Transportation Details 	Remarks for Officer-in-Charge (Step 4) <ul style="list-style-type: none"> • Add / Edit Remarks

View/Submission

To view and confirm the application details before submission, please click [here](#).

[Back to main menu](#)

Storage Premise List displays the list of storage premise for the application. User may perform the following:

- Click 'Add Storage Premises' link to add new storage premise
- Click 'View/Edit existing Storage Premises' link to view/edit existing storage premises

6.3.1 Storage Premises List

Storage premise listing displays a list of site records created in the application.

Storage Premises List

Guide:

- Click on the Storage Premise Address to edit the storage premise details.
- Click on the Delete to remove the Storage Premise from this applying application.

List of Saved Storage Premises for Hazardous Substances

HS Permit No. :	D0165P040624
HS Application No. :	HL106483366K

No.	Storage Premise Address	Delete
1	10 SCIENCE PARK DR, SINGAPORE 118224	Remove from Permit
2	21 SIGLAP GARDENS, SIGLAP GARDEN, SINGAPORE 456122	<input type="checkbox"/>

Back
Add Site
Delete Selected Items
Next

6.3.2 Add Site from existing Company Site

This page will be displayed if there are existing sites for the company. .

Existing Sites

The following sites are found for your company. You may choose from the list to attach them to your application, or create new sites for your application.

If you need to include more than one site, please return to this menu to add them to the application one at a time.

No.	Site Address	Select
1	247 ANG MO KIO AVENUE 3 SINGAPORE 560247	<input type="radio"/>
2	247 ANG MO KIO AVENUE 3 SINGAPORE 560247	<input type="radio"/>
3	77 SCIENCE PARK DRIVE , CINTECH III BUILDING SINGAPORE 118256	<input type="radio"/>

To select an existing site, click on a site radio button and click 'Create Selected Site' button to create the site from existing company site.

6.3.3 Add New Site

This function allows user to add new site by entering new site details.

Storage Premise

Guide:

- * Compulsory fields
- ** a) Applicable to all Hazardous Substances
b) Not applicable to the storage of ODS other than Methyl Bromide

Add/Edit Storage Premise

HS Permit No. : **D0165P040624**
HS Application No. : **HL106483366K**

Address of Storage Premise

Level/Unit No : # -

Please enter postal code and click on "Get Address" to retrieve street address.

Postal Code :*

House/Block No :

Street Name :

Building Name :

Non Standard Address : null
(ie. postal code not available)

Type of Premises :*

Category of Premises :*

* Number/Capacity of Fixed Storage Tanks for the Storage of Hazardous Substances
(Please enter 'N.A.' if Number/Capacity of Fixed Storage is not applicable.)

Upload Copy of CSC/PE Certification :
 (submit by hardcopy to NEA)

Upload Emergency Action Plan to Mitigate a Spill/Release of Hazardous Substance :**
 (submit by hardcopy to NEA)

Please select one of the following options

CBPU Ref. No. :

Upload "No-Objection" Letter from Owner of Premises :
 (submit by hardcopy to NEA)

Company/Name of Premise Owner :*

6.3.4 Hazardous Substances Listing

From 6.3 Application Menu, click on the 'View and Edit existing Hazardous Substances' link shows the listing of the Hazardous Substances setup in the application.

[Back to](#)

Hazardous Substances List

Guide:

- Click on each Name of Hazardous Substance to assign storage premise or specify mode(s) of transport for each Hazardous Substance.
- To edit details for each Hazardous Substance, click on the details of each Hazardous Substance under HS Details.
- NA means Non Applicable.

List of Saved Hazardous Substances

HS Permit No. : D0165P040624
 HS Application No. : HL106483366K

No.	Name of Hazardous Substance	HS Details				Delete
		Storage Premise	Max Purity %	Physical Form	Max Quantity Stored	
1	ACETIC ACID	10 SCIENCE PARK DR, SINGAPORE 118224	100	Click to Provide Details	2.5 LIT	Remove from Permit
		21 SIGLAP GARDENS, SIGLAP GARDEN, SINGAPORE 456122	66	Liquid	11 LIT	<input type="checkbox"/>
2	BARIUM NITRATE	No Storage	99	Liquid	NA	<input type="checkbox"/>

6.3.5 Add / Edit Hazardous Substance

This function allows users to add / edit hazardous substance and assign site or mode of transport to the hazardous substance. To edit, click on the Hazardous Substance name in

the listing above. To add new Hazardous Substance, click the [Add HS] button at the bottom of the listing above.

Hazardous Substance and Storage Premise

Guide:

- * Compulsory fields

Add/Edit Hazardous Substance And Store Details

HS Permit No. :	D0165P040624
HS Application No. :	HL106483366K

Hint: For speedier scrolling, key in the first alphabet of the Hazardous Substance.

* Hazardous Substance Name :
 (others)

* Add the following Storage Premise(s) for this Hazardous Substance

10 SCIENCE PARK DR,
SINGAPORE 118224

21 SIGLAP GARDENS,
SIGLAP GARDEN,
SINGAPORE 456122

15 NORMA TERRACE,
OPERA ESTATE,
SINGAPORE 456556

* Add Mode of Transport(s) if Storage Premise is not required

Port to Port

Port to Customer's Store

Port to Job Site for Immediate Use

Supplier's Store to Port

Supplier's Store to Job Site for Immediate Use

Supplier's Store to Customer's Store

Supplier's Store to Own Premises for Immediate Use

Others (specify)

Select the Hazardous Substance Name to be added. Select either Storage Premise(s) mode or Transport mode (if storage premise is not needed for this Hazardous Substance) from the radio buttons provided. Lastly tick the checkboxes accordingly to the mode that you have selected and click the [Next] button to save.

6.3.6 Edit Hazardous Substance Details

This function allows users to edit the Hazardous Substance details. This function is accessed via the Hazardous Substance listing by clicking on one of the HS Details link of the Hazardous Substance.

Hazardous Substance Details

Guide:

- * Compulsory fields

Add/Edit Hazardous Substance Details

HS Permit No. : D0165P040624

HS Application No. : HL106483366K

Storage Premise : 10 SCIENCE PARK DR,
SINGAPORE 118224

* Hazardous Substance Stored : ACETIC ACID

* Purity % : to %

(Key in 'NA' for min. and max. purity if not applicable, eg. for ODS, battery, lab reagents.)

* Physical Form :

* Capacity of Container : LIT

* Max Quantity Stored at Any One Time : LIT

* Specify Use/ Type of Customer :

(others)

6.3.7 Transportation Details

This function allows user to enter transportation details by clicking the 'Add / Edit Transportation Details' link from 6.3 Application Menu.

Transportation Details

Guide:

- * Compulsory fields

Transportation Details

HS Permit No. : D0165P040624

HS Application No. : HL106483366K

* 1) Are the Hazardous Substance in quantity to be transported exceeding the quantity listed in the *Schedule of the Environmental Pollution Control (Hazardous Substances) Regulations*?

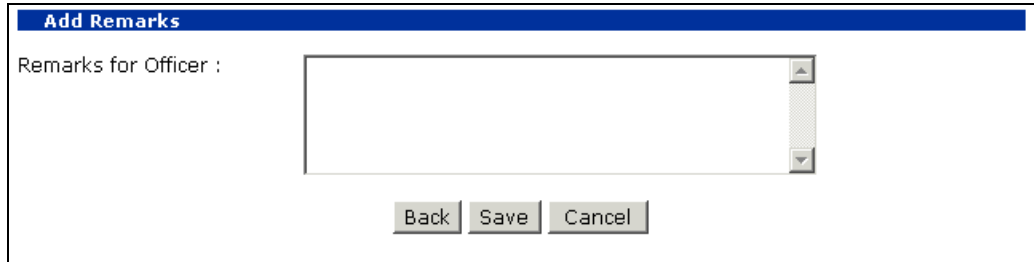
2) If the answer to (1) is 'Yes', do you transport these hazardous substances yourself?

(If the answer is 'Yes', you will need to apply for Transport Approval separately. This can be done after obtaining your HS Licence and SCDF Clearance.)

3) If the answer to (2) is 'No', please name the companies carrying out the transportation of hazardous substances on your behalf:

6.4 Remarks

This function allows user to enter remarks for the application. This function is accessed by clicking the “Add/Edit Remarks” link from 6.3 Application Menu.

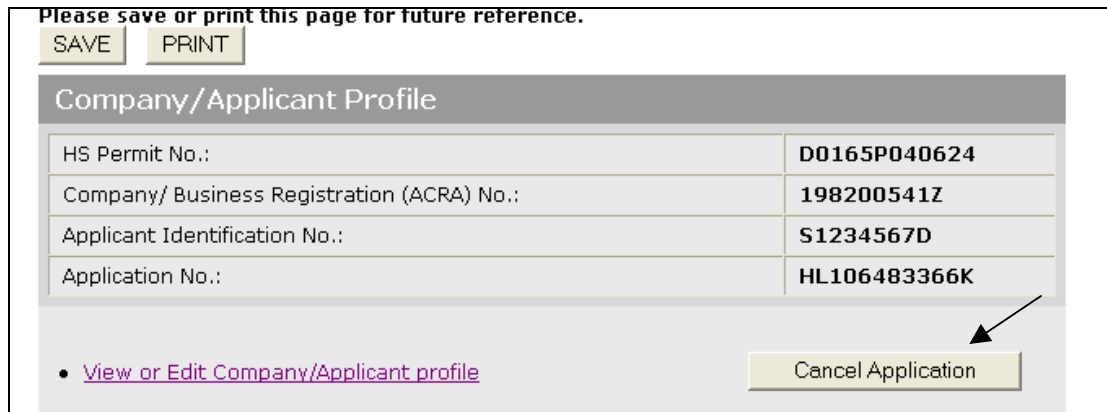


The screenshot shows a dialog box titled "Add Remarks". Inside, there is a text area labeled "Remarks for Officer :". Below the text area are three buttons: "Back", "Save", and "Cancel".

6.5 Cancel Application

The user is allowed to cancel the application prior submission. The application will be considered void after the cancellation.

From 6.3 Application Menu, click on the [Cancel Application] button.



The screenshot shows a web page with the following elements:

- Header: "Please save or print this page for future reference." with "SAVE" and "PRINT" buttons.
- Section: "Company/Applicant Profile" containing a table with the following data:

HS Permit No.:	D0165P040624
Company/ Business Registration (ACRA) No.:	198200541Z
Applicant Identification No.:	S1234567D
Application No.:	HL106483366K

- Below the table is a link: "View or Edit Company/Applicant profile".
- At the bottom right is a button labeled "Cancel Application", which is pointed to by an arrow.

System will prompt for confirmation of deletion. Click [OK] button to cancel.



The screenshot shows the same application profile page as above, but with a confirmation dialog box overlaid. The dialog box is titled "Microsoft Internet Explorer" and contains the text "Delete this application?". It has "OK" and "Cancel" buttons.

6.6 View and Submit Application

The user before submitting the Application can view the application details.
The user can view it by clicking the link under 'View/Submission' section from 6.3 Application Menu.

Application Details Confirmation	
Confirmation	
Application Reference ID	: HL106483366K
Application Type	: Renewal With Amendment (PERMIT)
Permit No.	: D0165P040624
Primary Permit No.	:
Company Name	: TESTING Company
Company/ Business	: 198200541Z
Registration No.	: (Please note that you will be charged for a new licence/permit if this field is changed.)
Blk/House No.	: 10
(Registered Address)	
Street Name	: SCIENCE PARK DRIVE
(Registered Address)	
Building Name	: VERITAS TECHNOLOGY CENTRE
(Registered Address)	
Postal Code	: 118224
(Registered Address)	
Mailing Address	: 10 SCIENCE PARK DRIVE, VERITAS TECHNOLOGY CENTRE, SINGAPORE 118224
Company Tel. No.	: 67796363
Company Fax No.	: 667795239
Nature of Business	: Assembly and repair of photographic and optical goods.
Applicant Salutation	: Dr
Applicant Name	: TESTER
Identification Type	: Singapore NRIC
Identification No.	: S1234567D
Academic Qualification	: Degree
Designation	: Manager
Citizenship	: Singaporean
MHS Course	: No
E-mail Address	: tester@email.com
Purpose of Application	: Import for Own Use
List of Hazardous Substances	
1. ACETIC ACID	
21 SIGLAP GARDENS, SIGLAP GARDEN, SINGAPORE 456122	
Minimum Purity	1 %
Maximum Purity	66 %
Physical Form	Liquid
Container Capacity	1 (LIT)
Maximum Quantity	11 (LIT)
Usage	For chiller

Remarks	
Applicant's Remarks	: f
Officer's Remarks	:
Fee	
Fees Payable	: SGD 65
Declaration	
I, NEA, Singapore NRIC No. S1286269E of ADFAFD (ABCCC), certify that	
i) I have read and understood the Environmental Protection And Management Act and its Regulations.	
ii) the information given above are true in every aspect.	
<input type="button" value="Back"/> <input type="button" value="Submit Application"/> <input type="button" value="Print Application"/>	

Click on the [Submit Application] button to submit the application.

7 Amendment Application for Hazardous Substance Licence / Permit

This function allows a licence / permit holder to apply for amendment and inclusion to an existing Hazardous Substance (HS) Licence / Permit.

7.1 Selection

This screen allows user to choose the type of application to apply.

APPLICATION FOR HAZARDOUS SUBSTANCES LICENCE/ PERMIT	
Current HS Applications:	• HL106483366K (Renewal With Amendment)
Purpose of Application :	Amendment/Inclusion
New Application Applied For :	- Select One -
Period of Licence/Permit:	- Select One -
For New, Change of Holder/ CBR, Appointment of Additional Holder or Renewal with Amendment applications, please enter the identification number of the new/additional Licence/Permit Holder and/or CBR No. :	
NRIC/ Employment Pass/ Work Permit No.:	S1234567D <small>(eg. S1234567D, F0158323U)</small>
Organization ID	189943243G <small>(For 'Company / Business Registration No.', 'Society No.' and 'MCST No.')</small>
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

7.2 Application Menu

This page is displayed upon selection of application purpose and type.

Entries to the various sections of the application will be similar to that in 'New' application type. Only changed values to the licence/ permit will be captured in the application and displayed to the officers for processing.

Please save or print this page for future reference.

Company/Applicant Profile

HS Permit No.:	D0165P040624
Company/ Business Registration (ACRA) No.:	198200541Z
Applicant Identification No.:	S1234567D
Application No.:	HL106483366K

[View or Edit Company/Applicant profile](#)

Application Details

Storage Premises (Step 1) <ul style="list-style-type: none">Add Storage PremisesView/Edit existing Storage Premises	Hazardous Substances (Step 2) <ul style="list-style-type: none">Add Hazardous SubstancesView and Edit existing Hazardous Substances
Transportation Details (Step 3) <ul style="list-style-type: none">Add / Edit Transportation Details	Remarks for Officer-in-Charge (Step 4) <ul style="list-style-type: none">Add / Edit Remarks

View/Submission
To view and confirm the application details before submission, please click [here](#).

[Back to main menu](#)

7.3 View and Submit Application

The user before submitting the Application can view the application details. The user can view it by clicking the link under 'View/Submission' section from 7.2 Application Menu.

Application Details Confirmation

Confirmation

Application Reference ID : HL199091566C
Application Type : Amendment/Inclusion (PERMIT)
Permit No. : D0165P040624
Primary Permit No. :
Company Name : TESTING Company
Company/ Business : 198200541Z
Registration No. : (Please note that you will be charged for a new licence/permit if this field is changed.)
Mailing Address : 10 SCIENCE PARK DRIVE,
VERITAS TECHNOLOGY CENTRE,
SINGAPORE 118224
Nature of Business : Assembly and repair of computer hardware and other
communication/electronic equipment.
Applicant Salutation : Dr
Applicant Name : TESTER
Identification Type : Singapore NRIC
Identification No. : S1234567D
Academic Qualification : Degree
Designation : Manager
Citizenship : Singaporean
MHS Course : No
E-mail Address : tester@email.com
Purpose of Application : Import for Own Use

List of Hazardous Substances

1. ACETIC ACID

21 SIGLAP GARDENS,
SIGLAP GARDEN,
SINGAPORE 456122

Minimum Purity : 1 %
Maximum Purity : 66 %
Physical Form : Liquid
Container Capacity : 1 (LIT)
Maximum Quantity : 11 (LIT)
Usage : For chiller

Uploaded Files

No uploaded files.

Remarks

Applicant's Remarks :
Officer's Remarks :

Fee

Fees Payable : SGD 63

Declaration

I, TESTER, Singapore NRIC No. S1234567D of TESTING Company (198200541Z), certify that

- i) I have read and understood the Environmental Protection And Management Act and its Regulations.
- ii) the information given above are true in every aspect.

[Back](#)

[Submit Application](#)

[Print Application](#)

Click on the [Submit Application] button to submit the application.

8 Renewal for Hazardous Substance Licence / Permit

This function allows a licence/ permit holder to renew Hazardous Substance (HS) Licence / Permit.

To access this function, the applicant has to login using his Licence/ Permit ID.

The applicant may choose to renew and amend the licence / permit or just apply for renewal without amendments.

APPLICATION FOR HAZARDOUS SUBSTANCES LICENCE / PERMIT

Current HS Applications:

- [HL106483366K](#) (Renewal With Amendment)
- [HL199091566C](#) (Amendment/Inclusion)

Purpose of Application :

New Application Applied For :

Period of Licence/Permit:

For New, Change of Holder/ CBR, Appointment of Additional Holder or Renewal with Amendment applications, please enter the identification number of the new/additional Licence/Permit Holder and/or CBR No. :

NRIC/ Employment Pass/ Work Permit No.:
(eg. S1234567D, F0158323U)

Organization ID
(For 'Company / Business Registration No.', 'Society No.' and 'MCST No.')

- Select 'Renewal With Amendment' or 'Renewal Without Amendment' for purpose of Application and the period of renewal.
- Application menu is displayed upon clicking 'Next' to submit the page.

8.1 Renewal With Amendment

If the applicant chooses to renew with amendments, the steps of application will be the same as that for new application.

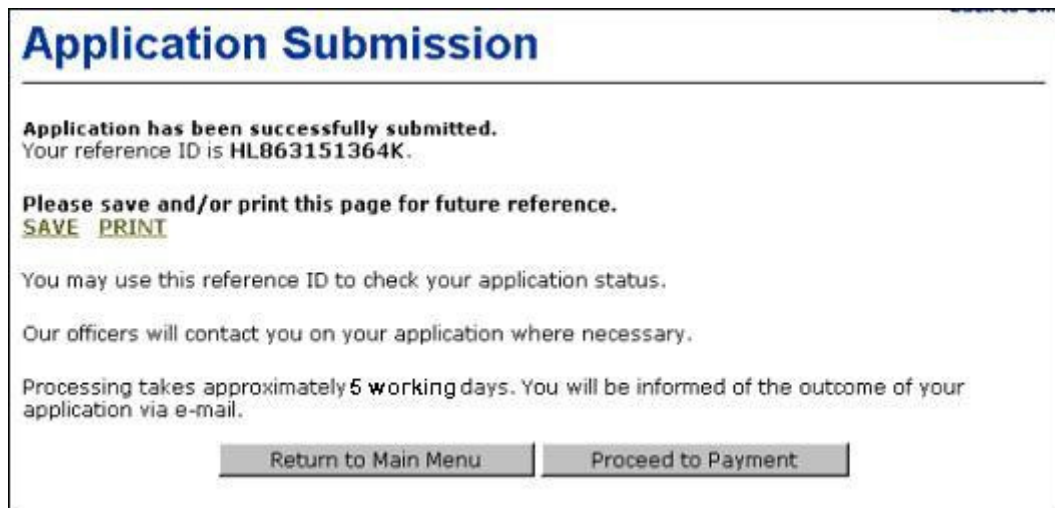
8.2 Renewal Without Amendment

If the applicant chooses to renew without amendment, he may proceed to make payment.

Upon clicking 'Next', the Submission Confirmation page is displayed.

8.2.1 Submission

At the Application Details Confirmation page as shown in 7.3 View and Submit Application, click on [Submit Application] button to proceed. The following page is displayed:



The screenshot shows a confirmation page titled "Application Submission". The text on the page reads: "Application has been successfully submitted. Your reference ID is HL863151364K." Below this, it says "Please save and/or print this page for future reference." with links for "SAVE" and "PRINT". Further down, it states "You may use this reference ID to check your application status." and "Our officers will contact you on your application where necessary." At the bottom, it notes "Processing takes approximately 5 working days. You will be informed of the outcome of your application via e-mail." There are two buttons at the bottom: "Return to Main Menu" and "Proceed to Payment".

To return to Main Menu, click on 'Return to Main Menu'.

To proceed to payment of renewal fee, click on 'Proceed to Payment'.

9 Change of Company CBR for Hazardous Substance Licence / Permit

This function allows a licence/permit holder to change the company CBR (Company Business Registration Number) for Hazardous Substance (HS) Licence / Permit.

To access this function, the applicant has to login to the system using his Licence/ Permit ID.

The applicant has to enter the new Organization ID (Company CBR number).

APPLICATION FOR HAZARDOUS SUBSTANCES LICENCE/ PERMIT	
Current HS Applications:	<ul style="list-style-type: none"> • HL106483366K (Renewal With Amendment) • HL199091566C (Amendment/Inclusion)
Purpose of Application :	<input type="text" value="Change of Company CBR"/>
New Application Applied For :	<input type="text" value="- Select One -"/>
Period of Licence/Permit:	<input type="text" value="1 Year"/>
<p>For New, Change of Holder/ CBR, Appointment of Additional Holder or Renewal with Amendment applications, please enter the identification number of the new/additional Licence/Permit Holder and/or CBR No. :</p>	
NRIC/ Employment Pass/ Work Permit No.:	<input type="text" value="S1234567E"/>
(eg. S1234567D, F0158323U)	
Organization ID	<input type="text" value="198205541Y"/>
	(For 'Company / Business Registration No.', 'Society No.' and 'MCST No.')
	<input type="button" value="Next"/> <input type="button" value="Cancel"/>

Application menu will be displayed upon submission of this page.

Licence/Permit information of the licence/permit holder and the company will be displayed for this application and allowed changes.

The steps for entry of application will be the same as that for 'New' application type.

10 Addition of Holder for Hazardous Substance Licence / Permit

This function allows a licence / permit holder to appoint a new Hazardous Substance licence / permit holder based on his licence / permit information.

To access this function, the applicant has to login to the system using his Licence/ Permit ID.

The applicant has to enter the identification number of the new holder. The organization ID may be changed if required.

APPLICATION FOR HAZARDOUS SUBSTANCES LICENCE/ PERMIT

Current HS Applications:	<ul style="list-style-type: none">• HL106483366K (Renewal With Amendment)• HL199091566C (Amendment/Inclusion)
Purpose of Application :	<input type="text" value="Additional Holder"/>
New Application Applied For :	<input type="text" value="- Select One -"/>
Period of Licence/Permit:	<input type="text" value="1 Year"/>

For New, Change of Holder/ CBR, Appointment of Additional Holder or Renewal with Amendment applications, please enter the identification number of the new/additional Licence/Permit Holder and/or CBR No. :

NRIC/ Employment Pass/ Work Permit No.: <small>(eg. S1234567D, F0158323U)</small>	<input type="text" value="S1234567E"/>
Organization ID	<input type="text" value="198205541Y"/>

(For 'Company / Business Registration No.', 'Society No.' and 'MCST No.')

Licence / Permit information of the login holder will be displayed for this application and allowed changes.

The steps for entry of application will be the same as that for 'New' application type.


11 Application Status Enquiry

Application status enquiry allows applicant to enquire on their application status. This function is accessed from the 'Status of Applications' link in the main menu of the system after login with reference ID or licence/ permit number.


Hazardous Substances Menu

You are logged on as 'D0165P040624'. Your last logon was at 01 Sep 2006 16:34:44.

Options

1. [Application for Hazardous Substances Licence/Permit \(help\)](#)
2. [Application for Hazardous Substances Transport Approval \(help\)](#)
3. [Hazardous Substances Monthly Returns \(help\)](#)
4. [Change of Mailing Address / Authorised Personnel](#)
5. [Status of Applications](#) 

To view the online user help guides above, you will require Adobe Acrobat Reader installed on your system.

Click on the icon to download the software. 

11.1 Open Status

The following application list is displayed for applications that have not yet submitted for processing.

[Back to](#)

Applications List

HS Licence/Permit Application(s)

	Date Submitted	Type of Application	Status	Status Timestamp	Action
View Application	NA	Renewal With Amendment	Open	NA	• NA
View Application	NA	Amendment/Inclusion	Open	NA	• NA

As the application is still pending for submission, no action is provided. The applicant may continue to file the application from 'Application for Hazardous Substance Licence / Permit' link in the Hazardous Substance Menu above. To view the application, clicks on the 'View Application' hyperlink.

11.2 Submitted Status

The following application list is displayed for an application that has been submitted and being processed by the officer.

Under Action column, 'Request for cancellation' and 'Request for Edit' link, applicant is to click on the link to activate a request to the officer. The officer is to cancel or change the application to allow editing.

Applications List

HS Licence/Permit Application(s)					
Ref ID.	Date Submitted	Type of Application	Status	Status Timestamp	Action
HL864135008A	10 Sep 2003 11:32:14	Change of Holder/Company CBR	Processing	10 Sep 2003 11:32:14	<ul style="list-style-type: none"> • Request for Cancellation • Request for Edit

At this stage, the applicant may still request to cancel or edit the application. The officer is to cancel the application or change the status to allow editing.

The applicant may view the application by clicking on the application code hyperlink.

11.3 Approved Status

The following application list is displayed for an application that has been approved by the officer.

Applications List

HS Licence/Permit Application(s)					
Ref ID.	Date Submitted	Type of Application	Status	Status Timestamp	Action
HL267890801T	05 Dec 2003 13:53:22	New Licence/Permit	Approved	05 Dec 2003 13:53:22	<ul style="list-style-type: none"> • Acknowledge Approval • Request for Cancellation • Request for Edit

At this stage, the applicant may still request to cancel or edit the application. The officer is to cancel the application or change the status to allow editing.

The applicant may view the application by clicking on the application code hyperlink.

The applicant is to acknowledge the application if the application is in place by clicking 'Acknowledge Approval' hyperlink.

11.3.1 Acknowledge Approval

The following screen is displayed after clicking 'Acknowledge Approval' from the previous screen :

ACKNOWLEDGEMENT FOR HAZARDOUS SUBSTANCES LICENCE/ PERMIT		
I, K L LEE (Singapore NRIC No. S1234567D) of YEW HIN BATTERY SERVICE (Y33), have checked and acknowledged that the licence details are in order for application number HL267890801T.		
<input type="button" value="Back"/>	<input type="button" value="Yes, Proceed to Pay"/>	<input type="button" value="No, I Wish to Make Amendments"/>

To cancel the application, click 'Back'.

To acknowledge and proceed with payment, click on 'Yes, Proceed to Pay'.

To make further amendments, ie. to request to edit the application, click on 'No, I wish to Make Amendments'.

12 Payment

12.1 Payment Mode Selection

The following screen is displayed after clicking 'Yes, Proceed to Pay'.

This screen provides the option to make payment via the following payment modes :

- Pay by Credit Card
- Pay by Internet Banking
- Pay by GIRO

Payment							
Payment History							
No.	Date Approved	Licence Number	Application Type	Payment Status	Payment Amount (SGD)	Date of Payment	Action
1.	05 Dec 2003 16:48:39		New Licence/Permit	Not Paid	260	-	Pay by Credit Card Pay by Internet Banking Pay by GIRO
<input type="button" value="Back"/>							

Click on the payment mode to access the payment function.

12.2 Credit Card Payment

The following screen is displayed after clicking 'Pay by Credit Card'.

This screen provides the link to eNets Credit, a credit card payment mechanism provided by Public Service Infrastructure (PSi).

Payment

To proceed with payment, please click on "Submit Payment" to pay via eNETS Credit.

For more information on eNets Credit, please click [here](#).


Cancel

Submit Payment


To find out more information about eNets Credit, click on 'here'.

To proceed to pay, click on 'Submit Payment'.

The following screen is displayed, showing the amount payable.


 You are now on a secure site.

Please proceed to payment by
clicking on the logo of your preferred payment mode:

Payment Mode	Description	Total Payable
	Please get ready your VISA or Master credit card. More	Amount: S\$ 1.00 Total payable: S\$ 1.00

IMPORTANT:


- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For more information on each payment method, click on the "More" hyperlink of the respective payment mode.

 SINGAPORE

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Click on eNets Credit logo to proceed with payment or click 'Cancel Payment' to abort the payment.


The following screen is displayed upon clicking eNETS Credit logo:



eNETS Credit

Transaction Information



Merchant Name	NAT'L ENVIRONMENT AGENCY
Merchant Reference No.	CC03120116063919
NETS Reference No.	76925
Amount	(\$) 1.00



Every eNETS Transaction you make get you one chance to WIN!

Participating merchants only.

Credit Card Information





Name on Card *

Card Number * - - -

Expiry Date * Month Year

(*) *Mandatory Fields.*

Security Tip: How to check the SSL digital certificate



1. Look out for the security indicator displayed by your browser.
For Microsoft® Internet Explorer . For Netscape® Communicator .
2. Check the Security information against the SSL Certificate, ensure that it is issued to wappx.com. If the security indicator is not displayed by your browser, kindly 'right-click' your mouse and select 'Properties'. You should be able to view the Certificate information.

Click on "eNETS Credit" below if you have already stored your credit card details with us.

© Network for Electronic Transfers (S) Pte Ltd. Legal Agreement.



Enter the required credit card information and click 'Submit' to proceed.

Upon submission from the previous screen, the following confirmation page is displayed:



Transaction Notification

Merchant Ref.	CC03120116063919
NETS Transaction Ref.	76925
Transaction ID	30D6BDF600F900019D658CE29F7EA7EA
Transaction Message	Approval
Transaction Date & Time	2003-12-01 16:08:59.000
Amount Deducted	(\$) 1.00
Auth Code	T17901

 print  close

Security Tip: [How to check the SSL digital certificate](#)

Upon successful completion of the transaction, the following receipt is displayed :



INVOICE / RECEIPT

Receipt No : NEA0000000529709 Date/Time : 06/04/2004 17:39
Agency : NEA - National Environment Agency
Application : PCLS
EP Ref No : CC04040617353740

Agency Reference No. : HSCRD1629

Sno Code/Description	Unit Price(S\$)	Qty	Amount(S\$)
1. Hazardous Substances Licence (Renewal Without Amendment) Reference ID:HL321275684V	1.00	1	1.00
Total (S\$) :			1.00

This is a computer-generated receipt. No signature is required.

PSi Ref No : c6fceaac431a2ef7-642004-173537-711975932

The applicant is advised to print out a copy of the receipt for reference.

12.3 Internet Banking Payment

The following screen is displayed after clicking 'Pay by Internet Banking' from the payment mode selection screen. This screen provides the link to eNets Debit, an internet banking payment mechanism provided by Public Service Infrastructure (PSi).

Payment

To proceed with payment, please click on "Submit Payment" to pay via eNETS Debit.


Currently, the participating banks are Citibank, DBS/POSBank and UOB. Other bank account holders will be able to make payments as and when these banks use the eNETS Debit service.

For more information on eNets Debit, please click [here](#).


To find out more information about eNets Debit, click on 'here'.

To proceed to pay, click on 'Submit Payment'.

The following screen is displayed, showing the amount payable.


 You are now on a secure site.

**Please proceed to payment by
clicking on the logo of your preferred payment mode:**

Payment Mode	Description	Total Payable
	eNETS Debit Payment Service allows online payment through banks' Internet Banking facility. A valid Internet Banking Account with Citibank, DBS Bank or UOB Bank is required to proceed. More	Amount: S\$ 1.00 Total payable: S\$ 1.00

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For more information on each payment method, click on the "More" hyperlink of the respective payment mode.




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Click on eNets Debit logo to proceed with payment or click 'Cancel Payment' to abort the payment.

The following screen is displayed upon clicking eNets Debit logo:

eNETS Credit

Transaction Notification

Merchant Ref.	CC03120116063919
NETS Transaction Ref.	76925
Transaction ID	30D6BDF600F900019D658CE29F7EA7EA
Transaction Message	Approval
Transaction Date & Time	2003-12-01 16:08:59.000
Amount Deducted	(\$) 1.00
Auth Code	T17901

 print  close

Security Tip: [How to check the SSL digital certificate](#)

The applicant is to select the bank for payment transaction. At the time of printing, the banks available for payment are POSBank, Citibank and UOB Bank. The applicant is to have a valid internet banking account with the selected bank.



eNETS Debit



WIN
up to
S\$20,000
worth of
prizes!

Merchant Name	NEA-PCLS
Merchant Reference Code	JNX2003LA57006032987
Amount	SGD 1.00
Bank	<input type="text" value="Please select a bank"/>
	<input type="button" value="submit"/> <input type="button" value="cancel"/>
Merchant Hostname	160.96.1.110

Security Tip: How to check the SSL digital certificate

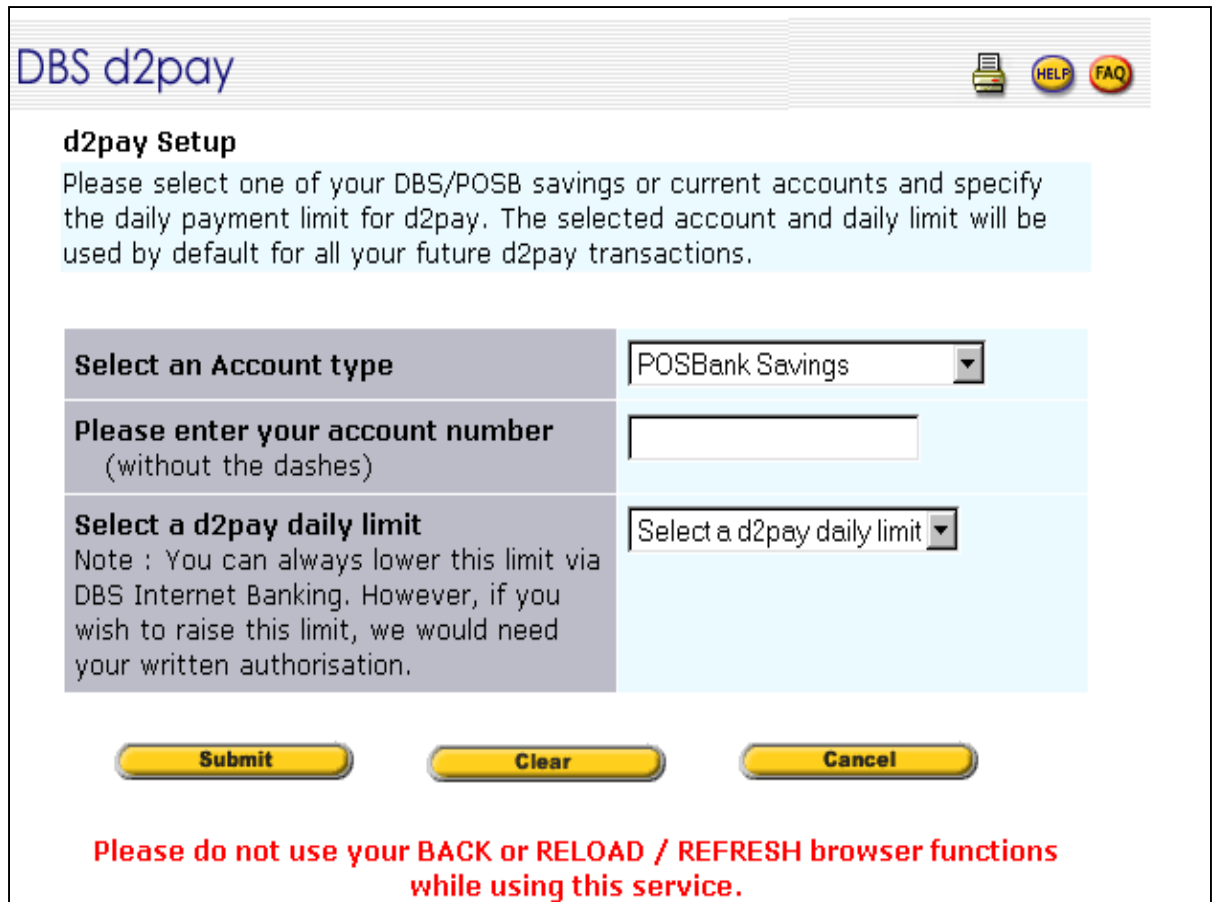
1. Click on the Netrust logo to view the registered domain address.
2. Check against the SSL certificate details on the bottom right hand corner of your Internet browser.  [Double click on the small icon]



Secured by
NETRUST
Click here to verify

The following describes the internet payment transaction using POSBank payment facilities :

After selecting 'POSBank' from the previous screen, the following is displayed :



DBS d2pay

d2pay Setup

Please select one of your DBS/POSB savings or current accounts and specify the daily payment limit for d2pay. The selected account and daily limit will be used by default for all your future d2pay transactions.

Select an Account type POSBank Savings

Please enter your account number
(without the dashes)

Select a d2pay daily limit
Note : You can always lower this limit via DBS Internet Banking. However, if you wish to raise this limit, we would need your written authorisation.




Select a d2pay daily limit

Submit **Clear** **Cancel**

Please do not use your BACK or RELOAD / REFRESH browser functions while using this service.

Enter the required account information and click 'Submit'.

The following screen is displayed :

DBS d2pay   

Payment Details 01/12/2003 15:51:30

Pay to	NEA-PCLS
Payee Reference	01122003155042270923
Amount	\$1.00
Enter the description of the transaction to be printed on the Statement (Optional)	<input type="text"/>

Please enter your Internet Banking User ID

Note: To verify that this is a legitimate DBS Bank website, you can right-click your mouse and select View Info (for Netscape browsers) or Properties (for Internet Explorer browsers) to view our certificate.




Protecting your information is our top priority.
* Please read Important Tips on [How to Protect Your PIN](#)
* For more information on Security on the Net, [click here](#)

[How to get](#) your own DBS Internet Banking PIN, instantly.

Please do not use your BACK or RELOAD / REFRESH browser functions while using this service.

Enter the account information and click 'Submit'.

The following screen is displayed :

DBS d2pay   

Payment Details 01/12/2003 15:52:57

Pay to	NEA-PCLS
Payee Reference	01122003155042270923
Amount	\$1.00
Transaction Description	PCLS TESTING

To authorise the above payment, **please enter your Internet Banking PIN here**

Important: By clicking the "Submit" button below, you agree to be bound by the DBS Bank's standard [Terms & Conditions Governing Electronic Services](#). You also acknowledge that DBS Bank will not be liable for acting in good faith on the merchant's notification as to the amount to be deducted from your account or for any delay on the merchant's part in relaying such notification to DBS Bank or for any claims against or disputes with the merchant. All disputes relating to the amount or timing of the deductions and/or any other claims against or disputes with the merchant should be referred to the merchant directly.

Note: To verify that this is a legitimate DBS Bank website, you can right-click your mouse and select View Info (for Netscape browsers) or Properties (for Internet Explorer browsers) to view our certificate.

Submit **Clear** **Cancel**

Please do not use your BACK or RELOAD / REFRESH browser functions while using this service.

Enter the internet banking password and click 'Submit'.

Upon successful completion of the transaction, the following is displayed :

DBS d2pay  

Your transaction has been completed.
Please print a copy for reference.

Date/Time : Singapore 01/12/2003 15:57:48 hrs

Payment Details

From DBS Account	POSBank Savings 083-22715-0
Paid to	NEA-PCLS
Payee Reference	01122003155042270923
Amount	\$1.00
DBS d2pay Reference	164485
Narration Description	PCLS TESTING


d2pay Setup

Default Account to Debit	POSBank Savings 083-22715-0
Default Daily Limit	\$100.00

CLOSE

Please do not use your BACK or RELOAD / REFRESH browser functions while using this service.

The following receipt is displayed :



INVOICE / RECEIPT

Receipt No : NEA0000000529709 Date/Time : 06/04/2004 17:39
Agency : NEA - National Environment Agency
Application : PCLS
EP Ref No : CC04040617353740

Agency Reference No. : HSCRD1629

Sno Code/Description	Unit Price(S\$)	Qty	Amount(S\$)
1. Hazardous Substances Licence (Renewal Without Amendment) Reference ID:HL321275684V	1.00	1	1.00
Total (S\$) :			1.00

This is a computer-generated receipt. No signature is required.

PSi Ref No : c6fceaac431a2ef7-642004-173537-711975932

Applicant is advised to print out the receipt for reference.

12.4 GIRO

GIRO payment mode is available only for 'Renewal' application. The officer will verify whether the applicant has a valid GIRO account before proceeding to issue the licence/ permit.

If the applicant does not have a valid GIRO account, the officer will request the applicant to make online payment (via eNets Credit or eNets Debit).