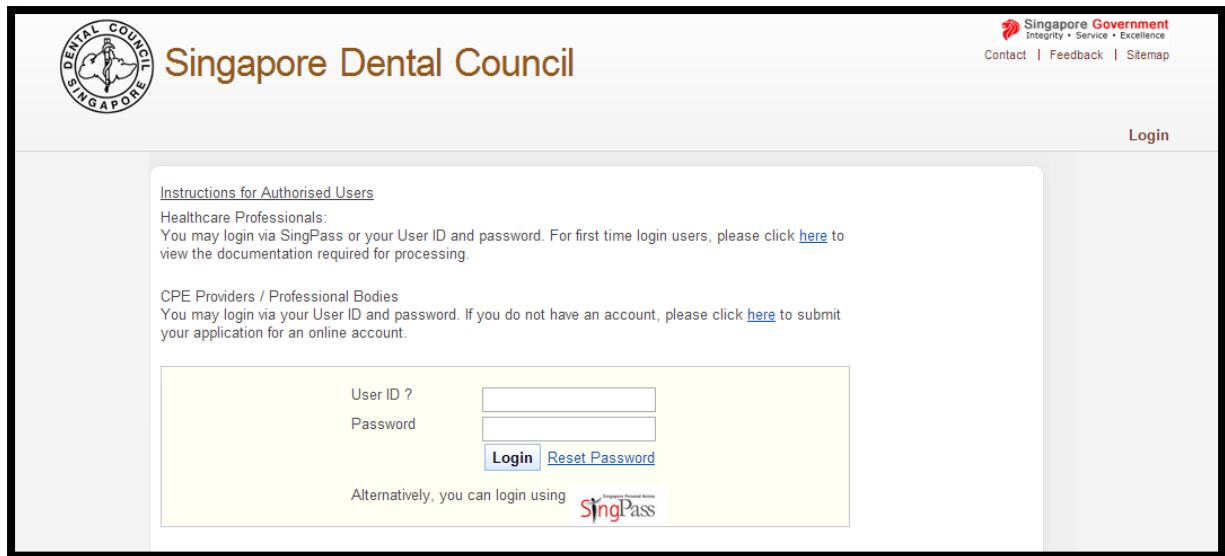
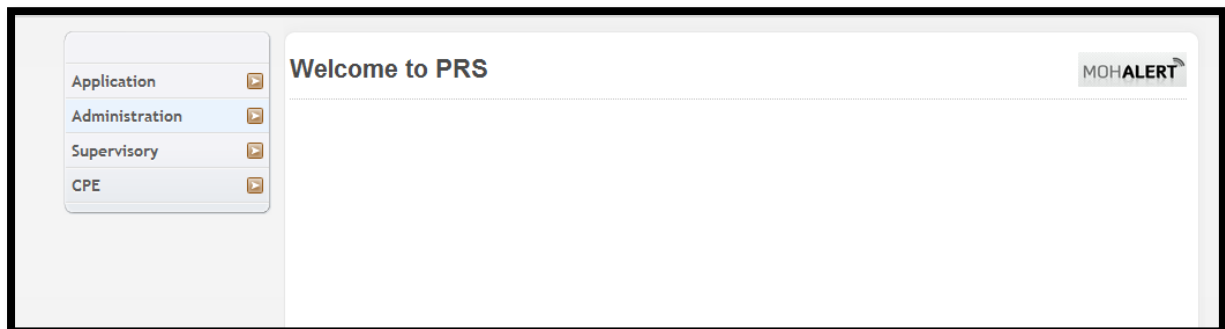


1. Log into your SDC account as a registered user: [www.sdc.gov.sg](http://www.sdc.gov.sg)



The screenshot shows the Singapore Dental Council login page. At the top left is the SDC logo. The header includes the text "Singapore Dental Council" and the Singapore Government logo with the tagline "Integrity • Service • Excellence" and links for "Contact", "Feedback", and "Sitemap". A "Login" link is located in the top right corner. The main content area contains instructions for authorized users, divided into "Healthcare Professionals" and "CPE Providers / Professional Bodies". Below the instructions is a login form with fields for "User ID ?" and "Password", and buttons for "Login" and "Reset Password". At the bottom of the form, it says "Alternatively, you can login using" followed by the SingPass logo.

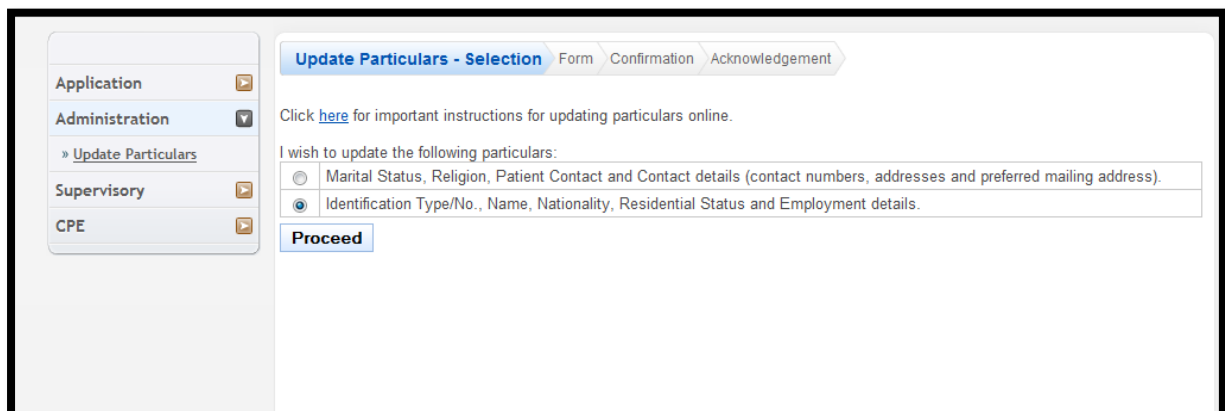
2. Upon Successful login to your SDC account, click on Administration-Update Particulars



The screenshot shows the PRS (Professional Registration System) dashboard. On the left is a navigation menu with options: "Application", "Administration", "Supervisory", and "CPE". The "Administration" option is selected. The main content area displays "Welcome to PRS" and a "MOHALERT" notification icon in the top right corner.

3. Select the type of updates you would like to make, click "Proceed".

Note: 1<sup>st</sup> Row of Updates are reflected immediately, 2<sup>nd</sup> Row of Updates are **not** reflected immediately.



The screenshot shows the "Update Particulars - Selection" screen. The left navigation menu is the same as in the previous screenshot, but "Update Particulars" is selected under the "Administration" category. The main content area has a breadcrumb trail: "Update Particulars - Selection" > "Form" > "Confirmation" > "Acknowledgement". Below the breadcrumb is a link: "Click [here](#) for important instructions for updating particulars online." The user is asked to select the type of updates they wish to make, with two radio button options: "Marital Status, Religion, Patient Contact and Contact details (contact numbers, addresses and preferred mailing address)." and "Identification Type/No., Name, Nationality, Residential Status and Employment details." The second option is selected. A "Proceed" button is located at the bottom of the form.



**For your note: Update of Address**

4. Key in Postal Code and the address will be generated. Enter the Level and Unit number.

For EP/Student/Dependent Pass holders, please select preferred mailing address for home address as "Other Address in Singapore" as Residential Address is only applicable to Singaporeans.

Click "Proceed".

The screenshot shows a web form for updating particulars. On the left is a sidebar menu with options: Application, Administration (selected), Update Particulars, Supervisory, and CPE. The main form area contains several sections:

- Home Telephone No.**, **Office Telephone No.**, and **Mobile No.** fields.
- Other Address In Singapore** section with fields for Postal Code (328836), Block/House No. (81), Level - Unit No., Street Name (KIM KEAT ROAD), and Building Name (NKF CENTRE).
- Foreign Address** section with a Country dropdown (Unknown) and four Address Line fields.
- Preferred Mailing Address** section with radio buttons for Residential Address in Singapore (As in NRIC), Foreign Address, Other Address In Singapore (selected), and Principal Practice Place Address.
- Buttons for **Save** and **Proceed**.

5. Click Confirm to proceed with the completion of your update.

The screenshot shows the 'Confirmation' step of the update process. The sidebar menu is the same as in the previous screenshot. The main form area has a breadcrumb trail: Update Particulars - Selection > Form > Confirmation > Acknowledgement. The title is 'Particulars of Applicant'. The form displays the following information:

- Marital Status:** Married
- Religion:** Christianity
- Preferred Email Address:** prs-support@ncs.com.sg
- Alternate Email Address:** -
- Home Telephone No.:** 63552401
- Office Telephone No.:** -
- Mobile No.:** -
- Other Address In Singapore** section with fields for Postal Code (328836), Block/ House No. (81), Level - Unit No. (-), Street Name (KIM KEAT ROAD), and Building Name (NKF CENTRE).
- Foreign Address** section with Country (Unknown) and four Address Line fields (-).
- Preferred Mailing Address** section with a dropdown menu set to 'Other Address In Singapore'.
- A **Confirm** button at the bottom.



6. Submission is completed.

Update Particulars - Selection Form Confirmation **Acknowledgement**

### Acknowledgement for Update of Particulars

Please be informed that the changes to your particulars have been updated successfully to Singapore Dental Council on 10/02/2014. Kindly note that you are required to update your particulars immediately when there is any change.

For any query, please email to [stg\\_enquiries@dentalcouncil.gov.sg](mailto:stg_enquiries@dentalcouncil.gov.sg).

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