



# SINGAPORE DENTAL COUNCIL

16 College Road, #01-01, College of Medicine Building, Singapore 169854

Email: [enquiries@dentalcouncil.gov.sg](mailto:enquiries@dentalcouncil.gov.sg)

Unique Entity Number (UEN): T08GB0050C

29 March 2018

Division I Dentists,

## NOTICE OF ELECTION 2018 – VOTING INSTRUCTIONS

Wednesday, 4 April 2018 (8:00am) to Tuesday, 10 April 2018 (11:59pm)

The Singapore Dental Council Election 2018 will be held from **Wednesday, 4 April 2018 (8:00am) to Tuesday, 10 April 2018 (11:59pm)**. The candidates standing for election are as follows:

Name of candidate	Code No
ANG EE PENG RAYMOND	10
AW KIAN-LI ANDREW	20
CHANG KOK MENG	30
KUAN CHEE KEONG	40
LEE TZE HONG KEVIN	50
MOHANARAJAH S SENATHIRAJAH	60
SEAH TIAN EE	70

2 Polling will be carried out through the **online voting system** integrated with the Professional Registration System (PRS). You **MUST** have your SingPass and 2FA set up before the commencement of the elections.

3 To vote, log in to the PRS via the SDC website, using your SingPass and 2FA to access the election portal. Select the "ELECTION" menu on the left side of the page and select the "Election Page" option to view the candidates.

4 If you do not wish to vote for any of the candidates, you are required to cast a **blank vote**. After you have successfully submitted your vote, you will be provided with a **voting reference**. Please retain this voting reference for your records and proof of voting.

5 Please refer to the SDC website for a step-by-step guide on the online voting process.

**6 Voting is compulsory<sup>1</sup>.** Failure to vote could result in you being denied the privilege of renewing your practising licence unless you pay a fine of \$500 to the Singapore Dental Council.

7 Please note the polling period is from **Wednesday, 4 April 2018 (8:00am) to Tuesday, 10 April 2018 (11:59pm)**. We look forward to your participation in the Election.

8 If you encounter any problem, please inform the staff at the SDC office:

Mr Shawn Chua	<a href="mailto:shawn_chua@dentalcouncil.gov.sg">shawn_chua@dentalcouncil.gov.sg</a>
Ms Yee Yoke Chun	<a href="mailto:yee_yoke_chun@dentalcouncil.gov.sg">yee_yoke_chun@dentalcouncil.gov.sg</a>
Ms Chen Ruobing	<a href="mailto:chen_ruobing@dentalcouncil.gov.sg">chen_ruobing@dentalcouncil.gov.sg</a>
Ms Norisah Ahmad	<a href="mailto:norisah_ahmad@dentalcouncil.gov.sg">norisah_ahmad@dentalcouncil.gov.sg</a>
Mr Ng Jie Jun	<a href="mailto:ng_jie_jun@dentalcouncil.gov.sg">ng_jie_jun@dentalcouncil.gov.sg</a>

**DR CHNG CHAI KIAT  
RETURNING OFFICER  
SDC ELECTION 2018**

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<sup>1</sup> **Dental Registration Act (Chapter 76)**

**Compulsory voting**

5. (1) Every fully registered dentist whose name appears in the first division of the Register of Dentists and who —

(a) is resident in Singapore; and

(b) has in force a practising certificate on the day of election of candidates as members of the Council referred to in section 3(2)(f),

shall vote for the election of such members at such time and in such manner as may be prescribed.

(2) Where a fully registered dentist whose name appears in the first division of the Register of Dentists is required to vote for the election of the members of the Council under subsection (1) and fails to do so, he shall not be entitled to apply for a practising certificate unless he —

(a) satisfies the Registrar that he had a good and sufficient reason for not voting at the election; or

(b) pays to the Council a penalty as prescribed by the Council.

# SINGAPORE DENTAL COUNCIL ELECTION 2018

## STEP-BY-STEP GUIDE ON THE ONLINE VOTING PROCESS

Please note the polling period is from **Wednesday, 4 April 2018 (8:00am) to Tuesday, 10 April 2018 (11:59pm)**.

### Log in to the PRS Portal

**Step 1** Please access the SDC website at [www.sdc.gov.sg](http://www.sdc.gov.sg) and log in with your SingPass and 2FA.

### Elections Page

**Step 2** When you have successfully logged in to the PRS portal, select the **“ELECTION”** menu on the left side of the page.



**Step 3** Select the **“Election Page”** option to view the candidates.



## View Candidates

**Step 4** On the Election Page, select “**View**” under the Action header to view the CVs of the candidates standing for election. (The “View” option will only be displayed after the start of polling. The “Vote” option will only be displayed during the election period).

The screenshot shows the 'Election Page' interface. On the left is a navigation menu with categories: Application, Administration, Supervisory, CPE, ELECTION (selected), and DECLARATION. Under ELECTION, '» Election Page' is highlighted. The main content area is titled 'Election Page' and contains a summary box with 'Election Title', 'No. of Vacancies', 'Voting Start Date', and 'Voting End Date'. Below this is a table with columns 'Voted?', 'Vote Ref Number', and 'Action'. The table has one row with 'No' in the 'Voted?' column and '-' in the 'Vote Ref Number' column. The 'Action' column contains links for 'View' and 'Vote'. Below the table is a 'Legend:' section.

**Step 5** Select the links to the CVs against each candidate’s name to view the respective CV.

The screenshot shows the 'LIST OF ELECTION CANDIDATES' interface. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'LIST OF ELECTION CANDIDATES' and contains a summary box with 'Election Title:', 'No. of Vacancies:', 'Voting Start Date:', and 'Voting End Date:'. Below this is a table with columns 'Candidate' and 'Candidate's CV'. The table has three rows: 'Candidate 1' with 'CV\_DCR1.pdf', 'Candidate 2' with 'CV\_DCR2.pdf', and 'Candidate 3' with 'CV\_DCR3.pdf'. Below the table is a section for 'Important Notes /Instructions:' and a 'Back' button.

## Cast your Vote

Please note the polling period is from **Wednesday, 4 April 2018 (8:00am) to Tuesday, 10 April 2018 (11:59pm)**.

**Step 6** Return to the Election Page and select “**Vote**” under the Action header.

You will be directed to the Voting Page.

Select your desired candidate(s) by checking the box next to the candidate’s name. As there are five vacancies, you may vote for up to five candidates.

If you do not wish to vote for any of the candidates, you are required to cast a **blank vote**. Do not check any of the boxes next to the candidates’ names.

Click “**Submit**” after you have made your selection.

The screenshot shows the 'Voting Page' interface. On the left is a navigation menu with categories: Application, Administration, Supervisory, CPE, ELECTION (selected), and DECLARATION. Under ELECTION, '» Election Page' is highlighted. The main content area is titled 'Voting Page' and contains the following information:

- Election Title:
- No. of Vacancies:
- Voting Start Date:
- Voting End Date:

Tick to Vote	Candidate	Candidate's CV
<input type="checkbox"/>	Candidate 1 (DCR1)	CV_DCR1.pdf
<input type="checkbox"/>	Candidate 2 (DCR2)	CV_DCR2.pdf
<input type="checkbox"/>	Candidate 3 (DCR3)	CV_DCR3.pdf

Below the table is the text 'Important Notes /Instructions:' and two buttons: 'Back' and 'Submit'.

**Step 7** Please check and click “**Confirm**” to submit your selection.

The screenshot shows the confirmation screen. On the left is the same navigation menu as in the previous screenshot. The main content area displays:

You have selected the following candidate(s):

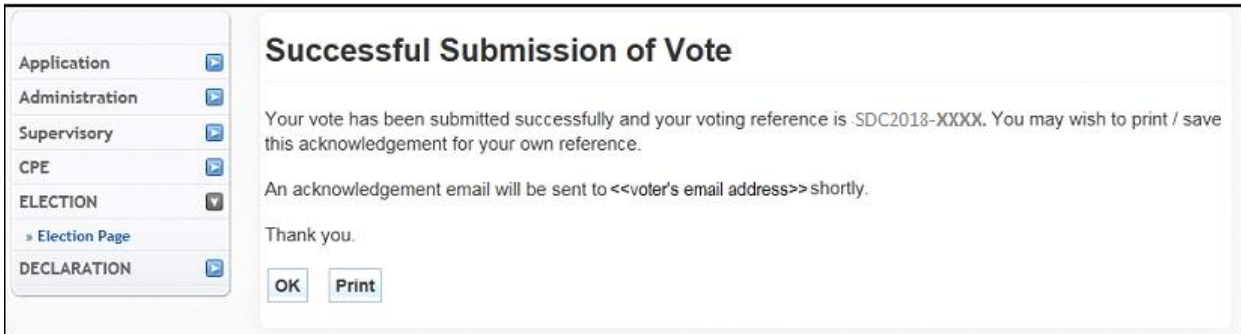
- 1) Candidate 1 (DCR1)
- 2) Candidate 2 (DCR2)

Please click "Confirm" to submit your vote. Once the vote is submitted, you will not be able to make further changes. Otherwise, click "Cancel" to re-select your candidates.

At the bottom are two buttons: 'Cancel' and 'Confirm'.

## **Acknowledgment**

**Step 8** Upon submission of your vote, you will be directed to an acknowledgment page. Take note of the voting reference for your retention and records as proof of voting.



**Successful Submission of Vote**

Your vote has been submitted successfully and your voting reference is SDC2018-XXXX. You may wish to print / save this acknowledgement for your own reference.

An acknowledgement email will be sent to <<voter's email address>> shortly.

Thank you.

## **Contact Us**

Please note the polling period is from **Wednesday, 4 April 2018 (8:00am) to Tuesday, 10 April 2018 (11:59pm)**.

If you require any clarification or assistance in voting, please email us at [enquiries@dentalcouncil.gov.sg](mailto:enquiries@dentalcouncil.gov.sg) or contact the staff at the SDC office:

Mr Shawn Chua  
Ms Yee Yoke Chun  
Ms Chen Ruobing  
Ms Norisah Ahmad  
Mr Ng Jie Jun

[shawn\\_chua@dentalcouncil.gov.sg](mailto:shawn_chua@dentalcouncil.gov.sg)  
[yee\\_yoke\\_chun@dentalcouncil.gov.sg](mailto:yee_yoke_chun@dentalcouncil.gov.sg)  
[chen\\_ruobing@dentalcouncil.gov.sg](mailto:chen_ruobing@dentalcouncil.gov.sg)  
[norisah\\_ahmad@dentalcouncil.gov.sg](mailto:norisah_ahmad@dentalcouncil.gov.sg)  
[ng\\_jie\\_jun@dentalcouncil.gov.sg](mailto:ng_jie_jun@dentalcouncil.gov.sg)