



SINGAPORE DENTAL COUNCIL

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

E-mail: enquiries@dentalcouncil.gov.sg

Tel: (65) 6355 2401 (Dentist Enquiries) Fax: 6253 3185

Unique Entity Number(UEN): T08GB0050C

SDC 8.4

15 September 2015

Dear Dentist

RENEWAL OF PRACTISING CERTIFICATE (PC) FROM 2016 TO 2017

Under Section 22 (1)¹ of the Dental Registration Act, all registered dentists are required to hold a valid Practising Certificate (PC) in order to practise Dentistry in Singapore.

A. CONTINUING PROFESSIONAL EDUCATION (CPE) AND BASIC CARDIAC LIFE SUPPORT (BCLS) REQUIREMENTS

You are required to attain your requisite CPE points for the renewal of your practising certificate (PC) by **30 September 2015**. You are also required to have a valid BCLS certificate before your renewal of PC which will expire on 31 December 2015.

B. ONLINE RENEWAL OF PRACTISING CERTIFICATE (PC)

Dentists who have attained the requisite CPE points for the renewal of PC and have a valid BCLS certificate are to submit their application for PC Renewal online. You may do so from 1 October 2015 to 31 December 2015. Please refer to Appendix A for instructions on "Renewal of PC online".

All dentists, regardless of mode of payment for PC fees, are required to login to the PRS to renew their PCs after they have met the necessary renewal requirements.

PC Fee

The fee for a two year PC (valid from 1 January 2016 to 31 December 2017) is \$600.00 and can be made online.

Payment by GIRO / Employer Paying on their Behalf

¹ **Prohibition of practice of dentistry**

22. —(1) Subject to sections 60 and 61, no person shall practise dentistry in Singapore unless he is a registered dentist and has a practising certificate in force.

For dentists who have opted to pay by GIRO and for dentists whom Employers will be paying on their behalf, please note that the Payment page will not be available and you will be directed to the Acknowledgement page after you have confirmed the declarations.

If you are on GIRO, the fees will be deducted from your bank account by 22 Oct 2015. Please ensure that there are sufficient funds in your bank account for the deduction.

Payment by e-payment

For dentists who are paying their PC fees through e-payment, a Payment page will be made available to facilitate this.



Late Payment Fee

In accordance with Section 17(10)² of the Dental Registration Act, you are required to renew your practising certificate not later than one month before the expiration. A penalty fee of \$75 will be imposed if payment is not received by 30 Nov 2015 and \$200 will be imposed if payment is not received after 31 Dec 2015.

Criteria for application of lower PC Fee

If you are currently doing exclusively volunteer work as a dentist, without any gratuity, you may apply to pay a lower fee of \$300 for two years. Please note that approval will be granted on a case-by-case basis.

C. OTHER INFORMATION

- Update of Residential/Practice Address and Email address
As per section 13(4)³ in Dental Registration Act, all dental professionals are reminded to update their residential/practice or email address with the Council, via online PRS, as soon as possible so that urgent information can be conveyed promptly.
- Maximum of TWO(2) registered practice addresses during Conditional Registration 
With effect from 1 Nov 2015, Conditional Registrants are only allowed to work in a maximum of two practice addresses when under Conditional Registration. This is to ensure patient safety and proper supervision of all conditional registered dentists, including those working in group practices.
- SingPass/CorpPass as default login 
All professional boards will be adopting the SingPass/CorpPass as authentication for accessing the Professional Registration System (PRS) from 2016. Please be informed that the use of DCR Number for accessing PRS will be decommissioned from 1 Apr 2016.

² **Practising certificate**

17. (5) Any registered dentist who applies for a practising certificate later than one month before the expiration of the practising certificate shall be liable to pay to the Council such late application fee as may be prescribed by the Council.
(10) For the purposes of subsection (5), the Council may prescribe different late application fees for applications made before, and applications made after, the expiration of the practising certificates.

³ **Registers**

13. (4) Every person whose name is entered in any of the registers shall inform the Registrar in writing of any change in his practice address or residential address within 28 days thereof, except that a person who makes a report of a change in his residential address under section 8 of the National Registration Act (Cap. 201) shall be deemed to have complied with this subsection on the date on which he makes the report.

(7) Any person who fails to comply with subsection (4) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000.

Thank you.

Yours sincerely,

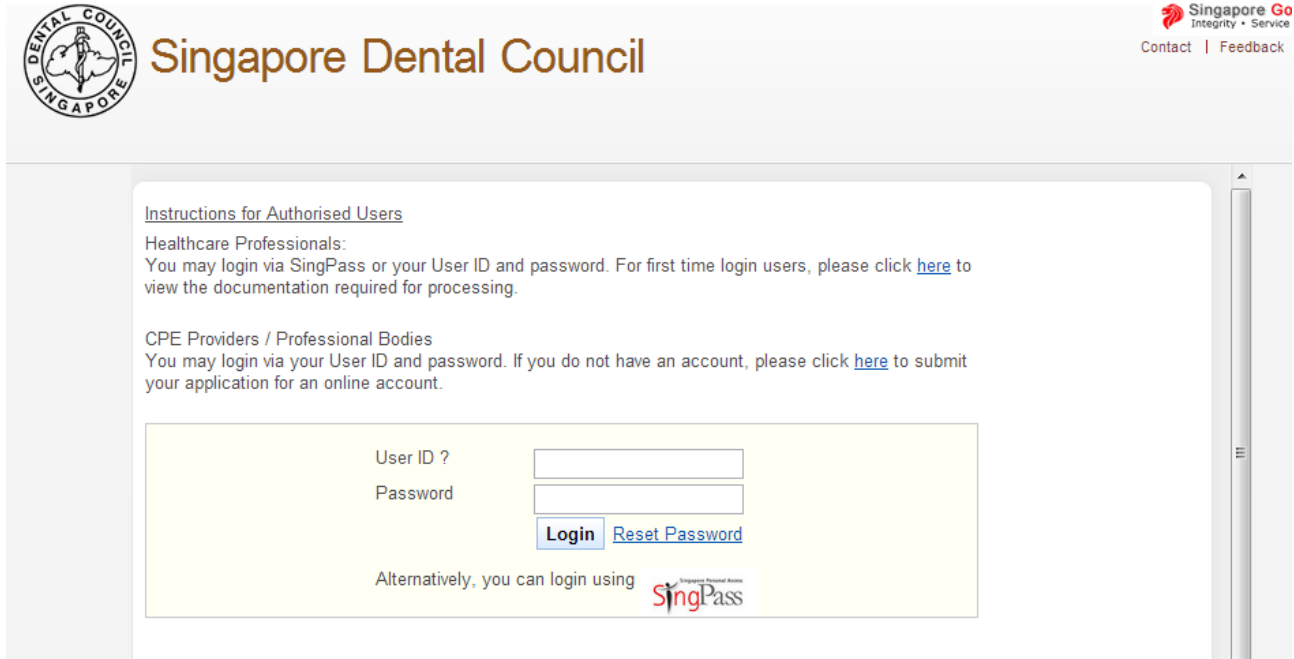
CLIN A/P PATRICK TSENG
REGISTRAR

(This is a computer-generated notice which requires no signature)

Appendix A

Instructions on Renewal of PC Online

1. Log into your SDC account (<https://prs.moh.gov.sg/prs/internet/common/internet.action?hpe=SDC>)



The screenshot shows the Singapore Dental Council (SDC) website. The header includes the SDC logo on the left and the text "Singapore Dental Council" in the center. On the right, there is a "Singapore Go" logo with the tagline "Integrity • Service" and links for "Contact" and "Feedback".

The main content area is titled "Instructions for Authorised Users". It contains two sections:

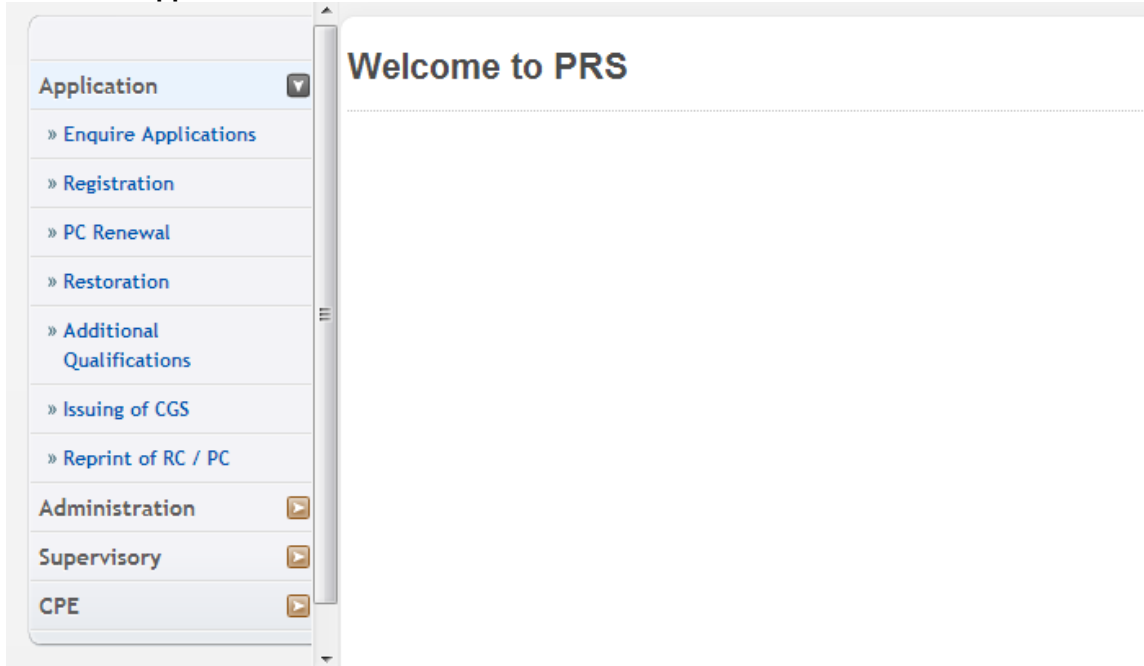
- Healthcare Professionals:** You may login via SingPass or your User ID and password. For first time login users, please click [here](#) to view the documentation required for processing.
- CPE Providers / Professional Bodies:** You may login via your User ID and password. If you do not have an account, please click [here](#) to submit your application for an online account.

Below the instructions is a login form with the following fields and buttons:

- User ID ?
- Password
- [Login](#) [Reset Password](#)

Below the form, it says "Alternatively, you can login using" followed by the SingPass logo.

2. Click on **Application – PC Renewal**



The screenshot shows the PRS website. On the left is a navigation menu with the following items:

- Application (selected)
- » Enquire Applications
- » Registration
- » PC Renewal
- » Restoration
- » Additional Qualifications
- » Issuing of CGS
- » Reprint of RC / PC
- Administration
- Supervisory
- CPE

The main content area displays "Welcome to PRS" with a dotted line below it.

PC Renewal

Click [here](#) for important Instructions for applying renewal online.

PC Renewal Details

Current PC Type		-
Renewal Criteria	Status	
CPE/Patient Care points	Waived	
Election	Met Requirement	
BCLS Certification	-	

Personal Particulars

Identification Type	NRIC
Identification No.	S5373534G
Full Name as shown in NRIC/FIN/Passport	Jerry Chan
Salutation	Prof
Surname / Family Name	Chan
Preferred Order of Name	Jerry Chan
Name in Chinese Character	-
Nationality	ALBANIAN
Marital Status	Cohabitated
Religion	Christianity
Year Obtained Citizenship	-
Other Nationality	AFGHAN
Residential Status (for non-Singapore Citizen)	Singapore Permanent Resident
Year Permanent Resident Obtained	2000

The first page will have the following sections:

- PC Renewal Details: This section will display whether you satisfy the renewal requirements.
- Personal Particulars: This section will display your last known personal particulars as stored in PRS.
- Employment Details: This section will display your last known Employment Details as stored in PRS.

To proceed to the Application Form page:

- Recommended: Click on the [\[here\]](#) link to download and read the instructions for submitting a PC Renewal and Off-Register application.
- Indicate that the information is correct.
- Click on the [\[Proceed\]](#) button.

If the inputs all pass the required validation checks, the Application Form page will be displayed as follows.

PC Renewal - Update Particulars **Form** Declarations Confirmation Payment Acknowledgement

Renewal

Click [here](#) for important Instructions for applying renewal online.

PC Renewal Details

*PC Type Full-fee (2 years) Full-fee (1 year) Lower-fee (2 years) Lower-fee (1 year)

S/N	Practising Certificate	Expiry Date	Payment Due Date	*Renew?
1	Dentist	31/12/2012	30/11/2012	<input type="checkbox"/>

*Send PC by Normal Mail Registered Mail Self-Collection

Upload Documents

Note:

- File must be in JPEG (.jpg or .jpeg), PDF (.pdf)
- Each file size must not exceed 1 MB
- For Photograph, the dimensions must be 400 by 514 pixels

Mandatory Documents

Document Title Photograph

*File

Additional Documents

Document Title --Select Here--

File

Documents Added		
Document ABC	Replace	Delete

To proceed to the Declarations page:

- Indicate your preferred collection method.
 - Important: If “Registered Mail” is selected, please note that an additional \$10 will be chargeable.
- You may ignore “Upload Mandatory Documents, in specific, Photograph”.
- Upload any additional documents that you will require to support your application.
- Tip: You may click on the links on top to return to the previous pages to make changes, if necessary.
- Click on the **[Save]** button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. **Error! Reference source not found.** for more information.
- Click on the **[Proceed]** button.

If the inputs all pass the required validation checks, the declaration page will be displayed as follows.

Restoration of Registration

Note: All fields are mandatory.

Declarations by Applicant

Please answer all questions. If you have answered "Yes" to any of the questions, please provide full details in a separate document and upload supporting documents where applicable.

1. Have you ever been convicted, or been the subject of an inquiry or an investigation by any professional body, licensing, health authority or the police in Singapore or elsewhere, the subject matter of which may form the basis of professional misconduct or any improper conduct which may bring disrepute to the dental profession?
 Yes No
2. Have you ever been the subject of an inquiry or proceedings by a professional body, Health Authority or court of law in Singapore or elsewhere, involving or relating to any physical or mental illness suffered by you?
 Yes No
3. Have you ever suffered or are you suffering from any physical or mental illness, which impairs your fitness to practise as a dental practitioner or even if your fitness to practise is not impaired, it will still require conditions being imposed on your registration or alternatively, prevents you from practising as a dental practitioner without any restriction?
 Yes No
4. Have you ever suffered from Hepatitis B or other infectious diseases?
 Yes No
5. Have you, at any time before the submission of this application, ever been convicted in a court of law in Singapore or elsewhere of any offence?
 Yes No

- I declare that the particulars stated in this application are complete and the documents attached are true and authentic, and the information contained herein remains unchanged to date. To the best of my knowledge and belief, I have not withheld any material fact
- I acknowledge that the Singapore Dental Council reserves all rights to withhold and/or to terminate my registration and/or take any action it deems fit, if any of the above information or documents tendered is found subsequently to be false. I am also aware that it is a criminal offence to make any false statements, to provide any false information and/or document(s) to the Singapore Dental Council. I also understand and give my consent for the Singapore Dental Council to make any enquiries or obtain any information & documents that it deems appropriate to establish my fitness to practise.

Save

Proceed

To proceed to the Confirmation page:

- Indicate your answer for all the questions and make your declarations.
- Tip: You may click on the links on top to return to the previous pages to make changes, if necessary.
- Click on the **[Save]** button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to **Error! Reference source not found.Error! Reference source not found.** for more information.
- Click on the **[Proceed]** button.

If the inputs pass the required validation checks, the Confirmation page will be displayed. The details that you have submitted for your PC Renewal application will be displayed.

PC Renewal

PC Renewal Details

*PC Type Full-fee (2 years) - Dentist
 *Send PC by Self-Collection

Renewals Requested

S/N	Practising Certificate	Current Expiry Date	Payment Due Date
1	Dentist	31/12/2011	15/12/2011

Attached Documents

[Recent Color Photograph against White Background](#)

Declaration

- Have you ever been convicted, or been the subject of an inquiry or an investigation by any professional body, licensing, health authority or the police in Singapore or elsewhere, the subject matter of which may form the basis of professional misconduct or any improper conduct which may bring disrepute to the dental profession?
 No
 -
- Have you ever been the subject of an inquiry or proceedings by a professional body, Health Authority or court of law in Singapore or elsewhere, involving or relating to any physical or mental illness suffered by you?
 No
 -
- Have you ever suffered or are you suffering from any physical or mental illness, which impairs your fitness to practise as a dental practitioner or even if your fitness to practise is not impaired, it will still require conditions being imposed on your registration or alternatively, prevents you from practising as a dental practitioner without any restriction?
 No
 -
- Have you ever suffered from Hepatitis B or other infectious diseases?
 No
 -
- Have you, at any time before the submission of this application, ever been convicted in a court of law in Singapore or elsewhere of any offence?
 No
 -

- I declare that the particulars stated in this application are complete and the documents attached are true and authentic, and the information contained herein remains unchanged to date. To the best of my knowledge and belief, I have not withheld any material fact.
- I acknowledge that the Singapore Dental Council reserves all rights to withhold and/or to terminate my registration and/or take any action it deems fit, if any of the above information or documents tendered is found subsequently to be false. I am also aware that it is a criminal offence to make any false statements, to provide any false information and/or document(s) to the Singapore Dental Council. I also understand and give my consent for the Singapore Dental Council to make any enquiries or obtain any information & documents that it deems appropriate to establish my fitness to practise.

Confirm

To proceed to the Payment page:

- Tip: You may click on the links on top to return to the previous pages to make changes, if necessary.
- Click on the **[Confirm]** button.

If the inputs all pass the required validation checks, the payment page will be displayed.

PC Renewal - Update Particulars Form Declarations Confirmation **Payment** Acknowledgement

PC Renewal

Please kindly note that the following fee(s) is/are non-refundable
If you encounter any problems making payment, please try again later. Your application will be saved as Draft in the Enquire Applications.

Fee Type	Unit Price (SGD)	Quantity	Amount Due (SGD)
Application Fee of Full-fee (2 years) - Dentist	600.00	1	600.00

Proceed

To proceed to the Acknowledgement page:

- Tick **Employer Pay on Behalf** if you have the necessary arrangements made with your employer.
- Click on the **[Proceed]** button.

If your employer is not paying on your behalf, the BillCollect payment interface will be displayed. Follow the on screen instructions to make payment. Once payment is completed, the acknowledgement page will be displayed.

PC Renewal - Update Particulars Form Declarations Confirmation Payment **Acknowledgement**

PC Renewal

Please be informed that your renewal request has been submitted to Singapore Dental Council on 16/04/2013. Please print / save a copy of this acknowledgement for your reference.

Your application no. is:
SDC-20130416-0006-PCR

You may check the status of your application online using the same User ID and password. For any query, please email to enquiries@dentalcouncil.gov.sg and quote the above application

[Rate this service](#)

Print

- (Optional): Click on the **[email]** link to email the SDC for any queries, if any.
- Recommended: Click on **[Print]** button to print out a copy of the acknowledgement page.