



SINGAPORE DENTAL COUNCIL

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31 July 2019

TO: REGISTERED DENTISTS

RENEWAL OF PRACTISING CERTIFICATE FOR PERIOD 2020 TO 2021

Pursuant to Section 22(1)¹ of the DENTAL REGISTRATION ACT (Cap 76) [DRA], no person shall practise dentistry in Singapore unless he is a registered dentist and has in force a valid practising certificate (PC).

2 The Singapore Dental Council (Council) would like to remind you that your current PC is due to expire on 31 December 2019. As per section 17(5)² of the DRA (Cap 76), you are required to apply for renewal of PC not later than one month before expiration.

3 Before you apply for renewal of PC via the Professional Registration System (PRS) at <http://www.healthprofessionals.gov.sg/sdc>, do take note of the following:

I. UPDATE OF PRACTICE OR RESIDENTIAL ADDRESS AND ALL OTHER RELEVANT INFORMATION

Pursuant to sections 13(7)³ and 13(4)⁴ of the DRA (Cap 76), you are required to inform Council and update any change in primary/ secondary places of practice and residential address. You must also update your email and contact number(s) so that urgent information can be conveyed to you readily.

¹ Prohibition of practice of dentistry

DRA s22. — (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.

² Practising certificate

DRA s17. — (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.

³ Section 13(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.

⁴ Section 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.

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

Pursuant to the THIRD SCHEDULE of the DENTAL REGISTRATION REGULATIONS (Cap 76) [DRR], you must ensure that you have attained the requisite CPE points based on your current registration status (i.e. general dentist, specialist, dentist renewing PC for the first time, etc.) **before 30 September 2019**. You can refer to the THIRD SCHEDULE at <http://www.healthprofessionals.gov.sg/sdc> under Publications.

You must also submit a copy of your valid BCLS certificate **before 30 September 2019** via PRS. Dentists who are 60 years old and above are only required to submit BCLS (theory).

III. OUSTANDING FINES

Ensure all “outstanding fines” due to Council are fully paid up prior to your PC renewal application.

IV. ONLINE RENEWAL OF PRACTISING CERTIFICATE

The PC renewal exercise will **commence from 01 October 2019 at 0000 hrs and close on 31 December 2019 at 2359 hrs**. You will receive your PC card between December 2019 to early January 2020. You must inform Council **by 15 January 2020** if you do not receive your PC card. Please refer to Annex A for the step-by-step instructions on “Renewal of PC”.

V. PRACTISING CERTIFICATE RENEWAL FEE

The fee for a two-year PC (valid from 1 January 2020 to 31 December 2021) is \$600.00⁵. Please note that:

- i. A penalty fee of \$75 will be imposed if payment is **not received by 30 November 2019**⁶, and
- ii. A penalty fee of \$200 will be imposed if payment is **not received by 31 December 2019, i.e. after the expiry of the practising certificate**⁷.

No appeal for wavier of penalty fee will be considered.

⁵ Dental Registration Regulations 15F

⁶ Dental Registration Regulations 15G(1)(a)

⁷ Dental Registration Regulations 15G(1)(b)

VI. MODE OF PAYMENT

i. CESSATION OF CASH AND CHEQUE COLLECTION

Council has stopped collecting cash and cheque payment for PC renewal.

ii. DIGITAL - PAYMENT

You will be automatically prompted to make e-payment (credit/ debit card) during the online application unless you have an existing GIRO arrangement with Council. To support the Digital Government initiative, Council would like to encourage all dentists who are on GIRO to switch to e-payment for a more efficient and hassle-free payment with immediate confirmatory process and experience. Please email enquiries@dentalcouncil.gov.sg with the subject header "**I would like to switch to e-payment**" and indicate your full name and DCR number in the email **by 31 August 2019**. You will receive a confirmatory note of your successful switch in approximately 3 working days.

iii. PAYMENT BY GIRO

If you are continuing with GIRO, you must submit your application for renewal online **by 20 October 2019**. 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. Please ensure that there are sufficient funds in your bank account for timely deduction.

iv. EMPLOYER PAYING ON BEHALF (EPOB)

If your employer is paying your PC renewal fee on your behalf, you are required to submit your application for renewal of PC online **by 31 October 2019**. 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.

4 We look forward to receiving your early renewal of PC.

Thank you.

Yours sincerely,



DR CHNG CHAI KIAT
REGISTRAR / SDC

Instructions: Renewal of PC via Professional Registration System (PRS)

Step 1: Login to your PRS account via SingPass at <http://www.healthprofessionals.gov.sg/sdc> under “Login Registered Users”.

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SingPass

Singapore Government
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Received your PIN mailer yet? Use it to activate your 2FA!
From 5 July 2016, you'll need 2FA to view your CPF statements, file taxes etc. To get a new PIN mailer, SMS: **Resend pin mailer**<space>**NRIC**<space>**Postal Code** to 78111. E.g. Resend pin mailer S1234567A 098765

Security Advisory

Use strong passwords that are alphanumeric and contain 8-24 characters
Change your passwords regularly
Get tips from the *GoSafeOnline* website on how to protect yourself against cyber threats

Login

SingPass ID Password

Forgot SingPass ID or Password?

Don't have a SingPass ID? [Register Now](#)

Received an SMS about 2FA auto-registration? [Find Out More](#)

Step 2: Upon successful login to your PRS account, click on Application → “PC Renewal”.

Welcome to PRS

Application

- » Enquire Applications
- » Registration
- » PC Renewal/Application
- » Restoration
- » Additional Qualifications
- » Issuing of CGS
- » Reprint of RC / PC

Step 3: Check your particulars.

- If your particulars are incorrect, please proceed to Administration – “Update Particulars” to submit an application for “Update Particulars”. Please note that your updates will not be reflected immediately. **You may proceed with the “PC Renewal” application as long as you have submitted an application for “Update Particulars”;**
- If your particulars are correct, please click “Proceed”.

The screenshot shows a web application interface for PC Renewal/Update Particulars. On the left is a navigation menu with options like Registration, Accreditation, Specialist / FP Registration, PC Renewal/Application, Restoration, Additional Qualifications, Issuing of CGS, Reprint of RC / PC, Administration, Supervisory, and CPE. The main content area has a breadcrumb trail: PC Renewal/Application - Update Particulars > Form > Declarations > Confirmation > Payment > Acknowledgement. Below this is the title 'PC Renewal/Application' and a link to instructions. A table shows 'Current PC Type' as 'Practising Certificate Fee for 2 years - OHT'. Another table lists 'Renewal Criteria' (CPE) and 'Status' (Met Requirement). A 'Personal Particulars' section displays fields for Identification Type (NRIC), Identification No. (redacted), Full Name (MARGARET), Salutation (Ms), Surname (MARGARET), and Preferred Order of Name (MARGARET).

Renewal Criteria	Status
CPE	Met Requirement

Personal Particulars	
Identification Type	NRIC
Identification No.	[REDACTED]
Full Name as shown in NRIC/FIN/Passport	MARGARET
Salutation	Ms
Surname / Family Name	MARGARET
Preferred Order of Name	MARGARET

Step 4: Select Full-Fee (2 Year PC), Click “Renew” and Select Delivery of PC method (Normal or Registered Mail).

Please note:

- An additional \$10 will be chargeable for Registered Mail;
- Self-collection is no longer available; if you have selected self-collection, your PC will be sent through Normal Mail instead;
- Uploading of document is not mandatory, you may ignore the “Upload Mandatory Documents” Section.

» Registration
 » Accreditation
 » Specialist / FP Registration
 » PC Renewal/Application
 » Restoration
 » Additional Qualifications
 » Issuing of CGS
 » Reprint of RC / PC
 Administration
 Supervisory
 CPE

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

PC Renewal/Application

PC Renewal/Application Details

*PC Type Practising Certificate Fee for 2 years - OHT

S/N	Practising Certificate	Expiry Date	Payment Due Date	*Renew?
1	Dental Therapist	31/10/2014	29/09/2014	<input checked="" type="checkbox"/>

*Send PC by Normal Mail Registered Mail Self-Collection

Note:

- File must be in JPEG (.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 3MB

Additional Documents

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	<input type="button" value="Replace"/>	<input type="button" value="Delete"/>
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Step 5: Continue to fill up the Declaration Form online, click “Proceed”.

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 at the “Documents” tab, where applicable.

1	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?
	<input type="radio"/> No <input type="radio"/> Yes
2	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?
	<input type="radio"/> No <input type="radio"/> Yes
3	Have you ever suffered from Hepatitis B or other infectious diseases?
	<input type="radio"/> No <input type="radio"/> Yes
4	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?
	<input type="radio"/> No <input type="radio"/> Yes
5	Have you ever been or are you currently the subject of an inquiry or an investigation by any professional body, licensing, health authority or the police in Singapore or elsewhere?
	<input type="radio"/> No <input type="radio"/> Yes
6	Have you been involved in an allegation of professional misconduct or any improper conduct which brings disrepute to the dental profession?
	<input type="radio"/> No <input type="radio"/> Yes
7	If you are performing Exposure Prone Procedures (EPP) (Annexes), it is MOH's policy that you should know your BBD status due to the risk of transmission during such procedures. All healthcare workers who have been diagnosed with BBD should declare their status to their respective Professional Boards/ Councils. Healthcare workers with BBD should not perform EPP.
	a) Are you practising any exposure prone procedures (Exposure Prone Procedures (EPP))?
	<input type="radio"/> No <input type="radio"/> Yes
	b) Are you aware that you are a carrier of any blood-borne diseases (BBD) such as Hep B, Hep C or HIV?
	<input type="radio"/> No <input type="radio"/> Yes
<input type="checkbox"/>	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.
<input type="checkbox"/>	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 as Draft Proceed

Step 6: Confirm the information entered.

<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.
<input type="button" value="Confirm"/>	

Step 7: Proceed to make payment online.

Please note:

- Payment will not be prompted if you are under GIRO or EPOB;
- Cash and cheque payment will not be accepted

You will receive an automated email from PRS if you have submitted your PC renewal application successfully. **Please take note of your application number for future references**. You will receive your PC card between December 2019 to early January 2020. You must inform Council **by 15 January 2020** if you do not receive your PC card.