SDC Circular No. 4/2019

Ref: SDC 8:4

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](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. OUTSTANDING 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 $600.00. Please note that:

i. A penalty fee of $75 will be imposed if payment is not received by 30 November 2019, 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.

No appeal for penalty fee will be considered.

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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,

[Signature]

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](http://www.healthprofessionals.gov.sg/sdc) under “Login Registered Users”.

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

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Annex A
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”. 
**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.
Step 5: Continue to fill up the Declaration Form online, click “Proceed”.

Step 6: Confirm the information entered.
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.