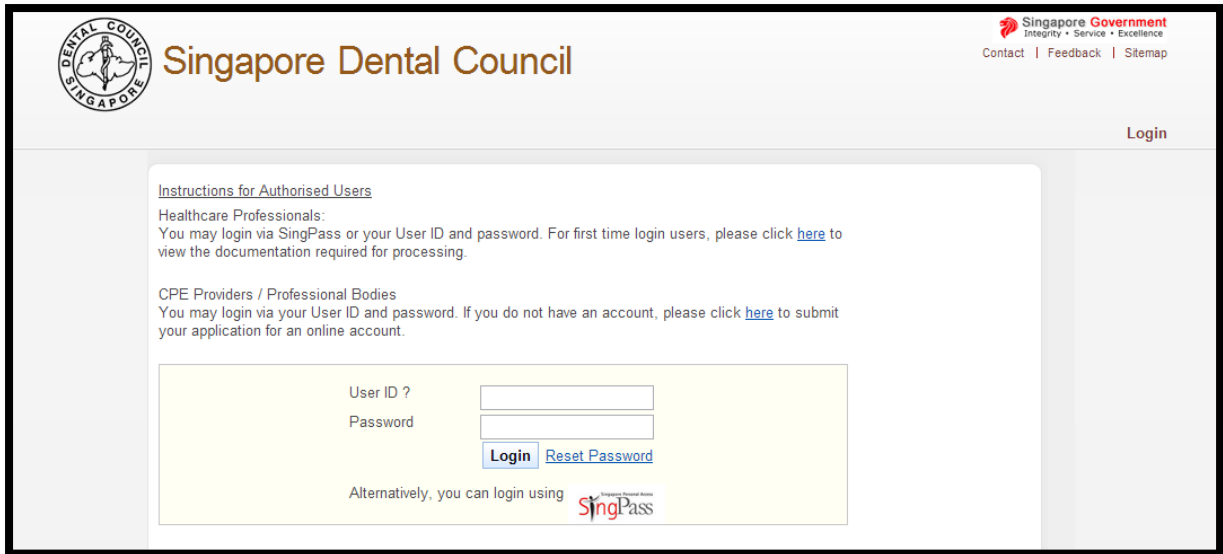
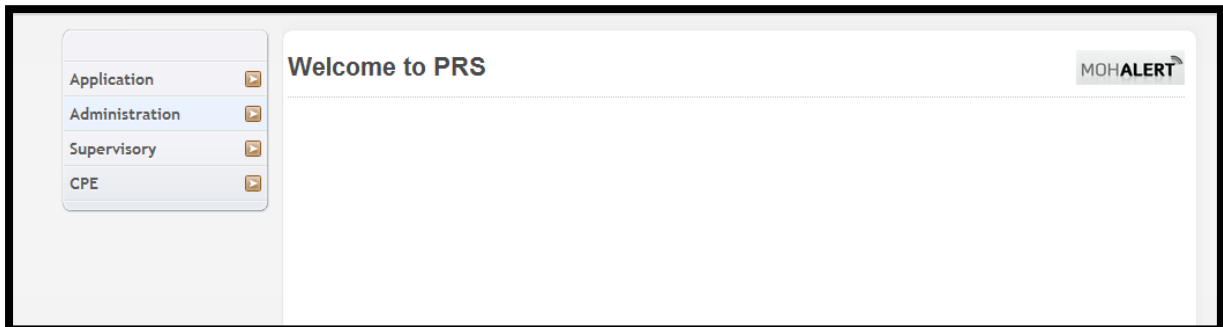


1. Log into your SDC account as a registered user: [www.sdc.gov.sg](http://www.sdc.gov.sg)



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 "Singapore Government Integrity • Service • Excellence" with links for "Contact", "Feedback", and "Sitemap". A "Login" link is in the top right. The main content area has "Instructions for Authorised Users" for Healthcare Professionals and CPE Providers. Below this is a login form with fields for "User ID ?" and "Password", and buttons for "Login" and "Reset Password". An alternative login option for SingPass is also shown.

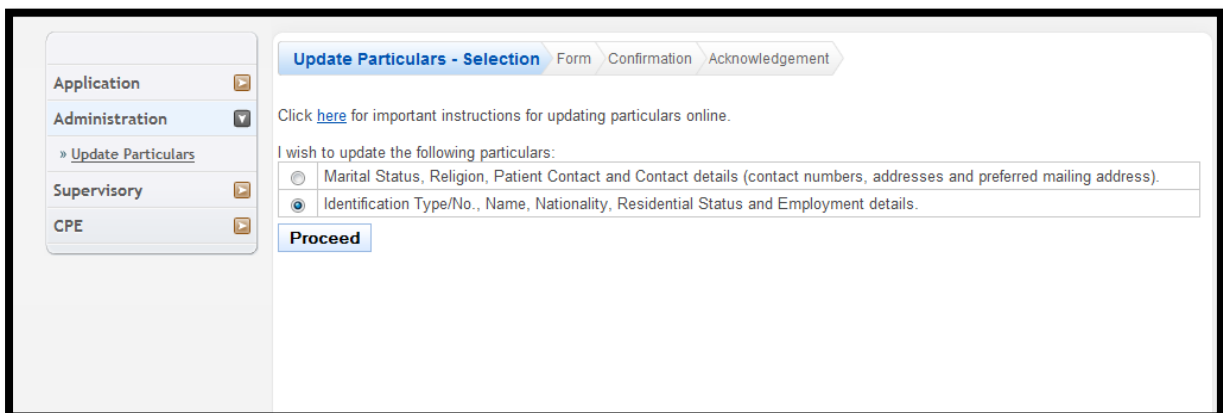
2. Upon Successful login to your SDC account, click on Administration-Update Particulars



The screenshot shows the PRS dashboard. On the left is a navigation menu with "Application", "Administration", "Supervisory", and "CPE". The "Administration" menu item is selected. The main content area displays "Welcome to PRS" and a "MOHALERT" notification icon.

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 has "Administration" selected, and "Update Particulars" is highlighted. The main content area has a breadcrumb trail: "Update Particulars - Selection" > "Form" > "Confirmation" > "Acknowledgement". It includes a link to instructions, a section for selecting updates with radio buttons, and a "Proceed" button.

4. To update employment details and practice details, please note the following:

- For change of employment, please put an end date for current employment and practice place, click “Proceed” and “Confirm” to complete the update.

Current Employment Details	
*Activity Status	Working Full-time in Singapore
Appointment	Others
	If others, please specify Others (6/150)
*Appointment Effective Date	28/09/2004
*Name of Institution/ Organisation	Tan Hee Hon Prosthodontics and Orafacial Pain Clinic, 3, Mount Eli 3, Mount Elizabeth #06-10 Mt Elizabeth Medical Centre Singapore 228510
Nature of Work	Dentist in group practice
Department/ Division	
*Date Joined	14/03/2003
Date Left	03/01/2014

Principal Practice Place	
*Appointment	Others
	If others, please specify Others (6/150)
*Name of Institution / Organisation	Others
	If others, please specify Others (6/255)
	Postal Code
	Block/House No.
	Level - Unit No.
	Street Name
	Building Name
Nature of Work	--Select Here--
Department / Division	
Date Joined	23/04/2012
Date Left	03/01/2014



- After completion of the “Date Left”, click on Update Particulars once again to submit for the current employer

**Current Employer (Have already joined the next practice)**

- Overwrite the current employment and Practice place information.
- Click “Proceed” and “Confirm” to complete the update.

Current Employment Details	
*Activity Status	Working Full-time in Singapore
Appointment	Dental Associate
*Appointment Effective Date	03/02/2014
*Name of Institution/ Organisation	National University Hospital, 5, Lower Kent Ridge Rd 5, Lower Kent Ridge Rd National University Hospital Singapore 119074
Nature of Work	Dentist in group practice
Department/ Division	
*Date Joined	03/02/2014
Date Left	dd/mm/yyyy

Principal Practice Place	
*Appointment	Dental Associate
*Name of Institution / Organisation	National University Hospital, 5, Lower Kent Ridge Rd 5, Lower Kent Ridge Rd National University Hospital Singapore 119074
Nature of Work	--Select Here--
Department / Division	
Date Joined	03/02/2014
Date Left	dd/mm/yyyy

### Proposed Employer (Have yet to join the next practice)

- Update Proposed Employment Details and overwrite Principle Place of Practice
- Click “Proceed” and “Confirm” to complete the update.

Proposed Employment Details	
*Activity Status	Working Full-time in Singapore
Appointment	Dental Associate
Appointment Effective Date	03/02/2014
Name of Institution/ Organisation	National University Hospital, 5, Lower Kent Ridge Rd 5, Lower Kent Ridge Rd National University Hospital Singapore 119074
Nature of Work	--Select Here--
Department/ Division	
Date Joined	03/02/2014
Date Left	dd/mm/yyyy

Principal Practice Place	
*Appointment	Dental Associate
*Name of Institution / Organisation	National University Hospital, 5, Lower Kent Ridge Rd 5, Lower Kent Ridge Rd National University Hospital Singapore 119074
Nature of Work	--Select Here--
Department / Division	
Date Joined	03/02/2014
Date Left	dd/mm/yyyy

Important:

For Dentists under **Conditional and Temporary Registration ONLY**, please attach a copy of your employment letter in the online application.