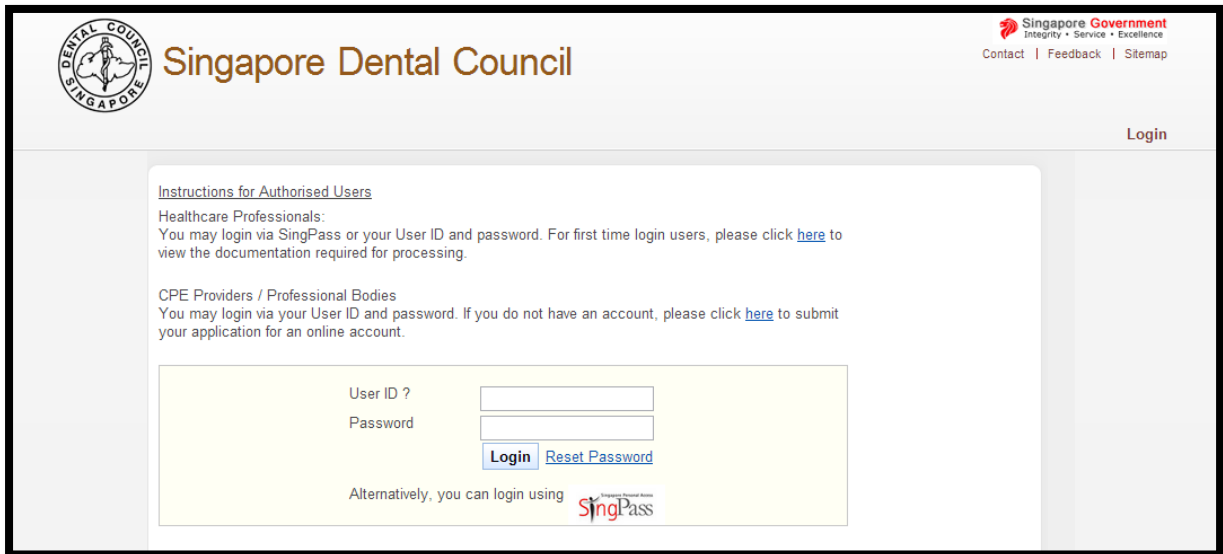


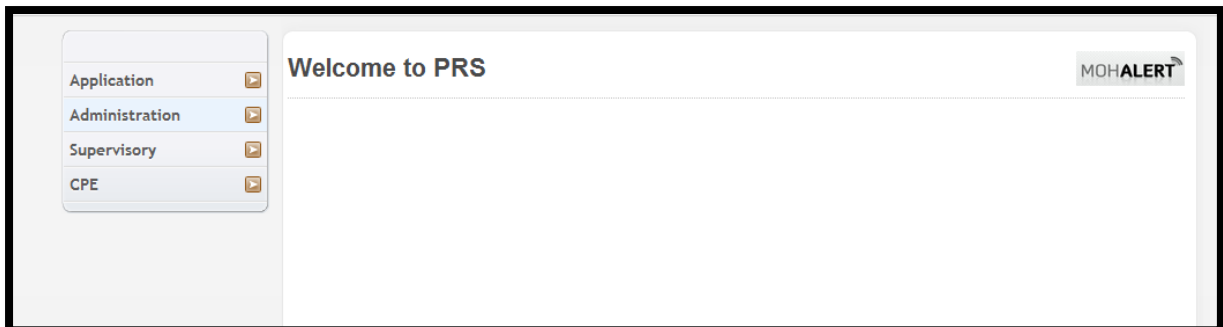
## UPDATE OF EMPLOYMENT AND PRACTICE PLACE VIA SDC ONLINE

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 website's login page. At the top left is the SDC logo. The main header reads "Singapore Dental Council". On the top right, there is a "Singapore Government" logo with the tagline "Integrity • Service • Excellence" and links for "Contact", "Feedback", and "Sitemap". A "Login" link is positioned on the right side of the page. The central content area contains "Instructions for Authorised Users" for Healthcare Professionals and CPE Providers. Below the instructions is a login form with fields for "User ID ?" and "Password", and buttons for "Login" and "Reset Password". An alternative login option using "SingPass" is also provided.

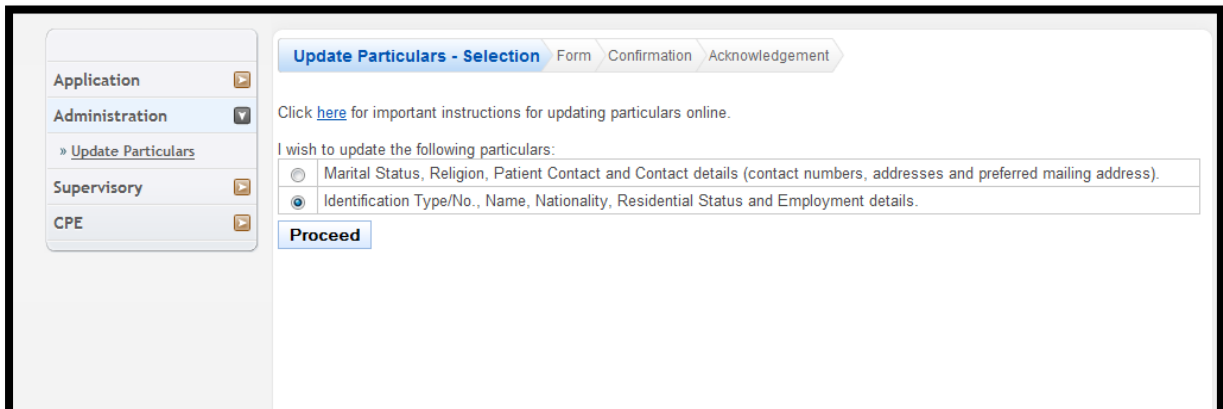
2. Upon Successful login to your SDC account, click on Administration-Update Particulars



The screenshot shows the PRS (Professional Register System) dashboard. On the left is a navigation menu with options: "Application", "Administration", "Supervisory", and "CPE". The "Administration" option 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" form. The left navigation menu is visible, with "Administration" selected and "Update Particulars" highlighted. The main form area has a breadcrumb trail: "Update Particulars - Selection" > "Form" > "Confirmation" > "Acknowledgement". It includes a link to "Click here for important instructions for updating particulars online." Below this, there is a section "I wish to update the following particulars:" with two radio button options: "Marital Status, Religion, Patient Contact and Contact details (contact numbers, addresses and preferred mailing address)." and "Identification Type/No., Name, Nationality, Residential Status and Employment details." A "Proceed" button is located at the bottom of the form.

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 OHTs on Part II of the register, please attach a copy of your employment letter in the online application.**