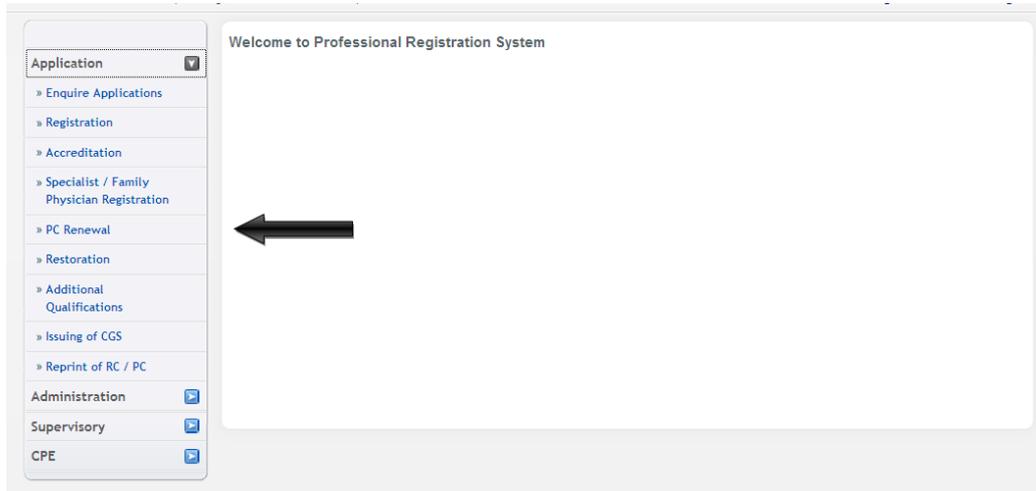


PC Renewal

* Ensure pop-up blockers are disabled in web browser; Java must be installed and enabled.*

1) After logging in, click on the [\[PC Renewal\]](#) link.



2) If you are eligible for PC Renewal, the first page of the PC Renewal application process will be displayed. Please review the Personal Particulars section and the Employment Details section.

PC Renewal - Update Particulars Form Declarations Confirmation Payment Acknowledgement

Renewal

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

PC Renewal Details

Current PC	Full-fee (2 years)		
Renewal Criteria	Requirement	Achievement	Status
CPE/Patient Care points	x pts	y pts	Met Requirement

Personal Particulars

Identification Type	NRIC
Identification No.	S1234567A
Full Name as shown in NRIC/FIN/Passport	Linda Tan
Salutation	Dr
Surname / Family Name	Tan
Preferred Order of Name	Linda Tan
Name in Chinese Character	NIL
Nationality	Singapore Citizen
Marital Status	Single
Religion	Buddhist
Year Obtained Citizenship (yyyy)	N.A.
Other Nationality	NIL
Residential Status (for non-Singapore Citizen)	N.A.
Year PR Obtained	N.A.
Year EP Obtained	N.A.
Year WP Obtained	N.A.
Preferred Email Address	linda@yahoo.com.sg
Alternate Email Address	NIL
Home Telephone No.	+65 12345678
Office Telephone No.	NIL
Mobile No.	+65 23456789
Residential Address in Singapore (As in NRIC)	Blk 123 ABC Road Singapore 123456.
Other Singapore Residential Address	NIL
Foreign Address	NIL
Preferred Mailing Address	Residential Address in Singapore (As in NRIC)
Patient Contact (For Medical Doctors only)	Yes

3) 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.

Activity Status	Working Full-time in Singapore
Appointment	Pharmacist
Name of Institution / Organisation	NHG Pharmacy - National Healthcare Group Pharmacy 11 Lorong 3 Toa Payoh #03-22-24 Block B Jackson Square Singapore 319579
Nature of Work	Primary Health Care
Department / Division	-
Date Joined	11/06/2012
Date Left	-

4) To proceed to the Application Form page:

- Indicate that the information is correct.
- Click on the **[Proceed]** button.

*I declare that all the above information is true and correct: No Yes

5) If the information are outdated, please indicate “No” and click on the **[Proceed]** button to access the “Update Particulars” function:

- Please attach a colour copy of your Identification Certificate / Passport if there is any change in Nationality / Residential Status.
- Please attach supporting documents for any additional qualifications.
- Please ensure that your preferred mailing address is correct.
- Allow 5-7 working days for the updates to be processed and updated in your records.
- Once you have submitted your update particulars application successfully, you may proceed with the PC renewal application (i.e. indicate “Yes” and proceed)

Update Particulars - Selection Form Confirmation Acknowledgement

Click [here](#) for important instructions for updating particulars online.

I wish to update the following particulars:

<input type="radio"/>	Marital Status, Religion, Patient Contact and Contact details (contact numbers, addresses and preferred mailing address).
<input type="radio"/>	Identification Type/No., Name, Nationality, Residential Status and Employment details.

6) To proceed to the Declarations page:

- Select the **PC Type**.
- Indicate your preferred collection method.
 - ❖ **Please note that if “Registered Mail” or “Self Collection” is selected, the PC will still be sent by normal mail.**
 - ❖ **For pharmacist whose PC fee is paid by the institution, the PC will be sent to the institution, regardless of option selected.**
- Check the “Renew?” box.
- Upload any additional documents that you will require to support your application.
- Click on the **[Save]** button to save this application as a draft. You can retrieve the draft later on from Enquire Applications.
- Click on the **[Proceed]** button.

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

PC Renewal

PC Renewal Details

*PC Type Full-fee (2 years)

S/N	Practising Certificate	Expiry Date	Payment Due Date	*Renew?
1	Pharmacist	31/03/2013	28/02/2013	<input 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 1MB

Additional Documents

Document Title --Select Here--

File

Documents Attached

No document attached.

7) To proceed to the Confirmation page:

- Indicate your answer for all the questions and make your declarations.

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

Renewal

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 and upload supporting documents where applicable.

1. Have you ever suffered or are you suffering from any physical or mental illness which may impair your fitness to practise as a pharmacist? If your answer is yes, please provide more information.
 Yes No
2. Have you ever consulted a psychiatrist or are you currently undergoing treatment for psychiatric ailment? If your answer is yes, please provide more information.
 Yes No
3. Have you ever been the subject of an inquiry or proceedings by a professional body, licensing, health authority or the police in Singapore or elsewhere? If your answer is yes, please provide more information.
 Yes No
4. Has your registration application or renewal as a pharmacist outside Singapore (if applicable) been rejected, refused or otherwise requiring an appeal process? If your answer is yes, please provide more information. If your answer is yes, please provide more information.
 Yes No
5. Has your registration application or renewal as a pharmacist outside Singapore (if applicable) been rejected, refused or otherwise requiring an appeal process? If your answer is yes, please provide more information.
 Yes No

I declare that the particulars stated in this application 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 Pharmacy 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 Pharmacy Council. I also understand and give my consent for the Singapore Pharmacy Council to make any enquiries or obtain any information & documents that it deems appropriate to establish my fitness to practise.

8) To proceed to the Payment page:

- Review the information & click on the **[Confirm]** button.

PC Renewal Details

*PC Type	Full-fee (2 years)
*Send PC by	Normal Mail

S/N	Practising Certificate	Current Expiry Date	Payment Due Date
1	Pharmacist	31/03/2013	28/02/2013

Documents Attached

[Recent Color Photograph against White Background](#)

[Document Title 1](#)

Declarations by Applicant

1	Have you ever suffered or are you suffering from any physical or mental illness which may impair your fitness to practise as a pharmacist? If your answer is yes, please provide more information. No -
2	Have you ever consulted a psychiatrist or are you currently undergoing treatment for psychiatric ailment? If your answer is yes, please provide more information. No -
3	Have you ever been the subject of an inquiry or proceedings by a professional body, licensing, health authority or the police in Singapore or elsewhere? If your answer is yes, please provide more information. No -
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? If your answer is yes, please provide more information. No
5	Has your registration application or renewal as a pharmacist outside Singapore (if applicable) been rejected, refused or otherwise requiring an appeal process? If your answer is yes, please provide more information. No -

- I declare that the particulars stated in this application 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 Pharmacy 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 Pharmacy Council. I also understand and give my consent for the Singapore Pharmacy Council to make any enquiries or obtain any information & documents that it deems appropriate to establish my fitness to practise.

Confirm

9) To proceed to the Acknowledgement page:

- Click on the **[Proceed]** button.
 - ❖ **Please check with your employer if they will be paying on your behalf.**
 - ❖ **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.**
 - ❖ **Please note that if your employer is paying on your behalf or you are on GIRO, the system should not be prompting you to make any online payment. If you are prompted to make payment, please exit the application and contact SPC at 64785066.**

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

PC Renewal

Please note that the following fee(s) is/are non-refundable.

Fee Type	Unit Price (SGD)	Quantity	Amount Due (SGD)
Application Fee of Full-fee (2 years)	XX.XX	X	XX.XX

ONLINE PAYMENT
eNETS Credit / Debit Card (Visa/Mastercard)
1. Proceed with payment, according to onscreen instructions. (Note: Ensure pop-up blockers are disabled in web browser; Java must be installed and enabled.)
2. Click on eNETS Credit/Debit Card logo .
3. You will be prompted for your credit card information and expiry date.
4. Note relevant transaction numbers and <u>print electronic receipt</u> . SPC will NOT issue receipts for electronic transactions. * Ensure pop-up blockers are disabled in web browser; Java must be installed and enabled.*

10) Once you see the Acknowledgement page, your PC renewal application is completed.

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

PC Renewal

Please be informed that your renewal request has been submitted to Singapore Pharmacy Council on 01/01/2001. Please print / save a copy of this acknowledgement for your reference.

Your application no. is SPC-20010101-1234-PCR.

You may check the status of your application online using the same User ID and password. For any query, please email to enquiries@spc.gov.sg and quote the above application no.

Print

11) Once your application is approved (You will receive an approval email), you may print the receipt by going to [Enquire Application] and look for the application.

Application No. ▼	Application Type	Date of Submission	Application Status	Remarks
d984e4c81e9f1263e044002128	Update Particulars	24/11/2010	Approved	-
d984e4c818e21263e044002128	Update Particulars	26/01/2010	Approved	-
d984e4c7fe641263e044002128	Update Particulars	16/11/2004	Approved	-
d984e4c7f8421263e044002128	Update Particulars	01/09/2003	Approved	-
SPC-20140902-0021-PS	PC Renewal/Application	02/09/2014	Approved	Printing of receipts: SPC-14-000051
SPC-20140902-0014-PS	Accreditation		Approved	