

## Year 2021 Practising Certificate (PC) Renewal and Payment Information

### Update of Particulars

Please update ALL your particulars online using your SingPass via SNB website at [www.snb.gov.sg](http://www.snb.gov.sg). For more information about particulars update, please refer to SNB website.

SingPass login to SNB account is mandatory from **15 January 2017**. Please refer to SNB website for more information on SingPass 2FA login.

If you have forgotten your SingPass password or wish to apply for new SingPass account, please refer to <https://www.singpass.gov.sg> for more information.

For any enquiry, please email to [SNB@spb.gov.sg](mailto:SNB@spb.gov.sg) indicating your full name and registration number for us to assist you.

For specific changes to:	Method of update:
Preferred mailing address	<p>All nurses/midwives are required to login online to your SNB account to update your preferred mailing address.</p> <p>SNB will send your practising certificate to the <b>local preferred</b> mailing address in our records as of <b>30 November 2020</b>.</p>
Mobile number	<ul style="list-style-type: none"> <li>• Online update</li> </ul>
Employment details	<ul style="list-style-type: none"> <li>• Online update (only applicable to nurses/midwives on FULL registration)</li> </ul>
Identification number	<p>If you are unable to login to your SNB account using SingPass, you may be required to update your identification number to NRIC number (for Singapore Citizens or Permanent Residents) or FIN (for Employment Pass or S-Pass Holders).</p> <p>Please inform your employer HR to send an email to SNB at <a href="mailto:SNB@spb.gov.sg">SNB@spb.gov.sg</a> quoting your full name, nurse registration number and attach a certified true copy of your NRIC or work pass and we will assist to update your identification number. Upon successful update of your identification number to NRIC number or FIN, you will be able to login to your SNB account using SingPass</p>
Citizenship status (without change of identification number)	<ul style="list-style-type: none"> <li>• Online update (<i>Certified true copy of your NRIC must be submitted together with the online application</i>)</li> </ul> <p><u>Note:</u> Certified documents:</p> <ul style="list-style-type: none"> <li>• must be initialled on every page of the document by the authorized officer (Justice of Peace, Notary Public, your employer or your supervisor)</li> <li>• must include the name of authorized officer (full name), signature, date of certification and institution's stamp/ seal</li> <li>• Photocopies of previously certified documents will not be accepted.</li> </ul>

## **Payment Options**

### **A) Online Renewal & Payment**

All nurses/midwives are required to submit an application for PC Renewal online. Nurses/Midwives are required to login to your login account via [www.snb.gov.sg](http://www.snb.gov.sg) to submit an application for PC Renewal and complete the online declaration and payment before PC is successfully renewed for year 2021.

Online payment can be made using:

- i) Credit Cards (All VISA / MasterCard credit cards)
- ii) Debit Cards (All MasterCard debit cards and Visa Electron debit cards)

Please note that these cards are **NOT** accepted:

- American Express (Amex) cards
- JCB cards

- iii) Internet Banking (DBS/ POSB/ UOB/ Citibank/ OCBC)

Please note that the online renewal is only considered as successful when **BOTH** the declaration and payment sections are completed. You may check the status of your application from “Enquire Application” when you login one day after submission of application. The receipt will be available online 5 – 7 working days after successful payment.

### **B) Employer Pay on Behalf (EPOB)**

This payment option is only available to nurses/ midwives whose employers are on the EPOB scheme. Hence, please ensure that your current employment record with SNB is **up-to-date**. Please check and update your employment details **before** proceeding to select the “Employer Pay on Behalf” payment option.

The institutions on the scheme for this year’s renewal are:

- Alexandra Hospital (NUHS)
- Ang Mo Kio-Thye Hua Kwan Hospital
- Bright Vision Hospital
- Changi General Hospital
- Complex Medical Centre
- Farrer Park Hospital
- Gleneagles Hospital
- Health Promotion Board
- Institute of Mental Health / Woodbridge Hospital
- Jurong Community Hospital (JCH)
- Jurong Medical Center (JMC)
- Khoo Teck Puat Hospital
- KK Women’s and Children’s Hospital
- Ministry of Defence
- Mount Alvernia Hospital
- Mount Elizabeth Hospital
- Mount Elizabeth Novena Hospital
- National Cancer Centre Singapore
- National Heart Centre of Singapore
- National University Hospital
- National University Polyclinics
- Ng Teng Fong General Hospital (NTFGH)
- National Healthcare Group Polyclinics (NHGP)
- NUHS (Integrated Care)
- Parkway Hospitals Singapore Corporate Office
- Parkway East Hospital
- Ren Ci Hospital
- St Andrew’s Community Hospital
- Sengkang General Hospital (SKH)
- Singapore General Hospital
- Singapore National Eye Centre
- SingHealth Community Hospitals
- SingHealth Polyclinics (SHP)
- St. Luke’s Hospital
- Tan Tock Seng Hospital
- Woodlands Hospital
- Yishun Community Hospital

Take note that EPOB payment scheme is **not an automatic process**. Nurses/Midwives from the above institutions need to:

- a) login via SNB website from **1 to 30 Sep 2020**
- b) Submit an online application for renewal of PC in which they must:
  - i) complete the online declaration and

- ii) select the “Employer Pay on Behalf” payment option in order to be included in this scheme.

For nurses/midwives on GIRO scheme but wish to join EPOB, please terminate your GIRO by **16 Sep 2020**. The instructions for terminating your GIRO and the GIRO termination form are available on SNB’s website. Once termination is completed, nurses may then proceed to login to select EPOB.

If you missed the 30 Sep 2020 deadline, please renew your practising certificate via Online Renewal and Payment (see Option A).

### **C) GIRO Payment**

This applies only to nurses/ midwives on SNB’s GIRO scheme. Please logon to SNB’s website to submit an application for PC Renewal online **by 30 Sep 2020**. Please be informed from this year, nurses **on GIRO** must submit an application for PC Renewal online at SNB website at [www.snb.gov.sg](http://www.snb.gov.sg) **before** deduction will be made from your bank account on **8 Oct 2020**.

Please ensure that the payment limit with your bank (if any), is set to a sufficient amount for the deduction of your practising certificate renewal fee. Should the payment limit be **less than** the amount of the fee, please inform your bank to increase the payment limit by **30 Sep 2020**. Failure to do so will result in unsuccessful GIRO deduction and a failed GIRO surcharge of S\$4/- will be charged to you.

To check on the success of your GIRO deduction, please login to [www.snb.gov.sg](http://www.snb.gov.sg) after **9 Oct 2020**. Upon successful deduction, the receipt will be available online upon login via the SNB website.

All applications for PC 2021 renewal must be submitted online via <a href="http://www.snb.gov.sg">www.snb.gov.sg</a>
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