

## Year 2023 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.

<b>For specific changes to:</b>	<b>Method of update:</b>
Preferred mailing address	All nurses/midwives are required to login online to your SNB account to update your preferred mailing address.
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 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 an original colour copy of your NRIC or work pass (front and back) 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>colour copy of your NRIC (front and back) must be submitted together with the online application</i>)</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 2023.

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
- Parkway Shenton
- 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
- Thomson Medical Centre
- 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 2022**
- 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 **15 Sep 2022**. 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 2022 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 login to SNB’s website to submit an application for PC Renewal online **by 30 Sep 2022**. 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 **7 Oct 2022**.

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 2022**. 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 **14 Oct 2022**. Upon successful deduction, the receipt will be available online upon login via the SNB website.

All applications for PC 2023 renewal must be submitted online via [www.snb.gov.sg](http://www.snb.gov.sg)