

Year 2024 Practising Certificate (PC) Renewal and Payment Information

Update of Particulars

Please update ALL your particulars online using your SingPass via SNB's website at 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 indicating your full name and registration number for us to assist you.

For specific changes to:	Method of update:
Preferred mailing address	Login online to your SNB account using SingPass.
Mobile number	Login online to your SNB account using SingPass.
Employment details	Login online to your SNB account using SingPass (applicable to nurses/midwives on general registration/ enrolment only).
Identification number	<p>Login online to your SNB account using SingPass.</p> <p>You may not be able to login to SNB account using SingPass as you may need to update your identification number to an NRIC number (for Singapore Citizens or Permanent Residents) or FIN (for Employment Pass or S-Pass Holders).</p> <p>Please email to SNB at SNB@spb.gov.sg, quote your full name, nurse registration number, and attach a colour scan copy of your NRIC or work pass (front and back) and we will update your identification number. Upon successful update of your identification number, we will notify you by email and you will be able to login to your SNB account using SingPass.</p>
Citizenship status (without change of identification number)	<p>Login online to your SNB account using SingPass.</p> <p>Please upload a colour scan copy of your NRIC (front and back) to the online application.</p>

Payment Options

A) Online Renewal & Payment

Nurses/Midwives are required to login to their SNB account using SingPass via SNB's website (www.snb.gov.sg) to apply for PC Renewal, complete the online declaration and payment, and with successful payment of the PC fee(s) before the PC for Year 2024 is renewed.

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 application for PC Renewal is only considered as successful if **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 the 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** you proceed to select the "Employer Pay on Behalf" payment option in the online application.

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

- Alexandra Hospital (NUHS)
- Ang Mo Kio-Thye Hua Kwan 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

EPOB payment scheme is **not an automatic process**. If you are a nurse/midwife from one of the institutions above, you need to:

- a) login to your SNB account using SingPass via SNB's website (www.snb.gov.sg) from **1 to 30 Sep 2023**; and
- b) submit an online application for renewal of PC in which you must:
 - i) complete the declaration; and
 - ii) select the "Employer Pay on Behalf" payment option to be included in this scheme.

For nurses/midwives who are on GIRO scheme but wish to opt for EPOB scheme, please terminate your GIRO by **15 Sep 2023**. The instructions and form for GIRO termination are available on SNB's website. Once GIRO has been terminated, you may then proceed to login and select EPOB payment option.

If you miss the 30 Sep 2023 deadline, please renew your PC via the Online Renewal and Payment route (see Option A).

C) GIRO Payment

This payment option applies to nurses/midwives who are already on SNB's GIRO scheme.

Please login to your SNB account using SingPass via SNB's website (www.snb.gov.sg) and submit an online application for PC Renewal by **30 Sep 2023**, for the deduction to be made from your bank account on **6 Oct 2023**.

Please ensure that the payment limit with your bank (if any), is set to a sufficient amount for the deduction of your PC fee(s). Should the payment limit be **lower than** the amount of the PC fee(s) to be deducted, please inform your bank to increase the payment limit by **30 Sep 2023**. Failure to do so will result in an unsuccessful GIRO deduction and a failed GIRO surcharge of S\$4/- will be charged to you (and this fee must be paid before an application for PC renewal can be submitted).

To check on the outcome of your GIRO deduction, please login to your SNB account after **12 Oct 2023**. The receipt will be available online upon login if the deduction is successful.

All applications for PC 2024 renewal must be submitted online via www.snb.gov.sg
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