



## Optometrists & Opticians Board

c/o Secretariat of Healthcare Professional Boards (SPB)  
81 Kim Keat Road #10-00 Singapore 328836  
Email: OOB@spb.gov.sg Website: <https://www.oob.gov.sg>

### APPLICATION FOR CERTIFICATE OF GOOD STANDING (CGS)

#### Instructions:

1. Please ensure your email on our record is valid as you will be notified via email.
2. Complete the following fields under Reasons for Application section :

**Reason for Application**

*Reason	--Select Here--
Depart to Country	--Select Here--
Departure Date	<input type="text"/>
Return Date	<input type="text"/>

- a. Reason for the application;
- b. Depart to Country (Proposed country that you are departing to, if applicable);
- c. Departure Date (if any);
- d. Arrival Date (if any)

3. Click [Add Requesting Authority] under Details of Requesting Authority section

**Details of Requesting Authority**

Send By	Person to Address To	Address / Email	Country	Requesting Authority	Action
No Requesting Authority added.					
<input type="button" value="Add Requesting Authority"/>					

4. Complete the following fields in the pop out window :
  - a. Select mode of delivery, Email or Normal Mail. Email would be preferred.
  - b. Provide the name of person in charge (if any) and email address/ mailing address of the requesting authority. Please contact the Secretariat at [oob@spb.gov.sg](mailto:oob@spb.gov.sg) if you have provided the wrong information.
  - c. Ensure that the information entered are valid to avoid non-receipt of the CGS by the requesting authority. You will be required to make a new application (including payment) for non-receipt of the CGS.
  - d. Click [Add Requesting Authority] button and repeat (a) to (c) if you have more than 1 request. Please note that each request will be charged accordingly.
  - e. Prior to submit your application, please confirm the mailing or email address of the requesting authority is correct.

## Normal Mail

*Send By	Normal Mail <input type="button" value="v"/> Email is preferred
Name of Requesting Authority	<input type="text"/>
Person to Address To	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
Country	--Select Here-- <input type="button" value="v"/>

## Email

*Send By	Email <input type="button" value="v"/> Email is preferred
Requesting authority's email address	<input type="text"/>
Name of Requesting Authority	<input type="text"/>
Person to Address To	<input type="text"/>
Country	--Select Here-- <input type="button" value="v"/>

5. Upload additional documents (if any) and declare of any offence in a court of law in any country for which the outcome is not yet known. Click [Proceed] button once you are ready to submit your application.

**Additional Documents**

**Note:**

- File must be in JPEG (.jpg or .jpeg), PDF (.pdf)
- Each file size must not exceed 1MB

Document Title

File

**Documents Attached**

No document attached.

I declare that I have not been charged with any offence in a court of law in any country for which the outcome is not yet known.

By submitting this application, I consent to OOB in disclosing any of the information which I have provided for my application and/or registration with OOB to the OOB's appointed/authorised/affiliated representatives, institutions, government authorities or law enforcement/security agencies where required for purposes related to the regulation of optometrists and opticians.

6. The application fee is non-refundable and is payable via credit card (Visa and Mastercard only). The Board will only process your application upon successful payment.
7. Processing time is approximately 14 working days. Longer processing time may be taken when the application is more complex or when OOB is experiencing a peak period. You should allow as much time as possible for the CGS to be delivered and hence, please submit your application earlier.
8. Your CGS will be mailed or emailed directly to the requesting authority only (as provided in your application).