
EDUTRUST CERTIFICATON SCHEME

Guide to

Application for EduTrust Certification Via Online Business Licensing Service (OBLS)

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(Version 1.0)

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1. EDUTRUST CERTIFICATION SCHEME

- 1.1 The EduTrust Certification Scheme is a voluntary scheme which is administered by the Council for Private Education (CPE). The Council, set up in 2009, comprises members representing academia, quality assurance, business as well as economic agencies overseeing the promotion of the private education sector. The Council aims to build a quality private education sector to support Singapore's position as a Global Education Hub. To do so, one of its strategies is to operate a certification scheme that would allow Private Education Institutions (PEIs) to differentiate themselves through in areas such as the quality of their academic and service provisions as well as corporate governance.
- 1.2 PEIs that apply for EduTrust certification should ensure that they are adequately prepared. All applications for EduTrust certification will be through the Online Business Licensing Service (OBLS) portal. The portal is also to be used by PEIs to apply for Renewal and Update (Interim and Ad Hoc) assessments as stipulated in the Terms and Conditions of EduTrust
- 1.3 OBLS is a business portal managed by SPRING, Singapore. It provides a one-stop shop for businesses to make applications for licences/permits/certifications from multiple government agencies. It has features such as:
 - 1.3.1 Allow users to make online payment via Credit Card or eNets Debit;
 - 1.3.2 Alert applicant (via email or short messages in mobile phones) of a change in the status of his application; and
 - 1.3.3 Allow the applicant to save a draft copy of his application and return to work on it later.

2. PURPOSE OF THE GUIDE

- 2.1 This guide aims to assist PEIs in their application for EduTrust Certification via the Online Business Licensing Service (OBLS) portal. Guides for other applications, such as for Renewal and Update assessments, are also included.
- 2.2 Each application process will be provided step-by-step description of the application procedure in OBLS, including the stipulation of information or items that PEIs should get ready before embarking on the online application. PEIs are strongly encouraged to read this guide before submitting an online application.

3. PREPARATION FOR ONLINE APPLICATION

3.1 Other than the documentations and other EduTrust-specified requirements that are to be met before the PEI applies online, the PEI should ensure that it has completed these tasks or has at hand the following information:

1. CPE-registered name of PEI, that is, the PEI has been registered¹ with the Council.
2. The PEI has appointed a Management Representative (MR) for EduTrust to be overall responsible for the implementation of EduTrust requirements and to liaise with the Council on all matters relating to EduTrust certification;
3. ACRA / ROS registration number or Unique Entity Number (UEN);
4. Particulars of the Applicant (PEI manager);
5. Particulars of Filer;
Note: Applicable if the PEI owner appoints a Filer (who should be the MR for EduTrust) to file the online application.
6. Particulars of the MR for EduTrust;
Note: The MR is strongly encouraged to file the application for EduTrust, i.e. to assume the role of the Filer in the PEI's online application in OBLs.
7. Valid SingPass account of Filer and its associated password;
8. Information on the ACRA registration number (or **UEN number**) of the Business, **Number of Premises** of PEI and **Annual Sales Turnover** of the PEI;
9. Certificate expiry date (of CaseTrust or EduTrust, whichever is applicable);
10. Credit Card or eNets Debit to make payment;
11. Number of copies of certificate required (if awarded);
12. Valid email address
Note: This is for OBLs to send alerts such as notification of status update of application and for correspondence between the MR and CPE.

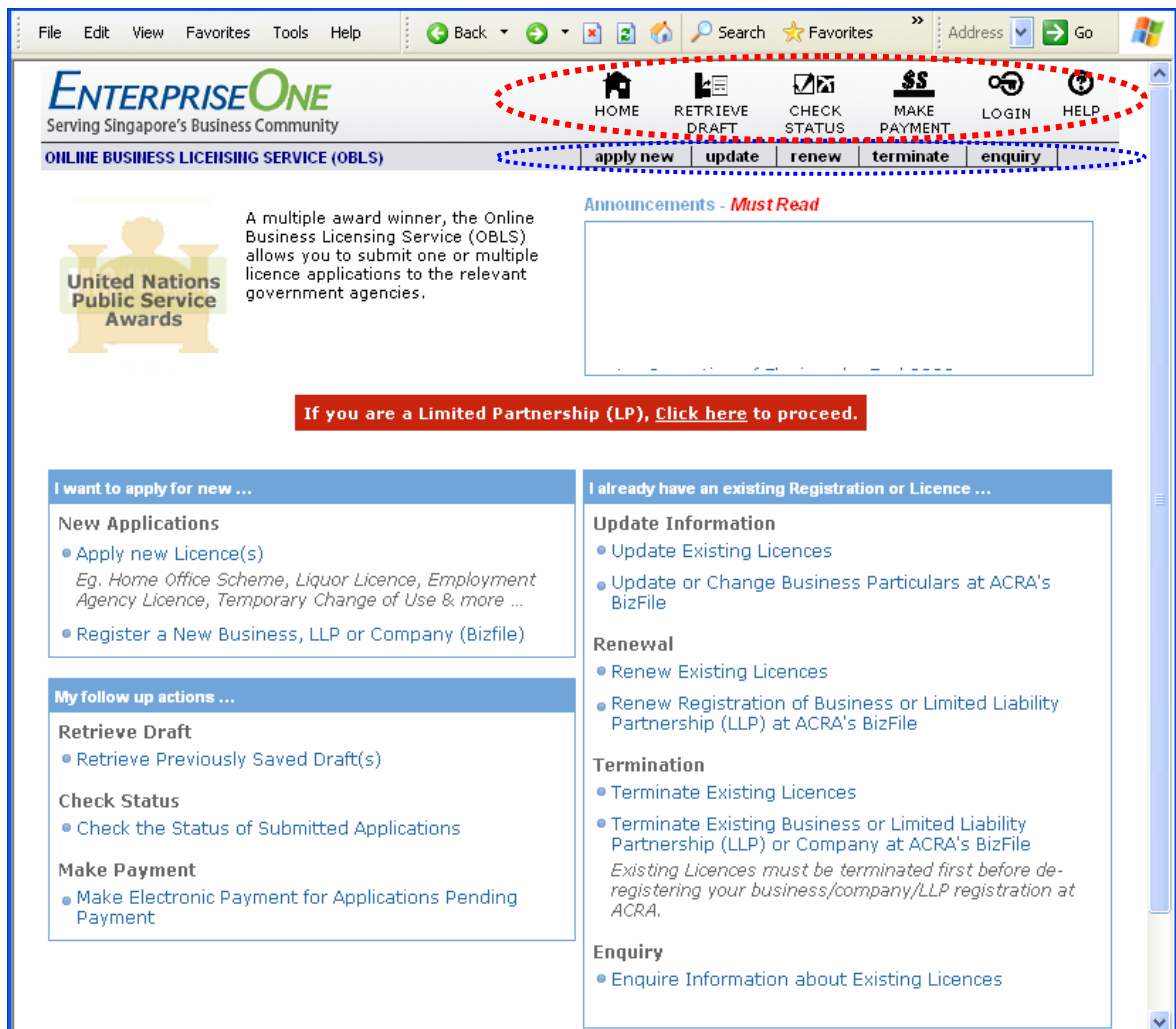
¹ **Note on transitional arrangement:** At the launch of the EduTrust scheme, the Council will accept PEIs' concurrent applications for registration under the Enhanced Registration Framework (ERF) and for EduTrust certification. The Council will process both applications but will still await the official registration of the PEI before embarking on the award stage of EduTrust processing. However, this deviation from normal procedure is valid for applications received over the first 2 weeks of launch only. After the 2-week window, a PEI's EduTrust application should only be submitted via OBLs after the PEI has been official registered by the Council.

4. Application Process for EduTrust

The process for online New, Update and Renewal application for EduTrust follow the same flow in general. The process for New or Initial application is described in detail in the sections below. Subsequently, where the Update or Renewal applications share the same procedures as those in the New application, references will be made to latter application instead of repeating the descriptions.

4.1 NEW or INITIAL Assessment

4.1.1 The OBLs URL can be accessed at www.business.gov.sg/licences. After a few moments, you will be redirected to a web address screen as shown:
URL: <https://licences.business.gov.sg/>



4.1.2 In the preceding screenshot, you would have noticed that there are buttons in the top right corner for you to choose the type of application that you want

to make (see area enclosed by the blue ellipse). Only the 'apply new', 'update' and 'renew' buttons are applicable for EduTrust certification.

4.1.3 In the preceding screenshot, the buttons in the area enclosed by the red ellipse allow you to:

1. Access the draft you have saved previously;
2. Check the status of your application submitted and to make online payment;
3. Make online payment for the applications you have submitted; and
4. Log in to your SingPass account which will then allow you to access services that require authentication of the user e.g. your draft application saved in OBLs.

4.1.4 Click on 'apply new' to make a New or Initial EduTrust application.

Step 1: Select a Licence

1. In the resulting screen (see below), key in the word 'EduTrust' and select 'Licences' from the pull-down tab as indicated below, and then click 'Search'. (Note: There are 2 other ways to search for the licence.)

Select One or More Licences to Apply

Type keyword(s)

Eg. Food Shop Licence -- key in "Food" or "Food Shop"

in

Industries / Business Activities Government Agencies

Licence Selection (Max. 10 selections)

2. Choose the licences/permits you want to apply for by checking the boxes as shown in the sample screen below. That is, check on the small box in the same row as the licence EduTrust Certification Scheme displayed.

Search > Results

Refresh This List

Next >

Search for - EduTrust

Results - [1 - 1 of 1]

Result Page [1]

- EduTrust Certification Scheme
This scheme is administered by the Council for Private Education (CPE) and is launched in (date to be confirmed). It is... [R more...]

Go to Agency Website

< Back Next >

Announcement

- Additional Mode of Payment for SPF Licences
- Cessation of Flexipay by End 2009
- UPDATES ON THE REVIEW OF PUBLIC TALKS FOR PUBLIC ENTERTAINMENT

3. Click on the **Refresh This List** button when you have finished.
4. Check your selection appearing inside the Licence Selection box and click on the **Next >**. Follow the instructions on the screen.
5. The next screen will ask you to confirm if the licences you have selected are as shown. Click **'proceed'** if the EduTrust licence is shown. You will be transferred to the next step of the application: SingPass login and authentication.

Step 2: Login to SingPass and Authentication

6. Key in your SingPass and password.

7. Confirm your personal particulars by clicking on **Proceed**.
8. Confirm your business particulars by clicking on **Proceed**.

Entity Profiling Screen

9. You have to declare the entity (ACRA entity or Registered Society) which is applying for the licence (certification).

10. Fill up the 2 sections to help CPE assess and click on **Proceed**.

o You can save your draft application anytime by clicking on **Save As Draft**.

o You can retrieve the draft application anytime by going to



Tell us more about yourself/organisation.

I am applying as a:

Please select one option from the following:

- Director/Business Owner (Sole Proprietor)/Would-be licensee applying for my business/company/organisation
- Member of a Professional Firm applying on behalf of my client
- Filer authorised to submit on behalf of my client/organisation
 - Government agency counter staff log in

My organization is:

- ACRA registered.**
My Registration Number (UEN) is:
 [See Examples](#)
Forgotten your Registration Number (UEN)?
Please ensure that you have your Registration Number ready. If you do not have one, you will need to apply for a Business Registration or Company Incorporation. **More information on UEN.**
- Non-ACRA registered.**
My Non ACRA-registered Organisation Number is:

For non-profit organization/committee(s); or those registered with ROS (Registry of Societies).
- Individual**
I am an individual.
For business licences or registrations that issue licences under the individual's name, OR your business falls under ACRA's list of **Exempted List of Businesses (First Schedule)**

Proceed

- o If in the section “I am applying as a”, if you are also the EduTrust MR applying on behalf of the PEI, then choose the 3rd radio button.
- o Supply the UEN or registration number of the entity applying for the certification.

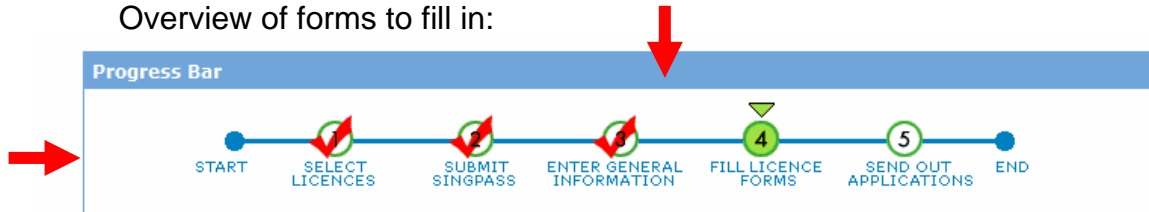
Step 3: Enter General Information

- 11. The “General Information” form is a General Information form which serves to capture the role of the filer and organisation (or entity) information.
- 12. See [Annex A](#) for a sample of how the form looks like. Fill in the form in OBLs accordingly. Click ‘**proceed**’ when done.

Step 4: Fill EduTrust Application form

13. You are navigated to the following screen whereby you will have an overview of the licence(s) that need you to complete the form-filling prior to submission. Notice that OBLs helps to track your application by putting a red 'tick' over the steps you have successfully completed. (See screenshot below.)

Overview of forms to fill in:



Complete Online Application Form

1. Please read the instructions below.

- To proceed to fill up the form, please click on the "Fill Form" beside the section.
- To preview your application form, please click on the "Full Form Preview" button.
- If you wish to fill up the form at a later time, please click on the "Save Draft" button. Please take note of your draft id. Your draft will be saved for 90 days. To retrieve the draft, please click on *Retrieve Draft icon* at the top of the page.
- If you have selected **3 or more licences** (excluding the General Information form) for your application, you will need to complete **at least 2 licence(s) forms** before you can submit the forms.

Draft ID : 218428

Note: You will need this ID to retrieve the draft application.

Section	Description	Agency	Time to Fill Form	Status	Actions
A	General Information	--	5 mins	Completed	Fill Form
B	EduTrust Certification	CPE		Incomplete	Fill Form

To proceed to the next step, Step 5, the user has to click on 'Fill Form' button.

14. Click on to start.
15. You will see the EduTrust application form (New). For a copy of the form, you may refer to [Annex B](#).
16. Fill up the form.
- Please provide a suitable **mobile number or email address** so that we can update you on the progress of your application.
 - Note: If you filled up the form(s) incorrectly, you will see this error message.

Errors are found on this page. Please refer to the error messages in the form.

- o The error messages are in **red text**. In the example below, the error message is “**This field is compulsory**” which means that you need to fill it up.

A screenshot of a form field. The label is "Date of Birth (DD/MM/YYYY) *". To the right of the input field is a red error message box that says "This field is compulsory."

17. When you are done, click on **Proceed**.

- o You can save your draft application anytime by clicking on the ‘**save as draft**’ icon.
- o You can retrieve the draft application anytime by clicking on the ‘**retrieve draft**’ icon.

18. At the end of the form, the MR is to make a declaration.

IMPORTANT NOTE: **If the Filer is not the MR, the MR must submit a declaration using the form provided by CPE.** The submission can be made together with the hardcopy documents to be submitted for assessment. A copy of the Declaration by MR template can be found in [Annex C](#).

Step 5: Send out Application

19. You will see a preview of your application. Check to make sure all the information is correct. If there are errors, go back to the previous steps to amend them.

20. When you are ready, click on **Submit Application**.

21. Your OBLs application status is now changed to ‘**application submitted**’. However, CPE will not receive your application in its IT system unless you have made a Stage 1 payment.

Make Stage 1 Payment

22. Upon submitting your application, you will be prompted to make a Stage 1 payment within 7 days. The fee is shown as in [Annex D](#) of this Guide.



23. Click on  and follow the instructions closely to make your payment.

24. If payment is not received by the 7th day, CPE will send an alert via OBLs. **A further 3 days will be allowed for payment, failing which CPE may reject the application.** Note that any cost arising from the PEI submitting an application on OBLs and rejected by CPE for not making any payment will be claimed from the PEI subsequently.

25. Upon successful payment, the status of your application will be changed to **'application submitted with payment'** and CPE will receive your application in its IT system.
26. Wait for OBLs to notify you for the next online transaction. CPE staff may also contact the MR in cases of incomplete document submission.
27. If CPE rejects your application, you will receive an OBLs notification and the status of your application in OBLs will be updated to **'Rejected'**. Any fees paid will not be refunded. If no fee has been paid but there is an OBLs transaction charge arising from the application submitted, CPE will recover this cost when the PEI applies for certification in future.

Make Document Submissions (Not via OBLs)

28. Once you submit your application via OBLs, you have 30 days² to submit all documents listed in the Document Submission List to CPE.
29. You will receive an SMS or email notification once your application is received by CPE or whenever the OBLs status of your application is changed. For example, if you have not submitted the documents or the documents you have submitted are incomplete, CPE will change the status of your OBLs application to **"pending applicant action"** and wait for you (the MR) to make further submission of documents.



- You can check the status of your application anytime by going to
 - Alternatively, you may check the application status via CPE's website. Note that for the launch period, PEIs which are not formally registered will not be able to check its EduTrust application status via this way.
30. Where the documents you have submitted are incomplete, CPE's officers will contact the MR. ***CPE may decide to reject your application if, after the 30-day period mentioned in the preceding paragraph, you still do not send in the required documents within another 3 days.***

² The 3 months generally required to process an EduTrust application do not factor in any response time that you take to respond, e.g. the 30 days you take to submit the documents or to submit corrective action plans when requested by CPE. The 3-month period starts when CPE receives your complete set of documents. All documents required for submission to CPE are specified in the Document Submission List. Submissions include: 2-3 sets² of hardcopy documents in arch files and 1 USB drive or CDROM containing the required documents in softcopy).

'Approval' of Application

31. Once CPE is ready with the result of your application, it will send you a notification via OBLs. Note that in this notification, the result will not be revealed. The status of your application is now **"approved pending modified payment"**.
32. Where CPE's decision is Non-award and there is no outstanding payment, you will receive an OBLs notification and the status of your application in OBLs will be updated to **'Rejected'**.

Make Stage 2 Payment

33. In the SMS or email notification, you may be instructed to make payment. If



so, please go to  and follow the instructions closely.

34. The Stage 2 Fee comprises the Annual Fee*, Certificate Fee (this depends on the number of copies of the EduTrust certificates required by the PEI) and any outstanding fee that the PEI owes the Council. **No certificate shall be deemed to have been issued or renewed until the specified Stage 2 Fee has been fully paid.**

* To pay 2 years of Annual Fee if the certificate awarded is valid for 4 years; if award is valid for 1 year, pay 1 year of Annual Fee.

35. For information on Stage 2 fees, please refer to the EduTrust Fee Structure.
36. Upon successful payment, the status of your application will be changed to **'Approved with payment'**.
37. CPE will be notified by OBLs of your payment and a Letter of Award (or Non-award) Notification be sent to you subsequently. For awards, the letter will inform you of when you may collect the certificate(s) of your award.
38. This completes the full EduTrust application process.

Acknowledgement: Steps 8 to 24 are adapted from OBLs' step-by-step guide on applying for licences and permits: http://www.business.gov.sg/EN/HowToGuide/LicencesNPermits/lp_apply_how2.htm


4.2 **RENEWAL Assessment**

4.2.1 Note that the Renewal process in OBLS largely mirrors that of a New application.

4.2.2 You may receive a renewal notification from OBLS at least 5 months before the expiry of your certificate. Nevertheless, **the responsibility to renew the certificate before expiry lies with the PEI.**

4.2.3 The notification consists of a **Renewal Request Number** (RRN) which you can use in OBLS to retrieval the renewal information. Without this number, you will not be able to file a renewal application. PEIs which wish to renew their certificate even earlier can write in to CPE for an RRN number.

4.2.4 Take the following steps to file the renewal application:

1. Go to OBLS and login SingPass.
2. OBLS will recognise that you have a renewal notice. Key in the RRN as requested by OBLS.
3. The EduTrust Renewal Form will be displayed for you to complete.
4. When you are done filling the form, click on .
 - You can save your draft application anytime by clicking on the 'save as draft' icon.
 - You can retrieve the draft application anytime by clicking on the 'retrieve draft' icon.
5. At the end of the form, the MR is to make a declaration.

IMPORTANT NOTE: If the Filer is not the MR, the MR must submit a declaration using the form provided by CPE. The submission can be made together with the hardcopy documents to be submitted for assessment. A copy of the Declaration by MR template can be found in [Annex C](#).
6. Before you submit the form, you can preview the forms that you have filled. See Step 9 of New application.
7. The rest of the steps: Making Stage 1 payment and Making Stage 2 payment (if Renewal is approved) are exactly the same as for New application. For the amounts to pay, please refer to the EduTrust Fee Structure in [Annex D](#).

4.3 UPDATE Assessment

4.3.1 You may apply for 2 types of Update assessment available in the OBLs Update Application module:


- a. Interim Assessment – this refers to the mid-term assessment if a PEI is awarded a 4-year certificate. It is the PEI's responsibility to apply via OBLs for this Update assessment at least 4 months before the end of the 2nd year of award.
- b. Ad hoc Assessment – this refers to the ad hoc need for assessment of an EduTrust-certified PEI due to:
 - i. A change in the PEI which may compromise the quality of provision of service or operation of the PEI e.g. the PEI buys over another PEI and includes it under the same EduTrust-certified entity;
 - ii. The PEI's EduTrust award has been suspended. After serving a minimum period, the PEI can apply for a reinstatement of its award via the Update Application module. The reinstatement can only be approved after CPE is satisfied that the cause(s) of the suspension has (have) been remedied and is verified after the ad hoc assessment; and
 - iii. Other scenarios are depicted In the Terms and Conditions of the EduTrust scheme.

4.3.2 In general, a PEI has to write to CPE to inform about the change mentioned in 4.3.1.b. Where deemed necessary, a letter of notification will be sent to notify the PEI to apply for the Ad hoc assessment.

4.3.3 Note that the Update process in OBLs largely mirrors that of New application.

4.3.4 Take the following steps to file the Update application:

1. Go to OBLs and click on '**Update**' button to apply for an Update assessment.
2. Search for the licence you want to make an Update application (see Step 1 of New application).
3. You will need to log in to your SingPass account.

4. Fill in the Entity information, General information and the Update form. **Remember to click on the correct radio button in the form to choose whether the Update application is for “Interim Assessment” or “Ad hoc Assessment”.**
5. When you are done filling the form, click on .
 - You can save your draft application anytime by clicking on the ‘**save as draft**’ icon.
 - You can retrieve the draft application anytime by clicking on the ‘**retrieve draft**’ icon.
6. At the end of the form, the MR is to make a declaration.
IMPORTANT NOTE: If the Filer is not the MR, the MR must submit a declaration using the form provided by CPE. The submission can be made together with the hardcopy documents to be submitted for assessment. A copy of the Declaration by MR template can be found in [Annex C](#).
7. Before you submit the form, you can preview the forms that you have filled. See Step 9 of New application.
8. The rest of the steps: Making Stage 1 payment and Making Stage 2 payment (if Update assessment is successful) are exactly the same as for New application. For the amounts to pay, please refer to the EduTrust Fee Structure in [Annex D](#).

EduTrust Application Form for New or Initial Application (General Information Section)

All fields marked with an asterisk * are compulsory.

[Save As Draft](#) [Proceed](#)

General Information - Particulars

Applicant's Particulars

(Particulars of the Business Owner, Partner or Company Director)

Note: Either notify via SMS or email must be checked.

Salutation/Title * Dr Mdm Mr Mrs Ms

Name * UAT Tester

NRIC/Passport/FIN * S7917656G

Nationality * SINGAPORE CITIZEN

Gender * Male

Date of Birth (DD/MM/YYYY) * 10/10/1960

Designation *

Other Description (if OTHERS is selected)

Office Tel No *

Home Tel No

Mobile No (Notify via SMS)

Pager No

Fax No

Email (Notify via email)

Company Details

Name of Company/Business/LLP NCS PTE. LTD.

Registration No. (UEN) 198101793G

Business Email Address * (Notify via email)

Former Business/Company Registration Number (UEN)(if any)

Company Registered Address

Block/House No

Level No/Unit No/Building Name

Type of Premises *

Block/House No 5

Level

Unit No

Building Name NCS HUB

Street Name ANG MO KIO STREET 62

Postal Code 569141

Business Operating Address

Type of Premises *	<input type="text" value="Please Select..."/>
Postal Code *	<input type="text"/> <input type="button" value="Retrieve Address"/>
Please enter postal code and click on the Retrieve Address button.	
Block/House No *	<input type="text"/>
Street Name *	<input type="text"/>
Level	<input type="text"/> Eg. #05-01 Key in: 05
Unit No	<input type="text"/> Eg. #05-01 Key in: 01
Building Name	<input type="text"/>

Mailing Address

Please fill in an address where the agencies can contact the filer / applicant with matters regarding the licence (s) application.

Same As Business Operating Address	<input type="checkbox"/> Yes
Address Type *	<input checked="" type="radio"/> Singapore <input type="radio"/> Foreign
Type of Premises	<input type="text" value="Please Select..."/>
Postal Code	<input type="text"/> <input type="button" value="Retrieve Address"/>
Please enter postal code and click on the Retrieve Address button.	
Block/House No	<input type="text"/>
Street Name	<input type="text"/>
Level	<input type="text"/> Eg. #05-01 Key in: 05
Unit No	<input type="text"/> Eg. #05-01 Key in: 01
Building Name	<input type="text"/>
Foreign Address 1	<input type="text"/>
Foreign Address 2	<input type="text"/>

All fields marked with an asterisk * are compulsory.

EduTrust Application Form for New or Initial Application (Main Form Section)

All fields marked with an asterisk * are compulsory.

EduTrust Certification Application	
Return Save As Draft Proceed	
Private Education Institution Profile	
Registered Name of PEI *	<input style="width: 90%;" type="text"/>
Unique Entity Number (UEN)	198101793G
Date of Registration	23/04/1981
Declaration by Management Representative on Behalf of PEI	
*	<input type="radio"/> I declare that I am the Management Representative for EduTrust representing the Private Education Institution (PEI) in making this application. On behalf of the PEI, I agree to abide by the terms stipulated in the Terms and Conditions of the EduTrust Certification Scheme.
	<input type="radio"/> I declare that I am NOT the MR for EduTrust of the PEI making this application. The PEI will complete the MR Declaration using the form available on the Council for Private Education's website and include it with documents to be submitted in conjunction with this application.
Management Representative (MR) for EduTrust	
Title *	<input type="radio"/> Dr <input type="radio"/> Mdm <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms
Name of Rep *	<input style="width: 90%;" type="text"/>
NRIC/ Passport No. *	<input style="width: 90%;" type="text"/>
Singapore PR *	<input type="radio"/> Yes <input type="radio"/> No
Nationality *	<input type="text" value="Please Select..."/>
Highest Qualification Obtained *	<input style="width: 90%;" type="text"/>
Position / Designation in School *	<input style="width: 90%;" type="text"/>
Office No *	<input style="width: 30%;" type="text"/>
Mobile No. *	<input style="width: 30%;" type="text"/>
Email Address *	<input style="width: 90%;" type="text"/>
Other Information	
Certificate Expiry Date (if any)	<input style="width: 40%;" type="text"/> (DD/MM/YYYY)
No. of Copy of Certificate Required *	<input style="width: 30%;" type="text"/>
No. of Premises *	<input style="width: 30%;" type="text"/>
Annual Sales Turnover *	<input type="radio"/> Less than \$1 million <input type="radio"/> Between \$1 to \$15 million <input type="radio"/> More than \$15 million <input type="radio"/> Not available (new PEI)
Return Save As Draft Proceed	

All fields marked with an asterisk * are compulsory.

**Declaration by Management Representative for EduTrust
Of Private Education Institution (PEI) in Application
for New Application for EduTrust certification**

I, _____, holder of
(Name)

NRIC No. /Passport No.*: _____,

Representing: _____

(Name of Private Education Institution and Unique Entity Number)

Address (Home): _____

Do declare that

I am the Management Representative for EduTrust representing the Private Education Institution (PEI) in making this application. On behalf of the PEI, I agree to abide by the terms stipulated in the Terms and Conditions of the EduTrust Certification Scheme.

Signature of Declarant

Declared on _____
(Date)

EduTrust Fee Structure

1. The fees payable by a PEI for EduTrust certification vary depending on the following:
2. Annual Sales Turnover of PEI. Depending on the annual sales turnover of a PEI, it may be categorised as:

CATEGORY	ANNUAL SALES TURNOVER
SMALL	Less than S\$ 1 million
MEDIUM	Between \$1 million and \$15 million
LARGE	More than \$15 million

Note: A newly set up PEI will be classified as a 'SMALL' PEI in its first year.

3. There are generally 2 stages of fee payment in each EduTrust application in OBLs. After an application has been submitted online, the applicant will be asked to make a **Stage 1 Fee** Payment. This payment consists of an **Application Fee** and **Assessment Fee**.
4. When the result of the application is ready, the applicant has to make a **Stage 2 Fee** Payment before the result is made known to the applicant via a Letter of Award / Non-award Notification. **No certificate shall be deemed to have been issued or renewed until the specified Stage 2 Fee has been fully paid.**
5. The Stage 2 Fee comprises, where applicable, the **Annual Fee** (1 or 2 years, depending on whether the certificate is valid for 1 or 4 years), an **Additional Certificate Fee** and **Other Fees**.
6. The **Other Fees** component arises from any outstanding fee that the PEI has accrued e.g. when a PEI submits an application via OBLs and then withdraws its application without making any payment. An OBLs transaction fee has been incurred even though the PEI withdraws its application.
7. CPE will decide when to recover outstanding fees from PEIs.
8. Fees are payable for:
 - 8.1. New and Renewal application (same fee structure)
 - 8.2. Update (Interim) Assessment
 - 8.3. Update (Ad hoc) Assessment

9. However, in view of the moratorium on the fee hike by government agencies³ introduced as part of the government-wide effort to help the small and medium enterprises cope with the economic recession, a rebate will be provided to bring the resultant fees payment by PEIs down to the current fee level when applications are made during the period of transition to the new EduTrust scheme. This rebate will expire with the lapse of the moratorium on fee hike, or once the PEI has been EduTrust-certified, whichever is later.
10. The following sections set out the fee payable under various scenarios.

FEES for NEW (or INITIAL) and RENEWAL Application

11. Fees for both New and Renewal application are the same for a PEI in the same category of annual sales turnover.

11.1. Stage 1 Fee:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
1.	Application Fee	\$120	\$120	\$120
2.	Assessment Fee	\$680	\$1700	\$2500
3.	No. of Premises Assessed	No additional charges		

11.2. Stage 2 Fee if awarded **4-year certificate**:

SN	FEE TYPE	SMALL	MEDIUM	LARGE	
1.	Annual Fee	1 st year	\$600	\$1200	\$2000
		2 nd year	\$600	\$1200	\$2000
2.	No. of copies of certificate	1 st copy of certificate is free of charge Additional certificate is \$20 /copy			
3.	Other Fee	All outstanding fees accrued by PEI			

³ For details, please see announcement on 2009's Key Budget Initiatives to enhance business cashflow and competitiveness available on the Ministry of Finance website http://www.mof.gov.sg/budget_2009/key_initiatives/cashflow.html.

11.3. Stage 2 Fee if awarded **1-year certificate**:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
1.	Annual Fee	\$600	\$1200	\$2000
2.	No. of copies of certificate	1 st copy of certificate is free of charge Additional certificate is \$20 /copy		
3.	Other Fees	All outstanding fees accrued by PEI		

11.4. Stage 2 Fee if NOT awarded any certificate:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
1.	Other Fees	All outstanding fees accrued by PEI		

FEE for UPDATE (Interim) Application

12. Fees for all Interim applications are the same for a PEI in the same category of annual sales turnover, regardless of the type of award.

12.1. Stage 1 Fee:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
1.	Application Fee	\$120	\$120	\$120
2.	Assessment Fee	\$340	\$850	\$1250
3.	No. of Premises Assessed	No additional charges		

12.2. Stage 2 Fee if the PEI maintains its award (of a certificate with a 4-year validity):

SN	FEE TYPE	SMALL	MEDIUM	LARGE
1.	Annual Fee			
	3rd year	\$600	\$1200	\$2000
	4th year	\$600	\$1200	\$2000
2.	No. of copies of certificates	1 st copy of certificate is free of charge Additional certificate costs \$20 /copy		
3.	Other Fee	All outstanding fees accrued by PEI		

12.3. Stage 2 Fee if award is dropped to one with a 1-year validity:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
1.	Annual Fee	\$600	\$1200	\$2000
2.	No. of copies of certificate	1 st copy of certificate is free of charge Additional certificate costs \$20 /copy		
3.	Other Fees	All outstanding fees accrued by PEI		

12.4. Stage 2 Fee if CPE decides on a Non-award: No fee required.

FEE for UPDATE (Ad hoc) Application

13. Fees for all types of ad hoc applications are the same for a PEI in the same category of annual sales turnover, regardless of the type of award.

13.1. Stage 1 Fee:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
1.	Application Fee	\$120	\$120	\$120
2.	Assessment Fee	\$340	\$850	\$1250
3.	No. of Premises Assessed	No additional charges		

13.2. Stage 2 Fee if **no change in certificate is required:**

SN	FEE TYPE	SMALL	MEDIUM	LARGE
1.	Other Fees	All outstanding fees accrued by PEI		

- 13.3. Stage 2 Fee if **a change in the certificate of the award is required:**
E.g. The expiry of the date of the award is brought forward.

SN	FEE TYPE	SMALL	MEDIUM	LARGE
1.	No. of copies of certificate	1 st copy of certificate is free of charge Additional certificate is \$20 /copy		
2.	Other Fees	All outstanding fees accrued by PEI		

13.4. Stage 2 Fee if CPE decides to terminate the award:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
1.	Other Fees	All outstanding fees accrued by PEI		

14. Once the fee hike policy by government has been lifted, the following fee structure would apply.

FEES for NEW (or INITIAL) and RENEWAL Application

15. Fees for both New and Renewal application are the same for a PEI in the same category of annual sales turnover.

15.1. Stage 1 Fee:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
4.	Application Fee	\$500	\$500	\$500
5.	Assessment Fee	\$2,500	\$5,000	\$8,000
6.	No. of Premises Assessed	1 : No additional charges 2-3 : \$500 4 or more : \$1,000		

Example 1:

A PEI with annual sales turnover of \$600,000 has 2 premises. Its Stage 1 fee will amount to: \$500 + \$2,500 + \$500 or \$3,500

Example 2:

A PEI with annual sales turnover of \$4 million has 5 premises. Its Stage 1 fee will amount to: \$500 + \$5,000 + \$1,000 or \$6,500.

15.2. Stage 2 Fee if awarded **4-year certificate**:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
4.	Annual Fee	\$1,000	\$2,000	\$3,000
		\$1,000	\$2,000	\$3,000
5.	No. of copies of certificate	1 st copy of certificate is free of charge Additional certificate is \$20 /copy		
6.	Other Fee	All outstanding fees accrued by PEI		

Example 3:

A PEI with annual sales turnover of \$600,000 has 2 premises but requires only 1 copy of the certificate. Its Stage 2 fee will amount to: \$1,000 + \$1,000 + \$0 or \$2,000 for 2 years' annual fee.

Example 4:

A PEI with annual sales turnover of \$8 million has 5 premises and requires 5 copies of the EduTrust certificates. Its Stage 2 fee will amount to: \$2,000 + \$2,000 + 4x\$20 or \$4,080 for 2 years' annual fee and the fee for 4 additional certificates.

15.3. Stage 2 Fee if awarded **1-year certificate**:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
4.	Annual Fee	\$1,000	\$2,000	\$3,000
5.	No. of copies of certificate	1 st copy of certificate is free of charge Additional certificate is \$20 /copy		
6.	Other Fees	All outstanding fees accrued by PEI		

Example 5:

A PEI with annual sales turnover of \$16 million has 8 premises and requires 6 copies of the EduTrust certificates. Its Stage 2 fee will amount to: \$3,000 + 5x\$20 or \$3,100 for 1 year's annual fee and the fee for 5 additional certificates.

15.4. Stage 2 Fee if NOT awarded any certificate:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
2.	Other Fees	All outstanding fees accrued by PEI		

FEE for UPDATE (Interim) Application

16. Fees for all Interim applications are the same for a PEI in the same category of annual sales turnover, regardless of the type of award.

16.1. Stage 1 Fee:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
4.	Application Fee	\$500	\$500	\$500
5.	Assessment Fee	\$1,500	\$3,000	\$5,000
6.	No. of Premises Assessed	1 : No additional charges 2-3 : \$500 4 or more : \$1,000		

16.2. Stage 2 Fee if the PEI **maintains its award** (of a certificate with a 4-year validity):

SN	FEE TYPE	SMALL	MEDIUM	LARGE	
4.	Annual Fee	3rd year	\$1,000	\$2,000	\$3,000
		4th year	\$1,000	\$2,000	\$3,000
5.	No. of copies of certificates	1 st copy of certificate is free of charge Additional certificate costs \$20 /copy			
6.	Other Fee	All outstanding fees accrued by PEI			

16.3. Stage 2 Fee if award is **dropped to one with a 1-year validity**:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
4.	Annual Fee	\$1,000	\$2,000	\$3,000
5.	No. of copies of certificate	1 st copy of certificate is free of charge Additional certificate costs \$20 /copy		
6.	Other Fees	All outstanding fees accrued by PEI		

16.4. Stage 2 Fee if CPE decides on a Non-award: No fee required.

FEE for UPDATE (Ad hoc) Application

17. Fees for all types of ad hoc applications are the same for a PEI in the same category of annual sales turnover, regardless of the type of award.

17.1. Stage 1 Fee:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
4.	Application Fee	\$500	\$500	\$500
5.	Assessment Fee	\$1,500	\$3,000	\$5,000
6.	No. of Premises Assessed	1 : No additional charge 2-3 : \$500 4 or more : \$1,000		

17.2. Stage 2 Fee if **no change in certificate is required:**

SN	FEE TYPE	SMALL	MEDIUM	LARGE
2.	Other Fees	All outstanding fees accrued by PEI		

- 17.3. Stage 2 Fee if **a change in the certificate of the award is required:**
 E.g. The expiry of the date of the award is brought forward.

SN	FEE TYPE	SMALL	MEDIUM	LARGE
3.	No. of copies of certificate	1 st copy of certificate is free of charge Additional certificate is \$20 /copy		
4.	Other Fees	All outstanding fees accrued by PEI		

17.4. Stage 2 Fee if CPE decides to terminate the award:

SN	FEE TYPE	SMALL	MEDIUM	LARGE
2.	Other Fees	All outstanding fees accrued by PEI		

– END –