

Information Notes on the Registration of a Private Education Institution
Online Business Licensing Service (OBLS) forms



A multiple award winner, the Online Business Licensing Service (OBLs) allows you to submit one or multiple licence applications to the relevant government agencies.

Announcements - *Must Read*

1. Additional Mode of Payment for SPF Licences
2. Cessation of Flexipay by End 2009
3. UPDATES ON THE REVIEW OF PUBLIC TALKS FOR PUBLIC ENTERTAINMENT LICENCE

If you are a Limited Partnership (LP), [Click here to proceed.](#)

Click on "Apply New License(s)"

I want to apply for new ...	I already have an existing Registration or Licence ...
<p>New Applications</p> <ul style="list-style-type: none"> • Apply new Licence(s) <i>Eg. Home Office Scheme, Liquor Licence, Employment Agency Licence, Temporary Change of Use & more ...</i> • Register a New Business, LLP or Company (Bizfile) 	<p>Update Information</p> <ul style="list-style-type: none"> • Update Existing Licences • Update or Change Business Particulars at ACRA's BizFile <p>Renewal</p> <ul style="list-style-type: none"> • Renew Existing Licences • Renew Registration of Business or Limited Liability Partnership (LLP) at ACRA's BizFile <p>Termination</p> <ul style="list-style-type: none"> • Terminate Existing Licences • Terminate Existing Business or Limited Liability Partnership (LLP) or Company at ACRA's BizFile <i>Existing Licences must be terminated first before de-registering your business/company/LLP registration at ACRA.</i> <p>Enquiry</p> <ul style="list-style-type: none"> • Enquire Information about Existing Licences
My follow up actions ...	
<p>Retrieve Draft</p> <ul style="list-style-type: none"> • Retrieve Previously Saved Draft(s) <p>Check Status</p> <ul style="list-style-type: none"> • Check the Status of Submitted Applications <p>Make Payment</p> <ul style="list-style-type: none"> • Make Electronic Payment for Applications Pending Payment 	



If you are a Limited Partnership (LP), [Click here to proceed.](#)

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**

Select Government Agency >

- Accounting & Corporate Regulatory Authority
- Agri-Food & Veterinary Authority of Singapore
- Board of Architects
- Building and Construction Authority
- Central Provident Fund Board
- Civil Aviation Authority of Singapore
- Council for Private Education
- Economic Development Board
- Energy Market Authority
- Health Sciences Authority
- Hotels Licensing Board
- Housing & Development Board
- Infocomm Development Authority of Singapore
- Inland Revenue Authority of Singapore
- Intellectual Property Office of Singapore
- International Enterprise Singapore
- Land Transport Authority
- Majlis Ugama Islam Singapura
- Maritime and Port Authority of Singapore

Licence Selection (Max. 10 selections)

No Licence Selected

Announcement

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

Click on the tab "Government Agencies"

Click on the link "Council for Private Education"



If you are a Limited Partnership (LP), [Click Here](#) to proceed.

Select One or More Licences to Apply

- To apply for business licences, please tick one (or more) boxes to select the relevant licences for your business.
- To remove the selected licence(s), please untick the box(es) and click on the "Next" button.
- To view your licence selection, please click on the "Refresh This List" button.

Note: For licence(s) without check box, you will be redirected to the agency's website or will be provided with a contact number for further information.

[Industries / Business Activities](#) [Government Agencies](#)

Select Government Agency > Council for Private Education

LICENCES	
<ul style="list-style-type: none"> EduTrust Certification Scheme This scheme is administered by the Council for Private Education (CPE) and is launched in (date to be confirmed). It is... [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Registration of Private Education Institutions Registration of Private Education Institutions [Read more...] 	<input checked="" type="checkbox"/>

[< Back](#) [Next >](#)

Licence Selection (Max. 10 selections)

1. Registration of Private Education Institutions

[Refresh This List](#)

[Next >](#)

Announcement

- External Upgrades
- NEA Cease Running Basic Hygiene Courses
- Home Office Scheme and Business Registration - Which do you do first?

Select "Registration of Private Education Institution"



Confirm Licence Selection

Please Note: You will not be able to modify your choice of licences after proceeding.

You have chosen to apply for the following licences:

Licence Name	Agency	Fee ¹	Amt (\$)	Remove?
Registration of Private Education Institutions	CPE	Administrative Fee	100.00	<input type="checkbox"/>
		Processing Fee	To be determined	
Total (excluding GST) : To be determined				

¹ The actual fees may vary depending on your application.

Payment modes

Payment by Visa, MasterCard, Direct Debit through Internet Bank Account and FlexiPay

- To continue to fill in the form, please click the "Proceed" button.
- To remove any of the licences, please tick the box beside the licence and click the "Proceed" button.
- To add more licences, please click the "Re-select Licence(s)" button.

Re-select Licence(s) Proceed

This page serves to inform applicants that there is a 2 stage payment for this application.

Stage 1 is an Administrative Fee. This fee must be paid at the point of submission of the application. The application will not be processed until this is paid.

Stage 2 is the processing fee and must be paid before the application is approved. This fee will be calculated when the Council for Private Education Informs the applicant of the result of the application.



If you are a Limited Partnership (LP), Click Here to proceed.

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

My organisation is:

ACRA registered. *If you are a Limited Partnership (LP), Click Here to proceed.*

My Registration Number (UEN) is: [See Examples](#)

Forgotten your Registration Number (UEN)? *Please ensure that you have your Registration Number (UEN) 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. *For non-profit organisation/committee(s); or those registered with ROS (Registry of Societies).*

My Non ACRA-registered Organisation Number is:

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 \(First Schedule\)](#)*

For non-ACRA and non-ROS registered.

If you are filling in the forms as a director or shareholder, select this option.

If you are a staff member submitting this application on behalf of your PEI, select this option.

For ACRA companies

Select this option and type in your ACRA-issued Unique Entity Number (UEN)

For Societies

Select this option and type in the Registry of Society issued number.

This screen lists all documents that will be needed in support of the application.



Required Documents for Submission

Please prepare the following documents to complete your online submission.

CPE Registration of Private Education Institutions

a. ACRA / ROS printout	Company / society registration
b. BCA Document	TOP, certificate of statutory completion
c. Fire safety certificate	Fire safety certification of premises
d. IRAS Returns for Previous Financial Year	IRAS Returns for Previous Financial Year
e. Letter from Vice Chancellor	Letter from Vice Chancellor
f. Managers Declaration Form	Please download the form from CPE website.
g. NEA Document	Canteen, laboratories, hazardous waste disposal
h. PEI Registration Smart Form	PEI Registration Smart Form
i. SPF Document	Registration for the use of controlled chemicals for use in Science labs.
j. URA approval	Approval for use as commercial school

Note: Uploading of supporting documents is available after all licence forms are completed.

Click "Proceed" to log on to SingPass. Or "Return" to go back to the previous page.

[Return](#) [Proceed](#)



Secure

[Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

Welcome

to SingPass Authentication Service

SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Tick here to change your SingPass

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

[For tips on Online Security. Click here.](#)

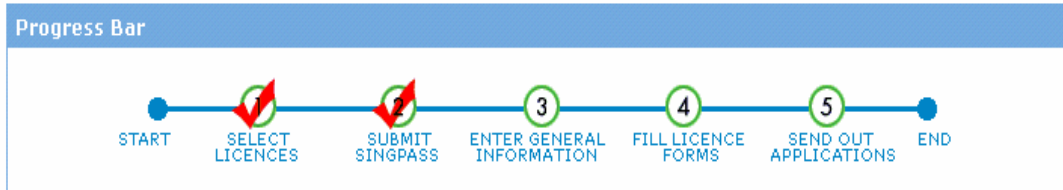
[Do not have a SingPass? Apply here.](#)

[Forgot your Password? Reset here.](#)

Important Notes

- You understand that SingPass is intended to help you authenticate yourself on the Internet. As there are inherent security risks on the Internet, you must carefully consider the degree to which you choose to rely on your SingPass.
- You will maintain secure possession of your SingPass. If you know or suspect that the security of your SingPass has been compromised, you must stop using SingPass and notify the SingPass operator immediately.
- The Government of Singapore ("Government") does not warrant or endorse any goods, services, information, accuracy or the privacy practice associated with any non-public sector websites ("Private Website") even though the Private Website may require the use of SingPass.
- You will not hold the Government liable for any damage or loss of any kind caused as a result (direct or indirect) of the use of any Private Website, including but not limited to any damage or loss suffered as a result of reliance on the contents contained in or available from the Private Website.

Enter the SingPass details



Personal Particulars

UIN	S0750307E
Name	NAME OF S0750307E
Gender	MALE
Nationality	SINGAPORE CITIZEN
Date of Birth	27/07/1968

Your personal particulars as shown above will be shared with other Government agencies for the processing of your application. Please refer to the [privacy statement](#) for more information. If you do not agree, please [logout](#) from this licence application.

[Return](#) [Proceed](#)



Declaration

- I shall be responsible to provide any proof of written consent from the applicant upon request by the respective licensing agencies for verification.

I declare that the information I provided is not false or misleading and I have no reason to believe the information is false or misleading, otherwise I may be prosecuted for committing an offence. The licensing agencies reserve their rights to reject the application or revoke the licence if granted or to exercise any powers in the licensing agencies' Act(s).

It is compulsory to attach as a supporting document accompanying the licence application, a scanned copy of the Letter of Authorisation from the owner or director. Please take note of the following guidelines for the Letter of Authorisation.

The general guidelines for the Letter of Authorisation (termed as the "Letter") are as follows:

- a. Originator of the Letter must be from the person, sole proprietor, partnership or director of the company applying for the licence or registration.
- b. For companies registered with the Accounting and Corporate Regulatory Authority (ACRA), formally known as the Registrar of Companies and Businesses (RCB), the Letter must be prepared on paper(s) bearing the company's letterhead.
- c. Name, NRIC Designation (or Job Title) and Signature of Originator are to be clearly stated in the Letter.
- d. Name, NRIC, Designation (or Job Title) and Signature of person who witnessed the Originator signing the Letter (the witness must not be the third party).
- e. The Letter must state the Name and NRIC of the third parties or the registered name, address and Registration Number (UEN) of the third party (if the third party is a company) who has been authorised by the Originator to act and apply for licences on behalf of the Originator.
- f. List down clearly the licences or registrations, which the third parties would be authorized to apply on behalf of the Originator.

Disagree Agree

This declaration page will only appear if the filer is not a business owner or a director of the company.

The authorisation letter should be attached to this OBLs application.

Progress Bar



Company/Business/Limited Liability Partnership Information

Registration Number (UEN)	198701223G
Company/Business/LLP Name	ENVIPURE PTE. LTD.
Registration Date	02/05/1987

1. Please verify that the Company/Business/LLP information is correct.
2. Click on "Return" to re-enter Registration Number (UEN) if incorrect.

Return Proceed



Complete Online Application Form

Your Draft ID is: 237402.

All fields marked with an asterisk * are compulsory.

Save As Draft Proceed

General Information - Particulars

Filer's Particulars
(Particulars of the staff/member of a Professional Firm or a representative authorised by the applicant to make this licence application)

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

Name * NAME OF S0750307E

NRIC/Passport/FIN * S0750307E

Nationality * SINGAPORE CITIZEN

Gender * MALE

Date of Birth (DD/MM/YYYY) * 27/07/1968

Designation *

Office Tel No *

Home Tel No

Mobile No (Notify via SMS)

Pager No

Fax No

This section will appear only if the filer is not a business owner or a director.

OBLs will populate these fields from the filer's SingPass login.

Fill in the designation of the filer.

Choose whether to be notified by SMS or email. OBLs will send out updates of the status of the application through either email or SMS.

Email	<input type="text"/>	(Notify via email <input type="checkbox"/>)
Applicant's Particulars (Particulars of the Business Owner, Partner or Company Director)		
<i>Note: Either notify via SMS or email must be checked.</i>		
Salutation/Title *	<input type="radio"/> Dr <input type="radio"/> Mdm <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms	
Name *	<input type="text"/>	
Identification Type *	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	
NRIC/Passport/FIN *	<input type="text"/>	
Nationality *	SINGAPORE CITIZEN <input type="button" value="v"/>	
Gender *	<input type="radio"/> Male <input type="radio"/> Female	
Date of Birth (DD/MM/YYYY) *	<input type="text"/> <input type="button" value="dd"/>	
Designation *	Please Select... <input type="button" value="v"/>	
Other Description (if OTHERS is selected)	<input type="text"/>	
Office Tel No *	<input type="text"/>	
Home Tel No	<input type="text"/>	
Mobile No	<input type="text"/> (Notify via SMS <input type="checkbox"/>)	
Pager No	<input type="text"/>	
Fax No	<input type="text"/>	
Email	<input type="text"/>	(Notify via email <input type="checkbox"/>)
Company Details		
Name of Company/Business/LLP	ENVIPURE PTE. LTD. <input type="button" value="v"/>	
Registration No. (UEN)	198701223G	
Business Email Address *	<input type="text"/>	(Notify via email <input type="checkbox"/>)
Former Business/Company Registration Number (UEN)(if any)	<input type="text"/>	

Fill in the email address of the filer.

Enter the particulars of the applicant wanting to register a Private Education Institute.

The information here is auto-populated. Please check that the company is the correct one.

Company Registered Address

Block/House No

Level No/Unit No/Building Name

Type of Premises * Please Select... ▾

Block/House No 2

Level 03

Unit No 16

Building Name WOODLANDS SPECTRUM

Street Name WOODLANDS SECTOR 1

Postal Code 738068

Business Operating Address

Type of Premises * Please Select... ▾

Postal Code * **Retrieve Address**
Please enter postal code and click on the Retrieve Address button.

Block/House No (If 'NULL' value appears, your official address does not have any block number.) * ▾

Street Name *

Level
Eg. #05-01
Key in: 05

Unit No
Eg. #05-01
Key in: 01

Building Name

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 Yes

Address Type * Singapore Foreign

Type of Premises Please Select... ▾

Postal Code **Retrieve Address**

This is auto-generated from the information submitted to ACRA when the company is first registered.

This should be the main premises of the Private Education Institute.

Block/House No
(If 'NULL' value appears, your official address does not have any block number.)

Street Name

Level
Eg. #05-01
Key in: 05

Unit No
Eg. #05-01
Key in: 01

Building Name

Foreign Address 1

Foreign Address 2

All fields marked with an asterisk * are compulsory.

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From this stage onwards, OBLs will direct you to the Registration of PEI forms.

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 : 237402

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	Registration of Private Education Institutions	CPE	15 mins	Incomplete	Fill Form

Full Form Preview

Save Draft

2. If you need help with completing the online application form, you can:

- Ask us a question
- OR email us at OBLs@spring.gov.sg
- OR call us at 68981595 (from Mon - Fri 8.30am to 5.30pm);
- OR go to any of the **CitizenConnect Centres** located near you (most operate from Mon - Sun 12pm to 8pm).

Complete Online Application Form

All fields marked with an asterisk * are compulsory.

Return Save As Draft Proceed

Registration of Private Education Institutions

Pages [1 2 3 4 Next>>]

Profile of Private Education Institution (PEI)

Proposed Name of PEI *

Name of Company	ENVIPURE PTE. LTD.
Unique Entity Number (UEN)	198701223G
Date of ACRA Registration	02/05/1987
School Website	<input type="text"/>

Annual Sales Turnover
for the purposes of calculating fees for this application, please state your annual sales turnover for the previous financial year.

Annual Sales Turnover for Previous Financial Year *	<input type="text"/> (Enter 0 if not applicable)
--	--

Additional names to be used by PEI (only incorporated subsidiaries are allowed)
(Maximum 20)

1.

Name	<input type="text"/>
Reasons for Additional Name	<input type="text"/>

(Maximum 500 characters allowed.)

Add

Pages [1 2 3 4 Next>>]

Return Save As Draft Proceed

All fields marked with an asterisk * are compulsory.

Field	Notes
Proposed name of PEI	Fill in the name of the PEI
Name of Company UEN Date of ACRA Registration	These fields are automatically populated from the preceding profile pages.
Annual Sales Turnover	Enter the most recent annual sales turnover as declared in
Additional Names used by PEI	Enter any other additional names used by the PEI
Add	This will enable you to enter the records of the next manager.
Save as Draft	This will save the form for you to continue at a later time.
Proceed	This will save the information and proceed to the next page.

All fields marked with an asterisk * are compulsory.

Return Save As Draft Proceed

Registration of Private Education Institutions

Pages [<<Previous 1 2 3 4 Next>>]

Particulars of Managers (Maximum 20)

1.

Name *	<input type="text"/>
NRIC/Passport No. *	<input type="text"/>
Singapore PR *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Nationality *	SINGAPORE CITIZEN <input type="button" value="v"/>
Email *	<input type="text"/>
Contact No *	<input type="text"/> <small>For international contact, pls enter (+country code)-(area code)-(contact no.) (e.g. +1-908-6285555)</small>
Designation *	Please Select... <input type="button" value="v"/>

Residential Address
It is compulsory to provide a residential address for this manager or your application will not be processed.

Postal Code	<input type="text"/>
Block/House No.	<input type="text"/>
Street Name	<input type="text"/>
Level	<input type="text"/>
Unit No.	<input type="text"/>
Building Name	<input type="text"/>
City/State	<input type="text"/> <small>For international address only</small>
Country	<input type="text"/> <small>For international address only</small>

Add

Field	Notes
Name	Enter the name that appears in the NRIC or Passport.
NRIC/Passport	Singaporeans and PRs must enter a NRIC number. Foreigners must enter their current passport numbers.
Email	This must be an email address which the manager checks on a frequent basis.
Contact number	This should be the manager's direct contact number. It should be a mobile number or a direct number to the manager. Ensure that the proper country and area codes are entered.
Residential Address	Enter the residential address of the manager. Mailing addresses are not permitted. Managers residing outside Singapore should fill in their foreign address.
Add	This will enable you to enter the records of the next manager.
Save as Draft	This will save the form for you to continue at a later time.
Proceed	This will save the information and proceed to the next page.

Complete Online Application Form

All fields marked with an asterisk * are compulsory.

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

Registration of Private Education Institutions

Pages [<<Previous 1 2 3 4 Next>>]

Members of Academic Board (Minimum 3)

1.

Name

NRIC / Passport No.

Highest Academic Qualification

(Maximum 500 characters allowed.)

[Add](#)

Declaration

We declare that none of the members in the Academic Board:

- Are undischarged bankrupts;
- Have any previous criminal conviction;
- Have been a manager of a deregistered PEI;

Pages [<<Previous 1 2 3 4 Next>>]

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

All fields marked with an asterisk * are compulsory.

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Field	Notes
Name	Enter the name that appears in the NRIC or Passport.
NRIC/Passport	Singaporeans and Singapore PRs must enter a NRIC number. Foreigners must enter their current passport numbers.
Highest Academic Qualification	Qualification must be entered in the following format {level of qualification}{name of qualification}{Major or specialty if any}{awarding institution} eg {Bachelors} {BA}{Linguistic}{National University of Singapore}
Add	This will enable you to enter the records of the next member.
Save as Draft	This will save the form for you to continue at a later time.
Proceed	This will save the information and proceed to the next page.

Complete Online Application Form

All fields marked with an asterisk * are compulsory.

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

Registration of Private Education Institutions

Pages [<<Previous 1 2 3 4]

Members of Examination Board (Minimum 3)

1.

Name

NRIC / Passport No.

Highest Academic Qualification

(Maximum 500 characters allowed.)

[Add](#)

Declaration

We declare that none of the members in the Examination Board:

- Are undischarged bankrupts;
- Have any previous criminal conviction;
- Have been a manager of a deregistered PEI;

Pages [<<Previous 1 2 3 4]

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

All fields marked with an asterisk * are compulsory.

Field	Notes
Name	Enter the name that appears in the NRIC or Passport.
NRIC/Passport	Singaporeans and Singapore PRs must enter a NRIC number. Foreigners must enter their current passport numbers.
Highest Academic Qualification	Qualification must be entered in the following format {level of qualification}{name of qualification}{Major or specialty if any}{awarding institution} eg {Bachelors} {BA}{Linguistic}{National University of Singapore}
Add	This will enable you to enter the records of the next member.
Save as Draft	This will save the form for you to continue at a later time.
Proceed	This will save the information and proceed to the next page.

Attach Supporting Documents

NOTE: The maximum file size limit for each attachment is 2MB.

CPE Registration of Private Education Institutions	
1	ACRA / ROS printout Company / society registration Document (s) (*.*.doc, *.jpg, *.gif, *.pdf, *.png) Format(s) : <input type="checkbox"/> Submit Offline (Submission Details) Submit Online [Browse...] [Upload]
2	BCA Document TOP, certificate of statutory completion Document (s) (*.*.doc, *.jpg, *.gif, *.pdf, *.png) Format(s) : <input type="checkbox"/> Submit Offline (Submission Details) Submit Online [Browse...] [Upload]
3	Fire safety certificate Fire safety certification of premises Document (s) (*.*.doc, *.jpg, *.gif, *.pdf, *.png) Format(s) : <input type="checkbox"/> Submit Offline (Submission Details) Submit Online [Browse...] [Upload]
4	IRAS Returns for Previous Financial Year IRAS Returns for Previous Financial Year Document (s) (*.*.doc, *.jpg, *.gif, *.pdf, *.png) Format(s) : <input type="checkbox"/> Submit Offline (Submission Details) Submit Online [Browse...] [Upload]
5	Letter from Vice Chancellor Letter from Vice Chancellor Document (s) (*.*.doc, *.jpg, *.gif, *.pdf, *.png) Format(s) : <input type="checkbox"/> Submit Offline (Submission Details) Submit Online [Browse...] [Upload]
6	Managers Declaration Form Managers Declaration Form Document (s) (*.*.doc, *.jpg, *.gif, *.pdf, *.png) Format(s) : <input type="checkbox"/> Submit Offline (Submission Details) Submit Online [Browse...] [Upload]
7	NEA Document Canteen, laboratories, hazardous waste disposal Document (s) (*.*.doc, *.jpg, *.gif, *.pdf, *.png) Format(s) : <input type="checkbox"/> Submit Offline (Submission Details) Submit Online [Browse...] [Upload]
8	PEI Registration Smart Form PEI Registration Smart Form Document(s) (*.*.xls, *.zip) Format(s) : <input type="checkbox"/> Submit Offline (Submission Details) Submit Online [Browse...] [Upload]
9	SPF Document Registration for the use of controlled chemicals for use in Science labs. Document(s) (*.*.doc, *.jpg, *.gif, *.pdf, *.png) Format(s) : <input type="checkbox"/> Submit Offline (Submission Details) Submit Online [Browse...] [Upload]
10	URA approval Approval for use as commercial school Document (s) (*.*.doc, *.jpg, *.gif, *.pdf, *.png) Format(s) : <input type="checkbox"/> Submit Offline (Submission Details) Submit Online [Browse...] [Upload]

[Return](#) [Proceed](#)

Click on "Browse" to search for the file on the computer.

Click on "Upload" to upload the file to OBLS.

If the document will be sent to the Council for Private Education by mail or courier, please click this.

Preview and Declaration

1. Please ensure that the information provided by you is correct.
2. You may click "Return" to edit your application.
3. You may click the "Print" button of your internet browser to print a copy of your application form.
Tip: For the best printing result, click the "Print Preview" button and set the left and right margins of A4 paper to 0.236 inches or less. You may also adjust the top and bottom page margins to control where the page breaks occur.
4. Under the "Declarations" section, you are required to tick the box beside the respective declaration(s).
5. To submit your application for processing, click on "Submit Application".

OBLS will display all the details entered in the preceding pages for review,

APPLICATION	
Draft ID	237402
Submission Date	01/12/2009 06:04:13 PM
LICENCE DETAILS	
Licence: General Information	
Filer's Particulars	
Name	NAME OF S0750307E
NRIC/Passport/FIN	S0750307E
Nationality	SINGAPORE CITIZEN
Gender	MALE
Date of Birth (DD/MM/YYYY)	27/07/1968
Designation	Administrator
Office Tel No	61234567
Home Tel No	
Mobile No	91234567 (Notification Recipient)
Pager No	
Fax No	
Email	

Name	
NRIC / Passport No.	
Highest Academic Qualification	(Maximum 500 characters allowed.)
Declaration	
<input type="checkbox"/> We declare that none of the members in the Examination Board: <ul style="list-style-type: none"> • Are undischarged bankrupts; • Have any previous criminal conviction; • Have been a manager of a deregistered PEI; 	
List of Supporting Documents Attached	
CPE Registration of Private Education Institutions	
a. ACRA / ROS printout	None
b. BCA Document	None
c. Fire safety certificate	None
d. IRAS Returns for Previous Financial Year	None
e. Letter from Vice Chancellor	None
f. Managers Declaration Form	None
g. NEA Document	None
h. PEI Registration Smart Form	None
i. SPF Document	None
j. URA approval	None

After reviewing the information and checking that the information is correct

DECLARATION

General

1. I declare that all the information given in this application form is true and correct.
2. I am aware that legal action may be taken against me if I had knowingly provided false information.
3. I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced from Licence Application at Business.gov.sg .

[Return](#)

[Submit Application](#)

Summary

Application/Draft ID	No(s)	Licence Name	Status
C090047044	1	Registration of Private Education Institutions	Application Submitted

Application Status

Application Details	
Application ID	C090047044
Description	C090047044 Edit
Submitted on	01/12/2009 06:10:17 PM
Remarks	
<ul style="list-style-type: none">Please note the Application ID for future references.Please make the necessary payment before your application can be processed.	
Licence Details	
<input checked="" type="radio"/> CPE Registration of Private Education Institutions	Status: Ready For Payment Withdraw
Remarks from Government Agency	
<ul style="list-style-type: none">Please pay \$100.00* for Administrative Fee.	
* Fee will be subjected to GST.	
Return Application Details Withdraw All Make Payment	

Click on "Make Payment" to pay for the application. The application will not be processed until the Administrative Fee has been paid.

Payment

General Details			
Application ID	C090047044		
Description	C090047044		
Submitted on	01/12/2009 06:10:17 PM		
Payment Details			
S/N	Description	Amount (\$)	GST
	Council for Private Education		
1.	Registration of Private Education Institutions - <i>Administrative Fee</i>	100.00	7%
2.	GST Subtotal	7.00	
Total Amount Payable Excluding GST		100.00	
Total GST		7.00	
Total Amount Payable		107.00	
		Return	Pay


Click "Pay" to continue onto the payment page.

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Best viewed with Internet Explorer 6.x browsers in resolution 1024x768.

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IF YOU ARE USING A POP-UP BLOCKER, please add "https://www.psi.gov.sg" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed. If you are paying using eNETS Credit (or AMEX if available), or eNETS Debit, please click [here!](#)

 You are now on a secure site.

Please proceed to payment by clicking on the logo of your preferred payment mode:

Payment Mode	Description	Total Payable
	Flexipay (Giro-on-demand) will cease 31 Jan 2010. Please consult your service provider for alternative modes of payment. More	Amount: S\$ 107.00 Total payable: S\$ 107.00
	VISA/MasterCard payment mode Please have one of the following - VISA Credit Card, - MasterCard Credit Card, - MasterCard Debit Card or - Visa Electron Debit Card More	Amount: S\$ 107.00 Total payable: S\$ 107.00
	Internet Banking payment mode Please have the following - A valid Internet Banking account with Citibank, DBS or UOB. More	Amount: S\$ 107.00 Total payable: S\$ 107.00

Please choose one of the payment options.

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For more information on each payment method, click on the "More" hyperlink of the respective payment mode.
- For **eNETS Credit (or AMEX if available)**, please add "www.enets.sg" to your list of allowed sites in the pop-up blocker settings as well.
- For **eNETS Debit**, please include "www.enets.sg", "dbsd2pay.dbs.com (for DBS/POSB Account holders)", "uniservices1.uobgroup.com (for UOB Account holders)" and "www.citibank.com.sg (for Citibank Account holders)" to your list of allowed sites in the pop-up blocker settings as well.
- For **NETS CashCard**, please add "cashcardservices.nets.com.sg" to your list of allowed sites in the pop-up blocker settings as well.

Cancel Payment



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credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1: www.enets.sg

TRANSACTION INFORMATION

Merchant Name	Psi Test Internet Credit Card4
Merchant Reference Code	CC09120118130680
NETS Reference Code	20091201181227168
Amount	SGD 107.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION



Please ensure that after each payment session, the cache and history are cleared. This will prevent unauthorized users from performing browser caching for sensitive data

Name on Card

Card Number

Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash. Please [download](#) latest JRE if you have problem entering card number.

CVV / CVC2 [What is CVV/CVV2/CID]

Expiry Date: Month (eg:2009)

I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.



Fill in the credit card details.

Thank you for using the Online Business Licensing Service (OBLs).

You will be informed of any updates or follow-up actions required via email/SMS.

You can click on "Check Application Status" button below to view your application status / details or return later via <https://qainternet2.business.gov.sg/>.

We welcome all your feedback and suggestions. Click [here](#) to provide your feedback now.

[Check Application Status](#)