

## Year 2025 Practising Certificate (PC) Renewal and Payment Information

### Update of Personal Particulars and Employment Details

Login to SNB account via Singpass is mandatory. 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.

To update any change in your personal particulars or employment details, please login to your SNB account via SNB's website ([www.snb.gov.sg](http://www.snb.gov.sg)) using your Singpass. If you encounter difficulties logging in to your SNB account using Singpass, you may need to update your residency status by updating your new identification number to either your **NRIC number** (for Singapore Citizens or Permanent Residents) or **FIN** number (for workpass holders such as those with Employment Pass or S-Pass). Please click [here](#) for more information on how to update your personal particulars and/or employment details.

For specific changes to:	Method of update:												
Residency status and identification number	<p>Submit an online application by clicking <a href="#">here</a> and attach a colour copy of the required supporting document:</p> <table border="1"> <thead> <tr> <th></th> <th>Previous Residential Status</th> <th>Current Residential Status</th> <th>Supporting Document*</th> </tr> </thead> <tbody> <tr> <td>1)</td> <td>Work Pass (S-Pass or Employment Pass)</td> <td>Singapore Citizens or Permanent Residents</td> <td>1) NRIC (front and back)</td> </tr> <tr> <td>2)</td> <td>Singapore Citizens or Permanent Residents</td> <td>Work Pass (S-Pass or Employment Pass)</td> <td>1) S-Pass (front and back) or 2) Employment Pass (front and back)</td> </tr> </tbody> </table> <p><i>*Please note that digital copy of the NRIC/ S-Pass/ Employment Pass retrieved from the Singpass app is not acceptable.</i></p> <p>SNB requires approximately 5 to 7 working days to review each application. Once the mandatory documents are verified, your record will be updated, and you will then be able to login to your SNB account.</p>		Previous Residential Status	Current Residential Status	Supporting Document*	1)	Work Pass (S-Pass or Employment Pass)	Singapore Citizens or Permanent Residents	1) NRIC (front and back)	2)	Singapore Citizens or Permanent Residents	Work Pass (S-Pass or Employment Pass)	1) S-Pass (front and back) or 2) Employment Pass (front and back)
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1)	Work Pass (S-Pass or Employment Pass)	Singapore Citizens or Permanent Residents	1) NRIC (front and back)										
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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>												
Preferred mailing address	Login online to your SNB account using Singpass.												
Email 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).												

<b>Payment Options</b>
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**A) Online Renewal & Payment**

Please login to your SNB account via SNB's website ([www.snb.gov.sg](http://www.snb.gov.sg)) using your Singpass to apply for PC Renewal, complete the online declaration and make payment for the PC fee(s) successfully before the PC for Year 2025 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 you have completed **BOTH** the declaration and payment sections. 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 which are on the scheme for this year's renewal are:

- |   |  |
|---|--|
| • Alexandra Hospital (NUHS)                               | • National University Hospital                 |
| • Ang Mo Kio-Thye Hua Kwan Hospital                       | • National University Polyclinics (NUP)        |
| • Changi General Hospital (CGH)                           | • Ng Teng Fong General Hospital (NTFGH)        |
| • Changi Medical Facility Inpatient Medical Centres (CMC) | • National Healthcare Group Polyclinics (NHGP) |
| • Farrer Park Hospital                                    | • NUHS (RHSO)                                  |
| • Gleneagles Hospital (GEH)                               | • Parkway Hospitals Singapore Corporate Office |
| • Health Promotion Board                                  | • Parkway East Hospital (PEH)                  |
| • Institute of Mental Health/ Woodbridge Hospital         | • Ren Ci Hospital                              |
| • Jurong Community Hospital (JCH)                         | • St Andrew's Community Hospital               |
| • Jurong Medical Center (JMC)                             | • Sengkang General Hospital (SKH)              |
| • Khoo Teck Puat Hospital                                 | • Singapore General Hospital (SGH)             |
| • KK Women's and Children's Hospital                      | • Singapore National Eye Centre                |
| • Ministry of Defence                                     | • SingHealth Community Hospitals               |
| • Mount Alvernia Hospital                                 | • SingHealth Polyclinics (SHP)                 |
| • Mount Elizabeth Hospital (MEH)                          | • St. Luke's Hospital (SLH)                    |
| • Mount Elizabeth Novena Hospital (MENH)                  | • Tan Tock Seng Hospital                       |
| • National Cancer Centre Singapore (NCCS)                 | • Thomson Medical Centre                       |
| • National Heart Centre of Singapore                      | • 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 must:

- a) have sought prior confirmation that your employer is paying for your PC fee;

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- b) login to your SNB account via SNB's website ([www.snb.gov.sg](http://www.snb.gov.sg)) using your Singpass from **1 to 30 Sep 2024**; and
- c) 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.

After you have submitted your application for PC Renewal, SNB will verify with your employer if your employer is paying for your PC by end October. If your employer rejects EPOB payment of your PC fee, SNB will withdraw your application for PC Renewal and inform you via email to submit a new online application and make payment for the PC fee via credit/debit card (see Option A above). Hence, please ensure that your email address is correct and up to date.

For nurses/midwives who are on GIRO scheme but wish to opt for EPOB scheme, please terminate your GIRO by **13 Sep 2024**. 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 2024 deadline, please renew your PC via the Online Renewal and Payment route (see Option A above).

### **C) GIRO Payment**

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

Please login to your SNB account via SNB's website ([www.snb.gov.sg](http://www.snb.gov.sg)) using your Singpass and submit an online application for PC Renewal by **30 Sep 2024** for the deduction to be made from your bank account on **7 Oct 2024**.

Please ensure that the payment limit (if any) with your bank is set to enough for the deduction of your PC fee(s). If 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 before the GIRO deduction date. 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 **14 Oct 2024**. The receipt will be available online upon login if the deduction is successful.

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