



**SCDF**  
The Life Saving Force

# Singapore Civil Defence Force

## Petroleum and Flammable Materials Import Licence



# Announcement

- Simplification to the Import Licence Application will take effect on 21 August 2016.
- Key changes:
  - No longer required to declare P&FM storage licence during import licence application.
  - Updating of storage licence in import licence is no longer required. The renewed P&FM storage licences will be automatically updated in TradeNet within 1 working day.
  - Import licence duration can be up to 3 years
- For more details, please download the circular [here](#)



# Import Licence Application Procedures

1 SCDF Website ([www.scdf.gov.sg](http://www.scdf.gov.sg))

Building Professionals > e-Services > Petroleum & Flammable Import Licence > Apply/Renew/Update

The screenshot shows the SCDF website interface. The header includes the SCDF logo, the text 'SINGAPORE CIVIL DEFENCE FORCE', and navigation links. The main content area is titled 'BUILDING PROFESSIONALS e-Services' and lists several services. The service 'Petroleum and Flammable Materials - Import License (Payment Mode: Credit Card, Internet Banking)' is highlighted with a red border. Below it, other services like 'Petroleum and Flammable Materials - Pipeline License' and 'Petroleum and Flammable Materials - Transportation License' are listed. The page also features a sidebar with navigation options and a footer with the SCDF logo and tagline 'The Life Saving Force'.

Home > Building Professionals > e-Services

## BUILDING PROFESSIONALS

### e-Services

**Fire Safety Licensing and Enforcement**

- Fire Hazard
  - Submit Report
- Transport Emergency Response Plan
  - Apply/Renew/Update
- Emergency Response Plan
  - Apply/Renew/Update
- Petroleum and Flammable Materials - Import License (Payment Mode: Credit Card, Internet Banking)**
  - Apply/Renew/Update
- Petroleum and Flammable Materials - Pipeline License (Payment Mode: Credit Card, Internet Banking)
  - Apply/Renew/Terminate/Enquire Status
- Petroleum and Flammable Materials - Transportation License (Payment Mode: Credit Card, Internet Banking)
  - Apply/Update | Renew | Terminate | Enquire Status
- Petroleum and Flammable Materials - Storage License (Petroleum Class 0 - LPG) (HDB Eating Houses / Food Courts / Restaurants / Canteens) (Payment Mode: Credit Card, Internet Banking)
  - Apply/Update | Renew | Terminate | Enquire Status
- Petroleum and Flammable Materials - Storage License (Industrial Premises / Refineries / Petrol Service Stations / Educational Institutions / Construction Worksites / Others) (Payment Mode: Credit Card, Internet Banking)
  - Apply/Update | Renew | Terminate | Enquire Status
  - Apply

# Import Licence Application Procedures

## 1 Enter SingPass Authentication details



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### Received your PIN mailer yet? Use it to activate your 2FA!

From 5 July 2016, you'll need 2FA to view your CPF statements, file taxes etc. To get a new PIN mailer, SMS: **Resend pin mailer**<space>**NRIC**<space>**Postal Code** to [78111](tel:78111). E.g. Resend pin mailer S1234567A 098765

### Security Advisory



Use strong passwords  
8-24 characters  
Change your passwords  
Get tips from the  
yourself against

Enter **SingPass ID** and **Password**.  
Click **Login**.

Note: You may be required to perform one-time setup/account update and 2-step verification as part of the login.

## Login

SingPass ID

Password

Cancel

Login

Forgot SingPass ID or Password?

Don't have a SingPass ID? [Register Now](#)

Received an SMS about 2FA auto-registration? [Find Out More](#)

Last updated on 05 July 2015

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# Import Licence Application Procedures

1 Select “New Application ...” or “Update/Renew ... ” and click “Next”

The screenshot shows the SCDF website's interface for applying for a Flammable Material Import Licence. The page includes the SCDF logo, navigation menu, and a form with two radio button options. Callout boxes provide instructions for each option and point to the 'Next' button and the FMI Reference Number field.

**Application for Flammable Material Import Licence**

Members of public who wishes to import Petroleum and Flammable Materials can submit the application online via this eService.

It may take you 10 minutes to complete this form.

If you have any enquiries or encounter problems with this service, please contact the below officers, Central Enforcement Department (CED) at:

Officer Name	Email Address	Telephone Number
Muhammad Nasir Hashim	Muhammad_Nasir_Hashim@scdf.gov.sg	6848 1468
K. Mahaintharan	K_Mahaintharan@scdf.gov.sg	6848 1429

Step 1: Select the FMI application form and click on the 'Next' button to proceed.

New Application Petroleum & Flammable Materials Import Licence

Update / Renew Existing Application Petroleum & Flammable Materials Import Licence

FMI Reference No:

E.g. FMI/0123/00 (FMI/XXXX/XX)

Click “Next”

**For New Application**

**For Update or Renewal Applications**

**Enter Import Licence Reference Number**

# Import Licence Application Procedures

1 Enter the necessary information in the data fields

## Application for Flammable Material Import

- Fill in applicant's and filer's information.

(All fields marked with an asterisk \* are compulsory)

1. Applicant's Particulars (Particulars of the Business Owner, Partner or Company Director)	
Organization Name *	<input type="text"/>
UEN: *	<input type="text"/>
Name *	<input type="text"/>
NRIC/Passport/FIN *	<input type="text"/>
Designation *	<input type="text"/>
Blk No:	<input type="text"/>
Street Name:*	<input type="text"/>
Building Name:	<input type="text"/>



# Import Licence Application Procedures

- 1 Select the relevant “FM Class “option
- 2 Select “List FM”

## To Add Flammable Materials

- Select the material class from the 'FM Class' drop down list. E.g Solid
- Click on the 'List FM' button to retrieve a list of flammable materials.
- Select the material from the 'Flammable Materials' drop down list.
- Click on the 'Add To List' button.

*(Repeat the above steps to add more flammable materials)*

## To Remove Flammable Materials

- Click on the 'Remove' button under the 'Option' column.

## To Proceed

- Click on the 'Next' button.

*(All fields marked with an asterisk \* are compulsory)*

FM Class*	Class[3] FM-LIQUID Class[2] FM-GAS Class[4] FM-SOLID PETROLEUM	List FM
Material List*	1,1,1,3,3-pentafluorobutane (Pentafluorobutane) <input type="button" value="Add To List"/>	



# Import Licence Application Procedures

- 1 Select the relevant chemical from the “Material List “option
- 2 Select “Add to List”

To Ref

To Pro

(All field

FM Class\*

Material List\*

No

1

Compressed Natural Gas (Other)  
Compressed Natural Gas (Other)  
Compressed Natural Gas (Motor Fuel)  
Compressed Natural Gas (Motor Fuel)  
Cyclobutane  
Cyclopropane  
Deuterium  
Dichlorosilane  
Difluoroethane  
Difluoromethane  
Diisopropylamine  
Dimethyl ether  
Dimethyl ether  
Dimethylamine, anhydrous  
Disilane  
Ethane  
Ethyl chloride  
Ethyl methyl ether  
Ethylacetylene  
Ethylamine  
Ethylene  
Hydrogen  
Isobutane  
Isobutylene  
Methane  
Methyl acetylene  
Methylamine, anhydrous  
Methylfluoride (Fluoromethane)  
Others  
Perfluoro(ethyl vinyl ether)

Click on the 'Remove' button under the 'Option' column.

Click on the 'Next' button.

Add To List

(s)	HS Code	Product Code	Quantity	Option:Delete
	2901.10.00	SCDETA1035G1	Quantity in Kg: <input type="text" value="0"/>	Delete

Back

Next »



# Import Licence Application Procedures

- 1 Enter the “Quantity” of the chemical to be included in the import licence
- 2 Repeat above procedures if there are more than 1 chemical to be included in the licence
- 3 After all the desired chemicals have been added, click “Next”

Click on the 'Add To List' button.

[Repeat the above steps to add more flammable materials]

To Remove Flammable Materials

- Click on the 'Remove' button under the 'Option' column.

To Proceed

- Click on the 'Next' button.

(All fields marked with an asterisk \* are compulsory)

FM Class*	Class[3] FM-LIQUID	List FM				
Material List*	Ethane	Add To List				
No	FM Class	Flammable Material(s)	HS Code	Product Code	Quantity	Option:Delete
1	Class[2] FM-GAS	Ethane	2901.10.00	SCDETA1035G1	Quantity in Kg: 0	Delete

Back

Next »

Enter Quantity



# Import Licence Application Procedures

- 1 Summary Page. Review the personal and company particulars and the list of chemicals

## Summary Page

Any amendments, please click 'Amend' button to make changes.

NEW APPLICATION FOR FLAMMABLE MATERIALS IMPORT LICENCE	
<b>1. Applicant Details</b>	
Organization Name *	<input type="text" value="Test Coy 1"/>
UEN: *	<input type="text" value="10000001N"/>
Name *	<input type="text" value="Test 1"/>
NRIC/Passport/FIN *	<input type="text" value="S1234567A"/>
Designation *	<input type="text" value="Test"/>
Blk No:	<input type="text"/>



# Import Licence Application Procedures

1 Select Licence Duration between 1 to 3 years

Mobile No:	<input type="text"/>
Fax No:	<input type="text"/>
Email: *	<input type="text" value="test@gmail.com"/>

### 3. Flammable Materials Declared

No	FM Class	Flammable Material(s)	HS Code	Product Code	Quantity
1	Class[2] FM-GAS	Ethane	2901.10.00	SCDETA1035G1	Quantity in Kg: 500
2	Class[4] FM-SOLID	Aluminum carbide	2849.90.00	SCDALC1394S2	Quantity in Kg: 200
3	Class[3] FM-LIQUID	Acetone	2914.11.00	SCDACE1090L2	Quantity In Litre: 800
4	PETROLEUM	Kerosene	2710.19.16	SCDKER1223L3	Quantity In Litre: 1000

### 4. Licence Duration

No of year/s of licence: *	<input type="text" value="Please select a licence duration"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="3"/>
----------------------------	---

Select licence duration

### NOTES ON APPLICATION

General



# Import Licence Application Procedures

1 Please read the “Declaration” details and select “I Accept” if all terms are agreeable

## General

- a) Upon approval of import license, the import license will be sent to the importer Email address.

## 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 license 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.

Select

I Accept

Select to amend application details

Amend

Select to proceed for payment

Submit & Make Payment

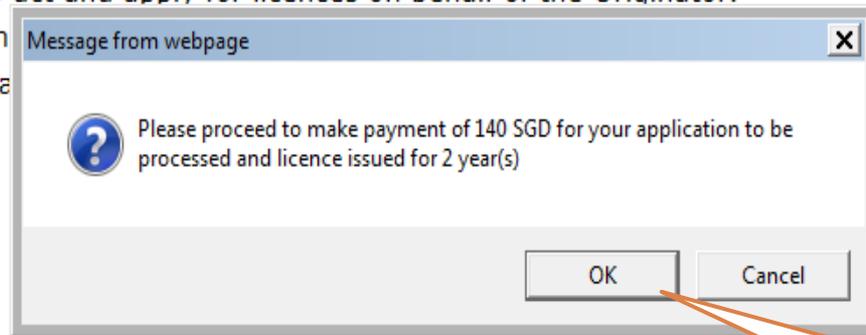
# Import Licence Application Procedures

1 Please read the pop-up message to proceed with payment. Click “OK”

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 third parties who have been authorised to apply on behalf of the Originator.

I Accept



Submit & Make Payment

Select OK to proceed with Payment

Amend



**SCDF**  
The Life Saving Force



# Import Licence Application Procedures

1 Please fill up the relevant information in the “Internet Payment Services” Page

[Terms & Conditions](#) | [Help](#)

## Internet Payment Services

1. Your Application Reference Number: **FMI/0035/16**
2. Please note that Licence will be issued only after making the payment.
3. You can use the above reference number to make the payment afterwards.

- Step 4:
- Fill in all details.
  - Read the payment instructions in red.
  - Click 'Next' to proceed.

### [ Payment Details ]

Payment Details	
Name *	Test 1
NRIC *	S1234567A
Contact Number *	88481111
Address	
Blk/Bldg No *	
Street Name *	Ubi Ave 3

Internet E-Document Services - Internet Employees



# Pointers for successful Cargo Clearance Permit in

**TRADEXCHANGE™**



# What information is required for Permit Declaration?

- Import Unique Entity Number (**UEN**)
- Petroleum and Flammable Materials (P&FM) Import Licence number (**FI**xxxxxxxx)
- Petroleum and Flammable Materials (P&FM) Storage Licence number (**FS**xxxxxxxx)
- HS code
- Product code
- Unit of Measure (UOM)
- Place of receipt



# Avoid some Common Errors

- ❑ Invalid import licence number
  - ❑ Import Licence expired
    - Refer to the complete set of import licence
    - Ensure that the import licence (Flxxxx) is valid
- ❑ Import Licence number entered at the wrong field
  - ❑ Input the valid import licence number at the “licence details”
- ❑ Import licence number is printed on top right corner of the licence

Ref No : FMI009113      Licence No : FB0092013  
Submission ID : SUB2013103032      UEN : 12345678A

**REPUBLIC OF SINGAPORE**  
**SINGAPORE CIVIL DEFENCE FORCE**

**THE FIRE SAFETY ACT 1993**  
(PART VI)  
CONTROL OF PETROLEUM AND FLAMMABLE MATERIALS  
PETROLEUM & FLAMMABLE MATERIALS IMPORT LICENCE

Under the part VI of the Fire Safety Act, a licence is hereby granted to:

Licencee (Name and Address)  
ACB CO  
91 UBI AVE 4  
#06-00  
SINGAPORE (908877)

Att: PETER TAN

Licence to Import (see Annex A)

Period of Licence  
20-DEC-2012 to 30-NOV-2013

This import licence granted is subject to the provisions of Fire Safety Act and Fire Safety (Petroleum & Flammable Materials) Regulations. In addition, the licence issued is subject to the following conditions:

- Importer must ensure that the imported goods are stored in petroleum & flammable material licensed premises.
- Importer must ensure that the imported goods are transported by a petroleum & flammable licensed vehicle.
- Flammable materials in packaging such as drums, carboys etc are to be kept in a sheltered store with adequate security, ventilation and control facilities to contain spillage or leakage.
- For the import of flammable material controlled by SCDF you are to ensure that your company or your declaring agent declares the appropriate HS codes & product codes when submitting the inward/outward permit applications. Mismatch of the HS codes & product code will render the licence holder / company liable to prosecution.
- Import of petroleum & flammable material (gas) in cylinder is not allowed.

20-DEC-2012      SUSAN QUEH  
Date of Issue      for COMMISSIONER,  
SINGAPORE CIVIL DEFENCE FORCE  
*(This is a computer generated licence. No signature is required)*

Licence  
Number

Licence Validity



# Avoid some Common Errors

- ❑ Invalid storage licence number
- ❑ Storage Licence number entered at the wrong field
  - ❑ To provide the storage licence at the “item details; CA/SC code 1”
- ❑ Ensure that the storage licence/s is/are (FSxxxx) valid
- ❑ Importer to obtain authorization from storage licensee for valid storage licences

Licence  
Number

File Ref No. : FMS/0504/14  
Submission No. : SUB2015036248  
Lic No : FS1342015

REPUBLIC OF SINGAPORE  
SINGAPORE CIVIL DEFENCE FORCE

THE FIRE SAFETY ACT 1993  
(PART VI)  
CONTROL OF PETROLEUM AND FLAMMABLE MATERIALS  
PETROLEUM & FLAMMABLE MATERIALS STORAGE LICENCE

Licencee (Name and Address)

19 JALAN TUKANG  
SAMBO INNOVATION BUILDING  
SINGAPORE 619265

Licence to store petroleum & flammable materials and respective quantity :

1. Flammable Materials (Gases) - 216 Kg
2. Petroleum - 14000 Litres

Premises authorised for storage of petroleum & flammable materials  
MK13-05174W AT WOODLANDS AVE

Licence Validity

Period of Licence

01-AUG-2015 TO 30-SEP-2015

Licence fee

\$462.0

This licence is granted subject to the Regulations relating to the said purpose now and from time to time hereafter in force.

27-JUL-2015  
Date of Issue

MUHAMMAD FAIZAL MAZLAN  
for COMMISSIONER  
SINGAPORE CIVIL DEFENCE FORCE

\*\*Please note that the licence will be revoked if serious non-compliance of technical requirements are found during subsequent inspections.



# Avoid some Common Errors

- Invalid Unit of Measure (UOM)
  - ▣ Consult Singapore Customs at 63552190; email: [customs\\_stgc@customs.gov.sg](mailto:customs_stgc@customs.gov.sg) or
  - ▣ Check in TradeXchange
  
- Invalid “Place of receipt”
  - ▣ Import of P&FM via land, can only be entered into Singapore by Tuas Checkpoint.



# Avoid some Common Errors

- Not aware that the product is regulated by SCDF
  - ▣ Please refer to the PowerPoint slides on **“Easy Steps to identify chemicals that are regulated/ licenced by SCDF”**
- Incorrect HS code and Product code
  - ▣ Please refer to the list of licensable products
- Permit rejected by Singapore Customs (SC)
  - ▣ Please contact SC at 63552190 for further assistance



# **Avoid common errors and have successful CCP Declaration of Petroleum and Flammable Materials**

Further assistance, on P&FM import licence call SCDF:

Mr Nasir @ 68481468,

SSG Zali @ 68481465

Mr Mahaintharan @ 68481429

