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Our Ref: OM-LA/007

3 February 2005

MEMORANDUM

To: Members of the Staff

From: Andrew Loh

REVISED PROCEDURES FOR PAYMENT OF PLAN FEES FOR PLAN SUBMISSIONS MADE MANUALLY OR THROUGH CORENET-REVISED IMPLEMENTATION DATE

I am attaching the circular from FSSD dated 31 January 2005 pertaining to the above-captioned for your information and attention.

Andrew Loh

cc TLS/RT
cc Notice Board

/hi

BCA
ISO 9000
CERT. NO.: 236
SS ISO 9001 : 2000

SINGAPORE CIVIL DEFENCE FORCE
FIRE SAFETY & SHELTER DEPARTMENT

HQ SINGAPORE CIVIL DEFENCE FORCE
91 Ubi Ave 4 Singapore 408827 Fax no. 68481488
Website: http://www.scdf.gov.sg

CD/FSSD/12/01/03/04

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31 Jan 2005

Registrar, Board of Architects (BOA)
Registrar, Professional Engineers Board (PEB)
President, Singapore Institute of Architects (SIA)
President, Institution of Engineers, S'pore (IES)
President, Association of Consulting Engineers, S'pore (ACES)
President, Real Estates Developers' Association of S'pore (REDAS)

Dear Sir / Madam

REVISED PROCEDURES FOR PAYMENT OF PLAN FEES FOR PLAN SUBMISSIONS MADE MANUALLY OR THROUGH CORENET –REVISED IMPLEMENTATION DATE

We refer to the circular dated 02 Dec 2004 with respect to the above.

2 Please be informed that the revised payment procedures shall take effect from 1 March 2005, instead of 1 February 2005. The proposed changes are as follows:-

(a) Payment of plan fees shall be made by any of the following electronic means :
   i) NETS,
   ii) Cashcard,
   iii) Credit Card,
   iv) GIRO, or
   v) Flexi-pay (which is available only early next year) through the Internet.

(b) Payment of plan fees can be made separately from the submission of plans by any of the above electronic means. This is to facilitate payment to be made directly by the applicant (i.e. the owner of the project), instead of making it through the QP who makes the submission.

(c) SCDF will notify the applicant of the submission number immediately upon receiving the submission from the QP. With the submission number, the applicant will make his/her payment by any of the electronic means directly to SCDF.

(d) Payment by cheque is discouraged. For cases where payment is made by cheque, they will be processed only after the cheque has been cleared.

(e) Plans submitted will only be processed after the full requisite plan fees have been paid. If payment of requisite plan fee is not made within four weeks from the date of the Acknowledgement letter, the plan will be rejected.

3 We would appreciate it if you could convey the contents of this circular to members of your Institution or Association.

4 For any enquiry or clarification, please contact Ms Nancy Ang at DID: 68481456 or Cpt Alice Seto at DID : 68481451 .

Yours faithfully,

(Transmitted thru' e-mail)
Teo Lim Teck
Secretary
FSSD Standing Committee
for Commissioner
Singapore Civil Defence Force

cc
All members of the FSSD Standing Committee
President, IFE
President, SISV
President, Fire Safety Managers Association
CEO, BCA
CEO, URA
CEO, HDB
Group President, PSA Corp
CEO, JTC
CE, LTA – (Attn: Dr Chin Kian Keong)
CE, PSB – (Attn: Ms Tan Chiew Wan/Mr Lau Keong Chong)
GM, Spring Singapore – (Attn: Mr Teo Nam Kuan)