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Our Ref: OM-LA/034

9 December 2004

MEMORANDUM

To: Members of the Staff

From: Andrew Loh

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

I am attaching a circular from FSSD dated 2 December 2004 pertaining to the subject matter for your information.

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: 6848 1488
Website: http//:www.scdf.gov.sg

Please quote our ref. no. in all future correspondences

FAX TO: ACES MEMBERS (7.12.04)

CD/FSSD/12/01/03/04

DID: 68481409
FAX: 68481493

ALPHA
-8 DEC 2004
FAX RECEIVED

ACES
President
Vice-Pres.
Hon. Sec.
Hon Treas.
Date 6 DEC 2004
Remarks/Action
Circulate to ACES Members

02 Dec 2004

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

Singapore Civil Defence Force (SCDF) has reviewed its procedures for payment of plan fees for plan submissions made manually or through the Corenet, and has briefed members of the FSSD Standing Committee on 13 September 04 and 8 November 04 respectively. The proposed changes, which shall take effect from 1 February 2005, 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 payment by any of the electronic means directly to SCDF.

(1/2)

(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.

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

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

Yours faithfully,

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
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)