

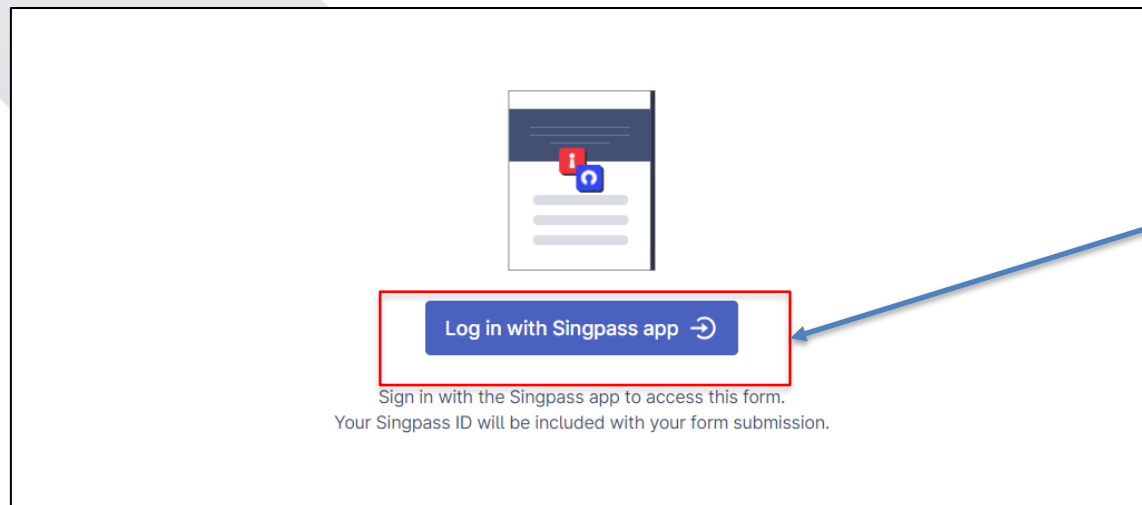
# Guide on PDI Licence Renewal Process [Version 2]

## FormSG: Request for PDI Licence Renewal



### Step 1:

Scan the QR code or go to  
<https://go.gov.sg/pdirenewal>



### Step 2:

Click here to log in using  
Singpass

# Guide on PDI Licence Renewal Process

## FormSG: Request for PDI Licence Renewal

The screenshot displays a web form for PDI Licence Renewal. It contains three main sections, each with a label, a pre-filled value, and a 'MyInfo' button. The first section is for the Name, with the value 'PHUA CHU KANG'. The second section is for the Mobile number, with the value '9876 5432'. The third section is for the Email /电邮, with an empty input field and a 'Verify' button.

Field	Value	Action
1. Name	PHUA CHU KANG	MyInfo
2. Mobile number	9876 5432	MyInfo
3. Email /电邮		Verify

### **Step 3:**

Your name and mobile number will be pre-filled using your Singpass details.

### **Step 4:**

Input your **email address**.

# Guide on PDI Licence Renewal Process

## FormSG: Request for PDI Licence Renewal

4. Is your PDI Licence expiring in next 3 months? /  
您的PDI执照会在未来三个月内到期吗?

### Step 5:

Click **Yes** if your PDI licence is expiring in the next 3 months

5. I declare that I have not accumulated 12 or more demerit points and have no outstanding MediSave liabilities with the Central Provident Fund Board.  
我声明:

我的违例积分少于12分  
我没有任何未缴付的保健储蓄款项

Self-employed persons are required to contribute to their CPF MediSave Account, to ensure they have sufficient savings for their healthcare needs.

TP will only process your licence renewal if you are up-to-date with your MediSave contributions – either paid in full or have an active GIRO arrangement with CPF Board. To check your MediSave payment status or make payment arrangements for any outstanding MediSave payable, please visit the Self-employment dashboard, which you can access via [cpf.gov.sg/MydashboardsFAQ](https://www.cpf.gov.sg/MydashboardsFAQ) (Self-employment).

<https://www.cpf.gov.sg/service/article/what-is-my-dashboards-and-what-is-available-in-my-dashboards>

Find out more about growing your CPF savings as a self-employed person at [cpf.gov.sg/selfemployedmatters](https://www.cpf.gov.sg/selfemployedmatters).

<https://www.cpf.gov.sg/member/growing-your-savings/cpf-contributions/saving-as-a-self-employed-person>

☒ I declare ☐ I do not declare

### Step 6:

Verify that you do not have any demerit points and/or outstanding MediSave liabilities

*Self-employed persons are required to contribute to their CPF MediSave Account, to ensure they have sufficient savings for their healthcare needs.*


*TP will only process your licence renewal if you are up-to-date with your MediSave contributions – either paid in full or have an active GIRO arrangement with CPF Board. To check your MediSave payment status or make payment arrangements for any outstanding MediSave payable, please visit the Self-employment dashboard, which you can access via [cpf.gov.sg/MydashboardsFAQ](https://www.cpf.gov.sg/MydashboardsFAQ) (Self-employment).*

*Find out more about growing your CPF savings as a self-employed person at [cpf.gov.sg/selfemployedmatters](https://www.cpf.gov.sg/selfemployedmatters).*


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## FormSG: Request for PDI Licence Renewal

6. PDI Licence Expiry Date /PDI执照届满日期

dd/mm/yyyy 

7. Passport-sized Photo /护照照片  
A passport-sized, digital, colour photograph taken within the last three months /在过去三个月内拍摄的数码彩色护照照片

  
[Choose file](#) or drag and drop here

Maximum file size: 4 MB

### Step 7:

Enter your PDI licence expiry date

### Step 8:

Click **Choose file** to upload your Passport-sized photo

# Guide on PDI Licence Renewal Process

## FormSG: Request for PDI Licence Renewal

9. Submission of Medical Examination Report (Applicable to ages 65, 68, 70, 71, 72, 73 and 74 years old only) /提交身体检查报告 (只限65,68,70,71,72,73及74岁人士)

- ☐ I have submitted my Medical Examination Report to Traffic Police via SPF e-services /我已通过新加坡警察部队电子服务向交通警察提交身体检查报告
- ☐ I am 65, 68, 70, 71, 72, 73 or 74 years old on my next birthday but have NOT received Traffic Police's notification to submit Medical Examination Report. I will submit once I receive Traffic Police's notification. /我65岁、68岁、70岁、71岁、72岁、73岁或74岁，还没有接到交警的通知，要我提交体检报告。一旦接到交警的通知，我就会提交。
- ☐ I am NOT 65, 68, 70, 71, 72, 73 or 74 years old on my next birthday. I do not need to submit. /下一个生日，我不会是65岁、68岁、70岁、71岁、72岁、73岁或74岁。我不需要提交。

### Step 9:

Select the current **status** of your Medical Examination Report.

# Guide on PDI Licence Renewal Process

## Licence Renewal Fees Payment

**Payment**

☒ **Renewal of Private Instructor Licence**  
From 2 May 2025, you can make direct payment for your PDI licence using this form. No online banking transfer is required.  
从2025年5月2日起，您可以使用此表格直接支付PDI执照费用。无需通过网上银行转账。  
**S\$60.00**

Total: **S\$60.00**

Email address  
Proof of payment will be sent to this email

Verify

?

### Step 10:

a) Select Renewal of Private Instructor Licence under Payment at **\$60**

b) Verify your email address as the payment receipt will be sent to your email


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## Licence Renewal Fees Payment


Payment

Renewal of Private Instructor Licence  
**S\$60.00**

☒ Card ☐ PAYNOW PayNow

Card number  
1234 1234 1234 1234 

Expiration date  
MM / YY

Security code  
CVC 

Country  
Singapore ▼

**Submit payment**

### Step 11:

Select your preferred mode of payment and fill in your payment details for payment submission

### Step 12:

Click “**Submit payment**” to complete your submission. TP will notify you of your application status via email within 7 working days.