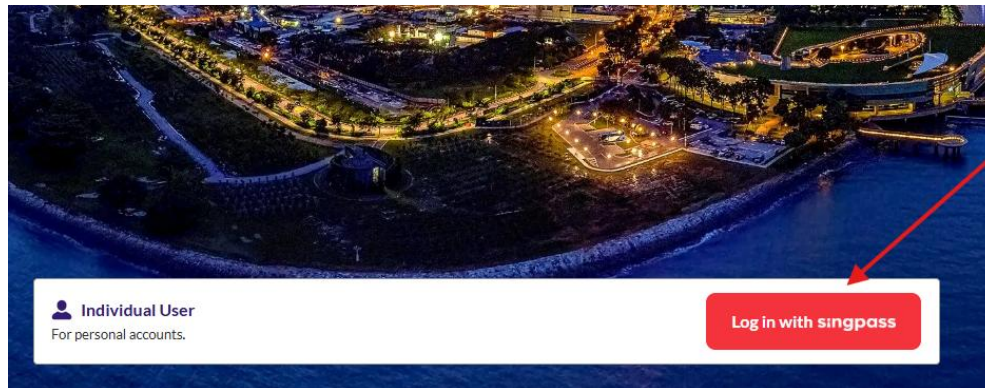
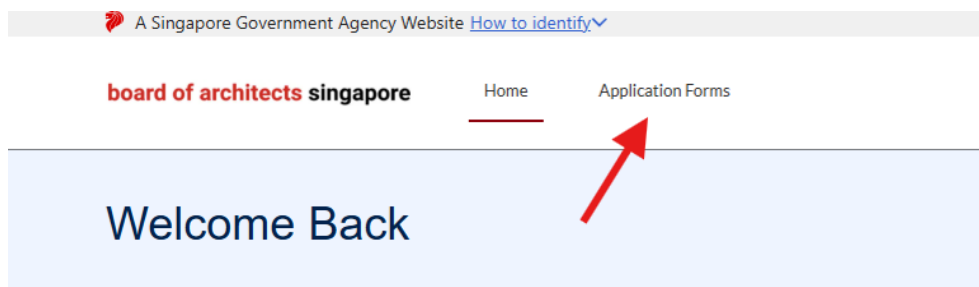


How to Apply for a Practising Certificate: A Step-by-Step Guide

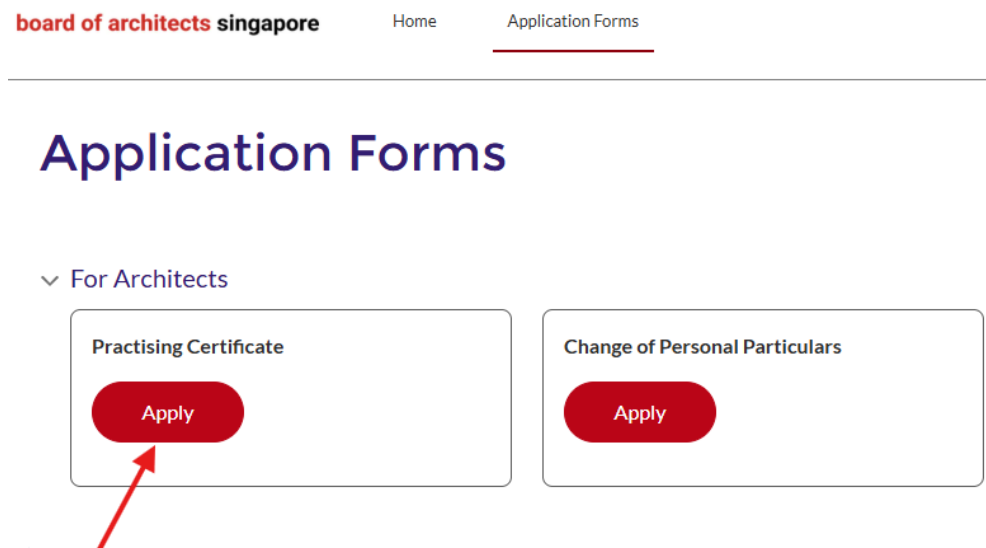
1. Log in to the BOA Portal using **Singpass**.
For your first-time login, you may be required to complete Singpass Face Verification.



2. Click on **Application Forms** at the top of the navigation bar.



3. Click on the “Apply” button under **Practising Certificate**.



- Before proceeding, please read the instructions on the cover page carefully. Once you are ready, scroll down and select the **"Next"** button located at the bottom right of the page.

The screenshot shows the 'Practising Certificate' page on the BOA website. The header includes the BOA logo and navigation links. The main heading is 'Practising Certificate'. Below it, the section 'Before you begin' provides instructions and important notes. At the bottom right, a red 'Next' button is circled in red.

board of architects singapore Home Application Forms

Practising Certificate

Before you begin

To ensure a smooth application process, please review the information below and ensure you have the following documents ready for upload:

a) Proof of Name Change (If applicable)

- E.g. Deed Poll

Important Notes

- Registered architects intending to practise architecture in Singapore the following year must submit their application by 1st December of that year.
- Applications submitted on or after 1st January of any year, or after 1st December of the previous year, will incur a non-refundable late application fee.
- Ensure that the required CPD points have been attained before submitting the application.

Approval Time Applications are typically processed within 30 working days. Please note that some applications may take longer to process.

Fee

SGD 250 (Application on or before 1st December)
SGD 300 (Application made after 1st December)

Next

- Please check your particulars under **Personal Details** and **Practice Details** and edit where applicable. Click the **"Next"** button on the bottom right of the page to proceed to the next page.

The screenshot shows the 'Practising Certificate' page on the BOA website, specifically the 'Your Details' section. The header is the same as the previous page. A progress bar at the top indicates the current step. The 'Your Details' section contains various input fields for personal information. Below this, there is a section for 'Principal Practice' and another for 'Other Practice'.

board of architects singapore Home Application Forms

Practising Certificate

2. Personal Details

We have pre-filled some of your information based on your User Profile.

Your Details

Full Name as per NRIC/FIN BOA Registration No.

☐ I confirm that I want to update my Full Name.

*Country Code *Contact No.

65

*Email

Principal Practice

*Are you working in an architectural firm or designated public sector agency?

☒ Yes ☐ No

*Name of Principal Practice *Designation

Other Practice

*Do you have another architectural practice besides your principal one?

☐ Yes ☒ No

6. At any stage of the application, you may select the **"Save as draft"** button at the bottom left of the page to save your progress.



7. On the Declaration page, please read all details carefully before selecting the **checkbox** at the bottom left to confirm that you have read and agree to the declarations before you click the **"Next"** button.

board of architects singapore Home Application Forms

Practising Certificate

4.Declaration

Declaration

1. I am applying for a practising certificate authorising me to engage in the practice of architecture in Singapore during the year ending on 31st December.
2. I have obtained the requisite continuing professional development points in accordance with Rule 13A of the Architects Rules 1991.
3. I declare that I am not an undischarged bankrupt and have not entered into a composition with my creditors or a deed of arrangement for the benefit of my creditors.
4. I hereby declare that all information furnished in this application is accurate and complete to the best of my knowledge. I acknowledge that any false or misleading information may result in the rejection of this application and may constitute an offence under the applicable regulations.
5. I acknowledge that all fees paid are strictly non-refundable.

☒ I confirm that I have read and agree to the above declarations.

Save as draft Back Next

8. On the **Review** page, please check all information carefully before proceeding with payment. Please note that you will **not** be able to edit your particulars once the submission has been completed.

board of architects singapore Home Application Forms

Practising Certificate

5.Review

Please review your information carefully. Once you proceed to payment, you will not be able to edit your application. All fees are non-refundable upon submission.

Personal Details

Your Details

Full Name as per NRIC/FIN	BOA Registration No.
Country Code 65	Contact No.
Email	

9. To complete the application, click on the “**Proceed to payment**” button on the bottom right.

Declaration

1. I am applying for a practising certificate authorising me to engage in the practice of architecture in Singapore during the year ending on 31st December.

2. I have obtained the requisite continuing professional development points in accordance with Rule 13A of the Architects Rules 1991.

3. I declare that I am not an undischarged bankrupt and have not entered into a composition with my creditors or a deed of arrangement for the benefit of my creditors.

4. I hereby declare that all information furnished in this application is accurate and complete to the best of my knowledge. I acknowledge that any false or misleading information may result in the rejection of this application and may constitute an offence under the applicable regulations.

5. I acknowledge that all fees paid are strictly non-refundable.

I confirm that I have read and agree to the above declarations.

Save as draft Back **Proceed to payment**

10. Please input a **valid email address** to ensure that you receive the payment receipt for your application. Click on the “**Pay**” button to proceed with the PayNow payment.

Pay with PayNow

Email

email@example.com

Payment method

PayNow

PAYNOW

PayNow is supported by bank apps and payment apps such as DBS, POSB, OCBC and UOB

You will be shown a QR code to scan using your preferred banking or payment app

Pay

Powered by stripe | Terms Privacy

11. A **QR code** will be generated for you to scan and complete your payment via **PayNow**. You may do so through your preferred banking application, such as DBS, POSB, OCBC, or UOB.

Scan with your bank app
or payment app

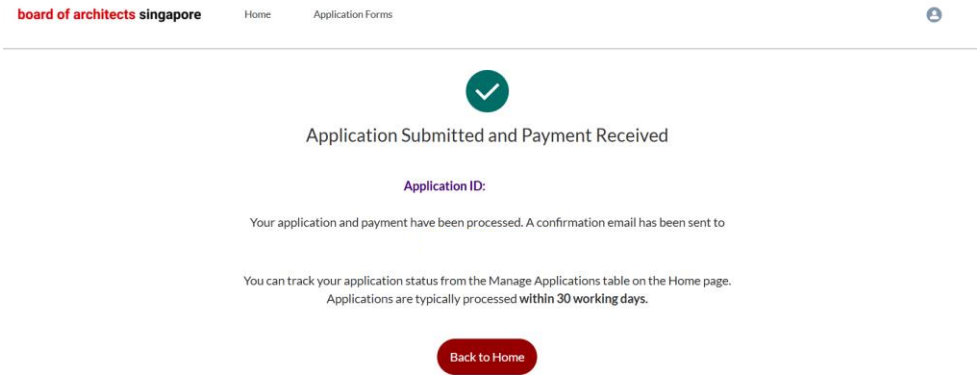


Payments collected via Stripe. Payee name may appear as "Stripe Payments Singapore Pte. Ltd.". PayNow is supported by bank and payment apps such as



Copy link for sharing

12. Upon successful payment, an acknowledgement page will appear. A confirmation email will also be sent to the email address provided.



13. You can track the application status from the **Manage Applications** table on the **Home** page. To download the electronic practising certificate, click on the red **“Download certificate”** button under Manage Applications.

