

User Guide to Apply for ASEAN Chartered Professional Engineer (ACPE)

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Dear Applicant

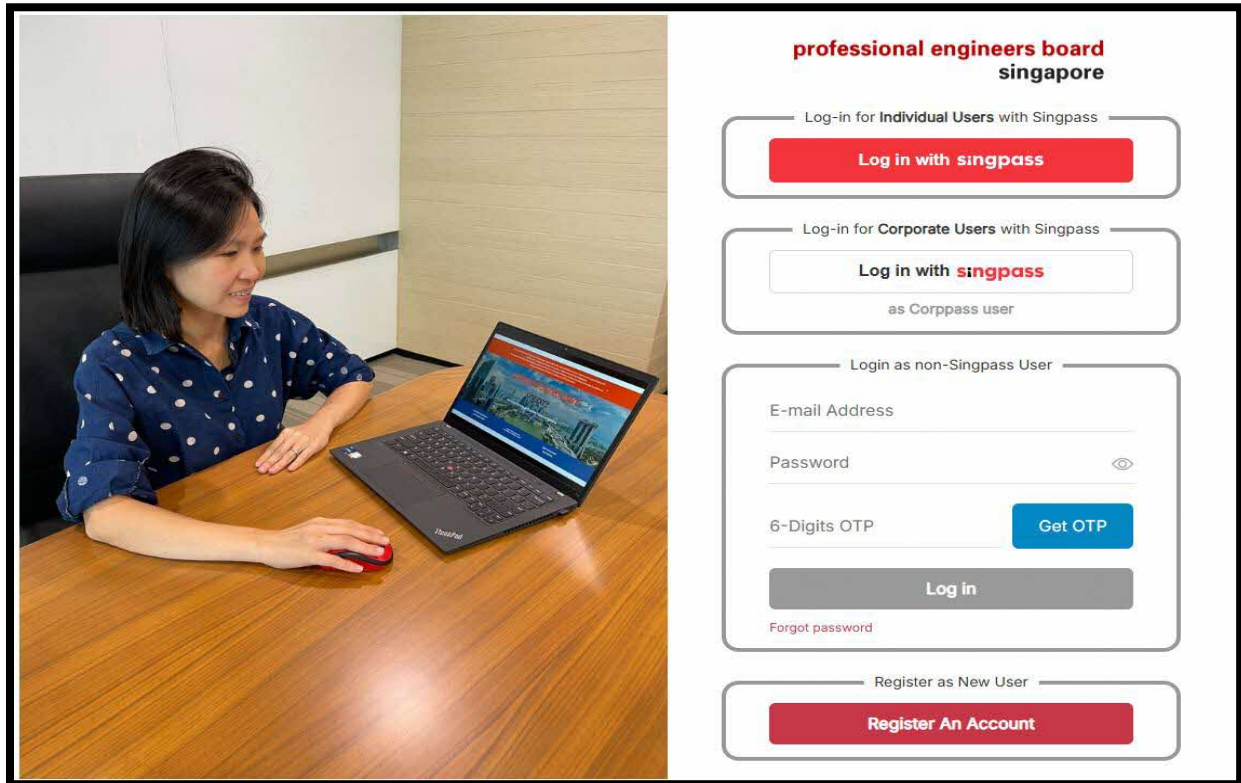
PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

1 Navigation to PEB Portal (E-Services) from PEB Website

Access the **PEB website** by visiting <https://www1.peb.gov.sg/>. On the homepage, click on **"LOGIN TO PEB PORTAL (E-SERVICES)"** to proceed to PEB Portal login page.

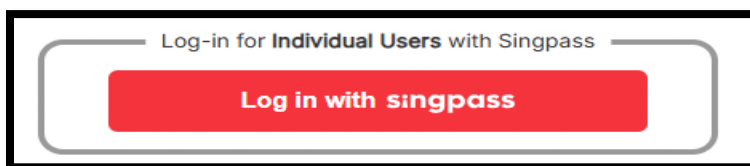


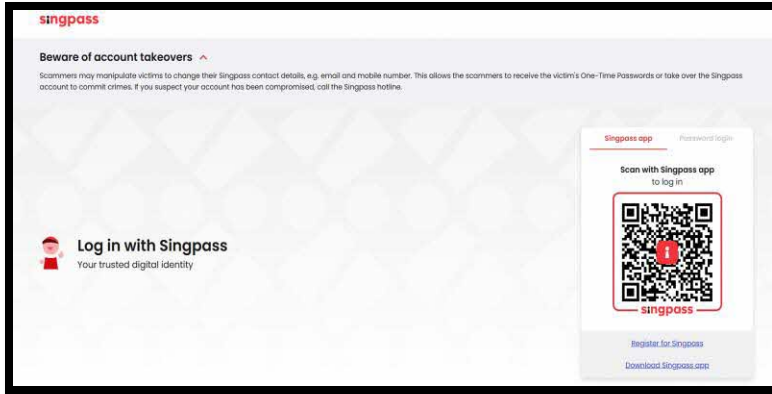
2 User Log In



2.1 Login with Singpass

If you are Singapore citizens, Permanent Residents (PRs), and holders of valid work pass (Employment Pass, S-Pass, Work Permit or Dependant’s Pass) and already registered with PEB, select **“Log in with Singpass”**. You will be redirected to the Singpass Login page. Enter your Singpass credentials to login. After successful login, you will be redirected to the PEB Dashboard. **Please review your “Profile” after logging in to the portal.**



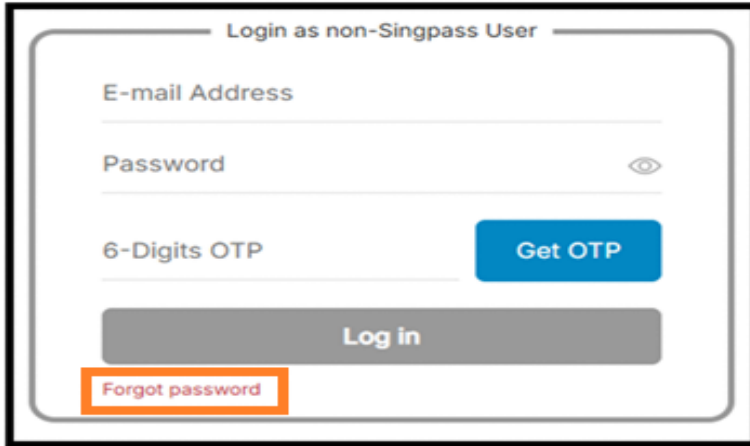


2.2 Login as non-Singpass User

If you are a foreigner without Singpass and has an existing account with PEB, use the registered email to login under **“Login as non-Singpass User”** section.

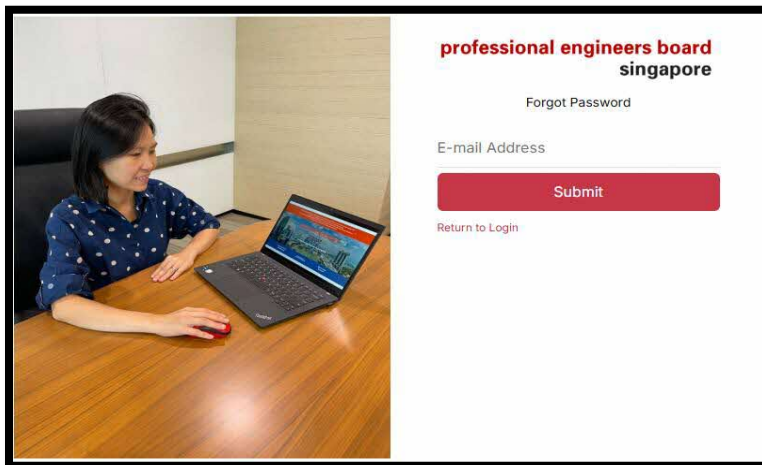
- i. Enter your registered email address and password.
- ii. Click **“Get OTP”** to receive your OTP. Your OTP will be sent to your email address.
- iii. Enter your 6-digit OTP received in your email and click Login.

- iv. If you have forgotten your password, click the **“Forgot password”** section to reset your password.



The screenshot shows a login form titled "Login as non-Singpass User". It contains three input fields: "E-mail Address", "Password" (with an eye icon for visibility), and "6-Digits OTP". A blue "Get OTP" button is positioned to the right of the OTP field. Below these fields is a large grey "Log in" button. At the bottom left, there is a link labeled "Forgot password" highlighted with an orange box.

- v. You will be redirected to the page below. Enter your registered email address and click "**Submit**". The password reset URL will be sent to your email. Please check your inbox and click on the URL to reset your password. **Please review your "Profile" after logging in to the portal.**



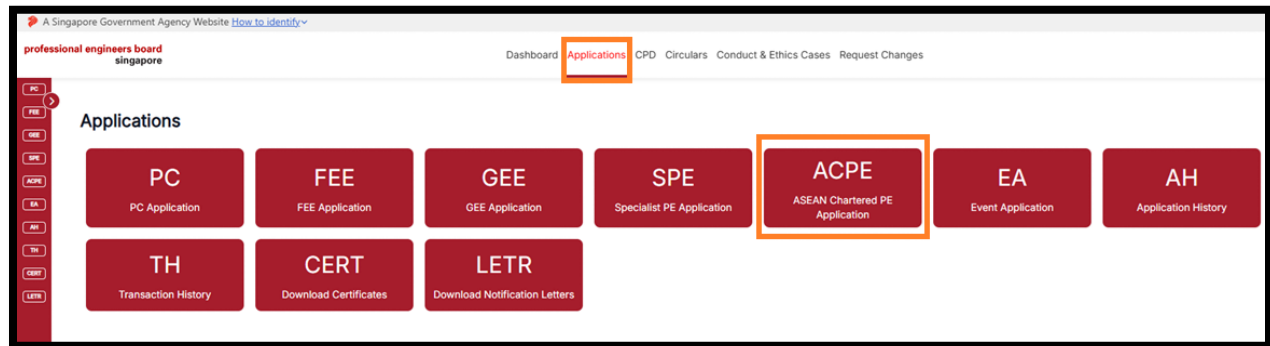
3 Submit online application and payment

An applicant may submit an application to PEB together with a fee of S\$100.

Following the submission and subject to meeting application requirements, PEB will process your application. If successful, you will be placed on ASEAN Chartered Professional Engineers Register and accorded the title of ASEAN Chartered Professional Engineer (ACPE).

4 Application for Recognition as ASEAN Chartered Professional Engineer (ACPE) – Step by Step Guide

To submit ACPE application, go to the **Applications** tab. Click the ACPE icon to begin and submit your application.



4.1 Submission of Application

The online application form should take about 10 to 15 minutes to complete. All entries are to be made in Title Case (i.e. Capitalise Each Word). During the application process, you may save your progress by selecting **"Save as Draft"**. This allows you to return and continue from where you left off the next time you logged in. To resume, simply click on the application with a **"Draft"** status on your dashboard.

Step 1 - Declaration

Before you proceed to apply for ACPE Registration, you are required to select your applied engineering branch. You will also be required to read about the requirements for the registration, and you declare that you have done so. You may click and read the requirements at *"Applicants – ASEAN Chartered Professional Engineer (ACPE) Application"*, please review all declarations carefully and check the corresponding boxes where applicable to proceed with the application.

Note: The **"Proceed"** button will be enabled only after you have opened and reviewed the requirements under **"Applicants – ASEAN Chartered Professional Engineer (ACPE) Application"** and checked all the required declaration boxes.

The screenshot shows the 'Declaration' step of the application form. On the left, a vertical navigation bar lists steps: Declaration (highlighted), Personal Particulars, Contact Information, Professional Experience, Significant Engineering Work in Responsible Charge, Supporting Documents, Summary, and Payment. The main content area has a grey header with a clock icon and the text 'Estimated time to complete this form: 20 Minutes'. Below this is the title 'Application for ASEAN Chartered Professional Engineer (ACPE)'. A paragraph of text explains the requirements for registration. There are two dropdown menus: 'Applied Engineering Branch*' and 'Have you been convicted of a criminal offence in a court of law'. A 'Declaration:' section contains four checkboxes with text: 1) 'Please click and read the requirements at Information for Applicants – ASEAN Chartered Professional Engineer (ACPE) Application. I hereby apply to be recognised and have my name placed on the ASEAN Chartered Professional Engineers Register in the branch of engineering.' 2) 'I have not been convicted of a criminal offence in a Court of law and/or knowingly been investigated in connection with a criminal offence, or charged with and found guilty of violation of technical, professional or ethical standards in the practice of engineering, either here locally or in any other country.' 3) 'I hereby authorise the Monitoring Committee to seek verification on the information submitted in any manner and by any means as it deems fit and proper.' 4) 'I hereby declare that I have not submitted any other application to the Monitoring Committees of any other ASEAN Member State for recognition as ACPE.' 5) 'I acknowledge that the application fee of \$100 is not refundable.' A 'Proceed' button is located at the bottom right.

Step 2 – Personal Particulars

- All fields indicated with * are mandatory.
- Information on this page will be pre-filled using details from previously submitted applications, and the fields will be non-editable.

The screenshot shows the 'Personal Particulars' step of the application form. The left navigation bar is the same as in the previous screenshot, with 'Personal Particulars' highlighted. The main content area has a grey header with the title 'Application for ASEAN Chartered Professional Engineer (ACPE)'. Below the title is a sub-header 'Personal Particulars' and a note '(Complete this form in English. Fields marked with an asterisk are compulsory)'. There are three columns of fields: 1) 'Salutation*' with a dropdown menu showing 'Mr'. 2) 'Nationality*' with a dropdown menu showing 'Singapore Citizen'. 3) 'ID Type*' with a dropdown menu showing 'Singapore Pink'. 4) 'Full Name*' with a text input field containing 'Alma'. 5) 'PE Registration No.*' with a text input field containing '0363'. 6) 'ID No.*' with a text input field. At the top right, there are three buttons: 'Cancel', 'Save as Draft', and 'Next'.

Step 3 – Contact Information

- All fields indicated with * are mandatory.
- Information on this page will be pre-filled using details from previously submitted applications, and the fields will be non-editable.
- Make the appropriate selection in fields with a dropdown list.
- Only one set of data input for each field is required on contact no. and email address, i.e. do not input more than 1 contact no. or email address in the same field.
- As some companies may have 'firewalls' in place, do provide a personal email address to ensure you receive an email acknowledgement of your application.

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- In case of an address change, enter the postal code in the *Postal Code* field and click the *Search* button. The system will automatically populate the *Block/House No.*, *Street/City/State Name*, and *Building Name*. You will only need to enter the *Floor No.* and *Unit No.* **Please note:** The populated data is not editable, so there is no need to change the text format (e.g., from UPPERCASE to Title Case).

The screenshot displays the 'Application for ASEAN Chartered Professional Engineer (ACPE)' form. On the left is a vertical navigation menu with steps: Declaration, Personal Particulars, Contact Information (selected), Professional Experience, Significant Engineering Work in Responsible Charge, Supporting Documents, Summary, and Payment. The main form area is divided into two sections: 'Contact Information' and 'Residential Address'. The 'Contact Information' section includes fields for Residential Phone No., Office Phone No., Mobile Phone No., Email Address, and Verify Email Address. The 'Residential Address' section includes Country (Singapore), Block/House No. (66), Floor No. (99), Building Name (LA FIESTA), and Postal Code (544703). Below this is the 'Employer Address' section, which is checked as applicable, with fields for Country (Singapore), Block/House No. (10), Floor No. (99), Building Name (Sunset Apartments), and Postal Code (107453). A 'Mailing Address (Singapore Address Only)' section is also present. Buttons for 'Cancel', 'Save as Draft', and 'Next' are visible at the top right of each section.

Step 4 – Practical Experience after Graduation (7 or more years)

- All fields indicated with * are mandatory.
- Provide your current and previous employment status and information. Failure to provide accurate employer status and information may affect your ACPE application.
- If you have additional employment history, click the **"Add"** button. Otherwise, proceed to the next page by clicking the **"Next"** button.

The screenshot displays the 'Professional Experience' section of the ACPE application form. It features a table with columns: Date (From), Date (To), Name of Organisation, Total Time, and Action. Below the table, there is a message: 'Please add at least one professional experience to proceed'. A 'Show 10 entries' dropdown is set to '10' and 'Showing 0 to 0 of 0 entries'. An 'Add' button is located at the bottom right of the section. Navigation buttons 'Cancel', 'Save as Draft', and 'Next' are at the top right.

Add Professional Experience
(Complete this form in English. Fields marked with an asterisk are compulsory)

Date (From)*
dd-mmm-yyyy

Date (To)*
dd-mmm-yyyy

Title of Position Held*
Title of Position Held

Name of Organisation*
Name of Organisation

Total Time (Yrs)*
Years

Total Time (Mths)*
Months

Save

Step 5 – Selection of Significant Engineering Work in Responsible Charge (2 or more years)

- Before proceeding with the application, applicants must add at least one significant engineering work. To do so, click the "Add" button to input your significant engineering work.

Application for ASEAN Chartered Professional Engineer (ACPE)

Selection of Significant Engineering Work in Responsible Charge (2 or more years)
(Complete this form in English. Fields marked with an asterisk are compulsory)

Cancel Save as Draft Next

Project Start Date	Project End Date	Project Duration	Project Title	Action
Please add at least one significant engineering work to proceed				

Show 10 entries
Showing 0 to 0 of 0 entries

Add

Date of Qualification Approved by PEB
04-May-2005

No. of Years of Post Graduate Professional experience
14 years 9 months

- All fields indicated with * are mandatory.
- Provide your significant engineering work. Failure to provide accurate details may affect your ACPE application.

Add Significant Engineering Work
(Complete this form in English. Fields marked with an asterisk are compulsory)

Project Start Date*
(From Date of Qualification Approved by PEB)
dd-mmm-yyyy

Project End Date*
dd-mmm-yyyy

Duration (Years)*
Years

Duration (Months)*
Months

Title of Project and Description of details and Significance of work, role, degree of responsibility *
Title of Project

Title of Position Held*
Title of Position Held

Name of Organisation*
Name of Organisation

Save

Step 6 – Supporting Document

- All fields indicated with * are mandatory.
- All files will have a maximum of 5 MB upload limit.
- Follow the on-screen instructions to upload the correct file type and the required number of files for each category.
- Upload your Passport-Sized Photo.
- Click **"Next"** to proceed.

The screenshot shows the 'Supporting Documents' step of the 'Application for ASEAN Chartered Professional Engineer (ACPE)'. On the left is a vertical progress bar with steps: Declaration, Personal Particulars, Contact Information, Professional Experience, Significant Engineering Work in Responsible Charge, Supporting Documents (highlighted), Summary, and Payment. The main content area is titled 'Supporting Documents' with a sub-note '(Complete this form in English. Fields marked with an asterisk are compulsory)'. It features a 'Personal' dropdown menu and a section for 'Passport-Sized Photo* (JPG, JPEG, PNG) (Up to 5MB)' with a dashed box and a plus icon for upload. At the top right are buttons for 'Cancel', 'Save as Draft', and 'Next'.

Step 7 – Summary

This section allows you to check and confirm your information before submitting the online application.

- To make changes to your input, use the side menu to navigate to the relevant pages. Avoid using your browser's Back or Forward buttons, as this may disrupt the application process.
- Confirm that all information provided is accurate by ticking the checkbox, then click **"Next"** to proceed.

The screenshot shows the 'Summary' step of the 'Application for ASEAN Chartered Professional Engineer (ACPE)'. The left progress bar highlights 'Summary'. The main content area lists sections: Personal Particulars, Contact Information, Professional Experience, Significant Engineering Work in Responsible Charge, and Supporting Document. Below these is a checkbox with the text 'The information as shown above is correct and have been updated by me.' At the top right are buttons for 'Cancel', 'Next', and 'Generate PDF'.

Step 8 – e-Payment

This section allows you to pay your application fee by e-payment.

- Click the **"Pay"** button to get into the payment page.

Price Breakdown	
Items	ACPE Registration Fee
Total Amount Payable	SGD 100.00

- To proceed with the payment please click the **"Yes"** button from the Confirm pop up to redirect to the payment page.
- The accepted payment mode is VISA or Master credit card/ debit card.
- You may make a final check of your input done at the Payment page before clicking the Pay button.
- To return to the PEB Portal dashboard you can click the backward button upon the top left corner.
- To complete the payment, you can click the **"Pay"** button to proceed.
- After payment is submitted you will be redirected back to the PEB Portal dashboard within 10 seconds.
- You will receive Pay SG and PEB acknowledgement email once the application is submitted.

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Name **Your Name**

Identifier **Your NRIC number or Passport/Employment Pass if you are not Singaporean**


Email **Your Email Address**

Summary


Description	Amount (SGD)
ACPE Registration Fee	\$100.00
Total	\$100.00

Complete payment

Card number

1234 1234 1234 1234 

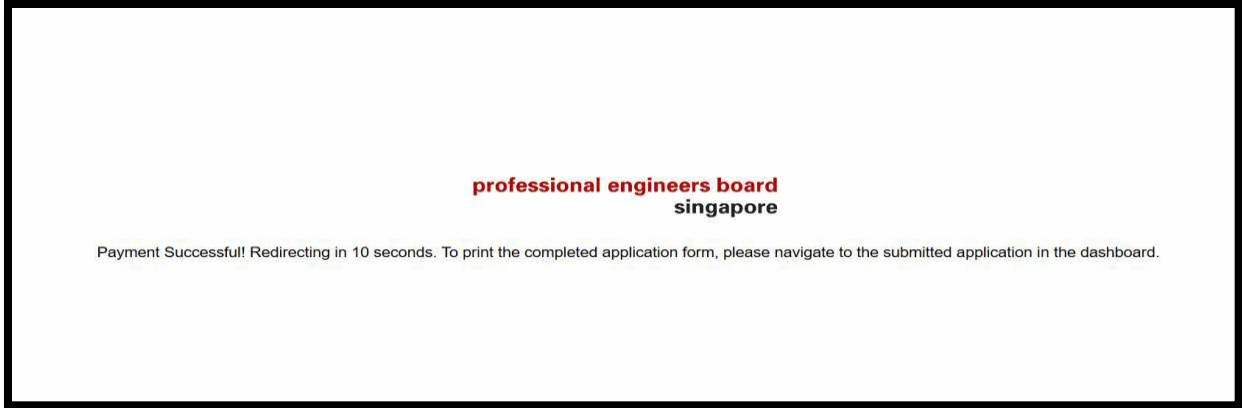
Expiration date Security code

MM / YY CVC 

Country

Singapore ▾

Pay \$100.00



Step 9 – Application Form

Once the payment is made, please navigate to the submitted application in the dashboard. Click on the ACPE application with status **“Pending Processing”**. You will be redirected to the Summary page. Click on the **“Generate PDF”** button to print the submitted application form.

PEB will review and process your application and may reach out to you should any additional information or supporting documents be required. All correspondence will be sent from registrar@peb.gov.sg, please look out for notification. Alternatively, you can log in to the PEB portal to check the status of the application.

In case of any clarifications, PEB will return the application to you and the application will be in status **“Pending Resubmission”**.

Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
ACPE-0000082	ACPE Application	28-Aug-2025 05:08	Pending Processing		

4.2 Download Payment Receipt

To download the payment receipt, navigate to Applications → Transaction History and click on the download button.

Download Receipt							
Order No	Transaction Date	Description	Amount	Application Type	Payment Mode	Transaction Status	Action
PEBREC/20250828/00002965	28-Aug-2025 05:08	ACPE Registration Fee	100.00	ACPE	PaySG	Success	Download

5 Re-Submission of Application

In case of any clarifications, PEB will return the application and notify you by email. You will be required to log in to the system and resubmit the application with the requested details.

To resubmit the returned application, proceed as follows:

- i. Log in to the system.
- ii. The application will be in the status "**Pending Re-Submission**".

Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
ACPE-00000082	ACPE Application	28-Aug-2025 05:13	Pending Re-Submission	Please submit professional experience details	

- iii. Select the application to open the **Correspondence** page.
- iv. Click "**Additional Documents**" to expand the section.

The screenshot displays the 'Application for ASEAN Chartered Professional Engineer (ACPE)' interface. On the left, a vertical navigation menu lists several sections: Declaration, Personal Particulars, Contact Information, Professional Experience, Significant Engineering Work in Responsible Charge, Supporting Documents, Summary, and Correspondence. The 'Correspondence' section is currently selected and highlighted. The main content area shows the title 'Application for ASEAN Chartered Professional Engineer (ACPE)' and a 'Resubmit' button. Below this, there is a section for 'Additional Documents' with a dropdown arrow.

- v. You can view the comments provided by PEB.

Application for ASEAN Chartered Professional Engineer (ACPE)

Correspondence

Resubmit

Additional Documents

Commented By: PEB Officer
Date of Comment: 28-Aug-2025
Comments: Please submit professional experience details
Accept files format and limit size (JPG, JPEG, PNG, PDF) (Up to 5MB)

Remarks*
Please Enter Remarks

- vi. Upload the required documents or provide the requested details.
- vii. Enter the **"Remarks"** and click **"Resubmit"** to resubmit the application to PEB for further processing.
- viii. After resubmission, the status of the application will change to **"Pending Processing (Resubmission)"**.



Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
ACPE-00000082	ACPE Application	28-Aug-2025 05:15	Pending Processing (Resubmission)		

6 Download Notification Letters

Once the submitted application is approved, you can download the **Notification Letters** by navigating to Applications → Download Notification Letters and clicking the download button.

The screenshot shows the Professional Engineers Board Singapore website. The 'Applications' menu item is highlighted in the top navigation bar. Below it, the 'Applications' section contains several buttons: PC (PC Application), FEE (FEE Application), GEE (GEE Application), SPE (Specialist PE Application), ACPE (ASEAN Chartered PE Application), EA (Event Application), and AH (Application History). The 'LETR' button (Download Notification Letters) is highlighted with an orange box. Below this, the 'Notification Letters' table is displayed with the following data:

Application	Application No.	Branch/Specialisation	Issued Date	Letter Name	Action
ACPE	ACPE-0000081	Civil	26-Jul-2025 21:00	ACPE Approve Letter	Download