New Procedures for N3 User Licence Application & Renewal

1. Complete OSHE online Laser Safety Training
2. Complete the OHS Authorization form – endorsed by Safety officer and PI
3. Submit the OHS authorised form to OH clinic and arrange medical examination appointment with eye physician.
4. During appointment with Eye consultant, bring the Medical certificate form for Consultant to complete.
   Link to download form:

(Item 1 & 2 not required for licence renewal, pls indicate old licence number in remarks section in online form)
Even though medical examination or eye check not required for renewal cases, the online form does not allow the applicant to proceed. Therefore, please upload a copy of your expiring licence or renewal notice in order for the system to go to step 5

Applicant logs in to LicenceOne with his/her SingPass account & fills in online form
Note that the following information is required:
1) Attach the completed medical certificate form
2) List the laser apparatus by referring to N2 license in the next page
3) Attach OSHE online laser safety training certificate documents

E-Payment made by applicant.
Applicant submits claims for reimbursement

NEA schedules test if required, applicant sits for & passes test
(Not required for licence renewal)

NEA approves & sends licence via email to applicant (no longer send to Dept)
(Note: NEA sends licence expiry reminder email to applicant before licence expiry)

Once approved, licence holder sends Dept Radiation I/C (Chye Fong) & N2 equip licence holder (Tong Yan) the renewed licence for record

HOW WILL USERS WHO ARE FOREIGNERS APPLY FOR LICENCES IN LICENCEONE?

1. PRs and foreigners holding certain passes are eligible for SingPass and should register for a SingPass account.
   www.singpass.gov.sg/register/instructions

2. The following groups of users are eligible to apply for SingPass:
   a) Singapore Citizen and Permanent Resident
   b) Employment Pass and Personalised Employment Pass holders
   c) EntrePass holders
   d) S-Pass holders
   e) Dependant Pass holders (of EP, PEP, EntrePass and S-Pass holders)
   f) Long Term Visit Pass-Plus (LTVP+) holders
   g) Long Term Visit Pass holders
   h) Selected Work Permit Holders who require SingPass to access government digital services. Visit WPOL Enquiry Service to check your status.

3. Foreigners that are unable to register for SingPass may register for a Login ID in LicenceOne.
ATTN: LIEW CHYE FONG

PURPOSE OF LICENCE : TO HAVE IN POSSESSION A NON-IONISING RADIATION IRRADIATING APPARATUS

LICENCE HOLDER : THE ABOVE ORGANIZATION

PARTICULARS OF IRRADIATING APPARATUS

<table>
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<tr>
<th>NO</th>
<th>TYPE</th>
<th>PURPOSE</th>
<th>MANUFACTURER</th>
<th>MODEL NO</th>
<th>SERIAL NO</th>
<th>STORAGE LOCATION (POSTAL CODE)</th>
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The licensee shall ensure that operator(s) of the industrial laser licensed herein have the appropriate N3 licence(s) authorising the operation of the laser by the operator(s) and these laser apparatus shall not be used / applied on any living human beings or animals.

TAN KWEE CHAI  
for DIRECTOR-GENERAL OF ENVIRONMENTAL PROTECTION NATIONAL ENVIRONMENT AGENCY