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2. FUNCTIONS

2.3 Renewal of Registered Certified Facility

2.3.1 Description of Function

The Facility Administrator will need to renew the facility's certificate application when the facility is expiring within three months. The system will send an email notification to Facility Administrator 3 months before the facility certificate's expiry date to remind him/her to renew the certification.

If Facility Administrator fails to renew the certification of the facility after the expiry date, the system will automatically suspend the Facility.

2.3.2 Renewal of Registered Certified Facility

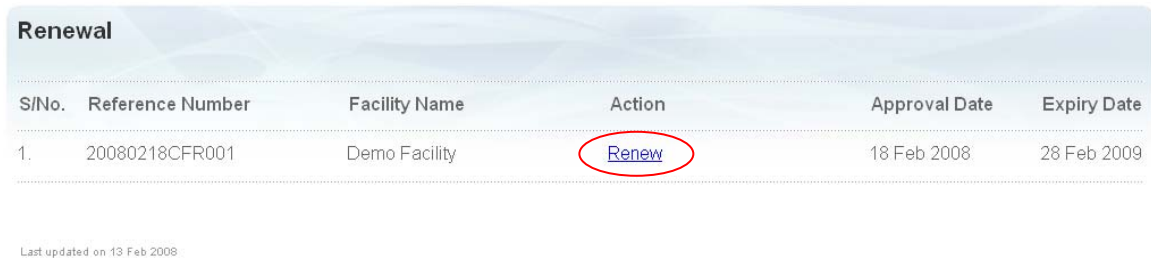
Steps:

1. Facility Administrator logs in to BiosIS Internet

BiosIS Internet -> login -> E-Services -> Renewal



2. Click **Renewal**, the following renewal screen will be displayed for certification that is expiring within 3 months.



S/No.	Reference Number	Facility Name	Action	Approval Date	Expiry Date
1.	20080218CFR001	Demo Facility	Renew	18 Feb 2008	28 Feb 2009

Last updated on 13 Feb 2008

If the certification expiry date is more than 3 months, the 'Renew' action will not be available.

3. Click **Renew** action to renew the approved facility registration.

4. The following renewal form is displayed with the necessary information automatically filled with the original Facility registration submission information.

Certified Facility Registration

This form may take you 15-20 mins to fill in. You will need the following information to fill in the form: Company information, Facility information, Main Administrator Information, Certification Details.

Note
1. Applicant must ensure that any email address he or she specifies is valid for future correspondence. MOH will not take any responsibility if applicant is unable to receive any notification from MOH due to invalid email address.
2. * indicates mandatory fields

Company Information

Company Name* : Ben Thai Pte Ltd
Central Registration no.* : B00001

Company Address

Blk/Hse no. : 10E
Floor :
Unit :
Building : BRADDELL VIEW
Street : BRADDELL HILL
Postal Code* : 579724

Facility Profile

Facility Name* : Facility Information
Type of Facility* : Commercial
Is facility gazetted under the Protected Areas and Protected Places Act? : Yes No
Operator, in relation to a facility, means the person who operates the facility or who has the management or control of the facility. "Person" includes any company or association or body of persons, corporate or non-corporate.
Facility Operator Option* : Corporate Individual
Operator Name* : ABC Operator

Facility Address

Blk/Hse no. : 10E
Floor :
Unit :
Building : BRADDELL VIEW
Street : BRADDELL HILL
Postal Code* : 579724

Certification Details

Certification Company* : Company A
Lead Certifier's Name* : Ben Tai
Certificate Expiry Date (dd/mm/yyyy)* : 31/10/2008

Main Administrator Profile
Please read the roles and responsibilities of Main Administrator in FAQ

First Name* : Ben
Last Name* : Thai
NRIC/FIN (e.g. S1234567A)* : S1252388B
Nationality* : Singapore Citizen
Office no.* : 61230011
Mobile no. :
Designation* : IT
Length of service in current company (To the nearest year)* : 25
Area of Work* : Programming

Login Account

Preferred Login ID (At least 8 characters)* : benthai
Reply Email Address* : silkong@nics.com.sg
 Checked to receive email notification

Alternate Administrator Profile

If Applicable? Yes No

Personnel Authorized to Access the BiosIS
Please click on [Add](#) to add Facility officers.
The person list below is retrieved from your current application.

Name	NRIC/FIN	Nationality	Contact no.	Designation	Length of Employment	Area of Work
<input type="checkbox"/> Lamb Li	S8713520I	SG	11111111	test	2	test

[Delete](#)

Biosafety Committee Members
(Minimum of 5 members as stipulated under Schedule 6 of the BATA)
Please click on [Add](#) to add Biosafety Committee members.
The person list below is retrieved from your current application.

Name	NRIC/FIN	Nationality	Contact no.	Designation	Length of Employment	Role as stipulated in the 6th Schedule of the BATA
<input type="checkbox"/> John Wang	S8713595C	SG	12323313	test	4	test

[Delete](#)

Personnel working in the Facility
(You may choose not to fill up this part and attach a file instead)
Please click on [Add](#) to add personnel working in the Facility.
The person list below is retrieved from your current application.

Name	NRIC/FIN	Nationality	Contact no.	Designation	Length of Employment	Area of Work
<input type="checkbox"/> May Phoon	S8713582I	SG	24343242	test	5	test

[Delete](#)

Certificates & Attachments
Please click on [Add](#) to add attachments. Maximum attachment size is 1 MB
Please attach the following: the most recent certificate provided by the MOH-Approved Facility Certifier, certificate(s) of MOH-recognised biosafety courses attended by the biosafety coordinator and if applicable, supporting document(s) that indicate that the facility is a 'protected place' under the Protected Areas and Protected Places Act.

Document Type	File Name	Attached By	Attached Date
<input type="checkbox"/> Certificate	test.pdf	GoH, Alice	18/02/2008

[Delete](#)

I wish to attach the documents in CD.
I understand that the application will only be processed after MOH has received the CD. Please mail the CD to: The Biosafety Branch, College of Medicine Building, 16 College Road, Singapore 169654.

Declaration

I, the applicant, hereby declare that all the information and attachments that I have provided in this application and in the CD are true and correct.
I agree that my application will only be processed when all the supporting documents have been received by the MOH.
The MOH has the right to contact any person to obtain or verify any information and to retain any documents submitted by me.
I agree that the MOH has the absolute discretion to reject my application.

Accept Decline

Last updated on 12 Feb 2008
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5. Update the renewal information and click **Submit**.



Note:

If the Facility Administrator fails to renew the facility's certification after the expiry date, the system will suspend the registered facility and lock the Facility Administrator's account if he/she has only one registered facility.

After renewal registration submission, the Facility Administrator's account will be re-activated and the facility will be unsuspended upon the approval of the renewal of application by the Biosafety Branch.