

User Manual For Public User (Coffin Permit Export)

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Step 1 Homepage

Choose “Coffin Permit Export” (As shown in Diagram 1) if you wish to apply for an export permit.

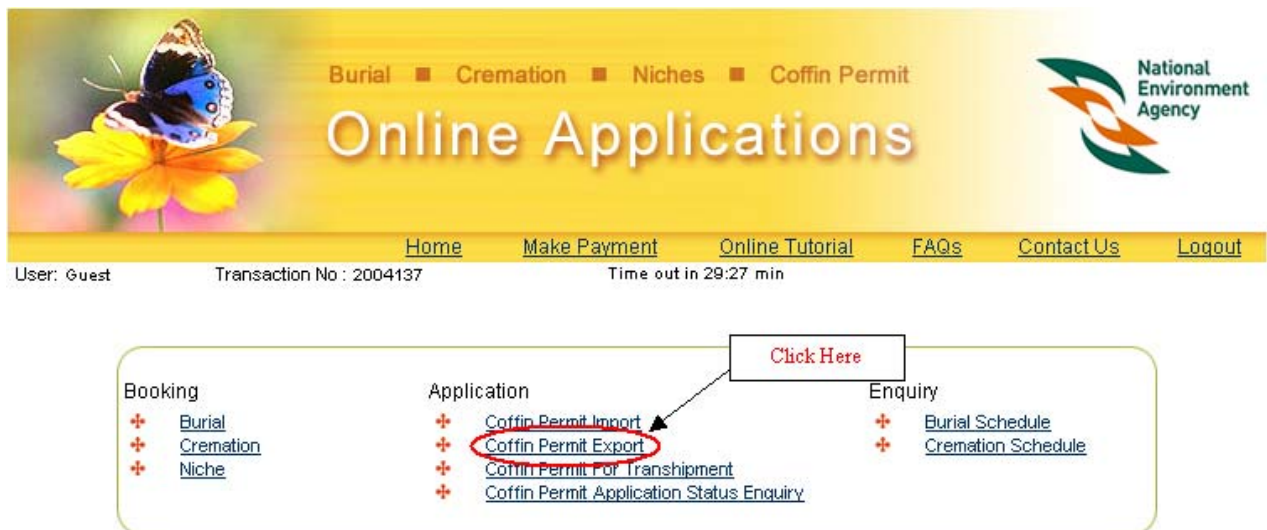


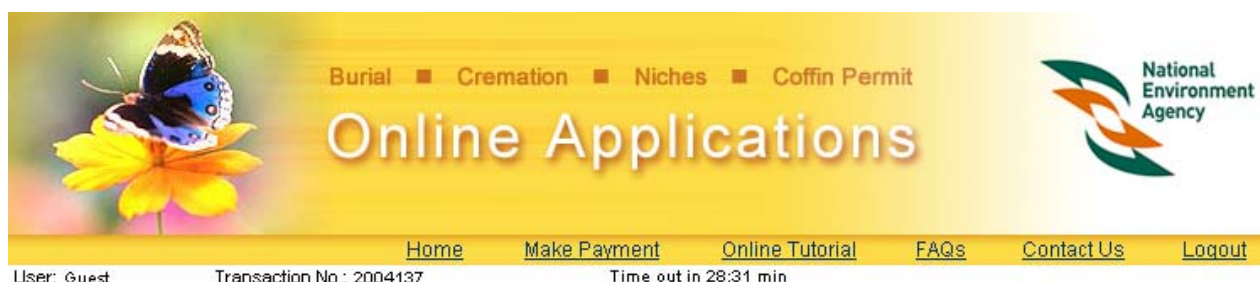
Diagram 1. Homepage for Public User

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Step 2 Important Information About Coffin Permit Export

Read through the 'Important Information on Coffin Permit (Export)' which provides you with important details on:

- Application procedures
- The documents required for coffin permit (export) application



Important Information On Coffin Permit (Export)

INSTRUCTIONS FOR APPLICATION OF COFFIN (EXPORT) PERMIT

Please read these instructions carefully before you proceed with the online application for coffin (export) permit.

1. GENERAL

- Scanned copies of the documents stated in section 2 below are required for the application for a coffin (export) permit. Please have them ready before making an application.
- The application for a coffin (export) permit is subject to approval from the Port Health Office. Lodgement of an application for a coffin (export) permit does not indicate that the application is approved.
- Upon payment, a transaction number will be issued to you. You will need to note down this transaction number as it is required for you to check on the status of your application, and to print out the coffin (export) permit online.

I have read, understood and agree to the above instructions and requirements.



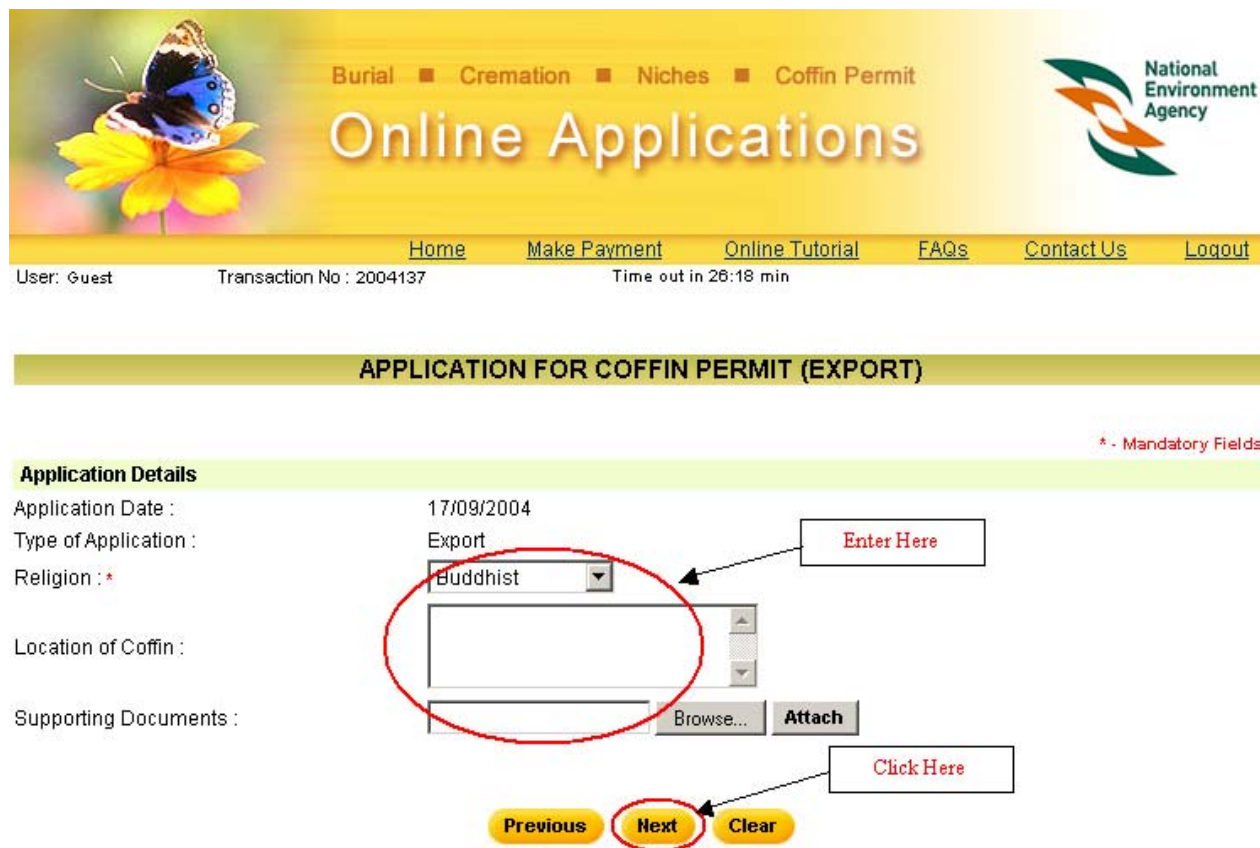
Diagram 2. The Important Information On Coffin Permit (Export) Page

- Click "I Agree" if you agree with the conditions.

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Step 3 Application For Coffin Permit Export

Fill in the details in the application as shown in Diagram 3. Fields marked with asterisk (*) are mandatory.



APPLICATION FOR COFFIN PERMIT (EXPORT)

* - Mandatory Fields.

Application Details

Application Date : 17/09/2004

Type of Application : Export

Religion : * Buddhist

Location of Coffin :

Supporting Documents : Browse... Attach

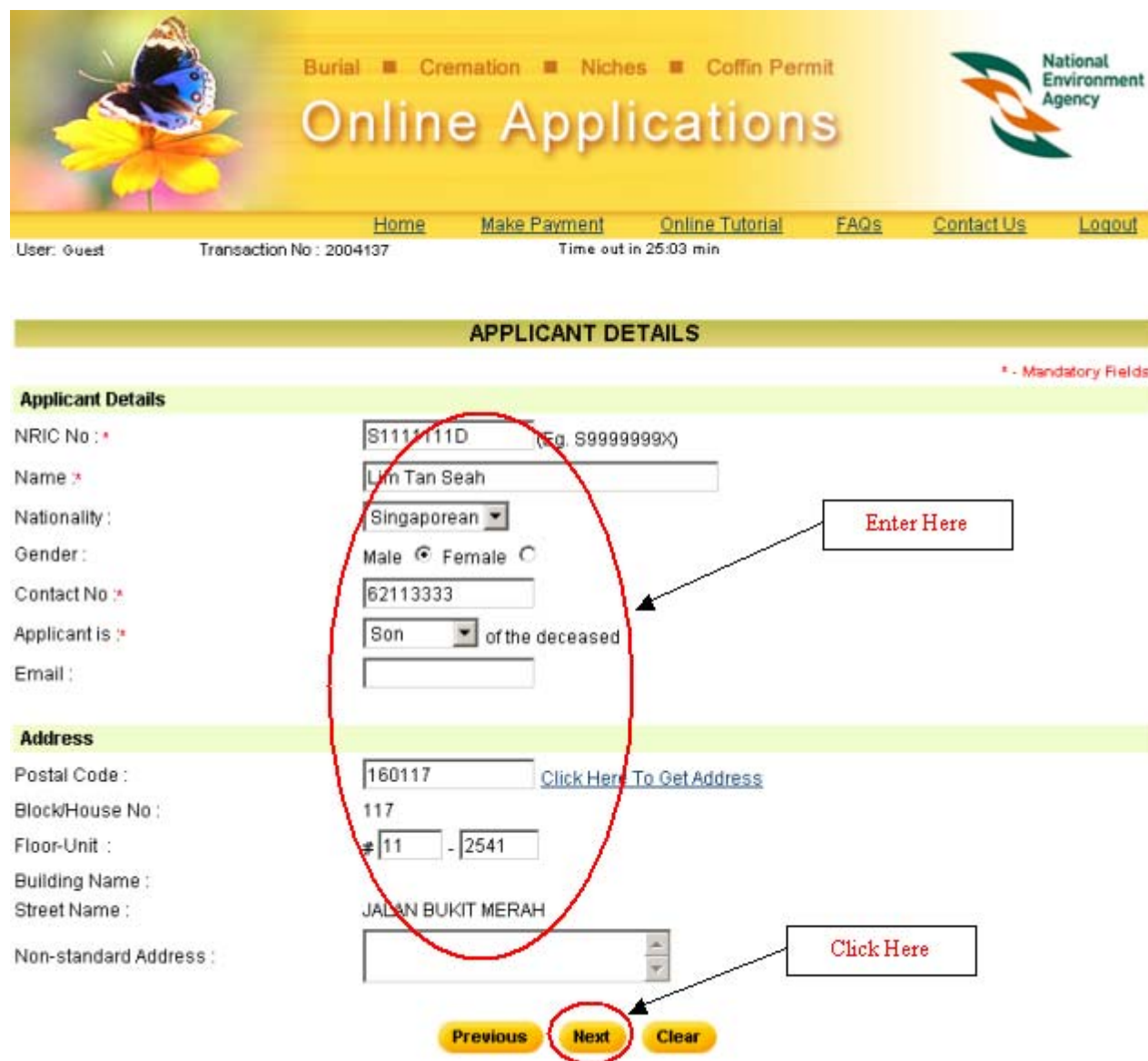
Previous Next Clear

Diagram 3. The Application For Coffin Permit Export Page

- Select the religion of the deceased.
- Enter the current location of the coffin.
- Attach supporting documents like the death certificate, embalming certificate, sealing certificate, export permit, air waybill (air consignment note) etc. Click on the "Browse" button to select the file and click on the "Attach" button. Only documents with file extensions .jpg, .bmp, .tif will be accepted. You can upload up to 10 supporting documents in all.
- Click on the "Next" button to continue.

Step 4 Applicant Details

Fill in the applicant details as shown in Diagram 4. Fields marked with asterisk (*) are mandatory.



APPLICANT DETAILS

* - Mandatory Fields.

Applicant Details

NRIC No. : * (Eg. S9999999X)

Name *

Nationality :

Gender : Male Female

Contact No. *

Applicant is * of the deceased

Email :

Address

Postal Code : [Click Here To Get Address](#)

Block/House No :

Floor-Unit : # -

Building Name :

Street Name :

Non-standard Address :

[Previous](#) [Next](#) [Clear](#)

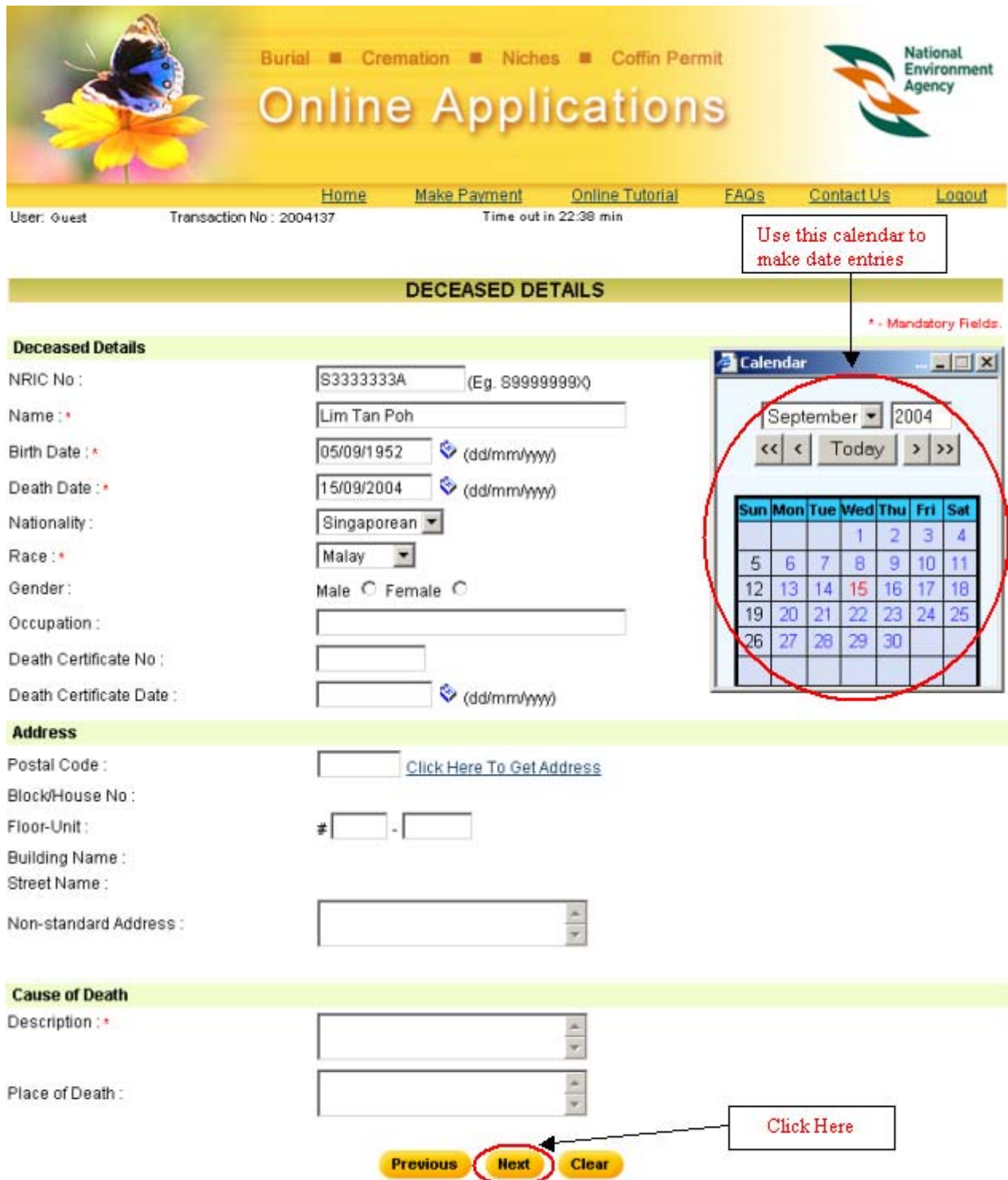
Diagram 4. Applicant Details Page

- Only valid Singapore NRIC numbers should be entered in the NRIC No. field. The NRIC number should be in S9999999X format.
- Enter your Contact No.
- Select your relationship with the Deceased.
- Enter your email address.

- Enter your address. You may simply enter the postal code and select 'Click here to Get Address'. This will automatically call out the details associated to the postal code such as Block/House No, Street, etc. Enter the other details such as Floor and Unit number. If your address is not in the given format or if your address is not automatically populated, enter the full address in the Non-Standard Address textbox.
- Click on the "Next" button to continue.

Step 5 Deceased Details

Fill in the deceased details as shown in Diagram 5. Fields marked with asterisk (*) are mandatory.



Use this calendar to make date entries

* - Mandatory Fields.

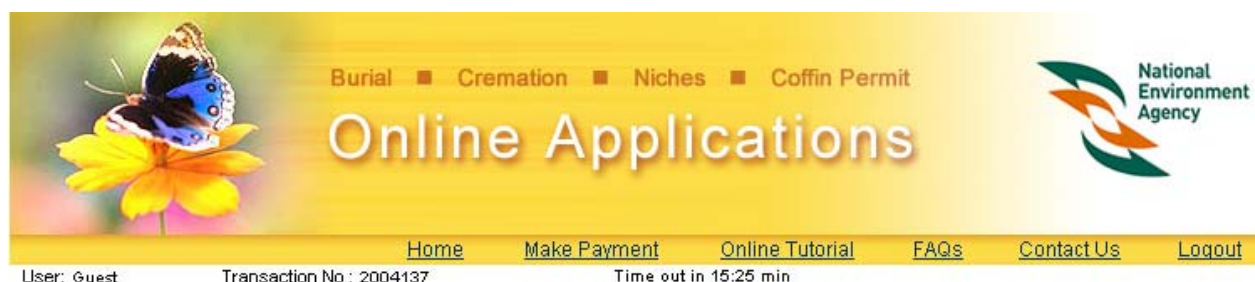
Click Here

Diagram 5. Deceased Details Page

- Only valid Singapore NRIC numbers should be entered in the NRIC No. field. The NRIC number should be in S9999999X format.
- The Birth Date and Death Date should be entered in DD/MM/YYYY format. Alternatively, click on the calendar icon next to the field to open the calendar and select a date.
- The description field for cause of death is a required entry. Please enter description as shown in the Death Certificate.
- Click on the “Next” button to continue.

Step 6 Confirmation Page

A confirmation page will display as shown in diagram 6. Verify all the details and click “Confirm” to proceed. For amendments, please click “Previous” to amend.



The screenshot shows the NEA Online Applications interface. At the top, there is a navigation menu with links for Burial, Cremation, Niches, and Coffin Permit. The main heading is "Online Applications". Below this, there is a navigation bar with links for Home, Make Payment, Online Tutorial, FAQs, Contact Us, and Logout. The user information is displayed as: User: Guest, Transaction No: 2004137, and Time out in 15:25 min.

CONFIRMATION FOR COFFIN PERMIT (EXPORT)

Please verify that all the particulars below are accurate and in accordance with the death certificate.
Do note that all applications are non-transferable and NEA reserves the right to reject any applications without refund if the deceased details provided are not in accordance with the Death Certificate.

Applicant Details

NRIC No. :	S1111111D
Name :	Lim Tan Seah
Nationality :	Singaporean
Gender :	Male
Contact No :	62113333
Relation to Deceased :	Son
Address :	BLK 117 , JALAN BUKIT MERAH , #11 -2541, SINGAPORE 160117
Email :	

Deceased Details

NRIC No. :	S3333333A
Name :	Lim Tan Poh
Date of Birth :	05/09/1952
Date of Death :	15/09/2004
Religion :	Buddhist
Nationality :	Singaporean
Race :	Malay
Gender :	
Occupation :	
Address :	

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Death Cert. No :
Death Cert. Date :
Death Description : Heart Attack
Place of Death :

Application Details

Application Date : 17/09/2004
Type of Application : Export
Location of Coffin :

Payment Details

S.No	Description	Fee Amount	GST Amount	Total Amount
1	Coffin Permit	S\$10.00	S\$0.00	S\$10.00

I have verified that the particulars above are in accordance with the Death Certificate, and I am aware that the bookings are non-transferable.

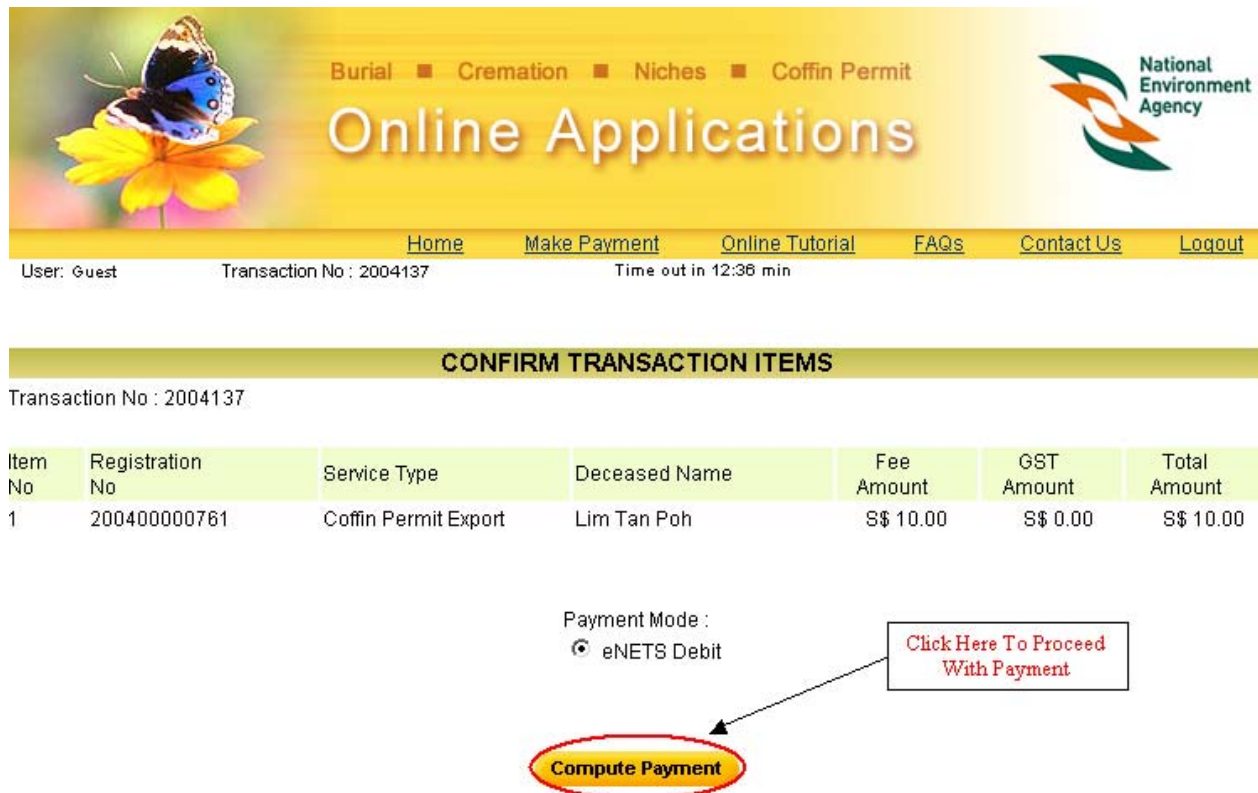


Diagram 6. Application Confirmation For Coffin Permit Export page

- Verify the Payment details, Type of Application, Coffin Location, applicant and deceased details on the page.

Step 7 Confirm Transaction Page

Once application has been confirmed, you will have to now select the payment mode (Refer to Diagram 7).



The screenshot shows the 'Online Applications' page with a yellow header. It includes navigation links: Home, Make Payment, Online Tutorial, FAQs, Contact Us, and Logout. The user is identified as 'Guest' and the transaction number is '2004137'. The page title is 'CONFIRM TRANSACTION ITEMS'.

Item No	Registration No	Service Type	Deceased Name	Fee Amount	GST Amount	Total Amount
1	200400000761	Coffin Permit Export	Lim Tan Poh	S\$ 10.00	S\$ 0.00	S\$ 10.00

Payment Mode :
 eNETS Debit

[Click Here To Proceed With Payment](#)

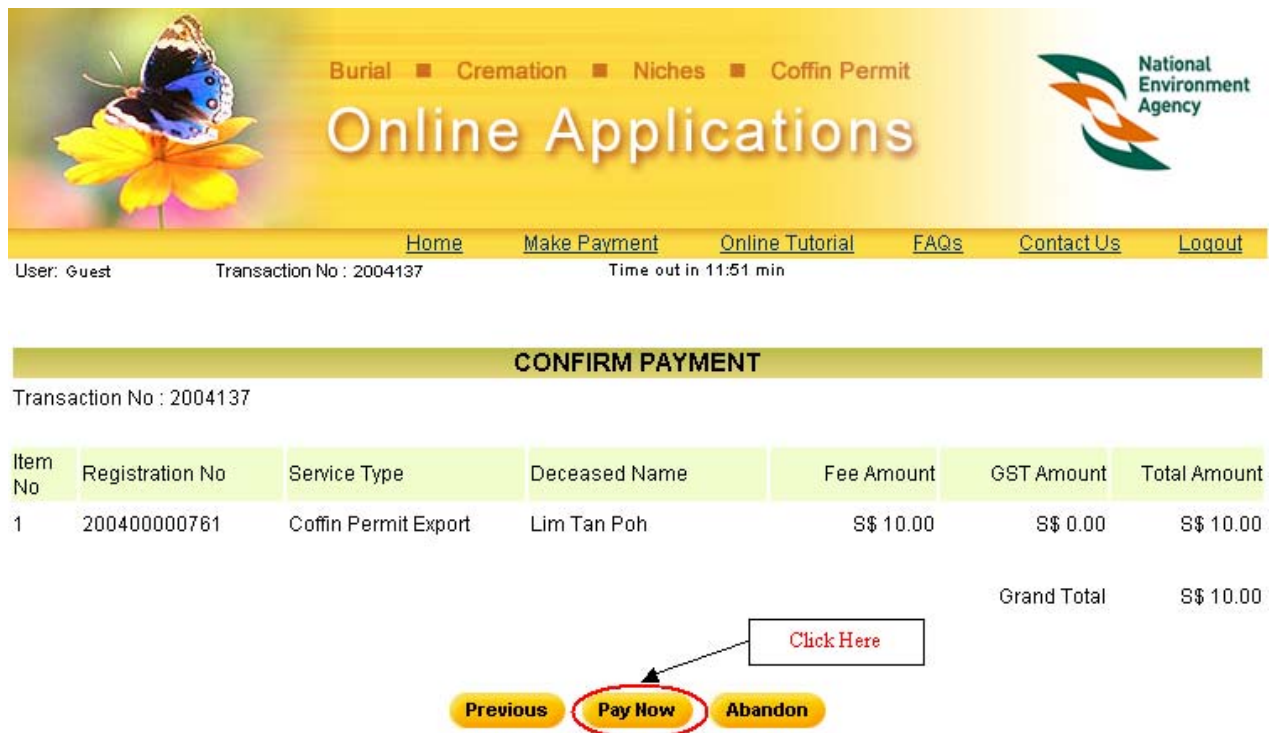
Compute Payment

Diagram 7. Confirm Transaction Items Page.

- Presently, eNets Debit is the only mode of payment available, and it is selected by default.
- After verifying all details and are ready to make payment, click on the "Compute Payment" button.

Step 8 Payment Page

Verify the payment mode.



CONFIRM PAYMENT

Transaction No : 2004137

Item No	Registration No	Service Type	Deceased Name	Fee Amount	GST Amount	Total Amount
1	200400000761	Coffin Permit Export	Lim Tan Poh	S\$ 10.00	S\$ 0.00	S\$ 10.00
Grand Total						S\$ 10.00

Previous **Pay Now** Abandon

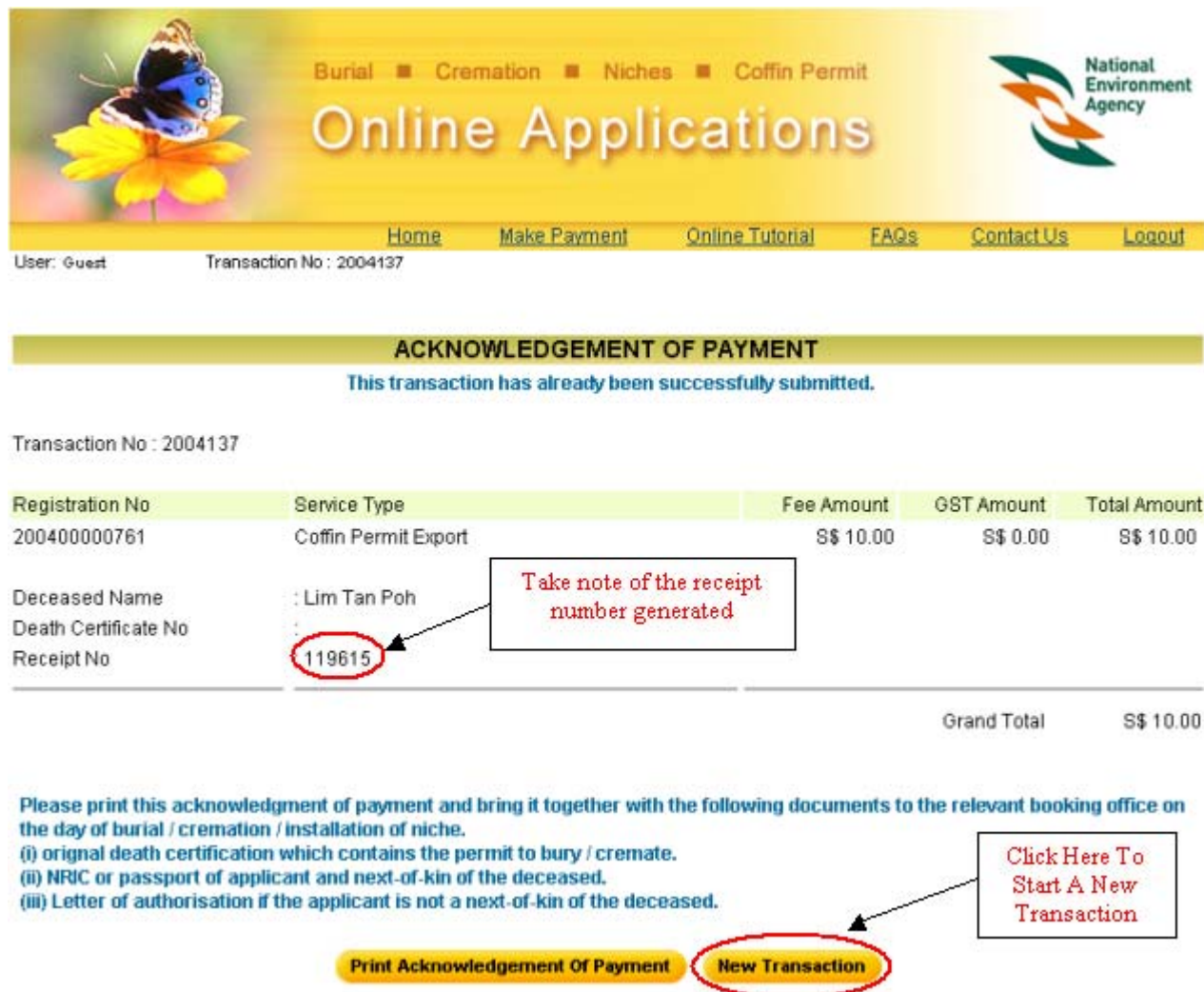
Click Here

Diagram 8. Confirm Payment Page.

- Click on the “Pay Now” button to make payment. This will bring you to the payment gateway where the payment is made using the bank interface. The payment is made for the total amount shown. Partial payment or different modes of payments are not allowed.

Step 9 Acknowledgement Of Payment

Once payment has been successfully made, the “Acknowledgement of Payment” page will be displayed. Refer to Diagram 9.



ACKNOWLEDGEMENT OF PAYMENT
This transaction has already been successfully submitted.

Transaction No : 2004137

Registration No	Service Type	Fee Amount	GST Amount	Total Amount
200400000761	Coffin Permit Export	S\$ 10.00	S\$ 0.00	S\$ 10.00

Deceased Name : Lim Tan Poh
Death Certificate No :
Receipt No : 119615

Grand Total S\$ 10.00

Please print this acknowledgment of payment and bring it together with the following documents to the relevant booking office on the day of burial / cremation / installation of niche.
(i) original death certification which contains the permit to bury / cremate.
(ii) NRIC or passport of applicant and next-of-kin of the deceased.
(iii) Letter of authorisation if the applicant is not a next-of-kin of the deceased.

[Print Acknowledgement Of Payment](#) [New Transaction](#)

[Click Here To Start A New Transaction](#)

Diagram 9. Acknowledgement of Payment Page.

- When you see this page, it means that the payment and booking/application has been successful.
- The receipt number is shown on this page together with the rest of the important application details.
- Quote the “Registration No” shown on the first line to refer to the booking/application when you approach the counter at Port Health Office.
- Use the “Transaction No” shown at the top of the “Acknowledgement of Payment” to check the status of your application through the “Coffin Permit Application Status Enquiry” function.

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- Click on the “*Print Acknowledgement of Payment*” button to open a printable version of the acknowledgement of payment. Print the page for future reference.
- To start a new booking/application, click on the “*New Transaction*” button.

Step 10 Printing Of Acknowledgement Of Payment



ACKNOWLEDGEMENT OF PAYMENT

Transaction No : 2004137 Date : 17/09/2004
Applicant Name : Lim Tan Seah Time : 03:36 PM
Applicant ID : S1111111D
Application : NEA-ATAD

Registration No	Service Type	Fee (S\$)	GST (S\$)	Total (S\$)
200400000761	Coffin Permit Export	10.00	0.00	10.00
Deceased Name	: Lim Tan Poh			
Death Certificate No	:			
Receipt No	: 119615			
Grand Total				10.00

Important Information

PSi Ref. No : 332d46b93b2e01cc-25102004-11277-1284763411
EP Ref. No :-
PSi RN : NEA0000000019447



Diagram 10. Acknowledgement of Payment.

- Click “*Print*” button to print the Acknowledgement of Payment.
- Click “*Close*” button to close the pop-out browser window.

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