

User Manual For Public User (Coffin Permit Application Status Enquiry)

- Step 1 : [Homepage \(Menu\)](#)
- Step 2 : [Coffin Permit Application Status Enquiry](#)
- Step 3 : [Result Page](#)
- Step 4 : [Printing Approved Coffin Permit](#)
- Step 5 : [Sample Coffin Permit](#)

Step 1 Homepage

Choose “*Coffin Permit Application Status Enquiry*” (As shown in Diagram 1) if you wish to enquire the Coffin Permit Application Status.



Diagram 1. Homepage for Public User

Step 2 Coffin Permit Application Status Enquiry

Fill in the details in the enquiry page as shown in Diagram 2. Fields marked with asterisk (*) are mandatory.



The screenshot shows the National Environment Agency's online application portal. At the top, there are navigation links for Burial, Cremation, Niches, and Coffin Permit. The main heading is "Online Applications". Below this, there are links for Home, Make Payment, Online Tutorial, FAQs, Contact Us, and Logout. The user is identified as "Guest" with a transaction number of 20044265 and a time out of 28:41 min.

The main content area is titled "COFFIN PERMIT APPLICATION STATUS ENQUIRY". A red asterisk indicates mandatory fields. The form contains the following elements:

- A heading: "Please enter the following fields To proceed"
- Two input fields: "Applicant's NRIC No: *" and "Transaction No : *".
- A red oval highlights the "Applicant's NRIC No" field.
- A box labeled "Enter Here" has an arrow pointing to the "Applicant's NRIC No" field.
- A box labeled "Click Here" has an arrow pointing to the "Submit" button.
- Two buttons: "Submit" (circled in red) and "Clear".

Diagram 2. Coffin Permit Application Status Enquiry

Step 3 Result Page

If record is found, the Result Page Of Coffin Permit Application Status Enquiry will be displayed (refer to Diagram 3). If Application Status is Approved, "*Print*" hyperlink will be available to print the permit. (refer to Diagram 4)



The screenshot displays the 'Online Applications' page for the National Environment Agency. The page features a yellow header with a butterfly and flower image on the left and the agency logo on the right. Navigation links include Home, Make Payment, Online Tutorial, FAQs, Contact Us, and Logout. User information shows 'User: Guest', 'Transaction No: 20044300', and 'Time out in 23:55 min'. A green bar highlights the 'COFFIN PERMIT APPLICATION STATUS' section, which contains a table with the following data:

Transaction No	Registration No	Deceased Name	Death Certificate No	Application Status
20044298	200400000650	Lim Tan Poh	251234	Pending

Below the table is a yellow 'Previous' button.

Diagram 3. The Result Page Of Coffin Permit Application Status Enquiry

Step 4 Printing Approved Coffin Permit

Click "*Print*" to print the coffin permit. Refer to Diagram 4.



The screenshot shows the National Environment Agency Online Applications interface. At the top, there is a navigation menu with links for Home, Make Payment, Online Tutorial, FAQs, Contact Us, and Logout. Below the menu, the user is identified as a Guest with a transaction number of 20044265 and a 22-45 minute timeout. The main content area is titled "COFFIN PERMIT APPLICATION STATUS" and displays a table with the following data:

Transaction No	Registration No	Deceased Name	Death Certificate No	Application Status
20044262	200400000639	Lim Tan Poh	2345153	Approved

A red circle highlights the "Print" link in the Application Status column. A box labeled "Click Here" with an arrow points to this link.

Diagram 4. The Result Page Of Coffin Permit Application Status Enquiry

Step 5 Sample Coffin Permit

No. 0000000562

**PERMISSION TO IMPORT
A COFFIN CONTAINING A CORPSE
(The Infectious Diseases Act (Chapter 137))**

Name of deceased

Lim Tan Poh

Nationality

Singaporean

Age

24

Sex

Male

Date of death

01/06/2004

Cause of death

Heart Attack

Place of death

It having been represented to me that a body answering to the above description now lies in a coffin at (or on board) _____ Coffin Location _____ and the required certificates having been duly lodged with me, namely - a copy of the Death Certificate, and a Medical Certificate stating the means adopted to preserve and encoffin the enclosed corpse.

I, therefore, certify that permission is hereby granted to remove the said coffin and that such removal is unlikely to be prejudicial to the public interests of health.

FEE RECEIVED:\$ 10.00

03/06/2004

Date

Port Health Officer

This is a computer-generated permit issued by National Environment Agency, Singapore. No signature is required.

[Diagram 5. Sample Coffin Permit](#)

[\[Top \]](#)