

User Manual For Registered Funeral Director (Coffin Permit Application Status Enquiry)

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Step 1 Homepage

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

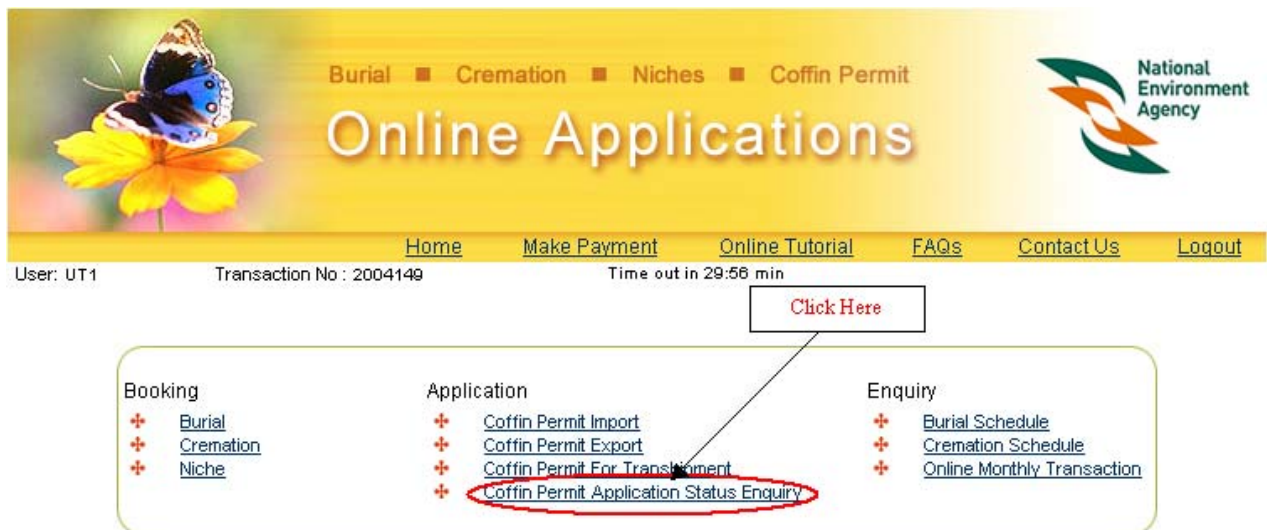
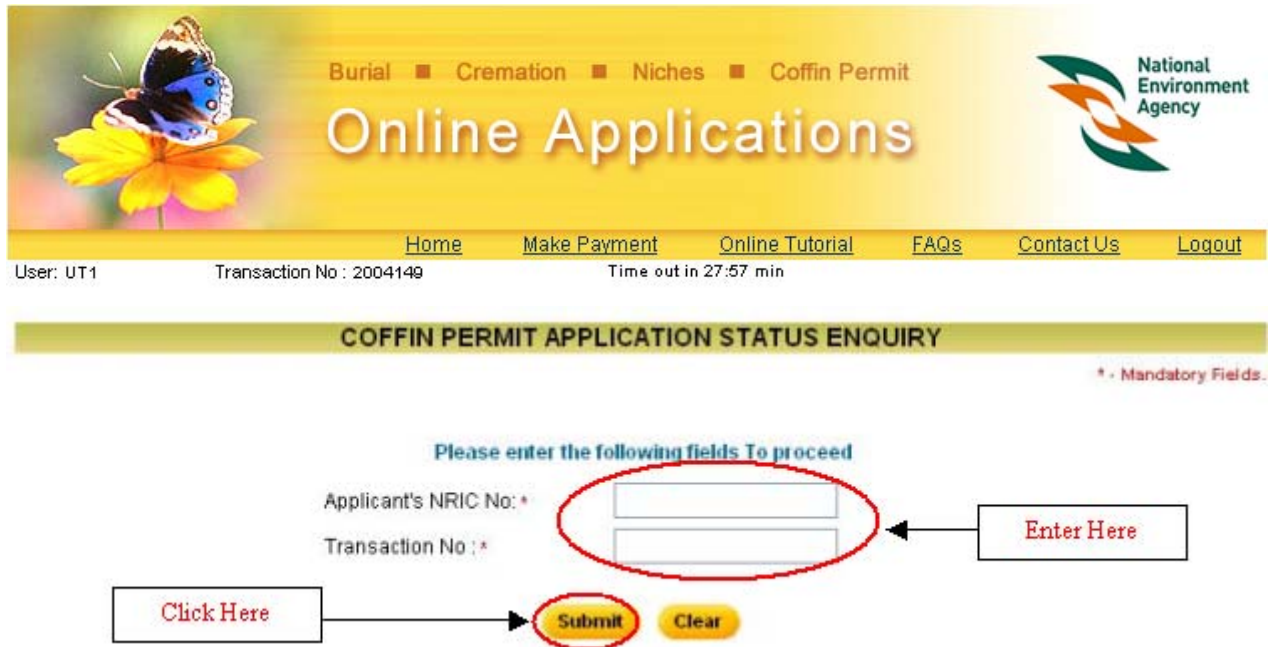


Diagram 1. Homepage for Registered Funeral Director

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 top navigation bar with a butterfly and flower image, menu items (Burial, Cremation, Niches, Coffin Permit), and the National Environment Agency logo. Below the navigation bar is a status bar with links (Home, Make Payment, Online Tutorial, FAQs, Contact Us, Logout) and user information (User: UT1, Transaction No: 2004149, Time out in 27:57 min). The main heading is "COFFIN PERMIT APPLICATION STATUS ENQUIRY" with a note "* - Mandatory Fields." Below this is a form with the instruction "Please enter the following fields To proceed". The form contains two input fields: "Applicant's NRIC No: *" and "Transaction No: *". A red oval highlights both input fields, with an arrow pointing to a box labeled "Enter Here". Below the input fields are two buttons: "Submit" (circled in red) and "Clear". An arrow points from a box labeled "Click Here" to the "Submit" button.

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 shows the National Environment Agency Online Applications interface. At the top, there is a navigation menu with links for Burial, Cremation, Niches, and Coffin Permit. Below this is a header with a butterfly and a yellow flower, and the text "Online Applications". A secondary navigation bar contains links for Home, Make Payment, Online Tutorial, FAQs, Contact Us, and Logout. The user information section displays "User: UT1", "Transaction No : 2004149", and "Time out in 27:57 min". The main content area is titled "COFFIN PERMIT APPLICATION STATUS" and 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 "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's session information is displayed: User: UT1, Transaction No: 2004149, and Time out in 27:57 min. The main content area is titled "COFFIN PERMIT APPLICATION STATUS" and contains 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 box labeled "Click Here" with an arrow points to a "Print" button, which is circled in red. The "Print" button is located in the "Application Status" column of the table.

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

Step 5 Sample Coffin Permit

No. 000000562

**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](#)

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