

User Manual For Registered Funeral Director (Coffin Permit Import)

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Step 1 Homepage

Choose “*Coffine Permit Import*” (As shown in Diagram 1) if you wish to import a body.



Diagram 1. Homepage for Registered Funeral Director

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Step 2 Important Information About Coffin Permit Import

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

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

Important Information On Coffin Permit (Import)

INSTRUCTIONS FOR APPLICATION OF COFFIN (IMPORT) PERMIT

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

1. GENERAL

- a. Scanned copies of the documents stated in section 2 below are required for the application for a coffin (import) permit. Please have them ready before making an application.
- b. The application for a coffin (import) permit is subject to approval from the Port Health Office. Lodgement of an application for a coffin (import) permit does not indicate that the application is approved.
- c. 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 (import) permit online.

I have read, understood and agree to the above instructions and requirements, and will inform the next-of-kin of the deceased accordingly.



Diagram 2. Important Information On Coffin Permit (Import) Page

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

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Step 3 Application For Coffin Permit Import

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

APPLICATION FOR COFFIN PERMIT (IMPORT)

* - Mandatory Fields.

Application Details

Application Date : 21/09/2004
 Type of Application : Import
 Religion : *
 Reason for Import : * Cremation Burial Others
 Location of Coffin :
 Supporting Documents :

Diagram 3. Application For Coffin Permit Import Page

- Select the religion of the deceased.
- Indicate the reason for the import 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.

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Step 4 Deceased Details

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

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User: UT1 Transaction No : 2004163 Time out in 26:00 min

DECEASED DETAILS

* - Mandatory Fields

Deceased Details

NRIC No : * (Eg. S9999999X)

Name : *

Birth Date : * (dd/mm/yyyy)

Death Date : * (dd/mm/yyyy)

Nationality :

Race : *

Gender : Male Female

Occupation :

Death Certificate No :

Cause of Death

Description : *

Infectious Death : *

Place of Death :

Use this calendar to make date entries

Click Here

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Diagram 4. 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.

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Step 5 Confirmation Page

A confirmation page will display as shown in diagram 5. Verify all the details and click

“Confirm” to proceed. For amendments, please click “Previous” to amend.

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User: UT1 Transaction No : 2004153 Time out in 25:06 min

CONFIRMATION FOR COFFIN PERMIT (IMPORT)

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

Company RCB Number : R11111
Company Name : Test Company
Account Number : abc1

Deceased Details

NRIC No. : S3333333A
Name : Lim Tan Poh
Date of Birth : 04/09/1952
Date of Death : 20/09/2004
Religion : Buddhist
Nationality : Singaporean
Race : Chinese
Gender : Male
Occupation :
Death Cert. No :
Death Description : Heart Attack
Infectious Death : Not Applicable
Place of Death :

Application Details

Application Date : 21/09/2004
Type of Application : Import
Reason for Import : Others
Location of Coffin :
Place of Cremation/Burial :

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.

[Previous](#) **Confirm** [Click Here](#)

Diagram 5. Application Confirmation For Coffin Permit Import Page

- Verify the Payment details, Type of Application, Coffin Location, Reason for Import, Place of Cremation/Burial, deceased details on the page.

Step 6 Confirm Transaction Page

Once application has been confirmed, you will have to now select the payment mode (Refer to Diagram 6).



CONFIRM TRANSACTION ITEMS							
Transaction No : 2004153							
Item No	Registration No	Service Type	Deceased Name	Fee Amount	GST Amount	Total Amount	Uncheck To Remove
1	200400000765	Coffin Permit Import	Lim Tan Poh	S\$ 10.00	S\$ 0.00	S\$ 10.00	<input checked="" type="checkbox"/>

Payment Mode :
 eNETS



Diagram 6. Confirm Transaction Items Page.

- Presently, eNets(Credit Card, Debit Card and Internet Banking) is the 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 7 Payment Page

Verify the payment mode.



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User: UT1 Transaction No : 2004153 Time out in 22:41 min

CONFIRM PAYMENT

Transaction No : 2004153

Item No	Registration No	Service Type	Deceased Name	Fee Amount	GST Amount	Total Amount
1	200400000765	Coffin Permit Import	Lim Tan Poh	S\$ 10.00	S\$ 0.00	S\$ 10.00
Grand Total						S\$ 10.00

Click Here

[Previous](#)
Pay Now

Diagram 7. 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.

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Step 8 Acknowledgement Of Payment

Once the payment has been successfully made, the “Acknowledgement of Payment” page will be displayed. Refer to Diagram 8.

ACKNOWLEDGEMENT OF PAYMENT

This transaction has already been successfully submitted.

Transaction No : 2004153

Registration No	Service Type	Fee Amount	GST Amount	Total Amount
200400000765	Coffin Permit Import	S\$ 10.00	S\$ 0.00	S\$ 10.00

Deceased Name : Lim Tan Poh
 Death Certificate No :
 Receipt No : 119638

Take note of the receipt number generated

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.

Click Here To Start A New Transaction

[Print Acknowledgement Of Payment](#)

[New Transaction](#)

Diagram 8. 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.
- Click on the “*Print Acknowledgement of Payment*” button to open a printable version of the acknowledgement of payment. Print the page for future reference.
- You will need to collect the permit to bury/cremate from Port Health Office using the print out of the Acknowledgement of Payment.
- To start a new booking/application, click on the “*New Transaction*” button.

ACKNOWLEDGEMENT OF PAYMENT

Transaction No	: 2004153	Date	: 21/09/2004
Applicant Name	: Test Company	Time	: 04:37 PM
Applicant ID	: R11111		
Application	: NEA-ATAD		

Registration No	Service Type	Fee (S\$)	GST (S\$)	Total (S\$)
200400000765	Coffin Permit Import	10.00	0.00	10.00
Deceased Name	: Lim Tan Poh			
Death Certificate No	:			
Receipt No	: 119638			
Grand Total				10.00

Important Information

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

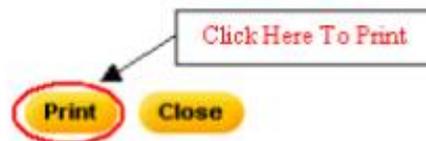


Diagram 9. Acknowledgement of Payment.

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