

SINGAPORE CIVIL DEFENCE FORCE

Our Ref. : CD/FSSD/12/02/03/01

Your Ref :

Date : 22 Aug 2011



HQ Singapore Civil Defence Force
91 Ubi Avenue 4
Singapore 408827
Tel : 68481407
Fax : 68481486

Registrar, Board of Architects (BOA)
Registrar, Professional Engineers Board (PEB)
President, Singapore Institute of Architects (SIA)
President, Institution of Engineers, Singapore (IES)
President, Association of Consulting Engineers, Singapore (ACES)

Dear Sir/Mdm,

REGISTRATION FOR WALK-IN FSSD'S CONSULTATIONS

Please be informed that with effect from 1 September 2011, the last registration for walk-in consultation services will close 30 minutes before lunch hours and closing time. Please note the following for the operating hours of the HQ SCDF's Customer Service Counter:

Mondays – Thursdays

- 8.30 am to 1.00 pm*
 - 2.00 pm to 6.00 pm
- (Registration closes at 12.30 pm before lunch break & 5.30 pm before closing in the evening)

Fridays

- 8.30 am to 1.00 pm*
 - 2.00 pm to 5.30 pm
- (Registration closes at 12.30 pm before lunch break & 5.00 pm before closing in the evening)

* Lunch Hour: 1.00 pm to 2.00 pm

Public Holiday Eve (i.e. Christmas, New Year and Chinese New Year)

Mondays – Thursdays

- 8.30 am to 1.00 pm
- (Registration closes at 12.30 pm)



Fridays

- 8.30 am to 12.30 pm
(Registration closes at 12 noon)

Closed on Saturdays, Sundays and Public Holidays.

2. Please convey the contents of this circular to members of your Institution/Association/Board. The circular is also available in CORENET-e-Info: <http://www.corenet.gov.sg/einfo>.
3. For any inquiry or clarification, please contact: Ms Jasmine Kwok at Tel: 68481728 or email: kwok_lian_wah@scdf.gov.sg.

Yours faithfully,

(transmitted via e-mail)
Poon Keng Soon
Secretary, FSSD Standing Committee
for Commissioner
Singapore Civil Defence Force

cc
All members of FSSD Standing Committee
President, REDAS
President, IFE
President, SISV
CEO, BCA
CEO, URA
CEO, HDB
CEO, PSA
CEO, JTC
CE, LTA
CE, TUV SUD PSB – (Attn: Ms Emily Mok/ Mr Lau Keong Ong)
CE, SPRING Singapore – (Attn: Mr Kenneth Lim)
President, FSMAS
Honorary Secretary, SPM