

# Payment of Composition

## User Guide - Web

Foreign Manpower Management Division

# Start of service

Step 1: Access the e-Service via <https://www.mom.gov.sg/eservices/services/pay-fmmd-composition>

The screenshot shows the 'Pay FMMD composition' eService page. At the top, there are logos for the Ministry of Manpower and Singapore Government. A navigation bar includes a menu icon, 'MENU', 'eServices', and a search box. The main heading is 'Pay FMMD composition' with a sub-heading: 'For persons or organisations to pay composition issued by MOM's Foreign Manpower Management Division.' A large orange button labeled 'Pay FMMD composition' is highlighted with a red '1' in a triangle. To the right of the button, it says 'Service is online' and 'Availability 24 hours'. Below this, a maintenance notice states 'Not available due to maintenance' from 'Every Thursday, 8.30pm - 9pm'. A list of help topics is provided: 'What payment modes can I use?', 'Who can use this eService to pay composition?', 'What do I need before I can pay composition?', and 'Get help'. The footer includes 'Last Updated: 10 December 2018' and social media sharing icons.

1 Click *Pay FMMD composition* to access the eService

# Search payment notices

## Step 2: Search for payment notices

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### Payment of Composition

1 Retrieve Bill    2 Confirm Bill Details    3 Make Payment    4 Acknowledgement

#### 2 Retrieve Bill

\* Case Reference No.  
[ Example : FMMD/IP/201406/00001 ]

\* Bill No.

Security Code (Click image to refresh)

3 \* Enter Security Code

Get Details >

2 Enter **Case Reference No.**, **Bill No.** and **Security Code**

3 Click **Get Details** to retrieve information

# Preview bill details

## Step 3: Preview bill details

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### Payment of Composition

1 Retrieve Bill 2 Confirm Bill Details 3 Make Payment 4 Acknowledgement

#### Bill Details

BILL #	CASE REFERENCE #	DUE DATE	AMOUNT (\$)

4 Email Address

Please provide email address to receive the acknowledgement after successful payment.

5 Back Make Payment X Cancel

4 Provide your email address to receive the acknowledgement sent after payment is successful

5 Click **Make Payment** to proceed with payment process

# Select Payment Mode

## Step 4: Select mode of payment

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### Online Payment Service

Service Name: **Pay Composition**

Agency Reference: **PCF-2017-04-20-1654**

S/N	ITEM	DESCRIPTION	AMOUNT SGD \$
1	PCF-2017-04-20-1654	Payment of Composition	

Total SGD \$

#### Select Payment Mode

Credit Card

Direct Debit

**Continue >** **Cancel**

6 Select preferred mode of payment

7 Click **Continue** to make payment

# Make payment

## Step 5.1: Make payment - VISA/Mastercard and debit cards

**eNETS** Friday, 19 September 2014

**Consumer eNETS**

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Security Guidelines  
Customer Service

### credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

**TRANSACTION INFORMATION**

Merchant Name	Posi Test Internet Credit Card4
Merchant Reference Code	0014091917361843
NETS Reference Code	20140919173421932
Amount	S\$0 6,000.00

**Important Notice:** Please note down the transaction information in this section just in case you need to raise any query on this transaction.

**CREDIT/DEBIT CARD INFORMATION**

MasterCard VISA

8  Name on Card  
 Card Number  
Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash.  
 CVC2  (What is CVC/CVV2/CID)  
 Expiry  /  (req. 2014)

9  I have read, understood and accepted the following:  
• The return & refund policy for the purchase of relevant products / services.  
• The collection, use, disclosure and sharing of this information, which to the best of my knowledge and belief is true and accurate and is for purposes reasonably required to process my application which are set out in [NETS' Data Protection Policy](#).

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**Important!**  
Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service.

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NETS is better way to pay.

Preferred payment mode is VISA/MasterCard Credit and Debit Cards

- 8 Enter all necessary information
- 9 Accept payment terms and conditions
- 10 Click **Submit** to proceed with payment

# Make payment

## Step 5.2: Make payment – eNETS Internet Banking

**eNETS** Friday, 19 September 2014

**Consumer eNETS**

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Customer Service

### debit from bank account

If you are using a POP-UP BLOCKER, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks cannot be displayed, and your transaction request cannot be processed. Click [here](#) for pop-up blocker FAQ.

1. www.enets.sg
2. dbsd2pay.dbs.com (for DBS/POSB Account holders)
3. uniservices1.uobgroup.com (for UOB Account holders)
4. www.citibank.com.sg (for Citibank Account holders)
5. www.ocbc.com (For OCBC account holders)
6. www.plus.com.sg (For Plus! account holders)

**TRANSACTION INFORMATION**

Merchant Name  
Merchant Reference Code  
NETS Reference Code  
Merchant Hostname  
Amount

**Important Notice:** Please note down the transaction information in this section just in case you need to raise any query on this transaction.

**SINGAPORE BANK SELECTION**

11 Bank

12

**Important:**  
Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service

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NETS a better way to pay

Preferred payment mode is eNETS Internet Banking

- 11 Select bank
- 12 Click **Submit** to proceed with payment

# Payment Receipt

## Step 6: Payment receipt

20/04/2017 Official Receipt

**TAX INVOICE / RECEIPT**

Receipt Number: [blurred]  
Agency: **Ministry of Manpower**  
Application: **Pay Composition**  
Paid Via: [blurred]  
EP Ref No: [blurred]

Note: Receipt is void if payment is dishonoured

S/N	ITEM	DESCRIPTION	AMOUNT SGD \$
1	PCF-2017-04-20-1655	Payment of Composition	[blurred]
			Total SGD \$ [blurred]

This is a computer-generated receipt. No signature is required.

CPG Ref No: [blurred]

Please print a copy of the receipt for your reference

**13** [Continue >](#) [Print Receipt](#)

**13** Click *Continue* to proceed to payment acknowledgement



# Payment Acknowledgement

## Step 7: Payment acknowledgement

**Payment of Composition**

✓ Retrieve Bill
✓ Confirm Bill Details
✓ Make Payment
4 Acknowledgement

**Success**  
Payment for Composition Successful

Receipt No. [REDACTED]

Bill No. [REDACTED]

Case Reference No. [REDACTED]

Due Date  
[2018-05-01 00:00:00.0]

Amount Paid [REDACTED]

Payment Date  
24 Apr 2018

14 Print

15 Save as PDF

**What's Next?**  
You can proceed to make payment for other compositions by [clicking here](#).

**Continue Browsing**  
[MOM Website Homepage](#)  
[eServices and Forms](#)

Successful message is displayed in acknowledgement after successful payment

- 14 Click **Save as PDF** to generate acknowledgement in PDF format
- 15 Click **Print** to print the acknowledgement page using local printer settings

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**Acknowledgement for Payment of Composition**

Reference Number **PCF-2014-09-01-0469**

Receipt Number **RE20140901143026-139**

Bill Number/s [REDACTED]

Amount Paid [REDACTED]

Payment Date **01 September 2014**

Bill #	Case Reference #	No. of Installments	Due Date	Total Amount (SGD)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

# ANNEX

## Site Requirement

- Google Chrome
- Internet Explorer
- Firefox