Step-by-Step Guide for <u>Amendment</u> of Certificate of Registration and Hotel-keeper's Licence

The authorised Singpass user may submit an amendment application to amend the Certificate of Registration and Hotel-keeper's Licence. The five different types of amendment profiles are:-

Amendment Profile ¹	Purpose
Change of Hotel Name	Change the name of the hotel
Change of Hotel-keeper	Appoint a new Hotel-keeper for the hotel
Update of Hotel Ownership	Update the Hotel's owner details
Update of Existing Hotel and	Update the existing hotel and/or hotel-keeper's
/or Hotel-keeper's Information	information
Update of Room Information	Update the Hotel rooms' information

Accessing GoBusiness Licensing

S/N	Step	Screenshot
1	Go to GoBusiness	
	Licensing website	
	https://licence1.business.	UCENCE APPUICATION
	gov.sg/teportal/web/tron	Keywords Government Agencies Business Intent
	<u>tier/nome</u>	
		e.g. Food court, Pet shop, NEA
		Review & Apply (1)
		Licence Management
		at your fingertips >
		· · · · · · · · · · · · · · · · · · ·
1a	Next, click on "Login"	Q (☐ LOGIN
		UCENCE APPLICATION 👼 LICENSED ENTITIES 🗘 SFA / NPARKS / AVS LICENCES 🏦 WHO WE ARE
		Keywords Government Agencies Business Intent
		Search Licence by Kenwards
		e.g. Food court, Pet shop, NEA
		Design D Analysis
		review & Apply ()
		Licence Management
		at your fingertips >

¹You can select multiple options to amend the details relating to the Certificate of Registration and/or Hotel-keeper. However, a new licence application is required if you select Change of Hotel Name, Hotel-keeper and Hotel Ownership in one application.

S/N	Step	Screenshot
2	Log in to GoBusiness Licensing using SingPass ²	€ CENSERS
2a	Log in with SingPass ID and Password or scan the QR code with the SingPass app	Advisory Note ~ Siggress op Velcome to Singpass Tin Tin Onic Advisory Note ~ Introversingpass Tin Tin Onic Advisory Note ~ Introversingpass Tin Tin Onic Singpass Velcome to Singpass Tin Tin Onic Introversingpass Velcome to Singpass Velcome to Singpass Tin Tin Onic Introversingpass Velcome to Singpass Vour trusted digital identity Singpass Tin Tin Onic Advisory Note ~ Singpass </td
2b	Select the relevant UEN/Entity ID (if applicable)	Support Coverant Support Coverant Support Coverant Support Coverant Support Coverant Support Supp

² From 11 April 2021, the login process for Corppass will be changed to verify an individual's identity via Singpass first, before allowing the user to access and transact with government digital services. After clicking on 'Log in with Singpass', you will be directed to log in via Singpass, before gaining access to the digital service or selecting the relevant UEN identity to transact for. For more information, visit go.gov.sg/corporate-login

S/N	Step	Screenshot
3	Click on "My Portfolio > Licence"	Requests for Action Correspondences Licences Click My Portfolio
	Enter the Licence Number and Click on "Search"	Agency Name, Licence Name, Licence Number Advanced Search Please click here for the list of licences you can view via GoBusiness Licensing. Licence Licence Name Licence Licence Name Licence Name
	Click on "Action" > "Amend"	Source Source Source Sour
4	Ensure that the Licence no. is correct. Select "Amendment of details in the Certificate of Registration and Hotel- keeper's Licence" and Click on "Next"	Amend Licence
5	Select the checkbox to agree to the Terms of Use	Amend Existing Licence Terms of Use
	Click on " Next "	I Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Websher, you shall be deemed to have accepted and agreed to be legably bound by these Terms of Use. If you on not accept any of these Terms of Use, the words twe", 'our 'and 'ur' refer to the Government of Singapore and attainuory Board's Shantory Board's Mantory Board's experiments and board below ("Terms of Use, in you on not accept any of these Terms of Use, the words twe", 'our 'and 'ur' refer to the Government of Singapore and attainuory Board's Shantory Board's means any body corporate establethed by or under writem take from time to time to bren to Bratanory Board's Mantory Board's Martory Board's one of the may be changed from time to time. The most page 'or use of the Webshe takes the changes in the other to be modeled Terms of Use and at of the changes. 4. Yet may modify or decontinue any information or features that form part of the Vebshe at any time, with or without notice to you, and within tablets. 5. The cases the state and geration of the Webshe relies on technologies which are not under our contrint. We do not guarantee continuous accessibility or winiterimpied operation of the Webshe takes by any particular person or to block access from any internet address to mis Webshe. at any time, without ascribing any reasons whataroeve: 5. We reverse all rights to deery createrize access the Webshe takes to y any particular person or to block access from any internet address to ins Webshe. at any time, without ascribing any reasons whataroeve: 5. By cleaking on the checkbox. I agree to be bound by therms of Use. 5. Declays and the checkbox is agree to be bound by therms of Use. 5. Declays any time, without ascribing any reasons whataroeve: 5. Declays any time, without ascribing any reasons whataroeve. 5. Declays any time, without ascribing any reasons whataroeve. 5. Declays any time, without ascribing any reasons whataroeve. 5. Declays any time, without ascribing any pa
		Note: Salutation, Name, Nationality, Gender and Date Of Birth are taken from User Profile for your convenience. Please second to Update User Peofile screen to not these information where necessary
		Salutation * Designation OTHER Name * S1043066E Office Tel Number
		ID Type* # NRC O FIN O Passport 65754305
		ID Number* \$1543565. Fax Number
		Gender" * Male © Female Email
		Date Of Birth * 0101/1970 Alternative Email
		Primary Contact Office Tel Number Mode* # Home Tel Number Tick if you prefer to be \$5M5 Mode Number notified via SA5
		Click Next Next Save as Draft Save as Draft 5 Ext

S/N	Step	Screenshot			
6	Select the relevant	Amend Profile			
	"Amendment Profile ³ "	Change of Hotel Name Change of Hotel Name Change of Hotel Name Change of Hotel Neeper Update of Hotel Ownership Update of Hotel Covership Update of Room Information			

³ Based on the selected amendment profile, only the respective fields will be available for editing and the remaining fields will be greyed off.

Change of Hotel Name

Pursuant to Hotels Licensing Regulations R(14)(2), the owner or licensee of a hotel shall not change the name of the hotel without the prior written approval of the Board.

S/N	Step	Screenshot				
1	Select "Change of Hotel Name" under the Amend Profile section	Amend Profile Change of Hotel Name Change of Hotel Keeper Update of Hotel Ownership Update of Existing Hotel and/or Hotel Keeper Information Update of Room Information				
2	Enter the new Hotel Name by over-riding the existing name of the hotel.	Hotel Related Information URA Information In the obtained the relevant of Withen Permission/ relevant land use approval from Urban Redevelopment Authority (URA). I am submitting the said URA permission/ approval online with this application Hotel Information Name of Notel* The Hotel Hotel Telephone Name of Notel* 117011 Relieve Address Information Block / House 31 Email Address Street Name* SCIENCE PARK ROAD Website URL Unit Number Hotel Owner* The Hotel Level Hotel Owner's UEN* 192200048H Building Name CRIMSON, THE Hotel Developer Hotel Operator Hotel Operator				
3	Scroll to the bottom of the page and Click on "Proceed"	Organisation Address Type of Premises HDBBlock Postal Code 409626 Block / House 1031 Number 1031 Street Name EUNOS AVENUE 6 Level 01 Unit Number 59 Building Name Save as Draft Save as Draft & Exit				

S/N	Step	Screenshot
4	Upload the e-notice ⁴	
	according to the Notice	Licence(s) Profile General Information Application Details Supporting Document(s) Information (Payment & Supporting Document(s)) (Payment & Supportable)
	template in PDF format.	Amend Existing Licence
	Do ensure that you have	Certificate of Registration and Hotel-keeper's Licence
	accurately entered the	
	Name of Hotel.	Document Name Type Attachment Action
		Attached when Amendment Profile seleced is "Change of Hotel Keeper" ONLINE UPLOAD • Click here
	Further, please make	Acceptate File Size maintain 2018 Acceptate File Size maintain 2018 to upload e-
	sure that the Name of	Assached when Amendment Profile selected is "Change of Hotel ONLINE UPLOAD Upload
	Hotel is the same as the	nauguerrene nom javo da ovad Acceptable Rei Ster mainimum é Mit ACRA Business Profile
	Name of Hotel as per	Attached when Amendment Profile selected is "Change of Hotel Name" ONLINE UPLOAD
	your application and on	Acceptable File Size maximum: 2 MB Other Supporting Documents
	your hotel signage. The	Multiple Files can be attached to this field is you have more than one file to include ONLINE UPLOAD • Accessed File Format and doc door
	e-notice will typically be	Acceptable File Size maximum: 2.108 Click Next
	published on the HLB	
	Website within 3	
	working days from when	
	the e-notice is	
	successfully uploaded.	
	5 T	
	Next, upload other	
	supporting documents (if	
	any) and click "Next".	
5	You may preview and	(1) (2) (3) (4) (5) (6) (7) (
	print the application	Licence(s) Profile General Information Application Details Supporting Document(s) Application (Payment if Applicable)
	form at this screen.	Amend Existing Licence
		Information Review
	Tick the check box	Click to print the application
	under "General	Change of Hotel Name
	Declaration" and	
	"Certificate of	
	Registration and Hotel-	Hotel Related Information
	keeper's Licence" and	URA Information
	click "Submit".	I have obtained the relevant Grant of Written Permission/ relevant land use approval from Urban Redevelopment Authority (URA). I am submittion the said UBA permission / approval police with this application.
		Declaration
		General Declaration agree to the respective declarations
		I declare that all the information given in this application form is true and correct. I an awaye that least action may be taken againgt me if I had knowingly provided false information.
		agree that in any legal proceedings. I shall not dispute the undernoising or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.
		Certificate of Registration and Hotel-keeper's Licence
		I declare that I am authorised to act for the insended operator of the Hotel for the purposes of this application. I further declare that the documents submitted, if any, in support of this application are true and correct. If the the documents submitted is a submitted in the the documents submitted in the the documents submitted in the the documents submitted in the documents submit
		Iunderstand that the Hotels Licensing Board reserves the right not to grant the Centificate of Registration and/or the Hotel Resper's licence if there is any declaration or statement made that is failse or inaccurate in any material particular or misleading by
		reason of a material omission. Click Submit

⁴ Any notice of objection lodged with HLB within two weeks of the advertisement will be taken into account in the assessment of the application for a Certificate of Registration.

S/N	Step	Screenshot
6	Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with "U" (do take note of this application	Amend Existing Licence Submitted successfully: 1 application(s) You will be notified of the approval of your application via SMS/Email. Hotels Licensing Board Certificate of Registration and Hotel-keeper's Licence Application Number Submission Number Submission Date 18/02/2020 10:41:07 Payment Status States: PENDING Submission Name B2020267112 Submission Name Submission Name B2020267112 Submission Name Submiss
	number as it will be your reference number for any enquiries pertaining to this application). You may choose to print or close the acknowledgement page.	View your Applications and Status NOTE Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column. Please note that the "Submission Name" is for your personal reference only. You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu. Click Print CLOSE Click Close

The Secretariat may request for additional information or outstanding documents (if any) via the "Request for Action"⁵ feature. Upon receiving all the required documents and placement of the advertisements⁶, the Secretariat will process the application which will take an average of two weeks.

S/N	Step	Screenshot							
7	Once the application has	N.	1	R	\$	Ó			\bowtie
	been approved by the	Dashboard	Applications	Licences	Payments Requ	ests for Action	Managed Ret	urns Cor	respondences
	Board, you will receive	Corresponde	nces				1 Click I	Wy Portfolio	~
	an email notification on	Agency Name	e, Licence Name, Corresp	ondence Name		SEARCH		Adva	anced Search
	the approval. A copy of				2 Search	for required]		
	the correspondence can	Name 🖕		Application/Licence Number/RRN 🖕	Licence Name 🖕	Application Type 🖕	Delivery Channel	Agency	Sent Date
	also be found under the	3	ck to view details		Certificate of Registratio	n	Ŧ	Hotels	
	"Correspondence" tab in	HLB - Approval for A (Change of Hotel Na	mendment Application me)	U2020033453	and Hotel-keeper's Licence	Amend	Email	Licensing Board	18/02/2020 11:24:18
	GoBusiness Licensing	Licence Application S Notification (to Appl	Status Update icant)	U2020033453	Certificate of Registratic and Hotel-keeper's Licence	n Amend	Email	Hotels Licensing Board	18/02/2020 10:41:14
	Note: Licence fees related	Printing of Certificat Hotel-Keeper's Licen Name)	e of Registration and ce (Change of Hotel	U2020033335	Certificate of Registratic and Hotel-keeper's Licence	n Amend	Email	Hotels Licensing Board	13/02/2020 18:07:02
	to new, amenament, and								
	are payable from 1 Ian								
	2021 to 31 Dec 2021 will								
	he waived to help								
	mitigate the impact of								
	COVID-19.								
8	For printing of licences,								
	please refer to the Guide								
	for Printing of Licences.								

⁵ Please refer to the step-by-step guide on "Request for Action"

⁶ Please note that the Board will only be able to process the application if there are no objections from the public within 14 days from the advertisement date

Change of Hotel-Keeper

Pursuant to Hotels Licensing Regulations R(14)(1), where any change is effected in the hotelkeeper of a hotel, the hotel owner shall notify the secretary in writing all the particulars of the change within 10 days of the effective date of such change.

S/N	Step	Screenshot					
1	Select "Change of Hotel		C 1				
	Keeper" under the	Amena Pro	one				
	Amend Profile section.	Change of Hote Change of Hote Change of Hote Update of Hote Update of Existi Update of Roon	I Name I Keeper Ownership Ing Hotel and/or Hotel Keep I Information	er Information			
2	Enter the new Hotel-	Hotel-keep	er's Information	I			
	keeper information such	Hotel-keeper	General Informati	on			
	as Hotel-keeper General						
	Information, Residential	Salutation *	Dr	•	NRIC / FIN*	S1111111F	
	Address and Contact	Name *	Tester		Employment Pass Expiry Date (if FIN is		
	Details by over-riding	Designation in Hotel *	Chief Executive	•	entered)	02/00/1025	
	the existing hotel-				Date of Birth	02/05/1555	
	keeper's information.				Nationality *	SINGAPORE CITIZEN	•
		Hotel-keeper's	s Residential Add	ress			
		Postal Code*	117611 Re	trieve Address	Level	12	
		Block / House	31	•	Unit Number	13	
		Street Name*	SCIENCE PARK RO	AD	Building Name	CRIMSON, THE	
		Hotel-keeper's	s Contact Details				
		Mobile Number*	91234567		Email Address*	sdfsdf@sdf.com	
		Office Telephone					
		Number					
3	Scroll to the bottom of	Organisation Addre	255				
5	the page and Click on	Type of Premises	HDBBlock				
	"Proceed".	Postal Code	409626				
		Block / House Number	1031				
		Street Name	EUNOS AVENUE 6				
		Level	01				
		Unit Number	59				
		Building Name					
			/ Draviau	Brossed	Save as Draft Save	as Draft 8 Evit	
			< Previou	Proceed /	Save as Drait Save		

S/N	Step	Screenshot
4	Upload the supporting documents (e.g. Resume of proposed Hotel- keeper and/or copy of Employment Pass) and Click "Next".	1 2 3 4 3 6 7 SLECT ADE December 1 ADD PONDE UPLOAD REVIEW & SUBMET ADD ON ONLEDGEMENT Licenceit) ADE December 1 Application Details Supporting December 1 ADD ON ONLEDGEMENT ADMONDE UPLOAD REVIEW & SUBMET ADD ONLEDGEMENT Application Details Supporting December 1 ADMONDE Certificate of Registration and Hotel-keeper's Licence Document Name Type Attachment Action
		Curriculum Vise (C) of Hotel-Keeper Acceptable file Some another extended is "Change of Hotel Keeper" Acceptable file Some maximum: 2 MB Acceptable file Some maximum: 2 M
5	You may preview and print the application form at this screen.	Amend Existing Licence
	Tick the check box under "General Declaration" and "Certificate of Registration and Hotel- keeper's Licence" and click "Submit".	Information Review
		1. I deduce that I am authorised to act for the intended operator of the Application are true and correct. Image: Constraint of the Application are true and correct. Image: Constraint of the Application or statement made that is faile or inclusion in any more that is and the Next Learning Board reserves the right nots to grant the Centificate of Registration and/or the Hotel. Image: Constraint of the Application or statement made that is faile or inclusion in any more that is any constraint on the Application or statement made that is faile or inclusion in any more that is any constraint on the Application or statement made that is faile or inclusion in any more that is any constraint on the Application or statement made that is faile or inclusion in any more that is any constraint on the Application or statement made that is faile or inclusion in any more that is any constraint on the Application or statement made that is faile or inclusion in any more that is any constraint on the Application or statement made that is faile or inclusion in any more that is any constraint on the Application or statement made that is faile or inclusion in any more that is any constraint on the Application or statement made that is faile or inclusion in any more that is any constraint on the Application or statement made that is faile or inclusion in any more that is any constraint on the Application or statement made that is faile or inclusion in any constraint of the Application or inclusion or an user that is any constraint on the Application or statement made that is any constraint on the Application or statement made that is any constraint of the Application or any constraint on the Application or any

S/N	Step	Screenshot						
6	Once you submit the application, the system will provide you with an acknowledgement page	Amend Existing Licence Submitted successfully: 1 application(s) You will be notified of the approval of your application via SMS/Email.						
	and an application number which starts with "U" (do take note of this application number as it will be your	Hotels Licensing Board Certificate of Registration and Hotel-keeper's Licence Application Number U2020033453 Licence U2020033453 U2020033453 Licence Submission Number B2020267112 Submission Date 18/02/2020 10:41:07 Payment Status STAGE1: N.A STAGE2: PENDING Submission Name B2020267112						
	reference number for any enquiries pertaining to this application).	View your Applications and Status NOTE Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column. Please note that the "Submission Name" is for your personal reference only. You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu. Click Print Click Close						
	You may choose to print or close the acknowledgement page.	PRINT CLOSE						

The Secretariat may request for additional information or outstanding documents (if any) via the "Request for Action"⁷ feature. Upon receiving all the required documents, the Secretariat will process the application which will take an average of two weeks.

S/N	Step	Screenshot						
7	Once the application has	A HOME MY PORTFOLIO 📮 LICENCE APPLICATION 📚 LICENSED ENTITIES						
	been approved by the							
	Board, you will receive	Applications Licences Payments Requests for Action Managed Returns Correspondences						
	an email notification on	Correspondences						
	the approval. A copy of	Agency Name, Licence Name, Correspondence Name						
	the correspondence can							
	also be found under the	Application/Licence Licence Name Application Delivery Agency Sent Date						
	"Correspondence" tab in	Number/RRN Licence varme Type						
	GoBusiness Licensing	HLB - Amendment Application Print Notification-Change of Hotel Name U1920029757 Certificate of Registration and Hotel-keeper's Licence Amend Email Hotels Board 10:59:11						
	Note: Licence fees related	Click to view details Levere Application Students Update Notification (to Applicant) U1920029757 Certificate of Registration and Hotel-keeper's Licence Amend Email Hotels 08/03/2019 Licensing 10:59:09 Baard 10:59:09						
	to new, amendment, and							
	renewal applications that							
	are payable from 1 Jan							
	2021 to 51 Dec 2021 will							
	be walved to help mitigate the impact of							
	$COVID_{-}19$							
8	For printing of licences.							
	please refer to the Guide							
	for Printing of Licences.							

⁷ Please refer to the step-by-step guide on "Request for Action"

Update of Hotel Ownership

Update of Existing Hotel and/or Hotel Keeper Information

For update of Hotel Ownership⁸ or existing hotel and/or hotel-keeper information, these applications do not require approvals from the Board and will be auto-approved upon submission of the application.

S/N	Step	Screenshot					
1	Select "Update of Hotel Ownership" or "Update	Amend Prof	ile				
	of Existing Hotel and/or	Change of Hotel Name					
	Hotel Keeper	Change of Hotel Keeper Update of Hotel Ownership					
	information" under the	Update of Existing Hotel and/or Hotel Keeper Information Update of Room Information					
	Amend Profile section.						
2a	For Update of Hotel	Hotel Information					
	Ownership, input the						
	new Hotel Owner	Name of Hotel*	Hotel Watch	Hotel Telephone Number *	61234567		
	information by over-	Postal Code*	247729 Retrieve Address	Hotel Fax Number			
	riding the existing data.	Block / House Number *	1	Email Address			
		Street Name *	ORCHARD SPRING LANE	Website URL			
		Unit Number		Hotel Owner*	Hotel Watch Pte Ltd		
		Level		Hotel Owner's UEN	* 192700048H		
		Building Name	TOURISM COURT	Hotel Developer			
				Hotel Operator			
2b	For Update of existing	Hotel Informat	ion				
20	Hotel information, only						
	the Hotel Tel Number.	Name of Hotel*	Hotel Watch	Hotel Telephone Number*	61234567		
	Hotel Fax Number,	Postal Code*	247729 Retrieve Address	Hotel Fax Number			
	Email Address, Website	Block / House	1	Email Address			
	URL can be updated.	Street Name *	ORCHARD SPRING LANE	Website URL			
		Unit Number		Hotel Owner*	Hotel Watch Pte Ltd		
		Level		Hotel Owner's UEN*	192700048H		
		Building Name	TOURISM COURT	Hotel Developer			
				Hotel Operator			

⁸ Hotel Ownership means the company that owns the hotel or owns the business that operates the hotel. For e.g. Hotel XYZ is owned by Company A but Company B operates the hotel and applies for the hotel licence (i.e Company B is the hotel licensee). Should Company A sells the Hotel XYZ to Company C, but Company B continues to operate the hotel, only an update of the Hotel Ownership is required. However, should Company C wish to take over the operations of the hotel from Company B, a new application for a Certification of Registration and Hotel Keeper's Licence is required as licenses are not transferable.

S/N	Step	Screenshot			
	For Update of existing Hotel-keeper information, only the	Hotel-keeper's Residential Address Postal Code* 760115 Retrieve Address Level 12			
	Hotel-keeper's Residential Address and Contact details can be updated.	Block / House 115 Unit Number 31 Number* Street Name* YISHUN RING ROAD Building Name Hotel-keeper's Contact Details			
		Mobile Number* 81234567 Email Address* tanchintuan@singnet.com.sg Office Telephone Number			
3	Scroll to the bottom of the page and Click on "Proceed".	Organisation Address Type of Premises HDBBlock Postal Code 409626 Block / House 1031 Number 1031 Street Name EUNOS AVENUE 6 Level 01 Unit Number 59 Building Name Yrevious Proceed Save as Draft & Exit			
4	Upload the supporting documents (if any) and Click "Next".	1 2 3 4 3 6 7 SELET AMENDMENT ADD PROVIDE UPLOAD RVITUR & SUBMIT ACKNOWLEDGEMENT Annend Existing Licence Acknowledge Reverse Intermention Replication Reverse Intermention Reverse Intermentintermention			

S/N	Step	Screenshot					
5	You may preview and						
	print the application	SELECT AMENDMENT ADD PROVIDE UPLOAD REVERVE SUBMIT ACHONYLEDGEMENT Licence(s) Profile General Information Application Details Supporting Document(s) Application (Payment if applicable)					
	form at this screen.	Amend Existing Licence					
		Information Review before printing					
	Tick the check box	Click to print the application					
	under "General	Change of Hotel Name					
	"Certificate of						
	Registration and Hotel-	Untel Polstad Information					
	keeper's Licence" and						
	Click "Submit".	URA Information					
		rise'e dualineu die reterin statis of intraen entinguidir reteris and de appresentation orden rederetophietis Addrony (des), rain risentition the raid 100, earnierien / anoroxal pelloe with this and/aston.					
		Declaration					
		General Declaration Tick the checkboxes to agree to the respective determined					
		I declare that all the information given in this application form is true and correct.					
		l am aware that legal action may be salen against m if it had knowingly provided false information. I agree that in any legal proceeding it, hall not offspace that wherehold or on accuracy of any statements, confirmations, records, actinovidegements, information recorded in or produced in this application.					
		Certificate of Registration and Hotel-keeper's Licence					
		1. I declare that I am authorized to art for the interded operator of the Kotel for the number of this antifaction. Its					
		Infurther declare that the documents submitted, if any, in support of this application are true and correct. Inducement that the behavior location application are true and correct.					
		keeper's licency and then have beening both there is any declaration or statement made that is failed or inaccurate in any material particular or misleading by reason of a material omission.					
		Remodule Submit					
6	Once you submit the						
	application, the system	Amend Existing Licence					
	will provide you with an	Submitted successfully: 1 application(s)					
	acknowledgement page	You will be notified of the approval of your application via SMS/Email.					
	and an application	Hotels Licensing Board					
	number which starts	Application Number U2020033461 Application Status Approved					
	with "U" (do take note	Submission Number B2020267125 Payment Status STAGE1 : N.A STAGE2 : N.A					
	of this application	Submission Date 18/02/2020 11:52:28 Submission Name B2020267125					
	reference number for	View your Applications and Status					
	any enquiries pertaining	NOTE Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated					
	to this application). The	under the Application Status Column. Please note that the "Submission Name" is for your personal reference only.					
	application status will be	You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.					
	reflected as "Approved".	PRINT CLOSE					
	You may choose to print						
	or close the						
	acknowledgement page.						
	No payment is required						
	for "Update of Hotel						
	Ownership. Update of						
	Existing Hotel and/or						
	Hotel-keeper						
	Information".						

Update of Room Information

Should there be any changes to the hotel room information, please update the changes via GoBusiness Licensing.

S/N	Step	Screenshot			
1	Select "Update of Room				
	Information" under the	Amend Profile			
	Amend Profile section.				
		Change of Hotel Name			
		Update of Hotel Ownership Update of Existing Hotel and/or Hotel Keeper Information			
		EI Update of Room Information			
2	Update the Room	Room Information			
	Information either by	Category Room Rate (\$) No. of Rooms No. of Beds			
	editing the existing data	6 Beo-Dom 20 5 6 22			
	or adding new room	8 Bed Dom 15 5 8 2 1			
	category.				
	89-	Room Category * Room Rate (\$) *			
	The total number of	Number of Rooms * Number of Beds Per			
	rooms & beds will be	Room (Mandatory for Hostel Only)			
	updated automatically	Add Room Category			
	updated automatically.	Total Number of Rooms & Beds			
		Total Number of 20 Total Number of 170			
3	Scroll to the bottom of	Organisation Address			
5	the page and Click on	Type of Premises HDBBlock			
	"Proceed"	Postal Code 409626			
	Tibeecu .	Block / House 1031			
		Number			
		Street Name EUNOS AVENUE 6			
		Level 01			
		Unit Number 59			
		Building Name			
		Previous Proceed Save as Draft Save as Draft & Exit			
4	Upload the supporting				
	documents (if any) and	(1) (2) (3) (4) (5) (6) (7) (7) (6) (7) (
	Click "Next".	Licence(s) Profile General Information Application Details Supporting Document(s) Application (Payment if applicable)			
		Amend Existing Licence			
		Certificate of Registration and Hotel-keeper's Licence			
		Document Name Type Attachment Action			
		Curriculum Vitae (CV) of Hotel-Keeper Attached when Amendment Profile selected is "Change of Hotel			
		Keeper* ONLINE UPLOAD Upload Upload Upload			
		Advertisements Durit enternation of the second state of the second			
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S/N	Step	Screenshot				
<u>S/N</u> 5	StepYou may preview and print the application form at this screen.Tick the check box under "General 	<section-header> Screensback Image: Provide State Provide St</section-header>				
6	Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with "U" (do take note of this application number as it will be your reference number for any enquiries pertaining to this application). You may choose to print or close the acknowledgement page.	And the submission Name is for your personal reference only. Not write the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for your personal reference only. Meters the "Submission Name" is for yo				

The Secretariat may request for additional information or outstanding documents (if any) via the "Request for Action"⁹ feature. Upon receiving all the required documents, the Secretariat may request for an inspection and the application will take an average of two weeks for processing.

S/N	Step	Screenshot							
7	Once the application has	in the interview in the test of te	CENCE APPLICATION	LICENSED ENTITIES					
	been approved, you will		Ø	(\$)	ħ	Ē	ſ	$\overline{\mathbf{x}}$	
	receive an email	Dashboard Applications	Licences F	Payments Requests	for Action Ma	inaged Return	ns Corresp	» pondences	
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	GoBusiness Licensing.	HLB - Approval to Amendment Application (Update of Room Information)	U1920029663	Certificate of Registration and Hotel- keeper's Licence	Amend	Email	Hotels Licensing Board	28/02/2019 17:15:28	
	No payment is required	Licence Application Status Update Notification (to Applicant)	U1920029663	Certificate of Registration and Hotel- keeper's Licence	Amend	Email	Hotels Licensing Board	28/02/2019 17:11:00	
	Information".								
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	For printing of licences,	Printing of Certificate of Registration and Hotel-Keeper's Licence (Update of Room U Information)	2020033745	Certificate of Registration and Hotel- keeper's Licence	Amend	Email	Hotels Licensing Board	03/03/2020 17:52:38	
	Guide for Printing of	HLB - Application for update of Hotel Room U Information	2020033745	Certificate of Registration and Hotel- keeper's Licence	Amend	Email	Hotels Licensing Board	03/03/2020 17:52:29	
	Licences.	Licence Application Status Update U Notification (to Applicant)	2020033745	Certificate of Registration and Hotel- keeper's Licence	Amend	Email	Hotels Licensing Board	03/03/2020 17:48:46	

STB provides the Applicant with a platform to report any wrong-doings, unlawful conduct or malpractices of STB staff that are against the public interest. The details of STB's whistleblowing framework is set out <u>here</u>.

⁹ Please refer to the step-by-step guide on "Request for Action"