

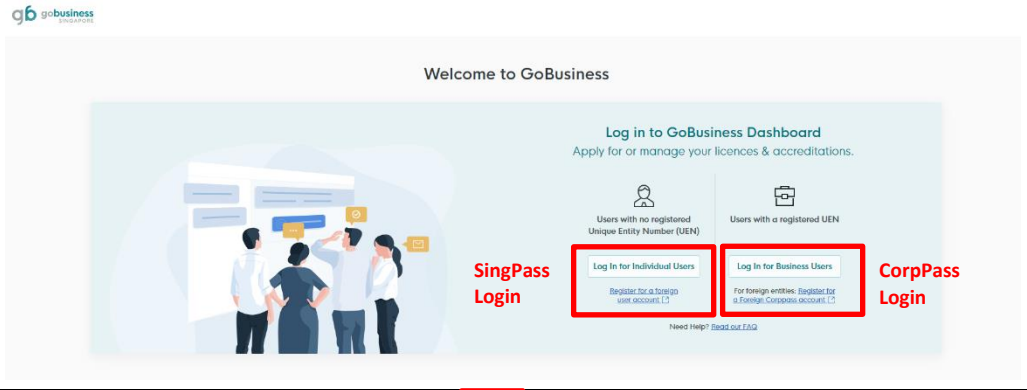
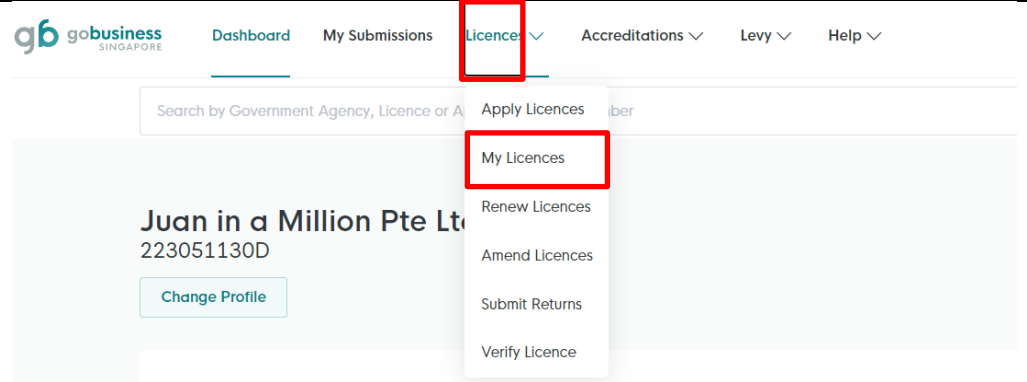

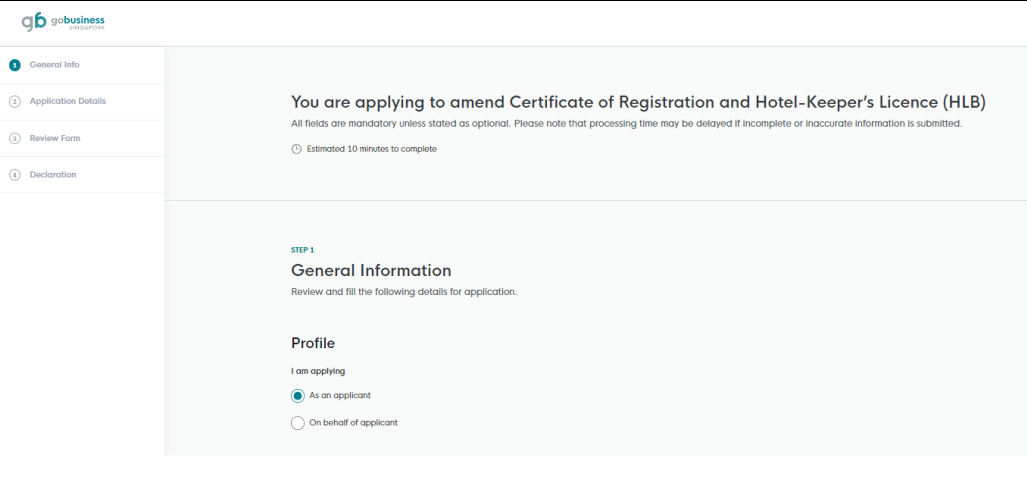
Step-by-Step Guide for Amendment of Certificate of Registration and Hotel-keeper's Licence

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

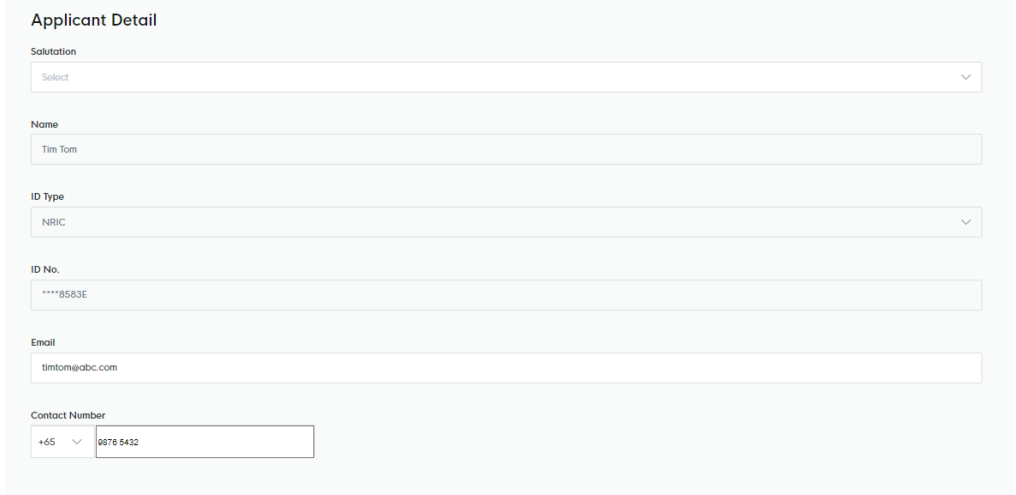
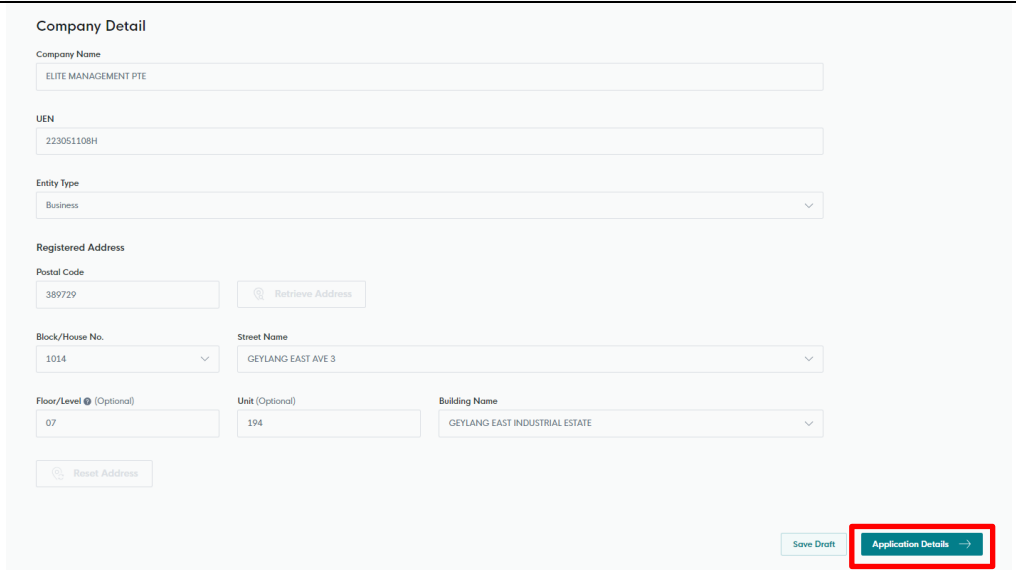
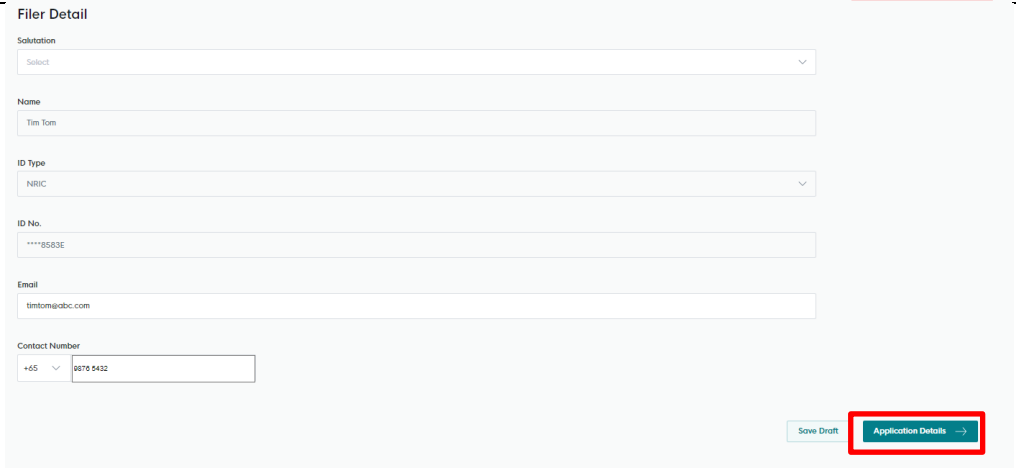
Amendment Profile	Purpose
Change of Hotel Name	Change the name of the hotel
Change of Hotel-keeper	Appoint a new hotel-keeper for the hotel
Update of Existing Hotel Information	Update the <u>existing</u> hotel's information, including: <ul style="list-style-type: none">- Application to offer transit rates¹- Hotel owner's details²- Hotel rooms information
Update of Existing Hotel-Keeper Information	Update the <u>existing</u> hotel-keeper's information

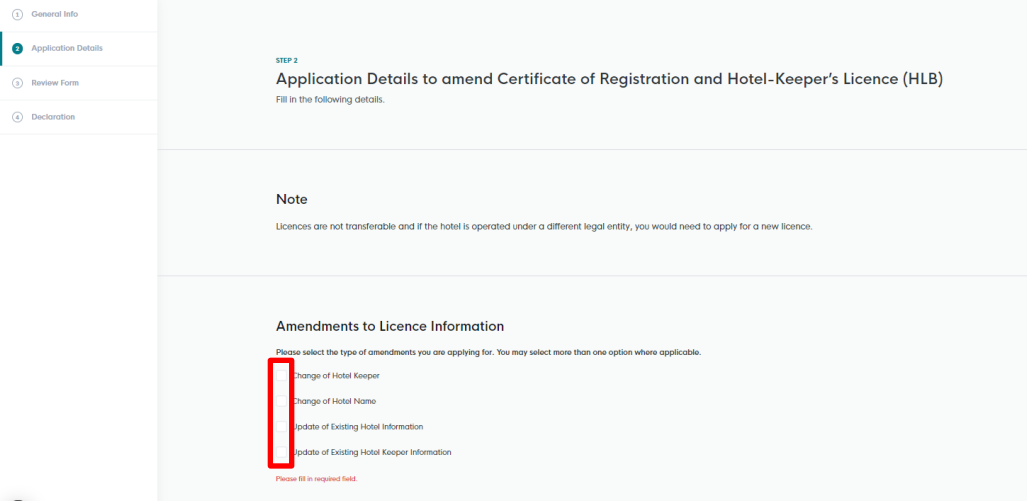
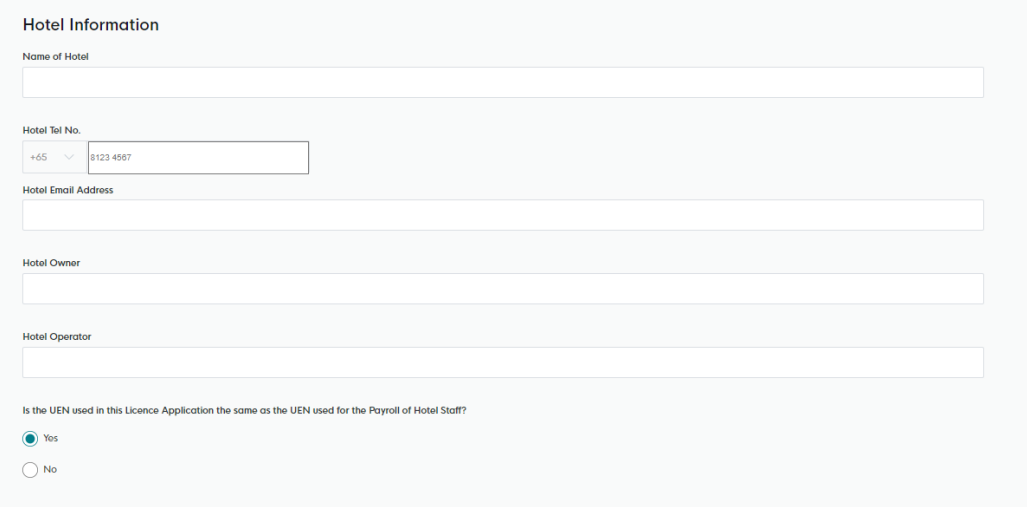
¹ Please note that licensee must not sell, or offer to sell, any transit rate accommodation without prior approval of the Board.

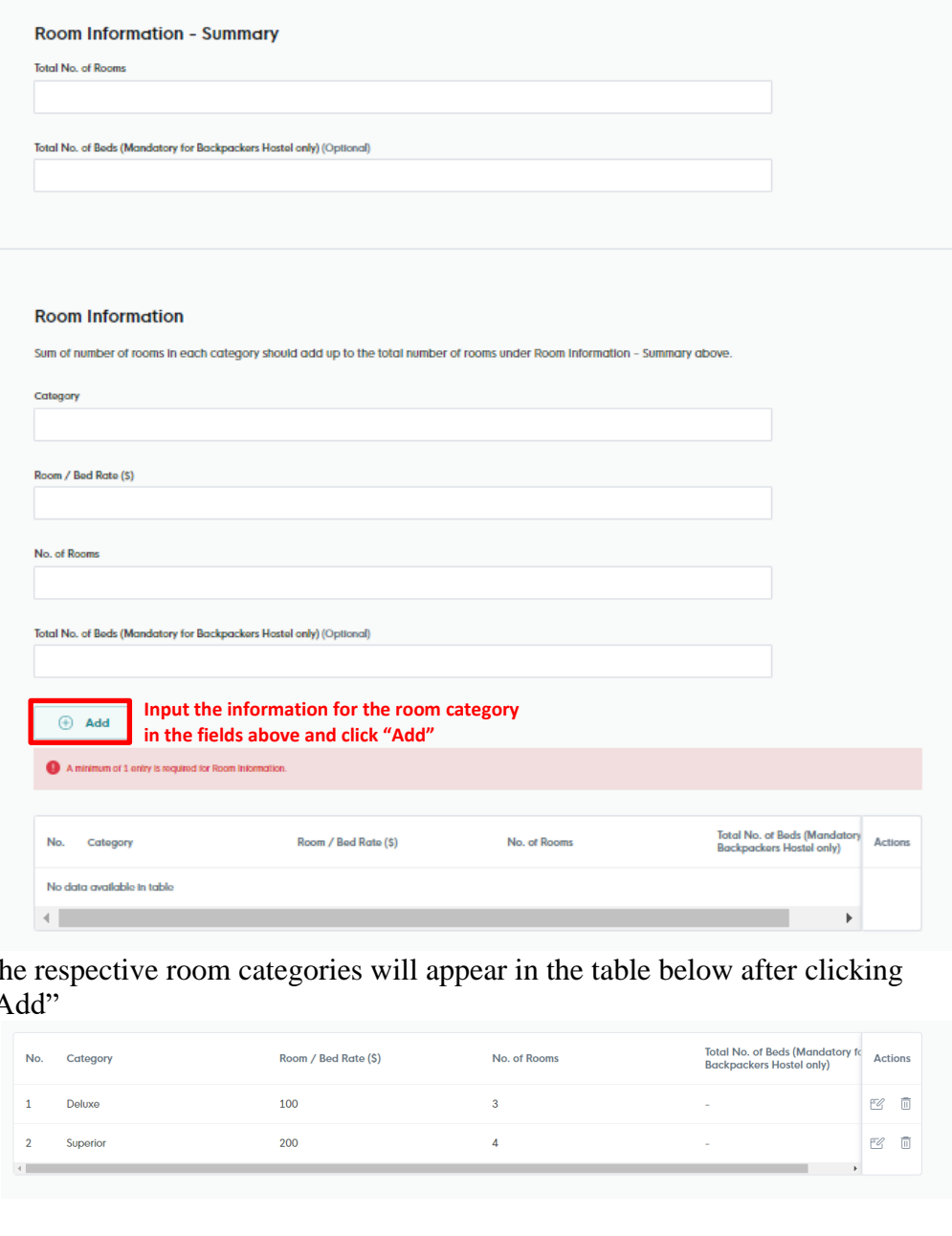
² Hotel Ownership means the company that owns the hotel. For e.g. Hotel XYZ is owned by Company A but Company B operates the hotel and applies for the hotel licence (i.e. Company B is the hotel licensee). Should Company A sell the Hotel XYZ to Company C, but Company B continues to operate the hotel, 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
1	<p>Go to GoBusiness Licensing website https://dashboard.gobusiness.gov.sg/login</p> <p>Log in to GoBusiness Licensing using SingPass or CorpPass.</p>	
2	<p>Go to the top menu and click on “Licences” > “My Licences”.</p>	
3	<p>Click on “Select Action” and select “Amend” from the list of actions.</p>	
4	<p>Under “General Information”, select your Profile</p> <ul style="list-style-type: none"> • “As an applicant” if you are the proposed Hotel-keeper of the Hotel, or • “On behalf of applicant” if you are applying on behalf of the Hotel-keeper³. 	

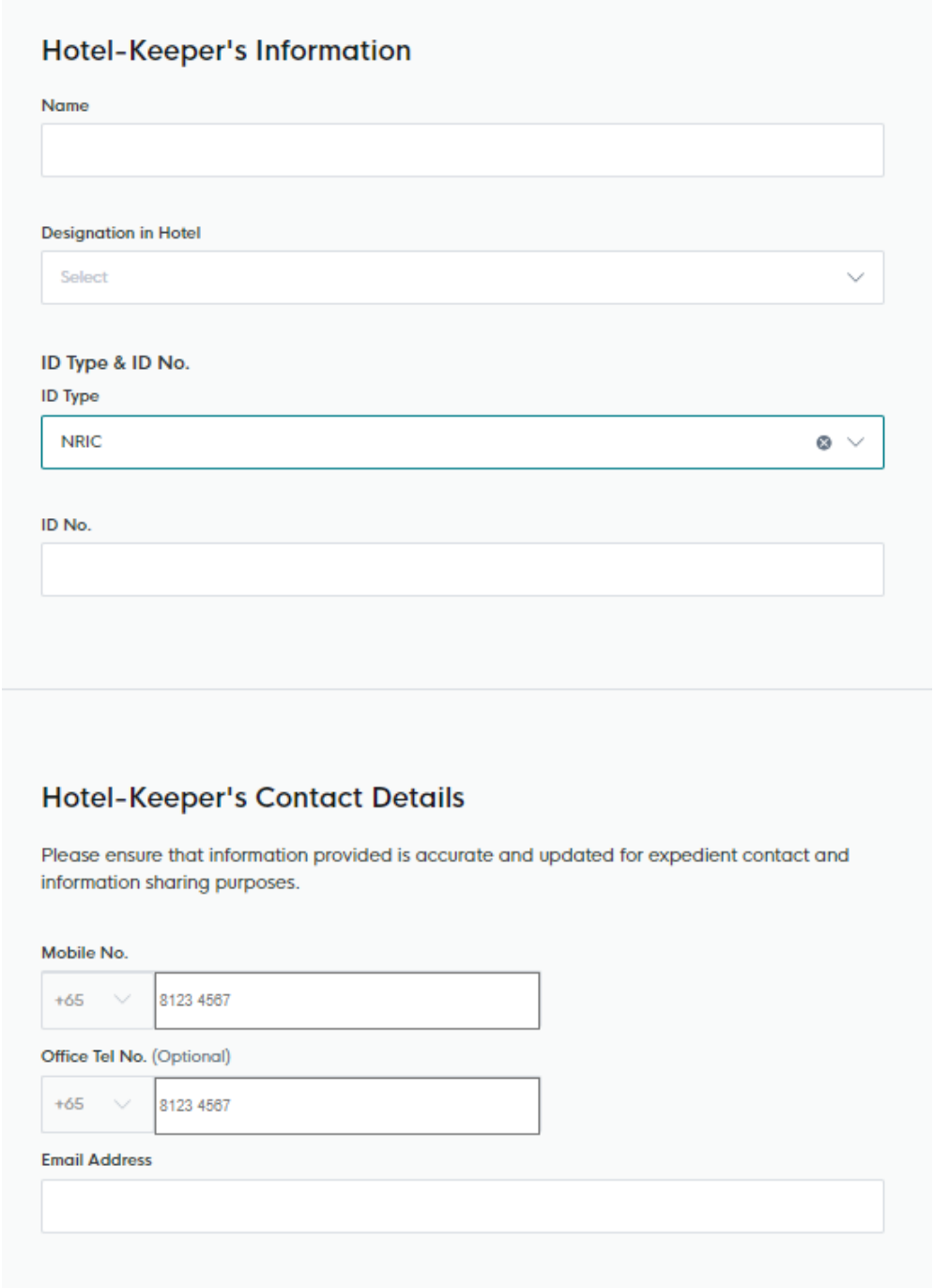
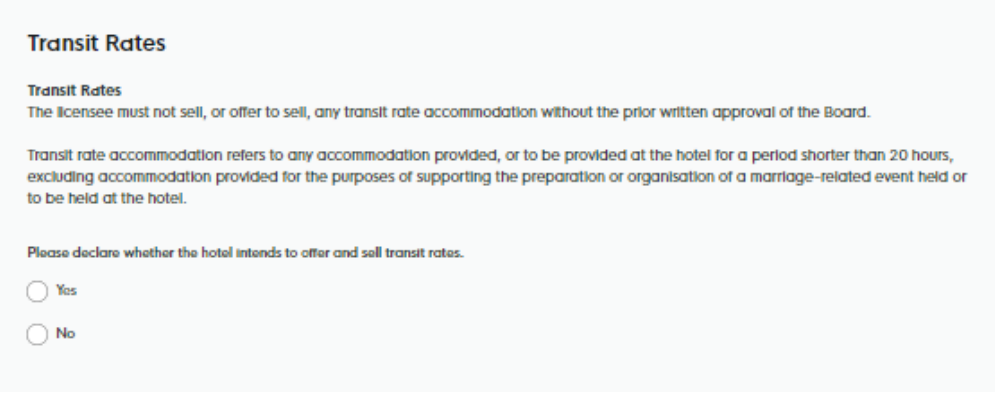
³ If you are applying on behalf of the Applicant/Licensee (Hotel-keeper), the authorized filer is required to enter the Applicant/Licensee (Hotel-keeper)’s details.

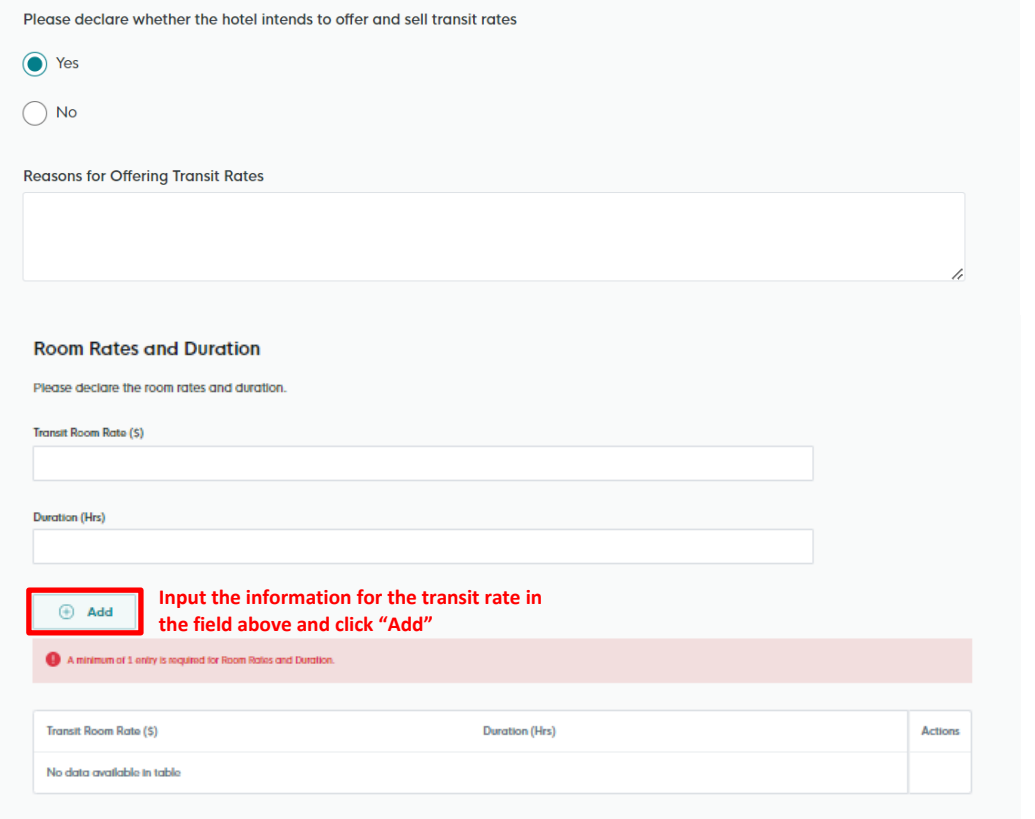
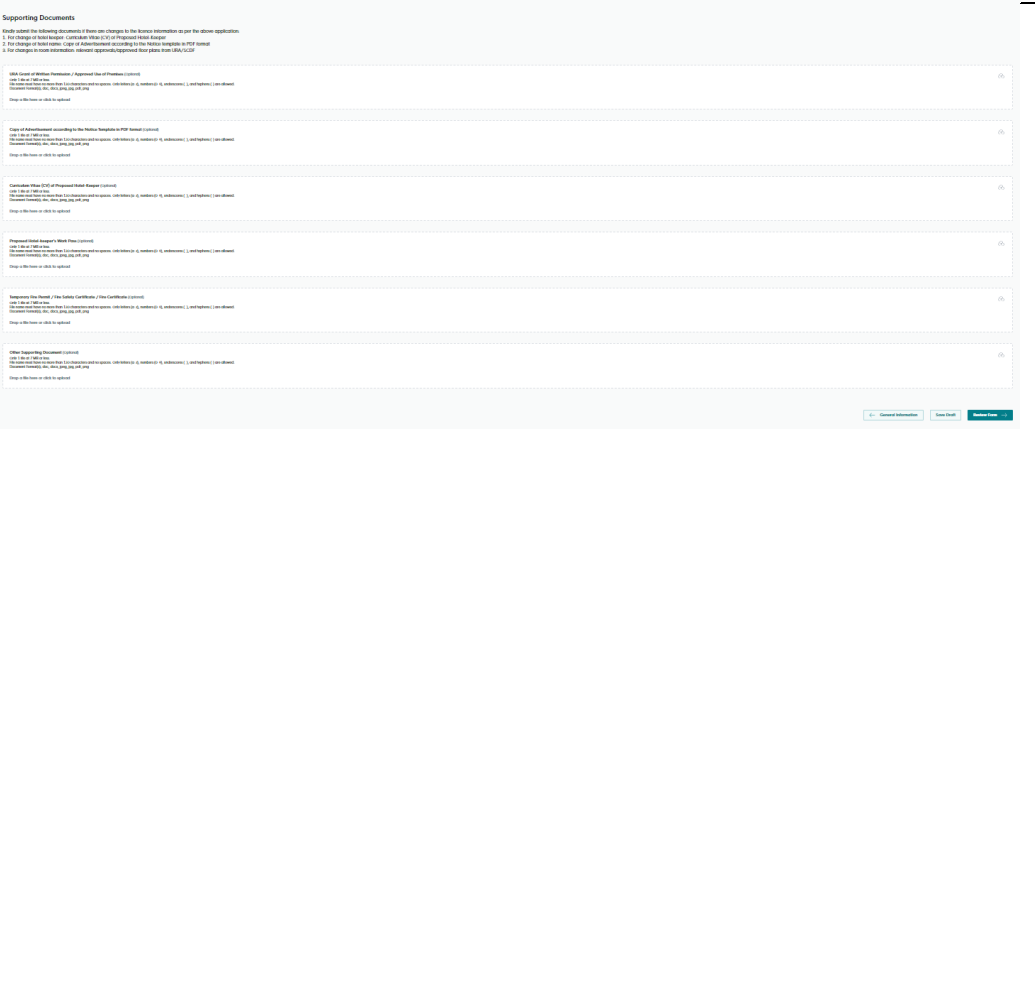
S/N	Step	Screenshot
4a	<p>Complete the “Applicant Detail” section.</p>	
4b	<p>Complete the “Company Detail” section.</p> <p>Click “Application Details” to go to the next page.</p>	
	<p>If you are applying on behalf of applicant/licensee, complete the “Filer Detail” section.</p> <p>Click “Application Details” to go to the next page.</p>	

S/N	Step	Screenshot
5	<p>Under “Application Details”, select the type of amendments you are applying for.</p> <p>You may select more than one option where applicable.</p>	
5a	<p>Update the “Hotel Information” section, where applicable.</p> <ul style="list-style-type: none"> Update Hotel owner’s details in this section if applicable. 	

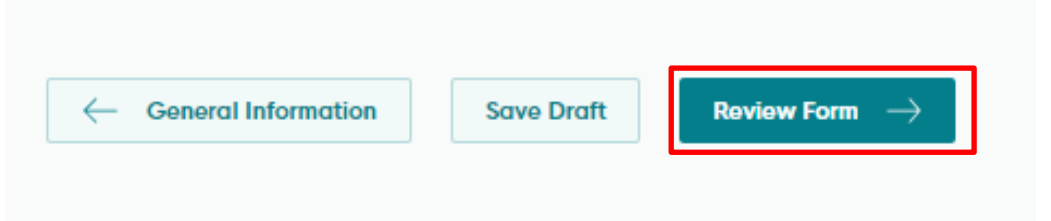
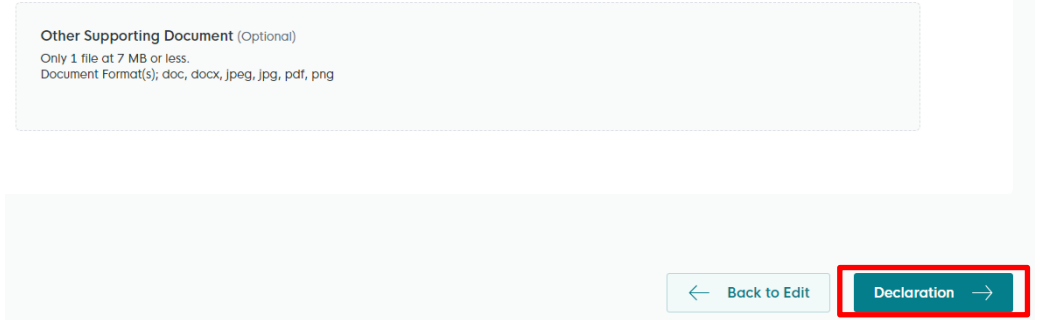
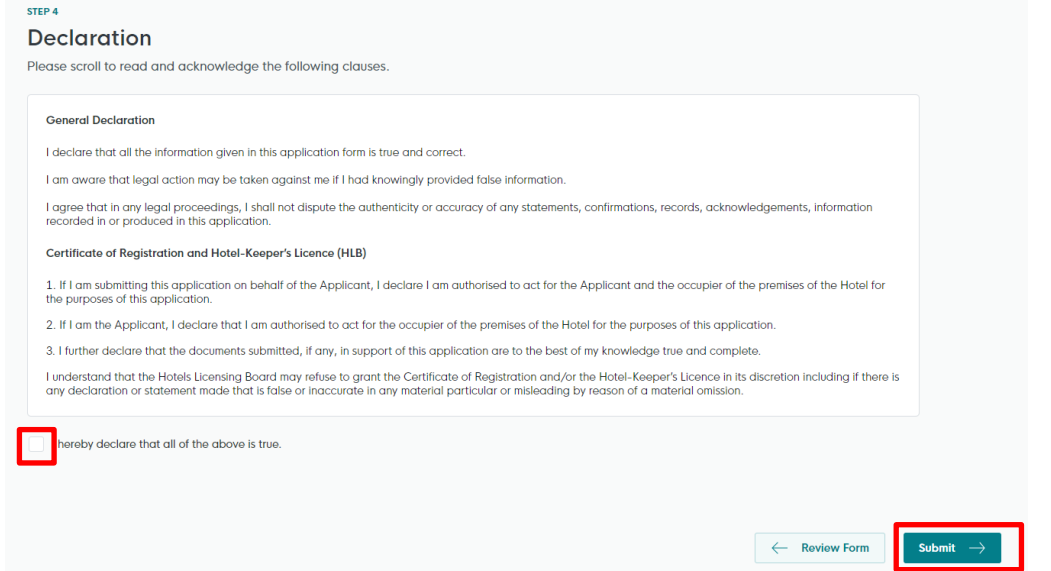
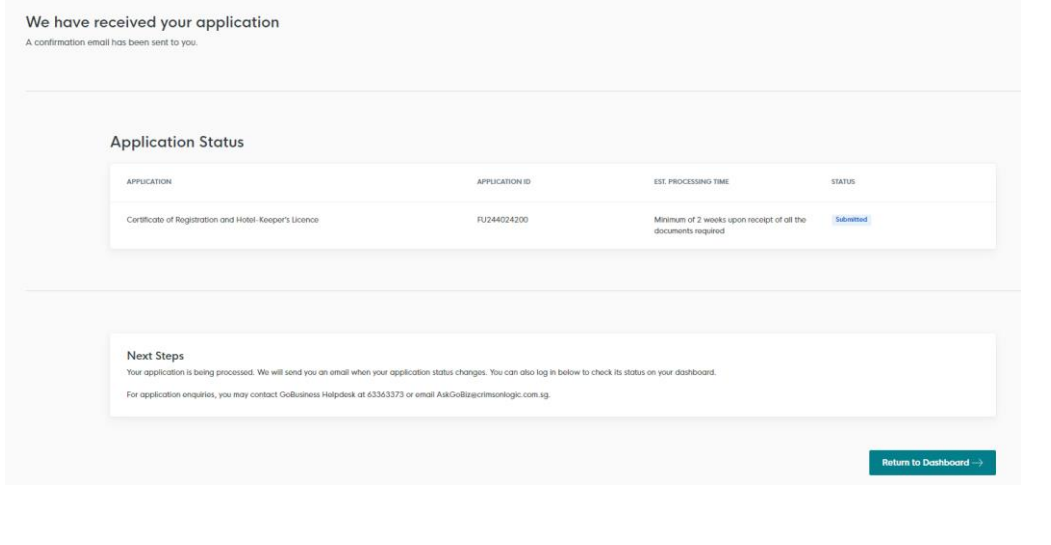
S/N	Step	Screenshot																		
5b	<p>Update the “Room Information” section, if applicable.</p> <ul style="list-style-type: none"> • If there changes to the room information, update by either editing the existing data or adding new room category. • [For Hostels only] Input the total number of beds. • Input the room information for a room category into the table and click "Add". To include additional room categories, repeat this process by inputting the details for each room category and clicking "Add" after each entry. • Please note that the rooms in each category should add up to the total number of rooms under “Room Information-Summary” above. 	 <p>The respective room categories will appear in the table below after clicking “Add”</p> <table border="1" data-bbox="518 1211 1474 1361"> <thead> <tr> <th>No.</th> <th>Category</th> <th>Room / Bed Rate (\$)</th> <th>No. of Rooms</th> <th>Total No. of Beds (Mandatory for Backpackers Hostel only)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Deluxe</td> <td>100</td> <td>3</td> <td>-</td> <td> </td> </tr> <tr> <td>2</td> <td>Superior</td> <td>200</td> <td>4</td> <td>-</td> <td> </td> </tr> </tbody> </table>	No.	Category	Room / Bed Rate (\$)	No. of Rooms	Total No. of Beds (Mandatory for Backpackers Hostel only)	Actions	1	Deluxe	100	3	-		2	Superior	200	4	-	
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S/N	Step	Screenshot						
5c	<p>Update the “Hotel Facilities & Amenities” section, if applicable.</p> <ul style="list-style-type: none"> • If the hotel does not have any F&B Outlets, input “0”. • If there is more than 1 facility in the hotel, input the information and click “Add” to add more fields. 	<p>Hotel Facilities & Amenities - F&B Outlets</p> <p>No. of F&B Outlets</p> <p>Hotel Facilities & Amenities - Others</p> <p>Types of Other Hotel Facilities (e.g. Meeting Rooms, Spa) (Optional)</p> <p>Add Input the information for the hotel facility in the field above and click “Add”</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Types of Other Hotel Facilities (e.g. Meeting Rooms, Spa)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="3">No data available in table</td> </tr> </tbody> </table>	No.	Types of Other Hotel Facilities (e.g. Meeting Rooms, Spa)	Actions	No data available in table		
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S/N	Step	Screenshot
5d	<p>Update the “Hotel-Keeper’s Information” section, if applicable.</p> <ul style="list-style-type: none"> If there is a change in hotel-keeper or update of existing hotel-keeper information, please enter the new hotel-keeper information by overwriting the existing hotel-keeper’s information. 	 <p>The screenshot shows two sections of a form. The first section, titled "Hotel-Keeper's Information", contains the following fields: "Name" (text input), "Designation in Hotel" (dropdown menu with "Select" and a downward arrow), "ID Type & ID No." (sub-section), "ID Type" (dropdown menu with "NRIC" and a close icon), and "ID No." (text input). The second section, titled "Hotel-Keeper's Contact Details", includes a note: "Please ensure that information provided is accurate and updated for expedient contact and information sharing purposes." Below this are three fields: "Mobile No." (with a country code dropdown set to "+65" and a text input containing "8123 4587"), "Office Tel No. (Optional)" (with a country code dropdown set to "+65" and a text input containing "8123 4587"), and "Email Address" (text input).</p>
5e	<p>Declare if Hotel is applying to charge transit rates.</p> <ul style="list-style-type: none"> Please note that licensee must not sell, or offer to sell, any transit rate accommodation without prior approval of the Board. 	 <p>The screenshot shows the "Transit Rates" section of a form. It is titled "Transit Rates" and includes the text: "The licensee must not sell, or offer to sell, any transit rate accommodation without the prior written approval of the Board." Below this, it defines "Transit rate accommodation" as "any accommodation provided, or to be provided at the hotel for a period shorter than 20 hours, excluding accommodation provided for the purposes of supporting the preparation or organisation of a marriage-related event held or to be held at the hotel." The section concludes with the instruction: "Please declare whether the hotel intends to offer and sell transit rates." and two radio button options: "Yes" and "No".</p>

S/N	Step	Screenshot
5f	<p>If “Yes”, to indicate the reason for offering transit rates, and declare the room rates and the duration</p> <ul style="list-style-type: none"> If there is more than 1 transit room rate, click “Add” to add more fields. 	
5g	<p>Upload the supporting documents (if any).</p> <p>If you are any changes to the licence information, please submit the relevant supporting documents:</p> <ul style="list-style-type: none"> For change in hotel-keeper, please upload the Curriculum Vitae (CV) of the new proposed hotel-keeper For change in hotel name, upload the e-notice⁴ according to the Notice template in PDF format. Ensure that the Name of Hotel is the same as the Name of Hotel as per your application and on your hotel signage. 	

⁴ The e-notice will typically be published on the HLB website within 3 working days from when the e-notice is successfully uploaded. Any notice of objection lodged with HLB within two weeks from the e-notice published date will be taken into account in the assessment of the application for a Certificate of Registration.

S/N	Step	Screenshot
	<ul style="list-style-type: none"> For change in room information, please upload the relevant approvals/ approved floor plans from URA/SCDF. 	
6	Click “Review Form” and ensure that all the information entered are accurate.	
7	Click “Declaration”.	
8	Scroll and read all parts of the declaration section before ticking the check box and clicking “Submit”.	
9	<p>The system will provide an acknowledgement page and an application number which starts with “FU” (do take note of this application number as it will be your reference number for any enquiries pertaining to this application).</p> <p>A confirmation email will be sent to you.</p>	

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 a minimum of two weeks.

S/N	Step	Screenshot
10	<p>When your application has been processed, the licence status will change to “Approved” (if no payment is required) or “Pending Payment” (if payment is required).</p> <ul style="list-style-type: none"> Where payment is required, approval will be given after payment. Select “Pay” from the list of actions. 	
11	<p>Once the payment has been made, a confirmation email will be sent to you.</p>	
12	<p>Once the application has been approved, you can download your payment invoice or licence file for your application:</p> <ul style="list-style-type: none"> Click “Select Action”. Select “Download Invoice” or “Download Licence”. 	

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.