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

The licence expires on 31 December annually and the licence renewal exercise starts from October each year. Hotels can only submit the licence renewal application from 1 October to 15 November. HLB will send the notice of renewal to hotels and hotels are required to submit the renewal applications and make payment online through GoBusiness Licensing.

S/N	Step	Screenshot		
1	Go to GoBusiness Licensing website <u>https://dashboard.gobusi</u> <u>ness.gov.sg/login</u> Log in to GoBusiness Licensing using SingPass or CorpPass.	Welcome to GoBusiness Ugi nto GoBusiness Dashboard Apply for or manage your licences & accreditations.		
		SingPass Login Log In for Individual Uses Bradian for Attivities and monotonic 1/2 Log In for Baulhees Users To travery outwase bradiant for To travery outwase bradiant for SingPass CorpPass Login		
2	Go to the top menu and click on "Licences" > "Renew Licences".	Deshboard My Submissions Licences Accreditations Levy Help Search by Government Agency, Licence or A Apply Licences ber Juan in a Million Pte Ltt Renew Licences Z23051130D Amend Licences Change Profile Submit Returns Verify Licence Verify Licence		
3	Click on "Due for Renewal" for active licences that are due for renewal.	 A stragaption Covernment Agency Website How to Location? Dashboard My Submissions Licences ~ Accreditations ~ Recommendations Search by Covernment Agency, Licence or Submission name/number Destructed at 02:43pm r f sprc Move download, renew or amend your licences Cheve added at 02:43pm r f select Action* at the right of each licence, or click on *Manage/Renew via GoBusiness Licensing* to download isenses Licensing. All Licences (1) Due for Renewal (1) Active Licences (0) Other Licences (0) Submit Returns (0) 		

S/N	Step	Screenshot				
4	Click on "Select Action"	LICENCE NAME AND NUMBER		STATUS	EXPIRY DATE	ACTION
	and select "Renew"	Certificate of Registration and Hotel-Keeper's	Licence	Due for Renewal	31 Dec 2024	Select Action V
	from the list of actions.	Licence No.: L0101 + HLB				(Leenand)
	Note: "Renew" option					View Form
	will only appear for					Amend
	licences found under					Renew
	"Due for Renewal"					Cancel
	Category.					Submit Returns
5	Under "General	General Info				
	Information", select	(2) Application Details Yc	ou are applying to rer	new Certificate of R	egistration and Hotel	-Keeper's Licence (HLB)
	your Profile	(3) Review Form	fields are mandatory unless stated as Estimated 30 minutes to complete	optional. Please note that process	ing time may be delayed if incomplete	or inaccurate information is submitted.
	• "As an applicant" if	Declaration				
	you are the proposed					
	Hotel or	Gi	eneral Information			
	 "On behalf of 	Kev	iew and till the rollowing details for a	ppilcation.		
	applicant" if you are	Pro				
	applying on behalf	0	As an applicant			
	of the Hotel-keeper ¹ .	Piece	On behalf of applicant se fill in required field.			
5a	Complete the	Applicant Detail				
	"Applicant Detail"	Salutation Select				~
	section.					
		Name Tim Tom				
		ID Туре				
		NRIC				~
		ID No.				
		****8583E				
		Email				
		timtom@abc.com				
		Contact Number]			
		-33 * 10/00/02				

¹ If you are applying on behalf of the Applicant/Licensee (Hotel-keeper), the authorized filer is required to enter the Applicant/Licensee (Hotel-keepers)'s details.

S/N	Sten	Screenshot
5h	Complete the "Company	
50	Detail? a stien	
	Detail section.	ELITE MANAGEMENT PTE
		lin
	Click "Application	223051108H
	Details" to go to the	Entity Type
	next page.	Business V
		Registered Address
		Postal Code
		389729 Q Retrieve Address
		Block/House No. Street Name
		1014 CETLANG EASI AVE 3
		Floor/Level @ (Optional) Unit (Optional) Building Name 07 194 GEVIANG EAST INDUSTRIAL ESTATE V
		Reset Address
		Sove Draft Application Details $ ightarrow$
	If you are applying on	Filer Detail
	behalf of	Select V
	applicant/licensee	
	complete the "Filer	Nome Tm Ton
	Detail" section	ID Type
	Detail section.	NRC V
	Click "Application	ID No.
	Details" to go to the	~~~200.9.E
		Email tintompabe.com
	next page.	Contoc: Number
		465 ∨ 0078 5432
		Some Dreft Application Details $ ightarrow$
6	Under "Application	General Info
Ū	Details" select the type	Application Details
	of amendments you are	Application Details to renew Certificate of Registration and Hotel-Keeper's Licence (HLB)
	or amendments you are	Fill in the following details.
	apprying for, if any as	
	application	
	application.	Note
	• Four may select more	Licences are not transferable and if the hotel is operated under a different legal entity, you would need to apply for a new licence.
	where applies his	
	where applicable.	
	• If there is no update	Amendments to Licence Information Please select the type of amendments you are applying for, if any, as part of the renewal application. You may select more than one option where applicable.
	to the existing	Change of Hotel Keeper
	licence information,	Change of Hotel Name
	please select "No	Update of Existing Hotel Information
	updates".	volucier of closing mover recommoduler No updates
		<u> </u>
ба	Complete the "Hotel	
	Information" section.	
	• If there is a change	
	in hotel name or	
	update of existing	
	hotel information	
	please update in the	
	relevant fields.	

S/N	Step	Screenshot
		Hotel Information Name of Hotel
		Hotel Tel No. +65 V 8123 4567 Hotel Email Address
		Hotel Owner
		Hotel Operator
		Is the UEN used in this Licence Application the same as the UEN used for the Payroll of Hotel Staff? Vos No
бb	 Complete the "Room Information" section [For Hostels only] Input the total number of beds. Input the room information for a 	Room Information - Summary Total No. of Rooms Total No. of Beds (Mandatory for Backpackers Hastel only) (Optional)
	room category into the table and click "Add". To include additional room categories, repeat	Room Information Sum of number of rooms In each category should add up to the total number of rooms under Room Information - Summary above. Category
	this process by inputting the details for each room category and clicking "Add" after each entry.	Room / Bod Rate (\$) No. of Rooms
	 Please note that the rooms in each category should add up to the total number of rooms under "Room 	Total No. of Bods (Mandatory for Backpackers Hostel only) (Optional) Image: Add Image: Ad
	Information- Summary" above.	No. Category Room / Bed Rate (\$) No. of Rooms Iordition No. data available in table

S/N	Step	Screenshot	
6с	 Complete the "Hotel Facilities & Amenities" section. 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. 	Hotel Facilities & Amenities – F&B Outlets No. of F&B Outlets	
		Hotel Facilities & Amenities – Others Types of Other Hotel Facilities (e.g. Meeting Rooms, Spa) (Optional)	
		Add Input the information for the hotel facility in the field above and click "Add"	
		No. Types of Other Hotel Facilities (e.g. Meeting Rooms, Spa)	Actions
		No data available in table	
6d	Complete the "Hotel- Keeper's Information" section. • If there is a change in hotel keeper or update of existing hotel keeper information, please update in the relevant fields.	Hotel-Keeper's Information Name Designation in Hotel Select ✓ ID Type & ID No. ID Type NRIC ● ✓ NRIC ● ✓ ● ✓ ID No. ID No. ● Motel-Keeper's Contact Details Motele Keeper's Contact Details Mobile No. 10 No. ● ● Mobile No. Office Tel No. (Optional) 10 € ● ● Email Address	

S/N	Step	Screenshot		
бе	 Indicate the Guest Ratio for "Foreign" and "Locals" for Jan to Dec (previous year). Jan to Jun (current year). Local and tourist percentages must add up to 100%. 	Guest Ratio (%) Please indicate actual guest ratio. Ratio for "Foreign" and "Local" must add up to 100%. For periods that are not applicable, please indicate as "0". Guest Ratio % from January to December (previous year) Foreign (Len to Dec - previous year) Local (Jan to Dec - previous year) Guest Ratio % from January to June (current year) Foreign (Len to Jan - current year) Local (Jan to Jan - current year) Local guests Include: 1) Singapore Permanent Residents; and 2) Singapore Permanent Residents; holding employment pass, work permit, student pass, dependent pass holders and long-term social visit pass.		
6f	Declare if Hotel is			
	applying to charge transit rates for next year. ²	Application to Offer Iransit Rates (Next Year) Transit Rates The licensee must not sell, or offer to sell, any transit rate accommodation without the prior written approval of the Board. Transit rate accommodation refers to 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. Please declare whether the hotel intends to offer and sell transit rates No		
	 If "Yes", to indicate the reason for offering transit rates, and declare the room rates and the duration If there is more than 1 transit room rate, click "Add" to add more fields 	Please declare whether the hotel intends to offer and sell transit rates Yes No Reasons for Offering Transit Rates		
	more neius.	Becase deciare the room rates and duration. Tenset Room Rate (s) Duration (Hrs) Image: Comparing the information for the transit rate in the field above and click "Add" Image: Comparing the information for the transit rate in the field above and click "Add" Image: Comparing the information for the transit rate in the field above and click "Add" Image: Comparing the information for the transit rate in the field above and click "Add" Image: Comparing the information for the transit rate in the field above and click "Add" Image: Comparing the information for the transit rate in the field above and click "Add" Image: Comparing the information for the transit rate in the field above and click "Add" Image: Comparing the information for the transit rate in the field above and click "Add" Image: Comparing the information for the transit rate in the field above and click "Add" Image: Comparing the information for the transit rate in the field above and click "Add" Image: Comparing the information for the transit rate in the field above and click "Add" Image: Comparing the information for the information for the transit rate in the field above and click "Add" Image: Comparing the information for the i		

² Please note that licensee must not sell, or offer to sell, any transit rate accommodation without prior approval of the Board.

S/N	Step	Screenshot	
6g	 Indicate if the Hotel is undergoing renovation next year. If "Yes", please key in the number of rooms closed and the duration of the room closure. 	Hotel Renovation Information Is the hotel undergoing renovations next year where rooms will be closed?	
6h	Indicate the expiry date of the hotel's land use approval, if applicable (e.g. URA Temporary Written Permission).	Land Use Approval Expiry date of Land Use Permission (e.g. URA Grant of Temporary Written Permission) if applicable (Optional) DD/MM/YYYY	
6i	 Hotel to declare if a Fire Certification is required for the hotel premises³ If "Yes", to indicate the expiry date of Fire Certificate. 	Fire Certificate Please declare if a Fire Certificate is required for the hotel premises. Yes No Under Section 20 of the Fire Safety Act, the owner or occupier of any public building, including hotels, hostels, boarding houses etc. that has an occupant load of more than 200 persons is required to apply and obtain a Fire Certificate (FC). Expiry Date of Fire Certificate (Optional) DD/MM/YYYY	t
6j	Upload the supporting documents (if any).	Supporting Documents Cody starts the biseling documents Cody starts Cody	
	If you are any changes	Carl A and A far and A fa	
	to the licence information, please	Copy of Adventures and analysis in the Notice simplicity in TON terms (points) To any Mark Mark The animal Network in the 132 Advention of a space of Marks (), destering (), and splaces () are allowed. To animal Network (), etc. etc., and (), by Don Desposition have on desting (), and (), and ().	۲
	submit the relevant supporting documents	Canada Nava (C) A Phagean Hank Rayer result: Cana and Phagean Mana Rayer Rayer Canada Canada (C) A Canada (C)	æ
	 For change in hotel keeper please upload 	Proposed Media Anoport VBM Alter (potront) Gal F and VB areas The protocol for a new feet in Stratement in genes (del Meller) is d, sudnesse (,), sud types () and device and and and and a new feet in Stratement in genes (del Meller) is d, sudnesse (,), sud types () and device and and and and and and and and and and	۵
	the Curriculum Vitae (CV) of the	Supportyr Pin Normet / Pin Schriftsge Carlterado (system) GH 5 HE / Hit Arias. Read and Read and the Schriftsge Carlterado (system) & dystem (s) dy	۵
	Keeper.	One spectrag Description (Over 16 and 10 and	۵
	• For change in hotel	🤟 General Hammanna 🗍 General Hammanna 🗍 General Hammanna 🗍 🖌 General Hammanna 🗍	w Form \rightarrow
	the e-notice according to the Notice template in PDF format. Ensure that you have provided accurate information in the e-		

³ Under Section 20 of the Fire Safety Act, the owner or occupier of any public building, including hotels, hostels, boarding houses etc. that has an occupant load of more than 200 persons is required to apply and obtain a Fire Certificate (FC).

S/N	Step	Screenshot
	notice. The e-notice	
	will typically be	
	published on the	
	HLB Website within	
	3 working days from	
	when the e-notice is	
	successfully	
	uploaded.	
	• For change in room	
	unload the relevant	
	approvals/ approved	
	floor plans from	
	URA/SCDF.	
7	Click "Review Form"	
	and ensure that all the	
	data indicated are	
	accurate.	
		STEP 3
		Review Form
		Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.
		General Information
		Profile
		l am applying As an applicant
		Applicant Dotail
		Salutation Mdm
		Name
		Tim Tom
		ID Type & ID Number
8	Click "Declaration"	
0	CIER Declaration .	Other Supporting Document (Optional)
		Document Format(s); doc, docx, jpeg, jpg, pdf, png
		\leftarrow Back to Edit Declaration \rightarrow

S/N	Step	Screenshot			
9	Tick the check box and	STEP 4			
	click "Make Payment".	Declaration			
		Preuse scioli lo redu una dovriowredge me following clauses.			
		General Declaration			
		I declare that all the information given in this application form is true and correct.			
		I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information			
		recorded in or produced in this application. Certificate of Registration and Hotel-Keeper's Licence (HLB)			
		1. If I am submitting this application on behalf of the Applicant, I declare I am authorised to act for the Applicant and the occupier of the premises of the Hotel for			
		the purposes of this application. 2. If I am the Applicant, I declare that I am authorised to act for the occupier of the premises of the Hotel for the purposes of this application.			
		3. I further declare that the documents submitted, if any, in support of this application are to the best of my knowledge true and complete. I understand that the Hotels Licensing Board may refuse to grant the Certificate of Registration and/or the Hotel-Keener's License in its discretion including if there is			
		I understand that the Hotels Licensing Board may refuse to grant the Certificate of Registration and/or the Hotel-Keeper's Licence in its discretion including it there is any declaration or statement made that is false or inaccurate in any material particular or misleading by reason of a material omission.			
		hereby declare that all of the above is true.			
		\leftarrow Review Form Make Payment $ ightarrow$			
10	Review your fees and	Payment			
10	make payment.	Please review your fees and make payment.			
	1 5				
		Receiptory of Montr			
		Certificate of Registration and Hotel-Keeper's Licence Application Fee - \$100.00			
		Subtrotual \$100.00			
		Amount Payable \$100.00			
		Provment method			
		Please choose a payment method.			
		VISA4242 Exp. 12/2028 Remove			
		이 명 Use A Different Card			
		Mala Payment \rightarrow			
11	The system will provide	We have received your application Thank you for your application, You will receive updates on it via email.			
	an acknowledgement				
	page and an application	Proment Summary			
	number which starts with "EP" (do take note	ISSUMPTION OF ADOUT			
	of this application	Certificate of Registration and Hotel-Keeper's Licence			
	number as it will be	Application File - \$100.00			
	your reference number	Skewal \$100.00 Total Paid \$100.00			
	for any enquiries	(), Download Tax Invoice			
	pertaining to this				
	application).				
		Next Stops			
	You can download your	We will send you an email notification when there are changes to your application status. Alternatively, you may log in to track your status via the doubloard below. For application enquires, you may contact Codbusines Helpdake at 6330372 or email AuXioBillugicrimsonlogic com up			
	payment invoice by				
	selecting "Download for	Refurn to Doubloard $ ightarrow$			
	A confirmation email				
	will be sent to you.				

The Secretariat may request for additional information or supporting documents (if any) via the "Request for Action"⁴ feature. Upon receiving all the required documents and clarification (if any), the Secretariat will process the application.

S/N	Step		Screenshot		
12	Once the application has been approved, you will be potified via email	Certificate of Registration and Hotel-Keeper's Licence Licences (Renew) + HLB + FR244014270	Approved	14 Aug 2024	Select Action View
	You can download your				Download Invoice
	licence file for your				Download Licence
	 application: Click "Select Action". Select "Download Licence". 				

⁴ Please refer to the step-by-step guide on "Request for Action".