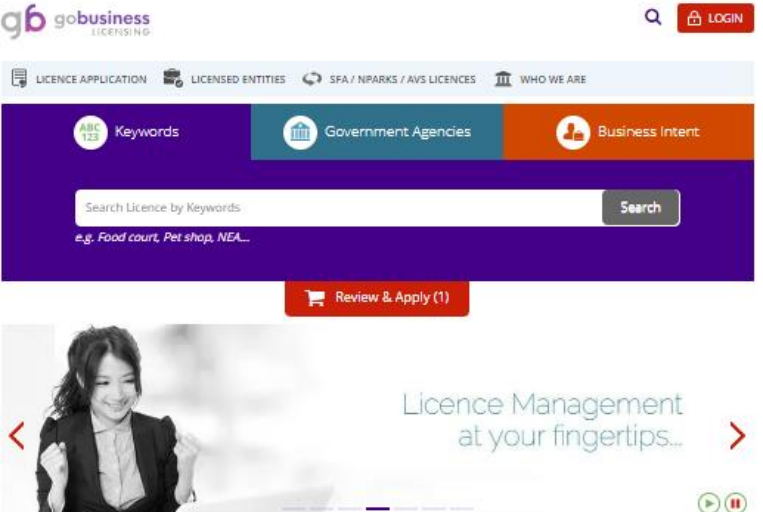
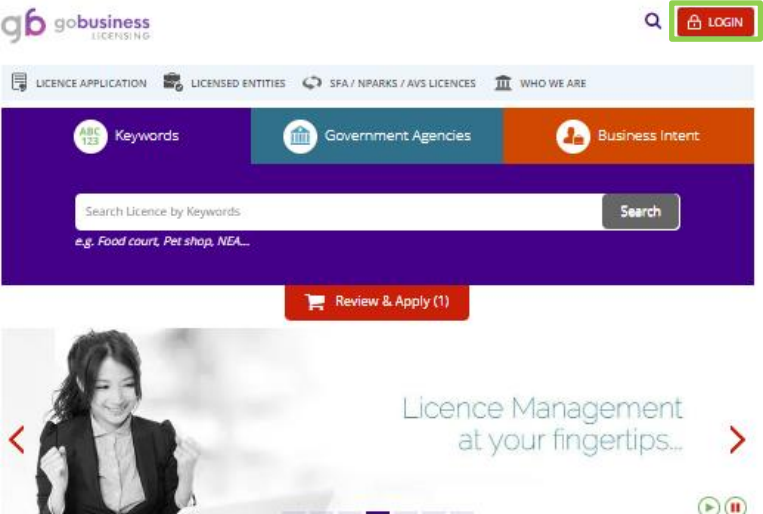
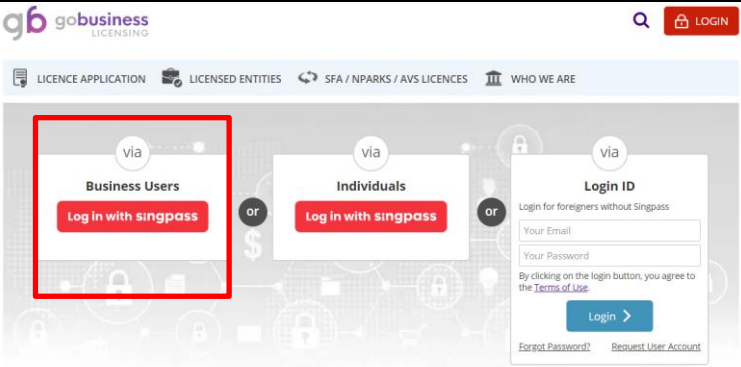
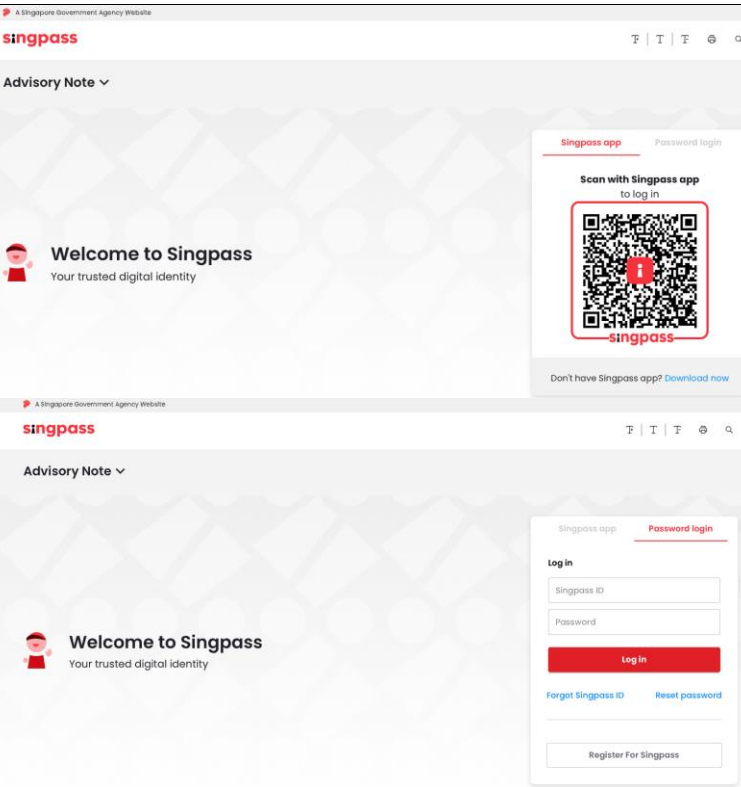



**Step-by-Step Guide for Managing Managed Returns (MR)  
– Submission of Renewed Temporary Permission**

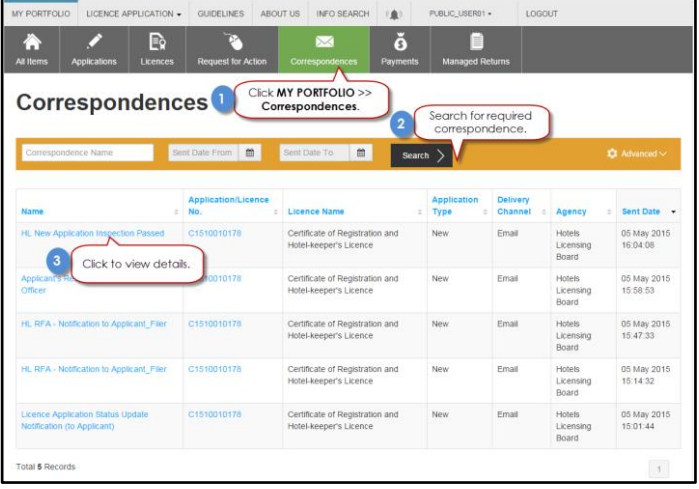
If the hotel has been issued with a Temporary Permission (TP) by URA, HLB will require the licensee to provide the renewed TP before it expires. You will receive an email reminder 2 months prior to the expiry date of TP. A copy of the correspondence can also be found at the “Correspondence” tab.

S/N	Step	Screenshot
1	Go to GoBusiness Licensing website <a href="https://licence1.business.gov.sg/feportal/web/frontier/home">https://licence1.business.gov.sg/feportal/web/frontier/home</a>	
1a	Next, click on “Login”	

S/N	Step	Screenshot
2	Log in to GoBusiness Licensing using SingPass <sup>1</sup>	
2a	Log in with SingPass ID and Password or scan the QR code with the SingPass app	
2b	Select the relevant UEN/Entity ID (if applicable)	

<sup>1</sup>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](http://go.gov.sg/corporate-login)

S/N	Step	Screenshot
3	<p>Click on “My Portfolio &gt; Managed Returns”</p> <p>Enter the Return ID and Click on “Search”</p> <p>Click on “Actions, followed by Submit”</p>	
4	<p>Click on “Upload” to upload the renewed URA Grant of Written Permission</p> <p>Click on “Submit” once the document has been uploaded</p>	
5	<p>Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with “M” (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.</p>	

S/N	Step	Screenshot																																										
6	<p>Once the application has been reviewed and approved, you will receive an email acknowledgement. A copy of the correspondence can also be found under the “Correspondence” tab at GoBusiness Licensing.</p>	 <p>The screenshot displays the 'Correspondences' page in the GoBusiness Licensing system. The page features a top navigation bar with tabs for 'All Items', 'Applications', 'Licences', 'Request for Action', 'Correspondences', 'Payments', and 'Managed Returns'. Below the navigation bar is a search area with fields for 'Correspondence Name', 'Sent Date From', and 'Sent Date To', along with a 'Search' button and an 'Advanced' filter option. The main content area contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Application/Licence No.</th> <th>Licence Name</th> <th>Application Type</th> <th>Delivery Channel</th> <th>Agency</th> <th>Sent Date</th> </tr> </thead> <tbody> <tr> <td>HL New Application Inspection Passed</td> <td>C1510010178</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>New</td> <td>Email</td> <td>Hotels Licensing Board</td> <td>05 May 2015 16:04:08</td> </tr> <tr> <td>Applicant's Officer</td> <td>C1510010178</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>New</td> <td>Email</td> <td>Hotels Licensing Board</td> <td>05 May 2015 15:58:53</td> </tr> <tr> <td>HL RFA - Notification to Applicant_Filer</td> <td>C1510010178</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>New</td> <td>Email</td> <td>Hotels Licensing Board</td> <td>05 May 2015 15:47:33</td> </tr> <tr> <td>HL RFA - Notification to Applicant_Filer</td> <td>C1510010178</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>New</td> <td>Email</td> <td>Hotels Licensing Board</td> <td>05 May 2015 15:14:32</td> </tr> <tr> <td>Licence Application Status Update Notification (to Applicant)</td> <td>C1510010178</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>New</td> <td>Email</td> <td>Hotels Licensing Board</td> <td>05 May 2015 15:01:44</td> </tr> </tbody> </table> <p>At the bottom of the table, it indicates 'Total 5 Records'.</p>	Name	Application/Licence No.	Licence Name	Application Type	Delivery Channel	Agency	Sent Date	HL New Application Inspection Passed	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 16:04:08	Applicant's Officer	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:58:53	HL RFA - Notification to Applicant_Filer	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:47:33	HL RFA - Notification to Applicant_Filer	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:14:32	Licence Application Status Update Notification (to Applicant)	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:01:44
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