Step-by-Step Guide for <u>Submit Returns</u> – Submission of Renewed Temporary Permission

If the hotel has been issued with a Temporary Written Permission (TP) by the Urban Redevelopment Authority (URA), HLB will require the licensee to provide the renewed TP before it expires. Please submit your renewed TP through GoBusiness Licensing.

S/N	Step	Screenshot					
1	Go to GoBusiness	g6 gobuines					
	Licensing website https://dashboard.gobusin ess.gov.sg/login	Welcome to GoBusiness					
		Log in to GoBusiness Dashboard Apply for or manage your licences & accreditations.					
	Log in to CoPusiness						
	Licensing using SingPass or CorpPass.	Users with no registered UEN.					
		SingPass Log In for Holididud Users Log In for Business Users. CorpPass					
		Login a function of the second					
2	Click on "Licence Application" > "Submit Returns".	Dashboard My Submissions Licences \vee Accreditations \vee Levy \vee Help \vee					
		Search by Government Agency, Lio Apply Licences ame/number					
		My Licences					
		My Licences					
		Last updated at 01:06am 📀 Sync Amend Licences					
		All Licences (107) Due for Reneword					
		Verify Licence					
3	Under the "Submit Returns" tab, search for your licence and click "Submit Returns.	My Licences					
		Last updated at 01.06cm 📀 Sync All Lenness (197) Due for Renewal (32) Active Licences (41) Other Licences (34) Submit Returns (46)					
		Corrector as your previously adomited interarts in my adomisation. View Submitted Returns Natory					
		LICENCE NAME AND NUMBER AGENCY STATUS ISSUE DATE EXPERY DATE ACTION					
		Certificate of Registration and Hotel-Keeper's Licence HLB Active 11 Dec 2024 31 Jan 2025 Submit Returns					
4	 Under "General Information", select your Profile "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-keeper¹. 	96 gobusiness					
		General Into					
		Image: Backware Details You are applying to return Certificate of Registration and Hotel-Keeper's Licence (HLB) Image: Backware Form All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted. Image: Backware Form Image: Backware					
		STEP 1					
		General Information Review and fill the following details for application.					
		Profile					
		l am applying					
		As an applicant On behalf of applicant					
1							

¹ 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					
5	Under Return Details,	G€ subusiness					
	key in the new expiry	() General late					
	date of the Temporary	Return Details					
	Written Permission and	Instance from Return Details for HLB - Certificate of Registration and Hotel-keeper's Licence - Certificate of Registration and Hotel-Keeper's Licence (HLB)					
	upload the renewed LIP A	Ordenston Fill in the following details.					
	Creat of Written						
	Grant of written	URA Grant of Written Permission					
	Permission (Temporary).	Lionea No. 10010					
		Expiry Date of Temporory Written Permission					
	Click on "Review Form"	EGAM/TTT B					
	once the document has	URA Grant of Temporery Written Premission On 1 the of 7 Mar Inst.					
	been uploaded.	The same were then use rear were the 132 chemicals and no spaces. Only interes (>-0, anothers (
		(- General Information Score Durit)					
6	Review the form to ensure that all						
	information entered are						
	accurate.	(2) Return Details Review Form					
		Review Form Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.					
		(a) Doclaration					
		General Information					
		Profile					
		I am applying					
		As an applicant					
		Applicant Detail					
		Solutation					
		Dr					
		Tim Tom					
		ID Type & ID Number NRIC: ****8583E					
		Encol timbersamber com					
		Contact Number					
		+65 9876 5432					
6a	Click "Declaration".	Return Details for HLB - Certificate of Registration and Hotel-keeper's Licence - Certificate of					
		Registration and Hotel-Keeper's Licence (HLB)					
		URA Grant of Written Permission					
		Liense No. 10010					
		Explay Date of Temporory Written Permission					
		14/08/2024					
		URA Grant of Temporary Written Permission Only Ifield 7 MB or less Document() Formul() (foed, -slock, *pdf)					
		Location (by retring (c) rank;					
		\leftarrow Back to Edit Declaration \rightarrow					
7	Scroll and read all parts	g b substants					
	of the declaration spatian	() General labo					
	before ticking the sheet	() Refer Details Declaration					
	box and clicking "Submit".	Control Treader Scott to Tread accounting or the scotting (CD3/65) Control Tread accounting or the scotting (CD3/65)					
		I declare that diff the information given in this application lown in two and connect. I an answer that key's classifier may be labeling aprint the 21 had too why it provided table information.					
		Eaglere that in one liquid proceedings. (shall not dispute the authenticity or accuracy of any statements, and matchine, incoded, acknowledgements, inhomation recorded in the application. Cartificate of Registration and Mathe Keeperin Userses (HB)					
		1. If I am submitting the application on bohold of the Applicant, i declare (am subfinited to act for the Applicant and the occupier of the premises of the Healt for the proposes of this application. 2. If I am the Applicant, i declare that I am antibated to act for the occupier of the premises of the Healt for the purposes of this application.					
		3.1 Interface devices that the documents substantials, if zery, in support of the supportant one to the best of any knowledge true and complexe. 1 indexemption that is a substantial for zery index is grant the Cartification of Registration and/or the Heart-Respert Lacence in its decretion inducting if there is any decountion of astament model that its base or inaccurate in any model of grant processing and proces					
		I he dry declare that of if the stove is tote.					
		(- Review) n Science -					

S/N	Step	Screenshot					
8	Once you submit the application, the system	We have received yo	our application				
	acknowledgement page and an application number which starts with "MR" (do take note of this application number as it will be your reference number for any enquiries pertaining to this application).	Return S	tatus				
		RETURN NAM HLB - Cortifi Hotel-keepe	E cate of Registration and "S Licence	UCENCE NAME Certificate of Registration and Hotel-Keepor's Licence	RETURN NO. MR244001007	STATUS	
						Return to Dashboard $ ightarrow$	
	A confirmation email will be sent to you.						