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

S/N	Step	Screenshot
1	Go to GoBusiness Licensing website <u>https://dashboard.gobu</u> <u>siness.gov.sg/login</u> Log in to GoBusiness Licensing using SingPass or CorpPass.	<image/> <image/> <section-header><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></section-header>
2	Select "I am transacting for my company" if you are applying for your business entity/UEN (highlighted in yellow). Select the "I am transacting on behalf of my client" if you are applying on behalf of another business entity/UEN.	Select your profile User \$82742498 Juan in a Million Pite Ltd 223051130D I am transacting for my company I am transacting on behalf of my client Entity based in Singapore must be registered with UEN Issuance Agency for transactions with GoBusiness Dashboard. An entity may obtain a UEN by registering itself with an appropriate UEN issuance Agency as listed in www.uen.gov.sg, under the link "Who will issue UEN to me?" Entity not based in Singapore must be registered with Corppass for transactions with GoBusiness Dashboard. An entity may obtain a VEN by registering itself with a coppropriate UEN issuance Agency as listed in www.uen.gov.sg, under the link "Who will issue UEN to me?" Entity not based in Singapore must be registered with Corppass for transactions with GoBusiness Dashboard. Foreign entity may obtain a Non-UEN by registering itself with Corppass for more details visit www.corppass.gov.sg.
3	Click on "Licences" > "Apply Licences".	Dashboard My Submissions Licences Accreditations Levy Help Search by Government Agency, Licence or A Apply Licences ber Juan in a Million Pte Lt My Licences Renew Licences 223051130D Amend Licences Submit Returns Verify Licence Verify Licence Verify Licence

S/N	Step	Screenshot
4	Under Find Licence, select "Hotels	gobusiness Dashboard My Submissions Licences \lambda Accreditations \lambda Levy \lambda Help \lambda
	Licensing Board (HLB)" under the list of government agencies and click "Apply".	Search by Government Agency, Licence or Application name/number
		Find licence Browse the full list of licences sorted by government agency or apply by intent.
		Apply by intent
		Organising an event Opening a Food Service Business
		Determine and apply for your upcoming Create a custom application journey, to event's required licenses and permits based make identifying and applying Food Service on event type. Business licenses quick and simple.
		Go to e-Adviser for Events Go to Food Services Guided Journey
		н
		Housing & Development Board (HDB)
		Hotels Licensing Board (HLB)
		Apply for Certificate of Registration and Hotel-keeper's Licence
		Health Sciences Authority (HSA)
5	Review the FAQs and the list of required	Apply for Certificate of Registration and Hotel-keeper's Licence
	supporting documents.	Details
	Click "Apply".	<text><section-header><section-header><section-header><section-header>Reg Construction of the former more the former of the</section-header></section-header></section-header></section-header></text>

S/N	Step	Screenshot
6	Under "General Information", select your Profile: • "As an applicant" if you are the	You are applying for Certificate of Registration and Hotel-Keeper's Licence (HLB) All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted. © Estimated 15 Minutes to complete
prike ke Ho or • "C ap aro be Ho	 Proposed Hotel- keeper of the Hotel, or "On behalf of applicant" if you are applying on behalf of the Hotel-keeper¹. 	STEP 1 General Information Review and fill the following details for application. Profile I am applying As an applicant On behalf of applicant
ба	Complete the "Applicant Detail" section.	Applicant Detail Salutation Select Name Tim Tom ID Type NRIC V ID No. Final Email E
6b	Complete the "Company Detail" section. Click "Application Details" to go to the next page.	Company Detail Company Name Inff MANAGGAMMT PTE UE 22051108H Determe

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
	If you are applying on behalf of applicant/licensee, complete the "Filer Detail" section. Click "Application Details" to go to the next page.	Filer Detail Solution Solution Solution Name Tm Tom ID Type NRC NRC ID No. ****868E Email tmtnomqobc.com Contact Number +65. v \$872 5422
7	Under "Approved Use of Premises", select checkbox "Yes" to declare that you have received URA permission or relevant land use.	step 2 Application Details for Certificate of Registration and Hotel-Keeper's Licence (HLB) Fill in the following details. Fill in the following details. Approved Use of Premises I have obtained and am submitting the relevant Grant of Written Permission / relevant land use approval from Urban Redevelopment Authority (URA), Singapore Land Authority (SLA) or other relevant agencies. Yes
7a	Complete the "Hotel Information" section.	Hotel Information Name of Hotel Hotel Address Patient Code Bick/House Na. Bick/House Na. Streat Name Cor/Level @ (Cpitonal) Unit (Cpitonal) Unit (Cpitonal) </td

S/N	Step	Screenshot	
<u>5/N</u> 7b	 Complete the "Room Information" section [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. 	Room Information - Summary Total No. of Rooms	
		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 Come / Bed Rate (\$) No. of Rooms Total No. of Beds (Mandatory for Bockpackers Hostal only) (Optional) Intel No. of Beds (Mandatory for Bockpackers Hostal only) (Optional) Image: Ima	
		No. Category Room / Bed Rate (\$) No. of Rooms Total No. of Beds (Mandator Backporkers Hossil only) No data available in table Image: Category in the stable of the stable	Actions ng

S/N	Step	Screenshot
7c	 Complete "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 entries. 	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
7d	Complete the "Hotel- Keeper's Information" section.	Hotel-Keeper's Information Nome Designation in Hotel Select ID Type & ID No. ID Type NRIC ID No. ID Internation sharing purposes Mobile No. <td< td=""></td<>

S/N	Step	Screenshot
7e	Under "Guest Profile",	Guast Profile
	specify the Guest Ratio	Local and Tourist percentages must add up to 100%. Please provide the guest profile projections based on a period of one year from the date of commercement of batel constrainer.
	 Local and tourist percentages must 	Tourist Percentage (%)
	add up to 100%.	
		Local Percentage (%)
		Explanatory Note: Local guests include I) Singapore Citizens II) Singapore Permanent Residents; and III) Non-permanent residents holding employment pass, work permit, student pass, dependent pass holders and long-term social visit pass
7f	Specify the security measures to • Curb potential	Security Measures Please declare the security measures in place to curb vice activities in the hotel and to ensure the safety of your guests.
	 Ensure safety of hotel guests. 	Security Measures Adopted to Curb Potential Vice Activities
		Security Measures Adopted to Ensure Safety of Hotel Guest
7g	Declare if Hotel is applying to charge	Transit Rates
	transit rates ² .	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 the basis of the basis.
		Please declare whether the hotel intends to offer and sell transit rates.
		○ Yes
		⊖ No
	If "Yes", to indicate the reason for offering	Please declare whether the hotel intends to offer and sell transit rates Yes
	transit rates, and declare the room rates	○ No
	and the duration	Reasons for Offering Transit Rates
	• If there is more than 1 transit	
	room rate, click	
	"Add" to add	
	more melas.	

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	
		Room Rates and Duration Please declare the room rates and duration. Transit Room Rate (\$) Duration (Hrs) Image: Add Image: Add Image: Add Antenem of 1 order from Rates and Duration.	
		Transit Room Rate (\$) Duration (Hrs) Activ No data available in table	MIS
7h	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	8
7i	 Hotel to declare if a Fire Certification is required for the hotel premises³ If "Yes", 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. 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	that

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
7j	Upload the supporting	Supporting Documents
	documents.	A complete submission in required for HBI to process and approve your learners application.
		Analy access in incompany documents for i company application: 1. Bio, Coral of Writins Permission / Approved Use of Promisen 2. ACIA flusteness Profile
	Please note that the	3. Logy of Adventument according to the Honora Amplitude in Hu-Honora 4. Candidam William (CV) of Propand Hale Keeper 5. Propound Hotel Keeper's Work Pran
	file name must have	6. Semporary Fine Yermit / Fine Schitty Cartificatio / Fine Cartification / Continuation of Structural Inspection Paperti 7. BCA Temporary Occupation Permit / Cartificatio of Schutery Completion / Continuation of Structural Inspection Paperti
	no more than 130	URA Gozet of Welline Permission / Approved Use of Premains
	characters and no	City i tim or / fin or tim. However and how reason Film 128 showshow and no quants. Chip kinine, [or 4], and hyphrees () are allowed. Essentier through) (den, den ; yang yang pell, peng
	spaces.	Drep o file tree or dick to gload
	-F	ACR Business Prefits
	Note:	(kaj ran ar denom som ben 180 denomber ord sompore. Odyktine for al medicense [1] ord hydron () are almosed 189 on over denombij dan, dans jana, jana, jana jana jana jana jana ja
	• LIRA Grant of	Litep o Bintee or dict to global
	Written	Copy of Advertisement according to the Neitzs Template in PDF format 📀
	Permission ACRA	He same and here a non-box 100 detection out supports. Only bition (or a) motions (2 4) and hyphres () are almost a Discussion format(s) and, you, you gap and you Discussion format(s) and you gap and you
	Business Profile	Lungo a na vine ar act to space
	and the Copy of	Carrisolaw Wang (SV) of Poppand Heide Reeper (Systems)
	A duarticement (E	He man we have a more than 120 shows have not sequence. Only blinds for all monitors () if and hypotenes () are allowed. Document howed () days, bear, bygg, pp. 1 progr Paras = 0.0 more we disk how many
	Notice) are	
	mondetory	Preparal Idea of Amperia Work Pass (Systeme)
		Color one and here no not but 320 detection of support. Only biting (e.e.), and on (3.4), and hyphress () are almosted. Document framethyl, etc., here, jurg, gar, gar, gar Document framethyl, etc., here, jurg, gar, gar, gar, gar, gar, gar, gar, g
	documents for	Litip o di la rine de dicti to global
	submission of	Importery Tim Permit / Pars Sality Certificate / Pars Certificate (:permit)
	application.	Coly of a construction was from 100 detection of surgeous. Only blinds for all analoss () 41 and hyphress () are allowed Be some of hermitight from, down, jurn,
	• Upload the e-	Litep o Bintee or dict to global
	notice ¹ according	Importury Occupation Permit (ICOP) / Certificate of Statutory Completion (CSC) / Continuation of Structural Impedian Report (Cyture)
	to the Notice	He same and have no most host 120 characteries and in sequence. Coly believes (n 2 moleculors (2 M) and hypelenes () are obtained. Encoursed framely) days, days, jung, jung, jung Parson of Research () days and parson
	template in PDF	
	format. Ensure that	Other separating Document (planed)
	the Name of Hotel	He name and have me and he had been fan 120 does het op al weden (2 M) wedenwerd (1 wedenwerd (2 met does ned)) Beamen Benedigh den, dens jeer jage pell geer Penne of the need of
	is the same as the	
	Name of Hotel as	
	per your	
	application and on	
	your hotel signage.	
	• The name on the	
	resume should be	
	the same as the	
	Hotel-keeper name	
	as indicated in the	
	application form.	
8	Click "Review Form"	
	and ensure that all the	
	information entered	
	are accurate.	\leftarrow General Information Save Draft Review Form \rightarrow

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
9	Click "Declaration" to proceed.	Other Supporting Document (Optional) Oxy 1 file or 7 M & r less. Document Format(); doc, doc, jeed, jeg, pdf, prog
10	Scroll and read all parts of the declaration section before ticking the check box and clicking "Submit".	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text><text><text><text><text><list-item><list-item><list-item><list-item><list-item></list-item></list-item></list-item></list-item></list-item></text></text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
11	After submitting the application, the system will provide an acknowledgement page and an application number which starts with "FC" (do take note of this application number as it will be your reference number for any enquiries pertaining to this application). A confirmation email will be sent to you.	We have received your application A confirmation email has been sent to you.
		Application Status
		APPLICATION ID EST. PROCESSING TIME STATUS
		Certificate of Registration and Hotel-Kooper's Licence FC24751099 Minimum of 2 weaks from pro-opening inspection Mainting inspection Scientified Mainting inspection Scientified

The Secretariat may request for additional information or outstanding documents (if any) via a Request for Action⁵. Upon receiving all the required documents and end of the e-notice period⁶, the Secretariat will arrange with the applicant for a pre-opening inspection⁷ of the hotel. The processing of the application will take a minimum of two weeks upon the hotel passing the pre-opening inspection.

S/N	Step	Screenshot	
12	When your application has been processed, the licence	Certificate of Registration and Hotel-Keeper's Licence Licences (New) - HLB - FC244751099	ction 🗸
	status will change to "Pending Payment". Approval will be given after payment. Select "Pay" from the list of	View All My Submissions Results → View View Withdraw	
13	Once the payment has been made, a confirmation email will be sent to you.	We have received your application A confirmation email has been sent to you. Payment summary escurrow certificate of Registration and Hotel-Keeper's Licence Application Free	AMOUNT 25
		Subjected Total	\$ \$*
14	 Once the application has been approved, you can download your payment invoice or licence file for your application: Click "Select Action". Select "Download Invoice" or "Download Licence". 	My Submissions Certificate of Registration and Hotel-Keeper's Licence Licence Approved 14 Aug 2024 Licences (New) + HLB + FC244751099 View View All My Submissions Results > Duplicate Download Inverte Download Inverte Download Lice	n V Dice Since

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 e-notice published date.

⁷ A pre-opening inspection will be carried out to ascertain if the hotel is ready for operations. Checks will include, but are not limited to: (a) Furniture and fittings in most rooms; (b) Clearly visible hotel frontage & signage; (c) Reception counter or area for receiving guests; (d) Fully installed and operating security features; (e) Adherence to terms and conditions stated in URA's Written Permission and conditions laid down by other Government agencies.