Step-by-Step Guide for <u>Printing of Licences</u> Certificate of Registration and Hotel-Keeper's Licence

You are required to print the following licence(s) for every corresponding application after you have received the Printing of Licence notification:

| Application | Licences to print: |
|------------------------|--|
| New Application | Certificate of Registration |
| | Hotel-Keeper's Licence |
| Renewal of Licences | Once your licences have been approved for renewal, you will need to print: |
| | Hotel-Keeper's Licence |
| | If there is a Change of Hotel Name as part of your renewal application, |
| | you will need to print both the: |
| | Certificate of Registration |
| | Hotel-Keeper's Licence |
| Amendment | For Change of Hotel Name, print the following: |
| | Certificate of Registration |
| | Hotel-Keeper's Licence Certificate of Registration |
| | For Change of Hotel-Keeper, print: |
| | Hotel-Keeper's Licence |
| Update of Room | Certificate of Registration |
| information in | Hotel-Keeper's Licence |
| terms of number of | - |
| rooms resulting in | |
| change in size of | |
| hotel | |

The Certificate of Registration and/or the Hotel-Keeper's Licence need to be printed from the GoBusiness Licensing after the application has been approved and you have made payment for the fees (if applicable).

You will receive an email to inform you once your application has been reviewed and approved. A copy of the correspondence can also be found at the "Correspondence" tab in GoBusiness Licensing.

| S/N | Step | Screenshot |
|-----|---|--|
| 1 | Go to GoBusiness Licensing website https://licence1.business. | Q € LOGIN ULCENSEING ULCENSED ENTITIES ♀ SFA / NPARKS / AVS LICENCES 	 WHO WE ARE |
| | gov.sg/feportal/web/fron tier/home | Keywords Government Agencies Business Intent |
| | | e.g. Food court, Pet shop, NEA |
| | | Licence Management at your fingertips > |
| 2 | Next, click on "Login" | C C LOGN |
| | | Asc Keywords Government Agencies Business Intent |
| | | Search Licence by Keywords Search |
| | | Licence Management at your fingertips > |
| 3 | Log in to GoBusiness Licensing using SingPass ¹ | Q ☐ LOGIN |
| | Singi ass | via Business Users Log in with singpass of Log in with singpass of Via Log in with singpass of Via Log in U Log in with singpass of U Log in U Via Log in in U Via Via Via Log in U Via Via Via Via Via Via Via Via Final Via |

¹ 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

| 3a | Log in with SingPass ID | A Singapore Government Agarcy Washite | |
|-----|---------------------------|--|---|
| | and Password or scan | 5 | r 1 r @ Q |
| | the QR code with the | Advisory Note V | |
| | SingPass app | | Singpass app Password login |
| | | | Scan with Singpass app to log in |
| | | | |
| | | Vour trusted digital identity | |
| | | | Don't have Singpass app? Download now |
| | | A Singapore Government Agency Website | continue singpois oppricementer for |
| | | singpass | F T F @ Q |
| | | Advisory Note 🗸 | |
| | | | Singposs app Possword login |
| | | | Log in |
| | | | Password |
| | | Your trusted digital identity | Log in |
| | | | Forgot Singpass ID Reset password |
| | | | Register For Singpass |
| | | | |
| | | | |
| 3b | Select the relevant | - | Singapore Government |
| | UEN/Entity ID (if | corppass | Contact Us Peedbeck Sternep MQ |
| | applicable) | | |
| | | Select UEN/Entity ID | |
| | | EINERVIEW EINERVIEW EINERVIEW EINERVIEW | |
| | | | |
| | | | |
| | | | |
| S/N | Step | Screenshot | |
| 4 | You will need to know | | A 4 |
| | your licence number in | | |
| | order to commence with | Applications Licences Payments Requests for Activ | on Managed Returns Correspondences |
| | printing of licences. | | |
| | The lines of such as one | Application Details | • |
| | he found under the | Hotels Licensing Board Certificate of Registration and Hotel-keeper's Licence | |
| | Application tab or the | Application Number C1920108453 Submission Date | 01 Mar 2019 |
| | header of the Printing of | Application Type New Company Application Status Approved Created Date | YA KUN HARVEST PTE. LTD. 01 Mar 2019 |
| | Licence notification. | Applicant Willard Fletcher Submission Name | B1920248970 |
| | | Filer Willard Fletcher Remarks Business Operating Licence Number | M1990 |
| | | Adaress | |

| 5a | Click on the Licences tab and key in your Licence Number in the search bar to locate the right licence for printing. | MESAGE 01 March 2019 Mrs. Willard Fletcher Hotel ABC 237, ALEXANDRA ROAD, THE ALEXCIER Singapore 19929 Dear Mrs. Willard Fletcher PIENT MC OCCRETIFICATE OR REGISTRATION AND HOTEL-KEEPERS LC VEC (LICENCE NO: M1990) 1. Thank you for making payment for the Certificate of Registration and Hotel-Keeper's Licence 1. Thank you for making payment for the Certificate of Registration and Hotel-Keeper's Licence 2. The Certificate of Registration and Hotel-Keeper's Licence are ready for printing via LicenceOne. Please login to LicenceOne and go to: 4. Wy Portfolio > Licences > Search Licence > Licence Details > Print: The Certificate of Registration and Hotel-Keeper's Licence are ready for printing of a LicenceOne. Please login to LicenceOne and go to: 4. Wy Portfolio > Licences > Search Licence > Licence Details > Print: The Certificate of Registration and Hotel-Keeper's Licence should be printed on two separate pieces of plain white A4 size paper. A step-by-step guide is assisted a https://www.hill.gov.xg to guide you through the printing groces. 3. Do note that Regulation 23 of the Hotels Licensing Regulations, 1990 Ed, requires the following to be displayed in a conspicuous place in the public part of your hotel. 5. Dashboard Applications Quide the group of the Maraged Returns Correspondences Click My Portfolio 5. Licences Search Licence Sou can view via LicenceOne. 3. Click Print icon Licence I forew Name & Licence Issue Expiry Agency & Artion |
|-----|--|--|
| | Once the licence is | Number () Licence Name () Status () Date () Date () Action |
| | displayed, click on the Print Icon | 50713 Lettinare o regolation and note: Active 22 reo 31 Dec notes Lettining Action V |
| | Alternatively, click on your licence number to view the Licence Details screen. | HOME WY PORTFOLIO ILCENCE APPLICATION ILCENSED ENTITIES Applications Licences Dashboard Applications Licences Payments Requests for Action Managed Returns Correspondences Licences Agency Name, Licence Name |
| | | Please click here for the list of licences you can view via LicenceOne. |
| | | Licence Licence Name & Licence Issue Expiry Agency Action |
| | | M1990 Certificate of Registration and Hotel- Active 01 Mar 31 Dec Hotels Licensing Action V |
| | | |
| S/N | Step | Screenshot |

| 5b | You will be directed to the Licence Details screen. | Image: Conceptibility Image: Conceptibility Image: Conceptibility Image: Conceptibility Image: Conceptibility |
|----|---|--|
| | Click on Print Licence/Certificate | Licence Number 50713 Business Operating Address Company Name) Active Expline 31 Dec 2019 Licence Name Certificate of Registration and Hotel Remarks Keeper's Licence Click Print Licence/Certificate to View the Documents BACK PRINT LICENCE/CERTIFICATE View LICENCE INFORMATION AMEND CANCEL |
| 5c | The Certificate of Registration and Hotel- Keeper's Licence will be displayed under the "Licence Document" row. Click on the licence of your latest application to print or download the e- licence. | Image: Note and the second |
| | Please be reminded that you have to print the Certificate of Registration and Hotel- Keeper's Licence on two separate pieces of plain white A4 size paper. | Licence Documents Document Name Click to download and print the e-Licence HotelKeeperLicence (New).pdf Certificate of Registration (New).pdf |