

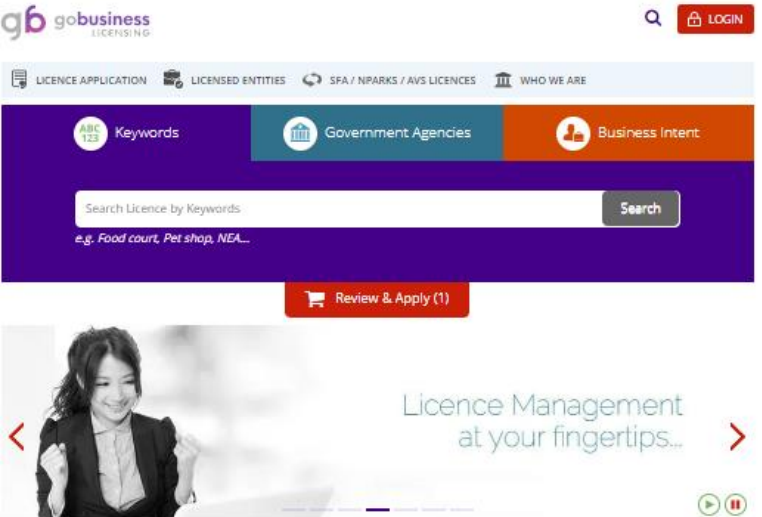
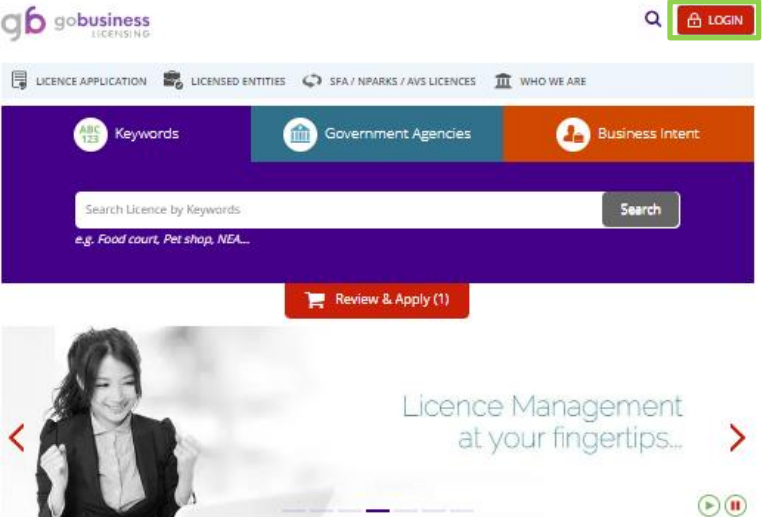
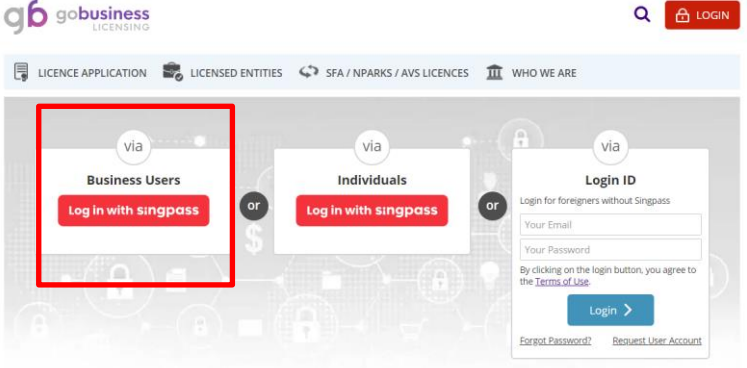
**Step-by-Step Guide for Printing of Licences
Certificate of Registration and Hotel-Keeper's Licence**

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

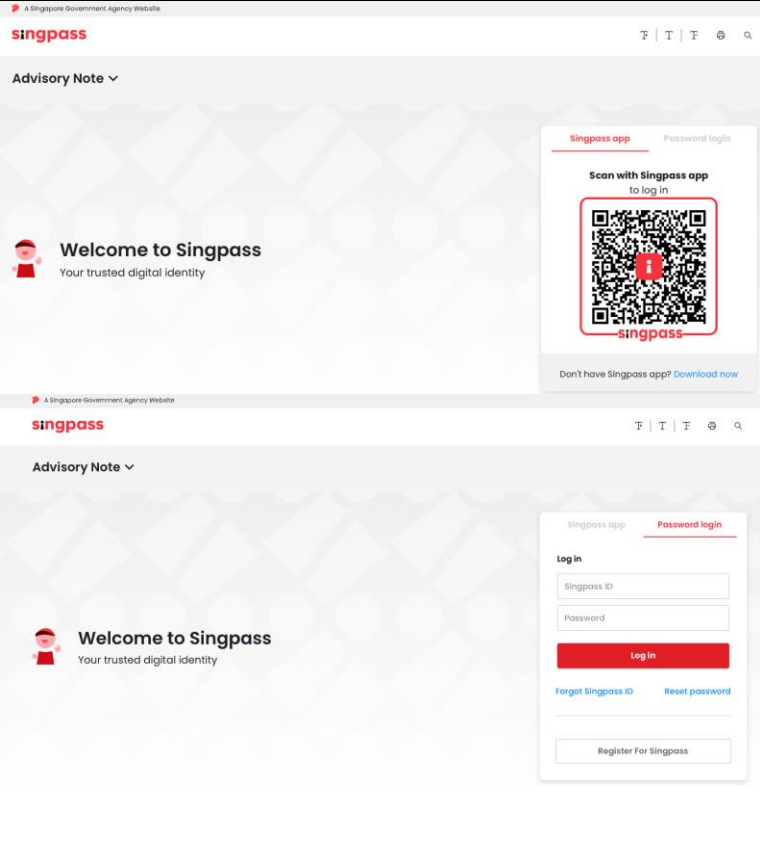
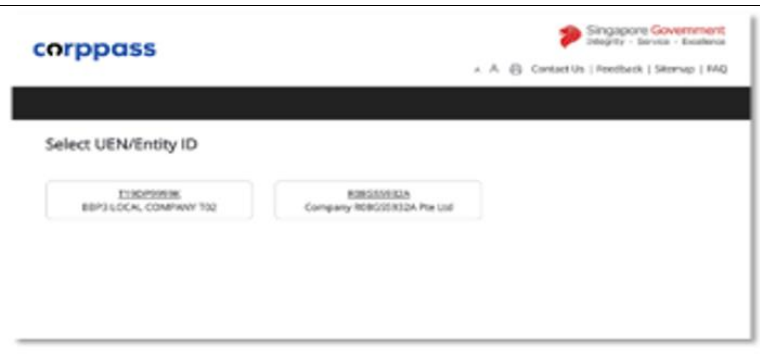
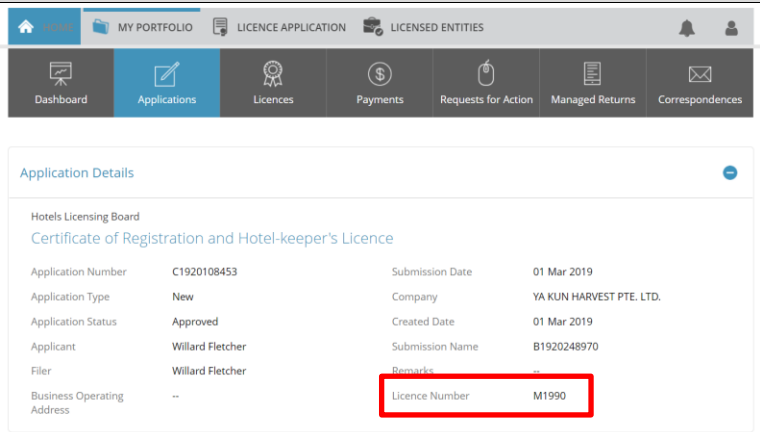
Application	Licences to print:
New Application	<ul style="list-style-type: none"> • Certificate of Registration • Hotel-Keeper's Licence
Renewal of Licences	<p>Once your licences have been approved for renewal, you will need to print:</p> <ul style="list-style-type: none"> • Hotel-Keeper's Licence <p>If there is a Change of Hotel Name as part of your renewal application, you will need to print both the:</p> <ul style="list-style-type: none"> • Certificate of Registration • Hotel-Keeper's Licence
Amendment	<p>For Change of Hotel Name, print the following:</p> <ul style="list-style-type: none"> • Certificate of Registration • Hotel-Keeper's Licence Certificate of Registration <p>For Change of Hotel-Keeper, print:</p> <ul style="list-style-type: none"> • Hotel-Keeper's Licence
Update of Room information in terms of number of rooms resulting in change in size of hotel	<ul style="list-style-type: none"> • Certificate of Registration • Hotel-Keeper's Licence

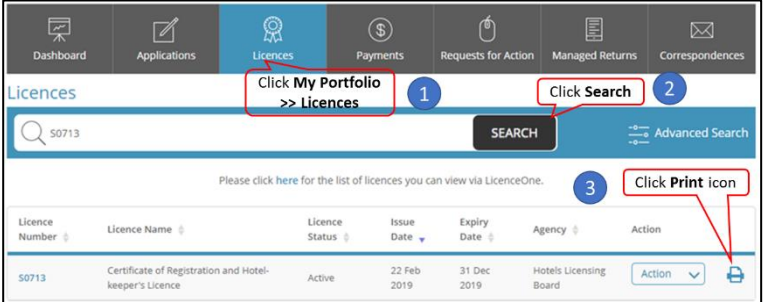
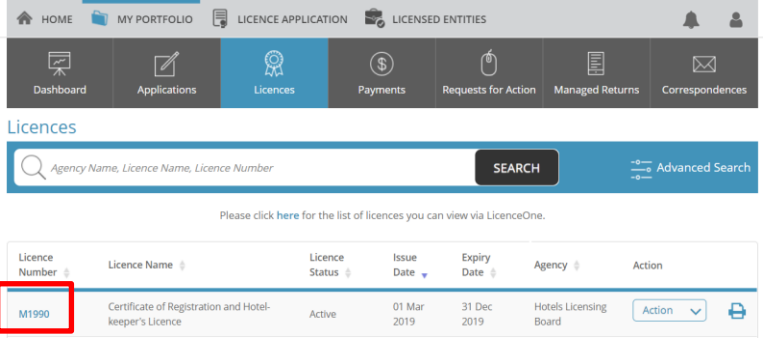
The Certificate of Registration and/or the Hotel-Keeper's Licence need to be printed from the GoBusiness Licensing after the application has been approved and you have made payment for the fees (if applicable).

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.gov.sg/feportal/web/frontier/home	
2	Next, click on “Login”	
3	Log in to GoBusiness Licensing using SingPass ¹	

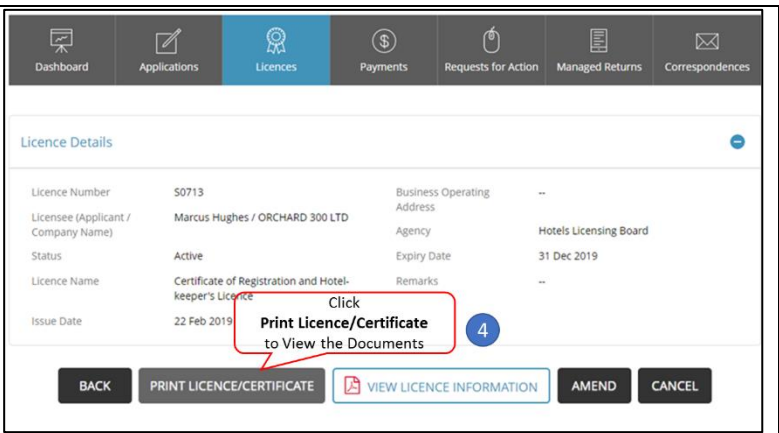
¹From 11 April 2021, the login process for Corppass will be changed to verify an individual’s identity via Singpass first, before allowing the user to access and transact with government digital services. After clicking on ‘Log in with Singpass’, you will be directed to log in via Singpass, before gaining 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 and Password or scan the QR code with the SingPass app	
3b	Select the relevant UEN/Entity ID (if applicable)	
S/N	Step	Screenshot
4	<p>You will need to know your licence number in order to commence with printing of licences.</p> <p>The licence number can be found under the Application tab or the header of the Printing of Licence notification.</p>	

		<p>MESSAGE</p> <p>01 March 2019</p> <p>Mrs. Willard Fletcher Hotel ABC 237, ALEXANDRA ROAD, THE ALEXCIER Singapore 159929</p> <p>Dear Mrs. Willard Fletcher</p> <p>PRINTING OF CERTIFICATE OF REGISTRATION AND HOTEL-KEEPER'S LICENCE (LICENCE NO: M1990)</p> <p>1. Thank you for making payment for the Certificate of Registration and Hotel-Keeper's Licence.</p> <p>2. The Certificate of Registration and Hotel-Keeper's Licence are ready for printing via LicenceOne. Please login to LicenceOne and go to:</p> <ul style="list-style-type: none"> My Portfolio > Licences > Search Licence > Action > Print; or My Portfolio > Licences > Search Licence > Licence Details > Print <p>The Certificate of Registration and Hotel-Keepers Licence should be printed on two separate pieces of plain white A4 size paper. A step-by-step guide is available at https://www.hlb.gov.sg to guide you through the printing process.</p> <p>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:</p>
5a	<p>Click on the Licences tab and key in your Licence Number in the search bar to locate the right licence for printing.</p> <p>Once the licence is displayed, click on the Print Icon.</p>	
	<p>Alternatively, click on your licence number to view the Licence Details screen.</p>	
S/N	Step	Screenshot

5b You will be directed to the Licence Details screen.

Click on Print Licence/Certificate



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.

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.

