Step-by-Step Guide for <u>Managing Request for Action (RFA)</u> Certificate of Registration and Hotel-keeper's Licence

The Request for Action (RFA) feature allows the agency officer to request for additional information or supporting documents (if any) pertaining to the application. It also allows applicants to view and respond to the enquiries sent by the agency officer.

Upon a pending RFA requiring your action and any necessary amendments, you will receive an email notification. The application's license status will be updated to "Pending Applicant Action".

S/N	Step	Screenshot
1	Go to GoBusiness Licensing website <u>https://dashboard.gobusines</u> <u>s.gov.sg/login</u> Log in to GoBusiness Licensing using SingPass or CorpPass.	Welcome to GoBusiness Understand State of the Company of the comp
2	Click on "Licences" > "My Licences"	Dashboard My Submissions Licencer Accreditations × Levy × Help × Search by Government Agency, Licence or A Apply Licences iber My Licences My Licences Juan in a Million Pte Lt Renew Licences Amend Licences Submit Returns Verify Licence Verify Licence
3	Search for the application with the licence status "Pending Applicant Action" and click "Edit".	My Submissions Certificate of Registration and Hotel-Keeper's Licence Pending Applicant Action 14 Aug 2024 Select Action Licences (New) - HLB - FC244744524 Edit

S/N	Step	Screenshot
4	Click "Application Details" to go to the next page.	You are applying for Certificate of Registration and Hotel-Keeper's Licence (HLB) All texts are nandativy velets stated a optimal. Prease note that processing the may be desped if incomplete or inaccarde Wermation is selentified. C Ensemble II Municip
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5	Based the officer's remarks,	<i>Example</i> - Remarks: Amend hotel name and reupload e-notice.
	please proceed to make the necessary changes in the form and enter your response at the "Remarks" section. Once completed click on "Review Form".	O Benner Mail HEP J Implement Mail HEP J O Benner Mail HEP J O Benner Mail Application Details for Certificate of Registration and Hotel-Keeper's Licence (HLB) File in the Indexes File in the Indexes g details.
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8	Scroll and read all parts of the declaration section before ticking the check box and clicking "Submit".	STEP 4 Declaration Rease scrol to read and acknowledge the following clauses. General Declaration I declarate that all of the information given in this application form is true and correct. Lause that in any logal proceedings, 1-ball not departe the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application. Certificate of Registration and Hotel-Keeper's Leence (HLB) 1. If i any submitting this application on behalf of the Applicant, 1 declare that 1 due understood to act for the Applicant and the occupier of the premises of the Hotel for the supposes of this application. 2. If I am the Applicant, I declare that 1 am authentsed to act for the cocupier of the premises of the Hotel for the supposes of the supplication. 3. If I am the Applicant, I declare that 1 am authentsed to act for the cocupier of the premises of the Hotel for the supposes of the supplication. 3. If I am the Applicant, I declare that 1 am authentsed to act for the cocupier of the premises of the Hotel for the supplication. 3. If I am the Applicant, I declare that 1 am authentsed to act for the cocupier of the premises of the application. 3. If I am the Applicant, I declare that the documents submitted, if any, in support of the application and for the Hotel-Keeper's Licence in its discretion including if there is any declare that all of the above is true. 3. Indextand that the I deale was to the supplication and for the Hotel-Keeper's Licence in its discretion including if there is any declare that all of the above is true. 3. Indextand that all of the above is true. 3. Indextand that all of the above is true. 3. Indextand that all of the above is true. 3. Indextand that all of the above is true. 3. Indextand that all of the above is true. 3. Indextand that all of the above is true. 3. Indextand that all of the above is true. 3. Indextand that all of the above is true. 3. Indextand that all of the above is true. 3. Indextand that all of the above is true. 3. I
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