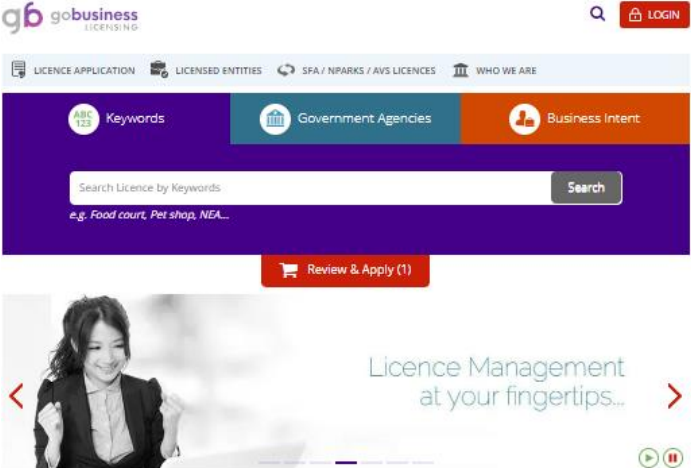
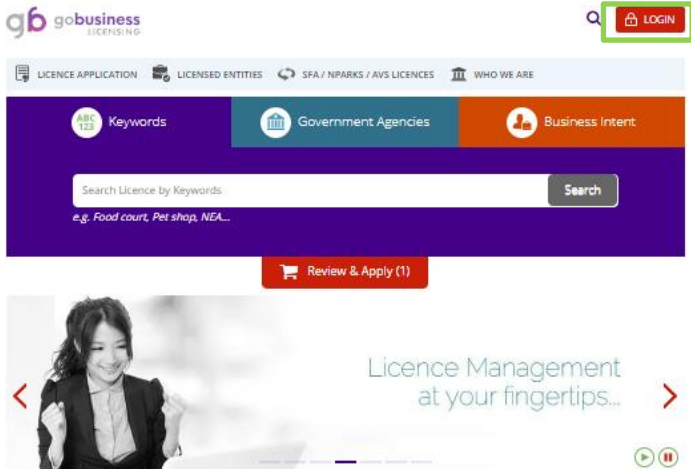
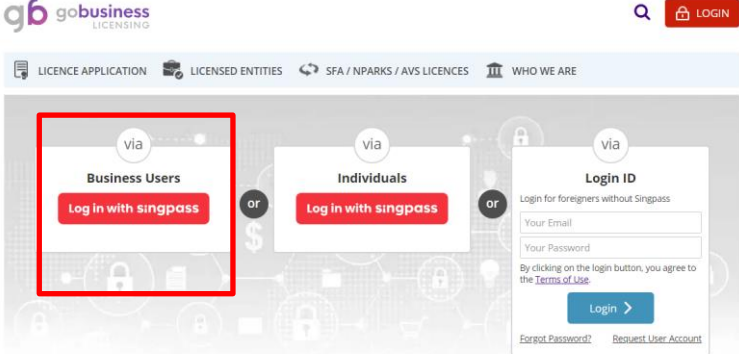
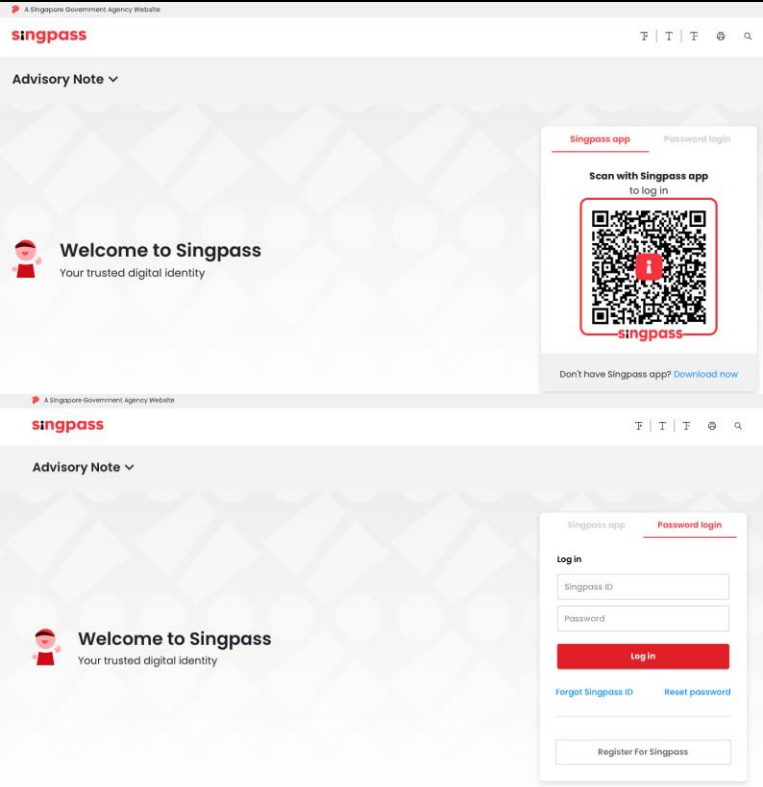

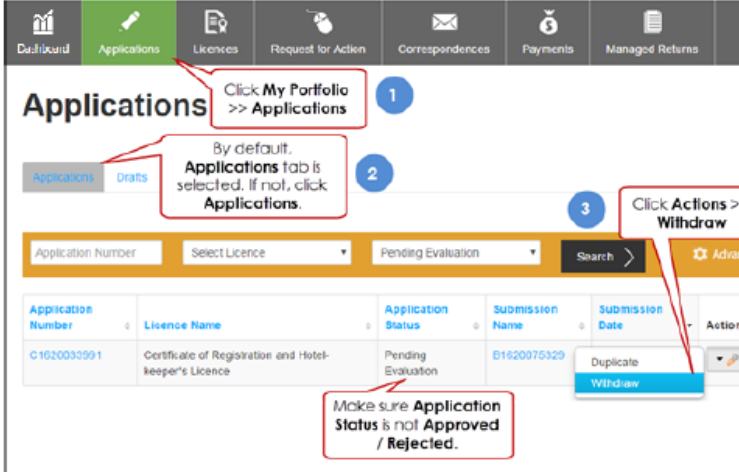


Step-by-Step Guide for Withdrawal of Submitted Application Certificate of Registration and Hotel-keeper's Licence

The filer may withdraw the New, Amend and Renewal application if you decide not to proceed with the application. Please note that once the New, Amend and Renewal application has been approved by the Board, a withdrawal application cannot be submitted.

S/N	Step	Screenshot
1	Go to GoBusiness Licensing website https://licence1.business.gov.sg/feportal/web/frontier/home	
1a	Next, click on “Login”	
2	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

S/N	Step	Screenshot
2b	<p>Log in with SingPass ID and Password or scan the QR code with the SingPass app</p>	
2c	<p>Select the relevant UEN/Entity ID (if applicable)</p>	
3	<p>Click on “My Portfolio > Applications”</p> <p>Enter the Application Number and Click on “Search”</p> <p>Click on “Action > Withdraw”</p>	

S/N	Step	Screenshot
4	<p>Select the checkbox to agree to the Terms of Use</p> <p>Click on “Next”</p>	
5	<p>Indicate “Reason for Withdrawal”</p> <p>Click on “Proceed”</p>	
6	<p>Click “Edit” if you would like to make changes to the application form or “Next” if you would like to proceed with the application.</p>	

S/N	Step	Screenshot
7	<p>Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with “W” (do take note of this application number as it will be your reference number for any enquiries pertaining to this application).</p> <p>You may choose to print or close the acknowledgement page.</p>	

The Secretariat may request for additional information or supporting documents (if any) via the “Request for Action”² feature. Upon receiving all the required documents and clarification (if any), the Secretariat will process the application.

S/N	Step	Screenshot
8	<p>Once the application has been reviewed and approved, you will receive an email acknowledgement. A copy of the correspondence can also be found under the “Correspondence” tab in GoBusiness Licensing.</p>	

² Please refer to the step-by-step guide on “Request for Action”