## Step-by-Step Guide for <u>Withdrawal</u> 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	G gobusiness Q 🔒 LOGIN
	Licensing website	📳 LICENCE APPLICATION 🔹 LICENSED ENTITIES 🗘 SFA/NPARKS/AVS LICENCES 🏦 WHO WE ARE
	https://licence1.business.	
	gov.sg/feportal/web/fron tier/home	Aug Keywords Government Agencies Business Intent
		Search Licence by Keywords Search
		e.g. Food court, Pet shop, NEA
		📜 Review & Apply (1)
		Licence Management at your fingertips >
1a	Next, click on "Login"	
		UCENCE APPLICATION 🔹 LICENSED ENTITIES 🗘 SFA/ NPARKS / AVS LICENCES 🏦 WHO WE ARE
		Keywords Government Agencies Business Intent
		Search Licence by Keywords Search e.g. Food court, Pet shop, NEA
		📜 Review & Apply (1)
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2	Log in to GoBusiness	
	Licensing using SingPass <sup>1</sup>	📑 LICENCE APPLICATION 🔹 LICENSED ENTITIES 🖘 SFA/NPARKS/AVS LICENCES 🏦 WHO WE ARE
		via Business Users Log in with singpass of Comparison of the single subset of the single subs

<sup>&</sup>lt;sup>1</sup> 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

S/N	Step	Screenshot
2b	Log in with SingPass ID and Password or scan the QR code with the SingPass app	* Advisory Note ~     Singpross     Advisory Note ~     Singpross     Y I I I I I I I I I I I I I I I I I I I
2c	Select the relevant UEN/Entity ID (if applicable)	Company : Birds - Baster A A O Center(Us   Prethold   Storwap   FAQ Select UEN/Entity ID EXECUTION BBP3LOCKS, COMPANY 192 Company REBISSION Pre Las
3	Click on "My Portfolio > Applications" Enter the Application Number and Click on "Search' Click on "Action > Withdraw"	Image: Contraction of the state of Registration and Hotel- Request for Action       Image: Contraction of the state of Registration and Hotel- Registration of the state of Registration and Hotel- Registration       Image: Contraction of the state of the s

S/N	Step	Screenshot
4	Select the checkbox to agree to the Terms of Use	Constant Information     Constant Information     Constant Information     Constant Information     Constant Information
		Withdraw Application Terms of Use
	Click on " <b>Next</b> "	Agreement     Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Websile, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Websile.     In these Terms of Use, the vortes "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discnarge any public function.     These Terms of Use, may be changed from time to time. Changes was the posted on this page. Your use of the Website changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.     We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without lability.     Access To the Website     1. The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous      0. KernSNER® LightST SERM SERMS SERMS SERMS SERMS SERMS we on any paracuar perison or to boock access from any internet agrees to
		this Webste, at any time, without ascribing any reasons whatsoever.  By clicking on the checkbox, I agree to be bound by the Terms of Use.
		1 Agree to Terms of Use
		Filer's Particulars Note: Salutation, Name. Nationality, Gender and Date Of Birth are taken from User Profile for your convenience.
		Please proceed to Update User Profile screen to edit these information where necessary.
		Salutation * Mrs + Designation OTHER Office Tel Number 67888885
		Name*         Armando Mendez           ID Type*         © NRC         # FIN         © Passport
		ID Number' G5021287L Pax Number 6708888
		Nationality * AMERICAN • Mobile Number 9788888
		Gender*   Male * Female Email user2@lfetesluser.com
		Date Of Birth * 01/01/1977 Atternative Email user2@thetestuser1.com Primary Contact © Office Tel Number
		Mode * # Home Tel Number Tick if you prefer to be SMS Mode Number notified via SMS
		Next Save as Draft Save as Draft & Exit
5	Indicate "Reason for	
	Withdrawal"	1 2 3 4 SELECT ADD PROVIDE ACKNOWLEDGEMENT
		SELECT ADD PROVIDE ACINOWLEDGEMENT Likence(s) General Information Application Details
	Click on "Proceed"	Withdraw Application
		Certificate of Registration and Hotel-keeper's Licence
		Withdrawal Information
		Date of Withdrawal* 03/11/2016
		Reason For Withdrawal *
		Click Proceed 4 Proceed Save as Draft
6	Click "Edit" if you	
0	would like to make	1 (4) SILECT ADD ROMEE ADDIOM/EDGEMENT
	changes to the	Likeneros) General information Application Details
	application form or	Withdraw Application Status completed.
	"Next" if you would like	Licence Name Completion Status Action Centricate of Restriction and Hotel/Header's Licence HLB Completion Status
	to proceed with the	Centricate of Registration and Hotel-Heeper's Licence HLB Completed
	application.	Withdrawel defails. Note: Please cick Start or Edit button below Action header to fil up the individual application form defails.
		Cick Submit

S/N	Step	Screenshot
7	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). You may choose to print or close the acknowledgement page.	Image: construction         Image: constructi

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

S/N	Step	Screenshot
8	Once the application has been reviewed and approved, you will receive an email acknowledgement. A	MY PORTFOLIO LICENCE APPLICATION - GUIDELINES ABOUT US INFO SEARCH (M) PUBLICLISERSI - LOGOUT Alterns Applications Leenes Request for Action Correspondences Correspondences Correspondences Correspondences Correspondences Correspondences Correspondences
	copy of the correspondence can also be found under the "Correspondence" tab in GoBusiness Licensing.	Name     Application     Dailway?     Application     Dailway?     Application       HL New Application Numericino Plassal     C151/0310178     Certificate of Registration and Notel exceptor Licence     New     Email     Licensenge     0 May 2015       Application Numericino Plassal     C151/0310178     Certificate of Registration and Notel exceptor Licence     New     Email     Licensenge     0 May 2015       Application Numericino Numericin
		Notification (to Applicant) Hotel keeper's Leence Licensing Doard Doard Doard Total \$ Records.

<sup>&</sup>lt;sup>2</sup> Please refer to the step-by-step guide on "Request for Action"