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

New, Amend and Renewal applications may be withdrawn if you decide not to proceed with the application.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

S/N	Step	Screenshot
1	Go to GoBusiness Licensing website https://dashboard.gobusine	GD pebusiness Welcome to GoBusiness
	ss.gov.sg/login Log in to GoBusiness Licensing using SingPass or CorpPass.	Image: Substance of the
2	Go to the top menu and click on "Licences" > "My Licences"	Dashboard My Submissions Licences 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 Amend Licences Submit Returns Verify Licence
3	For the application that you would like to withdraw, click on "Select Action > Withdraw".	Certificate of Registration and Hotel-Keeper's Licence Submitted Application: FC244744524 Updated on 14 Aug 2024, 06:07pm Select Action < Licences (New) - HLB View Form View Form Withdraw Duplicate
4	Tick "Yes" and Click "Withdraw".	Withdraw Application Any fees already paid will not be refunded, if you withdraw your application. Are you sure you want to proceed? Yes, I would like to withdraw my application and forfeit any fees already paid. Back Withdraw

S/N	Step	Screenshot
5	The application will now be pending withdrawal.	
		Withdraw request received successfully!
		Application No. FC244744524 is now Pending Withdrawal
		Return to My Submissions
7	Once the withdrawal is approved, the licence status will be changed to "Withdrawn".	Certificate of Registration and Hotel-Keeper's Pending Withdrawal Application: FC244744524 Updated on 14 Aug 2024, 06:42pm Select Action Select Action
		Certificate of Registration and Hotel-Keeper's Licence Withdrawn 14 Aug 2024 Select Action V