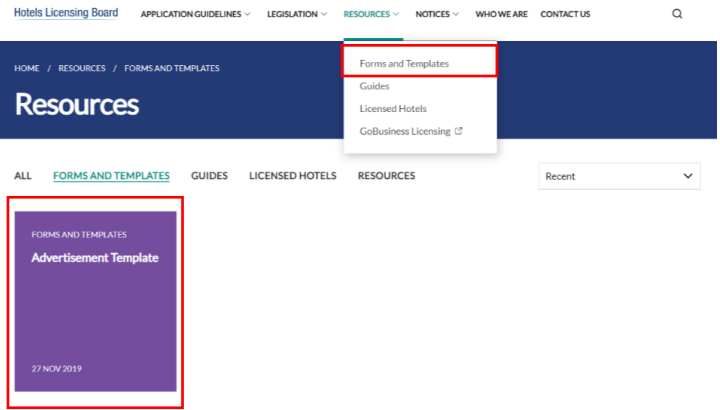

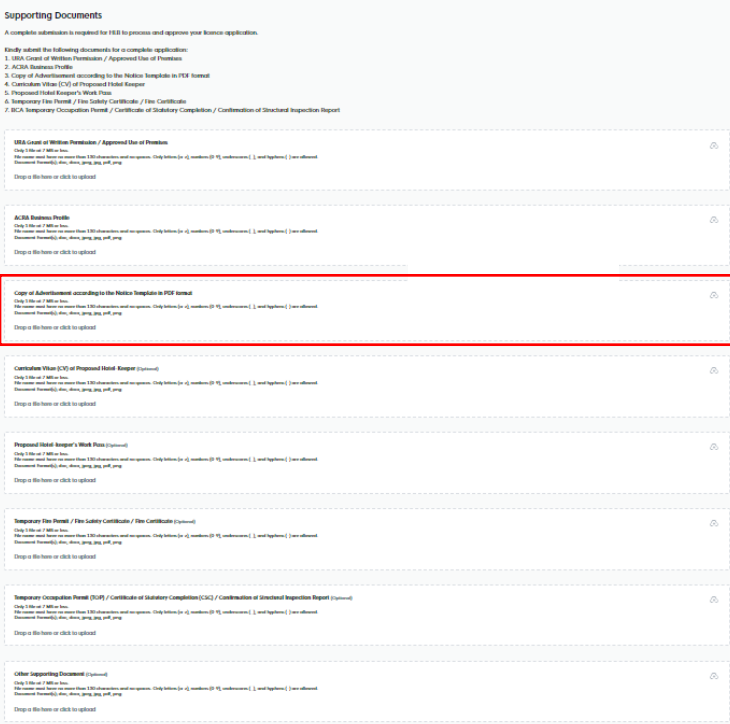
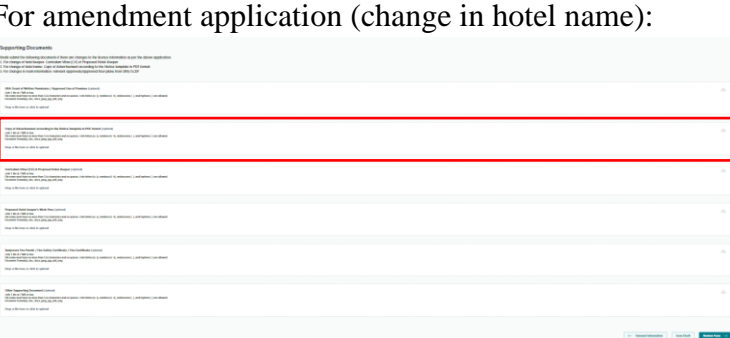
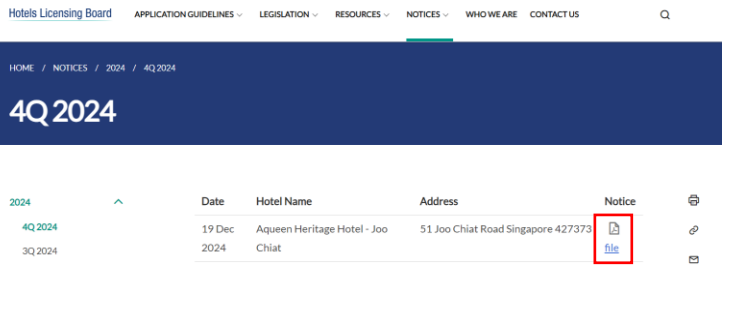








## Step-by-Step Guide for Submission of e-notice for Certificate of Registration

| S/N | Step  | Screenshot  |
|-----|---|---|
| 1   | <p>Download the <b>Advertisement Template</b> from the Forms and Templates under the Resources Section.</p>   |   |
| 2   | <p>Fill in the necessary information required in the Notice and save it in <b>PDF format</b>. Do ensure that you have accurately entered the Name of Hotel-keeper, Name of Hotel and Address of Hotel as per your application form</p> <p>Further, please make sure that the Name of Hotel is the same as the Name of Hotel as per your application (including use of lower/upper case letters, spacing, and special characters (e.g. @(),-!)) and on your hotel signage.</p> |  |

| S/N    | Step  | Screenshot   |   |            |         |        |        |                             |                                    |   |      |       |  |   |
|--------|---|--|---|------------|---------|--------|--------|-----------------------------|------------------------------------|---|------|-------|--|---|
| 3      | <p>Upload the e-notice<sup>1</sup> according to the Notice template in PDF format.</p> <p>Ensure that you have provided accurate information in the e-notice.</p> <p>The e-notice will typically be published on the HLB website within 3 working days from when the e-notice is successfully uploaded.</p> | <p>For new application:</p>  <p>For amendment application (change in hotel name):</p>   |   |            |         |        |        |                             |                                    |   |      |       |  |   |
| 4      | <p>You may view all e-notices published under the Notices section on the HLB website.</p> <p>Click on the PDF icon to view the e-notice.</p>  |  <table border="1"> <thead> <tr> <th>Date</th> <th>Hotel Name</th> <th>Address</th> <th>Notice</th> </tr> </thead> <tbody> <tr> <td>19 Dec</td> <td>Aqueen Heritage Hotel - Joo</td> <td>51 Joo Chiat Road Singapore 427373</td> <td></td> </tr> <tr> <td>2024</td> <td>Chiat</td> <td></td> <td></td> </tr> </tbody> </table> | Date  | Hotel Name | Address | Notice | 19 Dec | Aqueen Heritage Hotel - Joo | 51 Joo Chiat Road Singapore 427373 |  | 2024 | Chiat |  |  |
| Date   | Hotel Name  | Address  | Notice  |            |         |        |        |                             |                                    |   |      |       |  |   |
| 19 Dec | Aqueen Heritage Hotel - Joo   | 51 Joo Chiat Road Singapore 427373   |  |            |         |        |        |                             |                                    |   |      |       |  |   |
| 2024   | Chiat   |  |  |            |         |        |        |                             |                                    |   |      |       |  |   |

<sup>1</sup> Any notice of objection lodged with HLB within two weeks of the advertisement will be taken into account in the assessment of the application for a Certificate of Registration.