LICENCEONE GUIDE

Step by step application guide for regulated dealers

Important Notice

<u>Please log in with CorpPass</u> to ensure that the Certificate of Registration will be correctly granted to your <u>business entity</u> that is registered with ACRA or a relevant UEN Issuance Agency, whether you are a sole proprietorship, partnership, company, corporation, limited liability partnership and limited partnership. CorpPass is now the only login method for online corporate transactions with government digital services. To apply for your CorpPass account, please visit https://www.corppass.gov.sg.

<u>Do NOT log in with SingPass/ LicenceOne ID</u> unless you are exempted from registration with ACRA, and are registering in your personal capacity as an <u>individual</u> dealer.

You may refer to the table below for the log in methods.

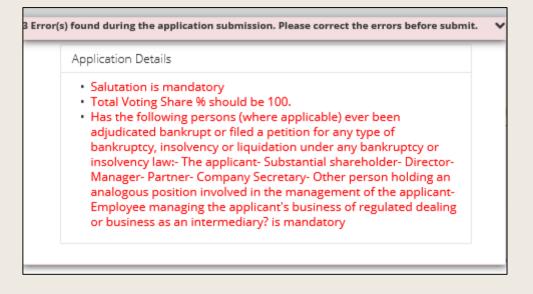
Country	Entity type		
	Business	Individual	
Singapore	CorpPass Account	SingPass Account	
	Most regulated dealers should log in using	Only if you are exempted from	
	CorpPass.	registration with ACRA.	
Not Singapore	CorpPass Account	LicenceOne ID	
	Business entities not registered in Singapore	Only for foreign dealers who are not	
	require a Unique Entity Number (UEN) to	issued with UEN.	
	transact. You may obtain a UEN by		
	registering with an appropriate UEN		
	Issuance Agency listed in <u>www.uen.gov.sg</u> ,		
	then apply for a CorpPass account.		

Useful Tips

• If there are incomplete/error entries in your submission, an error message will appear at the top of the screen.



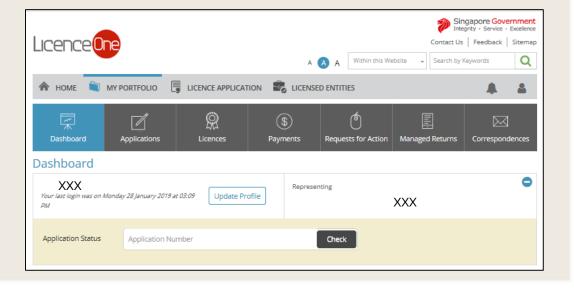
You can mouse over to view details of the error fields.



It takes less than 30 minutes to complete the registration application. In case you are unable to complete the application in one go, you may save as draft and continue later.



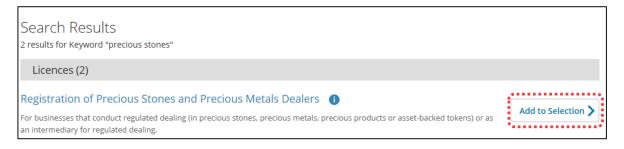
Upon submission, an Application Number will be generated.
 You can use this Application Number to check on its status using <Application Status> function.



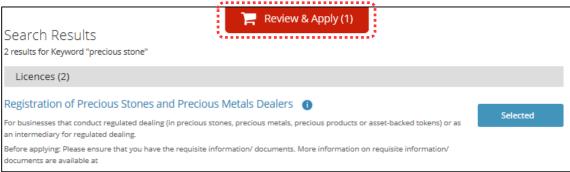
- Go to https://licence1.business.gov.sg/
- Type in 'precious stones' in the Keywords search box.
- Click <Search>.



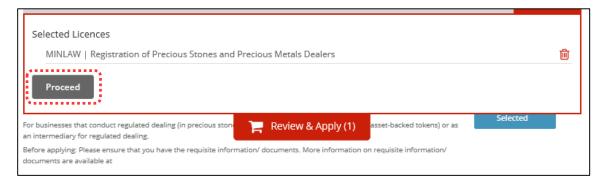
Click <Add to Selection>.



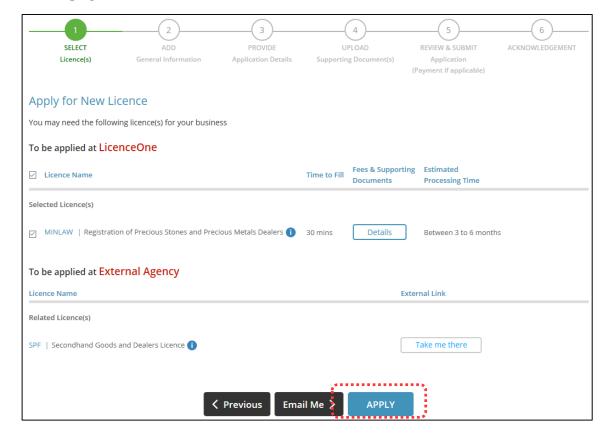
Click <Review & Apply (1)>.



Click < Proceed >.



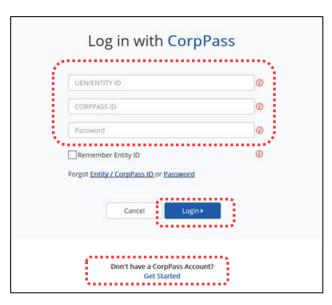
Click <APPLY>.



Select <Login via CorpPass>.



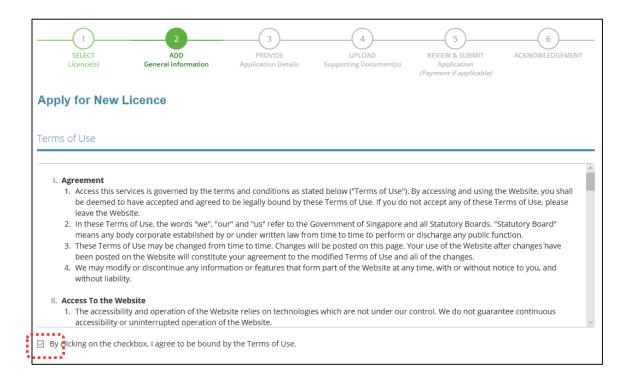
- Enter CorpPass log in details.
- Click <Login>.



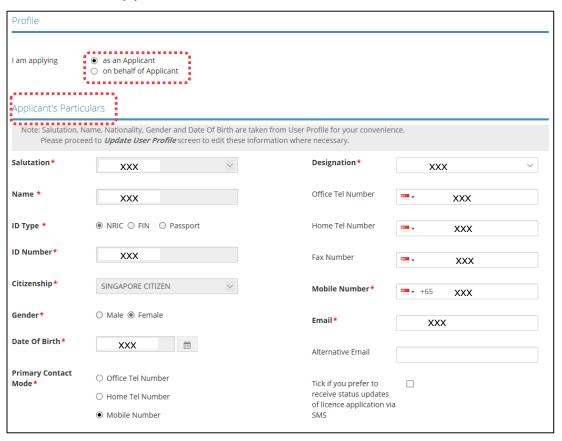
 If you do not have a CorpPass account, click <Get Started> to apply for one.

Step 2: ADD General Information

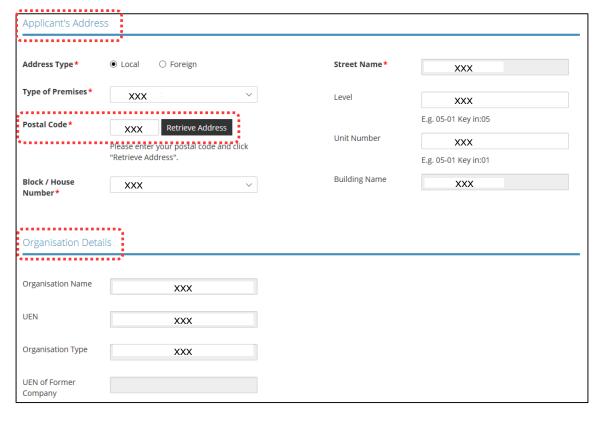
 Read and tick the checkbox for agreement to be bound by the Terms of Use.



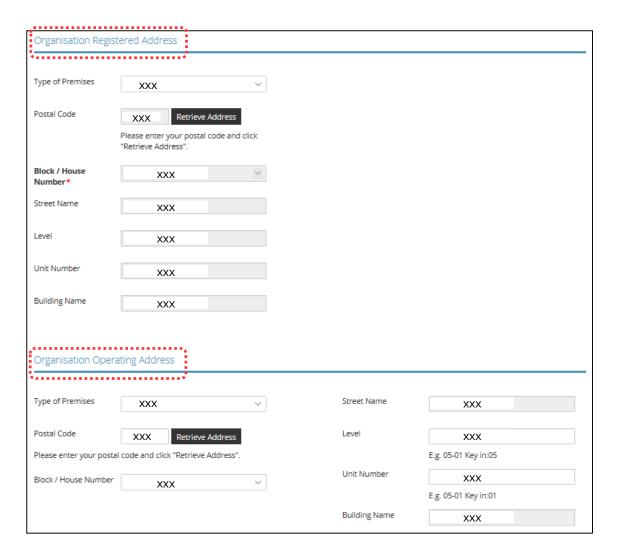
- Select if you are applying as an Applicant, or on behalf of Applicant.
- Enter Applicant's Particulars.



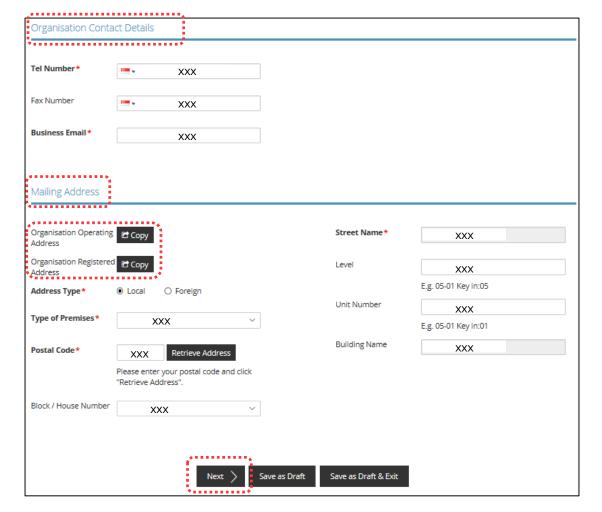
- Enter Applicant's Address. You may enter the Postal Code, then click <Retrieve Address>. Repeat for similar address fields.
- Enter Organisation Details.



- Enter Organisation Registered Address.
- Enter Organisation Operating Address.



- Enter Organisation Contact Details.
- Enter Mailing Address. You may click <Copy> for the address entered earlier to be copied here.
- Click <Next>.



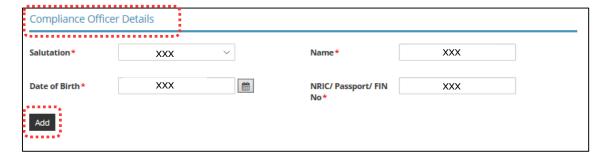
Step 3: PROVIDE Application Details

 Enter Directors/ Managing Directors/ Partner/ Company Secretary/ Owner/ Manager information.

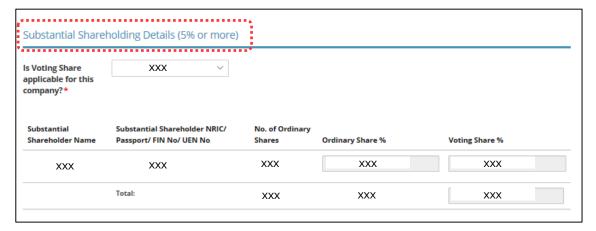
(1)	<u>(2)</u>	3	4	(5)	6	
SELECT Licence(s)	ADD General Information	PROVIDE Application Details	UPLOAD Supporting Document(s)	REVIEW & SUBMIT Application (Payment if applicable)	ACKNOWLEDGEMENT	
Apply for New Licence						
Registration of Pre	cious Stones and P	recious Metals D	ealers			
Directors/ Managi	ng Directors/ Partner	/ Company Secreta	ary / Owner / Manage	er		
1						
Salutation*	XXX	~	Date of Birth*	XXX		
Name	XXX		Whether proposed person is involved in any other	○ Yes ○ No		
NRIC/ Passport/ FIN No	XXX		Precious Stones and Precious Metals			
Designation	xxx		business in Singapore (provide details such as business name if 'Yes')*			
			If Yes. Provide details			
2						
Salutation*	XXX	~	Date of Birth*	XXX		
Name	xxx		Whether proposed person is involved in any other	O Yes O No		
NRIC/ Passport/ FIN No	xxx		Precious Stones and Precious Metals			
Designation	xxx		business in Singapore (provide details such as business name if 'Yes')*			
			If Yes. Provide details			

MINISTRY OF LAW

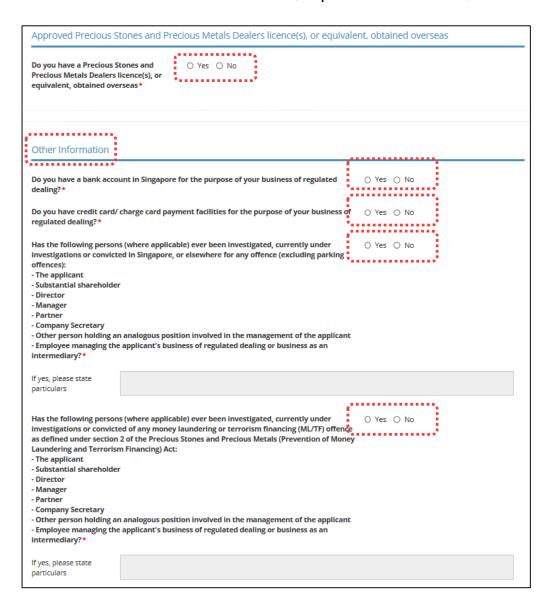
- Enter Compliance Officer Details.
- Click <Add>.



• Enter Substantial Shareholding Details (5% or more). The total voting share % should be 100.



- Declare if there is any PSMD licence obtained overseas.
- Declare for Other Information (8 questions in total).



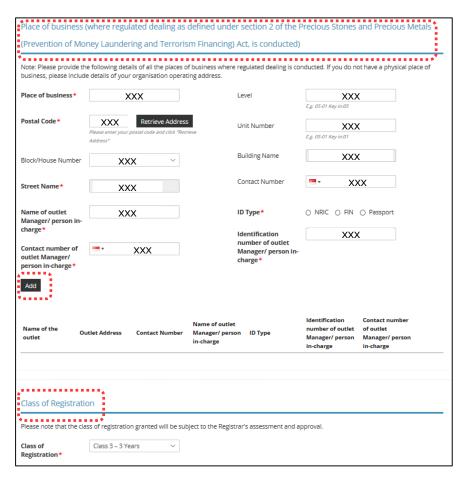
[continued] Declare for Other Information (8 questions in total).

defendant, arbitrator, or negligence matters, controngoing lawsuits at the portion of the applicant substantial shareholder Director Manager Partner Company Secretary Other person holding an	(where applicable) ever been a party to a lawsuit, as a plaintiff, claimant? Lawsuits include but are not limited to the following: act matters, debt matters and bankruptcies. Please include bint of registration application. analogous position involved in the management of the applicant applicant's business of regulated dealing or business as an	○ Yes ○ No
lf yes, please state particulars		
petition for any type of be insolvency law: - The applicant - Substantial shareholder - Director - Manager - Partner - Company Secretary - Other person holding an	s (where applicable) ever been adjudicated bankrupt or filed a ankruptcy, insolvency or liquidation under any bankruptcy or ankruptcy or an analogous position involved in the management of the applicant applicant's business of regulated dealing or business as an	○ Yes ○ No
particulars		

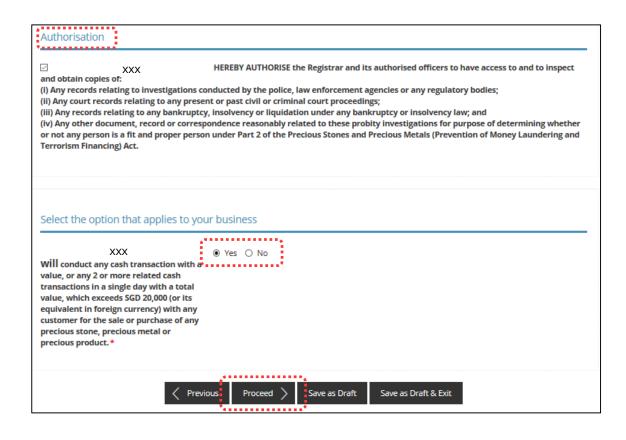
- [continued] Declare for Other Information (8 questions in total).
- Enter details if there are any relevant permits or licences obtained.

or his right, to cal registration or ot ML/TF risk or pass terrorism (AML/C - The applicant - Substantial shar - Director - Manager - Partner - Company Secret - Other person ho		
If yes, please state particulars		
of the applicant,	other persons holding an analogous position involved in the management who is not in the list of directors and shareholders? e.g. commonly used lude the Chairman and CEO. *	Yes O No O Not Applicable
lf yes, please state particulars		
•	le relevant permits or licences that are relevant to the business, that you nd Goods Dealer Licence, Kimberley Process Licence, Remittance Licence.	•

- Enter Place of Business.
- Click <Add>.
- Add on if you have more than 1 place of business.
- Select Class of Registration.
 - Class 3 3 Years
 - Class 2 2 Years
 - Class 1 1 Year



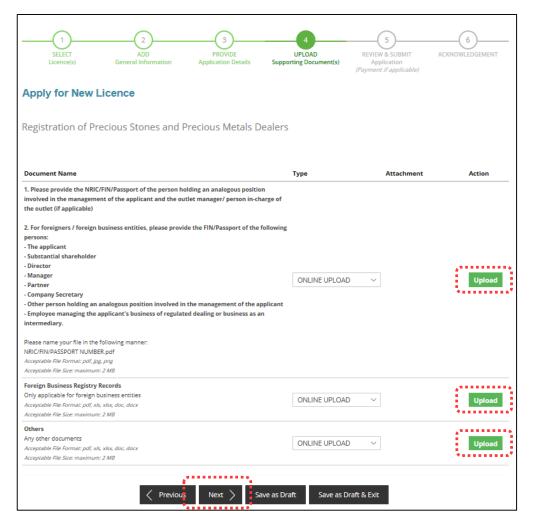
- Read and tick Authorisation.
- Select option whether you will conduct cash transaction exceeding S\$20,000.
- Click < Proceed>.



LicenceOne application – Step by step guide

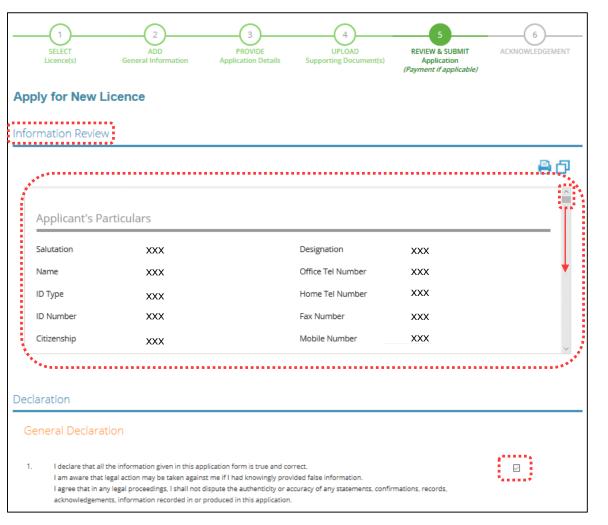
Step 4: UPLOAD Supporting Documents

- Upload copy of NRIC and/or other supporting documents.
- Click <Next>.

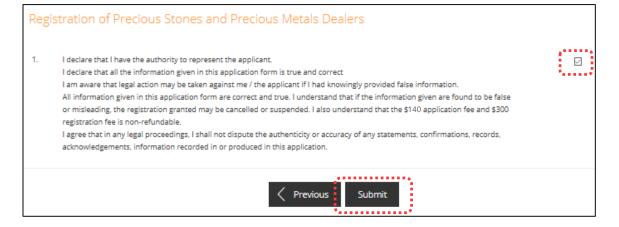


Step 5: REVIEW & SUBMIT Application

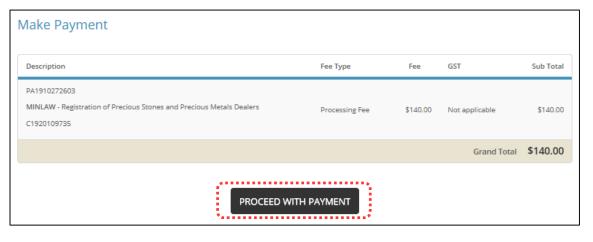
- Review all information entered.
- Read and tick General Declaration.



- Read and tick Registration of Precious Stones and Precious Metals Dealers.
- Click <Submit>.

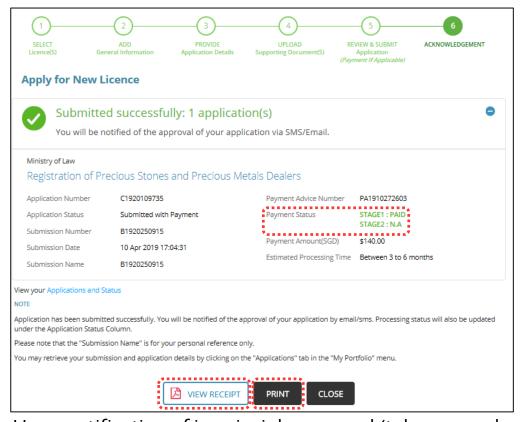


 Click <PROCEED WITH PAYMENT> to make payment for Application Fee.



Step 6: ACKNOWLEDGEMENT

- Check that STAGE1 has been PAID. This refers to the Application Fee.
- Click VIEW RECEIPT to save and/or print application fee receipt.
- Click PRINT to print application submission.



 Upon notification of in-principle approval (takes around 3 months or more), you may log in to LicenceOne to make payment for STAGE2, which is the Registration Fee.

CorpPass

Tel: 6443 0577

Mon – Fri: 8am – 8pm

Sat: 8am – 2pm

Email: support@corppass.gov.sg

LicenceOne

Tel: 6774 1430

Mon – Fri: 8am – 8pm

Sat: 8am – 2pm

Email: licences-helpdesk@crimsonlogic.com

Ministry of Law (MinLaw)

Tel: 1800 2255 529

Mon – Fri: 8.30am – 5.30pm

Submit enquiry via Contact Us@OneMinLaw:

https://mlaw.gov.sg/eservices/enquiry/