

Overview of Registration Process

Step 1: Apply & Pay Application Fee

In LicenceOne:

- Complete and submit the application form
- Pay **\$140 application fee**

Step 2: Application Processing

The Registrar will:

- Process the application; and
- Contact the applicant for any clarifications via the email address the applicant provided in LicenceOne

Step 3: In-Principle Approval

If the Registrar is satisfied the applicant is a fit and proper person:

- Registrar will give in-principle approval via the email address the applicant provided in LicenceOne

Step 4: Pay Registration Fee

After being notified of in-principle approval:

- Applicant must pay additional registration fee of S\$300 per place of business per year of registration

Step 5: Certificate Issued

On receipt of the registration fee, the Registrar will:

- Provide a link to the Certificate of Registration via the email address the applicant provided in LicenceOne