

# Overview of Registration Process

## Step 1: Submit Your Application

In LicenceOne:

- Complete and submit the application form;
- Choose registration period (1, 2 or 3 years); and
- Pay **S\$140 application fee (S\$70 if application is submitted before 31 May)**

## Step 2: Registrar Processes Your Application

The Registrar **may contact you for any clarifications.**

If the applicant for registration is, in the opinion of the Registrar, a **fit and proper** person, the Registrar may give **in-principle approval** about **3 months** after receiving the application.

## Step 3: Pay Registration Fee

You must **pay a registration fee of S\$300:**

- per place of business
- per year of registration

within **7 days** after receiving in-principle approval from the Registrar.

## Step 4: Registrar Issues Your Certificate

Within **7 days** after the Registrar receives your payment of registration fees, the Registrar will email you a link where you may **download the Certificate of Registration.**

