

Overview of Registration Process

Step 1: Registrar Processes Your Application

In LicenceOne:

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

Step 2: Registrar Processes Your Application

The Registrar **may contact you for any clarifications** through your email address.

If satisfied that you are a **fit and proper** person, the Registrar will give **in-principle approval**.

Step 3: Pay Registration Fee

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

- per place of business
- per year of registration after receiving in-principle approval from the Registrar.

Step 4: Registrar Issues Your Certificate

The Registrar will email you a link where you may **download the Certificate of Registration**.