LICENCEONE GUIDE

Step by step application guide for regulated dealers

Updated on 7 May 2019

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.

There should be only **one application per business entity** (i.e. one application per UEN.)

<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.

Nationality or Country of Registration and/or Incorporation	How to apply for registration
Singapore	Log in to LicenceOne using your CorpPass Account ¹
Not Singapore	Log in to LicenceOne using your CorpPass Account ¹
Note: Foreign dealers with not more than 90 days a year in Singapore, need NOT register	Business entities not registered in Singapore require a Unique Entity Number (UEN) to transact. An entity may obtain a UEN by registering itself with an appropriate UEN Issuance Agency listed in www.uen.gov.sg under the link "Who will issue UEN to me?". The entity may then apply for a CorpPass account.

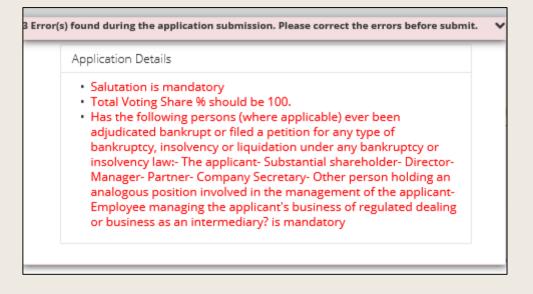
1Your CorpPass Administrator should also create CorpPass User accounts for your LicenceOne usets and select the entity's e-Services "Ministry of Trade's LicenceOne" during account creation.

Useful Tips

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



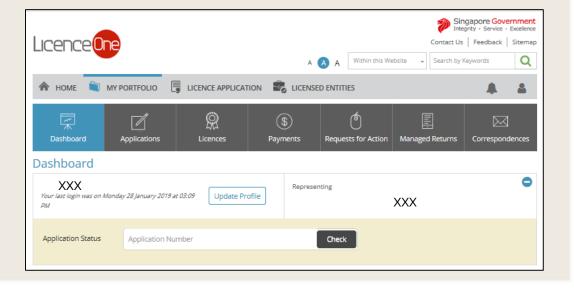
You can mouse over to view details of the error fields.



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.



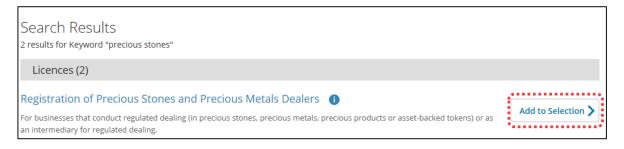
Upon submission, an Application Number will be generated.
 You can use this Application Number to check on its status using <Application Status> function.



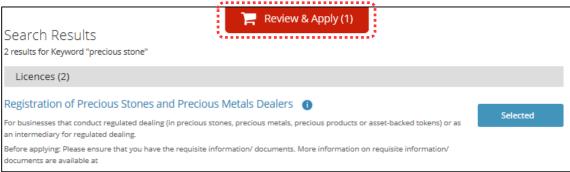
- Go to https://licence1.business.gov.sg/
- Type in 'precious stones' in the Keywords search box.
- Click <Search>.



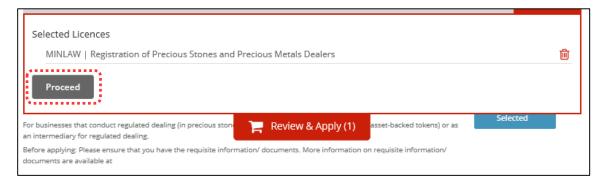
Click <Add to Selection>.



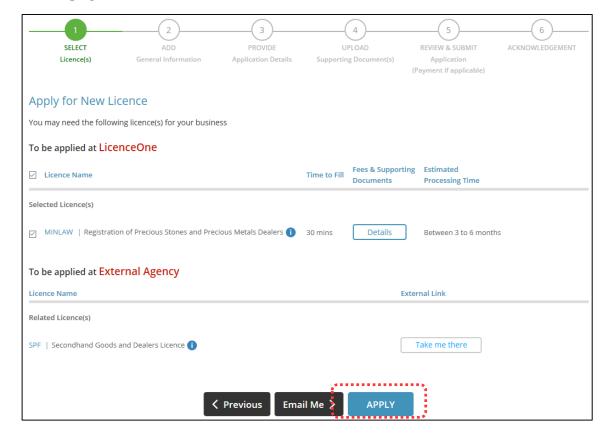
Click <Review & Apply (1)>.



Click < Proceed >.



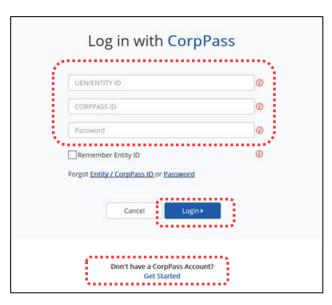
Click <APPLY>.



Select < Login via CorpPass>.



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

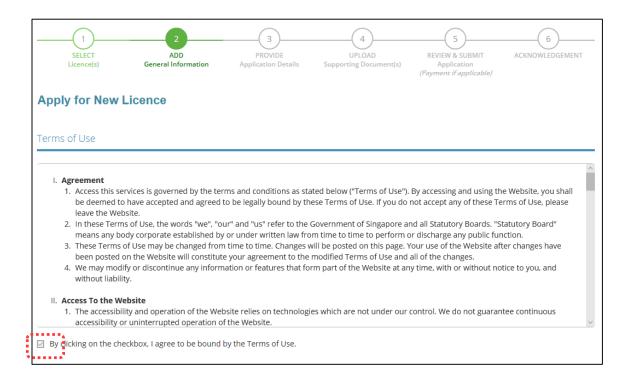


 If you do not have a CorpPass account, click <Get Started> to apply for one.

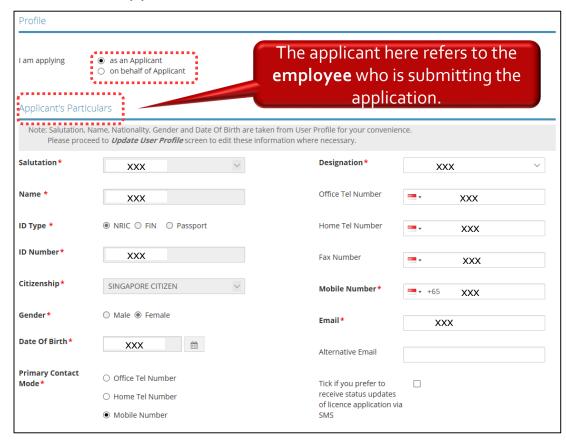
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Step 2: ADD General Information

 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.



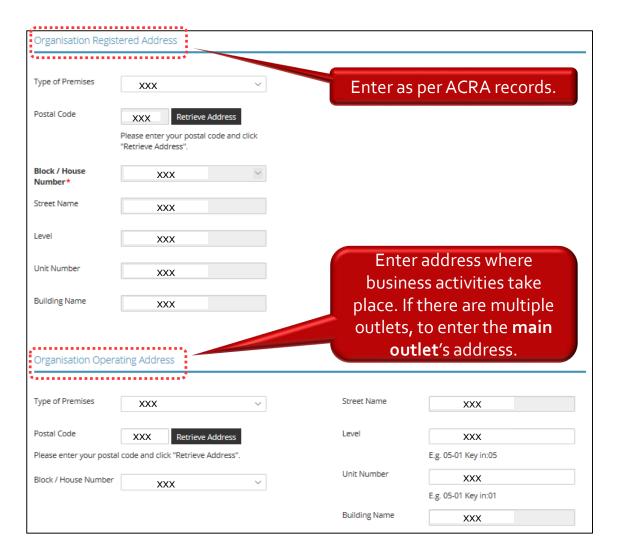
- Enter Applicant's Address. You may enter the Postal Code, then click <Retrieve Address>. Repeat for similar address fields. The applicant here refers to
- Enter Organisation Details.

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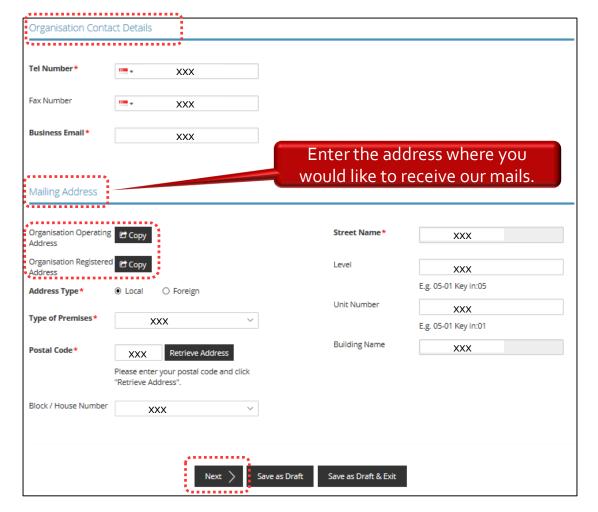
Company

the **business entity**. Enter as per ACRA records. Applicant's Address Foreign Address Type * Local Street Name* XXX Type of Premises * XXX Level XXX E.g. 05-01 Key in:05 Postal Code XXX Unit Number Please enter your postal code and click XXX "Retrieve Address". E.g. 05-01 Key in:01 **Building Name** Block / House XXX XXX Number: Organisation Details Organisation Name XXX UEN XXX Organisation Type XXX

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

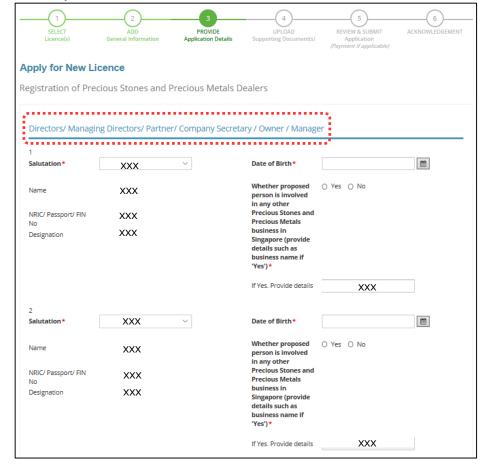


- Enter Organisation Contact Details.
- Enter Mailing Address. You may click <Copy> for the address entered earlier to be copied here.
- Click <Next>.



Step 3: PROVIDE Application Details

- Enter Directors/ Managing Directors/ Partner/ Company Secretary/ Owner/ Manager information.
- For Company Secretary, if the person is involved in any other precious stones and precious metals business, to indicate 'Yes' with details as 'Person is a 3rd party company service provider.'

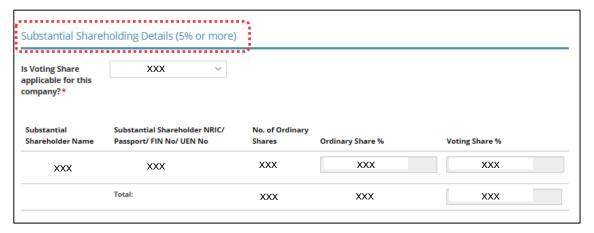


MINISTRY OF LAW

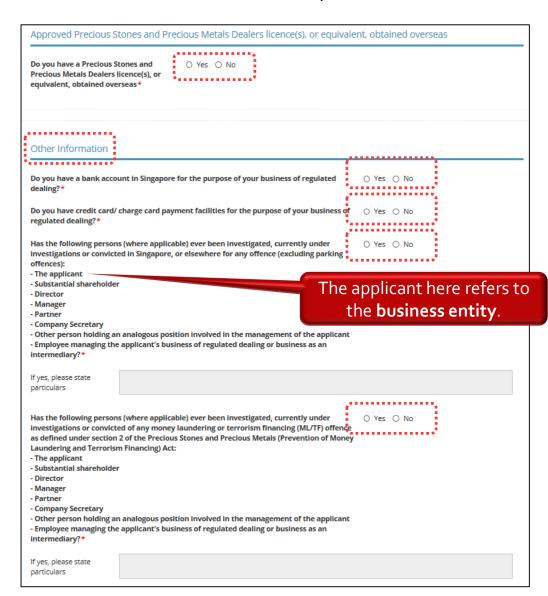
- Enter Compliance Officer Details.
- Click < Add>.



• 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).

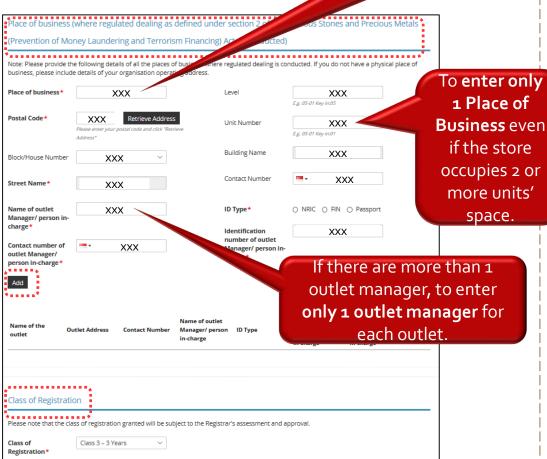
Has the following persons (where applicable) ever been a party to a lawsuit, as defendant, arbitrator, or claimant? Lawsuits include but are not limited to the negligence matters, contract matters, debt matters and bankruptcies. Please is ongoing lawsuits at the point of registration application. The applicant Substantial shareholder Director Manager Partner Company Secretary Other person holding an analogous position involved in the management of the Employee managing the applicant's business of regulated dealing or business intermediary?*	following: nclude
If yes, please state particulars	
paraediais	
Has the following persons (where applicable) ever been adjudicated bankrupt petition for any type of bankruptcy, insolvency or liquidation under any bankr insolvency law: - The applicant - Substantial shareholder - Director - Manager - Partner - Company Secretary - Other person holding an analogous position involved in the management of the Employee managing the applicant's business of regulated dealing or business intermediary?*	uptcy or
If yes, please state particulars	

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

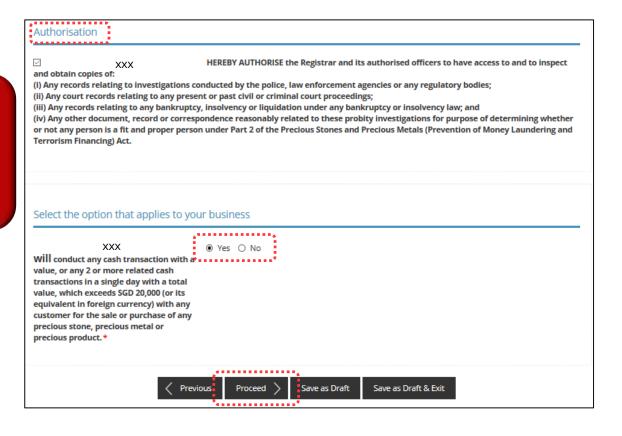
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Has the following persons (where applicable) ever been refused the right, or restricted in its or his right, to carry on any trade, business or profession for which a specific licence, registration or other authorisation is required by law in any jurisdiction on grounds of ML/TF risk or past breaches or anti-money laundering and countering the financing of terrorism (AML/CFT) requirements: - The applicant - Substantial shareholder - Director - Manager - Partner - Company Secretary - Other person holding an analogous position involved in the management of the applicant - Employee managing the applicant's business of regulated dealing or business as an intermediary?*	O Yes ○ No		
If yes, please state particulars			
Do you have any other persons holding an analogous position involved in the management of the applicant, who is not in the list of directors and shareholders? e.g. commonly used positions may include the Chairman and CEO.*	○ Yes ○ No ○ Not Applicable		
If yes, please state particulars			
Please state all the relevant permits or licences that are relevant to the business, that you have obtained. Examples or relevant licences include Secondhand Goods Dealer Licence, Kimberley Process Licence, Remittance Licence.			
The permits or licences here refer to the money laundering/ countering the final regulations and precious stones and precious	ncing of terrorism		

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





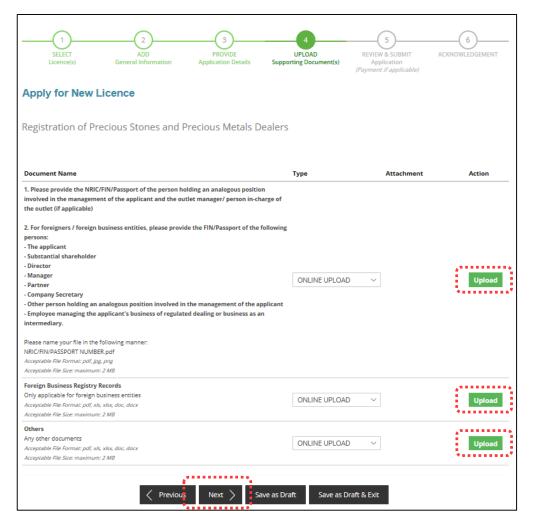
- Read and tick Authorisation.
- Select option whether you will conduct cash transaction exceeding S\$20,000.
- Click <Proceed>.



LicenceOne application – Step by step guide

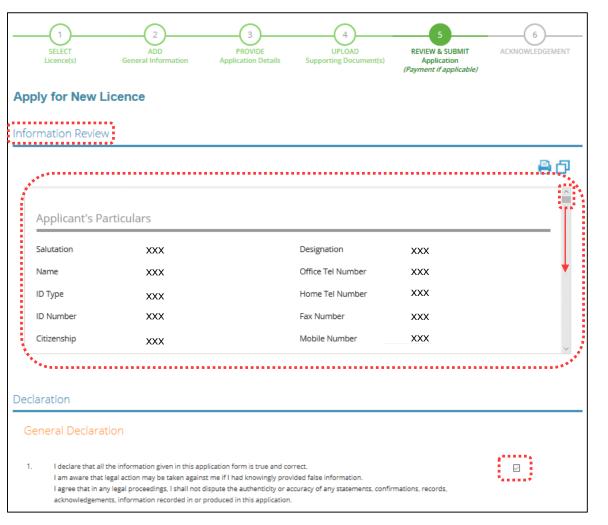
Step 4: UPLOAD Supporting Documents

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

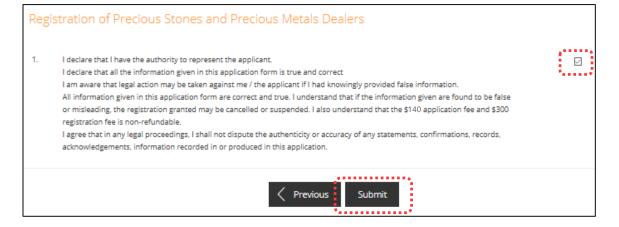


Step 5: REVIEW & SUBMIT Application

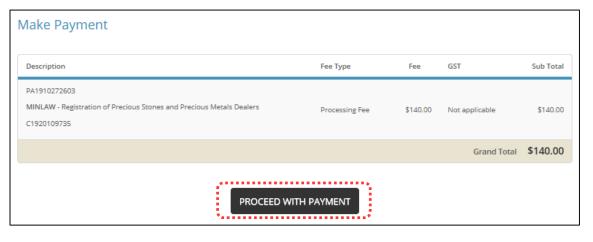
- Review all information entered.
- Read and tick General Declaration.



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

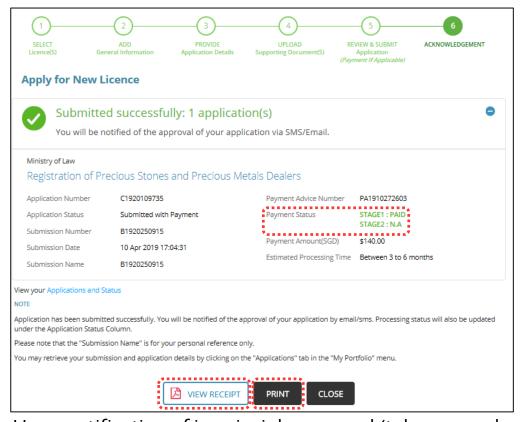


 Click <PROCEED WITH PAYMENT> to make payment for Application Fee.



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: 6643 0577

Mon – Fri: 8am – 8pm

Sat: 8am – 2pm

Email: support@corppass.gov.sg

Website:

https://www.corppass.gov.sg

For enquiries relating to **CorpPass** matters, e.g.:

- register and set up CorpPass account
- activate CorpPass account
- forgot/retrieve CorpPass ID
- forgot/reset CorpPass password
- register CorpPass Admin
- create users
- assign digital services

LicenceOne

Tel: 6774 1430

Mon – Fri: 8am – 8pm

Sat: 8am – 2pm Email: <u>licences</u>-

helpdesk@crimsonlogic.com

Website:

https://licence1.business.gov.sq

For enquiries relating to **LicenceOne** matters, e.g.:

- LicenceOne Login ID
- forgot/reset LicenceOne password
- apply for new licence
- view notifications
- check application status
- check application payment advice
- foreigners apply for LicenceOne ID

Ministry of Law Services Counter

Counter Operating Hours:

Mon – Fri: 8.30am – 5.00pm (Closed on Weekends & Public Holidays)

Enquiry Line Operating Hours:

Tel: 1800–CALL–LAW (1800 2255 529)

Mon – Fri: 8.30am – 5.30pm (Closed on Weekends & Public Holidays)

Online Enquiry Form:

www.mlaw.gov.sg/eservices/enquiry

For enquiries relating to Precious
Stones and Precious Metals
(Prevention of Money Laundering
and Terrorism Financing) Act 2019,
e.g.:

- Regulatory requirements
- Registration requirements