

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**

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** around **4 to 6 weeks** after receiving your application.

Step 3 Pay Registration Fee

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

- **per place of business**
- **per year of registration**

within **21 days** after receiving in-principle approval from the Registrar.

Step 4 Registrar Issues Your Certificate

After the Registrar receives your payment of the registration fees, the Registrar will send you an approval email notification with the **Certificate of Registration.**

