

LICENCEONE GUIDE

Step by step application guide
for regulated dealers

April 2019

Important Notice

Please log in with CorpPass to ensure that the Certificate of Registration will be correctly granted to your **business entity** 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>.

Do NOT log in with SingPass/ LicenceOne ID unless you are exempted from registration with ACRA, and are registering in your personal capacity as an individual dealer.
You may refer to the table below for the log in methods.

Country	Entity type	
	Business	Individual
Singapore	CorpPass Account Most regulated dealers should log in using CorpPass.	SingPass Account Only if you are exempted from registration with ACRA.
Not Singapore	CorpPass Account Business entities not registered in Singapore require a Unique Entity Number (UEN) to transact. You may obtain a UEN by registering with an appropriate UEN Issuance Agency listed in www.uen.gov.sg , then apply for a CorpPass account.	LicenceOne ID Only for foreign dealers who are not issued with UEN.

Useful Tips

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

3 Error(s) found during the application submission. Please correct the errors before submit. ▼

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

3 Error(s) found during the application submission. Please correct the errors before submit. ▼

Application Details

- Salutation is mandatory
- Total Voting Share % should be 100.
- Has the following persons (where applicable) ever been adjudicated bankrupt or filed a petition for any type of bankruptcy, insolvency or liquidation under any bankruptcy or insolvency law:- 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? is mandatory

- 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.

< Previous

Next >

Save as Draft

Save as Draft & Exit

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

LicenceOne

Singapore Government
Integrity · Service · Excellence

Contact Us | Feedback | Sitemap

Within this Website Search by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

Dashboard Applications Licences Payments Requests for Action Managed Returns Correspondences

Dashboard

XXX
Your last login was on Monday 28 January 2019 at 03:09 PM Update Profile

Representing XXX

Application Status Application Number Check

Step 1: SELECT licence

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

The screenshot shows the LicenceOne homepage. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and links for 'Contact Us', 'Feedback', and 'Sitemap'. Below this is a navigation bar with 'HOME', 'LICENCE APPLICATION', 'LICENSED ENTITIES', and a 'LOGIN' button. The main content area has three tabs: 'Keywords' (selected), 'Government Agencies', and 'Business Intent'. Under the 'Keywords' tab, there is a search box containing 'precious stones' and a 'Search' button. Below the search box, it says 'e.g. Food court, Pet shop, NEA, etc.'.

- Click <Add to Selection>.

The screenshot shows the 'Search Results' page. It displays '2 results for Keyword "precious stones"'. Below this, there is a section titled 'Licences (2)'. The first result is 'Registration of Precious Stones and Precious Metals Dealers'. Below the title, there is a description: 'For businesses that conduct regulated dealing (in precious stones, precious metals, precious products or asset-backed tokens) or as an intermediary for regulated dealing.' At the bottom right of this section is a button labeled 'Add to Selection' with a right-pointing arrow.

- Click <Review & Apply (1)>.

The screenshot shows the 'Search Results' page. It displays '2 results for Keyword "precious stone"'. Below this, there is a section titled 'Licences (2)'. The first result is 'Registration of Precious Stones and Precious Metals Dealers'. Below the title, there is a description: 'For businesses that conduct regulated dealing (in precious stones, precious metals, precious products or asset-backed tokens) or as an intermediary for regulated dealing.' At the bottom right of this section is a button labeled 'Review & Apply (1)' with a shopping cart icon.

- Click <Proceed>.

The screenshot shows the 'Selected Licences' page. It displays 'MINLAW | Registration of Precious Stones and Precious Metals Dealers'. Below this, there is a button labeled 'Proceed'. At the bottom right of the page, there is a button labeled 'Review & Apply (1)' with a shopping cart icon.

- Click <APPLY>.

1 SELECT Licence(s)

2 ADD General Information

3 PROVIDE Application Details

4 UPLOAD Supporting Document(s)

5 REVIEW & SUBMIT Application (Payment if applicable)

6 ACKNOWLEDGEMENT

Apply for New Licence

You may need the following licence(s) for your business

To be applied at LicenceOne

Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
<input checked="" type="checkbox"/> MINLAW Registration of Precious Stones and Precious Metals Dealers ⓘ	30 mins	Details	Between 3 to 6 months

To be applied at External Agency

Licence Name	External Link
<input checked="" type="checkbox"/> SPF Secondhand Goods and Dealers Licence ⓘ	Take me there

[< Previous](#) [Email Me](#) [APPLY](#)

- Select <Login via CorpPass>.

via Singapore Corporate Access **CorpPass**

via Singapore Personal Access **SingPass**

via **LicenceOne ID**

Login for foreigners without SingPass

Your Email

Your Password

By clicking on the login button, you agree to the [Terms of Use](#).

[Login >](#)

[Forgot Password?](#) [Request User Account](#)

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

Log in with CorpPass

UEN/ENTITY ID ⓘ

CORPPASS ID ⓘ

Password ⓘ

☐ Remember Entity ID ⓘ

[Forgot Entity / CorpPass ID or Password](#)

[Cancel](#) [Login >](#)

[Don't have a CorpPass Account? Get Started](#)

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

Step 2: ADD General Information

- Read and tick the checkbox for agreement to be bound by the Terms of Use.

1

SELECT Licence(s)

2

ADD General Information

3

PROVIDE Application Details

4

UPLOAD Supporting Document(s)

5

REVIEW & SUBMIT Application
(Payment if applicable)

6

ACKNOWLEDGEMENT

Apply for New Licence

Terms of Use

I. Agreement

- Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.
- In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.
- These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.
- We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

II. Access To the Website

- The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.

☒ By clicking on the checkbox, I agree 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.

Profile

I am applying

☒ as an Applicant
 ☐ on behalf of Applicant

Applicant's Particulars

Note: Salutation, Name, Nationality, Gender and Date Of Birth are taken from User Profile for your convenience. Please proceed to **Update User Profile** screen to edit these information where necessary.

Salutation *	XXX	Designation *	XXX
Name *	XXX	Office Tel Number	XXX
ID Type *	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number	XXX
ID Number *	XXX	Fax Number	XXX
Citizenship *	SINGAPORE CITIZEN	Mobile Number *	+65 XXX
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female	Email *	XXX
Date Of Birth *	XXX	Alternative Email	
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Tick if you prefer to receive status updates of licence application via SMS <input type="checkbox"/>	

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

Applicant's Address

Address Type*

☒ Local ☐ Foreign

Street Name*

XXX

Type of Premises*

XXX

Level

XXX

Postal Code*

XXX

Retrieve Address

E.g. 05-01 Key in:05

Block / House Number*

XXX

Unit Number

XXX

E.g. 05-01 Key in:01

Building Name

XXX

Please enter your postal code and click "Retrieve Address".

Organisation Details

Organisation Name

XXX

UEN

XXX

Organisation Type

XXX

UEN of Former Company

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

Organisation Registered Address

Type of Premises

XXX

Postal Code

XXX

Retrieve Address

E.g. 05-01 Key in:05

Block / House Number*

XXX

Street Name

XXX

Level

XXX

Unit Number

XXX

Building Name

XXX

Please enter your postal code and click "Retrieve Address".

Organisation Operating Address

Type of Premises

XXX

Street Name

XXX

Postal Code

XXX

Retrieve Address

E.g. 05-01 Key in:05

Block / House Number

XXX

Level

XXX

Unit Number

XXX

Building Name

XXX

Please enter your postal code and click "Retrieve Address".

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

Organisation Contact Details

Tel Number*

XXX

Fax Number

XXX

Business Email *

XXX

Mailing Address

Organisation Operating Address

Copy

Organisation Registered Address

Copy

Address Type *

Local

Foreign

Type of Premises *

XXX

Postal Code *

XXX

Retrieve Address

Please enter your postal code and click "Retrieve Address".

Block / House Number

XXX

Street Name *

XXX

Level

XXX

E.g. 05-01 Key in:05

Unit Number

XXX

E.g. 05-01 Key in:01

Building Name

XXX

Next >

Save as Draft

Save as Draft & Exit

Step 3: PROVIDE Application Details

- Enter Directors/ Managing Directors/ Partner/ Company Secretary/ Owner/ Manager information.

1

2

3

4

5

6

SELECT Licence(s)

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(s)

REVIEW & SUBMIT Application (Payment if applicable)

ACKNOWLEDGEMENT

Apply for New Licence

Registration of Precious Stones and Precious Metals Dealers

Directors/ Managing Directors/ Partner/ Company Secretary / Owner / Manager

1

Salutation*

XXX

Date of Birth*

XXX

Name

XXX

Whether proposed person is involved in any other Precious Stones and Precious Metals business in Singapore (provide details such as business name if 'Yes') *

Yes

No

NRIC/ Passport/ FIN No

XXX

If Yes. Provide details

Designation

XXX

2

Salutation*

XXX

Date of Birth*

XXX

Name

XXX

Whether proposed person is involved in any other Precious Stones and Precious Metals business in Singapore (provide details such as business name if 'Yes') *

Yes

No

NRIC/ Passport/ FIN No

XXX

If Yes. Provide details

Designation

XXX

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

Compliance Officer Details

Salutation*

XXX

Name*

XXX

Date of Birth*

XXX

NRIC/ Passport/ FIN No*

XXX

Add

- Enter Substantial Shareholding Details (5% or more). The total voting share % should be 100.

Substantial Shareholding Details (5% or more)

Is Voting Share applicable for this company?*

XXX

Substantial Shareholder Name	Substantial Shareholder NRIC/ Passport/ FIN No/ UEN No	No. of Ordinary Shares	Ordinary Share %	Voting Share %
XXX	XXX	XXX	XXX	XXX
Total:		XXX	XXX	XXX

- Declare if there is any PSMD licence obtained overseas.
- Declare for Other Information (8 questions in total).

Approved Precious Stones and Precious Metals Dealers licence(s), or equivalent, obtained overseas

Do you have a Precious Stones and Precious Metals Dealers licence(s), or equivalent, obtained overseas*

Yes

No

Other Information

Do you have a bank account in Singapore for the purpose of your business of regulated dealing?*

Yes

No

Do you have credit card/ charge card payment facilities for the purpose of your business of regulated dealing?*

Yes

No

Has the following persons (where applicable) ever been investigated, currently under investigations or convicted in Singapore, or elsewhere for any offence (excluding parking offences):

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?*

If yes, please state particulars

Has the following persons (where applicable) ever been investigated, currently under investigations or convicted of any money laundering or terrorism financing (ML/TF) offence as defined under section 2 of the Precious Stones and Precious Metals (Prevention of Money Laundering and Terrorism Financing) Act:

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?*

If yes, please state particulars

- [continued] Declare for Other Information (8 questions in total).

Has the following persons (where applicable) ever been a party to a lawsuit, as a plaintiff, defendant, arbitrator, or claimant? Lawsuits include but are not limited to the following: negligence matters, contract matters, debt matters and bankruptcies. Please include ongoing lawsuits at the point of registration application. ☐ Yes ☐ No

- 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? *

If yes, please state particulars

Has the following persons (where applicable) ever been adjudicated bankrupt or filed a petition for any type of bankruptcy, insolvency or liquidation under any bankruptcy or insolvency law: ☐ Yes ☐ No

- 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? *

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.

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: ☐ Yes ☐ No

- 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? *

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.

- Enter Place of Business.
- Click <Add>.
- Add on if you have more than 1 place of business.
- Select Class of Registration.
 - Class 3 – 3 Years
 - Class 2 – 2 Years
 - Class 1 – 1 Year

Place of business (where regulated dealing as defined under section 2 of the Precious Stones and Precious Metals (Prevention of Money Laundering and Terrorism Financing) Act, is conducted)

Note: Please provide the following details of all the places of business where regulated dealing is conducted. If you do not have a physical place of business, please include details of your organisation operating address.

Place of business* Level
E.g. 05-01 Key in 05

Postal Code*
Please enter your postal code and click "Retrieve Address"

Unit Number
E.g. 05-01 Key in 01

Block/House Number Building Name

Street Name* Contact Number

Name of outlet Manager/ person in-charge* ID Type* ☐ NRIC ☐ FIN ☐ Passport

Contact number of outlet Manager/ person in-charge* Identification number of outlet Manager/ person in-charge*

Name of the outlet	Outlet Address	Contact Number	Name of outlet Manager/ person in-charge	ID Type	Identification number of outlet Manager/ person in-charge	Contact number of outlet Manager/ person in-charge

Class of Registration

Please note that the class of registration granted will be subject to the Registrar's assessment and approval.

Class of Registration*

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

Authorisation

☒ XXX HEREBY AUTHORISE the Registrar and its authorised officers to have access to and to inspect and obtain copies of:

(i) Any records relating to investigations conducted by the police, law enforcement agencies or any regulatory bodies;
 (ii) Any court records relating to any present or past civil or criminal court proceedings;
 (iii) Any records relating to any bankruptcy, insolvency or liquidation under any bankruptcy or insolvency law; and
 (iv) Any other document, record or correspondence reasonably related to these probity investigations for purpose of determining whether or not any person is a fit and proper person under Part 2 of the Precious Stones and Precious Metals (Prevention of Money Laundering and Terrorism Financing) Act.

Select the option that applies to your business

XXX ☒ Yes ☐ No

Will conduct any cash transaction with a value, or any 2 or more related cash transactions in a single day with a total value, which exceeds SGD 20,000 (or its equivalent in foreign currency) with any customer for the sale or purchase of any precious stone, precious metal or precious product.*

Step 4: UPLOAD Supporting Documents

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

Apply for New Licence

Registration of Precious Stones and Precious Metals Dealers

Document Name Type Attachment Action

1. Please provide the NRIC/FIN/Passport of the person holding an analogous position involved in the management of the applicant and the outlet manager/ person in-charge of the outlet (if applicable)

2. For foreigners / foreign business entities, please provide the FIN/Passport of the following persons:

- 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.

Please name your file in the following manner:
 NRIC/FIN/PASSPORT NUMBER.pdf
 Acceptable File Format: pdf, jpg, png
 Acceptable File Size: maximum: 2 MB

Foreign Business Registry Records
 Only applicable for foreign business entities
 Acceptable File Format: pdf, xls, xlsx, doc, docx
 Acceptable File Size: maximum: 2 MB

Others
 Any other documents
 Acceptable File Format: pdf, xls, xlsx, doc, docx
 Acceptable File Size: maximum: 2 MB

ONLINE UPLOAD

Upload

ONLINE UPLOAD

Upload

ONLINE UPLOAD

Upload

< Previous Next > Save as Draft Save as Draft & Exit

Step 5: REVIEW & SUBMIT Application

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

Apply for New Licence

Information Review

Applicant's Particulars

Salutation	XXX	Designation	XXX
Name	XXX	Office Tel Number	XXX
ID Type	XXX	Home Tel Number	XXX
ID Number	XXX	Fax Number	XXX
Citizenship	XXX	Mobile Number	XXX

Declaration

General Declaration

1. I declare that all the information given in this application form is true and correct.
 I am aware that legal action may be taken against me if I had knowingly provided false information.
 I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

☒

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

Registration of Precious Stones and Precious Metals Dealers

1. I declare that I have the authority to represent the applicant.
I declare that all the information given in this application form is true and correct.
I am aware that legal action may be taken against me / the applicant if I had knowingly provided false information.
All information given in this application form are correct and true. I understand that if the information given are found to be false or misleading, the registration granted may be cancelled or suspended. I also understand that the \$140 application fee and \$300 registration fee is non-refundable.
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

[< Previous](#) [Submit](#)

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

Make Payment

Description	Fee Type	Fee	GST	Sub Total
PA1910272603				
MINLAW - Registration of Precious Stones and Precious Metals Dealers	Processing Fee	\$140.00	Not applicable	\$140.00
C1920109735				
Grand Total				\$140.00


[PROCEED WITH PAYMENT](#)

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.

1 SELECT Licence(S) 2 ADD General Information 3 PROVIDE Application Details 4 UPLOAD Supporting Document(S) 5 REVIEW & SUBMIT Application (Payment If Applicable) 6 ACKNOWLEDGEMENT

Apply for New Licence

 Submitted successfully: 1 application(s)
You will be notified of the approval of your application via SMS/Email.

Ministry of Law
Registration of Precious Stones and Precious Metals Dealers

Application Number	C1920109735	Payment Advice Number	PA1910272603
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID STAGE2 : N.A
Submission Number	B1920250915	Payment Amount(SGD)	\$140.00
Submission Date	10 Apr 2019 17:04:31	Estimated Processing Time	Between 3 to 6 months
Submission Name	B1920250915		

View your Applications and Status

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

[VIEW RECEIPT](#) [PRINT](#) [CLOSE](#)

- 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: 6443 0577

Mon – Fri: 8am – 8pm

Sat: 8am – 2pm

Email: support@corppass.gov.sg

LicenceOne

Tel: 6774 1430

Mon – Fri: 8am – 8pm

Sat: 8am – 2pm

Email: licences-helpdesk@crimsonlogic.com

Ministry of Law (MinLaw)

Tel: 1800 2255 529

Mon – Fri: 8.30am – 5.30pm

Submit enquiry via Contact Us@OneMinLaw:

<https://mlaw.gov.sg/eservices/enquiry/>