

# Overview of Registration Process

## Step 1: Registrar Processes Your Application

In LicenceOne:

Complete and submit the application form; and

Pay **S\$140 application fee**  
(Lower application fee of **S\$70**  
before 31 May 2019)

## 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**.