

# GoBusiness Licensing Guide

Step by Step Guide for Regulated Dealers in the Precious Stones and Precious Metals Dealers Sector

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## 1 Information You Need for Registration

Entity	Information needed		
<ul> <li>Director</li> <li>Partner</li> <li>Manager</li> <li>Company secretary</li> <li>Person holding an analogous position involved in the management of the applicant</li> <li>Outlet manager</li> </ul>	<ol> <li>Name*</li> <li>NRIC No./Passport No./FIN No.*</li> <li>Copy of Passport/ FIN for foreigners</li> <li>Date of birth</li> <li>Declaration of:         <ul> <li>a) any investigations or convictions for offences related to fraud, dishonesty, money laundering, or terrorism financing;</li> <li>any bankruptcy, insolvency or liquidation;</li> <li>any lawsuit the person was party to; and</li> <li>any breach of anti-money laundering/countering the financing of terrorism ("AML/CFT") requirements.</li> </ul> </li> </ol>		
	*Information is auto-populated for ACRA registered entities		
Compliance officer	<ol> <li>Name</li> <li>NRIC No./Passport No./FIN No.</li> <li>Copy of Passport/ FIN for foreigners</li> <li>Date of birth</li> </ol>		
Substantial shareholders (if you represent a company)	<ol> <li>Name*</li> <li>NRIC No./Passport No./FIN No.*</li> <li>Copy of Passport/ FIN for foreigners</li> <li>No. of Ordinary Shares*</li> <li>Ordinary Share %*</li> <li>Voting Share %*</li> <li>Declaration of:         <ul> <li>a) any investigations or convictions for offences related to fraud, dishonesty, money laundering, or terrorism financing;</li> <li>any bankruptcy, insolvency or liquidation;</li> <li>any lawsuit the person was party to; and d) any breach of AML/CFT requirements.</li> </ul> </li> <li>*Information is auto-populated for ACRA registered entities</li> </ol>		
Place(s) of business	1. Description of place of business 2. Address 3. Contact No. 4. Name of Outlet Manager 5. NRIC No./Passport No./FIN No. 6. Contact No. of Outlet Manager		

#### 2 Important Notice

- <u>Please login 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 <a href="https://www.corppass.gov.sg">https://www.corppass.gov.sg</a>.
- <u>Do NOT login 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. For applications submitted via SingPass login, the Certificate of Registration if granted, will be issued to the individual in his/her personal capacity instead of in the name of a business entity. The application fees will not be refunded if you submitted wrongly using SingPass.
- There should be only **one application per business entity** (i.e. one application per UEN). If you have multiple outlets, please add additional outlets within the same application.
- You may refer to the table below for the login methods.

Nationality or	Entity Type		
Country/Region	Business	Individual	
of Registration			
and/or			
Incorporation			
Singapore	Login to GoBusiness	If you are a sole proprietor, login to	
	Licensing using your	GoBusiness Licensing using your	
	CorpPass Account <sup>1</sup> .	CorpPass Account <sup>1</sup> .	
Not Singapore	Login to GoBusiness Licensing using your	If you are conducting business in your personal capacity, contact the Anti-	
Note: A foreign	CorpPass Account <sup>1</sup> .	Money Laundering/Countering the	
dealers who		Financing of Terrorism Division ("ACD")	
carries on	Business entities not	at	
business for not	registered in Singapore	https://eservices.mlaw.gov.sg/enquiry/.	
more than 90	require a Unique Entity		
days a year in	Number (UEN) to transact.		
Singapore need	An entity may obtain a UEN		
<b>NOT</b> register	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.		

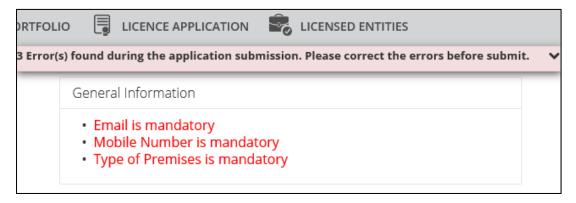
<sup>&</sup>lt;sup>1</sup> Your CorpPass Administrator should also create CorpPass User accounts for your GoBusiness Licensing users and select the entity's e-Services "Ministry of Trade's GoBusiness Licensing" during account creation.

#### 3 Useful Tips

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

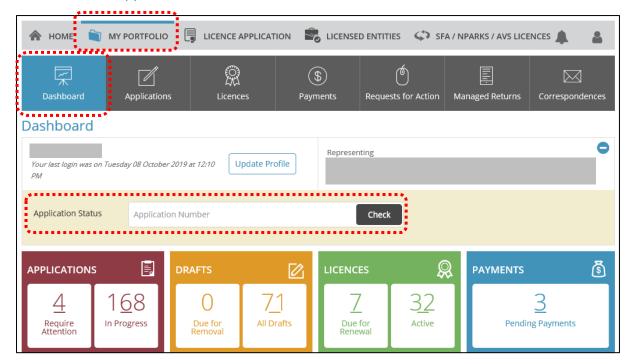


• You can mouse over the error message to view details of the error fields.

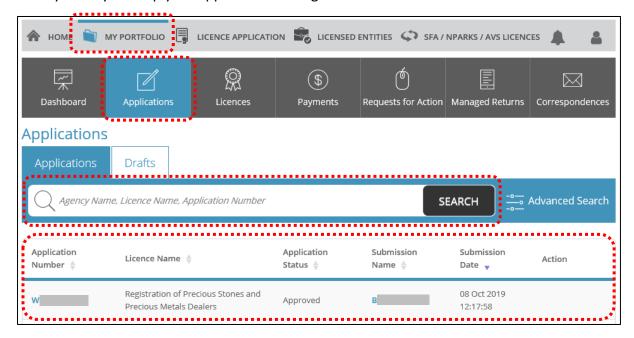


• It takes less than 30 minutes to complete the registration application. In case you are unable to complete the application in one go, you may save as draft and continue later.





• You may also check on the application status under <MY PORTFOLIO>, under <Applications>. Enter Application Number at <Application Status>. Click <Search>. Or, you may look up your applications listing shown below.



• Types of Application Number

Application Number	Туре
Bxxxxxxxxx	Draft application
Cxxxxxxxxx	Submitted application <sup>1</sup>
Wxxxxxxxxx	Withdrawn application <sup>2</sup>
Uxxxxxxxxx	Amend existing licence
Txxxxxxxxx	Cancel existing licence
Rxxxxxxxxxx	Renew expiring licence

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<sup>&</sup>lt;sup>1</sup> Application is pending agency action. Please look out for your emails whether further information is required, or in-principle approval has been granted requiring payment of the registration fees.

<sup>&</sup>lt;sup>2</sup> Application may be withdrawn before the in-principle approval has been granted. The application fee is non-refundable.

## 4 Useful Contacts

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
GoBusiness Licensing	Tel: 6774 1430 Mon – Fri: 8am – 8pm Sat: 8am – 2pm Email: licences- helpdesk@crimsonlogic.com.sg Website: https://www.gobusiness.gov.sg/licences	For enquiries relating to  GoBusiness Licensing matters, e.g.:  GoBusiness Licensing Login ID  forgot/reset GoBusiness Licensing password  apply for new licence view notifications  check application status  check application payment advice  foreigners apply for LicenceOne ID
Ministry of Law Services Centre	Enquiry Line Operating Hours: Tel: 1800–CALL–LAW (1800 2255 529) Mon – Fri: 8.30am – 5.00pm (Closed on Weekends & Public Holidays) Online Enquiry Form: https://eservices.mlaw.gov.sg/enquiry/ Counter Operating Hours: Mon – Fri: 8.30am – 5.00pm (Closed on Weekends & Public Holidays)	For enquiries relating to Precious Stones and Precious Metals (Prevention of Money Laundering and Terrorism Financing) Act 2019, e.g.:  • registration requirements • regulatory requirements

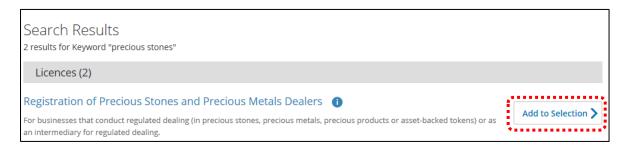
#### 5 Apply for New Licence (STAGE 1)

#### Step 1: SELECT licence to apply

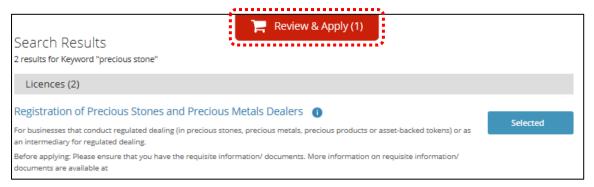
- Go to <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>.
- Type in 'precious stones' in the Keywords search box.
- Click <Search>.



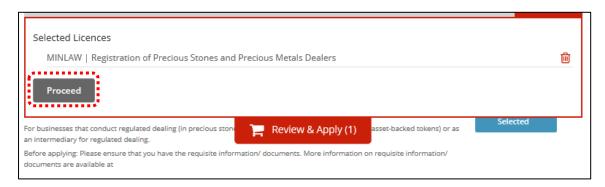
• Click <Add to Selection>.



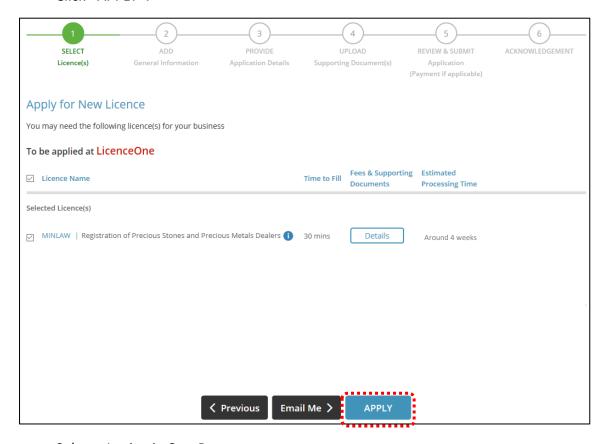
• Click <Review & Apply (1)>.



• Click < Proceed>.



• Click <APPLY>.



Select <Login via CorpPass>.

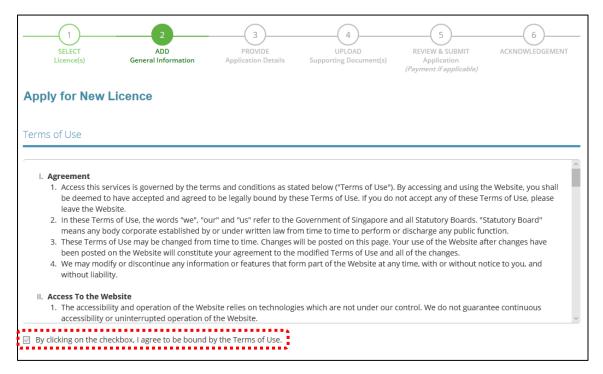


- Enter CorpPass log in details.
- Click <Login>.
- If you do not have a CorpPass account, click <Get Started> to apply for one.

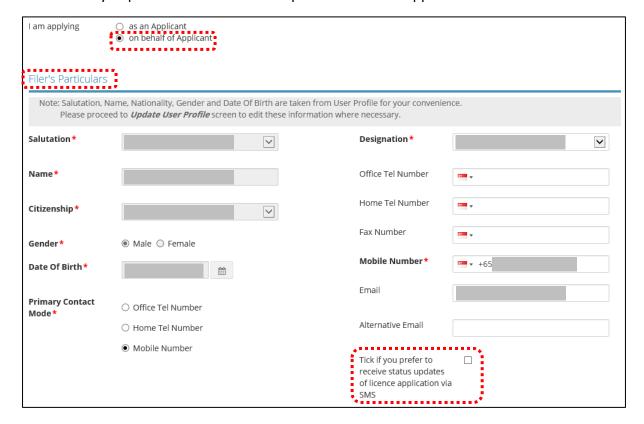


#### Step 2: ADD General Information

Read and tick the checkbox to agree with the Terms of Use.



- Select whether you are applying as an Applicant, or on behalf of Applicant.
- Enter Filer's Particulars (if applicable).
- Tick if you prefer to receive status updates of licence application via SMS.



- Enter Applicant's Particulars.
- Tick if you prefer to receive status updates of licence application via SMS.

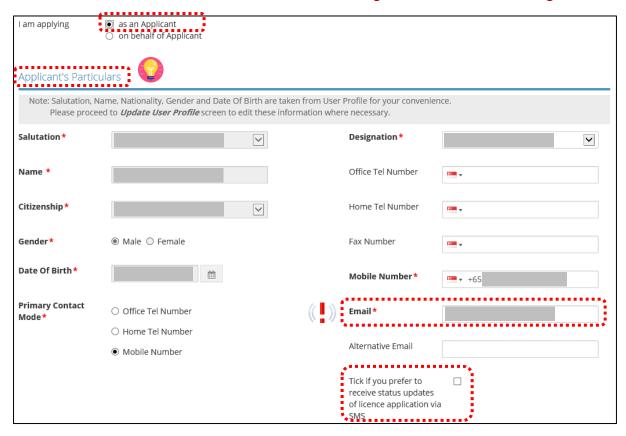


• The Applicant refers to the employee who is submitting application.

## IMPORTANT: (( ))



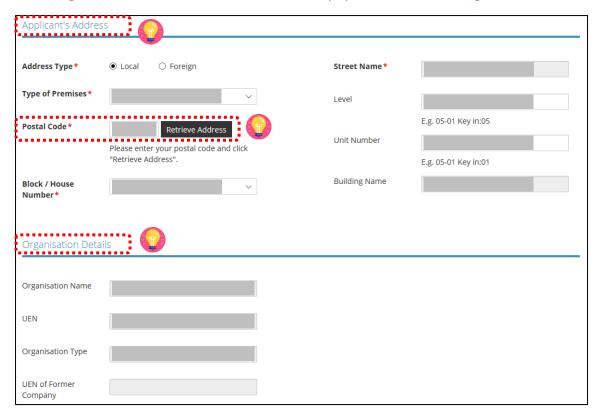
The email address is used as a means of receiving notifications from the Registrar.



- Enter Applicant's Address.
- Enter Organisation Details.

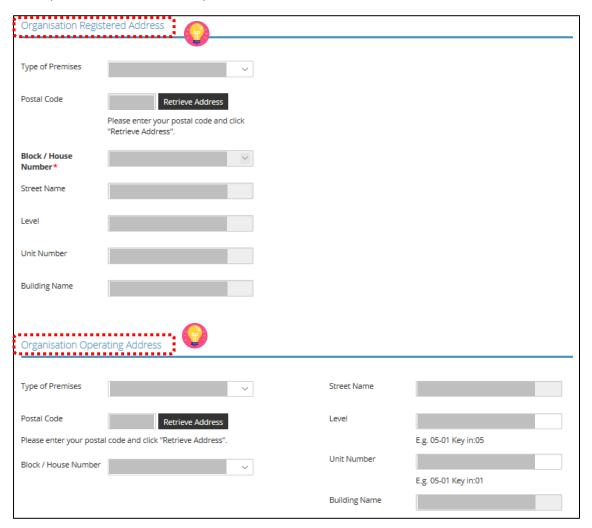


- You may enter the Postal Code, and click <Retrieve Address>. Repeat for similar address fields throughout the application.
- The Applicant refers to the business entity. Enter as per ACRA records.
- Organisation Details Information is auto-populated for ACRA registered entities.



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

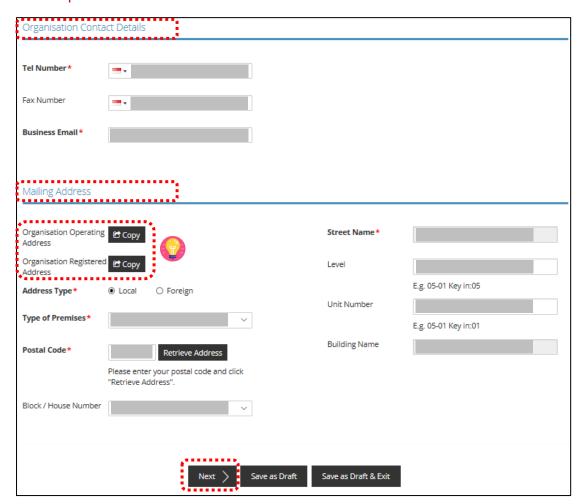
- Organisation Registered Address Information is auto-populated for ACRA registered entities.
- Under Organisation Operating Address, enter address where business activities take place. If there are multiple outlets, enter the main outlet's address.



- Enter Organisation Contact Details.
- Enter Mailing Address.
- Click <Next>.



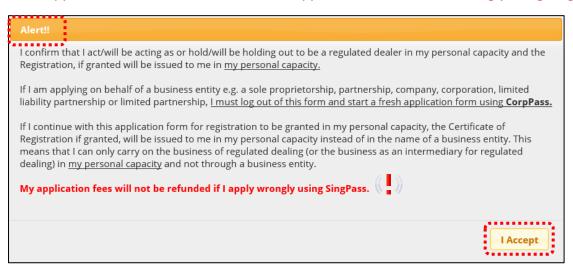
• At the Mailing Address, you may click <Copy> for the address entered earlier to be copied here.



• Click <I Accept> to agree with and accept the notice.

# IMPORTANT: (())

• Application fee will not be refunded if application is submitted wrongly using SingPass.



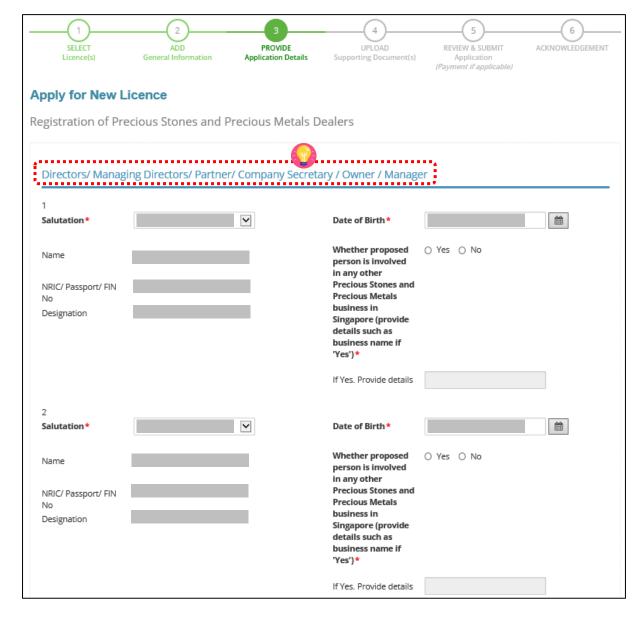
#### **Step 3: PROVIDE Application Details**

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

#### Note: 🚮



- Name and Passport Number are auto-populated for ACRA registered entities.
- 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 3<sup>rd</sup> party company service provider.'



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

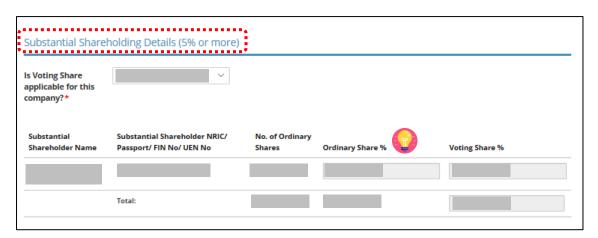


• Enter Substantial Shareholding Details (5% or more).

## Note:



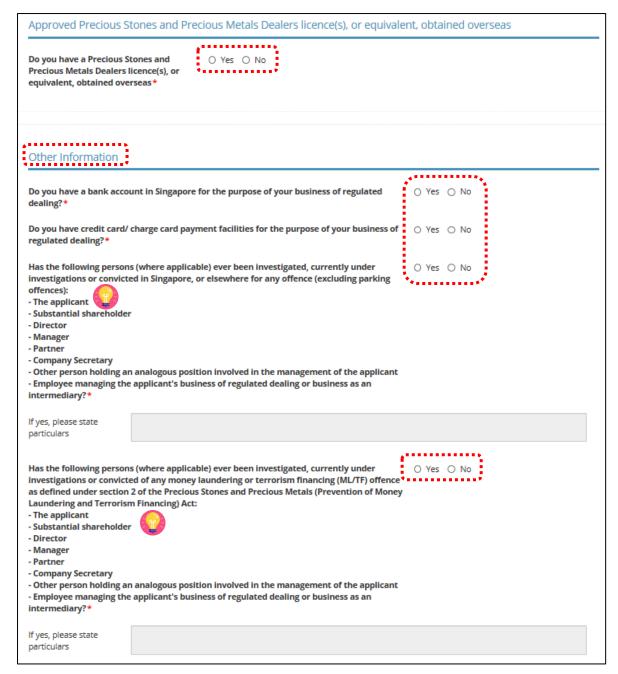
• Ordinary Share % information – Information is auto-populated for ACRA registered entities.

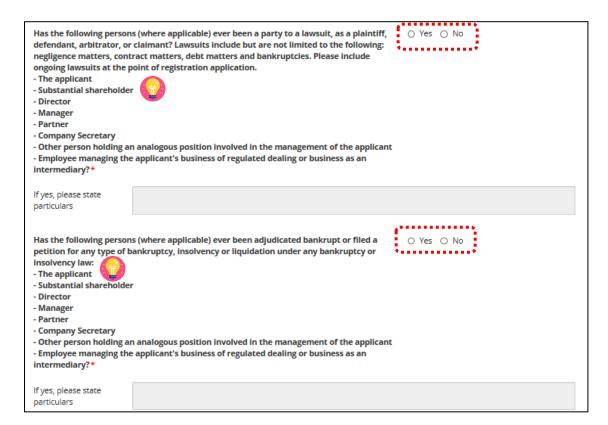


- Declare if there is any PSMD licence obtained overseas.
- Declare Other Information.



- There are 8 questions in total.
- The Applicant here refers to the business entity.

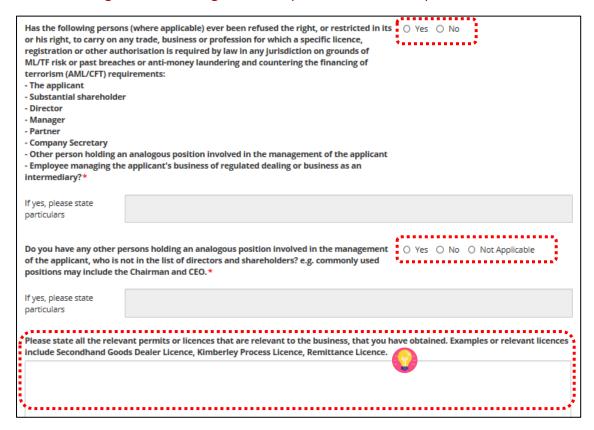




• Enter details if there are any relevant permits or licences obtained.

## Note: 🔐

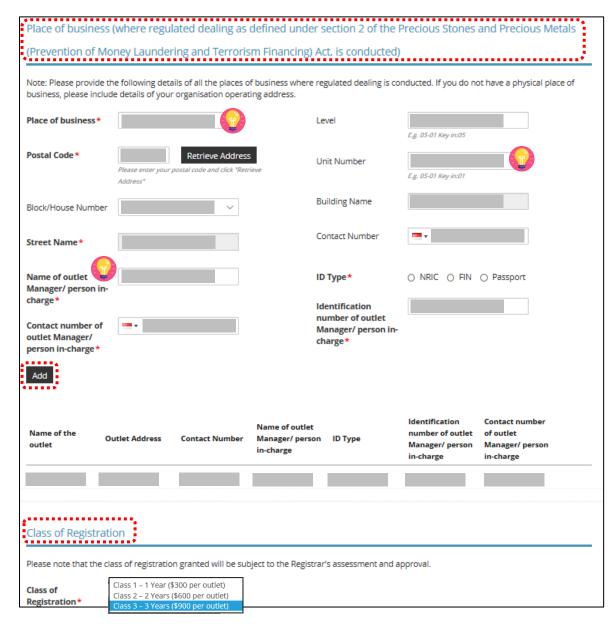
• The permits or licences refer to those relating to anti-money laundering/countering the financing of terrorism regulations of precious stones and precious metals activities.



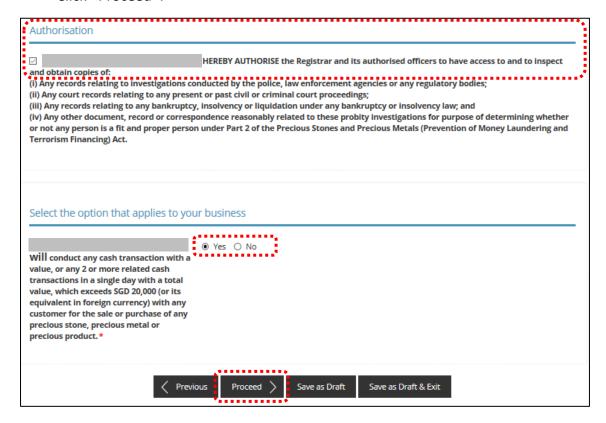
- Enter Place of business.
- Click <Add>.
- Add on only if you have more than 1 place of business.
- Select Class of Registration.
  - Class 1 1 Year (\$300 per outlet)
  - Class 2 2 Years (\$600 per outlet)
  - Class 3 3 Years (\$900 per outlet)



- Enter only 1 Place of business even if the store occupies 2 or more adjoining units' space.
- For the Place of business, type in e.g. name of shopping mall or road name.
- For the Outlet Manager, if there is more than 1 Outlet Manager per Place of Business, to indicate 1 of them. After you have submitted the application, inform ACD at <a href="https://eservices.mlaw.gov.sg/enquiry/">https://eservices.mlaw.gov.sg/enquiry/</a> that you have more than 1 Outlet Manager per Place of business.



- Read and tick Authorisation to agree with the authorisation.
- Select option whether you will conduct any cash or cash equivalent transaction exceeding \$\$20,000.
- Click < Proceed>.

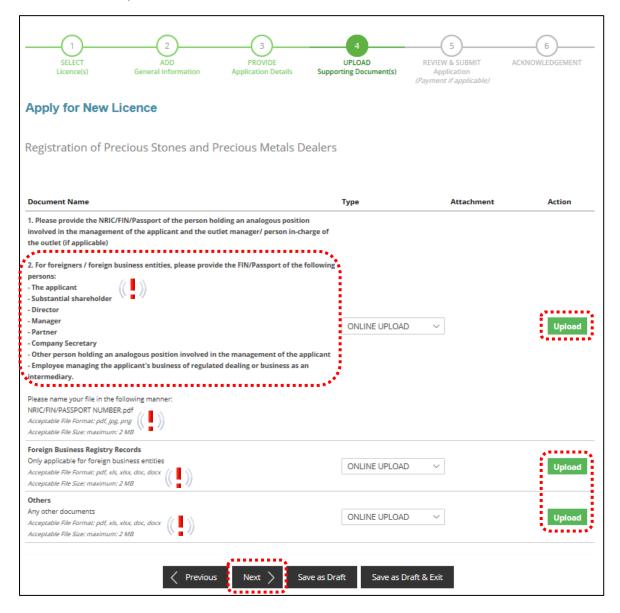


#### **Step 4: UPLOAD Supporting Documents**

- Upload documents as necessary.
- Click <Next>.

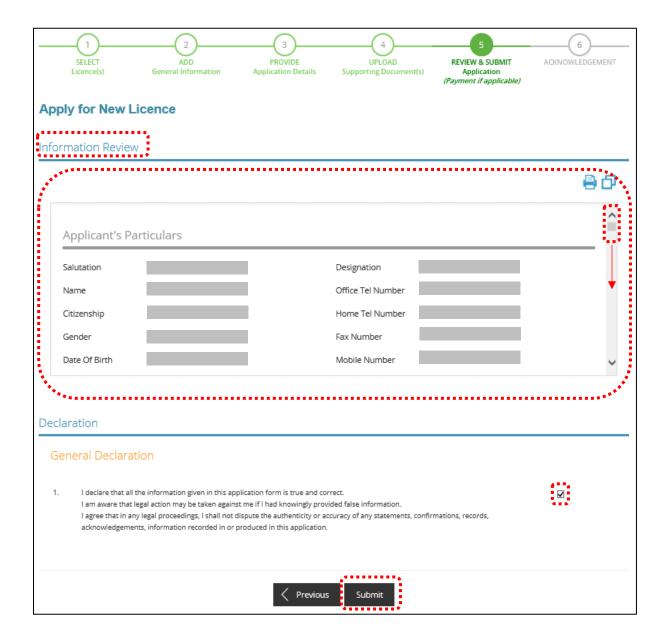
## IMPORTANT: (())

- For foreigners, provide the FIN/Passport for personnel listed under No. 2.
- The acceptable file size for each attachment is maximum 2MB in the specified acceptable formats. Acceptable file format for:
  - o NRIC/FIN/PASSPORT: pdf, jpg, png
  - o Foreign Business Registry Records: pdf, xls, xlsx, doc, docx
  - Others: pdf, xls, xlsx, doc, docx



#### **Step 5: REVIEW & SUBMIT Application**

- Review all information entered.
- Read and tick General Declaration to provide your declaration.
- Click <Submit>.



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

#### Note: 😭

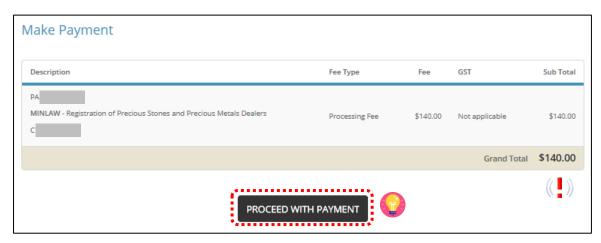


• Payment modes include PayPal, Visa, MasterCard, American Express and Discover. Goods and Services Tax (GST) is not applicable.

# IMPORTANT: (( ))



• The application fee is non-refundable.



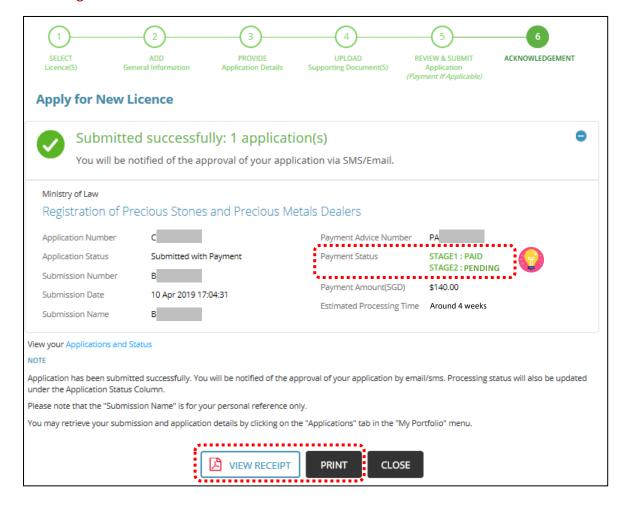
#### **Step 6: ACKNOWLEDGEMENT**

- Click <VIEW RECEIPT> to save and/or print the application fee receipt.
- Click <PRINT> to print the application submission.

#### Note:



- Check Payment Status that **STAGE1** has been PAID. This refers to the Application Fee.
- Upon notification of the in-principle approval via email in around 4 weeks' time, you
  may log in to GoBusiness Licensing to make payment for STAGE2, which is the
  Registration Fee.



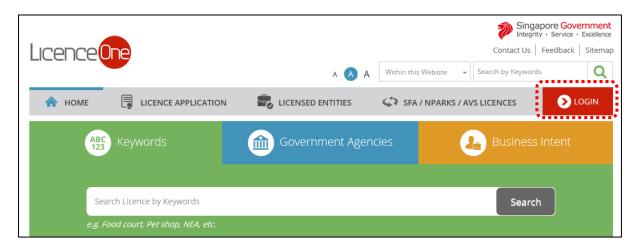
# IMPORTANT: (())

- You will receive the in-principle approval via email (Refer to sample email below).
- You are required to pay the registration fee within **30 days** via GoBusiness Licensing portal.
- If the outstanding payment is not paid within 30 days, the in-principle approval granted will lapse. You will be required to submit a new registration application and your application fee will not be refunded.

From: mlaw_no_reply@mlaw.gov.sg <mlaw_no_reply@mlaw.gov.sg> Sent: Tuesday, 13 August 2019 7:49 PM To: Subject: LicenceOne - In-Principle Approval</mlaw_no_reply@mlaw.gov.sg>			
Dear Sir/Madam,			
We have reviewed your application and we are pleased to inform you that we are granting you an In- Principle-Approval (IPA) for your registration application. The conditions for granting your registration application's IPA are:			
1. The maximum number of places of business at which ut to be a regulated dealer, during the validity period of the registration, is 1.			
Note			
intends to carry out any regulated activity at any place of business which is in excess of the maximum number of places of business at which is authorised to do so under paragraph 1 of the conditions of registration, then must apply to the Registrar to modify the condition of registration in paragraph 1. For the avoidance of doubt, before the Registrar may modify the condition, must pay the prescribed registration fees.			
Your Certificate of Registration with the abovementioned conditions will be issued to you after your payment of \$900.00 is processed. (Please refer to the Payment Advice Overview below. For more details, please visit https://licence1.business.gov.sg/.)  Payment Advice Overview:			
Application Number: C Application Type: Payment of Registration Certificate Name: Certificate of Registration (Precious Stones and Precious Metals Dealers) Payment Due Date: 03/09/2019 Payable Amount(S\$): 900.00			

#### Login via CorpPass

- Go to <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>.
- Click <LOGIN>.



• Select < Login via CorpPass>.

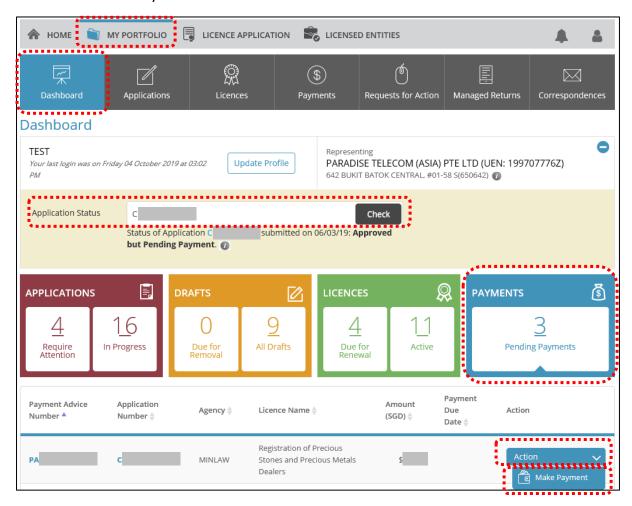


- Enter CorpPass log in details.
- Click <Login>.



#### **Step 1: Search for Payment Advice**

- Click <MY PORTFOLIO> to view your dashboard.
- Click <PAYMENTS>. Search for your Application Number (Cxxxxxxxxxxx) or type in your Application Number in the Application Status box.
- Click <Action>.
- Click <Make Payment>.



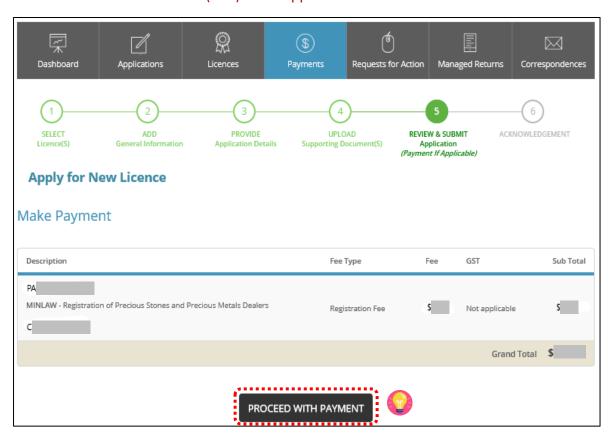
#### **Step 2: Proceed with Payment**

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

## Note:

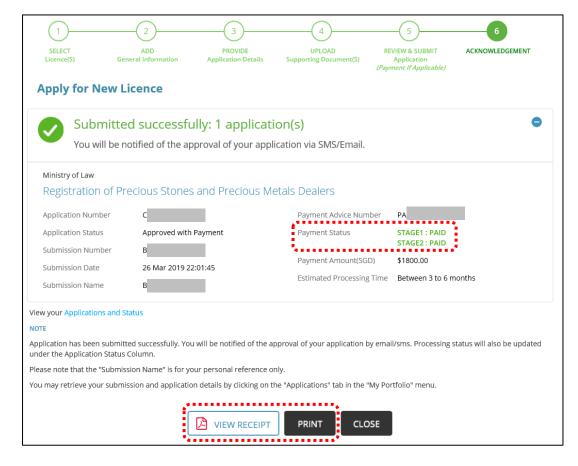


• Payment modes include PayPal, Visa, MasterCard, American Express and Discover. Goods and Services Tax (GST) is not applicable.



#### **Step 3: Acknowledgement**

- Check that **STAGE2** has been PAID. This refers to the Registration Fee.
- Click <VIEW RECEIPT> to save and/or print the registration fee receipt.
- Click <PRINT> to print the payment acknowledgement.



#### Log in with CorpPass

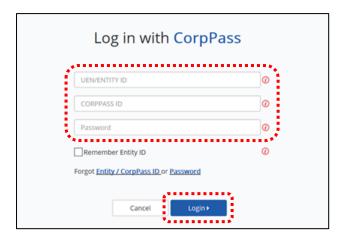
- Go to <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>.
- Click <LOGIN>.



• Select < Login via CorpPass>.

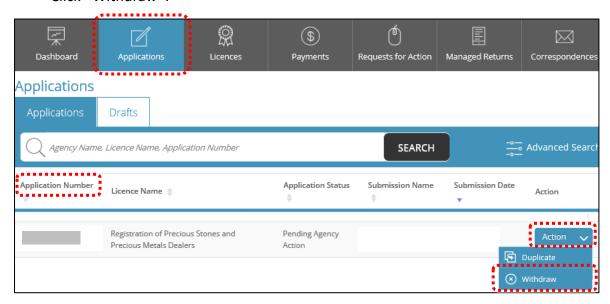


- Enter CorpPass log in details.
- Click <Login>.



#### Step 1: Retrieve application to withdraw

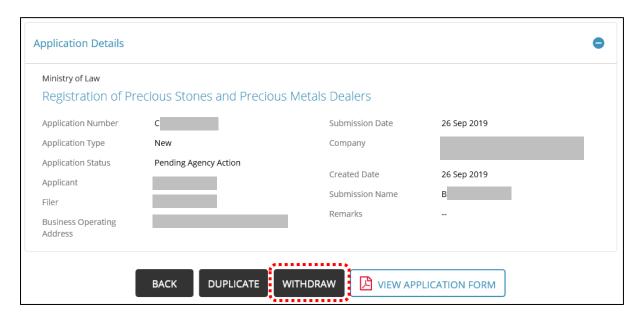
- Click <Applications> tab. Search for Application Number (Cxxxxxxxxxx) that you wish to withdraw.
- Click <Action>.
- Click <Withdraw>.



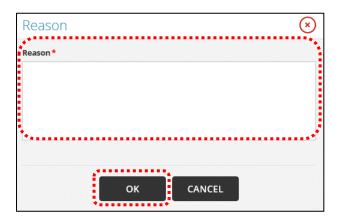
- You may also key in the Application Number (Cxxxxxxxxxxx) and click <CHECK>.
- Click on the Application Number (Cxxxxxxxxxxx).



• Click <WITHDRAW>.



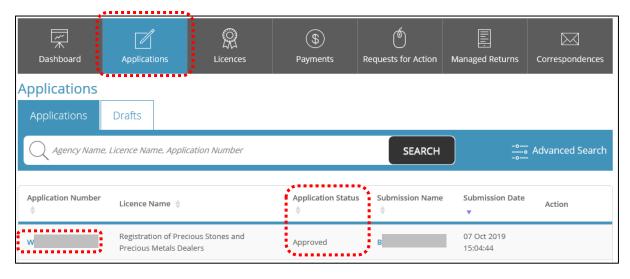
- Key in the <Reason> for withdrawal.
- Click <OK>.

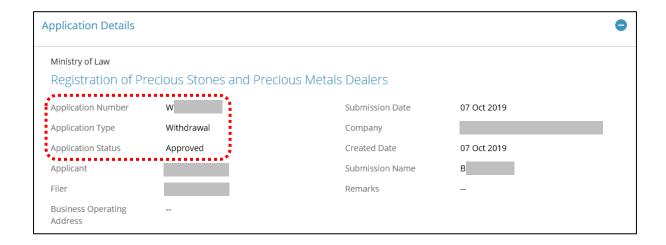


- An information box will pop out with the comment: 'Application was successfully withdrawn with application number: Wxxxxxxxxxx'.
- Click <OK>.



- You may view the withdrawn application (**W**xxxxxxxxxx) under the <Applications> tab. The Application Status for the withdrawn application now shows as <Approved>.





#### Log in with CorpPass

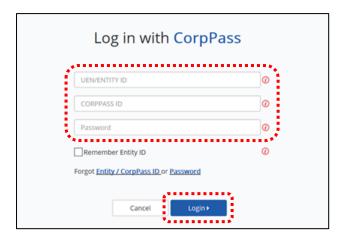
- Go to <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>.
- Click <LOGIN>.



• Select < Login via CorpPass>.

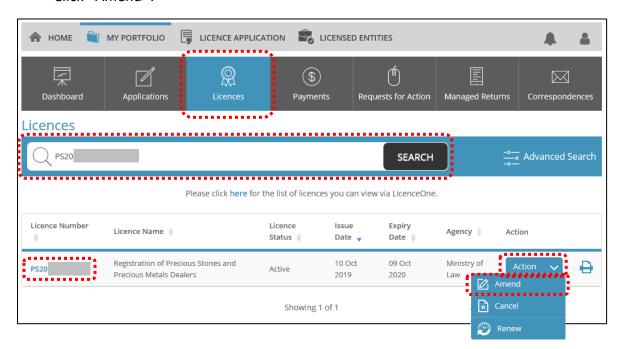


- Enter CorpPass log in details.
- Click <Login>.



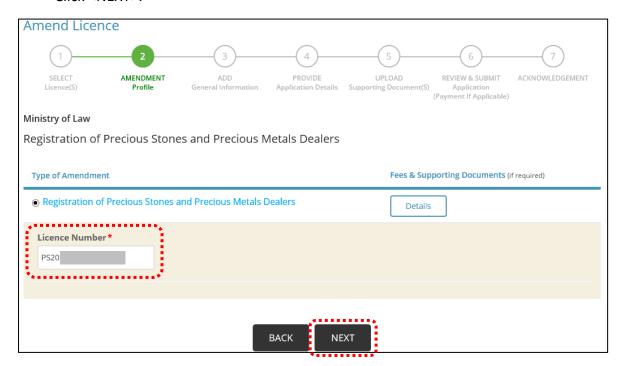
#### Step 1: SELECT licence to amend

- Click < MY PORTFOLIO>.
- Click <Licences> tab. Search for Licence Number (PS20xxxxxxxxxxx) that you wish to amend.
- You may also key in the licence number (PS20xxxxxxxxxxx) in the box, click <Search>. Or, you may look up the licence under Licence Number.
- Click <Action>.
- Click <Amend>.



## **Step 2: Amendment Profile**

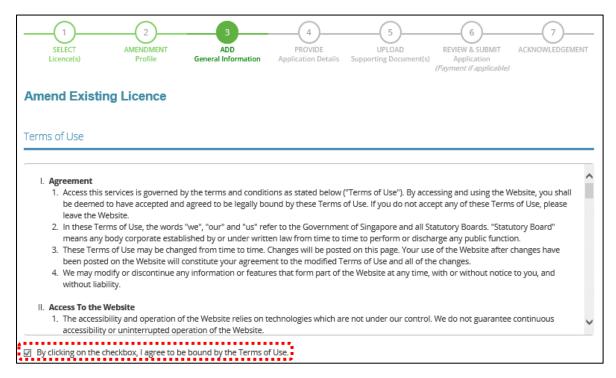
- Confirm the displayed Licence Number (PSXXXXXXXXXX) is the licence you wish to amend.
- Click <NEXT>.



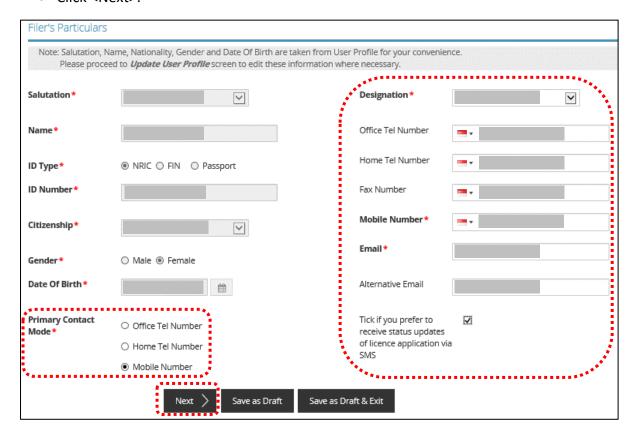
- The following details will appear in the next page.
- Click <Close> after reading and understanding the requirements.
- 1. Please provide the NRIC/FIN/Passport of the person holding an analogous position involved in the management of the applicant and the outlet manager/ person in-charge of the outlet (if applicable) 2. For foreigners / foreign business entities, please provide the FIN/Passport of the following - 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. acceptable file format: Please name your file in the following manner: NRIC/FIN/PASSPORT NUMBER.pdf Acceptable file format Acceptable file size pdf, jpg, png Foreign Business Registry Records Only applicable for foreign business entities Acceptable file format Acceptable file size pdf, xls, xlsx, doc, docx 2MB Foreign Business Registry Records Only applicable for foreign business entities Acceptable file format Acceptable file size pdf, xls, xlsx, doc, docx 2MB Others Any other documents Acceptable file format Acceptable file size pdf, xls, xlsx, doc, docx 2MB Close

#### **Step 3: ADD General Information**

Read and tick the checkbox to agree with the Terms of Use.



- You can amend Primary Contact Mode, Designation, Office Tel Number, Home Tel Number, Fax Number, Mobile Number, Email, Alternative Email and choose if you want to receive status updates of licence application via SMS.
- Click <Next>.



## **Step 4: PROVIDE Application Details**

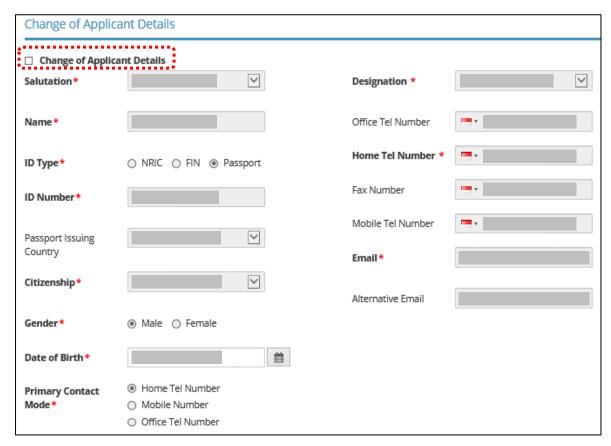
Note:



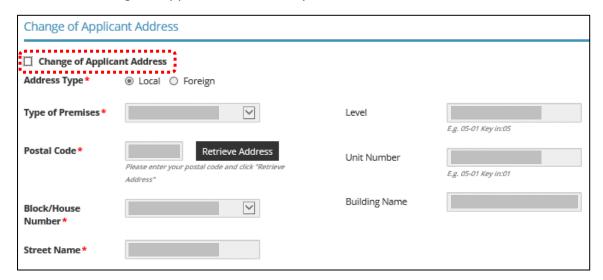
• The Registration Profile cannot be amended.



• Tick <Change of Applicant Details> if you want to amend this section.



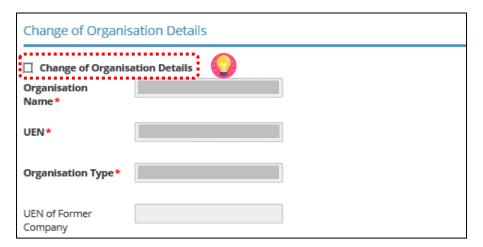
• Tick <Change of Applicant Address> if you want to amend this section.

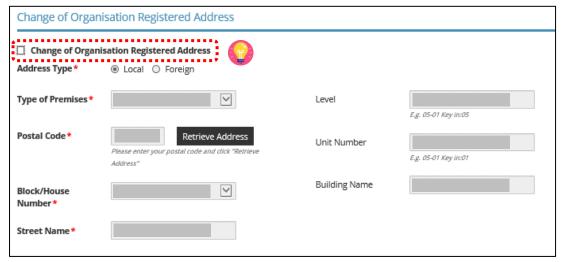


## Note:

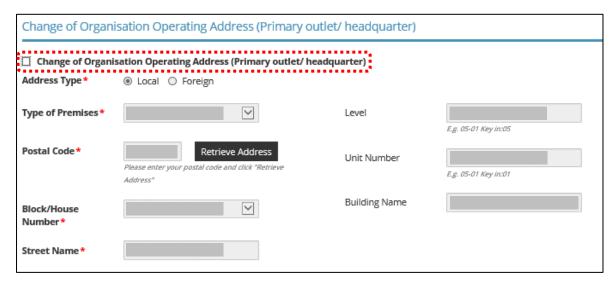


- < Change of Organisation Details > section is auto-populated for ACRA registered entities.
- <Change of Organisation Registered Address> section is auto-populated for ACRA registered entities.





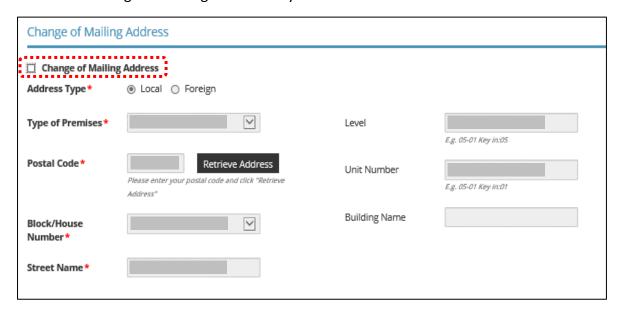
• Tick <Change of Organisation Operating Address> if you want to amend this section.



• Tick <Change of Organisation Contact Details> if you want to amend this section.

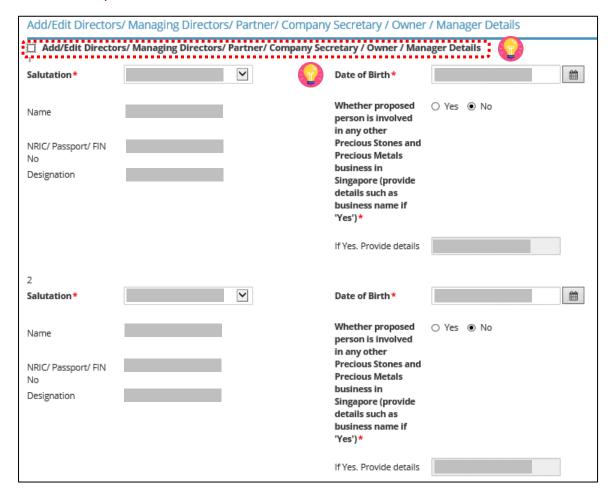


• Tick <Change of Mailing Address> if you want to amend this section.

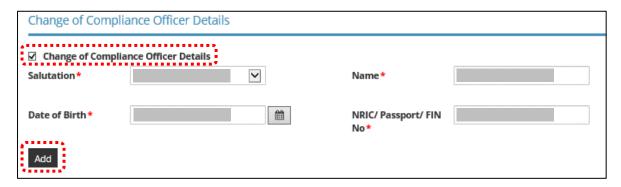


# Note:

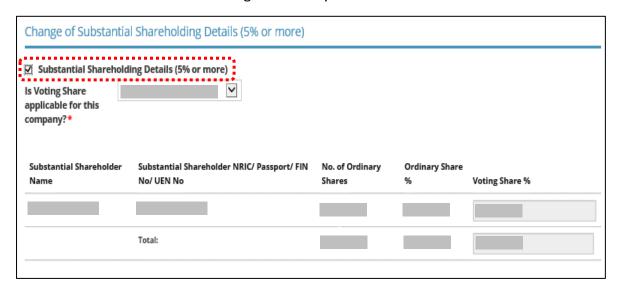
- Add/Edit Directors/ Managing Directors/ Partner/ Company Secretary/ Owner/ Manager Details will be auto populated by ACRA.
- For Company Secretary, if the person is involved in any other precious stones and precious metals business, to indicate 'Yes' with details as 'Person is a 3<sup>rd</sup> party company service provider'.



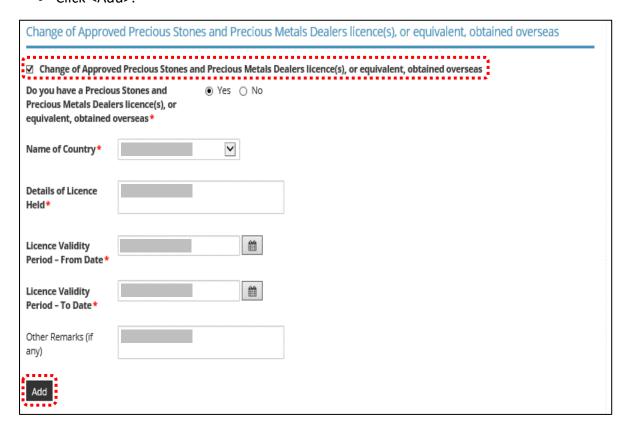
• Tick <Change of Compliance Officer Details> if you want to amend this section.



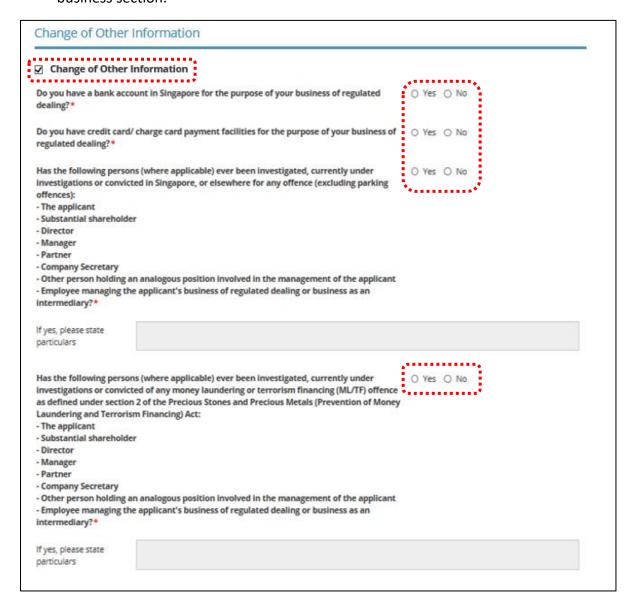
• Tick <Substantial Shareholding Details> if you want to amend this section.



- Tick <Change of Approved Precious Stones and Precious Metals Dealers licence(s) or equivalent, obtained overseas> if you want to amend this section.
- Click <Add>.



• Tick <Change of Other Information> if you want to amend this section and Place of business section.



() Yes () No 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. - 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 ○ Yes ○ No 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?\* If yes, please state particulars

• Enter details if there are any relevant permits or licences obtained.

# Note:



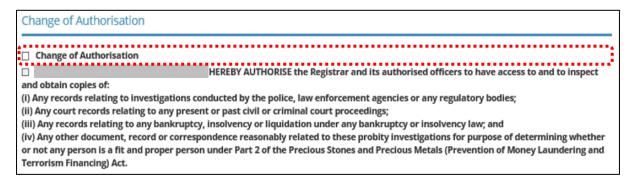
• The permits or licences refer to those relating to anti-money laundering/countering the financing of terrorism regulations of precious stones and precious metals activities.

or his right, to carry on a registration or other auti ML/TF risk or past breach terrorism (AML/CFT) requ - The applicant - Substantial shareholder - Director - Manager - Partner - Company Secretary - Other person holding ar		O Yes O No
If yes, please state particulars		
	ersons holding an analogous position involved in the management oot in the list of directors and shareholders? e.g. commonly used e Chairman and CEO.*	○ Yes ○ No ○ Not Applicable
If yes, please state particulars		
l <del>-</del>	ant permits or licences that are relevant to the business, that you l ds Dealer Licence, Kimberley Process Licence, Remittance Licence.	nave obtained. Examples or relevant licences

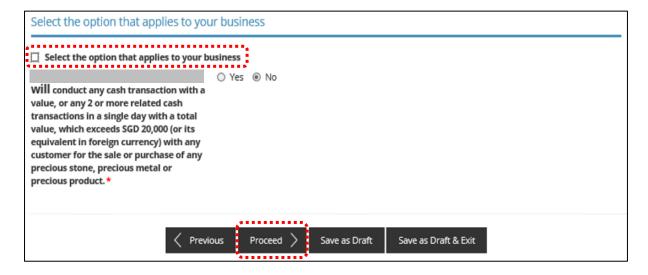
- If you have additional outlets, enter details. Click <Add>.
  Click if you want to edit existing place of business details.

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*			L	evel	E.g. 05-01 Key in:05			
Postal Code*	Please enter your Address*	Retrieve Address postal code and click "Retr	_ (	Jnit Number	E.g. 05-01 Key in:01			
Block/House Numbe	er	~	E	Building Name				
Street Name*			(	Contact Number	▼			
Name of outlet Manager/ person in charge *	n-			D Type*	O NRIC O FIN	O Passport		
Contact number of outlet Manager/ person in-charge *	-		1	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		
						<b> ☑ K</b>		

• Tick <Change of Authorisation> if you want to amend this section.



- Tick <Select the option that applies to your business> if you want to amend this section.
- Click < Proceed>.

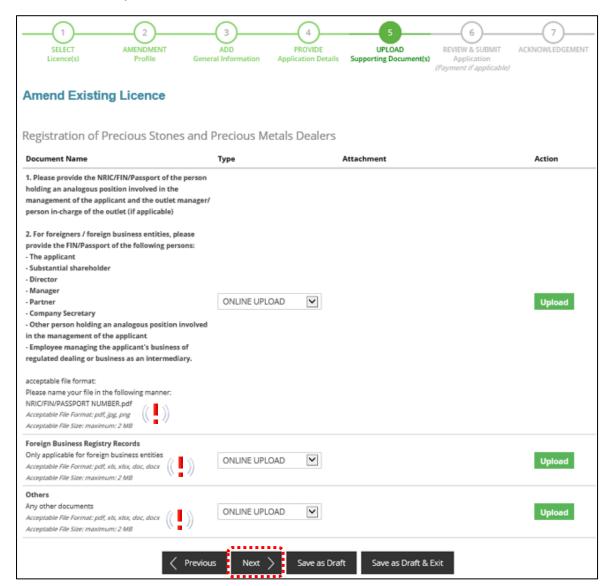


#### **Step 5: UPLOAD Supporting Documents**

- Upload documents as necessary.
- Click <Next>.

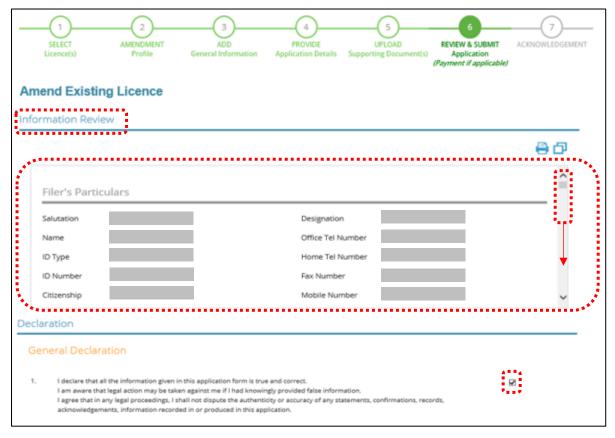
# IMPORTANT: ( )

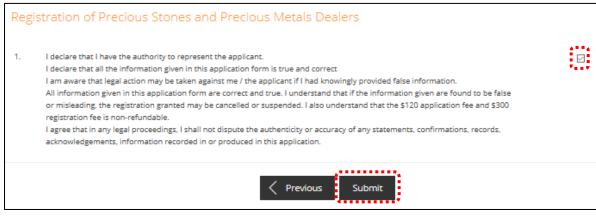
- The acceptable file size for each attachment is maximum 2MB in the specified acceptable formats. Acceptable file format for:
  - NRIC/FIN/PASSPORT: pdf, jpg, png
  - o Foreign Business Registry Records: pdf, xls, xlsx, doc, docx
  - Others: pdf, xls, xlsx, doc, docx



#### Step 6: REVIEW & SUBMIT Application

- Review all information entered.
- Read and tick General Declaration and Registration of Precious Stones and Precious Metals Dealers to provide your declaration.
- Click <Submit>.





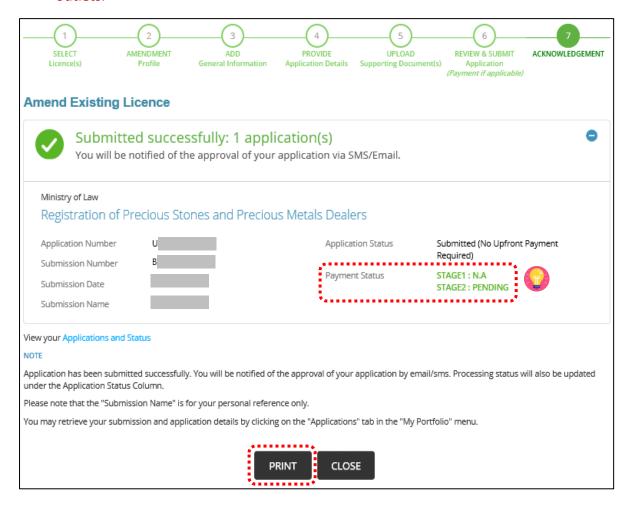
### **Step 7: ACKNOWLEDGEMENT**

• Click <PRINT> to print the amendment application submission.

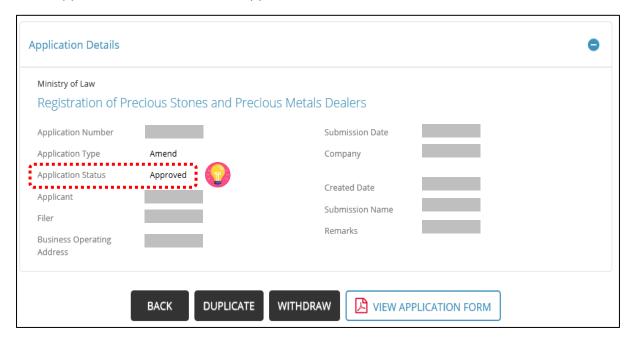
## Note:



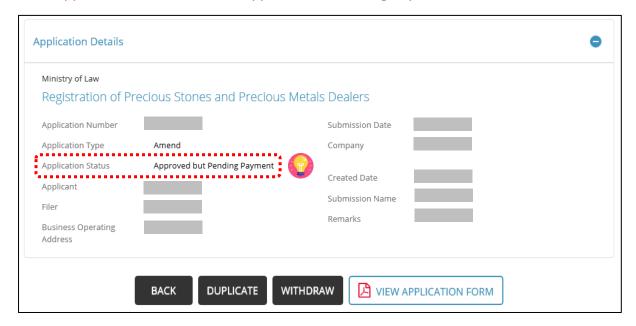
- There is no payment required for amendment of existing licence. The Payment Status for STAGE1 is N.A (Not Applicable).
- The STAGE2 Payment Status shows as PENDING. The STAGE2 payment for the registration fee will be applicable if you amended the existing licence to add additional outlets.



- If there are no additional outlets amended at the <Place of business> section, the STAGE2 payment fee for registration fees is not applicable.
- Application Status shows as 'Approved'.

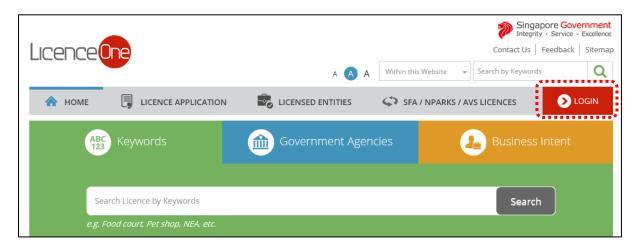


- If there is any additional outlet(s) amended at the <Place of business> section, the STAGE2 payment for registration fees is required to be paid upon granting of the inprinciple approval notification via email.
- Application Status shows as 'Approved but Pending Payment'.



## Log in with CorpPass

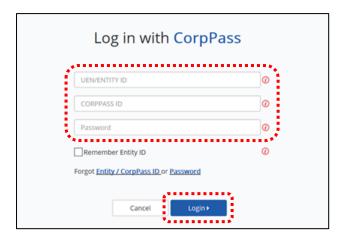
- Go to <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>.
- Click <LOGIN>.



Select <Login via CorpPass>.

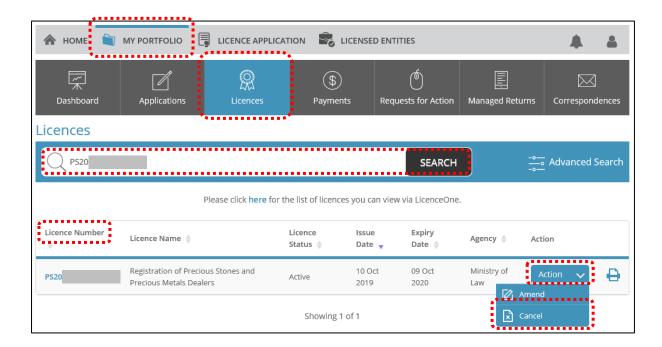


- Enter CorpPass log in details.
- Click <Login>.



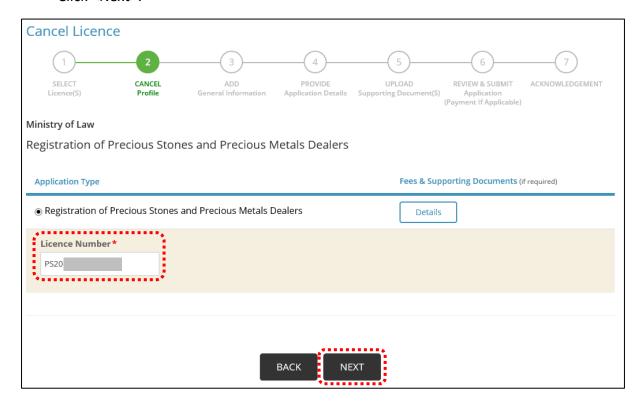
#### **Step 1: SELECT licence to cancel**

- Click < MY PORTFOLIO>.
- Click < Licences >. Your existing licences will be displayed. Search for the Licence Number (PS20xxxxxxxxxx) that you wish to cancel.
- You may also key in the licence number (PS20xxxxxxxxxxx) in the box, click <Search>. Or, you may look up the licence under Licence Number.
- Click <Action>.
- Select <Cancel>.



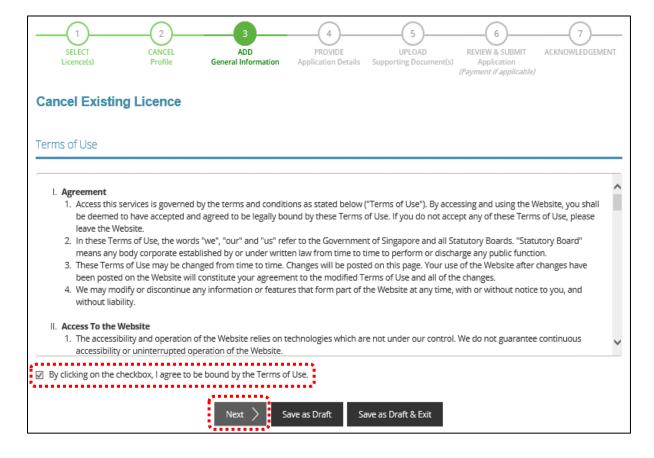
## **Step 2: CANCEL Profile**

- Confirm the displayed Licence Number (PSXXXXXXXXXX) is the licence you wish to cancel.
- Click <Next>.



### **Step 3: ADD General Information**

- Read and tick the checkbox to agree with the Terms of Use.
- Click <Next>.



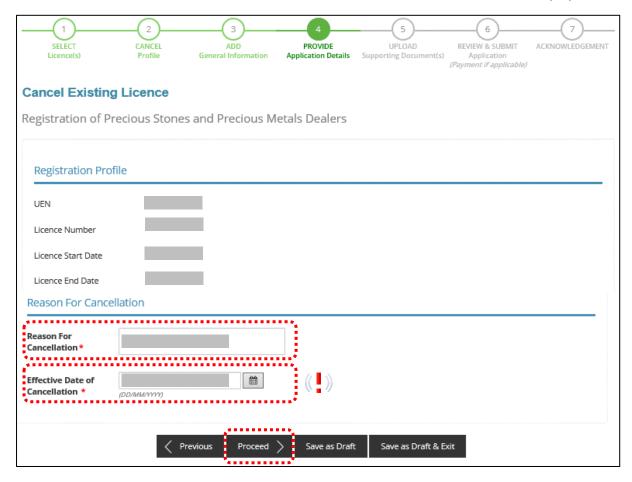
## **Step 4: PROVIDE Application Details**

- Key in the <Reason For Cancellation>.
- Select the <Effective Date of Cancellation>.
- Click < Proceed>.

# **IMPORTANT**: (( ))



• The Effective Date of Cancellation should be earlier than or on the licence expiry date.



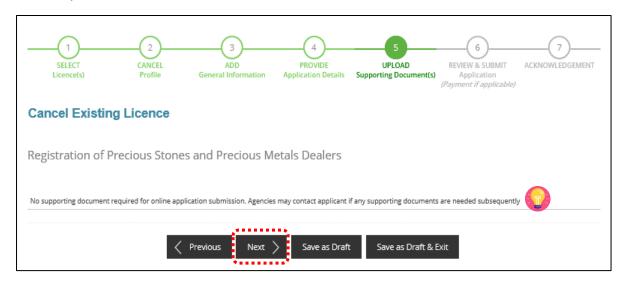
## **Step 5: UPLOAD Supporting Documents**

• Click <Next>.

## Note:

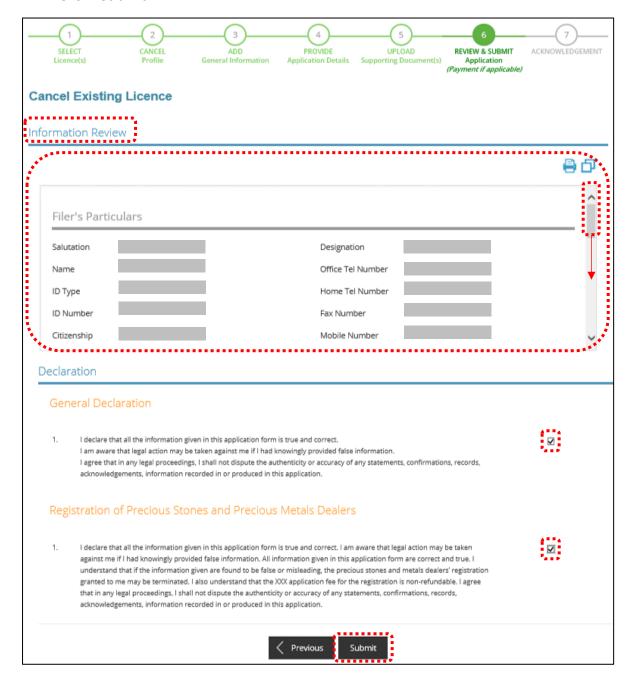


• Supporting documents are not required. The Registrar may contact you if there are any clarifications needed.



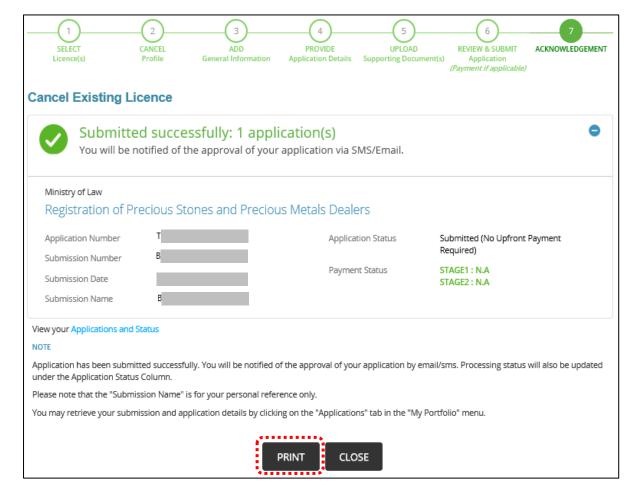
#### Step 6: REVIEW & SUBMIT Application

- Review all information entered.
- Read and tick General Declaration and Registration of Precious Stones and Precious Metals Dealers to provide your declaration.
- Click <Submit>.



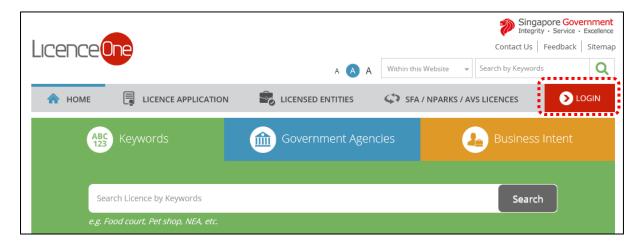
#### **Step 7: ACKNOWLEDGEMENT**

- The cancellation application has been submitted successfully.
- No payment is required for cancellation application.
- Click <PRINT> to print the cancellation application submission.



## Log in with CorpPass

- Go to <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>.
- Click <LOGIN>.



• Select < Login via CorpPass>.

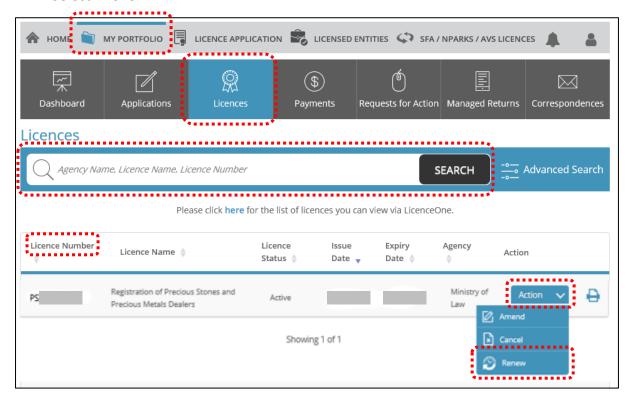


- Enter CorpPass log in details.
- Click <Login>.



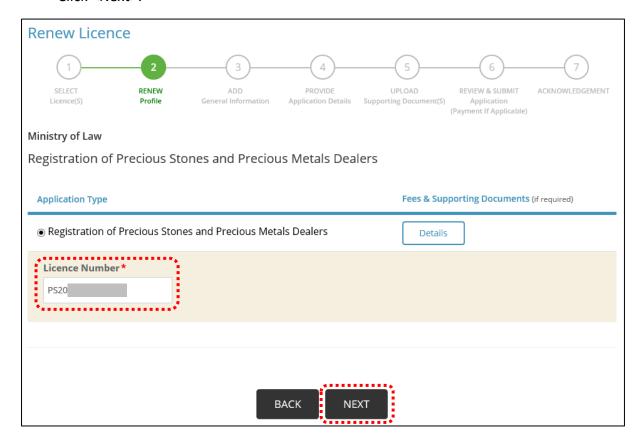
#### Step 1: SELECT licence to renew

- Click < MY PORTFOLIO>.
- Click <Licences>. Your existing licences will be displayed. Search for the Licence Number (PS20xxxxxxxxxx) that you wish to renew.
- You may also key in the licence number (PS20xxxxxxxxxxx) in the box, click <Search>. Or, you may look up the licence under Licence Number.
- Click <Action>.
- Select <Renew>.



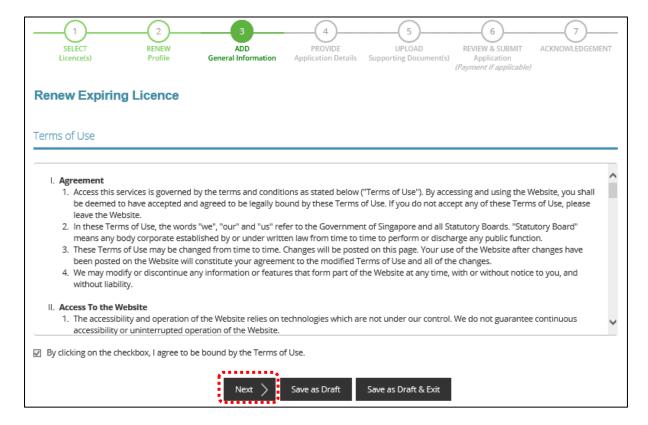
## **Step 2: RENEW Profile**

- Confirm the displayed Licence Number (PSXXXXXXXXXX) is the licence you wish to cancel.
- Click <Next>.

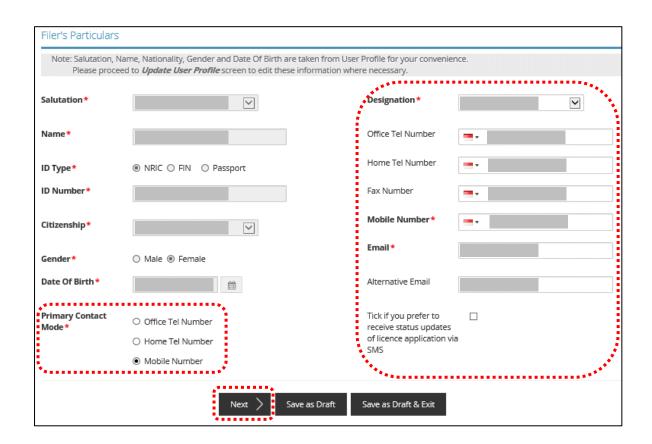


#### **Step 3: ADD General Information**

- Read and tick the checkbox to agree with the Terms of Use.
- Click <Next>.

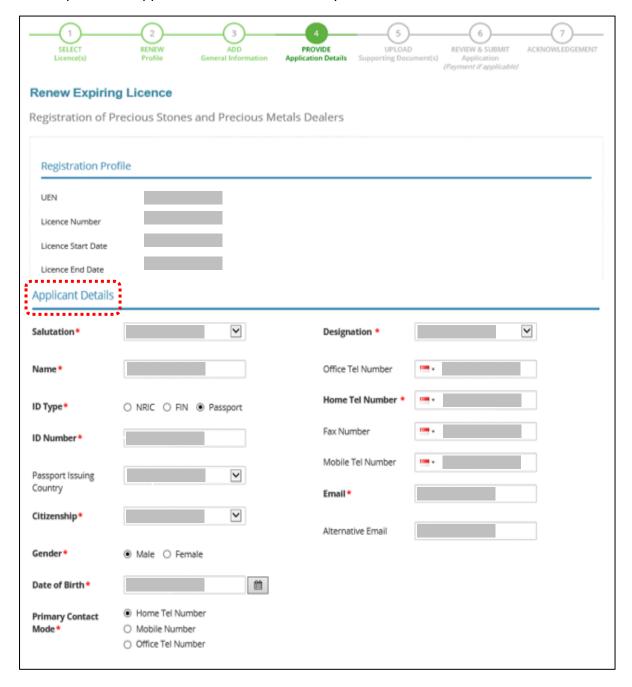


- You can amend Primary Contact Mode, Designation, Office Tel Number, Home Tel Number, Fax Number, Mobile Number, Email, Alternative Email and choose if you want to receive status updates of licence application via SMS.
- Click <Next>.



## **Step 4: PROVIDE Application Details**

• Update the Application Details as necessary.

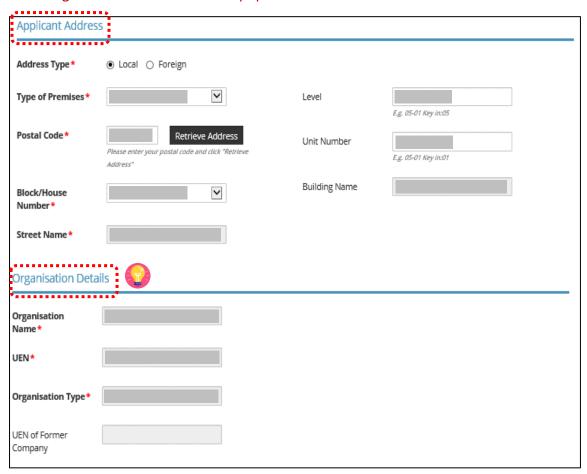


• Update the Applicant Address as necessary.

# Note: 🔐



• Organisation Details are auto populated.

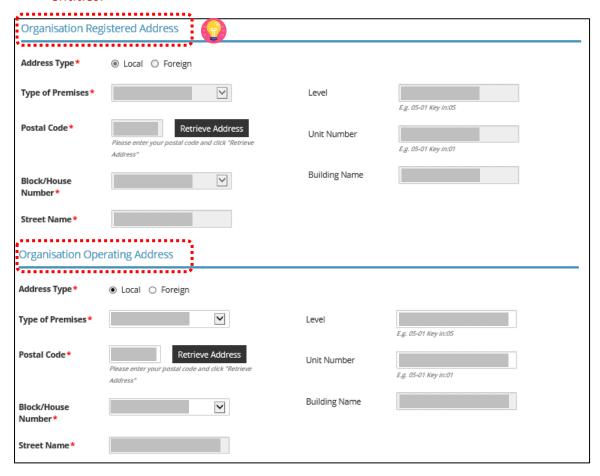


• Update the Organisation Operating Address as necessary.

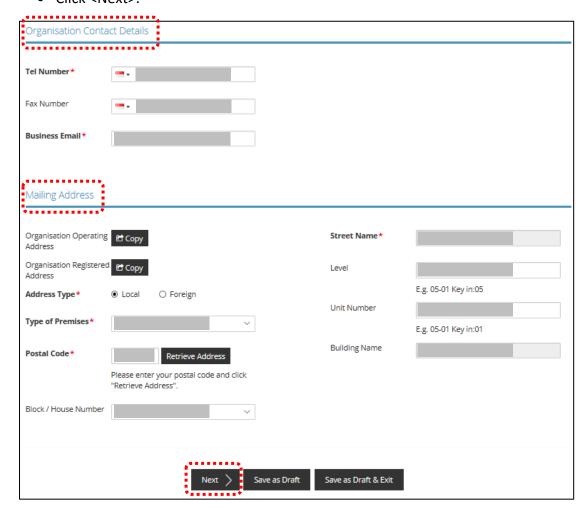
## Note:



• Organisation Registered Address – Information is auto-populated for ACRA registered entities.



- Update the Organisation Contact Details and Mailing Address as necessary.
- Click <Next>.

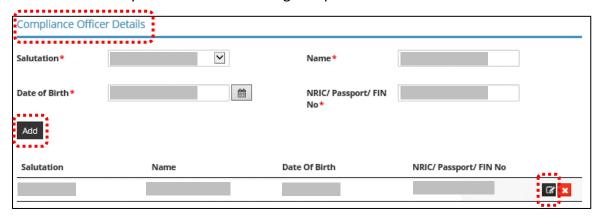


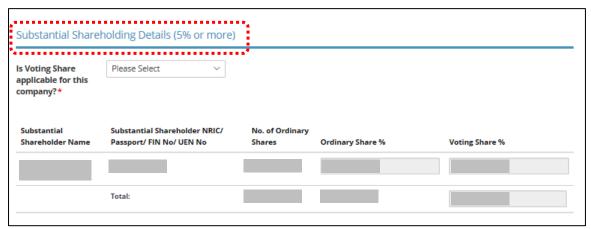
# Note:

- Add/Edit Directors/ Managing Directors/ Partner/ Company Secretary/ Owner/ Manager Details will be auto populated by ACRA.
- 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 3<sup>rd</sup> party company service provider'.



- Update the Compliance Officer Details and Substantial Shareholding Details as necessary. Click <Add>.
- Click if you want to edit existing Compliance Officer details.

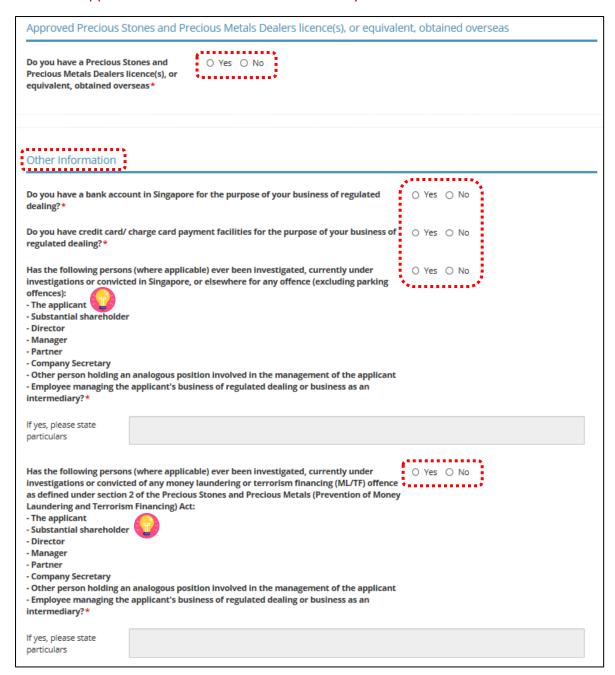


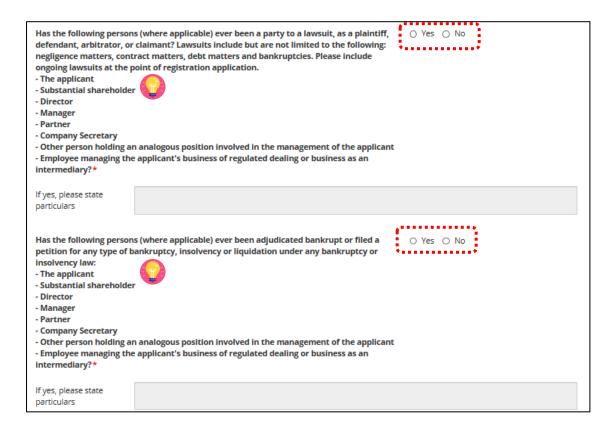


- Declare if there is any PSMD licence obtained overseas.
- Declare Other Information.

## Note:

- There are 8 questions in total.
- The Applicant here refers to the business entity.



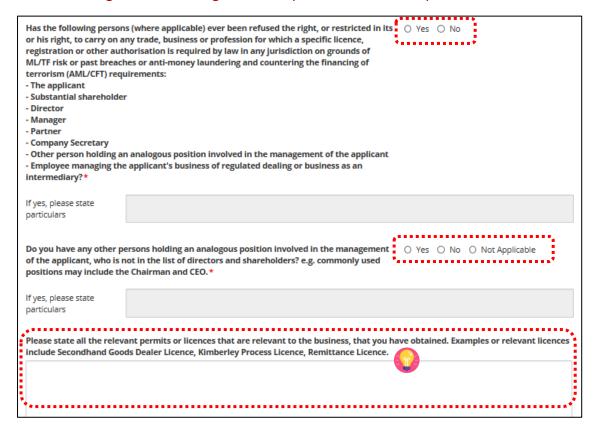


• Enter details if there are any relevant permits or licences obtained.

## Note:



• The permits or licences refer to those relating to anti-money laundering/countering the financing of terrorism regulations of precious stones and precious metals activities.

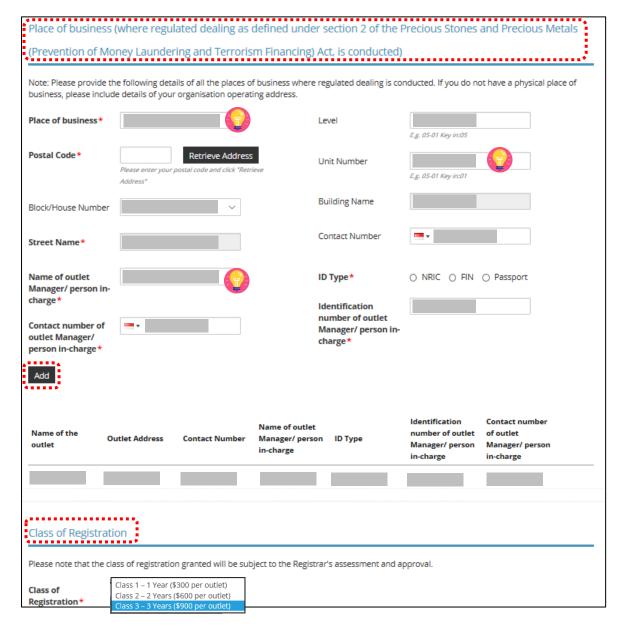


- Enter Place of business.
- Click <Add>.
- Add on only if you have more than 1 place of business.
- Select Class of Registration.
  - Class 1 1 Year (\$300 per outlet)
  - Class 2 2 Years (\$600 per outlet)
  - Class 3 3 Years (\$900 per outlet)

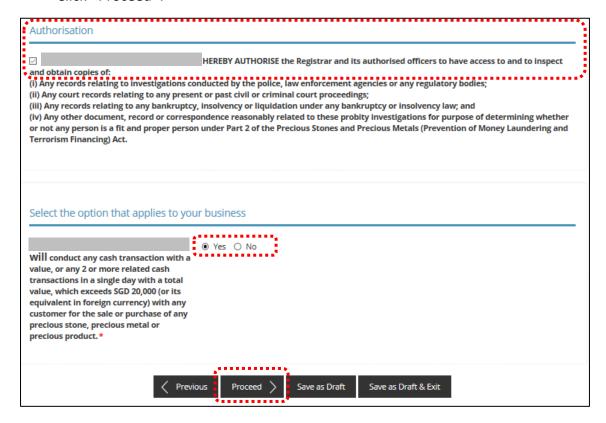
#### Note:



- Enter only 1 Place of business even if the store occupies 2 or more adjoining units' space.
- For the Place of business, type in e.g. name of shopping mall or road name.
- For the Outlet Manager, if there is more than 1 Outlet Manager per Place of Business, to indicate 1 of them. After you have submitted the application, inform ACD at <a href="https://eservices.mlaw.gov.sg/enquiry/">https://eservices.mlaw.gov.sg/enquiry/</a> that you have more than 1 Outlet Manager per Place of business.



- Read and tick Authorisation to agree with the authorisation.
- Select option whether you will conduct any cash or cash equivalent transaction exceeding \$\$20,000.
- Click < Proceed>.

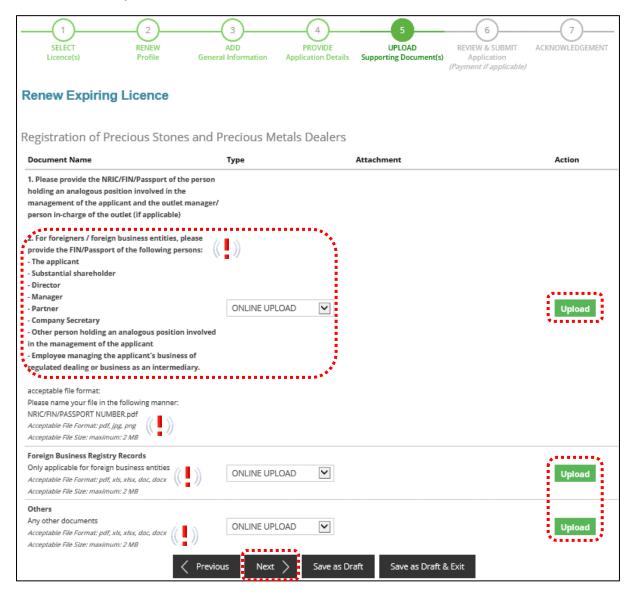


#### **Step 5: UPLOAD Supporting Documents**

- Upload documents as necessary.
- Click <Next>.

# IMPORTANT: ( )

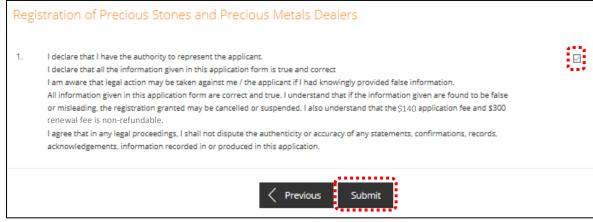
- For foreigners, provide the FIN/Passport for personnel listed under No. 2.
- The acceptable file size for each attachment is maximum 2 MB in the specified acceptable formats. Acceptable file format for:
  - o NRIC/FIN/PASSPORT: pdf, jpg, png
  - o Foreign Business Registry Records: pdf, xls, xlsx, doc, docx
  - Others: pdf, xls, xlsx, doc, docx



#### Step 6: REVIEW & SUBMIT Application

- Review all information entered.
- Read and tick General Declaration and Registration of Precious Stones and Precious Metals Dealers to provide your declaration.
- Click <Submit>.





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

# Note:

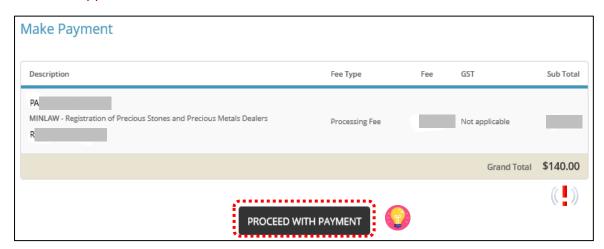


• Payment modes include PayPal, Visa, MasterCard, American Express and Discover. Goods and Services Tax (GST) is not applicable.

# IMPORTANT: (())



• The application fee is non-refundable.



#### **Step 7: ACKNOWLEDGEMENT**

- Click VIEW RECEIPT to save and/or print the application fee receipt.
- Click PRINT to print the application submission.

## Note: 😭

- Check Payment Status that STAGE1 has been PAID. This refers to the Application Fee.
- Upon notification of the in-principle approval via email in around 4 weeks' time, you
  may log in to GoBusiness Licensing to make payment for STAGE2, which is the
  Registration Fee.

