

## Step 1 Renewal Opens

You can submit your renewal application from **3 months before your registration expiry** up till **1 month\* before your registration expiry**

\* It takes about 4 weeks to process the application

## Step 2 Submit Your Application

In GoBusiness:

- Complete and submit the application form;
- Choose registration period (1, 2 or 3 years) and
- Pay **S\$140 application fee**

## Step 3 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 4 Pay Renewal Fee

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

- per place of business
- per year of registration

Within 30 days after receiving in-principle approval from the Registrar.

## Step 5 Registrar Issues Your Certificate

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

