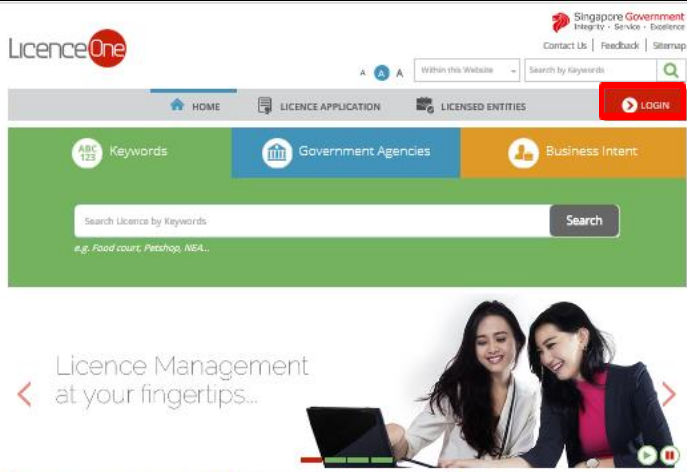


Step-by-Step Guide for Amendment of Certificate of Registration and Hotel-keeper's Licence

The authorised CorpPass user¹ may submit an amendment application to amend the Certificate of Registration and Hotel-keeper's Licence. The five different types of amendment profiles are:-

Amendment Profile ²	Purpose
Change of Hotel Name	Change the name of the hotel
Change of Hotel-keeper	Appoint a new Hotel-keeper for the hotel
Update of Hotel Ownership	Update the Hotel's owner details
Update of Existing Hotel and /or Hotel-keeper's Information	Update the existing hotel and/or hotel-keeper's information
Update of Room Information	Update the Hotel rooms' information

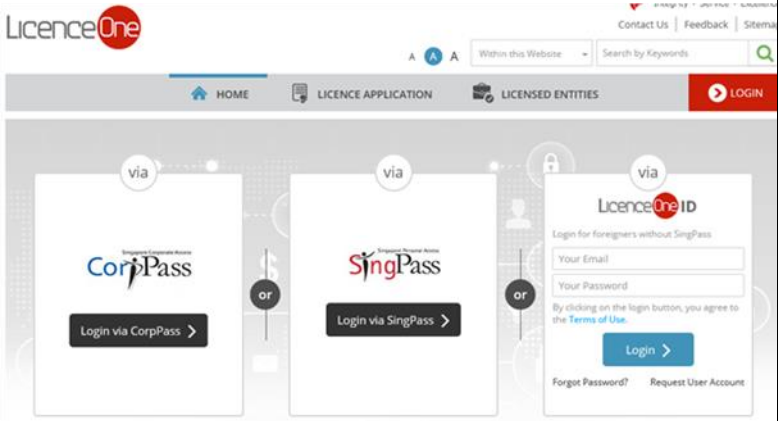
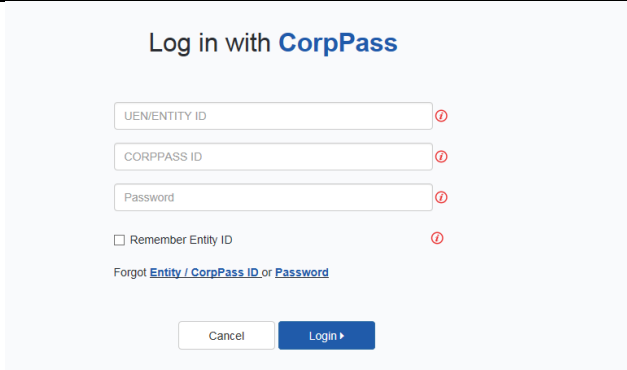
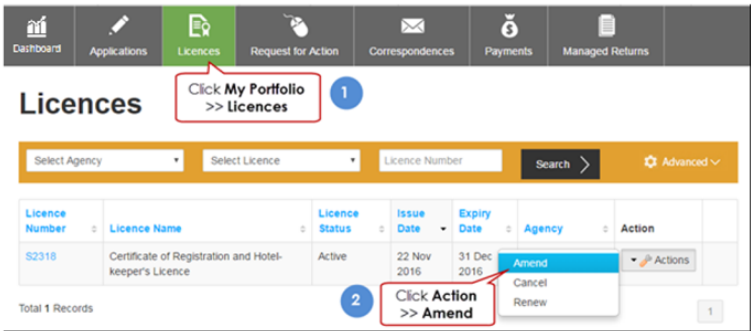
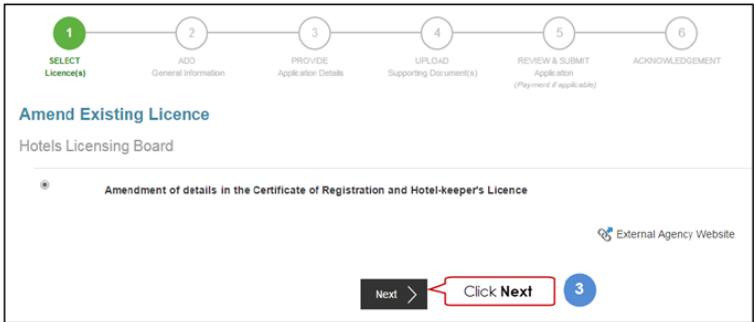
Accessing LicenceOne

S/N	Step	Screenshot
1	Go to LicenceOne website https://licence1.business.gov.sg and click on "Login"	

¹ "Singapore Corporate Access" (or CorpPass) is a corporate digital identity for businesses and other entities to transact with Government agencies online. With the introduction of CorpPass, business entities will use a single digital account to transact with the whole-of government. With effect 1 September 2018, CorpPass will be the only login method for all online business transactions with the Government, including via LicenceOne. Only authorised CorpPass users of the company can use CorpPass to access LicenceOne and submit amendments to the Certificate of Registration and Hotel-keeper's Licence. Should the Hotel-Keeper or Company Director wish to submit the amendment application, they must also be appointed as the authorised CorpPass user of the company.

For information on the registration & set up of CorpPass for your business entity, please visit www.corppass.gov.sg. For information on how to activate CorpPass in LicenceOne, please visit <https://licence1.business.gov.sg/web/frontier/help/corppass-in-licenceone>.

² You can select multiple options to amend the details relating to the Certificate of Registration and/or Hotel-keeper. However, a new licence application is required if you select Change of Hotel Name, Hotel-keeper and Hotel Ownership in one application.

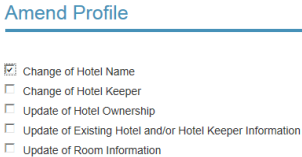
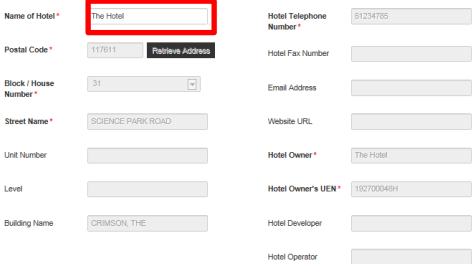
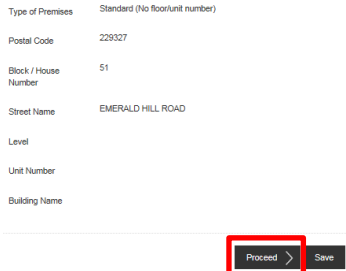
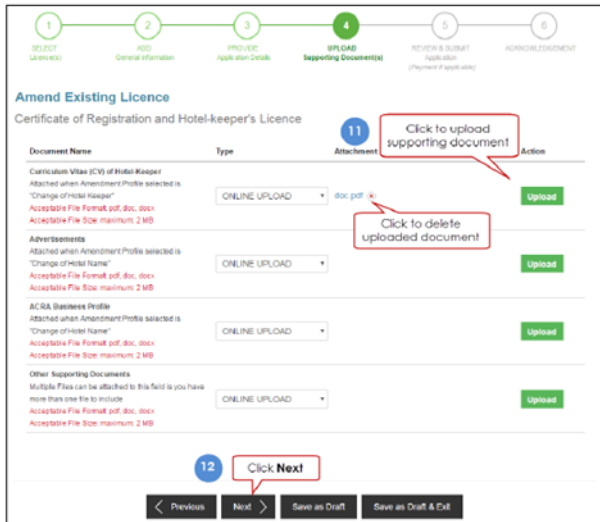
S/N	Step	Screenshot
2	Log in to LicenceOne using CorpPass	
2a	Enter the UEN/Entity No, CorpPass ID and Password and click on "Login"	
3	<p>Click on "My Portfolio > Licence"</p> <p>Enter the Licence Number and Click on "Search"</p> <p>Click on "Action > Amend"</p>	
4	Select "Amendment of details in the Certificate of Registration and Hotel-keeper's Licence" and Click on "Next"	

S/N	Step	Screenshot
5	<p>Select the checkbox to agree to the Terms of Use</p> <p>Click on “Next”</p>	
6	<p>Select the relevant “Amendment Profile³”.</p>	

³ Based on the selected amendment profile, only the respective fields will be available for editing and the remaining fields will be greyed off.

Change of Hotel Name

Pursuant to Hotels Licensing Regulations R(14)(2), the owner or licensee of a hotel shall not change the name of the hotel without the prior written approval of the Board.

S/N	Step	Screenshot
1	Select “Change of Hotel Name” under the Amend Profile section	 <p>Amend Profile</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Change of Hotel Name <input type="checkbox"/> Change of Hotel Keeper <input type="checkbox"/> Update of Hotel Ownership <input type="checkbox"/> Update of Existing Hotel and/or Hotel Keeper Information <input type="checkbox"/> Update of Room Information
2	Enter the new Hotel Name by over-riding the existing name of the hotel	 <p>Hotel Related Information</p> <p>URA Information</p> <p>If I have obtained the relevant Grant of Written Permission/ relevant land use approval from Urban Redevelopment Authority (URA), I am submitting the said URA permission / approval online with this application.</p> <p>Hotel Information</p> <p>Name of Hotel * The Hotel Hotel Telephone Number * 51234785</p> <p>Postal Code * 117811 Retrieve Address Hotel Fax Number</p> <p>Block / House Number * 31 Email Address</p> <p>Street Name * SCIENCE PARK ROAD Website URL</p> <p>Unit Number Hotel Owner * The Hotel</p> <p>Level Hotel Owner's UEN * 102700048H</p> <p>Building Name CRIMSON, THE Hotel Developer</p> <p>Hotel Operator</p>
3	Scroll to the bottom of the page and Click on “Proceed”	 <p>Organisation Address</p> <p>Type of Premises Standard (No floor/unit number)</p> <p>Postal Code 229327</p> <p>Block / House Number 51</p> <p>Street Name EMERALD HILL ROAD</p> <p>Level</p> <p>Unit Number</p> <p>Building Name</p> <p>Proceed Save</p>
4	Upload the supporting documents (if any) and Click “Next”	 <p>Amend Existing Licence</p> <p>Certificate of Registration and Hotel-keeper's Licence</p> <p>Document Name Type Attachment Action</p> <p>Certificate of Incorporation (COI) of Hotel-keeper Attached when Amend Profile selected is "Change of Hotel Name" Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum 2 MB ONLINE UPLOAD Upload</p> <p>Advertisements Attached when Amend Profile selected is "Change of Hotel Name" Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum 2 MB ONLINE UPLOAD Upload</p> <p>ACRA Business Profile Attached when Amend Profile selected is "Change of Hotel Name" Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum 2 MB ONLINE UPLOAD Upload</p> <p>Other Supporting Documents Multiple Files can be attached to this field if you have more than one file to include Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum 2 MB ONLINE UPLOAD Upload</p> <p>12 Click Next</p> <p>Previous Next Save as Draft Save as Draft & Exit</p>

S/N	Step	Screenshot
5	<p>You may preview and print the application form at this screen</p> <p>Tick the check box under “General Declaration” and “Certificate of Registration and Hotel-keeper’s Licence” and click “Submit”</p>	
6	<p>Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with “U” (do take note of this application number as it will be your reference number for any enquiries pertaining to this application). You may choose to print or close the acknowledgement page.</p>	

The Secretariat may request for additional information or outstanding documents (if any) via the “Request for Action”⁴ feature. Upon receiving all the required documents and placement of the advertisements⁵, the Secretariat will process the application which will take an average of two weeks.

⁴ Please refer to the step-by-step guide on “Request for Action”

⁵ Please note that the Board will only be able to process the application if there are no objections from the public within 14 days from the advertisement date


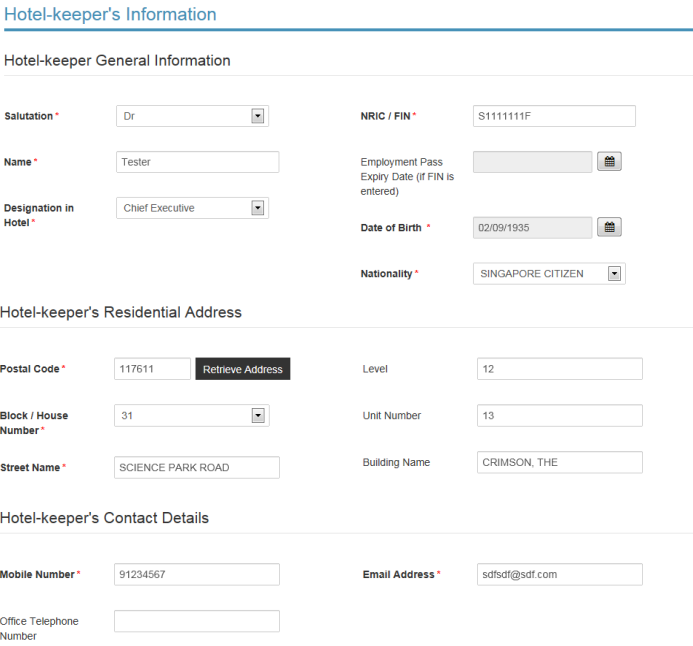
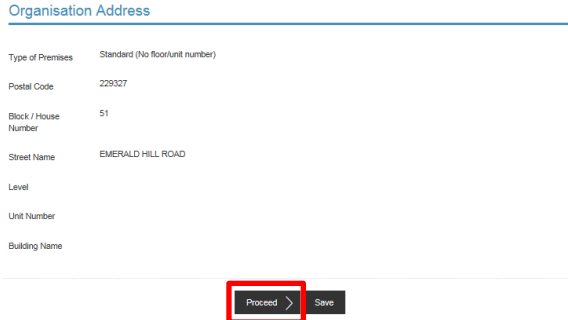
S/N	Step	Screenshot																																										
7	Once the application has been approved by the Board, you will receive an email to inform you to make the payment for the licence fee. A copy of the correspondence can also be found under the “Correspondence” tab in LicenceOne	<p>The screenshot shows the 'Correspondences' tab in the LicenceOne system. The interface includes a search bar and a table of correspondence records. Callouts indicate: 1. Click MY PORTFOLIO >> Correspondences. 2. Search for required correspondence. 3. Click to view details.</p> <table><thead><tr><th>Name</th><th>Application/Licence No.</th><th>Licence Name</th><th>Application Type</th><th>Delivery Channel</th><th>Agency</th><th>Sent Date</th></tr></thead><tbody><tr><td>HL New Application Inspection Passed</td><td>C1510010178</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>05 May 2015 16:04:08</td></tr><tr><td>HL RFA - Notification to Applicant_Fier</td><td>C1510010178</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>05 May 2015 15:08:53</td></tr><tr><td>HL RFA - Notification to Applicant_Fier</td><td>C1510010178</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>05 May 2015 15:47:39</td></tr><tr><td>HL RFA - Notification to Applicant_Fier</td><td>C1510010178</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>05 May 2015 15:14:32</td></tr><tr><td>Licence Application Status Update Notification (to Applicant)</td><td>C1510010178</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>05 May 2015 15:01:44</td></tr></tbody></table>	Name	Application/Licence No.	Licence Name	Application Type	Delivery Channel	Agency	Sent Date	HL New Application Inspection Passed	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 16:04:08	HL RFA - Notification to Applicant_Fier	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:08:53	HL RFA - Notification to Applicant_Fier	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:47:39	HL RFA - Notification to Applicant_Fier	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:14:32	Licence Application Status Update Notification (to Applicant)	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:01:44
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8	To make payment, click on the “Payment” tab and click to view the payment details or make payment	<p>The screenshot shows the 'Payments' tab in the LicenceOne system. The interface includes a search bar and a table of payment records. Callouts indicate: 1. Click MY PORTFOLIO >> Payments. 2. Search for required payment record. 3. Click to view payment details or to make payment.</p> <table><thead><tr><th>Payment Advice No.</th><th>Application No.</th><th>Agency</th><th>Licence Name</th><th>Amount (\$SGD)</th><th>Payment Due Date</th><th>Payment Date</th><th>Payment Status</th></tr></thead><tbody><tr><td>PA1510004365</td><td>C1510010178</td><td>Hotels Licensing Board</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>\$300.00</td><td></td><td></td><td>Unpaid</td></tr></tbody></table>	Payment Advice No.	Application No.	Agency	Licence Name	Amount (\$SGD)	Payment Due Date	Payment Date	Payment Status	PA1510004365	C1510010178	Hotels Licensing Board	Certificate of Registration and Hotel-keeper's Licence	\$300.00			Unpaid																										
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PA1510004365	C1510010178	Hotels Licensing Board	Certificate of Registration and Hotel-keeper's Licence	\$300.00			Unpaid																																					
9	Click the “Payment Advice” to view it in pdf format	<p>The screenshot shows the 'Payment Details' page in the LicenceOne system. The page displays payment details and a table of items. Callouts indicate: 4. Click the required tab to view the respective details. 5. Click to view payment advice in PDF format.</p> <table><thead><tr><th>SNo.</th><th>Description</th><th>Amount(\$SGD)</th><th>Quantity</th><th>Total</th></tr></thead><tbody><tr><td>1</td><td>Registration Fee</td><td>\$200.00</td><td>1</td><td>\$200.00</td></tr><tr><td>2</td><td>Hotel-Keeper's Fee</td><td>\$100.00</td><td>1</td><td>\$100.00</td></tr></tbody></table>	SNo.	Description	Amount(\$SGD)	Quantity	Total	1	Registration Fee	\$200.00	1	\$200.00	2	Hotel-Keeper's Fee	\$100.00	1	\$100.00																											
SNo.	Description	Amount(\$SGD)	Quantity	Total																																								
1	Registration Fee	\$200.00	1	\$200.00																																								
2	Hotel-Keeper's Fee	\$100.00	1	\$100.00																																								
10	Click “Make Payment”, followed by “Proceed with Payment”. Payment can be made via eNets or Credit Card ⁶	<p>The screenshot shows the 'Payment Details' page in the LicenceOne system, highlighting the 'Make Payment' button. Callout indicates: 5. Click Make Payment.</p>																																										

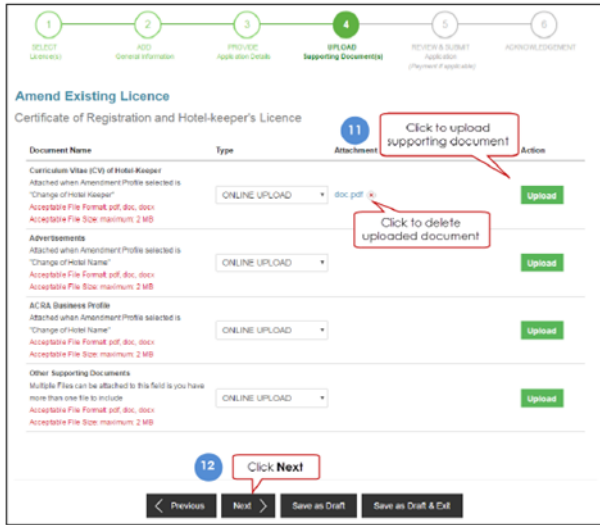
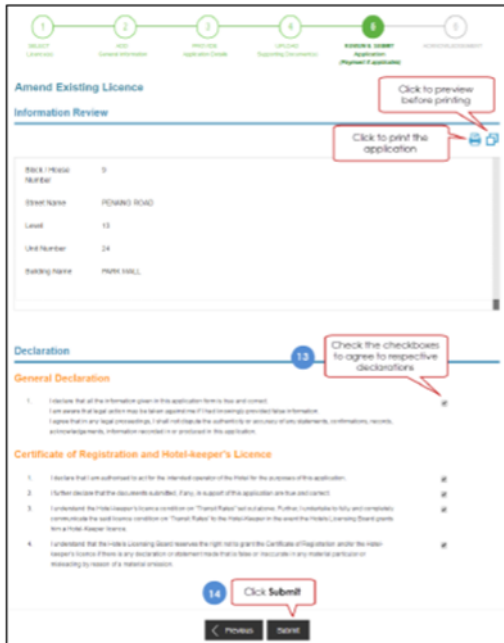
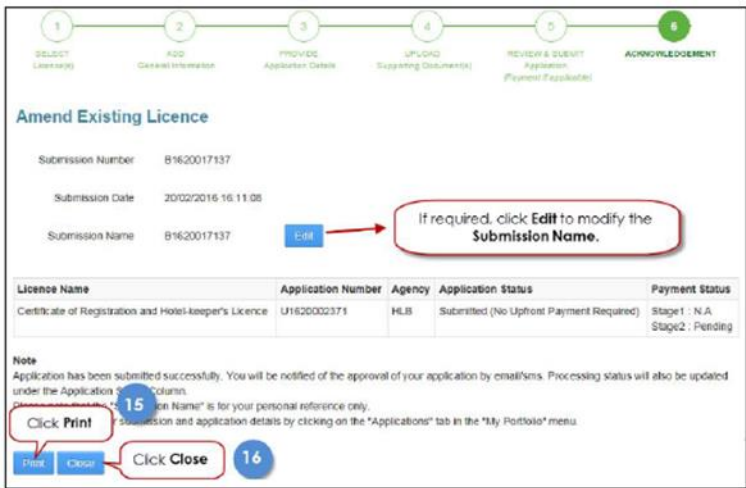
⁶ The e-Payment process is handled via the PayPal payment gateway. For more details on e-Payment requirements, please refer to <https://www.paypal.com>.

S/N	Step	Screenshot
11	<p>Once the payment is successful, a receipt will be generated.</p> <p>To view a copy of the receipt, click on “View Receipt”. Otherwise, click “Next”</p>	
12	<p>An acknowledgement page will be generated with the payment status updated as “Paid” under stage 2</p>	
13	<p>Once the payment has been made, you will receive an email on the licence collection details within 3 working days. A copy of the correspondence can also be found under the “Correspondence” tab in LicenceOne.</p>	

Change of Hotel-Keeper

Pursuant to Hotels Licensing Regulations R(14)(1), where any change is effected in the hotel-keeper of a hotel, the hotel owner shall notify the secretary in writing all the particulars of the change within 10 days of the effective date of such change.

S/N	Step	Screenshot
1	Select “Change of Hotel Keeper” under the Amend Profile section	
2	Enter the new Hotel-keeper information such as Hotel-keeper General Information, Residential Address and Contact Details by over-riding the existing hotel-keeper’s information.	
3	Scroll to the bottom of the page and Click on “Proceed”	

S/N	Step	Screenshot
4	Upload the supporting documents (if any) and Click “Next”	
5	<p>You may preview and print the application form at this screen</p> <p>Tick the check box under “General Declaration” and “Certificate of Registration and Hotel-keeper’s Licence” and click “Submit”</p>	
6	<p>Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with “U” (do take note of this application number as it will be your reference number for any enquiries pertaining to this application). You may choose to print or close the acknowledgement page.</p>	

The Secretariat may request for additional information or outstanding documents (if any) via the “Request for Action”⁷ feature. Upon receiving all the required documents, the Secretariat will process the application which will take an average of two weeks.

S/N	Step	Screenshot
7	Once the application has been approved by the Board, you will receive an email to inform you to make the payment for the licence fee. A copy of the correspondence can also be found under the “Correspondence” tab in LicenceOne	<p>The screenshot shows the 'Correspondences' page with a table of records. The table has columns: Name, Application/Licence No., Licence Name, Application Type, Delivery Channel, Agency, and Sent Date. A callout box labeled '3' points to a link that says 'Click to view details' for a record with Application/Licence No. C1510010178.</p>
8	To make payment, click on the “Payment” tab and click to view the payment details or make payment	<p>The screenshot shows the 'Payments' page with a table of records. The table has columns: Payment Advice No., Application Type, Agency, Licence Name, Amount (\$GD), Payment Due Date, Payment Date, and Payment Status. A callout box labeled '3' points to a link that says 'Click to view payment details or to make payment' for a record with Payment Advice No. PA1510004365.</p>
9	Click the “Payment Advice” to view it in pdf format	<p>The screenshot shows the 'Payment Details' page. It displays fields for Payment Advice Number, Payment Status, Payment Due Date, Payable Amount (\$GD), Application Number, Application Type, Applicant/Licensee Name, Licence Name, Amount (\$GD), Payment Date, and Payment Method. A callout box labeled '4' points to a link that says 'Click the required tab to view the respective details.' Another callout box labeled '5' points to a link that says 'Click to view payment advice in PDF format'.</p>

⁷ Please refer to the step-by-step guide on “Request for Action”

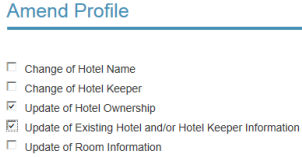
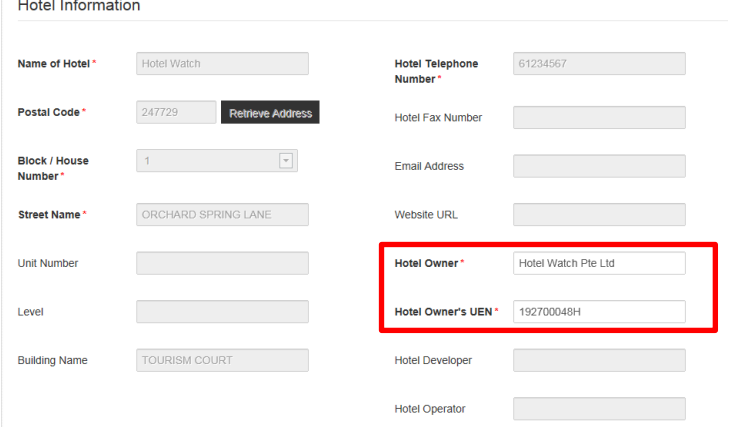
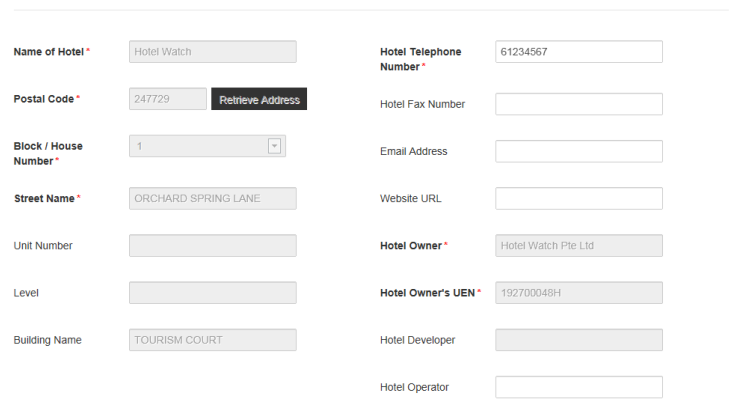
S/N	Step	Screenshot
10	<p>Click “Make Payment”, followed by “Proceed with Payment”.</p> <p>Payment can be made via eNets or Credit Card⁸</p>	
11	<p>Once the payment is successful, a receipt will be generated</p> <p>To view a copy of the receipt, click on “View Receipt”. Otherwise, click “Next”</p>	
12	<p>An acknowledgement page will be generated with the payment status updated as “Paid” under stage 2</p>	
13	<p>Once the payment has been made, you will receive an email on the licence collection details within 3 working days. A copy of the correspondence can also be found under the “Correspondence” tab in LicenceOne</p>	

⁸ The e-Payment process is handled via the PayPal payment gateway. For more details on e-Payment requirements, please refer to <https://www.paypal.com>.

Update of Hotel Ownership

Update of Existing Hotel and/or Hotel Keeper Information

For update of Hotel Ownership⁹ or existing hotel and/or hotel-keeper information, these applications do not require approvals from the Board and will be auto-approved upon submission of the application.

S/N	Step	Screenshot
1	Select “Update of Hotel Ownership” or “Update of Existing Hotel and/or Hotel Keeper information” under the Amend Profile section	
2a	For Update of Hotel Ownership, input the new Hotel Owner information by over-riding the existing data	
2b	For Update of existing Hotel information, only the Hotel Tel Number, Hotel Fax Number, Email Address, Website URL can be updated.	

⁹ Hotel Ownership means the company that owns the hotel or owns the business that operates the hotel. For e.g. Hotel XYZ is owned by Company A but Company B operates the hotel and applies for the hotel licence (i.e Company B is the hotel licensee). Should Company A sells the Hotel XYZ to Company C, but Company B continues to operate the hotel, only an update of the Hotel Ownership is required. However, should Company C wish to take over the operations of the hotel from Company B, a new application for a Certification of Registration and Hotel Keeper’s Licence is required as licenses are not transferable.

S/N	Step	Screenshot
	For Update of existing Hotel-keeper information, only the Hotel-keeper's Residential Address and Contact details can be updated	
3	Scroll to the bottom of the page and Click on "Proceed"	
4	Upload the supporting documents (if any) and Click "Next"	

S/N	Step	Screenshot
5	<p>You may preview and print the application form at this screen</p> <p>Tick the check box under “General Declaration” and “Certificate of Registration and Hotel-keeper’s Licence” and Click “Submit”.</p>	
6	<p>Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with “U” (do take note of this application number as it will be your reference number for any enquiries pertaining to this application). The application status will be reflected as “Approved”. You may choose to print or close the acknowledgement page</p> <p>No payment is required for “Update of Hotel Ownership, Update of Existing Hotel and/or Hotel-keeper Information”</p>	

Update of Room Information

Should there be any changes to the hotel room information, please update the changes via LicenceOne.

S/N	Step	Screenshot																
1	Select “Update of Room Information” under the Amend Profile section	<div><div>Amend Profile</div><div><div><div><div><div><input type="checkbox"/></div><div>Change of Hotel Name</div></div><div><div><input type="checkbox"/></div><div>Change of Hotel Keeper</div></div><div><div><input type="checkbox"/></div><div>Update of Hotel Ownership</div></div><div><div><input type="checkbox"/></div><div>Update of Existing Hotel and/or Hotel Keeper Information</div></div><div><div><input checked="" type="checkbox"/></div><div>Update of Room Information</div></div></div></div></div></div>																
2	<div>Update the Room Information either by editing the existing data or adding new room category</div> <div>The total number of rooms & beds will be updated automatically</div>	<div><div>Room Information</div><div><table><thead><tr><th>Category</th><th>Room Rate (\$)</th><th>No. of Rooms</th><th>No. of Beds</th></tr></thead><tbody><tr><td>6 Bed Room</td><td>20</td><td>5</td><td>6</td></tr><tr><td>8 Bed Room</td><td>15</td><td>5</td><td>8</td></tr><tr><td>10 Bed Room</td><td>10</td><td>10</td><td>10</td></tr></tbody></table><div><div>Room Category *</div><div></div><div>Room Rate (\$) *</div><div></div><div>Number of Rooms *</div><div></div><div>Number of Beds Per Room</div><div>(Mandatory for Hostel Only)</div><div>Add Room Category</div></div><div>Total Number of Rooms & Beds</div><div><div>Total Number of Rooms *</div><div>20</div><div>Total Number of Beds *</div><div>170</div></div></div></div>	Category	Room Rate (\$)	No. of Rooms	No. of Beds	6 Bed Room	20	5	6	8 Bed Room	15	5	8	10 Bed Room	10	10	10
Category	Room Rate (\$)	No. of Rooms	No. of Beds															
6 Bed Room	20	5	6															
8 Bed Room	15	5	8															
10 Bed Room	10	10	10															
3	Scroll to the bottom of the page and Click on “Proceed”	<div><div>Organisation Address</div><div><div>Type of Premises</div><div>Standard (No floor/unit number)</div><div>Postal Code</div><div>220327</div><div>Block / House Number</div><div>51</div><div>Street Name</div><div>EMERALD HILL ROAD</div><div>Level</div><div></div><div>Unit Number</div><div></div><div>Building Name</div><div></div></div><div><div>Proceed</div><div>Save</div></div></div>																
4	Upload the supporting documents (if any) and Click “Next”	<div><div><div><div>1</div><div>SELECT LICENCE(S)</div></div><div><div>2</div><div>ADD General Information</div></div><div><div>3</div><div>PROVIDE Application Details</div></div><div><div>4</div><div>UPLOAD Supporting Document(s)</div></div><div><div>5</div><div>REVIEW & SUBMIT Application (Payment if applicable)</div></div><div><div>6</div><div>ACKNOWLEDGMENT</div></div></div><div><div>Amend Existing Licence</div><div>Certificate of Registration and Hotel-keeper's Licence</div><div><div>11</div><div>Click to upload supporting document</div><div>Click to delete uploaded document</div><div>Click Next</div></div><div><div>Document Name</div><div>Type</div><div>Attachment</div><div>Action</div></div><div><div>Certification Vitas (CV) of Hotel Keeper</div><div>Attached when Amendment Profile selected is "Change of Hotel Keeper"</div><div>ONLINE UPLOAD</div><div>doc.pdf</div><div>Upload</div></div><div><div>Advertisements</div><div>Attached when Amendment Profile selected is "Change of Hotel Name"</div><div>ONLINE UPLOAD</div><div></div><div>Upload</div></div><div><div>ACRA Business Profile</div><div>Attached when Amendment Profile selected is "Change of Hotel Name"</div><div>ONLINE UPLOAD</div><div></div><div>Upload</div></div><div><div>Other Supporting Documents</div><div>Multiple Files can be attached to this field if you have more than one file to include</div><div>ONLINE UPLOAD</div><div></div><div>Upload</div></div></div><div><div>Previous</div><div>Next</div><div>Save as Draft</div><div>Save as Draft & Exit</div></div></div>																

S/N	Step	Screenshot
5	<p>You may preview and print the application form at this screen</p> <p>Tick the check box under “General Declaration” and “Certificate of Registration and Hotel-keeper’s Licence” and Click “Submit”.</p>	
6	<p>Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with “U” (do take note of this application number as it will be your reference number for any enquiries pertaining to this application). You may choose to print or close the acknowledgement page.</p>	

The Secretariat may request for additional information or outstanding documents (if any) via the “Request for Action”¹⁰ feature. Upon receiving all the required documents, the Secretariat may request for an inspection and the application will take an average of two weeks for processing.

S/N	Step	Screenshot																																										
7	<p>Once the application has been reviewed and approved, you will receive an email acknowledgement. A copy of the correspondence can also be found under the “Correspondence” tab in LicenceOne</p> <p>No payment is required for “Update of Room Information”</p>	<p>The screenshot displays the 'Correspondences' section of the LicenceOne portal. The top navigation bar includes 'MY PORTFOLIO', 'LICENCE APPLICATION', 'GUIDELINES', 'ABOUT US', 'INFO SEARCH', 'PUBLIC USER', and 'LOGOUT'. Below this, a secondary navigation bar has 'All Items', 'Applications', 'Licences', 'Request for Action', 'Correspondences' (highlighted), 'Payments', and 'Managed Returns'. The 'Correspondences' section features a search bar with 'Correspondence Name', 'Sent Date From', and 'Sent Date To' fields, and a 'Search' button. Below the search bar is a table with the following data:</p> <table><thead><tr><th>Name</th><th>Application/Licence No.</th><th>Licence Name</th><th>Application Type</th><th>Delivery Channel</th><th>Agency</th><th>Sent Date</th></tr></thead><tbody><tr><td>HL New Application Inspection Passed</td><td>C1510010178</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>05 May 2015 15:04:08</td></tr><tr><td>Applicant's Officer</td><td>C1510010178</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>05 May 2015 15:58:53</td></tr><tr><td>HL RFA - Notification to Applicant_Filer</td><td>C1510010178</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>05 May 2015 15:47:33</td></tr><tr><td>HL RFA - Notification to Applicant_Filer</td><td>C1510010178</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>05 May 2015 15:14:32</td></tr><tr><td>Licence Application Status Update Notification (to Applicant)</td><td>C1510010178</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>05 May 2015 15:01:44</td></tr></tbody></table> <p>Total 5 Records</p>	Name	Application/Licence No.	Licence Name	Application Type	Delivery Channel	Agency	Sent Date	HL New Application Inspection Passed	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:04:08	Applicant's Officer	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:58:53	HL RFA - Notification to Applicant_Filer	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:47:33	HL RFA - Notification to Applicant_Filer	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:14:32	Licence Application Status Update Notification (to Applicant)	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:01:44
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¹⁰ Please refer to the step-by-step guide on “Request for Action”