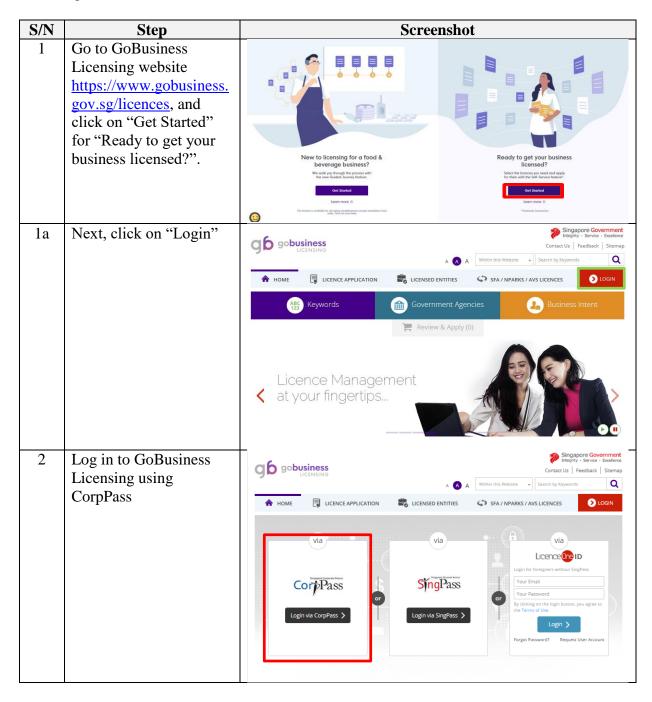
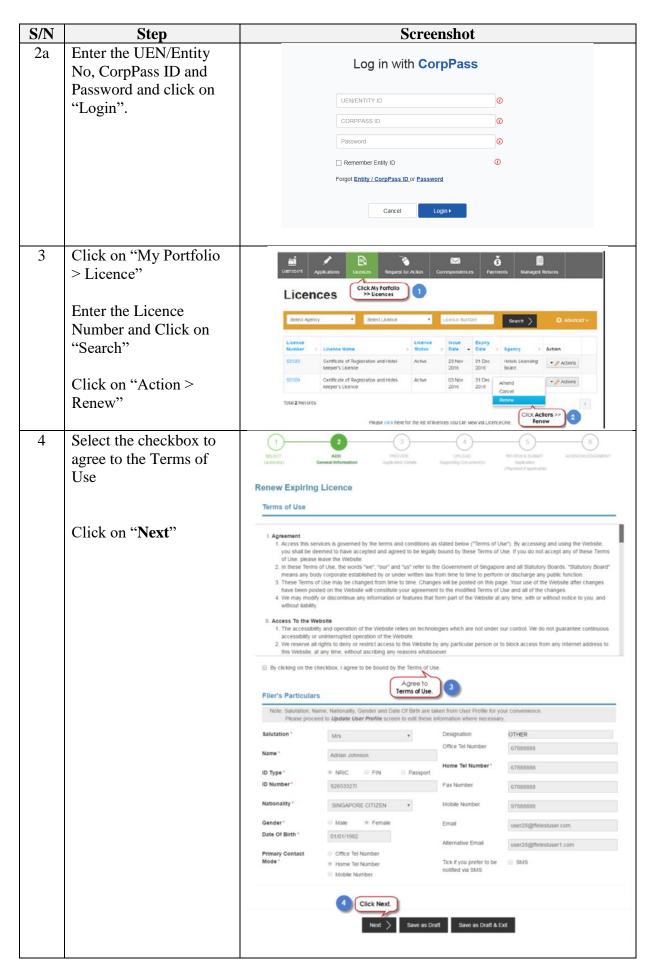
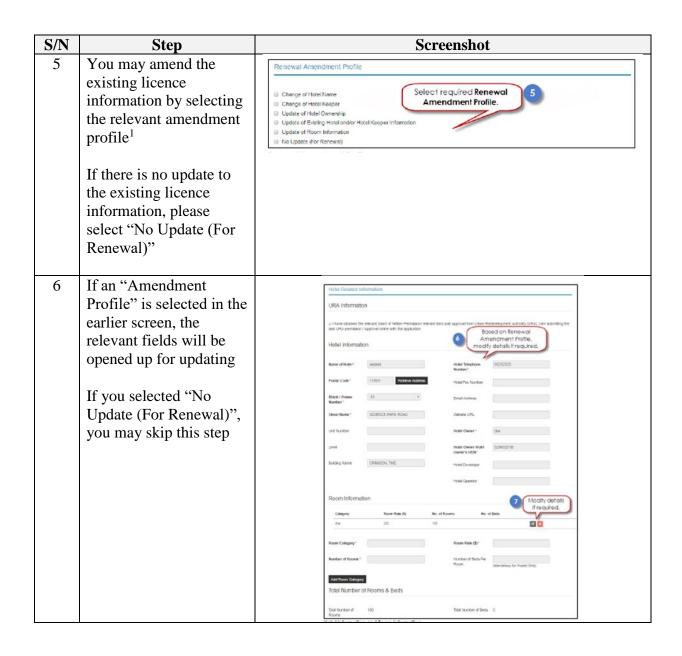
Step-by-Step Guide for <u>Renewal</u> of Certificate of Registration and Hotel-keeper's Licence

The licence expires on 31 December annually and the licence renewal exercise starts from October each year. Hotels can only submit the licence renewal application from 1 October to 30 November. HLB will send the notice of renewal to hotels in early October and hotels are required to submit the renewal applications and make payment online through GoBusiness Licensing.







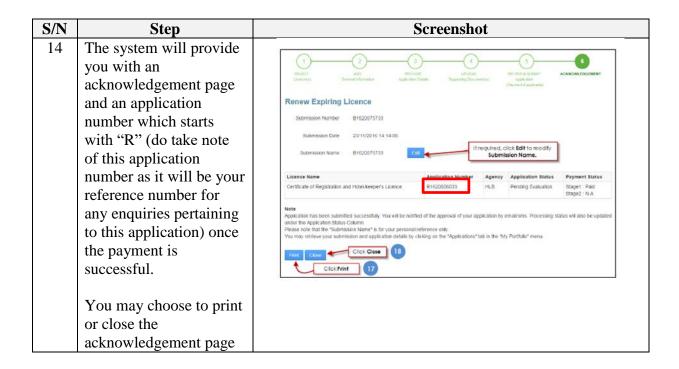
¹ Please note that the any amendment made will only be reflected in the licence for the next year.

S/N	Step	Screenshot
	•	F&B Outlet information
		Type Of Dutlet
		Tengan and Modify details if
		Type of Outlet And Outlet Type And Outlet Type
		Total Number of Curiets
		Total Number of Outes:
		Hotel-keeper's Information
		Hotel-keeper General Information
		Selection* Mrs • PMSC / PM* 550533271
		Marce * Edition James Edition
		Cestgradion in Chef Ecositie * Chef Ecositie * Chef Birth * 01011902
		Mindowaldy* SHIGAPORE CITIZEN *
		Hotel-keeper's Residential Address
		Productions 200209 (Full lines Address Level 01
		Bood / House * Unit Number ©2 Nation
		Street Name* KITCHERR LINK Building Name CITY SQUAME RESIDENCES
		Hotel-keeper's Contact Details
		Mobile Number* 5700000 Email Address* uneCligificentiseccom
		Office Telephone 67000000
7	Complete the Guest	Renewal Declaration Details
	Ratio (Percentage) field	Control Date (December)
	Timis (1 troinings) Iroin	Guest Ratio (Percentage)
		Please indicate the guest ratio based on actual numbers. Specify the required details
		Type of Guests Guest ratio % (January to December 2014) Guest ratio % (January to June 2015)
		Foreign *
		Local*
		Local guests include: i) Singapore Citizens
		ii) Singapore permanent residents ; and
		iii) non-permanent resident holding employment pass "work permit, student pass,dependent pass holders and long-term social visit pass.
	TC 1 1 1 1 1 1	Currently Offering Rooms on Transit Rates
8	If the hotel is currently	Roots add or offeed for sale to very guest all a role less than for a full day, utilies immediately before or after any accommodation that was word to the
	offering rooms on transit	tions point at a fill day rate (a.g. early charak-te or late check-out). Transit rate Information
	rate, complete the	
	section on "Transit rate	Proceedings of total resource + Jan-Jen 2016 - Jan-Jen 2017 1
	Information"	
		Proceedings of guest on transit one ++ Jan-Jun 2017 Local * Jan-Jun 2017 Local *
	If the hotel is currently	and flow Mind Consister - demokra 1997
	not offering transit rates,	Freque
	this section will be	Transit rate guest segment(Please tick all applicable)
	greyed out	☐ Transis Flagt Cestop Flessengers ☐ See Cree
		☐ tradition withing thryspoor for a day letp: ☐ tradition withing thryspoor for a day letp: ☐ tradition withing thryspoor for a day letp: ☐ tradition within the property of
		☐ Validars is Singapore for motical approximents ☐ Validas ti Cacino
		Citairs (Please Specify)

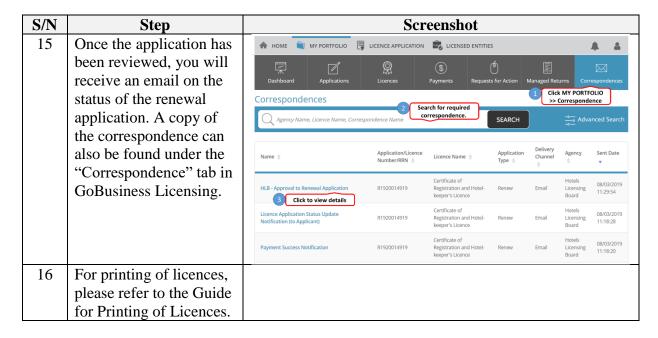
S/N	Step	Screenshot
		Room Rates and duration (Jan-Dec 2016)
		Rosen Rate (S) Ourselon (Fire)
		Rosen Rale (S) Cusation (Yts)
		AM
		Room Rates and duration (Jan-Jun 2017)
		Room-Rate (R) Charakter (Rins)
		Room Rate (fi) Duration (Htt)
		AGI
		 (Total revenue colected than rooms offered as transit rates / Total room revenue colected) x 100 + (Total number of local guests staying in rooms offered on toxest state if Total number of guests staying is rooms offered on toxest states if Total number of guests staying is rooms offered on toxest states if 100
9	Select if the hotel has	
	the intention to offer	Application to Offer Rooms on Transit Rate in 2018:
	rooms on transit rate for	It sharks a condition of the instancement's Lineau flux. Theraphilian
	the next licence period	The locace that ensure that do accommodation is the hotelity page or offered the sale to any purchast a state less than the dark one, or less immediately before it after any accommodation that way said to the state great of a field but state (e.g., e.g.), c.m., or the check of it like (hext.or), without the partial approximation for all bound.
		a.) Prisons decline whether the tetal.
	If you select "Yes", you	In) if "Nex" please declare the treated sales. Thereof other quests segment/Please bits all applications
	are required to select the	great segments and room rates TorontPhysic Circle, Provincingos Sea Circle Valence softing Simpapore for a dep tro
	guest segment and	Immers coming companies on a cost yet Immers contained co
	specify the project room	© Vellon to Coarno © Others (Peans (peint)
	rates and duration	
	C1: -1 (D 12:	
	Click on "Proceed" once	Projected room rates and duration
	the section has been	Store (fine (5) Chrosien (*Proj
	completed	Room Rate (6) * Duration (4m) *
		Reason for offering transit rates
		If "men", people and certainer the interioris for the butter lateraling to after transit rates.
		Clicc Proceed 10
		Proceed > Sien as Draf
10	Upload the supporting	
	documents (if any) and	START GEO PROVIDE START FOUNDATION ADDRESS ADD
	Click "Next".	(Flar ment F applicabil)
		Renew Expiring Licence Certificate of Registration and Hotel-keeper's Licence
	If you are submitting a	Document Norm Sype Allochemet Click on the Commonweal
	change of hotel name	Carradan Visit (C.V.) of the stringers Accordant of Table Stringers Color Stringers Color
	with your renewal	Advertisements Acceptate Fine Person, pol. doc. docs Acceptate Fin Docs recomm. 21/6
	application, you will	ACEA Decreas Profile Acceptable File Pornet, pol, doc, docs ONLINE UPLCAD Upstabl Upstable
	need to upload the e-	Acceptate if the Science management 2 MB Other Supporting Decements Motigo Filtres on statched in the let if a you have
	notice according to the	restribution fair bridule ONLINE UPLOAD Acceptate File Formation of the Control VIII Acceptate File file file to receive VIII Acceptate File file file to receive VIII Acceptate File file file file file file file file f
	Notice template in PDF	
	format. Ensure that you	Cick Next 12
	have provided accurate	Companying Recognised
	information in the e-	
	notice. The e-notice will	
	typically be published	

S/N	Step	Screenshot
DITT	on the HLB Website within 3 working days from when the e-notice is successfully uploaded.	Del censitot
11	You may preview and print the application form at this screen. Tick the check box under "General Declaration" and "Certificate of Registration and Hotel-keeper's Licence" and Click on "Submit".	Renew Expiring Licence Information Review Click to particulars SAURION 19% Designation SAURION 19% Designation Cook of the Name of the Saurion Cook of the Saurio
12	You will be directed to the payment page to make payment ²	SELECT ADD PROVIDE Application Provide Application Date Description Renew Expiring Licence e-Payment SNo Description Amount(\$) 1 Pay to HLB (Payment Advice No - PA16 10497708) Certificate of Registration and Hotel-keeper's Licence Application Provided Description Amount(\$) Certificate of Registration Advice No - PA16 10497708) GST is not applicable Hotel-keeper's Licence GST is not applicable Payment Advice Sub Total 300.00 Grand Total: 360.00
13	Once the payment is successful, a receipt will be generated To view a copy of the receipt, click on "View Receipt". Otherwise, click "Next"	Seneral Across Princets Commit Princets

 $^{^2}$ The e-Payment process is handled via the PayPal payment gateway. For more details on e-Payment requirements, please refer to $\frac{\text{https://www.paypal.com}}{\text{https://www.paypal.com}}$



The Secretariat may request for additional information or supporting documents (if any) via the "Request for Action" feature. Upon receiving all the required documents and clarification (if any), the Secretariat will process the application.



7

³ Please refer to the step-by-step guide on "Request for Action"