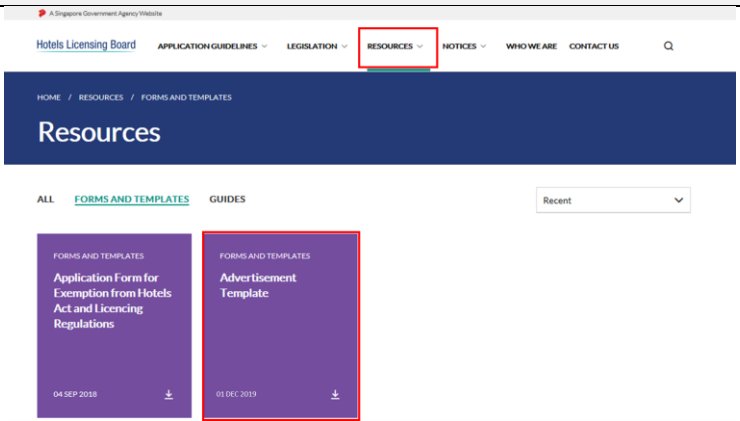
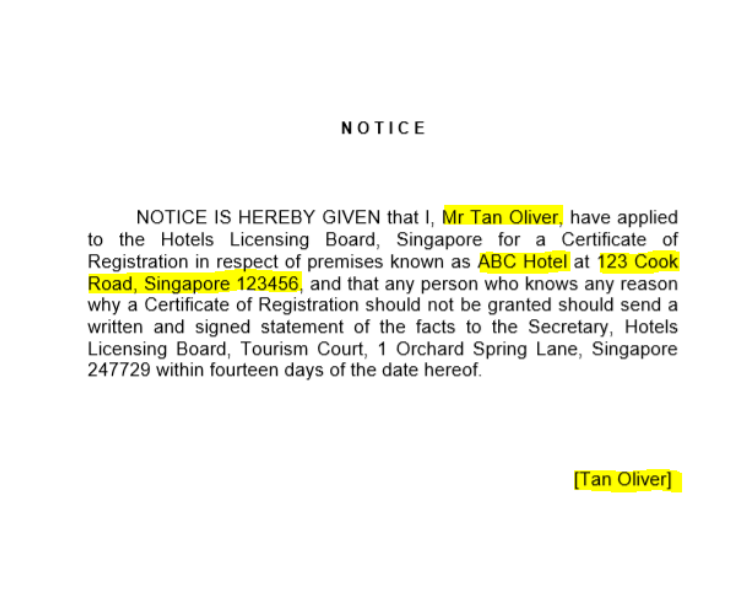


Step-by-Step Guide for Submission of e-notice for Certificate of Registration

S/N	Step	Screenshot
1	Download the Advertisement Template under the Resources Section and look under Forms and Templates.	
2	Fill in the necessary information required in the Notice and save it in PDF format . Do ensure that you have accurately entered the Name of Hotel-keeper, Name of Hotel and Address of Hotel.	

S/N	Step	Screenshot
3	Upload the e-notice ¹ according to the Notice template in PDF format. Ensure that you have provided accurate information in the e-notice. The e-notice will typically be published on the HLB Website within 3 working days from when the e-notice is successfully uploaded.	
4	You may check the HLB Website's Notices section to view all e-notices published.	

¹ Any notice of objection lodged with HLB within two weeks of the advertisement will be taken into account in the assessment of the application for a Certificate of Registration.