

**Step-by-Step Guide for Printing of Licences**  
**Certificate of Registration and Hotel-Keeper's Licence**

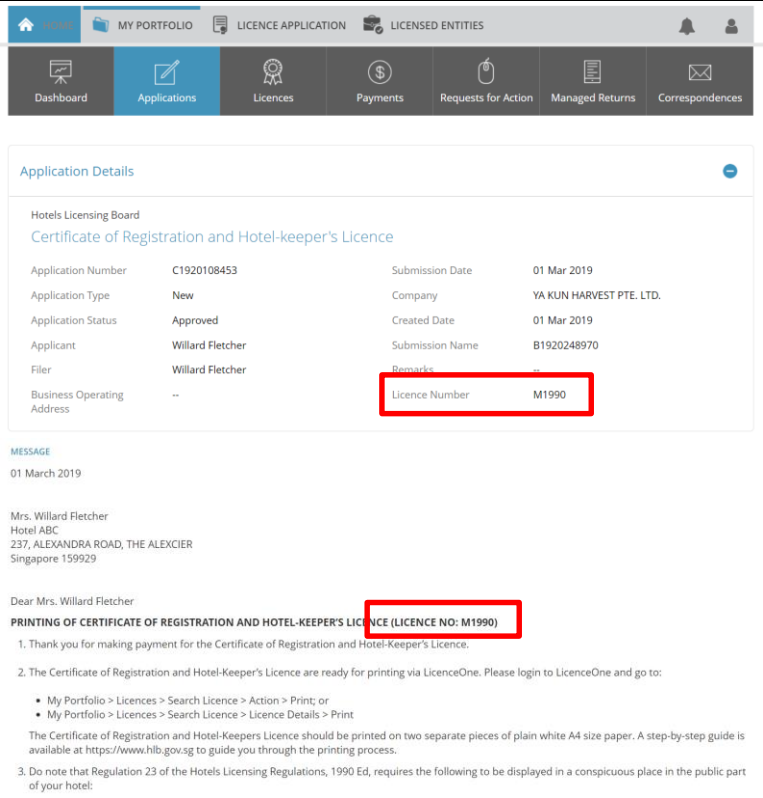
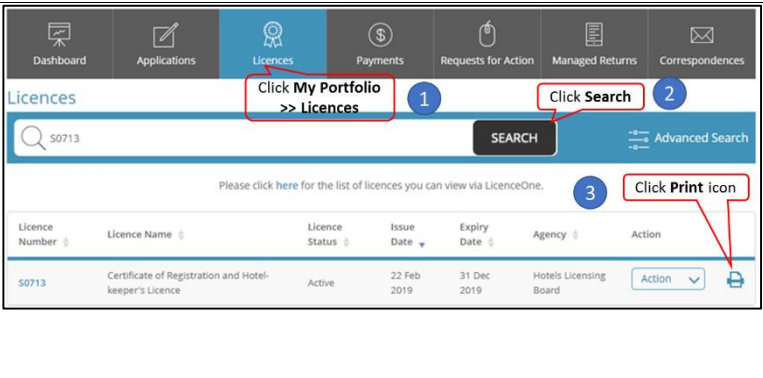
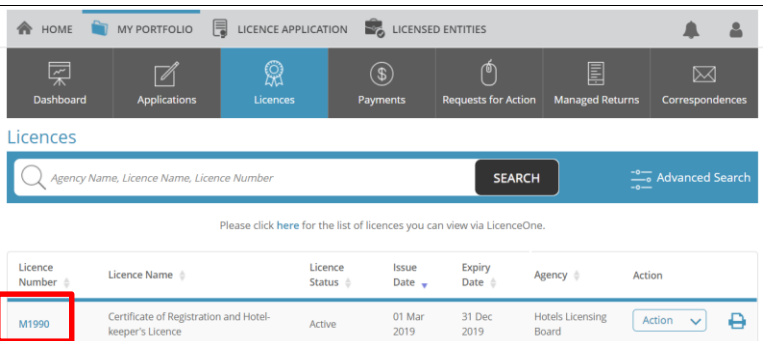
You are required to print the following licence(s) for every corresponding application after you have received the Printing of Licence notification:

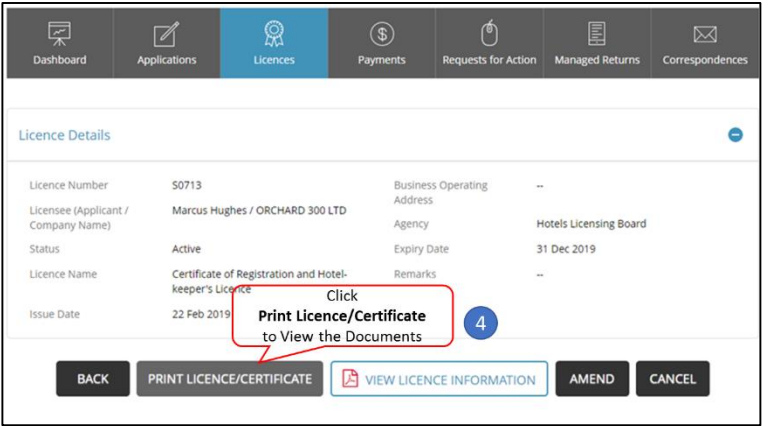
<b>Application</b>	<b>Licences to print:</b>
New Application	<ul style="list-style-type: none"><li>• Certificate of Registration</li><li>• Hotel-Keeper's Licence</li></ul>
Renewal of Licences	Once your licences have been approved for renewal, you will need to print: <ul style="list-style-type: none"><li>• Hotel-Keeper's Licence</li></ul> <p>If there is a Change of Hotel Name as part of your renewal application, you will need to print both the:</p> <ul style="list-style-type: none"><li>• Certificate of Registration</li><li>• Hotel-Keeper's Licence</li></ul>
Amendment	For Change of Hotel Name, print the following: <ul style="list-style-type: none"><li>• Certificate of Registration</li><li>• Hotel-Keeper's Licence Certificate of Registration</li></ul> <p>For Change of Hotel-Keeper, print:</p> <ul style="list-style-type: none"><li>• Hotel-Keeper's Licence</li></ul>
Update of Room information in terms of number of rooms resulting in change in size of hotel	<ul style="list-style-type: none"><li>• Certificate of Registration</li><li>• Hotel-Keeper's Licence</li></ul>

The Certificate of Registration and/or the Hotel-Keeper's Licence need to be printed from the GoBusiness Licensing after the application has been approved and you have made payment for the fees (if applicable).

You will receive an email to inform you once your application has been reviewed and approved. A copy of the correspondence can also be found at the "Correspondence" tab in GoBusiness Licensing.

S/N	Step	Screenshot
1	Go to GoBusiness Licensing website <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a> , and click on “Get Started” for “Ready to get your business licensed?”.	
1a	Next, click on “Login”	
2	Log in to GoBusiness Licensing using CorpPass	
2b	Enter the UEN/Entity No, CorpPass ID and Password and click on “Login”.	

<p>3</p> <p>You will need to know your licence number in order to commence with printing of licences.</p> <p>The licence number can be found under the Application tab or the header of the Printing of Licence notification.</p>		
<p>4a</p> <p>Click on the Licences tab and key in your Licence Number in the search bar to locate the right licence for printing.</p> <p>Once the licence is displayed, click on the Print Icon.</p>		
<p>Alternatively, click on your licence number to view the Licence Details screen.</p>		

<p>4b</p>	<p>You will be directed to the Licence Details screen.</p> <p>Click on Print Licence/Certificate</p>	
<p>4c</p>	<p>The Certificate of Registration and Hotel-Keeper's Licence will be displayed under the "Licence Document" row.</p> <p>Click on the licence of your latest application to print or download the e-licence.</p> <p>Please be reminded that you have to print the Certificate of Registration and Hotel-Keeper's Licence on two separate pieces of plain white A4 size paper.</p>	