

Step-by-Step Guide for Withdrawal of Submitted Application Certificate of Registration and Hotel-keeper's Licence

The filer may withdraw the New, Amend and Renewal application if you decide not to proceed with the application. Please note that once the New, Amend and Renewal application has been approved by the Board, a withdrawal application cannot be submitted.

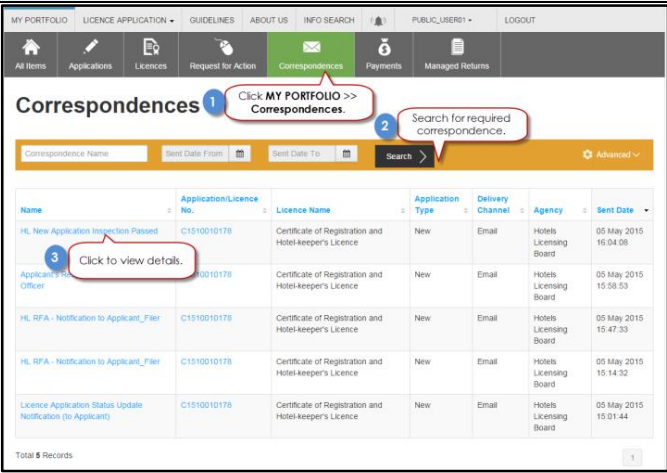
S/N	Step	Screenshot
1	Go to GoBusiness Licensing website https://www.gobusiness.gov.sg/licences , and click on “Get Started” for “Ready to get your business licensed?”.	
1a	Next, click on “Login”	
2	Log in to GoBusiness Licensing using CorpPass	

S/N	Step	Screenshot
2b	Enter the UEN/Entity No, CorpPass ID and Password and click on “Login”.	
3	<p>Click on “My Portfolio > Applications”</p> <p>Enter the Application Number and Click on “Search”</p> <p>Click on “Action > Withdraw”</p>	
4	<p>Select the checkbox to agree to the Terms of Use</p> <p>Click on “Next”</p>	

S/N	Step	Screenshot
5	<p>Indicate “Reason for Withdrawal”</p> <p>Click on “Proceed”</p>	
6	<p>Click “Edit” if you would like to make changes to the application form or “Next” if you would like to proceed with the application.</p>	
7	<p>Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with “W” (do take note of this application number as it will be your reference number for any enquiries pertaining to this application).</p> <p>You may choose to print or close the acknowledgement page.</p>	

The Secretariat may request for additional information or supporting documents (if any) via the “Request for Action”¹ feature. Upon receiving all the required documents and clarification (if any), the Secretariat will process the application.

¹ Please refer to the step-by-step guide on “Request for Action”

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8	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 GoBusiness Licensing.	 <p>The screenshot displays the 'Correspondences' section of the GoBusiness Licensing 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 contains 'All Items', 'Applications', 'Licences', 'Request for Action', 'Correspondences', 'Payments', and 'Managed Returns'. The 'Correspondences' tab is highlighted. A callout box labeled '1' points to the 'Correspondences' tab, and another callout box labeled '2' points to the 'Click MY PORTFOLIO >> Correspondences.' link. Below the navigation bar, there is a search bar with fields for 'Correspondence Name', 'Sent Date From', and 'Sent Date To', and a 'Search' button. A callout box labeled '3' points to the 'Click to view details.' link in the first row of the table. The table lists several correspondence records, including 'HL New Application Inspection Passed', 'HL RFA - Notification to Applicant_Filer', and 'Licence Application Status Update Notification (to Applicant)'. The table has columns for Name, Application/Licence No., Licence Name, Application Type, Delivery Channel, Agency, and Sent Date. The total number of records is 5.</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>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 15:08:53</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 15:14:32</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 15:07:44</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	HL RFA - Notification to Applicant_Filer	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_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 15:07:44
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