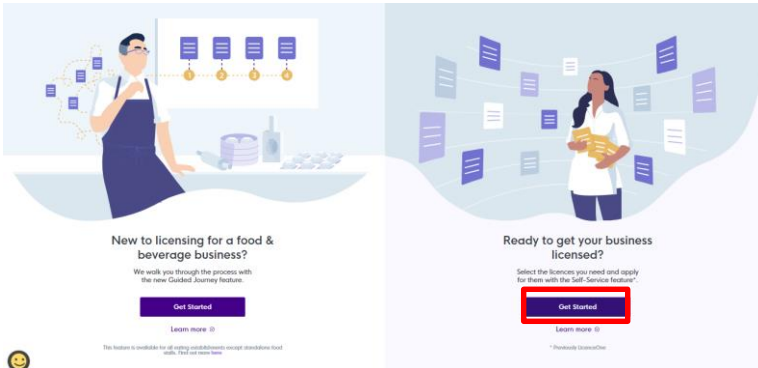
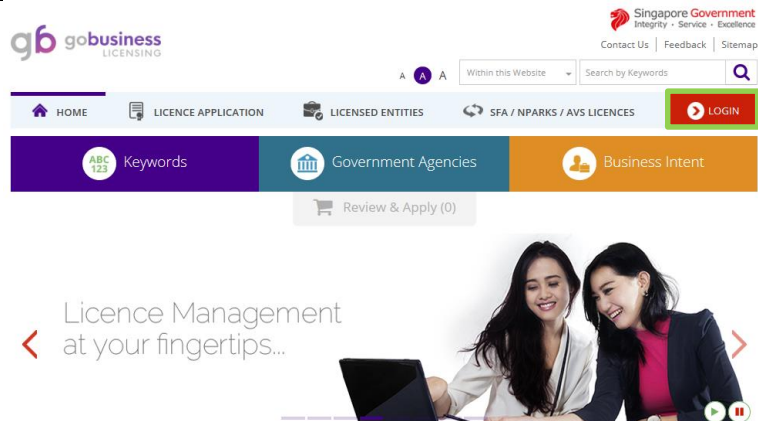


Step-by-Step Guide for New Application of Certificate of Registration and Hotel-keeper's Licence

S/N	Step	Screenshot
1	Go to GoBusiness Licensing website https://go.business.gov.sg/licences and click on “Get Started”	
2	Next, click on “Login”	
3	Log in to GoBusiness Licensing using CorpPass ¹	

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 GoBusiness Licensing. Only authorised CorpPass user can use CorpPass to access GoBusiness Licensing. 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 GoBusiness Licensing, please visit <https://GoBusinessLicensing.business.gov.sg/web/frontier/help/corppass-in-GoBusinessLicensing>.

S/N	Step	Screenshot
3a	Enter the UEN/Entity No, CorpPass ID and Password and click on “Login”.	
4	Click on “Licence Application > Apply for new licence”	
5	Click on “Choose licence (s) by Government Agency”	
6	Select “HLB – Hotels Licensing Board”	
7	Click on “Add to Selection”	

S/N	Step	Screenshot
8	The selected licence will be listed, click on “Review & Apply”, followed by “Proceed”.	
9	Click on “Apply”	
10	<p>Select</p> <ul style="list-style-type: none"> “Applicant/Licensee” if you are the proposed Hotel-keeper of the Hotel, or “On behalf of Licensee” if you are applying on behalf of the proposed Hotel-keeper² <p>View or enter the Applicant/Licensee’s details</p>	

² If you are applying on behalf of the Applicant/Licensee (Hotel-keeper), the authorized filer is required to enter the Applicant/Licensee (Hotel-keepers)’s details.

S/N	Step	Screenshot
11	<p>Enter the “Organisation Address”, “Organisation Contact Details” and “Mailing Address”</p> <p>Click “Next”</p>	
12	<p>Click “Start” to complete the Hotel, Hotel-keeper and Hotel General information</p>	

S/N	Step	Screenshot
13	Enter Hotel Related Information	<div><div><div><div><div>Hotel Related Information</div><div>URA Information</div><div><div>Select the checkbox to indicate that you have obtained the URA permission or relevant land use approval.</div><div>17</div></div></div><div><div>eg 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 either online / offline with this application</div><div>Hotel Information</div><div><div>Specify the required details.</div><div>18</div></div></div><div><div>Name of Hotel *<div>Hotel Mars</div></div><div>Hotel Tel. No. *<div>62765679</div></div><div>Postal Code *<div>117611</div><div>Retrieve Address</div></div><div>Hotel Fax No. <div></div></div><div>Block / House Number *<div>31</div></div><div>Email Address <div></div></div><div>Street Name *<div>SCIENCE PARK ROAD</div></div><div>Website URL <div></div></div><div>Unit Number <div></div></div><div>Hotel Owner *<div>Ms Linda</div></div><div>Level No. <div></div></div><div>Hotel Owner UEN *<div>192000003W</div></div></div></div></div></div> <div><div><div>Room Information</div><div><div>Added details will be listed here.</div><div>Click to edit.</div><div>Click to delete.</div></div><div><div>Category</div><div>Room Rate (\$)</div><div>No. of Rooms</div><div>No. of Beds</div></div><div><div>Supreme Deluxe</div><div>400</div><div>10</div><div></div></div><div><div>Room Category *</div><div>Room Rate (\$) *</div><div>Number *</div><div>Number of Beds</div></div><div><div>Click Add Room Category.</div><div>19</div><div>Specify the required details.</div></div><div><div>Add Room Category</div><div>(Mandatory for Hotel Only)</div></div><div><div>Total No Of Rooms & Beds</div><div>Total Number of Rooms 10</div><div>Total Number of Beds 0</div></div></div></div> <div><div><div>F&B Outlet Information</div><div><div>Added details will be listed here.</div><div>Click to edit.</div><div>Click to delete.</div></div><div><div>Type Of Outlet</div><div>Beverages</div><div>Type Of Outlet</div></div><div><div>Click Add Outlet Type.</div><div>21</div><div>Specify the outlet type.</div></div><div><div>Add Outlet Type</div><div>Total Number of Outlets</div></div><div><div>Total Number of Outlets * 1</div></div></div></div>
14	Enter Hotel-keeper's Information ³	<div><div><div><div><div>Hotel-Keeper's Information</div><div>Hotel-Keeper's General Information</div><div><div>Specify the required details.</div><div>23</div></div></div><div><div>Salutation *<div>Mr</div></div><div>NRIC / FIN *<div>S1441957H</div></div><div>Name *<div>First Last</div></div><div>Employment Pass Expiry Date (if FIN is entered) <div></div></div><div>Designation in Hotel *<div>Chief Executive</div></div><div>Date of Birth *<div>30/11/1980</div></div><div>Nationality *<div>Singapore</div></div></div><div><div>Hotel-keeper's Residential Address</div><div><div>Postal Code *<div>117611</div><div>Retrieve Address</div></div><div>Level No. <div></div></div><div>Block / House Number *<div>31</div></div><div>Unit Number <div></div></div><div>Street Name *<div>SCIENCE PARK ROAD</div></div><div>Building Name <div>CRIMSON, THE</div></div></div><div><div>Hotel-keeper's Contact Details</div><div><div>Mobile No. *<div>80479356</div></div><div>Email Address *<div>public_user01@public.com</div></div><div>Office Tel. No. <div></div></div></div></div></div></div></div></div>

³ If Hotel-keeper information had already been submitted in step #11, the relevant fields of information will be auto-populated here.

S/N	Step	Screenshot
15	Enter Hotel General Information	<div><div><h3>Hotel General Information</h3><div><div>Guest Ratio</div><div><div>Type of Guests</div><div>Percentage</div></div><div><div>Foreign *</div><div>90</div><div>24</div><div>Specify Guest Ratio</div></div><div><div>Local *</div><div>10</div></div></div><div><div>* For new hotels applying for their hotel licence, please complete the information for a period of 1 year from the date of commencement of operations based on projections</div><div>Explanatory Note:</div><div>Locals include Singapore citizens, permanent residents and non-permanent residents. Singapore permanent residents refer to noncitizens who have been granted permanent residence in Singapore.</div><div>Non permanent resident refer to employment pass holders, work permit holders, student pass holders, dependent pass holders and long-term social visit pass holders</div></div></div></div>
16	Select 'Yes' if the hotel is applying to charge transit rates. Steps 26 to 29 will only be applicable if the hotel is applying to charge transit rate	<div><div><h3>Transit Rates</h3><div><div>(Rooms on transit rates are those which are sold for anything less than one full day. This does not include early check-in or a late check-out)</div><div>Please declare whether the hotel is offering transit rates. If yes, Please indicate the segments and room rates that the hotel is seeking approval from the Board.</div><div>a.) Will transit rates be offered? * <div>Yes</div> <div>No</div></div><div>b.) Details of Transit Rate *</div><div><div>Transit rate guest segments (Please tick all applicable)</div><div><div><input type="checkbox"/> Transit/Flight Delay Passengers</div><div><input type="checkbox"/> Sea-Crew</div><div><input type="checkbox"/> Visitors visiting Singapore for a day trip</div><div><input type="checkbox"/> Workers on shift work (Taxi driver, construction/factory workers, etc)</div><div><input type="checkbox"/> Visitors in Singapore for medical appointments</div><div><input type="checkbox"/> Visitors to Casino</div><div><input type="checkbox"/> Others (Please Specify)</div></div><div>Others</div><div>Room rates and duration</div><div><div>Room Rate (\$5)</div><div>Duration (hrs)</div><div>100</div><div>Room Rate (\$)</div><div>Duration</div><div>Click Add Rates. 28</div><div>Click to edit. 26</div><div>Click to delete.</div><div>Specify transit room rates and duration. 27</div><div>c.) Reasons for offering transit rates *</div><div>Specify your reason for offering rooms on transit rates. 29</div></div><div><div>If your hotel offers rooms on transit rates, then, a) click Yes. b) specify the details.</div><div>Added details will be listed here.</div></div></div></div></div></div>
17	Click "Proceed"	<div><div><h3>Company Details</h3><div><div><div><div><div>Name of Company / Business / LLP</div><div>JANET'S ALTERATION</div></div><div><div>Business Registration No. (UEN)</div><div>52942768X</div></div><div><div>Registration Date</div><div>01/1/1970</div></div><div><div>Company Type</div><div>BUSINESS</div></div><div><div>Status of Establishment</div><div>0</div></div></div><div><div><div>Status Date</div><div>01/1/1970</div></div><div><div>Primary Activity Code</div><div>14105</div></div><div><div>Primary Activity Description</div><div></div></div><div><div>Secondary Activity Code</div><div></div></div><div><div>Secondary Activity Description</div><div></div></div></div></div><div><div>30</div><div>Click Proceed.</div><div>Proceed</div><div>Save</div></div></div></div></div>

S/N	Step	Screenshot																																								
18	<p>Upload the supporting documents and Click “Next”</p> <p>Note:</p> <ul style="list-style-type: none">URA Grant of Written Permission is a mandatory document for submission of licence application.Upload the e-notice⁴ 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.	<p>Apply for New Licence Certificate of Registration and Hotel-keeper's Licence</p> <p>Document Name Type Attachment Action</p> <table><tr><td>URA Grant of Written Permission*</td><td>Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB</td><td>ONLINE UPLOAD ▾ doc.pdf X</td><td>Upload</td></tr><tr><td>Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC)</td><td>Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB</td><td>ONLINE UPLOAD ▾</td><td>Upload</td></tr><tr><td>Temporary Fire Permit (TFP) / Fire Safety Certificate (FSC)</td><td>Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB</td><td>ONLINE UPLOAD ▾</td><td>Upload</td></tr><tr><td>Curriculum Vitae (CV) of Hotel Keeper</td><td>Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB</td><td>ONLINE UPLOAD ▾</td><td>Upload</td></tr><tr><td>Advertisements</td><td>Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB</td><td>ONLINE UPLOAD ▾</td><td>Upload</td></tr><tr><td>ACRA Business Profile</td><td>Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB</td><td>ONLINE UPLOAD ▾</td><td>Upload</td></tr><tr><td>Cover Letter on Estimated Commencement Date</td><td>Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB</td><td>ONLINE UPLOAD ▾</td><td>Upload</td></tr><tr><td>Filer Authorisation Letter</td><td>Mandatory only when Profile selected is "On behalf of licensee". Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB</td><td>ONLINE UPLOAD ▾</td><td>Upload</td></tr><tr><td>Other Supporting Documents I</td><td>Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB</td><td>ONLINE UPLOAD ▾</td><td>Upload</td></tr><tr><td>Other Supporting Documents II</td><td>Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB</td><td>ONLINE UPLOAD ▾</td><td>Upload</td></tr></table> <p>32 Click Next</p> <p>< Previous Next > Save as Draft Save as Draft & Exit</p>	URA Grant of Written Permission*	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾ doc.pdf X	Upload	Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC)	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾	Upload	Temporary Fire Permit (TFP) / Fire Safety Certificate (FSC)	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾	Upload	Curriculum Vitae (CV) of Hotel Keeper	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾	Upload	Advertisements	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾	Upload	ACRA Business Profile	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾	Upload	Cover Letter on Estimated Commencement Date	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾	Upload	Filer Authorisation Letter	Mandatory only when Profile selected is "On behalf of licensee". Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾	Upload	Other Supporting Documents I	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾	Upload	Other Supporting Documents II	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾	Upload
URA Grant of Written Permission*	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾ doc.pdf X	Upload																																							
Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC)	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾	Upload																																							
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Other Supporting Documents II	Acceptable File Format: pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ▾	Upload																																							

⁴ 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.

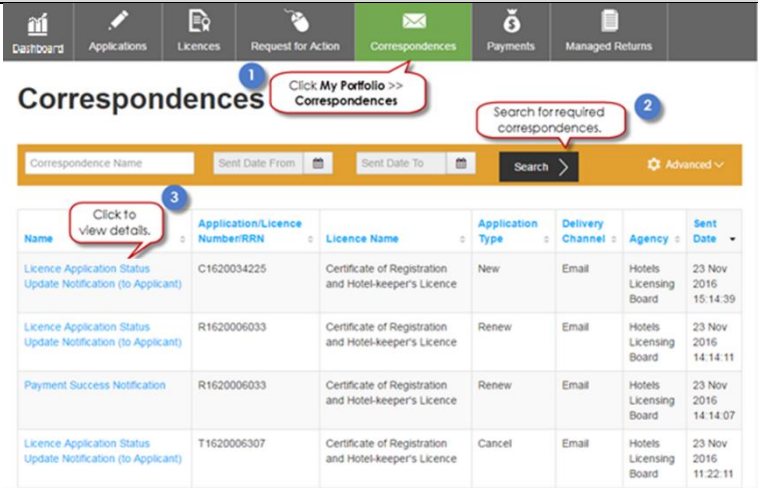
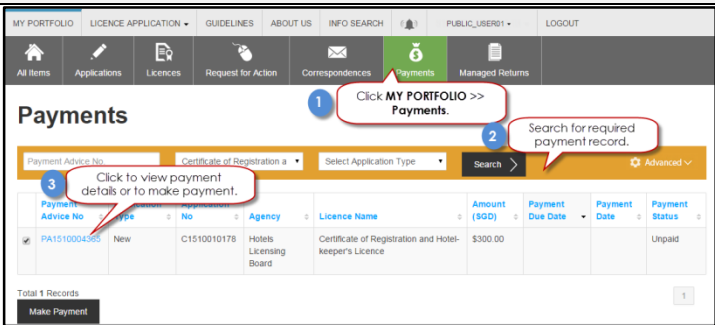
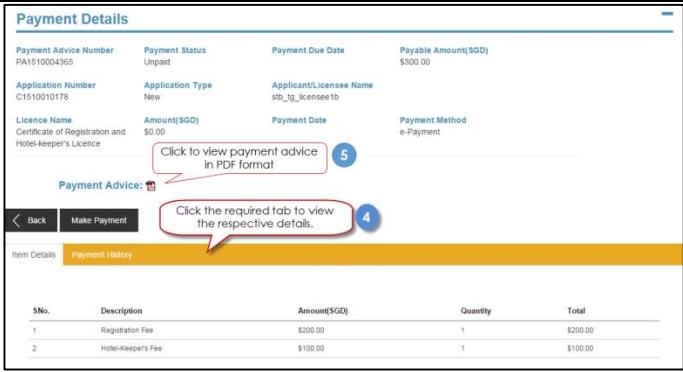
S/N	Step	Screenshot																				
19	<p>You may preview and print the application form at this screen</p> <p>Tick the check box under “General Declaration” and “Certificate of Registration and Hotel-keeper’s Licence” and Click on “Submit”</p>	<p>The screenshot shows the 'Apply for New Licence' application form at the 'Information Review' stage. The form includes a progress bar at the top with steps: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment if applicable), and 6. ACKNOWLEDGEMENT. The 'Information Review' section displays applicant particulars in a table:</p> <table><tr><th colspan="4">Applicant Particulars</th></tr><tr><td>Situation</td><td>Mr</td><td>Designation</td><td>Managing Director</td></tr><tr><td>Name</td><td>First Last</td><td>Office Tel Number</td><td></td></tr><tr><td>ID Type</td><td>Passport</td><td>Home Tel Number</td><td>61234567</td></tr><tr><td>ID Number</td><td>S1441957H</td><td>Fax Number</td><td></td></tr></table> <p>Below the table, there are two declaration sections:</p> <ul style="list-style-type: none">General Declaration: Includes a checkbox for 'Agree to declarations'.Certificate of Registration and Hotel-keeper's Licence: Includes four checkboxes for various declarations. <p>At the bottom, there is a 'Click Submit' button and a 'Previous' button.</p>	Applicant Particulars				Situation	Mr	Designation	Managing Director	Name	First Last	Office Tel Number		ID Type	Passport	Home Tel Number	61234567	ID Number	S1441957H	Fax Number	
Applicant Particulars																						
Situation	Mr	Designation	Managing Director																			
Name	First Last	Office Tel Number																				
ID Type	Passport	Home Tel Number	61234567																			
ID Number	S1441957H	Fax Number																				
20	<p>Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with “C” (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>	<p>The screenshot shows the acknowledgement page after submitting the application. It displays submission details:</p> <ul style="list-style-type: none">Submission Number: B1620016904Submission Date: 19/02/2016 15:39:26Submission Name: B1620016904 <p>Below this, there is a table showing the application status:</p> <table><tr><th>Licence Name</th><th>Agency</th><th>Application Status</th><th>Payment Status</th></tr><tr><td>Licence of Registration and Hotel-keepers Licence</td><td>C1620006474</td><td>HLB</td><td>Summises (No upfront Payment Required)</td></tr></table> <p>At the bottom, there is a 'Click Print' button and a 'Click Close' button. A note at the bottom states: 'Application has been submitted successfully. You will be notified of the approval of your application by emails. Processing status will also be updated under the Application Status Column. Please note that the "Session Name" is for your personal reference only. You may view the submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.'</p>	Licence Name	Agency	Application Status	Payment Status	Licence of Registration and Hotel-keepers Licence	C1620006474	HLB	Summises (No upfront Payment Required)												
Licence Name	Agency	Application Status	Payment Status																			
Licence of Registration and Hotel-keepers Licence	C1620006474	HLB	Summises (No upfront Payment Required)																			

The Secretariat may request for additional information or outstanding documents (if any) via the “Request for Action”⁵ feature. Upon receiving all the required documents and placement of the advertisements⁶, the Secretariat will arrange with the applicant for a pre-opening

⁵ Please refer to the step-by-step guide on “Request for Action”

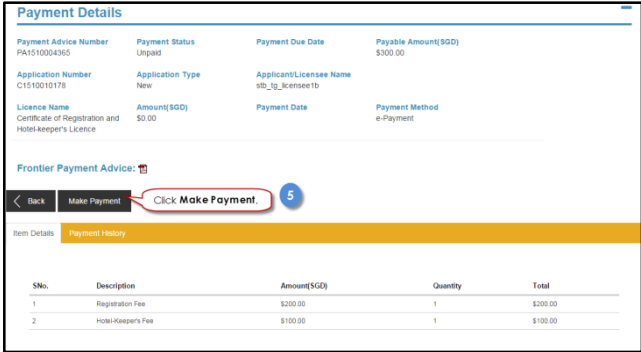
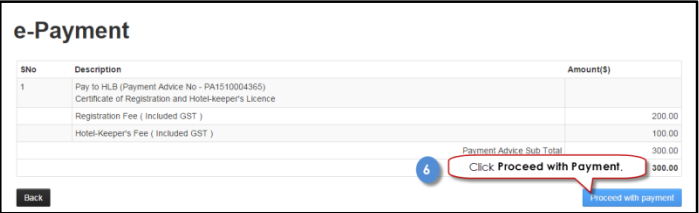

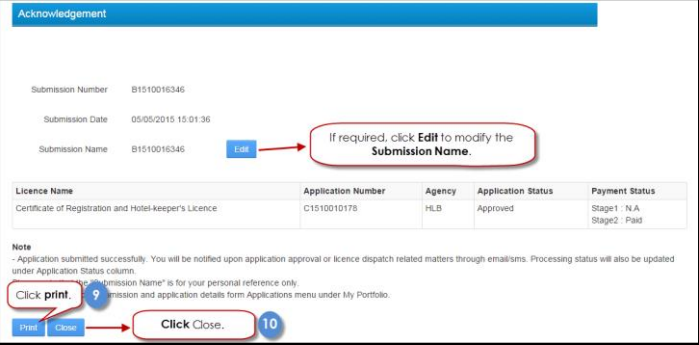
⁶ Please note that the Board will only be able to process the application if there are no objections from the public within 14 days from the advertisement date

inspection⁷ of the hotel. The processing of the application will take an average of two weeks upon the hotel passing the pre-opening inspection.

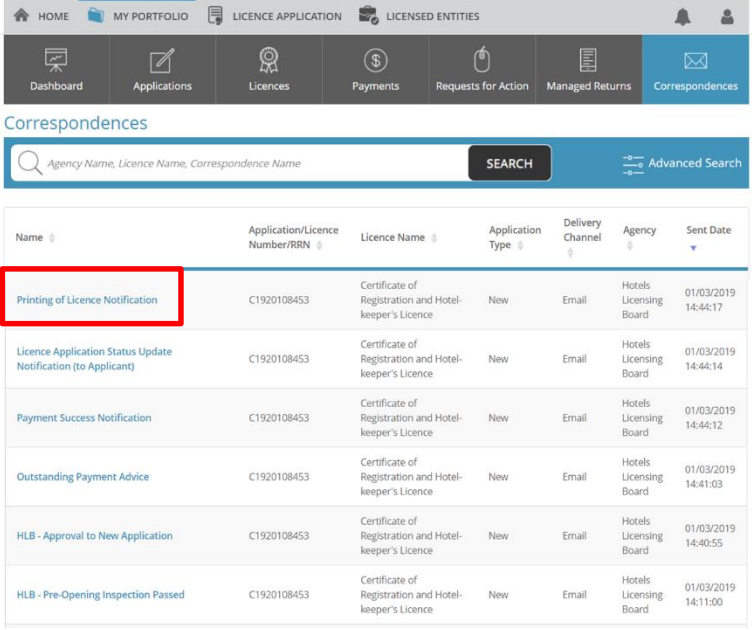
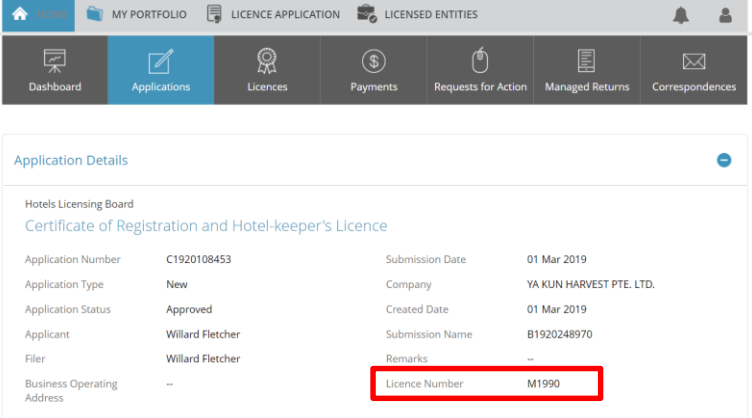
S/N	Step	Screenshot
21	Once the application has been approved by the Board, you will receive an email to inform you to make the payment for the licence fees. A copy of the correspondence can also be found under the “Correspondence” tab in GoBusiness Licensing	
22	To make payment, click on the “Payment” tab and click to view the payment details or make payment	
23	Click the “Payment Advice” to view it in pdf format	

⁷ A pre-opening inspection will be carried out to ascertain if the hotel is ready for operations. Checks will include, but are not limited to:

- Furniture and fittings in most rooms
- Clearly visible hotel frontage & signage
- Reception counter or area for receiving guests
- Fully installed and operating security features
- Adherence to terms and conditions stated in URA's Written Permission and conditions laid down by other Government agencies

24	<p>Click “Make Payment”, followed by “Proceed with Payment”</p> <p>Payment can be made via PayPal Account, Debit, Credit Card⁸</p>	 
25	<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>	
S/N	Step	Screenshot
26	<p>An acknowledgement page will be generated with the payment status updated as “Paid” under stage 2.</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>.

27	Once the payment has been made, you will receive a Printing of Licence Notification on the printing of the Certificate of Registration and Hotel-Keeper's Licence. A copy of the correspondence can also be found under the "Correspondence" tab in GoBusiness Licensing	 <p>The screenshot shows the 'Correspondences' page with a search bar and a table of correspondence items. The first item, 'Printing of Licence Notification', is highlighted with a red box. The table columns are: Name, Application/Licence Number/RRN, Licence Name, Application Type, Delivery Channel, Agency, and Sent Date.</p> <table><thead><tr><th>Name</th><th>Application/Licence Number/RRN</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>Printing of Licence Notification</td><td>C1920108453</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>01/03/2019 14:44:17</td></tr><tr><td>Licence Application Status Update Notification (to Applicant)</td><td>C1920108453</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>01/03/2019 14:44:14</td></tr><tr><td>Payment Success Notification</td><td>C1920108453</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>01/03/2019 14:44:12</td></tr><tr><td>Outstanding Payment Advice</td><td>C1920108453</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>01/03/2019 14:41:03</td></tr><tr><td>HLB - Approval to New Application</td><td>C1920108453</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>01/03/2019 14:40:55</td></tr><tr><td>HLB - Pre-Opening Inspection Passed</td><td>C1920108453</td><td>Certificate of Registration and Hotel-keeper's Licence</td><td>New</td><td>Email</td><td>Hotels Licensing Board</td><td>01/03/2019 14:11:00</td></tr></tbody></table>	Name	Application/Licence Number/RRN	Licence Name	Application Type	Delivery Channel	Agency	Sent Date	Printing of Licence Notification	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:44:17	Licence Application Status Update Notification (to Applicant)	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:44:14	Payment Success Notification	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:44:12	Outstanding Payment Advice	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:41:03	HLB - Approval to New Application	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:40:55	HLB - Pre-Opening Inspection Passed	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:11:00
Name	Application/Licence Number/RRN	Licence Name	Application Type	Delivery Channel	Agency	Sent Date																																													
Printing of Licence Notification	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:44:17																																													
Licence Application Status Update Notification (to Applicant)	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:44:14																																													
Payment Success Notification	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:44:12																																													
Outstanding Payment Advice	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:41:03																																													
HLB - Approval to New Application	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:40:55																																													
HLB - Pre-Opening Inspection Passed	C1920108453	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	01/03/2019 14:11:00																																													
28	After you have clicked on the Printing of Licence Notification, the licence number can be found at the header of the Printing of Licence Notification or under the Application tab.	<p>Printing of Licence Notification header</p> <p>MESSAGE 01 March 2019</p> <p>Mrs. Willard Fletcher Hotel ABC 237, ALEXANDRA ROAD, THE ALEXCIER Singapore 159929</p> <p>Dear Mrs. Willard Fletcher</p> <p>PRINTING OF CERTIFICATE OF REGISTRATION AND HOTEL-KEEPER'S LICENCE (LICENCE NO: M1990)</p> <p>1. Thank you for making payment for the Certificate of Registration and Hotel-Keeper's Licence.</p> <p>2. The Certificate of Registration and Hotel-Keeper's Licence are ready for printing via LicenceOne. Please login to LicenceOne and go to:</p> <ul style="list-style-type: none">My Portfolio > Licences > Search Licence > Action > Print; orMy Portfolio > Licences > Search Licence > Licence Details > Print <p>The Certificate of Registration and Hotel-Keeper's Licence should be printed on two separate pieces of plain white A4 size paper. A step-by-step guide is available at https://www.hlb.gov.sg to guide you through the printing process.</p> <p>3. Do note that Regulation 23 of the Hotels Licensing Regulations, 1990 Ed, requires the following to be displayed in a conspicuous place in the public part of your hotel:</p> <p>Application tab</p>  <p>The screenshot shows the 'Application Details' page for 'Hotels Licensing Board' and 'Certificate of Registration and Hotel-keeper's Licence'. The 'Licence Number' field is highlighted with a red box.</p> <table><thead><tr><th colspan="2">Application Details</th></tr></thead><tbody><tr><td>Application Number</td><td>C1920108453</td></tr><tr><td>Application Type</td><td>New</td></tr><tr><td>Application Status</td><td>Approved</td></tr><tr><td>Applicant</td><td>Willard Fletcher</td></tr><tr><td>Filler</td><td>Willard Fletcher</td></tr><tr><td>Business Operating Address</td><td>--</td></tr><tr><td>Submission Date</td><td>01 Mar 2019</td></tr><tr><td>Company</td><td>YA KUN HARVEST PTE. LTD.</td></tr><tr><td>Created Date</td><td>01 Mar 2019</td></tr><tr><td>Submission Name</td><td>B1920248970</td></tr><tr><td>Remarks</td><td>--</td></tr><tr><td>Licence Number</td><td>M1990</td></tr></tbody></table>	Application Details		Application Number	C1920108453	Application Type	New	Application Status	Approved	Applicant	Willard Fletcher	Filler	Willard Fletcher	Business Operating Address	--	Submission Date	01 Mar 2019	Company	YA KUN HARVEST PTE. LTD.	Created Date	01 Mar 2019	Submission Name	B1920248970	Remarks	--	Licence Number	M1990																							
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29	For printing of licences, please refer to the Guide for Printing of Licences.																																																		