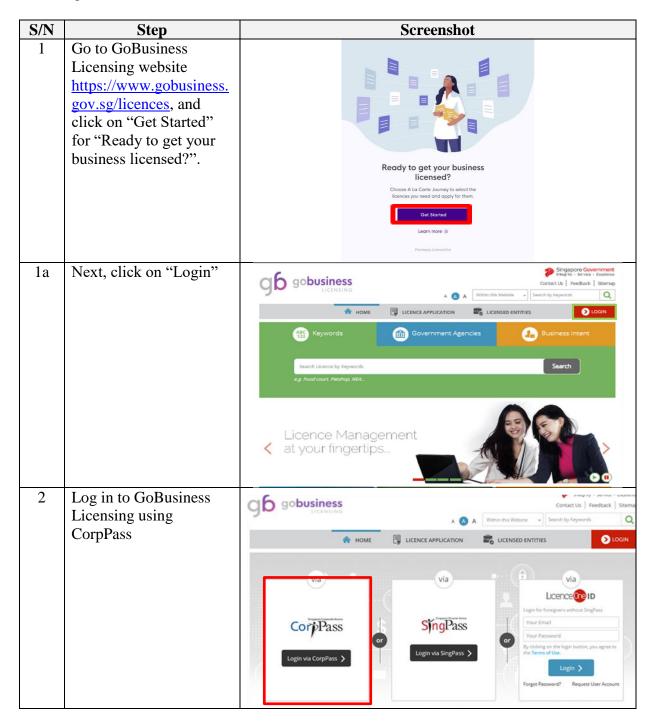
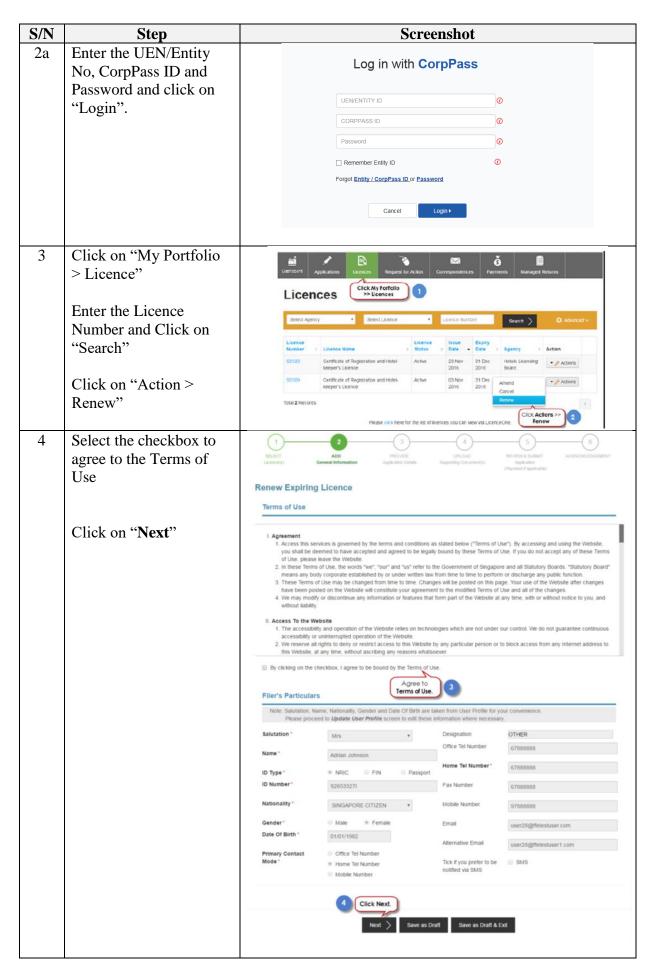
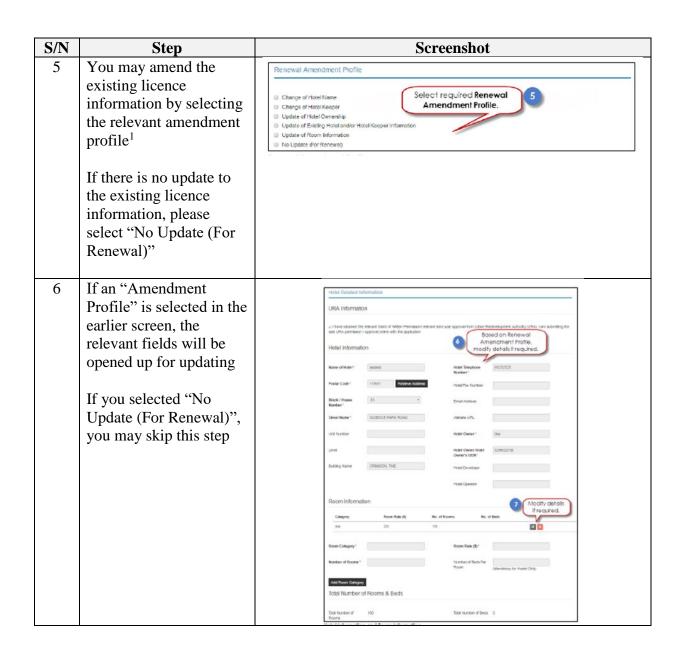
Step-by-Step Guide for <u>Renewal</u> of Certificate of Registration and Hotel-keeper's Licence

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.







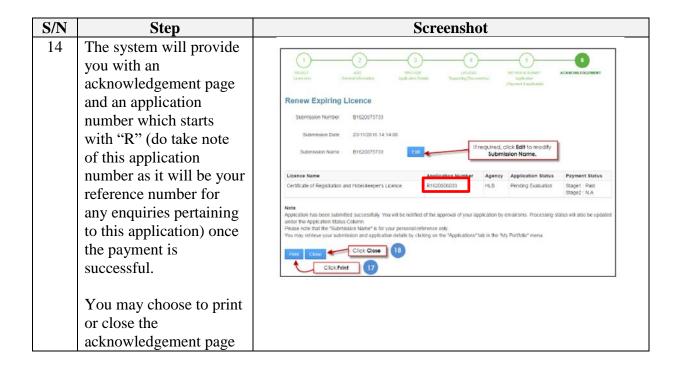
¹ Please note that the any amendment made will only be reflected in the licence for the next year.

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 Executive * Chair of Birth * 0101/1902 (B)
		Mindowaldy* SHIGAPORE CITIZEN *
		Hotel-keeper's Residential Address
		Productions 200209 (Full lines Address Level 01
		Bood / House * Unit Number ©2 Nation
		Street Name* KITCHERS 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	Rooms add or othered by sale to very guard at a role less than by a full day, unless immediately before or after any accommodation that was sold 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-Jan 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 within the district constitution districtly without, with
		☐ Validars is Singapore for motical approximents ☐ Validas ti Cacino
		Citairs (Please Specify)

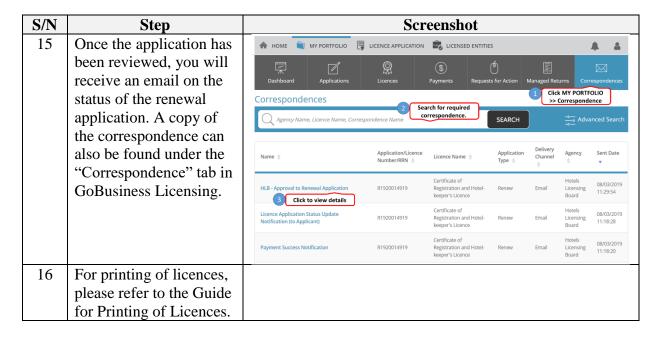
S/N	Step	Screenshot
		Room Rates and duration (Jan-Dec 2016)
		Room Rate (S) Ourselon (You)
		Grown Galer (5) Cenation (19s)
		Room Rates and duration (Jan-Jun 2017)
		Room Rate (6) Oursides (Fire)
		Room Rate (6) (Iwotion (HIS)
		ASSI - (Total evenue collected from rouns offered as transit rates / Total roun revenue collected) x 100
		(Total number of local guests staying in recess offered on tosest rates; if disal number of guests staying in recess offered on tosest rates; a 100
9	Select if the hotel has	Application to Offer Rooms on Transit Rafe in 2018.
	the intention to offer	
	rooms on transit rate for	It states a condition of the instancement's Exercise that. Theread Ratio
	the next licence period	The licence shall ensure that no accommodation is the hater's sales or offered this care to any place at a contress than the a find any, unless interesting better at after any accommodation that was said to the state guest at a find assistance (e.g., every check and cause (best and), without the prior approval of the license.
		a.) Please declare whether the total © Yes © Alpiraments of other and self-based rates."
	If you select "Yes", you	b 6"Not" placed declare the brand rule. Transfit rules guined inspired inspired to all application.
	are required to select the	gant signed and non-risks (i) Toinstrapt (year) hospingss (ii) See-Clein
	guest segment and	Valents valening dispepares for a die type mones on spell own of colores construction (spell valenies, etc) Valents in dispepares for neclosi appearments
	specify the project room	(ii) Verlans to Coorno (iii) Otters (Pearle (Serify)
	rates and duration	
	Click on "Proceed" once	Projected room rates and duration
	the section has been	Strone Flame (S) Decodions (Histo)
	completed	Room Rate (6)* Duration (ins)*
		PAGE .
		Reason for offering transit rates
		If "mes", people also declare the instalant for the holes lateraling to after based rates.
		Click Proceed 10
10	Upload the supporting	
10	documents (if any) and	TO SO PROVIDE PLANS PRIVATE ACCORDINATED TO SO
	Click "Next".	(A except) Superatorismilian Agal, exception Supporting Solument(s) Agal, exception (A content of a content o
		Renew Expiring Licence Certificate of Registration and Hotel-keeper's Licence Olix Weboat to upload supporting document(b), it required.
	If you are submitting a	Document Norw Type Abschment Action
	change of hotel name	Consistant Viter CN) of Indel-Messer Assertion File Principle (2015), cons ONLINE UFLICAD * Updated Assertion File Tiber resistant 21/6
	with your renewal	Advantagements Accomplish of the Formal, poll, doc., docs ONLINE URLCAD • Updated
	application, you will	Acceptable if the Disse recommunity 24th ACRIS dynamics Traillian Acceptable if the Terrust, cold doct, stock ONLINE UPLCAC ** UNBASE UNBASE CHARGE UPLCAC ** UNBASE CHARGE U
	need to upload the e-	Acceptable File Size maximum 2VB Other Supporting Documents
	notice according to the	Noting a Fine can be settled to the fine of a your have many from an fine to bould. ONLINE UPL CAD CONLINE UPL CAD CONLI
	Notice template in PDF	Acceptate File Size. Resilvent. 21/6
	format. Ensure that you	Click Need 12
	have provided accurate	Comparation Processed
	information in the e-	
	notice. The e-notice will	
	typically be published	

S/N	Step	Screenshot
	on the HLB Website within 3 working days from when the e-notice is successfully uploaded.	
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 previous SMARON 1879 Designation The Anthony Control of th
12	You will be directed to the payment page to make payment ²	SELECT ADD PROVIDE Application Provide Application Date Supporting Documents) Renew Expiring Licence e-Payment SNO Description 1 Pay to HLB (Payment Advice No - PA16 10497708) Certificate of Registration and Hotel skeeper's Licence Application S. 18 (20000000) Certificate of Registration GST is not applicable Hotelskeeper's Licence GST is not applicable Payment Advice Sub Total Circle Proceed with payment SNO Description Amount(\$) Exercised Application Advice No - PA16 10497708) Certificate of Registration Amount(\$) Certificate of Registration GST is not applicable Payment Advice Sub Total SOO, 00 Grand Total: Exercised with polyment
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"	Total Control of Payment Advice No - PA1510497709) Certificate Replantation and Hotel-keeper's Licence Application No : R 1620060033 If the receipt ones not appear, please cick on View Receipt button below.

 $^{^2}$ 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.



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