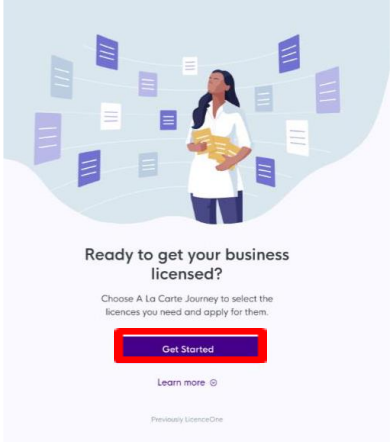
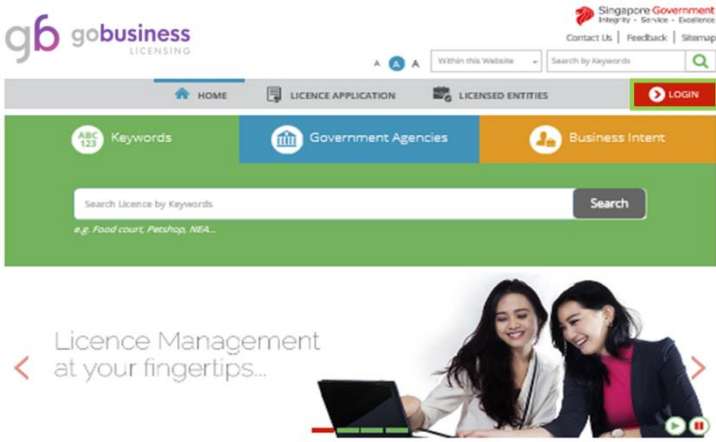
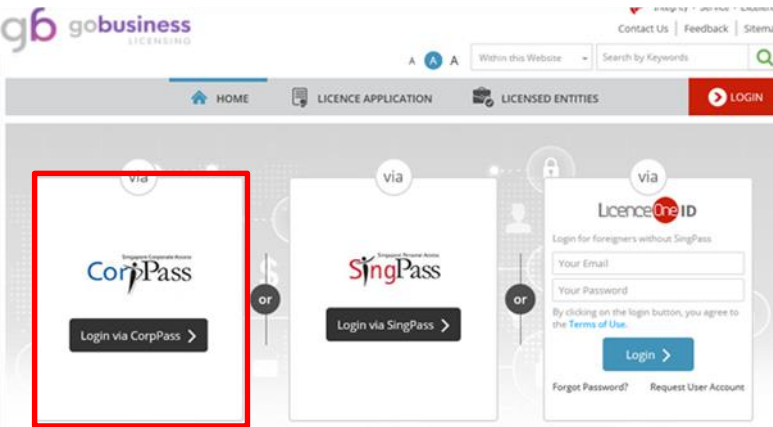
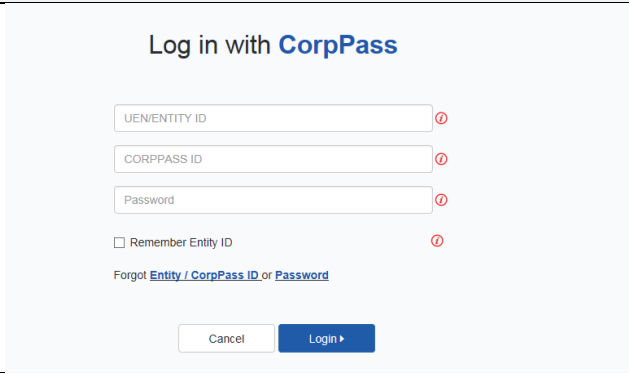
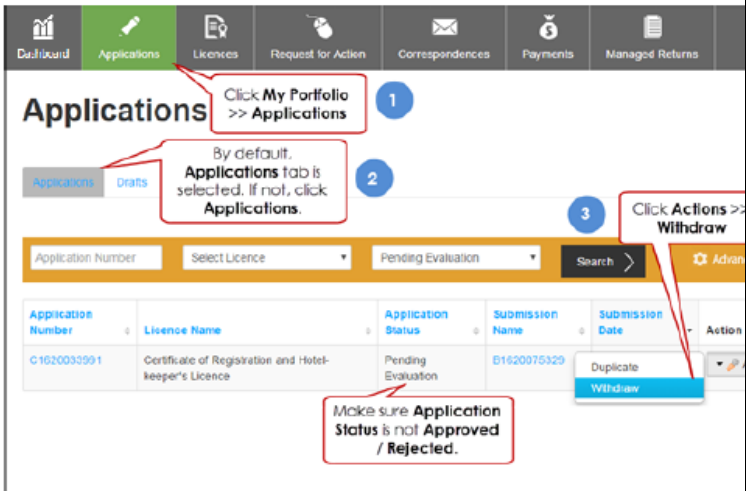
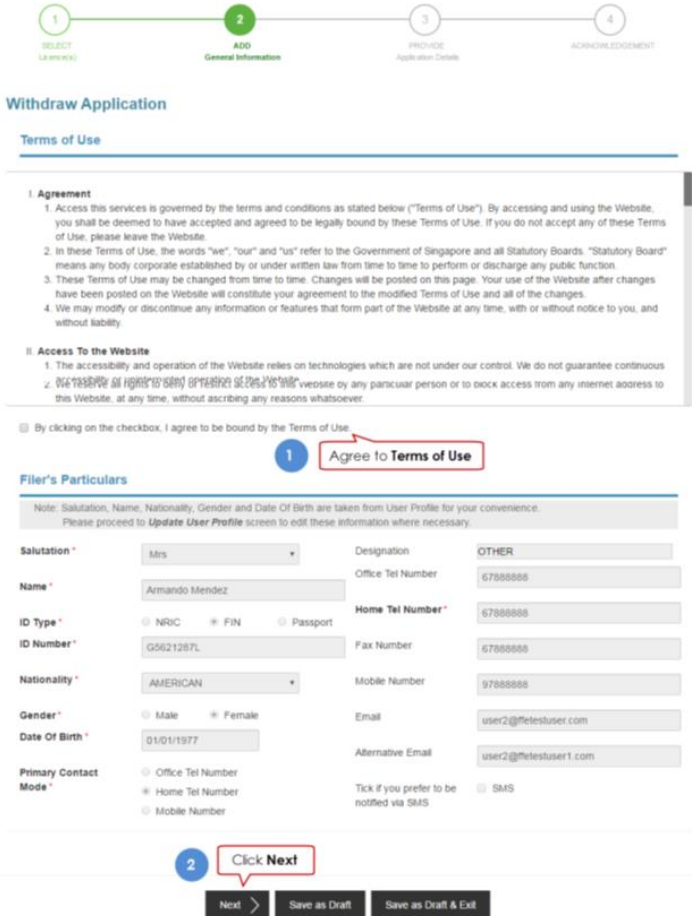


Step-by-Step Guide for Withdrawal of Submitted Application Certificate of Registration and Hotel-keeper's Licence

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://go.business.gov.sg/licences and click on “Get Started”	
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”

S/N	Step	Screenshot
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' (highlighted), 'Payments', and 'Managed Returns'. The main heading is 'Correspondences'. Below the heading is a search bar with fields for 'Correspondence Name', 'Sent Date From', and 'Sent Date To', followed by a 'Search' button and an 'Advanced' link. A table of correspondence records is shown below the search bar. The table has columns: Name, Application/Licence No., Licence Name, Application Type, Delivery Channel, Agency, and Sent Date. The first row is highlighted with a callout '3 Click to view details.' pointing to the 'Name' column. The table contains 5 records, all with 'New' application type and 'Email' delivery channel, sent to 'Hotels Licensing Board' on 05 May 2015. The bottom of the page shows 'Total 5 Records' and a page number '1'.</p>