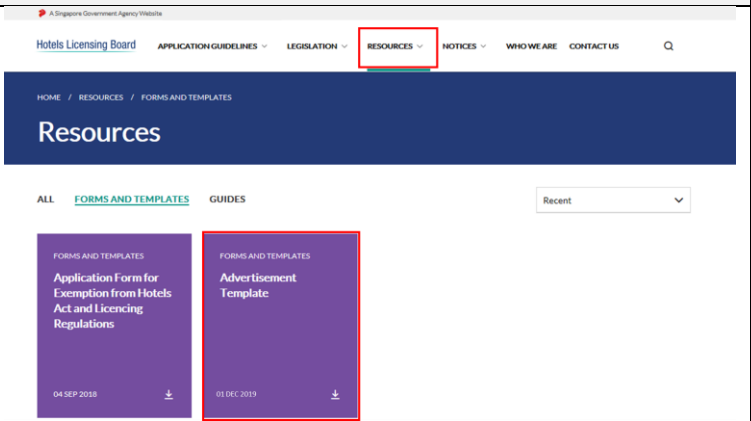
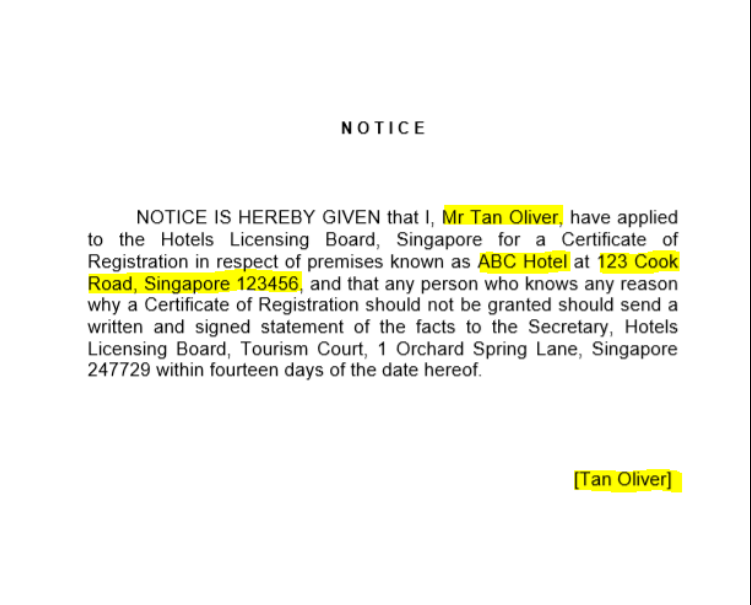


Step-by-Step Guide for Submission of e-notice for Certificate of Registration

S/N	Step	Screenshot
1	Download the Template of Notice from the Notices section of the HLB website.	 <p>The screenshot shows the Hotels Licensing Board (HLB) website. The 'Resources' menu item is highlighted with a red box. Below it, the 'Advertisement Template' is highlighted with a red box.</p>
2	Fill in the necessary information required in the Notice and save it in PDF format . Do ensure that you have accurately entered the Name of Hotel-keeper, Name of Hotel and Address of Hotel.	 <p>The screenshot shows the 'NOTICE' form. The text 'Mr Tan Oliver' is highlighted in yellow. The text 'ABC Hotel' and '123 Cook Road, Singapore 123456' are also highlighted in yellow. The signature '[Tan Oliver]' is highlighted in yellow.</p>

S/N	Step	Screenshot
3	Upload the e-notice ¹ 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.	
4	You may check the HLB Website's Notices section to view all e-notices published.	

¹ 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.