

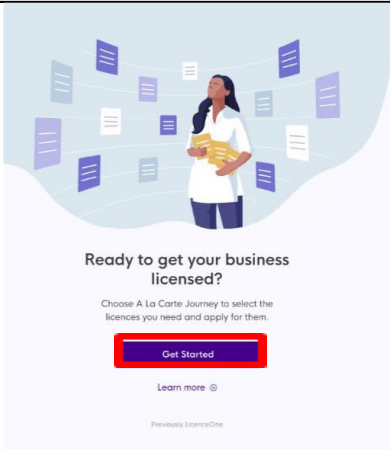
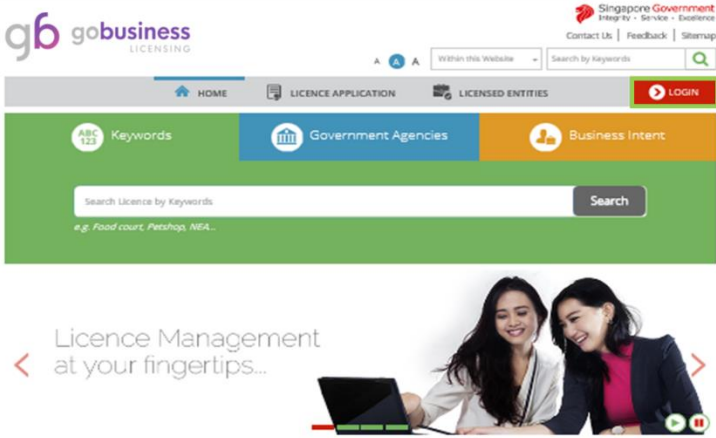
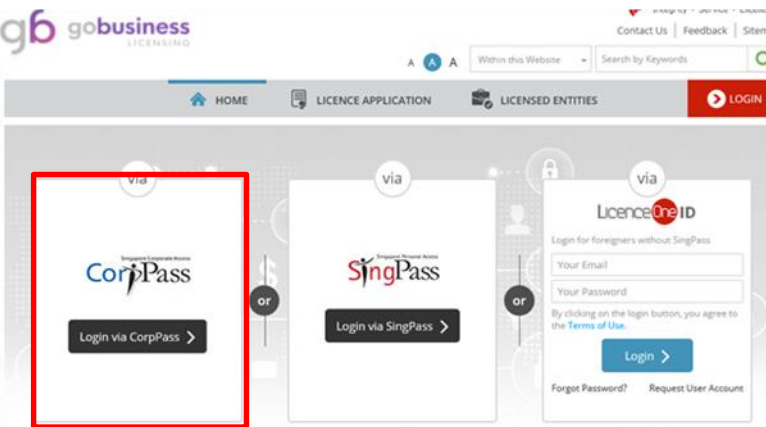
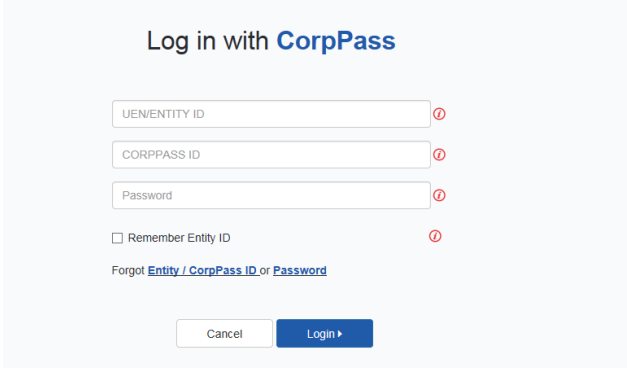
**Step-by-Step Guide for Printing of Licences**  
**Certificate of Registration and Hotel-Keeper's Licence**

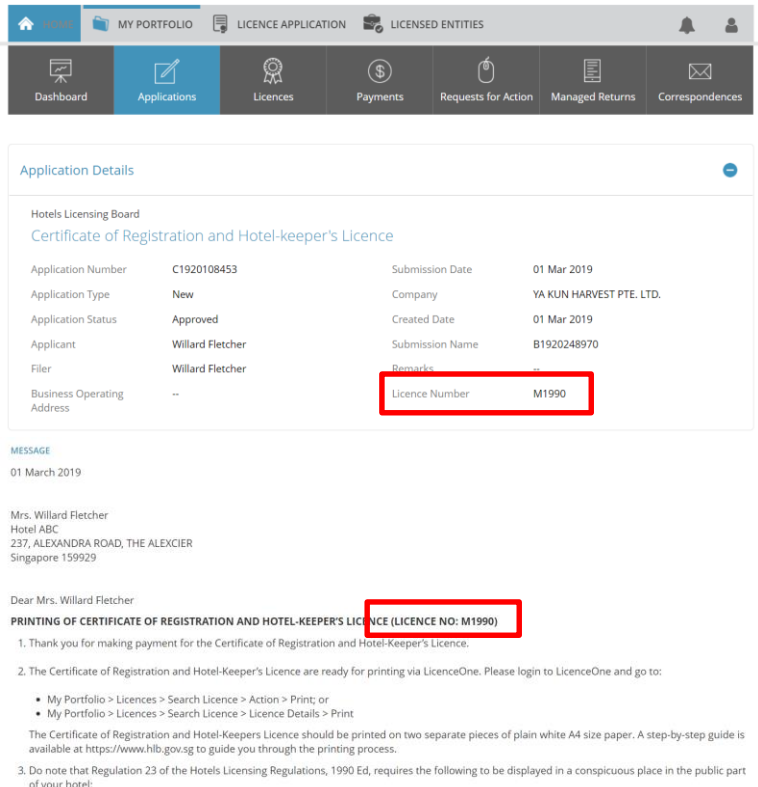
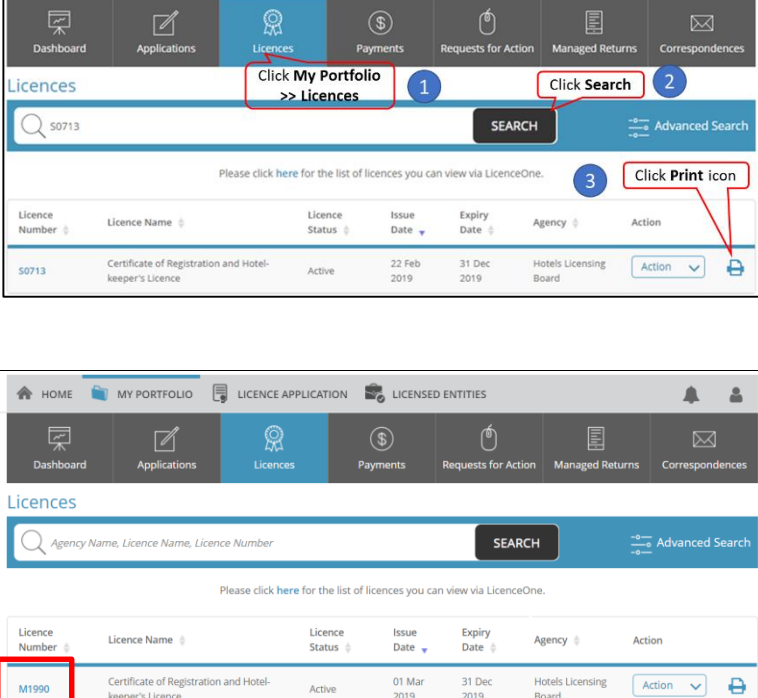
You are required to print the following licence(s) for every corresponding application after you have received the Printing of Licence notification:

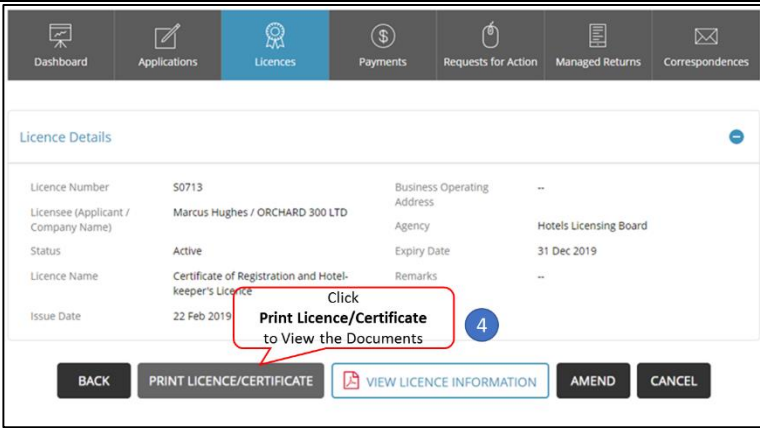
<b>Application</b>	<b>Licences to print:</b>
New Application	<ul style="list-style-type: none"><li>• Certificate of Registration</li><li>• Hotel-Keeper's Licence</li></ul>
Renewal of Licences	<p>Once your licences have been approved for renewal, you will need to print:</p> <ul style="list-style-type: none"><li>• Hotel-Keeper's Licence</li></ul> <p>If there is a Change of Hotel Name as part of your renewal application, you will need to print both the:</p> <ul style="list-style-type: none"><li>• Certificate of Registration</li><li>• Hotel-Keeper's Licence</li></ul>
Amendment	<p>For Change of Hotel Name, print the following:</p> <ul style="list-style-type: none"><li>• Certificate of Registration</li><li>• Hotel-Keeper's Licence Certificate of Registration</li></ul> <p>For Change of Hotel-Keeper, print:</p> <ul style="list-style-type: none"><li>• Hotel-Keeper's Licence</li></ul>
Update of Room information in terms of number of rooms resulting in change in size of hotel	<ul style="list-style-type: none"><li>• Certificate of Registration</li><li>• Hotel-Keeper's Licence</li></ul>

The Certificate of Registration and/or the Hotel-Keeper's Licence need to be printed from the GoBusiness Licensing after the application has been approved and you have made payment for the fees (if applicable).

You will receive an email to inform you once your application has been reviewed and approved. A copy of the correspondence can also be found at the "Correspondence" tab in GoBusiness Licensing.

S/N	Step	Screenshot
1	Go to GoBusiness Licensing website <a href="https://go.business.gov.sg/licences">https://go.business.gov.sg/licences</a> and click on “Get Started”	 The screenshot shows the GoBusiness Licensing homepage. At the top, there's a banner with an illustration of a woman holding a folder, surrounded by floating document icons. Below the illustration, the text reads "Ready to get your business licensed?" followed by "Choose A La Carte Journey to select the licences you need and apply for them." A prominent red "Get Started" button is centered, with a "Learn more" link below it. At the bottom of the banner, it says "Previously LicenceOne".
1a	Next, click on “Login”	 The screenshot shows the GoBusiness Licensing website interface. The header includes the "gobusiness LICENSING" logo, navigation links for HOME, LICENCE APPLICATION, and LICENSED ENTITIES, and a red "LOGIN" button. Below the header, there are three main sections: "Keywords", "Government Agencies", and "Business Intent", each with a search bar. A banner at the bottom shows two women looking at a laptop with the text "Licence Management at your fingertips...".
2	Log in to GoBusiness Licensing using CorpPass	 The screenshot shows the login section of the GoBusiness Licensing website. It features three login options: "via CorpPass", "via SingPass", and "via LicenceOne ID". The "via CorpPass" option is highlighted with a red box. Each option has a "Login via [Service]" button. The "via LicenceOne ID" section includes fields for "Your Email" and "Your Password", a "Login" button, and links for "Forgot Password?" and "Request User Account".
2b	Enter the UEN/Entity No, CorpPass ID and Password and click on “Login”.	 The screenshot shows the "Log in with CorpPass" form. It has three input fields: "UEN/ENTITY ID", "CORPPASS ID", and "Password", each with a red eye icon for toggling visibility. Below these fields is a checkbox for "Remember Entity ID". At the bottom, there are links for "Forgot Entity / CorpPass ID or Password", a "Cancel" button, and a blue "Login" button.

3	<p>You will need to know your licence number in order to commence with printing of licences.</p> <p>The licence number can be found under the Application tab or the header of the Printing of Licence notification.</p>	 <p>The screenshot shows the 'Licence Application' screen. Under 'Application Details', the 'Licence Number' is M1990, highlighted with a red box. Below, a message dated 01 March 2019 from the Hotels Licensing Board states: 'PRINTING OF CERTIFICATE OF REGISTRATION AND HOTEL-KEEPER'S LICENCE (LICENCE NO: M1990)' is highlighted with a red box. The message provides instructions on how to print the licence and mentions Regulation 23 of the Hotels Licensing Regulations, 1990 Ed.</p>
4a	<p>Click on the Licences tab and key in your Licence Number in the search bar to locate the right licence for printing.</p> <p>Once the licence is displayed, click on the Print Icon.</p> <p>Alternatively, click on your licence number to view the Licence Details screen.</p>	 <p>The first screenshot shows the 'Licences' search screen. The 'Licences' tab is selected. The search bar contains 'S0713'. The 'Print' icon is highlighted with a red box. The second screenshot shows the same screen with the search bar containing 'M1990'. The 'Print' icon is highlighted with a red box.</p>

<p>4b</p>	<p>You will be directed to the Licence Details screen.</p> <p>Click on Print Licence/Certificate</p>	
<p>4c</p>	<p>The Certificate of Registration and Hotel-Keeper's Licence will be displayed under the "Licence Document" row.</p> <p>Click on the licence of your latest application to print or download the e-licence.</p> <p>Please be reminded that you have to print the Certificate of Registration and Hotel-Keeper's Licence on two separate pieces of plain white A4 size paper.</p>	