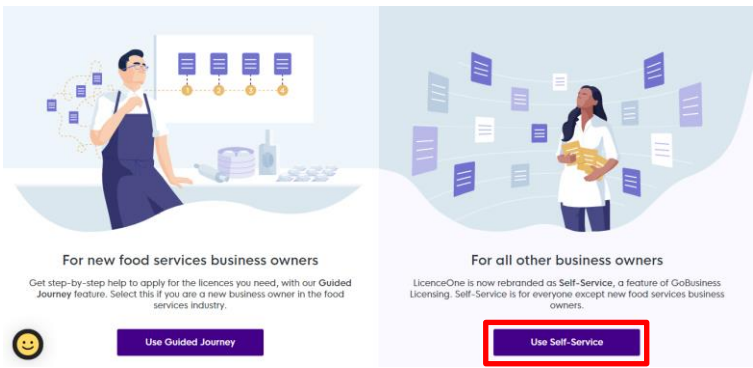
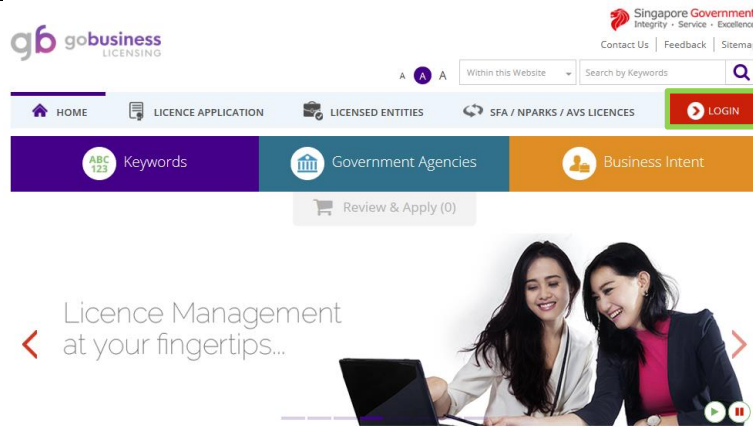
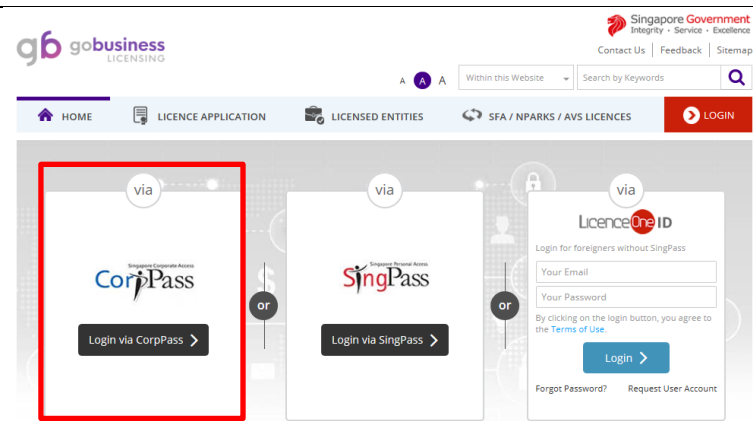
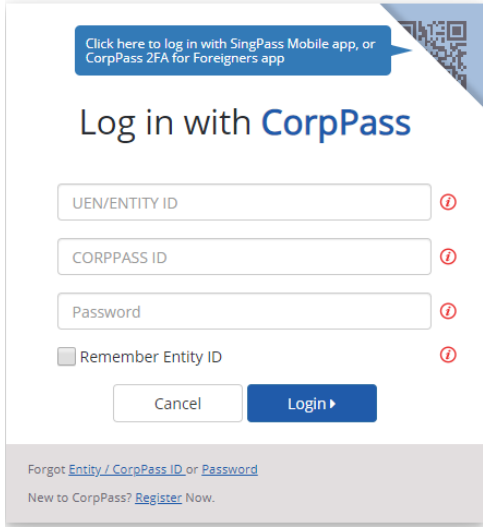
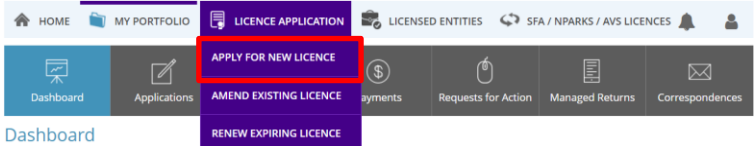
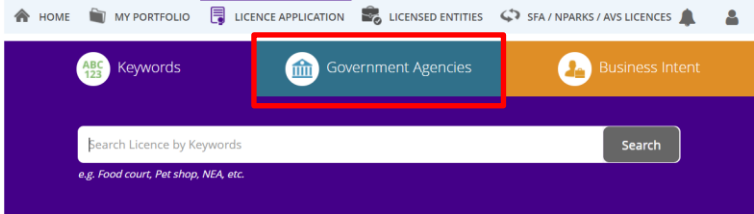
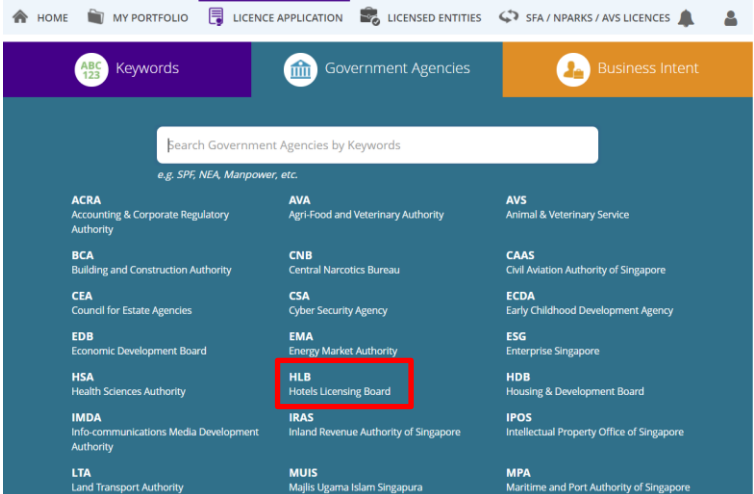
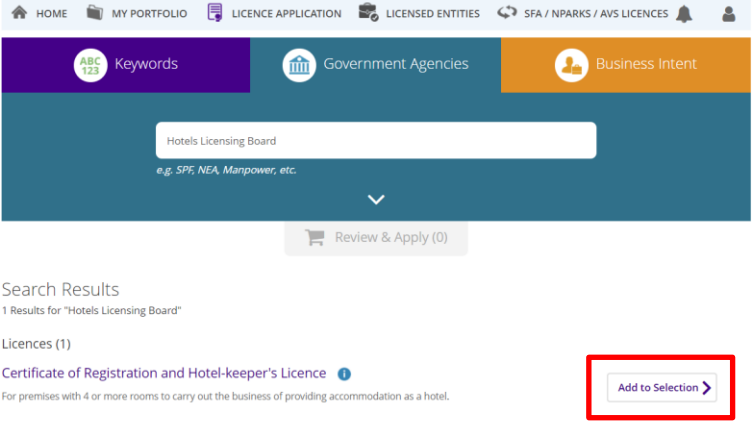
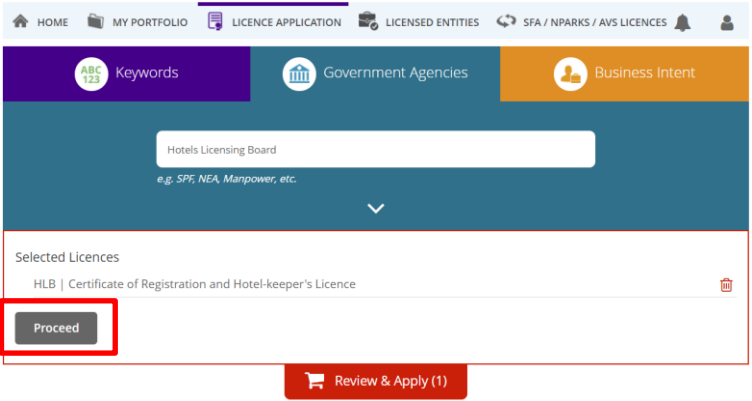
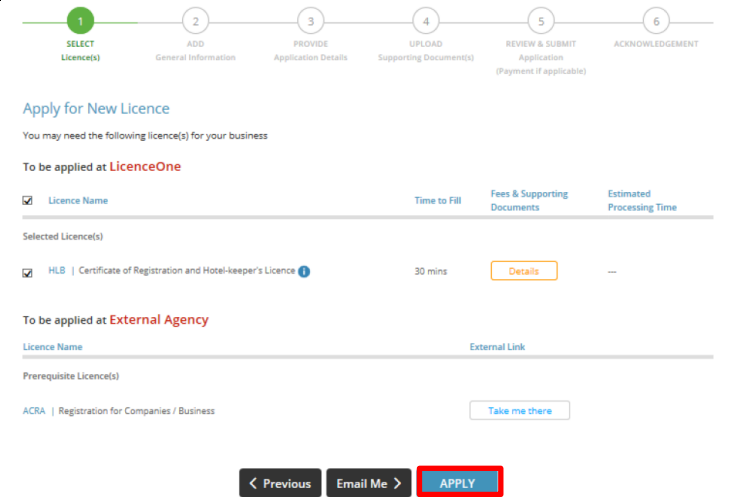


Step-by-Step Guide for New Application of Certificate of Registration and Hotel-keeper's Licence

S/N	Step	Screenshot
1	Go to GoBusiness Licensing website https://gobusiness.gov.sg/licences and click on “Use Self-Service” under “For all other business owners”	
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://licence1.business.gov.sg/licence1/cms/showHelp.action?pageName=corppass-in-licenceone>.

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”	

S/N	Step	Screenshot
7	Click on “Add to Selection”	 <p>The screenshot shows the 'Licence Application' page with a search bar containing 'Hotels Licensing Board'. Below the search bar, there is a 'Review & Apply (0)' button. Under the 'Search Results' section, it shows '1 Results for "Hotels Licensing Board"'. Under the 'Licences (1)' section, there is a result for 'Certificate of Registration and Hotel-keeper's Licence' with a description: 'For premises with 4 or more rooms to carry out the business of providing accommodation as a hotel.' The 'Add to Selection' button is highlighted with a red box.</p>
8	The selected licence will be listed, click on “Review & Apply”, followed by “Proceed”.	 <p>The screenshot shows the 'Licence Application' page with the 'Selected Licences' section. It lists 'HLB Certificate of Registration and Hotel-keeper's Licence'. Below this list, there is a 'Proceed' button highlighted with a red box. At the bottom, there is a 'Review & Apply (1)' button.</p>
9	Click on “Apply”	 <p>The screenshot shows the 'Apply for New Licence' page. It 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. Below the progress bar, it says 'Apply for New Licence' and 'You may need the following licence(s) for your business'. There are two sections: 'To be applied at LicenceOne' and 'To be applied at External Agency'. The 'To be applied at LicenceOne' section has a table with columns: Licence Name, Time to Fill, Fees & Supporting Documents, and Estimated Processing Time. It lists 'HLB Certificate of Registration and Hotel-keeper's Licence' with a 'Details' button. The 'To be applied at External Agency' section has a table with columns: Licence Name and External Link. It lists 'ACRA Registration for Companies / Business' with a 'Take me there' button. At the bottom, there are three buttons: '< Previous', 'Email Me >', and 'APPLY' (highlighted with a red box).</p>

S/N	Step	Screenshot
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>	<p>Profile</p> <p>I am applying as a <input checked="" type="radio"/> Applicant / Licensee <input type="radio"/> on behalf of Licensee</p> <p>Terms of Use</p> <p>1. Agreement</p> <p>2. Access To the Website</p> <p>3. Communication With You</p> <p><input checked="" type="checkbox"/> By clicking on the checkbox, I agree to be bound by the Terms of Use.</p> <p>Applicant Particulars</p> <p>Salutation * Mr</p> <p>Name * First Last</p> <p>ID Type * <input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport</p> <p>ID Number * S1441957H</p> <p>Passport Issuing Country * Please Select</p> <p>Nationality * SINGAPORE CITIZEN</p> <p>Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female</p> <p>Date Of Birth * 30/11/1980</p> <p>Primary Contact Mode * <input checked="" type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input type="radio"/> Mobile Number</p> <p>Designation * Managing Director</p> <p>Office Tel Number</p> <p>Home Tel Number * 61234567</p> <p>Fax Number</p> <p>Mobile Number</p> <p>Email * public_user01@public.com</p> <p>Alternative Email</p> <p>Tick if you prefer to be notified via SMS <input type="checkbox"/> SMS</p> <p>Applicant Address</p> <p>Address Type * <input checked="" type="radio"/> Local <input type="radio"/> Foreign</p> <p>Type of Premises * Residential</p> <p>Postal Code * 117613</p> <p>Block / House Number * 410H</p> <p>Street Name * PASIR PANJANG ROAD</p> <p>Level * 04</p> <p>Unit Number * 29</p> <p>Building Name * Javed Industrial Park 1</p>
11	<p>Enter the “Organisation Address”, “Organisation Contact Details” and “Mailing Address”</p> <p>Click “Next”</p>	<p>Organisation Details</p> <p>Organisation Name * JANET'S ALTERATION</p> <p>UEN * 62942788X</p> <p>Organisation Type * BUSINESS</p> <p>UEN of Former Company</p> <p>Organisation Address</p> <p>Type of Premises * Office</p> <p>Postal Code * 140063</p> <p>Block / House Number * 63</p> <p>Street Name * COMMONWEALTH DRIVE</p> <p>Level * 03</p> <p>Unit Number * 253</p> <p>Building Name</p> <p>Organisation Contact Details</p> <p>Tel Number *</p> <p>Fax Number</p> <p>Business Email *</p> <p>Tick if you prefer to be notified via SMS <input type="checkbox"/> SMS</p> <p>Mailing Address</p> <p>Organisation Operating Address <input checked="" type="checkbox"/> Copy</p> <p>Organisation Address <input checked="" type="checkbox"/> Copy</p> <p>Address Type * <input checked="" type="radio"/> Local <input type="radio"/> Foreign</p> <p>Type of Premises * Residential</p> <p>Postal Code *</p> <p>Block / House Number *</p> <p>Level</p> <p>Unit Number</p> <p>Building Name</p> <p>Next Save Save & Exit</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
12	Click “Start” to complete the Hotel, Hotel-keeper and Hotel General information	
13	Enter Hotel Related Information	

S/N	Step	Screenshot
14	Enter Hotel-keeper's Information ³	
15	Enter Hotel General Information	

³ If Hotel-keeper information had already been submitted in step #10, the relevant fields of information will be auto-populated here.

S/N	Step	Screenshot
16	<p>Select 'Yes' if the hotel is applying to charge transit rates.</p> <p>Follow steps 26 to 29 if the hotel is applying to charge transit rate. Click on 'Add Rates' after filling in information on Room Rate and Duration.</p> <p><i>Note: Steps 26 to 29 will only be applicable if hotel is applying to charge transit rates.</i></p>	<p>The screenshot shows the 'Transit Rates' form. It includes a section for 'b.) Details of Transit Rate' with checkboxes for various guest segments. A callout box labeled '26' points to the 'Transit rate guest segments' section, stating: 'If your hotel offers rooms on transit rates, then, a) click Yes, b) specify the details.' Below this, there is a table for 'Room rates and duration' with columns for 'Room Rate (\$)' and 'Duration (hrs)'. A callout box labeled '27' points to the 'Room Rate (\$)' column, stating: 'Specify transit room rates and duration.' Another callout box labeled '28' points to the 'Add Rates' button, stating: 'Click Add Rates.' A third callout box labeled '29' points to the 'c.) Reasons for offering transit rates' section, stating: 'Specify your reason for offering rooms on transit rates.'</p>
17	Click "Proceed"	<p>The screenshot shows the 'Company Details' form. It contains fields for 'Name of Company / Business / LLP', 'Business Registration No. (UEN)', 'Registration Date', 'Company Type', 'Status of Establishment', 'Status Date', 'Primary Activity Code', 'Primary Activity Description', 'Secondary Activity Code', and 'Secondary Activity Description'. A callout box labeled '30' points to the 'Proceed' button, stating: 'Click Proceed.'</p>

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. Do ensure that you have accurately entered the Name of Hotel-keeper, Name of Hotel and Address of Hotel. Further, please make sure that the Name of Hotel is the same as the Name of Hotel as per your application and on your hotel signage. The e-notice will typically be published on the HLB Website within 3 working days from when the e-notice is successfully uploaded. 	

⁴ Any notice of objection lodged with HLB within two weeks from the e-notice published date 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>	
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>	

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 publish of the e-notice⁶, the Secretariat will arrange with the applicant for a pre-opening inspection⁷ of the hotel. The processing of the application will take an average of two weeks upon the hotel passing the pre-opening inspection.

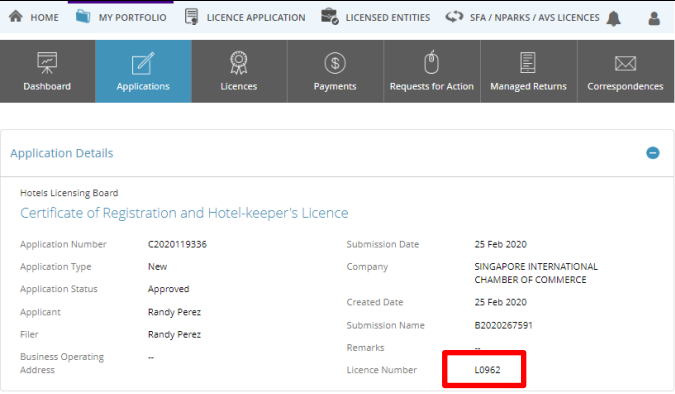













S/N	Step	Screenshot
21	<p>Once the application has been approved, you will receive an email notification on the approval, and the steps on where to locate your licence(s). A copy of the correspondence can also be found under the “Correspondence” tab in GoBusiness Licensing.</p> <p><i>Note: Licence fees related to new, amendment, and renewal applications that are payable for the rest of 2020 will be waived to help mitigate the impact of Coronavirus Disease 2019 (COVID-19).</i></p>	
22	<p>The licence number can be found under the Application tab.</p>	<p><i>Application tab</i></p>

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 e-notice published date.

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

		<div><div><div><div><div> HOME</div><div> MY PORTFOLIO</div><div> LICENCE APPLICATION</div><div> LICENCED ENTITIES</div><div> SFA / NPARKS / AVS LICENCES</div><div></div><div></div></div></div><div><div><div> Dashboard</div><div> Applications</div><div> Licences</div><div> Payments</div><div> Requests for Action</div><div> Managed Returns</div><div> Correspondences</div></div></div><div><div>Application Details</div><div><div>Hotels Licensing Board</div><div>Certificate of Registration and Hotel-keeper's Licence</div><table><tr><td>Application Number</td><td>C2020119336</td><td>Submission Date</td><td>25 Feb 2020</td></tr><tr><td>Application Type</td><td>New</td><td>Company</td><td>SINGAPORE INTERNATIONAL CHAMBER OF COMMERCE</td></tr><tr><td>Application Status</td><td>Approved</td><td>Created Date</td><td>25 Feb 2020</td></tr><tr><td>Applicant</td><td>Randy Perez</td><td>Submission Name</td><td>B2020267591</td></tr><tr><td>Filer</td><td>Randy Perez</td><td>Remarks</td><td>-</td></tr><tr><td>Business Operating Address</td><td>--</td><td>Licence Number</td><td>L0962</td></tr></table></div></div></div></div>	Application Number	C2020119336	Submission Date	25 Feb 2020	Application Type	New	Company	SINGAPORE INTERNATIONAL CHAMBER OF COMMERCE	Application Status	Approved	Created Date	25 Feb 2020	Applicant	Randy Perez	Submission Name	B2020267591	Filer	Randy Perez	Remarks	-	Business Operating Address	--	Licence Number	L0962
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23	For printing of licences, please refer to the Guide for Printing of Licences.																									