

S/N	Type of Amendment	Process	Fees Payable?
1	<p><b><u>Duty to notify Registrar of change in particulars</u></b> <b>(which <u>involves</u> updating information with ACRA)</b></p> <p>i. Change of Organization Details</p> <p>ii. Change of Organization Registered Address</p> <p>iii. Add/Edit Directors/ Managing Directors/ Partners/ Company Secretary/ Owner/ Manager identification particulars</p> <p>iv. Add/Edit substantial shareholder identification particulars</p>	<p><b>Step 1:</b> Make the changes with the Accounting and Corporate Regulatory Authority (ACRA).</p> <p><b>Step 2:</b> Within 14 days after the matter occurs, submit an amendment application <b>in GoBusiness Licensing Portal</b> (<a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>). Changes made to ACRA records will be auto updated in LicenceOne. You only need to confirm that the information is in order to before submitting to the Registrar.</p>	No.
2	<p><b><u>Duty to notify Registrar of change in particulars</u></b> <b>(which <u>does not</u> involve updating information with ACRA)</b></p> <p>i. Change of Applicant Details (Only if the registered dealer is an individual)</p> <p>ii. Change of Applicant Address (Only if the registered dealer is an individual)</p> <p>iii. Change of Organization Operating Address (Primary outlet/ headquarter)</p> <p>iv. Change of Organization Contact Details</p> <p>v. Change of Mailing Address</p> <p>vi. Change of Compliance Officer Details</p> <p>vii. Add/Edit Outlet Manager Details</p> <p>viii. Change of Approved Precious Stones and Precious Metals Dealers license(s), or equivalent, obtained overseas.</p> <p>ix. Change of Other Information (Includes declarations relating to banking and credit card facilities, criminal investigations, bankruptcy)</p>	<p>Within 14 days after the matter occurs, submit an amendment application in <b>GoBusiness Licensing Portal</b> (<a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>).</p> <p>Note: Email address of Compliance Officer is used by the Registrar to contact the registered dealer</p>	No.
3	<p><b><u>Duty to notify Registrar of change in place of business</u></b></p> <p>i. Change in place of business (Relocation of existing outlet(s)/ Addition of new outlet(s) / Closing of outlet(s))</p>	<p><u>At least 14 days before</u> starting to carry out any regulated activity at the new outlet (addition of new outlet) or <u>at least 14 days before</u> ceasing to carry out any regulated activity at the existing outlet (closing of outlet), submit an amendment application in <b>GoBusiness Licensing Portal</b> (<a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>).</p> <p>For registered dealers on Class 1, Class 2 and Class 3 registration, registration fees for additional outlet(s) will be charged on a pro rated basis based on the formula <math>D/365 \times S\\$300 \times \text{years} \times \text{number of outlet(s)}</math>. Where D is the number of days remaining</p> <p>For registered dealers on Class A and Class B, registration fees for additional outlet(s) will be charged on a pro rated basis based on the formula <math>[(F \times D \times E) \text{ divided by } 365] + [(F - G) \times D \times M \text{ divided by } 365]</math>, where — F is S\$350; G is S\$250; D is the period (in days) of the remainder of the period of the registered dealer’s registration if not earlier revoked; E is the number of every place of business in excess of that maximum; and M is the maximum number of places of business the registered dealer is allowed under the conditions of registration.</p>	<p>Yes.</p> <p>For reduction in number of outlets, there is no refund of registration fees.</p>
4	<p><b><u>Duty to notify Registrar of change in condition restricting the net price of product that is sold</u></b> <b>(Only for registered dealers on Class A and Class B)</b></p> <p>i. Where the registration is subject to a condition that the net price of every precious stone, precious metal or precious product that is or is to be sold by the registered dealer be less than S\$2,000 a piece and would like to remove the restriction.</p> <p><b>Not applicable for registered dealers on Class 1, Class 2 and Class 3 registration.</b></p>	<p>Before <u>starting to carry out</u> any regulated activity where the net price of any precious stone, precious metal or precious product that is or is to be sold by the registered dealer is S\$2,000 or more a piece, submit an amendment application in <b>GoBusiness Licensing Portal</b> (<a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a>).</p> <p>Registration fees will be charged on a pro rated basis based on the formula <math>[(F - G \times D) \text{ divided by } 365]</math>, where — F is S\$350; G is S\$250; D is the period (in days) of the remainder of the period of the registered dealer’s registration if not earlier revoked; E is the number of every place of business in excess of that maximum; and M is the maximum number of places of business the registered dealer is allowed under the conditions of registration.</p>	<p>Yes.</p> <p>For changes from Class B to Class A, there is no refund of registration fees.</p>