

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