

1. Business License

- **License Number:** BL-2023-456789
- **Issuing Authority:** City of Springfield Business Licensing Department
- **Issue Date:** March 1, 2023
- **Expiration Date:** March 1, 2024
- **Type:** Food and Beverage Retail
- **Status:** Active
- **Upload Document:** (attach a PDF or scanned image of the license)

2. Health and Safety Certificate

- **Certificate Number:** HS-2023-789456
- **Issuing Authority:** Springfield Department of Health
- **Inspection Date:** February 15, 2023
- **Expiration Date:** February 15, 2024
- **Status:** Passed (Grade A)
- **Upload Document:** (attach the certificate image)

3. Food Handling Permit

- **Permit Number:** FHP-789123
- **Issuing Authority:** Springfield Health Department
- **Holder Name:** John Doe (Owner/Operator)
- **Issue Date:** January 5, 2023
- **Expiration Date:** January 5, 2025
- **Upload Document:** (attach a scanned copy of the permit)

4. Tax Identification Number (TIN)

- **TIN:** 123-45-6789
- **Issuing Authority:** Internal Revenue Service (IRS)
- **Verification Status:** Active
- **Document:** (attach IRS verification letter or certificate)

5. Certificate of Incorporation

- **Registration Number:** INC-2022-001234
- **Issuing Authority:** State of [Your State]
- **Incorporation Date:** July 12, 2022
- **Business Structure:** Limited Liability Company (LLC)
- **Upload Document:** (attach the incorporation certificate)

6. Insurance Policy

- **Policy Number:** INS-567891
- **Provider:** Springfield Insurance Co.
- **Coverage Type:** Liability Insurance for Retail (Covers fire, theft, and liability)
- **Issue Date:** January 20, 2023
- **Expiration Date:** January 20, 2024
- **Upload Document:** (attach insurance policy document)

7. Fire Safety Certificate

- **Certificate Number:** FSC-001122
- **Issuing Authority:** Springfield Fire Department
- **Inspection Date:** March 10, 2023
- **Expiration Date:** March 10, 2024
- **Status:** Compliant
- **Upload Document:** (attach fire safety inspection certificate)

8. Lease Agreement (if applicable)

- **Agreement Number:** LA-456789
 - **Landlord:** Springfield Property Management LLC
 - **Lease Start Date:** January 1, 2023
 - **Lease End Date:** December 31, 2025
 - **Monthly Rent:** \$1,500
 - **Upload Document:** (attach signed lease agreement)
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Additional Information

- **Owner's Full Name:** Owner
- **Owner's Contact Information:** (555) 123-4567 / owner@gmail.com
- **Shop Address:** #01-52, 95 Lor 4 Toa Payoh, Singapore, 310095
- **Business Hours:** Monday - Friday, 8 AM - 6 PM; Saturday, 9 AM - 5 PM; Closed Sunday