

Help Topics

16. Apply for New Licence

When applying for licences, the individual or company applicant can either:

- Apply for licences on their own or
- Get a filer to apply on their behalf

The applicant will initiate the application process by submitting the application in the system.

Once submitted, the application is processed by the agency.


A notification will be sent to the applicant upon application submission. If the application received is completed and applicable payment has been made, the application will be sent to the respective agencies for processing. You will be notified via email on the application status.

Note: While the general procedure to apply for any licence is the same, the details to be entered in the licence application form vary with licence.


New Licence Application Process:

Step 1: Find your desired licence(s) to apply by using 'Keywords', 'Government Agencies' or 'Business Intent' search. For new businesses, try our 'Business Intent' search where you will be guided by a series of Q&A.

The screenshot displays the LicenceOne web application interface. At the top, there is a navigation bar with links for HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENCED ENTITIES, and a user profile for S9990305H USER with a LOGOUT button. Below the navigation bar, there are three main search categories: Keywords (ABC 123), Government Agencies, and Business Intent. A search bar is present with the text 'home office' and a 'Search' button. Below the search bar, there is a 'Review & Apply (0)' button. The search results section shows '16 results for Keyword "home office"'. Under the heading 'Licences (8)', two results are visible: 'Home Office Scheme (URA)' and 'Home Office Scheme (HDB)'. Each result includes a brief description and an 'Add to Selection' button.

Step 2: Add the licence(s), and proceed to apply. To remove, you can either click on 'Selected' button again or choose the  icon.

Selected Licences

URA - Home Office Scheme (URA) 

Proceed

 Review & Apply (1)

Search Results

16 results for Keyword "home office"

Licences (8)

Home Office Scheme (URA)

(Applicable to Home Office registration in a private residential property only)

To set up a Home Office in a private residential property, homeowners must meet the Terms & Conditions

Selected

Step 3: Confirm the licence(s) you would like to apply. You can also view the estimated time to fill, fees & supporting documents required and the estimated processing time. For businesses that will like to proceed with the application later, you can keep a copy of the selected Licence(s) by using the 'Email Me' feature.

To proceed, select 'APPLY' and you will be prompted to login either via (i) CorpPass (ii) SingPass or (iii) LicenceOne ID for foreigners. Note that you will be prompt to indicate your login profile (e.g. company UEN) as part of the login. Refer to the 'Login Help' for more details.

HOME LICENCE APPLICATION LICENCED ENTITIES LOGIN


ABC 123 Keywords Government Agencies Business Intent

1 SELECT Licences 2 ADD General Information 3 PROVIDE Application Details 4 UPLOAD Supporting Document(s) 5 REVIEW & SUBMIT Application (Payment if Applicable) 6 ACKNOWLEDGEMENT

Apply for New Licence

You may need the following licence(s) for your business

To be applied at **LicenceOne**

Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
Selected Licence(s)			
<input checked="" type="checkbox"/> URA Home Office Scheme (URA) 	30 mins	Details	Instant Approval

[< Previous](#) [Email Me >](#) [APPLY](#)

Step 4: Enter General Information. Note that you will need to agree to the 'Terms And Condition' to proceed.



Apply for New Licence

Profile

I am applying as an Applicant on behalf of Applicant

Terms of Use

I. Agreement

1. Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.
2. In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.
3. These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.
4. We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

II. Access To the Website

1. The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.

By clicking on the checkbox, I agree to be bound by the Terms of Use.

Applicant's Particulars

Note: Salutation, Name, Nationality, Gender and Date Of Birth are taken from User Profile for your convenience. Please proceed to [Update User Profile](#) screen to edit these information where necessary.

Salutation *	<input type="text" value="Miss"/>	Designation	<input type="text" value="Managing Director"/>
Name *	<input type="text" value="Al Gonzalez 32"/>	Office Tel Number	<input type="text" value="+6560000000"/>
ID Type *	<input type="radio"/> NRIC <input type="radio"/> FIN <input checked="" type="radio"/> Passport	Home Tel Number *	<input type="text" value="+6560000000"/>
ID Number *	<input type="text" value="S1723096D"/>	Fax Number	<input type="text" value=""/>
Passport Issuing Country	<input type="text" value="Please Select"/>	Mobile Number	<input type="text" value="+6590023126"/>
Nationality *	<input type="text" value="SINGAPORE CITIZEN"/>	Email *	<input type="text" value="user25@ffetestuser.com"/>
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female	Alternative Email	<input type="text" value=""/>
Date Of Birth *	<input type="text" value="08/01/1977"/> <input type="text" value=""/>	Tick if you prefer to receive status updates of licence application via SMS	<input type="checkbox"/>
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input checked="" type="radio"/> Home Tel Number <input type="radio"/> Mobile Number		

Applicant's Address

Address Type*	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name*	KITCHENER LINK
Type of Premises*	Residential	Level	01
Postal Code*	207229 <input type="button" value="Retrieve Address"/>	Unit Number	022
	Please enter your postal code and click "Retrieve Address".		E.g. 05-01 Key in:05
Block / House Number*	2	Building Name	CITY SQUARE RESIDENCES
			E.g. 05-01 Key in:01

Organisation Details

Organisation Name	FLOWER MANAGEMENT PTE. LTD.
UEN	200804217K
Organisation Type	EXEMPT PRIVATE COMPANY LIMITED BY
UEN of Former Company	

Organisation Registered Address

Type of Premises	Office
Postal Code	199589 <input type="button" value="Retrieve Address"/>
	Please enter your postal code and click "Retrieve Address".
Block / House Number*	6001
Street Name	BEACH ROAD
Level	18
Unit Number	02
Building Name	GOLDEN MILE TOWER

Organisation Operating Address

Type of Premises	Please Select	Street Name	
Postal Code	<input type="button" value="Retrieve Address"/>	Level	
	Please enter your postal code and click "Retrieve Address".		E.g. 05-01 Key in:05
Block / House Number	Please Select	Unit Number	
			E.g. 05-01 Key in:01
		Building Name	

Organisation Contact Details

Tel Number *

Fax Number

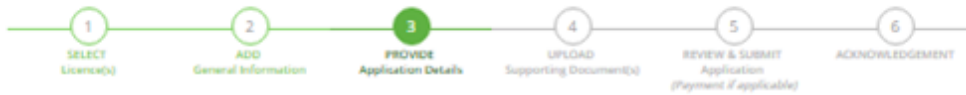
Business Email *

Mailing Address

Organisation Operating Address <input type="button" value="Copy"/>	Street Name * <input type="text" value=""/>
Organisation Registered Address <input type="button" value="Copy"/>	Level <input type="text" value=""/>
Address Type * <input checked="" type="radio"/> Local <input type="radio"/> Foreign	E.g. 05-01 Key in:05
Type of Premises * <input type="text" value="Residential"/>	Unit Number <input type="text" value=""/>
Postal Code * <input type="text" value=""/> <input type="button" value="Retrieve Address"/>	E.g. 05-01 Key in:01
	Building Name <input type="text" value=""/>
Block / House Number <input type="text" value="Please Select"/>	

Please enter your postal code and click "Retrieve Address".

Step 5: Fill in required application form details for the licence you are applying.



Apply for New Licence

Food Shop Licence

Organisation/Business Operating Address

Please complete the Organisation Operating Address section in the General Information page, including the field Type of Premises, before you proceed with this page. Note that you can only amend the standard fields in this Business Operating Address section by updating the Organisation Operating Address section in the General Information page. To go back to the General Information page, please click on the "General Information" at the top of this page.

Type of Premises * Residential Level

Postal Code * 180001 Unit No

Block/House No * 1 Building Name ROCHOR CENTRE

Street Name * ROCHOR ROAD

For Address with Multiple Level/Unit Number

Level Unit No

Level Unit No

Application Details

Business Name (Shop Name/Stall Name)

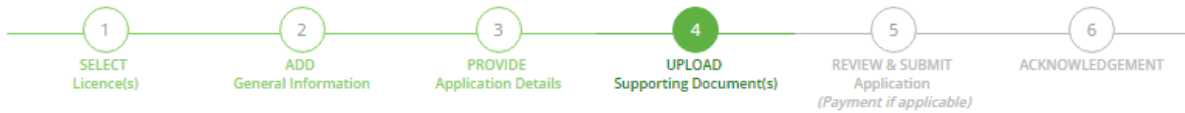
Business Operating Hours - 24hrs * Yes No

Brief description of food business * Please Select

Licence to be issued in either: *

- Applicant's name
- Company's name (allowed only if company is a Private Limited, Limited, LLP entity) or non-ACRA registered (MCST entity)

Step 6: Attach supporting document(s) required as part of the licence(s) application.



Apply for New Licence

Food Shop Licence

Document Name	Type	Attachment	Action
Planning Permission/Change of Use approval Approval from URA/HDB for the use of the premises <i>Acceptable File Format: .jpg, .gif, .doc, .docx, .pdf</i> <i>Acceptable File Size: maximum: 2 MB</i>	ONLINE UPLOAD		Upload
Basic food hygiene certificate/Refresher food hygiene certificate Photocopy of food handler's basic food hygiene certificate/refresher food hygiene certificate <i>Acceptable File Format: .jpg, .gif, .pdf</i> <i>Acceptable File Size: maximum: 2 MB</i>	ONLINE UPLOAD		Upload
Documentary proof of vehicle ownership For food caterer only. (e.g. vehicle registration card) <i>Acceptable File Format: .jpg, .gif, .doc, .docx, .pdf</i> <i>Acceptable File Size: maximum: 2 MB</i>	ONLINE UPLOAD		Upload
Others Others <i>Acceptable File Format: .jpg, .gif, .doc, .docx, .pdf</i> <i>Acceptable File Size: maximum: 2 MB</i>	ONLINE UPLOAD		Upload

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[Save as Draft & Exit](#)

Step 7: Review your application details and declaration(s) before submitting your application.



Apply for New Licence

Information Review

Applicant's Particulars			
Salutation	Mrs	Designation	Managing Director
Name	Pablo Sutton	Office Tel Number	+6560000000
ID Type	Passport	Home Tel Number	+6561234567
ID Number	57971186A	Fax Number	+6560000000
Passport Issuing Country		Mobile Number	+6582988376

Declaration

General Declaration

1. I declare that all the information given in this application form is true and correct. I am aware that legal action may be taken against me if I had knowingly provided false information. I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Food Shop Licence

1. I am aware that the food shop licence issued by NEA is strictly for the preparation and sale of food direct to consumers only. Should the mode of operation of my business change or expand to food manufacturing, processing, distribution, wholesale distribution, exporting, or a central kitchen, I am aware that the food shop licence will be cancelled and I will have to obtain a licence from the Agri-Food and Veterinary Authority.

I agree that NEA would only be able to process applications when all relevant supporting documents are received and are in proper order.

The National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act (Cap 195) including the implementation of environmental and public health policies in Singapore and any other related purposes. I hereby consent to NEA's use of the information provided by me in the course of any application I have made to the NEA, to facilitate the processing of such application for such purposes. I hereby further consent to NEA sharing the information in such application with other Government agencies, or non-government entities authorized to carry out specific government services, unless prohibited by legislation.

[← Previous](#) [Submit](#)

Step 8: Make Payment (only applicable for Licences which require up-front payment) Acknowledgement is displayed once application is successfully submitted. An application number will be generated for your reference, and you can use this application number to enquire the status in either the 'Dashboard' or 'Application Enquiry' function.

Navigation menu: Dashboard, Applications, Licences, **Payments**, Requests for Action, Managed Returns, Correspondences



Apply for New Licence

Make Payment

Description	Fee Type	Fee	GST	Sub Total
PA1811028090				
URA - Change of Use Approval	Payment	\$100.00	Not applicable	\$100.00
C1820005396				
Grand Total				\$100.00

PROCEED WITH PAYMENT

- If payment is not required during the application submission, **Payment Status** will be reflected as Stage 1: N.A.
- If payment is required after approval, **Payment Status** will be reflected as Stage 2: Pending Payment.
- **Application Status** will be displayed as Approved for licences which are auto approved

Apply for New Licence

Submitted successfully: 1 application(s)
 You will be notified of the approval of your application via SMS/Email.

National Environment Agency
Food Shop Licence

Application Number	C1820005397	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B1820009689	Payment Status	STAGE1 : N.A STAGE2 : PENDING
Submission Date	20/04/2018 17:17:19		
Submission Name	B1820009689		

View your [Applications and Status](#)

NOTE


Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

PRINT **CLOSE**

Note: You can save your application using the **Save as Draft** feature, and retrieve the draft under 'Application'

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ENQUIRIES & REQUEST FOR ASSISTANCE

HOTLINE :
6774 1430

OPERATING HOURS:
8am-8pm (Mondays to Fridays)
8am-2pm (Saturdays)

EMAIL:
licences-helpdesk@crimsonlogic.com

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