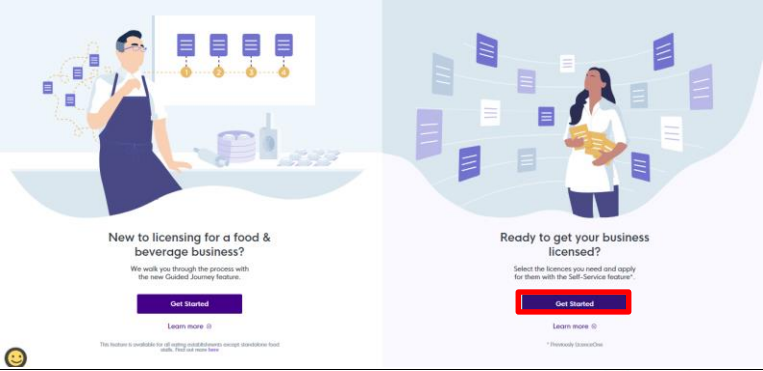
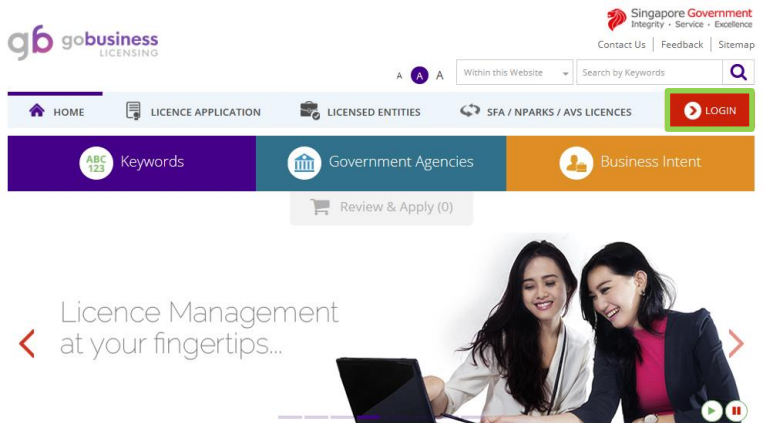


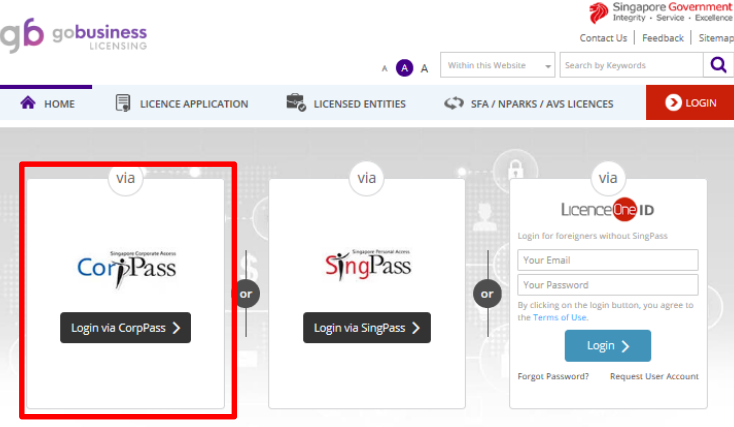
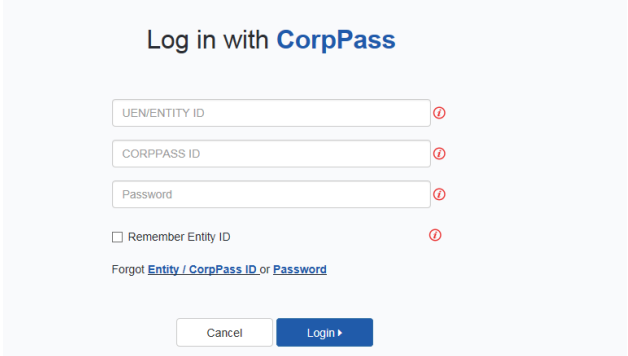
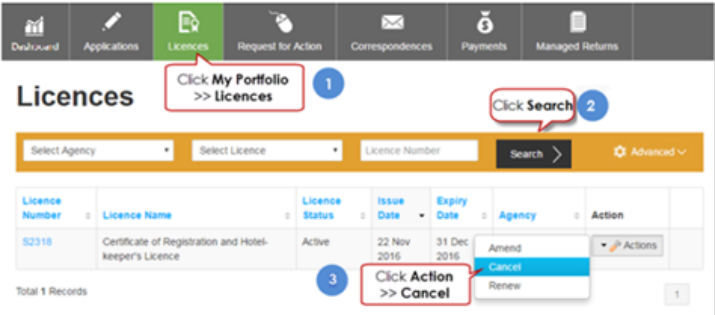
Step-by-Step Guide for Cancellation of Certificate of Registration and Hotel-keeper's Licence

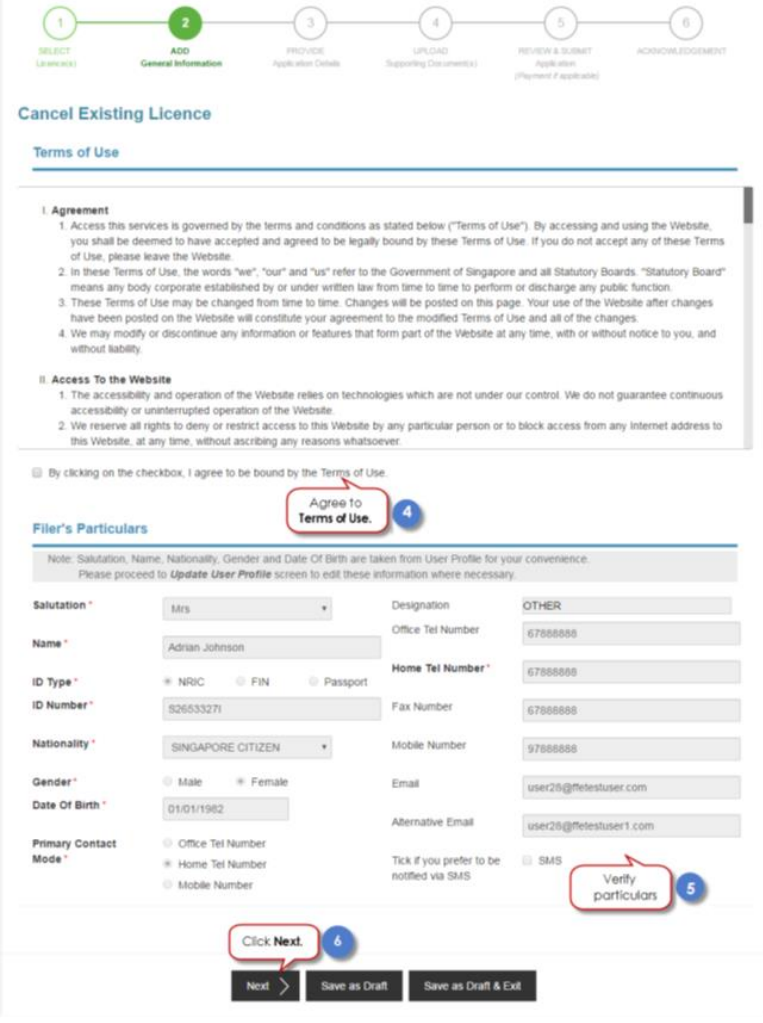
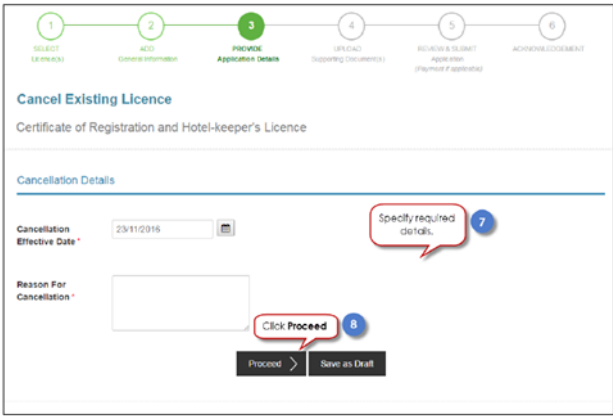
Should the hotel decides to cease its hotel operation, the authorised CorpPass user¹ will need to submit a cancellation application and arrange to return the Certificate of Registration and Hotel-keeper's Licence to the Board for cancellation.

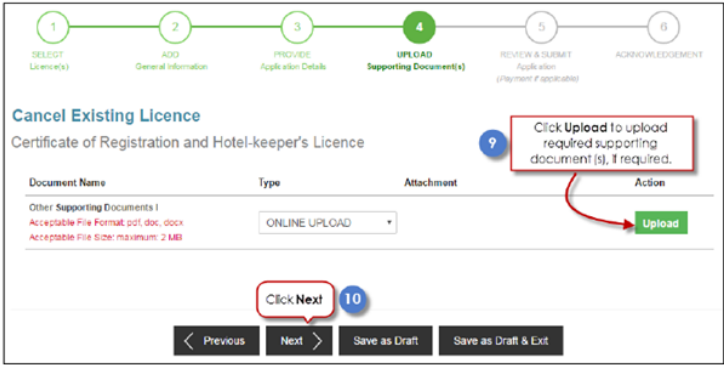
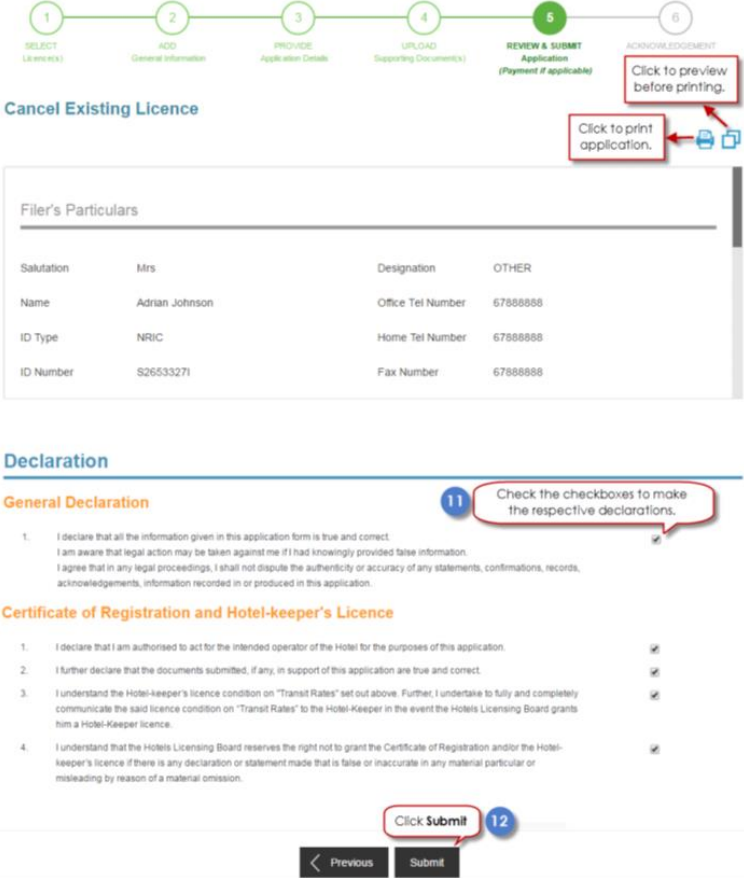
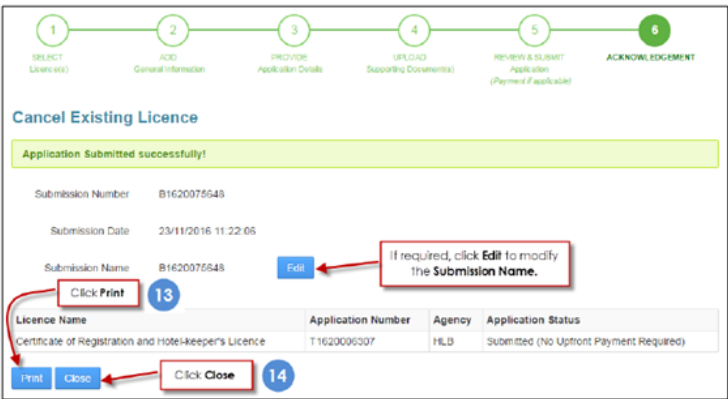
| S/N | Step | Screenshot |
|-----|---|---|
| 1 | Go to GoBusiness Licensing website https://www.gobusiness.gov.sg/licences , and click on “Get Started” for “Ready to get your business licensed?”. |  |
| 1a | Next, click on “Login” |  |

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 users of the company can use CorpPass to access GoBusiness Licensing and submit cancellation to the Certificate of Registration and Hotel-keeper's Licence. Should the Hotel-Keeper or Company Director wish to submit the cancellation application, they must also be appointed as the authorised CorpPass user of the company.

For information on the registration & set up of CorpPass for your business entity, please visit www.corppass.gov.sg.

| S/N | Step | Screenshot |
|-----|--|--|
| 2 | Log in to GoBusiness Licensing using CorpPass |  <p>The screenshot shows the GoBusiness Licensing website. At the top right, it says 'Singapore Government Integrity · Service · Excellence' with links for 'Contact Us', 'Feedback', and 'Sitemap'. Below that is a search bar and a 'LOGIN' button. The main navigation bar includes 'HOME', 'LICENCE APPLICATION', 'LICENSED ENTITIES', 'SFA / NPARKS / AVS LICENCES', and 'LOGIN'. The central content area features three login options: 'via CorpPass' (highlighted with a red box), 'via SingPass', and 'via LicenceOne ID'. Each option has a 'Login via [Service]' button.</p> |
| 2a | Enter the UEN/Entity No, CorpPass ID and Password and click on “Login” |  <p>The screenshot shows the 'Log in with CorpPass' form. It has three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password'. There is a checkbox for 'Remember Entity ID' and a link for 'Forgot Entity / CorpPass ID or Password'. At the bottom, there are 'Cancel' and 'Login' buttons.</p> |
| 3 | <p>Click on “My Portfolio > Licence”</p> <p>Enter the Licence Number and Click on “Search”</p> <p>Click on “Action > Cancel”</p> |  <p>The screenshot shows the 'Licences' dashboard. At the top, there are navigation tabs: 'Dashboard', 'Applications', 'Licences', 'Request for Action', 'Correspondences', 'Payments', and 'Managed Returns'. The 'Licences' tab is active. Below the tabs, there is a 'Licences' section with a search bar and a table of licences. The search bar has 'Select Agency', 'Select Licence', and 'Licence Number' dropdowns, followed by a 'Search' button and an 'Advanced' dropdown. The table has columns for 'Licence Number', 'Licence Name', 'Licence Status', 'Issue Date', 'Expiry Date', 'Agency', and 'Action'. A red box with '1' points to the 'Licences' link in the navigation bar. Another red box with '2' points to the 'Search' button. A third red box with '3' points to the 'Cancel' button in the 'Action' column of the table. The table shows one record: Licence Number S2318, Licence Name Certificate of Registration and Hotel-keeper's Licence, Licence Status Active, Issue Date 22 Nov 2016, Expiry Date 31 Dec 2016, Agency Amend, and Action buttons for Amend, Cancel, and Renew.</p> |

| S/N | Step | Screenshot |
|-----|---|--|
| 4 | <p>Select the checkbox to agree to the Terms of Use</p> <p>Click on “Next”</p> |  |
| 5 | <p>Indicate the “Cancellation Effective Date” and “Reason for Cancellation”</p> <p>Click on “Proceed”</p> |  |

| S/N | Step | Screenshot |
|-----|---|--|
| 6 | Upload the supporting documents (if any) and Click “Next” |  |
| 7 | <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> |  |
| 8 | Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with “T” (do take note of this application number as it will be your reference number for any enquiries pertaining to this application). |  |

| S/N | Step | Screenshot |
|-----|--|------------|
| | You may choose to print or close the acknowledgement page. | |

The Secretariat may request for additional information or supporting documents (if any) via the “Request for Action”² feature. Upon receiving all the required documents and clarification (if any), the Secretariat will process the application.

| S/N | Step | Screenshot |
|-----|---|------------|
| 9 | Once the application has been reviewed and approved, you will receive an email acknowledgement. A copy of the correspondence can also be found under the “Correspondence” tab at GoBusiness Licensing | |

² Please refer to the step-by-step guide on “Request for Action”