## Step-by-Step Guide for <u>Cancellation</u> of Certificate of Registration and Hotel-keeper's Licence

Should the hotel decides to cease its hotel operation, the authorised SingPass user 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.



<sup>&</sup>lt;sup>1</sup> From 11 April 2021, the login process for Corppass will be changed to verify an individual's identity via Singpass first, before allowing the user to access and transact with government digital services. After clicking on 'Log in with Singpass', you will be directed to log in via Singpass, before gaining access to the digital service or selecting the relevant UEN identity to transact for. For more information, visit go.gov.sg/corporate-login

S/N	Step	Screenshot	
2a	Log in with SingPass ID and Password or scan	Astropose downwerk Latercy Madate  Singposs  Advisers: Mate. 24	$\mathbb{T} \mid \mathbb{T} \mid \mathbb{T} \in \mathcal{Q}$
	the QR code with the SingPass app	Advisory Note  Welcome to Singpass Your trusted digital identity  Advisory Note  Welcome to Singpass Advisory Note  Welcome to Singpass Your trusted digital identity	
2b	Select the relevant UEN/Entity ID (if applicable)	CORPOSES  Select UEN/Entity ID  LISCONTINK BBP3 LCCA, COMPANY 192  Company INDECODBIDA Pie Lud	Singapore Government Siteriti - Barka - Busilena Contact Un   Reetbeck   Sitervep   #40
3	Click on "My Portfolio > Licence" Enter the Licence Number and Click on "Search" Click on "Action > Cancel"	Image: Contract of Registration and Hotels       Active       22 Nov       31 Dec         Statistical Contract of Registration and Hotels       Active       22 Nov       31 Dec         Total 1 Records       Total 1 Records       Total 1 Records       Total 1 Records	nt Managed Returns

S/N	Step	Screenshot	
4	Select the checkbox to agree to the Terms of Use	<complex-block><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></complex-block>	
	Click on "Next"		
5	Indicate the "Cancellation Effective Date" and "Reason for Cancellation" Click on "Proceed"	Image: Second	

S/N	Step	Screenshot
6	Upload the supporting documents (if any) and Click "Next"	1     2     3     4     5     0       UEX.OF     Orecold Information     PICO.OFE     UEX.OFF     Academic       Cancel Existing Licence     Orecold Supporting Document (s), I required supporting documen
7	You may preview and print the application form at this screen Tick the check box under "General Declaration" and "Certificate of Registration and Hotel- keeper's Licence", and Click on "Submit"	<complex-block></complex-block>
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).	1       2       3       4       5       6         State       Convert information       Application Dials       Supporting Dovements)       Methods Application       Acknowle EDGEMENT         Application       Submitted successfully!       Submitted successfully!       Submitsion Number       B1620075648         Submitsion       Submitsion Number       B1620075648       If required, click Edit to modify the Submitsion Name.         Click Print       13       Implication Number       Agency       Application Status         Levenese Name       Application Number       T1620006307       H.B.       Submitted (No Upfront Payment Required)

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"<sup>2</sup> 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	WY PORTFCUO       LUCENCE APPLICATION -       GUIDELINES       ABOUT US       INFO SEARCH       PRUCCUSERON -       LOCOUT         Al terms       Applications       Lucences       Request for Action       Correspondences       Payments       Managed Returns         Correspondences       Click MY PORTFOLO >> Correspondences.       Carespondences       2       Search for required correspondence.         Correspondences       Bent Date From       Even Date To       Search       Carespondence.
	copy of the correspondence can also be found under the "Correspondence" tab at GoBusiness Licensing	Name     Application     Delivery     Application       Name     No.     Liesce Name     Type     Channel     Agency     Exect Date       H. New Application Inspection Passed     CIS0010178     Certificate of Registration and Hotels Acceptors Liesnee     New     Email     Hotels     Channel     Agency     Exect Date       Application Inspection Passed     CIS0010178     Certificate of Registration and Hotels Acceptors Liesnee     New     Email     Hotels     06 May 2015       Click to view defaits     F0010178     Certificate of Registration and Hotels Acceptors Liesnee     New     Email     Hotels     06 May 2015       Nr. RFA - Notification to Applicant, Fairer     C1510010178     Certificate of Registration and Hotels Acceptors Liesnee     New     Email     Hotels     06 May 2015       Liesnee Agencant, Fairer     C1510010178     Certificate of Registration and Hotels Acceptors Liesnee     New     Email     Hotels     06 May 2015       Devide Acceptors Liesnee     C1510010178     Certificate of Registration and Hotels Acceptors Liesnee     New     Email     Hotels     New       Liesnee Agencant, Fairer     C1510010178     Certificate of Registration and Hotels Acceptors Liesnee     New     Email     Hotels     New       Liesnee Agencant     Citi Agencant     New     Email     Hotels <t< th=""></t<>

<sup>&</sup>lt;sup>2</sup> Please refer to the step-by-step guide on "Request for Action"