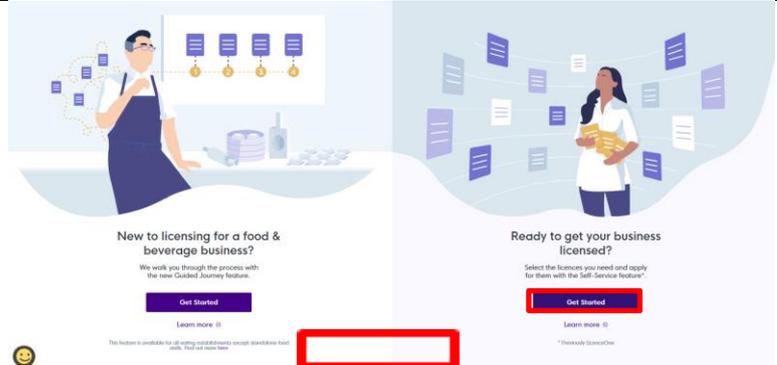
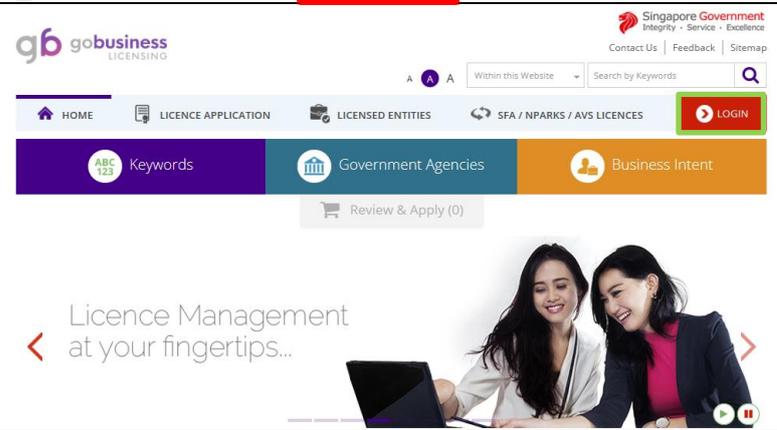
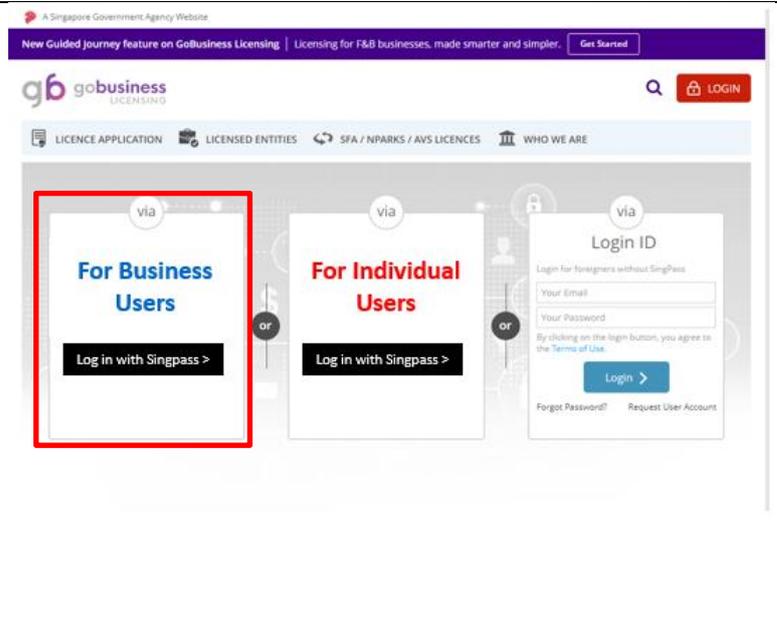
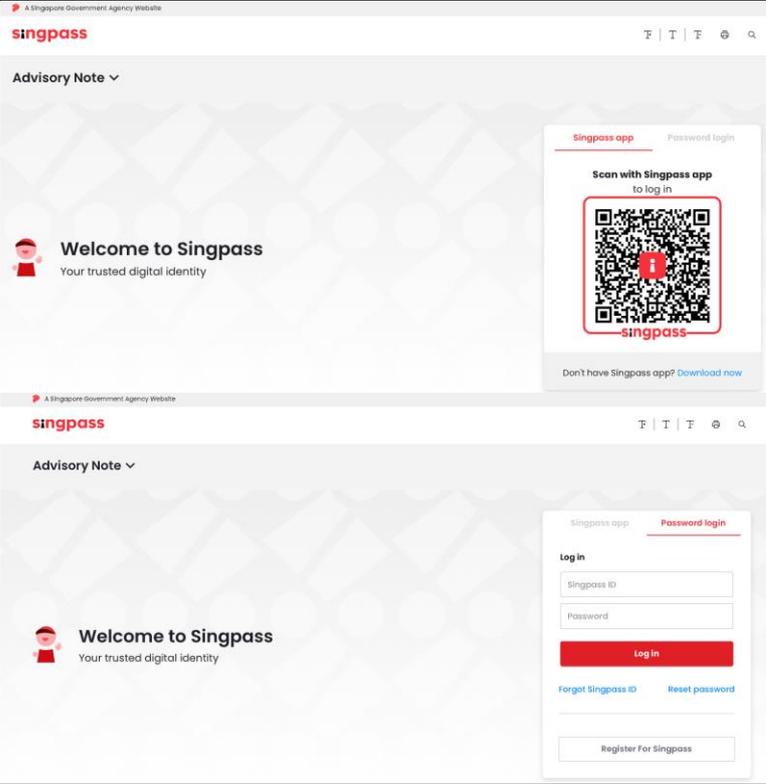
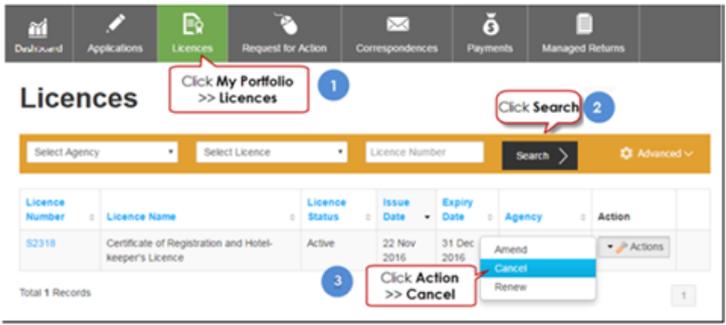


Step-by-Step Guide for Cancellation of Certificate of Registration and Hotel-keeper's Licence

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

S/N	Step	Screenshot
1	Go to GoBusiness Licensing website https://www.gobusiness.gov.sg/licences , and click on “Use Self-Service” under “For all other business owners”	
1a	Next, click on “Login”	
2	Log in to GoBusiness Licensing using SingPass ¹	

¹From 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 the QR code with the SingPass app															
2b	Select the relevant UEN/Entity ID (if applicable)															
3	<p>Click on “My Portfolio > Licence”</p> <p>Enter the Licence Number and Click on “Search”</p> <p>Click on “Action > Cancel”</p>	 <table border="1" data-bbox="683 1552 1377 1641"> <thead> <tr> <th>Licence Number</th> <th>Licence Name</th> <th>Licence Status</th> <th>Issue Date</th> <th>Expiry Date</th> <th>Agency</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>S2316</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>Active</td> <td>22 Nov 2016</td> <td>31 Dec 2016</td> <td>Amend</td> <td>Cancel Renew</td> </tr> </tbody> </table>	Licence Number	Licence Name	Licence Status	Issue Date	Expiry Date	Agency	Action	S2316	Certificate of Registration and Hotel-keeper's Licence	Active	22 Nov 2016	31 Dec 2016	Amend	Cancel Renew
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S2316	Certificate of Registration and Hotel-keeper's Licence	Active	22 Nov 2016	31 Dec 2016	Amend	Cancel Renew										

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	<table border="1"> <thead> <tr> <th>Name</th> <th>Application/Licence No.</th> <th>Licence Name</th> <th>Application Type</th> <th>Delivery Channel</th> <th>Agency</th> <th>Sent Date</th> </tr> </thead> <tbody> <tr> <td>HL New Application Inspection Passed</td> <td>C1510010178</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>New</td> <td>Email</td> <td>Hotels Licensing Board</td> <td>05 May 2015 16:04:08</td> </tr> <tr> <td>Applicant's RFO Officer</td> <td>0010178</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>New</td> <td>Email</td> <td>Hotels Licensing Board</td> <td>05 May 2015 15:58:53</td> </tr> <tr> <td>HL RFA - Notification to Applicant_Filer</td> <td>C1510010178</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>New</td> <td>Email</td> <td>Hotels Licensing Board</td> <td>05 May 2015 15:47:33</td> </tr> <tr> <td>HL RFA - Notification to Applicant_Filer</td> <td>C1510010178</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>New</td> <td>Email</td> <td>Hotels Licensing Board</td> <td>05 May 2015 15:14:32</td> </tr> <tr> <td>Licence Application Status Update Notification (to Applicant)</td> <td>C1510010178</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>New</td> <td>Email</td> <td>Hotels Licensing Board</td> <td>05 May 2015 15:01:44</td> </tr> </tbody> </table>	Name	Application/Licence No.	Licence Name	Application Type	Delivery Channel	Agency	Sent Date	HL New Application Inspection Passed	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 16:04:08	Applicant's RFO Officer	0010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:58:53	HL RFA - Notification to Applicant_Filer	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:47:33	HL RFA - Notification to Applicant_Filer	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:14:32	Licence Application Status Update Notification (to Applicant)	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:01:44
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² Please refer to the step-by-step guide on “Request for Action”