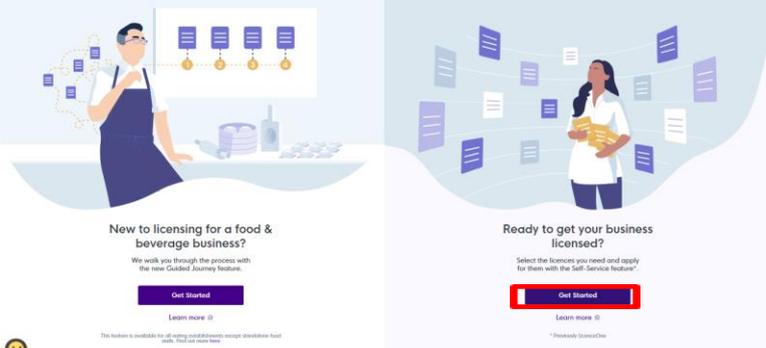
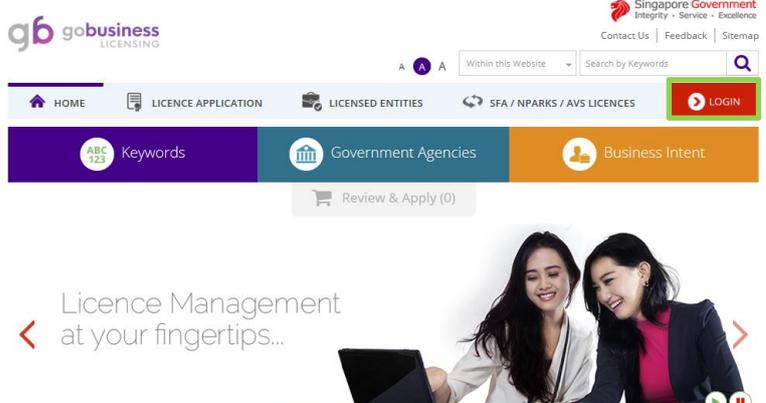
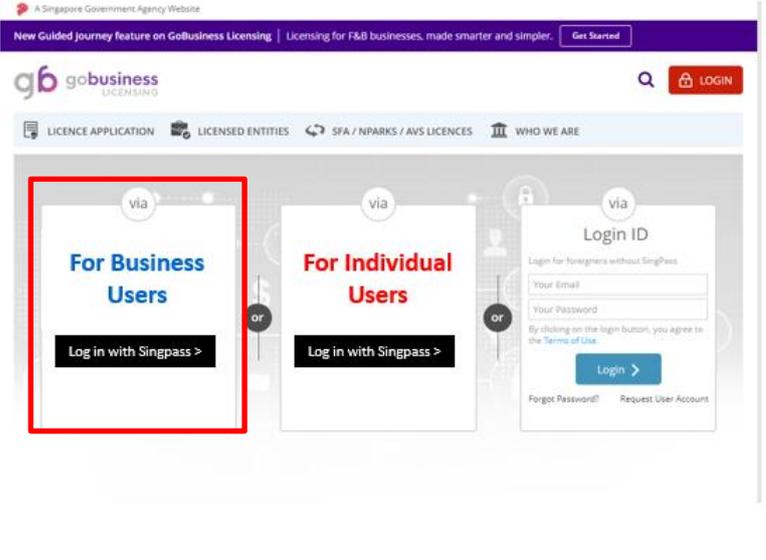
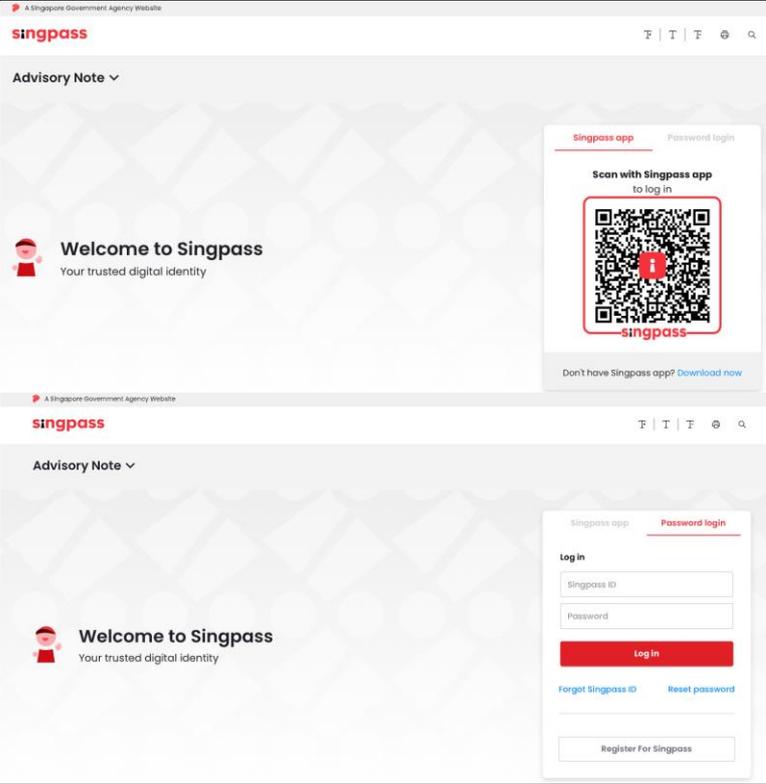
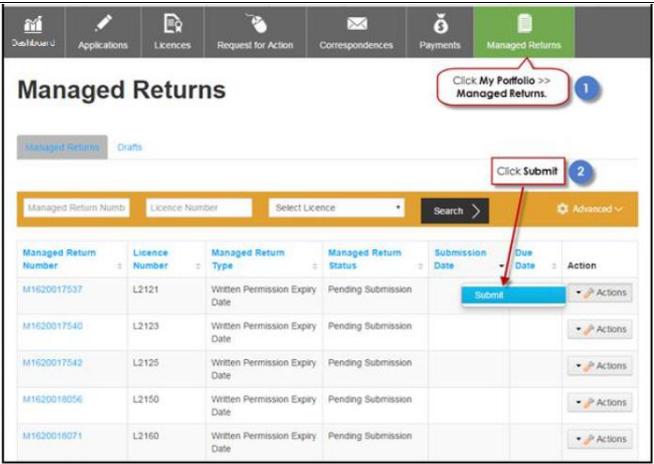


**Step-by-Step Guide for Managing Managed Returns (MR)
– Submission of Renewed Temporary Permission**

If the hotel has been issued with a Temporary Permission (TP) by URA, HLB will require the licensee to provide the renewed TP before it expires. You will receive an email reminder 2 months prior to the expiry date of TP. A copy of the correspondence can also be found at the “Correspondence” tab.

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	<p>Log in with SingPass ID and Password or scan the QR code with the SingPass app</p>	
2b	<p>Select the relevant UEN/Entity ID (if applicable)</p>	
3	<p>Click on “My Portfolio > Managed Returns”</p> <p>Enter the Return ID and Click on “Search”</p> <p>Click on “Actions, followed by Submit”</p>	

S/N	Step	Screenshot
4	<p>Click on “Upload” to upload the renewed URA Grant of Written Permission</p> <p>Click on “Submit” once the document has been uploaded</p>	
5	<p>Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with “M” (do take note of this application number as it will be your reference number for any enquiries pertaining to this application). You may choose to print or close the acknowledgement page.</p>	
6	<p>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.</p>	