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

| S/N | Step   | Screenshot  |
|-----|--|---|
| 1   | Go to GoBusiness<br>Licensing website<br>https://gobusiness.gov.sg/<br>licences and click on<br>"Use Self-Service" under<br>"For all other business<br>owners" | <image/> <image/> <image/> <image/> <section-header><section-header>      For the location is a new prive is a</section-header></section-header>  |
| 2   | Next, click on "Login"   | Singapore Government<br>Marging - Service - Localence<br>Contact Us   Feedback   Sitemapore<br>Contact Us   Feedback   Contact<br>Contact Us   Feedback   Sitemapore<br>Contact Us   Feedback   Sitemapore<br>Contact Us   Feedback   Sitemapore<br>Contact Us   Feedback   Sitemapore<br>Contact Us   Feedback   Contact Us   Feedback   Sitemapore<br>Contact   Sitemapore<br>C |
| 3   | Log in to GoBusiness<br>Licensing using<br>SingPass <sup>1</sup>   | <complex-block><complex-block><complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block></complex-block></complex-block>  |

<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   |   |
|-----|---|--|---|
| 3a  | Log in with SingPass ID<br>and Password or scan the | A Stingspure Dovernment Agency Industre     singpass             | F   T   F @ Q   |
| ļ   | QR code with the                                    | Advisory Note 🗸  |   |
|     | SingPass app  |  | Singposs app Password login                           |
|     | ~0  |  | Scan with Singpass app                                |
|     |   | 💽 Welcome to Singpass  |   |
|     |   | *  | singpass  |
|     |   |  | Don't have Singpass app? Download now                 |
|     |   | A singapore dovernment spency triduite singpass                  | F T F Ə Q   |
|     |   | Advisory Note 🗸  |   |
|     |   |  | Singposs app Password login                           |
|     |   |  | Log in<br>Singpass ID                                 |
|     |   |  | Singpass ID<br>Password                               |
|     |   | Welcome to Singpass<br>Your trusted digital identity             | Log in  |
|     |   |  | Forgot Singpass ID Reset password                     |
|     |   |  | Register For Singpass                                 |
|     |   |  |   |
| 3b  | Select the relevant<br>UEN/Entity ID (if            | corppass   | Singapore Government<br>Steprty - Service - Excelence |
|     | applicable)   |  | A 🕒 Contact Us   Peedback   Sitemup   MQ              |
|     |   | Select UEN/Entity ID   |   |
|     |   | TIROTORIA ERESSERA   |   |
|     |   | BBP3 LOCK, COMPANY 132 Company INSIGNIDA Pie Lief                |   |
|     |   |  |   |
|     |   |  |   |
| 4   | Click on "Licence                                   | A HOME 🗃 MY PORTFOLIO 📮 LICENCE APPLICATION 📚 LICENSED ENTITIES  | 🗘 SFA / NPARKS / AVS LICENCES 🛕 🛔                     |
| -1  | Application" > "Apply                               |  |   |
|     | for new licence"                                    | Dashboard Applications AMEND EXISTING LICENCE ayments Requests f | for Action Managed Returns Correspondences            |
|     |   | Dashboard RENEW EXPIRING LICENCE                                 |   |
| 5   | Click on "Choose licence                            | A HOME in MY PORTFOLIO 📑 LICENCE APPLICATION 📽 LICENSED ENTITIES | 🗘 SFA / NPARKS / AVS LICENCES 🌲 🔒                     |
|     | (s) by Government<br>Agency"                        | Keywords Government Agencies                                     | Business Intent                                       |
|     |   | Bearch Licence by Keywords                                       | Search  |
|     |   | e.g. Food court, Pet shop, NEA, etc.                             |   |

| S/N | Step                                     | Screenshot  |  |  |  |  |  |  |
|-----|--|---|--|--|--|--|--|--|
| 6   | Select "HLB – Hotels<br>Licensing Board" | HOME MY PORTFOLIO     ILCENCE APPLICATION     ILCENSED ENTITIES     SFA / NPARKS / AVS LICENCES     SFA / NPARKS / AVS LICENCES |  |  |  |  |  |  |
|     |  | Bearch Government Agencies by Keywords  |  |  |  |  |  |  |
|     |  | e.g. SPF, NEA, Manpower, etc.   |  |  |  |  |  |  |
|     |  | ACRA AVA AVS<br>Accounting & Corporate Regulatory Agri-Food and Veterinary Authority Animal & Veterinary Service<br>Authority   |  |  |  |  |  |  |
|     |  | BCA CNB CAAS<br>Building and Construction Authority Central Narcotics Bureau Civil Aviation Authority of Singapore  |  |  |  |  |  |  |
|     |  | CEA CSA ECDA<br>Council for Estate Agencies Cyber Security Agency Earty Childhood Development Agency<br>EDB EMA ESG   |  |  |  |  |  |  |
|     |  | EDB EMA ESQ<br>Economic Development Board Energy Market Authority Enterprise Singapore<br>HSA HLB HDB   |  |  |  |  |  |  |
|     |  | Health Sciences Authority Hotels Licensing Board Housing & Development Board IMDA IRAS IPOS   |  |  |  |  |  |  |
|     |  | Info-communications Media Development Inland Revenue Authority of Singapore Intellectual Property Office of Singapore<br>Authority  |  |  |  |  |  |  |
|     |  | LTA MUIS MPA<br>Land Transport Authority Majlis Ugama Islam Singapura Maritime and Port Authority of Singapore  |  |  |  |  |  |  |
| 7   | Click on "Add to<br>Selection"           | 🏫 HOME 🛍 MY PORTFOLIO 📑 LICENCE APPLICATION 式 LICENSED ENTITIES 🗳 SFA / NPARKS / AVS LICENCES 🌲 🛔   |  |  |  |  |  |  |
|     | Selection                                | ABC 123 Keywords Government Agencies Business Intent  |  |  |  |  |  |  |
|     |  | Hotels Licensing Board  |  |  |  |  |  |  |
|     |  | e.g. SPF, NEA, Manpower, etc.   |  |  |  |  |  |  |
|     |  | Review & Apply (0)  |  |  |  |  |  |  |
|     |  |   |  |  |  |  |  |  |
|     |  | Search Results<br>1 Results for "Hotels Licensing Board"  |  |  |  |  |  |  |
|     |  | Licences (1) Certificate of Registration and Hotel-keeper's Licence   |  |  |  |  |  |  |
|     |  | For premises with 4 or more rooms to carry out the business of providing accommodation as a hotel.  |  |  |  |  |  |  |
| 8   | The selected licence will                | 🗑 MY PORTFOLIO 🗦 LICENCE APPLICATION 🔹 LICENSED ENTITIES 📣 SFA / NPARKS / AVS LICENCES 🏦 WHO WE ARE   |  |  |  |  |  |  |
|     | be listed, click on<br>"Review & Apply", | Keywords Government Agencies Business Intent  |  |  |  |  |  |  |
|     | followed by "Proceed".                   |   |  |  |  |  |  |  |
|     |  | Hotels Licensing Board e.g. SPF, NEA, Manpower  |  |  |  |  |  |  |
|     |  | ✓   |  |  |  |  |  |  |
|     |  | Selected Licences   |  |  |  |  |  |  |
|     |  | HLB   Certificate of Registration and Hotel-keeper's Licence  |  |  |  |  |  |  |
|     |  | Proceed   |  |  |  |  |  |  |
|     |  | 📜 Review & Apply (1)  |  |  |  |  |  |  |
|     |  | Search Results<br>1 Results for "Hotels Licensing Board"  |  |  |  |  |  |  |
|     |  | Licences (1)  |  |  |  |  |  |  |
|     |  | Certificate of Registration and Hotel-keeper's Licence  |  |  |  |  |  |  |
|     |  | For premises with 4 or more rooms to carry out the business of providing accommodation as a hotel.  |  |  |  |  |  |  |

| S/N | Step   | Screenshot   |
|-----|--|--|
| 9   | Click on "Apply"   | 1     2     3     4     5     6       SLEET     ADD     FROMDE     UPLOAD     REVIEW & SUBMIT     ACKNOWLIDGEMENT       Leencest     General Information     Application Decails     Supporting Document(s)     REVIEW & SUBMIT     ACKNOWLIDGEMENT       Apply for New Licence     General Information     Application     Compared the following licence(s) for your business     To be applied at LicenceOne  |
|     |  | Iteme to Fill     Time to Fill     Fere & Supporting     Extimated Processing Time       Selected Ucence(s)     Image: Certificate of Registration and Hotel-keeper's Licence ●     30 mins     Decales        To be applied at External Agency     Iteme Name     External Link        Prerequisite Licence(s)     ACRA   Registration for Companies / Business     Take me there   |
| 10  | <ul> <li>Select</li> <li>"Applicant/Licensee"<br/>if you are the<br/>proposed Hotel-<br/>keeper of the Hotel,<br/>or</li> <li>"On behalf of<br/>Licensee" if you are<br/>applying on behalf of<br/>the proposed Hotel</li> </ul> | Profile The mapping all the spectral functions the spectral function of the Verbal set of the Spectral function of the Verbal set on the Spectral function of the Verbal set on the Spectral function of the Verbal set of the |
|     | the proposed Hotel-<br>keeper <sup>2</sup><br>View or enter the<br>Applicant/Licensee's<br>details   | Selutation*     Mr     Designation     Munaging Director       Name *     First Last     Office Tel Number     •       ID Type *     NRC • FIN * Pasaport     Home Tel Number*     61224567       ID Number*     51441507H     Fax Number     61224567       ID Number*     51441507H     Fax Number     61224567       Vacouty     Peasa Belect     10     Mobie Number     61224567       Nationality*     SINGAPORE CITIZEN     Famale     public, userOff@public.com       Gender*     Male • Female     Specify or modify the<br>applicable defails,<br>rothed via SNS     Image State       Phinary Contact<br>Mode*     0 Office Tel Number     Image State     Image State   |
|     |  | Applicant Address Address Address Address Address Ype of Premises  Level Address Postal Code  Tit/2013 Relative Address  Eg 05:01 Key in 05  Eg 05:01 Key in 01 Block / House Number:  |

<sup>&</sup>lt;sup>2</sup> If you are applying on behalf of the Applicant/Licensee (Hotel-keeper), the authorized filer is required to enter the Applicant/Licensee (Hotel-keepers)'s details.

| S/N | Step                      | Screenshot   |  |  |  |  |  |
|-----|---------------------------|--|--|--|--|--|--|
| 11  | Enter the "Organisation   | Organisation Details   |  |  |  |  |  |
|     | Address", "Organisation   | Organisation Name JANETS ALTERATION  |  |  |  |  |  |
|     | Contact Details" and      | UEN 52942766X<br>Organisation Type BUSINESS  |  |  |  |  |  |
|     | "Mailing Address"         | UEN of Former  |  |  |  |  |  |
|     | intering i tuai ess       | Company<br>Organisation Address  |  |  |  |  |  |
|     | Click "Next"              | Type of Premises Office  |  |  |  |  |  |
|     | CHER INEXT                | Postal Code 140063 Reteree Address 12 Select Type of Premises  |  |  |  |  |  |
|     |                           | Please entry your<br>postal code and click<br>"Retriew Address".   |  |  |  |  |  |
|     |                           | Block / House Number: 63 • Street Name consamances to non-   |  |  |  |  |  |
|     |                           | Street Name COMMON/EALTH DRIVE   |  |  |  |  |  |
|     |                           | Unit Number 253  |  |  |  |  |  |
|     |                           | Building Name  |  |  |  |  |  |
|     |                           | Organisation Contact Details   |  |  |  |  |  |
|     |                           | Tel Number* Fax Number Specify required details.   |  |  |  |  |  |
|     |                           | Fax Number   |  |  |  |  |  |
|     |                           | Tick if you prefer to be SMS notified via SMS  |  |  |  |  |  |
|     |                           | Mailing Address  |  |  |  |  |  |
|     |                           | Organisation Operating Copy  |  |  |  |  |  |
|     |                           | Organisation Address Copy Level Address Type*  |  |  |  |  |  |
|     |                           | Type of Premises * Residential  Unit Number  |  |  |  |  |  |
|     |                           | Postal Code" Retrieve Address Building Name Pease enter your   |  |  |  |  |  |
|     |                           | potati colo and click<br>Factore Advess."<br>Block / House<br>Number." Please Salect •   |  |  |  |  |  |
|     |                           |  |  |  |  |  |  |
|     |                           | 15 Click Next.<br>Next > Sare Sare & Ext   |  |  |  |  |  |
| 12  | Click "Start" to complete | MY PORTFOLIO LICENCE APPLICATION - GUIDELINES ABOUT US INFO SEARCH ( ) PUBLIC_USER01 - LOGOUT  |  |  |  |  |  |
|     | the Hotel, Hotel-keeper   | 1 General Information 2 Application Details 3 Supporting Document 4 Declaration  |  |  |  |  |  |
|     | and Hotel General         | Selected Licence   |  |  |  |  |  |
|     | information               | Licence Name Completion Status Action  |  |  |  |  |  |
|     | miormation                | Certificate of Registration and Hote-Leeper's Licence HLB DRAFT State  |  |  |  |  |  |
|     |                           | 16 Click Start.  |  |  |  |  |  |
|     |                           | < Previous Next >  |  |  |  |  |  |
|     |                           |  |  |  |  |  |  |
| 13  | Enter Hotel Related       |  |  |  |  |  |  |
| 15  | Information               | Hotel Related Information Select the checkbox to indicate that   |  |  |  |  |  |
|     | Information               | URA Information<br>or relevant land use approval.  |  |  |  |  |  |
|     |                           | g I have obtained the relevant Grant of Written Permission/ relevant land use approval from Utban Redevelopment Authority (URA). I am submitting the said URA permission / |  |  |  |  |  |
|     |                           | approval either online / offline with this application   |  |  |  |  |  |
|     |                           | Hotel Information Specify the required details.  |  |  |  |  |  |
|     |                           | Name of Hotel * Hotel Mars Hotel Tel. No. * 62765679   |  |  |  |  |  |
|     |                           | Postal Code* 117611 Retrieve Address Hotel Fax No.   |  |  |  |  |  |
|     |                           | Block / House Number* 31 • Email Address   |  |  |  |  |  |
|     |                           | Street Name* SCIENCE PARK ROAD Website URL   |  |  |  |  |  |
|     |                           | Unit Number Hotel Owner* Ms Linda  |  |  |  |  |  |
|     |                           | Level No. Hotel Owner UEN* 152000003W  |  |  |  |  |  |
|     |                           |  |  |  |  |  |  |

| S/N | Step   | Screenshot  |  |  |  |  |  |
|-----|--|---|--|--|--|--|--|
|     |  | Room Information       Added details will be listed here.         Image: Segment Datase       40         Image: Segment Datase       60         Image: Segment Datase       60 |  |  |  |  |  |
| 14  | Enter Hotel-keeper's<br>Information <sup>3</sup> | Hotel-Keeper's Information       23       Specify the required detals.         Substation*       M*       NRC / FIN*       Statisticn         Name*       Find Last       Employment Pass Epriny       Image: Chief Descubive         Designation in Hotel*       Chief Descubive       Date of Birth *       30/11/1980         Mationality*       Singpore       •       Hotel-Keeper's Residential Address         Postal Code*       117811       Rubres Address       Level No.         Block / House Number*       31       Unit Number       Buding Name         Hotel-Keeper's Contact Details       Ensail Address*       public_use01@public.com         Mobile Na.*       80/27356       Ensail Address*       public_use01@public.com   |  |  |  |  |  |
| 15  | Enter Hotel General<br>Information               | Hotel General Information         Guest Ratio         Type of Guests       Percentage         Foreign*       0       (2) Specify Guest Ratio         Local*       10         * For new hotels applying for their hotel licence, please complete the information for a period of 1 year from the date of commencement of operations based on projections         Explanatory Note:         Locals include Singapore citizens, permanent residents and non-permanent residents. Singapore permanent residents refer to noncitizens who have been granted permanent resident refer to employment pass holders, work permit holders, student pass holders, dependent pass holders and long -term social visit pass holders  |  |  |  |  |  |

 $<sup>^3</sup>$  If Hotel-keeper information had already been submitted in step #10, the relevant fields of information will be auto-populated here.

| S/N | Step  | Screenshot   |
|-----|---|--|
|     |   | Security Measures         Please declare what are the security measures in place to curb vice activities in the hotel and to ensure the safety of your guests         a.) Security measures adopted to curb potential         CCTV         25       Specify Security Measures.         b.) Security measures adopted to ensure safety         of hotel guest"  |
| 16  | Select 'Yes' if the hotel is<br>applying to charge transit<br>rates.<br>Follow steps 26 to 29 if<br>the hotel is applying to<br>charge transit rate. Click<br>on 'Add Rates' after<br>filling in information on<br>Room Rate and Duration.<br><i>Note: Steps 26 to 29 will</i><br><i>only be applicable if</i><br><i>hotel is applying to</i><br><i>charge transit rates.</i> | Transit Rates         (Rooms on transit rates are those which are sold for anything less than one full day. This does not include early check-in or a late check-out;         Please declared whether the hold is offering transit trans. Type, Please include is seeding approval from the Board.         a.) Will transit rate be derived?       * Vis         b.) Obtails of Transit       Transit flipt Duly, Please tick all applicable         Bit and transit       Transit flipt Duly, Please give a day to the flipt Duly, Please give a day to the flipt Duly, Please give a day to the flipt Duly Please give a day to the flipt Due flip |
| 17  | Click "Proceed"   | Company Details       Name of Company /<br>Bunness (LIP     AMETS ALTERATION     Status Date     011/11970       Bunness (LIP     Pinnary Activity Code     14105       Bunness (LIP)     Pinnary Activity Code     Pinnary Activity Code       Rigistration Date     01/11970     Becompany Type     BUSINESS       Status of Establishment     0     Becompany Click Proceed   |

| S/N | Step   | Screenshot   |
|-----|--|--|
| 18  | Upload the supporting<br>documents and Click   | 1         2         3         4         5         6           Struct         ADD         PRDVDR         UR CAD         REVEW & Suttern         ADDV/VMLEDGEMENT           Users strut         General Information         Application Details         Supporting Decimient(s)         Application         ADDV/VMLEDGEMENT   |
|     |  | Lawrence     Descention     Apple and the mark     Descention     Descention       Apply for New Licence     31     Click to upload       Certificate of Registration and Hotel-keeper's Licence     31     Click to upload       Document Name     Type     Attachment     Attachment       MRA Grant of Written Permission*     Attachment     Attachment     Attachment       Winder File Starts     OHLINE UPLOAD     doc pdf ()     Upload       Statutory Compation Permit (TOP) / Certificate of     OHLINE UPLOAD     Click to delete       Management Verse Permit (TFP) / File Safety Certificate     OHLINE UPLOAD     Upload       Response file Format pdf, doc, docs     OHLINE UPLOAD     Upload       Acceptable File Start maximum 2 MB     OHLINE UPLOAD     Upload       Response File Start and todo, docs     OHLINE UPLOAD     Upload       Acceptable File Format pdf, doc, docs     OHLINE UPLOAD     Upload       Acceptable File Format pdf, doc, docs     OHLINE UPLOAD     Upload       Acceptable File Format pdf, doc, docs     OHLINE UPLOAD     Upload       Acceptable File Format pdf, doc, docs     OHLINE UPLOAD     Upload       Acceptable File Format pdf, doc, docs     OHLINE UPLOAD     Upload       Acceptable File Format pdf, doc, docs     OHLINE UPLOAD     Upload       Acceptable File Format pdf, doc, |
|     | Name of Hotel-<br>keeper, Name of<br>Hotel and Address of  | Acceptoble File Size: maximum: 2.MB Filer Authorisation Foolie selected is "On behalf of Iscenses" Acceptoble File Size: maximum: 2.MB Other Supporting Documents 1  |
|     | Hotel. Further, please<br>make sure that the<br>Name of Hotel is the   | Acceptable File Format patt doc. doc.<br>Acceptable File Size: maximum: 2 MB<br>Other Supporting Documents II<br>Acceptable File Size: maximum: 2 MB<br>Click: Next  |
|     | same as the Name of<br>Hotel as per your<br>application and on<br>your hotel signage.<br>The e-notice will<br>typically be published<br>on the HLB Website<br>within 3 working<br>days from when the e-<br>notice is successfully<br>uploaded. | Prevous       Not       Save as Draft       Save as Draft & Ext  |

<sup>&</sup>lt;sup>4</sup> Any notice of objection lodged with HLB within two weeks from the e-notice published date will be taken into account in the assessment of the application for a Certificate of Registration.

| S/N | Step   | Screenshot  |
|-----|--|---|
| 19  | You may preview and print the application form | Apply for New Licence Information Review application  |
|     | at this screen                                 |   |
|     |  |   |
|     | Tick the check box under                       | before printing   |
|     | "General Declaration"                          | Hotel Related Information   |
|     | and "Certificate of                            | URA Information   |
|     | Registration and Hotel-                        | I have obtained the relevant Grant of Written Permission/ relevant land use approval from Urban Redevelopment Authority   |
|     | keeper's Licence" and<br>Click on "Submit"     | (URA). I am submitting the said URA permission / approval online with this application<br>Hotel Information   |
|     |  | Declaration   |
|     |  | General Declaration   |
|     |  | Adeclare that all the information given in this application form is true and correct.     Lara water that legit action may be taken against me if that knowledge provided the information.     Largee that in any tegit proceedings, shall not dispute the authenticity or accuracy of any statements, con-     acknowledgements, information recorded in an produced in this application.     Certificate of Registration and Hotel-keeper's Licence |
|     |  | 1. I declare that I am authorised to act for the intended operator of the Hotel for the purposes of this application.   |
|     |  | 12. If Jurither declare that the documents submitted, IT any, in support of this application are true and correct.     Indexstand the Hotek keeper's licence condition on "Tranki Rates" set out above. Further, Lundertake to fully and completely   |
|     |  | communicate the said linence condition on "Transit Rates" to the klost Keeper in the event the Kotek Licensing Board grants him<br>a Hotel Keeper Dience.<br>4. Lunderstand that the Hotels Licensing Board reserves the right not to grant the Certificate of Registration and/or the Hotel-   |
|     |  | Reeperk lowce if there is any declaration or ustement made that is faller or how contains to use manual protocolar for materiading by<br>reason of a material omission.   |
|     |  | C Previous Submit   |
| 20  | Once you submit the                            | Apply for New Licence   |
|     | application, the system                        | Submitted successfully: 1 application(s)  |
|     | will provide you with an                       | Hotels Licensing Board  |
|     | acknowledgement page                           | Certificate of Registration and Hotel-keeper's Licence  |
|     | and an application<br>number which starts with | Application Number C2020119162 Application Status Submitted (No Upfront Payment<br>Submission Number B2020267170 Required)  |
|     | "C" (do take note of this                      | Submission Number         2222220110         Payment Status         STAGET : N.A.           Submission Date         18/02/2020 15:57:46         Payment Status         STAGET : N.A.  |
|     | application number as it                       | Submission Name B2020267170   |
|     | will be your reference                         | View your Applications and Status<br>NOTE   |
|     | number for any enquiries                       | Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated<br>under the Application Status Column.  |
|     | pertaining to this                             | Please note that the "Submission Name" is for your personal reference only.<br>You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.   |
|     | application).                                  | Click Print Click Close   |
|     | You may choose to print                        | PRINT CLOSE   |
|     | or close the                                   |   |
|     | acknowledgement page.                          |   |

The Secretariat may request for additional information or outstanding documents (if any) via the "Request for Action"<sup>5</sup> feature. Upon receiving all the required documents and publish of the e-notice<sup>6</sup>, the Secretariat will arrange with the applicant for a pre-opening inspection<sup>7</sup> of the hotel. The processing of the application will take an average of two weeks upon the hotel passing the pre-opening inspection.

| S/N | Step   |  |                            | Sc                                | reenshot  |                                |          |                              |                        |
|-----|--|--|----------------------------|-----------------------------------|---|--------------------------------|----------|------------------------------|------------------------|
| 21  | Once the application has   | 一<br>大<br>Dashboard                                  | Applications               | Licences                          | \$  | ests for Action M              |          |                              |                        |
|     | been approved, you will  |  |                            | Licences                          | Payments Requ   | lests for Action M             |          |                              | respondences           |
|     | receive an email   | Corresponden   | ces                        |                                   |   |                                |          | ly Portfolio :<br>spondences |                        |
|     | notification on the  | Q Agency Name, L                                     | Licence Name, Corre        | spondence Name                    |   | SEARCH                         |          | Adva                         | inced Search           |
|     | approval, and the steps  |  |                            |                                   |   | for required spondences        | Delivery |                              |                        |
|     | on where to locate your  |  | to view                    | Application/Licence<br>Number/RRN | Licence Name 👙  | Application<br>Type 🍦          | Channel  | Agency                       | Sent Date              |
|     | licence(s). A copy of the  | V<br>V   | tails                      |                                   | Certificate of Registratio                                  |                                |          | Hotels                       | 18/02/2020             |
|     | correspondence can also  | HLB - Approval for New                               | Application                | C2020119162                       | and Hotel-keeper's<br>Licence                               | New                            | Email    | Licensing<br>Board           | 17:00:54               |
|     | be found under the<br>"Correspondence" tab in  | HLB - Pre-Opening Insp                               | ection Passed              | C2020119162                       | Certificate of Registratio<br>and Hotel-keeper's<br>Licence | n<br>New                       | Email    | Hotels<br>Licensing<br>Board | 18/02/2020<br>16:58:56 |
|     | GoBusiness Licensing.  | Licence Application Stal<br>Notification (to Applica |                            | C2020119162                       | Certificate of Registratio<br>and Hotel-keeper's<br>Licence | n<br>New                       | Email    | Hotels<br>Licensing<br>Board | 18/02/2020<br>15:57:53 |
|     | are payable from 1 Jan<br>2021 to 31 Dec 2021 will<br>be waived to help<br>mitigate the impact of<br>COVID-19. |  |                            |                                   |   |                                |          |                              |                        |
| 22  | The licence number can<br>be found under the<br>Application tab.   | ₹.   | ortfolio 📑 lik             | Licences Payme                    |   |                                | -        | Condences                    |                        |
|     |  | Hotels Licensing Board                               |                            |                                   |   |                                |          | -                            |                        |
|     |  |  | gistration and H           | otel-keeper's Licenc              |   | 25 Feb 2020                    |          |                              |                        |
|     |  | Application Number<br>Application Type               | C2020119336<br>New         |                                   | Submission Date<br>Company                                  | SINGAPORE INTERNA              |          |                              |                        |
|     |  | Application Status                                   | Approved                   |                                   | Created Date  | CHAMBER OF COMM<br>25 Feb 2020 | ERCE     |                              |                        |
|     |  | Applicant  | Randy Perez<br>Randy Perez |                                   | Submission Name   | B2020267591                    |          |                              |                        |
|     |  | Business Operating<br>Address                        | -                          |                                   | Remarks<br>Licence Number                                   | L0962                          |          |                              |                        |

<sup>&</sup>lt;sup>5</sup> Please refer to the step-by-step guide on "Request for Action".

- Furniture and fittings in most rooms
- Clearly visible hotel frontage & signage
- Reception counter or area for receiving guests
- Fully installed and operating security features

<sup>&</sup>lt;sup>6</sup> Please note that the Board will only be able to process the application if there are no objections from the public within 14 days from the e-notice published date.

<sup>&</sup>lt;sup>7</sup> A pre-opening inspection will be carried out to ascertain if the hotel is ready for operations. Checks will include, but are not limited to:

<sup>•</sup> Adherence to terms and conditions stated in URA's Written Permission and conditions laid down by other Government agencies

| 23 | Once the payment has<br>been made, you will<br>receive a Printing of                | Dashboard Application  | Sector Se | \$<br>Payments Requ                                       | ()<br>ests for Action | Managed Re          | turns Corre                  | spondences             |
|----|---|--|--|---|-----------------------|---------------------|------------------------------|------------------------|
|    | Licence Notification on the printing of the   | Agency Name, Licence Name  | ne, Correspondence Name  |   | SEARCH                |                     | Adva                         | nced Search            |
|    | Certificate of<br>Registration and Hotel-   | Name 🍦   | Application/Licence<br>Number/RRN \$   | Licence Name  | Application<br>Type 🍦 | Delivery<br>Channel | Agency<br>‡                  | Sent<br>Date 🕌         |
|    | Keeper's Licence. A   | Printing of Certificate of<br>Registration and Hotel-Keeper's<br>Licence | C2120125204  | Certificate of Registration and<br>Hotel-keeper's Licence | New                   | Email               | Hotels<br>Licensing<br>Board | 06/01/2021<br>09:57:19 |
|    | copy of the correspondence can also   | Licence Application Status Update<br>Notification (to Applicant)         | C2120125204  | Certificate of Registration and<br>Hotel-keeper's Licence | New                   | Email               | Hotels<br>Licensing<br>Board | 06/01/2021<br>09:57:13 |
|    | be found under the<br>"Correspondence" tab in<br>GoBusiness Licensing               |  |  |   |                       |                     |                              |                        |
| 24 | For printing of licences,<br>please refer to the Guide<br>for Printing of Licences. |  |  |   |                       |                     |                              |                        |

STB provides the Applicant with a platform to report any wrong-doings, unlawful conduct or malpractices of STB staff that are against the public interest. The details of STB's whistleblowing framework is set out <u>here</u>.