


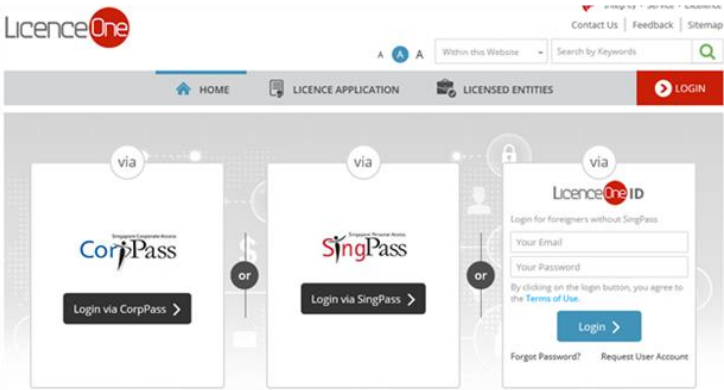
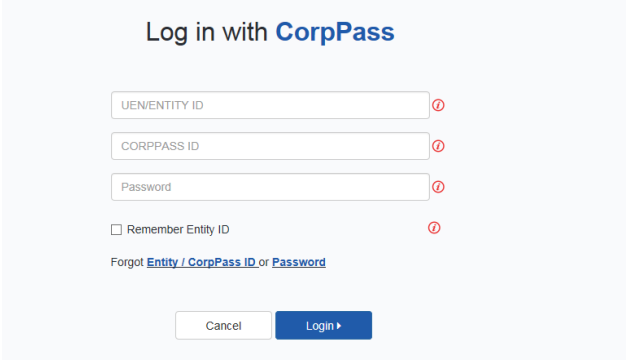
**Step-by-Step Guide for Printing of Licences
Certificate of Registration and Hotel-Keeper's Licence**

You are required to print the following licence(s) for every corresponding application after you have received the Printing of Licence notification:

Application	Licences to print:
New Application	<ul style="list-style-type: none"> • Certificate of Registration • Hotel-Keeper's Licence
Renewal of Licences	<p>Once your licences have been approved for renewal, you will need to print:</p> <ul style="list-style-type: none"> • Hotel-Keeper's Licence <p>If there is a Change of Hotel Name as part of your renewal application, you will need to print both the:</p> <ul style="list-style-type: none"> • Certificate of Registration • Hotel-Keeper's Licence
Amendment	<p>For Change of Hotel Name, print the following:</p> <ul style="list-style-type: none"> • Certificate of Registration • Hotel-Keeper's Licence Certificate of Registration <p>For Change of Hotel-Keeper, print:</p> <ul style="list-style-type: none"> • Hotel-Keeper's Licence
Update of Room information in terms of number of rooms resulting in change in size of hotel	<ul style="list-style-type: none"> • Certificate of Registration • Hotel-Keeper's Licence

The Certificate of Registration and/or the Hotel-Keeper's Licence need to be printed from the LicenceOne Portal after the application has been approved and you have made payment for the fees (if applicable).

You will receive an email to inform you once your application has been reviewed and approved. A copy of the correspondence can also be found at the "Correspondence" tab in LicenceOne.

S/N	Step	Screenshot
1	Go to LicenceOne website https://licence1.business.gov.sg and click on “Login”	
2	Log in to LicenceOne using CorpPass ¹	
2b	Enter the UEN/Entity No, CorpPass ID and Password and 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 LicenceOne. Only authorised CorpPass users of the company can use CorpPass to access LicenceOne and respond to the RFA. Should the Hotel-Keeper or Company Director wish to respond to the RFA, 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. For information on how to activate CorpPass in LicenceOne, please visit <https://licence1.business.gov.sg/web/frontier/help/corppass-in-licenceone>.

3

You will need to know your licence number in order to commence with printing of licences.

The licence number can be found under the Application tab or the header of the Printing of Licence notification.

Application Details

Hotels Licensing Board
Certificate of Registration and Hotel-keeper's Licence

Application Number	C1920108453	Submission Date	01 Mar 2019
Application Type	New	Company	YA KUN HARVEST PTE. LTD.
Application Status	Approved	Created Date	01 Mar 2019
Applicant	Willard Fletcher	Submission Name	B1920248970
Filer	Willard Fletcher	Remarks	
Business Operating Address	--	Licence Number	M1990

MESSAGE

01 March 2019

Mrs. Willard Fletcher
Hotel ABC
237, ALEXANDRA ROAD, THE ALEXCIER
Singapore 159929

Dear Mrs. Willard Fletcher

PRINTING OF CERTIFICATE OF REGISTRATION AND HOTEL-KEEPER'S LICENCE (LICENCE NO: M1990)

1. Thank you for making payment for the Certificate of Registration and Hotel-Keeper's Licence.
2. The Certificate of Registration and Hotel-Keeper's Licence are ready for printing via LicenceOne. Please login to LicenceOne and go to:
 - My Portfolio > Licences > Search Licence > Action > Print; or
 - My Portfolio > Licences > Search Licence > Licence Details > Print

The Certificate of Registration and Hotel-Keeper's Licence should be printed on two separate pieces of plain white A4 size paper. A step-by-step guide is available at <https://www.hlb.gov.sg> to guide you through the printing process.

3. Do note that Regulation 23 of the Hotels Licensing Regulations, 1990 Ed, requires the following to be displayed in a conspicuous place in the public part of your hotel:

4a

Click on the Licences tab and key in your Licence Number in the search bar to locate the right licence for printing.

Once the licence is displayed, click on the Print Icon.

Licences

Click My Portfolio >> Licences 1

Click Search 2

50713 SEARCH Advanced Search

Please click here for the list of licences you can view via LicenceOne. 3

Licence Number	Licence Name	Licence Status	Issue Date	Expiry Date	Agency	Action
50713	Certificate of Registration and Hotel-keeper's Licence	Active	22 Feb 2019	31 Dec 2019	Hotels Licensing Board	Action Print

Alternatively, click on your licence number to view the Licence Details screen.

Licences

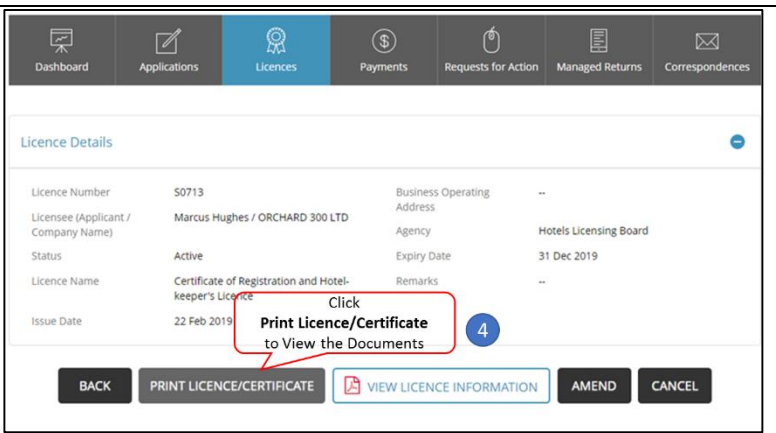
Agency Name, Licence Name, Licence Number SEARCH Advanced Search

Please click here for the list of licences you can view via LicenceOne.

Licence Number	Licence Name	Licence Status	Issue Date	Expiry Date	Agency	Action
M1990	Certificate of Registration and Hotel-keeper's Licence	Active	01 Mar 2019	31 Dec 2019	Hotels Licensing Board	Action Print

4b You will be directed to the Licence Details screen.

Click on Print Licence/Certificate



4c The Certificate of Registration and Hotel-Keeper's Licence will be displayed under the "Licence Document" row.

Click on the licence of your latest application to print or download the e-licence.

Please be reminded that you have to print the Certificate of Registration and Hotel-Keeper's Licence on two separate pieces of plain white A4 size paper.

