

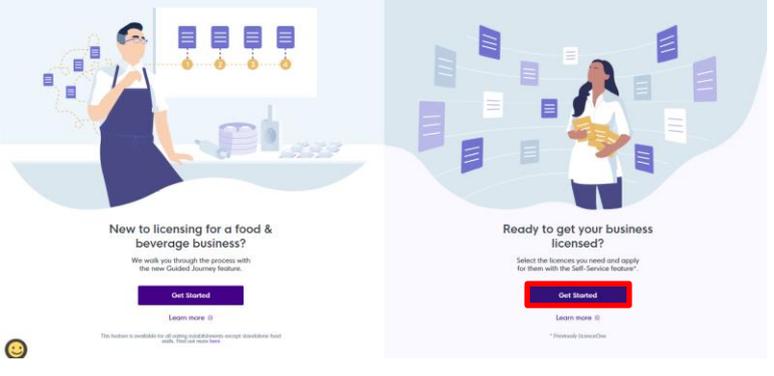
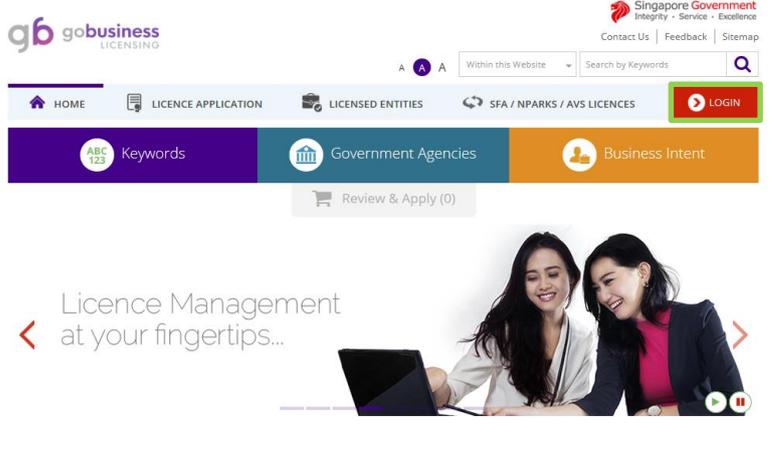
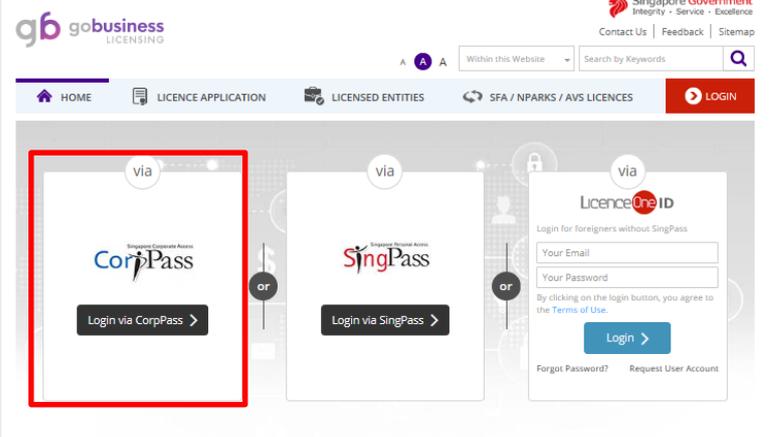
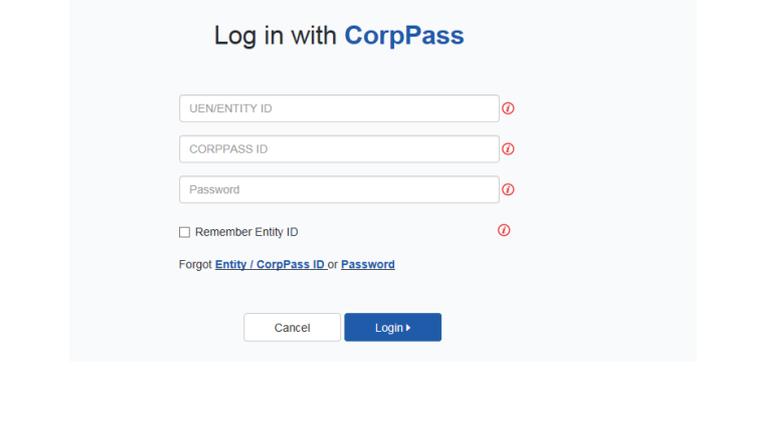
**Step-by-Step Guide for Printing of Licences  
Certificate of Registration and Hotel-Keeper's Licence**

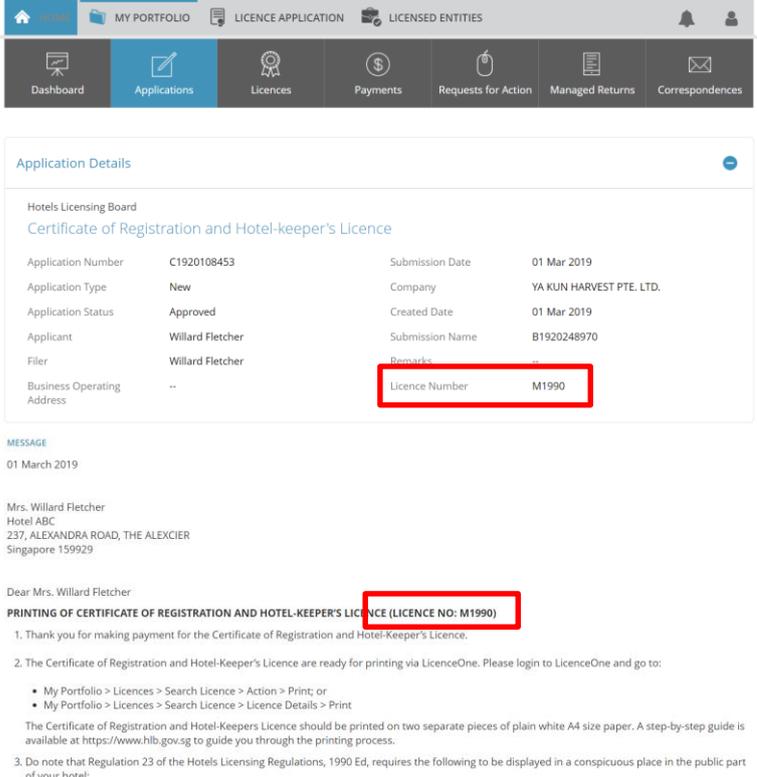
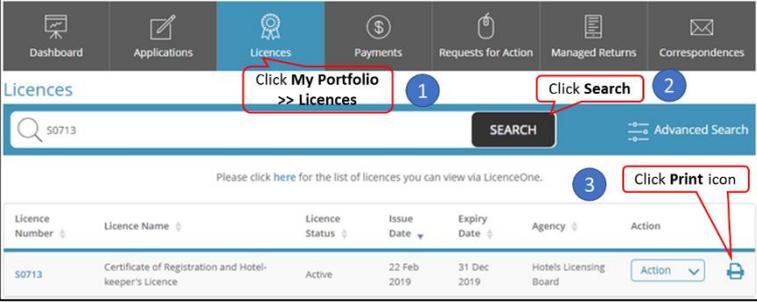
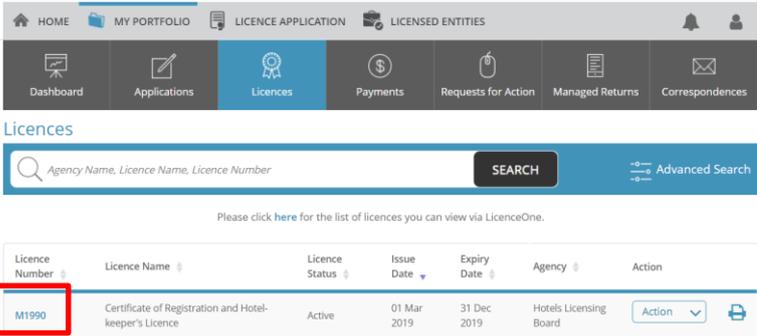
You are required to print the following licence(s) for every corresponding application after you have received the Printing of Licence notification:

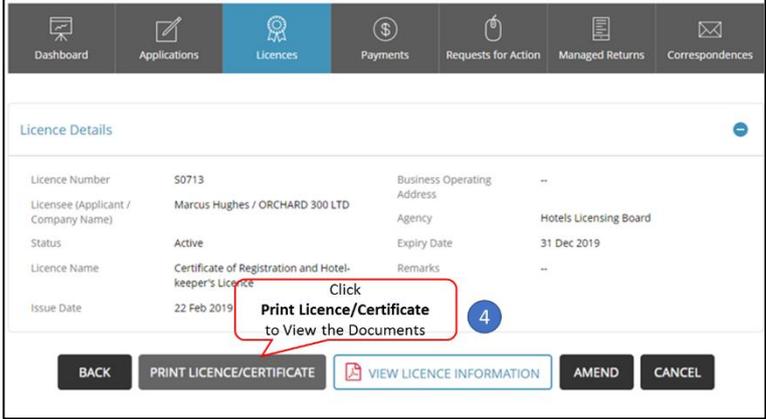
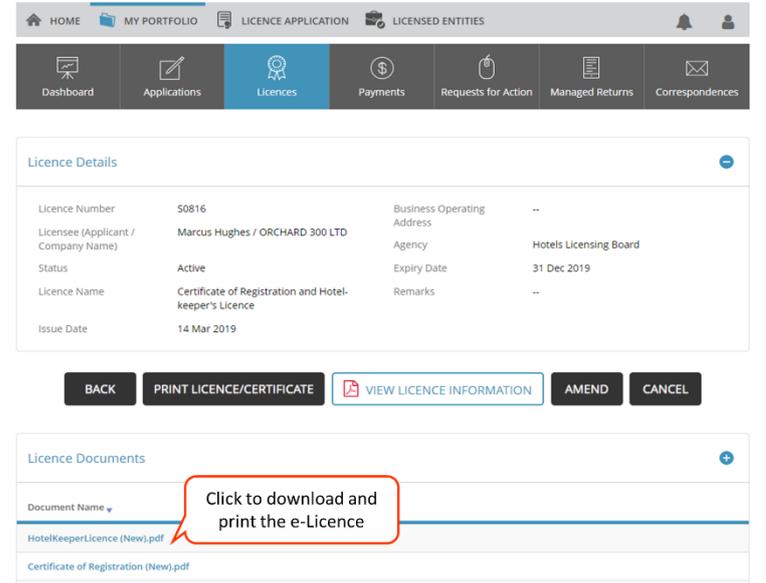
<b>Application</b>	<b>Licences to print:</b>
New Application	<ul style="list-style-type: none"> <li>• Certificate of Registration</li> <li>• Hotel-Keeper's Licence</li> </ul>
Renewal of Licences	<p>Once your licences have been approved for renewal, you will need to print:</p> <ul style="list-style-type: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

The Certificate of Registration and/or the Hotel-Keeper's Licence need to be printed from the GoBusiness Licensing 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 GoBusiness Licensing.

S/N	Step	Screenshot
1	Go to GoBusiness Licensing website <a href="https://www.gobusiness.gov.sg/licences">https://www.gobusiness.gov.sg/licences</a> , and click on “Get Started” for “Ready to get your business licensed?”.	
1a	Next, click on “Login”	
2	Log in to GoBusiness Licensing using CorpPass	
2b	Enter the UEN/Entity No, CorpPass ID and Password and click on “Login”.	

S/N	Step	Screenshot																								
3	<p>You will need to know your licence number in order to commence with printing of licences.</p> <p>The licence number can be found under the Application tab or the header of the Printing of Licence notification.</p>	 <p>Application Details</p> <p>Hotels Licensing Board Certificate of Registration and Hotel-keeper's Licence</p> <table border="1"> <tr> <td>Application Number</td> <td>C1920108453</td> <td>Submission Date</td> <td>01 Mar 2019</td> </tr> <tr> <td>Application Type</td> <td>New</td> <td>Company</td> <td>YA KUN HARVEST PTE. LTD.</td> </tr> <tr> <td>Application Status</td> <td>Approved</td> <td>Created Date</td> <td>01 Mar 2019</td> </tr> <tr> <td>Applicant</td> <td>Willard Fletcher</td> <td>Submission Name</td> <td>B1920248970</td> </tr> <tr> <td>Filer</td> <td>Willard Fletcher</td> <td>Remarks</td> <td>--</td> </tr> <tr> <td>Business Operating Address</td> <td>--</td> <td>Licence Number</td> <td>M1990</td> </tr> </table> <p>MESSAGE</p> <p>01 March 2019</p> <p>Mrs. Willard Fletcher Hotel ABC 237, ALEXANDRA ROAD, THE ALEXCIER Singapore 159929</p> <p>Dear Mrs. Willard Fletcher</p> <p><b>PRINTING OF CERTIFICATE OF REGISTRATION AND HOTEL-KEEPER'S LICENCE (LICENCE NO: M1990)</b></p> <ol style="list-style-type: none"> <li>Thank you for making payment for the Certificate of Registration and Hotel-Keeper's Licence.</li> <li>The Certificate of Registration and Hotel-Keeper's Licence are ready for printing via LicenceOne. Please login to LicenceOne and go to: <ul style="list-style-type: none"> <li>My Portfolio &gt; Licences &gt; Search Licence &gt; Action &gt; Print; or</li> <li>My Portfolio &gt; Licences &gt; Search Licence &gt; Licence Details &gt; Print</li> </ul> </li> </ol> <p>The Certificate of Registration and Hotel-Keepers Licence should be printed on two separate pieces of plain white A4 size paper. A step-by-step guide is available at <a href="https://www.hlb.gov.sg">https://www.hlb.gov.sg</a> to guide you through the printing process.</p> <ol style="list-style-type: none"> <li>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:</li> </ol>	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
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4a	<p>Click on the Licences tab and key in your Licence Number in the search bar to locate the right licence for printing.</p> <p>Once the licence is displayed, click on the Print Icon.</p>	 <p>Licences</p> <p>Click My Portfolio &gt;&gt; Licences 1</p> <p>Click Search 2</p> <p>SEARCH S0713</p> <p>Please click <a href="#">here</a> for the list of licences you can view via LicenceOne. 3</p> <p>Click Print icon</p> <table border="1"> <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>S0713</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>Active</td> <td>22 Feb 2019</td> <td>31 Dec 2019</td> <td>Hotels Licensing Board</td> <td>Action</td> </tr> </tbody> </table>	Licence Number	Licence Name	Licence Status	Issue Date	Expiry Date	Agency	Action	S0713	Certificate of Registration and Hotel-keeper's Licence	Active	22 Feb 2019	31 Dec 2019	Hotels Licensing Board	Action										
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	<p>Alternatively, click on your licence number to view the Licence Details screen.</p>	 <p>Licences</p> <p>Agency Name, Licence Name, Licence Number</p> <p>SEARCH</p> <p>Please click <a href="#">here</a> for the list of licences you can view via LicenceOne.</p> <table border="1"> <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>M1990</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>Active</td> <td>01 Mar 2019</td> <td>31 Dec 2019</td> <td>Hotels Licensing Board</td> <td>Action</td> </tr> </tbody> </table>	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										
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S/N	Step	Screenshot
4b	<p>You will be directed to the Licence Details screen.</p> <p>Click on Print Licence/Certificate</p>	 <p>The screenshot shows the 'Licence Details' page for Licence Number 50713. The licence is for Marcus Hughes / ORCHARD 300 LTD, issued on 22 Feb 2019, and expires on 31 Dec 2019. A red callout box points to the 'Print Licence/Certificate to View the Documents' button, which is highlighted in blue. A blue circle with the number '4' is positioned next to the callout.</p>
4c	<p>The Certificate of Registration and Hotel-Keeper’s Licence will be displayed under the “Licence Document” row.</p> <p>Click on the licence of your latest application to print or download the e-licence.</p> <p>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.</p>	 <p>The screenshot shows the 'Licence Documents' section for Licence Number 50816. It lists two documents: 'HotelKeeperLicence (New).pdf' and 'Certificate of Registration (New).pdf'. A red callout box highlights the 'HotelKeeperLicence (New).pdf' document, with a blue circle containing the number '4' next to it.</p>