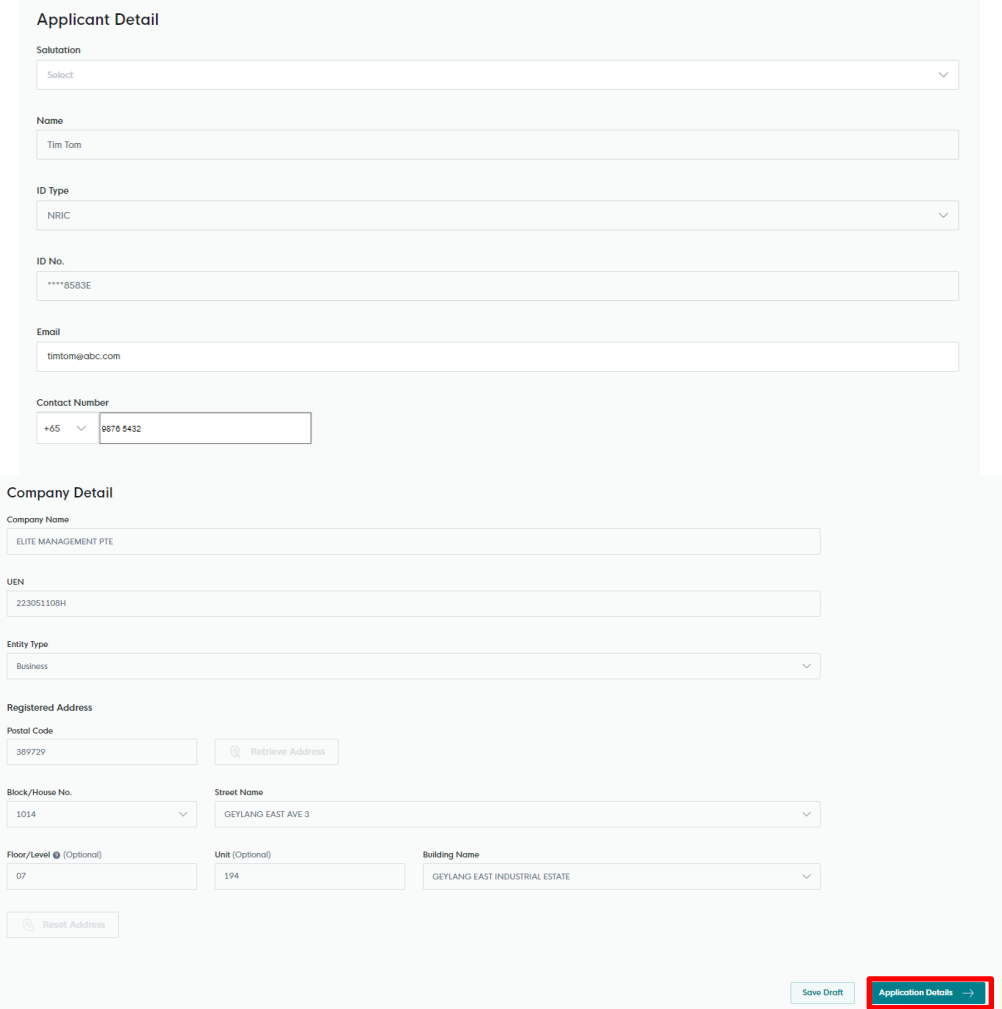
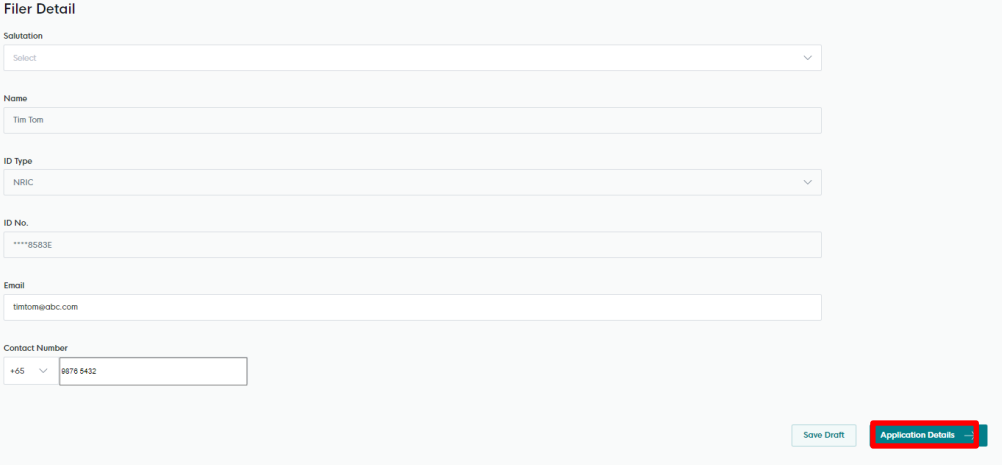


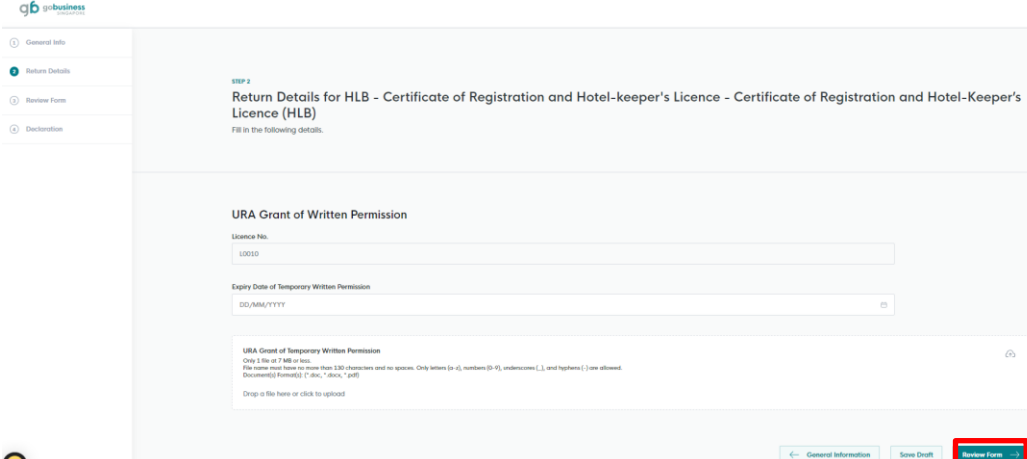
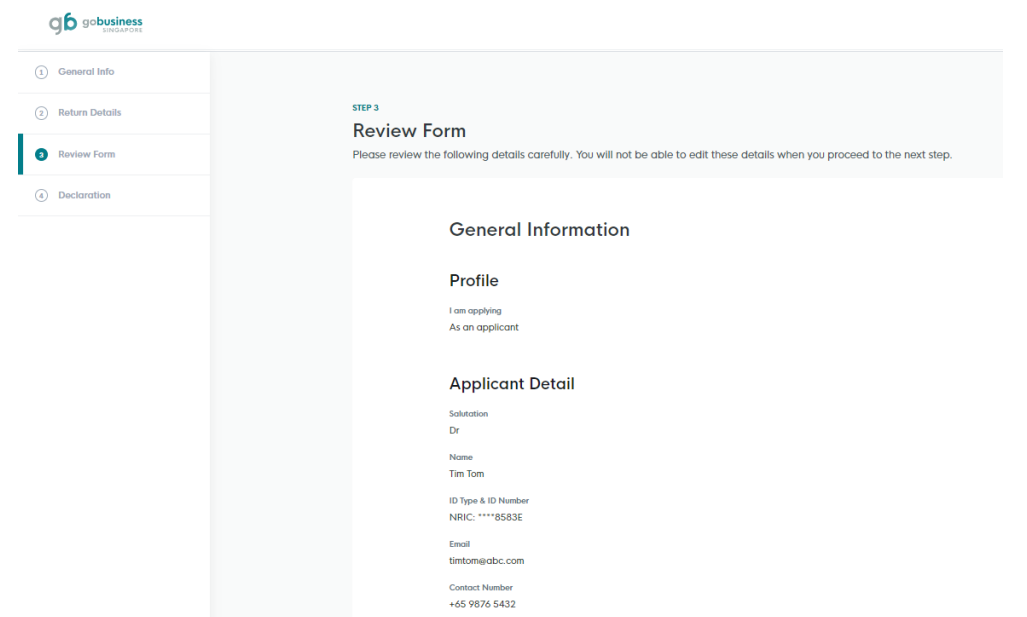
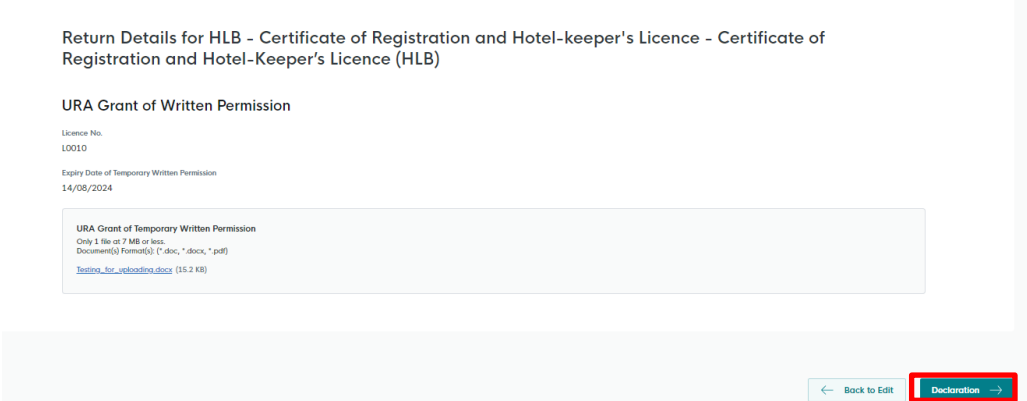
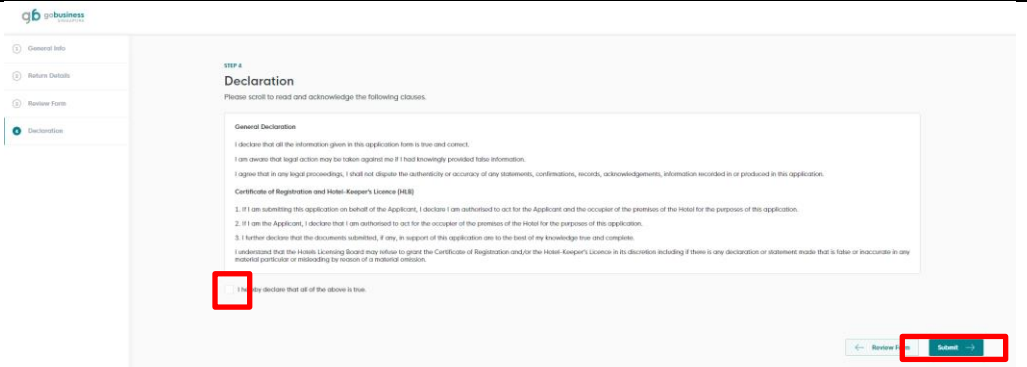
Step-by-Step Guide for Submit Returns – Submission of Renewed Temporary Permission

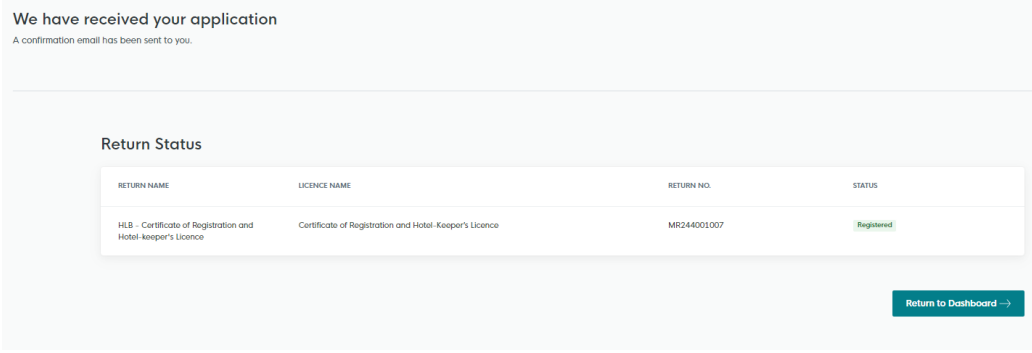
If the hotel has been issued with a Temporary Written Permission (TP) by the Urban Redevelopment Authority (URA), HLB will require the licensee to provide the renewed TP before it expires. Please submit your renewed TP through GoBusiness Licensing.

S/N	Step	Screenshot
1	<p>Go to GoBusiness Licensing website https://dashboard.gobusiness.gov.sg/login</p> <p>Log in to GoBusiness Licensing using SingPass or CorpPass.</p>	
2	<p>Click on “Licence Application” > “Submit Returns”.</p>	
3	<p>Under the “Submit Returns” tab, search for your licence and click “Submit Returns”.</p>	
4	<p>Under “General Information”, select your Profile</p> <ul style="list-style-type: none"> • “As an applicant” if you are the proposed Hotel-keeper of the Hotel, or • “On behalf of applicant” if you are applying on behalf of the Hotel-keeper¹. 	

¹ If you are applying on behalf of the Applicant/Licensee (Hotel-keeper), the authorized filer is required to enter the Applicant/Licensee (Hotel-keeper)’s details.

S/N	Step	Screenshot
4a	<p>Complete the “Applicant Detail” section.</p> <p>Click “Application Details” to go to the next page.</p>	
4b	<p>If you are applying on behalf of applicant/licensee, complete the “Filer Detail” section.</p> <p>Click “Application Details” to go to the next page.</p>	

S/N	Step	Screenshot
5	<p>Under Return Details, key in the new expiry date of the Temporary Written Permission and upload the renewed URA Grant of Written Permission (Temporary).</p> <p>Click on “Review Form” once the document has been uploaded.</p>	
6	<p>Review the form to ensure that all information entered are accurate.</p>	
6a	<p>Click “Declaration”.</p>	
7	<p>Scroll and read all parts of the declaration section before ticking the check box and clicking “Submit”.</p>	

S/N	Step	Screenshot								
8	<p>Once you submit the application, the system will provide an acknowledgement page and an application number which starts with “MR” (do take note of this application number as it will be your reference number for any enquiries pertaining to this application).</p> <p>A confirmation email will be sent to you.</p>	 <p>We have received your application A confirmation email has been sent to you.</p> <p>Return Status</p> <table border="1"> <thead> <tr> <th>RETURN NAME</th> <th>LICENCE NAME</th> <th>RETURN NO.</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>HLB - Certificate of Registration and Hotel-keeper's Licence</td> <td>Certificate of Registration and Hotel-keeper's Licence</td> <td>MR244001007</td> <td>Registered</td> </tr> </tbody> </table> <p>Return to Dashboard →</p>	RETURN NAME	LICENCE NAME	RETURN NO.	STATUS	HLB - Certificate of Registration and Hotel-keeper's Licence	Certificate of Registration and Hotel-keeper's Licence	MR244001007	Registered
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