S/N	Step	Screenshot				
1	Download the Advertisement Template from the Forms and Templates under the Resources Section	★ Altgebrackberreichstage Board APRICATION GUIDELINES V LEGISLATION V   HOTICES V MINIME ARE CONTACTUS Q CONTACTUS ( CONTACTUS Q C				
2	Fill in the necessary information required in the Notice and save it <b>in PDF</b> <b>format.</b> Do ensure that you have accurately entered the Name of Hotel-keeper, Name of Hotel and Address of Hotel. <b>Further,</b> <b>please make sure that the</b> <b>Name of Hotel is the</b> <b>same as the Name of</b> <b>Hotel as per your</b> <b>application and on your</b> <b>hotel signage.</b>	NOTICE IS HEREBY GIVEN that I, Mr Tan Oliver, have applied to the Hotels Licensing Board, Singapore for a Certificate of Registration in respect of premises known as ABC Hotel at 123 Cook Road, Singapore 123456, and that any person who knows any reason why a Certificate of Registration should not be granted should send a written and signed statement of the facts to the Secretary, Hotels Licensing Board, Tourism Court, 1 Orchard Spring Lane, Singapore 247729 within fourteen days of the date hereof.				

## Step-by-Step Guide for <u>Submission of e-notice</u> for Certificate of Registration

S/N	Step	Screenshot					
3	Upload the e-notice <sup>1</sup> according to the Notice template in PDF format.	For new application	1: 3 JHOVDE UPLCAD Agek raise Denkis Segectorized Denkis	5 6 REVERS & SUBJET ACENCIMIZEDORIENT Application			
	Ensure that you have provided accurate	Apply for New Licence Certificate of Registration and Hotel-	keeper's Licence	(Preymond 7 application)			
	information in the e-notice.	Document Name	Type Attachment Action				
	The e-notice will typically	URA Grant of Written Permission * Acceptable File Format, pdf, doc, docx	ONLINE UPLOAD	Upload			
	be published on the HLB	Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC)					
	Website within 3 working	Acceptable File Format pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD ·	Upload			
	days from when the e-	Temporary Fire Permit (TFP) / Fire Safety Certificate (FSC)	ONLINE UPLOAD	Click here			
	notice is successfully	Acceptable File Format pdf, doc, dock Acceptable File Size: maximum: 2 MB		to upload e-			
	uploaded	Acceptable File Format.pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD	notice			
	uploaded.	Advertisements Acceptable File Format. pdf, doc, docx	ONLINE UPLOAD	Upload			
		Acceptation File Size maximum: 2 MB ACRA Business Profile Acceptable File Format pdf, doc, docx Acceptable File Size, maximum: 2 MB	ONLINE UPLOAD	Upload			
		Cover Letter on Estimated Commencement Date Acceptable File Format pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD	Upload			
		Filer Asthorisation Letter Mandatory only when Profile selected is "On behalf of licensee". Acceptable File Format polt doc, docx Acceptable File Size, maximum: 2 MB	ONLINE UPLOAD	Uptoad			
		Other Supporting Documents I Acceptable File Format pdf, doc, docx Acceptable File Size: maximum: 2.048	ONLINE UPLOAD	Upload			
		Other Supporting Documents II Acceptable File Format pdf, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD	Upload			
		For change of hotel	Ned Save as Dat name applicat	Save as Draft & Ext ion:			
		Document Name	Type Attachmer	nt Action			
		Curriculum Vitae (ICV) of Hotel Keeper Abstreal unen Anonomen Eihrühe selecte is "Chango of Hotel Keeper Accession Film Finmel port, doc, dock Accession Film Some Maintrum, 2 MD	ONLINE UPLOAD	Click here to upload			
		Adachéd anten Annonnerc'Profile selected is "Change c'helsel Name" Accestelle File Format pol, doc, doc, Accestelle File Soar machaum 2 MB ACRA, Bystieses Profile	ONLINE UPLOAD	Upitost			
		Adached anten Amenonanz Protie selected is "Onange chickel Name" Acceptose Tie Format pot, doc, doc, Acceptose File Scientanoum, 2 MB Other Scientaria	ONLINE UPLOAD	Upload			
		Multiple Plac col to attached to this faild is you have more than one till to include Acceptable Plac Format pol, doc, doc, Acceptable Plac Boer, macimum, 2 MB	ONLINE UPLOAD	Upload			
		< Previous	Click Next	Serve as Draft & Exit			

<sup>&</sup>lt;sup>1</sup> Any notice of objection lodged with HLB within two weeks of the advertisement will be taken into account in the assessment of the application for a Certificate of Registration.

S/N	Step	Screenshot						
4	You may view all e-notices published under the Notice section of the HLB Website	P A Singapore Gover Hotels Licensir HOME / NOTIK Q4	eneri Agency Webble Ig Board APPLICATION	NGUIDELINES Y LL Date 1 Nov 2019	EGISLATION × RESOURCES	V NOTICES V Address 123 Cook Road Singspore 123456	Click on the PDF icon to view the e- notice Notice	Q