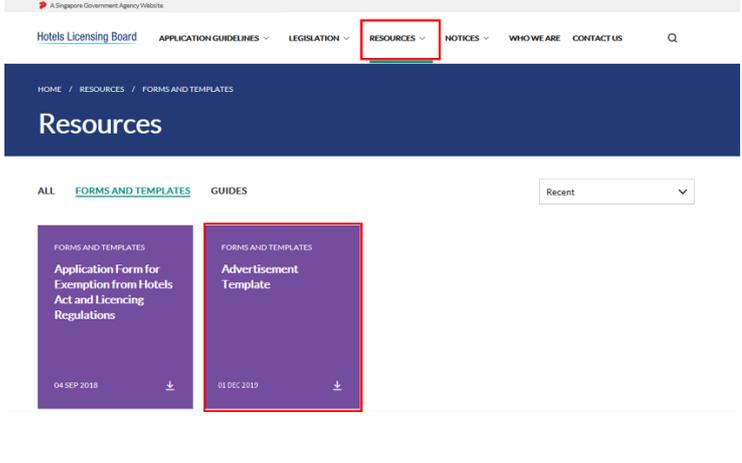
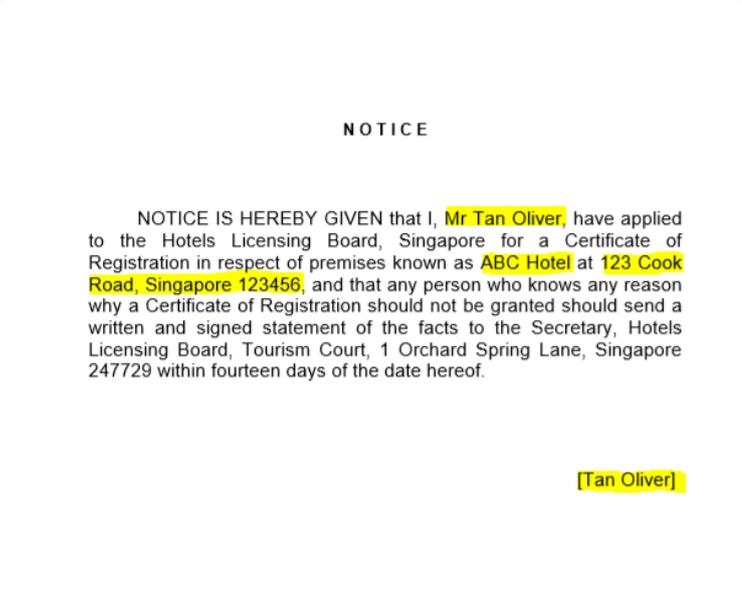
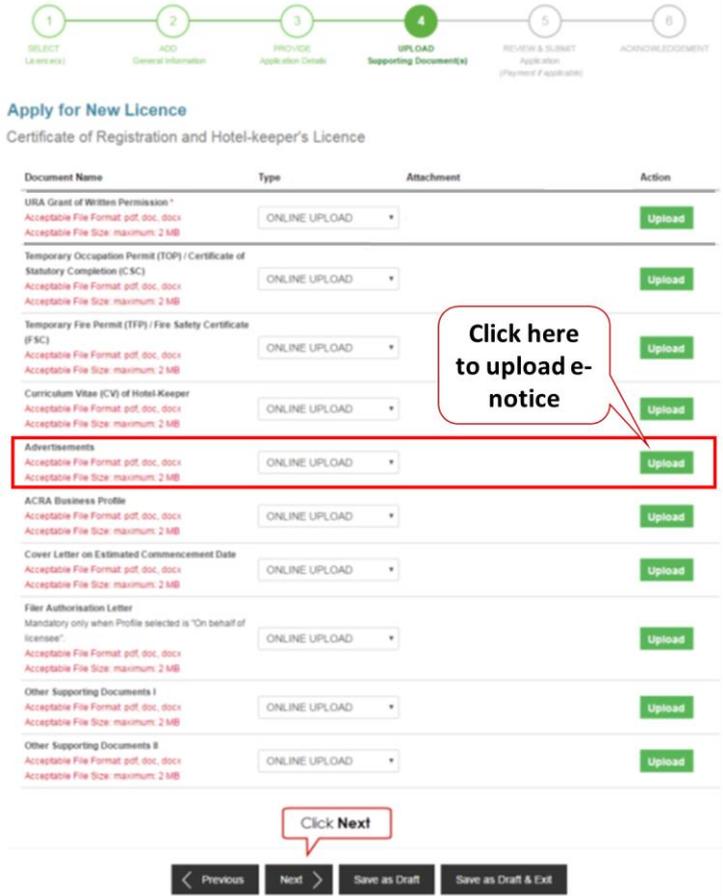
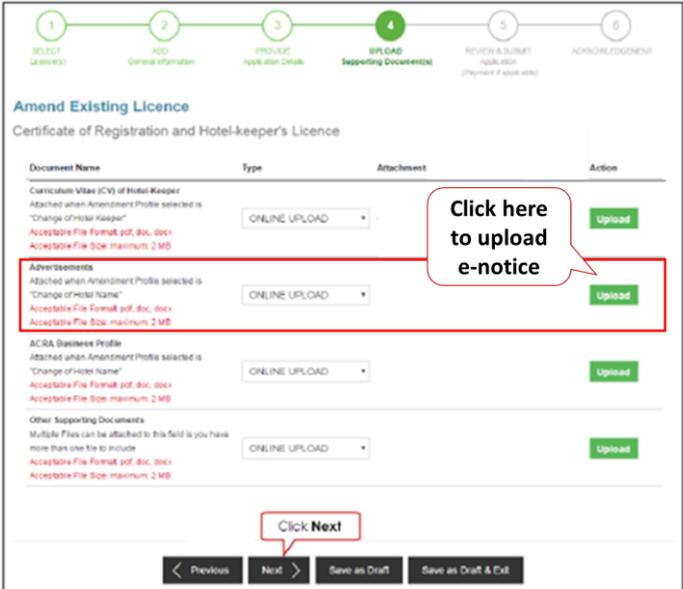
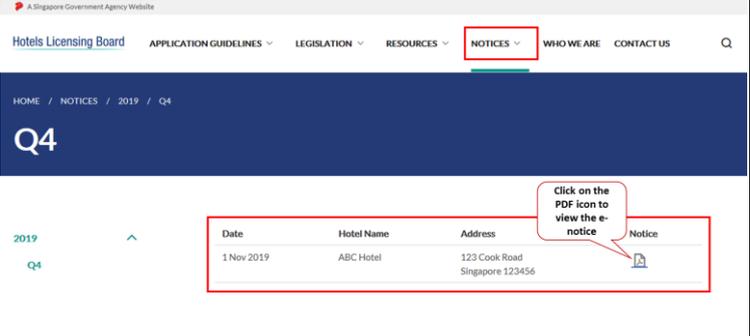


Step-by-Step Guide for Submission of e-notice for Certificate of Registration

S/N	Step	Screenshot
1	Download the Advertisement Template from the Forms and Templates under the Resources Section	 <p>The screenshot shows the Hotels Licensing Board website. The navigation menu includes 'RESOURCES', which is highlighted with a red box. Below the navigation, there is a 'Resources' section with a sub-menu for 'FORMS AND TEMPLATES'. Under this sub-menu, there are two cards: 'Application Form for Exemption from Hotels Act and Licencing Regulations' and 'Advertisement Template'. The 'Advertisement Template' card is highlighted with a red box.</p>
2	Fill in the necessary information required in the Notice and save it in PDF format . Do ensure that you have accurately entered the Name of Hotel-keeper, Name of Hotel and Address of Hotel. Further, please make sure that the Name of Hotel is the same as the Name of Hotel as per your application and on your hotel signage.	 <p>The screenshot shows a 'NOTICE' document. The text is highlighted in yellow. The notice states: '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.' The signature '[Tan Oliver]' is also highlighted.</p>

S/N	Step	Screenshot
3	<p>Upload the e-notice¹ according to the Notice template in PDF format. Ensure that you have provided accurate information in the e-notice. The e-notice will typically be published on the HLB Website within 3 working days from when the e-notice is successfully uploaded.</p>	<p>For new application:</p>  <p>For change of hotel name application:</p> 

¹ 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>The screenshot shows the Hotels Licensing Board website. The navigation menu includes 'HOTICES' (highlighted with a red box). The breadcrumb trail is 'HOME / NOTICES / 2019 / Q4'. A large blue banner displays 'Q4'. Below this, a table lists e-notices. A red box highlights the table, and a callout bubble points to a PDF icon in the 'Notice' column.</p> <table border="1" data-bbox="890 488 1391 555"> <thead> <tr> <th>Date</th> <th>Hotel Name</th> <th>Address</th> <th>Notice</th> </tr> </thead> <tbody> <tr> <td>1 Nov 2019</td> <td>ABC Hotel</td> <td>123 Cook Road Singapore 123456</td> <td></td> </tr> </tbody> </table>	Date	Hotel Name	Address	Notice	1 Nov 2019	ABC Hotel	123 Cook Road Singapore 123456	
Date	Hotel Name	Address	Notice							
1 Nov 2019	ABC Hotel	123 Cook Road Singapore 123456								