## Step-by-Step Guide for <u>Amendment</u> of Certificate of Registration and Hotel-keeper's Licence

The Hotel-keeper or Company Director may submit an amendment application to amend the Certificate of Registration and Hotel-keeper's Licence. The five different types of amendment profiles are:-

Amendment Profile <sup>1</sup>	Purpose
Change of Hotel Name	Change the name of the hotel
Change of Hotel-keeper	Appoint a new Hotel-keeper for the hotel
Update of Hotel Ownership	Update the Hotel's owner details
Update of Existing Hotel and	Update the existing hotel and/or hotel-keeper's
/or Hotel-keeper's Information	information
Update of Room Information	Update the Hotel rooms' information

## Accessing LicenceOne

S/N	Step	Screenshot
1	Go to LicenceOne website https://licence1.business. gov.sg and click on	
	Login	Intermediate     Intermediate       Intermediate     Intermediate       Intermediate     Intermediate

<sup>&</sup>lt;sup>1</sup> You can select multiple options to amend the details relating to the Certificate of Registration and/or Hotel-keeper. However, a new licence application is required if you select Change of Hotel Name, Hotel-keeper and Hotel Ownership in one application.

S/N	Step	Screenshot
2	Log in to LicenceOne	LICENCEORE Contact Us Feedback Stemap
	For user with valid SingPass ID and password: <i>Login via</i> <i>SingPass</i> For company who has activated CorpPass <sup>2</sup> in LicenceOne: <i>Login via</i> <i>CorpPass</i> For foreigner user: <i>Login via LicenceOne</i> <i>ID</i>	HOME     LICENCE APPLICATION     LICENSED ENTITIES     LICENSED ENTITIES     UI     UI
2a	For user with valid SingPass ID and password: Log in to LicenceOne using your SingPass	<image/>
2ь	For company who has activated CorpPass in LicenceOne	Log in with CorpPass

<sup>&</sup>lt;sup>2</sup> Singapore Corporate Access (or CorpPass) is the new digital identity business users will need to conduct Government-to-Businesses (G2B) transactions. Business users will now have the option of using CorpPass as a login mechanism to access LicenceOne, when transacting with the government online. For information on the registration & set up 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. Once CorpPass is activated, authorised CorpPass user can only use CorpPass to access LicenceOne

S/N	Step	Screenshot
2c	For foreigner user: Log in to LicenceOne using the email and password that you have registered with LicenceOne.	Via LicenceOne ID         Your Email         Your Password         By clicking on the login button, you agree to the Terms of Use.         Login         > Forgot Password         > Request User Account
3	[Only applicable for	HL PUBLIC USER 21 + LOGOUT
	those who login using	rour last nogin as a member was on veri nzo to at vz. or ren (singapore) Name ID Number Gender Nationality Date Of Birth
	SingPass or LicenceOne	HL Public User 21 S1406577F Maile SINGAPORE CITIZEN 01/05/1996
4	Select "Company" <sup>3</sup> and enter the company's Unique Entity Number (UEN) <sup>4</sup> Click on "My Portfolio > licence" Enter the Licence Number and Click on "Search' Click on "Action > Amend"	<section-header></section-header>
5	Select "Amendment of details in the Certificate of Registration and Hotel-keeper's Licence and Click on "Next"	Image: sector

 <sup>&</sup>lt;sup>3</sup> Only the existing Hotel-keeper or Company Director of the entity can amend the details of the licence.
 <sup>4</sup> UEN is a multi-agency initiative aiming to develop one number that enables entitles' convenient interactions with government agencies

S/N	Step	Screenshot
6	Select the checkbox to agree to the Terms of Use	Image: state of the s
	Click on "Next"	<text><section-header></section-header></text>
7	Select the relevant "Amendment Profile <sup>5</sup> ".	Amend Profile  Change of Hotel Name Change of Hotel Keeper Update of Hotel American Hotel Keeper Information Update of Room Information  Select the required amendment profiles. However, a new application is required if you select Change of Hotel Keeper and Update of Hotel Ownership all together.

<sup>&</sup>lt;sup>5</sup> Based on the selected amendment profile, only the respective fields will be available for editing and the remaining fields will be greyed off.

## **Change of Hotel Name**

Pursuant to Hotels Licensing Regulations R(14)(2), the owner or licensee of a hotel shall not change the name of the hotel without the prior written approval of the Board.

S/N	Step	Screenshot
1	Select "Change of Hotel	Amend Profile
	Name" under the Amend	
	Profile section	Change of Hotel Name     Change of Hotel Keeper
		Update of Hotel Ownership
		Update of Existing Hotel and/or Hotel Keeper Information Update of Room Information
2	Enter the new Hotel	Hotel Related Information
	Name by over-riding the	URA Information
	existing name of the	IF I have obtained the relevant Grant of Written Permission relevant tend use approval from Urban Redevelopment Authority (URA). I am submitting the said URA permission / approval online with this application
	hotel.	Hotel Information
		Name of Hotel* The Hotel Hotel Telephone 51234785 Number*
		Postal Code * 117511 Robitive Address Hotel Fax Number
		Block / House 31 T Email Address Number *
		Street Name* SCIENCE PARK ROAD Website URL
		Unit Number Hotel Owner* The Hotel
		Lovel Hotel Owner's UEN* 1927/00498
		Building Name ORIMSON, THE Hotel Developer
		Hotel Operator
		Operation Address
3	Scroll to the bottom of	
	the page and Click on	Type of Premises Standard (No floor/unit number)
	"Proceed"	Postal Code 229327
		Number
		Street Name EMERALU HILL ROAD
		Unit Number
		Building Name
		Placed >
1	Unload the supporting	
4	documents (if any) and	
	Click "Next"	102001 MAD 1990/ADC 997000 INCOME SALES AND ADDRESS ADDRES ADDRESS ADDRESS ADD
	CHER INEXT	Amend Existing Licence
		Document Name Type Click to upload supporting document Action
		Carriculum Vitae (CV) of Hotel Kaeper Absched winn Annendmert Prote selected is
		Ansatzi in Finanzi adi, doc. doci Acesside File Soe mainum 2 Mil
		Advertsenets uploaded document Abbre ven Anenter/Profeseische is Charge den Anenter/Profeseische is Charge den Kanner (PRURE UPLOAD)
		Acceptable File Format pdf.dox, dox n Acceptable File Format pdf.dox, dox n Acceptable File Format pdf.
		ALSA Basedes Profile Abstract way A headmart Profile Abstract way A headmart Profile Thange of Head Name CMLINE UPLOAD Abstract Profile Abstra
		Other Supporting Documents Multiple Files can be attricted to this field is you have more than one that one that field is you have CINLINE LIFLOAD  CINLINE LIFLOAD  CUpload  CINLINE LIFLOAD  CUpload  C
		Acceptable File Sper maximum 2 MB
		C Previous Next > Searces Dualt Searces Dualt & Det
	1	

S/N	Step	Screenshot
6	You may preview and print the application form at this screen	Amend Existing Licence
	Tick the check box under "General Declaration" and "Certificate of Registration and Hotel-	Click to pend the opplication 2 Click to pend the opplication
	keeper's Licence and click "Submit".	Concention  Conce
7	Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with "U" (do take note of this application number as it will be your reference number for any enquiries pertaining to this application) You may choose to print or close the acknowledgement page.	Image: State     Image: State       Image: State

The Secretariat may request for additional information or outstanding documents (if any) via the "Request for Action"<sup>6</sup> feature. Upon receiving all the required documents and placement of the advertisements<sup>7</sup>, the Secretariat will process the application which will take an average of two weeks.

<ul> <li>8 Once the application has been approved by the Board, you will receive an email to inform you to make the payment for the licence fee. A copy of the correspondence can also be found under the "Correspondence" tab in LicenceOne.</li> <li>9 To make payment, click on the "Payment" tab and click to view the payment details or make payment</li> <li>10 Click the "Payment Advice" to view it in pdf format</li> </ul>	S/N	Step			S	Screensho	t				
been approved by the Board, you will receive an email to inform you to make the payment for the licence fee. A copy of the correspondence can also be found under the "Correspondence" tab in LicenceOne.       Image: Correspondence in the image: Correspondence in the image: Correspondence itab in LicenceOne.         9       To make payment, click on the "Payment" tab and click to view the payment details or make payment       Image: Correspondence image: Correspon	8	Once the application has		MY PORTFOLIO	N - GUIDELINES ABO	NUT US INFO SEARCH (1)	PUBLIC_USER01	1 - LOG	GOUT		
Board, you will receive an email to inform you to make the payment for the licence fee. A copy of the correspondence can also be found under the "Correspondence" tab in LicenceOne.       Image: Correspondence in the information of the correspondence in the "Correspondence" tab in LicenceOne.         9       To make payment, click on the "Payment" tab and click to view the payment details or make payment         10       Click the "Payment Advice" to view it in pdf format		been approved by the		All Items Applications Licence	es Request for Action	Correspondences Payments	Managed F	Returns			
an email to inform you to make the payment for the licence fee. A copy of the correspondence can also be found under the "Correspondence" tab in LicenceOne.       Image: Correspondence in the information of the correspondence in the information of the information of the correspondence in the information of the inf		Board, you will receive	1	Corresponder		MY PORTFOLIO >> prrespondences.	Search for	required			
to make the payment for the licence fee. A copy of the correspondence can also be found under the "Correspondence" tab in LicenceOne.       Image: Correspondence in the intervention of t		an email to inform you		Correspondence Name	Sent Date From	Sent Date To		ndence.		Advanced ~	
10       Click the "Payment Advice" to view it in pdf format         10       Click the "Payment Advice" to view it in pdf format		to make the payment for		Name :	Application/Licence	Linence Name	Application	Delivery		Fast Data	
of the correspondence can also be found under the "Correspondence" tab in LicenceOne.       Image: Correspondence in the		the licence fee. A copy		HL New Application Inspection Passed	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels	05 May 2015 16:04:08	
10       Click the "Payment Advice" to view it in pdf format       Payment Details         10       Click the "Payment Advice" to view it in pdf format       Payment Details		of the correspondence		Applicant's Re Officer	tals.	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing	05 May 2015 15:58:53	
10       Click the "Payment Advice" to view it in pdf format       Payment Details         10       Click the "Payment		can also be found under		HL RFA - Notification to Applicant_File	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Board Hotels Licensing	05 May 2015 15:47:33	
10       Click the "Payment Advice" to view it in pdf format         10       Click the "Payment Advice" to view it in pdf format		the Correspondence		HL RFA - Notification to Applicant_File	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Board Hotels Licensing	05 May 2015	
9       To make payment, click on the "Payment" tab and click to view the payment details or make payment.       Image: Click details or make payment.         9       To click the "Payment" tab and click to view the payment details or make payment.       Image: Click details or make payment.         10       Click the "Payment Advice" to view it in pdf format.       Payment Details		tab in LicenceOne.		Licence Application Status Update	C1510010178	Certificate of Registration and	New	Email	Board Hotels	05 May 2015	
<ul> <li>9 To make payment, click on the "Payment" tab and click to view the payment details or make payment</li> <li>10 Click the "Payment Advice" to view it in pdf format</li> </ul>				Total 6 Records		TROUTINE DE LE			Board	10.01.44	
9       To make payment, click on the "Payment" tab and click to view the payment details or make payment       Image: I											J
10       Click the "Payment Advice Winter Payment Status       Payment Cus Data       Payment Cus Data       Payment Status       Payment Cus Data       Payment Cus Data       Payment Status       Payment Cus Data       Payment Advice Taylow       Payment Advice Taylow       Payment Advice       Payment Advice       Payment Advice       Click the required fab to view (16 min Data       Payment Advice Taylow       Click the required fab to view (16 min Data       Payment Advice       Click the required fab to view (16 min Data       Payment Advice Taylow       Click the required fab to view (16 min Data       Payment Advice       Click the required fab to view (16 min Data       Payment Advice Taylow       Click the required fab to view (16 min Data       Payment Advice       Total         Non       Deal Details       Payment Advice Taylow       Click the required fab to view (16 min Data)       Click the required fab to view (16 min Data)       Total         Non       Deal Details       Payment Advice Taylow       Payment Data       Click the required fab to view (16 min Data)       Total         Non       Deal Details       Payment Data       Payment Data       Payment Data		payment details or make payment	Payme 3 Payme 2 Payme 2 Payme 7 Payme 7 Payme 7 Payme 1 Payme Payme 1	reaction of the second	Agency and a series of the series of the series and the series of the se	Select Application Type     Select Application Type     Certificate of Registration a     keeper's Licence	AlfOEld >>     Sentitive     Africal Afri	earch >	Search for r payment r Payment Due Date	equired ecord. Advan Payment Date • Payt Unpi	ced V ment s o aid
Advice" to view it in pdf format          PrementAdvice" to view it in pdf         format         PrementAdvice         PrementAdvice         PrementAdvice         PrementAdvice         PrementAdvice         PrementAdvice         PrementAdvice         PaymentAdvice         Pa	10	Click the "Payment	Pay	ment Details							
50. Description Amount\$500 Quantity Total		Advice" to view it in pdf format	Payme PA151 Applic C1510 C1510 C1510 C1510 Hotel4	IntrAdrock Number Dyame Unpaid Costado Number Unpaid Costado Number Applicati New Costado Number New Costado New Costado Number Official New Costado Number Official Number O	Status P en Type A st sao) P k to view payment in PDF format Click the required f the respective	ayment Dus Date P pplicantLicensee Name h_b_kensee to ayment Date P adVice 5 ab to view 4	ayable Amount 300.00 ayment Method -Payment	(SGD) 1			
1 Registration Fee \$200.00 1 \$200.00			1	No. Description Registration Fee		Amount(SGD) \$200.00	1	Quantity	Te \$2	<b>Kal</b>	
2 Hotel-Keeperin Fee \$100.00 1 \$100.0			2	Hotel-Keeper's Fee		\$100.00	1		\$1	00.00	

<sup>&</sup>lt;sup>6</sup> Please refer to the step-by-step guide on "Request for Action"

<sup>&</sup>lt;sup>7</sup> Please note that the Board will only be able to process the application if there are no objections from the public within 14 days from the advertisement date

S/N	Step	Screenshot
11	Click "Make Payment", followed by "Proceed with Payment". Payment can be made via eNets or Credit Card <sup>8</sup>	Payment Details       Payment Data       Payment Status     Payment Data Dots       Payment Data       Payment Data       Payment Data       Payment Data       Description       Data       Payment Data       Description
12	Once the payment is successful, a receipt will be generated. To view a copy of the receipt, click on "View Receipt". Otherwise, click "Next"	e-Payment Click View Receipt. WW Receipt Button Billick Next.
13	An acknowledgement page will be generated with the payment status updated as "Paid" under stage 2.	Acknowledgement         Submission Number       B1510016346         Submission Date       050502015 18.01.36         Submission Name       B1510016346         Submission Name       B1510016346         Centrificate of Registration and Hotel-keeper's Licence       C1510010178         Application Number       Approved         Staget:       NA         Staget:       Centrificate of Registration and Hotel-keeper's Licence         - Application Number       Approved         Staget:       NA         Staget:       NA         Staget:       Centrificate of Registration and Hotel-keeper's Licence         - Application Number       Approved         Staget:       NA         Staget:       Staget:         - Optication status       Staget:         Staget:       Stage
14	Once the payment has been made, the hotel- keeper will receive an email on the licence collection details within 3 working days. A copy of the correspondence can also be found under the "Correspondence" tab in LicenceOne.	Int PORTITION       LIGENCE APPRICATION       GUERLINE       ACUT IS       MO SEARCH       MO SEARCH       MORCUMERIN       LOGOUT         Internet       Agences       Agences

<sup>&</sup>lt;sup>8</sup> The e-Payment process is handled via the PayPal payment gateway. For more details on e-Payment requirements, please refer to <u>https://www.paypal.com</u>.

## Change of Hotel-Keeper

Persuant to Hotels Licensing Regulations R(14)(1), where any change is effected in the hotelkeeper of a hotel, the hotel owner shall notify the secretary in writing all the particulars of the change within 10 days of the effective date of such change.

S/N	Step	Screenshot			
1	Select "Change of Hotel Keeper" under the	Amend Prof	file		
	Amend Profile section	Change of Hotel Name Change of Hotel Name Update of Hotel Ownership Update of Existing Hotel and/or Hotel Keeper Information Update of Room Information			
2	Enter the new Hotel-	Hotel-keepe	r's Information		
	keeper information such	Hotel-keeper General Information			
	as Hotel-keeper General				
	Information, Residential	Salutation *	Dr	NRIC / FIN*	S1111111F
	Address and Contact	Name *	Tester	Employment Pass Expiry Date (if FIN is	
	Details by over-riding the existing hotel-	Designation in Hotel *	Chief Executive	entered) Date of Birth	02/09/1935
	keeper's information.			Nationality *	SINGAPORE CITIZEN
		Hotel-keeper's	Residential Address		
		Postal Code	117611 Detrieve Address	Level	12
		, ostal odde	HIGH Reflect Aduless	Level	14
		Block / House Number*	31	Unit Number	13
		Street Name*	SCIENCE PARK ROAD	Building Name	CRIMSON, THE
		Hotel-keeper's	Contact Details		
		Mobile Number*	91234567	Email Address *	sdfsdf@sdf.com
		Office Telephone Number			
2		0-770	niaction Address		
3	Scroll to the bottom of the page and Click on		Insation Address		
	"Proceed"	Type of I Postal C	Premises Standard (No floor/unit number)		
	TIOCCCU	Block / H	louse 51		
		Street N	ame EMERALD HILL ROAD		
		Level			
		Unit Nun Building	nber		
			Ŀ	Proceed > Save	

S/N	Step	Screenshot
4	Upload the supporting documents (if any) and Click "Next"	Image: Construction         Image: Constructin         Image: Constructin
5	You may preview and print the application form at this screen Tick the check box under "General Declaration" and "Certificate of Registration and Hotel- keeper's Licence and click "Submit".	
6	Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with "U" (do take note of this application number as it will be your reference number for any enquiries pertaining to this application) You may choose to print or close the acknowledgement page.	Image: Control Contro Control Conter Conteconter Control Control Control Control Contro

The Secretariat may request for additional information or outstanding documents (if any) via the "Request for Action"<sup>9</sup> feature. Upon receiving all the required documents, the Secretariat will process the application which will take an average of two weeks.

S/N	Step	Screenshot
7	Once the application has	MY PORTOUD LICENCE APPLICATION - GUBELINES ABOUT US INFO SEARCH (A) PURUCUMERIN - LOGOUT
	been approved by the	Al filems Applications Licences Request for Action Correspondences Payments Managed Returns
	Board, you will receive	
	an email to inform you	Correspondence.
	to make the payment for	
	the licence fee. A copy	Name : No. : Licence Name : Tige : Channel : Agency : Sent Date - HL. New Application Inspection Passed C1510010178 Certificate of Registration and New Enail Hotels 06 May 2015
	of the correspondence	Click to view details.     Click to view de
	can also be found under	Officer Hote-Acepter's Licence Board State
	the "Correspondence"	HL BFA - Notification to Applicant_Filer C15100110178 Centrate of Registration and New Email Hetels 05 Hay 2015 Hotel-keeper's Licence Board 15 47 33
	tab in LicenceOne	HE, RFA - Notification to Applicant_Filter C1510010178 Certificate of Registration and New Email Hotels (0.514b) 2015 Hotel-kerper's License Distance (0.514b) 15 H 32 Distance (0.514b) 15 H 32
		License Application Batala Update Notification (to Application) Hotel-kerper's License Bated
		Total 8 Records
	and click to view the payment details or make payment	Alterns     Locacia     Request for Action     Orrespondences     Payments     Managed Refurs       Payment Addres 100
9	Click the "Payment	Payment Details
	Advice" to view it in pdf format	Payment Advise Number Pristoloutasis     Payment Status Unpair     Payment Status Unpair     Payment Status Status     Payment Status Status     Payment Status Status     Payment Status Status       Application Number Clistoloutasis     Application Number Nerr     Application Status     Application Status       Clistoloutasis     Nerr     Status     Payment Cate       Click for view payment advice in PDF format     6       Payment Advice: T     Click the required tob to view the respective details.       Mate Payment     Click the required tob to view the respective details.
		SNo.         Description         Amount(SGD)         Quantity         Total           1         Regulation Fise         \$200.00         1         \$200.00
		2 Hote-Heeperts Fee \$100.00 1 \$100.00

<sup>&</sup>lt;sup>9</sup> Please refer to the step-by-step guide on "Request for Action"

S/N	Step	Screenshot
10	Click "Make Payment", followed by "Proceed with Payment". Payment can be made via eNets or Credit	Payment Details       Payment Advice Number PASISSO05456     Payment Status Uspatial Application Number CISISSO15178     Payment Status Application Number Day, by Connect Up Number Day, by Connect Up Number Day, by Connect Up Number Payment Advice: The CICIC Make Payment       Visit     Make Payment       Visit     Cicic Make Payment
	Calu	Sec.         Description         Anount/SCD         Quentity         Total           1         Regradure/Fac         \$200.00         1         \$200.00           2         Hobit/Adapter/Fac         \$100.00         1         \$100.00
11	Once the payment is successful, a receipt will be generated. To view a copy of the receipt, click on "View Receipt". Otherwise, click "Next"	e-Payment Translate surgestul and the receipt is generating. Click View Receipt: Text Click Next.
12	An acknowledgement page will be generated with the payment status updated as "Paid" under stage 2.	Acknowledgement         Submission Number       B1510016345         Submission Date       05052015150136         Submission Name       B1510016346         Submission Name       B1510016346         Licence Name       B1510016346         Centricate of Registration and Hotel-keepar's Licence       C1510010178         HLB       Approved       Staget : NA         Staget 2: Paid       Staget 2: Paid         Note       -Application submitted successfully. You will be notified upon application approval or licence displatch related matters through emailsins. Processing status will also be updated under Application stam and application details rom Applications mere under My Portolo:         Click Close.       10
13	Once the payment has been made, the hotel- keeper will receive an email on the licence collection details within 3 working days. A copy of the correspondence can also be found under the "Correspondence" tab in LicenceOne.	MY PORTYOU       LEENCE APPLICATION       GUIDELINES       AbOUT US       NEVO SEARCH       NEV. CLARENT       LOGOUT         With PORTYOU       LECNCES       Request Muchon       Clare by Other Andre And

<sup>&</sup>lt;sup>10</sup> The e-Payment process is handled via the PayPal payment gateway. For more details on e-Payment requirements, please refer to <u>https://www.paypal.com</u>.

## **Update of Hotel Ownership**

### Update of Existing Hotel and/or Hotel Keeper Information

For update of Hotel Ownership<sup>11</sup> or existing hotel and/or hotel-keeper information, these applications do not require approvals from the Board and will be auto-approved upon submission of the application.

S/N	Step	Screenshot							
1	Select "Update of Hotel Ownership" or "Update of Existing Hotel and/or Hotel Keeper information under the Amend Profile section	Amend Profile Change of Hotel Name Change of Hotel Name Vupdate of Hotel Ownership Vupdate of Roem Information Update of Roem Information							
2a	For Update of Hotel	Hotel Information							
	Ownership, input the new Hotel Owner	Name of Hotel*	Hotel Watch	Hotel Telephone Number*	61234567				
	information by over-	Postal Code*	247729 Retrieve Address	Hotel Fax Number					
	riding the existing data	Block / House Number*	1	Email Address					
		Street Name *	ORCHARD SPRING LANE	Website URL					
		Unit Number		Hotel Owner*	Hotel Watch Pte Ltd				
		Level		Hotel Owner's UEN *	192700048H				
		Building Name	TOURISM COURT	Hotel Developer					
				Hotel Operator					
2b	For Update of existing	Hotel Informat	ion						
	Hotel information, only the Hotel Tel Number.	Name of Hotel*	Hotel Watch	Hotel Telephone Number*	61234567				
	Hotel Fax Number,	Postal Code *	247729 Retrieve Address	Hotel Fax Number					
	Email Address, Website	Block / House Number*	1	Email Address					
	URL can be updated.	Street Name*	ORCHARD SPRING LANE	Website URL					
		Unit Number		Hotel Owner*	Hotel Watch Pte Ltd				
		Level		Hotel Owner's UEN *	19270D048H				
		Building Name	TOURISM COURT	Hotel Developer					
				Hotel Operator					

<sup>&</sup>lt;sup>11</sup> Hotel Ownership means the company that owns the hotel or owns the business that operates the hotel. For e.g. Hotel XYZ is owned by Company A but Company B operates the hotel and applies for the hotel licence (i.e Company B is the hotel licensee). Should Company A sells the Hotel XYZ to Company C, but Company B continues to operate the hotel, only an update of the Hotel Ownership is required. However, should Company C wish to take over the operations of the hotel from Company B, a new application for a Certification of Registration and Hotel Keeper's Licence is required as licenses are not transferable.

S/N	Step	Screenshot					
	For Update of existing Hotel-keeper information, only the Hotel-keeper's Residential Address and Contact details can be updated	Hotel-keeper's Residential Address         Postal Code*       760115       Retrieve Address       Level       12         Block / House       115       Unit Number       31         Number*       Street Name*       YISHUN RING ROAD       Building Name         Hotel-keeper's Contact Details         Mobile Number*       81234567       Email Address*       tanchintuan@singnet.com.sg         Office Telephone Number       Office Telephone       Number       Street Telephone					
3	Scroll to the bottom of the page and Click on "Proceed"	Organisation Address       Type of Premises     Standard (No floor/unit number)       Posted Code     29337       Block / House     E       Namber     State Name       Level     Unit Number       Building Name     Proceed State					
4	Upload the supporting documents (if any) and Click "Next"	<complex-block></complex-block>					

S/N	Step	Screenshot
5	You may preview and	
	print the application	
	form at this screen	Amend Existing Licence Cick to preview
		Information Review
	Tick the check box	application the optication
	under "General	Number Band Name POWAG ROAD
	Declaration" and	Land 0 Unification 14
	"Certificate of	example name muter source.
	Registration and Hotel-	
	Clipte "Schemeit"	Declaration Check the checkboxes to respective
	Click "Submit".	General Declaration declaration
		Ear aurea far kap deter maj te stare agendinne d'her insering provide blaan termatur. Earea behar ar hag drossening af definis de sa de sa definis de annue of den statements, sortenation, excents, antonationement, and annuel annuel ar sa definis de sa definis de annuel d'annuel statements, sortenation, excents,
		Certificate of Registration and Hotel-keeper's Licence
		Instruct and a multi-match start for the membra speed of the first first approach the approach the approach is the approach to the approach the approach to the approach
		remotion for war forwar and the or in "frank field" to inspective an event to insert to insert to insert the set that Alexen event. 4. Learning for the insert event
6	Once you submit the	Acknowledgement
0	application the system	
	will provide you with an	
	acknowledgement page	Submission Number B1520046095
	and an application	Submission Late 17/2/17/07 16:36
	number which starts	
	with "U". (do take note	Licence Name         Application Number         Agency         Application Status         Payment Status           Certificate of Registration and Hotel-keeper's Licence         U1520004320         HLB         Approved         Stage1 : N.A
	of this application	Stage2 : N A
	number as it will be your	Application has been submitted successfully. You will be notified of the approval of your application by emailisms. Processing status will also be updated under the Application Status Column. Descent bits the Schwinzing Nameri is for your percent inference only.
	reference number for	You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.
	any enquiries pertaining	Print Close
	to this application) The	
	application status will be	
	reflected as	
	"Approved". You may	
	choose to print or close	
	the acknowledgement	
	page.	
	No payment is required	
	tor "Update of Hotel	
	Ownership, Update of	
	Existing Hotel and/or	
	Hotel-keeper	
	Information".	
1		

# Update of Room Information

The Company Director or licensee is required to update the Board should there be any changes to the hotel room information.

S/N	Step	Screenshot				
1	Select "Update of Room					
	Information" under the	Amend Profile				
	Amend Profile section					
		Change of Hotel Name Change of Hotel Keeper				
		Update of Hotel Ownership Update of Existing Hotel and/or Hotel Keeper Information				
		EI Update of Room Information				
2	Update the Room	Room Information				
_	Information either by	Category Room Rate (\$) No. of Rooms No. of Beds				
	editing the existing data	6 Bed-Dom 20 5 6 🗹 🖸				
	or adding now room	8 Bed-Dom 15 5 8 2 1				
		10 Bed-Com 10 10 10 🖉 🖿				
	category.	Boom Data (6)*				
	The total number of	Number of Rooms* Number of Beds Per Room (Mandatory for Hostel Only)				
	rooms & beds will be	Add Room Calegory				
	updated automatically.	Total Number of Rooms & Beds				
		Total Number of 20 Total Number of 170 Rooms* Beds*				
3	Scroll to the bottom of	Organisation Address				
	the page and Click on	Type of Premises Standard (No floor/unit number)				
	"Proceed"	Postal Code 229327				
		Block / House 51 Number				
		Street Name EMERALD HILL ROAD				
		Lovel				
		Unit Number				
		Building Name				
		Proceed > Save				
4	Upload the supporting					
	documents (if any) and					
	Click "Next"	LLARINE(3) Contrast Information Apple attin Details Supporting Decement(b) Apple attin (Physics of Apple attin)				
		Amend Existing Licence				
		Centrate of Registration and Poterweeper's civence  Cick to upload supporting document Ardia				
		Contraction Vision (XV) of Holds Keeper Contraction Vision (XV) of Holds Keeper				
		"Online of Hiss Kaupan" ONLINE UPLOAD   ONLINE UPLOAD  ONLINE UPLOAD  Upload  Upload				
		Accessor rise Sciences 200 Click to delete uploaded document				
		Address and Andromov Trains Beach is "Drang of Head Name" ONLINE UPLOAD  Acceptable File Format pdf, doc, docx Upload				
		Acceptular File doc maximum 2 MB ACRA Bastiness Profile				
		Asserted and Analonaer/Transfer standards in "Onling of Hatel Name" ONLINE UPLOAD • Accession of the mail pdf did, docr				
		Accestors File Size maintum 2 MB Other Supporting Documents				
		Multiple Flas can be altached to this field is you have more than see the to include Accessible File remained and accessor CHRUNE UPLOAD • Accessible File remained and accessor				
		Acceptore File Scell maximum 2 MB				
		12 Click Next				
		C Previous Next > Same as Draft Stars as Draft A Dat				

S/N	Step	Screenshot				
5	You may preview and print the application form at this screen	1     1				
	Tick the check box under "General Declaration" and "Certificate of Registration and Hotel- keeper's Licence and Click "Submit".	Information Review				
6	Once you submit the application, the system will provide you with an acknowledgement page and an application number which starts with "U" (do take note of this application number as it will be your reference number for any enquiries pertaining to this application) You may choose to print or close the acknowledgement page.	Acknowledgement         Settination Number:       Bit 1001996         Submission Name:       Bit 1001996         Submission Name:       Bit 1001996         Centrification of Registration and Hotel-laceper's Licence:       Uf regularization Number         Application Number:       Application Number:         Centrification Rame:       Bit 1001996         Centrification Rame:       Bit 1001996         Centrification Rame:       Bit 10010964/6         Application Number:       Bit 20010164/6         Programma Regularization and Hotel-laceper's Licence:       UIS 1000064/6         Programma Regularization Rame:       Bit 20010164/6         Programma Regularization Rame:       Bit 20010166         Programma Regularization Rame:       Bit 20010166         Programma Regularization Rame:       Bit 20010166         Programma Regula				

The Secretariat may request for additional information or outstanding documents (if any) via the "Request for Action"<sup>12</sup> feature. Upon receiving all the required documents, the Secretariat may request for an inspection and the application will take an average of two weeks for processing.

Diep		Screenshot							
Once the application has		MY PORTFOLIO LICENCE APPLICATION	GUIDELINES ABO	IT US INFO SEARCH ( 🌒	PUBLIC_USER01	• LOGO	IUT		
been reviewed and		All Items Applications Licences	Request for Action	Correspondences Payments	Managed R				
approved, the hotel-		Correspondence	es Click	MY PORTFOLIO >>					
keeper will receive an		2 Search for required correspondence.							
email acknowledgement.		Correspondence Name S	nt Date From	Sent Date To	n > V			🏟 Advanced ~	
A copy of the		Name	Application/Licence No. :	Licence Name =	Application Type :	Delivery Channel :	Agency	s Sent Date +	
correspondence can also		HL New Application Inspection Passed	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 16:04:08	
be found under the		Applicant's R. Officer	10010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:58:53	
"Correspondence" tab in		HL RFA - Notification to Applicant_Filer	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:47:33	
LicenceOne.		HL RFA - Notification to Applicant_Filer	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotets Licensing Board	05 May 2015 15:14:32	
No payment is required		Licence Application Status Update Notification (to Applicant)	C1510010178	Certificate of Registration and Hotel-keeper's Licence	New	Email	Hotels Licensing Board	05 May 2015 15:01:44	
for "Update of Room		Total 5 Records						1	
Information".									
	approved, the hotel- ceeper will receive an email acknowledgement. A copy of the correspondence can also be found under the 'Correspondence" tab in LicenceOne. No payment is required for "Update of Room information".	approved, the hotel- keeper will receive an email acknowledgement. A copy of the correspondence can also be found under the 'Correspondence" tab in LicenceOne. No payment is required for "Update of Room information".	A copy of the correspondence can also be found under the 'Correspondence'' tab in LicenceOne. No payment is required for ''Update of Room information''.	A copy of the correspondence can also be found under the 'Correspondence'' tab in LicenceOne. No payment is required for "Update of Room information".	A copy of the correspondence can also be found under the 'Correspondence'' tab in LicenceOne. No payment is required for "Update of Room 'nformation".	Approved, the hotel- ceeper will receive an email acknowledgement. A copy of the correspondence can also be found under the 'Correspondence'' tab in LicenceOne. No payment is required for "Update of Room 'nformation".	Approved, the hotel- ceeper will receive an email acknowledgement. A copy of the correspondence can also be found under the 'Correspondence'' tab in LicenceOne. 'No payment is required to 'Law Application to Application to Application to Application (Correspondence) Lence New End to the Application to Application (Correspondence) Lence New End to the Application (Correspondence) Lence New End	Approved, the hotel- ceeper will receive an email acknowledgement. A copy of the correspondence can also be found under the 'Correspondence'' tab in LicenceOne. 'No payment is required to 'Correspondence'' tab in LicenceOne. 'No payment is required for ''Update of Room 'nformation''.	A copy of the correspondence can also be found under the 'Correspondence'' tab in LicenceOne. No payment is required for "Update of Room 'normation''.

<sup>&</sup>lt;sup>12</sup> Please refer to the step-by-step guide on "Request for Action"