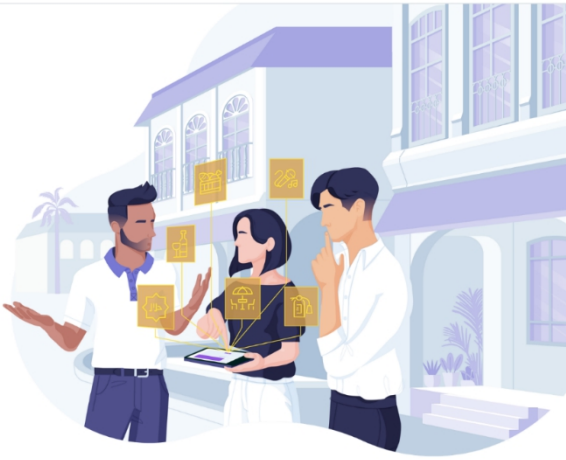

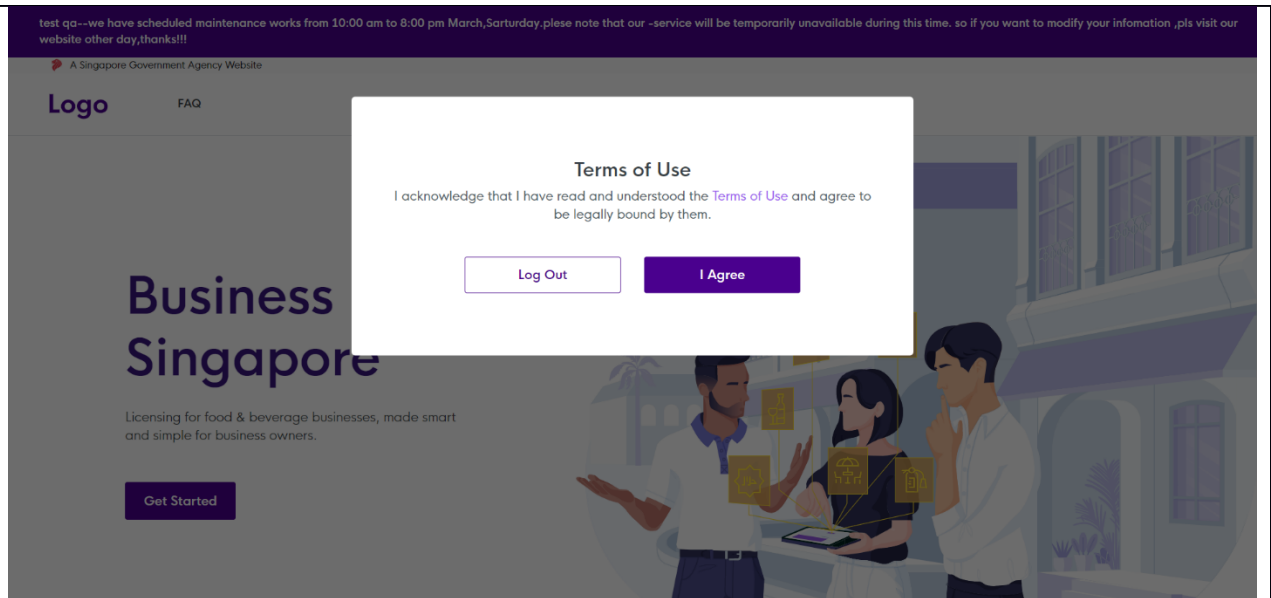


Step-by-Step Guide for GoBusiness Licensing Guided Journey

<p>Step 1</p> <p>On Guided Journey feature homepage, click on "Log In".</p>	<div><div><div>A Singapore Government Agency Website</div><div><div>gb</div><div>gobusiness</div><div>LICENSING</div></div><div>FAQ</div><div>Log In</div></div><div><div><div>Guided Journey</div><div>Licensing for food & beverage businesses, made smart and simple for beginners.</div><div>Get Started</div></div><div></div></div><div><div>Here's what you can do with Guided Journey</div><div>Our latest feature walks you through the process and helps you to take care your business licensing needs.</div></div></div>
<p>Step 2</p> <p>Enter your CorpPass log in details and click on "Login".</p>	<div><div><div>Singapore Corporate Access</div><div>CorpPass</div><div>BETA</div></div><div> Singapore Government Integrity • Service • Excellence</div><div>Contact Us Feedback Sitemap FAQ</div></div> <div><div>CorpPass is now the ONLY login method for corporate transactions with the Government</div><div>Your entity can now transact with more than 140 government digital services. Register for CorpPass now to prevent any disruption to your business transactions!</div></div> <div><div>Log in with CorpPass</div><div><div>UEN/ENTITY ID</div><div>CORPPASS ID</div><div>Password</div><div><input type="checkbox"/> Remember Entity ID</div><div>Forgot Entity / CorpPass ID or Password</div><div><div>Cancel</div><div>Login ▶</div></div></div></div>

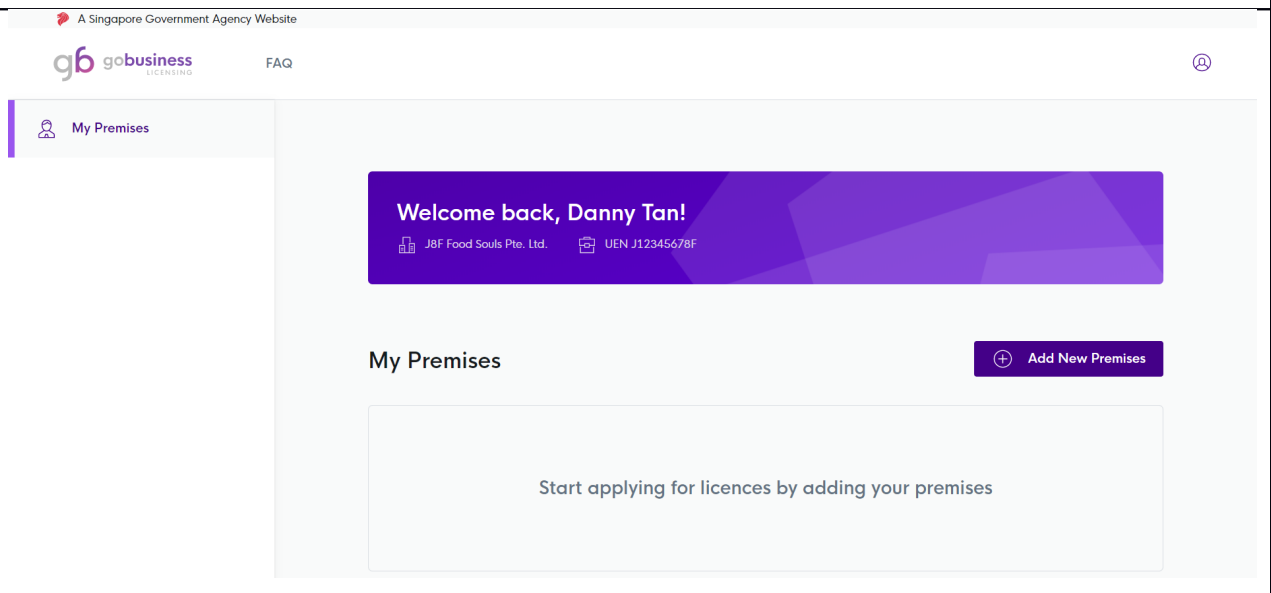
Step 3

If this is your first time logging in, read the Terms of Use and click "I Agree".



Step 4

On your Dashboard, click "Add New Premises".



Step 5

On the General Info page, enter your premises name and click "Next".

A Singapore Government Agency Website

gb gobusiness LICENSING FAQ

1 General Info

2 Concept and Activities

3 Recommended Type

4 Premises Address

STEP 1

Help us get to know you

We'll assess which regulatory licences you require, and set up your personalised dashboard to get you started on your application journey.

What is the name of your premises?

Premises Name ⓘ

Name will be subject to approval for certain licences. You can edit this anytime before submitting the application.

Next →

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Step 6

On the Concept and Activities page, select the relevant options and click "Next".

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FAQ

1General Info

2Concept and Activities

3Recommended Type

4Premises Address

STEP 2

Describe your concept and activities

Please select all that are applicable to you. Your choices will help us accurately recommend licences you should apply for.

What type of cooking will you be doing?

No cooking

Sale of pre-packaged food and drink.

Light cooking

Baking, microwaving, steaming, or preparing fruit or desserts.

Heavy cooking

Emitting heavy smoke or grease from frying, grilling, roasting, or charbroiling.

Do you have a seating/dining area?

Yes

No

Does your business involve the following activities?

If you are not sure, you can skip this for now.

Music

Playing music on speakers

Game machines

Pool tables, dart machines, etc.

Sale of halal food

Serving Halal-certified food

Storing more than 200kg liquified petroleum gas(LPG)

Gas tanks for cooking

Sale or consumption of liquor

Beer, wine and spirits

Pet friendly

Allow customers to bring their pets and/or preparation of pet food

Have food stalls on premises

Individual hawker stalls run by vendors

Do you intend to provide live entertainment?

By selecting 'No', you will not be recommended any options allowing regular provision of live entertainment. You can still apply for a Public Entertainment Ad Hoc Licence to provide live entertainment on a one-off or limited basis.

Yes

No

PUBLIC ENTERTAINMENT

How often do you intend to provide music, live entertainment and game machines?

Regularly for more than 90 days

Fewer than 90 days or for events

← Prev

Next →

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Step 7

On the Recommended Type page, select your business type and click "Next".

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FAQ

1 General Info

2 Concept and Activities


3 Recommended Type

4 Premises Address

STEP 3


Select your business type

You are eligible for the following premises types based on your inputs.




Canteen without Stalls

Food shop without stalls sited within an institute/industrial zone.




Canteen with Stalls (School)

Food shop with stalls located in government school.




Eating House

Food shop non-air conditioned with individual stalls




Restaurant

Food shop with refreshment area that prepares and serves food, drinks and desserts to customers.




Restaurant - Permitted to Cater

Food shop with refreshment area that prepares and serves food, drinks and desserts to customers, and provides outdoor catering for direct consumption.




Canteen without Stalls - Permitted to Cater

Food shop without stalls sited within an institute/industrial zone, and provides outdoor catering for direct consumption.




Food Court

Food Shop that is air-conditioned with individual food stalls




Canteen with Stalls

Food shop with individual stalls sited within an institute/industrial zone.



Canteen (Construction Site)

Food shop in construction site operated by single operator.



Others

Canteen (Construction Site) is not compatible with Playing music on speakers. Return to the previous step to edit.

← Prev

Next →

Step 8

On the Premises Address page, enter your postal code and click "Retrieve Address" to automatically fill in your address.

A Singapore Government Agency Website

gbgobusinessLICENSING

FAQ

1General Info

2Concept and Activities

3Recommended Type

4Premises Address

STEP 4

Where is your premises located?

We are going to check if your intended location is currently approved for your premises type. If it is not, you will be required to apply for a permit from the relevant land authority.

Postal Code

123456

Retrieve Address

Block/House No.

Street Name

15-1

JALAN 10 RIANG

Floor No. 2

Unit

Building Name

11

11

SERANGOON PARK 10

Land ownership: Private

Does your premises occupy adjacent units?

Adjacent units are units beside each other. You can add a maximum of 4.

UNIT ADDRESS

ACTIONS

No addresses added

+ Add Adjacent Unit

← Prev

Next →

Step 9


If your premises occupies adjacent units, click **"Add Adjacent Unit"**, fill in the address and click **"Add"**.

If there are no adjacent units, click **"Next"**.

×

Add Adjacent Unit Address

Postal Code

 Retrieve Address

Block/House No.


Select

▼

Street Name

Please enter street name

▼

Floor No. 

E.g. 01, B1, B:

Unit

Building Name

Please enter building name

▼

Cancel

Add

Your application journey page shows a list of all licences required for your premises.

Best All in One Restaura...

Applications Licences

Your application journey

Here are your next steps in getting your business ready.

[Apply All Licences](#)

Regulatory Restrictions ●

(2) NO LIVE ENTERTAINMENT ON REGULAR BASIS

1 Obtain these permissions

Change of Use \$535.00

Urban Redevelopment Authority (URA)

Submit an application for URA to assess if your premises' current use can be changed to your intended use.

If you already have approval from URA for your intended use, you do not need to apply again. You can find out if your premises has existing approval on [URA Space](#).

[View Details](#) →

2 Apply for these licences

REQUIRES PLANNING PERMISSION

Food Shop Licence \$195.00

Singapore Food Agency (SFA)

This allows you to operate a food retail business. You will need to meet the licensing requirements [here](#).

[View Details](#) →

Fire Safety Certificate

Singapore Civil Defence Force (SCDF)

Your Qualified Person whom you have engaged for your new fire safety works or addition and alteration fire safety works or change of use is required to make an application on your behalf through CORENET.

[Find Out More](#) ↗

REQUIRES PLANNING PERMISSION

Petroleum and Flammable Material Storage Licence From \$184.00

Singapore Civil Defence Force (SCDF)

This allows you to store over 200kg of liquefied petroleum gas on your premises. You need a valid Fire Safety Certificate(s) to apply.

[View Details](#) →

REQUIRES PLANNING PERMISSION

Public Entertainment Establishment Licence From \$240.00

Singapore Police Force (SPF)

You require this if you intend to provide any form of entertainment, unless it's on this exemption [list](#). You can calculate the licensing fee [here](#).

[View Details](#) →

[Add New Licence](#)

Missing a licence? Add it to your application journey.

Premises Details

Company Name

J&B Food Soups Pte. Ltd.

UEN

J123456787

Premises Address

15-1 JALAN 10 RIANG, #11-11, SERANGOON PARK 10, Singapore 123456

Food Shop Type

Restaurant

Documents For Your Licences

Approved Plans for LPG Installation

Approved plans showing the location of your premises, storage area, LPO cylinder cabinets, piping installation, dropper, gas detectors etc.

1 licence needs this

Certification of Supervision of Piped LPG System Installation

Certification showing that installation of the piped LPG system was supervised by a Professional Engineer.

1 licence needs this

Emergency Response Plan (ERP)

A copy of the ERP, outlining the response procedures for emergencies.

1 licence needs this

Floor Plan (Detailed)

Proposed layout and usage of the premises in scaled metric units, including details of equipment, exhaust, washing and other facilities.

1 licence needs this

Floor Plan (Simplified)

Proposed layout and usage of the premises.

1 licence needs this

LPG Fire Safety Checklist

A completed copy of the LPG fire safety checklist.

1 licence needs this

Landowner's Consent

A letter of consent from the landlord or relevant government agency to use premises owned by them for the intended use.

1 licence needs this

Letter of Undertaking

Letter of undertaking, stating that the operator was trained by an LPO supplier to ensure safe handling of LPG installations.

1 licence needs this

List of Installed LPG System Equipment

List of installed LPG system equipment, endorsed by a Professional Engineer.

1 licence needs this

Pressure Test Report

Pressure test report for piping and fittings from the LPG installation to the point of consumption, endorsed by a Professional Engineer.

1 licence needs this

Basic/Refresher Food Hygiene Certificate (submit later)

Scanned copies or photocopies of all food handlers' food hygiene certificates.

1 licence needs this

Cleaning Schedule (submit later)

Cleaning schedule for kitchen, dining area, stores and toilets, if any.

1 licence needs this

Food Hygiene Officer Certificate (submit later)

Photocopy of the Food Hygiene Officer's certificate

1 licence needs this

Pest Control Contract (submit later)

Contract for monthly pest control servicing for a minimum period of 12 months.

1 licence needs this

Tenancy Agreement (submit later)

Valid agreement, signed and endorsed by both tenant and landlord.

1 licence needs this

Approval for LPG Manifold System on Backlane (optional)

Letter of approval from the relevant government agency for the proposed storage area of the LPG manifold system located on a backlane.

1 licence needs this

Location Plan (Optional)

Document indicating the location of your premises within a multi-unit building (e.g. shopping centre).

1 licence needs this

Step 11:

Select Application for Change Of Use and click "View Details".



Obtain these permissions

Change of Use

Urban Redevelopment Authority (URA)

Submit an application for URA to assess if your premises' current use can be changed to your intended use.

If you already have approval from URA for your intended use, you do not need to apply again. You can find out if your premises has existing approval on [URA Space](#).

[View Details](#) →

\$535.00

Premises Details

Company Name
J8F Food Souls Pte. Ltd.

UEN
J12345678F

Premises Address
15-1 JALAN 10 RIANG, #11-11, SERANGOON PARK 10, Singapore 123456

Food Shop Type
Restaurant

Step 12:

Click "Apply Now".

Website

FAQ

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Your a

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Regulatory Res

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Change of Use

Urban Redevelopment Authority (URA)

Submit an application for URA to assess if your premises' current use can be changed to your intended use.

If you already have approval from URA for your intended use, you do not need to apply again. You can find out if your premises has existing approval on [URA Space](#).

[Learn More](#)

Application Details

Estimated 15 mins to complete

Fee

\$535.00

Average Processing Time

10 working days

Validity

Subject to URA's assessment

Documents For Your Licences

Floor Plan (Simplified)

Proposed layout and usage of the premises.

Landowner's Consent

A letter of consent from the landlord or relevant government agency to use premises owned by them for the intended use.

Location Plan (Optional)

Document indicating the location of your premises within a multi-unit building (e.g: shopping centre).

I Do Not Need This

Apply Now

to your intended use.

Premises Address

Step 13:

On the Fill In Form page, enter the relevant information and click on "Review Form".

g6

g6 business

FAQ

Fill In Form

Review Form

Make Payment

STEP 1

You are applying for Change of Use

All fields are required unless stated otherwise. Please note that processing time may be delayed if incomplete or inaccurate information is provided.

Estimated 10 mins to complete

General Information

Please review the following details.

Company Details

Please correct these details with ACRA, if needed. Last updated: 05 Sep 2019, 04:20PM

Company Name

JRF Food Sdn Bhd Ltd.

Unique Entity Number (UEN)

J12345678F

Registered Address

JBCEI 01234 XY FANTASTIC LP STREET ADDRESS, #FT-0123A, LP HAWK OF BUILDING, Singapore 123456

Ownership Type

United Partnerships

Premises Details

Previous Address

15-1 JALAN 10 BANG, #11-11, SERANGOON PARK 10, Singapore 130856

Tell Us More About Your Business

You can fill this in with any additional information to help us understand your business better.

Description

The restaurant will sell authentic seafood

Verification

This also lets us contact you if we have questions or updates.

Applicant Details

Information provided here will be used to process your application. Please provide contact details for us to reach you with further questions, if needed.

UEN Type

Foreign ID

UEN Number

123-456789

Salutation

Mr

Name

Danny Tan

Contact Number

91234567

Email

info@secondstage.sg

☐

Add a secondary contact

Mailing Address

Hard copies of documents and licences will be sent to this address, if applicable.

2301 0123A XY FANTASTIC LP STREET ADDRESS, #FT-0123A, LP HAWK OF BUILDING, Singapore 123456

15-1 JALAN 10 BANG, #11-11, SERANGOON PARK 10, Singapore 130856

☐

Add a new mailing address

Application Details

Fill in the following details.

Intended Use

Based on your selections, this is your business intended use.

Restaurant

Property Details

Unit Floor Area

200.0 sqm

Property Owner Details

We will be contacting the property owner to verify that you have their consent.

Name

Danny Tan

Email

info@secondstage.sg

☐

Add another property owner

Upload Documents

Supported file formats: pdf, jpg, jpeg, png, xls,xlsx. Each file size must not exceed 2MB.

Submit Now

Floor Plan (Simplified)

Sampled.jpg

800 KB

Download sample

Landowner's Consent

Sampled.jpg

100 KB

Download sample

Submit For Later

The following documents will be required at a later date. You can upload them now, if they are ready.

Location Plan (Outline)

Document indicating the location of your premises with street and building (e.g. shopping centre). Download sample

Declarations

Please scroll to read and acknowledge the following clauses.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Change of Use

I hereby declare that:-

(a) I am the applicant but not the owner of the subject premises within the meaning of the term "owner" as defined in Section 2 of the Planning Act (Cap. 232, 1998 Ed.);

(b) I have obtained the consent of the owner in writing to make this application to the Competent Authority under the Planning Act, if and when requested, and produce the original copy of the owner's consent in writing for the Competent Authority's verification;

(c) The particulars given in this application are true and correct; and

(d) The submission is in accordance with the planning/construction submission requirements.

☒

I hereby declare that all of the above is true.

Save as Draft

Review Form

Step 14

On the Review Form page, click "Make Payment" if all information is correct.

If you would like to make any changes, click "Back to Edit Form".

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GOVERNMENT BUSINESS

FAQ

1

Fill in Form

2

Review Form

3

Make Payment

STEP 2

Review Form

Please review this carefully. You will not be able to edit it after submission. Processing time may be delayed if incomplete or inaccurate information is provided.

General Information

Company Details

Company Name

JBF Food Souls Pte. Ltd.

Unique Entity Number (UEN)

J12345678F

Registered Address

ZBCD-01234 MY FANTASTIC LP STREET ADDRESS,
#P1-0123A, LP NAME OF BUILDING, Singapore
123456

Organisation Type

Limited Partnerships

Premises Details

Premises Address

15-1 JALAN 10 RIANG, #11-11, SERANGOON PARK
10, Singapore 123456

Tell Us More About Your Business

Description

The restaurant will sell authentic Seafood

Verification

Applicant Details

ID Type

Foreign ID

ID Number

57145274C

Salutation

Mr

Name

Danny Tan

Contact Number

91234567

Email

molb.secondary@gmail.com

Mailing Address

Mailing Address

15-1 JALAN 10 RIANG, #11-11, SERANGOON PARK
10, Singapore 123456

Application Details

Intended Use

Based on your selections, this is your business intended use.

Restaurant

Property Details

Unit Floor Area

200.0

Property Owner Details

Name

Danny Tan

Email

molb.secondary@gmail.com

Documents

Floor Plan (Simplified)

Sample2.jpg

50.0 KB

Landowner's Consent

Sample1.jpg

99.1 KB

Location Plan (Optional)

Document indicating the location
of your premises within a multi-unit
building (e.g. shopping centre).

Declarations

General Declaration

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Change of Use

I hereby declare that-

(a) I am the applicant but not the owner of the subject premises within the meaning of the term "owner" as defined in Section 2 of the Planning Act (Cap 232, 1998 ED);

(b) I have obtained the consent of the owner in writing to make this declaration in this Form/Document.

☒ I hereby declare that all of the above is true.

Back to Edit Form

Make Payment

Step 15

On the Make Payment page, enter your credit card details and click "Pay and Submit".

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LICENSING

FAQ

1

Fill in Form

2

Review Form

3

Make Payment

STEP 3

Make Payment

Please review your fee and choose your payment mode.

APPLICATION	FEE	GST (7%)
Change of Use Urban Redevelopment Authority (URA)	\$500.00	\$35.00
Subtotal		\$500.00
GST total		\$35.00
Total		\$535.00

Billing Information

Card Number

4111 1111 1111 1111

Expiration Date

12 / 23

CVV

111

Name on Card

Danny Tan

☐ Save my card details

Your security is important to us. As such, we do not store your credit card details on our server. Instead, a secure payment gateway is used to encrypt and protect your data.

← Prev

Pay and Submit

Step 16

After submission, you can view the details on application confirmation page.

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LICENSING

FAQ

We have received your application.

A confirmation email has been sent to your email.

Submission ID: SUB190001664

Receipt ID: RN1909050101

APPLICATION	APPLICATION ID	AVERAGE PROCESSING TIME	PAYMENT	STATUS
Change of Use Urban Redevelopment Authority (URA)	GC190001506	10 Working Days	Paid	Processing

What's Next

We will start processing the following application:

Change of Use

If you have applications queued, processing will begin once the applications listed are approved. To keep you updated, emails will be sent each time your applications's status changes.

Alternatively, you may also login to the system to view the status of your applications.

Have a question about your application?

We can answer your questions by email or phone.

Contact Us →

Return to Dashboard

GoBusiness Licensing

FAQ

Contact Us

Privacy Statement

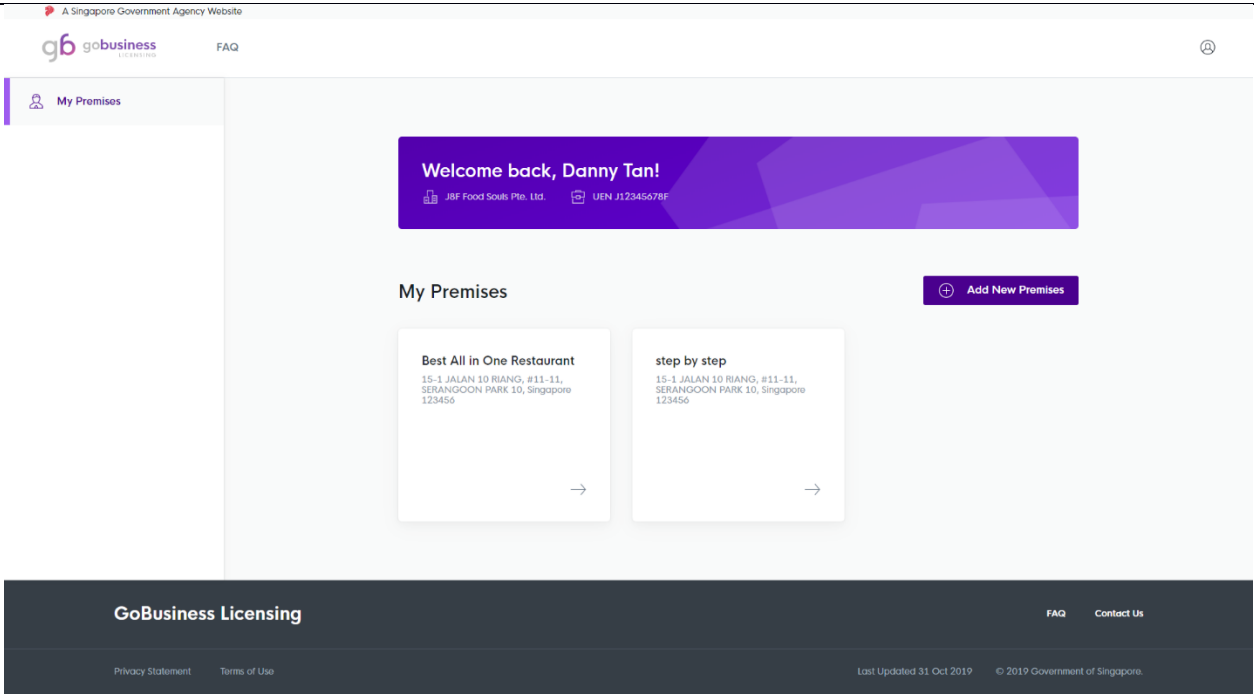
Terms of Use

Last Updated 31 Oct 2019

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Step 17

Log in to your Dashboard and click on the relevant premises to check on application Status.



Step 18

Refer to the card of the licence you want to check on for its status.

