

## Step 1 Renewal Opens

You can submit your renewal application from **3 months before your registration expiry** up till **1 month\* before your registration expiry**

\* It takes about 4 weeks to process the application

## Step 2 Submit your application

In **GoBusiness Licensing Portal**:

- Complete and submit the application form

## Step 3 Registrar Processes Your Application

The Registrar **may contact you for any clarifications** through your email address.

If satisfied that you are a **fit and proper** person, the Registrar will give **in-principle approval**.

## Step 4 Pay Renewal fee

Depending on your selected class of registration, you must **pay a registration fee of S\$250 or S\$350 per place of business within 30 days** after receiving in-principle approval from the Registrar.

## Step 5 Registrar Issues Your Certificate

After the Registrar receives your payment of the registration fees, the Registrar will send you an approval email notification with your **Certificate of Registration**.

