

Overview of Registration Process

Step 1 Submit Your Application

In LicenceOne:

- Complete and submit the application form;
- Choose registration period (1, 2 or 3 years); and
- Pay **S\$140 application fee**

Step 2 Registrar Processes Your Application

The Registrar may contact you for any clarifications.

If the applicant for registration is, in the opinion of the Registrar, a **fit and proper** person, the Registrar may give **in-principle approval** about **3 months** after receiving your application.

Step 3 Pay Registration Fee

You must pay a registration fee of **S\$300**:

- **per place of business**
- **per year of registration**

within **21 days** after receiving in-principle approval from the Registrar.

Step 4 Registrar Issues Your Certificate

After the Registrar receives your payment of the registration fees, the Registrar will email a link to you where you may **download the Certificate of Registration**.

