

Step 1: Let us know whether you are making fresh or renewal application



URBAN REDEVELOPMENT AUTHORITY

Our mission: **To make Singapore A Great City to Live, Work and Play In**

Singapore Government
Integrity • Service • Excellence
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Land Use Planning | Conservation | Land Sales | Development Control | Real Estate | Carpark

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:: URA e-Services Sitemap

The service hours for our e-Services is from 5:00am - 3:00am (including Sundays and Public Holidays) as we are closed daily between 3:00am to 5:00am for maintenance.

Type of e-Service	Estimated Time To Complete Form or Transaction
Apply for Planning Permission using Singpass	
Apply for change of use All change of use applications are to be submitted electronically via Online Business Licensing System (OBLS) . OBLS is a one-stop portal (managed by MTI) to apply for all the relevant Government registrations and licences for conducting business in Singapore. For enquiries and submissions, please call OBLS helpdesk at 6898 1595 or email them at OBLS@spring.gov.sg .	5 - 15 mins Apply Now
Renew temporary Written Permission to continue an approved use All renewal applications are to be submitted electronically via Online Business Licensing System (OBLS) . OBLS is a one-stop portal (managed by MTI) to apply for all the relevant Government registrations and licences for conducting business in Singapore. For enquiries and submissions, please call OBLS helpdesk at 6898 1595 or email them at OBLS@spring.gov.sg .	5 - 10 mins Apply Now
Apply for extension of Provisional Permission or Written Permission This e-service allows you to seek permission to extend a Provisional Permission (PP) or Written Permission (WP) granted earlier.	5 - 10 mins Apply Now
Apply for Outline Application This e-service allows you to test out a proposed land use, plot ratio or building height of a property before you decide whether or not to proceed with formal application.	5 - 15 mins Apply Now
Apply for minor development application This service allows you to apply for planning permission to undertake minor development works e.g. demolition, earthworks or additions & alterations to buildings.	5 - 15 mins Apply Now
Apply for Planning Permission through Electronic Development Application (EDA)	
Make EDA Submission The EDA system allows you to submit planning applications (eg. New erection, additions & alterations, amendment to approved works) electronically	10 -20 mins Submit Now
Pay fees for EDA submission This e-service allows you to pay your fees for EDA submission online.	5 mins Pay Now
Check EDA submission status	1 - 3 mins

Click here to apply for lodgment

Step 2: Click the checkbox and 'Next' to proceed



If you are a Limited Partnership (LP), [Click here](#) to proceed.

Welcome to Online Business Licensing Service!

You have been redirected to this portal from another website. We have added the relevant registrations, licences or permits into your licence selection. Please click on the "Next" button in that box to proceed with your online application.

Industries / Business Activities Government Agencies

LICENCES

- **Approval for Change of Use of Premises**
Before you proceed to rent or convert the premises for your business operation, it is advisable for you to check whether... [Read more...]

Click here to read details of guidelines

Next >

Licence Selection (Max. 10 selections)

Approval for
1. Change of Use of Premises

Refresh This List

Next >

Announcement

Changes to MINLAW/ IPTO Memorandum

Click here to proceed

Step 3: Provide details about the organisation (eg ACRA No.)

If you are a Limited Partnership (LP), [Click Here](#) to proceed.

Tell us more about yourself/organisation.

I am applying as a:

Please select one option from the following:

- Director/Business Owner (Sole Proprietor)/Would-be licensee applying for my business/company/organisation
- Member of a Professional Firm applying on behalf of my client
- Filer authorised to submit on behalf of my client/organisation

My organisation is:

ACRA registered.

If you are a Limited Partnership (LP), [Click Here](#) to proceed.

My Registration Number (UEN) is:

[See Examples](#)

[Forgotten your Registration Number \(UEN\)?](#)

Please ensure that you have your Registration Number (UEN) ready. If you do not have one, you will need to apply for a Business Registration or Company Incorporation. [More information on UEN.](#)

Non-ACRA registered.

My Non ACRA-registered Organisation Number is:

For non-profit organisation/committee(s); or those registered with ROS (Registry of Societies).

Individual

For non-ACRA and non-ROS registered.

For business licences or registrations that issue licences under the individual's name, OR your business falls under ACRA's list of [Exempted List of Businesses \(First Schedule\)](#)

For ACRA registered company

For non-ACRA registered company

For sole-proprietor

Proceed

Step 4: Prepare necessary documents before you proceed

Required Documents for Submission

Please prepare the following documents to complete your online submission.

URA Approval for Change of Use of Premises	
a. Floor plan	<ul style="list-style-type: none">• Please provide an internal layout plan with dimensions clearly indicated.• For multi-unit development (e.g. shopping centre or flatted factory), please provide a floor plan indicating the location of your premises.
b. Landowner;s consent	<ul style="list-style-type: none">• If the premises is leased from SLA or government agencies (e.g HDB, JTC), please attach their letter of consent as the owner.
c. Letter of undertaking (LOU)	<ul style="list-style-type: none">• If your application is for childcare centre in an landed house or restaurant/pub in a shophouse, a LOU is required (see sample attached).
d. Other Supporting documents	<ul style="list-style-type: none">• E.g. cover letter, clearances from relevant agencies such as NEA and SCDF.

Click here to see samples

Note: Uploading of supporting documents is available after all licence forms are completed.


Click "Proceed" to log on to SingPass. Or "Return" to go back to the previous page.

Return

Proceed

Click here to proceed

Step 5: Proceed with the Singpass login



The screenshot shows the SingPass login interface. At the top left is the SingPass logo with the text 'Singapore Personal Access'. To the right is a red banner with the same text. Below the logo is a 'Secure' indicator with a lock icon. On the right side, there are links for 'Terms of Use', 'FAQs', 'Help', and 'About Us'. The main heading is 'Welcome to SingPass Authentication Service'. There are two input fields: 'SingPass ID' with the value 'S1234567A' and a note '(Enter your Identification Number) e.g. S1234567G, G1234567G'; and 'SingPass' with a masked password '●●●●●●●●' and a note '(8-24 characters, CASE-SENSITIVE)'. Below the password field is a checkbox labeled 'Tick here to change your SingPass'. At the bottom of the form are 'Submit' and 'Cancel' buttons. A light blue arrow points to the 'Submit' button with the text 'Click here to proceed'. Another light blue arrow points to the password field with the text 'Key in SingPass particulars'. Below the form, there is a disclaimer: 'By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below.' followed by three links: 'For tips on Online Security, Click here.', 'Do not have a SingPass? Apply here.', and 'Forgot your Password? Reset here.' At the bottom, there is a section titled 'Important Notes' with four numbered items (a, b, c, d) detailing the terms of use and liability.

SingPass Singapore Personal Access

Secure

[Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

Welcome

to SingPass Authentication Service

SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Tick here to change your SingPass

Click here to proceed

Key in SingPass particulars

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

[For tips on Online Security, Click here.](#)

[Do not have a SingPass? Apply here.](#)

[Forgot your Password? Reset here.](#)

Important Notes

- You understand that SingPass is intended to help you authenticate yourself on the Internet. As there are inherent security risks on the Internet, you must carefully consider the degree to which you choose to rely on your SingPass.
- You will maintain secure possession of your SingPass. If you know or suspect that the security of your SingPass has been compromised, you must stop using SingPass and notify the SingPass operator immediately.
- The Government of Singapore ("Government") does not warrant or endorse any goods, services, information, accuracy or the privacy practice associated with any non-public sector websites ("Private Website") even though the Private Website may require the use of SingPass.
- You will not hold the Government liable for any damage or loss of any kind caused as a result (direct or indirect) of the use of any Private Website, including but not limited to any damage or loss suffered as a result of reliance on the contents contained in or available from the Private Website.

Step 6: Confirm Singpass particulars and proceed

ENTERPRISE ONE
Serving Singapore's Business Community

HOME RETRIEVE DRAFT CHECK STATUS MAKE PAYMENT LOGOUT HELP

ONLINE BUSINESS LICENSING SERVICE (OBS) apply new update renew terminate enquiry



Personal Particulars

UIN	S1234567A
Name	JAMES BOND
Gender	MALE
Nationality	SINGAPORE CITIZEN
Date of Birth	09/08/1965

Your personal particulars as shown above will be shared with other Government agencies for the processing of your application. Please refer to the [privacy statement](#) for more information. If you do not agree, please [logout](#) from this application.

Return

Proceed

Click here to proceed

Step 7: Fill in applicant's particulars in general form as required by OBLS

Complete Online Application Form

Your Draft ID is: 1677008.

All fields marked with an asterisk * are compulsory.

Click here if you wish to save draft and continue the application later

[Save As Draft](#) [Proceed](#)

General Information - Particulars

Applicant's Particulars
(Particulars of the Business Owner, Partner or Company Director)

Note: Either notify via SMS or email must be checked.

Salutation/Title * Dr Mdm Mr Mrs Ms

Name * JAMES BOND

NRIC/Passport/FIN * S1234567A

Nationality * SINGAPORE CITIZEN

Gender * MALE

Date of Birth (DD/MM/YYYY) * 08/09/1965

Designation * Director

Other Description (if OTHERS is selected)

Office Tel No * 61234567

Home Tel No

Mobile No (Notify via SMS)

Pager No

Fax No

Email * 007@gmail.com (Notify via email)

[Save As Draft](#) [Proceed](#)

Click here to proceed

Licence Application at Business.gov.sg - Windows Internet Explorer

https://licences.business.gov.sg/SHINE/sop/continue/OASIS/MegaForm/2/GeneralLicenceForm

File Edit View Favorites Tools Help

Licence Application at Business.gov.sg

ENTERPRISE ONE
Serving Singapore's Business Community

HOME RETRIEVE DRAFT CHECK STATUS MAKE PAYMENT LOGOUT HELP

ONLINE BUSINESS LICENSING SERVICE (OBLs) apply new update renew terminate enquiry

Progress Bar

Complete Online Application Form

1. Please read the instructions below.

- To proceed to fill up the form, please click on the "Fill Form" beside the section.
- To preview your application form, please click on the "Full Form Preview" button.
- If you wish to fill up the form at a later time, please click on the "Save Draft" button. Please take note of your draft id. Your draft will be saved for 90 days. To retrieve the draft, please click on *Retrieve Draft icon* at the top of the page.
- If you have selected **3 or more licences** (excluding the General Information form) for your application, you will need to complete **at least 2 licence(s) forms** before you can submit the forms.

Draft ID : 1676488
Note: You will need this ID to retrieve the draft application.

Section	Description	Agency	Time to Fill Form	Status	Actions
A	General Information	--	5 mins	Completed	Fill Form
B	Approval for Change of Use of Premises	URA	10 mins	Incomplete	Fill Form

Full Form Preview Save Draft

2. If you need help with completing the online application form, you can:

- Ask us a question
- OR email us at OBLs@spring.gov.sg
- OR call us at 68981595 (from Mon - Fri 8.30am to 5.30pm);
- OR go to any of the **CitizenConnect Centres** located near you (most operate from Mon - Sun 12pm to 8pm).

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Best viewed with Internet Explorer 6.x browsers in resolution 1024x768.
[Privacy Statement](#) | [Terms & Conditions](#) | [Disclaimer](#) | [Home](#) | [Help](#)

Start EnterpriseOn... Licence App... EnterpriseOn... Presentation OBLs form (o... Presentation1 Internet 100% 2:27 PM

This page shows that you have successfully completed entry for the General Section

Complete Online Application Form

1. Please read the instructions below.

- To proceed to fill up the form, please click on the "**Fill Form**" beside the section.
- To preview your application form, please click on the "Full Form Preview" button.
- If you wish to fill up the form at a later time, please click on the "Save Draft" button.
Please take note of your draft id. Your draft will be saved for 90 days.
To retrieve the draft, please click on *Retrieve Draft icon* at the top of the page.
- If you have selected **3 or more licences** (excluding the General Information form) for your application, you will need to complete **at least 2 licence(s) forms** before you can submit the forms.

Draft ID : 1677008

Note: You will need this ID to retrieve the draft application.

Section	Description	Agency	Time to Fill Form	Status	Actions
A	General Information	--	5 mins	Completed	Fill Form
B	Approval for Change of Use of Premises	URA	10 mins	Incomplete	Fill Form

Click here to proceed to licence form

Full Form Preview

Save Draft

2. If you need help with completing the online application form, you can:

- Ask us a question**
- OR **email us** at OBLs@spring.gov.sg
- OR **call us** at 68981595 (from Mon - Fri 8.30am to 5.30pm);
- OR **go to any of the CitizenConnect Centres** located near you (most operate from Mon - Sun 12pm to 8pm).

Step 8: Check the highlighted boxes after you have understood the requirements and proceed

Complete Online Application Form

All fields marked with an asterisk * are compulsory.

[Glossary](#) [Return](#) [Save As Draft](#) [Proceed](#)

Approval for Change of Use of Premises

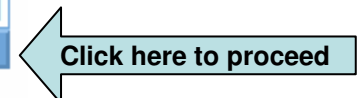
Pages [1 2 3 4 5 6 Next>>]

- You are advised to read the guidelines at [this link](#) before you proceed.
- Documents required for submission:
 - 1) **Landowner's consent**
 - If the premises is leased from SLA or government agencies (e.g HDB, JTC), please attach their letter of consent as the owner.
 - 2) **Floor plan**
 - Please provide an internal layout plan with dimensions clearly indicated.
 - For multi-unit development (e.g. shopping centre or flatted factory), please provide a **floor plan** indicating the location of your premises.
 - 3) **Letter of undertaking (LOU)**
 - If your application is for childcare centre in an landed house or restaurant/pub in a shophouse, a LOU is required (see [sample attached](#)).
- Please ensure that the submission is complete and correct to facilitate prompt processing of application. Otherwise, the application may be delayed.

Pages [1 2 3 4 5 6 Next>>]

[Glossary](#) [Return](#) [Save As Draft](#) [Proceed](#)

All fields marked with an asterisk * are compulsory.



Step 9: Select “Lodgment” and the appropriate lodgment category from the dropdown list



Complete Online Application Form

All fields marked with an asterisk * are compulsory.

[Glossary](#) [Return](#) [Save As Draft](#) [Proceed](#)

Approval for Change of Use of Premises - Licence Category

Pages [<<Previous 1 2 3 4 5 6 Next>>]

Licence Category

Licence Type *

Submission Type

DC Reference No [Retrieve Information](#)

Category

Lodgment Category *

- Please Select...
- Business Park
- Commercial Building
- Community Center
- HDB Shop
- HDB Living Quarters
- Shop Houses

Pages [<<Previous 1 2 3 4 5 6 Next>>]

[Glossary](#) [Return](#) [Save As Draft](#) [Proceed](#)

All fields marked with an asterisk * are compulsory.



Step 10: Fill in the details for the subject premises and proposed use



Complete Online Application Form

All fields marked with an asterisk * are compulsory.

[Glossary](#) [Return](#) [Save As Draft](#) [Proceed](#)

Approval for Change of Use of Premises - Licence Details

Pages [<<Previous 1 2 3 4 5 6 Next>>]

Property Address For Commercial Building

Road Name * Grange Road

House No/Building Name * 1 Orchard Building [Refresh List](#)

Postal Code * 239693

Change Of Use Details (Lodgment: Commercial Building)

1.

Approved commercial GFA at pedestrian link No

Floor No First Storey

Floor and unit (eg #02-03) # 01 - 111

Is Pedestrian Link? Yes No

Proposed New Use of the premises? * Restaurant [Refresh List](#)

[Definition Of Uses](#)

Description of Proposed New Use

Fine dining

Floor Area (Sq M) * 200

[Add](#)

Pages [<<Previous 1 2 3 4 5 6 Next>>]

Click here to refresh list of building names and uses eligible for lodgment

Click here for more details on the definitions of various uses

Step 11: Fill in additional particulars for applicant & if necessary the particulars for owner on additional page

Complete Online Application Form

All fields marked with an asterisk * are compulsory.

[Glossary](#) [Return](#) [Save As Draft](#) [Proceed](#)

Approval for Change of Use of Premises - Applicant Additional Particulars

Pages [<<Previous 1 2 3 4 5 6 Next>>]

Applicant Additional Particulars

Some information from general form will be autopopulated

Name *	JAMES BOND	
NRIC/Passport/FIN	S1234567A	
Nationality *	SINGAPORE CITIZEN	
Postal Code *	007007	Retrieve Address
Block/House No (If 'NULL' value appears, your official address does not have any block number.) *	7	
Road Name *	Marina Boulevard	
Floor and unit (eg #02-03)	# 11 .111	
Telephone No *	60070007	
Telephone Extension		
Fax No		
Mobile No		
Email	007@gmail.com	

Click here to proceed

Click here to retrieve address based on postal code

Provide additional information as required

Interest in Application

Agent	<input type="checkbox"/>
Applicant	<input type="checkbox"/>
Architect	<input type="checkbox"/>
Engineer	<input type="checkbox"/>
Lessee	<input type="checkbox"/>
Management Corporation Strata Title	<input type="checkbox"/>
Owner	<input type="checkbox"/>
Proprietor	<input type="checkbox"/>

Step 12: Read through and select the appropriate declarations

Select the appropriate radio button

All fields marked with an asterisk * are compulsory.

[Glossary](#) [Return](#) [Save As Draft](#) [Proceed](#)

Approval for Change of Use of Premises - Declarations Pages [<<Previous 1 2 3 4 5 6]

I hereby declare that:

Where I am the applicant but not the owner of the land within the meaning of the term owner as defined in Section 2 of the Planning Act (Cap 232, 1998 Ed), I have obtained the consent of the owner of the land to make this application to the Competent Authority under the Planning Act.

Where I am making this application on behalf of the applicant, I have been authorised by the applicant to make this submission on his behalf. Further, if the applicant is not the owner of the land, the applicant has obtained the consent of the owner of the land to make this application to the Competent Authority under the Planning Act.

- I hereby declare that the proposed change in use shown in the submitted forms and plans have complied with all relevant planning guidelines and I remain fully liable and responsible for any omission in the form/plan which are not in compliance with all planning requirements
- I also hereby declare that :
 - the premises is located within a building eligible for change in use lodgment as specified in Types 1 to 7 & 9 in Appendix 1;
 - the proposed change in use is to one of the purposes in any Use Class or to any use specified in Appendix 1 for the building where the premises is located;
 - the proposed change of use does not involve en-bloc conversion of the development
 - the premises is presently authorised to be used for:
 - a commercial use; or
 - a purpose in any of the Use Class or any use specified in Appendix 1 for the building where the premises is located;
 - the premises is not located within the car park of the building (including the ancillary areas of the car park), an approved covered or open walkway, a walkway within a pedestrian link, a public plaza or any other areas approved or authorised under the Planning Act for public use;
 - the change in use of the premises does not result in an increase in the floor area of the building where the premises is located;
 - the proposed use has not started;
 - no part of the premises comprises works that are unauthorised under the Planning Act (Cap 232);
 - I declare and undertake to ensure that any approval required from any other relevant authority for the change in use of the premises shall be obtained before making the change in use of the premises.
 - I understand that nothing shall be construed to exempt any person from otherwise complying with the provisions of the Planning Act (Cap 232, 1998Ed), the rules made thereunder and all other written laws for the time being in force.

[Glossary](#) [Return](#) [Save As Draft](#) [Proceed](#) Pages [<<Previous 1 2 3 4 5 6]

Click here to proceed

Step 13: Upload the necessary attachments (eg floor plans)

Please ensure that the total documents' file size are not bigger than **2MB**.
The licensing departments are **unable** to receive your attachments, should you exceed the threshold.

URA Approval for Change of Use of Premises

Floor plan

- Please provide an internal layout plan with dimensions clearly indicated.
- For multi-unit development (e.g. shopping centre or flatted factory), please provide a floor plan indicating the location of your premises.

1

Document(s) Format(s) : (*.DWG, DGN, BMP, TIF, JPG, PDF, GIF)

Landowner's consent

- If the premises is leased from SLA or government agencies (e.g. HDB, JTC), please attach their letter of consent as the owner.

2

Document(s) Format(s) : (*.BMP, TIF, JPG, PDF, GIF)

Letter of undertaking (LOU)

- If your application is for childcare centre in a landed house or restaurant/pub in a shophouse, a LOU is required (see sample attached).

3

Document(s) Format(s) : (*.BMP, TIF, JPG, PDF, GIF)

Other Supporting documents

- E.g. cover letter, clearances from relevant agencies such as NEA and SCDF.

4

Document(s) Format(s) : (*.BMP, TIF, JPG, PDF, GIF)

Submit Offline (Submission Details)

Submit Online

Browse... Upload

Floorplan.pdf [Remove]

Internal Layout Plan.pdf [Remove]

Submit Offline (Submission Details)

Submit Online

Browse... Upload

SLA owner consent.pdf [Remove]

Submit Offline (Submission Details)

Submit Online

Browse... Upload

Letter of Undertaking.pdf [Remove]

Submit Offline (Submission Details)

Submit Online

Browse... Upload

Cover letter.pdf [Remove]

NEA preconsultation letter.pdf [Remove]

Return Proceed

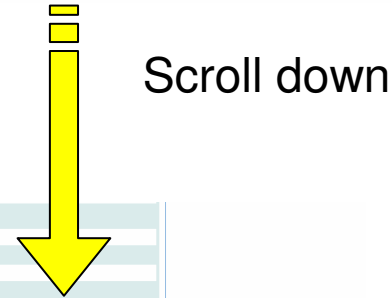
Click here to proceed

This page shows that you have successfully completed the application. You should proceed to make payment if you are satisfied with the information in the preview form.



Preview, Declare and Submit

1. You can click on the "Return" button to edit your application details, if applicable.
2. Please click on the respective Declaration box(es) before clicking on the "Submit Application" button.



Management Corporation Strata Title	<input type="checkbox"/>
Owner	<input checked="" type="checkbox"/>
Prospective Purchaser	<input type="checkbox"/>
Tenant	<input type="checkbox"/>
Contact Person	<input type="checkbox"/>

I hereby declare that:
 Where I am the applicant but not the owner of the land within the meaning of the term 'owner' as defined in Section 2 of the Planning Act (Cap 222, 1999 Ed.), I have obtained the consent of the owner of the land to make this application to the Competent Authority under the Planning Act.
 The particulars given in this application are true and correct.
 The submission is in accordance with the planning/conservation submission requirements.

List of Supporting Documents Attached
 URA Approval for Change of Use of Premises - Renewal
 a. Floor plan Floorplan 01-05.pdf
 b. Landowner's consent Owner letter.pdf
 c. Letter of undertaking (LOU) LOU.pdf
 d. Other Supporting documents (Submitting Offline)

DECLARATION

General

1. I declare that all the information given in this application form is true and correct.
2. I am aware that legal action may be taken against me if I had knowingly provided false information.
3. 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 from Licence Application at Business.gov.sg.

[Return](#) [Submit Application](#)




Step 14: Proceed to make payment before processing can commence



Thank you for using Online Business Licensing Service (OBLs).

Too many forms and licences?
Click here to eradicate them!



Summary

Application/Draft ID	No(s)	Licence Name	Status
C110503853	1	Approval for Change of Use of Premises	Application Submitted

Application Status

Application Details

Application ID: C110503853

Description: C110503853 [Edit](#)

Submitted on: 17/02/2011 07:53:04 PM

Remarks

- Please note the Application ID for future references.
- Please make the necessary payment before your application can be processed.

Licence Details

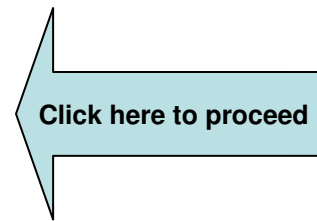
URA Approval for Change of Use of Premises Status: **Ready For Payment** [Withdraw](#)

Remarks from Government Agency

- Please proceed to make payment now, otherwise we will not be able to process your application.
- Please pay \$300.00* for Administrative Fee.

* Fee will be subjected to GST.

[Return](#) [Application Details](#) [Withdraw All](#) [Make Payment](#)



Proceed if the amount payable is correct

Payment

General Details				
Application ID	C110503853			
Description	C110503853			
Submitted on	17/02/2011 07:53:04 PM			
Payment Details				
S/N	Description	Amount (\$)	GST	
	Urban Redevelopment Authority			
1.	Approval for Change of Use of Premises - <i>Administrative Fee</i>	300.00	7%	
2.	GST Subtotal	21.00		
Total Amount Payable Excluding GST		300.00		
Total GST		21.00		
Total Amount Payable		321.00		

[Return](#) [Pay](#)



Click here to proceed

Step 15: Choose payment mode and you will redirected to a secured site to enter Your credit card or bank account information

IF YOU ARE USING A POP-UP BLOCKER, please add "https://www.psi.gov.sg" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed. If you are paying using eNETS Credit (or AMEX if available), or eNETS Debit, please click [here!](#)

 You are now on a secure site.

Please proceed to payment by clicking on the logo of your preferred payment mode:

Payment Mode	Description	Total Payable
	VISA/MasterCard payment mode Please have one of the following - VISA Credit Card, - MasterCard Credit Card, - MasterCard Debit Card or - Visa Electron Debit Card More	Amount: S\$ 321.00 Total payable: S\$ 321.00
	Internet Banking payment mode Please have the following - A valid Internet Banking account with Citibank, DBS, UOB, OCBC / Plus! More	Amount: S\$ 321.00 Total payable: S\$ 321.00

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For more information on each payment method, click on the "More" hyperlink of the respective payment mode.
- For **eNETS Credit (or AMEX if available)**, please add "www.enets.sg" to your list of allowed sites in the pop-up blocker settings as well.
- For **eNETS Debit**, please include "www.enets.sg", "dbsd2pay.dbs.com (for DBS/POSB Account holders)", "uniservices1.uobgroup.com (for UOB Account holders)", "www.citibank.com.sg (for Citibank Account holders)", "www.ocbc.com (for OCBC Account Holders)" and "www.plus.com.sg (for Plus! Account Holders)" to your list of allowed sites in the pop-up blocker settings as well.
- For **NETS CashCard**, please add "cashcardservices.nets.com.sg" to your list of allowed sites in the pop-up blocker settings as well.

Step 17: After successful payment, you will receive a Transaction Reply Slip, Acknowledgment letter and an email thereafter. You may like to print a copy for future reference. See samples below.



OUR MISSION
To make Singapore a great city to live, work and play in.

Tel : 63216557

Fax : 62274772 /62274792

Email: ura_daes_registry@ura.gov.sg

TRANSACTION REPLY SLIP

Your Change of Use submission has been received by URBAN REDEVELOPMENT AUTHORITY.

The details of submission are as follows:

DC Reference No:	ES20110215R0182
Payment Transaction ID:	CS1102151935
Applicant Name:	JAMES BOND
Date Received:	15/02/2011 09:33:53

Thank you for your submission. In most cases, you will receive a decision within 2 weeks.

URA is committed to, within 30 days, either process a qualified application with all required supporting documents or respond qualified, complete and correct applications to be approved.

URA is deemed to have responded to you if there has been an attempt to reach you by phone, fax, mail, email or any other communication, proof of postage would constitute proof of delivery.

Please print a copy of this acknowledgement slip for your future reference.

For any enquiries please direct your e-mail to ura_daes_registry@ura.gov.sg or call EDA Enquiry Line at 63293237

Date: 17/02/2011

JAMES BOND
7 MARINA BOULEVARD
#11-111
SINGAPORE 007007

Dear Sir / Madam

ACKNOWLEDGMENT OF LODGMENT SUBMISSION

**PROPOSED CHANGE OF USE OF
ADDRESS: 1 GRANGE ROAD
UNIT #01-111**

PROPOSED USE: RESTAURNT

1. This is to acknowledge that the above-mentioned proposal has been lodged with the Competent Authority pursuant to paragraph 4(1)(k) of the Planning (Changes in Use - Lodgment Authorisation) Notification.