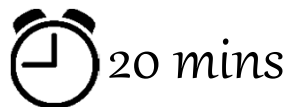


# How To Submit Renewal Application

On LicenceOne

(<https://licence1.business.gov.sg>)



1

**Login with SingPass**

2

**Select Your Profile – Individual or company?**

Are you applying as (i) an individual or (ii) for a company?

For (ii), please get ready your company's UEN account

3

**Renew Expiring Licence**

Select “Licence Application”, “Renew Expiring Licence”, “URA” & “Change of Use Approval”

4

**Key in Decision Number**

Select “New Submission”, key in decision number (e.g. P221210-10a1-E011) which can be found in TP invitation letter

5

**Provide Application Details**

NRIC/ID no., address, email and contact number of applicant and owner

6

**Provide Supporting Documents (If Any)**

Consent letter from landowner (e.g. JTC, HDB) & technical clearances from agencies

7

**Make E-payment**

Pay processing fees of \$535 to complete the application

# STEP-BY-STEP GUIDE

## RENEW TEMPORARY PERMISSION TO CONTINUE AN APPROVED USE

Step 1: Choose Licence and log in using SingPass/CorpPass		
SN	Procedures	Screenshot
1.1	<p>a. Go to URA Website (<a href="http://www.ura.gov.sg/corporate">www.ura.gov.sg/corporate</a>)</p> <p>b. Select “E-Services”</p> <p>c. Click “Development Control”</p> <p>d. Click “All renewal applications are to be submitted via LicenceOne” under Apply for Renewal of Use</p>	<p>Click “E-SERVICES” from URA home page</p> <p>Click “DEVELOPMENT CONTROL”</p> <p>Click hyperlink to renew application on LicenceOne</p>
1.2	<p>Log in using SingPass, CorpPass or LicenceOne User ID</p>	
1.3	<p><u>Only for SingPass log in.</u> For users who log in using CorpPass, skip this step</p> <p>a. Indicate if you are applying as a “Company” or “Individual”</p> <p>a. If you are applying as a Company, fill in Company’s UEN Account</p> <p>b. Click “Next” to proceed</p> <p><i>*UEN – Unique Entity Number</i></p>	<p>Indicate if you are applying as an “Individual” or “Company” If you are applying as a Company, fill in Company’s UEN Account accordingly</p> <p>Click “Next” to proceed</p>

1.4 a. Click "Licence Application"  
b. Click "Renew Expiring Licence"

1.5 a. Click "Government Agencies"  
b. Click "URA"

1.6 a. Click "Change of Use Approval"

**Step 2: Key in Decision No.**

2.1 a. Select Submission Type: **New Submission**  
b. Key in Decision No. (can be found in earlier approval granted or TP invitation letter)  
c. Click "Next" to proceed

## Step 3: Provide application details

- 3.1 a. Read and click on the "Terms of Use" checkbox

By clicking on the checkbox, I agree to be bound by the Terms of Use.

Read and agree to the "Terms of Use" by clicking on the checkbox

- 3.2 a. Fill in "Filer's Particulars"  
b. Click "Next" to proceed

*Note: All field marked with an asterisk (\*) are compulsory*

Fill up the information under "Filer's Particulars"

Click "Next" to proceed

All fields marked with an asterisk (\*) are compulsory

- 3.3 Read our requirements and click on all checkboxes

Read and acknowledge our requirements by clicking on the checkboxes

3.4 View details of the current renewal application

### View the Application Details

URA Approval for Change of Use of Premises - Renewal - License Category

---

Decision No P010101-11A1-2000  
 DC Reference No ES20110806RD187  
 Submission No 010101-11A1-2000  
 Proposal Description Desc of Proposal

**Property Address**

---

**Property Address : 1**

Postal Code	117611	Street Name	SCIENCE PARK ROAD
Building Name	CRIMSON, THE	Block / House No	31
Level No	111	Unit No	u111
Conservation Area	Bulk Flash (Christown)		

**Property Address : 2**

Postal Code	117612	Street Name	HARBOUR DRIVE
Building Name	PSA VISTA	Block / House No	20
Level No	121	Unit No	20874

**Temporary Permission Details**

---

Date of Approval of Temporary Permission? 10/12/2015  
 Date of Expiry of Temporary Permission? 12/12/2015

3.5 a. Indicate whether Applicant is the same as Filer (the one who fills in the form)

b. If 'Yes', details will be auto-populated

c. If 'No', please fill up applicant details

*Note: All field marked with an asterisk (\*) are compulsory*

### Applicant's Particulars

Is Applicant Same As Filer?  Yes  No

Select if the Applicant is same as Filer. If the Applicant is not the same as Filer, fill up "Applicant's Particulars"

Name *	<input type="text"/>	Telephone No	<input type="text"/>
NRIC/ FIN/ Passport No. *	<input type="text"/>	Telephone Extension	<input type="text"/>
Citizenship *	<input type="text" value="Please Select"/>	Mobile Number	<input type="text"/>
Postal Code *	<input type="text"/> <span style="border: 1px solid black; padding: 1px;">Retrieve Address</span>	Email *	<input type="text"/>
Block / House No *	<input type="text" value="Please Select"/>	Interest in Application *	<input type="checkbox"/> Agent <input checked="" 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"/> Prospective Purchaser <input type="checkbox"/> Tenant
Street Name *	<input type="text"/>		
Level No	<input type="text"/>		
Unit No	<input type="text"/>		
Building Name	<input type="text"/>		

E.g. 05-01 Key In 01

3.6 a. Fill in Owner/Co-Owner Particulars; if owner is a company, fill in "NA" or "-" for NRIC info

a. Click "Add" after entering details

*Note: All field marked with an asterisk (\*) are compulsory*

### Owner/Co-Owner Particulars

a Fill up the information under "Owner/Co-Owner Particulars"

Name *	<input type="text"/>	Key In 01	<input type="text"/>
NRIC/ FIN/ Passport No. *	<input type="text"/>	Building Name	<input type="text"/>
Citizenship *	<input type="text" value="Please Select"/>	Telephone No	<input type="text"/>
Postal Code *	<input type="text"/> <span style="border: 1px solid black; padding: 1px;">Retrieve Address</span>	Telephone Extension	<input type="text"/>
Block / House No *	<input type="text" value="Please Select"/>	Mobile Number	<input type="text"/>
Street Name *	<input type="text"/>	Email *	<input type="text"/>
Level No	<input type="text"/>	Interest in Application *	Owner
	E.g. 05-01 Key In 05		

b Click "Add" after you have entered Owner/Co-Owner Particulars details

Use the buttons to edit or delete Owner/Co-Owner Particulars

Sl No	Name	Passport No.	Citizenship	Address	Telephone No/ Mobile No	Interest in Application
1	URA	S1234567A	SINGAPORE CITIZEN	45 MAXWELL ROAD, URA CENTRE, THE 059118	61234567	Owner <span style="float: right;">✎ ✖</span>

Please click on the "Add" button to add a new owner/co-owner. Click "Add" again after you have made your amendments.

No need to fill in if you have selected "owner" in the above step 3.5

3.7

**Optional**

a. Fill in Additional Person Particulars

b. Click "Add" after entering details

*Note: All field marked with an asterisk (\*) are compulsory*

**a** Additional Person Particulars

Fill up the information under "Additional Person Particulars" (if needed)

Name \*  
 NRIC/ FIN/ Passport No. \*  
 Citizenship \*  
 Postal Code \*  
 Block / House No \*  
 Street Name \*  
 Level No.  
 Unit No.  
 Building Name

Mobile Number  
 Email \*  
 Interest in Application \*  
 Agent  
 Architect  
 Engineer  
 Lessee  
 Management Corporation Strata Title  
 Prospective Purchaser  
 Tenant

**b** Add

Click "Add" after you have entered details

SI.No	Name	Telephone No/ Mobile No	Interest in Application

All fields marked with an asterisk (\*) are compulsory

3.8

a. Click "Refresh List" to show payer list

b. Select the Payer

c. Enter and confirm Payer's email

*Note: All field marked with an asterisk (\*) are compulsory*

**a** Please click on "Refresh List" button to refresh the payer list

In the event of a refund, notification will be sent to the payer identified below.

**b** Select the Payer

SI.No	Name	NRIC/ FIN/ Passport No.	Who is Payer?
1	Kenny Obrien	S0239131G	<input type="radio"/>
2	JAMES BOND	S1234567A	<input type="radio"/>

Payer's Email \*  
 Confirm Payer's Email \*

**c** Enter and Confirm the Payer's Email

All fields marked with an asterisk (\*) are compulsory

3.9

a. Select appropriate declaration

b. Click "Proceed"

**a** Select the appropriate declaration by clicking one of the checkboxes

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 223:1998 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 the 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.

- The particulars given in this application are true and correct.
- The submission is in accordance with the planning/conservation submission requirements.

**b** Click "Proceed" to next page

Previous Proceed Save as Draft Save as Draft & Exit

### Step 6: Provide supporting documents (if any)

4.1

a. Upload the supporting documents.

b. Select the option "Offline Submission" to submit the documents to us separately or if you do not have any documents to submit

c. Click "Next" to proceed

**a** **b** You may Upload the supporting documents to submit as part of the application. Otherwise, select the option "Offline submission" to submit the documents to us separately, or if you do not have any documents to submit

**c** Click "Next" to proceed

Document Name Type Attachment Action

Landowner's Consent \*  
 If the premises are leased from the Singapore Land Authority/Housing Development Board or Jointing Town Corporation, please attach their letter of consent as land owner.  
 Acceptable File Format: DWG, DGN, BMP, TIF, JPG, PDF, GIF, DOC, DOCX  
 Acceptable File Size: maximum 2 MB

Location Plan  
 For multi-unit developments (e.g. shopping centre, retail factory), please attach a location plan indicating the location of your premises (see sample attached).  
 Acceptable File Format: BMP, TIF, JPG, PDF, GIF, DOC, DOCX  
 Acceptable File Size: maximum 2 MB

Floor Plan \*  
 A floor plan showing the proposed layout and usage of the premises (e.g. for restaurant proposals in shophouses, see sample attached).  
 Acceptable File Format: BMP, TIF, JPG, PDF, GIF, DOC, DOCX  
 Acceptable File Size: maximum 2 MB

Other Supporting Documents  
 These include a cover letter and clearances from other Government agencies (e.g. SCDF, TA, NEA, PUB) relevant to your proposed use.  
 Acceptable File Format: BMP, TIF, JPG, PDF, GIF, DOC, DOCX  
 Acceptable File Size: maximum 2 MB

Previous Next Save as Draft Save as Draft & Exit

- 4.2
- Review application details to ensure information provided is true and correct
  - Read and acknowledge the declarations by clicking on the checkbox
  - Click "Submit" to submit application

### Step 5: Make e-payment

- 5.1
- Click "Proceed with payment". You will be directed to PayPal payment portal for you to make payment accordingly

Description	Fee Type	Fee	GST	Sub Total
PA1810267914				
USA - Change of Use Approval	Processing Fee	\$500.00	7.00% (\$35.00)	\$535.00
R1820013969				
Grand Total				\$535.00

- 5.2
- Pay through PayPal account or with your debit/credit card

5.3 View and print the acknowledgement slip/receipt, if necessary

The screenshot shows the LicenceOne web application interface. At the top, there is a navigation bar with 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', and 'LICENSED ENTITIES'. Below this is a dashboard with icons for 'Dashboard', 'Applications', 'Licences', 'Payments', 'Requests for Action', 'Managed Returns', and 'Correspondences'. A progress bar indicates six steps: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment if Applicable), and 6. ACKNOWLEDGEMENT. The main content area displays a success message: 'Submitted successfully: 1 application(s)' with a green checkmark icon. Below this, it states 'You will be notified of the approval of your application via SMS/Email.' The application details are as follows:

Urban Redevelopment Authority			
Change of Use Approval			
Application Number	R1820013969	Payment Advice Number	PA1810267914
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID STAGE2 : N.A
Submission Number	B1820240578	Payment Amount(SGD)	\$535.00
Submission Date	25 Jul 2018 15:57:15		
Submission Name	B1820240578		

Below the table, there is a 'NOTE' section with the following text: 'Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column. Please note that the "Submission Name" is for your personal reference only. You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.'

At the bottom of the confirmation box, there are three buttons: 'VIEW RECEIPT', 'PRINT', and 'CLOSE'.