# GoBusiness Food Retail Licences (Amend, Renew and Cancel Licence) User Guide

Version: 1.0 31 Mar 2025

## CONTENTS

Chapter 1: Logging in to GoBusiness	3
Chapter 2: Amend Licence	7
Chapter 3: Renew Licence	
Chapter 4: Print Licence	
Chapter 5: Cancel Licence	

# Chapter 1: Logging in to GoBusiness

1. Go to <u>https://dashboard.gobusiness.gov.sg/login</u> on the Internet Browser. The Home Page will be displayed.



Home Page

2. Click Log In. The Login Page will be displayed.

#### GoBusiness (Amend, Renew and Cancel Licence) User Guide

Chapter 1: Logging in to GoBusiness



Log In For Individual Users

3. Click Log In for Individual Users.

#### GoBusiness (Amend, Renew and Cancel Licence) User Guide Chapter 1: Logging in to GoBusiness



Log In For Business Users

1. Click Log In for Business Users.



SingPass Login for Business Users

2. Use SingPass to login to the portal.

## **Chapter 2: Amend Licence**

Licensees are required to update their contact details, such as their mailing address, email and contact numbers, whenever there are changes. This will enable SFA to alert you of licence renewal reminders or to contact you as and when required.

Licensees are also required to seek approval from SFA for any structural changes to be made to the licensed premises before commencing works. This is to enable SFA to confirm that the changes in layout are in compliance with SFA's food safety regulations.

	Dashboard My Submissions	Licences V Apply Licences	Accreditations $\lor$	Levy $\lor$	$Help \lor$				0
	Search by Government Agency, Licence d	My Licences	number					Q	
		Renew Licences							
1	My Licences	Amend Licences							
L	.ast updated at 02:54pm 📀 Sync	Submit Returns							
-	All Licences (14) Due for Renewal (2)	Verify Licence tive Licences (10)	Other Licences (2)	Submit Ret	ums (0)				
	LICENCE NAME AND NUMBER		AGE	NCY STAT	rus	ISSUE DATE	EXPIRY DATE	ACTION	
	Registration to Import Live Frogs fo Licence No.: IW24L0142 • SFA	r Human Consum	ption SFA	Act	Ive	19 Dec 2024	30 Nov 2025	Manage via GoBusiness Licensing	
	Food Stall Licence Licence No.: SW25G79P1100_2025_01 • SFA		SFA	Act	ive	3 Feb 2025	2 Feb 2026	Select Action	
	Food Stall Licence Licence No.: SW25G79P1100 - SFA		SFA	Act	ive	3 Feb 2025	2 Feb 2026	Amend	
	Licence to Import Table Eggs Licence No.: IE24L0071_2024_01 • SFA		SFA	Exp	ired	25 Aug 2023	12 Jan 2025	Select Action	
	Licence to Import Poultry Licence No.: ID24K0048_2024_01 • SFA		SFA	Car	ncelled	21 Nov 2024	31 Oct 2025	Select Action V	1 Тор

**Amend Application** 

To amend the licence in active status:

- 3. Goto Licences>>My Licences. Then go to Active Licences tab.
- 4. Click **Select Action**>>**Amend** to proceed with the amendment.

## **General Information**

You are applying to am All fields are mandatory unless stated as © Estimated 20 mins to complete	end Food Stall Licence (SFA) pptoral. Please note that processing time may be delayed if incomplete or inaccurate	e information is submitted.
STEP 1 General Information Review and fit the following details for ap	splication.	
Profile I am applying I A an applicant O the best of applicant		
Applicant Detail Salestion Salest Norm		~
The form ID Type HINC Email		~
Entompalitic com Contact Number +66 V 9676 5432		
Company Detail Company Name MANAGEMENT PTE		
194800044M		
Potatal Code 117438 Block/House No. 20 Forer Review & Christian III	Rotrive Address  Street Name  Pair Reging Road  Ideal (Decod)  Baltice Name	Click Application
10 Reast Address	01. Magintree Buliness City	See Der Calls

Amend Application

- 5. Amend the populated fields if there are new changes.
- 6. Click **Application Details** to continue.

## **Application Details**

etails	
etails	
etails	
etails	
00_2025_01	
the retrieve by Click Retrieve the licence and	d retrieve your licence record.
Select Application Type	
ganise Details	

Application Details

- 7. Click **Retrieve** to populate the licence details.
- 8. Select Application Type as Organization if you are a Business User.

Chapter 2: Amend Licence

enp	
Fill the App	olicant's Details
tale [M]	
imate [F]	
4 No.	
# B#U9 74M/YYYY	0
action (Optional)	
kt .	~
ome fel Number [HME] Iobile Number [MBL] ffice Number [OFF]	
ome Tel Number [HINE] lobile Number [MBL] ffloe Number [OFF] Number (Optional)	
ome Tel Number [HME] toble Number [MBL] tlice Number [OFF] Number (Optional) V E.g. 8123 4567	
Inter El Number [HIRE]  ticle Number [OFF]  Number (Optional)  C.g. 8123 4567  Number (Optional)	
ome Tel Number [HME] toble Number [OFF] Title Number (Optiona) ✓ E.g. 8123 4567 + Number (Optionol) ✓ E.g. 8123 4567	
Intel Number [HME]           toble Number [OFF]           Mumber (Optional)           E.g. 8123 4567           Number (Optional)           V           E.g. 8123 4567           Number (Optional)           V           E.g. 8123 4567           Number (Optional)	
toble Number [HME] toble Number [OFF] tile Number [OFF] Nember (Optiona) > E.g. 8123 4567 Nember (Optiona) > E.g. 8123 4567 Nember (Optiona) > E.g. 8123 4567	
ome Tel Number [HME] toble Number [OFF] Member (Optional) ✓ E.g. 8123 4567 Nember (Optional) ✓ E.g. 8123 4567 Nember (Optional) ✓ E.g. 8123 4567 Nember (Optional) ✓ E.g. 8123 4567	

#### Applicant's Details

9. Amend the Applicant's Details which is the Licensee's details if there are changes.

Applicant's Address Details	Fill the Applicant's Address Details
Foreign [FOREIGN]	
Mailing Address	Fill the Mailing Address
Address Type	
O Local [LOCAL]	
Foreign [FOREIGN]	

Applicant's Address and Mailing Address

- 10. Amend in the Applicant's Address which is the Licensee's details if there are changes.
- 11. Please fill in the details of a Singapore Local Address.

Address Type		Select Local		
Foreign [FOREIGN]				
Applicant Local Address Format  Standard [STANDARD]		Select <b>Standard</b> and fi the address	ill	
Type of Premises				~
Local Address Postal Code			lick <b>Potrio</b>	vo Address
Local Address Postal Code	Retrieve Add	ress	lick <b>Retrie</b>	ve Address
Local Address Postal Code Block/House No.	Retrieve Add	ress	lick <b>Retrie</b>	ve Address
Local Address Postal Code Block/House No.	Retrieve Add           Street Name	ress	lick <b>Retrie</b>	ve Address
Local Address Postal Code Block/House No. Floor/Level @ (Optional)	Retrieve Add Street Name Unit (Optional)	ress Building Name (Optional)	lick <b>Retrie</b>	ve Address

Applicants Adress Type Local

- 12. Amend the Mailing Address details which is the Licensee's details if there are changes.
- 13. Please fill in the details of a Singapore Local Address.

Interferences     Interferences	Mailing Address Address Address Type  to Local (LOCAL)  fromgin (PORBON)  Applicant Local Address Format  Standard (STANDARD)	Select <b>Local</b> Select <b>Standard</b> and fill the address	
Mailing Address       Click Retrieve Address         Pead Code       @ Retrieve Address         Elect/Hose No.       Street Name         Floor,Level @ (Optional)       Edding Nome (Optional)         Eg: 01, 81, 054       Eg: 05-         Click Reset Address       >         Worth Control       Eg: 05-         Click Reset Address       >         button to reset the address details.       >	Type of Premises Select	v	
Resc/Level @ (Optional)     Unit (Optional)     Building Name (Optional)       Eg al., att.     Eg allow     Click Reset Address button to reset the address details.	Mailing Address Postol Code Block/House No. V	Click Retrieve Address	
	Roor/Level @ (Optional) If gr 01, 81, 014	Unit (Option)     Building Name (Optional)       Egradia     Click Reset Address button to reset the address details.	

Mailing Adress Type Local

# Organisation Operating Address and Contact Details (applicable if the licence is issued under Business)

Organis Address Type Local [LO Foreign [F	ation Operating Address	 Fill the Organisation Operating Address	
Organis Telephone Nu	ation Contact Details	 Fill the Organisation Contact Details	
Fax Number (	Optional)		
+65 🗸	E.g. 8123 4567		
Business Emai	1		
UEN of Forme	r Company (Optional)		
			0/20

Organisation Address and Contact Details

- 14. Amend the Organisation Operating Address and Organisation Contact Details which is the Licensee's details if there are changes.
- 15. Please fill in the details of a Singapore Local Address.

#### **Business Operating Address (refers to the food retail address)**

Select		~	
Business Operating Address			
Postal Code			
	Retrieve Address		
Block/House No.	Street Name		
~		~	
Floor/Level (Optional)	Unit (Optional) Building Name (Optional)		
Eg: 01, B1, 01M	Eg: #05-01, use 01	$\sim$	
Co unaer virginas			
Business Operating Addres	ess - Additional Level/ Unit No		
Business Operating Addre	ess - Additional Level/ Unit No		
Business Operating Addre	ess - Additional Level/ Unit No		
Business Operating Addre	ess - Additional Level/ Unit No	0.3	
Business Operating Addre Level (Optional)	ess - Additional Level/ Unit No	0/3	
Business Operating Addres Level (Optional) Unit No. (Optional)	ess - Additional Level/ Unit No	0/3	
Business Operating Addres Level (Optional) Unit No. (Optional)    Add	ess - Additional Level/ Unit No	0/3	
Business Operating Addres Level (Optional)     Add  No. Level	ess - Additional Level/ Unit No Click Add	0/3	

#### Amend Application

16. Add the additional level and unit number in the Business Operating Address – Additional Level/Unit No section if there are new changes.

### **Application Details**

usiness radine (As displayed at premises of on signboard) (Optional)	
	0/100
Business Operating Hours - 24hrs	97 X YY
Yes [Y]	
Brief description of food business	

Application Details – Business Operating Hours (Yes)

	0/100
isiness Operating Hours - 24hrs	
) Yes [Y]	
not 24hrs - From	
Select Time	G
not 24hrs - To	
not 24hrs - To Select Time	0
not 24hrs - To Select Time	٢

Application Details – Business Operating Hours (No)

- 17. Amend the Business Name (As displayed at premises or on signboard) if there are changes.
- 18. Amend the **Business Operating Hours** if there are changes.

### Food Hygiene Personnel Details

NRIC/ FIN	- Enter	r all the			
iame as in NRIC/TIN	ae	etalis			
			0		
iex				00	
Select			~		
Date of Birth					
DD/MM/YYYY			0		
Itizenship					
Select			~		
Nork Permit Expiry Date (Optional)					
DD/MM/YYYY			0		
'ourra Tana					
.course rype iote: () Food Safety Course Level 1 = Basic Food Hygiene Course ii) Fo idvanced Food Hygiene Officer course	od Safety Course Level 2 = Refresher Food Hygiene	Course III) Food Safety Course Level 3 = Food Hygi	ne Officer Course iv) Food Safety Course Level & -		
Select			~		
tole @					
Select			~		
Course Passed Date					
Course Passed Date DD/MM/YYYY			0		
Course Passed Date DD/MM/YYYY Course Type					
Course Passed Date DD/MM/YYYY Course Type Kall State Course Level 1 + Basic Food Higgine Course II) Fo Kananad Food Higgine Officer course Course II) Fo	od Safety Course Level 2 + Refresher Food Hygien	e Course III) Food Satisty Course Level 3 + Food Hyg	ene Officer Course Iv) Food Saftry Course Level 4		
Course Passed Date DD/MM/YYYY Course Type Note (i) Food Safety Course Level 1 = Basic Food Hagiene Course (i) Fo Mannad Food Hagiene Officer course Safect	od Safety Course Level 2 = Refresher Food Hygien	e Course III) Food Satelry Course Level 3 × Food Hrg	ene Officer Course Iv) Food Safety Course Lavel 4		
Course Passed Date DD/MM/YYYY Course Type Kell: Flood Latery Course Level 1 + Basic Flood Hegiene Course II) Fol Madanced Flood Hegiene Officer course Safect Rate ©	od Soflety Course Level 2 × Rethesher Food Høglen	e Coarse III) Food Sathry Coarse Level 3 - Food Heg	ane Officer Course In) Food Safety Course Level &		
Course Passed Date DD/MM/YYYY Course Type Kell (Find Statety Course Level 1 + Book: Find Highere Course II) For Khonened Find Highere Officer course SafetCt SafetCt	od Safety Course Level 2 - Refresher Food Hegien	e Course III, Food Satety Course Lavel 3 + Food Hyge	ene Officer Course M) Food Saftery Course Level &		
Course Passed Date DD/MM/YYYY Course Type Keile (Food startly Course Level 3 + Brack Food Highere Course ()) Fo Khancool Food Highere Officer course Safect Safect Course Passed Date DD BMA ADDRE	od Safety Course Level 2 + Refresher Food Hygien	e Course B) Food Softry Course Level 3 - Food Hyg	ane Officer Counte Iv) Food Satety Counte Lavel 4		
Course Passed Date DD/MM/YYYY Course Type Kells Food Later Course Level 1 + Basic Food Hegiene Course II) Fo Kells Course Course II) Food SafetCl Course Passed Date DD/MM/YYYY	od Soflety Course Level 2 × Rethesher Food Høglen	e Course III) Food Sathry Course Level 3 - Food Hrg	ane Officer Course Iu) Food Sattery Course Lavel &		
Course Passed Date DD/MM/YYYY Course Type Kalonced Food Higgine Officer course II) Fit Kalonced Food Higgine Officer course Select Course Passed Date DD/MM/YYYY Contoct No. (Optional)	od Safety Course Level 2 + Refresher Food Hegien	e Canne III) Food Satery Caune Lavel 3 + Food Hyge	ene Officer Course My Food Safety Course Level &		
Course Passed Date DD/MM/YYYY Course Type Home Event 1 + Basic Food Hagiene Course II) Fo Home Course II Fo Home Course Passed Date DD/MM/YYYY Contract No. (Optional) 465 V Eg. 8123 4567	od Satery Course Level 2 - Retrester Food Hygien	e Coune III; Food Sately Coune Level 3 = Food Hyg	ane Officer Counse Iv) Food Softery Counse Level 4		
Course Passed Date DD/MM/YYYY Course Type Have (5 hood targets Course Level 1 + Basic Food Hagtere Course II) Fo Have on the food Hagtere Officer course Select  Role o Select Course Passed Date DD/MM/YYYY Control two (Optional) 46  (0, 8123 4567 Enail Address (Optional)	of toter, Course Level 2 - Retrester Food Hegger	e Coanse Hij Food Sattry Coanse Level 3 - Food Heg	ane Officer Course Iuly Food Sattery Course Level &		
Course Passed Date DD/MM/YYYY Course Type Kdoncod Float Hygiene Clause II + Basic Fload Hygiene Course II Fit Kdoncod Fload Hygiene Officer course Sofiel: Course Passed Date DD/MM/YYYY Contoct No. (Optional) +46 \sigma (0,9100.001) +46 \sigma (0,	od Safery Course Level 2 - Retreater Food Hegger	e Conne II) Food Satery Coune Level 3 - Food Hyg	een Officer Course My Food Satiny Course Level 4		
Course Passed Date         DD/MM/YYYY           Course Type         Select	od Sately Course Level 2 - Reference Food Hargier	e Conne III Food Sattery Coune Level 3 - Food Heg	ane Officer Course In/) Food Stating Course Level &		
Course Passed Date DD/MM/YYYY Course Type Keen Course Type Keen Course Type Keen Course Type Select Course Passed Date DD/MM/YYYY Contoct Ne. (Optional) 465	ed Safety Course Level 2 + Refresher Food Høgder	e Conne ill Food Sattry Coune Level 3 + Food Hyg	ee of Birth C	Izensbip	Actions

Food Hygiene Personnel Details

19. Amend or Add new Food handler Details.

Chapter 2: Amend Licence

contact Details  n (Optional)  c.  Click Add button to add	0/66	
n (Optional) a. < Eg. 8123 4567 Click Add button to add	0/66	
n (Optional) / E.g. 8123 4567 Click <b>Add</b> button to add	0/66	
n (Optional) / E.g. 8123 4567 Click <b>Add</b> button to add	0/66	
e. E.g. 8123 4567 Click <b>Add</b> button to add	0/66	
e. Click <b>Add</b> button to add	0/100	
c. / E.g. 8123 4567 Click <b>Add</b> button to add	0/100	
c. Eg. 8123 4567 Click <b>Add</b> button to add		
Click <b>Add</b> button to add		
Click <b>Add</b> button to add		
Click <b>Add</b> button to add		
Add details.		
Salutation Name Designation Con	tact No.	Actions
I available in table		

**Emergency Contact** 

20. Amend the **Emergency Contact** details if there are changes. A minimum of one contact is mandatory.

#### **Attach Supporting Documents**

File Type		click Add. The	e details will be added.
Only 1 file of 2 MB or less.     File name must have no more than 1     Drop a file here or click to uplo     ①      ①	ad Click Add k supporting c	s (0-9), underscores (_), and twphens (-) are putton to ocument ils	catiowed.
File Type		Attachment	Act
No data available in table			
		(- Gana	arel Information

**Upload Supporting Documents** 

21. Select the **File Type** and upload the supporting document. Click **Add.** The document is added successfully.

Type			
ielect		~	Added successfully Your new information has been
Attachment Only 1 file at 2 MB or less.			æ
Hie name must have no more than 130 characters and no spaces. Unity letters (a-z), numbers (U-V), under	/scores (), and hyphons (-) are allowed.		
Drop a file here or click to upload			
Drop a file here or click to upload			
Orop a file here or click to upload			
Drop a file here or click to upload    Add   File Type	Attachment		Actions

**Uploaded Document** 

22. Click **Review Form** to proceed and submit the application.

## **Review Form**

**Review and Declare** 

	eners Review Form Please review the following deters come	Scroll down for all the	
	General Information	sections and review the filled form.	
	Factorie Las applicant		
	Applicant Detail		
	Dufast Ukar 6) Syn 4 6 Hansaur NBC, ***2560 Kinal		
	Advanturespectrum Center Innova ed 1977 1214 Manna ISA facet Refer Assess 3, 413, 111, Baltik Tamer Streamers AdV3A.		
	Application Details for Food Stall Li Applicant's Details	cence (SFA)	
	ALEANENN (M.) Inn Familie Data of the		
	GL/10/2000 Insequences - - - -		
	- Premary Novie of Limited The Information controls with a control or commutation with SFA. Preme opticity and Modeline Noview [Will]	randed Fires on any designs.	
Г	Supporting Documents	Click Doo	laration to
	Click <b>Back to Edit</b> for editing the application.	declare an applic	d submit the cation.
		(- Kakufal)	

**Review Form** 

23. Click **Back to Edit** to continue editing the application.

24. Scroll down to review the filled details and click Declare to submit the application.

eneral Declaration		
declare that all the information given in this app	ation form is true and correct.	
am aware that legal action may be taken again	me if I had knowingly provided false information.	
agree that in any legal proceedings, I shall not a ecorded in or produced in this application.	oute the authenticity or accuracy of any statements, confirmations, records, ackr	nowledgements, information
ood Stall Licence (SFA)		
am aware that the Singapore Food Agency (SFA roper order.	vould only be able to process my application(s) when all relevant supporting do	cuments are received and are in
am aware that the SFA is required to collect per- ct 2019 and I hereby consent to the SFA's collec he processing of such application(s). I hereby fur sovernment entities authorised to carry out speci	nal information from time to time to carry out its various functions and duties und on and use of all information provided by me in the course of any application I h or consent to the SFA sharing my information in such application(s) with other Go Government services, unless prohibited by legislation.	er the Singapore Food Agency ave made to the overnment agen Click Submit.
bareby declare that all of the above is true	Click Poview Form to	
hereby decidie that all of the above is the.		

Declare Form

- 25. Check the declaration.
- 26. Click **Review Form** to review the form again.
- 27. Click **Submit** to submit the declaration and continue to acknowledgment page.

### Acknowledgement

An Acknowledgement for this application will be displayed.

We have A confirmation	e received your application email has been sent to you.				
					Successfully submitted × You have successfully submitted.
	Application Status				
	APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS	
	Food Stall Licence	FC254812746	7 working days if application is complete and in order.	Submitted	
	Next Steps Your application is being processed. We will send yo	ou an email when your application status changes. Y nss Helpdesk at 63363373 or email AskGoBizecrims	fou can also log in below to check sonlogic.com.sg.	Click <b>Return t</b> Dashboard	o
		-		N	
				Return to Dashboard	$\rightarrow$

#### Acknowledgement

- 28. The acknowledgement mail will be sent to your registered email.
- 29. Click Return to Dashboard to exit.

## **Chapter 3: Renew Licence**

The Applicant is required to make payment to renew the licence.

gobusiness Dashboard My Submission	Licences V Accreditations V	Levy $\lor$ Help $\lor$		Q
My Submissions Last updated at 01:45pm 🔂 Sync All Submissions (80) Action Required (1)	Draft (41) Processing (10) Complet	ed (28)	Click Select Action>>Pay	
Food Stall Licence Licence (New) - SFA	Pending Payment	Application: FC254812794	Updated: 3 Feb 2025, 01:01pm	
<ul> <li>A. mondering what each status mean</li> </ul>	If yiew four Application statuses rable	in our PAG.	Withdraw	

Payment Screen

30. Go to My Submissions>>Actions Required.

31. Click **Select Action**>>**Pay** for the licence with Pending Payment status.

ayment			
se review your fees and make payment.			
DESCRIPTION		057	AMOUNT
Food Stall Licence			
Application Fee		-	\$13.00
		Subtrated	\$13.00
		Amount Payable	\$13.00
Payment method			
Please choose a payment method.			
We Accept	Enter Card Details		
Add Card Details			
4242 02 / 26 123 Save	with link		
What is a CVC?			
Save as my new default card			
Make Payment $ ightarrow$	Payment		

**Payment Screen** 

#### Download Payment Invoice

The Applicant can download the invoice for the licence fee paid in payment page.

Ne have received your application hank you for your application. You will receive updates on it via email.			
	osī	AMOUNT	
Food Stall Licence Application Fee		\$13.00	
Click Download Tax Invoice	Subitatal Total Paid	\$13.00 \$13.00	
Next Steps We will send you an email notification when there are changes to your application status. Atternatively, you may log in to track your sta For application enquiries, you may contact GoBusiness Helpderk at 63363373 or email AskGoBizectimonlogic.com.sg.	tue via the dashboard below.		
		Return to Dashboard $ ightarrow$	

Download Invoice

32. Click **Download Invoice** button to download the invoice in pdf format.

## **Chapter 4: Print Licence**

The Applicant can self-print the licence for new/renew/amend approved application by following the below steps.

gobusiness SINDAPORE Dashboard My Submissions	Licences V Accreditations V	∠ Levy ∨ Help ∨			0
Search by Government Agency, Licence or As	oplication name/number			Q	
My Submissions					
Unable to retrieve your applications. Click on th	e Sync button above to try again, or <u>con</u>	tact us 🗅 if the issue persists.			
All Submissions Action Required Draft Pro	cessing Completed				
<ul> <li>Verw To download your payment invoid</li> <li>Click within the "Select Action ~ " men</li> <li>Select Download invoice or Download</li> </ul>	ice or licence file for your applicat u I Licence Files if they are available	ions:			
Food Shop Licence Licence (New) - SFA	Approved	Application: FC254813036 Licence: 5W25H26A000_2025_01	Updated: 4 Feb 2025, 12:01pm	Select Action V	
Food Stall Licence Licence (New) - SFA	Approved	Application: FC254812926 Licence: 5W25079P1100_2025_02	Updated: 3 Feb 2025, 06:01pm	Duplicate Download Invoice	
Food Stall Licence Licence (New) - SFA	Approved	Application: FC254812794 Licence: SW25G79P1100_2025_01	Updated: 3 Feb 2025, 02:01pm	Download Licence	1 Top

**Download Licence** 

- 33. Go to My Submissions>>Completed.
- 34. Click Select Action>>Download Licence for the licence with Approved status.
- 35. Click **Download Licence** button to view and download the Licence and Licence Conditions.

Name	Last Modified	File Size
2b569dba-1961-4d99-8e7b-22691ccb51d3-G28_L1T-58-FR         -9fcaa2aa-b7bd.4670-9c6c-d80200b18290-SW25         _2025_02_LicencePreview_SW25311J000.pdf           Open FlatDocument	2025-02-23 06:20:06	5.9 KB
B           48d757ed-2b6a-49ab-ae76-5c5272dfec10-G2B_L1T-58-FR        956412/9-954a-407d-8630-aaaa8c3440e9-SW25;	2025-02-23 06:20:06	57.8 KB
Sef2d215-1b62-440c-atad-fea48f2c5149-G28_11T-58-FR*         ***         -3b9219e7-3629-4248-ac22-01522ae73b60-SW25        2025_02_CERT_FOODSHOPCOVERLETTER_SW25311J000.pdf           Open FieldScument         Open FieldScument         ***         -3b9219e7-3629-4248-ac22-01522ae73b60-SW25        2025_02_CERT_FOODSHOPCOVERLETTER_SW25311J000.pdf	2025-02-23 06:20:06	26.6 KB
<u>9288002a-c470.428c-82e8-0540b0adab60-G28_L1T-58-FR</u> <u>-9ed49b04-2dae-4a58-ae1b-3e816d464845-SW25</u> <u>_2025_02_CERT_FOODSHOPCERTIFICATE</u> _SW25311J000.pdf (2)             Open FieldSourcent	2025-02-23 06:20:06	42.0 KB

#### **Download Licence**

36. **Print** the downloaded Licence to **display** at the Foodshop/Supermarket/Foodstall. Licensee may also refer to the licence conditions attached (file name with COA).

## **Chapter 5: Cancel Licence**

Food Shop, Supermarket or Food Stall that have stopped/ceased their business operations and no longer require their licence should cancel the licence at the point of cessation.

Please note that you remain responsible for all activities at the licensed premises until the licence is officially cancelled.

g6 gobusin	Dashboard My Submissions	Licences V Apply Licences	Accreditations $\lor$ Le	evy ∨ Help ∨				0
	Search by Government Agency, Licence a	My Licences	number				Q	
		Renew Licences						
	My Licences	Amend Licences						
	Last updated at 02:54pm 📀 Sync	Submit Returns						
	All Licences (14) Due for Renewal (2)	Verify Licence tive Licences (10)	Other Licences (2)   Su	ıbmit Returns (0)				
	LICENCE NAME AND NUMBER		AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION	
	Registration to Import Live Frogs fo Licence No.: IW24L0142 + SFA	r Human Consum	otion SFA	Active	19 Dec 2024	30 Nov 2025	Manage via GoBusiness Licensing	
	Food Stall Licence Licence No.: SW25G79P1100_2025_01 • SFA		SFA	Active	3 Feb 2025	2 Feb 2026	Select Action V	
	Food Stall Licence Licence No.: SW25G79P1100 - SFA		SFA	Active	3 Feb 2025	2 Feb 2026	View Form Amend	
	Licence to Import Table Eggs Licence No.: IE24L0071_2024_01 • SFA		SFA	Expired	25 Aug 2023	12 Jan 2025	Select Action V	
	Licence to Import Poultry Ucence No.: ID24K0048_2024_01 • SFA		SFA	Cancelled	21 Nov 2024	31 Oct 2025	Select Action $~\lor~$	Тор

**Cancel Application for Active Licence** 

To cancel the licence in active status:

- 37. Goto Licences>>My Licences. Go to Active Licences tab.
- 38. Click **Select Action**>>**Cancel** for the licence with active status.

## **General Information**

You are applying to cancel Food Stall Licence (SFA)	
All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate	information is submitted.
C manager to and in control	
STOP 1	
General Information Review and fill the following details for application.	
Profile	
As an opplicant	
On behalt of applicant	
Applicant Detail	
Mdn	o v
Name	
Tim Tom	
ID Type	
NRIC	~
smoneobc.com	
Contact Number	
+65 V 98765432	
Company Detail	
MANAGEMENT PTE	
UIN	
194800054M	
Entity Type	
Local Company	~
Registered Address	
117438 @ Retrieve Address	Click
Block/House No. Street Name	
50 V Pasir Penjang Road	Application
Poor/Level @ (Optional) Unit (Optional) Building Name	Details
10 01 Mopletive Business City	
	Sove Disatt Application Details ->

Cancel Application for Active Licence

39. Fill the applicant details who is submitting the cancellation.

## **Application Details**

STEP 2 Application Details Fill in the following details.	to cancel Food Stall Licence (SFA)		
Licence Details Licence Number SW25G79P1100_2025_01 Please click on the retrieve Retrieve	lick <b>Retrieve</b>		
Owner Organisation De Applicant Type Select	Select Application Type	~	

**Application Details** 

- 40. Click **Retrieve** to populate the licence details.
- 41. Select **Application Type** as Organization if the licence is issued to Business.

### **Termination Request**

ö
~
0/200

### **Termination Request**

- 42. Enter the Effective Date of Cancellation
- 43. Select the **Reason for Cancellation** from the dropdown list.
- 44. Enter the **Remarks** if any.
- 45. Click **Review Form** to proceed and continue the application.

## **Review Form**

**Review and Declare** 

Review Form Preserview the futlowing details corefully. You will not be	Scroll down for all the	
General Information	sections and review the filled form.	
Profile I min experiment As an applicant		1
Applicant Detail Intention None Tay Tay Tay Tay Tay Tay Tay Tay Tay Tay Tay Tay Tay Tay Tay Tay		
Telck if you prefer to receive status updates of licence application via SMS -		
Termination Request Bitma (Savetaine 24/07/995 Newson Consultation Ones (OT Savetaine canvai		
Click <b>Back to E</b> editing the appli	dit for cation.	Click <b>Declaration</b> to declare and submit the application.
	← Back to Edit Decis	alan 🛶

**Review Form** 

46. Scroll down for all the sections to review the details and click **Declare** to submit the application.

TEP 4	
Declaration	
Please scroll to read and acknowledge the following clauses.	
General Declaration	
I declare that all the information given in this application form is true and	id correct.
I am aware that legal action may be taken against me if I had knowingl	ly provided false information.
I agree that in any legal proceedings, I shall not dispute the authenticity recorded in or produced in this application.	y or accuracy of any statements, confirmations, records, acknowledgements, information
Food Stall Licence (SFA)	
I am aware that the Singapore Food Agency (SFA) would only be able to proper order.	to process my application(s) when all relevant supporting documents are received and are in
I am aware that the SFA is required to collect personal information from Act 2019 and I hereby consent to the SFA's collection and use of all info the processing of such application(s). I hereby further consent to the SFA Government entities authorised to carry out specific Government service	time to time to carry out its various functions and duties under the Singapore Food Agency simulation provided by me in the course of any application I have made to the A sharing my information in such application(s) with other Government agency es, unless prohibited by legislation. Click Submit.
hereby declare that all of the above is true.	Click <b>Review Form</b> to
Check the box for declaration	Teview the form again.
decidiation.	
	$\leftarrow$ Review Form Submit $\rightarrow$

Declare and Submit Form

47. Check the declaration.

- 48. Click **Review Form** to review the form again.
- 49. Click **Submit** to submit the declaration and continue to acknowledgment page.

### Acknowledgement

An Acknowledgement for this application will be displayed.

We have	e received your applic	cation			
					Successfully submitted × You have successfully submitted.
	Application Status				
	APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS	
	Food Stall Licence	FC254812746	7 working days if application is complete and in order.	Submitted	
	Next Steps		Г	Click Return to	
	Your application is being processed. We will send you an email when your application status changes. You can also log in below to check For application enaulties, you may contact CoBusiness Helpdesk at 63363373 or email AskCoBizacrimsonloaic.com sa				-
				$\backslash$	
				Return to Dashboard	$\rightarrow$

#### Acknowledgement

50. The acknowledgement mail will be sent to your registered email.

51. Click Return to Dashboard to exit.