GoBusiness Import Licence Common Modules User Guide

Version: 1.0

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Chapter 1: About this Guide

Background

Singapore Food Agency (SFA) provides approval for various types of licences to start business and the business people can submit the licence application via GoBusiness Singapore System.

Audience

• Applicants of Import Licence

How to Read this Guide

Before you start using this guide, it is important to understand the documentation conventions used in it.

• The phrase "GoBusiness" and the word "system" denote the same and are hence used interchangeably.

Tips and Warnings

Two types of callouts are used in this user guide to indicate tips and warnings.

 \mathbf{P}

This symbol indicates that it is a tip.

A tip provides good-to-know information that helps users to understand the functionality better.



This is a warning.

A warning refers to information that may be critical to the system's functionality and might affect data or system's stability.

Access GoBusiness menus and locate a particular section in this guide

Screen names, field names or labels and field options are specified in bold font.
 For example, click Licences >> Apply Licences.

Gousiness Dashboard My Submissions	Licences \lor Ac	creditations \lor Levy \lor Help \lor			e
Search by Government Agency, Licence or Appli	Apply Licences			Q	
	My Licences				
My Submissions	Renew Licences				
Last updated at 04:39pm 📀 Sync	Amend Licences				
	Submit Returns				
Unable to retrieve your applications. Click on the S	Verify Licence	again, or <u>contact us</u> 🖪 if the issue persists.			
All Submissions Action Required Draft Proces	ssing Completed				
 Q¹. New To download your payment invoice 1. Click within the "Select Action ~ " menu 2. Select Download Invoice or Download Like 	or licence file for y cence Files if they a	our applications: re available			
Phytosanitary Certification Licence (Apply) - NPARKS	Pending Evaluation	Application: C2410103713	Updated: 1 Oct 2024, 02:21pm	Manage via GoBusiness Licensing	

Application screen

- Two consecutive ">>" in an instruction indicates how to access a particular screen or functionality. For example, click **Licences** >> **Apply Licences** means you first click **Licences** and then **Apply Licences**.
- Bold italic font is used to refer to a particular chapter, section heading or subheading in this user guide. For example, refer to **About this Guide** > **Learning**

Objectives means "Learning Objectives" is a section or subheading under "About this Guide".

 One ">" in this document indicate how to locate the referred chapter or section in this user guide. For example, refer to **About this Guide** > *Learning Objectives* means Learning Objectives can be located under About this Guide in this guide.

Chapter 2: Logging in to GoBusiness

Login type	Tro Ty	ansaction pe	De	scription
SingPass	•	Personal	•	Authorisation is done through SingPass. For more details on SingPass, visit <u>https://www.singpass.gov.sg</u> .
			•	For personal transaction type, user can be a licencee himself or filer who has been authorised (offline) by the licencee to submit the application request on behalf of him/her.
CorpPass	•	Corporate	•	Authorisation is done through CorpPass. For more details on CorpPass, visit <u>https://www.corppass.gov.sg</u> .
			•	User can be anyone authorised by the company through CorpPass.
			•	An authorized filer can apply for the licence on behalf of the company.
			•	User will be entering the UEN of the company and CorpPass ID of the individual user.

There are two different ways to log in to GoBusiness.

Business User Login

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.



Log In For Business Users

3. Click Log In for Business Users.

GoBusiness Common Modules User Guide Chapter 2: Logging in to GoBusiness



4. Use SingPass and UEN to login to the portal.

5. If the applicant is associated with multiple companies, The Corpass Screen will be displayed; however, if the applicant is associated with only one company, this screen will not appear.

🚱 E	dit		j 6	0	Ċ				s	Screensh	ot 2024-11	-21 15440	0 (002).png				>	6	~		o	×
	🏓 A S	ingapore G	vernment	Agency	Website H	ow to identif	¥~															
	corp	pass																			U ~	
	Sel	lect	enti	ty																		
	Searc	h Entity no	me or UEI	N/Entity	ID	Q,																
	Activ	e (2) N	on-active	ə (0)																		
	Corr (180	pPass Test 0000001E)	Account						CorpPass (2800000	Test Acco I3Q)	unt 2											
											Page	1 of 1										
	corp	pass																				
	Contac Report	t us Shar vulnerabili	e feedbac ty Privac	ck Rea :y state	d FAQs ment Co	rppass Ag	reement !	Sitemap												24 Government pdiated on 01 De	of Singapore cember 2023	• •
G	\heartsuit	①	īb 191	7 x 92	21 🖺	68.7 KB	DOX				8			6-1-61	Ø	749	% ~	Q	•		<u> </u>	2

Corpass Login

Chapter 3: Payment for Approved Application

The Applicant can pay the fees for the new, amend and renew licence applications. The applicant without Giro arrangement with SFA can make payment for licence by following the below instructions.

Dashboard My Submissions	Licences V Accredite	ations \checkmark Levy \checkmark Help \checkmark			0
Search by Government Agency, Licence or Ap	plication name/number			Q	
My Submissions					
Unable to retrieve the total number of your appli	cations. Please <u>contact us</u> 📑 if t	he issue persists.	Click Select Action>>F	Yay	
All Submissions Action Required Draft Proc	cessing Completed				
Licence for Import/Export/Transhipment of Meat and Fish Products Licence (New) - SFA	Pending Payment	Application: FC254804538	Updated: 9 Jan 2025, 02:31pm	Select Action V	
Licence to Import Poultry Licence (New) - SFA	Pending Applicant Action Overdue	Application: FC244796216	Updated: 19 Dec 2024, 06:22pm	View Form Withdraw	
·					

Stage 2 Payment Screen

- 1. Goto My Submissions>>Actions Required.
- 2. Click **Select Action>>Pay** for the licence with Pending Payment status.

ayment		
ease review your fees and make payment.		
DESCRIPTION	OST	AMOUNT
Licence for Import/Export/Transhipment of Meat and Fish Products		
Application Fee	-	\$84.00
	Subtotal	\$84.00
	Amount Payable	\$84.00
Payment method Please choose a payment method.		
Payment method Please choose a payment method. We Accept We Accept Visa Card Details. Add Card Details		
Payment method Please choose a payment method. We Accept We Accept Visa Add Card Details 4242 02 / 26 123 Seventh link		
Payment method Piezse choose a payment method. We Accept With Accept Visa Card Details. Add Card Details Visa (VC7 Visa CVC7 Click Make		
Payment method Please choose a payment method. We Accept We Accept Visa Card Details Add Card Details Usage Visa CVC? Sove as thy new default card Click Make Payment.		
Payment method Prese choose a payment method. We Accept Visa Cord Details. Ad Cord Details Visa is a CVC? Save as my rinev default cars Mut is a CVC? Save as my rinev default cars Mut is a CVC?		
Perse choose a payment method. We Accept We Accept Click Make Payment. Click Back to		
Payment method Picase choose a payment method: We Accept Enter card details. We doard Details Add card Details Wat is a CVC? Click Make Payment. Stave as my new details card Click Back to		
Payment method Pease choose a payment method. We decopt Visit & Corport Visit & Corpo		
Pare choose a payment method. We Accept We Accept Click Back to Form.		
Parent method Prove choose a payment method: Image: We Accept Enter card details. Image: We Accept Enter card details. Image: We Accept Click Make Payment. Image: Save as thy new default card Click Back to Form.		

Payment

- 3. Enter the card details and click **Make Payment**. The payment will be made successfully and the user can download the invoice.
- 4. Click **Back to Form** to return to form page.

Chapter 4: Download Payment Invoice

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

e have received your application rk you for your application. You will receive updates on it via email.		
Payment Summary		
DESCRIPTION	tao	AMOUNT
Licence for Import/Transhipment of Fresh Fruits and Vegetables Application Fee Click Download Tax Invoice.	- Subtotal Total Paid	\$378.00 \$378.00 \$378.00
Download Tax Invoice Procept No. TH241128000123		
Next Steps Your application is being processed. We will send you an email when your application status changes. You can also log in below For application enquiries, you may contact Gollusiness Helpdesk at 63363373 or email AskGollizgcrimsonlogic.com sg.	to check its status	
	Return to Dashboard $ ightarrow$	

Download Invoice

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

Chapter 5: Download New/Renew Licence

The Applicant can download the new or renewed licence by following the below steps.

gobusiness SINGAPORE Dashboard My Subm	issions Licences V Accreditation	ns \checkmark Levy \vee	Help \vee			0
Search by Government Agency	, Licence or Application name/number				Q	
My Submissions Last updated at 11:36am 😔 s	nc					
Unable to retrieve the total numbers	nber of your applications. Please <u>contact us</u> [*] if	f the issue persists.				
All Submissions Action Require	d Draft Processing Completed					
- Q: New To download your 1. Click within the "Select 2. Select Download Invoic	payment invoice or licence file for your a Action ~ " menu e or Download Licence Files if they are av	pplications: ailable				
Licence to Manufacture Anii Feed for Food Producing An Licence (New) • SFA	nal Feed and Process of Animal mals App	roved	Application: FC244777582 Licence: FE2400040_2024_01	Updated: 6 Nov 2024, 05:01pm	Select Action	
Licence for Pet Shop Licence (Apply) - AVS	Auto	o Withdrawn	Application: C2410103712	Updated: 30 Oct 2024, 10:00am	Duplicate Download Invoice	
Permit for Temporary Fair Licence (Cancel) - SFA	Арр	roved	Application: FT244006692 Licence: TNE240458C_2024_01	Updated: 25 Oct 2024, 06-01am	Download Licence Select Action V	
Licence to Manufacture Ani Feed for Food Producing An Licence (Now) - SFA	nal Feed and Process of Animal mals App	roved	Application: FC244770194 Licence: FE2400012_2024_01	Updated: 24 Oct 2024, 08:01am	Select Action	1 Тор

Download Licence

- 2. Go to My Submissions>>Completed.
- Click Select Action>>Download Licence for the licence with Approved status. Click Download Licence button to download the Licence as file. Print the downloaded Licence.

You may retrieve the licence number in the following manners to apply for an import permit to import the consignment of food products using the Tradenet system:

- I. Use the licence number displayed in the download licence.
- II. Use the licence number containing 1st 9 characters (in red font) eg ID24K0048_2024_01 displayed in the Gobusiness dashboard

Chapter 6: Cancel Application

If the applicant needs to cancel the licence with active status, then follow the instructions below.

Gobusiness Dashboard My Submissions		Accreditations \smallsetminus	′ Levy ∨	Help \checkmark			0
Search by Government Agency, Licence or App	My Licences	ıber				Q	
	Renew Licences						
My Licences	Amend Licences						
Last updated at 05:56pm 📀 Sync	Verify Licence						
All Licences (11) Due for Renewal (1) Active Li	icences (9) Othe	er Licences (1)	Submit Return	s (0)			
LICENCE NAME AND NUMBER		AGENCY	STATUS	ISSUE DATE	Click Select Action>	>Cancel	
Licence to Import Poultry Licence No.: ID24K0048_2024_01 + SFA		SFA	Active	21 Nov 2024	31 Oct 2025	lect Action 🗸	
Licence to Import Sheep & Goats Licence No.: IR24K0081_2024_01 • SFA		SFA	Active	28 Nov 2024	31 Oct 2025	w Form hend	
Licence for Import/Transhipment of Fres Vegetables Licence No.: IH24K0069_2024_01 + 5FA	sh Fruits and	SFA	Active	28 Nov 2024	31 Oct 2025	Cancel Select Action V	
Registration to Import Feed for Food Pro Licence No: IN24L0065_2024_01 • SFA	oducing Animal	Is _{SFA}	Active	19 Dec 2024	30 Nov 2025	Select Action V	↑ Тор

Cancel Application for Licence

To cancel the licence application in active status:

- 1. Goto Licences>>My Licences.
- 2. Click **Select Action>>Cancel** for the licence with active status.

General Information

 Estimated 20 minutes to complete 			
STEP 1			
General Information	1		
Review and fill the following details	for application.		
Profile			
am applying			
As an applicant			
On behalf of applicant			
Applicant Detail			
Applicant Detail			
Solution			~
			· ·
Name			
Tim Tom			
NRC			~
Company Name			
MANAGEMENT PTE			
UEN			
194800064M			
Entity Type			
Local Company			
Registered Address		Click A	Application Details
Postal Code			application betails
117438			
Block/House No.	Street Name		
10	✓ Pasir Panjang Road		
Floor/Level @ (Optional)	Unit (Optional)	Building Name	
10	01	Mopletree Business City	` \ \
			N N

Cancel Application for Licence

- 3. Fill the required fields.
- 4. Click Save Draft to save the application.
- 5. Click **Application Details** to continue.

Application Details

STEP 2 Application Details to cancel Licence to Import Poultry (SFA) Fill in the following details.	Copy Vour form has been saved.
Licence Details Licence Number 1024K0048_2024_01 Please click on the retrieve button Click Retrieve to get the details of Owner Organisation	
Owner Organisation Details Applicant Type Select V	

Application Details

- 6. Click **Retrieve** to get the licence details.
- 7. Select **Applicant Type** as Organisation. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

Applicant's Details

Applicant's Details	
Citizenship	
sec Fill the Ar	policant's Details
	plicarii s Deralis
Sex	
Male [M]	
Female [F]	
Posto of Birth	
obymmy i i i i	
Designation (Optional)	
Select	
Alternative Email Address (Optional)	
Primary Mode of Contact	
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.	
- Home is Number (HWE)	
Mobile Number [M8L]	
Office Number [OFF]	
Hama Mumbas (Continent)	
+69 ∨ E.g. 8123 4507	
Mobile Number (Optional)	
+65 V E.g. 8123-4567	
Office Number (Optional)	
+65 V E.g. 8123 4567	
Tick if you prefer to receive status updates of licence application via SMS (Optional)	
Tick if you prefer to receive status updates of licence application via SMS (Optional)	

Applicant's Details

8. Fill in the Applicant's Details.

Termination Request

Termination Request	
Effective Date of Cancellation	
DD/MM/YYYY	e
Reasons for Cancellation	
Select	~
Remarks (Optional)	
	0/200

Termination Request

9. Enter the **Effective Date of Cancellation** and Remarks if any.

Attach Supporting Document

7		
Select	~	
Attachment Only 1 file at 2 MB or less.		
File name must have no more than 130 charac	ers ana no spaces. Only letters (a-z), numbers (u-y), underscores (_), and nypnens (-) are allowed.	
Drop a file here or click to upload		
(+) Add		
File Type	Attachment	Actio

Upload Supporting Documents

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

upporting Documents			Added successfully Your new information has be
le Type Select		~	
Attachment Only 1 file at 2 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), number Drop a file here or click to upload	ers (0-9), underscores (_), and hyphens (-) are allowed.		ß
+ Add			
File Туре	Attachment		Actions
Copy of cleaning contract [COPYOFCLEANINGCONTRACT]	test2.pdf		EZ Ū

Uploaded Document

- 11. Click General Information to go back to previous page.
- 12. Click Save Draft to save the application draft.
- 13. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

	Review Form Please review the following details content	scroll down for all the sections and review
	General Information	the filled form.
	Profile In mighting As on registration	
	Applicant Detail Harm Harm Harm Harm Harm Harm Harm Harm	
Click I	Termination Request there be a constant to 2000000 to 2000000 to 200000 Supporting Documents Back to Edit for editing the application.	Click Declare to declare and submit the application.

Review Form

- 14. Click **Back to Edit** for editing the application.
- 15. Scroll down for all the sections to review the filled details and click **Declare** to submit the application.



Declare and Submit Form

Acknowledgement

GD gobusiness					
We have					Successfully submitted × You have successfully submitted.
A confirmation er	received your application nail has been sent to you.				
	Application Status				
	APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS	
	Permit for Temporary Fair	FT244006692	NA	Submitted	
	Next Steps Two application is being processed. We will send you an email For application enquities, you may contact GoBusiness Helpde	E when your application status changes. You can also log in below tek at 63363373 or email AskGoBizecritesorlogic.com.sg. Click Day	w to check its status on your databooard. Return to shboard	Return to Dashboard]

An Acknowledgement for this application will be displayed.

Acknowledgement

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

Chapter 7: Remove Draft Application

The applicant can remove the application in the draft status.

gobusiness Dashboard My Submissions	Licences V	Accreditations \lor Levy \lor Help \lor			0
Search by Government Agency, Licence or Appl	ication name/nu	umber		Q	
My Submissions					
Unable to retrieve the total number of your application	itions. Please <u>contr</u>	act us [2] if the issue persists.	1		
All Submissions Action Required Draft Proce	ssing Complet	ted	Click Select Action	>>Remove	
Licence for Import/Export/Transhipment of Meat and Fish Products Licence (New) - SFA	Draft	Application: FC254804538	Updated: 9 Jan 2025, 02:31pm	Plect Action V	
Licence to Import Poultry Licence (New) - SFA	Draft	Application: FC244796216	Updated: 19 Dec 2024, 06:22pm	Remove Duplicate	
Licence to Import Sheep & Goats Licence (New) - SFA	Draft	Application: FC244795971	Updated: 19 Dec 2024, 06:16pm	Select Action 🗸 🗸	1 Top

Remove Application

To remove the draft application:

- 1. Click My Submissions>>Draft.
- 2. Click **Select Action>>Remove**. The Application details will be displayed.



Remove Draft

- 3. Click **Remove** to remove the draft from My Submission page. The draft will be deleted.
- 4. Click **Back** to go to My Submission page.

Chapter 8: Duplicate Application

The applicant can duplicate and use the existing application.

go gobusiness SINGAPORE Dashbo	My Submissions	Licences ∨ Accredita	tions \vee Levy \vee Help \vee			0
Search by Governm	ment Agency, Licence or Appli	cation name/number			Q	
My Submis	ssions 12pm 🕂 Sync					
(i) Unable to retriev	ve the total number of your applica	tions. Please <u>contact us</u> 📑 if th	e issue persists.			
All Submissions Ac	tion Required Draft Proces	ssing Completed		Click Select Action>>	Duplicate	
Licence for Impo Meat and Fish P Licence (New) + SF/	ort/Export/Transhipment of roducts A	Draft	Application: FC254804538	Updated: 9 Jan 2025, 02:31pm	t	
Licence to Impor Licence (New) + SF/	rt Poultry A	Draft	Application: FC244796216	Updated: 19 Dec 2024, 06:22pm	emove Duplicate	
Licence to Impor Licence (New) • SF/	rt Sheep & Goats A	Draft	Application: FC244795971	Updated: 19 Dec 2024, 06:16pm	Select Action V	1 Тор

Duplicate Application

To duplicate the draft application:

- 1. Click My Submissions>>Draft.
- 2. Click Select Action>>Duplicate. . The Application details will be displayed.

timated 30 minutes to complete	ion is submitted.	
neral Information w and fill the following details for application.		
file		
pplying		
s an applicant		
n behalf of applicant		
plicant Detail		
tion		
n	8 V	
Tom		
e		
c	~	

Application Details

Chapter 9: View Form Application

The applicant can view the application.

Gousiness SINOAPORE Dashboard My Submissions	Licences V Accredite	ations ∽ Levy ∽ Help ∙	\checkmark		0
Search by Government Agency, Licence or App	blication name/number			Q	
My Submissions					
Unable to retrieve the total number of your applic	ations. Please <u>contact us</u> 📑 if t	he issue persists.		_	
All Submissions Action Required Draft Proc	essing Completed		Click Select Action>>View Form	n	
Licence for Import/Export/Transhipment of Meat and Fish Products Licence (New) - SFA	Pending Payment	Application: FC254804538	Updated: 9 Jan 2025, 02:31pm Pay	lect Action V	
Licence to Import Poultry Licence (New) - SFA	Pending Applicant Action Overdue	Application: FC244796216	Updated: 19 Dec 2024, 06:22pm With	Form	
$\dot{\dot{Q}}$ Wondering what each status means? <u>Vie</u>	w Your Application Statuse	<u>s Table</u> in our FAQ.			1 Тор

View Form

To view the submitted form:

- 1. Goto My Submissions>>Actions Required.
- 2. Click **Select Action>>View Form** for the licence with Pending Payment status.

Licence fo	pr Import/Export/Transhipment of Meat and Fish Products
Singapore Food / Processing	Agency
Application ID FT244007237	
	Application Details to cancel Licence for Import/Export/Transhipment of Meat and Fish Products (SFA)
	Licence Details
	Licence Number IM24L0095_2024_01
	Please click on the retrieve button before filling in the form.
	Owner Organisation Details
	Applicant Type Organisation [Organisation]
	Owner Organisation Name (UEN/ NRC) 193200032W – OVERSEA-CHINESE BANKING CORPORATION LIMITED
	Applicant's Details
	Citaenship AMERICAN [US]
	Sex Mole [M]
	Doile of Bith 01/10/2000

Application Form

Scroll down to view all the sections in the form.

Chapter 10: Withdraw Application

The applicant can withdraw the application in the processing status.

Search by Government Agency, Licence or App	lication name/number			Q
My Submissions				
Unable to retrieve the total number of your applic All Submissions Action Required Draft Proce	ations. Please <u>contact us</u> i ² if t essing Completed	he issue persists.	Click Select Action>>Withdraw	
Licence for Import/Export/Transhipment of Meat and Fish Products Licence (New) - SFA	Pending Payment	Application: FC254804538	Updated: 9 Jan 2025, 02:31pm Pay	ction 🗸
Licence to Import Poultry Licence (New) - SFA	Pending Applicant Action Overdue	Application: FC244796216	Updated: 19 Dec 2024, 06-22pm Withdraw	1
$\dot{\dot{Q}}$. Wondering what each status means? View	w Your Application Statuse	<u>s Table</u> in our FAQ.		C

Withdraw Application

To withdraw application in processing status:

- 1. Goto My Submissions>>Actions Required.
- 2. Click **Select Action>>Withdraw** for the licence with Pending Payment status.

Click With	draw		×
,	Witho Ap	plication	
Any fees already paid A	i will not be ded Are you sure y an	l, if you withdraw your application. t to proceed?	
Yes, I would like to with	hdraw my application a	and forfeit any fees already paid.	
	Back	Market and	

Withdraw Application Confirmation

- 3. Click Withdraw to confirm the withdrawal of licence application.
- 4. Click **Back** to go to My Submissions page.

Chapter 11: Edit Draft Application

The applicant can edit the application in the draft status.

gobusiness Dashboard My Submissions	Licences V Accreditati	ions \checkmark Levy \checkmark Help \checkmark			0
Search by Government Agency, Licence or App	ication name/number			Q	
My Submissions					
Unable to retrieve the total number of your application	tions. Please <u>contact us</u> [7] if the	issue persists.	Click Select Action>	>Edit	
All Submissions Action Required Draft Proce	ssing Completed				
Licence for Import/Export/Transhipment of Meat and Fish Products Licence (New) - SFA	Draft	Application: FC254804538	Updated: 9 Jan 2025, 02:31pm	Select Action V	
Licence to Import Poultry Licence (New) - SFA	Draft	Application: FC244796216	Updated: 19 Dec 2024, 06:22pm	Remove Duplicate	
Licence to Import Sheep & Goats Licence (New) - SFA	Draft	Application: FC244795971	Updated: 19 Dec 2024, 06:16pm	Select Action V	

Draft Application

To edit the draft application:

- 1. Click My Submissions>>Draft.
- 2. Click **Select Action>>Edit**. The draft application will be displayed. To proceed with further editing refer steps from General Information to Acknowledgement for respective licence in the Import Licence New Application user guide.

You are applying for Licence for Import/Export/Transhipment of Meat and Fish Products (SFA) All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.				
(b) Estimated 30 minutes to complete				
STEP 1				
General Information				
Review and fill the following details for application.				
Profile				
I am applying				
As an applicant				
On behalf of applicant				
Applicant Detail				
Salutation				
Mdm	• ~			
Name				
Tim Tom				
ID Type				

General Information

Chapter 12: Renew Application

If the licence is due for renewal, then follow the instructions below. Once the licence is renewed, the applicant can download and view the renewed licence certificate from the Active Licence tab by clicking the download button under Select Action. I

	My Licences	ber				Q
My Licences Last updated at 07:10pm 🚭 Sync All Licences (12) Due for Renewal (2) Activ	Amend Licences Submit Returns Verify Licence	Licences (1)	Submit Returns (O)		
LICENCE NAME AND NUMBER		AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Licence for Import/Transhipment of F Vegetables	resh Fruits and	SFA	Due for Renewal	30 Sep 2023	29 Sep 2024	Select Action V
Licence No.: IH24G0053_2024_01 + SFA						
Licence No.: IH24G0053_2024_01 - SFA Licence to Import/Export/Tranship F Birds, Eggs and Biologics Licence No.: 2518000000_2025_01 - SFA	ood Animals,	SFA	Due for Renewal	20 Jan 2025	18 Feb 2025	Select Action View Form

Renew Application

To renew the licence application in Due for Renewal status:

- 3. Goto **Licences>>Renew Licences**. The list of licences due for renewal will be displayed under the Due for Renewal tab.
- 4. Click **Select Action>>Renew** for the licence to be renewed.

General Information

General Information) for application.		
Profile			
I om opplying			
As on oppicant			
On behalf of opplicant			
Applicant Detail			
Salutation			
Select			v
Nome			
Tim Tom			
ID Type			
NRC			~ ·
Inci			
Sintomerabic.com			
Contoct Number			
+65 ~ 9878 5432			
+65 🗸 9876 5432			
+65 V 9876 5432			
+65 V 9838 5432			
+65 V 9876 5432			
+65 V 9835 5432 Company Detail Company Name MANAGEMENT PTE			
+65 0835 5432 Company Detail Company Name MANALGEMENT PTC UN 15550005664 15550005664			
+65 0835 5432 Company Detail Company Name MANAGEMENT PTC 0 UEN 194000064M			
+65 0835 5432 Company Detail Company Name MANAGEMENT PTE DESCO0644 DIMONO644 Esstly Type			
+65 0835 5432 Company Detail Company Name MANACCMENT PTE 204300054M Detail			
+65 0835 5432 Company Detail Company Name MANACEMENT PTE 2043000644 2043000644 Company Entity Type Local Company Registered Address Company			Click Application
+65 0835 5432 Company Detail Company Name MANACCMENT PTE 2043000644 2043000644 Company Entity Type Local Company Registered Address Resist Code			Click Application
•65 V 0935 5432 Company Detail Company Name MANAGEMENT PTE UN 294500064M Entity Type Local Company Registered Address Patel Code 117438			Click Application Details
+5 V 0935 5432 Company Detail Company Name MANAGEMENT PTE UN 204000054M 20400054M Entity Type Local Company Registered Address Patel Code 117438 Bocky/Nosee No.	Radieve Address Street Hase		Click Application Details
to grant state to grant state	Rotines Address Seet Hase Past Paging Rood		Click Application Details
+5 V 0835 5432 Company Detail Company Name MANAGEMENT PTE UN S1800056M S180056M Entity Type Local Company Registered Address Patel Code 137438 Block/House No. 10 Ploce/Level © [Cytions)	Redeves Address Seven Hanne Past Registry Road Line (Optional)	Butting Name	Click Application Details
+65 V 0935 5432 Company Detail Company Name MANAGEMENT PTE UN 194800054M 294800054M Entity Type Local Company Registered Address Patel Code 117438 EncloyfHouse Hits, 10 Piecolytere V (Coldinat) 10		Building Name Majaintree Builman City	Click Application Details
+65 0835 5432		Building Name Maginitree Buinnas City	Click Application Details
+di 0835 5432 Company Detail Company Name MANACOMENT PTE 1243005.64 Entity Type Local Company Registered Address Patency,House Ho. 10 Pinor,Liverel @ (Coptional) 10 Pinor,Liverel @ (Coptional) 10 Pinor,Liverel @ (Coptional) 10	Berliner Address Berliner Address Berliner Peer Paging Rood Unit (Optimul) 01	Building Name Migleiree Builess City	Click Application Details

Renew Application for Licence

- 5. Fill the required fields.
- 6. Click Save Draft to save the application.
- 7. Click Application Details to continue.

Application Details

	ster 2 Application Details to renew Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Bio Fill in the following details.	Saved Your form has been seved.
þ	Licence Details Licence Number 25800000_2025_01 Click Retrieve to get the Owner Please click on the retrieve Organisation Details renew the licence and retrieve your licence record. Retrieve	c
	Owner Organisation Details Applicant Type	

Application Details

- 8. Click **Retrieve** to get the licence details.
- 9. Select **Applicant Type** as Organisation. The Application Details will be fetched automatically. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

Applicant's Details		
Citizenship		
ALBANIAN [AL]	• ~	
Say.		
Maie [M]		
Date of Birth	0.0	
may any anone	•	
Designation (Optional)		
Select	~	
Alternotive Limoli Address (Options) DUMMYEMAIL@DUMMY.COM		
Primary Mode of Contact		
The displayed contacts will be used for communication with SPA. Please update your contact if there are any changes.		
Mobile Number [MBL]		
Office Tel Number [OFF]		
Home Number (Optional)		

Licence Application Details

^

10. Scroll down to view the licence application details. Make payment to renew the licence.

Payment

Payment Mode	Select the Payment Mode
Payment Mode	
Online Payment	
Offline Payment	
Payment Mode	

- 11. Select Online Payment mode for paying the fees via Gobusiness.
- 12. Select **Offline Payment** mode for paying the fees via Giro [only applicable if you have **existing Giro arrangement with SFA**.]

Payment Mode	
Payment Mode	Click Get GIRO
Online Payment	Reference Number
Offline Payment	to retrieve the GIRO
Get GIRO Reference Number	Reference Number
Existing GIRO Reference Number	
Soloct	~

Offline Payment

13. For the offline payment via **existing Giro arrangement with SFA**, the Applicant is to click on "Get GIRO Reference Number" to retrieve your Giro reference number.

Attach Supporting Documents

supporting Documer	click Add. The details will b	e added.
Select		~
Attachment Only 1 file at 2 MB or less. File name must have no more than 130 Drap a file hare or click to unload) characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.	A
(+) Add	Click Add button to supporting document details	
File Type	Attachment	Actions
No data available in table		
	← General Information S	Save Draft Review Form $ ightarrow$

Upload Supporting Documents

14. Select the File Type and upload the supporting document. Click Add. The document is added successfully. Upload the mandatory documents.

			Your new information has	
File Type				
Select		~		
Attachment			0	
Only 1 file at 2 MB or less.	numbers (0, 0), underscores (-), and humbers (-) are allowed		(1)	
File fulline most name no more a full 100 Grandone a sina na aparata. Only revers (a=4), i	nombers (0-9), underscores (_), und righters (-) are anomea.			
Drop a file here or click to upload				
+ Add				
File Type	Attachment		Actions	

Uploaded Document

- 15. In the **Application Details** page below, click General Information to go back to previous page. Click **Save Draft** to save the application draft.
- 16. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

Please review the following details carefully. You will not be able to edit these details when	Scroll down for all the
General Information	sections and review the
Profile	form.
Lon-applican Au on-applicant	
Applicant Detail	
Submittee Million	
Norm Tan Tan	
0 Ige 4.0 Number NBC. ****6129E	
Enal Indungalac.com	
Canital Norder +65 9876 5432	
Company Detail	
Congung Name MANAGEMENT PTE	
UDN 194800054M	
Enity Taya Lacal Company	
Replaned Address 20 Peak Parsjang Road, #10-05 Magiletine Business City, Singapore 117438	
License Derouns Uman holde USA00000,305.61 Please dick on the retrieve button to welfy your eligibility to renew the loano Owner Organisation Details Applicant type	e and retrieve your loance record.
Click Back to Edit for editing the application	Select Declaration to declare and submit the application
Supporting Documents	

Review Form

- 17. Click **Back to Edit** to continue editing the application.
- 18. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.

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 correct.	
I am aware that legal action may be taken against me if I had knowingly provided false in	formation.
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of an	r statements, confirmations, records, acknowledgements, information recorded in or produced in this application.
Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)	
I am aware that the Singapore Food Agency (SFA) would only be able to process my appli	cation(s) when all relevant supporting documents are received and are in proper order.
I am aware that the SFA is required to collect personal information from time to time to can	ry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby cont
sharing my information in such application(s) with other Government agencies, and/or non	-Government entities authorised to carry out specific Government services unless prohibited by legoower.
	Click Review Form to
I hereby declare that all of the above is true.	review the form again
Check the box for	
declaration	
decidiation.	
	\leftarrow Review Form Submit \rightarrow



- 19. Check the declaration.
- 20. Click **Review Form** to review the form again.
- 21. 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 remail has been sent to you.				You have successfully submitted.
	Application Status				
	APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS	
	Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics	FC244795732	1 working day	Submitted	
	Next Steps Your application is being processed. We will send you an email when your applicat For application enquiries, you may contact Goßusmess Helpdesk at 63363373 or e	ion status changes. You can also to mail AskGoBizecrimoniogic.com.s	g in below to check its status on your dashboon g.	Click Return to Dashboard.	

Acknowledgement

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

Chapter 13: Amend Application

If the applicant needs to cancel the approved licence, then follow the instructions below.

Search by Government Agency, Licence or	App My Licences	er				Q
My Licences Last updated at 05:56pm 📀 Sync All Licences (11) Due for Renewal (1)	Renew Licences Amend Licences Submit Returns Verify Licence ive Licences (9) Other	Licences (1)	Submit Retu	rms (0)		
LICENCE NAME AND NUMBER		AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Licence to Import Poultry Licence No.: ID24K0048_2024_01 • SFA		SFA	Active	21 Nov 2024	31 Oct 2025	Select Action V
						View Form
Licence to Import Sheep & Goats Licence No.: IR24K0081_2024_01 + SFA		SFA	Active	28 Nov 2024	31 Oct 2025	Amend
Licence to Import Sheep & Goats Licence No: IR24K0081_2024_01 + SFA Licence for Import/Transhipment of Vegetables Licence No: IH24K0069_2024_01 + SFA	Fresh Fruits and	SFA SFA	Active	28 Nov 2024 28 Nov 2024	31 Oct 2025 31 Oct 2025	Amend Cancel Select Action V

Amend Application

To cancel the licence application in active status:

- 1. Goto Licences>>My Licences. Then go to Active Licences tab.
- 2. Click **Select Action>>Amend** for the licence to be amended. The application will be displayed.

General Information

CONTRACTOR OF A DESCRIPTION OF A DESCRIP	end Licence to Import Poultry (SFA)	lete or incounte information is submitted
 Estimated 30 minutes to complete 	optionals, these note that processing time may be delayed it incomp	were of inductance information is submitted.
STOP 1		
General Information	polication.	
receipt and in the receipt decard for a	hanna ann a'	
Profile		
I am applying		
As an applicant		
On behalf of applicant		
Applicant Detail		
Solutation		
Mdm		• ~
Tim Tom		
ID Type		
NRC		
Emol		
Internetic con		
tintomestic.com		
Entoneabc.com Contact Number		
Emtonejabc.com Contact Number +65 V 9826 5432		
Entoneyabc.com Contact Number +65 V 9826 5432		
tritimeside.com Contact Number =65 V 9876.5432		
Ention-gabc.com Contract Number +65 9826.5432 Company Detail Company Name		
Entonegabc.com Contact Number +6 V 9676.5432 Company Detail Company Name MANAGAMENT PTE		
Entonegador.com Cantact Number +65 V 95/26.6432 Company Detail Company Nume MANAGEMENT PTE		
Entonegabc.com Contact Number +65 V 9676.6432 Company Detail Company Nume MANAGEMENT PTE UNN		
Entonegabc.com Contact Number +65 V 9576.6432 Company Detail MANAGEMENT PTE UEN 19482005-644		
Entonegabc.com Contact Number +65 V 9575.6432 Company Detail MANAGAMENT PTE MANAGAMENT PTE UEN 19480005-644 Entoty Type		
Entonegador.com Contact Number +6 V 9576.6432 Company Detail MANAGAMENT PTE MANAGAMENT PTE UEN 2140005-644 Exetty Type Lood' Company		
Entonegabc.com Contact Number -65 V 9575.633 Company Detail Company Nume MANACOMINT PTE UN 1940005-644 Entory Type Local Company Regulatered Address		Click Application Details
Entomepaire com		Click Application Details
tentemagabic com		Click Application Details
tettongabc.com Control Number 46 9076 5432 Company Detail Company Nume MANAGOMENT PTE UIN 198000564 Exetty Tage Locif Company Registered Address Poted Come 137638 Detail Come 137638 Detail Come 137638 Detail Come 137638 Detail Come 137638 Detai		Click Application Details
Entomegabic Loom Contract Number 46 9026 5432 Company Detail Company Nume MANAGOMINI PRI UEN 144000564M Exetty Ngs Lood Company Registered Address Postal Code 121248 Exoly/Nome Ns. 20	Entres Addres Stor Name Par Page Rost	Click Application Details
Enternagedic.com Centract Number	Entires Addess Enter Addess Enter Name Para Faying Ross	Click Application Details
Entonegabc.com Contract Number -6 9076 5432 Company Detail Company Detail Sequence Num Sequence Num Enton Yope Locol Company Registered Address Postal Cole 127438 Biocit,House Na. Sequence Nation Finosyte () (Systero)	Extrem Address Store Nome Pare Popugato	Click Application Details
Entonegabic com		Click Application Details
Entonegabic.com Contract Number -6 B225 5432 Company Detail Company Detail MANAGEMENT PIE MANAGEMENT PIE MANAGEMENT PIE DEGE Company Registered Address Rotat Code 137418 DO FlocyLevel & (Cystand) 20 FlocyLev	Extrine Addres Stort Name Pair Paying Rod Unit (Cython) Exting Name 01 Majatrice Bailmon City	Click Application Details
Entempedac.com Centract Number -6 Of 0 0205 6432 Company Detail Company Detail Detail Detail Detail Detail Company Nume Detail Detail Detail Company Registered Address Registered Address Re	Retires Addres Real Parts Real Part	Click Application Details
Entempedio Loom Contract Number Inform 9 1925 5432 Company Detail Company Detail MathaCatAl/AT PIX Detail Code 137238 Registered Address Registered Address Ficer(Svere %) Do Ficer(Svere %) Do F		Click Application Details

Amend Application for Licence

- 3. Fill the required fields.
- 4. Click Save Draft to save the application.
- 5. Click **Application Details** to continue.

Application Details

Application Details to amend Licence to Import Poultry (SFA) Fill in the following details.	
Licence Details Licence Number ID240048_2024_01 Click Retrieve to get the Owner Please click on the retrieve button to verify Organisation Details retrieve your licence record. Retrieve	
Owner Organisation Details Applicant Type Select	

Application Details

- 6. Click Retrieve to get the licence details.
- 7. Select **Applicant Type** as Organisation. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

Fill the	e Applicant's Details
Sex	
Male [M]	
Female [F]	
Date of Birth	
DD/MM/YYYY	
Designation (Optional)	
Select	· · ·
Alternative Email Address (Optional)	
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.	
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME]	
Primary Mode of Contract The displayed contracts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Mobile Number [HME]	
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Office Number [MBL] Office Number [OFF]	
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Othice Number [MBL] Othice Number [CeFF]	
Primary Mode of Contact The digktyed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Mobile Number [MBL] Office Number [OFF] Home Number [Optional) #65 V	
Primary Mode of Contact The dispkyed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Ottice Number [0HK] Office Number [OFF] Home Number [Optional) ±65 E.g. 8123.4567 Lobits Number [Optional)	
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Mobile Number [MBK] Office Number [OFF] Home Number (Optional) +65 E.g. 8123 4667 Mobile Number (Optional) +65 E.g. 8123 4667	
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Office Number [HME] Office Number [OPF] Home Number (Optional) +65 E.g. 8123.4667 Mobile Number (Optional) +65 E.g. 8123.4667 Mobile Number (Optional)	
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Office Number [MBL] Office Number [Optional) +65 E.g. 8123.4567 Mobile Number [Optional) +65 E.g. 8123.4567 Office Number (Optional) +65 E.g. 8123.4567 Office Number (Optional) +65 E.g. 8123.4567 Office Number (Optional) +65 E.g. 8123.4567	
Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Office Number [OPF] Home Number (Optional) +65 V E.g. 8123.4567 Office Number (Optional) +65 V E.g. 8123.4567	

Applicant's Details

8. Fill the Applicant's Details.

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

Applicant's Address and Mailing Address

- 9. Fill the Applicant's Address.
- 10. If you select Local and the Local Address Format and their respective fields will be displayed.

Address Type		Select Local		
Foreign [FOREIGN]				
Applicant Local Address Format Standard [STANDARD]		Select Standard and fill the address		
Type of Premises				
Local Address				
Local Address Postal Code	Retrieve Addr	ess Clic	ck Retrieve	Address
Local Address Postal Code Block/House No.	Retrieve Addr Street Name	ess Clic	ck Retrieve	Address
Local Address Postal Code Block/House No.	Retrieve Addr Street Name	ess Clic	ck Retrieve	Address
Local Address Postal Code Block/House No. Floor/Level @ (Optional)	Retrieve Addr Street Name Unit (Optional)	ess Clic Building Name (Optional)	ck Retrieve	Address
Local Address Postal Code Block/House No.	Retrieve Addr Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional) Click Reset Address	ck Retrieve	Address

Applicants Address Type Local

11. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Address Type		
Local [LOCAL] Foreign [FOREIGN]	Select Foreign and fill the	
Type of Premises Select	populated fields	~
Address Line 1		
		0/60
Address Line 2		
Address Line 3 (Optional)		0/60
Address Line 4 (Optional)		0/00
		0/60
Address Line 5 (Optional)		
City (Optional)		9/60
and (observe)		
State (Optional)		0/60
		0/60
Postal Code (Optional)		
		0/12
Country/Region		

Applicants Address Type Foreign

- 12. Fill the Mailing Address details.
- 13. If you select Local and the Local Address Format and their respective fields will be displayed.

Mailing Address Address Type	Select Local Select Standard and fill the address
Type of Premises	
Select	×
Mailing Address Postal Code	Retrieve Address
Block/House No. Str	eet Name
Floor/Level (Optional)	it (Optional) Building Name (Optional)
Ep 01, 81, 01M	Click Reset Address v button to reset the address details.

Mailing Address Type Local

- 14. Fill the Address fields.
- 15. Click Retrieve Address to retrieve the address details.
- 16. Click **Reset Address** to reset the address details.
- 17. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

Mailing Address		
Address Type I Local [LOCAL] Foreign [FOREION] Type of Premises Select	Select Foreign and fill the address details in the populated fields	
Address Line 1		
Address Line 2		0/60
		0/60
Address Line 3 (Optional)		0/50
Address Line 4 (Optional)		
Address Line 5 (Optional)		0/60
City (Optional)		0/60
		0/60
State (Optional)		0/80
Postal Code (Optional)		
Country/Region		0/12
Select		~

Mailing Address Type Foreign

18. Fill the Address fields.

Organisation Operating Address	Fill the Organisation Operating Address
C Local [LOCAL]	
Foreign [FOREIGN]	
Organisation Contact Details	Fill the Organisation Contact Details
+65 ∨ E.g. 8123 4567	
Fax Number (Optional)	
+65 V E.g. 8123 4567	
Business Email	
UEN of Former Company (Optional)	
(optional)	

Organisation Address and Contact Details

19. Fill the Organisation Operating Address and Organisation Contact Address Details.

If you select Local and the Local Address Format and their respective fields will be displayed.

Organisation Opera	iting Address		
Address Type		Select Local]
Foreign [FOREIGN]			-
Local Address Format Standard [STANDARD]	Sel	ect Standard and fil the address	I
Type of Premises (Optional) Select			~
Address Postal Code	Retrieve Address	Clic	k Retrieve Address
Block/House No.	Street Name		~
Floor/Level @ (Optional)	Unit (Optional)	Building Name (Optional)	
Eg: 01, B1, 01M	Eg: #05-01, use 01		~
Reset Address			

Local Address

- 20. Fill the Address fields.
- 21. Click Retrieve Address to retrieve the address details.
- 22. Click **Reset Address** to reset the address details.
- 23. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

	Select Foreign and fill the	
Foreign [FOREIGN]	address details in the	
Type of Premises	populated fields	
Select	populated lields	~
Address Line 1		
Address Line 2		0/80
		0/60
Address Line 3 (Optional)		
Address Line 4 (Optional)		0/60
		0/60
Address Line 5 (Optional)		
City (Optional)		0/60
		0/60
State (Optional)		
		0/40
Postal Code (Optional)		0/80
		0/12

Foreign Address

24. Fill the Address fields.

25. Continue filling Poultry Slaughter House Details next.

Notes & Terms and Conditions

notes:	
Please no applicatio	te that you must furnish a valid SFA's licence number of the local poultry slaughterhouse where the poultry is going to be slaughtered during the lic n.
_	
Terms	and Conditions of Licence
Terms and	Conditions of Licence
_	

Notes & Terms and Conditions of Licence

26. Check the box in the terms and conditions of licence section.

Product Details

Product Details	
Product Type	Select the Product Type
Broiler Chickens [C]	
Broiler Ducks [D]	

Product Details

27. Select the **Product Type** as Broiler Chickens or Broiler Ducks.

Poultry Slaughter House Address

		Use Addless deldis		
			0/50	
Retrieve Company Detail		etrieve		
UEN Number (Optional)	Compar	v Detail		
			0/10	
Company Name (Optional)				
			0/100	
Address (Optional)			0/200	
			0/66	
	J	7		
Add				
+ Add				

Poultry Slaughter House Address

- 28. Enter the Poultry Slaughter House Address.
- 29. Click Retrieve Company Details to retrieve the company details.
- 30. Click Add to add the details. The details will be added successfully.

Slaughterhouse Licence Number				
			0/50	
Retrieve Company Detail				
UEN Number (Optional)				
			0/10	
Company Name (Optional)				
			0/100	
Address (Optional)				
			0/66	
+ Add				
No. Slaughterhouse Licence Number	UEN Number	Company Name	Address	Actions
	5000//545		31 SCIENCE PARK ROAD, #123.THE	
1 SP24F0053	53336654B	MANAGEMENT PTE	CRIMSON, SINGAPORE 117611	ts I

Poultry Slaughter House Address Added

The user can add more details and edit or delete the details also.

Emergency Contact

Emergency Contact	Fill	the Emergency		
Salutation		Contact Details		
Select			~	
Name				
			0/66	
Designation (Optional)				
			0/100	
Contact No.				
+65 V E.g. 8123 4567				
Email				
+ Add	Click Add bu emergenc det	utton to add ails.		
No. Salutation	Name	Designation	Contact No.	Actions
No data available in table				

Emergency Contact

31. Fill the Emergency Contact details. One contact is mandatory.

Emergency Contact					
Salutation					
Select				~	de d sussessfully. ×
				Your	new information has been added.
Name					
				0/66	
Designation (Optional)					
				0/100	
Contact No.					
+65 ∨ E.g. 8123 4567					
Email					
+ Add					
No	Norma	Design the	Controlle	5	- Andrews
	nane	Designation	Condict NO.	Eman	Actions
1 Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	EC II
•					

Emergency Contact Details Added

32. The user can add more and can edit or delete the contact details.

Review Form

Review and Declare



Review Form

- 33. Click **Back to Edit** to continue editing the application.
- 34. Scroll down for all the sections to review the amended details and click **Declaration** to submit the application.

General Declaration I declare that all the inform I am aware that legal action	ation given in this application form is true n may be taken against me If I had know	and correct.			
I agree that in any legal pr Licence to Import Poultry (I am aware that the Singap I am aware that the SFA is	ceedings, I shall not dispute the authent SFA) ore Food Agency (SFA) would only be at equired to collect personal information f	licity or accuracy of any statements, confirm ble to process my application(s) when all re rom time to time to carry out its various fun	nations, records, acknowledgements, informati nevant supporting documents are received and ctions and duties under the Singapore Food Ag	on recorded in or produced in this applicated in this applicated in the second se	Click Submit.
SFA's collection and use of sharing my information in si	all information provided by me in the co. ch application(s) with other Government the above is true.	rse of any application I have made to the agencies, and/or non-Government entitie	Click Review review the for	Form to m again.	
	Chec	k the box for			

Declare Form

- 35. Check the declaration.
- 36. Click **Review Form** to review the form again.
- 37. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.

We have received your application A confirmation email has been sent to you.				Successfully submitted You have successfully submitted.
Application Status APPLICATION Licence to Import Poultry	APPLICATION ID FC244783561	EST. PROCESSING TIME	STATUS Subermed	
Next Steps Your application is being processed. We will send you a For application enquiries, you may contact GeBusiness	n emall when your opplication status changes. You can also log in Helpdesk at 63363373 or email AskGoBizecrimsonlogic.com.sg.	below to check its status on your dashboar	Click Return to Dashboard. Return to Dashboard>	

Acknowledgement

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

GoBusiness Common Modules User Guide Chapter 13: Amend Application