

# **GoBusiness Food Retail Licence Print Licence User Guide**

Version: 0.1

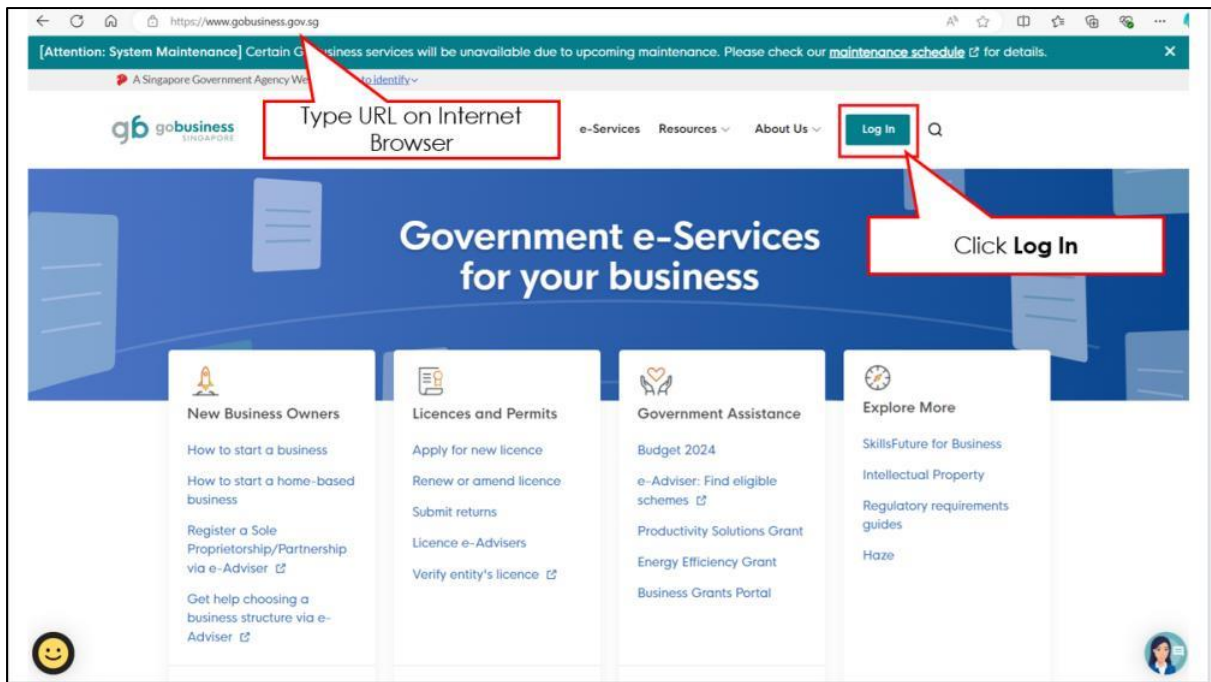
28 Feb 25

# Logging in to GoBusiness

There are two different ways to log in to **GoBusiness**.

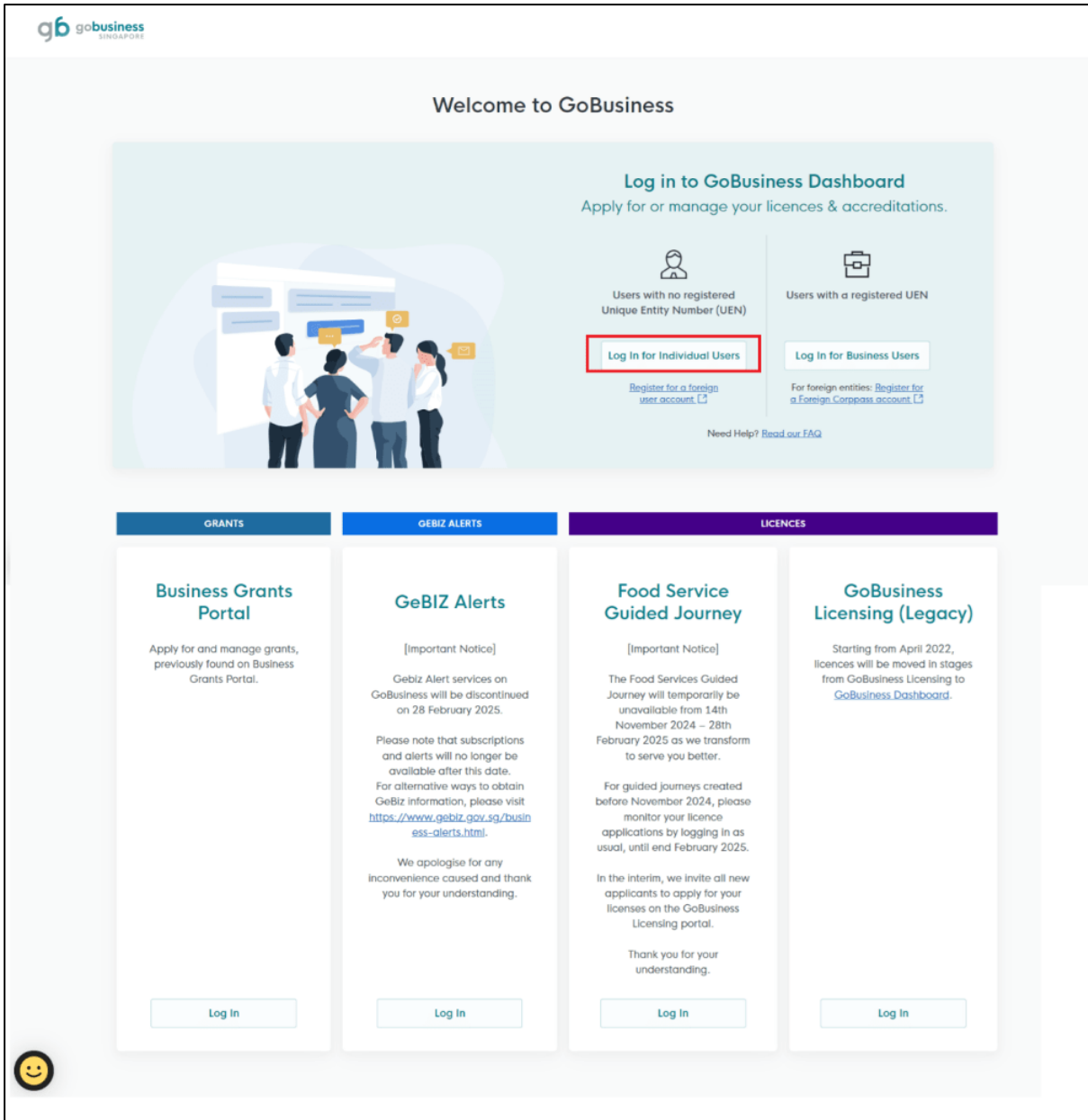
Login type	Transaction Type	Description
<b>SingPass</b>	<ul style="list-style-type: none"><li>Personal</li></ul>	<ul style="list-style-type: none"><li>Authorisation is done through SingPass. For more details on SingPass, visit <a href="https://www.singpass.gov.sg">https://www.singpass.gov.sg</a>.</li><li>For personal transaction type, user can be a licensee himself or filer who has been authorised (offline) by the licensee to submit the application request on behalf of him/her.</li></ul>
<b>CorpPass</b>	<ul style="list-style-type: none"><li>Corporate</li></ul>	<ul style="list-style-type: none"><li>Authorisation is done through CorpPass. For more details on CorpPass, visit <a href="https://www.corppass.gov.sg">https://www.corppass.gov.sg</a>.</li><li>User can be anyone authorised by the company through CorpPass.</li><li>An authorized filer can apply for the licence on behalf of the company.</li><li>User will be entering the UEN of the company and CorpPass ID of the individual user.</li></ul>

1. Go to <https://dashboard.gobusiness.gov.sg/login>.



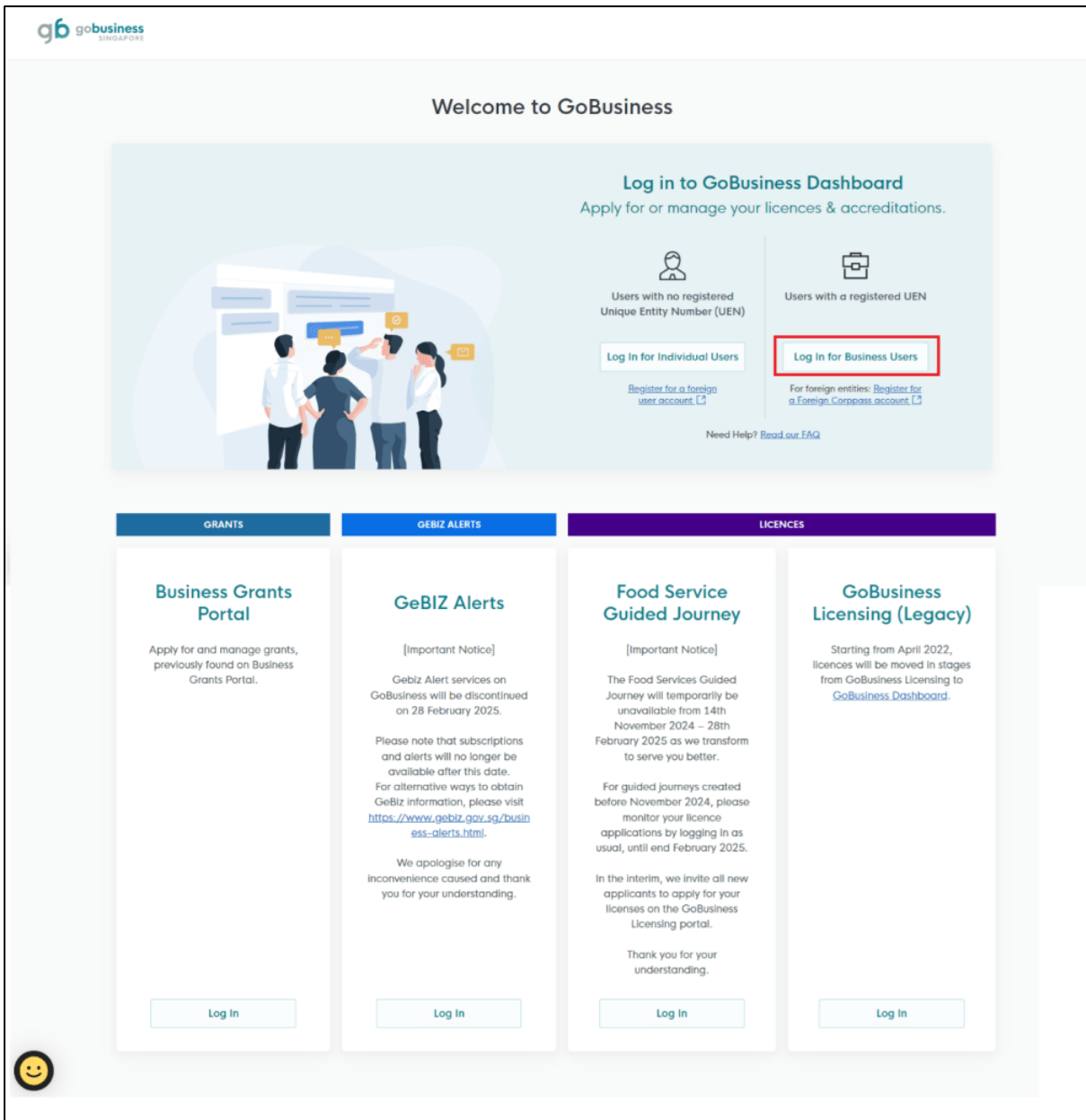
Home Page

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



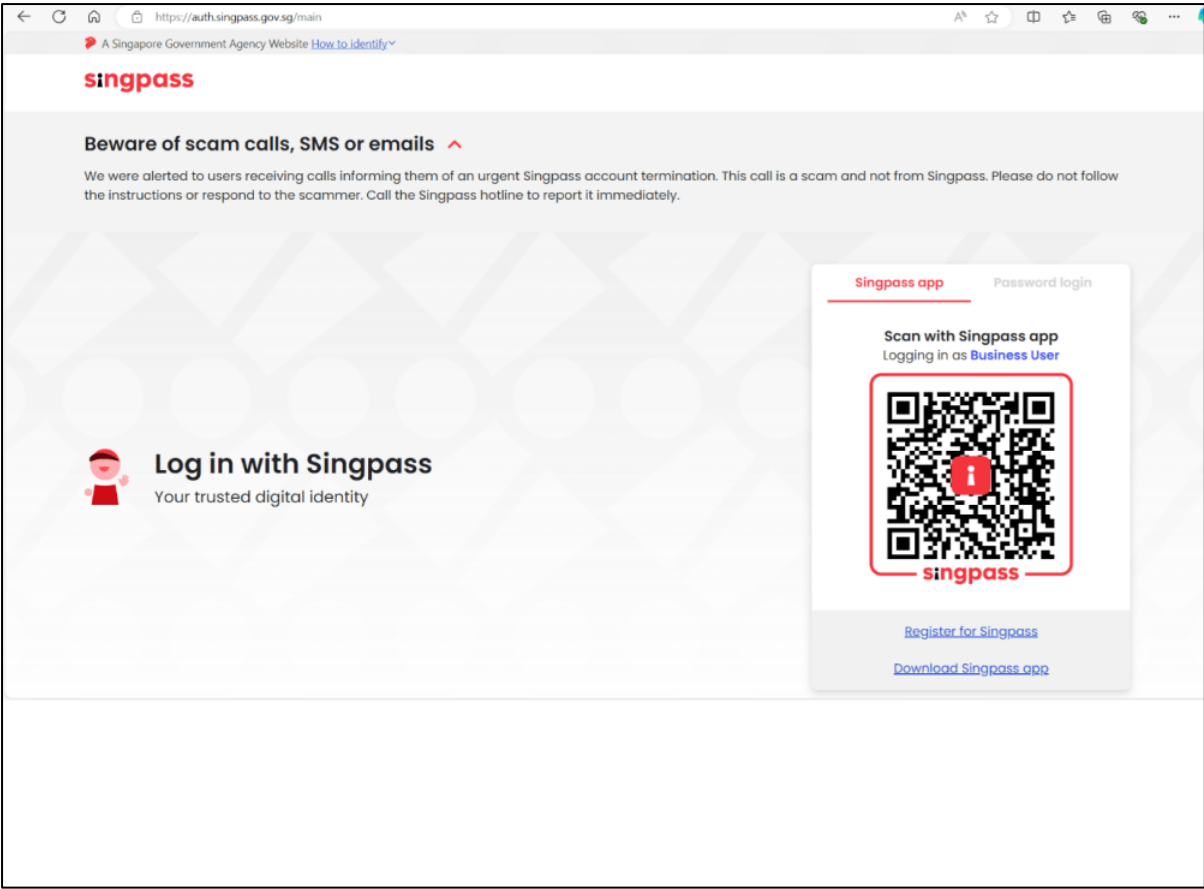
**Log In for Individual Users**

3. Click **Log In** for Individual Users.



**Log In for Business Users**

5. Click Log In for Business Users if you are applying under Business.

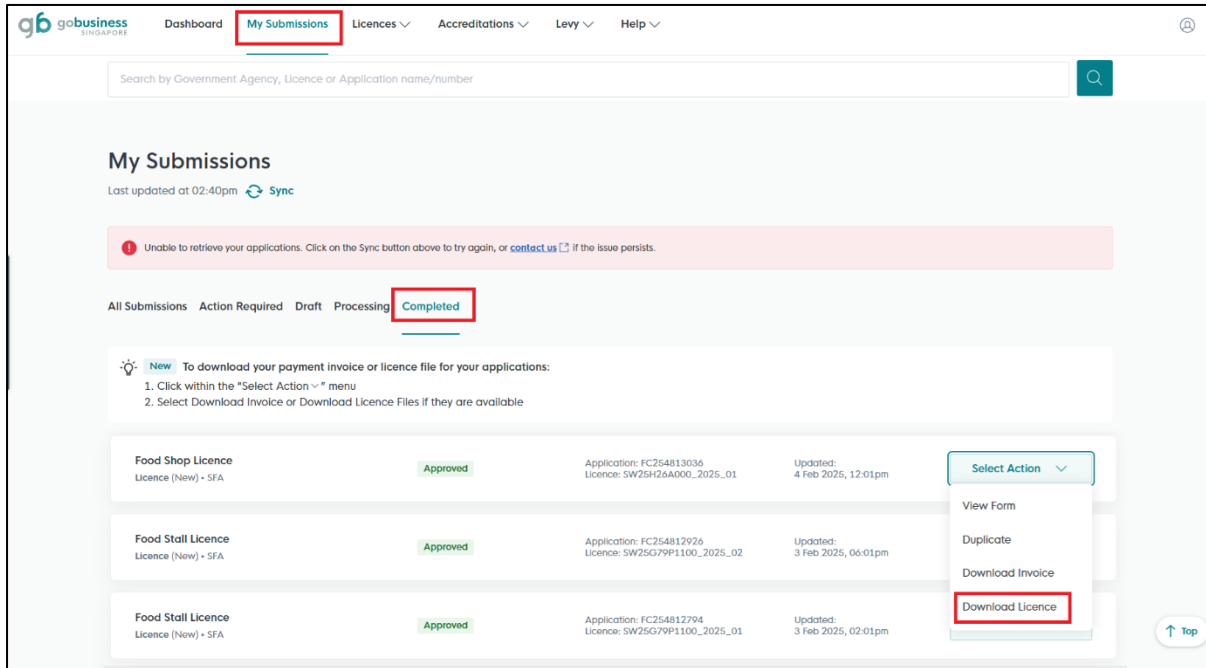


**SingPass Login**

- 6. Use SingPass to login.

# Print / Download Licence

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



## Download Licence

Name	Last Modified	File Size
<a href="#">2b569dba-196f-4d99-9e7b-22691ccb51d3-G2B_L1T-58-FR</a> -- --9fcaa2aa-b7bd-4670-9c6c-d80200b18290--SW25..._2025_02_LicencePreview_SW25311J000.pdf	2025-02-23 06:20:06	5.9 KB
<a href="#">48d757ed-2b6a-49ab-ae76-5c5272dfec10-G2B_L1T-58-FR</a> ... --956412f9-954a-407d-8630-aaaa8c3440e9--SW25..._2025_02_CERT_FOODSHOPCERTIFICATE_COA_SW25311J000.pdf	2025-02-23 06:20:06	57.8 KB
<a href="#">5ef2d2f5-1b62-440c-afad-fea48f2c5149-G2B_L1T-58-FR</a> * -- --3b9219e7-3629-4248-ac22-01522ae73b60--SW25..._2025_02_CERT_FOODSHOPCOVERLETTER_SW25311J000.pdf	2025-02-23 06:20:06	26.6 KB
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## Download Licence

- Go to **My Submissions** >> **Completed**.
- Click **Select Action** >> **Download Licence** for the licence with Approved status. Click **Download Licence** button to download or view and print the Licence/Permit. The licence to be displayed at the Food shop/ Supermarket/ Food stall/ Temporary Fair Stall.