New Food Shop Licence Application

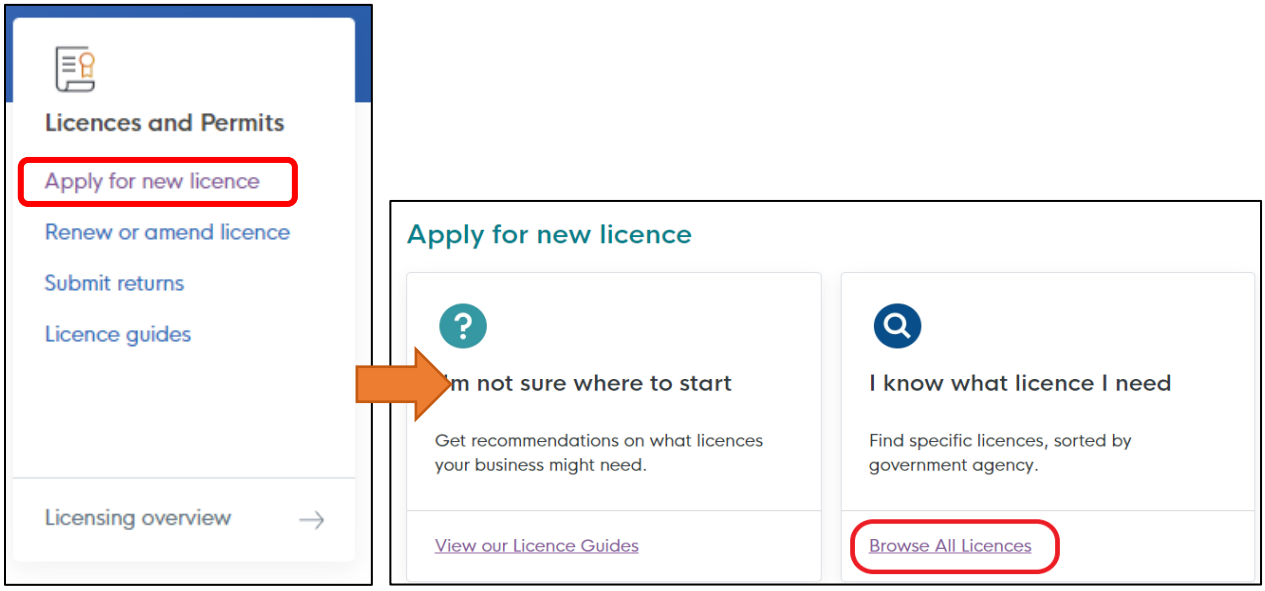
A food shop refers to a shop operating in an independent unit such as a takeaway kiosk, snack counter, restaurant, etc. Meanwhile, a food stall refers to a stall set up in a canteen, coffee shop/eating house or food court.

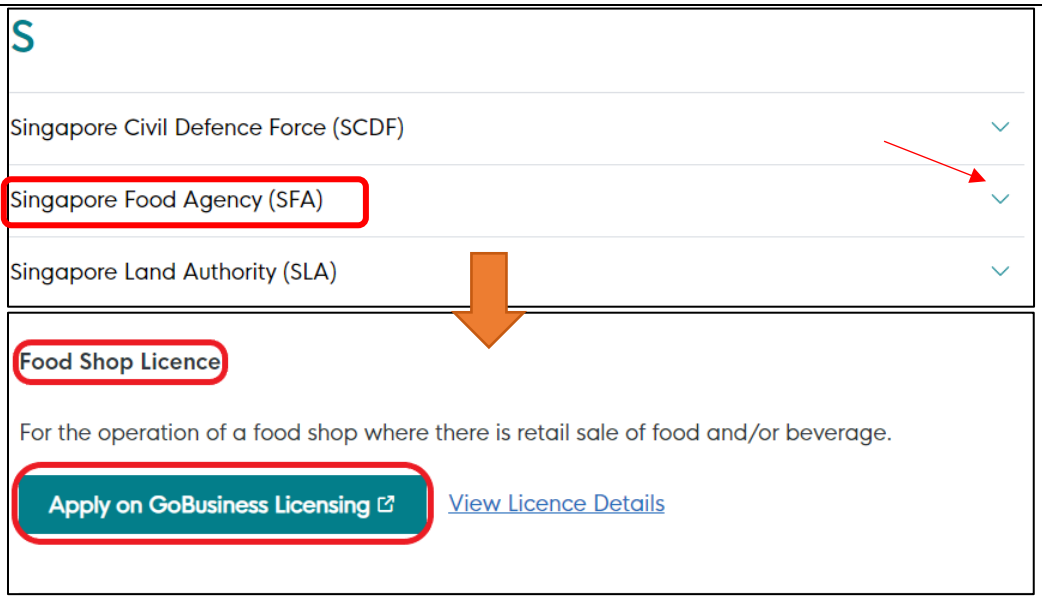
> **Note: Food shop licences **cannot be issued** to stalls within a canteen, coffee shop / eating house or food court.*

This licence can be applied for by individuals, societies registered with MHA or entities registered with ACRA. Potential licensees can apply on their own or appoint a filer to do so.

NEW: From 1 September 2022, licence applicants would need to submit the Certificate of Stamp Duty issued by Inland Revenue Authority of Singapore (IRAS), alongside the Tenancy Agreement or Letter of Consent, when uploading the supporting documents for the application.

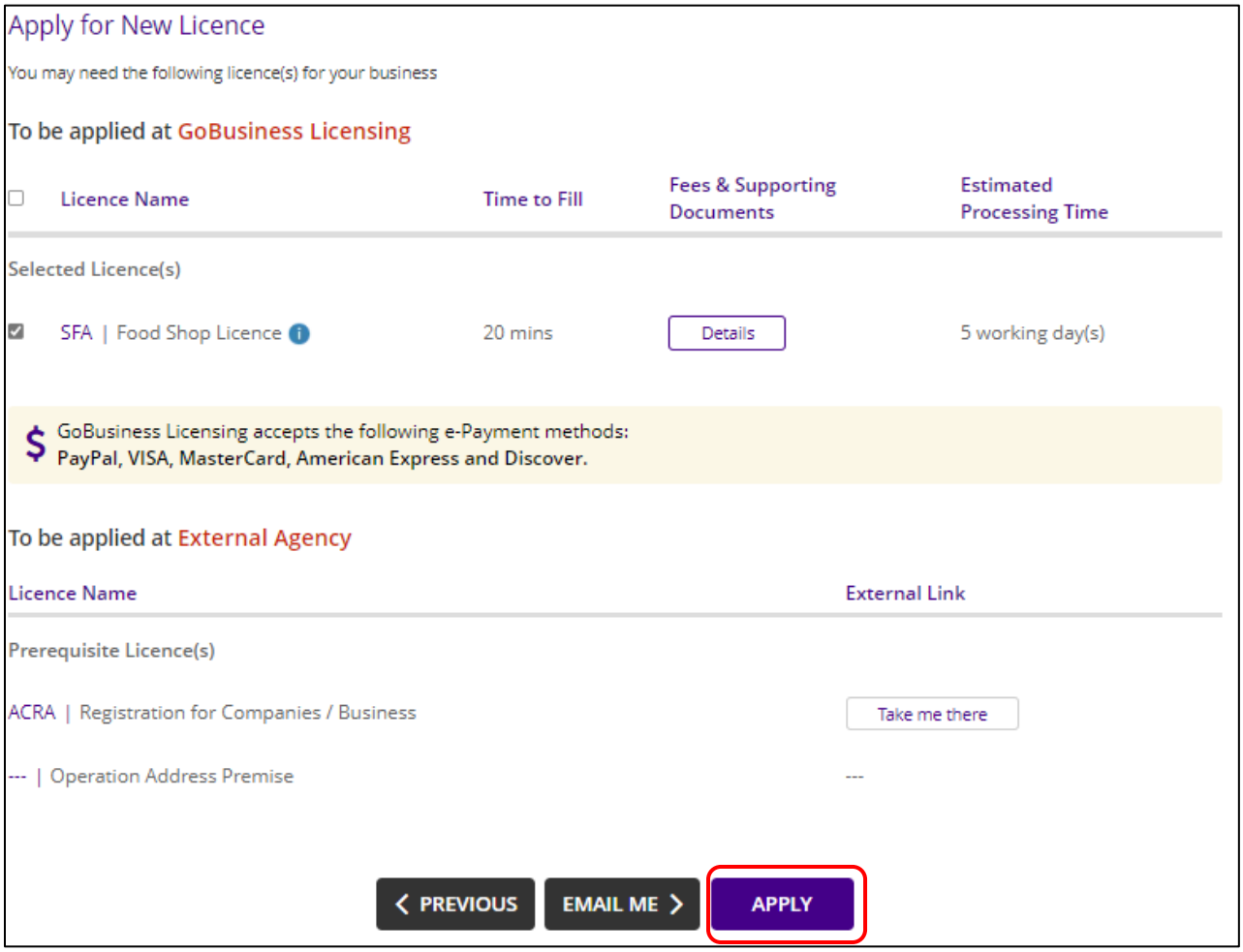
For main operators of canteens, food courts, and coffee shops / eating houses that are collecting the stamp duties and paying them on the stall holders' behalf as part of the tenancy management process, please provide a copy of the Certificate of Stamp Duty to your stall holders to facilitate their food stall licence applications.

Logging into GoBusiness portal	
Step 1	Directly apply for the Food Shop Licence and go to Step 2 OR Visit https://www.gobusiness.gov.sg/licences/. Under "Licences and Permits, click "Apply for New Licence", then click on "Browse All Licences".  Search for "Singapore Food Agency". Look for Food Shop Licence and click on "Apply on GoBusiness Licensing".



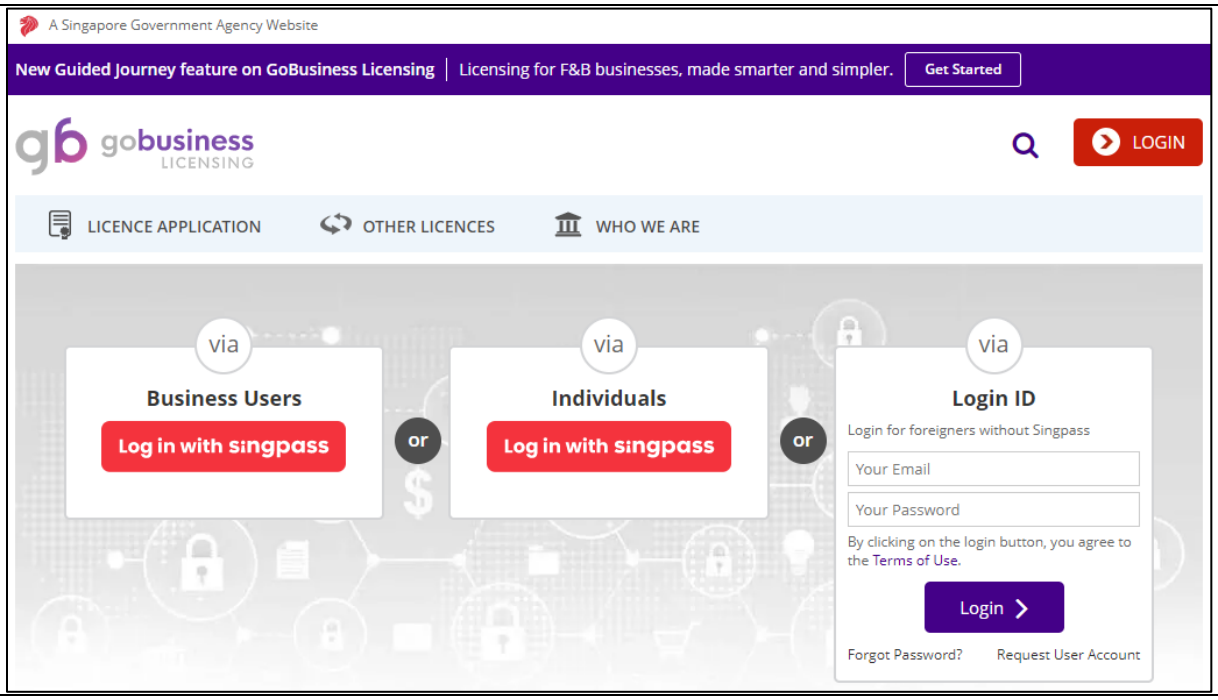
Step 2

Click on "Apply"



Step 3

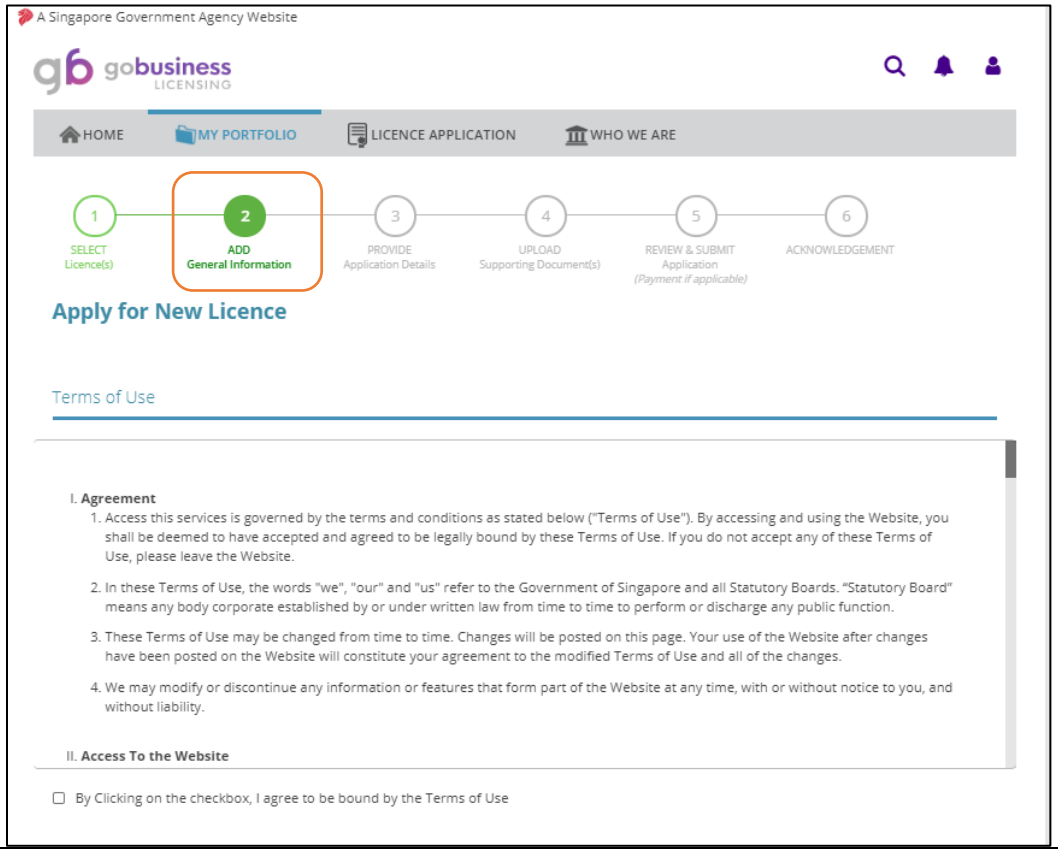
You will be redirected to this page. Choose the suitable log in method depending on who the intended licensee is (Business Users or Individuals).

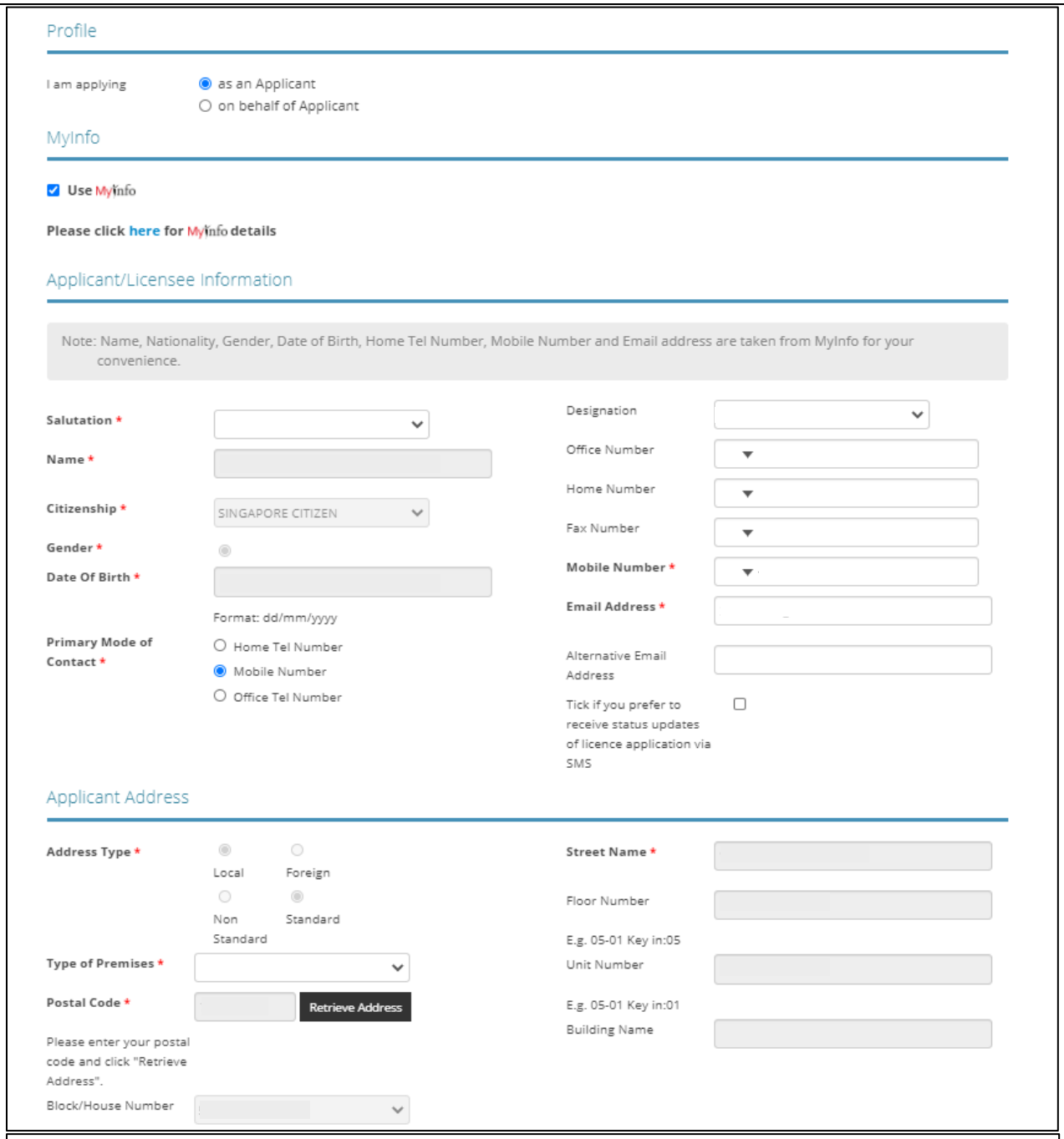


Step 4	Please have your layout plan drawn to scale in metric units ready. This will need to be uploaded in Step 4 of the licence application process. For Vending Machine applications, it is mandatory to attach the business proposal of the vending machine operations and the equipment layout of the vending machine. Incomplete applications will be rejected.

Licence Application

Step 1	You are brought to Step 2 ADD General Information of the licence application process. You will need to provide information about your company or yourself (depending on who is meant to be the licence holder). Details such licensee name, applicant address, and mailing address are required.





Profile

I am applying
- (●) as an Applicant
- ( ) on behalf of Applicant

MyInfo

☑ Use MyInfo

Please click here for MyInfo details

Applicant/Licensee Information

Note: Name, Nationality, Gender, Date of Birth, Home Tel Number, Mobile Number and Email address are taken from MyInfo for your convenience.

Salutation *

Name *

Citizenship * SINGAPORE CITIZEN

Gender *

Date Of Birth *

Format: dd/mm/yyyy

Primary Mode of Contact *
- ( ) Home Tel Number
- (●) Mobile Number
- ( ) Office Tel Number

Designation

Office Number

Home Number

Fax Number

Mobile Number *

Email Address *

Alternative Email Address

Tick if you prefer to receive status updates of licence application via SMS ☐

Applicant Address

Address Type *
- (●) Local
- ( ) Foreign
- ( ) Non Standard
- (●) Standard

Type of Premises *

Postal Code * Retrieve Address

Please enter your postal code and click "Retrieve Address".

Block/House Number

Street Name *

Floor Number

E.g. 05-01 Key in:05

Unit Number

E.g. 05-01 Key in:01

Building Name

Mailing Address

Applicant Address Copy

Address Type *
- (●) Local
- ( ) Foreign
- (●) Standard

Type of Premises *

Postal Code * Retrieve Address

Please enter your postal code and click "Retrieve Address".

Block/House Number

Street Name *

Floor Number

E.g. 05-01 Key in:05

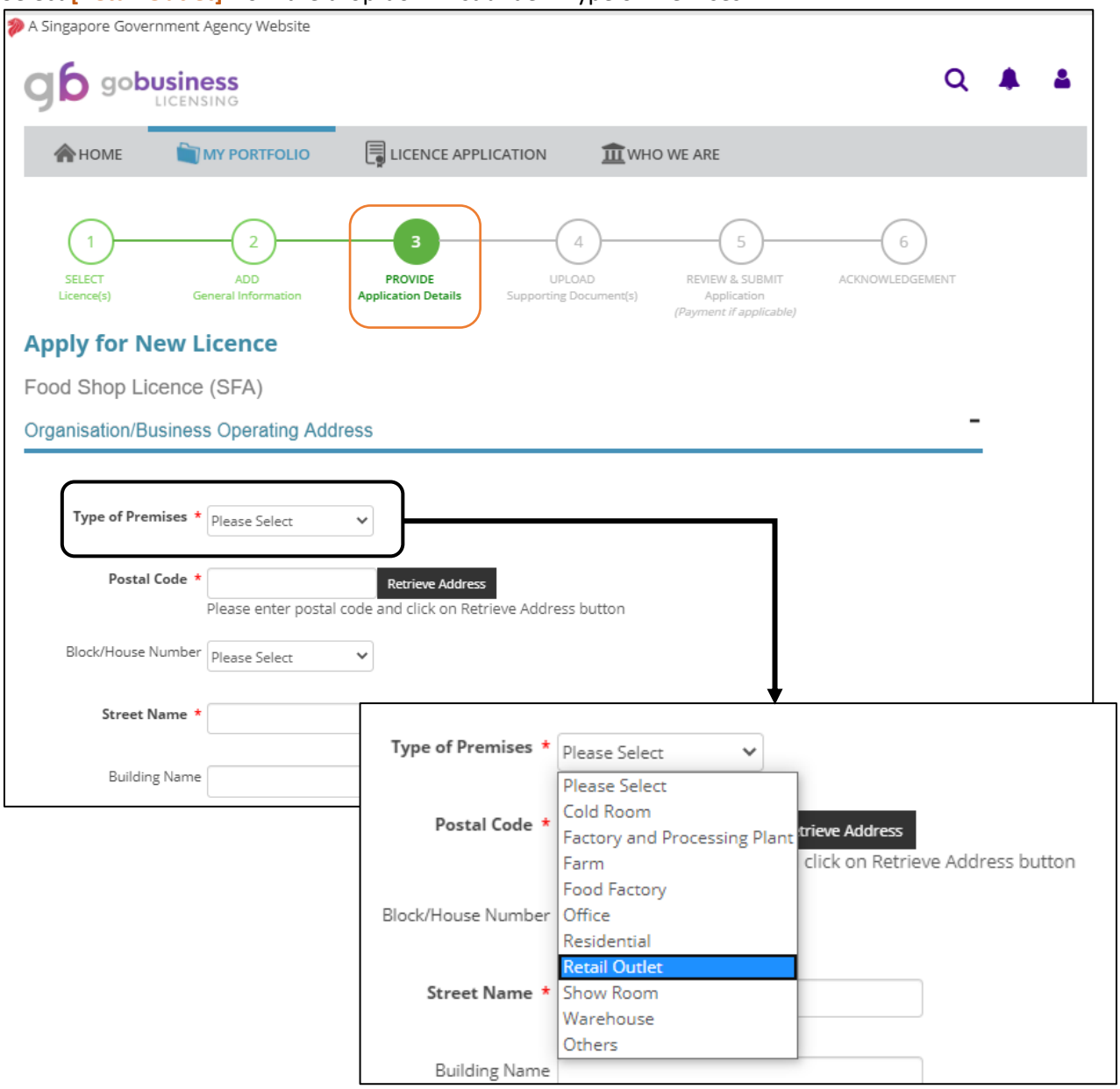
Unit Number

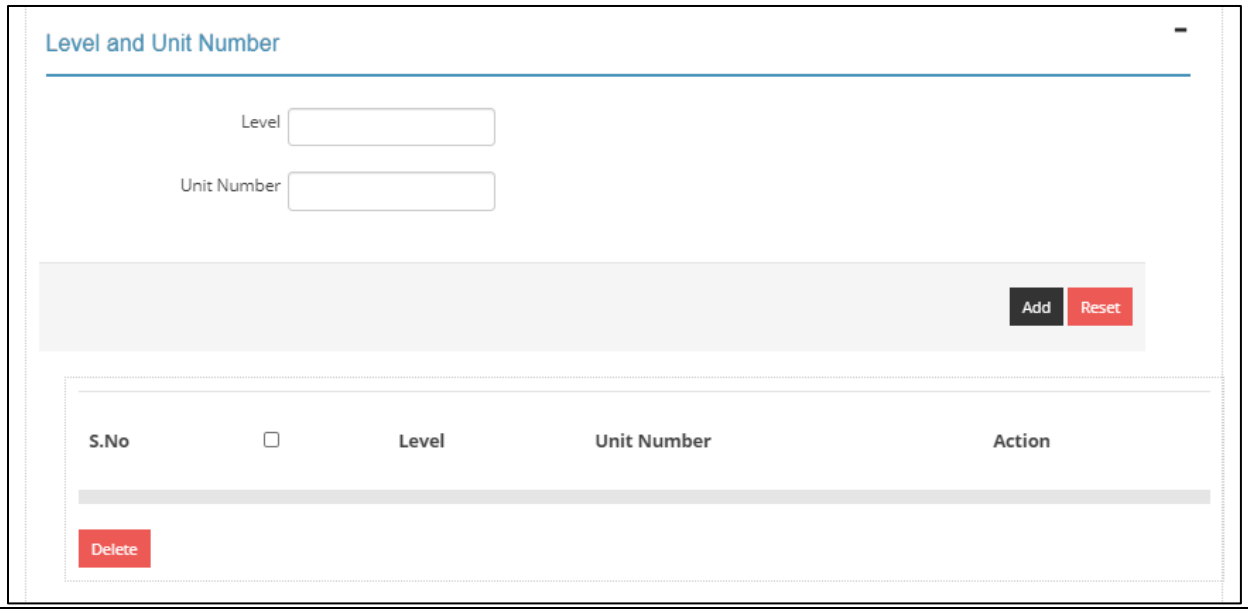
E.g. 05-01 Key in:01

Building Name

Step 2A	Here, you need to provide information about your intended business. This segment asks for the business operating address.

Select **[Retail Outlet]** from the drop-down list under "Type of Premises.

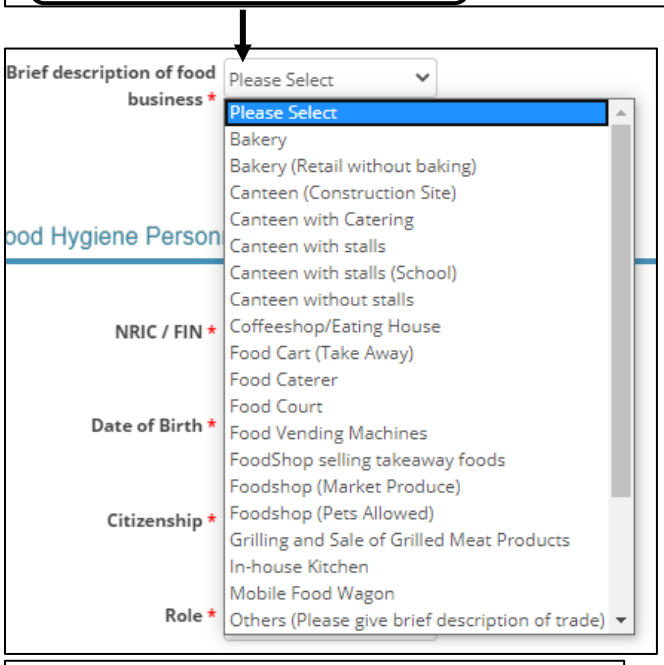




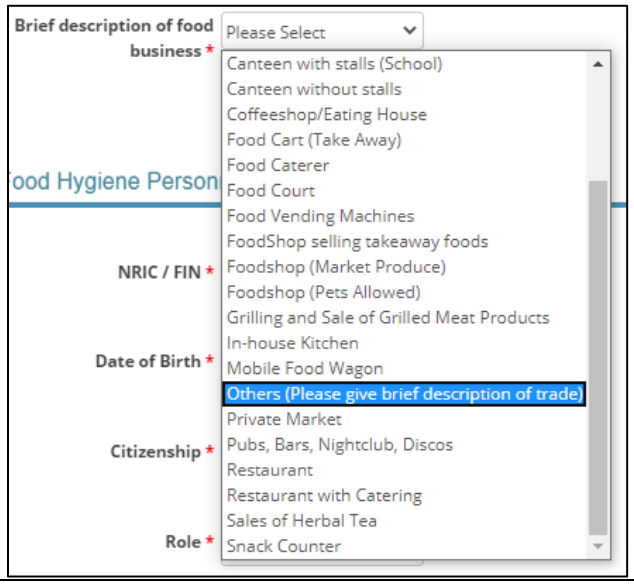
Step 2B

Here, you would need to provide more specific information about your intended business such as Business Name, operating hours, etc.

Select the most relevant option from the drop-down list under "Brief description food business". The list begins with **[Bakery]** and ends with **[Snack Counter]**.



continued



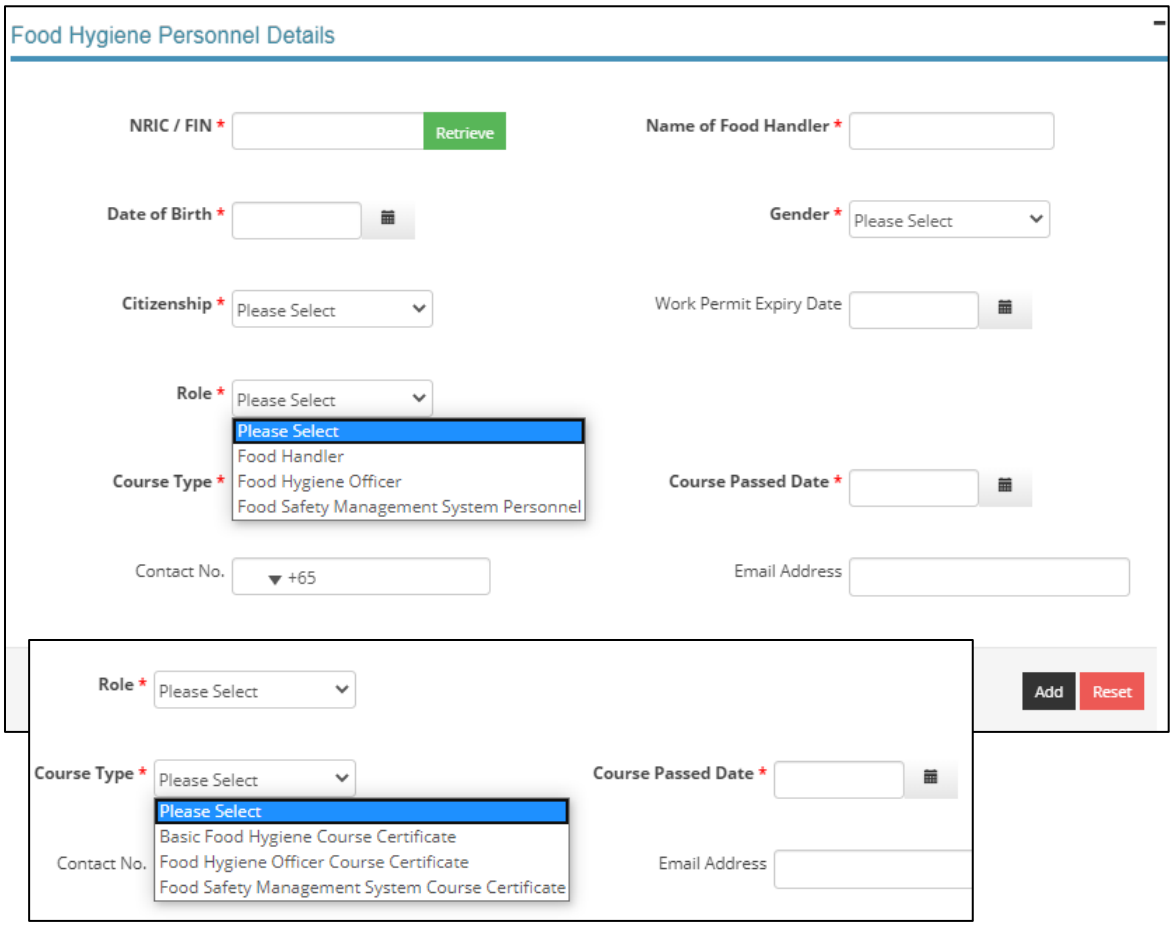
	**Note that this section is dynamic. Different fields will appear depending on the food business that you are setting up. Please refer to Annex A for the different fields to be filled in based on the food business chosen.
Step 2C	Provide information on your food hygiene personnel. Select the most relevant "Role" and "Course Type Attended". You can continually click "Add" if you have details of more than one personnel to submit. Details of the relevant personnel will be seen at the bottom of the page.

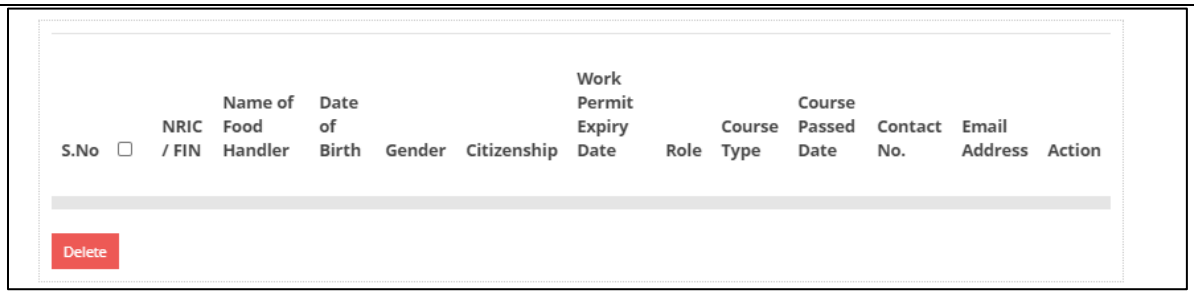
At least one food handler personnel details must be submitted

Food Hygiene Officers are only required for the following types of food businesses:

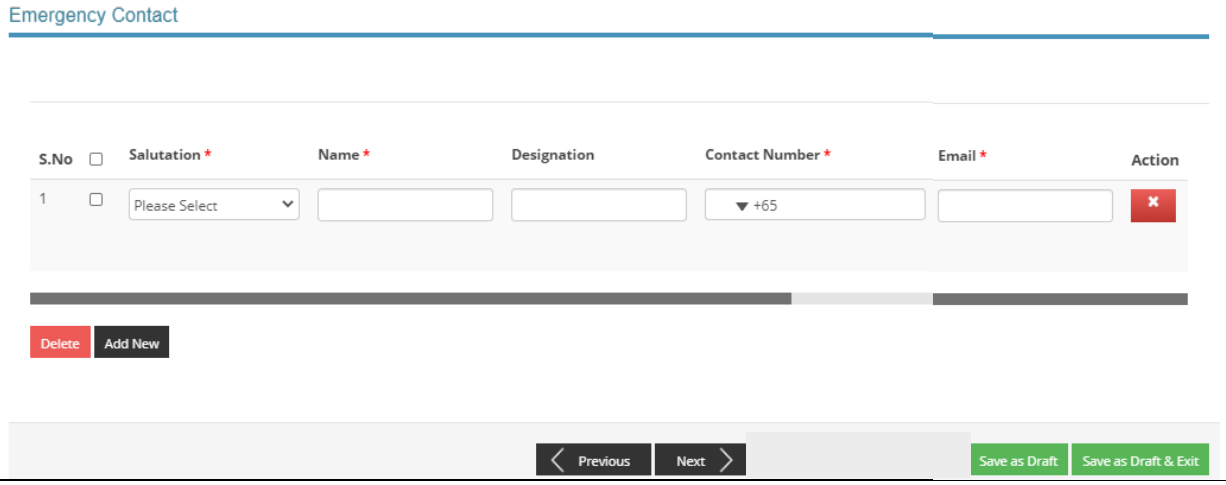
- Restaurant
  - Housed in two or more adjacent units in private and HDB shophouses; or
  - With kitchen area exceeding 16m^2
- Caterer
- Canteen
- Food court

Food Safety Management System (FSMS) Personnel are for food businesses which need to implement FSMS (such as caterers and those permitted to cater).



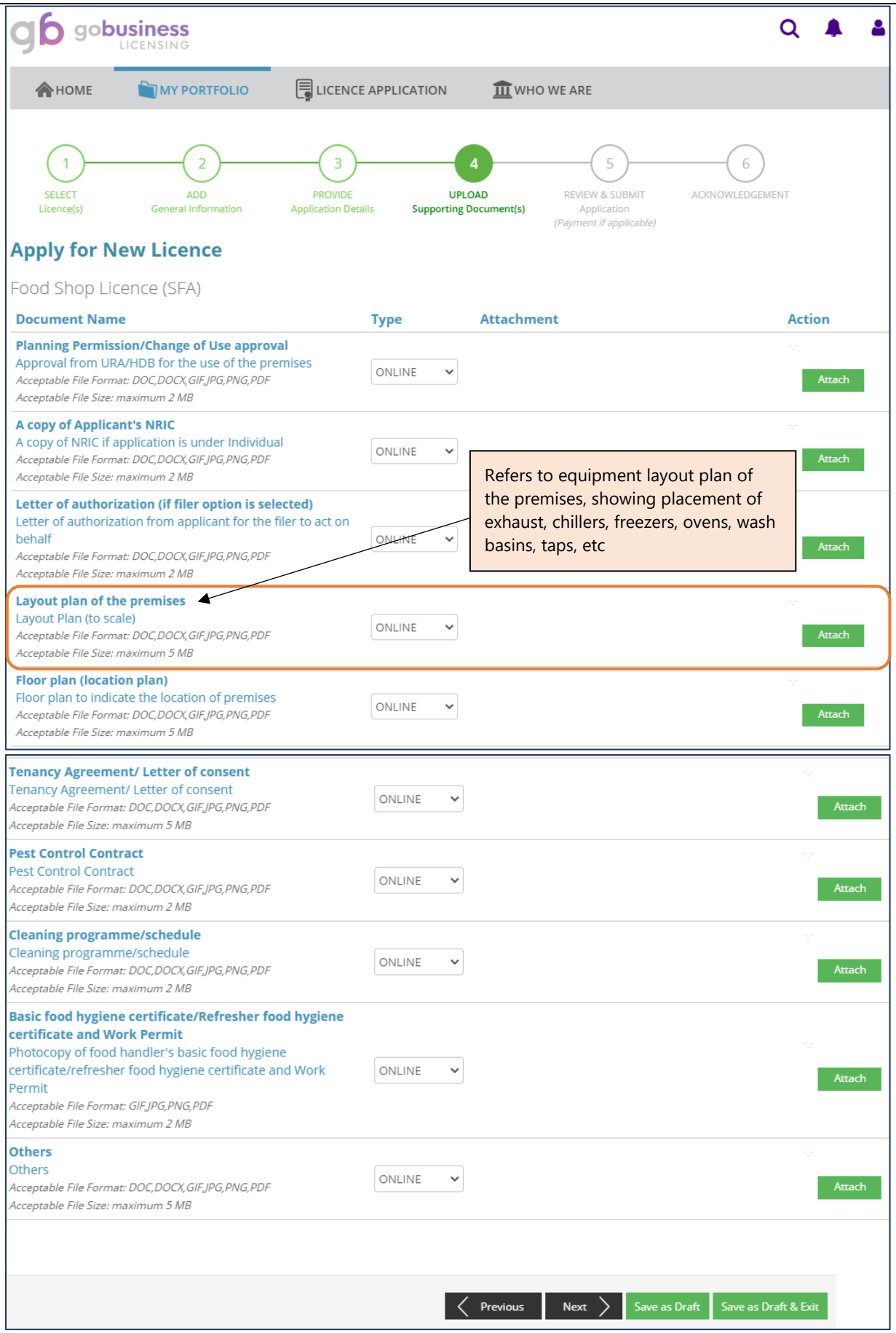
<table>
<tr><td></td><td>


***Check with the training provider or SkillsFuture SG (SSG) if you are uncertain of the course passed date.*</td></tr>
<tr><td>Step 2D</td><td>Provide information on the emergency contact here. Click “Next” once completed.


</td></tr>
<tr><td>Step 3</td><td>Upload the layout plan drawn to scale in metric units here. The rest of the documents can be given during the pre-licensing inspection stage.

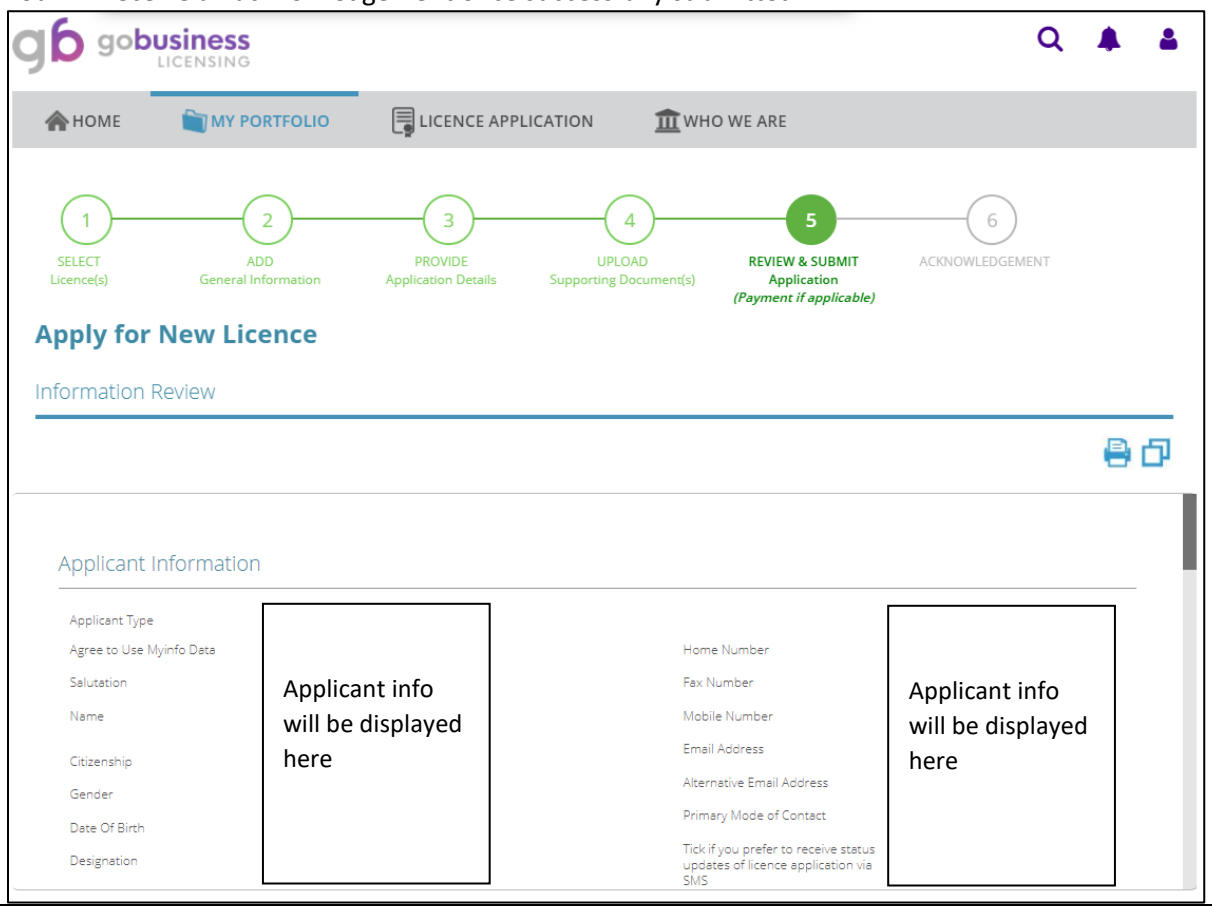
For <u>Vending Machine applications</u>, it is mandatory to attach the business proposal of the vending machine operations and the equipment layout of the vending machines.

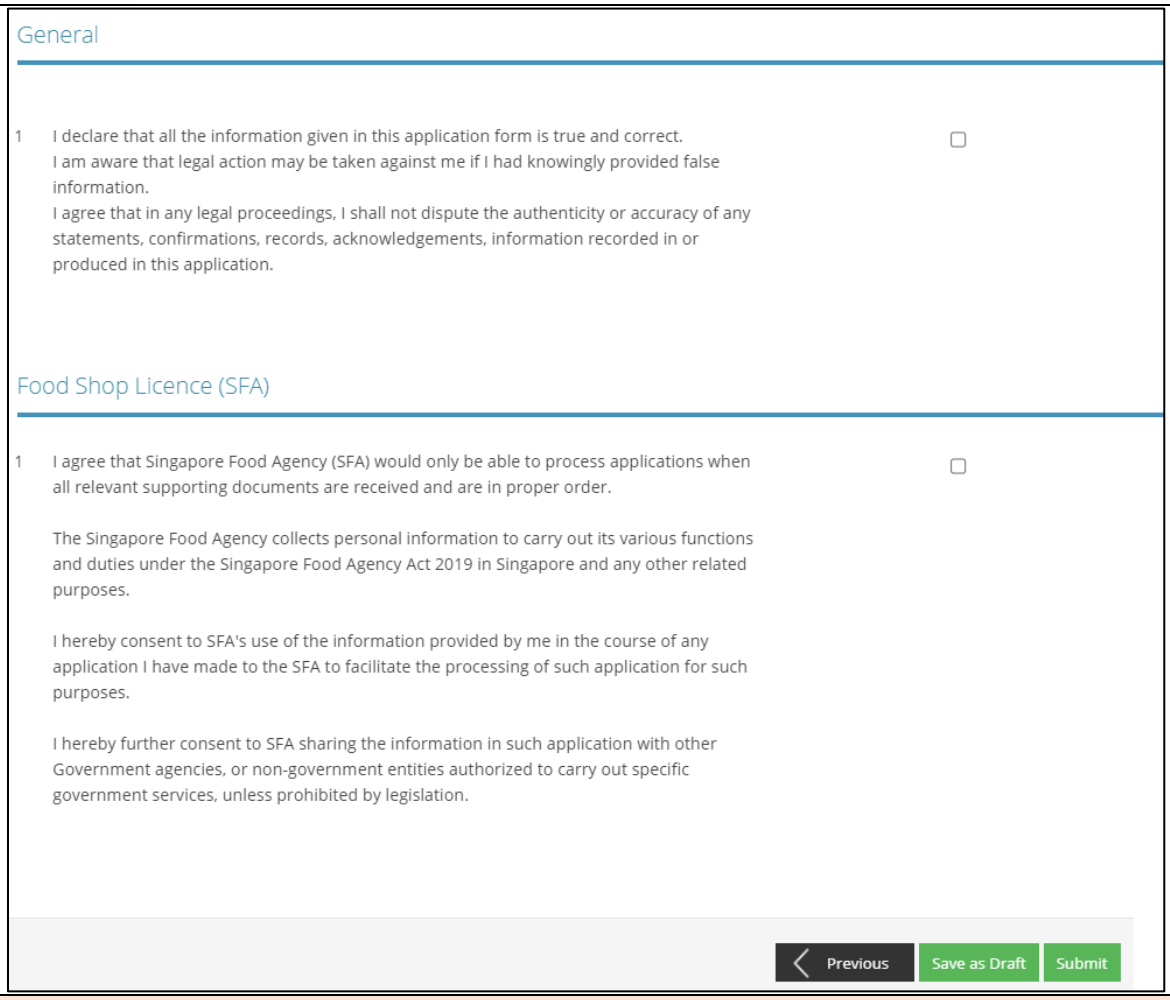
Incomplete applications will be rejected.</td></tr>
</table>



Step 4	After uploading the layout plan (and business proposal for Vending Machine applications), review the entire application before submitting it.

You will receive an acknowledgement once successfully submitted.





General

1 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 information.
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Food Shop Licence (SFA)

1 I agree that Singapore Food Agency (SFA) would only be able to process applications when all relevant supporting documents are received and are in proper order.

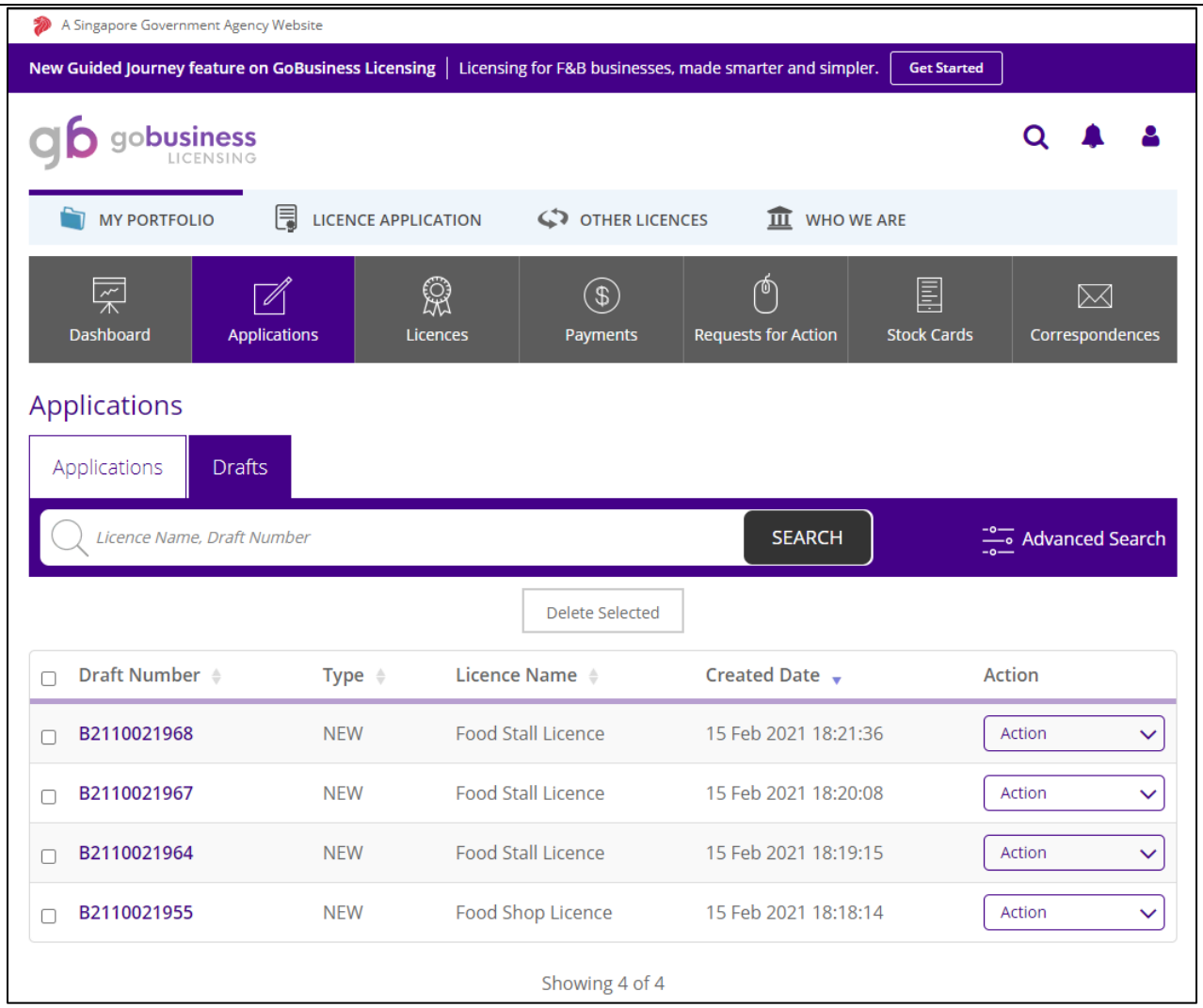
The Singapore Food Agency collects personal information to carry out its various functions and duties under the Singapore Food Agency Act 2019 in Singapore and any other related purposes.

I hereby consent to SFA's use of the information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application for such purposes.

I hereby further consent to SFA sharing the information in such application with other Government agencies, or non-government entities authorized to carry out specific government services, unless prohibited by legislation.

Previous | Save as Draft | Submit

Confirmation that application was successfully submitted	
Step 1	Go back to “My Portfolio” and click on the “Applications” tab in between “Dashboard” and “Licences”. Successfully submitted applications can be viewed under the “Applications” tab next to the “Drafts” tab. These applications follow this naming format: **C**YY12345678 (where YY=year, followed by 8 digits). Any previous applications that were saved as drafts and not submitted, can be viewed under “Drafts”. These drafts follow this naming format: **B**YY12345678 (where YY=year, followed by 8 digits).



TO NOTE: Draft applications

Draft applications that are inactive for a month will be automatically withdrawn.

You will receive an email notification reminding you to act on your draft.

Sample email

Draft Notification: B2110074868 will be removed on 24 Jun 2021 Inbox x

noreply@crimsonlogic.com Tue, Jun 15, 2:15 AM
to

Date: 15 Jun 2021

Dear Applicant name

Please be informed that the draft will be removed on 24 Jun 2021 if you do not make any changes or submit the draft application. Draft is saved during licence application and will be a valid application upon submission.

The draft details are as follows:

Draft Number	: B2110074868
Agency Name	: Singapore Food Agency
Licence Name	: Food Shop Licence
Application Type	: NEW
Creator	: Creator name
Date Created	: 25 May 2021

You may refer to our online Help on how to retrieve drafts.

Note: Please ignore this notification if you have submitted the required application. No further action is required.

For more details, please visit https://licence1.business.gov.sg/licence1/authentication/showLogin.action

If you have any enquiry, please email us at licences-helpdesk@crimsonlogic.com.sg. Alternatively, you may contact us at (+65) 6774 1430.

This is a system generated notification, please do not reply.

Notification of application approval and Licence Payment

Step 1

You will be notified via email when the application has been approved.

Sample notification

GoBusiness Licensing - Application Approval Notification

Action Date : 01/07/2022 13:05:14
Action By :
To : **Applicant's email ID**

Dear **Applicant's Name**

We refer to your NEW application.

Please note that your licence has been approved. You may commence business immediately after making payment.

Application Number	: C2110012345
Application Type	: NEW
Applicant	-
Licence Name	:
Agency	: Singapore Food Agency
Application Status	: Approved

For more details, please visit https://licence1.business.gov.sg/licence1/authentication/showLogin.action

If you have any enquiry, please email us at licences-helpdesk@crimsonlogic.com.sg. Alternatively, you may contact us at (+65) 6774 1430.

This is a system generated notification, please do not reply.

Step 2

You will receive a payment notification via email informing that you can pay for your licence.

With effect from 1 January 2022, SFA no longer issues hard copy licences and licensees who are holding a licence to operate food shop, food stall, hawker stall or supermarket from SFA are required to self-print their licence via GoBusiness Licensing (Self Service) portal.

If you require your licence urgently, please pay online via GoBusiness as payment via AXS kiosk, m-station and e-station is only available 2 to 3 days AFTER approval.

Sample notification

GoBusiness Licensing - Outstanding Payment Notification

Action Date : 30/06/2022 15:17:45
Action By :
To : Applicant's email

Dear **Applicant's name**

We are writing to inform that you have an outstanding payment of 195.00 for your NEW application. Please make the payment by 28 Jul 2022, or else your application will be expired/withdrawn automatically in system after 28 Jul 2022. You will not be able to make payment when your application is expired/with and you will be required to make a new licence application.

Please disregard this notification if you have already made the outstanding payment or you have a GIRO arrangement with the Singapore Food Agency.

Application Number	: C22100 12345
Application Type	: NEW
Licence Name	: Food Shop Licence
Licensee Name	:
Payment Due Date	: 28 Jul 2022
Payable Amount (S$)	: 195.00

You may make payment via the following options:

List of available payment methods for SFA licences:

- e-Payment via LicenceOne
- GIRO (only applicable for Renew)
- AXS*

*Please note that payment made via AXS will take 2-3 days to process. As such, you are advised to make payment one week before payment due date. Your application will lapse if payment is not received before payment due date.

For Payment (GIRO):

Note: If you have a GIRO arrangement with SFA for licence fee payment, the system will automatically process the payment via GIRO.

For Payment (Non-GIRO):

Note: Please proceed with payment promptly.

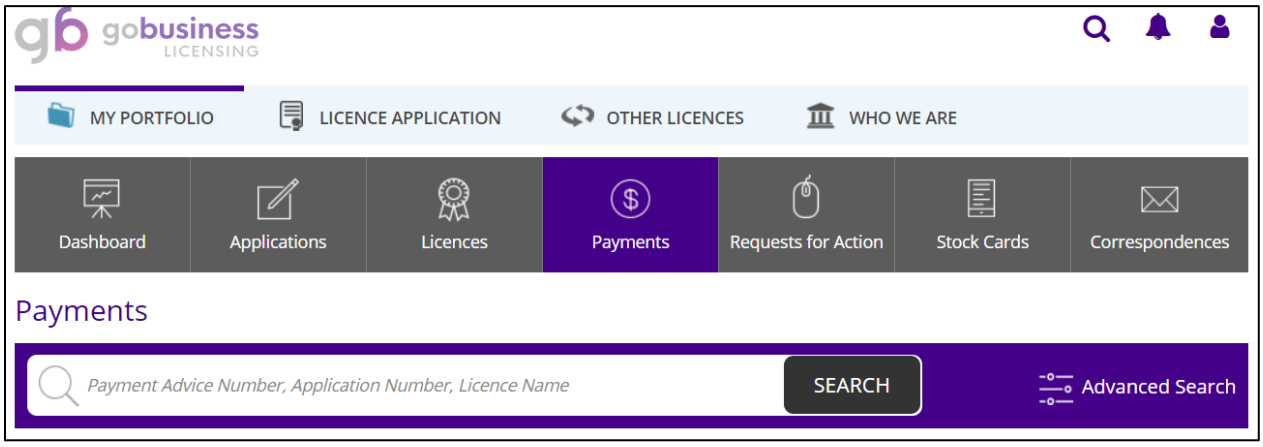
For information on how to make payment via LicenceOne, please refer to online guide https://licence1.business.gov.sg/licence1/authentication/showLogin.action/guidelines/web/help-internet/payment-management .

For AXS payment, please use GoBusiness Licensing/G2B application number to retrieve the record.

Step 3

Option 1: Payment via GoBusiness

Under "My Portfolio", go to the "Payments" tab and key in the Payment Advice No, Application No OR Licence No to retrieve the relevant records.



Option 2: Payment via AXS kiosk, m-AXS or e-AXS

As indicated in Step 2, you can only pay via AXS 2 to 3 days AFTER application approval.

AXS kiosks

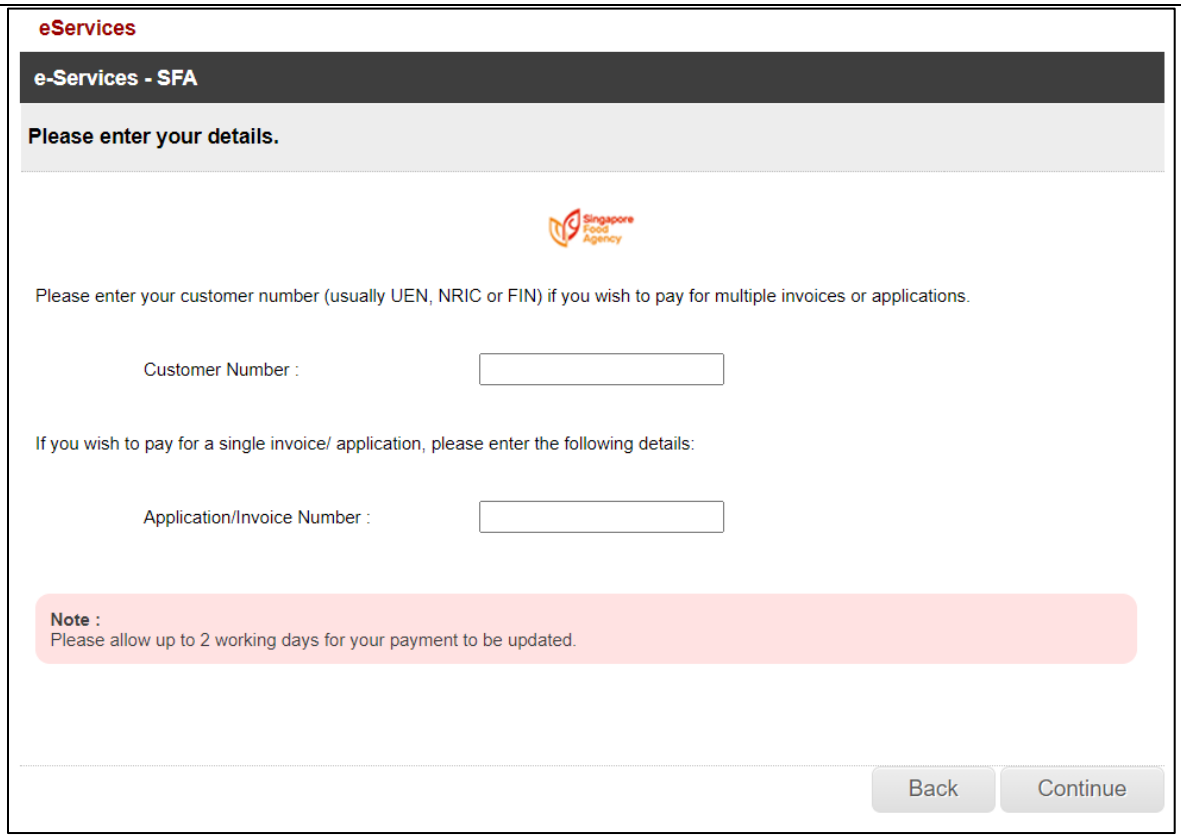
- Select Services » Government » SFA » Certificates/Licences/Other Services

AXS e-station (website) or m-station (mobile app)

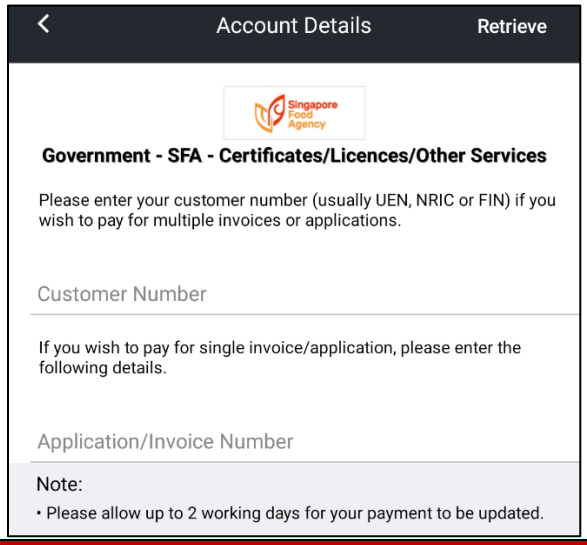
- Select eServices » Government » SFA » Certificates/Licences/Other Services

You will view either of these:

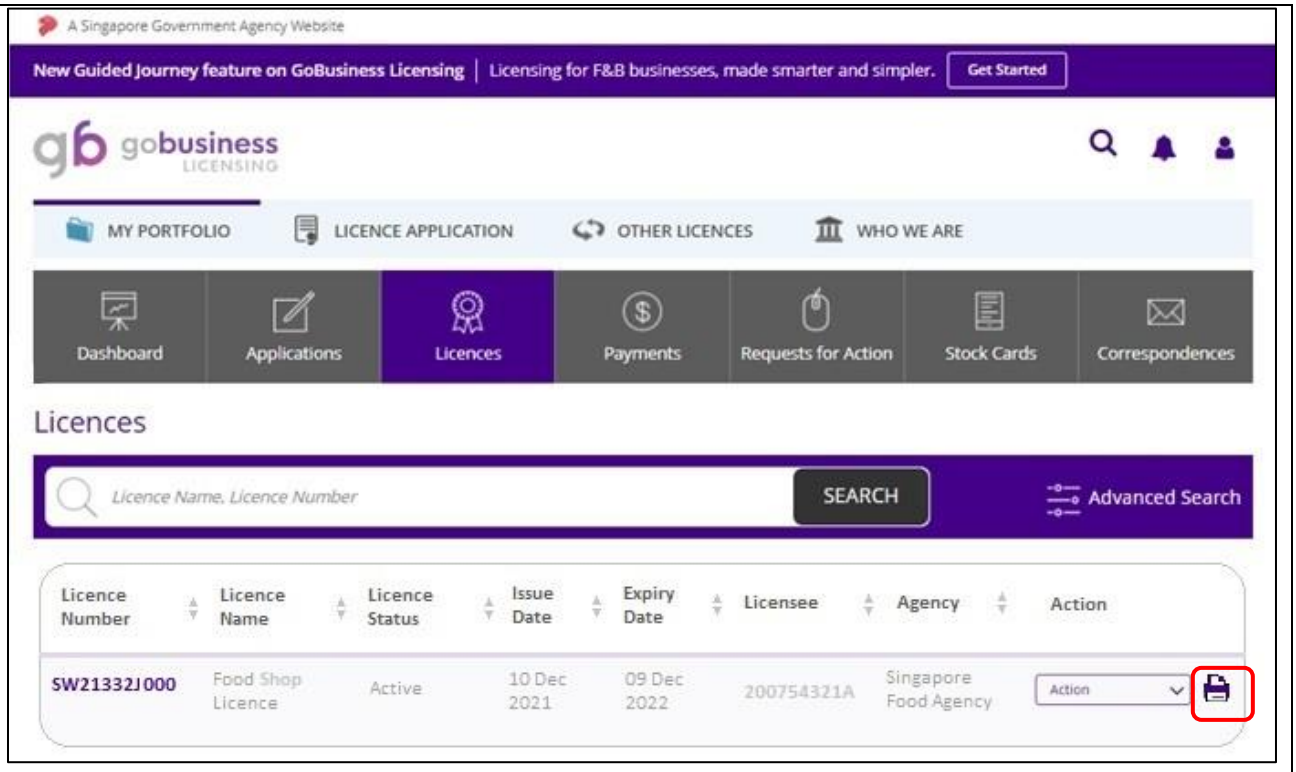
e-Station



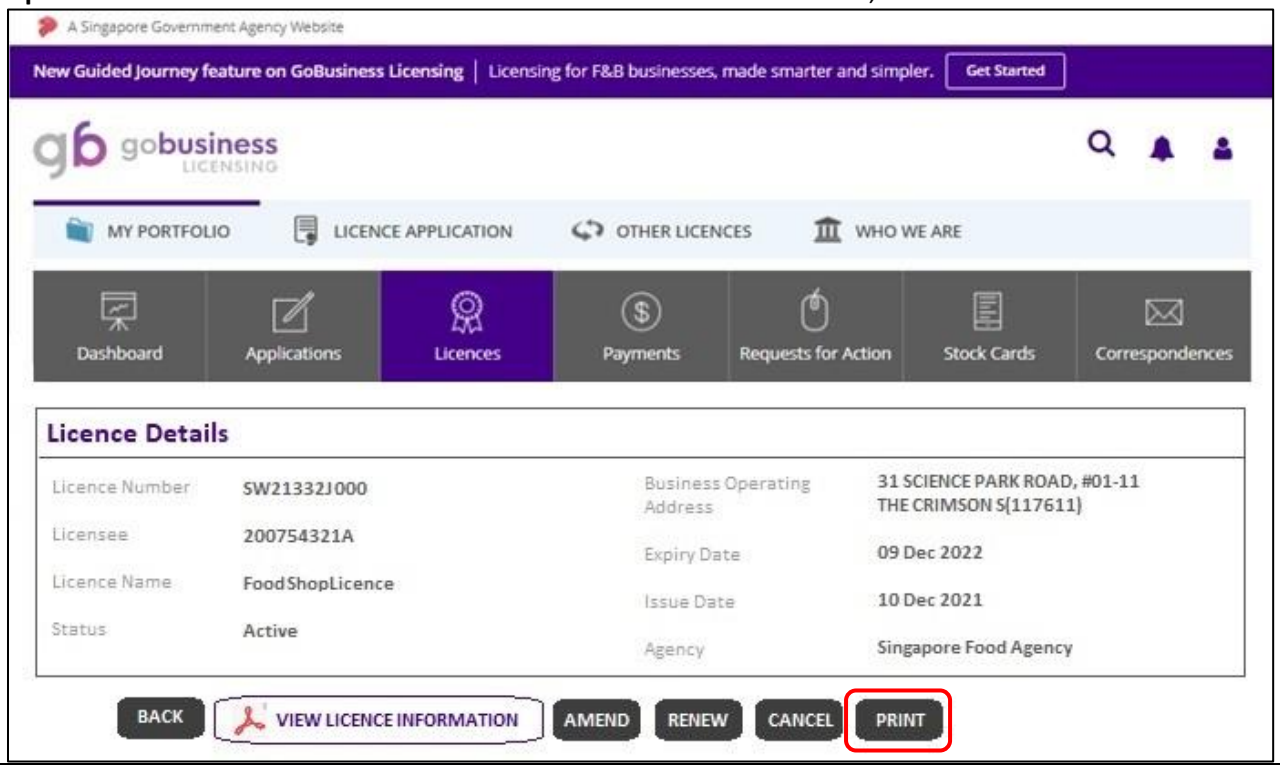
m-Station



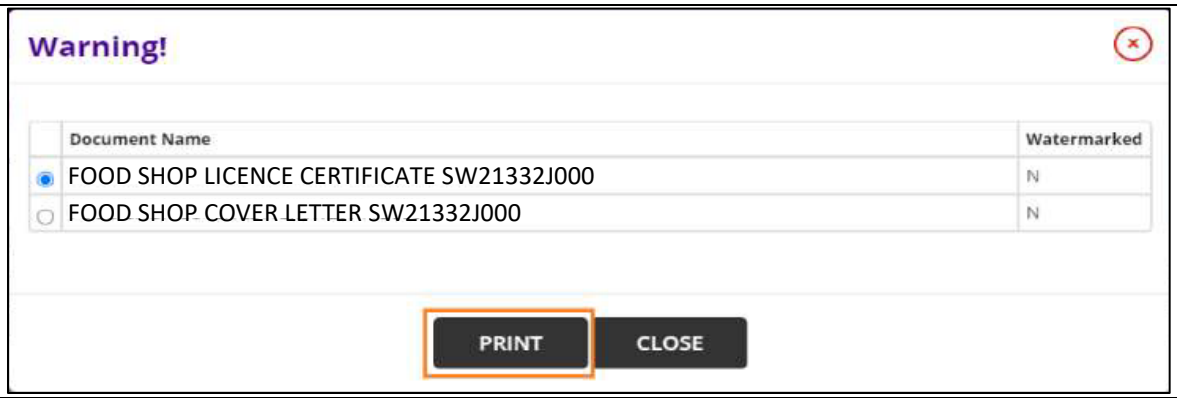
Self-printing of licence	
	Please follow these steps to self-print your licence.
Step 1	Log in to GoBusiness as shown above
Step 2	At the dashboard, click on the "Licences" tab. **Option 1**: Select the relevant licence and click on the printer icon.



Option 2: Click on the relevant licence to view licence details. Thereafter, click on "Print".



Step 3	A pop up will appear. Click on "Print" to proceed to print your licence.


Warning!
Document Name
Watermarked
FOOD SHOP LICENCE CERTIFICATE SW21332J000
N
FOOD SHOP COVER LETTER SW21332J000
N
PRINT
CLOSE

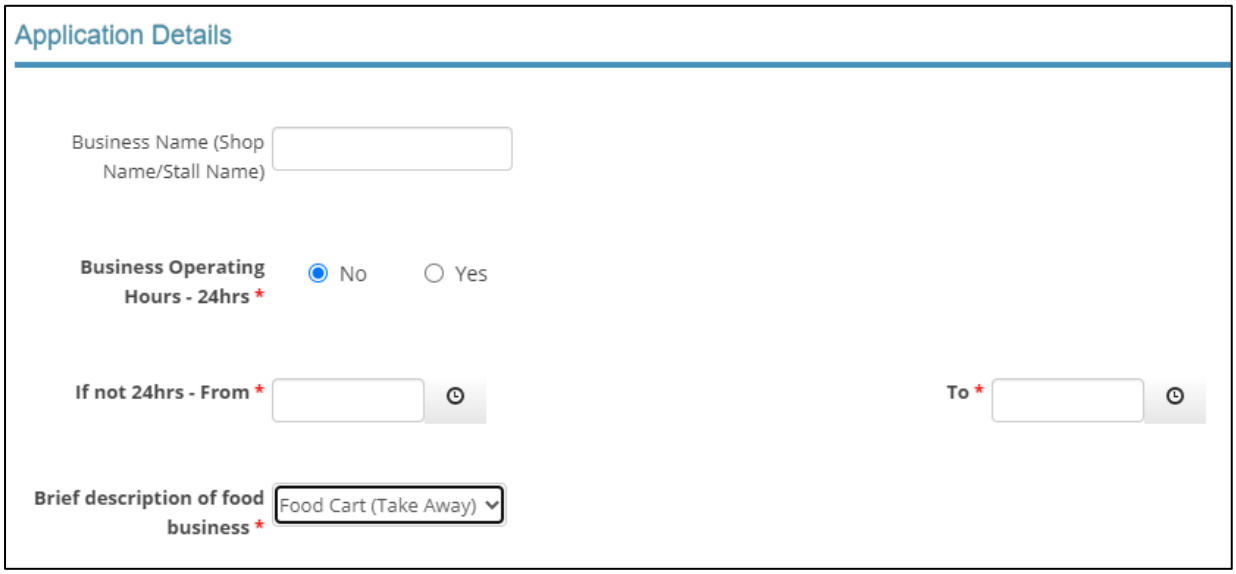
Annex A – Application Details section (Different fields to be filled in depending on type of food business)

Full list of Food Businesses

1. Bakery	14. Foodshop (Market Produce)
2. Bakery (Retail without baking)	15. Foodshop (Pets Allowed)
3. Canteen (Construction Site)	16. Grilling and Sale of Grilled Meat Products
4. Canteen with Catering	17. In-house Kitchen
5. Canteen with Stalls	18. Mobile Food Wagon
6. Canteen with Stalls (School)	19. Others
7. Canteen without Stalls	20. Private Market
8. Coffeeshop / Eating House	21. Pubs, Bars, Nightclubs, Discos
9. Food Cart (Take Away)	22. Restaurant
10. Food Caterer	23. Restaurant with Catering
11. Food Court	24. Sales of Herbal Tea
12. Food Vending Machines	25. Snack Counter
13. Foodshop selling takeaway foods	

Fields common to ALL Food Businesses

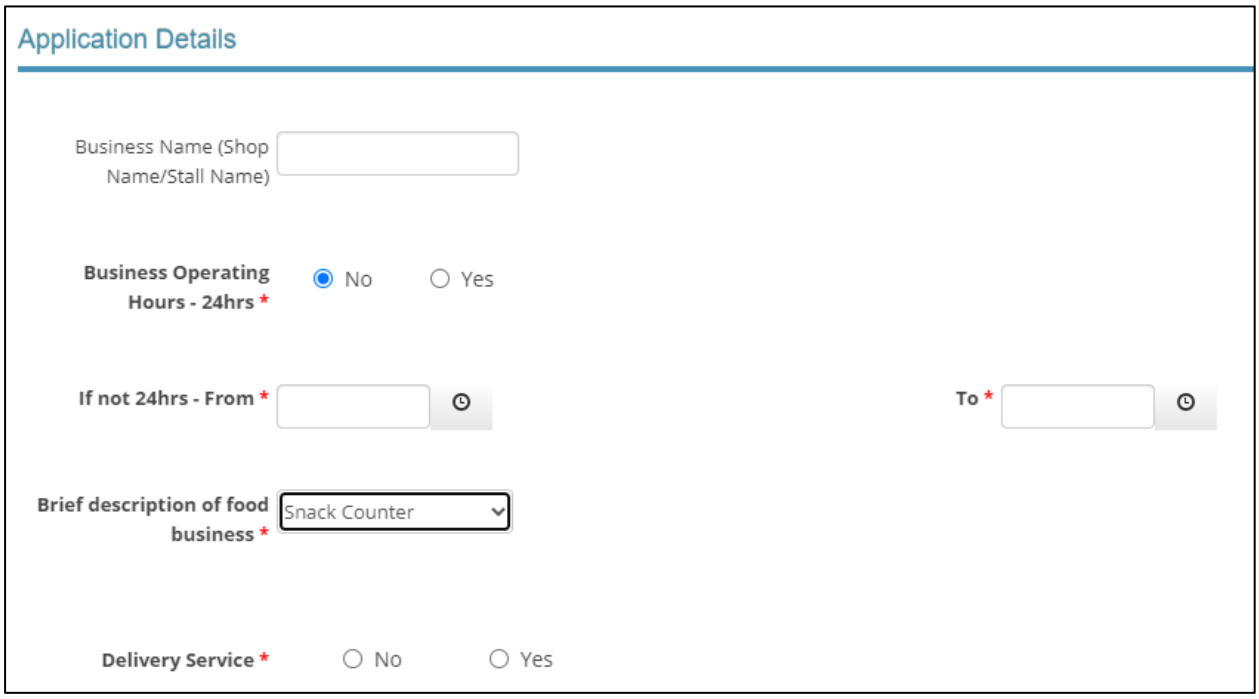
- Business Name (Shop Name)
- Business Operating Hours – 24 Hrs (No or Yes)
- If not 24 hours (To specify operating hours)
- Brief Description of food business



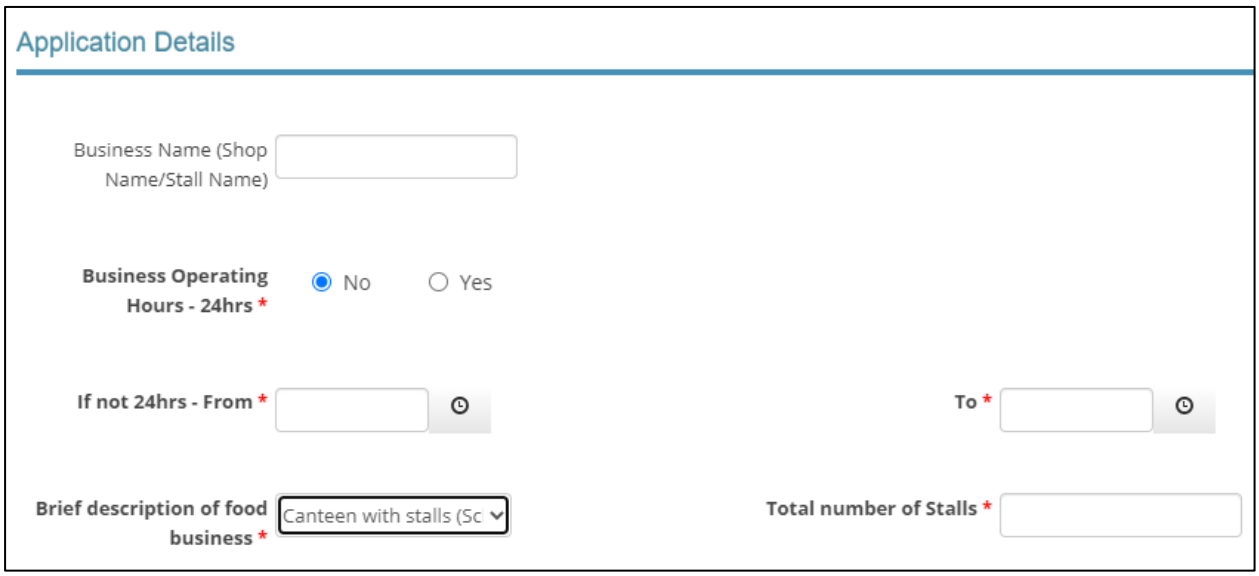
These Food Businesses need to fill in the above only.

- Canteen (Construction Site)
- Food Cart (Take Away)
- Food Vending Machines
- Foodshop (Market Produce)
- In-house Kitchen
- Mobile Food Wagon
- Others
- Pubs, Bars, Nightclubs, Discos
- Sales of Herbal Tea

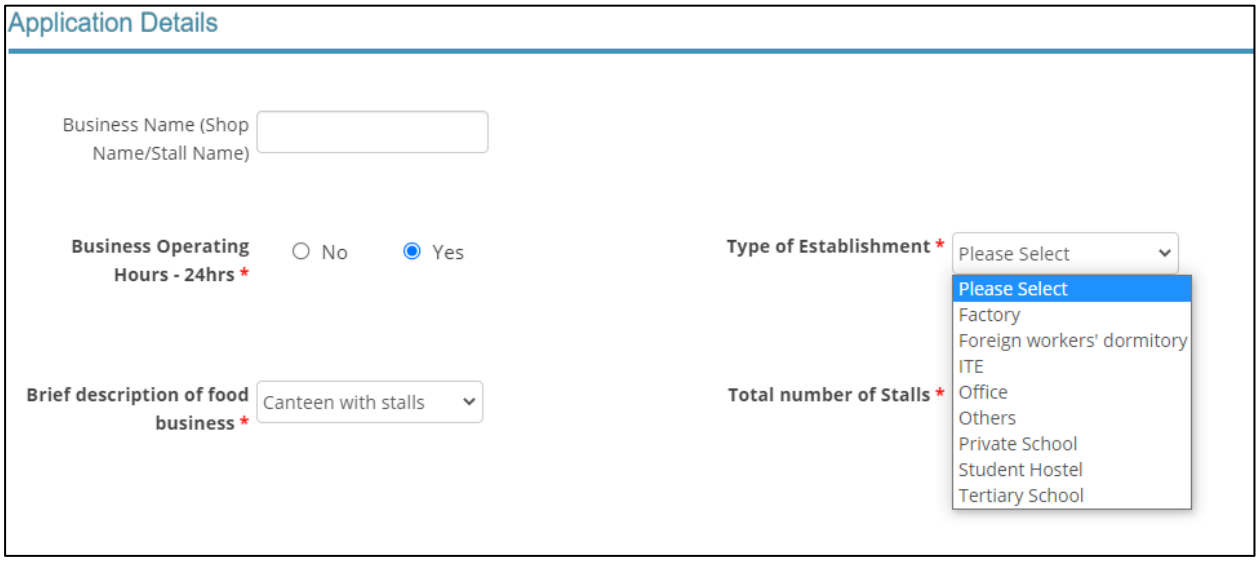
Applicable to		Additional Fields
• Bakery • Bakery (Retail without baking) • FoodShop selling takeaway foods • Foodshop (Pets Allowed)	• Grilling and Sale of Grilled Meat Products • Restaurant • Snack Counter	Delivery Service (No or Yes)



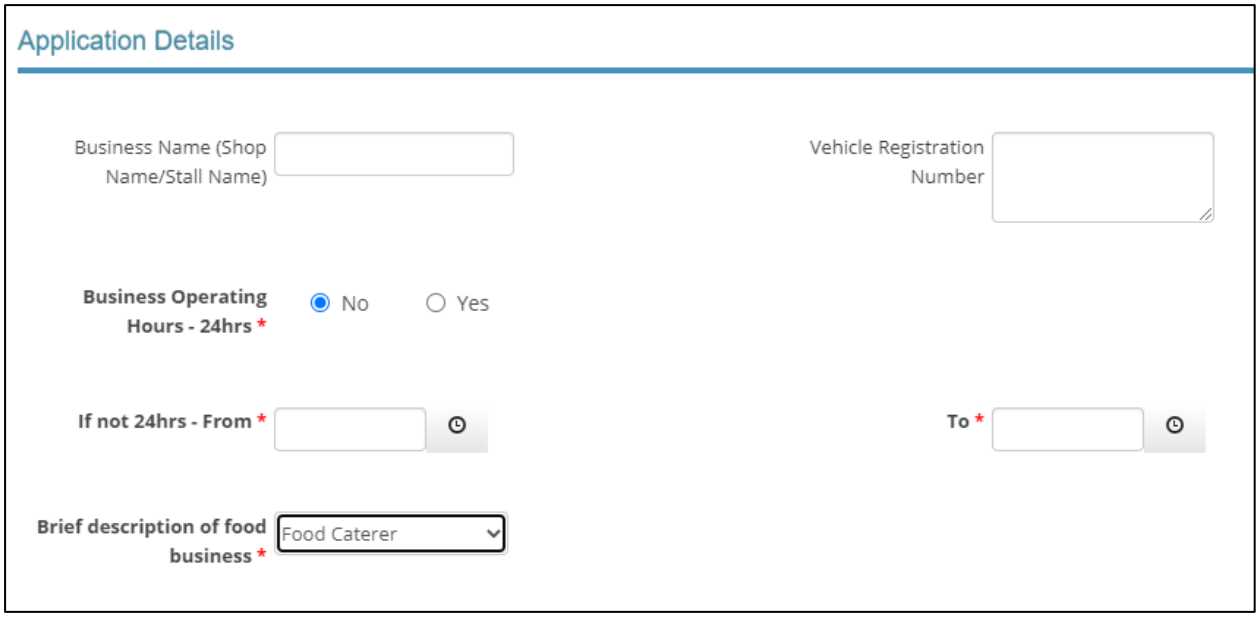
Applicable to		Additional Fields
• Canteen with stalls (School) • Coffeeshop/ Eating House	• Food Court • Private Market	Total number of Stalls



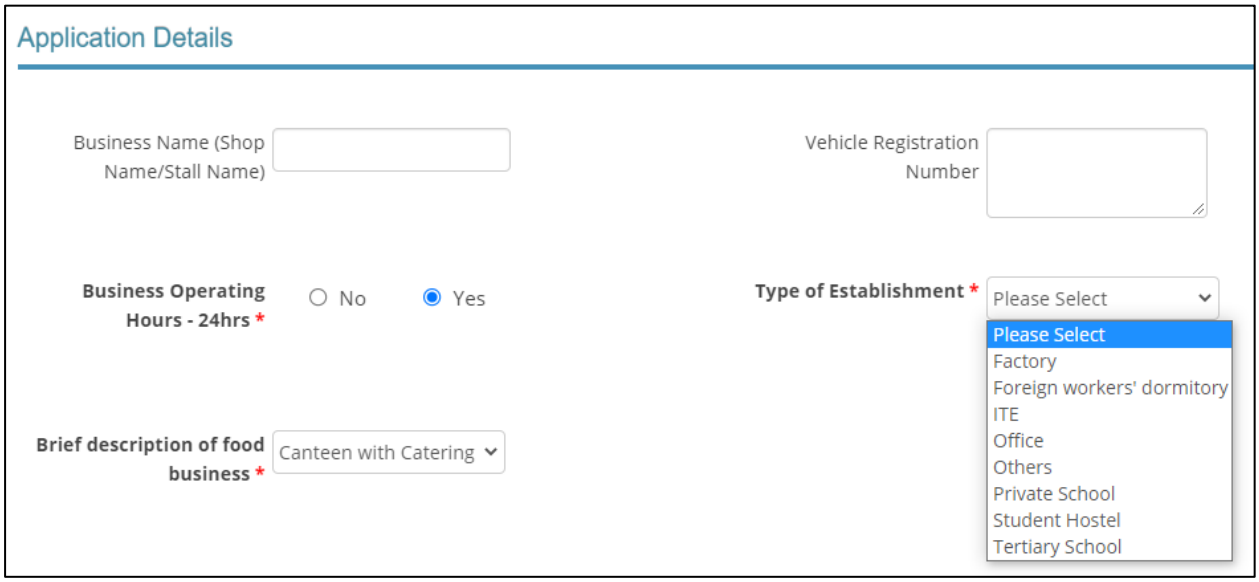
Applicable to	Additional Fields
Canteen with stalls	• Total number of Stalls • Type of Establishment



Applicable to	Additional Fields
• Food Caterer • Restaurant with Catering	Vehicle Registration Number



Applicable to	Additional Fields
Canteen with Catering	• Vehicle Registration Number • Type of Establishment



Applicable to	Additional Fields
Canteen without stalls	• Delivery Service (No or Yes) • Type of Establishment