GoBusiness Food Shop Licence New Application User Guide

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Chapter 1: About this Guide

Background

The activity of preparing and selling food to consumers is known as food retail. In general, to retail food in Singapore, you must obtain a food retail licence from the Singapore Food Agency (SFA).

This includes businesses that provide food services, such as restaurants, food courts, canteens, coffeeshops, takeaways, mobile food wagons, snack counters, food stalls in hawker centres/food courts/canteens/coffeeshops as well as retailers such as supermarkets. All such activities require a food retail licence from SFA before starting operations.

Food business operators are to submit the licence application via GoBusiness.

Audience

• Applicants of Food Shop Licence

Chapter 2: Logging in to GoBusiness

Login Transaction type Type		Description		
SingPass	• Personal	 Authorisation is done through SingPass. For more details on SingPass, visit <u>https://www.singpass.gov.sg</u>. For personal transaction type, applicant 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. 		
CorpPass	Corporate	 Authorisation is done through CorpPass. For more details on CorpPass, visit <u>https://www.corppass.gov.sg</u>. Applicant can be anyone authorised by the company through CorpPass. 		
		 An authorized filer can apply for the licence on behalf of the company. Applicant will be entering the UEN of the company and CorpPass ID of the individual user. 		

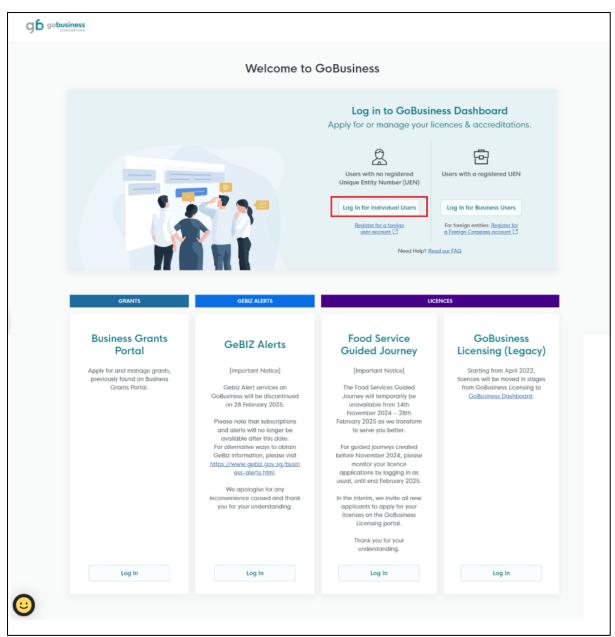
There are two different ways to log in to **GoBusiness**.

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

← C ⋒	No. of the second se	will be unavailable due to up	pcoming maintenance. Please check our g	A ☆ 印 章 優 % … 🧍
A Singapore Government	Type URL o Brov	on Internet vser	-Services Resources About Us	Log In Q
			r business	Click Log In
How to sta How to sta business Register a 1 Proprietors via e-Advis Get help ch	rt a business rt a home-based Sole hip/Partnership ker L ^a	Licences and Permits Apply for new licence Renew or amend licence Submit returns Licence e-Advisers Verify entity's licence &	Government Assistance Budget 2024 e-Adviser: Find eligible schemes & Productivity Solutions Grant Energy Efficiency Grant Business Grants Portal	Explore More SkillsFuture for Business Intellectual Property Regulatory requirements guides Haze
(i)				

Home Page

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



Log In for Individual Users

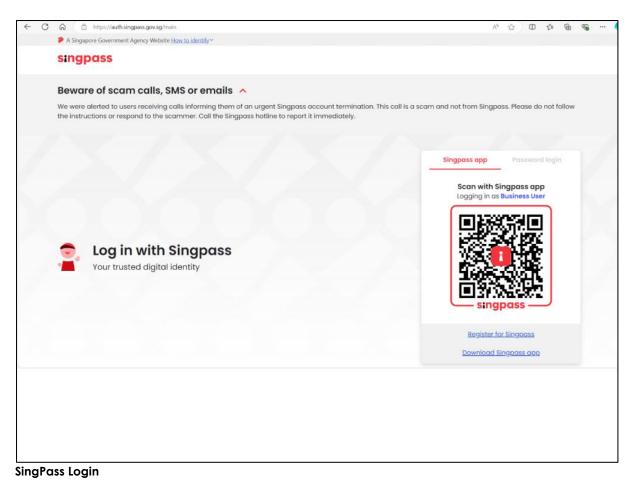
3. Click Log in for Individual Users.

	Welcome to	GoBusiness	
		Log in to GoBusin Apply for or manage your lie	
		Construction of the end of the en	Users with a registered UEN Log In for Business Users For foreign entities: <u>Begister for</u> a Foreign Compass account (2) door.FAQ
GRANTS Business Grants Portal	GeBIZ ALERTS	uc Food Service Guided Journey	GoBusiness Licensing (Legacy)
Apply for and manago grants, previously found on Business Grants Portal.	[Important Notice] Gebiz Alert services on Gebisness will be discontinued on 28 February 2025. Please note that subscriptions and alerts will no longer be available atter this date. For alternative ways to obtain GeBiz information, please visit https://www.gebiz.gow.sg/busin ess-alerts.html. We apologise for any inconvenience caused and thank you for your understanding.	[Important Notice] The Food Services Guides unavailable from 14th November 2024 – 28th Fobustry 2025 as we transform to serve you better. For guided journeys created before November 2024, please applications by logging in as usual, until end February 2025. In the interim, we invite ail new applications to apply for your Geonses on the Gobusiness Licensing portal.	Starting from April 2022, licences will be moved in stages from GoBusiness Licensing to GoBusiness Dashboard.

Log In for Business Users

4. Click Log in for Business Users.

GoBusiness New Application User Guide Chapter 2: Logging in to GoBusiness



5. Use SingPass to login to the portal.

Chapter 3: Applying for a Food Shop Licence

Apply New Licence Application

Choose Agency

	Click Licences>>Apply Licences	
gobusiness SINGAPORE Dashboard My Submissions	Licences V Accreditations V Levy V Help V	
Search by Government Agency, Licence or A	Apply Licences	Q
	My Licences	
Default Company	Renew Licences	
Default UEN	Amend Licences	
	Submit Returns	
Looking for a specific licence? Search for it and apply.	Verify Licence	+ Find Licence

1. Click Licences>>Apply Licences.

S Select Singapore Food Singapore Civil Defence For Agency (SFA)	~
Singapore Food Agency (SFA)	\sim
Singapore Land Authority (SLA)	\sim
Singapore Police Force (SPF)	~
SkillsFuture Singapore (SSG)	~
Singapore Tourism Board (STB)	~

Select Singapore Food Agency

2. Select Singapore Food Agency (SFA).

Singapore Food Agency (SFA)		^	
Apply for Export Health Certificate		Apply	
Apply for Supermarket Licence		Apply	
Apply for Food Shop Licence		Apply	
Apply for Food Stall Licence	Select the licence and click Apply	Apply	
Apply for Free Sale Certificate (Animal Feed) for Food Producing Animals		Apply	
Apply for Free Sale Certificate (Food)		Apply	

Select Licence and Apply

- 3. Select the Apply for Food Shop Licence and click Apply.
- 4. Click **Apply** to continue application. Note the fees and read the details before applying.

Apply for Food Shop Licence Licences (New) - SFA	Click Apply
Petails Read the Details like FAQs, Documents and Requirements before Apply Details For the operation of a food shop where there is retail sale of food and/or beverage. You will need to apply for a Food Shop Licence if you intend to operate a retail food outlet where food and/or drink are sold wholly by retail. The purpose of licensing is to ensure cleanliness and food safety in food retail outlets and to prevent food-borne diseases. Selected retail foodshops are required to implement the mandatory ES regime and submit the Environmental Sanitation Programme (ESP) within 1 month to NEA. You may refer below on the steps for application of Food Shop Licence. Details Fees for Licence Step 1: Obtain In-Principle Approval Fees for Licence 0: To apply for a Food Shop or Supermarket licence, applicants must submit an application in GoBusiness. Applicants are required to obtain In-Principle Approval (IPA) before nerovation works can commence. 0: Please refer to the details below to ensure a complete application is submitted:	Fees and additional information Fee The Food Shop Licence including entertainment outlets (pub, bar, discotheque, night club etc.) costs S\$195.00 and is valid for one year.
	Apply Top

General Information

As an Applicant (refers to the operator who is operating the Food Shop)

You are applying for Food Shop 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. © Estimated 20 mins to complete
step 1 General Information Review and fill the following details for application.
Profile I am applying Choose As an applicant Choose As an applicant On behalf of applicant

General Information – As an Applicant

5. In Profile, choose I am applying As an applicant.

Salutation		Fill the Applicant Detail	
Select			~
Name			
Default User			
ID Туре			
NRIC			~
ID No.			
****2356G			
Email			
defaultuser@gmail.com			
-0			
Contact Number			
Contact Number +65 V 9771 1234			
Contact Number +65 V 9771 1234 Address			
Contact Number +65 V 9771 1234 Address Postal Code			
Contact Number +65 V 9771 1234 Address			
Contact Number +65 V 9771 1234 Address Postal Code	Retrieve Address Street Name		
Contact Number +65 V 9771 1234 Address Postal Code 460136			~
Contact Number +65 V 9771 1234 Address Postal Code 460136 Block/House No.	Street Name		~
Contact Number +65 V 9771 1234 Address Postal Code 460136 Block/House No.	Street Name	Building Name	~

Applicant Details

6. Fill the Applicant Details.

Company Detail	Fill 1	the Company Detail		
Company Name			1	
MANAGEMENT PTE				
UEN				
197101238G				
Entity Type				
Local Company			~	
				٦
Registered Address			Click Save Draft	
Postal Code			Click Application Details	
117438			··	
Block/House No.	Street Name			
10 ~	Pasir Panjang Road		↓ ✓	
Floor/Level @ (Optional)	Unit (Optional)	Building Name		
10	01	Mapletree Business City	$\mathbf{\lambda}$	
			NI NI	
			N	
			N	
			Save Draft Application Details	

Company Details if you are applying as a Business User

- 7. Fill the Company Details.
- 8. Click Save Draft to save the details.
- 9. Click **Application Details** to continue.

On behalf of Applicant (refers to filer who is authorized to submit the application on behalf of the operator)

You are applying for Food Shop 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.					
Stimated 20 mins to complete					
STEP 1					
General Information	on				
Review and fill the following dete	sils for application.				
Profile					
I am applying	Choose On behalf of				
As an applicant	applicant				
On behalf of applicant					

General Information – On behalf of Applicant

10. In Profile, choose I am applying **On behalf of applicant.**

Applicant Detail	Fill the Applicant Detail
Salutation	
Select	\sim
Name	
Tim Tom	
ID Туре	
NRIC	\sim
ID No.	
****2356G	
Email	
timtom@abc.com	
Contact Number	
+65 ∨ 9876 5432	

Applicant Details

11. Fill the Applicant Details.

GoBusiness New Application User Guide Chapter 3: Applying for a Food Shop Licence

Company Detail	Fill the	e Company Detail	
Company Name			
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			\sim
Registered Address Postal Code 117438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		\sim
Floor/Level @ (Optional)	Unit (Optional)	Building Name	
10	01	Mapletree Business City	~
🕘 Reset Address			

Company Details if you are applying as a Business User

12. Fill the Company Details.

Filer Detail	Fill the Filer Detail	
Salutation		
Select		~
Name		
Tim Tom		
ID Туре		
NRIC		Click Save Draft
ID No.		Click Application Details
****2356G		
Email		
timtom@abc.com		
Contact Number		
+65 🗸 9876 5432		N N
		Save Draft Application Details $ ightarrow$

Filer Details

13. Fill the Filer Details.

Application Details

Select Fill	the Applicant's Details
Lex .	1.1
Mate [M]	
Female [F]	
Date of Birth	
DD/MM/YYYY	
Designation (Optional)	
Select	~
Primary Mode of Contact	
Nternative Email Address (Optional) Primary Mode of Contact In displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. O Home Tel Number (HME)	
Primary Mode of Contact he 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 Contact the displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HIBE] Mobile Number [MBL]	
Primary Mode of Contact he 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 Contact the displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HIBE] Mobile Number [MBL]	
Primary Mode of Contact In displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Office Number [OFF]	
Primary Mode of Contact he displayed 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 E.g. 8123 4567	
Primary Mode of Contact In displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Office Number [OFF] Home Number [OFF]	
Primary Mode of Contact In displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Mobile Number [MRL] Office Number [OFF] Home Number (Optional) +65 E.g. 8123 4567 Mobile Number (Optional)	

Applicant's Details

14. Fill the Applicant's Details.

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

Applicant's Address and Mailing Address

15. Please fill in the details of a Singapore Local Address.

Address Type		Salaatilaani			
Local [LOCAL]		Select Local			
Foreign [FOREIGN]					
Applicant Local Address Format	Г	Select Standard and t	fill		
Standard [STANDARD]		the address			
	_				
Type of Premises					
Select			Click Patri	ve Address	1
Select	Retrieve Add		Click Retri	ve Address]
Select Local Address Postal Code	Retrieve Add		Click Retri]
Select Local Address Postal Code	14		Click Retri]
Select Local Address Postal Code Block/House No.	14		Click Retri	eve Address]
Local Address Postal Code Block/House No.	Street Name	ress	s	eve Address]

Applicants Adress Type Local

16. Please fill in the details of a Singapore Local Address.

Mailing Address	
Address Type Local [LOCAL]	Select Local
Foreign [FOREIGN] Applicant Local Address Format Standard [STANDARD]	Select Standard and fill the address
Type of Premises Select	v .
Mailing Address Postal Code	Retrieve Address Click Retrieve Address
Block/House No.	Street Name
Block/House No.	
	v

Mailing Adress Type Local

Organisation Operating Address and Contact Details (applicable if you are applying under Business User)

Address Type Local [LOCAL] Foreign [FOREIGN]	Fill the Organisation Operating Address
Organisation Contact Details	Fill the Organisation Contact Details
+65 V E.g. 8123 4567 Fax Number (Optional)	
+65 V E.g. 8123 4567 Business Email	
UEN of Former Company (Optional)	
	0/20

Organisation Address and Contact Details if you are applying as a Business User

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

18. Please fill in the details of a Singapore Local Address.

	ating Address			
Address Type Local [LOCAL]		Select Local		
Foreign [FOREIGN]				
Local Address Format Standard [STANDARD]		Select Standard a the address		
Type of Premises (Optional) Select				~
Address Postal Code		r		
	Retrieve Ad Ad	ddress	Click Retrie v	/e Address
Block/House No.	Retrieve Ad Street Name	ddress		
Block/House No.	14	ddress Building Name (Optional)		ve Address
~	Street Name			

Local Address

Select				Ý	
			Select the	Type of	
Business Operating Address			Premis		
Postal Code		-	Fremis	bes	
	Retrieve Address				
Block/House No.	Street Name		Click Retrieve		
	~		Address	~	
	×		Addless	Ý	
Floor/Level 🕲 (Optional)	Unit (Optional)	Building No	ame (Optional)		
Eg: 01, B1, 01M	Eg: #05-01, use 01			~	
Reset Address	S	elect the Addres			
	ddress - Additional Level/	Addres			
Business Operating A		Addres			
Business Operating A		Addres			
Business Operating A		Addres			
Business Operating Ad		Addres		0/3	
Business Operating Ad		Addres		0/3	
		Addres			
Business Operating Ad		Addres		0/3 0/5	
Business Operating Ad	ddress - Additional Level/	Addres			
Business Operating Ad Level (Optional) Unit No. (Optional)		Addres			

Business Operating Address (refers to the Food Shop Address)

Business Operating Address

- 19. Select the Type of Premises from the dropdown menu.
- 20. Enter the postal code and click **Retrieve Address** to retrieve the address details.
- 21. Enter the level and unit number if any
- 22. Click **Add** to add the additional level/unit number of the Business Operating Address.

Application Details

pplication Details		
usiness Name (As displayed at premises or on signboard) (Optional)		
	0/100	
usiness Operating Hours - 24hrs		
Yes [Y]		
) No [N]		
ief description of food business		
Select	~	

Application Details – Business Operating Hours (Yes)

susiness Name (As displayed at premises or on signboard) (Optional)	
	0/100
usiness Operating Hours - 24hrs	
) Yes [Y]	
) No [N]	
not 24hrs - From	
Select Time	G
not 24hrs - To	
Select Time	0

Application Details – Business Operating Hours (No)

- 23. Enter the Business Name (As displayed at premises or on signboard).
- 24. Select the **Brief description of food business**. The fields will be auto populated accordingly.

Food Hygiene Personnel Details

IRIC/ FIN		er all the			
Name as in NRIC/FIN	C	letails			
				0,/66	
iex					
Select				~	
Date of Birth					
DD/MM/YYYY				•	
Citizenship					
Select				~	
Nork Permit Expiry Date (Optional)					
DD/MM/YYYY				0	
Course Type kote: () Food Safety Course Level 1 + Basic Food Hygiene Course II) dvanced Food Hygiene Officer course Select	Food Safety Course Level 2 = Refresher Food H	rgiene Course III) Food Safety Course Level 3 = Food	Hygiene Officer Course iv) Food Safety Co	urse Lovel 4 -	
Select				~	
388953				*	
Course Passed Date					
DD/MM/YYYY				0	
DD/MM/YYYY Course Type	Food Safety Course Level 2 + Retrester Food H	igiene Course III) Food Safety Course Level 3 = Food	Hygiene Officer Course Iv) Food Safety C		
DD/MM/YYYY	Food Sofety Course Level 2 + Refresher Food H	lygione Course III) Food Safety Course Lavel 3 + Food	Hygiene Officer Course iv) Food Safety C		
DD/MM/YYYY Course Type Nore: () Food Safety Course Level 1 + Basic Food Hygiene Course if Mannad Food Hygiene Officer course	Food Safety Course Level 2 + Bethesher Food I-	ngiane Course III) Food Schtry Course Level 3 = Food	Hygiane Officer Course Iv) Food Safety C		
DD/MM/YYYY Course Type Nate: () Food Safety Course Level 1 + Back Food Hegiene Course il Mannad Food Hegiene Officiar course SafetCl	Food Safety Course Level 2 + Refresher Food i	ngione Course III) Food Softry Course Level 3 - Food	Hygiane Officer Course In) Food Safety C		
DD/AM/YYYY Course Type Nate (i food Safary Course Lavet 1 + Basic Food Hygiene Course if Mahamad Food Hygiene Officiar course Safact Role @	Food Safety Course Lewel 2 + Rethesher Food in	vglene Course III) Food Solity Course Level 3 + Food	Hygiene Officer Course In) Food Safety Cr		
DD/MM/YYYY Course Type Make (Frood Satery Course Level 1 + Basic Food Hygiene Course K Advanced Food Hygiene Officer course Saterct Role @ Saterct	Food Satety Course Level 2 + Refresher Food I-	rgione Course III) Food Sofety Course Level 3 + Food	Hygiene Officer Course Iv) Food Satety C		
DD/MM/YYYY Course Type Monared Froot Hygiene Cause II Advanced Froot Hygiene Officer course Select Course Passed Date DD/MM/YYYY	Food Sately Course Level 2 + Refresher Food is	ngione Course III) Food Softry Course Lovel 3 - Food	Hygiene Officer Course Iv) Food Sately C	anno Lavel 4 -	
DD/MM/YYYY Course Type Management of the second sec	Food Salety Course Level 2 + Refresher Food i	vgiene Course III) Food Solity Course Level 3 = Food	Hygiane Officer Course IA) Food Safety C	anno Lavel 4 -	
DD/MM/YYYY Course Type Monared Froot Hygiene Cause II Advanced Froot Hygiene Officer course Select Course Passed Date DD/MM/YYYY	Food Satety Course Level 2 + Rethester Food H		Hygiene Officer Course IA) Food Safety Cr	anno Lavel 4 -	
DD/MM/YYYY Course Type New E Food Starty Course Level 1 + Ratic Food Hegiene Course K Mananad Food Hygiane Officer course Safect Course Passed Date DD/MM/YYYY Contract New (Optional) +45 V E & 8123 4567			Hygiane Officer Course Iv) Food Safety Cr	anno Lavel 4 -	
DD/MM/YYYY Control Type Monored Front Hygiene Canne K Monored Fron			Hygene Officer Course Iv) Food Safety Cr	anno Lavel 4 -	Actions

Food Hygiene Personnel Details

- 25. Fill in the Food Handler Details.
- 26. Click **Add** button to add the Food Handler details.

	Food Hygiene Personn	nel Details			Added successfully Your new information has been added.
and a max Answer Answer <td>RIC/ FIN</td> <td></td> <td></td> <td></td> <td></td>	RIC/ FIN				
	lamo or in NDIC /EIN				
share all all all all all all all all all al					
ga ef journal water mut te now that 3 journal water mut te now					0/66
B00,MM/TYTY		oors old of current system date			
stratement					
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Start I					
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Note Remark Expany Date (Optional)	Citizenship				
D0/MM/YYYY	Select				\sim
DD/MM/YYYY	Mark Dermit Explor Date (Optional)				
but <td></td> <td></td> <td></td> <td></td> <td></td>					
Select Image: Select					
Course Page Note:	Role				
No. NRC/FIN Name as in NRIC/FIN Date of Birth Sex Citzensip Citzensip Add 1 1276129 mokup D(1)0/2000 Mole [M] Mole [M] <td>Select</td> <td></td> <td></td> <td></td> <td>~</td>	Select				~
kete * Tasik Food Hygiene Course* has been rettiled to *Tood Satety Course Level 3* Select DD/MM/YYYY Eg. 8123 4667 Keter Koo Clottonal) 466 v Eg. 8123 4667 Keter Koo Clottonal) 475 v Eg. 8123 4667 Keter Koo Clottonal) 476 v Eg. 8123 4667 Keter Koo Clottonal) 476 v Eg. 8123 4667 Keter Koo Clottonal) Keter Koo Clottonal) Keter Koo Klottonal) Keter					
Control Rosed Date Image: Control Rosed Control Rosed Control Rosed Control Rosed Rose		retitled to "Food Safety Course Level 1" "Food Hygiene O	ficer Course" has been retitled to "Food Safe	y Course Level 3"	
DD/MM/YYYY D Contract No (Optionol) Eg. 8123 4667 teb leg. 8123 4667 Eg. 8123 4667 Email Address (Optionol) Email Address (Optionol) To: NRIC/ FIN Name as in NRIC/FIN No. NRIC/ FIN Name as in NRIC/FIN 1 \$1276129\$	Select				~
DD/MM/YYYY D Contract No (Optionol) Eg. 8123 4667 teb leg. 8123 4667 Eg. 8123 4667 Email Address (Optionol) Email Address (Optionol) To: NRIC/ FIN Name as in NRIC/FIN No. NRIC/ FIN Name as in NRIC/FIN 1 \$1276129\$	Course Passed Date				
Contact No (Optional) +65 < E9, 8123 4567					
+65 V E9. 8123 4567 Email Address (Optional) • Add • Add 1 \$1276129\$ mockup 01/10/2000 Maie [M] Singapore Citizen [So] Act					
Add NRIC/ FIN Name as in NRIC/FIN Date of Birth Sex Citizenship Act 1 \$1276129\$ mockup 01/10/2000 Maie [M] \$INGAPORE CITIZEN [SG] \$2	Contact No (Optional)				
Add No. NRIC/ FIN Name as in NRIC/FIN Date of Birth Sex Citizenship Add 1 \$1276129\$ mockup 01/10/2000 Maie [M] \$SINGAPORE CITIZEN [S9] \$SINGAPORE [S9] \$SINGAPORE [S9] \$SINGAP	+65 V E.g. 8123 4567				
No. NRIC/ FIN Name as in NRIC/FIN Date of Birth Sex Citizenship Act 1 \$1276129 mockup 01/10/2000 Male [M] \$INGAPORE CITIZEN [SG] \$2	Email Address (Optional)				
No. NRIC/ FIN Name as in NRIC/FIN Date of Birth Sex Citizenship Act 1 \$1276129\$ mockup 01/10/2000 Maie [M] \$INGAPORE CITIZEN [SG] \$2					
1 \$1276129E mockup 01/10/2000 Male [M] \$INGAPORE CITIZEN [SG]	+ Add				
	No. NRIC/ FIN	Name as in NRIC/FIN	Date of Birth	Sex	Citizenship
	1 \$1276129E	mockup	01/10/2000	Male [M]	SINGAPORE CITIZEN [SG]
	* 916/916/6	moonep	011 101 2000	more [m]	

Food Hygiene Personnel Details Added

Emergency Contact	Fill	the Emergency		
Salutation	C	Contact Details		
Select			\sim	
Name				
			0/66	
Designation (Optional)			0/00	
			0/100	
Contact No.				
+65 V E.g. 8123 4567				
Email				
+ Add	Click Add bu emergenc det			
No. Salutation	Name	Designation	Contact No.	Actions
No data available in table				
<.				Þ

Emergency Contact

27. Fill the **Emergency Contact** details. A minimum of one contact is mandatory.

Emergency Contact					
Salutation					
Select				~	Added successfully
Name				Я	our new information has been added.
Designation (Optional)				0/66	
Designation (optional)					
				0/100	
Contact No.					
+65 ∨ E.g. 8123 4567					
Email					
① Add					
No. Salutation	Name	Designation	Contact No.	Email	Actions
1 Mr	tinus	tester	+65 8800 1122	gggægmail.com	66 1
•					•

Emergency Contact Details Added

Payment

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

Payment Mode

- 28. Select Online Payment mode for paying the fees online via Gobusiness.
- 29. Select **Offline Payment** mode for paying the fees offline 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

30. 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.

Supporting Document	ts Select the File Type, upload the file of click Add. The details will be added	
File Type	~	
	characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_,), and hyphens (-) are allowed.	æ
Drop a file here or click to upload	Click Add button to supporting document details	J
File Type	Attachment	Actions
No data available in table		
	← General Information Save Draft	Review Form $ ightarrow $

Attach Supporting Documents

Upload Supporting Documents

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

Іе Туре			
Select		~	Added successfully Your new information has been addee
Attachment Only (file of 2 MB or loss. File name must have no more than 130 characters and no spaces. Only letters (oz), numbers (09), u Drop a file here or click to upload	nderscores (_), and hyphens (-) are allowed.		ß
(+) Add			
File Type	Attachment		Actions

Uploaded Document

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

Review Form

Review and Declare

leview Form man molecule the following details carefully. You will not be able to add these details when you proceed to the next dep.	
General Information	scroll down for all the sections and review
Profile	the filled form.
i on equiling As an epplicant	
Applicant Detail	
Datama Man	
nome Darlauf Unar El Nantar	
NRC: ****129E Email	
chefauftsonegenstit.com Constit Hunden Held 1771.1224	
Allines 136 Bediek North Avenue 3, #12-111 Bediek Tower, Singapore 440136	
Application Details for Food Shop Licence (SFA)	
Applicant's Details	
Citizensing ALEXIMAN [AL]	
Emergency Contact	
No. Subsetion Name Designation Co	antari Nu. Inu
1 Man Insa Isalar +6	4 6001132 Binar •
Payment Mode	
Parent Note: 1. Sear to "Other forward" optics Fine with to note parent sing undit card a ASI parent node 3. Sear the "Other Report" optics Fine existing OR ORD Interventional to attempt the details.	RC-surgement with SIX and data the latter. Your
o Edit for editing the pplication.	Click Declaration to declare and submit the application.
	C- kest ta Litt

Review Form

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

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

eneral Declaration	
lectare that all the information given in this application form is true and correct.	
im aware that legal action may be taken against me if I had knowingly provided false inf	formation.
gree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any	y statements, confirmations, records, acknowledgements, information recorded in or produced in this application.
od Shop Licence (SFA)	
m munitio that the Singapore Ecod Agency (SEA) would only be able to process my applied	
	cation(s) when all relevant supporting documents are received and are in proper order.
	Ication(s) when all relevant supporting documents are received and are in proper order. Click Submit
im aware that the SFA is required to collect personal information from time to time to carr A's collection and use of all information provided by me in the course of any application i	Icators(i) when all televant supporting accuments are received and are in proper order. Icators(i) when all televant supporting accuments are received and are in proper order. In our last various functions and duties under the supporte ford Agency Act 3019 and hereby come I have made to the SFA to facilitate the processing of such applications(). I hereby further connert to the SFA - Overment enter instities authentised to carry out specific Overmittent's anvices, unless profiliated by legislation.
im aware that the SFA is required to collect personal information from time to time to carr A's collection and use of all information provided by me in the course of any application i	ry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby conse I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to the SFA
m aware that the SFA is required to collect personal information from time to time to corr A's collection and use of all information provided by me in the course of any application aring my information in such application(s) with other Government agencies, and/or non-	ry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby conse I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to the SFA - Government entities outhorised to carry out specific Government services, unless prohibited by legislation.
im aware that the SFA is required to collect personal information from time to time to carr A's collection and use of all information provided by me in the course of any application aring my information in such application(s) with other Government agencies, and/or non- hereby declare that all of the above is true.	ry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby conse I have made to the SFA to tocilitate the processing of such application(s). I hereby further consent to the SFA - Sovernment entities outhorised to carry out specific Owenment services, unless prohibited by legislation. Click Review Form to
m aware that the SFA is required to collect personal information from time to time to corr A's collection and use of all information provided by me in the course of any application aring my information in such application(s) with other Government agencies, and/or non-	ry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby conse I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to the SFA - Government entities outhorised to carry out specific Government services, unless prohibited by legislation.
im aware that the SFA is required to collect personal information from time to time to carr A's collection and use of all information provided by me in the course of any application aring my information in such application(s) with other Government agencies, and/or non- hereby declare that all of the above is true.	ry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby conse I have made to the SFA to tocilitate the processing of such application(s). I hereby further consent to the SFA - Sovernment entities outhorised to carry out specific Owenment services, unless prohibited by legislation. Click Review Form to

Declare Form

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

Acknowledgement

	eceived your application all has been sent to you.				Successfully submitted You have successfully submitted.
	Application Status				
0	APPLICATION Food Shop Licence	APPLICATION ID FC254812546	EST. PROCESSING TIME 7 working days if application is complete and in order.	Submitted	
	Next Steps Your application is being processed. We will send you an email when your application	status changes. You can also log in below to	o check its status on your dashboa	Click Return to Dashboard	
	For application enquiries, you may contact Gollusiness Helpdesk at 63363373 or en	al AskOoBizecrimsonlogic.com.sg.	_	Return to Dashboard \rightarrow]

An Acknowledgement for this application will be displayed.

Acknowledgement

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

40. Click Return to Dashboard to exit.

Chapter 4: Payment of Licence Fee

The Applicant is required to **make payment for the new licence application**. The steps for renewing licence are the same.

Search by Government Agency, Licence 4	1	Q
My Submissions Last updated at 01:45pm Sync All Submissions (80) Action Required (1	Droft (41) Processing (10) Completed (28)	Click Select Action>>Pay
Food Stall Licence Licence (New) - SFA	Pending Payment Application: PC254812794	Updoted: 3 Feb 2025, 01:01pm Pay
-Q- Wondering what each status means	9? <u>View Your Application Statuses Table</u> in our FAQ.	View Form Withdraw

Payment Screen

Г

41. Go to My Submissions>>Actions Required.

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

Payment				
Please review yo	ur fees and make payment.			
	DESCRIPTION		OST	AMOUNT
	Food Stall Licence			
	Application Fee			\$13.00
			Subtotal	\$13.00
			Amount Payable	\$13.00
	Payment method Please choose a payment method. We Accept Visa Coard Details 4242 02/35 124 Seventher	inter Card Details		
	What is a CVC7 Save as my new default card Moke Payment →	Click Make Payment		

Payment Screen

43. Enter the card details and click **Make Payment**. The payment will be made successfully, and the applicant can download the invoice.

Download Payment Invoice

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

Thank you for your o	ceived your application pplication. You will receive updates on it via email. Payment Summary			
	DESCRIPTION	OST	AMOUNT	
	Food Stall Licence Application Fee	-	\$13.00	
	Click Download Tax Invoice	Subtotal Total Paid	513.00 513.00	
	Next Steps We will send you an email notification when there are changes to your application status. Alternatively, you may log in to track your status via the dashboard below. For application enquiries, you may contact GeBusiness Helpdeek at 63363373 or email AskGeBizecrimsonlogic.com.sg.			
		Retu	urn to Dashboard $ ightarrow$	

Download Invoice

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

Chapter 5: Print Licence

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

Gobusiness Dashboard My Submissions Licences	✓ Accreditations ✓ L	.evy ∨ Help ∨			0	
Search by Government Agency, Licence or Application r	ame/number			Q		
My Submissions						
Unable to retrieve your applications. Click on the Sync butto	Unable to retrieve your applications. Click on the Sync button above to try again, or contact us 🖸 if the issue pensists.					
All Submissions Action Required Draft Processing Completed						
 Ò: New To download your payment invoice or licen 1. Click within the "Select Action ~ " menu 2. Select Download invoice or Download Licence Fi 						
Food Shop Licence Licence (New) - SFA	Approved	Application: FC254813036 Licence: SW25H26A000_2025_01	Updated: 4 Feb 2025, 12:01pm	Select Action		
Food Stall Licence Licence (New) - SFA	Approved	Application: FC254812926 Licence: SW25G79P1100_2025_02	Updated: 3 Feb 2025, 06:01pm	View Form Duplicate Download Invoice		
Food Stall Licence Licence (New) - SFA	Approved	Application: FC254812794 Ucence: SW25G79P1100_2025_01	Updated: 3 Feb 2025, 02:01pm	Download Licence	1 тор	

Download Licence

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

lame	Last Modified	File Size
) 2b569dba-196f-4d99-8e7b-22691ccb51d3-G2B_L1T-58-FR 9fcaa2aa-b7bd-4670-9c6c-d80200b18290SW252025_02_LicencePreview_SW25311J000.pdf (2* Open FlaDocument	2025-02-23 06:20:06	5.9 KB
) 8d757ed-2b6a-49ab-ae76-5c5272dfec10-G2B_L1T-58-FR956412f9-954a-407d-8630-aaaa8c3440e9-SW25; 2225_02_CERT_FOODSHOPCERTIFICATE_COA_SW25311J000.pd Open FlaDcoument	fC 2025-02-23 06:20:06	57.8 KB
) 56/2/215-1/b62-440c-afad-fea48/2c5149-G2B_11T-58-FR' 、** -3b9219e7-3629-4248-ac22-01522ae73b60-SW25	2025-02-23 06:20:06	26.6 KB
) 9298002a-c470-428c-82c8-0540b0adab60-G2B_L1T-68-FR9ed49b04-2dae-4a68-ae1b-3e816d46464645-SW25 _2025_02_CERT_ <mark>FOOD SHOPCERTIFICATE</mark> _SW25311J000.pdf(2025-02-23 06:20:06	42.0 KB

Download Licence

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