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 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, 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 Attention: System Maintenance) Asingapore Government Asingapore Government O O O O O	usiness.gov.sg ertain G Agency We Type URL on Interne Browser	ble due to upcoming maintenance. Please check of t e-Services Resources ~ About Us ~	A & D & G & G & ur maintenance schedule (2 for details. X
	Govern for	nment e-Services your business	Click Log In
New Busin How to star How to star Dusiness Register a 3 Proprietors Via e-Advis Get help ch Dusiness star Adviser &	Iness Owners Licences and P t a business Apply for new lice t a home-based Renew or amend Sole Submit returns Licence e-Advise Licence e-Advise verify entity's lice Verify entity's lice	ermits Government Assistance ence Budget 2024 licence e-Adviser: Find eligible schemes & Productivity Solutions Grant frs Energy Efficiency Grant Business Grants Portal	Explore More SkillsFuture for Business Intellectual Property Regulatory requirements guides Haze

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	ess Dashboard cences & accreditations.
		Construction of the second of	Users with a registered UEN Log In for Business Users For foreign entities: Register for a foreign Compass account (1)
orants Business Grants Portal	GeBIZ ALERTS	uc Food Service Guided Journey	GoBusiness Licensing (Legacy)
Apply for and manage grants, previously found on Business Grants Portal.	<text><text><text><text></text></text></text></text>	[Important Notice] The Food Services Guided ouravailable from 14th November 2024 - 28th Fobury 2025 as we transform to serve you better. For guided journeys created before November 2024, pices applications by logging in as usual, until end February 2025. In the Interim, we invite all ineros usual, until end February 2025.	Starting from April 2022, Increase 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

	Licences	
gobusiness SINGAPORE Dashboard My Submissions	Licences V Accreditations V Levy V Help V	
Search by Government Agency, Licence or A	ppl 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)	\sim

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 • 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. • 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		riii me Applicam Delali	
Select			~
Name			
Default User			
ID Туре			
NRIC			~
ID No.			
****2356G			
Email			
defaultuser@amail.com			
-0			
Contact Number			
Contact Number +65 \sqrt{9771 1234}			
Contact Number +65 \sigma 9771 1234			
Contact Number +65 V 9771 1234 Address			
Contact Number +65 V 9771 1234 Address Postal Code			
Contact Number +65 \sqrt{9771 1234} Address Postal Code 460136			
Contact Number +65 V 9771 1234 Address Postal Code 460136 Block/House No.	Retrieve Address Street Name		
Contact Number +65 \v2 9771 1234 Address Postal Code 460136 Block/House No. 136 \v2	Retrieve Address Street Name Bedok North Avenue 3		~
Contact Number +05 V 9771 1234 Address Postal Code 460136 Block/House No. 136 V	Retrieve Address Street Name Bedok North Avenue 3		~
Contact Number +65 V 9771 1234 Address Postal Code 460136 Block/House No. 136 V	Retrieve Address Street Name Bedok North Avenue 3 Unit (Optional)	Building Name	~

Applicant Details

6. Fill the Applicant Details.

Company Detail	Fill	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				1
Block /House No	Street Name			
10 ~	Pasir Panjang Road			
Floor/Level @ (Optional)	Unit (Optional)	Building Name		
10	01	Mapletree Business City	\mathbf{A}	
			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 Informati	on				
Review and fill the following det	ails for application.				
Profile					
I am applying	Choose On behalf of				
As an applicant	applicant				
On behalf of applicant					
on benan or 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	Company Detail	
Company Name			
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			~
Registered Address Postal Code 117438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		~
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 Type		
NRIC		Click Save Draft
ID No.		
****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	~
Ilternative Email Address (Optional) Vismary Mode of Contact e displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.	
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)	
Nternative Email Address (Optional) Primary Mode of Contact In diskiped contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Mobile Number [HME]	
Nternative Email Address (Optional) Ntmary Mode of Contact	
Alternative Email Address (Optional) Primary Mode of Contact Ine 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]	
Nternative Email Address (Optional) Primary Mode of Contact Inde 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] Home Number [OFF]	
Atternative 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 Tel Number [HHE] Mobile Number [HHE] Office Number [OFF] Home Number (Optional) +65 © E.g. 8123.4567	
Alternative Email Address (Optional) 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 [HHE] Mobile Number [OFF] Home Number [Optional) +65 E.g. 8123 4567 Mobile Number (Optional)	
Atternative Email Address (Optional) Primary Mode of Contact The diskiped contracts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Mobile Number [HME] Office Number [OFF] Home Number [Optional) ±45 E.g. 8123 4567 Home Yes E.g. 8123 4567	
Witemative 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. In Home Tel Number [HME] Mobile Number [HME] Office Number [OFF] Home Number [Optional) +45 E.g. 8123.4567 Mobile Number (Optional) +65 E.g. 8123.4567 Office 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					
Local [LOCAL]		2elect rocai			
Foreign [FOREIGN]					
Applicant Local Address Format	Г	Select Standard and t	fill		
Standard [STANDARD]		the address			
Type of Premises					
Type of Premises Select Local Address Postal Code			Dick Retr	v ieve Address	
Type of Premises Select Local Address Postal Code	ତ୍ତି Retrieve Add	ress	Olick Retr	v ieve Address	;
Type of Premises Select Local Address Postal Code Block/House No.	Retrieve Add	ress	Olick Retr	ieve Address	;
Type of Premises Select Local Address Postal Code Block/House No.	Retrieve Add	ress	Click Retr	ieve Address	;
Type of Premises Select Local Address Postal Code Block/House No. Floor/Level @ (Optional)	Retrieve Add Street Name Unit (Optional)	ress Building Name (Optional)	Olick Retr	ieve Address	;
Type of Premises Select Local Address Postal Code Block/House No. Floor/Level @ (Optional) Eg: 01, B1, 01M	Retrieve Add Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional) Click Reset Address	Click Retr	ieve Address	;

Applicants Adress Type Local

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

Mailing Address Address Type tocat [LOCAL]	Select Local
Foreign [FOREION] Applicant Local Address Format Standard [STANDARD]	Select Standard and fill the address
Type of Premises Select	v
Postal Code Block/House No.	Click Retrieve Address
Root/Level @ (Optional) Ep 01, 81, 01M	Unit (Optional) Exercise (Optional) Egrade Click Reset Address button to reset the address details.
	adaress details.

Mailing Adress Type Local

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

Organisation Operating Address Address Type Local [LOCAL] Foreign [FOREIGN]	Fill the Organisation Operating Address
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)	
	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.

	· –			
Address Type Local [LOCAL]		Select Local		
Foreign [FOREIGN]				
Local Address Format Standard [STANDARD]		Select Standard a the address	and fill	
Type of Premises (Optional) Select				~
Address Postal Code		r		
	Retrieve Ad Ad	ddress	Click Kefrie v	/e Address
Block/House No.	Retrieve Ad Street Name	ddress		e Address
Block/House No.	Retrieve Ad Street Name Unit (Optional)	ddress Building Name (Optional)		ve Address
Block/House No.	Q Retrieve Ad Street Name Unit (Optional) Eg: #05-01, use 01	Building Name (Optional)		ve Address

Local Address

Select				~	
			Select the 1	ype of	
Business Operating Address			Promis		
Postal Code		-	riems	es	
	Retrieve Address				
Block /House No	Street Name		Click Retrieve		
bioticy mouse mu.	30001140110		Addross		
	<u>~</u>		Address	~	
Floor/Level @ (Optional)	Unit (Optional)	Building Nar	me (Optional)		
Eg: 01, B1, 01M	Eg: #05-01, use 01			\sim	
Reset Address	Se	elect the I Addres	Reset ss		
Reset Address Business Operating Ac	Se	Unit No	Reset is		
Reset Address Business Operating Action Level (Continue)	ddress - Additional Level/	Unit No	Reset is		
Reset Address Business Operating Active Level (Optional)	Se	Unit No	Reset ss		
Reset Address Business Operating Act Level (Optional)	ddress - Additional Level/	Unit No	Reset ss		
Reset Address Business Operating Act Level (Optional)	ddress - Additional Level/	Unit No	Reset is	0/3	
Reset Address Business Operating Act Level (Optional) Unit No. (Optional)	ddress - Additional Level/	Unit No	Reset is	0/3	
Reset Address Business Operating Act Level (Optional) Uret No. (Optional)	ddress - Additional Level/	Unit No	Reset is	0/3	
Reset Address Business Operating Act Level (Optional) Unit No. (Optional)	ddress - Additional Level/	Unit No	Reset is	0/3	
Reset Address Business Operating Act Level (Optional) Unit No. (Optional)	ddress - Additional Level/	Unit No	Reset is	0/3	
Reset Address Business Operating Ac Level (Optional) Unit No. (Optional) Add	ddress - Additional Level/	Unit No	Reset is	0/3	
Content of the second	Se ddress - Additional Level/	Unit No	Reset is	0/3	

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

Application Details – Business Operating Hours (Yes)

	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	Ente	er all the			
Name as in NRIC/FIN	d	letails			
				0/66	
Sex					
Select				~	
Date of Birth					
DD/MM/YYYY				0	
Citizenship					
Select				~	
Work Permit Expiry Date (Optional)					
DD/MM/YYYY				0	
Course Type Note: () Food Safety Course Level 1 - Basic Food Hygiene Course () drivanced Food Hygiene Officer course Safect) Food Safety Course Level 2 = Refresher Food Hy	giene Course III) Food Safety Course Level 3 × Food	lygione Officer Course Iv) Food Safety Course I	ovol 4 =	
Role 🕖					
				Ť	
Course Passed Date					
00.084.0000					
DD/MM/YYYY				0	
DD/MM/YYYY Course Type Note: (Food Sately Course Level 1 = Bask; Food Hygiene Course I Advanced Food Hygiene Officer course	() Food Safety Course Level 2 = Refresher Food H)	rgiene Course III) Food Safety Course Level 3 = Food	Hygiene Officer Course iv) Food Safety Course	cvol 4 -	
DD/MM/YYYY Course Type Netter: (Food Stater, Course Level 1 + Basic Food Hygiene Course i Advanced Food Hygiene Officer course Select	() Food Safety Course Level 2 + Refresher Food H)	rgiene Course III) Food Satlety Course Level 3 + Food	Hygiene Officer Course Iv) Food Safety Course	cevel 4 -	
DD/MM/YYYY Course Type Note: (Frood Softery Course Level 1 + Basic Food Hygere Course I Advanced Food Hygere Officer course Softect	() Food Schery Course Level 2 + Rethester Food H	rgiene Course III) Food Softry Course Level 3 + Food	Hygiene Officer Course In) Food Safety Course	caret4 +	
DD/MM/YYYY Course Type Name, Chood Safety Counts Level 1 - Reals: Food Hagiene Course I Advanced Flood Hagiene Officer course SafetCl SafetCl	() Food Safety Course Level 2 + Rofresher Food H	rgiene Course III) Food Sofety Course Level 3 + Food	Hygione Officer Course Iv) Food Safety Course	arest 4 =	
DD/MM/YYYY Course Type Note: (Find Safety Course Level 1 + Basic Food Hegiene Course i Advanced Food Hegiene Officer course Safetct Role © Safetct Course Passed Date	() Food Safety Course Level 2 - Refresher Food H	rgiene Course NJ Food Safety Course Level 3 - Food	Hygiene Officer Course Ix) Food Softery Course	Level 4 -	
DD/MM/YYYY Course Type Index (Food Softey Course Loved 1 + Basic Food Hygiene Course I Advanced Food Hygiene Officer course Select Select Course Passed Date DD/MM/YYYY	() Food Safety Course Level 2 + Rethester Food H	rgiene Course III) Food Sofety Course Level 3 + Food	Hygiene Officer Course Ix) Food Safety Course		
DD/MM/YYYY Course Type Nete: (if food Safety Course Level 1 - Basic Food Hygiene Course I Advanced Food Hygiene Officer course Safetc1 Safetc2 Course Passed Date DD/MM/YYYY Course Table (included)	() Food Safety Course Level 2 + Refresher Food H	rgene Course Al) Food Sofety Course Level 3 + Food	Hygiene Officer Course Iv) Food Safety Course		
DD/MM/YYYY Course Type Nees, 6 Yood Safety Course Level 1 - Resic Food Hygiene Course I Safet2 Safet2 Safet2 Course Passed Data DD/MM/YYYY Contoct No. (Optional) +45 V [0, 8123.4567	() Food Safety Course Level 2 + Refresher Food Hy	rgiene Course NJ Food Safety Course Level 3 + Food	Hygiene Officer Course Ix) Food Softery Course		
DD/MM/YYYY Course Type Rate: (Food Safety Course Loved 1 + Basic Food Hygione Course 1 Advanced Yood Hygione Collect course Safetct Total Safetce Course Passed Date DD/MM/YYYY Contact No. (Opstand) 465 × E.g. 8123 4567 Email Address (Optiond)	(food Safety Course Level 2 + Bathesher Food 14) Click Ac	rgione Course NJ Food Safety Course Level 3 - Food	Argiene Officer Course In) Food Softery Course		
DD/MM/YYYY Course Type Nete: (Frod Safety Carena Level 1 - Read: Frod Hygiere 1 - Rea	(food Safety Course Level 2 + Refresher Food H)	rgione Coune NJ Food Safety Coune Level 3 - Food	Hygiene Officer Course Ix) Food Softery Course		
DD/MM/YYYY Course Type Rate: [Food Safety Course Loved 1 + East: Food Hygiene Course H Advanced Tool Hygiene Chicar course Safet: Rate: Course Passed Date DD/MM/YYYY Contact Ne. (Optional) 465 C E.g. 8122.4667 Email Address (Optional) 0 Add Ne. NBIC/ FIN N	(Food Sately Course Level 2 + Refresher Food H	rgene Coune H) Food Softery Coune Level 3 - Food	Hygiene Officer Course Iv) Food Sattery Course	Citizenship	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	el Details			Added successfully Your new information has been added.	
RIC/ FIN					
inne er in MDIC (FIN					
ane as in NRIC/FIN					
				0/66	
Date of Birth	sere old of current surteen date.				
DD/MM/YYYY	an an an ann an agus na ann				
ex					
Select				~	
Citizenship					
Select				\sim	
Nork Permit Expiry Date (Optional)					
DD/MM/TTTT					
Role					
Select				~	
Course Type Note: "Basic Food Hygiene Course" has been	retitled to "Food Safety Course Level 1" "Food Hygiene O	ficer Course* has been retitled to *Food Safet	y Course Level 3*		
Select				~	
DD/MM/YYYY					
bby miny titt					
Contact No (Optional)					
+65 V E.g. 8123 4567					
Email Address (Optional)					
+ Add					
No. NRIC/ FIN	Name as in NRIC/FIN	Date of Birth	Sex	Citizenship	Act
1 \$1276129E	mockup	01/10/2000	Male [M]	SINGAPORE CITIZEN [SG]	FØ
	<u>-</u>				2

Food Hygiene Personnel Details Added

Emergency Contact	Fill	the Emergency		
Salutation	C	Contact Details		
Select			~	
Name				
			0/44	
Designation (Optional)			0/00	
			0/100	
Contact No.				
+65 V E.g. 8123 4567				
Email				
+ Add	Click Add bu emergenc det	utton to add y contact ails.		
No. Salutation	Name	Designation	Contact No.	Actions
No data available in table				
<.				•

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 (Antional)				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	
JUNICL	~

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	click Add. The details will be added	d.
Select	~	
Attachmont Only 1 file at 2 MB or less. File name must have no more than 130 (characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.	Ð
Add	Click Add button to supporting document details	
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.

e iype			
Select		~	Added successfully Your new information has been adde
Attachment Only (file of 2 MB or lars. File name mark have no more than 130 characters and no spaces. Only letters (a -z), numbers (0-9), und Drop a file here or click to upload	$\operatorname{erscores}\left(\ \right) ,$ and hyphons (-) 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

	General Information scroll down for all the sections and review
	Profile Intel miled form.
	A se agrost
	Applicant Detail
	Maine Me
	None Grand blue
	10 pp x 45 water ANC
	Kek dish.newpulston
	Curate Parame + 48 (797) 1234
	Aanse 13 Mons Merk Anne 3, 423 111 Bolick Heer, Dragsone 4813 M
	Amplication Datable for Event Shore Licence (SEA)
	ngencuum on tune in toota ande scenice (al nj
	Applican't Details
	Albeens jag
	Emergency Contact
	No. Materia Name Despution Called IV. Ene
	2 MAR BAA MAA MAA MAA 4800 122 BAA
	Poyment Mode Neurotain
	Click Declaration to declare an
Click Back	to Edit for editing the
(application.

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	
declare that all the information given in this application form is true and correct.	
am aware that legal action may be taken against me if I had knowingly provided false in	nformation.
agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of an	ny statements, confirmations, records, acknowledgements, information recorded in or produced in this application.
ood Shop Licence (SFA)	
im aware that the Singapore Food Agency (SFA) would only be able to process my app	lication(s) when all relevant supporting documents are received and are in proper order.
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am aware that the Singapore Food Agency (SFA) would only be able to process my app am aware that the SFA is required to collect personal information from time to time to car 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 not hereby declare that all of the above is true.	alcation(s) when all relevant supporting documents are received and are in proper order. Try out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby corner I have made to the SFA to facilitate the processing of such application(s). I hereby further consert to the SFA in-Government entities authorised to carry out specific Government services, unless prohibited by legislation. Click Review Form to review the form again.

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

	We have n A confirmation em	eceived your application all has been sent to you.				Successfully submitted You have successfully submitted.
		Application Status				
0		Food Shop Licence	FC254812546	27 working days if application is complete and in order.	Schmitted	
		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	Licences Accreditations Levy Help or Application name/number	Q
My Submissions Last updated at 01:45pm 📀 Sync All Submissions (80) Action Required (1	Draft (41) Processing (10) Completed (28)	Click Select Action>>Pay
Food Stall Licence Licence (New) - SFA	Pending Payment Application: FC2548127	r94 Updated: 3 Feb 2025, 01.01pm Pay
 Q- Wondering what each status mean 	8? <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		
lease review your fees and make payment.		
DESCRIPTION	GST	AMOUNT
Food Stall Licence		
Application Fee	-	\$13.00
	Subtotal	\$13.00
	Amount Payable	\$13.00
Payment method		
Piedae choose o poyment method.		
We Accept We Accept Finter Card Details		
4242 02 / 25 123 Seve with link		
What is a CVC?		
Save as my new default card		
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.

We have re	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 	evy \checkmark Help \checkmark		0	
Search by Government Agency, Licence or Application	name/number			Q	
My Submissions					
Unable to retrieve your applications. Click on the Sync button above to try again, or <u>centect us</u> [2] if the issue pensists. All Submissions Action Required Draft Processing Completed					
All Submissions Action Required Draft Processing	Completed				
 ·ġ́· New To download your payment invoice or licence file for your applications: 1. Click within the "Select Action ∨ " menu 2. Select Download Invoice or Download Licence Files if they are available 					
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 Licence: SW25G79P1100_2025_01	Updated: 3 Feb 2025, 02:01pm	Download Licence	

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.

Name	Last Modified	File Size
2b569dba-196f.4d99-8e7b-22691ccb51d3-G28_L1T-58-FR -9fcaa2aa-b7bd.4670-9c6c-d80200b18290-SW25 _2026_02_LicencePreview_SW25311J000.pdf Open FisioComment -9fcaa2aa-b7bd.4670-9c6c-d80200b18290-SW25 _2026_02_LicencePreview_SW25311J000.pdf	2025-02-23 06:20:06	5.9 KB
B 48d757ed-2b6a-49ab-ae76-5c5272dfec10-G2B_L1T-58-FR95641219-954a-407d-8630-aaaa8c3440e9-SW25: 2025_02_CERT_FOODSHOPCERTIFICATE_COA_SW25311J000.pdf (2) Open FileDocument	2025-02-23 06:20:06	57.8 KB
6e/2d215-1b62-440c-afad-fee48/2c5149-G28_L1T-58-FR 5 5 -3b9219e7-3629-4248-ac22-01522ae73b60-SW25 2025_02_CERT_FOOD SHOPCOVERLETTER_SW25311J000.pdf oper FieDocument	2025-02-23 06:20:06	26.6 KB
9298002a-c470.428c-82e8-0540b0adab60-G2B_L1T-58-FR 9ed49b04-2dae-4a58-ae1b-3e816d464845-SW25 _2025_02_CERT_FOODSHOPCERTIFICATE_SW25311,000.pdf (2* Comparison of the comp	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).