GoBusiness Food Stall 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 Stall Licence

Chapter 2: Logging in to GoBusiness

Login type	Transactio Type	on	Description
SingPass	Persor	nal	 Authorisation is done through SingPass. For more details on SingPass, visit <u>https://www.singpass.gov.sg</u>.
			 For personal transaction type, user can be a licensee himself or filer who has been authorised (offline) by the licensee to submit the application request on behalf of him/her.
CorpPass	• Corpc	orate	 Authorisation is done through CorpPass. For more details on CorpPass, visit <u>https://www.corppass.gov.sg</u>.
			 User can be anyone authorised by the company through CorpPass.
			• An authorized filer can apply for the licence on behalf of the company.
			 User will be entering the UEN of the company and CorpPass ID of the individual user.

There are two different ways to log in to GoBusiness.

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 like	ess Dashboard cences & accreditations.
		Construction of the second sec	Users with a registered UEN Log In for Business Users for foreign entities: Begister for a foreign Compass account L et our FAQ
orants Business Grants Portal	GeBIZ ALERTS	uct Food Service Guided Journey	GoBusiness Licensing (Leggcv)
Apply for and manage grants, previously found on Business Grants Portal.	[Important Notice] Gebiz Alert services on GoBusiness will be discontinued on 28 February 2025. Please note that subscriptions and alerts will no longer be available after this date. For alternative ways to obtain	[Important Notice] The Food Services Guided Journey will temporarily be unavailable from 14th November 2024 – 28th February 2025 as we transform to serve you better. For guided journeys created before November 2024, please	Starting for April 2022, licences will be moved in stages from GoBusiness Leensing to <u>GoBusiness Dashboard</u> .
	GeBit Information, please visit https://www.gebit_gov.sg/busin ess-alerts.html. We apologise for any inconvenience caused and thank you for your understanding.	monitor your licence applications by logging in as usual, until end February 2025. In the interim, we invite all new applicants to apply for your licenses on the GoBusiness Licensing portal. Thank you for your understanding.	

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 Stall Licence

Apply New Licence Application

Choose Agency

	Click Licences>>Apply Licences	
go business 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

6. 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)	\sim
SkillsFuture Singapore (SSG)	~
Singapore Tourism Board (STB)	\sim

Select Singapore Food Agency

7. 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	Apply
Apply for Free Sale Certificate (Animal Feed) for Food Producing Animals Select the licence and click Apply	Apply
Apply for Free Sale Certificate (Food)	Apply

Select Licence and Apply

- 8. Select the Apply for Food Stall Licence and click Apply.
- 9. Click **Apply** to continue application. Note the fees and read the details before applying.

	Click Apply
Read the Details like FAQs, Docu and Requirements before App	ments ply
 For the operation of a foodstall where there is retail sale of food and/or beverage in a foodshop such as private eating houses, coffeeshops, food courts, canteens and private markets. If you are interested in operating a hawker stall in a NEA managed food centre/market, you need to first bid for a food stall in NEA's tender. Once you have secured a food stall in a successful bid and signed the tenancy agreement with NEA, a hawker stall licence will then be issued to you by the Singapore Food Agency (SFA). Overview of Licence Application: Step 1: Licence Application Please refer to the details below to ensure a complete application is submitted: Complete all fields on the application form Submit the tenancy / lease agreement along with its Certificate of Stamp Duty issued by Indand Revenue Authority of Singapore (IRAS). Submit the layout plan (with dimensions and metric scale) that reflects the location of the specific stall within the eating house / canteen / food court / coffee shop that houses it. 	Fees and additional information Fee The Food Stall Licence costs \$\$32.00 and is valid for one year except for those food stalls in primary, secondary and junior college school canteens. Licensees are given the option to pay \$64.00 for a food stall licence that is valid for two years. For those food stalls in primary, secondary and junior college school canteens, the licence fee cost \$13.00 and it is valid for one year. Licensees are given the option to pay \$26.00 for a food stall licence that is valid for two years.

Apply for Food Stall Licence

10.

General Information

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

You are applying for Food Stall 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. ③ Estimated 20 mins to complete	
STEP 1 General Information Review and fill the following details for application.	
Profile Lam applying As an applicant On behalf of applicant	

General Information – As an Applicant

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

Salutation		Fill the Applicant Detail	
Select			~
Name			
Default User			
D Туре			
NRIC			\sim
ID No.			
****2356G			
defaultuser@amail.com			
Contact Number			
+65 🗸 9771 1234			
Address			
Postal Code			
460136			
Block/House No.	Street Name		
	Bedok North Avenue 3		\sim
136 ~			
136 V	Unit (Optional)	Building Name	
136 V Floor/Level (Optional) 12	Unit (Optional)	Building Name Bedok Tower	~

Applicant Details

12. Fill the Applicant Details.

Company Detail	Fill th	e Company Detail	
Company Name			1
MANAGEMENT PTE			
UEN			
197101238G			
Entity Type			
Local Company			~
Registered Address Postal Code			Click Save Draft
117438			
Block/House No.	Street Name		
10 ~	Pasir Panjang Road		~
Floor/Level @ (Optional)	Unit (Optional)	Building Name	
10	01	Mapletree Business City	\sim
			Save Draft Application Details $ ightarrow$

Company Details if you are applying as a Business User

- 13. Fill the Company Details.
- 14. Click Save Draft to save the details.
- 15. Click **Application Details** to continue.

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

P1					
P1					
P1					
eneral information					
view and fill the following details for ap	oplication.				
ofile					
n applying C	hoose On behalf of]			
As an applicant	appream	-			

General Information – On behalf of Applicant

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

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

Applicant Details

17. Fill the Applicant Details.

Company Detail	Fill t	he 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		\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

18. Fill the Company Details.

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

Filer Details

19. Fill the Filer Details.

Application Details

select Fill the	e Applicant's Details
Sex	
Male [M]	
Female [F]	
Date of Birth	
DD/MM/YYYY	
Designation (Optional)	
Select	~
Nternative Email Address (Optional) Imary Mode of Contact the diskipted contacts will be used for communication with SFA. Please update your contact if there are any changes. D Home Tet Number (HME)	
Alternative Email Address (Optional) Primary Mode of Contact In diskind contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HIKE] Mobile Number [MIK] Office Number [OFF]	
Alternative Email Address (Optional) Primary Mode of Contact In displayed contact with SFA. Please update your contact if there are any changes. Home Tel Number [HME] Office Number [MIR.] Office Number [OFF] Home Number (Optional)	
Alternative Email Address (Optional)	
Alternative Email Address (Optional) Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Net Number [HME] Office Number [OFF] Home Number (Optional) 465 V Eg. 8123 4567 Mobile Number (Optional)	
Alternative Email Address (Optional) Primary Mode of Contact The diskiped 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 [OFFF] Home Nember (Optional) +65 E.g. 8123 4567 Mobile Number (Optional) +65 V E.g. 8123 4567	
Alternative Email Address (Optional) Primary Mode of Contact The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes. Home Tel Number [HINE] Mobile Number [MIL] Office Number [OPF] Home Number (Optional) +65 E.g. 8123 4567 Mobile Number (Optional) +66 E.g. 8123 4567 Office Number (Optional)	

Applicant's Details

20. 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 Docal [LOCAL] Foreign [FOREIGN]	Fill the Mailing Address

Applicant's Address and Mailing Address

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

Address Type		Select Local		
Local [LOCAL]		JEICCI LOCUI		
Foreign [FOREIGN]				
Applicant Local Address Format	Г	Select Standard and f	ill	
Standard [STANDARD]		the address		
Tupo of Promisos	-			
Select				\sim
Select				~
Solect Local Address				~
Select Local Address Postal Code			Jick Retrie	ve Address
Select Local Address Postal Code	Retrieve Add	ress	ick Retrie v	ve Address
Select Local Address Postal Code	Retrieve Add	ress	lick Retrie v	ve Address
Select Local Address Postal Code Block/House No.	Retrieve Add	ress	ick Retrie v	ve Address
Select Local Address Postal Code Block/House No.	Retrieve Add	ress	iick Retrie	ve Address
Select Local Address Postal Code Block/House No.	Retrieve Add		lick Retrie	ve Address
Select Local Address Postal Code Block/House No. Floor/Level @ (Optional)	Retrieve Addition Street Name Unit (Optional)	Building Name (Optional)	iick Retrie	ve Address
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	ick Retrie	ve Address

Applicants Adress Type Local

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

Mailing Address	Select Local	
Local [LOCAL] Foreign [FOREIGN]		
Applicant Local Address Format Standard [STANDARD]	Select Standard and fill the address	
Type of Premises Select		~
Mailing Address Postal Code	@ Retrieve Address	trieve Address
Block/House No.	Street Name	~
Floor/Level (Optional)	Unit (Optional) Building Name (Optional)	
Reset Address	button to reset the address details.	
C Reset Address	button to reset the address details.	

Mailing Adress Type Local

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

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

Organisation Address and Contact Details if you are applying under Business User

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

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

Organisation Opera	ting Address		
Address Type		Select Local]
Foreign [FOREIGN]			-
Local Address Format Standard [STANDARD]	Se	lect Standard and fill the address	
Type of Premises (Optional) Select			~
Address Postal Code	থি Retrieve Address	Click	Retrieve Address
Block/House No.	Street Name		~
Floor/Level @ (Optional)	Unit (Optional)	Building Name (Optional)	
Eg: 01, B1, 01M	Eg: #05-01, use 01		\sim
Reset Address			

Local Address

Select					
Business Operating Address Postal Code		-	Select the Ty Premise	/pe of s	
Block/House No.	Retrieve Address Street Name		Click Retrieve Address	~	
Floor/Level (Optional)	Unit (Optional)	Building Nam	ne (Optional)		
Eg: 01, B1, 01M	Eg: #05-01, use 01			~	
Reset Address	Se	elect the R Address	Reset s		
Reset Address Business Operating A	ddress - Additional Level/	elect the R Address	Reset s		
Reset Address Business Operating A	ddress - Additional Level/	elect the R Address	Reset s		
Reset Address Business Operating A Level (Optional) Unit No. (Optional)	ddress - Additional Level/	elect the R Address	Reset s	0/3	
Reset Address Business Operating A Level (Optional) Unit No. (Optional)	ddress - Additional Level/	elect the R Address	Reset s	0/3	

Business Operating Address (refers to the Food Stall Address)

Business Operating Address

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

Application Details

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

Application Details – Business Operating Hours (Yes)

0/100
G
O

Application Details – Business Operating Hours (No)

- 29. Enter the Business Name (As displayed at premises or on signboard).
- 30. Select the **Brief description of food business**. The fields will be auto populated accordingly. Refer to the following table for the Brief description of food business.

S.No	Food Business Type	Fields displayed
1	Coffeeshop/Eat ing house/Canteen /Foodcourt/Ca nteen tertiary institution*	Brief description of food business Coffeeshop/Eating house/Canteen/Foodcourt/Canteen within tertiary institution [168] Delivery Service Yes [Y] No [N]
	Note: tertiary institution refers to ITE, Polytechnic, University and non-Govt Private Schools.	Stall Number Licence Validity Period 1 Year [1] 2 Years [2]
2	School canteen (Primary, Secondary and Junior College) Note: refers to a stall in a Govt Primary, Secondary school or Junior	Brief description of food business School canteen (Primary, Secondary and Junior College) [169] Stall Number Licence Validity Period 1 Year [1] 2 Years [2]

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

S.No	Food Business Type	Fields displayed
3	Stall in private market Note: refers to a private managed wet market	Brief description of food business Stall in private market [201] Select a Sub-category Private Market [PM] Fishery Port [FP] Wholesale Centre [WC] Delivery Service Yes [Y] No [N] Stall Number • Licence Validity Period 1 Year [1] 2 Years [2]
5	MA Managed Foodstall Note: refers to a food stall in a hawker centre	Click Calculate Tenancy Period.

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

S.No	Food Business Type	Fields displayed
6 MA Managed Non- Food Stall Note: refers to a non-food stall in a hawker centre		Brief description of food business MA Managed Non-Foodstall [181] Image: Control of the second s
		1 Year [1] 2 Years [2] 3 Years [3] Type of Stall
		Select
		End Date DD/MM/YYYY
		Calculate Tenancy Period Tenancy Period (Value will always be rounded up)
		Click Calculate Tenancy Period button to populate the tenancy period.

Food Hygiene Personnel Details

IRIC/ FIN	Enter a	ll the		
iame as in NRIC/FIN	deto	lls		
			0.04	
Sex				
Select			~	
Date of Birth				
DD/MM/YYYY			0	
Citizenship				
Select			~	
Work Permit Expiry Date (Optional)				
DD/MM/YYYY			0	
Course Type Hote: () Food Safety Course Level 1 = Basic Food Hygiene Course ii) Fo drivanced Food Hygiene Officer course	ood Safety Course Level 2 + Refresher Food Hygiene Course III) Fo	od Safety Course Level 3 × Food Hygiene Officer Course	iv) Food Safety Course Level & -	
Select			~	
Role 🖗				
Select			~	
Course Derest Date				
Coarse Passed Date				
DD/MM/YYYY			0	
DD/MM/YYYY Course Type Nate, ii frood Satery Course Level 1 + Basic Food Hygiene Course I) F Matering Rood Statery Course Level 1 + Basic Food Hygiene Course I) F	ood Safety Course Level 2 + Refresher Food Hygiene Course III) Fi	od Safety Course Level 3 + Food Hygiene Officer Course	In) Food Safety Course Level & =	
DD/MM/YYYY Course Type Note: () Food Sathry Course Level 1 + Basic Food Hygiene Course II) F Advenced Food Hygiene Officer course Sather:	ood Safety Course Level 2 + Rethenhar Food Hygiene Course III) Fo	od Sately Course Level 3 + Food Hygiene Officer Course	hi) Food Sottey Course Level & =	
DO/MM/YYYY Course Type Verse (Frood State Course Level 1 + Basic Frood Hygiene Course I) F Advanced Frood Hygiene Officer course Select Role G	ood Safety Course Level 2 + Refresher Food Hygiene Course III) Fr	ed Safety Course Level 3 - Food Hyglene Officer Course	Init Food Satety Course Level 4 =	
DD/JMM/YYYY Course Type Nate: () Food Statty Course Level 1 + Basic Food Hyglene Course II) F Advanced Food Hyglene Officer course Select Role © Select	ood Safety Course Level 2 + Rethenhar Food Hygiene Course III) Fo	od Safety Course Level 3 = Food Hygiane Officer Course	Inity Food Satety Course Level 4 =	
DONAMA/YYYY DONAMA/YYYY Course Type Nete () Food Staffer Course Level 1 = Basic Food Hygiene Course () Fo deneted Food Hygiene Officer course Select Select Course Passed Date Course Passed Date	ood Safety Course Level 3 + Refresher Food Hygiene Course III) Fr	ed Safety Course Lavel 3 + Food Hygiene Officer Course	Initial Stating Course Level & •	
DO/MM/YYYY Course Type Course Type Role @ Course Type Role @ Course Type Role @ Course Type Course Type Course Type Course Type Course Type DD/MM/YYYY Course Type Course Type DD/MM/YYYY Course Type	ood Safety Course Level 2 + Refresher Food Hygiene Course III) Fo	ed Safety Course Level 3 = Food Hygiene Officer Course	bi) Food Satery Course Level & -	
DO/MM/YYYY Course Type Note: () Food Safety Course Level 1 + Basic Food Hegiene Course () F Marce () Food Safety Course Level 1 + Basic Food Hegiene Course () F Marce () Food Safety Course Course () F Marce () Safetc1 Course Passed Date DD/MM/YYYY Contact Na. (()Octional)	ood Schely Course Level 2 + Reheater Food Hygiene Course Kij Fr	od Sahty Course Lavel 3 - Food Hygiene Officer Course	h) Food Sattey Course Level 4 =	
DO/MM/YYYY Course Type Role DO/MM/YYYY Contact Type Select Course Plassed Date DD/MM/YYYY Contact No. (Optional) 466 V E.9. 8123 4567	ood Safety Course Level 3 + Refresher Food Hygiene Course III) Fr	ed Safety Course Level 3 + Rood Hugiene Officer Course	h) Food Satny Course Level & -	
DO/MM/YYYY Course Type Role	ood Softery Course Level 2 + Rathester Food Hygere Course HJ Fo	ed Safety Course Level 3 = Food Hygiene Officer Course	h) Food Satery Course Level & -	
DO/MM/YYYY Context Pipo Role DO/MM/YYYY Context Pipo Role DO/MM/YYYY Context No. (Optional) +65 Eg. 8123 4567 Email Address (Optional)	oof Softey Course Level 2 - Rathenber Food Heggere Course III Fr	ed Softety Course Level 3 - Food Hagiene Officer Course	IN) Frond Sattry Course Level & -	
DO/MM/YYYY Course Typo Role DO/MM/YYYY Course Typo Role Select Course To Select Course Level 1 - Basic Food Hygiene Course () E Advancest Food Hygiene Officer course Select Course Passed Date DD/MM/YYYY Contact No. (Optional) +65	ood Safety Course Level 2 + Refrester Food Hygere Course ii) Fr Click Add	ed Safety Course Level 3 - Food Hygiene Officer Course	h) Food Satery Course Level 4 -	Actions

Food Hygiene Personnel Details

- 31. Fill in the Food Handler Details.
- 32. Click **Add** button to add the Food Handler details.

Food Hygiene Personn	el Details			Added successfully Your new information has been added.	
IRIC/ FIN					
lame as in NRIC/FIN					
anto of Distb				0/66	
age of Food Handler must be more than 13 y	ears old of current system date				
DD/MM/YYYY				0	
Sex					
Select				~	
Citizenship					
Select				~	
Work Permit Expiry Date (Optional)					
DD/MM/YYYY				0	
Role					
Select				~	
Course Type					
Note: "Basic Food Hygiene Course" has been	retitled to "Food Safety Course Level 1" "Food Hygiene Of	ficer Course" has been retitled to "Food Safe	ty Course Level 3"		
Select				\sim	
Course Passed Date					
DD/MM/YYYY				0	
Contact No (Optional)					
+65 × E.g. 8123 4567					
anali Address (Optional)					
+ Add					
Add No. NRIC/ FIN	Name as in NRIC/FIN	Date of Birth	Sex	Citizenship	Action
Add No. NRIC/ FIN S1276129E	Name as in NRIC/FIN mockup	Date of Birth 01/10/2000	Sex Male [M]	Citizenship SINGAPORE CITIZEN [SG]	Action

Food Hygiene Personnel Details Added

Emergency Contact	Fill	the Emergency		
Salutation		ontact Details		
Select			~	
Name				
Design that (Online 1)			0/66	
Designation (Optional)				
			0/100	
Contact No.				
+65 V E.g. 8123 4567				
Email				
+ Add	Click Add bu emergenc dete	utton to add y contact ails.		
No. Salutation	Name	Designation	Contact No.	Actions
No data available in table				
4				•

Emergency Contact

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

Emergency Contact					
Salutation					
Select				~ Ad	ided successfully
Name				You	r new information has been added.
Designation (Antional)				0/66	
Paradimenter (Physical Paradian)					
				0/100	
Contact No.					
+65 ∨ E.g. 8123 4567					
Email					
+ Add					
No. Salutation	Name	Designation	Contact No.	Email	Actions
1 Mr	tinus	tester	+65 8800 1122	gggegmail.com	66 0
4					

Emergency Contact Details Added

Payment

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

Payment Mode

- 34. Select **Online Payment** mode for paying the fees online via Gobusiness.
- 35. 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	
Select	~

Offline Payment

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

Attach Supporting Documents

	; select the file type, upload the click Add. The details will be a	dded.
Select	~	
Attachment Only 1 file at 2 MB or less. File name must have no more than 130 chr Drop a file here or click to upload	aracters and no spaces. Only letters (a-z), numbers (0-9), underscores (), and hyphens (-) are allowed.	A
+ Add	Click Add button to supporting document details	
File Type	Attachment	Actions
No data available in table		

Upload Supporting Documents

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

e type			
Select		~	Added successfully Your new information has been adde
Attachment Only 1 file of 2 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9) Drop a file here or click to upload	, underscores (_), and hyphens (-) are allowed.		æ
① Add			
	Attachment		Actions
File Type			

Uploaded Document

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

Review Form

Review and Declare

We want and the second	Scroll down for all the sections and review the filled form.	
A ran expedient Applicant Detail Marken Mar		
Application Details for Food Stall Lice Applicant's Details usure subware subware in the subware subwa	ence (SFA)	
Click Back to Edit for editing the application.	Click Dec declare and applic	laration to d submit the cation.

Review Form

- 40. Click **Back to Edit** to continue editing the application.
- 41. Scroll down to review the filled details and click Declare to submit the application.

eclaration	
ase scroll to read and acknowledge the following clauses.	
General Declaration	
I declare that all the information given in this application form is true a	nd correct.
I am aware that legal action may be taken against me if I had knowing	gly provided false information.
I agree that in any legal proceedings, I shall not dispute the authenticit recorded in or produced in this application.	ty or accuracy of any statements, confirmations, records, acknowledgements, information
Food Stall Licence (SFA)	
I am aware that the Singapore Food Agency (SFA) would only be able proper order.	to process my application(s) when all relevant supporting documents are received and are in
I am aware that the SFA is required to collect personal information fron Act 2019 and I hereby consent to the SFA's collection and use of all int the processing of such application(s). I hereby further consent to the SF Government entities authorised to carry out specific Government service	n time to time to carry out its various functions and duties under the Singapore Food Agency formation provided by me in the course of any application I have made to the A sharing my information in such application(s) with other Government agences, unless prohibited by legislation.
hereby declare that all of the above is true.	Click Review Form to
Check the box for declaration.	review the form again.
	A Readow Form

Declare Form

- 42. Check the declaration.
- 43. Click **Review Form** to review the form again.
- 44. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.

We have	e received your application				
					Successfully submitted You have successfully submitted.
	Application Status				
	APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS	
	Food Stall Licence	FC254812746	7 working days if application is complete and in order.	Submitted	
	Next Steps Your application is being processed. We will send you For application enquiries, you may contact GoBusiness	an email when your application status changes. Helpdesk at 63363373 or email AskGoBiz@crin	You can also log in below to check nsonlogic.com.sg.	Click Return to Dashboard	
				Return to Dashboard –	÷

Acknowledgement

- 45. The acknowledgement mail will be sent to your registered email.
- 46. 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	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	794 Updated: 3 Feb 2025, 01:01pm Pay
-Q- Wondering what each status mean	s? <u>View Your Application Statuses Table</u> in our FAQ.	View Form Withdraw

Payment Screen

Г

47. Go to My Submissions>>Actions Required.

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

Payment		
ease 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 Please choose a payment method. We Accept State Cost Details		
4242 02/26 123 Save with link		
What is a CVC? Save as my new default card Make Payment		

Payment Screen

49. 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

50. 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 Last updated at 02:40pm 🕑 Sync					
Unable to retrieve your applications. Click on the Sync butto	n above to try again, or <u>contact us</u> (If the issue persists.			
All Submissions Action Required Draft Processing Completed					
 New To download your payment invoice or licence file for your applications: Click within the "Select Action ~ " menu 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 Ucence: SW25G79P1100_2025_01	Updated: 3 Feb 2025, 02:01pm	Download Licence	1 тор

Download Licence

- 51. Go to My Submissions>>Completed.
- 52. Click **Select Action**>>**Download Licence** for the licence with Approved status.
- 53. 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 _2025_02_LicencePreview_SW25311J000.pdf Open FielDocument -9fcaa2aa-b7bd-4670-9c6c-d80200b18290-SW25 _2025_02_LicencePreview_SW25311J000.pdf	2025-02-23 06:20:06	5.9 KB
B 480757ed-2b6a-49ab-ae76-5c5272dfec10-G2B_L1T-58-FR956412/9-954a-407d-8630-aaaa8c3440e9-SW25: 2025_02_CERT_FOODSHOPCERTIFICATE_COA_SW25311J000.pdf (2) Open FileDocument	2025-02-23 06:20:06	57.8 KB
Sef2d216-1b62-440c-afad-fea48f2c5149-G28_L1T-58_FR* **** -3b9219e7-3629-4248-ac22-01522ae73b60_SW25 2025_02_CERT_FOOD SHOPCOVERLETTER_SW25311J000.pdf Open FielDocument 2025_02_CERT_FOOD SHOPCOVERLETTER_SW25311J000.pdf	2025-02-23 06:20:06	26.6 KB
<u>B</u> <u>9298002a-c470.428c-82e8-0540b0adab60-G2B_L1T_58_FR </u>	2025-02-23 06:20:06	42.0 KB

Download Licence

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