

GoBusiness Food Stall Licence New Application User Guide

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CONTENTS

Chapter 1: About this Guide 3
Chapter 2: Logging in to GoBusiness 4
Chapter 3: Applying for a Food Stall Licence 9
Chapter 4: Payment of Licence Fee..... 29
Chapter 5: Print Licence 31

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

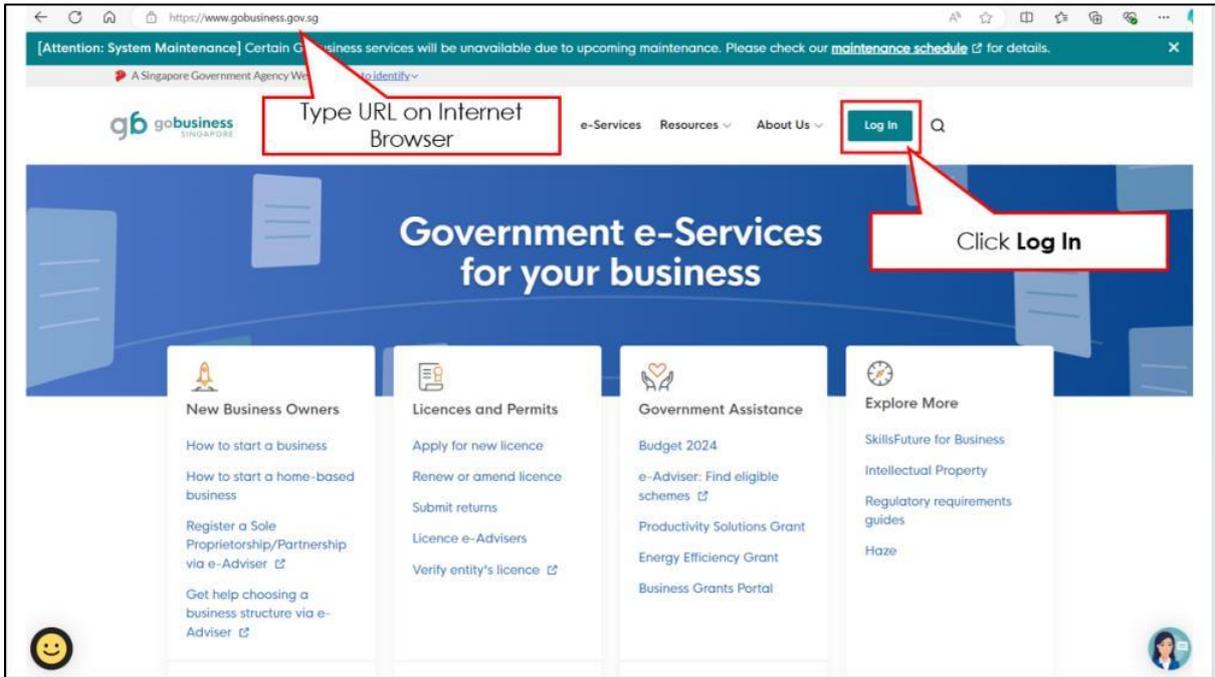
Chapter 2: Logging in to GoBusiness

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

Login type	Transaction Type	Description
SingPass	<ul style="list-style-type: none">Personal	<ul style="list-style-type: none">Authorisation is done through SingPass. For more details on SingPass, visit https://www.singpass.gov.sg.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	<ul style="list-style-type: none">Corporate	<ul style="list-style-type: none">Authorisation is done through CorpPass. For more details on CorpPass, visit https://www.corppass.gov.sg.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.

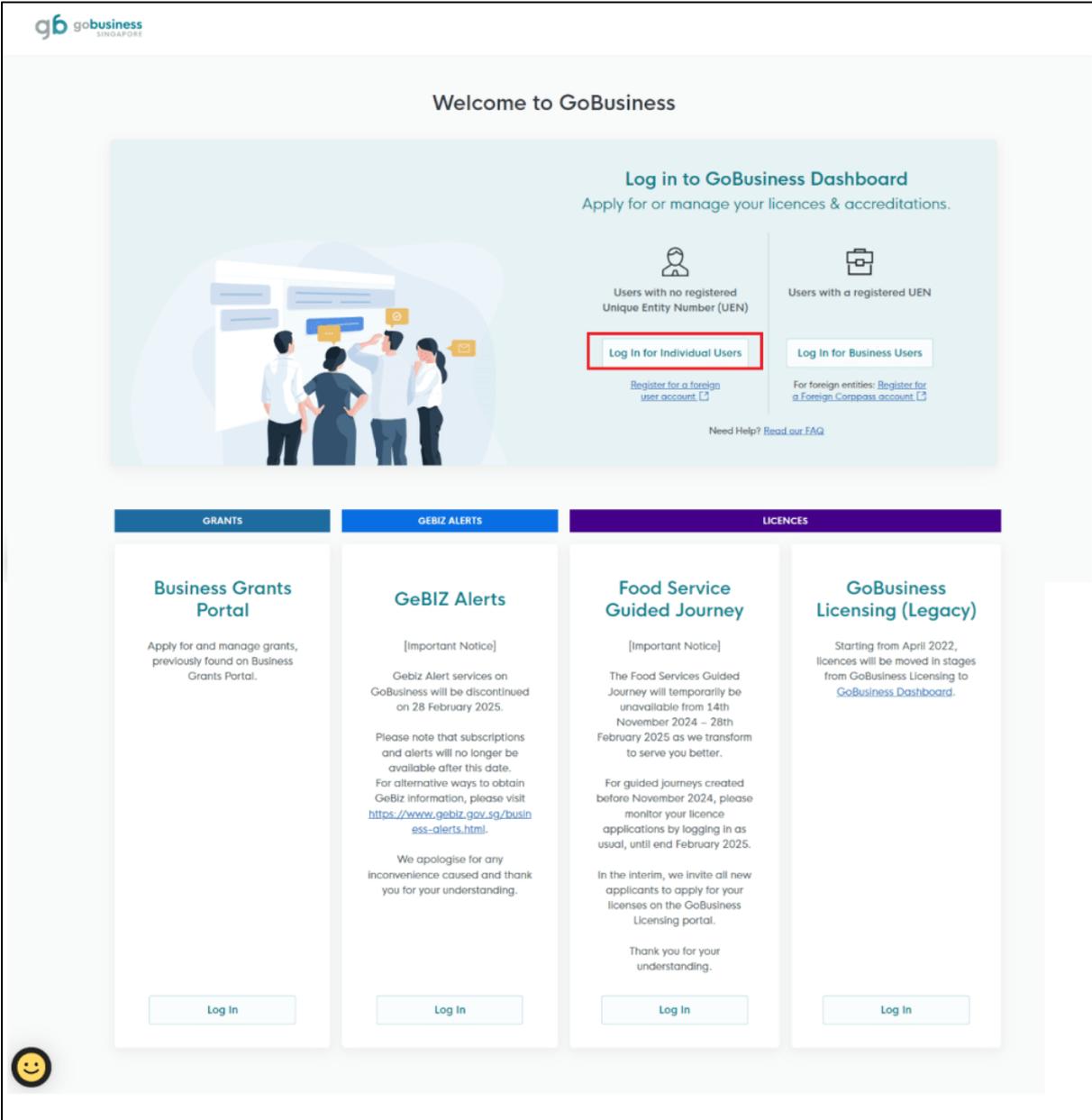
GoBusiness New Application User Guide
Chapter 2: Logging in to GoBusiness

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



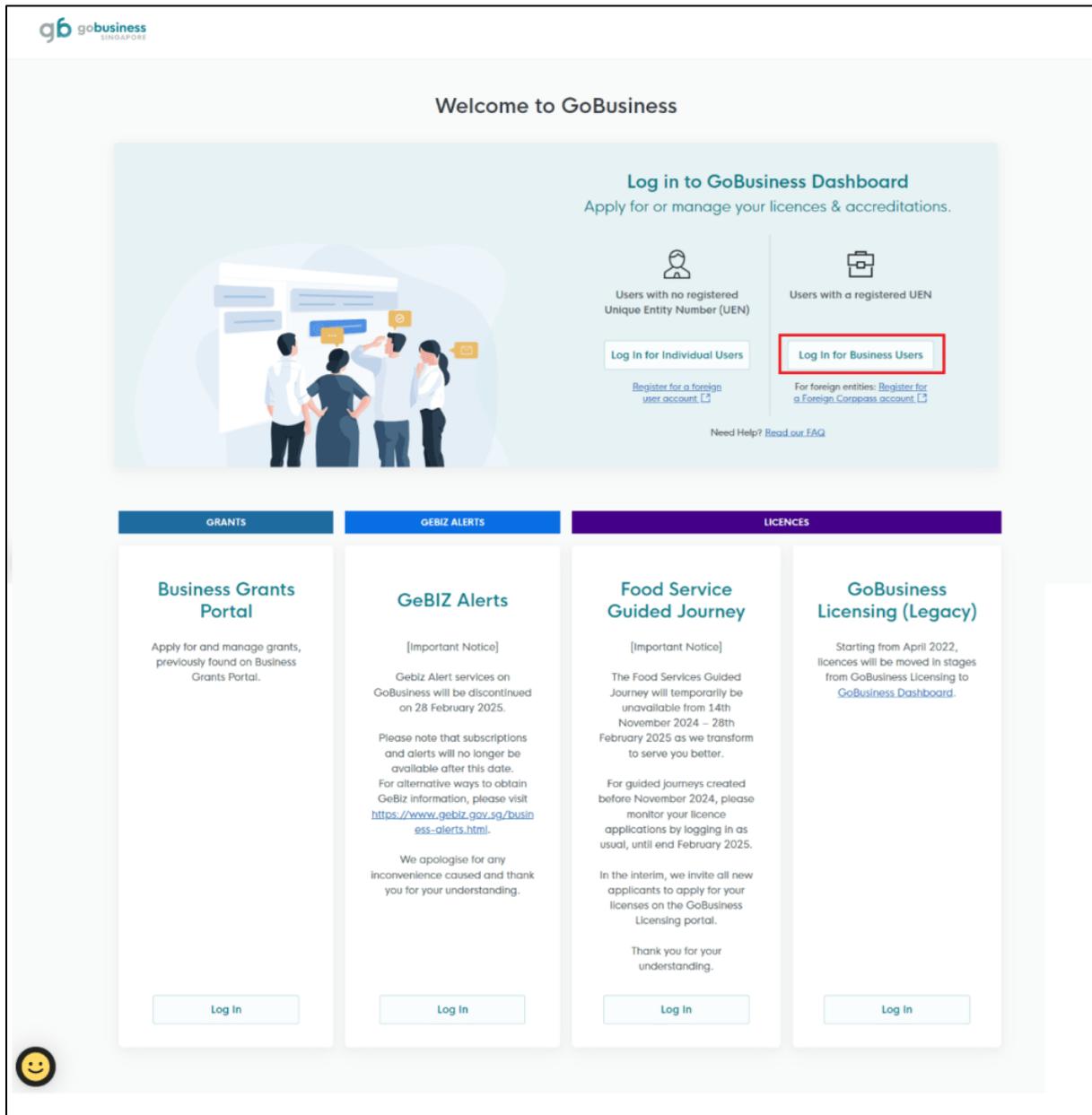
Home Page

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



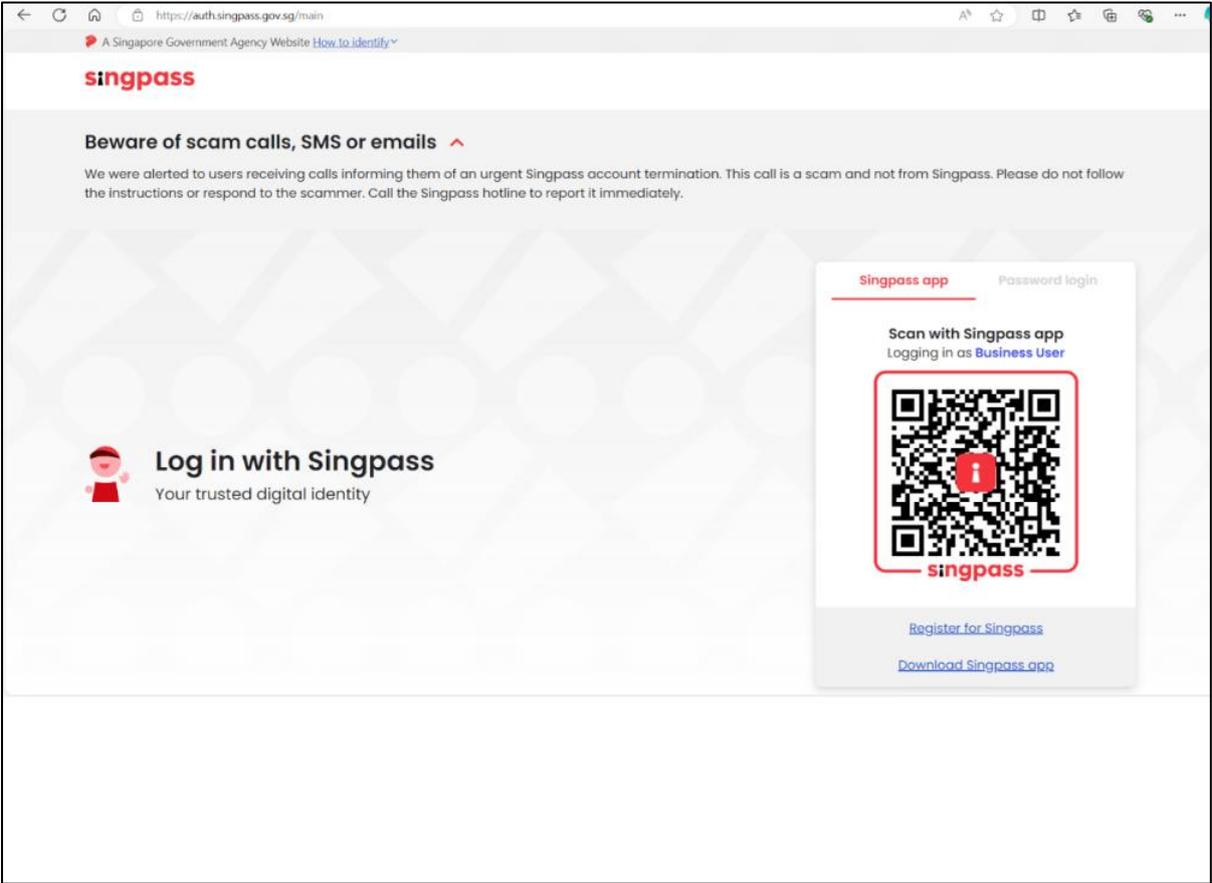
Log In for Individual Users

- 3. Click Log in for Individual Users.



Log In for Business Users

4. Click Log in for Business Users.



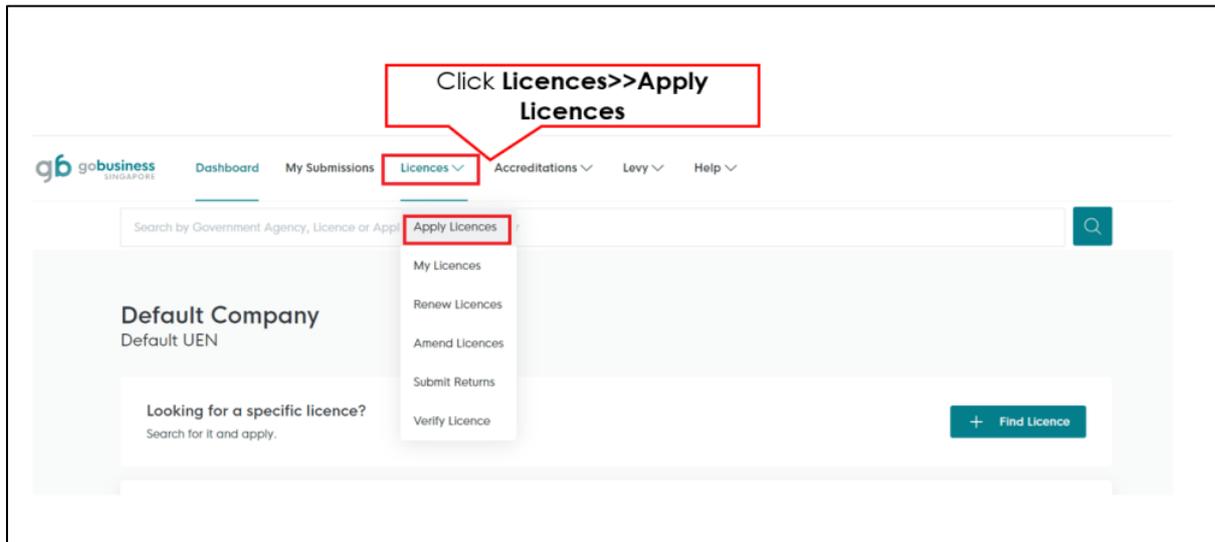
SingPass Login

- 5. Use SingPass to login to the portal.

Chapter 3: Applying for a Food Stall Licence

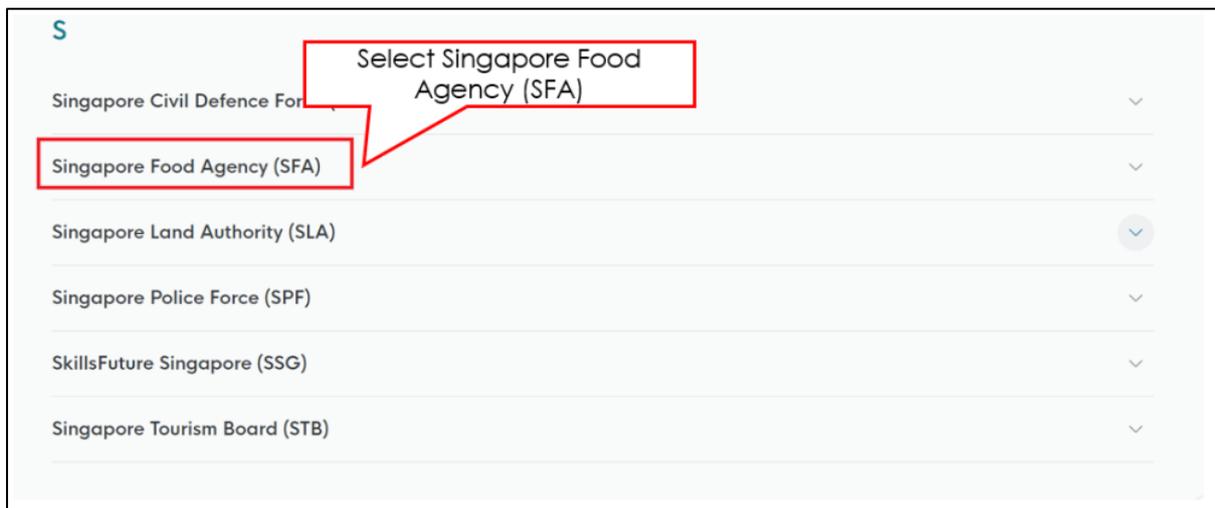
Apply New Licence Application

Choose Agency



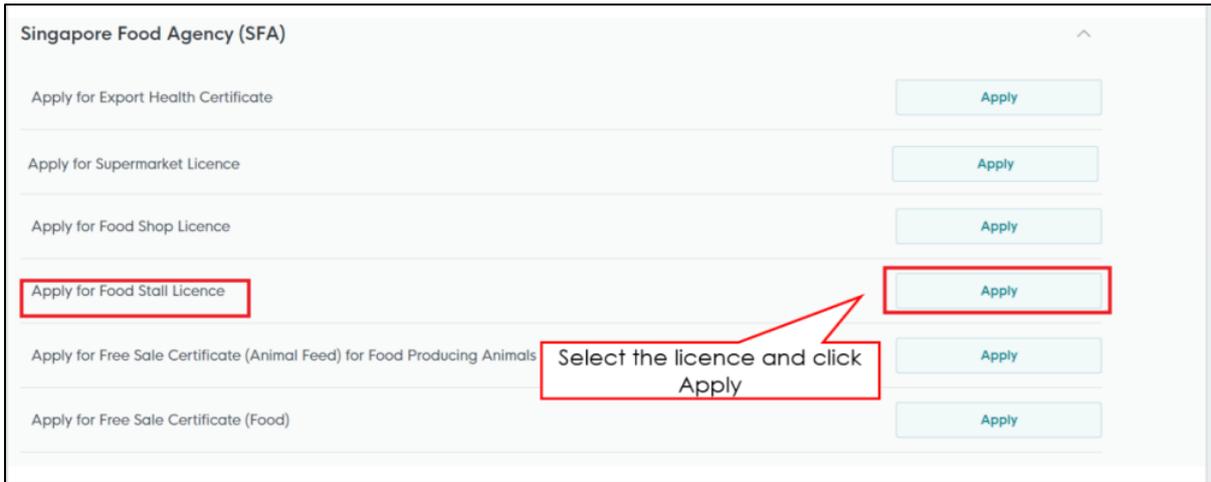
Licences

6. Click Licences>>Apply Licences.



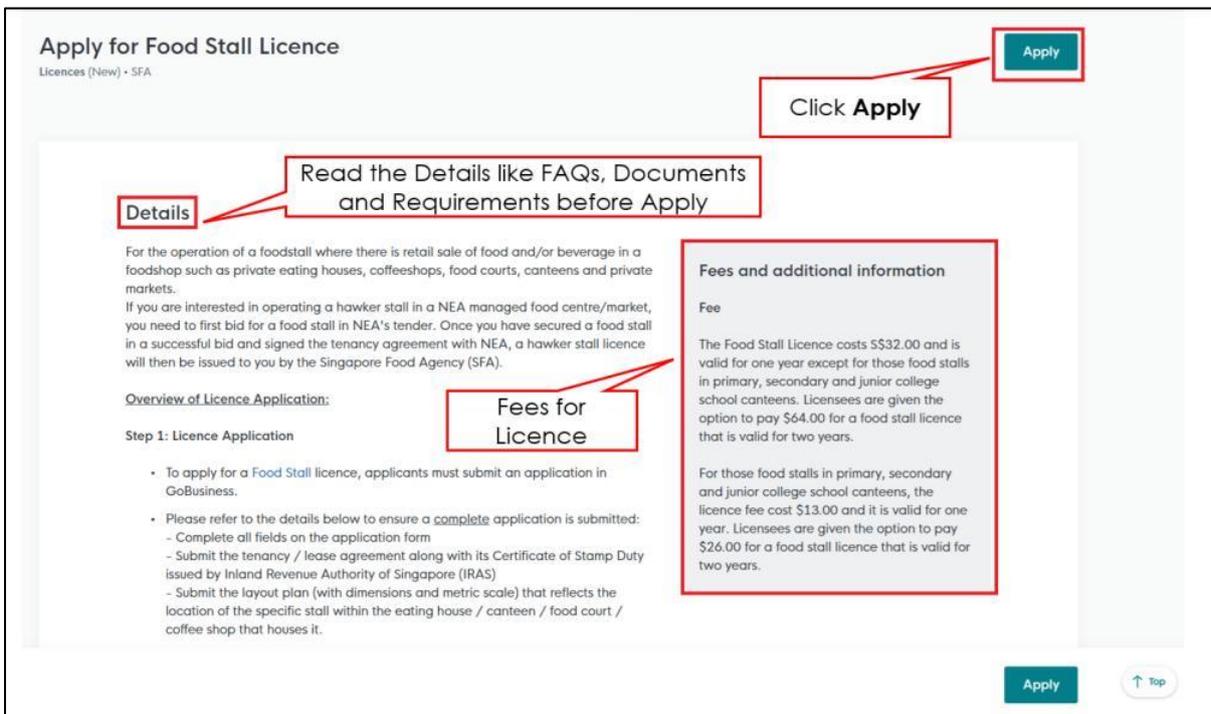
Select Singapore Food Agency

7. Select Singapore Food Agency (SFA).



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.



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.

🕒 Estimated 20 mins to complete

STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose **As an applicant**

General Information – As an Applicant

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

Applicant Detail

Fill the Applicant Detail

Salutation
Select

Name
Default User

ID Type
NRIC

ID No.
****2356G

Email
defaultuser@gmail.com

Contact Number
+65 9771 1234

Address

Postal Code
460136

Block/House No.
136

Street Name
Bedok North Avenue 3

Floor/Level (Optional)
12

Unit (Optional)
111

Building Name
Bedok Tower

Reset Address

Applicant Details

12. Fill the Applicant Details.

The screenshot shows a 'Company Detail' form with the following fields and values:

- Company Name:** MANAGEMENT PTE
- UEN:** 197101238G
- Entity Type:** Local Company
- Registered Address:**
 - Postal Code:** 117438
 - Block/House No.:** 10
 - Street Name:** Pasir Panjang Road
 - Floor/Level (Optional):** 10
 - Unit (Optional):** 01
 - Building Name:** Mapletree Business City

At the bottom right, there are two buttons: 'Save Draft' and 'Application Details' with a right-pointing arrow. A red callout box points to these buttons with the text 'Click Save Draft' and 'Click Application Details'. Another red callout box points to the 'Company Name' field with the text 'Fill the Company Detail'.

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)

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.

Estimated 20 mins to complete

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose On behalf of applicant

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

Name

Tim Tom

ID Type

NRIC

ID No.

****2356G

Email

tintom@abc.com

Contact Number

+65 9876 5432

Applicant Details

17. Fill the Applicant Details.

Company Detail Fill the Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438 Retrieve Address

Block/House No. 10 Street Name Pasir Panjang Road

Floor/Level (Optional) 10 Unit (Optional) 01 Building Name 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 Type
NRIC

ID No.
****2356G

Email
tmtom@abc.com

Contact Number
+65 9876 5432

Save Draft Application Details →

Click Save Draft
Click Application Details

Filer Details

19. Fill the Filer Details.

Application Details

Applicant's Details

Citizenship

Sex
 Male [M]
 Female [F]

Date of Birth

Designation (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 Tel Number [HME]
 Mobile Number [MBL]
 Office Number [OFF]

Home Number (Optional)

Mobile Number (Optional)

Office Number (Optional)

Tick if you prefer to receive status updates of licence application via SMS (Optional)
 Yes [Y]

Fill the Applicant's Details

Applicant's Details

20. Fill the Applicant's Details.

Applicant's Address Details

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Mailing Address

Address Type
 Local [LOCAL]
 Foreign [FOREIGN]

Fill the Applicant's Address Details

Fill the Mailing Address

Applicant's Address and Mailing Address

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

The screenshot shows the 'Applicant's Address Details' form. It includes the following fields and annotations:

- Address Type:** Radio buttons for 'Local [LOCAL]' (selected) and 'Foreign [FOREIGN]'. An annotation box points to 'Local [LOCAL]' with the text 'Select **Local**'.
- Applicant Local Address Format:** Radio buttons for 'Standard [STANDARD]' (selected) and 'Other [OTHER]'. An annotation box points to 'Standard [STANDARD]' with the text 'Select **Standard** and fill the address'.
- Type of Premises:** A dropdown menu with 'Select' as the current value.
- Local Address:** A section containing:
 - Postal Code:** A text input field.
 - Retrieve Address:** A button with a magnifying glass icon. An annotation box points to it with the text 'Click **Retrieve Address**'.
 - Block/House No.:** A dropdown menu.
 - Street Name:** A dropdown menu.
 - Floor/Level (Optional):** A text input field with the example 'Eg: 01, B1, 01M'.
 - Unit (Optional):** A text input field with the example 'Eg: #05-01, use 01'.
 - Building Name (Optional):** A dropdown menu.
- Reset Address:** A button with a circular arrow icon. An annotation box points to it with the text 'Click **Reset Address** button to reset the address details.'

Applicants Adress Type Local

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

The screenshot shows the 'Mailing Address' form. It includes the following fields and annotations:

- Address Type:** Radio buttons for 'Local [LOCAL]' (selected) and 'Foreign [FOREIGN]'. An annotation box points to 'Local [LOCAL]' with the text 'Select **Local**'.
- Applicant Local Address Format:** Radio buttons for 'Standard [STANDARD]' (selected) and 'Other [OTHER]'. An annotation box points to 'Standard [STANDARD]' with the text 'Select **Standard** and fill the address'.
- Type of Premises:** A dropdown menu with 'Select' as the current value.
- Mailing Address:** A section containing:
 - Postal Code:** A text input field.
 - Retrieve Address:** A button with a magnifying glass icon. An annotation box points to it with the text 'Click **Retrieve Address**'.
 - Block/House No.:** A dropdown menu.
 - Street Name:** A dropdown menu.
 - Floor/Level (Optional):** A text input field with the example 'Eg: 01, B1, 01M'.
 - Unit (Optional):** A text input field with the example 'Eg: #05-01'.
 - Building Name (Optional):** A dropdown menu.
- Reset Address:** A button with a circular arrow icon. An annotation box points to it with the text 'Click **Reset Address** button to reset the address details.'

Mailing Address 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]

Organisation Contact Details

Telephone Number

+65

Fax Number (Optional)

+65

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 Operating Address

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Local Address Format

Standard [STANDARD]

Type of Premises (Optional)

Select

Address

Postal Code

Block/House No.

Street Name

Floor/Level (Optional)

Eg: 01, B1, 01M

Unit (Optional)

Eg: #05-01, use 01

Building Name (Optional)

Local Address

Business Operating Address (refers to the Food Stall Address)

The screenshot shows the 'Business Operating Address' form. It includes a dropdown for 'Type of Premises', a 'Postal Code' field with a 'Retrieve Address' button, and fields for 'Block/House No.', 'Street Name', 'Floor/Level', 'Unit', and 'Building Name'. Below these is a 'Reset Address' button. A second section, 'Business Operating Address - Additional Level/ Unit No', has 'Level' and 'Unit No.' fields and an 'Add' button. A table below shows columns for 'No.', 'Level', 'Unit No.', and 'Actions', with a note 'No data available in table'.

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

The screenshot shows the 'Application Details' form. It includes a 'Business Name (As displayed at premises or on signboard) (Optional)' field, a 'Business Operating Hours - 24hrs' section with radio buttons for 'Yes [Y]' and 'No [N]', and a 'Brief description of food business' dropdown menu.

Application Details – Business Operating Hours (Yes)

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

Application Details

Business Name (As displayed at premises or on signboard) (Optional)

 0/100

Business Operating Hours - 24hrs

Yes [Y]

No [N]

If not 24hrs - From

 ⌵

If not 24hrs - To

 ⌵

Brief description of food business

 ⌵

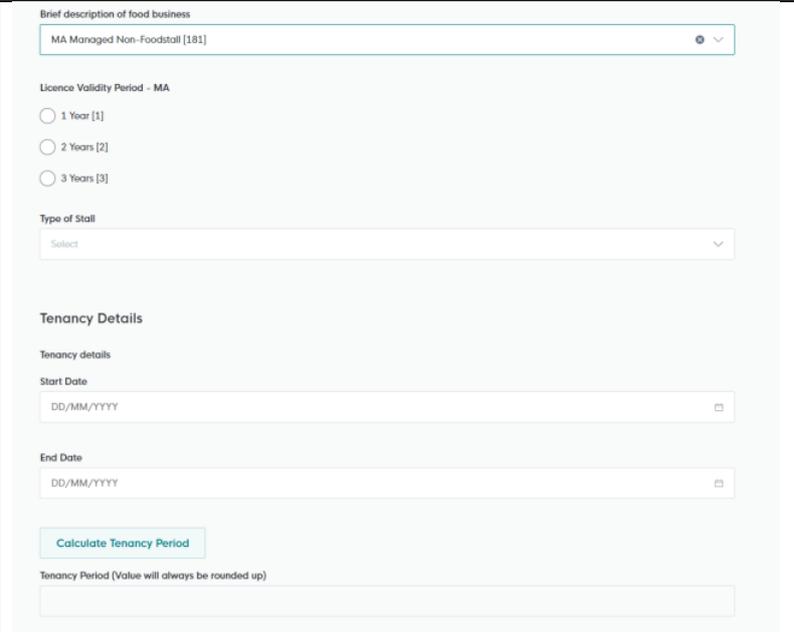
Application Details – Business Operating Hours (No)

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/Eating house/Canteen /Foodcourt/Canteen tertiary institution* Note: tertiary institution refers to ITE, Polytechnic, University and non-Govt Private Schools.	Brief description of food business <input style="width: 100%; height: 20px;" type="text"/> ⌵ Delivery Service <input type="radio"/> Yes [Y] <input type="radio"/> No [N] Stall Number ⓘ <input style="width: 100%; height: 20px;" type="text"/> Licence Validity Period <input type="radio"/> 1 Year [1] <input type="radio"/> 2 Years [2]
2	School canteen (Primary, Secondary and Junior College) Note: refers to a stall in a Govt Primary, Secondary school or Junior College.	Brief description of food business <input style="width: 100%; height: 20px;" type="text"/> ⌵ Stall Number ⓘ <input style="width: 100%; height: 20px;" type="text"/> Licence Validity Period <input type="radio"/> 1 Year [1] <input type="radio"/> 2 Years [2]

S.No	Food Business Type	Fields displayed
3	Stall in private market Note: refers to a private managed wet market	<p>Brief description of food business Stall in private market [201]</p> <p>Select a Sub-category</p> <p><input type="radio"/> Private Market [PM] <input type="radio"/> Fishery Port [FP] <input type="radio"/> Wholesale Centre [WC]</p> <p>Delivery Service</p> <p><input type="radio"/> Yes [Y] <input type="radio"/> No [N]</p> <p>Stall Number</p> <p>Licence Validity Period</p> <p><input type="radio"/> 1 Year [1] <input type="radio"/> 2 Years [2]</p>
5	MA Managed Foodstall Note: refers to a food stall in a hawker centre	<p>Brief description of food business MA Managed Foodstall [180]</p> <p>Licence Validity Period - MA</p> <p><input type="radio"/> 1 Year [1] <input type="radio"/> 2 Years [2] <input type="radio"/> 3 Years [3]</p> <p>Type of Stall Select</p> <p>Tenancy Details</p> <p>Tenancy details</p> <p>Start Date DD/MM/YYYY</p> <p>End Date DD/MM/YYYY</p> <p>Calculate Tenancy Period</p> <p>Tenancy Period (Value will always be rounded up)</p> <p>Click Calculate Tenancy Period button to populate the tenancy period.</p>

**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	 <p>Click Calculate Tenancy Period button to populate the tenancy period.</p>

Food Hygiene Personnel Details

Food Hygiene Personnel Details

NRIC/ FIN

Name as in NRIC/FIN

Sex

Date of Birth

Citizenship

Work Permit Expiry Date (Optional)

Course Type
Note: (i) Food Safety Course Level 1 + Basic Food Hygiene Course (i) Food Safety Course Level 2 + Refresher Food Hygiene Course (i) Food Safety Course Level 3 + Food Hygiene Officer Course (i) Food Safety Course Level 4 + Advanced Food Hygiene Officer course

Role

Course Passed Date

Course Type
Note: (i) Food Safety Course Level 1 + Basic Food Hygiene Course (i) Food Safety Course Level 2 + Refresher Food Hygiene Course (i) Food Safety Course Level 3 + Food Hygiene Officer Course (i) Food Safety Course Level 4 + Advanced Food Hygiene Officer course

Role

Course Passed Date

Contact No. (Optional)

Email Address (Optional)

No.	NRIC/ FIN	Name as in NRIC/FIN	Sex	Date of Birth	Citizenship	Actions
No data available in table						

Food Hygiene Personnel Details

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

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

Food Hygiene Personnel Details

✓ Added successfully
Your new information has been added.

NRIC/ FIN

Name as in NRIC/FIN

Date of Birth
Age of Food Handler must be more than 13 years old of current system date
0/66

Sex

Citizenship

Work Permit Expiry Date (Optional)

Role

Course Type
Note: *Basic Food Hygiene Course* has been retitled to *Food Safety Course Level 1* *Food Hygiene Officer Course* has been retitled to *Food Safety Course Level 3*

Course Passed Date

Contact No (Optional)

Email Address (Optional)

No.	NRIC/ FIN	Name as in NRIC/FIN	Date of Birth	Sex	Citizenship	Actions
1	S1276129E	mockup	01/10/2000	Male [M]	SINGAPORE CITIZEN [SG]	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Food Hygiene Personnel Details Added

Emergency Contact

Salutation: Select

Name: [Text Field] 0/66

Designation (Optional): [Text Field] 0/100

Contact No.: +65 [Dropdown] E.g. 8123 4567 [Text Field]

Email: [Text Field]

+ Add

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

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

Emergency Contact

Salutation: Select

Name: [Text Field] 0/66

Designation (Optional): [Text Field] 0/100

Contact No.: +65 [Dropdown] E.g. 8123 4567 [Text Field]

Email: [Text Field]

+ Add

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	[Edit] [Delete]

Added successfully
Your new information has been added.

Emergency Contact Details Added

Payment

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

Online Payment

Offline Payment

Get GIRO 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

Supporting Documents

File Type: Select

Attachment
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.
Drop a file here or click to upload

Add

File Type	Attachment	Actions
No data available in table		

← General Information Save Draft Review Form →

Select the File Type, upload the file and click Add. The details will be added.

Click **Add** button to supporting document details

Upload Supporting Documents

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

Supporting Documents

File Type: Select

Attachment
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.
Drop a file here or click to upload

Add

File Type	Attachment	Actions
Food Safety Course Level 1 certificate/Refresher Food Safety Course certificate [APHOTOCOPYOFFOODHYGIENECOURSECERTIFICATEOFTHEFOODHANDLER]	test2.pdf	

Added successfully
Your new information has been added.

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

The screenshot shows the 'Review Form' page. At the top, it says 'STEP 3 Review Form' and 'Please review the following details.' The form is divided into sections: 'General Information', 'Profile', 'Applicant Detail', and 'Application Details for Food Stall Licence (SFA)'. The 'Applicant Detail' section includes fields for Name, NRIC, and Contact Number. The 'Application Details for Food Stall Licence (SFA)' section includes 'Applicant's Details' and 'Supporting Documents'. At the bottom, there are two buttons: 'Back to Edit' and 'Declaration'. Callouts point to these buttons and the form content.

Scroll down for all the sections and review the filled form.

Click **Back to Edit** for editing the application.

Click **Declaration** to declare and submit the application.

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.

The screenshot shows the 'Declaration' page. At the top, it says 'STEP 4 Declaration' and 'Please scroll to read and acknowledge the following clauses.' The page contains two sections: 'General Declaration' and 'Food Stall Licence (SFA)'. The 'General Declaration' section includes text about the accuracy of the information and legal consequences. The 'Food Stall Licence (SFA)' section includes text about the SFA's role and the applicant's consent. At the bottom, there is a checkbox with a checkmark and the text 'hereby declare that all of the above is true.' Below this, there are two buttons: 'Review Form' and 'Submit'. Callouts point to the checkbox and the buttons.

Click **Submit**.

Click **Review Form** to review the form again.

Check the box for declaration.

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 received your application
A confirmation email has been sent to you.

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 an email when your application status changes. You can also log in below to check.
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg

Click **Return to Dashboard**

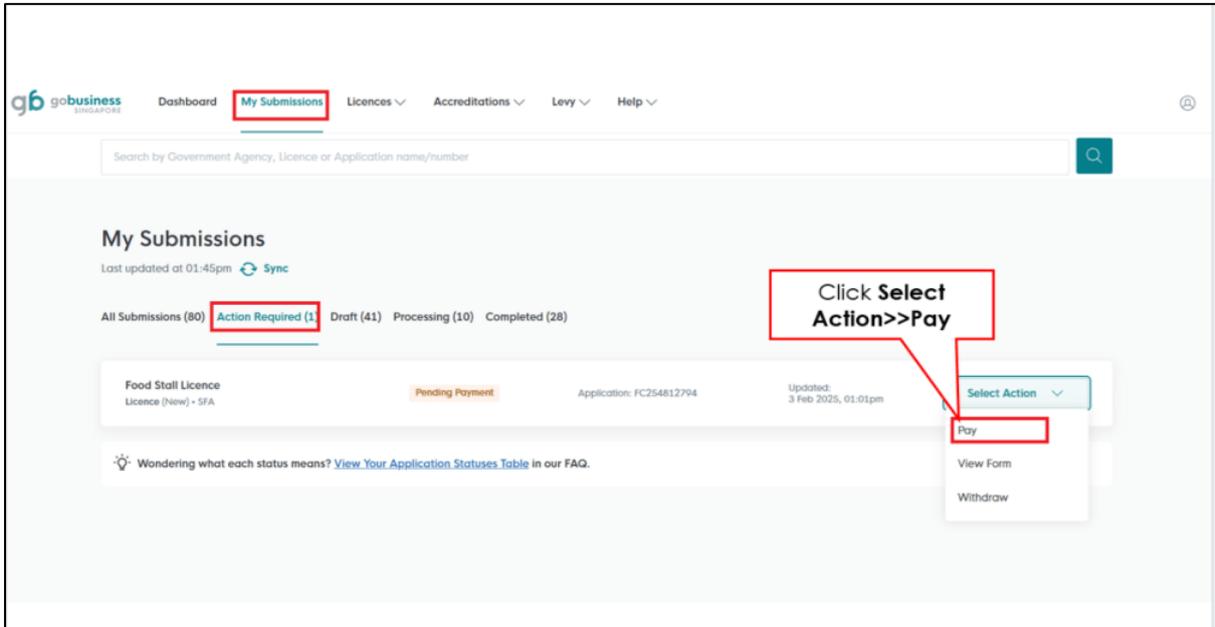
Return to Dashboard →

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

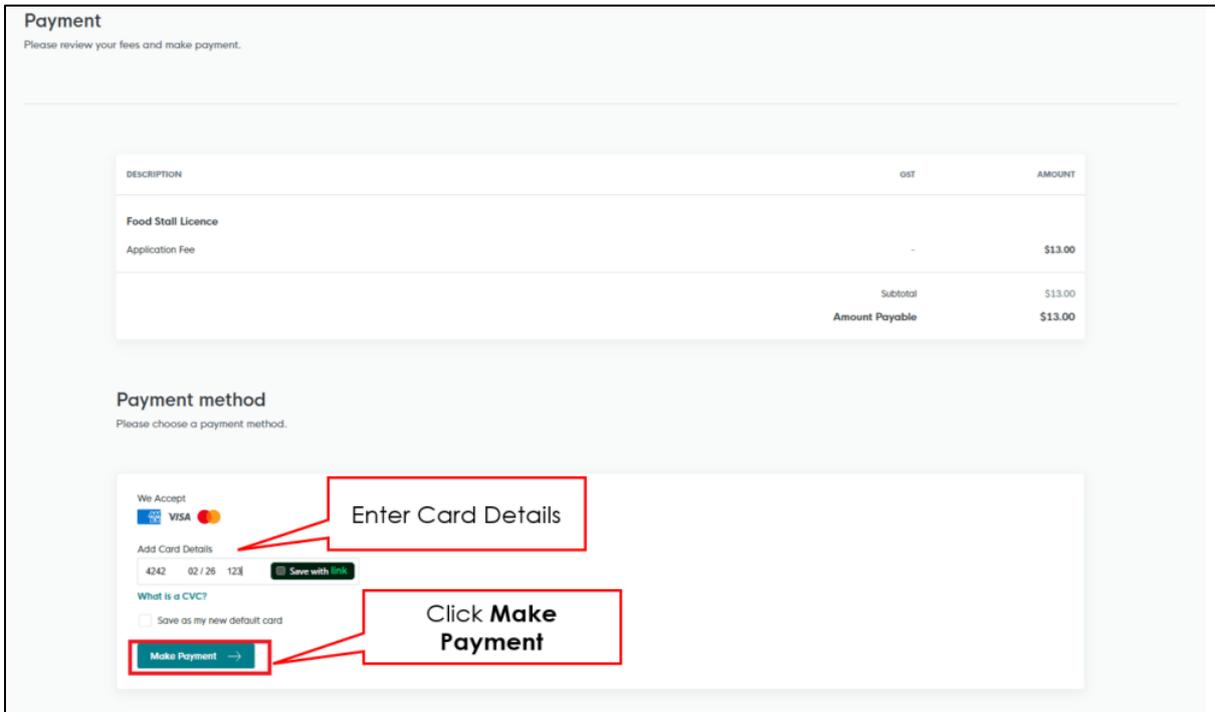
The Applicant is required to **make payment for the new licence application**. The steps for renewing licence are the same.



Payment Screen

47. Go to **My Submissions>>Actions Required**.

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

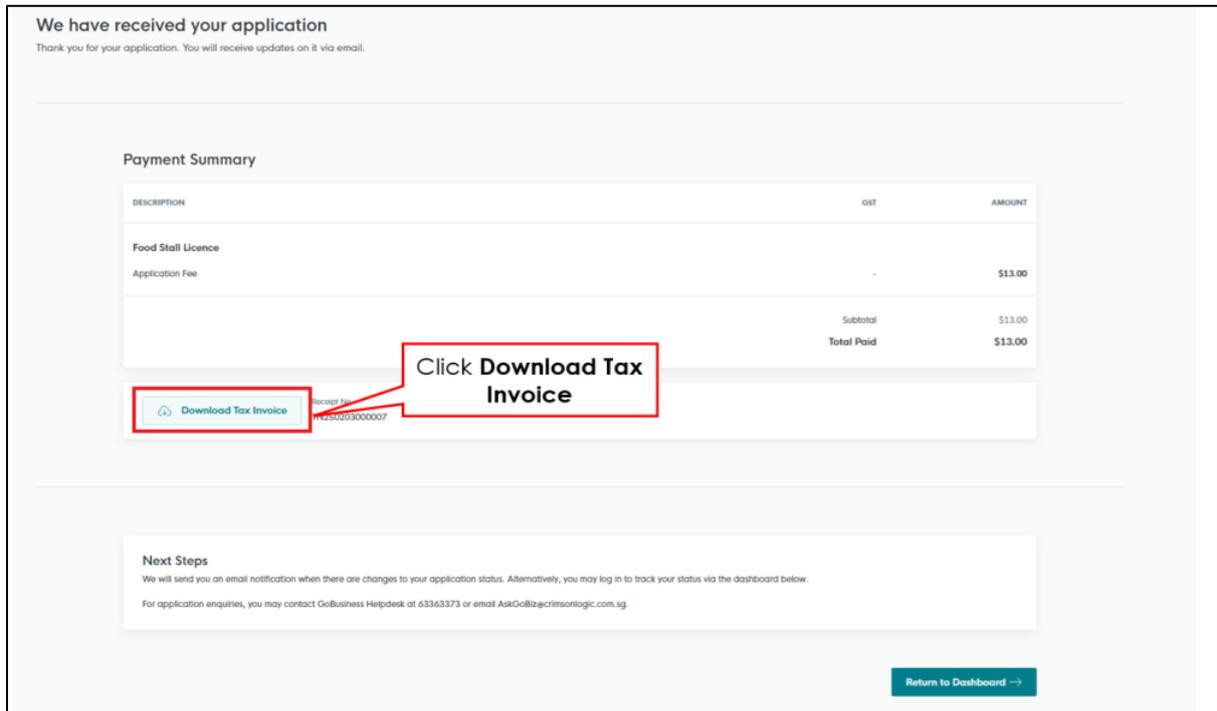


Payment Screen

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.

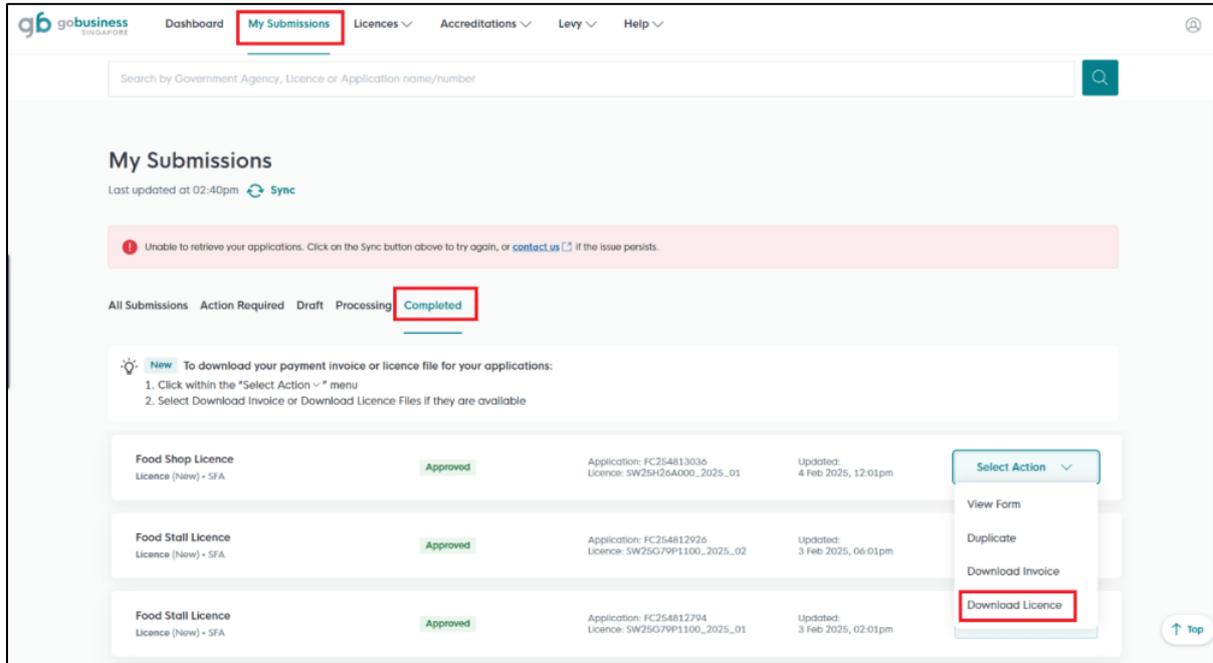


Download Invoice

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.



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-G2B_L1T-58-FR ... -9fcaa2aa-b7bd-4670-9c6c-d80200b18290-SW25 ... _2025_02_LicencePreview_SW25311J000.pdf	2025-02-23 06:20:06	5.9 KB
48d757ed-2b6a-49ab-ae76-5c5272dfec10-G2B_L1T-58-FR ... -956412f9-954a-407d-8630-aaaa8c3440e9-SW25 ... _2025_02_CERT_FOODSHOPCERTIFICATE_COA_SW25311J000.pdf	2025-02-23 06:20:06	57.8 KB
5ef2d215-1b62-440c-afad-fea48f2c5149-G2B_L1T-58-FR ... -3b9219e7-3829-4248-ac22-01522ae73b60-SW25 ... _2025_02_CERT_FOODSHOPCOVERLETTER_SW25311J000.pdf	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_SW25311J000.pdf	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).