

New Supermarket Licence Applications

A supermarket licence is only required if the establishment is selling raw meats/poultry/seafood that have not been processed. The application is similar to a food shop licence. Mini-marts that are involved in this business activity would also need to apply for this licence. If the establishment is only selling raw vegetables and/or whole fruits with no additional handling/preparation, a licence is **not required**.

Examples of raw, unprocessed meat/poultry/seafood products:

- *Prepacked raw chicken wings, de-shelled whole prawns, prepacked raw beef cubes, etc*

Examples of processed meat/poultry/seafood products:

- **Tinned** meat/poultry/seafood products
- *Prepacked frozen chicken nuggets, fish fingers, etc*

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

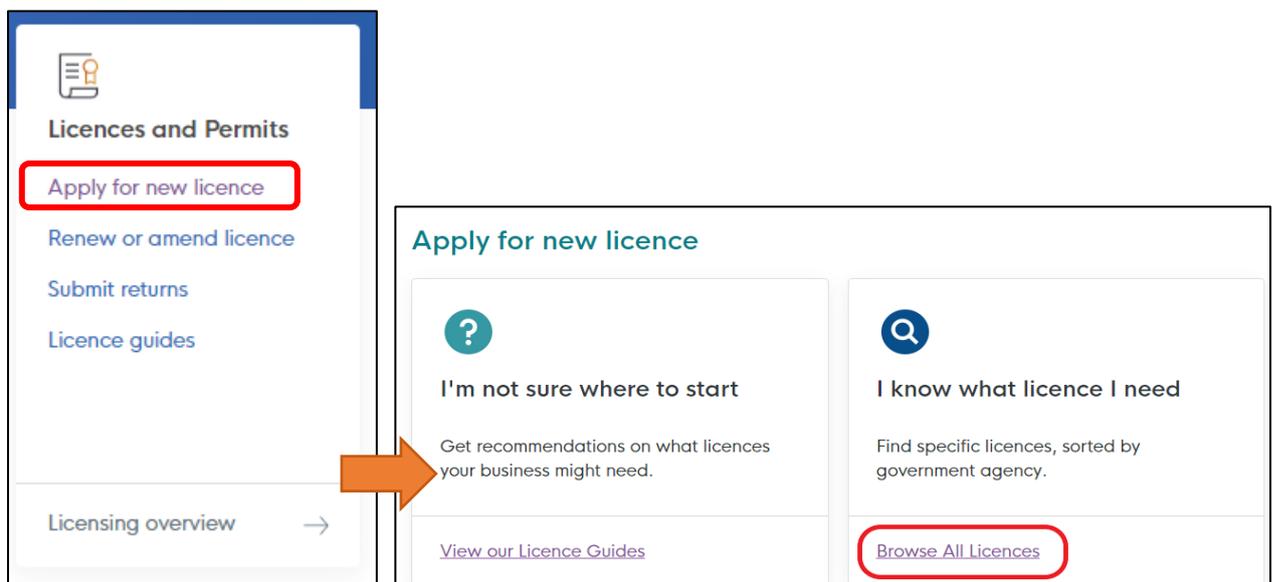
NEW: From 1 September 2022, licence applicants would need to submit the Certificate of Stamp Duty issued by Inland Revenue Authority of Singapore (IRAS), alongside the Tenancy Agreement or Letter of Consent, when uploading the supporting documents for the application.

Logging into GoBusiness portal

Step 1 Directly apply for the [Supermarket Licence](#) and go to [Step 2](#).

OR

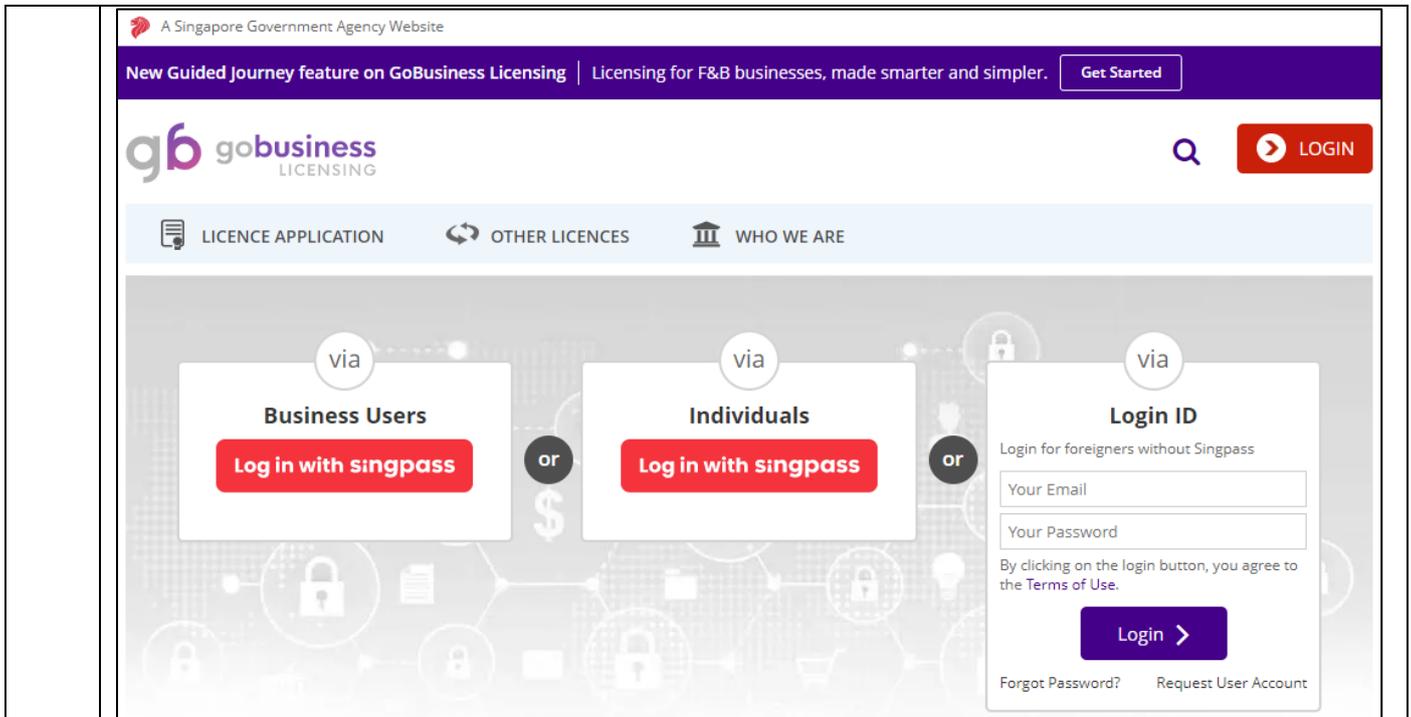
Visit <https://www.gobusiness.gov.sg/licences/>. Under “Licences and Permits, click “Apply for New Licence”, then click on “Browse All Licences”.



The screenshot shows the 'Licences and Permits' menu on the left with 'Apply for new licence' highlighted. An orange arrow points to the 'Apply for new licence' section on the right, which contains two options: 'I'm not sure where to start' and 'I know what licence I need'. The 'Browse All Licences' button under the second option is highlighted with a red box.

Search for “Singapore Food Agency”. Look for Food Shop Licence and click on “Apply on GoBusiness Licensing”.

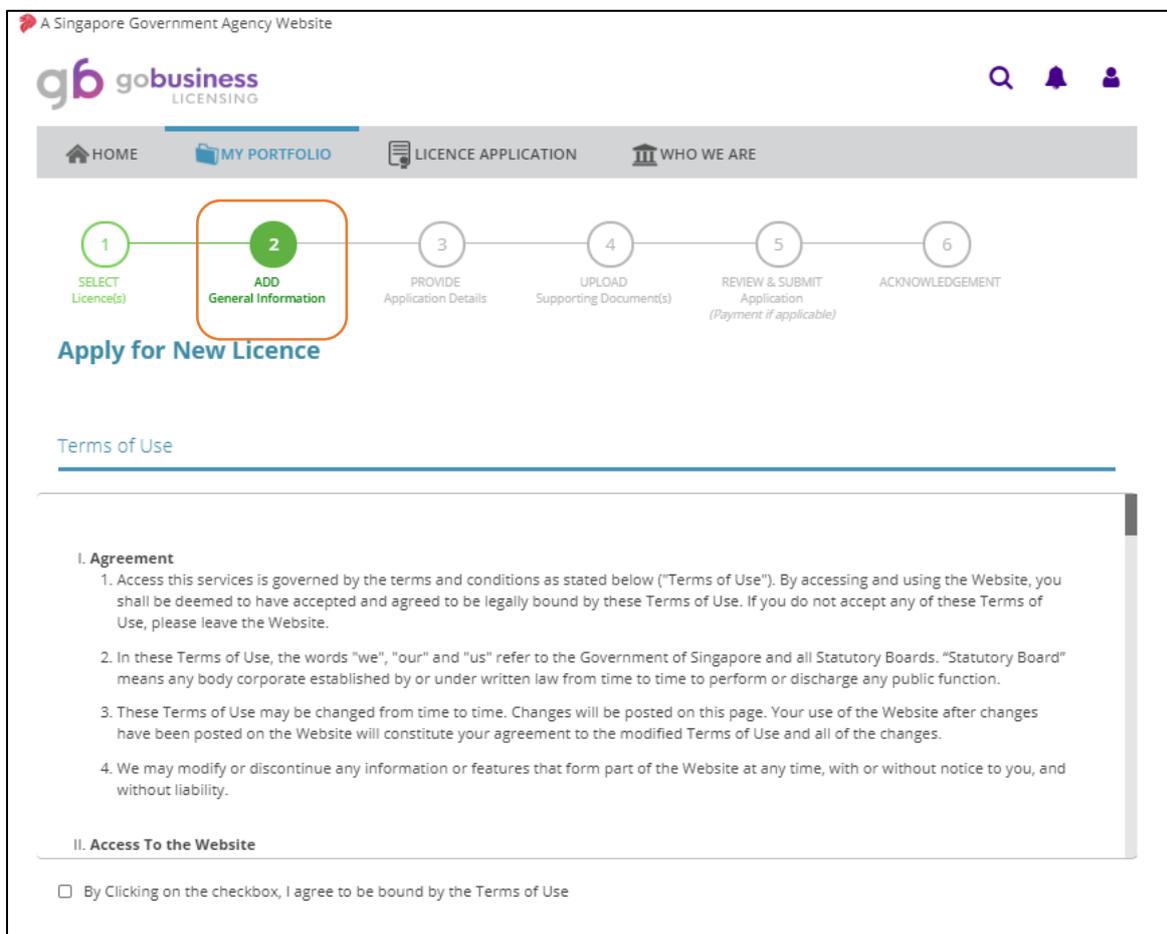
| | <div data-bbox="209 136 1238 434"> <p>S</p> <ul style="list-style-type: none"> Singapore Civil Defence Force (SCDF) ▼ <li style="border: 2px solid red; padding: 2px;">Singapore Food Agency (SFA) ▼ Singapore Land Authority (SLA) ▼ </div> <div data-bbox="209 439 1273 689"> <p style="border: 2px solid red; border-radius: 10px; padding: 5px; display: inline-block;">Supermarket Licence</p> <p>For the operation of a supermarket with the sale / preparation of raw and cooked foods.</p> <p style="border: 2px solid red; border-radius: 10px; padding: 5px; display: inline-block; background-color: #00728f; color: white;">Apply on GoBusiness Licensing ↗</p> View Licence Details </div> | | | | | | | | | | | | | | | | | | | | |
|---|---|--|---------------------------|-----------------------------|---------------------------|----------------------------|--|--|--|---|---------|--|------------------|--------------|---------------|--------------------------------|--|--|--|---------------------------------|-----|
| <p>Step 2</p> | <div data-bbox="209 801 1485 1787"> <h3 style="color: #00728f;">Apply for New Licence</h3> <p>You may need the following licence(s) for your business</p> <p>To be applied at GoBusiness Licensing</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"><input type="checkbox"/> Licence Name</th> <th style="width: 20%;">Time to Fill</th> <th style="width: 20%;">Fees & Supporting Documents</th> <th style="width: 20%;">Estimated Processing Time</th> </tr> </thead> <tbody> <tr> <td colspan="4">Selected Licence(s)</td> </tr> <tr> <td><input checked="" type="checkbox"/> SFA Supermarket Licence ⓘ</td> <td>20 mins</td> <td style="text-align: center;">Details</td> <td>5 working day(s)</td> </tr> </tbody> </table> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p>\$ GoBusiness Licensing accepts the following e-Payment methods: PayPal, VISA, MasterCard, American Express and Discover.</p> </div> <p>To be applied at External Agency</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Licence Name</th> <th style="width: 30%;">External Link</th> </tr> </thead> <tbody> <tr> <td colspan="2">Prerequisite Licence(s)</td> </tr> <tr> <td>ACRA Registration for Companies / Business</td> <td style="text-align: center;">Take me there</td> </tr> <tr> <td>--- Operation Address Premise</td> <td style="text-align: center;">---</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 20px;"> < PREVIOUS EMAIL ME > APPLY </div> </div> | <input type="checkbox"/> Licence Name | Time to Fill | Fees & Supporting Documents | Estimated Processing Time | Selected Licence(s) | | | | <input checked="" type="checkbox"/> SFA Supermarket Licence ⓘ | 20 mins | Details | 5 working day(s) | Licence Name | External Link | Prerequisite Licence(s) | | ACRA Registration for Companies / Business | Take me there | --- Operation Address Premise | --- |
| <input type="checkbox"/> Licence Name | Time to Fill | Fees & Supporting Documents | Estimated Processing Time | | | | | | | | | | | | | | | | | | |
| Selected Licence(s) | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> SFA Supermarket Licence ⓘ | 20 mins | Details | 5 working day(s) | | | | | | | | | | | | | | | | | | |
| Licence Name | External Link | | | | | | | | | | | | | | | | | | | | |
| Prerequisite Licence(s) | | | | | | | | | | | | | | | | | | | | | |
| ACRA Registration for Companies / Business | Take me there | | | | | | | | | | | | | | | | | | | | |
| --- Operation Address Premise | --- | | | | | | | | | | | | | | | | | | | | |
| <p>Step 3</p> | <p>You will be redirected to this page. Choose the suitable log in method depending on who the intended licensee is (Business Users or Individuals).</p> | | | | | | | | | | | | | | | | | | | | |



Step 4 Please have your layout plan drawn to scale in metric units ready. This will need to be uploaded in Step 4 of the licence application process.

Licence Application

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



Apply for New Licence

Terms of Use

I. Agreement

1. Access to these services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.
2. In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.
3. These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.
4. We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

II. Access To the Website

By Clicking on the checkbox, I agree to be bound by the Terms of Use

Profile

I am applying as an Applicant
 on behalf of Applicant

MyInfo

Use MyInfo

Please click [here](#) for MyInfo details

Applicant/Licensee Information

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

| | | | |
|----------------------------------|--|----------------------------------|---|
| Salutation * | <input type="text"/> | Designation | <input type="text"/> |
| Name * | <input type="text"/> | Office Number | <input type="text"/> |
| Citizenship * | <input type="text" value="SINGAPORE CITIZEN"/> | Home Number | <input type="text"/> |
| Gender * | <input type="radio"/> | Fax Number | <input type="text"/> |
| Date Of Birth * | <input type="text"/> | Mobile Number * | <input type="text"/> |
| | Format: dd/mm/yyyy | Email Address * | <input type="text"/> |
| Primary Mode of Contact * | <input type="radio"/> Home Tel Number | Alternative Email Address | <input type="text"/> |
| | <input checked="" type="radio"/> Mobile Number | | |
| | <input type="radio"/> Office Tel Number | <input type="checkbox"/> | Tick if you prefer to receive status updates of licence application via SMS |

Applicant Address

| | | | |
|---------------------------|---|-----------------------------|----------------------|
| Address Type * | <input checked="" type="radio"/> Local <input type="radio"/> Foreign | Street Name * | <input type="text"/> |
| | <input type="radio"/> Non Standard <input checked="" type="radio"/> Standard | Floor Number | <input type="text"/> |
| Type of Premises * | <input type="text"/> | E.g. 05-01 Key in:05 | <input type="text"/> |
| Postal Code * | <input type="text"/> <input type="button" value="Retrieve Address"/> | Unit Number | <input type="text"/> |
| | Please enter your postal code and click "Retrieve Address". | E.g. 05-01 Key in:01 | <input type="text"/> |
| Block/House Number | <input type="text"/> | Building Name | <input type="text"/> |

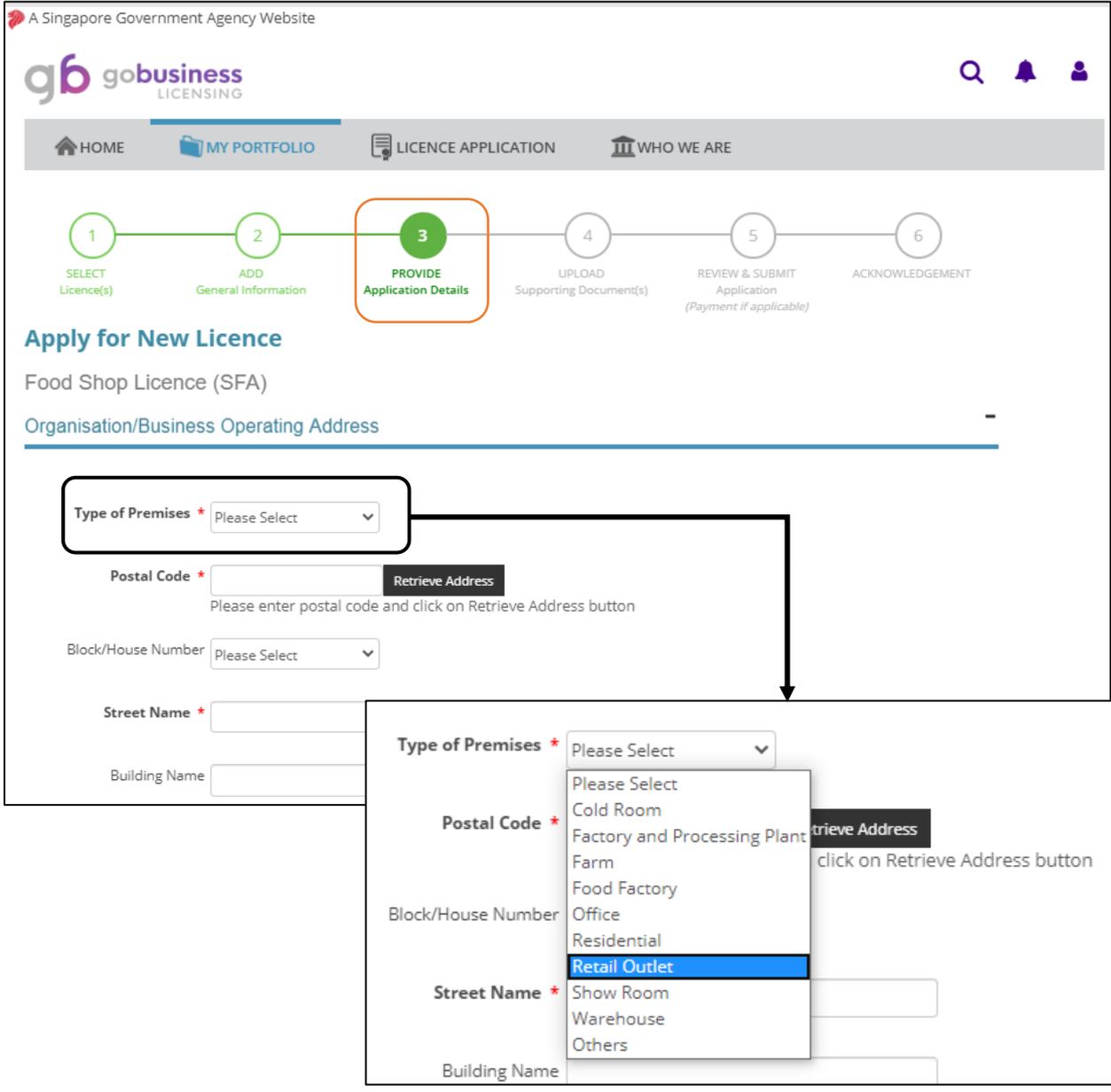
Mailing Address

| | | | |
|---------------------------|---|-----------------------------|----------------------|
| Applicant Address | <input type="button" value="Copy"/> | Street Name * | <input type="text"/> |
| Address Type * | <input checked="" type="radio"/> Local <input type="radio"/> Foreign | Floor Number | <input type="text"/> |
| | <input checked="" type="radio"/> Standard | E.g. 05-01 Key in:05 | <input type="text"/> |
| Type of Premises * | <input type="text"/> | Unit Number | <input type="text"/> |
| Postal Code * | <input type="text"/> <input type="button" value="Retrieve Address"/> | E.g. 05-01 Key in:01 | <input type="text"/> |
| | Please enter your postal code and click "Retrieve Address". | Building Name | <input type="text"/> |
| Block/House Number | <input type="text"/> | | |

**Step
3A**

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

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



A Singapore Government Agency Website

gobusiness LICENSING

HOME MY PORTFOLIO LICENCE APPLICATION WHO WE ARE

1 SELECT Licence(s) 2 ADD General Information 3 PROVIDE Application Details 4 UPLOAD Supporting Document(s) 5 REVIEW & SUBMIT Application (Payment if applicable) 6 ACKNOWLEDGEMENT

Apply for New Licence

Food Shop Licence (SFA)

Organisation/Business Operating Address

Type of Premises * Please Select

Postal Code * Retrieve Address
Please enter postal code and click on Retrieve Address button

Block/House Number Please Select

Street Name *

Building Name

Type of Premises * Please Select

- Please Select
- Cold Room
- Factory and Processing Plant
- Farm
- Food Factory
- Office
- Residential
- Retail Outlet**
- Show Room
- Warehouse
- Others

Postal Code * Retrieve Address
Please enter postal code and click on Retrieve Address button

Block/House Number

Street Name *

Building Name

Level and Unit Number

Level

Unit Number

Add Reset

| S.No | | Level | Unit Number | Action |
|------|--------------------------|-------|-------------|--------|
| | <input type="checkbox"/> | | | Delete |

Step 3B

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

Select the most relevant option from the drop-down list under “Brief description food business”. There are two options based on the supermarket size, **[Supermarket (Large) – Sale area more than 200 sq metres]** and **[Supermarket (Small) – Sale area 200 sq metres or less]**.

Application Details

Business Name (As displayed at premises or on signboard)

Brief description of food business *

- Please Select
- Supermarket (Large) - Sale area more than 200 sq metres
- Supermarket (Small) - Sale area 200 sq metres or less

Business Operating Hours - 24hrs * Yes No

If not 24hrs - From * To *

Step 3C

Provide information on your food hygiene personnel. Select the most relevant “Role” and “Course Type Attended”. You can continually click “Add” if you have details of more than one personnel to submit. Details of the relevant personnel will be seen at the bottom of the page.

At least one food handler personnel details must be submitted where:

- [Role] = Food Handler
- [Course Type] = Basic Food Hygiene Course Certificate

The [Role] of “Food Hygiene Officer” and “Food Safety Management System Personnel” are not applicable for supermarket licence applications.

Food Hygiene Personnel Details

NRIC / FIN *

Name of Food Handler *

Date of Birth *

Gender *

Citizenship *

Work Permit Expiry Date

Role *

- Please Select
- Food Handler
- Food Hygiene Officer
- Food Safety Management System Personnel

Course Type *

- Please Select
- Basic Food Hygiene Course Certificate
- Food Hygiene Officer Course Certificate
- Food Safety Management System Course Certificate

Course Passed Date *

Contact No.

Email Address

| S.No | <input type="checkbox"/> | NRIC / FIN | Name of Food Handler | Date of Birth | Gender | Citizenship | Work Permit Expiry Date | Course Role | Course Type | Course Passed Date | Contact No. | Email Address | Action |
|---|--------------------------|------------|----------------------|---------------|--------|-------------|-------------------------|-------------|-------------|--------------------|-------------|---------------|--------|
| <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f00; color: white; padding: 2px 5px; display: inline-block;">Delete</div> </div> | | | | | | | | | | | | | |

****Check with the training provider or SkillsFuture SG (SSG) if you are uncertain of the course passed date.**

Step 3D

Provide information on the emergency contact here. Click "Next" once completed.

Emergency Contact

| S.No | <input type="checkbox"/> | Salutation * | Name * | Designation | Contact Number * | Email * | Action |
|------|--------------------------|---------------|----------------------|----------------------|--------------------------|----------------------|--|
| 1 | <input type="checkbox"/> | Please Select | <input type="text"/> | <input type="text"/> | +65 <input type="text"/> | <input type="text"/> | X |

Delete
Add New

Previous
Next
Save as Draft
Save as Draft & Exit

Step 4

Upload the **layout plan drawn to scale in metric units** here. The rest of the documents can be given during the pre-licensing inspection stage.



🔍
🔔
👤

🏠 HOME
📁 MY PORTFOLIO
📄 LICENCE APPLICATION
🏛️ WHO WE ARE

1
SELECT
Licence(s)

2
ADD
General Information

3
PROVIDE
Application Details

4
UPLOAD
Supporting Document(s)

5
REVIEW & SUBMIT
Application
(Payment if applicable)

6
ACKNOWLEDGEMENT

Apply for New Licence

Supermarket Licence (SFA)

| Document Name | Type | Attachment | Action |
|---|--------|----------------------|--|
| Planning Permission/Change of Use approval Approval from URA/HDB for the use of the premises <small>Acceptable File Format: DOC, DOCX, GIF, JPG, PNG, PDF</small> <small>Acceptable File Size: maximum 2 MB</small> | ONLINE | <input type="text"/> | Attach |
| A copy of Applicant's NRIC A copy of NRIC if application is under Individual <small>Acceptable File Format: DOC, DOCX, GIF, JPG, PNG, PDF</small> <small>Acceptable File Size: maximum 2 MB</small> | ONLINE | <input type="text"/> | Attach |
| A copy of ACRA registered Company Business Profile A copy of ACRA if registered Company Business Profile <small>Acceptable File Format: DOC, DOCX, GIF, JPG, PNG, PDF</small> <small>Acceptable File Size: maximum 2 MB</small> | ONLINE | <input type="text"/> | Attach |

| | |
|---------------|--|
| | <div style="border: 1px solid black; padding: 10px;"> <p>Letter of authorization (if filer option is selected) Letter of authorization from applicant for the filer to act on behalf ↕ Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF ONLINE ▾ Attach Acceptable File Size: maximum 2 MB</p> <hr/> <p>Layout plan of the premises Layout Plan (to scale) ↕ Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF ONLINE ▾ Attach Acceptable File Size: maximum 5 MB</p> <hr/> <p>Floor plan (location plan) Floor plan to indicate the location of premises ↕ Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF ONLINE ▾ Attach Acceptable File Size: maximum 5 MB</p> <hr/> <p>Tenancy Agreement/ Letter of consent Tenancy Agreement/ Letter of consent ↕ Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF ONLINE ▾ Attach Acceptable File Size: maximum 5 MB</p> <hr/> <p>Pest Control Contract Pest Control Contract ↕ Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF ONLINE ▾ Attach Acceptable File Size: maximum 2 MB</p> <hr/> <p>Cleaning programme/schedule Cleaning programme/schedule ↕ Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF ONLINE ▾ Attach Acceptable File Size: maximum 2 MB</p> <hr/> <p>* Basic food hygiene certificate/Refresher food hygiene certificate and Work Permit Photocopy of food handler's basic food hygiene certificate/refresher food hygiene certificate and Work Permit ↕ Acceptable File Format: GIF,JPG,PNG,PDF ONLINE ▾ Attach Acceptable File Size: maximum 2 MB</p> <hr/> <p>Others Others ↕ Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF ONLINE ▾ Attach Acceptable File Size: maximum 5 MB</p> <div style="text-align: right; margin-top: 20px;"> < Previous Next > Save as Draft Save as Draft & Exit </div> </div> |
| Step 5 | <p>After uploading the layout plan, review the entire application before submitting it.</p> <p>You will receive an acknowledgement once successfully submitted.</p> |







HOME
MY PORTFOLIO
LICENCE APPLICATION
WHO WE ARE

1
SELECT
Licence(s)

2
ADD
General Information

3
PROVIDE
Application Details

4
UPLOAD
Supporting Document(s)

5
REVIEW & SUBMIT
Application
(Payment if applicable)

6
ACKNOWLEDGEMENT

Apply for New Licence

Information Review




Applicant Information

| | | |
|--|---|--|
| <p>Applicant Type</p> <p>Agree to Use Myinfo Data</p> <p>Salutation</p> <p>Name</p> <p>Citizenship</p> <p>Gender</p> <p>Date Of Birth</p> <p>Designation</p> | <p style="font-size: 1.2em; font-weight: bold;">Applicant info will be displayed here</p> | <p>Home Number</p> <p>Fax Number</p> <p>Mobile Number</p> <p>Email Address</p> <p>Alternative Email Address</p> <p>Primary Mode of Contact</p> <p><small>Tick if you prefer to receive status updates of licence application via SMS</small></p> |
|--|---|--|

General

1 I declare that all the information given in this application form is true and correct. I am aware that legal action may be taken against me if I had knowingly provided false information. I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Supermarket Licence (SFA)

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

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

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

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

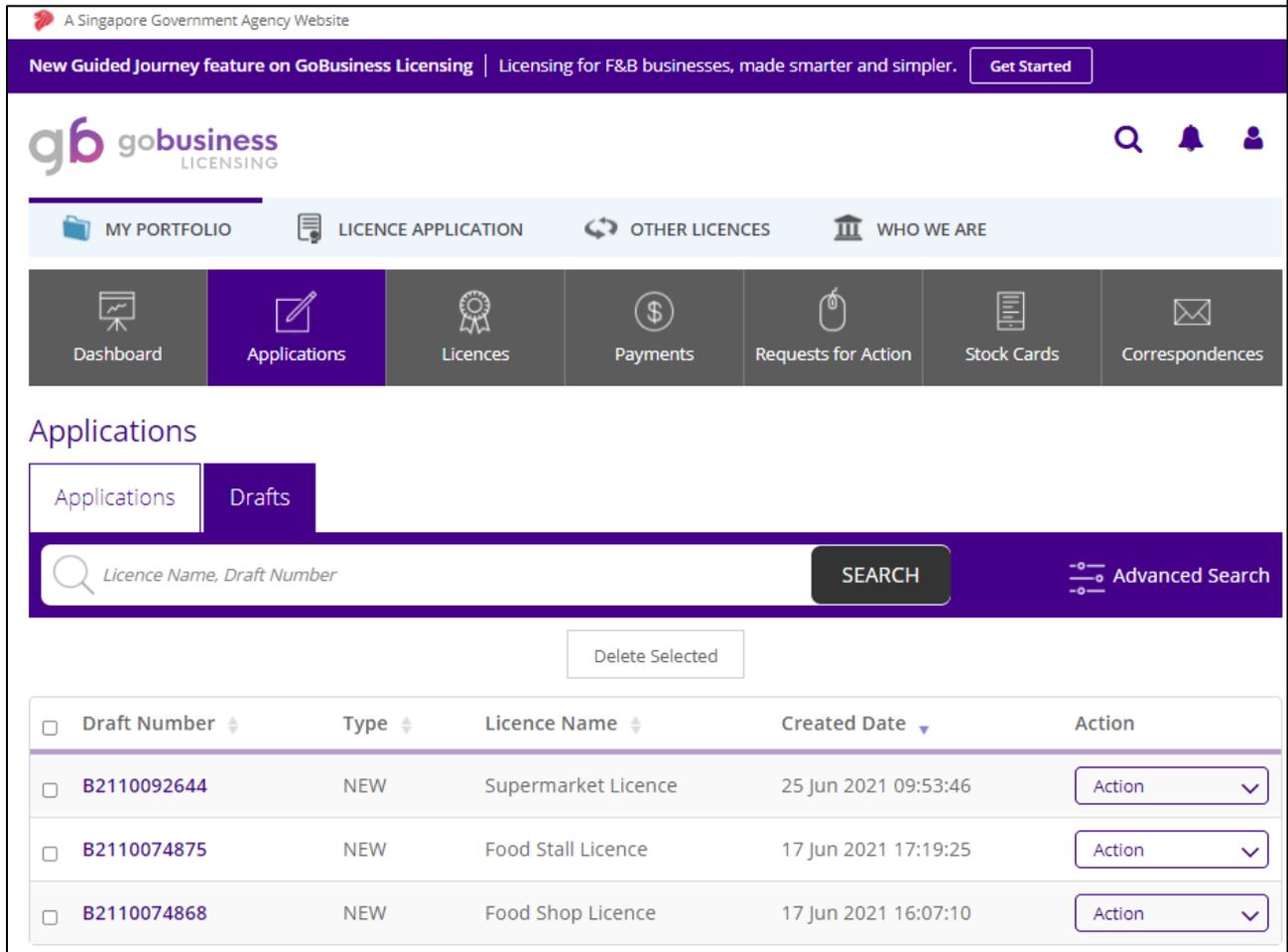
← Previous
Save as Draft
Submit

Confirmation that application was successfully submitted

Step 1 Go back to the main dashboard and click on “Applications” at the top menu in between “Dashboard” and “Licences”.

Successfully submitted applications can be viewed under the “Applications” tab next to the “Drafts” tab. These applications follow this naming format: **CYY12345678** (where YY=year, followed by 8 digits).

Any previous applications that were saved as drafts and not submitted, can be viewed under “Drafts”. These drafts follow this naming format: **BYY12345678** (where YY=year, followed by 8 digits).



A Singapore Government Agency Website

New Guided Journey feature on GoBusiness Licensing | Licensing for F&B businesses, made smarter and simpler. [Get Started](#)

gb **gobusiness** LICENSING

MY PORTFOLIO LICENCE APPLICATION OTHER LICENCES WHO WE ARE

Dashboard Applications Licences Payments Requests for Action Stock Cards Correspondences

Applications

Applications Drafts

Licence Name, Draft Number [SEARCH](#) [Advanced Search](#)

Delete Selected

| <input type="checkbox"/> | Draft Number | Type | Licence Name | Created Date | Action |
|--------------------------|--------------|------|---------------------|----------------------|--------|
| <input type="checkbox"/> | B2110092644 | NEW | Supermarket Licence | 25 Jun 2021 09:53:46 | Action |
| <input type="checkbox"/> | B2110074875 | NEW | Food Stall Licence | 17 Jun 2021 17:19:25 | Action |
| <input type="checkbox"/> | B2110074868 | NEW | Food Shop Licence | 17 Jun 2021 16:07:10 | Action |

TO NOTE: Draft applications

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

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

Sample email

Draft Notification: B2110074868 will be removed on 24 Jun 2021

Inbox x

noreply@crimsonlogic.com

Tue, Jun 15, 2:15 AM

to

Date: 15 Jun 2021

Dear Applicant name

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

The draft details are as follows:

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

You may refer to our online [Help](#) on how to retrieve drafts.

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

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

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

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