



Enquiry on Company Notification for Security Officers

Version: 1.0

9 Jan 2019

CONTENTS

About this Quick Reference Guide	3
Purpose & Objective.....	3
Audience	3
Pre-Requisite.....	3
Quick Ref 1: Enquiry on Security Officer's Company Notification	4

About this Quick Reference Guide

Purpose & Objective

This quick reference explains on step-by-step guide to enquire on Security Officer's (SO) Company Notification in **LicenceOne** system.

Audience

- Security Officer's (SO)

Pre-Requisite

- Security Officer's will login LicenceOne using their SingPass Credentials.
- Security Officer's (SO) to have valid Licence for Enquiry.
- User can [click here](#) to find LicenceOne online guide on the general usage of LicenceOne System.

Quick Ref 1: Enquiry on Security Officer's Company Notification

- **Step 1:** User needs to login into LicenceOne for perform such enquiry.
Note: Only applicable for “Individual” profile with NRIC or FIN holders.
- **Step 2:** After logging into LicenceOne, click “LICENSED ENTITIES”.

The screenshot shows the LicenceOne web application interface. At the top right, there is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and links for 'Contact Us', 'Feedback', and 'Sitemap'. Below this is a search bar with a dropdown menu set to 'Within this Website' and a search input field with a magnifying glass icon. The main navigation bar contains several menu items: HOME, MY PORTFOLIO, LICENCE APPLICATION, and LICENSED ENTITIES (which is circled in red). Below the navigation bar is a dashboard with several tiles: Dashboard, Applications, Licences, Payments, Requests for Action, Managed Returns, and Correspondences. The main content area is titled 'Dashboard' and displays user information for 'MATHIAS', including a last login timestamp and an 'Update Profile' button. Below this is an 'Application Status' section with a search input for 'Application Number' and a 'Check' button. At the bottom, there are four main category tiles: APPLICATIONS (with sub-tiles for 'Require Attention' and 'In Progress'), DRAFTS (with sub-tiles for 'Due for Removal' and 'All Drafts'), LICENCES (with sub-tiles for 'Due for Renewal' and 'Active'), and PAYMENTS (with a sub-tile for 'Pending Payments').

- **Step 3:** Click on ‘+’ button to expand the different types of “Enquiry”.

This page provides you with the facility to search through the list of licensed entities from participating Singapore Government Agencies based on pre-determined search parameters.

- + HOTELS LICENSING BOARD
- + INLAND REVENUE AUTHORITY OF SINGAPORE
- + MAJLIS UGAMA ISLAM SINGAPURA
- + SINGAPORE POLICE FORCE**

➤ **Step 4:** Select “Enquiry on Security Officer's Company Notification”.

It redirects the user to the Enquiry on Security Officer’s Company Notification Page. The fields that appear on the page vary on the type of user login.

i) When user logs in using NRIC

Note:

- a. Values in “Type of Pass” and “NRIC/ FIN No.” fields are pre-populated based on the user’s login credentials.
- b. NO EDITING will be allowed on the search parameters.

Singapore Police Force

Enquiry on Security Officer's Company Notification

➤ **Step 5i:** Click on “Search” button.

SPF – Singapore Police Force

Singapore Police Force

Enquiry on Security Officer's Company Notification

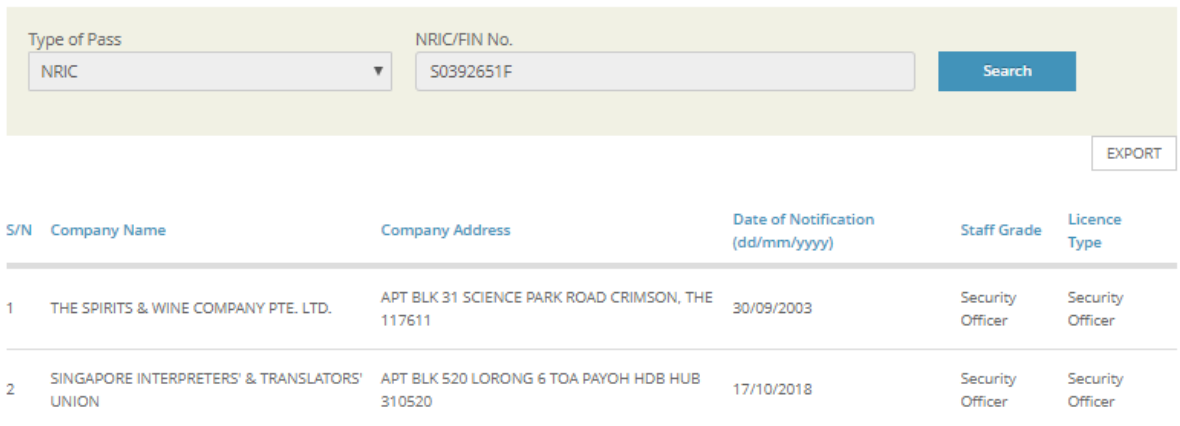


The screenshot shows a search form with two input fields: 'Type of Pass' with a dropdown menu set to 'NRIC', and 'NRIC/FIN No.' with the text 'S0392651F'. A blue 'Search' button is highlighted with a red circle.

- **Step 6i:** System will display the record.

Singapore Police Force

Enquiry on Security Officer's Company Notification



The screenshot shows the search results table with the following data:

S/N	Company Name	Company Address	Date of Notification (dd/mm/yyyy)	Staff Grade	Licence Type
1	THE SPIRITS & WINE COMPANY PTE. LTD.	APT BLK 31 SCIENCE PARK ROAD CRIMSON, THE 117611	30/09/2003	Security Officer	Security Officer
2	SINGAPORE INTERPRETERS' & TRANSLATORS' UNION	APT BLK 520 LORONG 6 TOA PAYOH HDB HUB 310520	17/10/2018	Security Officer	Security Officer

An 'EXPORT' button is visible in the top right corner of the table area.

ii) When user logs in using FIN Number

Note:

- Values in "Type of Pass" and "NRIC/ FIN No." fields are pre-populated based on the user's login credentials.
- NO EDITING will be allowed on the search parameters.

Singapore Police Force

Enquiry on Security Officer's Company Notification

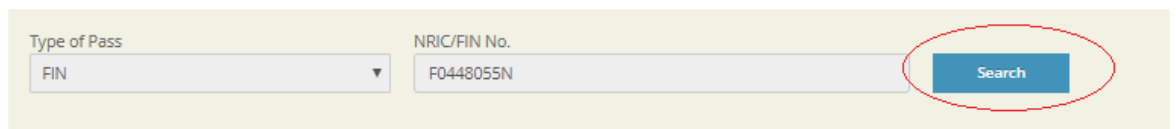


The screenshot shows a search form with two input fields: 'Type of Pass' with a dropdown menu set to 'FIN', and 'NRIC/FIN No.' with the text 'F0448055N'. A blue 'Search' button is visible.

- **Step 5ii:** Click on "Search" button.

Singapore Police Force

Enquiry on Security Officer's Company Notification



The screenshot shows the search form with 'Type of Pass' set to 'FIN' and 'NRIC/FIN No.' set to 'F0448055N'. The blue 'Search' button is highlighted with a red circle.

- **Step 6ii:** System will display the record.

SPF – Singapore Police Force

Singapore Police Force

Enquiry on Security Officer's Company Notification

Type of Pass	NRIC/FIN No.	Search
FIN	F0448055N	

EXPORT

S/N	Company Name	Company Address	Date of Notification (dd/mm/yyyy)	Staff Grade	Licence Type
1	SINGAPORE INTERPRETERS' & TRANSLATORS' UNION	APT BLK 520 LORONG 6 TOA PAYOH HDB HUB 310520	01/02/2012	Senior Security Supervisor	Security Officer