



Step by Step guide – Security Officer's application submission for NEW, Amend, Renew and Cancel

Version: 1.2 19 Apr 2021

CONTENTS

About this Quick Reference Guide	. 3
Purpose & Objective	3
Audience	3
Pre-Requisite	3
Quick Ref 1: Apply for New SO Licence	. 4
Quick Ref 2: Amend existing SO Licence	16
Update of Biodata	16
Update of Training Record and Experience	23
Quick Ref 3: Renew Existing SO Licence	30
Quick Ref 4: CANCEL Existing SO Licence	37

About this Quick Reference Guide

Purpose & Objective

This quick reference explains step-by-step guide to apply for NEW, AMEND, RENEW and CANCEL application for Security Officer's Licence in **GoBusiness Licensing** system.

Audience

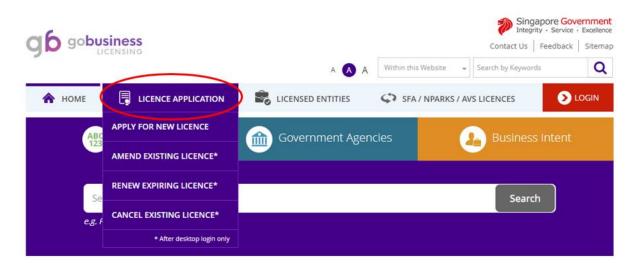
• Security Officer's (SO)

Pre-Requisite

- Security Officer's will login GoBusiness Licensing using their Singpass Credentials.
- Security Officer's to have valid Licences for submitting Amend, Renew and Cancel Application.
- User can <u>click here</u> to find GoBusiness Licensing online guide on the general usage of GoBusiness Licensing System.

Quick Ref 1: Apply for New SO Licence

- Step 1: Click on the link to access GoBusiness Licensing website.
- Step 2: Click on 'LICENCE APPLICATION'



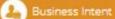
Step 3: Select 'APPLY FOR NEW LICENCE'

\land НОМЕ		LICENSED ENTITIES	FA / NPARKS / AVS LICENCES DIGIN
ABC 123	APPLY FOR NEW LICENCE	Government Agencies	Business Intent
123	AMEND EXISTING LICENCE*		
	RENEW EXPIRING LICENCE*	t Agencies by Keywords	
	CANCEL EXISTING LICENCE*		
ACRA Account	* After desktop login only ting & Corporate Regulatory	AVS Animal & Veterinary Service	BOA Board of Architects
Authori			

Step 4: Select 'SPF' from Government Agencies List



Government Agencies



Search Government Agencies by Keywords

e.g. SPF, NEA, Manpower...

ACRA Accounting & Corporate Regulatory Authority

BCA Building and Construction Authority

CEA Council for Estate Agencies EDB

Economic Development Board

HSA Health Sciences Authority

IMDA Info-communications Media Development Authority

LTA Land Transport Authority

MHA

MCCY Ministry of Culture, Community and Youth

Ministry of Home Affairs MSF Ministry of Social and Family Development

NEA National Environment Agency

PTC Public Transport Council

SFA Singapore Food Agency

STB Singapore Tourism Board AVS Animal & Veterinary Service

CNB Central Narcotics Bureau

CSA Cyber Security Agency

EMA Energy Market Authority

HLB Hotels Licensing Board

IRAS Inland Revenue Authority of Singapore

MUIS Majis Ugama Islam Singapura

MOE Ministry of Education

MINLAW Ministry of Law

MAS Monetary Authority of Singapore

NPARKS National Parks Board

PUB Public Utilities Board

SLA Singapore Land Authority

SSG SkillsPuture Singapore Agency

~

BOA Board of Architects

CAAS Civil Adation Authority of Singapore

ECDA Early Childhood Development Agency

ESG Enterprise Singapore

HDB Housing & Development Board

IPOS Intellectual Property Office of Singapore

MPA Maritime and Port Authority of Singapore

MOH Ministry of Health

MOM Ministry of Manpower

NCSS National Council of Social Service

PEB Professional Engineers Board

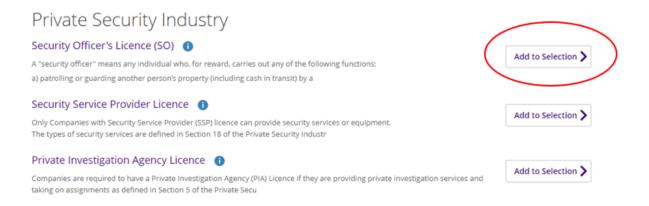
SCDF Singapore Civil Defence Force

Singapore Police Force

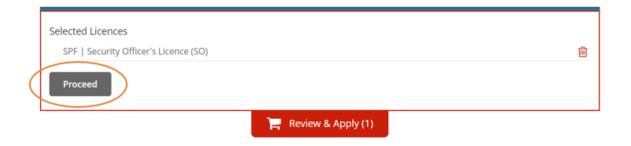
SPF

URA Urban Redevelopment Authority

Step 5: To select Security Officer's Licence (SO) licence, click 'Add to Selection'



Step 6: After selecting the SO licence, click on PROCEED button.



Step 7: Licence details page is displayed. Click on Apply button.

Apply for New Licence

You may need the following licence(s) for your business

To be applied at GoBusiness Licensing

•	Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
Sele	cted Licence(s)			
¥	SPF Security Officer's Licence (SO) 🚺	10 mins	Details	At least 14 working days
	< Previo	bus Email M	le) APPLY	>

System will prompt you to login. Login using your Singpass

LICENCE APPLICATION	SFA / NPARKS / AVS LICENCES	WHO WE ARE
via	via	via
Business Users	Individuals	Login ID
Log in with singpass	Log in with singpass	Your Email
		Your Password By clicking on the login button, you agree to
		the Terms of Use.

Step 9: Fill the General Information Page and click NEXT.



Apply for New Licence

Terms of Use

I. Agreement

- Access this 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.
- 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

The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous
accessibility or uninterrupted operation of the Website.

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

Profile

I am applying 🛛 💿 as an Applicant

Myinfo

Retrieve Myinfo with Singpass

Please click here for Myinfo details

Applicant's Particulars

Note: Name, Citizenship, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from Myinfo for your convenience.

Salutation *	Mr	~	Designation	Managing Director 🗸
Name *	ж		Office Tel Number	•
Citizenship*	SINGAPORE CITIZEN	~	Home Tel Number	▼ +656000000
Gender*	Male O Female		Fax Number	•
Date Of Birth*	04/12/0002		Mobile Number*	▼ +659000000
Primary Contact Mode*	 Office Tel Number 		Email *	xxx@mail.com
	Home Tel Number Mobile Number		Alternative Email	
			Tick if you prefer to	0

Tick if you prefer to receive status updates of licence application via SMS

Applicant's Address

Address Type *	Eocal OF Foreign	Street Name*	YIO CHU KANG ROAD
Type of Premises *	Residential	Level	
Postal Code*	545565 Retrieve Address Please enter your postal code and click "Retrieve Address".	Unit Number	E.g. 05-01 Key in:05 E.g. 05-01 Key in:01
Block / House Number *	60 •	Building Name	
Mailing Address			
Applicant Address	🔁 Copy	Street Name*	
Address Type *	Local O Foreign	Level	
Type of Premises *	Residential •	Unit Number	E.g. 05-01 Key in:05
Postal Code*	Retrieve Address		E.g. 05-01 Key in:01
	Please enter your postal code and click "Retrieve Address".	Building Name	
Block / House Number	Please Select 🔻		
	Next >	Save as Draft Save as Draft & Exit	

Step 10: Fill the SO Application form and click PROCEED

Apply for New Licence

Security Officer's Licence (SPF)

Staff Post			
Categories*	O Security Officer O Restrict	ted Security Officer ted Security Officer only if you are directed by authority	x.
	culars of Applicant	1	
Additional Parti	Culars of Applicant Please Select	Highest Academic Qualification *	Please Select
Race	Please Select ~	Qualification*	Please Select
			Please Select

raining Type For	 Advance Security Course conducte 96) 	d by APRO Asian Protection Pte I	td (before 1 Jan					
ecurity Officer *	Airport Police Division Front Loader (ASA) certified							
		Airport Police Division Security Screening Unit (APS SSU) certified Basic Auxiliary Police Officer Course conducted by CISCO or AETOS APF Training						
	School							
	Basic Protection Officer Course conducted by APRO Asian Protection Pte Ltd (before Nov 02) Basic Security Course (before 1 Nov 02)							
	Basic Security Training conducted		(before 1 Nov 02)					
	CAMS Operator							
	Certificate in Hotel Security Manag	ement organised by SHATEC (bei	ore 1 Jan 98)					
	Diploma in Police Studies and Sec							
	Diploma in Security & Fire Safety N		-					
	 Essential Security Guarding Course 		•					
	Jan 96)							
	Hotel Security Operations organise	ed by SHATEC (before 1 Jan 98)						
	Security Supervisors Course Exam	ination certified by SHRI or RELC	(before 1 Aug 04)					
	 Specialised Guarding Skill conducted by Group 4 CISCO Training (before 1 Jan 96) Supervising Security Activities conducted by Group 4 CISCO Training (before 1 Aug 04) 							
	The Security Managers and Chief 9 Protection Pte Ltd (before 1 Aug 04)	•	d by APRO Asian					
	None of the above							
xperience								
	From Year	To Year	Remark					
Experience S.No Experience	e From Year	To Year No records available	Remark					
S.No Experience	e From Year Please Select T		Remark					
S.No Experience			Remark					
S.No Experience			Remark					
S.No Experience Experience *			Remark					
S.No Experience Experience *	Please Select 🔻		Remark					
S.No Experience Experience *	Please Select 🔻		Remark					
Experience *	Please Select 🔻		Remark					
S.No Experience Experience * Add Rank *	Please Select 🔻		Remark					
S.No Experience Experience* Add Rank *	Please Select 🔻	No records available						

 Previous
 Proceed > Save as Draft Save as Draft & Exit Step 11: Upload the required supporting documents by clicking on the UPLOAD button.

Click NEXT once all the supporting document are uploaded.

SELECT Licence(s)	2 ADD General Information	PROVIDE Application Details		4 PLOAD g Document(s)	5 REVIEW & SUBMIT Application (Payment if applicable)	ACKNOWLEDGEMENT
Apply for New Li	cence					
Security Officer's L	icence (SO)					
Document Name		Туре		Attachment		Action
Training results * Scanned Copy of the Training r Acceptable File Format: docx, doc Acceptable File Size: maximum : J	, pdf, png, jpeg, gif, jpg	ONLINE UPLOAD	Ŧ	Supporting Do	ocument3.pdf 🛞	Upload
Experience * Scanned copy of Experience. E.g. Certificate of Service (COS) Cert etc Acceptable File Format: docx, dou Acceptable File Size: maximum : J		ONLINE UPLOAD	٣	Supporting Do	ocument2.pdf 🛞	Upload
	Previous	Next > Sav	ve as Draft	Save as D	raft & Exit	

Step 12: Review the filled application and check the Declaration. Click 'Submit' Button.

Apply for New Licence

Information Review

			86
Applicant's Part	ticulars		
Agree to use Myinfo Data	Yes	Designation	Managing Director
		Office Tel Number	
Salutation	Mr	Home Tel Number	+656000000
Name	XXXX	Fax Number	
Citizenship	SINGAPORE CITIZEN	Mobile Number	+6591231232
Gender	Male		

Declaration

General Declaration

Education of the end of the end



Step 13: System prompt you to make payment. Payment to be made via Online.

R



Apply for New Licence

Make Payment

Description	Fee Type	Fee	GST		Sub Total
PA2011264287 SPF - Security Officer's Licence (SO) C2020000271	Processing Fee	\$16.00	Not applicable		\$16.00
				Grand Total	\$16.00
PROCEED WITH PAYMENT					

Step 14: Once Payment is done online, the application is submitted successfully.



Apply for New Licence

	d successfully: 1 appl ntified of the approval of your			٥
Singapore Police Force Security Officer's L	licence (SO)			
Application Number	C2020000271	Payment Advice Number	PA2011264287	
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID	
Submission Number	B2020001455		STAGE2 : N.A	
Submission Date	20 Jan 2020 11:24:54	Payment Amount(SGD)	\$16.00	
Submission Name	B2020001455	Estimated Processing Time	At least 14 working days	

View your Applications and Status

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.



Quick Ref 2: Amend Existing SO Licence

Update of Biodata

- Step 1: Login GoBusiness Licensing via your Singpass Credential.
- Step 2: Select AMEND EXISTING LICENCE

	iness					Co		gapore Gov grity • Service	
9 -	LENSING			A 🖪 A	Within th	is Website 🛛 🛩	Search	by Keywords	Q
🏫 номе 🍵	MY PORTFOLIO	LICENCE APPLICATION		ED ENTITIES	<₽ sr	A / NPARKS / A	VS LICE	NCES 🌲	4
Ŗ	ГЛ.	APPLY FOR NEW LICENCE	\$	٩	١				1
Dashboard	Applications	AMEND EXISTING LICENCE	ayments	Requests f		Managed Re	turns	Correspon	-
Dashboard		RENEW EXPIRING LICENCE							
XXX Your last login was on Monday 20 January 20 AM		CANCEL EXISTING LICENCE							•
		SUBMIT RETURNS							

<u>Step 3:</u> System will redirect to Licence page.
 Select the Licence for which you wish to do this Amendment.



Step 4: System will redirect to Amendment Page. Select the Amendment Type 'Update of Biodata' and click NEXT

Singapore Police Force	
Security Officer's Licence (SO)	
Type of Amendment	Fees & Supporting Documents (if required)
• Update of Biodata	Details
Licence Number* L/PS/123456/2020S	
Update of Training Record and Experience	Details BACK NEXT

Step 5: Fill the General Information Page and click NEXT.



Amend Existing Licence

Terms of Use

I. Agreement

- Access this 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.
- 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.
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II. Access To the Website

The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous
accessibility or uninterrupted operation of the Website.

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

| Myinfo

Retrieve Myinfo with Singpass

Please click here for Myinfo details

Filer's Particulars

alutation *	Mr	Designation *	Managing Director
	1811		managing process
ime*	XXX	Office Tel Number	•
tizenship *	SINGAPORE CITIZEN	Home Tel Number	♥+650000000
ender*	Male O Female	Fax Number	•
ate Of Birth*	04/12/0002	Mobile Number*	▼ +650000000
		Email*	
imary Contact ode*	 Office Tel Number 		
	O Home Tel Number	Alternative Email	
	Mobile Number		
		Tick if you prefer to receive status updates	0
		of licence application via SMS	
	Next Save a	is Draft Save as Draft & Exit	

Step 6: Fill in the 'Update of Biodata' amendment form and click PROCEED

1	2	3	4	5	6	7
SELECT	AMENDMENT	ADD	PROVIDE	UPLOAD	REVIEW & SUBMIT	ACKNOWLEDGEMENT
Licence(s)	Profile	General Information	Application Details	Supporting Document(s)	Application	
					(Payment if applicable)	

Amend Existing Licence

Security Officer's Licence (SO)

Licence Number	L/PS/000094/2018S		
Filer NRIC/ FIN Number	S2189724H		
Additional Partic	ulars of Licensee		
Instruction Note:			
 For NRIC holders - change. For FIN holders ac 		't see the correct info please upd	or other qualification details. late your MyInfo record before notifying SPF on th ne correct info please update your GoBusiness
Licensee NRIC / FIN Number	S2189724H	Licensee Name	xox
New Licensee Addre	155		
	tss dress, please go to MyInfo (for NRIC holders) a	nd GoBusiness Licensing Profile (for FIN holders) to make the changes.
For any update of add		nd GoBusiness Licensing Profile (1 Floor Number	
New Licensee Addre For any update of add Postal Code *	dress, please go to MyInfo (for NRIC holders) a 117611 Retrieve Address Please enter your postal code and click "Retrieve		for FIN holders) to make the changes.
For any update of add	dress, please go to MyInfo (for NRIC holders) a Interference Retrieve Address Please enter your postal code and click "Retrieve Address"		E.g. 05-01 key in :05
For any update of add	dress, please go to MyInfo (for NRIC holders) a 117611 Retrieve Address Please enter your postal code and click "Retrieve	Floor Number Unit Number	E.g. 05-01 key in :05 E.g. 05-01 key in :01
For any update of add Postal Code * Block / House Number *	dress, please go to MyInfo (for NRIC holders) a 117611 Retrieve Address Please enter your postal code and click "Retrieve Address" 31	Floor Number	E.g. 05-01 key in :05
For any update of add Postal Code * Block / House	dress, please go to MyInfo (for NRIC holders) a Interference Address Please enter your postal code and click "Retrieve Address"	Floor Number Unit Number	E.g. 05-01 key in :05 E.g. 05-01 key in :01
For any update of add Postal Code * Block / House Number* Street Name * Highest Academic	dress, please go to MyInfo (for NRIC holders) a 117611 Retrieve Address Please enter your postal code and click "Retrieve Address" 31	Floor Number Unit Number Building Name Highest Academic	E.g. 05-01 key in :05 E.g. 05-01 key in :01
For any update of add Postal Code * Block / House Number* Street Name *	dress, please go to MyInfo (for NRIC holders) a 117611 Retrieve Address Please enter your postal code and click "Retrieve Address" 31 SCIENCE PARK ROAD	Floor Number Unit Number Building Name	E.g. 05-01 key in:05 E.g. 05-01 key in:01 THE CRIMSON Highest Academic Qualification
For any update of add Postal Code * Block / House Number* Street Name * Highest Academic	dress, please go to MyInfo (for NRIC holders) a 117611 Retrieve Address Please enter your postal code and click "Retrieve Address" 31 SCIENCE PARK ROAD	Floor Number Unit Number Building Name Highest Academic Qualification Description(mandator	E.g. 05-01 key in:05 E.g. 05-01 key in:01 THE CRIMSON Highest Academic Qualification

Step 7: Upload the required supporting documents page is displayed to upload documents if any.

SELECT Licence(s)	2 AMENDMENT Profile	ADD General Information	PROVIDE Application Details	5 UPLOAD Supporting Document(s)	6 REVIEW & SUBMIT Application (Payment if applicable)	ACKNOWLEDGEMENT	
Amend Existin	g Licence						
Security Officer's	Licence (SO)						
No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently							
Previous Next Save as Draft Save as Draft							

Step 8: Review the filled application and check the Declaration. Click 'Submit' Button.

Amend Existing Licence

Information Review

				e) d
Filer's Particula	rs			
Agree to use Myinfo	Yes	Designation	Managing Director	
Data		Office Tel Number		
Salutation	Mr	Home Tel Number	+656000000	
Name	XXX	Fax Number		
Citizenship	SINGAPORE CITIZEN	Mobile Number	+6591231232	
Gender	Male	and other instantioner		

Declaration

	nation given in this application form is true and correct.	
l agree that in any legal	oceedings. I shall not dispute the authenticity or accuracy of any statements, confirmations, records, mation recorded in or produced in this application.	
	Previous	
CrimsonLogic Pte Ltd	Private information - to be distributed to users only.	

Step 9: System displays the Acknowledgement page to confirm, application is submitted successfully.



Amend Existing Licence

	d successfully: 1 appli tified of the approval of your app		
ingapore Police Force			
Security Officer's	Licence (SO)		
Application Number	U2020000226	Application Status	Submitted (No Upfront Payment
Submission Number	B2020001470		Required)
Submission Date 20/01/2020 14:25:59		Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Name	B2020001470		STRUCE THEN

View your Applications and Status

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.



Update of Training Record and Experience

- Step 1: Login GoBusiness Licensing via your Singpass Credential.
- Select AMEND EXISTING LICENCE

g6 gobus						Co	Sine Integ	gapore Gov grity - Service	Sitemap
				A 🔥 A	Within thi	s Website 🛛 👻	Search	by Keywords	Q
🏫 номе 🍵	MY PORTFOLIO	LICENCE APPLICATION		ED ENTITIES	<₽ SF	A / NPARKS / A	VS LICE	NCES 🌲	
Ţ	П	APPLY FOR NEW LICENCE	\$	đ	ì				1
A Dashboard	Applications	AMEND EXISTING LICENCE	ayments	Requests f	, pr Action	L⊡ Managed Re	turns	Correspon	
Dashboard		RENEW EXPIRING LICENCE							
XXX Your last login was on Monday 20 January 20 AM		CANCEL EXISTING LICENCE							0
		SUBMIT RETURNS							

Step 3: System will redirect to Licence page. Select the Licence for which you wish to do this Amendment.

mend Licenc		nces		🕋 Go	wernment Ageno	cies
		Management				
Licenc	e Name, Licence	0	\bigcirc		SEAT	KCH
SELECT Licence(S)	AMENDMENT Profile	ADD General Information	4 PROVIDE Application Details	UPLOAD Supporting Document(S)	6 REVIEW & SUBMIT Application (Payment If Applicable)	ACKNOWLEDGEMEN
icence Number	Agency	Licence Name		Licence Status	Issued Date	Expiry Date
L/P5/123456/20205	SPF	Security Officer's Li	cence (SO)	Active	31 Mar 2020	29 Jan 2021

Step 4: System will redirect to Amendment Page. Select the Amendment Type 'Update of Training Record and Experience' and click NEXT

Singapore Police Force

Security Officer's Licence (SO)

Type of Amendment	Fees & Supporting Documents (if required)
O Update of Biodata	Details
Update of Training Record and Experience	Details
Licence Number * L/PS/123456/2020S	
BAC	

Step 5: Fill the General Information Page and click NEXT.



Amend Existing Licence

Terms of Use

I. Agreement

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- 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.

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The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous
accessibility or uninterrupted operation of the Website.

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

| Myinfo

Retrieve Myinfo with Singpass

Please click here for Myinfo details

Filer's Particulars

lutation *	Mr v	Designation *	Managing Director
	1011		managing prector
ame *	X0X	Office Tel Number	•
tizenship *	SINGAPORE CITIZEN	Home Tel Number	♥ +650000000
ender*	Male O Female	Fax Number	*
ate Of Birth*	04/12/0002	Mobile Number*	▼+650000000
		Email*	
rimary Contact lode •	O Office Tel Number		
	O Home Tel Number	Alternative Email	
	Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	0

Step 6: Fill in the 'Update of Training Record and Experience' amendment form and click PROCEED



Amend Existing Licence

Security Officer's Licence (SO)

Particulars of Lic	:ense
Licence Number	L/PS/000094/2018S
Filer NRIC/ FIN Number	S2189724H

Existing Training	Record Details
Training Type For	Advance Security Course conducted by APRO Asian Protection Pte Ltd (before 1 Jan
Security Officer*	96)
	Airport Police Division Front Loader (ASA) certified
	Airport Police Division Security Screening Unit (APS SSU) certified
	Basic Auxiliary Police Officer Course conducted by CISCO or AETOS APF Training School
	Basic Protection Officer Course conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
	Basic Security Course (before 1 Nov 02)
	Basic Security Training conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
	CAMS Operator
	Certificate in Hotel Security Management organised by SHATEC (before 1 Jan 98)
	Diploma in Police Studies and Security Management offered by Temasek Polytechnic
	Diploma in Security & Fire Safety Management offered by Temasek Polytechnic
	 Essential Security Guarding Course conducted by Group 4 CISCO Training (before 1 Jan 96)
	Hotel Security Operations organised by SHATEC (before 1 Jan 98)
	Security Supervisors Course Examination certified by SHRI or RELC (before 1 Aug 04)
	Specialised Guarding Skill conducted by Group 4 CISCO Training (before 1 Jan 96)
	Supervising Security Activities conducted by Group 4 CISCO Training (before 1 Aug 04)
	The Security Managers and Chief Security Officers Course conducted by APRO Asian Protection Pte Ltd (before 1 Aug 04)
	None of the above

Experience

S.No	Experience	From Year	To Year	Remark	
1	Others	1111	1111	Remark	8 ×
Experie	ence *	Please Select 🔻			
Add					
Rank *		SERGEANT AND BELOW			
		Previous Pr Previous Pr Pr	oceed Save as Draft	Save as Draft & Exit	

Step 7: Upload the required supporting documents page is displayed to upload documents if any.

1 SELECT Licence(s)	2 AMENDMENT Profile	ADD General Information	4 PROVIDE Application Details	5 UPLOAD Supporting Document(s)	6 REVIEW & SUBMIT Application (Payment if applicable)	ACKNOWLEDGEMENT
Amend Existin	ng Licence					
Security Officer's	s Licence (SO)					
Document Name		Туре		Attachment		Action
Training Result * Scanned copy of the Traini Acceptable File Format: jpg, Acceptable File Size: maximu	doc, docx, pdf, png, jpeg, gif	, ONLINE U	JPLOAD V	Supporting Document	2.pdf 🛞	Upload
		Previous	Save as Drafi	Save as Draft & E		

Step 8: Review the filled application and check the Declaration. Click 'Submit' Button.

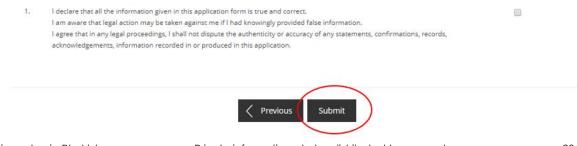
Amend Existing Licence

Information Review

			e 🖯
Filer's Particula	rs		
, Agree to use Myinfo Data	Yes	Designation	Managing Director
Salutation	Mr	Office Tel Number Home Tel Number	+656000000
Name	XXX	Fax Number	
Citizenship Gender	SINGAPORE CITIZEN Male	Mobile Number	+6591231232

Declaration

General Declaration



Step 9: System displays the Acknowledgement page to confirm, application is submitted successfully.

SELECT AN Licence(s)	AENDMENT Profile Gen	ADD neral Information	PROVIDE Application Details Sup	UPLOAD	ment(s) App	6 V & SUBMIT blication t if applicable)	ACKNOWLEDGEM
nend Existing Li	cence						
	d successfu						e
You will be no	tified of the appro	oval of your ap	oplication via SMS/Email				
You will be no Singapore Police Force	tified of the appro	oval of your ap	pilcation via SMS/Email				
		oval of your ap	ppilcation via SMS/Email				
Singapore Police Force		oval ot your ap	Application			(No Upfront I	Payment
Singapore Police Force Security Officer's	Licence (SO)	oval ot your ap	· 		Submitted Required)	(No Upfront f	Payment
Singapore Police Force Security Officer's Application Number	Licence (SO) U2020000227		· 	Status		I.A	Payment

View your Applications and Status

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.



Quick Ref 3: Renew Existing SO Licence

- Step 1: Login GoBusiness Licensing via your Singpass Credential.
- Select RENEW EXISTING LICENCE

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THE AND		APPLY FOR NEW LICENCE	\$	ര്					
	Applications	AMEND EXISTING LICENCE	ayments	Requests for	Action	Managed Re	turns	لايت Corresponde	ences
Dashboard	<	RENEW EXPIRING LICENCE	$\mathbf{>}$						
XXX Your last login was on Thursda	ay 16 January 2	CANCEL EXISTING LICENCE							0
PM		SUBMIT RETURNS							

Step 3: System will redirect to Licence page. Select the Licence for Renewal.

	Licences	(Government A	Agencies	Q By	RRN
Licence	Name, Licence	Number			SEAR	ксн
1	2	3	4)	5	6	7
SELECT Licence(S)	RENEW Profile	ADD General Information	PROVIDE Application Details	UPLOAD Supporting Document(S)	REVIEW & SUBMIT Application (Payment If Applicable)	ACKNOWLEDGEMEN
Licence Number	Agency	Licence Name		Licence Status	Issued Date	Expiry Date
/PS/123456/20205	SPF	Security Officer's Li	icence (SO)	Active	31 Mar 2020	29 Jan 2021

Click NEXT

(1)	2	3	4)			
SELECT Licence(S)	RENEW Profile	ADD General Information	PROVIDE Application Details	UPLOAD Supporting Document(S)	REVIEW & SUBMIT Application (Payment If Applicable)	ACKNOWLEDGE
Singapore Police For	ce					
Security Officer's)				
	2.000	,				
Application Type			Fees & Suppo	orting Documents (if r	required)	
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Security Officers	s Licence (50)		Details			
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Filer's Particulars

convenience.					
Salutation *	Mr	~	Designation *	Managing Director	~
Name *	XXXX		Office Tel Number	•	
itizenship *	SINGAPORE CITIZEN	~	Home Tel Number	♥+650000000	
iender*	Male O Female		Fax Number	•	
ate Of Birth *	04/12/0002		Mobile Number*	▼ +650000000	
Primary Contact	O Office Tel Number		Email *		
	O Home Tel Number		Alternative Email		
	Mobile Number		Tick if you prefer to receive status updates of licence application via SMS	0	

Step 6: Fill in the Renewal form and click PROCEED



Renew Expiring Licence

Security Officer's Licence (SO)

	Declarations	Licence Number	L/PS/000094/2018S	Filer NRIC/FIN Number	G5183527T	
Declarations		Declarations				

Step 7: Upload the required supporting documents page is displayed to upload documents if any.

Renew Expiring Licence

Security Officer's Licence (SO)

Document Name	Туре	Attachment	Action
Work Permit			
Scanned copy of the Work Permit. Mandatory for Foreigners. Acceptable File Format: pdf, jpg, png, jpgg, gif Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD	T	Upload
,			
Origin Country Identification Card Scanned copy of the Origin Country Identification Card.			
Same cupy of the origin control y identification card. Mandatory for Foreigners. Acceptable File Format: pdf, jpg, png, jpeg, gif Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD	T	Upload
,			
Passport for foreigner Scanned copy of the Passport. Mandatory for Foreigners.			
Acceptable File Format: pdf, jpg, png, jpeg, gif	ONLINE UPLOAD	7	Upload
Acceptable File Size: maximum : 2 MB			
Certificate of Good Conduct for Foreigner			
Scanned copy of Certificate of Good Conduct for Foreigner.			
Mandatory for Foreigners.	ONLINE UPLOAD	r	Upload
Acceptable File Format: pdf, jpg, png, jpeg, gif			
Acceptable File Size: maximum : 2 MB			

<u>Step 8</u>: Review the filled application and check the Declaration. Click 'Submit' Button.

Renew Expiring Licence

Information Review

				86
Filer's Particula	irs			
Agree to use Myinfo - Data	Yes	Designation	Managing Director	
Salutation	Mr	Office Tel Number		
		Home Tel Number	+6560000000	
Name	XXX	Fax Number		
Citizenship	SINGAPORE CITIZEN	Mobile Number	+6591231232	
Gender	Male			

Declaration

General Declaration

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.



System prompt you to make payment. Payment to be made via Online.

1 SELECT Licence(5) Renew Expi Make Payme	2 ADD General Information ring Licence	3 PROVIDE Application Details	UPLOAD Supporting Docume	ent(S)	5 REVIEW & SUBMIT Application layment If Applicable)	ACKNOWLEDG	EMENT
Description		Fee Type		Fee	GST		Sub Total
PA1911262094 SPF - Security Officer R1920000945	s Licence (SO)	Processing Fee		\$16.00	Not applicable		\$16.00
						Grand Total	\$16.00
		PROCEED	WITH PAYMENT	D			

Step 10: Once Payment is done online, the application is submitted successfully.

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

Renew Expiring Licence

ingapore Police Force				
Security Officer's	Licence (SO)			
Application Number	R1920000945	Payment Advice Number	PA1911262094	
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID	
ubmission Number	B1920012883		STAGE2 : N.A	
ubmission Date	29 Apr 2019 18:51:44	Payment Amount(SGD)	\$16.00	
ubmission Name	B1920012883			

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

	PRINT	CLOSE
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Quick Ref 4: CANCEL Existing SO Licence

- Step 1: Login GoBusiness Licensing via your Singpass Credential.
- Step 2: Select CANCEL EXISTING LICENCE

					Co	•	gapore Gove rity · Service · Feedback	Excellence Sitema
-			A \Lambda A	Within thi	is Website 🛛 👻	Search I	by Keywords	Q
A HOME 🛐 MY PORTFOLIO			D ENTITIES	<₽ SF	A / NPARKS / A	VS LICE	NCES 🌲	4
Fr d	APPLY FOR NEW LICENCE	\$	ര്	I			\boxtimes	12
Dashboard Applications	AMEND EXISTING LICENCE	ayments	Requests fo)	Managed Re	turns	Correspon	
Dashboard	RENEW EXPIRING LICENCE							
XXX Your last login was on Thursday 16 January	CANCEL EXISTING LICENCE							0
PM	SUBMIT RETURNS							

Step 3: System will redirect to Licence page. Select the Licence for Cancellation.

Cancel Lice	ence						
		Licenc			🎰 Go	overnment Agenc	ies
L	icence Name, L	icence Nu	mber			SEAF	сн
SELECT Licence(S)	CANCI Profil		ADD General Information	PROVIDE Application Details	UPLOAD Supporting Document(S)	6 REVIEW & SUBMIT Application (Payment If Applicable)	
Licence Number	r A	gency	Licence Name		Licence Status	Issued Date	Expiry Date
L/PS/123456/20	2 05 5	PF	Security Officer's Li	icence (SO)	Active	31 Mar 2020	29 Jan 2021

Step 4: System will redirect to Cancel Page. Select the Licence you wish to Cancel and click NEXT

Cancel Licence



Singapore Police Force

Security Officer's Licence (SO)

Application Type	Fees & Supporting Documents (if required)						
 Security Officer's Licence (SO) 	Details						
Licence Number*							
L/PS/123456/20205							
BACI	< NEXT						
<u>Step 5:</u> Fill the General Information Page ar	tep 5: Fill the General Information Page and click NEXT						
	4 5 6 7 PROVIDE UPLOAD REVIEW & SUBMIT ACKNOWLEDGEMENT Application (Payment if applicable)						

Cancel Existing Licence

Terms of Use

I. Agreement

- Access this 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.
- 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.
- 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.
- 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

The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous
accessibility or uninterrupted operation of the Website.

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

Myinfo

Retrieve Myinfo with Singpass

Please click here for Myinfo details

Filer's Particulars

lutation*	Mr 🗸	Designation *	Managing Director
ame *	XXX	Office Tel Number	v
tizenship *	SINGAPORE CITIZEN	Home Tel Number	♥ +650000000
ender*	Male O Female	Fax Number	•
ate Of Birth*	04/12/0002	Mobile Number*	▼ +650000000
		Email*	
rimary Contact ode *	O Office Tel Number		
	O Home Tel Number	Alternative Email	
	Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	

Step 6: Cancel form is displayed with Licence details. Click PROCEED

Cancel Existing Licence

Security Officer's Licence (SO)

Licence Number	L/P5/000094/20185		NRIC/FIN Number	S0000123F	
Termination De	tails				
Effective Terminatio Note: There will be i	n Date 20/0 no refunds of pro-rated licence fe	1/2020 ee paid for upon term	ination by applicant.		
	Previous	Proceed	Save as Draft Sav	e as Draft & Exit	

Step 7: Upload the required supporting documents page is displayed to upload documents if any. Click NEXT

1 SELECT Licence(s)	2 CANCEL Profile	ADD General Information	4 PROVIDE Application Details	5 UPLOAD Supporting Document(s)	6 REVIEW & SUBMIT Application (Payment if applicable)	7 ACKNOWLEDGEMENT		
Cancel Existing	J Licence							
Security Officer's	Licence (SO))						
No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently								
	<	Previous	Save as Draft	t Save as Draft & I	Exit			

Step 8: Review the filled application and check the Declaration. Click 'Submit' Button.

Cancel Existing Licence

Information Review

				80
Filer's Particula	rs			
Agree to use Myinfo	Yes	Designation	Managing Director	
Data		Office Tel Number		
Salutation	Mr	Office Tel Number		
2010/00/01/1	mo :	Home Tel Number		
Name	хох			
12001011000		Fax Number		
Citizenship	SINGAPORE CITIZEN	Mobile Number		
Gender	Male	Mobile Number	+6591231232	

Declaration

General Declaration

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.			
	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.			



Step 9: System displays the Acknowledgement page to confirm, application is submitted successfully.

Cancel Existing Licence

	Submitted successfully: 1 application(s) You will be notified of the approval of your application via SMS/Email.					
Singapore Police Force Security Officer's	Licence (SO)					
Application Number	T202000014	Application Status	Submitted (No Upfront Payment			
Submission Number	B2020001483		Required)			
Submission Date	20/01/2020 15:39:16	Payment Status	STAGE1 : N.A STAGE2 : N.A			
Submission Name	B2020001483					

View your Applications and Status

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

