



Amendment Application for changes on

- Notification of Employment**
- Notification of Cessation**
- Staff Grade Notification**
- Update Deployment Site**

Version: 1.1

17 Jan 2020

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About this Quick Reference Guide

Purpose & Objective

This quick reference guide explains on step-by-step action on how to use GoBusiness Licensing System for submitting amendment applications for the below listed changes for licenced Security Agency and Private Investigator Agency.

1. Notification of Employment
2. Notification of Cessation
3. Staff Grade Notification
4. Update Deployment Site.

This quick guide uses the Security Agency as Example to describe the step-by-step guide. Private Investigator to follow these steps for their own licence usage as well. The changes applicable for Private Investigator Agency is only item 1 and 2 from the above list.

Audience

- Security Agency (SA)
- Private Investigator Agency (PIA)

Pre-Requisite

- SA/PIA Agencies will login GoBusiness Licensing using their Corppass Credentials.
- Agencies to have valid Licences and Officers ID for Enquiry.
- User can [click here](#) to find GoBusiness Licensing online guide on the general usage of GoBusiness Licensing System.

Choose Licence for Amendment

- **Step 1:** User needs to login into GoBusiness Licensing (via Log in for Business Users) for perform such transaction.

Note: Only applicable for “Company” profile.

The screenshot shows the top navigation bar with links for HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, and SFA / NPARKS / AVS LICENCES. Below this is a row of icons for Dashboard, Applications, Licences, Payments, Requests for Action, Managed Returns, and Correspondences. The main content area displays the user profile for WEN LONG, with a last login time of Friday 17 January 2020 at 12:11 PM and an Update Profile button. To the right, it shows the user is representing MIGHTY LIFE LLP (UEN: T16LL1281E) at 235 SIXTH AVENUE, PALMS @ SIXTH AVENUE S(275778). At the bottom, there is an Application Status section with an input field for Application Number and a Check button.

- **Step 2:** User needs to select “LICENCE APPLICATION” and select ‘AMEND EXISTING LICENCE’.

This screenshot is similar to the previous one but with the LICENCE APPLICATION menu expanded. A red arrow points to the menu, and a red box highlights the AMEND EXISTING LICENCE option. Other options in the menu include APPLY FOR NEW LICENCE, RENEW EXPIRING LICENCE, CANCEL EXISTING LICENCE, and SUBMIT RETURNS. The rest of the dashboard content remains the same.

- **Step 3:** Click Government Agencies.

Amend Licence

Licences Government Agencies

Licence Name, Licence Number SEARCH



➤ **Step 4:** Select SPF.

Licences Government Agencies

Search Government Agencies by Keywords
e.g. SPF, NEA, Manpower...

CSA Cyber Security Agency	CNB Central Narcotics Bureau	ESG Enterprise Singapore
EMA Energy Market Authority	HLB Hotels Licensing Board	HSA Health Sciences Authority
IRAS Inland Revenue Authority of Singapore	IMDA Info-communications Media Development Authority	LTA Land Transport Authority
MUIS Majlis Ugama Islam Singapura	MSF Ministry of Social and Family Development	MOM Ministry of Manpower
MINLAW Ministry of Law	MHA Ministry of Home Affairs	MOE Ministry of Education
MCCY Ministry of Culture, Community and Youth	NEA National Environment Agency	SSG SkillsFuture Singapore Agency
SPF Singapore Police Force		

➤ **Step 5:** Scroll down and look for Security Agency Licence. Click “Add to Selection”.

Private Investigator's Licence (PI) i

A "private investigator" means any individual who, for reward, carries out any of the following functions:
(a) obtaining and giving information about any person;
(b) searching for m

Add to Selection >

Registration for In-House Employer (RIHE) i

An "In-house Employer" means any individual authorised by his/her company in employing a licensed security officer to perform the job functions of a security officer at their own premises.

Add to Selection >

Security Agency Licence

Add to Selection >



Public Entertainment

Public Entertainment Licence

Add to Selection >

➤ **Step 6:** After clicking "Add to Selection", "Review & Apply" will be highlighted in red.

Private Investigator's Licence (PI) i

A "private investigator" means any individual who, for reward, carries out any of the following functions:
(a) obtaining and giving information about any person;
(b) searching for m

Add to Selection >

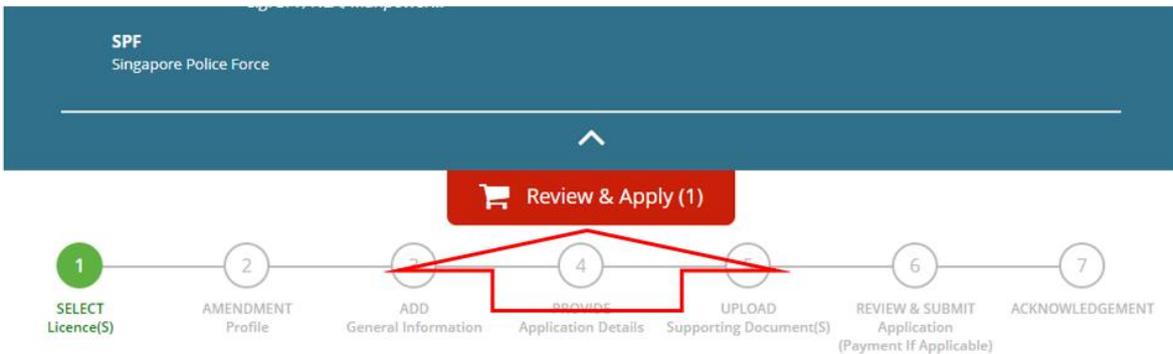
Registration for In-House Employer (RIHE) i

An "In-house Employer" means any individual authorised by his/her company in employing a licensed security officer to perform the job functions of a security officer at their own premises.

Add to Selection >

Security Agency Licence

Selected



Singapore Police Force

➤ **Step 7:** Click on the highlighted red "Review & Apply" and select "Proceed".

SPF
Singapore Police Force

Selected Licences

SPF | Security Agency Licence 

Proceed 

Review & Apply (1)

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

➤ **Step 8:** Select the appropriate amendment:

- i. Notification of Employment
- ii. Notification of Cessation
- iii. Staff Grade Notification
- iv. Update Deployment Site

Quick Ref 1: Notification of Employment

➤ **Step 9:** Enter your Security Agency Licence No. (if you are doing Notification of Employment) and click "Next".

Notification of Employment  Details

Please ensure that supporting documents are uploaded correctly for Malaysian SOs (Non-Active licence)

Licence Number* 

Notification of Cessation  Details

N.A

➤ **Step 10:** Check on the checkbox to agree the Terms of Use.

Amend Existing Licence

Terms of Use

I. Agreement

1. 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.
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

1. 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.



➤ **Step 11:** Verify the particulars and click "Next".

Gender* Male Female

Date Of Birth*

Primary Contact Mode* Office Tel Number
 Home Tel Number
 Mobile Number

Email

Alternative Email

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



Next > **Save as Draft** **Save as Draft & Exit**

➤ **Step 12:** Enter the mandatory fields of NRIC number and Licence Type of the Particulars of Person and click "Add".

Particulars of Person

NRIC/FIN Number*

Licence Type*

Add

S.No	NRIC/FIN Number	Licence Type	Employment Grades
No records available			



- **Step 13:** If you have selected Licence Type as “Security Officer”, you need to select the Employment Grades from the dropdown list and click “Add”.

Particulars of Person

NRIC/FIN Number*

Licence Type*

Employment Grades*

S.No	NRIC/FIN Number	Licence Type	Employment Grades
No records available			

- **Step 14:** After adding, the records will be displayed below. Click “Proceed”.

Particulars of Person

NRIC/FIN Number*

Licence Type*

Employment Grades*

S.No	NRIC/FIN Number	Licence Type	Employment Grades
1	S1587583F	Restricted Security Officer	<input type="button" value="✎"/> <input type="button" value="✕"/>
2	S7604704I	Security Officer	Security Officer <input type="button" value="✎"/> <input type="button" value="✕"/>

Showing 1 to 2 of 2 entries

Prev Next

- **Step 15:** Upload your supporting documents if needed. Click “Next” after uploading.

Amend Existing Licence

Security Agency Licence

Document Name	Type	Attachment	Action
Documents for Submission			
Please upload your supporting documents (e.g. certificate of no criminal records). You may also submit these supporting documents by Fax or Post. If you are submitting by fax or post, please revert within 5 working days together with the acknowledgement slip. (Please select your supporting document by clicking on the "Browse" button and then click "Upload" to upload the file.) <i>Acceptable File Format: docx, jpeg, png, jpg, pdf</i> <i>Acceptable File Size: maximum : 2 MB</i>			
	ONLINE UPLOAD	ACRA Business Profile for Licence Application.pdf	Upload



< Previous
Next >
Save as Draft
Save as Draft & Exit

- **Step 16:** Review all your inputs and check on the checkbox under General Declaration. Click "Submit".

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. 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.





< Previous
Submit

- **Step 17:** You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXX.

Amend Existing Licence



Submitted successfully: 1 application(s)

You will be notified of the approval of your application via SMS/Email.



Singapore Police Force

Security Agency Licence

Application Number	U2010045426	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B2010148298	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	17/01/2020 14:48:15		
Submission Name	B2010148298		

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.

Quick Ref 2: Notification of Cessation

- **Step 9ii:** Enter your Security Agency Licence No. (if you are doing Notification of Cessation) and click “Next”.

● Notification of Cessation ⓘ
N.A Details

Licence Number * 

● Staff Grade Notification ⓘ
N.A Details

- **Step 10ii:** Check on the checkbox to agree the Terms of Use.

Amend Existing Licence

Terms of Use

I. Agreement

1. 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.
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

1. 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.



- **Step 11ii:** Verify the particulars and click “Next”.

Gender * Male Female

Date Of Birth * 

Primary Contact Mode * Office Tel Number Home Tel Number Mobile Number

Email

Alternative Email

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

Next >



Save as Draft

Save as Draft & Exit

- **Step 12ii:** Enter the mandatory fields under Particulars of Person:
 - a. NRIC Number
 - b. Licence Type
 - c. Cessation Date. Click “Add” button.

Particulars of Person

NRIC/FIN Number*

Licence Type* 

Cessation Date* 

Add 

S.No	NRIC/FIN Number	Licence Type	Cessation Date
No records available			

- **Step 13ii:** After adding, the records will be displayed below. Click “Proceed”.

Particulars of Person

NRIC/FIN Number*

Licence Type*

Cessation Date* 

Add

S.No	NRIC/FIN Number	Licence Type	Cessation Date
1	S1587583F	Restricted Security Officer	01/01/2020
2	S7604704I	Security Officer	17/07/2019

Showing 1 to 2 of 2 entries Prev Next



- **Step 14ii:** Click “Next” as no supporting document is required for online application submission.



Amend Existing Licence

Security Agency Licence

No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently



- **Step 15ii:** Review all your inputs and check on the checkbox under General Declaration. Click "Submit".

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.



- **Step 16ii:** You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXXX.

Amend Existing Licence

✔

Submitted successfully: 1 application(s)

You will be notified of the approval of your application via SMS/Email.

-

Singapore Police Force

Security Agency Licence

Application Number	U2010045427	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B2010148300	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	17/01/2020 15:25:02		
Submission Name	B2010148300		

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.

Quick Ref 3: Staff Grade Notification

- **Step 9iii:** Enter your Security Agency Licence No. (if you are doing Staff Grade Notification) and click “Next”.

● **Staff Grade Notification** ⓘ
N.A. Details

Licence Number *

● **Update Deployment Site** ⓘ
N.A. Details

- **Step 10iii:** Check on the checkbox to agree the Terms of Use.

Amend Existing Licence

Terms of Use

I. Agreement

1. 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.
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

1. 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.

- **Step 11iii:** Verify the particulars and click “Next”.

Gender * Male Female

Date Of Birth *

Primary Contact Mode * Office Tel Number
 Home Tel Number
 Mobile Number

Email

Alternative Email

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

Next >

Save as Draft

Save as Draft & Exit

- **Step 12iii:** Click “Proceed”.

Security Agency Licence

Particulars of Registered Company/Organisation

Licence No.	L/PS/123456/2017
Licensee's NRIC/FIN	S1206097A
Licensee Name	John Tan
UEN Number	200799575G
Company/Organisation Name	ACRADIAN PTE. LTD



- **Step 13iii:** Upload your soft copy of the Staff Employment Grade by clicking “Upload”. Click “Next” after you have completed your upload.

Amend Existing Licence

Security Agency Licence

Document Name	Type	Attachment	Action
DStaff Employment Grade * Soft copy of the Staff Employment Grade. The template could be downloaded from the following link https://www.police.gov.sg/e-services/apply/licenses-and-permits/private-security-industry/security-agencies/employee-matters/updating-of-staff-employment-grade#content <i>Acceptable File Format: xls, xlsx</i> <i>Acceptable File Size: maximum: 2 MB</i>	ONLINE UPLOAD	Staff Employment Grade Declaration Form.xls 	<input type="button" value="Upload"/>



- **Step 14iii:** Review all your inputs and check on the checkbox under General Declaration. Click “Submit”.

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.





- **Step 15iii:** You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXXX.

Amend Existing Licence

**Submitted successfully: 1 application(s)**

You will be notified of the approval of your application via SMS/Email.

Singapore Police Force
Security Agency Licence

Application Number	U2020000208	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B2020001416	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	17/01/2020 15:58:27		
Submission Name	B2020001416		

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.

Quick Ref 4: Update Deployment Site

- **Step 9iv:** Enter your Security Agency Licence No. (if you are doing Update Deployment Site) and click “Next”.

● Update Deployment Site ⓘ
N.A Details

Licence Number* 

- **Step 10iv:** Check on the checkbox to agree the Terms of Use.

Amend Existing Licence

Terms of Use

I. Agreement

1. 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.
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

1. 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.



- **Step 11iv:** Verify the particulars and click “Next”.

Gender* Male Female

Date Of Birth* 

Primary Contact Mode* Office Tel Number
 Home Tel Number
 Mobile Number

Email

Alternative Email

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


Next > Save as Draft Save as Draft & Exit

- **Step 12iv:** Select the appropriate operation type:
 - a. Add new Deployment site(s)

- b. Amend existing Deployment site(s) information
- c. Terminate existing Deployment site(s)

Quick Ref 4a: Add New Deployment Site(s)

- **Step 13iv-a:** Selection of “Add new Deployment site(s)”. Enter all the mandatory fields and click “Add”.

Contract Detail

Contract Start Date*  **Contract End Date*** 

Please note that any security officer performing duties in a protected area or protected place must be :
 (1) Certified competent in the WSQ module of Handle Counter-Terrorism Activities; AND
 (2) Authorised by the Police Division concerned.
 Please contact your client(s) to check if their premises are gazetted under Protected Areas and Protected Places Act.

*Please click on the "Add" button after you have entered each Deployment Site Contract Details.
 Please click on the "Edit" button to amend respective Deployment Site, and click "Add" again after you have made your amendments.*

Add 

S.No	Assignment Name	Street Name	No. of Shifts	Contract Start Date	Contract End Date
No records available					

- **Step 14iv-a:** After adding, the records will be displayed below. Click “Proceed”.

*Please click on the "Add" button after you have entered each Deployment Site Contract Details.
 Please click on the "Edit" button to amend respective Deployment Site, and click "Add" again after you have made your amendments.*

Add

S.No	Assignment Name	Street Name	No. of Shifts	Contract Start Date	Contract End Date
1	name	SCIENCE PARK ROAD	1	17/01/2020	31/01/2020

Showing 1 to 1 of 1 entries Prev Next



- **Step 15iv-a:** Click “Next” as no supporting document is required for online application submission.



Amend Existing Licence

Security Agency Licence

No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently

- **Step 16iv-a:** Review all your inputs and check on the checkbox under General Declaration. Click "Submit".

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.

- **Step 17iv-a:** You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXXX.

Amend Existing Licence

✓

Submitted successfully: 1 application(s)

You will be notified of the approval of your application via SMS/Email.

-

Singapore Police Force

Security Agency Licence

Application Number	U2010045429	Application Status	Approved
Submission Number	B2010148306	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	17/01/2020 16:18:26		
Submission Name	B2010148306		

[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.

Quick Ref 4b: Amend existing Deployment Site(s) Information

- **Step 13iv-b:** Selection of “Amend existing Deployment site(s) information”. You can either search the deployment site by <Assignment Name> or Postal Code. Click “Retrieve”.

Particulars of Deployment Site (s) - To amend existing Deployment site (s) information, enter the details

Agency Name/UEN INSPIRE EDUCATION CENTRE PTE. LTD.

Search deployment Site by:

Assignment Name OR
Postal Code **Retrieve**

To amend existing deployment site, click on the Edit icon in the below table

S.No	Assignment Name	Street Name	Contract Start Date	Contract End Date
No records available				

- **Step 14iv-b:** After retrieving the deployment site(s), click on the “Edit” icon to amend your existing deployment site.

Search deployment Site by:

Assignment Name OR
Postal Code **Retrieve**

To amend existing deployment site, click on the Edit icon in the below table

S.No	Assignment Name	Street Name	Contract Start Date	Contract End Date	
1	Assignment Name1	Science Park Road	20/06/2018	21/06/2018	
2	Assignment Name2	Science Park Road2	18/06/2018	19/06/2018	

Showing 1 to 2 of 2 entries

Prev Next

- **Step 15iv-b:** Click “Save” after you have amended the deployment site.

Contract Detail

Contract Start Date* 20/06/2018  Contract End Date* 21/06/2018 

Please note that any security officer performing duties in a protected area or protected place must be :

(1) Certified competent in the WSQ module of Handle Counter-Terrorism Activities; AND

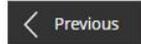
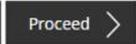
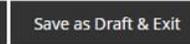
(2) Authorised by the Police Division concerned.

Please contact your client(s) to check if their premises are gazetted under Protected Areas and Protected Places Act.

Please click on the "Save" button after you have edited each Deployment Site Details



Note: The changes submitted will be reflected in your records within the next day

- **Step 16iv-b:** Click "OK" in the dialog prompt.

(1) Certified competent in the WSQ module of
(2) Authorised by the Police Division concerned.
Please contact your client(s) to check if their

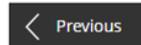
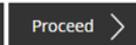
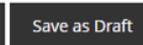
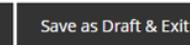
Data has been updated successfully



Please click on the "Save" button after you have edited each Deployment Site Details



Note: The changes submitted will be reflected in your records within the next day

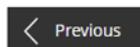
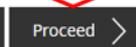
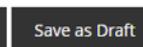
- **Step 17iv-b:** Click "Proceed" after you have edited and saved each Deployment Site Details.

To amend existing deployment site, click on the Edit icon in the below table

S.No	Assignment Name	Street Name	Contract Start Date	Contract End Date	
1	Assignment Name1	Science Park Road	20/06/2018	21/06/2018	
2	Assignment Name2	Science Park Road2	18/06/2018	19/06/2018	

Showing 1 to 2 of 2 entries

Prev  Next

- **Step 18iv-b:** Click "Next" as no supporting document is required for online application submission.



Amend Existing Licence

Security Agency Licence

No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently

- **Step 19iv-b:** Review all your inputs and check on the checkbox under General Declaration. Click "Submit".

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.
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.



- **Step 20iv-b:** You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXXX.

Amend Existing Licence

 **Submitted successfully: 1 application(s)** 

You will be notified of the approval of your application via SMS/Email.

Singapore Police Force
Security Agency Licence

Application Number	U2010045430	Application Status	Approved
Submission Number	B2010148307	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	17/01/2020 16:33:53		
Submission Name	B2010148307		

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.

Quick Ref 4c: Terminate Existing Deployment Site(s) information

- **Step 13iv-c:** Selection of “Terminate existing Deployment site(s)”. You can either search the deployment site by <Assignment Name> or Postal Code. Click “Retrieve”.

Particulars of Deployment Site (s) - To terminate existing Deployment site (s) information, enter the details

Agency Name/UEN INSPIRE EDUCATION CENTRE PTE. LTD.

Search deployment Site by:

Assignment Name OR

Postal Code

To enter the termination details, click on the Edit icon in the below table
To remove existing deployment site, on the "Check To Remove" checkbox in the below table

S.No	Check to Remove	Assignment Name	Street Name	Contract Start Date	Contract End Date	Termination Date
No records available						

- **Step 14iv-c:** After retrieving the deployment site(s), click on the “Edit” icon if you want to enter termination details.

Search deployment Site by:

Assignment Name OR

Postal Code

To enter the termination details, click on the Edit icon in the below table

To remove existing deployment site, on the "Check To Remove" checkbox in the below table

S.No	Check to Remove	Assignment Name	Street Name	Contract Start Date	Contract End Date	Termination Date	
1	<input type="checkbox"/>	Deployment Site1	Science Park Road1	21/06/2018	16/07/2018	20/07/2018	
2	<input type="checkbox"/>	Deployment Site2	Science Park Road2	22/06/2018	30/06/2018	20/07/2018	

➤ **Step 15iv-c:** Click "Save".

Enter Termination Details

Termination Date*  Remarks*

Please click on the "Save" button after you have edited each Deployment Site Details

Note: The changes submitted will be reflected in your records within the next day

➤ **Step 16iv-c:** Click "OK" in the dialog prompt.

Please contact your client(s) to check if their Data has been updated successfully

Enter Termination Details

Termination Date*  Remarks*

Please click on the "Save" button after you have edited each Deployment Site Details

Note: The changes submitted will be reflected in your records within the next day

➤ **Step 17iv-c:** You can check on "Check to Remove" checkbox if you want to remove existing deployment site. Click "Proceed".

Search deployment Site by:

Assignment Name OR

Postal Code

To enter the termination details, click on the Edit icon in the below table
To remove existing deployment site, on the "Check To Remove" checkbox in the below table

S.No	Check to Remove	Assignment Name	Street Name	Contract Start Date	Contract End Date	Termination Date	
1	<input type="checkbox"/>	Deployment Site1	Science Park Road1	21/06/2018	16/07/2018	20/07/2018	
2	<input checked="" type="checkbox"/> Y	Deployment Site2	Science Park Road2	22/06/2018	30/06/2018	20/07/2018	

Showing 1 to 2 of 2 entries Prev Next

- **Step 18iv-c:** Click "Next" as no supporting document is required for online application submission.



Amend Existing Licence

Security Agency Licence

No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently

- **Step 19iv-c:** Review all your inputs and check on the checkbox under General Declaration. Click "Submit".

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.

- **Step 20iv-c:** You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXXX.

Amend Existing Licence

**Submitted successfully: 1 application(s)** 
You will be notified of the approval of your application via SMS/Email.

Singapore Police Force
Security Agency Licence

Application Number	U2010045431	Application Status	Approved
Submission Number	B2010148308	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	17/01/2020 16:48:42		
Submission Name	B2010148308		

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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.

