



# **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 <u>click here</u> 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.

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Step 2: User needs to select "LICENCE APPLICATION" and select 'AMEND EXISTING LICENCE'.

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T,	<b>∏</b> Î	APPLY FOR NEW LICENCE	(\$)	ര്		$\square$
Dashboard	Applications	AMEND EXISTING LICENCE	ayments	Requests for Action	Managed Returns	Correspondences
Dashboard		RENEW EXPIRING LICENCE				
WEN LONG Your last login was on I	Friday 17 January 2020	CANCEL EXISTING LICENCE	Represen MIGHT	nting Y LIFE LLP (UEN: T16	LL1281E)	•
PM		SUBMIT RETURNS	235 SIXT	H AVENUE, PALMS @ SIXT	TH AVENUE S(275778) 🕧	)
Application Status	Application	Number	- (	Check		

Step 3: Click Government Agencies.

🖍 НОМЕ	MY PORTFOLIO		ON 🕏 LICEN	SED ENTITIES	SFA / NPARKS / AVS LIC	
Amend Li	cence					-
	🛞 Lic	ences		<b></b>	Government Agene	cies
	Licence Name, Licenc	e Number			SEAR	ксн
0	2)	3	4)	5	6	(7)
SELECT Licence(S)	AMENDMENT Profile	ADD General Information	PROVIDE Application Details	UPLOAD Supporting Documen	REVIEW & SUBMIT (S) Application (Payment If Applicable)	ACKNOWLEDGEMENT

### Step 4: Select SPF.

Search Government	Agencies by Keywords	
e.g. SPF, NEA, Manpowel	····	
CSA	СNВ	ESG
Cyber Security Agency	Central Narcotics Bureau	Enterprise Singapore
EMA	HLB	HSA
Energy Market Authority	Hotels Licensing Board	Health Sciences Authority
IRAS	IMDA	LTA
Inland Revenue Authority of Singapore	Info-communications Media Development Authority	Land Transport Authority
MUIS	MSF	мом
Majlis Ugama Islam Singapura	Ministry of Social and Family Development	Ministry of Manpower
MINLAW	мна	MOE
Ministry of Law	Ministry of Home Affairs	Ministry of Education
мссу	NEA	SSG
Ministry of Culture, Community and Youth	National Environment Agency	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) () 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 >
<b>Registration for In-House Employer (RIHE)</b> 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 <b>&gt;</b>
Public Entertainment Public Entertainment Licence	
	Add to Selection >
<ul> <li>Step 6: After clicking "Add to Selection", "Review &amp; Apply" will be highligher private Investigator's Licence (PI)</li> <li>A "private investigator" means any individual who, for reward, carries out any of the following functions:         <ul> <li>(a) obtaining and giving information about any person;</li> <li>(b) searching for m</li> </ul> </li> <li>Registration for In-House Employer (RIHE) (a)         <ul> <li>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.</li> </ul> </li> <li>Security Agency Licence</li> </ul>	chted in red. Add to Selection > Add to Selection > Selected
SPF Singapore Police Force	
^	<u></u>
Review & Apply (1)	
1 2 6 SELECT AMENDMENT ADD PROVIDE UPLOAD REVIEW & SUBM Frofile General Information Application Details Supporting Decument(S) Application	7 IIT ACKNOWLEDGEMENT
(Payment If Application	able)

### Singapore Police Force

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

	<b>SPF</b> Singapore	Police Force						
				^				
Selec	cted Licences PF   Security A roceed	igency Licence						Ē
			l l	Review & App	oly (1)			
SI	1 ELECT ence(S)	2 AMENDMENT Profile	ADD General Information	PROVIDE Application Details	UPLOAD Supporting Document(S)	REVIEW & SUBMIT Application (Payment If Applicable)	ACKNOWLEDGEME	ENT

- > **<u>Step 8</u>**: 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 9i: Enter your Security Agency Licence No. (if you are doing Notification of Employment) and click "Next".

Notification of Employment     Please ensure that supporting documents are uploaded correctly for Malaysian SOs (Non-Active licence)	Details
Licence Number*	
<ul> <li>Notification of Cessation 1</li> <li>N.A</li> </ul>	Details

Step 101: Check on the checkbox to agree the Terms of Use.

#### Amend Existing Licence

#### Terms of Use

1.1	Agroe	mai	nt

- 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.

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$\sim$	

### Step 11i: Verify the particulars and click "Next".

Gender*	Male  Female			
Date Of Birth *	09/07/1940		Email	
Primary Contact	Office Tel Number		Alternative Email	
moae *	<ul> <li>Home Tel Number</li> <li>Mobile Number</li> </ul>		Tick if you prefer to receive status updates of licence application via SMS	
		Ļ		
	Next	Save as Draft	Save as Draft & Exit	

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

IRIC/FIN Number*			
icence Type *	Please Select		
	Please Select Restricted Security Officer		
Add	Security Officer	N	

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

NRIC/FIN Number*	S1587583F	
Licence Type *	Security Officer	
Employment Grades *	Please Select	
Add	Chief Security Officer Security Officer Security Supervisor	
Add	Security Officer Security Supervisor Senior Security Officer	

Step 14i: After adding, the records will be displayed below. Click "Proceed".

Faille	ulars of Pers	on			
NRIC/F	IN Number*				
Licence	е Туре *	Please Select	¥		
Employ Grades	/ment ;*	Please Select	v		
Add					
S.No	NPIC/EIN Nur		1 i	Employment Grades	
	NINC/FIN NUT	nber	Licence Type	Employment Grades	
1	S1587583F	nber	Restricted Security Officer	Employment Grades	
1	S1587583F S7604704I	nber	Restricted Security Officer Security Officer	Security Officer	2 x 2 x
1 2 Showing	S1587583F S7604704I g 1 to 2 of 2 entr	ies	Restricted Security Officer Security Officer	Security Officer	Prev 1 Next

Step 15i: Upload your supporting documents if needed. Click "Next" after uploading.

### Amend Existing Licence

Security Agency Licence

Document Name	Туре	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.) Acceptable File Format: docx, jpeg, png, jpg, pdf Acceptable File Size: maximum : 2 MB	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 17i: You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXX.
Amend Existing Licence

You will be not	d successfully: 1 appl tified of the approval of your app	ication(s) olication via SMS/Email.	e	)
Singapore Police Force Security Agency Li Application Number Submission Number Submission Date Submission Name	icence U2010045426 B2010148298 17/01/2020 14:48:15 B2010148298	Application Status Payment Status	Submitted (No Upfront Payment Required) STAGE1 : N.A STAGE2 : N.A	

#### View your Applications and Status

#### NOTE

# **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		
N.A	of Cessation 🕦	Details
Licence Numb	er*	
Staff Grade N N.A	lotification 🕕	Details
➢ Step 1 Amend □	<mark>LOII:</mark> Check on the checkbox to Existing Licence	o agree the Terms of Use.
Terms of U	lse	
lea 2. In 3. Th be 4. Wr Wi II. Acces 1. Th ac	we the Website. these Terms of Use, the words "we", "our" and "us aans any body corporate established by or under v ese Terms of Use may be changed from time to tir en posted on the Website will constitute your agre e may modify or discontinue any information or fe thout liability. <b>s To the Website</b> he accessibility and operation of the Website relies cessibility or uninterrupted operation of the Webs	s" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" written law from time to time to perform or discharge any public function. ime. Changes will be posted on this page. Your use of the Website after changes have eement to the modified Terms of Use and all of the changes. eatures that form part of the Website at any time, with or without notice to you, and s on technologies which are not under our control. We do not guarantee continuous site.
🔲 By clickinį	g on the checkbox, I agree to be bound by the Tern	ms of Use.
	<b>11ii</b> : Verify the particulars and	d click "Next"
e Of Birth*	○ Male ● Female 09/07/1940	Email
nder* e Of Birth* mary Contact	Male  Female	Email Alternative Email
nder* te Of Birth* mary Contact de*	<ul> <li>Male          <ul> <li>Female</li> <li>09/07/1940</li> <li> </li> <li>Office Tel Number</li> <li>Home Tel Number</li> </ul> </li> </ul>	Email Alternative Email Tick if you prefer to receive status undates
inte of Birth *	<ul> <li>Male  Female </li> <li>09/07/1940 </li> <li>Office Tel Number </li> <li>Home Tel Number </li> <li>Mobile Number</li> </ul>	Email Alternative Email Tick if you prefer to receive status updates of licence application via SMS
nder* te Of Birth* mary Contact de*	<ul> <li>Male  <ul> <li>Female</li> </ul> </li> <li>O9/07/1940</li> <li>Office Tel Number</li> <li>Home Tel Number</li> <li>Mobile Number</li> </ul>	Email Alternative Email Tick if you prefer to receive status updates of licence application via SMS
nder* te Of Birth* mary Contact de*	<ul> <li>Male  Female </li> <li>09/07/1940 </li> <li>Office Tel Number </li> <li>Home Tel Number </li> <li>Mobile Number </li> </ul>	Email Alternative Email Tick if you prefer to receive status updates of licence application via SMS

### Step 12ii: Enter the mandatory fields under Particulars of Person:

- a. NRIC Number
- b. Licence Type
- c. Cessation Date. Click "Add" button.

Particulars of Pers	Particulars of Person			
NRIC/FIN Number*				
Licence Type*	Please Select	<b>⊡(</b> ]		
Cessation Date*				
Add				
S.No NRIC/FIN Nur	nber	Licence Type	Cessation Date	
		No records	s available	

### Step 13ii: After adding, the records will be displayed below. Click "Proceed".

Partic	ulars of Pers	on			
NRIC/F	IN Number*				
Licence	e Type *	Please Select	T		
Cessati	on Date *		<b>**</b>		
bbA					
S.No	NRIC/FIN Nur	nber	Licence Type	Cessation Date	
1	S1587583F		Restricted Security Officer	01/01/2020	<b>8</b> ×
2	S7604704I		Security Officer	17/07/2019	<b>8</b> ×
Showin	g 1 to 2 of 2 entr	ries			Prev 1 Next

Step 14ii: Click "Next" as no supporting document is required for online application submission.



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.

![](_page_12_Picture_2.jpeg)

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

You will be no	ed successfully: 1 app tified of the approval of your ap	<b>blication(s)</b> pplication via SMS/Email.		•
Singapore Police Force Security Agency L	icence			
Application Number Submission Number	U2010045427 B2010148300	Application Status	Submitted (No Upfront Payment Required) STAGE1 : N.A	
Submission Date Submission Name	17/01/2020 15:25:02 B2010148300	, gynene status	STAGE2 : N.A	

View your Applications and Status

NOTE

# **Quick Ref 3: Staff Grade Notification**

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

	$\langle  ightarrow$	
Update Deplo N.A	byment Site 🕕	Details
Step : Amend	<mark>LOIII:</mark> Check on the checkbo Existing Licence	x to agree the Terms of Use.
Terms of U	lse	
m 3. Th be 4. W wi II. Acces 1. Th ac	eans any body corporate established by or und ese Terms of Use may be changed from time to en posted on the Website will constitute your a e may modify or discontinue any information o thout liability. <b>s To the Website</b> e accessibility and operation of the Website rel cessibility or uninterrupted operation of the We g on the checkbox, I agree to be bound by the T	er written law from time to time to perform or discharge any public function. to time. Changes will be posted on this page. Your use of the Website after changes have agreement to the modified Terms of Use and all of the changes. r features that form part of the Website at any time, with or without notice to you, and ies on technologies which are not under our control. We do not guarantee continuous ebsite. 'erms of Use.
≻ <mark>Step :</mark> <sup>Jer*</sup>	Liii: Verify the particulars a Male  Female	and click "Next".
Of Birth *	09/07/1940	Email
ary Contact e*	Office Tel Number	Alternative Email
	<ul> <li>Home Tel Number</li> <li>Mobile Number</li> </ul>	receive status updates of licence application via SMS
		-

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	2007 פר 2007
Company/Organisation Name	ACRADIAN PTE. LTD
	Previous         Proceed         Save as Draft         Save as Draft & Exit

### 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	Туре	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 Acceptable File Format: xls, xlsx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD	Staff Employment Grade Declaration Form.xls	Upload
Previous	Next > Save as Draft	Save as Draft & Exit	

Step 14iii: Review all your inputs and check on the checkbox under General Declaration. Click "Submit".

Decla	Declaration			
Ger	neral Declaration			
1.	I declare that all the information given in this application form is true and correct.			
	Previous Submit			

You will be not	d successfully: 1 app ified of the approval of your ap	blication(s) oplication via SMS/Email.		•
Singapore Police Force Security Agency Li	cence			
Application Number Submission Number Submission Date	U2020000208 B2020001416 17/01/2020 15:58:27	Application Status Payment Status	Submitted (No Upfront Payment Required) STAGE1 : N.A STAGE2 : N.A	
Submission Name	B2020001416			

View your Applications and Status

#### NOTE

# **Quick Ref 4: Update Deployment Site**

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

<ul> <li>Update Deployment Site 1</li> <li>N.A</li> </ul>	Details
Licence Number*	

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

#### Amend Existing Licence

1.	Agreement
	<ol> <li>Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shal 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.</li> </ol>
	<ol><li>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.</li></ol>
	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.
П.	Access To the Website
	<ol> <li>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.</li> </ol>

### Step 11iv: Verify the particulars and click "Next".

Gender *	Male  Female	Email
Date Of Birth *	09/07/1940	
		Alternative Email
Primary Contact Mode*	Office Tel Number	
	Home Tel Number	Tick if you prefer to
	Mobile Number	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".

Date*	1770172020		Contract End Da	ate* 31/01/20	020	
Please note that any	security officer performing	a duties in a protecte	d area or protected pla	ice must he '		
1) Certified compete	ent in the WSO module of F	Handle Counter-Terro	rism Activities: AND	ice must be .		
2) Authorised by the	Police Division concerned	l.				
Please contact your	client(s) to check if their pre	emises are gazetted u	under Protected Areas	and Protected P	laces Act.	
Please click on the "	Add" button after you have	entered each Denlo	umant Site Contract De	taile		
Please click on the "	Edit" button to emend resp	entered each Deploy	ite and click "Add" aga	ians. in after you have	a made vour amend	monte
	un batton to amena resp	cenie beployment s	te, and ener nod aga	in aller you have	indde your ameria	mento.
Add						

### 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 Dat	e
1	name	SCIENCE PARK ROAD	1	17/01/2020	31/01/2020	<b>8</b> ×
Showing	g 1 to 1 of 1 entries				Prev	1 Next
			5			
		Previous	ceed > Save a	as Draft Save as Draft &	Exit	

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

\land НОМЕ	MY PORTFOLIO	LICENCE APPLICATION	LICENS	ED ENTITIES			4
SELECT Licence(s)	2 AMENDMENT Profile	ADD General Information Ap	4 PROVIDE oplication Details	5 UPLOAD Supporting Document(s)	6 REVIEW & SUBMIT Application (Payment if applicable)	ACKNOWLEDO	) Sement
Amend Ex	isting Licence						
Security Age	ency Licence						
No supporting doc	ument required for online a	oplication submission. Agencies may	v contact applicant	if any supporting documents	are needed subsequently		
	<	(Previous Next )	Save as Draf	t Save as Draft & I	Exit		

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

#### Declaration

#### General Declaration

![](_page_18_Picture_4.jpeg)

You will be not	d successfully: 1 ap	plication(s) application via SMS/Email.		•
Singapore Police Force Security Agency Li	icence			
Application Number	U2010045429	Application Status	Approved	
Submission Number	B2010148306	Payment Status	STAGE1 : N.A	
Submission Date	17/01/2020 16:18:26		STAGE2 : N.A	
Submission Name	B2010148306			

View your Applications and Status

#### NOTE

# 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

ame	nent site, click o	Retrieve OR	below table				
ame		Retrieve OR					
ame		OR					
ame		OR					
Search deployment site by:							
Search deployment Site by:							
/UEN IN	SPIRE EDUCATIO	ON CENTRE PTE. LTD	).				
/	UEN IN:	UEN INSPIRE EDUCATIO	UEN INSPIRE EDUCATION CENTRE PTE. LTD	UEN INSPIRE EDUCATION CENTRE PTE, LTD.	UEN INSPIRE EDUCATION CENTRE PTE. LTD.	UEN INSPIRE EDUCATION CENTRE PTE. LTD.	

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

signn	nent Name		OR			
stal C	Code	117611	Retrieve			
o ame	nd existing dep	oloyment site,	click on the Edit icon in the belo	w table		
o ame S.No	nd existing dep Assignment	oloyment site, o Name	click on the Edit icon in the belo Street Name	w table Contract Start Date	Contract End Date	
o amei 5.No	nd existing dep Assignment Assignment N	Name Name	click on the Edit icon in the belo Street Name Science Park Road	W table Contract Start Date 20/06/2018	Contract End Date	C

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

CO	ntra	ct De	Iintat
CU	11110	LL DI	LCIII

	41				
Contract Start Date*	20/06/2018	<b>#</b>	Contract End Date*	21/06/2018	
Please note that any sec	urity officer performing duties i	n a protected area o	r protected place must be :		
(1) Certified competent i	n the WSQ module of Handle Co	ounter-Terrorism Act	ivities; AND		
(2) Authorised by the Po	lice Division concerned.				
Please contact your clier	nt(s) to check if their premises a	re gazetted under Pr	otected Areas and Protected	Places Act.	
Please clic <mark>t</mark> on the "Save	" button after you have edited o	each Deployment Sit	e Details		
Note: The hanges subn	nitted will be reflected in your re	cords within the nex	kt day		
	/ Previous		Save as Draft Save as	Draft & Exit	
		Hocced /	Save as brance - Save as	ordit d Exit	
Step 16i	<mark>v-b:</mark> Click "OK" in th	e dialog pron	npt.		
(1) Certified competent i	n the WSO module o	been updated success	fully	Λ	
(2) Authorised by the Po	lice Division concerne				
Please contact your clier	nt(s) to check if their i			OK t	
r lease contact your eller					
Please click on the "Save	" button after you have edited	each Deployment Si	te Details	•	
Save					
Note: The changes subn	nitted will be reflected in your re	ecords within the ne	xt day		
	Draviour	Brasaad	Save as Draft Save as	Draft & Evit	
	< Previous		Save as Drait Save as		

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	e
1	Assignment Name1	Science Park Road	20/06/2018	21/06/2018	C
2	Assignment Name2	Science Park Road2	18/06/2018	19/06/2018	3
Showin	g 1 to 2 of 2 entries				Prev 1 Next
		Previous     Proceed	Save as Draft Sa	ave as Draft & Exit	

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

🟫 номе 🗎	MY PORTFOLIO	LICENCE APPLICATION	LICENS	ED ENTITIES			
SELECT Licence(s)	2 AMENDMENT Profile	ADD General Information A	PROVIDE pplication Details	UPLOAD Supporting Document(s)	6 REVIEW & SUBMIT Application (Payment if applicable)	ACKNOWLEDG	EMENT
Amend Exist	ting Licence						
Security Agen	cy Licence						
No supporting docume	ent required for online appl	ication submission. Agencies ma	iy contact applicant	if any supporting document	s are needed subsequently		
	<	Previous Next >	Save as Draf	t Save as Draft &	Exit		
Step	<u>19iv-b</u> : Review "Submit".	all your inputs ar	nd check or	n the checkbox	under General	Declarati	on.

### Declaration

Gene	eral Declaration
1.	I declare that all the information given in this application form is true and correct.
	Previous Submit

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

#### **Amend Existing Licence**

You will be not	d successfully: 1 app tified of the approval of your ap	lication(s) oplication via SMS/Email.		•
Singapore Police Force Security Agency L	icence			
Application Number	U2010045430	Application Status	Approved	
Submission Number	B2010148307	Payment Status	STAGE1 : N.A	
Submission Date	17/01/2020 16:33:53		STAGE2 : N.A	
Submission Name	B2010148307			
View your Applications and St	atus			

```
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 Nan	ne/UEN INSPIR	E EDUCATION CENTRE	PTE. LTD.				
Search de	eployment Site	by:					
Assignment	Name		OR				
Postal Code		Retrieve	$\langle \rangle$				
To enter the	e termination details	s, click on the Edit icon	in the below table				
To remove e	existing deployment	site, on the "Check To	Remove" checkbox i	n the below table			
S.No	Check to Remove	Assignment Name	Street Name	Contract Start Date	Contract End Date	Termination Date	
			No record	ls available			

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

earch uep	oloyment Site	by:				
Assignment N	ame		OR			
ostal Code	11761	1 Retrieve				
To enter the to	ermination details	click on the Edit icon in	the helow table			
To remove exi	isting deployment	site, on the "Check To R	emove" checkbox i	n the below table		
To remove exi S.No	isting deployment Check to Remove	site, on the "Check To R Assignment Name	emove" checkbox i Street Name	n the below table Contract Start Date	Contract End Date	Termination Date
S.No	isting deployment Check to Remove	site, on the "Check To R Assignment Name Deployment Site1	Street Name Science Park Road1	n the below table Contract Start Date 21/06/2018	Contract End Date	Termination Date 20/07/2018

### Step 15iv-c: Click "Save".

Enter '	Termi	ination	Detai	S
---------	-------	---------	-------	---

Termination Date *	20/07/2018	<b>#</b>	Remarks *	Remarks1			
Please click on the "Save Save Note: The tr <mark>anges subm</mark>	" button after you have edited on the second s	each Deployment Sit ecords within the nex	e Details rt day				
•	Previous	Proceed >	Save as Draft Save	as Draft & Exit			
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 *	20/07/2018	<b>#</b>	Remarks *	Remarks1			
Please click on the "Save" button after you have edited each Deployment Site Details Save Note: The changes submitted will be reflected in your records within the next day							
	Previous	Proceed >	Save as Draft Save	as Draft & Exit			

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

Search de	ployment Site	by:					
Assignment	Name		OR				
Postal Code	1176	11 Retrieve					
To enter the	termination detail	ls, click on the Edit icon in	the below table				
To remove e	xisting deploymen	t site, on the "Check To R	emove" checkbox i	in the below table			
S.No	Check to Remove	Assignment Name	Street Name	Contract Start Date	Contract End Date	Termination Date	
1		Deployment Site1	Science Park Road1	21/06/2018	16/07/2018	20/07/2018	
2	Y	Deployment Site2	Science Park Road2	22/06/2018	30/06/2018	20/07/2018	
Showing 1 to	2 of 2 entries			-		Prev	1 Next
		Previous	Proceed	Save as Draft Sa	ave as Draft & Exit	1	
≻ <mark>Ste</mark>	<mark>ep 18iv-c</mark> : Cl	ick "Next" as no	supporting	g document is	required for	online applica	tion
sul	bmission.						
НОМЕ	MY PORTE			LICENSED ENTITIE	s		
		-,		0			
					-		
	2	)(3)	(	4)	5	6	-(7)
SELECT	AMEND	MENT ADD	PRO Applicat	OVIDE U	PLOAD REV	IEW & SUBMIT ACKN	OWLEDGEMEI
cicence(s)	rio.	deneral mon	nation Applicat	John Decans Supportin	(Paym	ent if applicable)	
mend Ex	visting Lice	900					
	usung Licer	100					
	onguliconco						
curity Ag	ency Licence						
supporting do	cument required for a	online application submission	n Agencies may conta	ect applicant if any support	rting documents are nee	eded subsequently	
		~	~				
		Previous	Next > Sa	ave as Draft Sav	/e as Draft & Exit		
> Ste	<mark>ep 19iv-c</mark> : Re	eview all your in	puts and ch	neck on the ch	eckbox unde	r General Dec	laration
Cli	ck "Submit"	•					
eclaratio	n						
General							
General	Declaration						
1 I.d.	eclare that all the infe	ormation given in this applic	ation form is true and	d correct			
l. la	m aware that legal ac	tion may be taken against m	e if I had knowingly p	provided false informatio	ın.		
l aj aci	gree that in any legal knowledgements, info	proceedings, I shall not disp ormation recorded in or pro	ute the authenticity o duced in this applicat	or accuracy of any staten tion.	nents, confirmations, re	cords,	
	<u> </u>	F			1		
				$\prec$	5		
			Previ	ious Submit			
					•		

	Submitted You will be notif	successfully: 1 application view of the approval of your application v	<b>ר(S)</b> ria SMS/Email.		•
Singapo Secul	ore Police Force rity Agency Lic	ence			
Applica	tion Number	U2010045431	Application Status	Approved	
Submis	sion Number	B2010148308	Payment Status	STAGE1 : N.A	
Submis	sion Date	17/01/2020 16:48:42		STAGE2 : N.A	
Submis	sion Name	B2010148308			

View your Applications and Status

#### NOTE