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

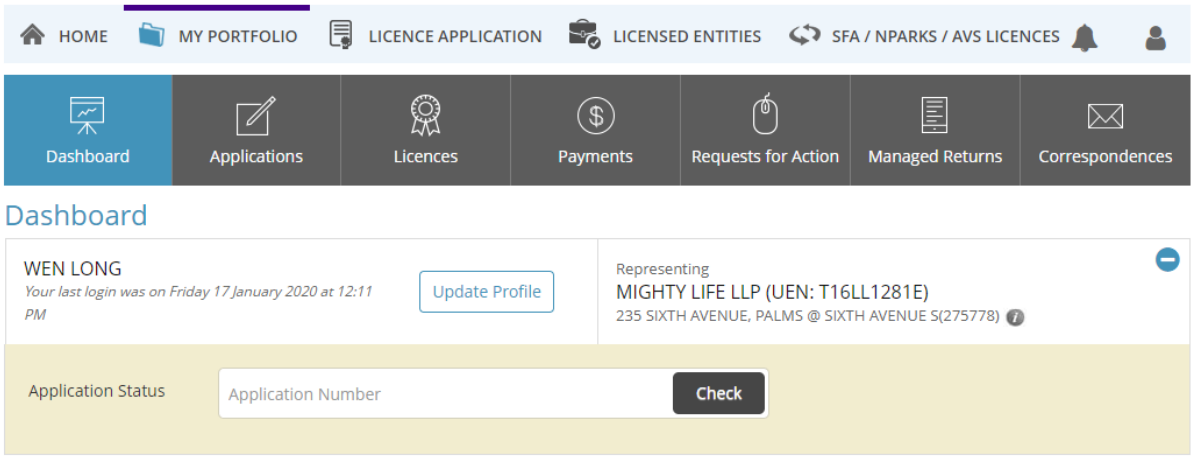
- Security Agency (SA)
- Private Investigator Agency (PIA)

Pre-Requisite

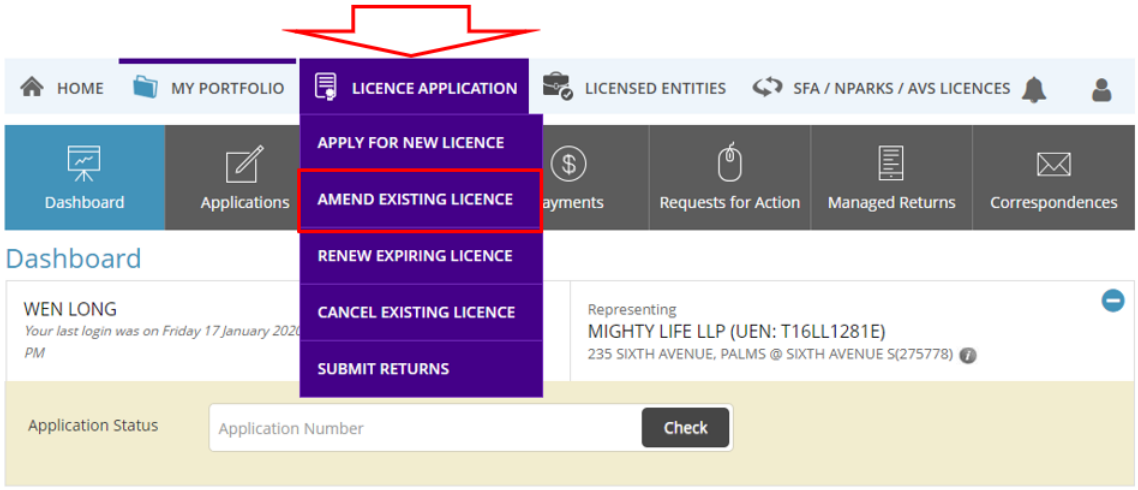
- SA/PIA Agencies will login GoBusiness Licensing using their Corppass Credentials.
- Agencies to have valid Licences and Officers ID for Enquiry.
- User can click here to find GoBusiness Licensing online guide on the general usage of GoBusiness Licensing System.

Choose Licence for Amendment

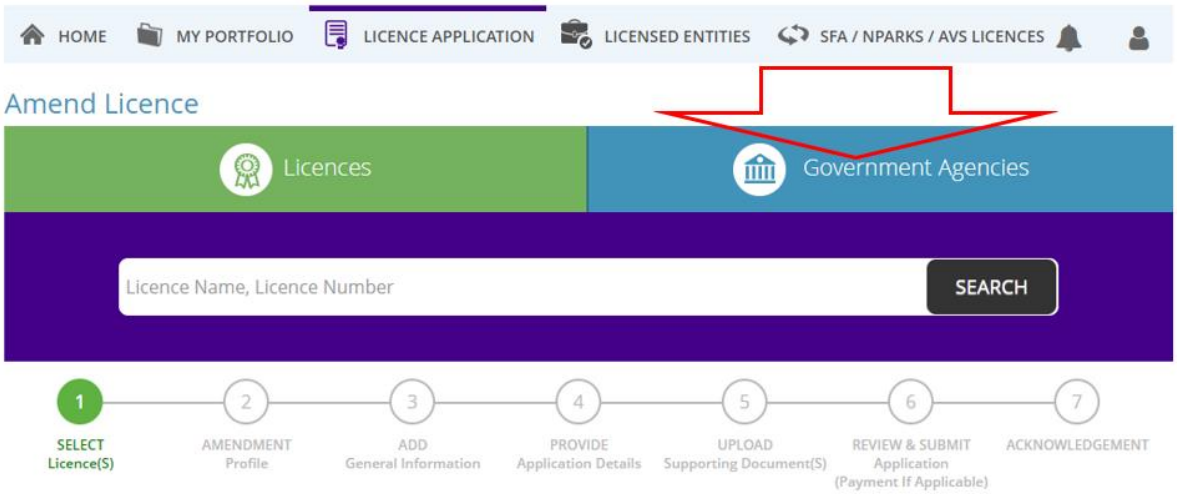
- **Step 1:** User needs to login into GoBusiness Licensing (via Log in for Business Users) for perform such transaction.
  Note: Only applicable for "Company" profile.



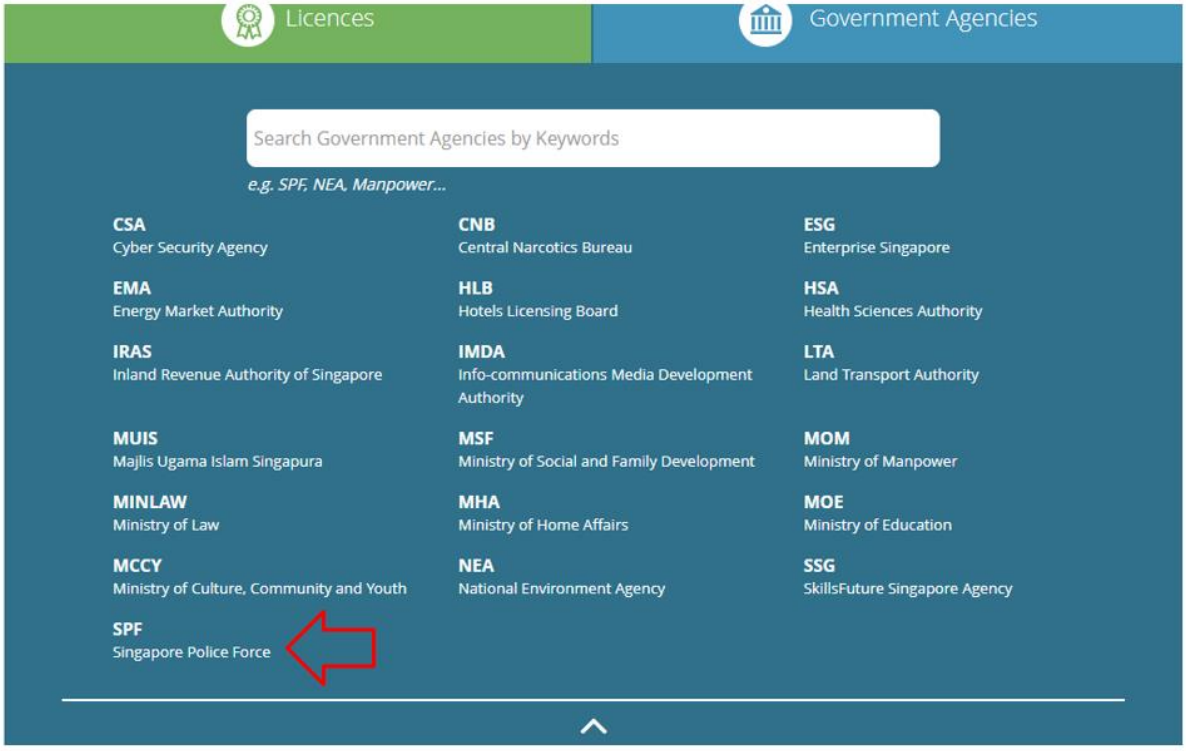
- **Step 2:** User needs to select "LICENCE APPLICATION" and select 'AMEND EXISTING LICENCE'.



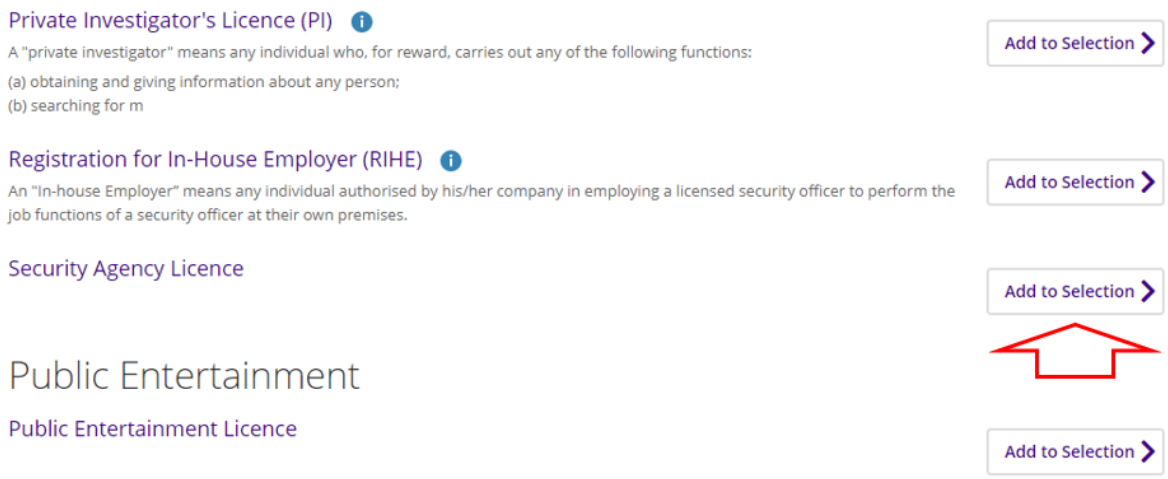
- **Step 3:** Click Government Agencies.



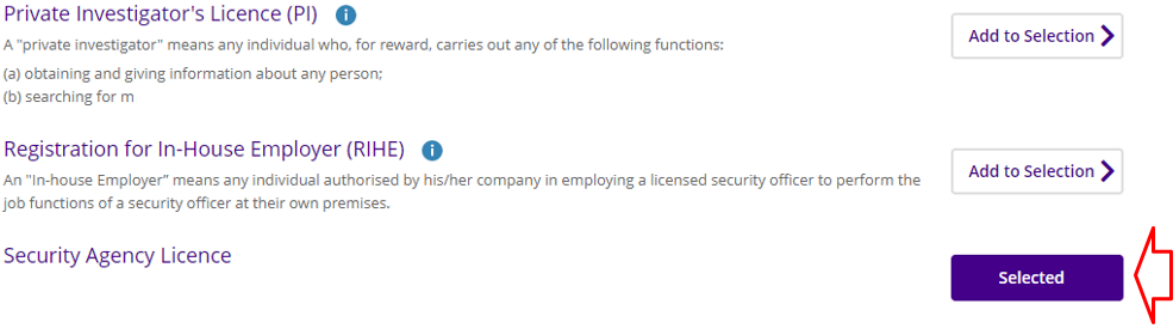
- **Step 4:** Select SPF.

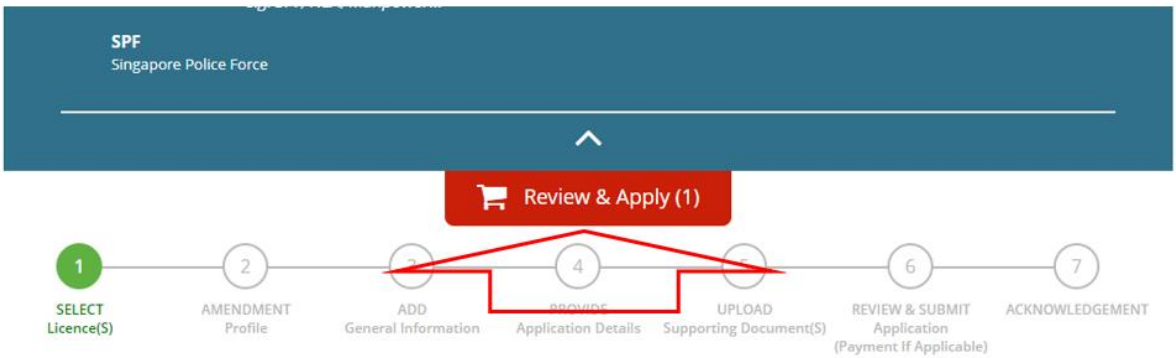


- **Step 5:** Scroll down and look for Security Agency Licence. Click “Add to Selection”.



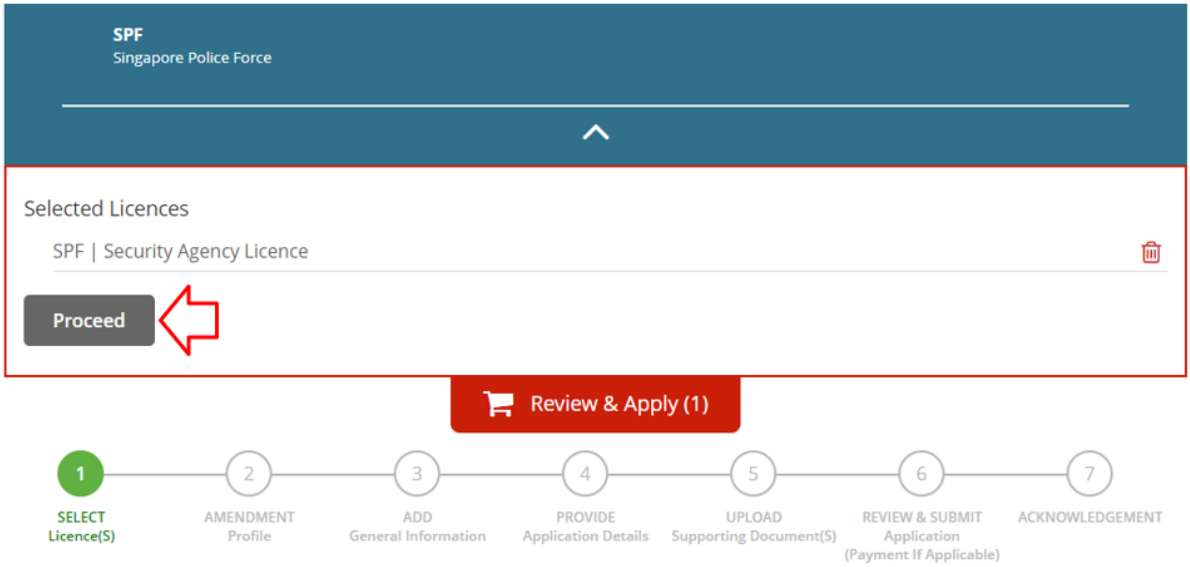
- **Step 6:** After clicking "Add to Selection", "Review & Apply" will be highlighted in red.





Singapore Police Force

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

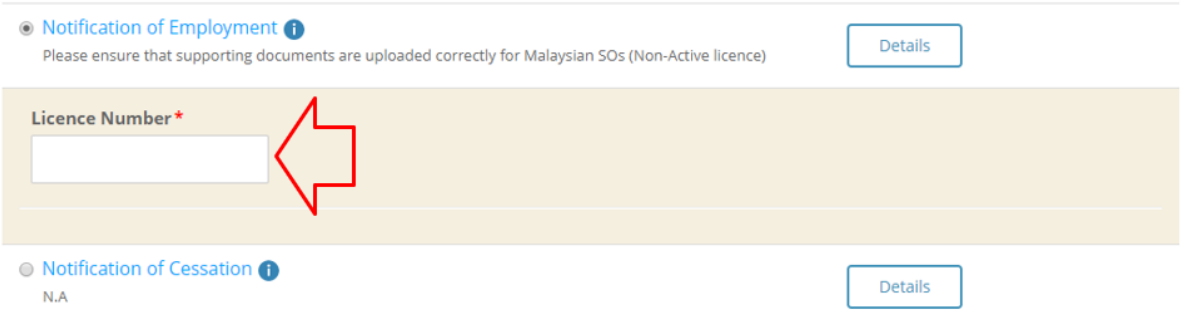


- **Step 8:** Select the appropriate amendment:

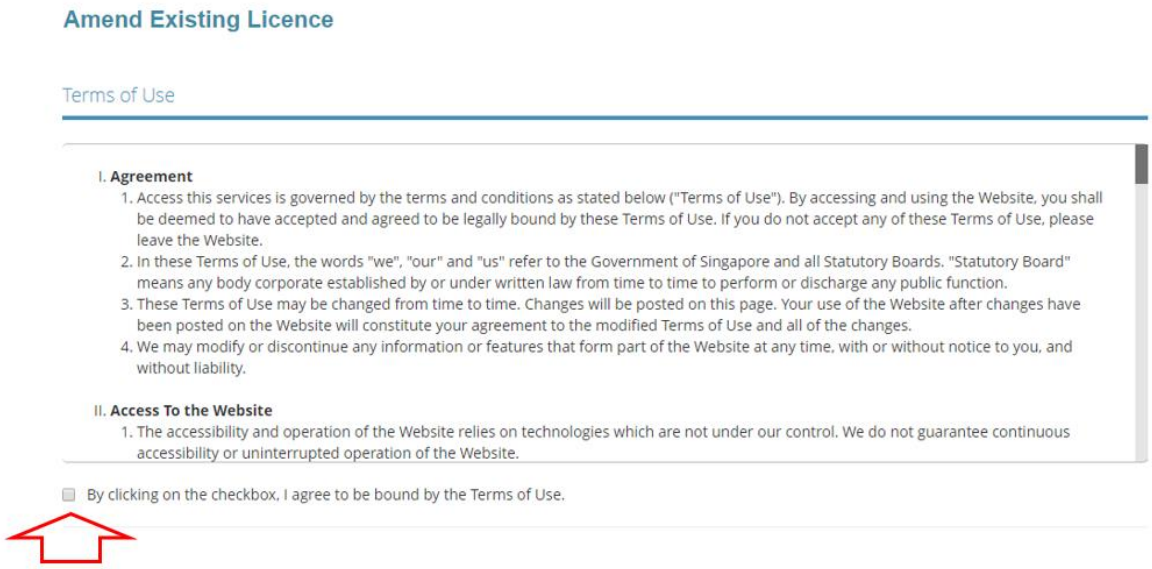
i. Notification of Employment
ii. Notification of Cessation
iii. Staff Grade Notification
iv. Update Deployment Site

Quick Ref 1: Notification of Employment

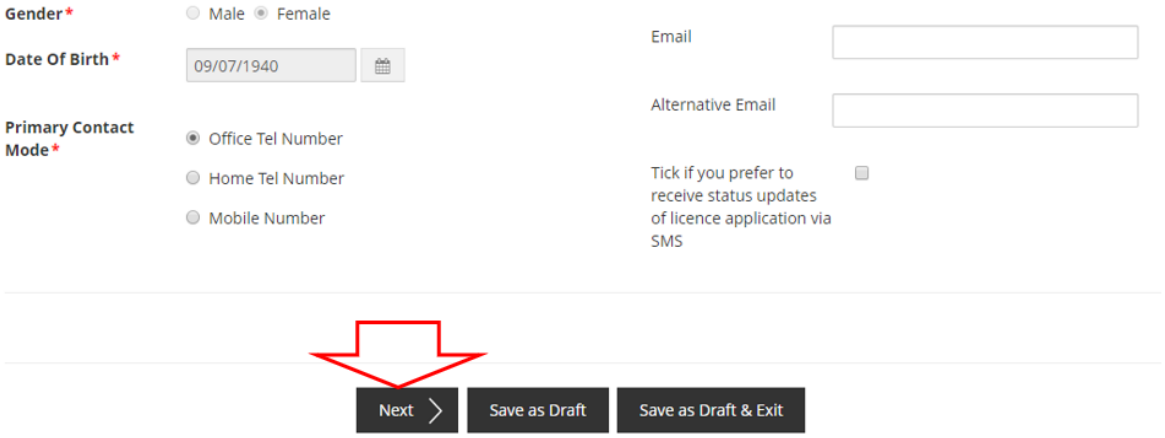
- **Step 9i:** Enter your Security Agency Licence No. (if you are doing Notification of Employment) and click "Next".



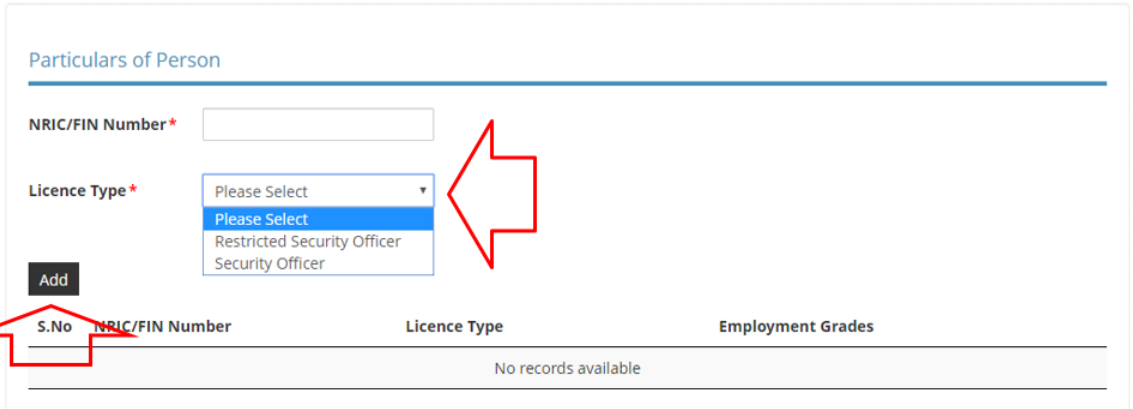
- **Step 10i:** Check on the checkbox to agree the Terms of Use.



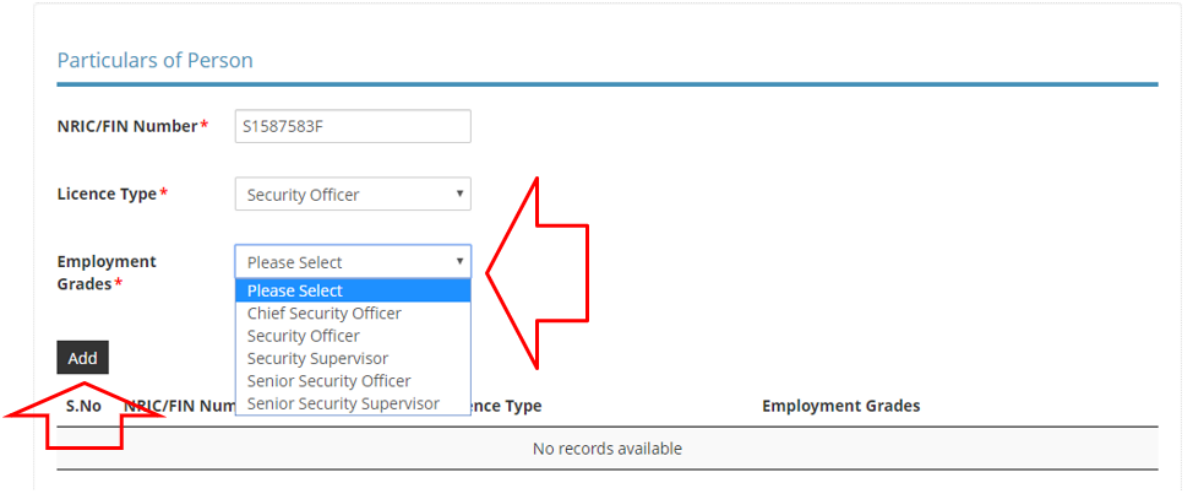
- **Step 11i:** Verify the particulars and click "Next".



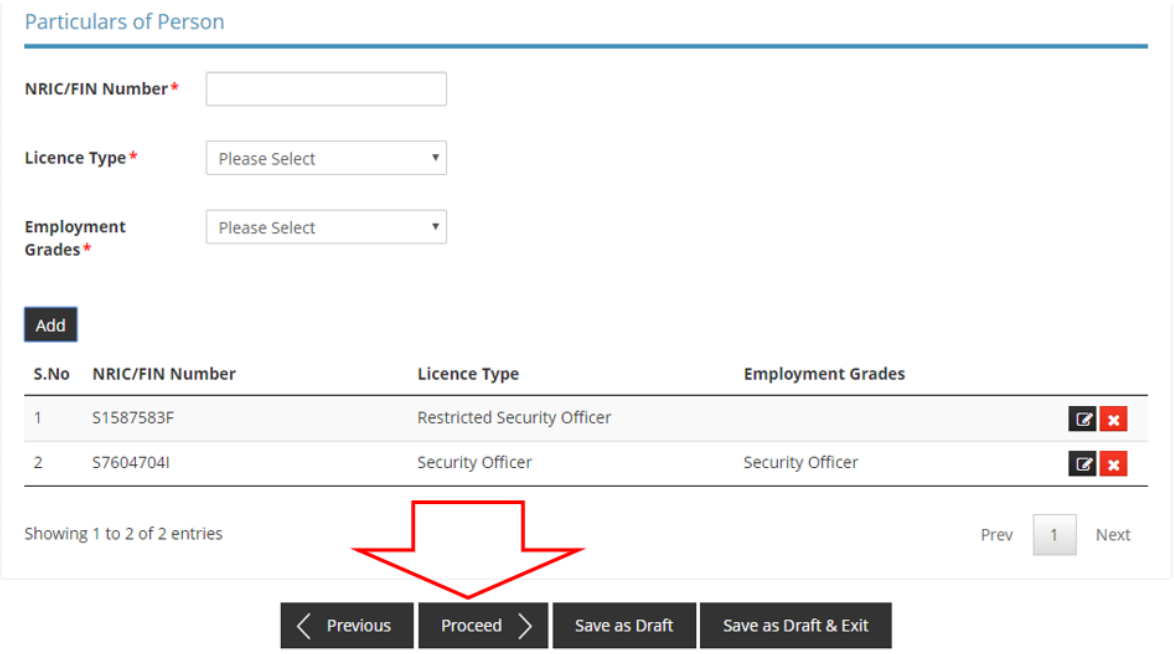
- **Step 12i:** Enter the mandatory fields of NRIC number and Licence Type of the Particulars of Person and click "Add".



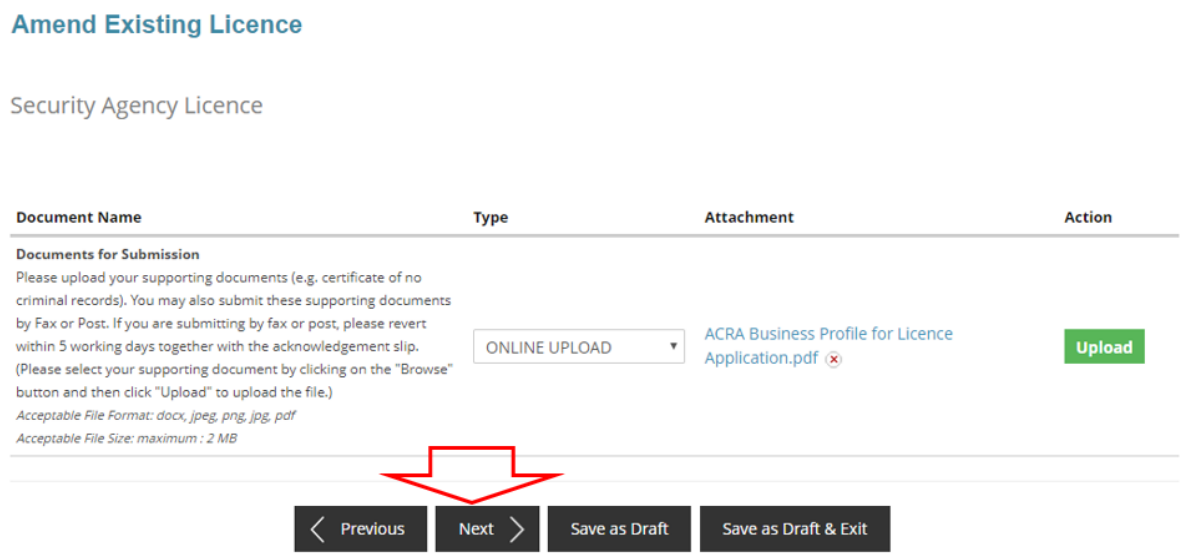
➢ **Step 13i:** If you have selected Licence Type as “Security Officer”, you need to select the Employment Grades from the dropdown list and click “Add”.



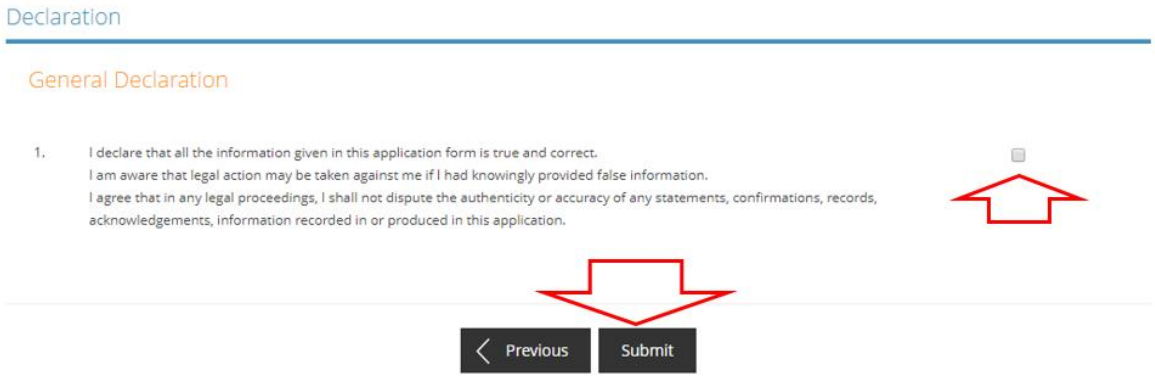
➢ **Step 14i:** After adding, the records will be displayed below. Click “Proceed”.



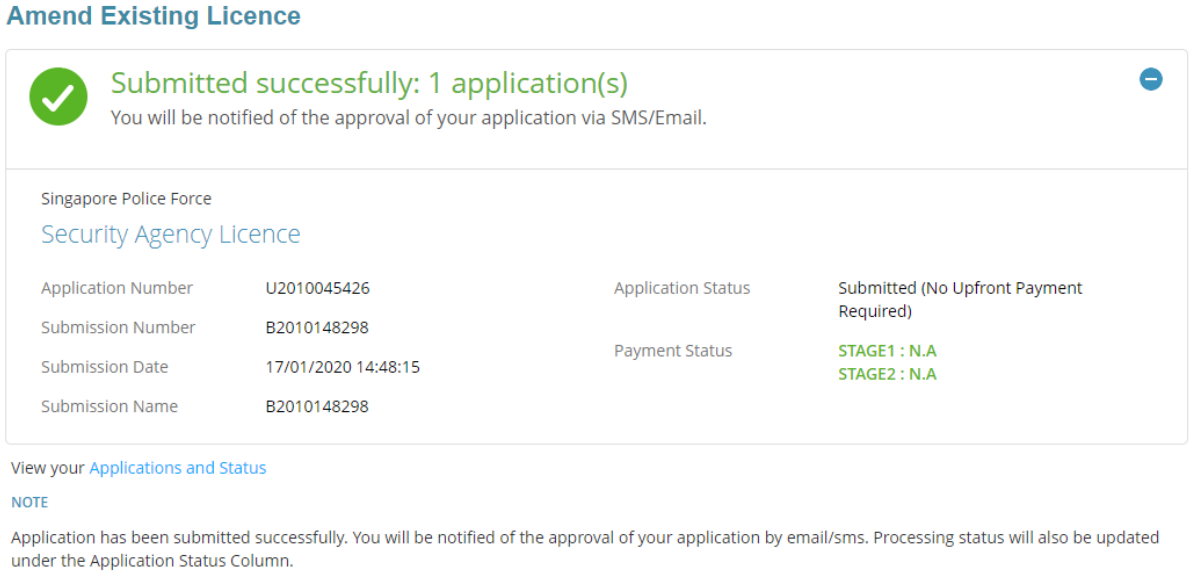
➢ **Step 15i:** Upload your supporting documents if needed. Click “Next” after uploading.



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

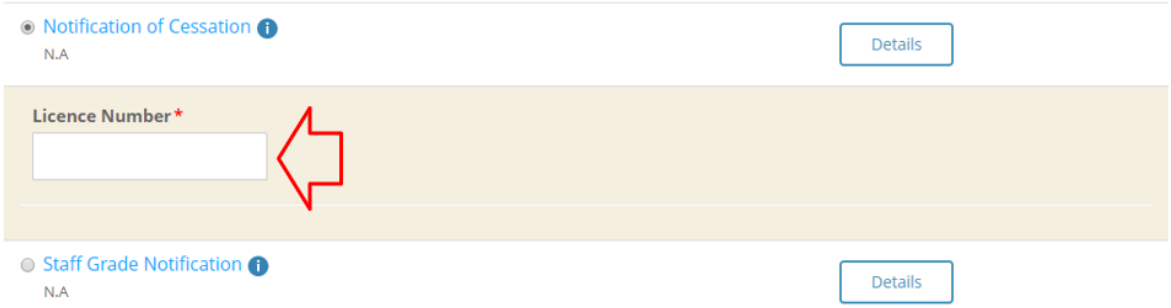


- **Step 17i:** You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXXX.

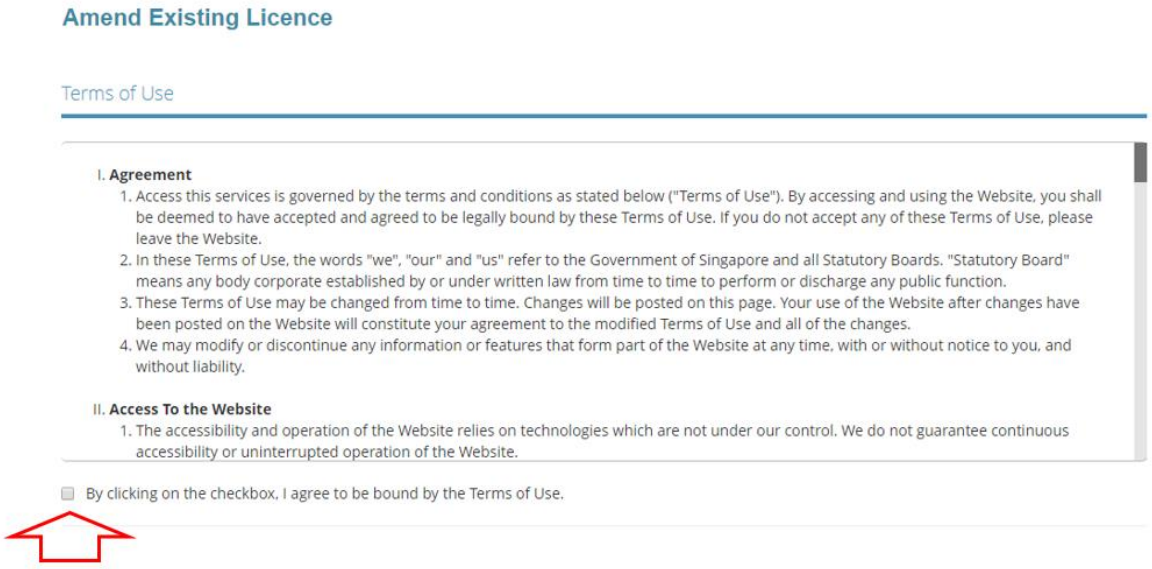


Quick Ref 2: Notification of Cessation

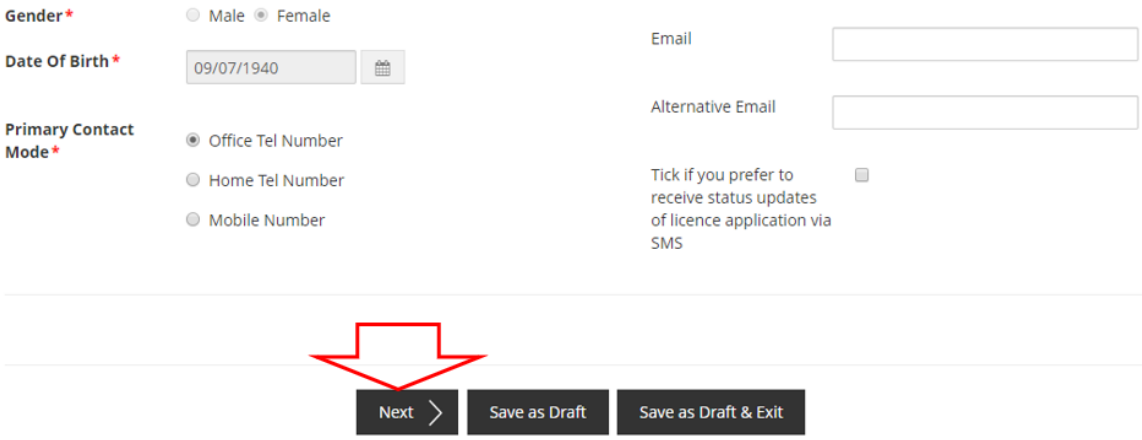
- **Step 9ii:** Enter your Security Agency Licence No. (if you are doing Notification of Cessation) and click “Next”.



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

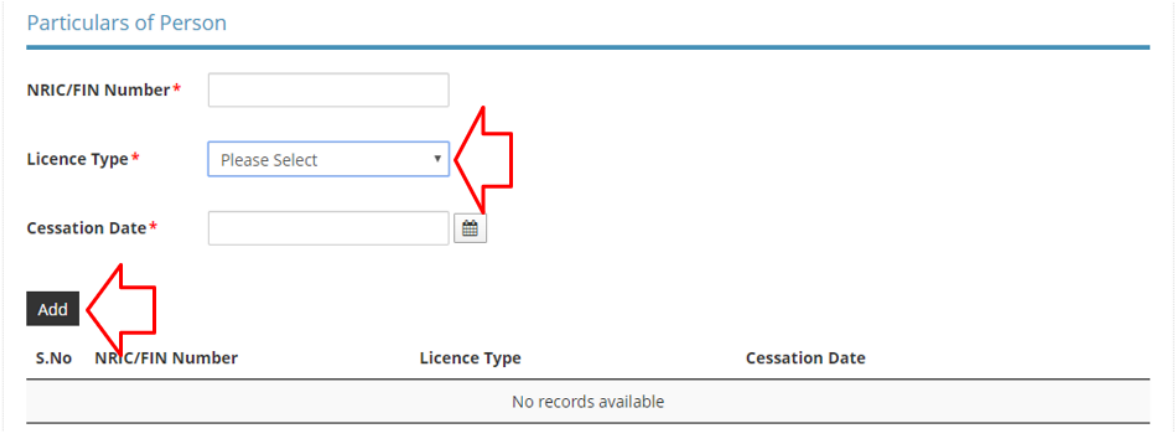


- **Step 11ii:** Verify the particulars and click “Next”.

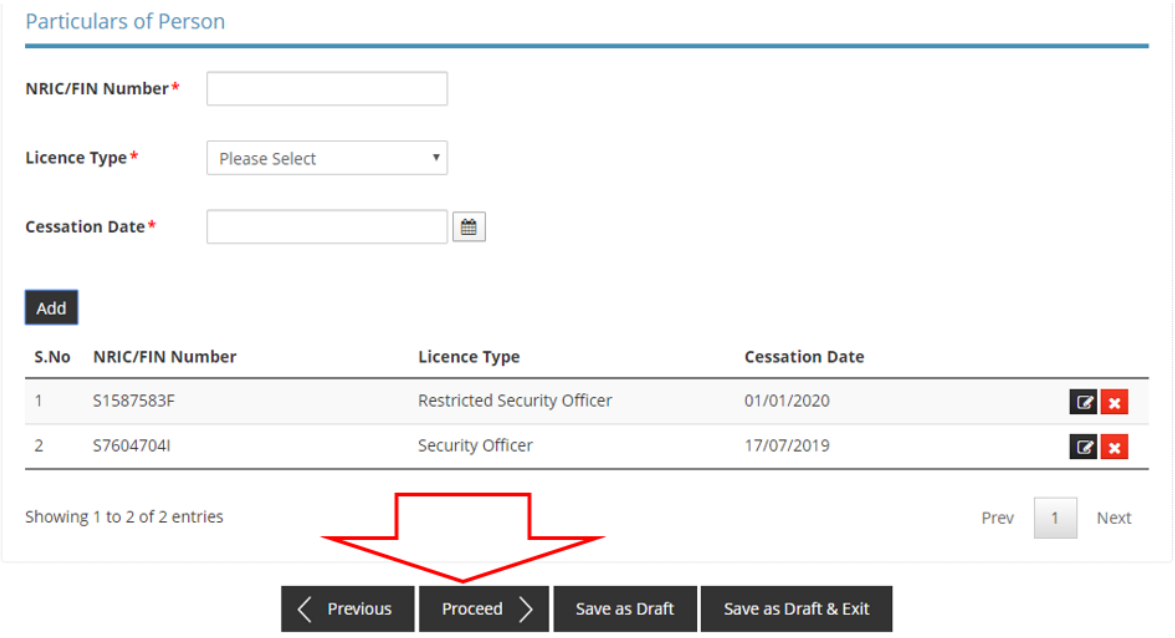


➢ **Step 12ii:** Enter the mandatory fields under Particulars of Person:

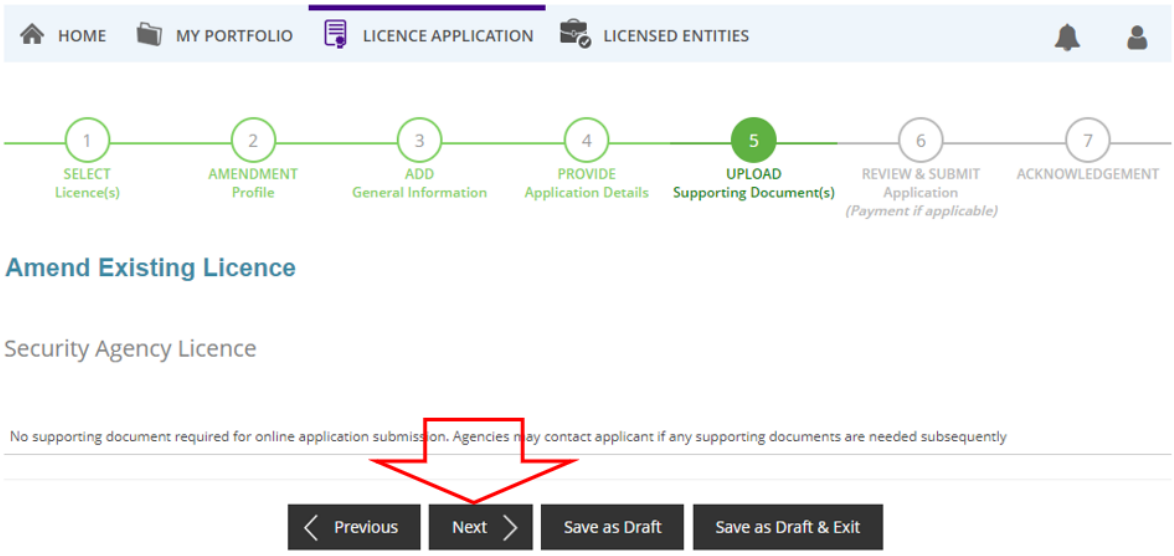
a. NRIC Number
b. Licence Type
c. Cessation Date. Click “Add” button.



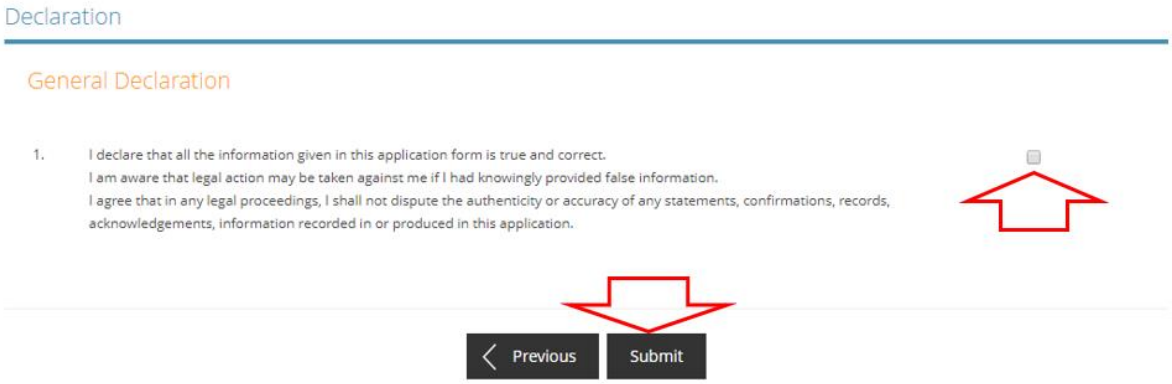
➢ **Step 13ii:** After adding, the records will be displayed below. Click “Proceed”.



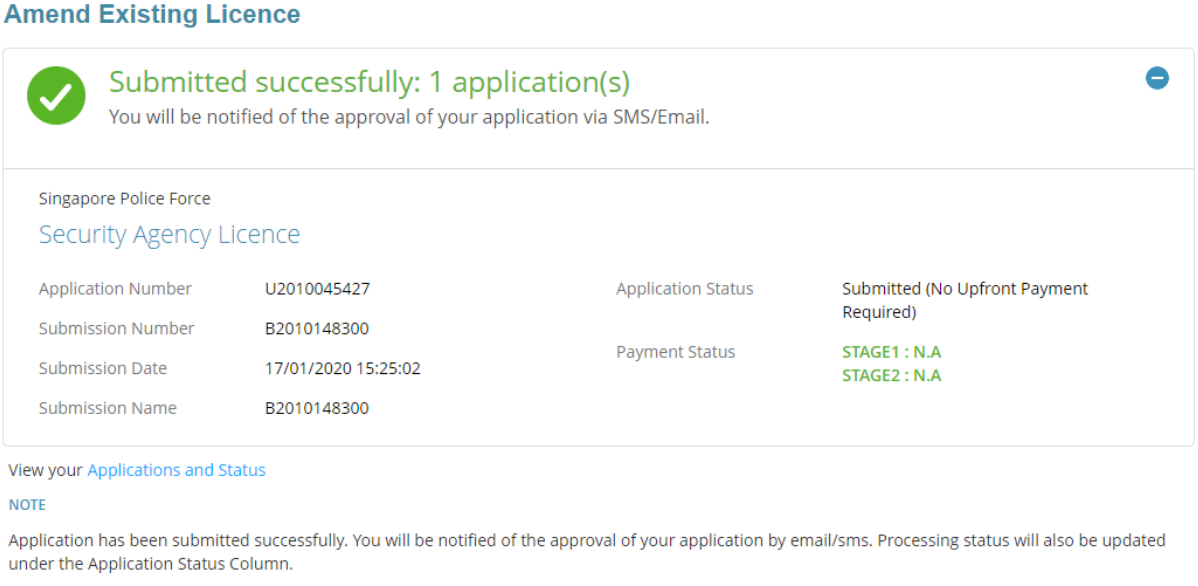
➢ **Step 14ii:** Click “Next” as no supporting document is required for online application submission.



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

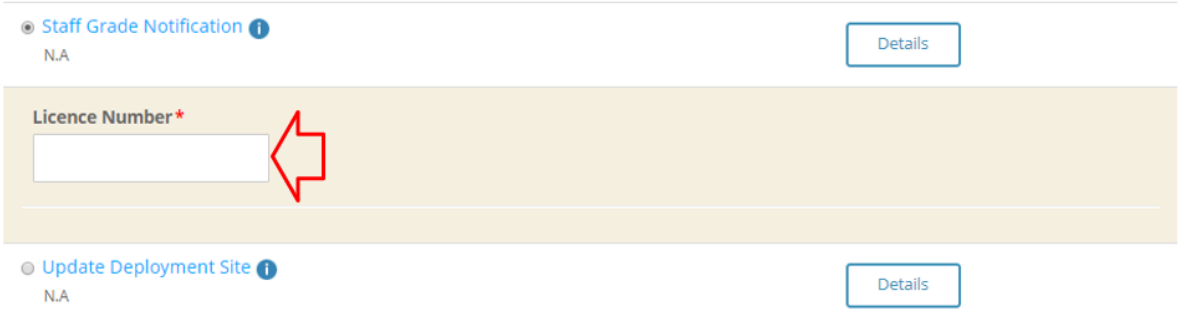


- **Step 16ii:** You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXXX.

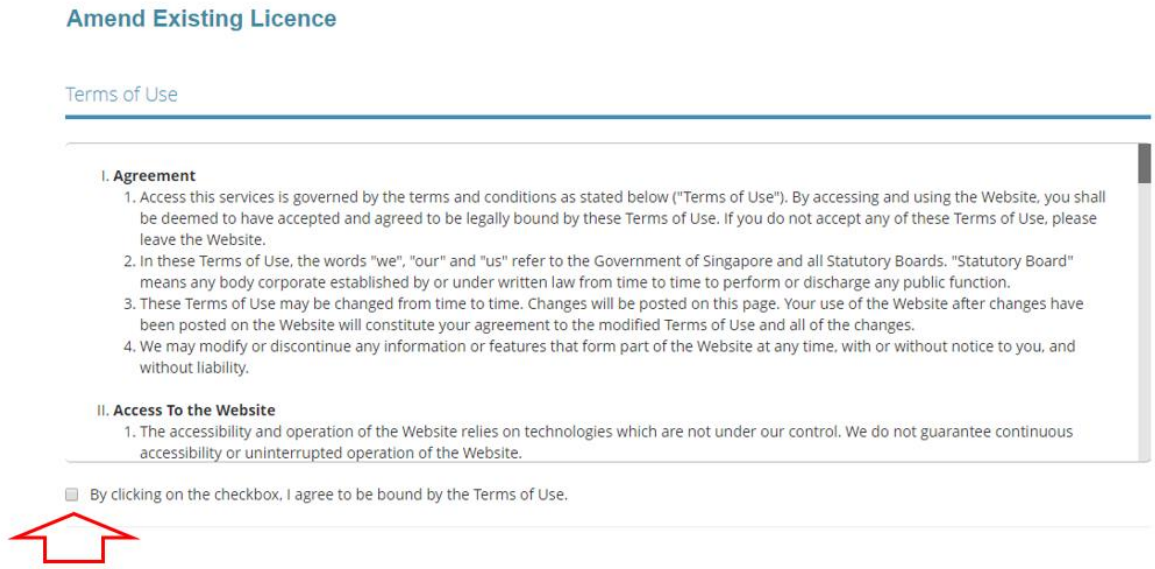


Quick Ref 3: Staff Grade Notification

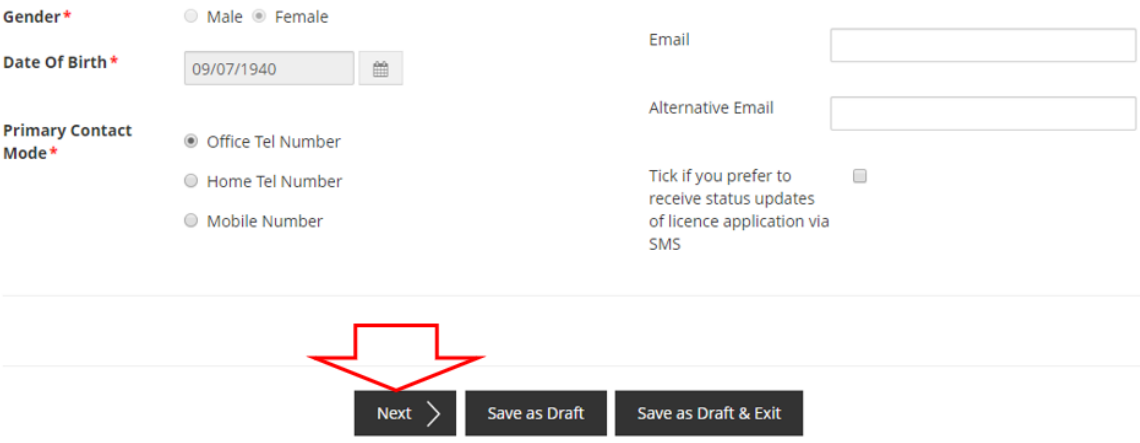
- **Step 9iii:** Enter your Security Agency Licence No. (if you are doing Staff Grade Notification) and click “Next”.



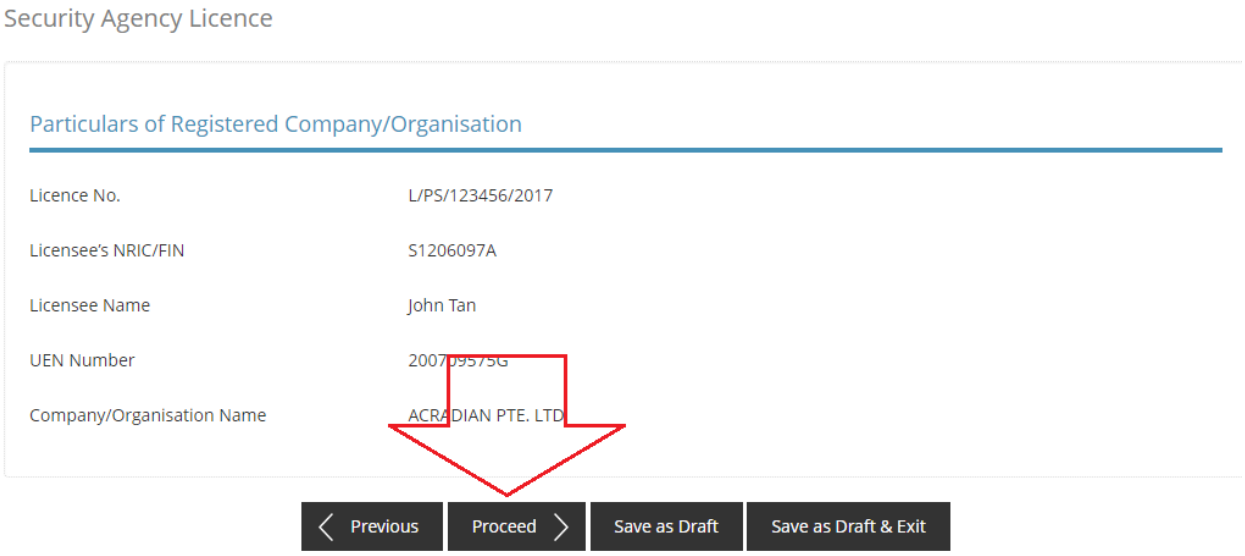
- **Step 10iii:** Check on the checkbox to agree the Terms of Use.



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

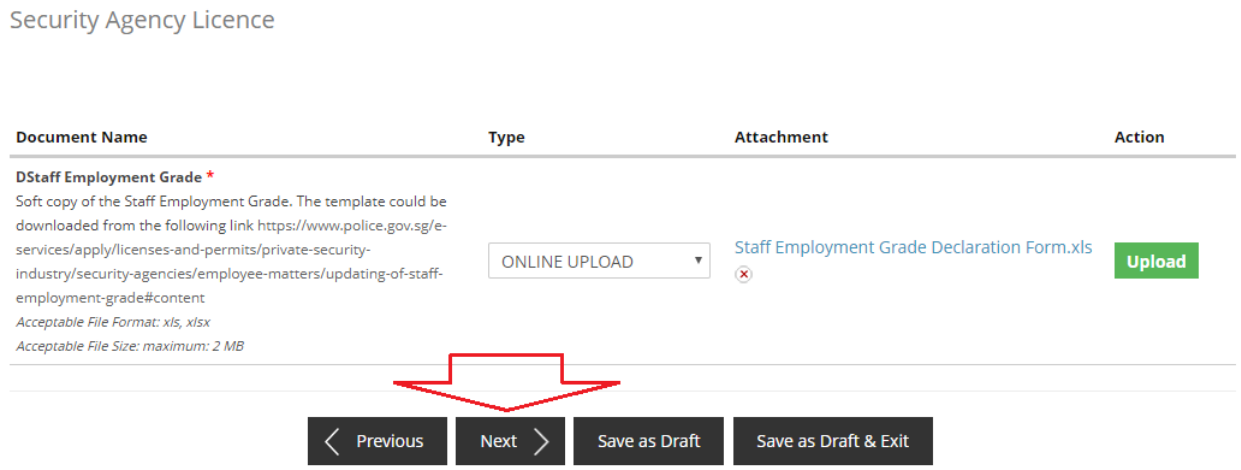


- **Step 12iii:** Click “Proceed”.

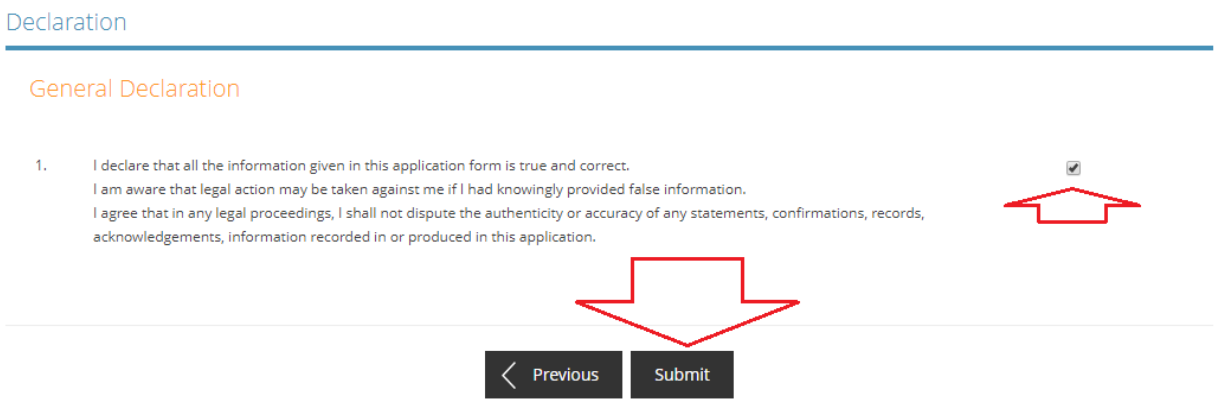


- **Step 13iii:** Upload your soft copy of the Staff Employment Grade by clicking "Upload". Click "Next" after you have completed your upload.

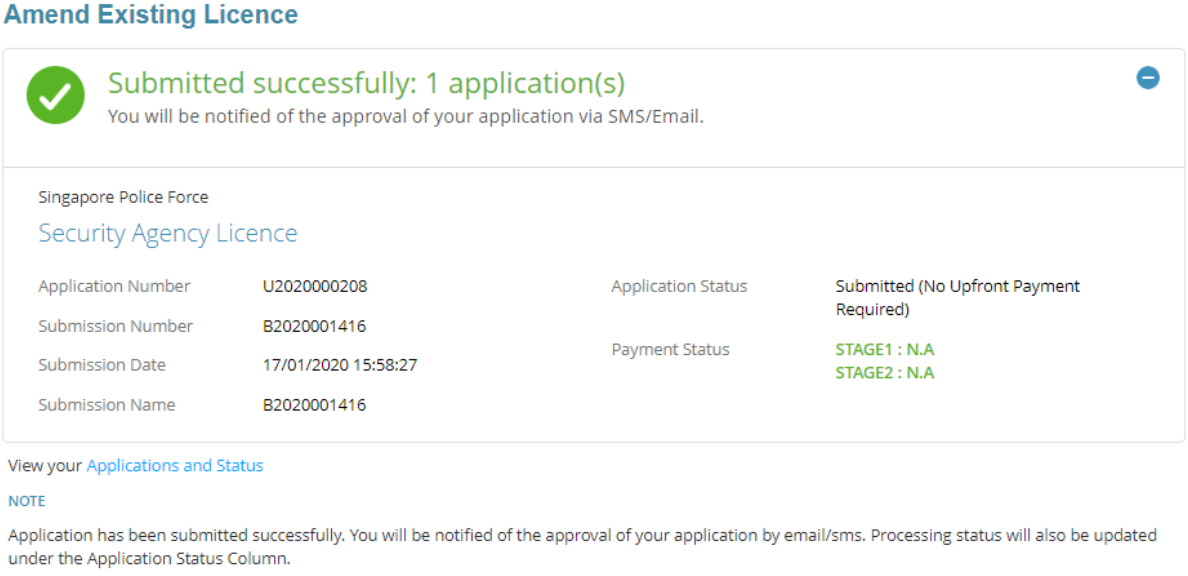
Amend Existing Licence



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

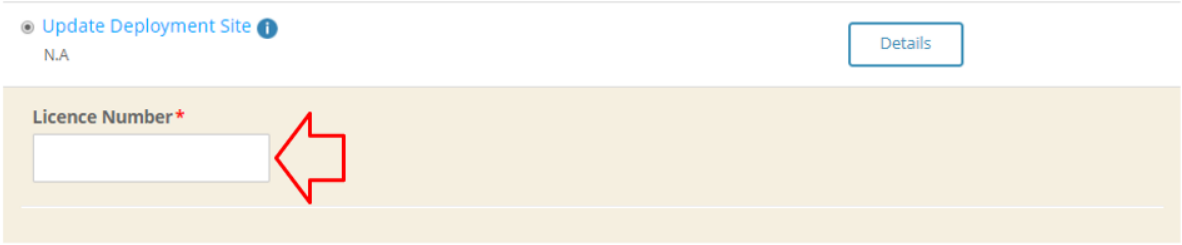


- **Step 15iii:** You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXXX.

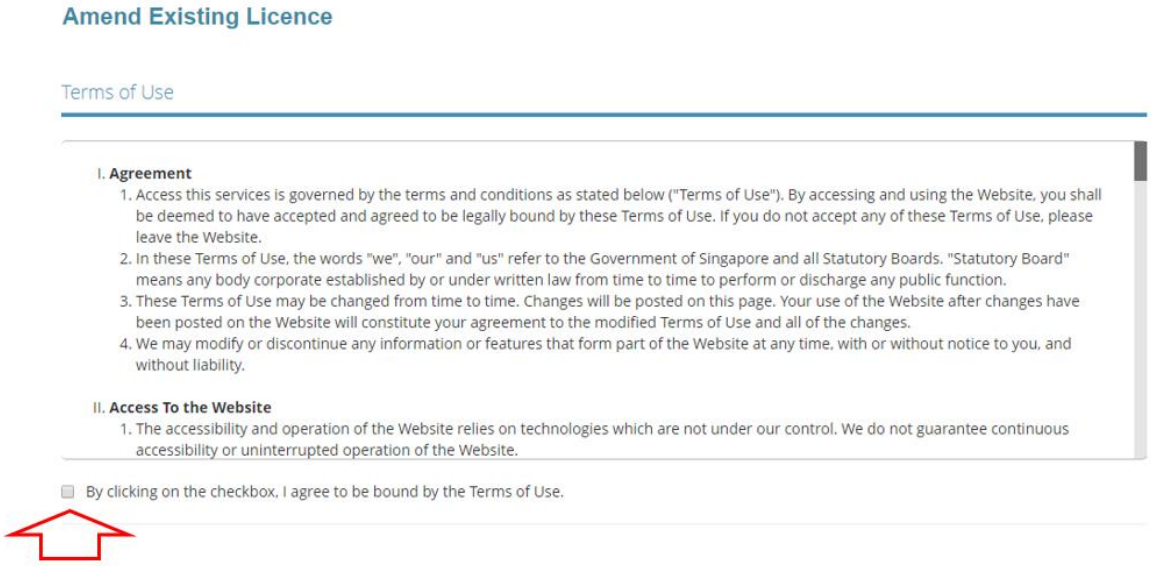


Quick Ref 4: Update Deployment Site

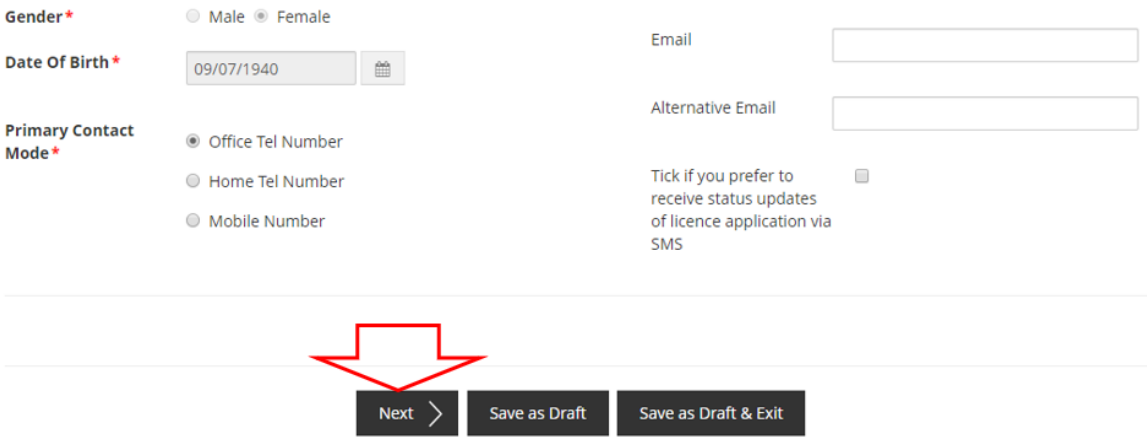
- **Step 9iv:** Enter your Security Agency Licence No. (if you are doing Update Deployment Site) and click “Next”.



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



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

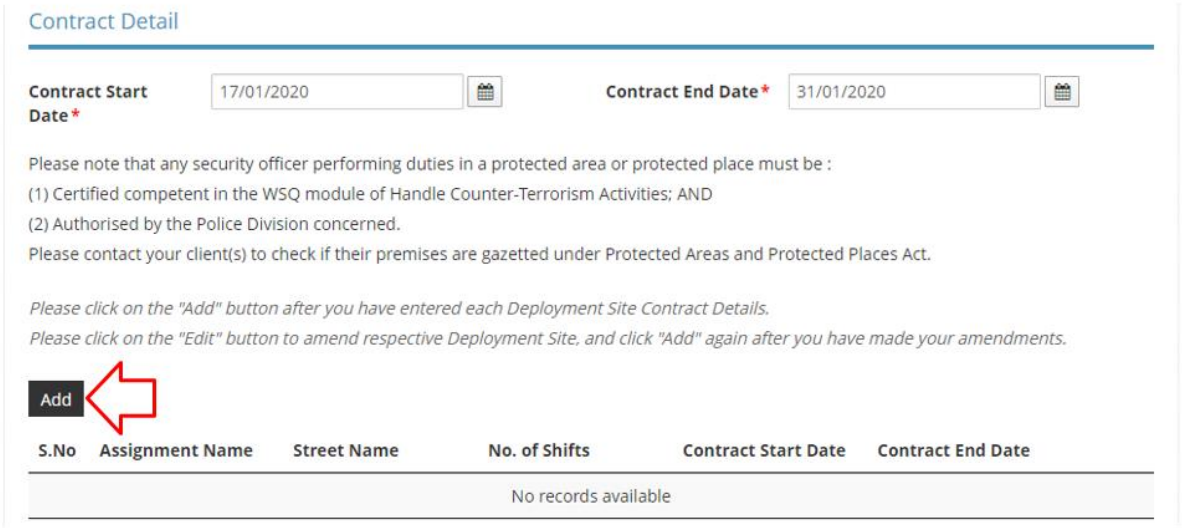


- **Step 12iv:** Select the appropriate operation type:
  a. Add new Deployment site(s)

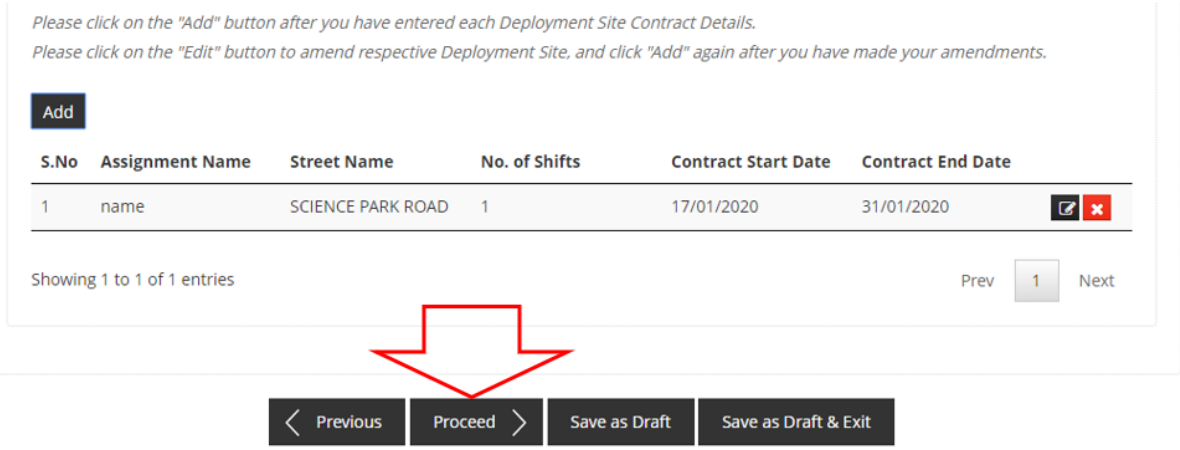
b. Amend existing Deployment site(s) information
c. Terminate existing Deployment site(s)

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

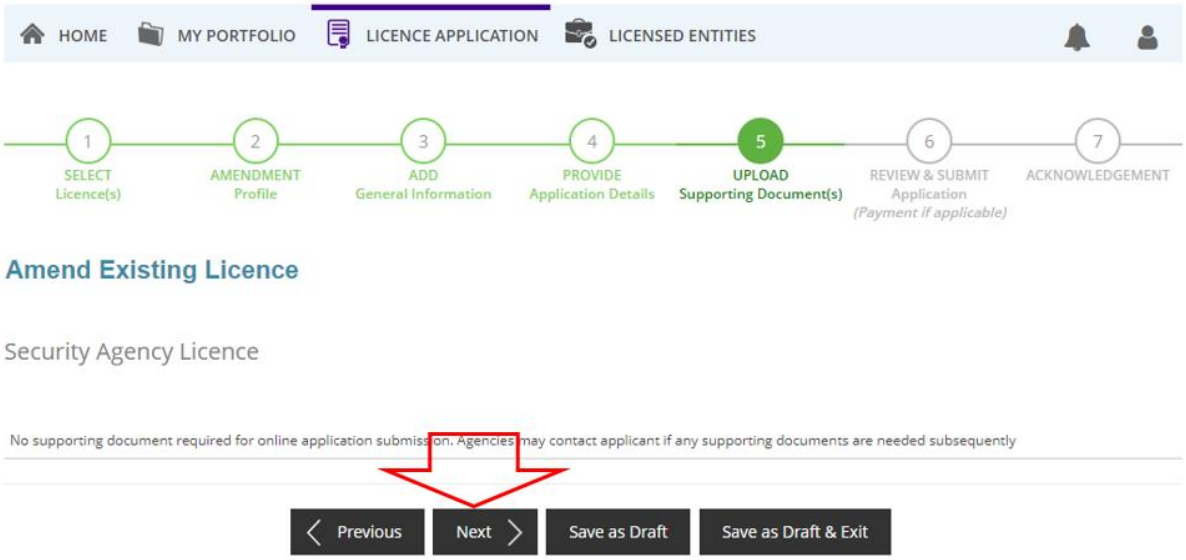
- **Step 13iv-a:** Selection of "Add new Deployment site(s)". Enter all the mandatory fields and click "Add".



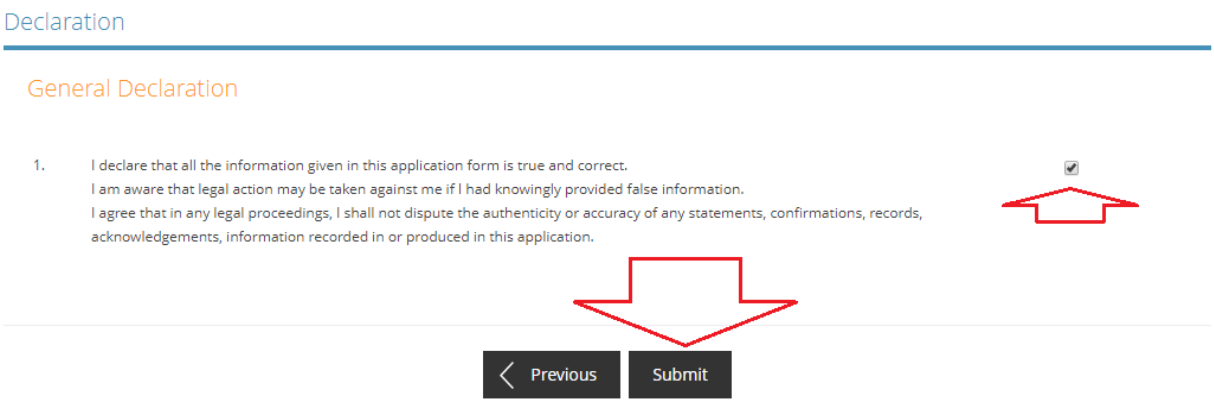
- **Step 14iv-a:** After adding, the records will be displayed below. Click "Proceed".



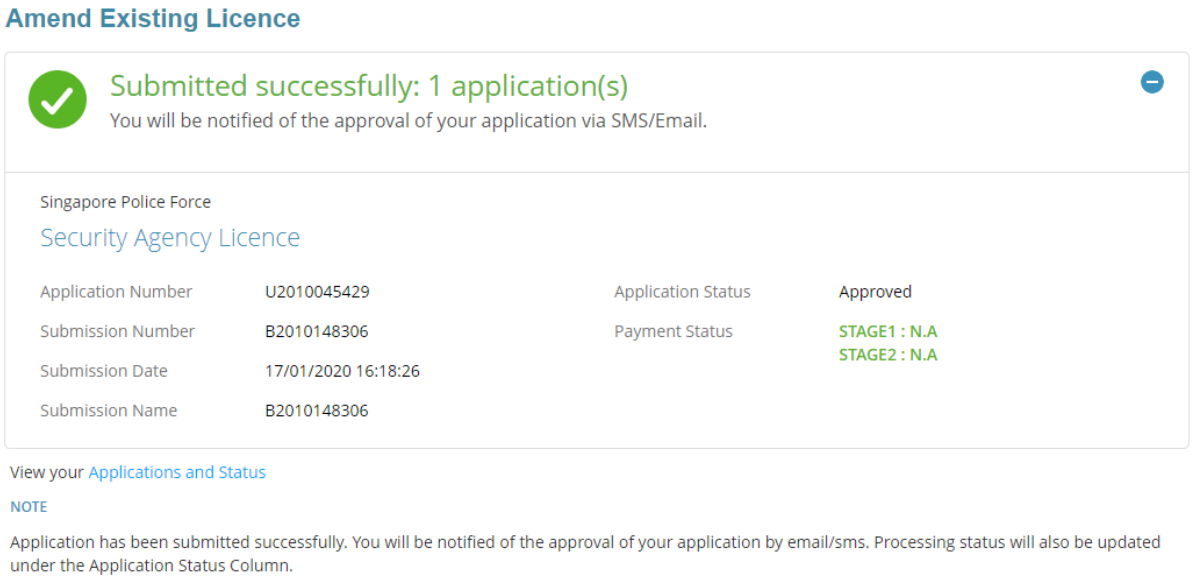
- **Step 15iv-a:** Click "Next" as no supporting document is required for online application submission.



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

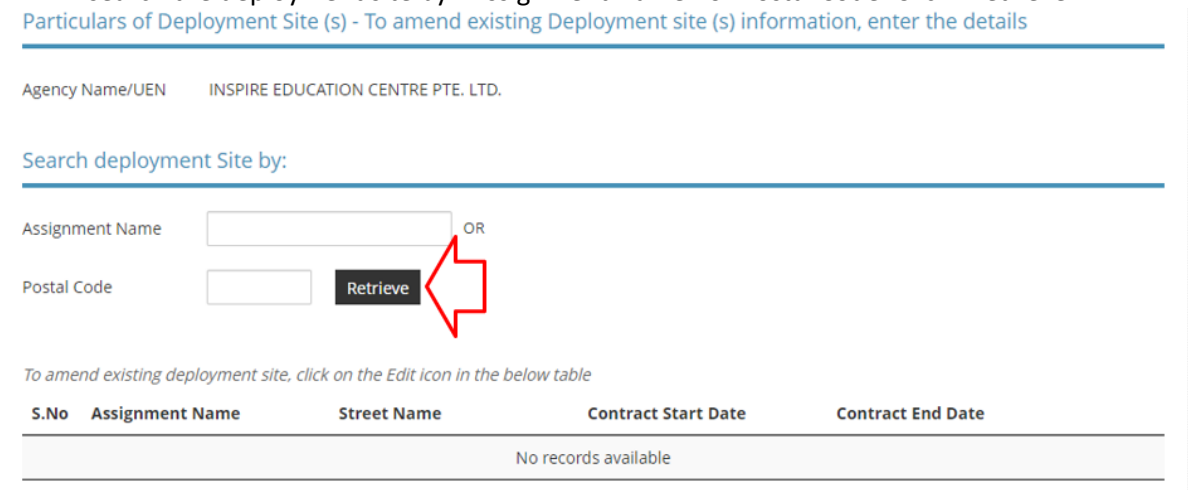


- **Step 17iv-a:** You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXXX.

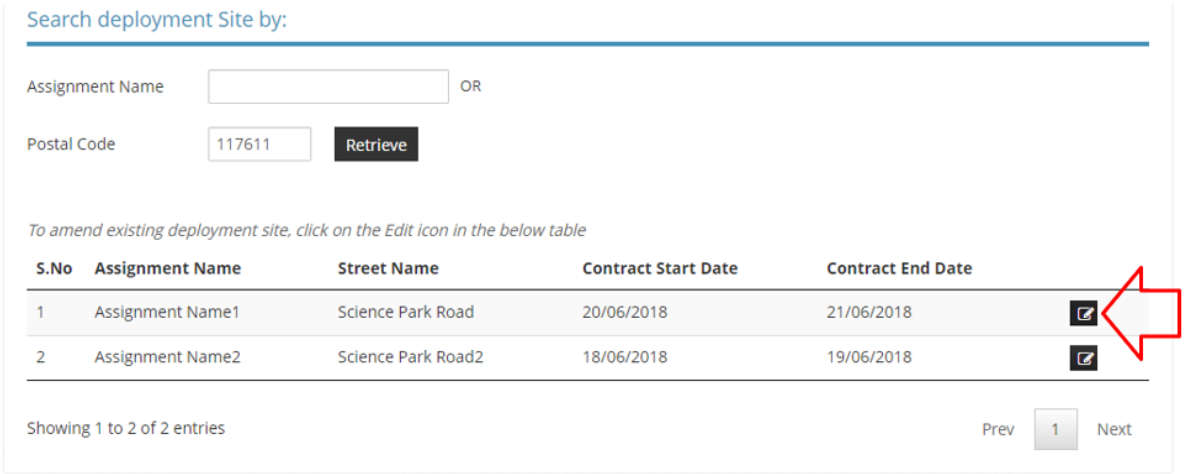


Quick Ref 4b: Amend existing Deployment Site(s) Information

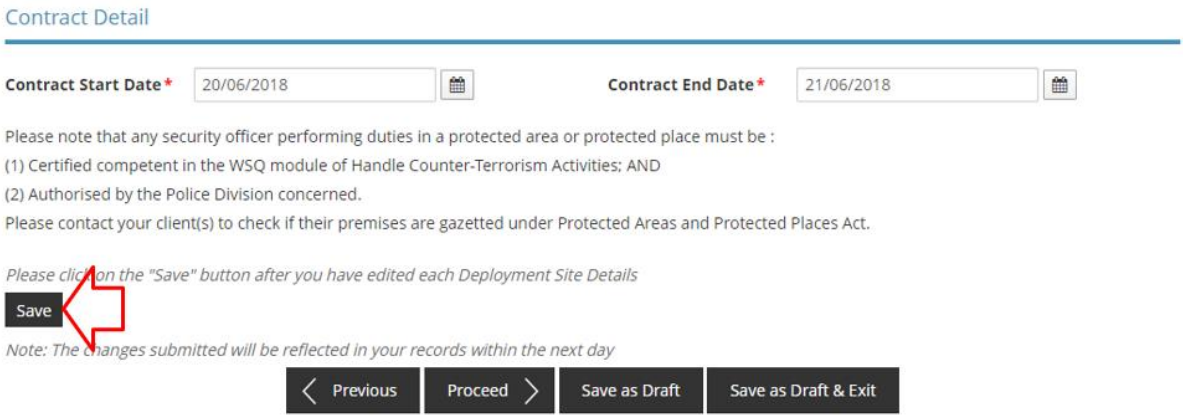
- **Step 13iv-b:** Selection of “Amend existing Deployment site(s) information”. You can either search the deployment site by <Assignment Name> or Postal Code. Click “Retrieve”.



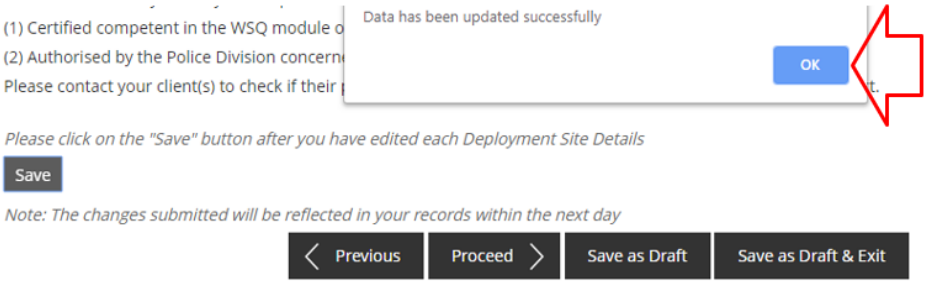
- **Step 14iv-b:** After retrieving the deployment site(s), click on the “Edit” icon to amend your existing deployment site.



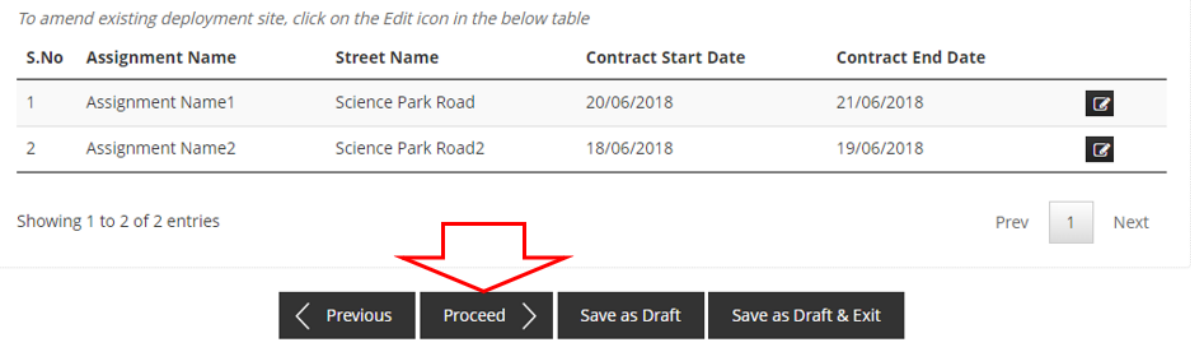
- **Step 15iv-b:** Click “Save” after you have amended the deployment site.



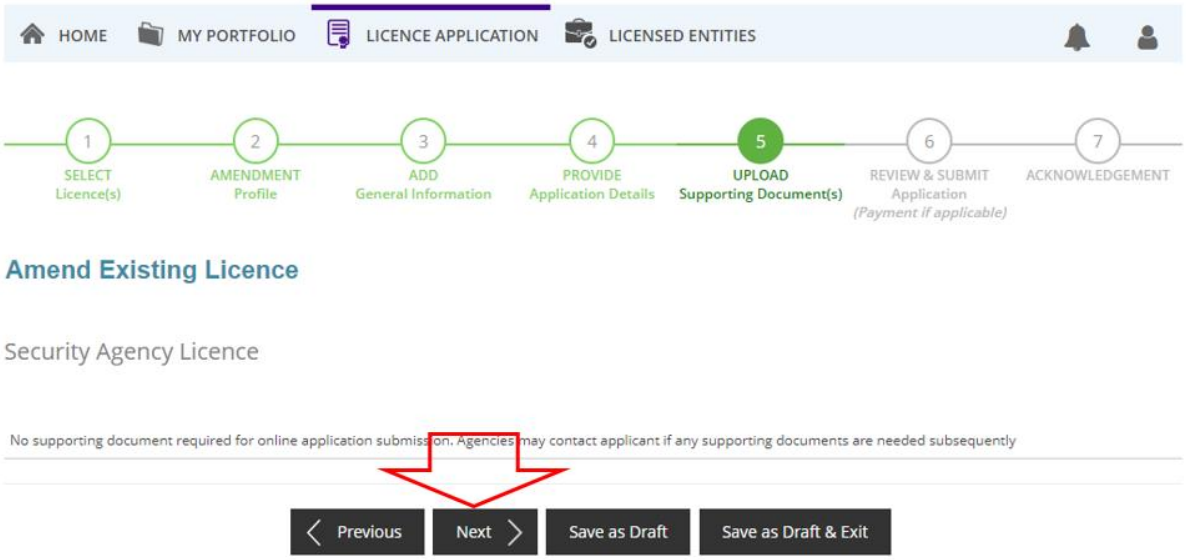
- **Step 16iv-b:** Click "OK" in the dialog prompt.



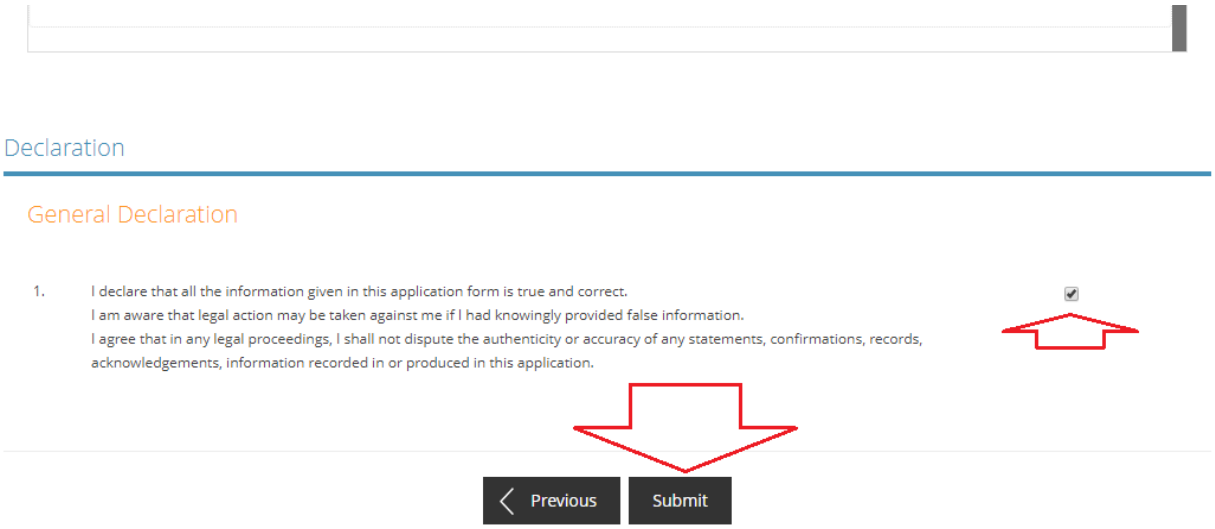
- **Step 17iv-b:** Click "Proceed" after you have edited and saved each Deployment Site Details.



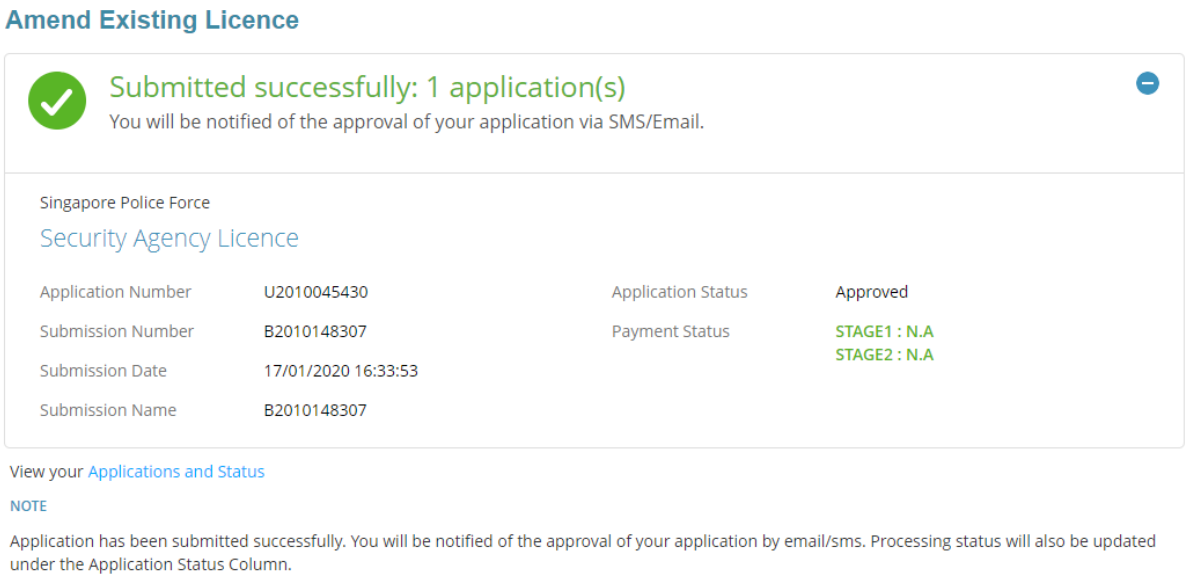
- **Step 18iv-b:** Click "Next" as no supporting document is required for online application submission.



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

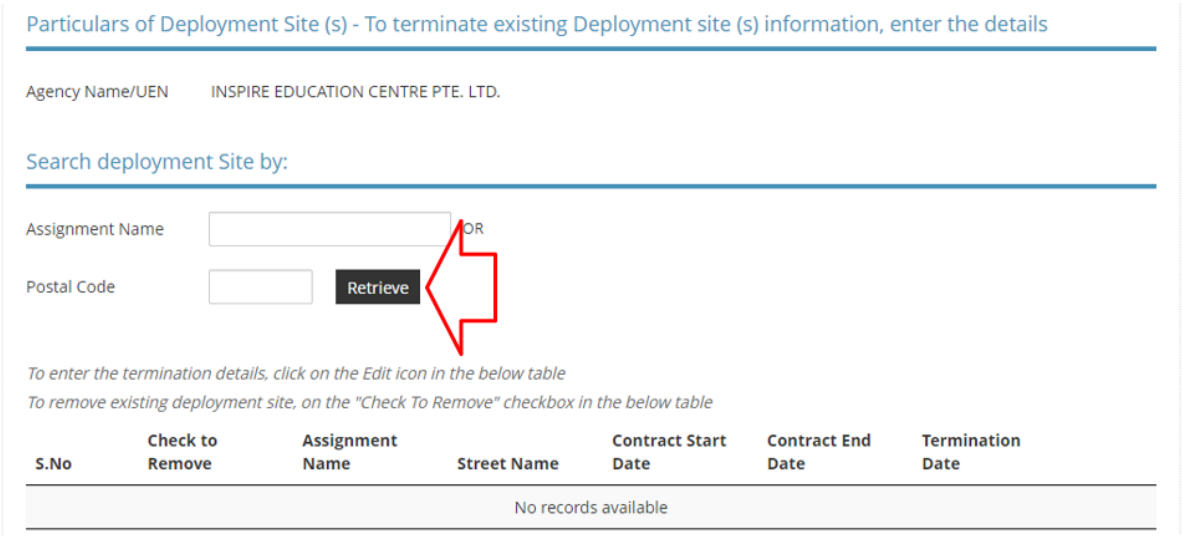


- **Step 20iv-b:** You will receive an acknowledgement showing that your submission is successfully with amendment application number starting with UXXXXXXXXXX.



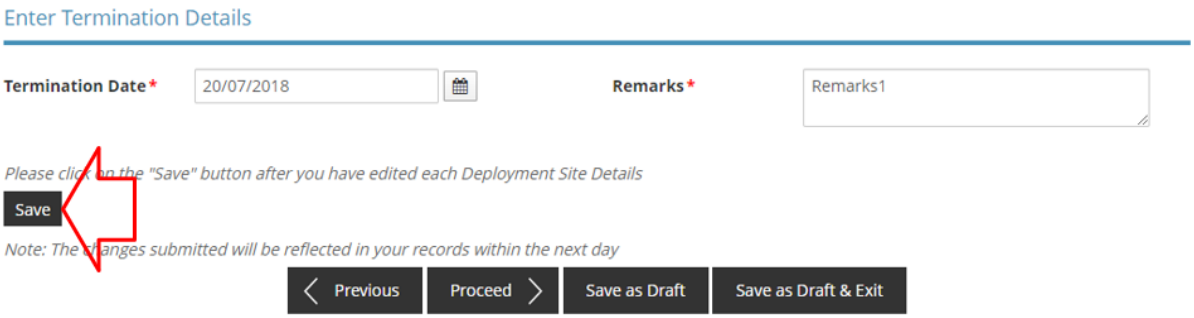
Quick Ref 4c: Terminate Existing Deployment Site(s) information

- **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".

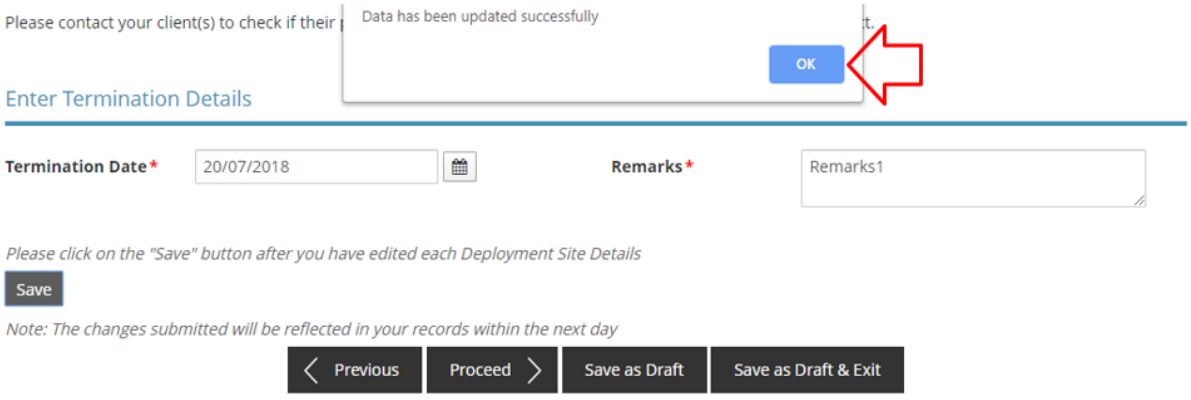


- **Step 14iv-c:** After retrieving the deployment site(s), click on the "Edit" icon if you want to enter termination details.

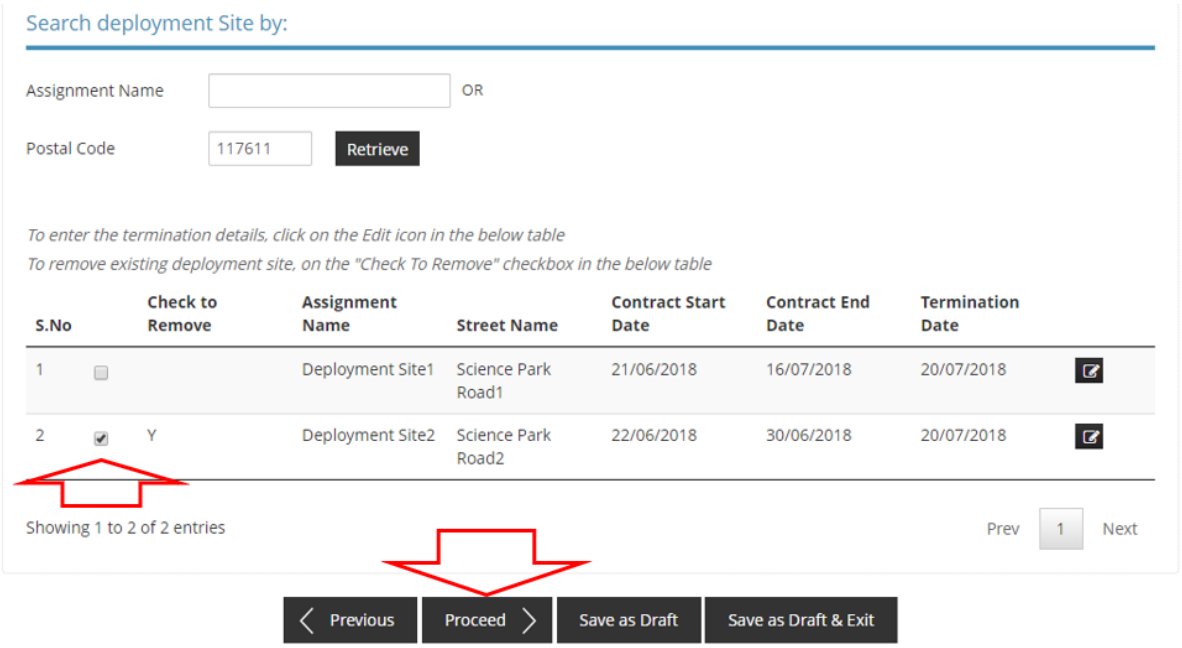
- **Step 15iv-c:** Click “Save”.



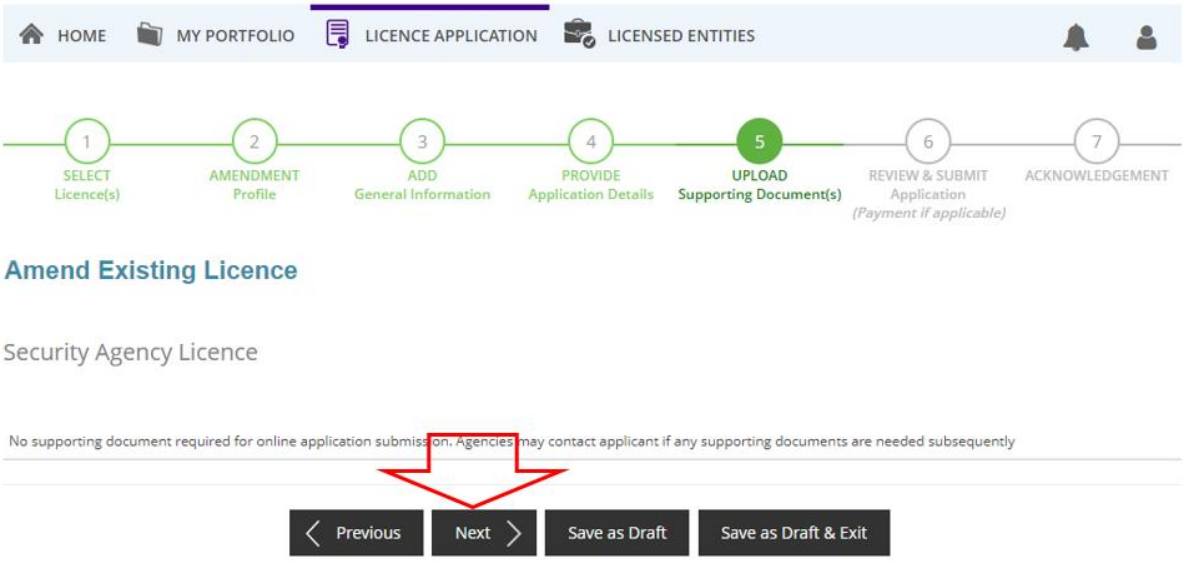
- **Step 16iv-c:** Click “OK” in the dialog prompt.



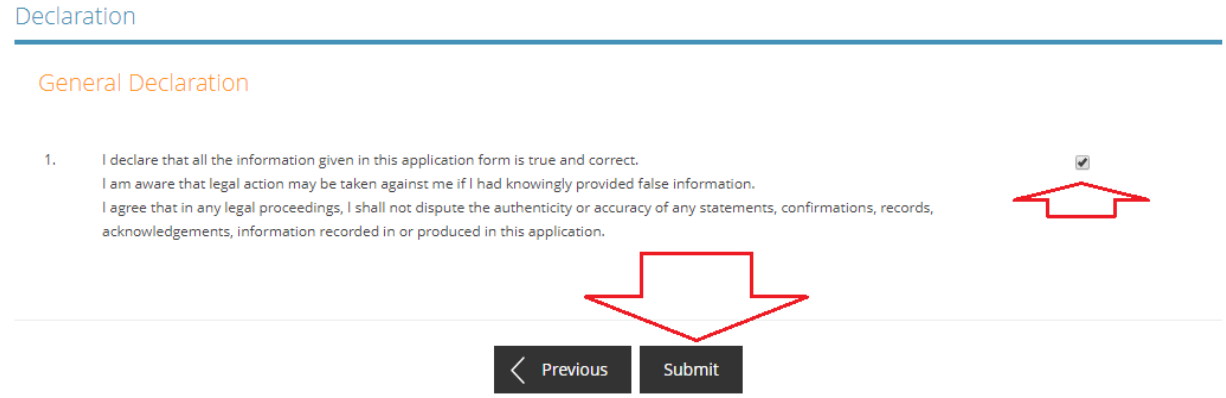
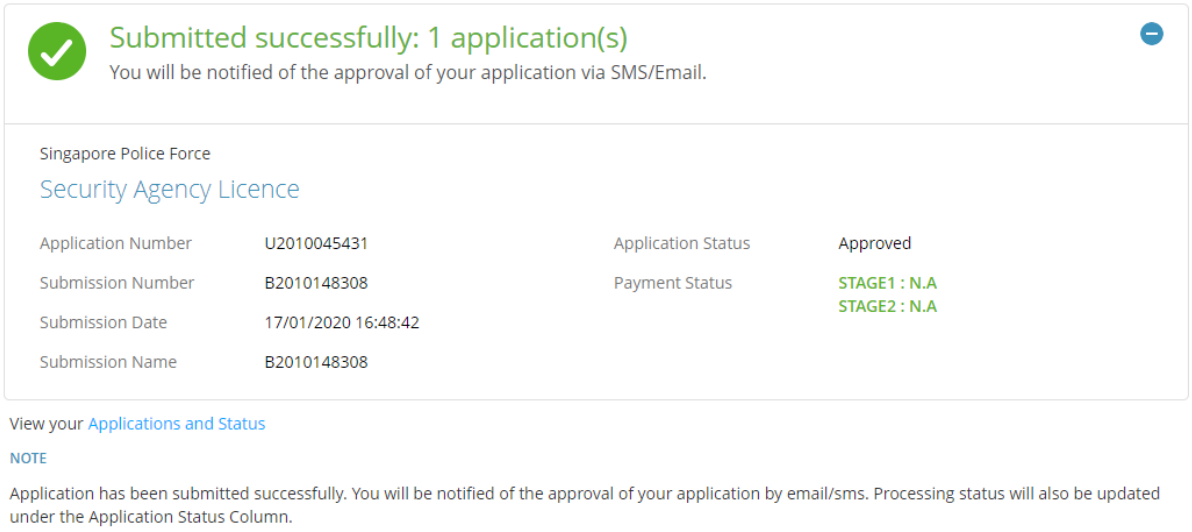
- **Step 17iv-c:** You can check on “Check to Remove” checkbox if you want to remove existing deployment site. Click “Proceed”.



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



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



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