



# **Enquiry on Active Staff List & Individual Licence for SA/PIA/RIHE Agencies**

Version: 1.1

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## About this Quick Reference Guide

### Purpose & Objective

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This quick reference explains SA / PIA / RIHE Agency on step-by-step guide to enquire on Active Staff List and Individual Licence of the officers in **GoBusiness Licensing** system.

This quick guide uses the Security Agency as Example to describe the step-by-step guide. Private Investigator and Registered In-House Employer to follow these steps for their own licence usage as well.

### Audience

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- Security Agency (SA)
- Private Investigator Agency (PIA)
- Registered In-House Employer (RIHE)

### Pre-Requisite

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- SA/PIA/RIHE 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.

## Quick Ref 1: Enquiry on Active Staff List

- **Step 1:** User needs to login into GoBusiness Licensing for perform such enquiry.  
**Note:** Only applicable for “Company” profile.
- **Step 2:** After logging into GoBusiness Licensing, click “LICENSED ENTITIES”.

The screenshot shows the GoBusiness Licensing dashboard. At the top right, there is the Singapore Government logo and the text 'Integrity · Service · Excellence'. Below this are links for 'Contact Us', 'Feedback', and 'Sitemap'. A search bar is present with the text 'Within this Website' and 'Search by Keywords'. The main navigation bar includes 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', 'LICENSED ENTITIES' (circled in red), and 'SFA / NPARKS / AVS LICENCES'. Below the navigation bar are icons for 'Dashboard', 'Applications', 'Licences', 'Payments', 'Requests for Action', 'Managed Returns', and 'Correspondences'. The dashboard content includes a user profile for 'AL GONZALEZ' with a last login date of 'Thursday 16 January 2020 at 06:12 PM' and an 'Update Profile' button. It also shows the user is representing 'INSPIRE EDUCATION CENTRE PTE. LTD. (UEN: 200723647D)'. Below this is an 'Application Status' section with a search bar for 'Application Number' and a 'Check' button. At the bottom, there are four main sections: 'APPLICATIONS' (8 Require Attention, 95 In Progress), 'DRAFTS' (0 Due for Removal, 59 All Drafts), 'LICENCES' (0 Due for Renewal, 2 Active), and 'PAYMENTS' (6 Pending Payments).

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

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

+ HOTELS LICENSING BOARD

+ INLAND REVENUE AUTHORITY OF SINGAPORE

+ MAJLIS UGAMA ISLAM SINGAPURA

+ MINISTRY OF MANPOWER

+ SINGAPORE POLICE FORCE

➤ **Step 4:** Select “Enquiry on Existing SPF Licences”.

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

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- SINGAPORE POLICE FORCE

- > [Enquiry on Licenced Massage Establishments](#)
- > [Enquiry on Security Officer Grades](#)
- > [Enquiry on Security Officer and Private Investigator Licences](#)
- > [Enquiry on Existing SPF Licences](#)

Note: For quick step by step user guide please [click here](#)

It redirects the user to the Enquiry on Existing SPF Licences Page.

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### Enquiry on Existing SPF Licences

Licence Type: Please Select Enquiry Type: Please Select **Search**

- **Step 5:** Select Security Agency Licence from the dropdown list.

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### Enquiry on Existing SPF Licences

Licence Type dropdown menu is open, showing options: Please Select, Private Investigation Agency Licence, Massage Establishment, **Security Agency Licence**, In-House Employer, Arms and Explosives. Enquiry Type: Please Select **Search**

- **Step 6:** Select Active Staff List from the dropdown list.

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### Enquiry on Existing SPF Licences

Licence Type: Security Agency Licence Enquiry Type dropdown menu is open, showing options: Please Select, Please Select, **Active Staff List**, Individual Licence, Deployment Site. **Search**

- **Step 7:** Enter your Security Licence Number under the field "Licence No." and click Search.

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### Enquiry on Existing SPF Licences

Licence Type: Security Agency Licence Enquiry Type: Active Staff List Licence No.: L/PS/123456/2018 **Search**

- **Step 8:** The active records are displayed.

## Enquiry on Existing SPF Licences

Licence Type: 
 Enquiry Type: 
 Licence No.:

### Enquiry on Security Agency Licence Active Staff List

S/N	Licence Number	Licence Type	Company Name	Licensee ID No	Licensee Name	Business Operating Address	Valid From	Valid To	Action
1	L/PS/100002/2018	Security Agency Licence		S8326892A			01/01/2001	31/12/2018	<a href="#">Active_Staff_List_2nd attachment.pdf</a> <a href="#">Active_Staff_List_1st attachment.pdf</a> <a href="#">Active_Staff_List_3rd attachment.pdf</a>
2	L/PS/100003/2018	Security Agency Licence		S8326892A			01/01/2001	31/12/2018	<a href="#">Active Staff List</a>

Show  entries

Showing 1 to 2 of 2 entries First Prev **1** Next Last

- **Step 9i:** You can either download the Active Staff list document(s) by clicking on the files with 'pdf' extension under 'Action' column.

## Enquiry on Existing SPF Licences

Licence Type: 
 Enquiry Type: 
 Licence No.:

### Enquiry on Security Agency Licence Active Staff List

S/N	Licence Number	Licence Type	Company Name	Licensee ID No	Licensee Name	Business Operating Address	Valid From	Valid To	Action
1	L/PS/100002/2018	Security Agency Licence		S8326892A			01/01/2001	31/12/2018	<a href="#">Active_Staff_List_2nd attachment.pdf</a> <a href="#">Active_Staff_List_1st attachment.pdf</a> <a href="#">Active_Staff_List_3rd attachment.pdf</a>
2	L/PS/100003/2018	Security Agency Licence		S8326892A			01/01/2001	31/12/2018	<a href="#">Active Staff List</a>

Show  entries

Showing 1 to 2 of 2 entries First Prev **1** Next Last

- **Step 9ii-a:** Or you can click on the “Active Staff List” under ‘Action’ column to view the information.

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Enquiry on Existing SPF Licences

Licence Type: Security Agency Licence  
 Enquiry Type: Active Staff List  
 Licence No.:

Enquiry on Security Agency Licence Active Staff List

S/N	Licence Number	Licence Type	Company Name	Licensee ID No	Licensee Name	Business Operating Address	Valid From	Valid To	Action
1	L/PS/100002/2018	Security Agency Licence		S8326892A			01/01/2001	31/12/2018	<a href="#">Active_Staff_List_2nd attachment.pdf</a> <a href="#">Active_Staff_List_1st attachment.pdf</a> <a href="#">Active_Staff_List_3rd attachment.pdf</a>
2	L/PS/100003/2018	Security Agency Licence		S8326892A			01/01/2001	31/12/2018	<a href="#">Active Staff List</a>

Show 10 entries

Showing 1 to 2 of 2 entries

First Prev 1 Next Last

- **Step 9ii-b:** Upon clicking, GoBusiness Licensing will display the list of Active Staff in a new tab.

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Enquiry on Security Agency Licence Active Staff List for Licence No: L/PS/100003/2018

Records listed is accurate as at 03/06/2018 05:10 hours

S/N	ID Number	Other ID Number	Name	Grade	Employment Grade	Notification Date	Licence Type	Licence Approved Date	Training
1	16991299	S61SS0013J	NLS TEST 1	Chief Security Officer	Test 1	30/09/2017	Security Officer	03/09/2017	Trained
2	16991299	S61SS0013J	NLS TEST 2	Chief Security Officer	Test 2	30/09/2017	Security Officer	03/09/2017	Trained
3	16991299	S61SS0013J	NLS TEST 3	Chief Security Officer	Test 3	30/09/2017	Security Officer	03/09/2017	Trained
4	16991299	S61SS0013J	NLS TEST 4	Chief Security Officer	Test 4	30/09/2017	Security Officer	03/09/2017	Trained
5	16991299	S61SS0013J	NLS TEST 5	Chief Security Officer	Test 5	30/09/2017	Security Officer	03/09/2017	Trained
6	16991299	S61SS0013J	NLS TEST 6	Chief Security Officer	Test 6	30/09/2017	Security Officer	03/09/2017	Trained

- **Step 9ii-c:** You can click on “Export” button to export the information separately.

## Quick Ref 2: Enquiry on Individual Licence

- **Step 1:** For Enquiry type, if user has selected “Individual Licence”, GoBusiness Licensing will show a field for him/ her to enter the NRIC/ FIN number.

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### Enquiry on Existing SPF Licences

Licence Type	Enquiry Type	NRIC/FIN No.	
Security Agency Licence	Individual Licence	<input type="text"/>	<a href="#">Search</a>

- **Step 2:** After entering a valid NRIC/ FIN number and clicking on the “Search” button, GoBusiness Licensing will display the status of individual licence and renewal details.

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### Enquiry on the Status of Individual Licence

NRIC/FIN Number	Pass ID	Name	Licence No	Licence Type	Licence Status	Licence Expiry Date	Training Status	Grade	No of notifications	Operations
57703616D	17991299	NLS TEST 1	L/PS/123456/2017S	Security Officer	Approved	01/01/2018	Trained	Security Officer	1	<a href="#">View Training Records</a>
57703616D	16991299	NLS TEST 2	L/PS/000456/2018S	Private Investigator	Approved	02/01/2019	Trained	Private Investigator	1	<a href="#">View Training Records</a>

### Renewal Details

S/N	Renewal Acknowledgement Number	Renewal Licence Number	Licence Type	Renewal Status
1	PS/12345678/0029	L/PS/123456/2017S	Security Officer	PENDING
2	PS/12345678/0029	L/PS/000456/2018S	Private Investigator	Approved

- **Step 3:** When user clicked on “View Training Records” under the ‘Operations’ column, GoBusiness Licensing will display the training record(s) in a new tab.

### Training Records of Security officer S7703616D for Licence Number L/PS/123456/2017S

S/N	Training Description
1	Record 1 Essential Security Grading course conduted by Group4 Cisco Training(before 1 jan 96)
2	Record 1 Essential Security Grading course conduted by Group4 Cisco Training(before 1 jan 95)

Show  entries

Showing 1 to 2 of 2 entries

First Prev **1** Next Last