



Enquiry on Security Agency Deployment Site

Version: 1.1

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About this Quick Reference Guide

Purpose & Objective

This quick reference explains on step-by-step guide to enquire on Security Agency Deployment Site Details in **GoBusiness Licensing** system.

Audience

- Security Agency (SA)

Pre-Requisite

- Security Agency will login GoBusiness Licensing using their Corppass Credentials.
- Security Agency to have valid Licence 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 Security Agency Deployment Site

- **Step 1:** User needs to login into GoBusiness Licensing for perform such enquiry.
- **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 with the tagline 'Integrity · Service · Excellence' and links for 'Contact Us', 'Feedback', and 'Sitemap'. The main navigation bar includes 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', 'LICENSED ENTITIES' (circled in red), and 'SFA / NPARKS / AVS LICENCES'. Below this is a secondary navigation bar with icons for 'Dashboard', 'Applications', 'Licences', 'Payments', 'Requests for Action', 'Managed Returns', and 'Correspondences'. The dashboard content area shows the user's profile for 'AL GONZALEZ', last login on Thursday 16 January 2020 at 02:20 PM, with an 'Update Profile' button. It also shows the user is representing 'INSPIRE EDUCATION CENTRE PTE. LTD. (UEN: 200723647D)'. Below the profile is an 'Application Status' section with an input field for 'Application Number' and a 'Check' button. At the bottom, there are four main dashboard cards: '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.

+ HOTELS LICENSING BOARD

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+ MAJLIS UGAMA ISLAM SINGAPURA

+ MINISTRY OF MANPOWER

- 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.

➤ **Step 5:** Select Licence Type ‘Security Agency Licence’ from the dropdown.

SPF – Singapore Police Force

Singapore Police Force

Enquiry on Existing SPF Licences

Licence Type: Security Agency Licence (selected), Please Select, Private Investigation Agency Licence, Massage Establishment, Security Agency Licence (highlighted), In-House Employer, Arms and Explosives

Enquiry Type: Please Select

Search

HOME LICENCE APPLICATION LICENSED ENTITIES About Us Contact Us Feedback

- **Step 6:** Select Enquiry Type 'Deployment Site' from the dropdown.

Singapore Police Force

Enquiry on Existing SPF Licences

Licence Type: Security Agency Licence

Enquiry Type: Deployment Site (highlighted), Please Select, Active Staff List, Individual Licence

Search

HOME LICENCE APPLICATION LICENSED ENTITIES About Us

- **Step 7:** Click on 'Search' button.

Singapore Police Force

Enquiry on Existing SPF Licences

Licence Type: Security Agency Licence

Enquiry Type: Deployment Site

Search

- **Step 8:** System will display the Licence details with deployment Site List

SPF – Singapore Police Force

Singapore Police Force

Enquiry on Existing SPF Licences

Licence Type Security Agency Licence	Enquiry Type Deployment Site	Search
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[EXPORT](#)

Enquiry on Security Agency Licence Deployment Site

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	Deployment Site List

Show entries

Showing 1 to 1 of 1 entries

First Prev **1** Next Last

➤ **Step 9:** Click on the 'Deployment Site List'.

Enquiry on Security Agency Licence Deployment Site

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	Deployment Site List

Show entries

Showing 1 to 1 of 1 entries

First Prev **1** Next Last

➤ **Step 10:** System will display the Deployment Site List for the selected Licence. Click on EXPORT button to import the results in Excel format.

Singapore Police Force

Deployment Site List for Licence Number: L/PS/100004/2018

[EXPORT](#)

S/N	Assignment Name	Postal Code	Assignment Address	Contract Start Date	Contract End Date	Action
1	West Assignment 1	117611	Address Line1	01/01/2001	01/01/2021	More Details
2	West Assignment 2	117611	Address Line 2	01/01/2009	01/09/2021	More Details

Show entries

Showing 1 to 2 of 2 entries

First Prev **1** Next Last

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➤ **Step 11:** Click on 'More Details' link to view the details of the Assignment Site.

Singapore Police Force

Deployment Site List for Licence Number: L/PS/100004/2018

EXPORT

S/N	Assignment Name	Postal Code	Assignment Address	Contract Start Date	Contract End Date	Action
1	West Assignment 1	117611	Address Line1	01/01/2001	01/01/2021	More Details
2	West Assignment 2	117611	Address Line 2	01/01/2009	01/09/2021	More Details

Show entries

Showing 1 to 2 of 2 entries

First Prev **1** Next Last

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➤ **Step 12:** System will display the 'Assignment Site Details'

Singapore Police Force

Assignment Site Details

Assignment Name	West Assignment 1
Assignment Address	Address Line1
Contract Start Date	01/01/2001
Contract End Date	01/01/2021
Categories	1. any foreign diplomatic mission or foreign consulate in Singapore 2. any government / statutory board building 3. school, ploytechnic, ITE, institute of higher learning, private school

Shift Details

S/N	Shift Type	Time From (0000-2359hr)	Time To (0000-2359hr)	No of Guards
1	Shift 1	0600	2300	4
2	Shift 2	NA	NA	NA
3	Shift 3	NA	NA	NA