Step by Step guide – Security Officer's application submission for NEW, Amend, Renew and Cancel

Version: 1.2

19 Apr 2021

CONTENTS

About this Quick Reference Guide

Purpose & Objective

This quick reference explains step-by-step guide to apply for NEW, AMEND, RENEW and CANCEL application for Security Officer's Licence in **GoBusiness Licensing** system.

Audience

- Security Officer's (SO)

Pre-Requisite

- Security Officer's will login GoBusiness Licensing using their Singpass Credentials.

- Security Officer's to have valid Licences for submitting Amend, Renew and Cancel Application.

- User can [click here](#) to find GoBusiness Licensing online guide on the general usage of GoBusiness Licensing System.

Quick Ref 1: Apply for New SO Licence

➢ **Step 1:** Click on the link to access GoBusiness Licensing website.

➢ **Step 2:** Click on 'LICENCE APPLICATION'
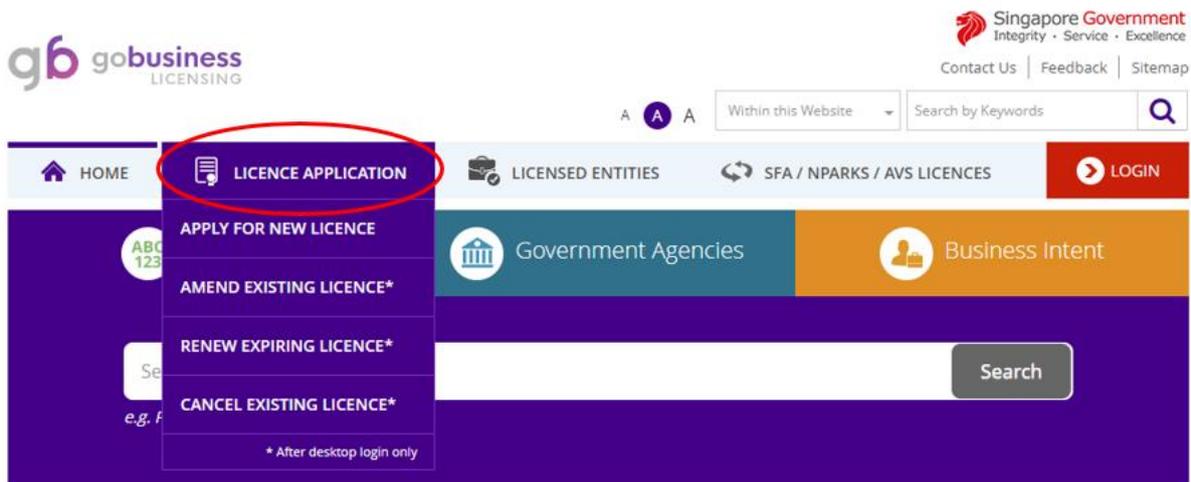
➢ **Step 3:** Select 'APPLY FOR NEW LICENCE'
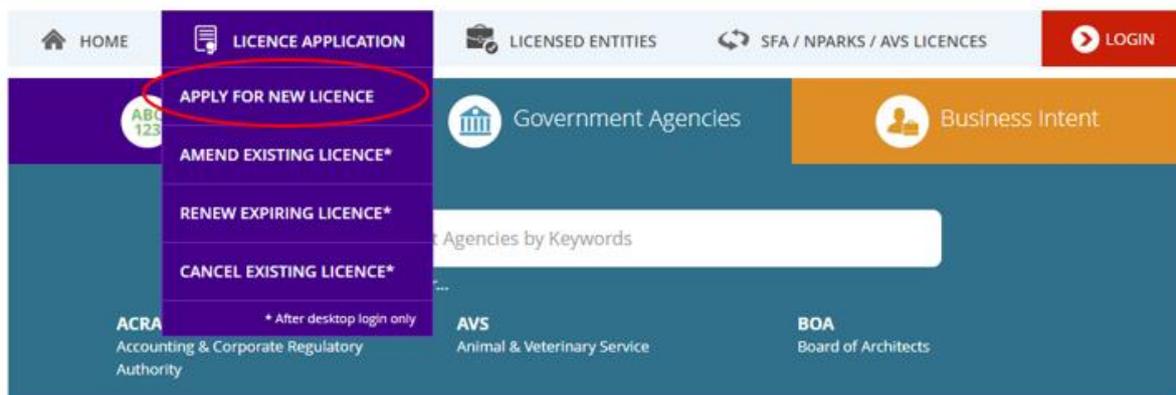
➢ **Step 4:** Select 'SPF' from Government Agencies List

| ABC 123 Keywords | 🏛 Government Agencies | 👤 Business Intent |

Search Government Agencies by Keywords

e.g. SPF, NEA, Manpower...

ACRA
Accounting & Corporate Regulatory Authority

AVS
Animal & Veterinary Service

BOA
Board of Architects

BCA
Building and Construction Authority

CNB
Central Narcotics Bureau

CAAS
Civil Aviation Authority of Singapore

CEA
Council for Estate Agencies

CSA
Cyber Security Agency

ECDA
Early Childhood Development Agency

EDB
Economic Development Board

EMA
Energy Market Authority

ESG
Enterprise Singapore

HSA
Health Sciences Authority

HLB
Hotels Licensing Board

HDB
Housing & Development Board

IMDA
Info-communications Media Development Authority

IRAS
Inland Revenue Authority of Singapore

IPOS
Intellectual Property Office of Singapore

LTA
Land Transport Authority

MUIS
Majlis Ugama Islam Singapura

MPA
Maritime and Port Authority of Singapore

MCCY
Ministry of Culture, Community and Youth

MOE
Ministry of Education

MOH
Ministry of Health

MHA
Ministry of Home Affairs

MINLAW
Ministry of Law

MOM
Ministry of Manpower

MSF
Ministry of Social and Family Development

MAS
Monetary Authority of Singapore

NCSS
National Council of Social Service

NEA
National Environment Agency

NPARKS
National Parks Board

PEB
Professional Engineers Board

PTC
Public Transport Council

PUB
Public Utilities Board

SCDF
Singapore Civil Defence Force

SFA
Singapore Food Agency

SLA
Singapore Land Authority

SPF
Singapore Police Force

STB
Singapore Tourism Board

SSG
SkillsFuture Singapore Agency

URA
Urban Redevelopment Authority

∧

➢ **Step 5:** To select Security Officer's Licence (SO) licence, click 'Add to Selection'

Private Security Industry

Security Officer's Licence (SO) ⓘ

A "security officer" means any individual who, for reward, carries out any of the following functions:
a) patrolling or guarding another person's property (including cash in transit) by a

[Add to Selection >]

Security Service Provider Licence ⓘ

Only Companies with Security Service Provider (SSP) licence can provide security services or equipment.
The types of security services are defined in Section 18 of the Private Security Industr

[Add to Selection >]

Private Investigation Agency Licence ⓘ

Companies are required to have a Private Investigation Agency (PIA) Licence if they are providing private investigation services and taking on assignments as defined in Section 5 of the Private Secu

[Add to Selection >]

➢ **Step 6:** After selecting the SO licence, click on PROCEED button.

Selected Licences

SPF | Security Officer's Licence (SO)   🗑

[Proceed]

🛒 Review & Apply (1)

➢ **Step 7:** Licence details page is displayed. Click on Apply button.

Apply for New Licence

You may need the following licence(s) for your business
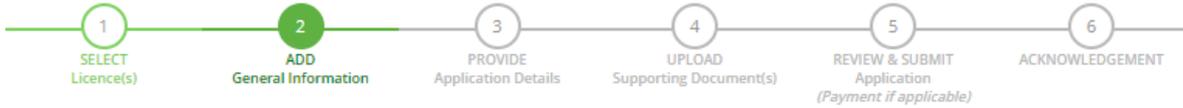
To be applied at GoBusiness Licensing

☑	Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
Selected Licence(s)				
☑	SPF	Security Officer's Licence (SO) ⓘ	10 mins	Details	At least 14 working days

⟨ Previous   Email Me ⟩   **APPLY**

➢ **Step 8:** System will prompt you to login. Login using your Singpass

➢ **Step 9:** Fill the General Information Page and click NEXT.

Apply for New 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.

Profile

I am applying   ◉ as an Applicant

Myinfo

☑ Retrieve Myinfo with Singpass

Please click here for Myinfo details

Applicant's Particulars

Note: Name, Citizenship, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from Myinfo for your convenience.

Salutation *	Mr	Designation	Managing Director
Name *	xxx	Office Tel Number	▼
Citizenship *	SINGAPORE CITIZEN	Home Tel Number	▼ +6560000000
Gender *	⦿ Male ○ Female	Fax Number	▼
Date Of Birth *	04/12/0002 📅	**Mobile Number** *	▼ +6590000000
Primary Contact Mode *	○ Office Tel Number	**Email** *	xxx@mail.com
	○ Home Tel Number	Alternative Email	
	⦿ Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	☐

Applicant's Address

Address Type *	⦿ Local ○ Foreign	**Street Name** *	YIO CHU KANG ROAD
Type of Premises *	Residential ▼	Level	
			E.g. 05-01 Key in:05
Postal Code *	545565 [Retrieve Address]	Unit Number	
	Please enter your postal code and click "Retrieve Address".		E.g. 05-01 Key in:01
Block / House Number *	60 ▼	Building Name	

Mailing Address

Applicant Address	[↻ Copy]	**Street Name** *	
Address Type *	⦿ Local ○ Foreign	Level	
Type of Premises *	Residential ▼		E.g. 05-01 Key in:05
Postal Code *	[Retrieve Address]	Unit Number	
	Please enter your postal code and click "Retrieve Address".		E.g. 05-01 Key in:01
Block / House Number	Please Select ▼	Building Name	

[Next ⟩]   [Save as Draft]   [Save as Draft & Exit]

➢ **Step 10:** Fill the SO Application form and click PROCEED

Apply for New Licence

Security Officer's Licence (SPF)

Staff Post

Categories*   ○ Security Officer   ○ Restricted Security Officer

Note: Please select the category Restricted Security Officer only if you are directed by authority.

Additional Particulars of Applicant

Race	Please Select ⌄	**Highest Academic Qualification***	Please Select ⌄
Country/Region of Birth	Please Select ⌄	Name of Next of Kin	
		Contact No of Next of Kin	▼

Existing Training Record Details

Training Type For Security Officer *

- ☐ Advance Security Course conducted by APRO Asian Protection Pte Ltd (before 1 Jan 96)
- ☐ Airport Police Division Front Loader (ASA) certified
- ☐ Airport Police Division Security Screening Unit (APS SSU) certified
- ☐ Basic Auxiliary Police Officer Course conducted by CISCO or AETOS APF Training School
- ☐ Basic Protection Officer Course conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- ☐ Basic Security Course (before 1 Nov 02)
- ☐ Basic Security Training conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- ☐ CAMS Operator
- ☐ Certificate in Hotel Security Management organised by SHATEC (before 1 Jan 98)
- ☐ Diploma in Police Studies and Security Management offered by Temasek Polytechnic
- ☐ Diploma in Security & Fire Safety Management offered by Temasek Polytechnic
- ☐ Essential Security Guarding Course conducted by Group 4 CISCO Training (before 1 Jan 96)
- ☐ Hotel Security Operations organised by SHATEC (before 1 Jan 98)
- ☐ Security Supervisors Course Examination certified by SHRI or RELC (before 1 Aug 04)
- ☐ Specialised Guarding Skill conducted by Group 4 CISCO Training (before 1 Jan 96)
- ☐ Supervising Security Activities conducted by Group 4 CISCO Training (before 1 Aug 04)
- ☐ The Security Managers and Chief Security Officers Course conducted by APRO Asian Protection Pte Ltd (before 1 Aug 04)
- ☐ None of the above

Experience

S.No	Experience	From Year	To Year	Remark
		No records available		

Experience *   [Please Select ▼]

[Add]

Rank *   [Please Select ▼]

Declaration

Are you currently in possession of a security officer or private investigator licence under another FIN / IC Number? *
○ Yes   ○ No

Have you suffered, or are suffering from any mental condition or illness? *
○ Yes   ○ No

[‹ Previous]   [Proceed ›]   [Save as Draft]   [Save as Draft & Exit]

➢ **Step 11:** Upload the required supporting documents by clicking on the UPLOAD button.
Click NEXT once all the supporting document are uploaded.

➢ **Step 12:** Review the filled application and check the Declaration. Click 'Submit' Button.

Apply for New Licence

Information Review

Applicant's Particulars

Agree to use Myinfo Data	Yes	Designation	Managing Director
		Office Tel Number	
Salutation	Mr	Home Tel Number	+6560000000
Name	xxx	Fax Number	
Citizenship	SINGAPORE CITIZEN	Mobile Number	+6591231232
Gender	Male		

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.
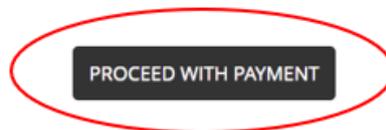
< Previous   Submit

> **Step 13:** System prompt you to make payment. Payment to be made via Online.

Apply for New Licence

Make Payment

Description	Fee Type	Fee	GST	Sub Total
PA2011264287 SPF - Security Officer's Licence (SO) C2020000271	Processing Fee	$16.00	Not applicable	$16.00
			Grand Total	$16.00

PROCEED WITH PAYMENT

> **Step 14:** Once Payment is done online, the application is submitted successfully.

Apply for New Licence

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

Singapore Police Force
Security Officer's Licence (SO)

Application Number	C2020000271	Payment Advice Number	PA2011264287
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID STAGE2 : N.A
Submission Number	B2020001455	Payment Amount(SGD)	$16.00
Submission Date	20 Jan 2020 11:24:54	Estimated Processing Time	At least 14 working days
Submission Name	B2020001455		

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.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

📄 View Receipt   **PRINT**   **CLOSE**

Quick Ref 2: Amend Existing SO Licence

Update of Biodata

- ➢ **Step 1:** Login GoBusiness Licensing via your Singpass Credential.

- ➢ **Step 2:** Select AMEND EXISTING LICENCE
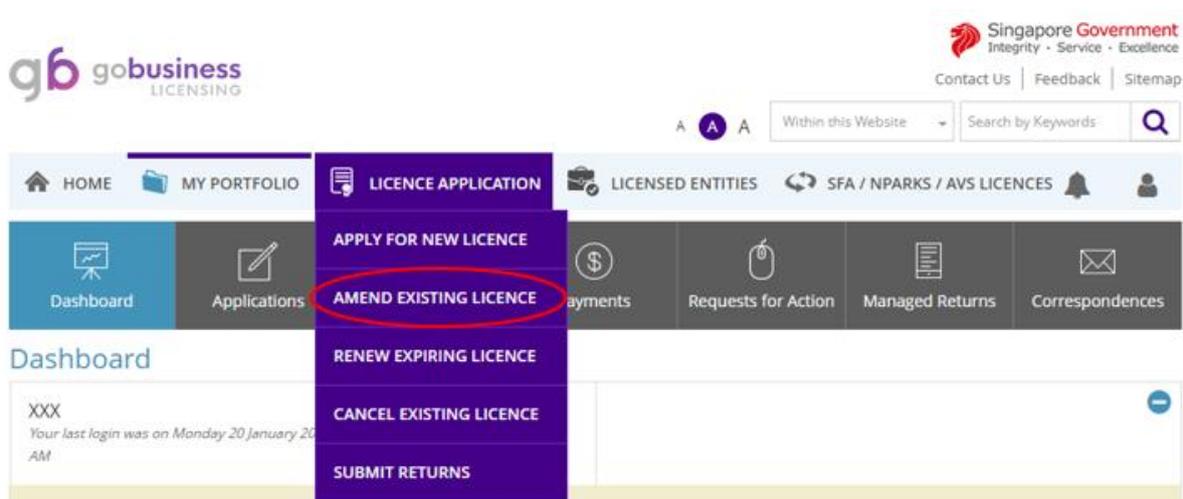
- ➢ **Step 3:** System will redirect to Licence page.
  Select the Licence for which you wish to do this Amendment.

➢ **Step 4:** System will redirect to Amendment Page.
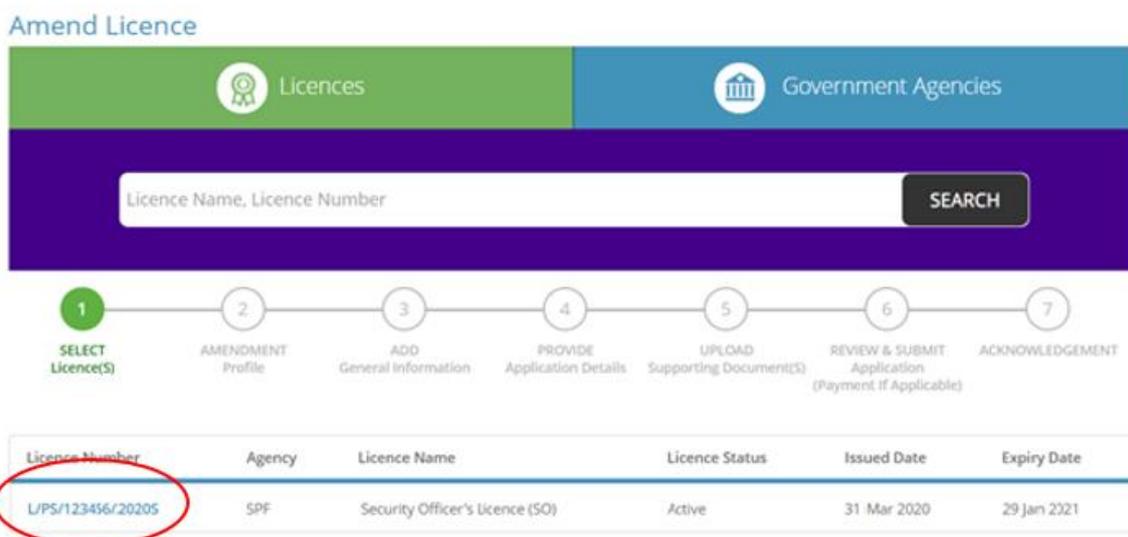Select the Amendment Type 'Update of Biodata' and click NEXT

Singapore Police Force

Security Officer's Licence (SO)

Type of Amendment	Fees & Supporting Documents (if required)
◉ Update of Biodata	Details

Licence Number *

L/PS/123456/2020S

○ Update of Training Record and Experience	Details

BACK   NEXT

➤ **Step 5:** Fill the General Information Page and click NEXT.

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

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.
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☑ By clicking on the checkbox, I agree to be bound by the Terms of Use.

| Myinfo

☑ **Retrieve Myinfo with Singpass**

Please click here for Myinfo details

Filer's Particulars

Note: Name, Citizenship, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from Myinfo for your convenience.

Salutation *	Mr	**Designation** *	Managing Director
Name *	xxx	Office Tel Number	▼
Citizenship *	SINGAPORE CITIZEN	Home Tel Number	▼ +6500000000
Gender *	○ Male ○ Female	Fax Number	▼
Date Of Birth *	04/12/0002	**Mobile Number** *	▼ +6500000000
Primary Contact Mode *	○ Office Tel Number	**Email** *	
	○ Home Tel Number	Alternative Email	
	● Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	☐

Next >   Save as Draft   Save as Draft & Exit

➢ **Step 6:** Fill in the 'Update of Biodata' amendment form and click PROCEED

Amend Existing Licence

Security Officer's Licence (SO)

Particulars of License

Licence Number	L/PS/000094/2018S
Filer NRIC/ FIN Number	S2189724H

Additional Particulars of Licensee

Instruction Note:

- Applicant is expected to submit this application to notify SPF for any change in Name, Address or other qualification details.
- For NRIC holders address is populated from MyInfo. If you don't see the correct info please update your MyInfo record before notifying SPF on this change.
- For FIN holders address is populated from your GoBusiness Licensing Profile. If you don't see the correct info please update your GoBusiness Licensing profile before notifying SPF on this change.

Licensee NRIC / FIN Number	S2189724H	Licensee Name	xxx

New Licensee Address

For any update of address, please go to MyInfo (for NRIC holders) and GoBusiness Licensing Profile (for FIN holders) to make the changes.

Postal Code *	117611 Retrieve Address	Floor Number	
	Please enter your postal code and click "Retrieve Address"		E.g. 05-01 key in :05
		Unit Number	
Block / House Number *	31		E.g. 05-01 key in :01
Street Name *	SCIENCE PARK ROAD	Building Name	THE CRIMSON
Highest Academic Qualification *	Others	Highest Academic Qualification Description(mandatory only if others): *	Highest Academic Qualification
Name of Next of Kin	John	Contact No of Next of Kin	+6593384966

Previous   Proceed   Save as Draft   Save as Draft & Exit

> **Step 7:** Upload the required supporting documents page is displayed to upload documents if any.

Amend Existing Licence

Security Officer's Licence (SO)

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

> ➤ **Step 8:** Review the filled application and check the Declaration.
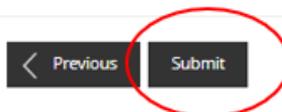> Click 'Submit' Button.

Amend Existing Licence

Information Review

Filer's Particulars

Agree to use Myinfo Data	Yes	Designation	Managing Director
		Office Tel Number	
Salutation	Mr	Home Tel Number	+6560000000
Name	xxx	Fax Number	
Citizenship	SINGAPORE CITIZEN	Mobile Number	+6591231232
Gender	Male		

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 9:** System displays the Acknowledgement page to confirm, application is submitted successfully.

Update of Training Record and Experience

➢ **Step 1:** Login GoBusiness Licensing via your Singpass Credential.

➢ **Step 2:** Select AMEND EXISTING LICENCE
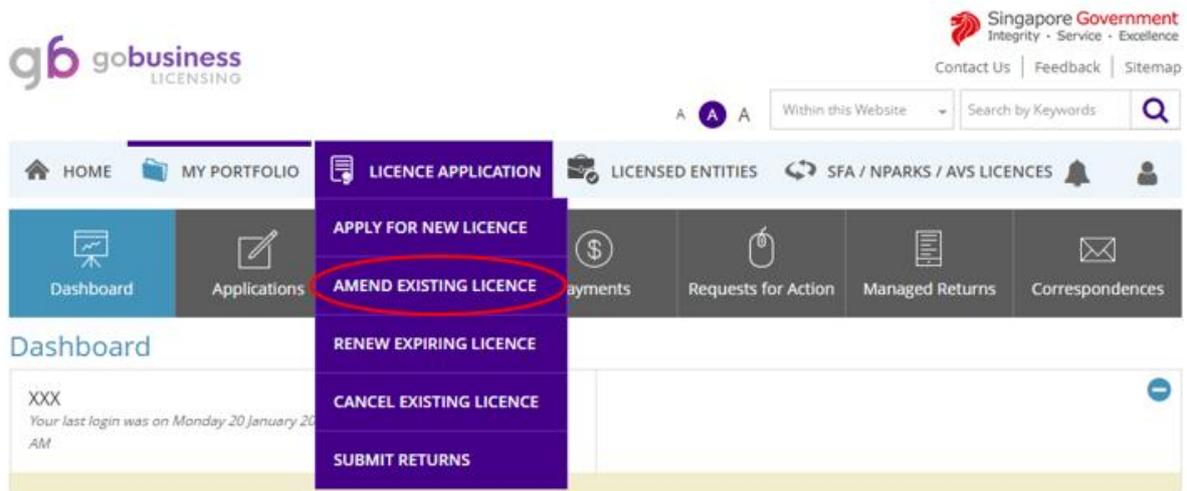
> **Step 3:** System will redirect to Licence page.
> Select the Licence for which you wish to do this Amendment.
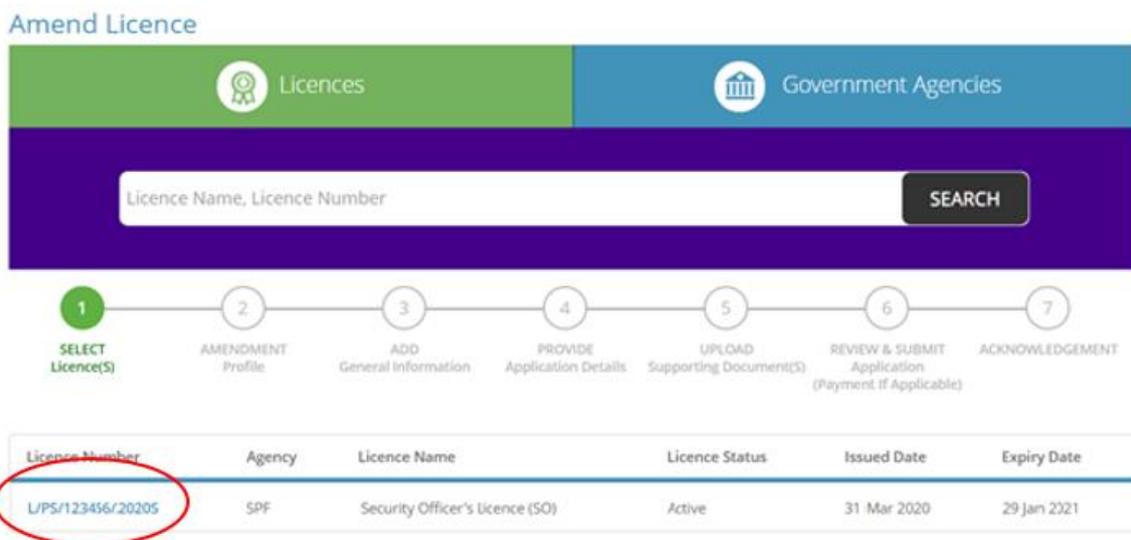
> **Step 4:** System will redirect to Amendment Page.
> Select the Amendment Type 'Update of Training Record and Experience' and click NEXT

Singapore Police Force

Security Officer's Licence (SO)

Type of Amendment	Fees & Supporting Documents (if required)
○ Update of Biodata	Details
● Update of Training Record and Experience	Details

Licence Number *

L/PS/123456/2020S

BACK   NEXT

➢ **Step 5:** Fill the General Information Page and click NEXT.

Amend Existing Licence

Terms of Use

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| Myinfo

☑ **Retrieve Myinfo with Singpass**

Please click here for Myinfo details

Filer's Particulars

Note: Name, Citizenship, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from Myinfo for your convenience.

Salutation *	Mr	Designation *	Managing Director
Name *	XXX	Office Tel Number	
Citizenship *	SINGAPORE CITIZEN	Home Tel Number	+6500000000
Gender *	Male ○ Female	Fax Number	
Date Of Birth *	04/12/0002	Mobile Number *	+6500000000
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 6:** Fill in the 'Update of Training Record and Experience' amendment form and click PROCEED

1	2	3	4	5	6	7
SELECT Licence(s)	AMENDMENT Profile	ADD General Information	PROVIDE Application Details	UPLOAD Supporting Document(s)	REVIEW & SUBMIT Application (Payment if applicable)	ACKNOWLEDGEMENT

Amend Existing Licence

Security Officer's Licence (SO)

Particulars of License

Licence Number	L/PS/000094/2018S
Filer NRIC/ FIN Number	S2189724H

Existing Training Record Details

Training Type For Security Officer *

- ☐ Advance Security Course conducted by APRO Asian Protection Pte Ltd (before 1 Jan 96)
- ☐ Airport Police Division Front Loader (ASA) certified
- ☐ Airport Police Division Security Screening Unit (APS SSU) certified
- ☐ Basic Auxiliary Police Officer Course conducted by CISCO or AETOS APF Training School
- ☐ Basic Protection Officer Course conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- ☑ Basic Security Course (before 1 Nov 02)
- ☐ Basic Security Training conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- ☑ CAMS Operator
- ☐ Certificate in Hotel Security Management organised by SHATEC (before 1 Jan 98)
- ☑ Diploma in Police Studies and Security Management offered by Temasek Polytechnic
- ☐ Diploma in Security & Fire Safety Management offered by Temasek Polytechnic
- ☑ Essential Security Guarding Course conducted by Group 4 CISCO Training (before 1 Jan 96)
- ☐ Hotel Security Operations organised by SHATEC (before 1 Jan 98)
- ☐ Security Supervisors Course Examination certified by SHRI or RELC (before 1 Aug 04)
- ☐ Specialised Guarding Skill conducted by Group 4 CISCO Training (before 1 Jan 96)
- ☐ Supervising Security Activities conducted by Group 4 CISCO Training (before 1 Aug 04)
- ☐ The Security Managers and Chief Security Officers Course conducted by APRO Asian Protection Pte Ltd (before 1 Aug 04)
- ☐ None of the above

Experience

S.No	Experience	From Year	To Year	Remark	
1	Others	1111	1111	Remark	📝 ❌

Experience *   Please Select ▼

[Add]

Rank *   SERGEANT AND BELOW ▼

[‹ Previous] [Proceed ›] [Save as Draft] [Save as Draft & Exit]

➢ **Step 7:** Upload the required supporting documents page is displayed to upload documents if any.

Amend Existing Licence

Security Officer's Licence (SO)

Document Name	Type	Attachment	Action
Training Result * Scanned copy of the Training Result *Acceptable File Format: jpg, doc, docx, pdf, png, jpeg, gif* *Acceptable File Size: maximum : 2 MB*	ONLINE UPLOAD ▾	Supporting Document2.pdf ⊗	**Upload**

‹ Previous   Next ›   Save as Draft   Save as Draft & Exit

➤ **Step 8:** Review the filled application and check the Declaration.
   Click 'Submit' Button.

Amend Existing Licence

Information Review

🖨 ⧉

Filer's Particulars

Agree to use Myinfo Data	Yes	Designation	Managing Director
Salutation	Mr	Office Tel Number	
Name	xxx	Home Tel Number	+6560000000
Citizenship	SINGAPORE CITIZEN	Fax Number	
Gender	Male	Mobile Number	+6591231232

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 9:** System displays the Acknowledgement page to confirm, application is submitted successfully.

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 Officer's Licence (SO)

Application Number	U2020000227	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B2020001471		
Submission Date	20/01/2020 14:40:10	Payment Status	STAGE1 : N.A
Submission Name	B2020001471		STAGE2 : N.A

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.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

PRINT   CLOSE

Quick Ref 3: Renew Existing SO Licence

> **Step 1:** Login GoBusiness Licensing via your Singpass Credential.

> **Step 2:** Select RENEW EXISTING LICENCE

> **Step 3:** System will redirect to Licence page.
> Select the Licence for Renewal.

Licence Number	Agency	Licence Name	Licence Status	Issued Date	Expiry Date
L/PS/123456/2020S	SPF	Security Officer's Licence (SO)	Active	31 Mar 2020	29 Jan 2021

> **Step 4:** System will redirect to Renewal Page.
> Fill the Acknowledgement Number and Licence Number

Click NEXT

Renew Licence

Singapore Police Force

Security Officer's Licence (SO)

Application Type	Fees & Supporting Documents (if required)
◉ Security Officer's Licence (SO)	Details

Acknowledgment Number *	Licence Number *
PS/20150907/0089	L/PS/123456/2020S

BACK   NEXT

➢ **Step 5:** Fill the General Information Page and click NEXT.

Renew Expiring Licence

Terms of Use

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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.

Myinfo

☑ **Retrieve Myinfo with Singpass**

Please click here for Myinfo details

Filer's Particulars

Note: Name, Citizenship, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from Myinfo for your convenience.

Salutation*	Mr	Designation*	Managing Director
Name*	xxx	Office Tel Number	▼
Citizenship*	SINGAPORE CITIZEN	Home Tel Number	▼ +6500000000
Gender*	○ Male ○ Female	Fax Number	▼
Date Of Birth*	04/12/0002 📅	Mobile Number*	▼ +6500000000
Primary Contact Mode*	○ Office Tel Number	Email*	
	○ Home Tel Number	Alternative Email	
	● Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	☐

Next >   Save as Draft   Save as Draft & Exit

➤ **Step 6:** Fill in the Renewal form and click PROCEED

Renew Expiring Licence

Security Officer's Licence (SO)

Particulars of Licence

Licence Number	L/PS/000094/2018S	Filer NRIC/FIN Number	G5183527T

Declarations

Have you suffered, or are suffering from any mental condition or illness? *

○ Yes ● No

Previous | **Proceed** | **Save as Draft** | **Save as Draft & Exit**

➢ **Step 7:** Upload the required supporting documents page is displayed to upload documents if any.

Renew Expiring Licence

Security Officer's Licence (SO)

Document Name	Type	Attachment	Action
Work Permit Scanned copy of the Work Permit. Mandatory for Foreigners. *Acceptable File Format: pdf, jpg, png, jpeg, gif* *Acceptable File Size: maximum : 2 MB*	ONLINE UPLOAD ▼		Upload
Origin Country Identification Card Scanned copy of the Origin Country Identification Card. Mandatory for Foreigners. *Acceptable File Format: pdf, jpg, png, jpeg, gif* *Acceptable File Size: maximum : 2 MB*	ONLINE UPLOAD ▼		Upload
Passport for foreigner Scanned copy of the Passport. Mandatory for Foreigners. *Acceptable File Format: pdf, jpg, png, jpeg, gif* *Acceptable File Size: maximum : 2 MB*	ONLINE UPLOAD ▼		Upload
Certificate of Good Conduct for Foreigner Scanned copy of Certificate of Good Conduct for Foreigner. Mandatory for Foreigners. *Acceptable File Format: pdf, jpg, png, jpeg, gif* *Acceptable File Size: maximum : 2 MB*	ONLINE UPLOAD ▼		Upload

Previous | **Next** | **Save as Draft** | **Save as Draft & Exit**

Step 8: Review the filled application and check the Declaration. Click 'Submit' Button.

Renew Expiring Licence

Information Review

Filer's Particulars

Agree to use Myinfo Data	Yes	Designation	Managing Director
Salutation	Mr	Office Tel Number	
Name	xxx	Home Tel Number	+6560000000
Citizenship	SINGAPORE CITIZEN	Fax Number	
Gender	Male	Mobile Number	+6591231232

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.
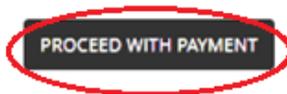
☐

⟨ Previous   Submit

➢ **Step 9:** System prompt you to make payment. Payment to be made via Online.

➢ **Step 10:** Once Payment is done online, the application is submitted successfully.

Renew Expiring Licence

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

Singapore Police Force
Security Officer's Licence (SO)

Application Number	R1920000945	Payment Advice Number	PA1911262094
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID STAGE2 : N.A
Submission Number	B1920012883	Payment Amount(SGD)	$16.00
Submission Date	29 Apr 2019 18:51:44		
Submission Name	B1920012883		

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.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.
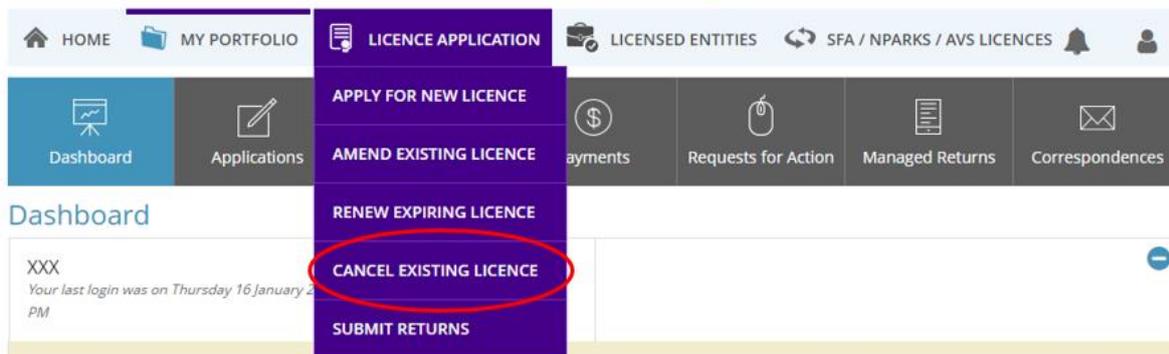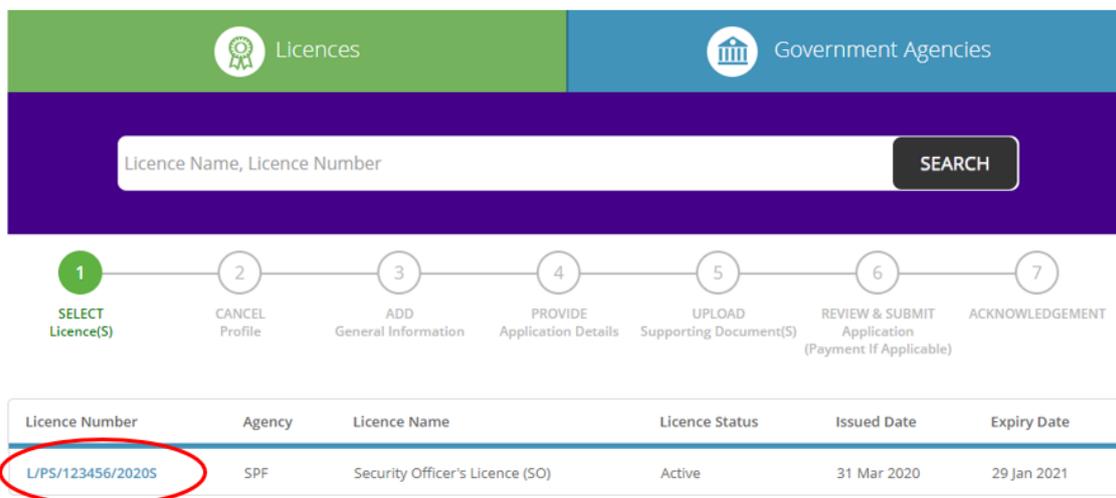
VIEW RECEIPT   PRINT   CLOSE

Quick Ref 4: CANCEL Existing SO Licence

➢ **Step 1:** Login GoBusiness Licensing via your Singpass Credential.

➢ **Step 2:** Select CANCEL EXISTING LICENCE

➢ **Step 3:** System will redirect to Licence page.
   Select the Licence for Cancellation.

➢ **Step 4:** System will redirect to Cancel Page.
   Select the Licence you wish to Cancel and click NEXT

Cancel Licence

Singapore Police Force

Security Officer's Licence (SO)

Application Type	Fees & Supporting Documents (if required)
⦿ Security Officer's Licence (SO)	[Details]

Licence Number *

L/PS/123456/2020S

[BACK] [NEXT]

Step 5: Fill the General Information Page and click NEXT

Cancel 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.

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Myinfo

☑ **Retrieve Myinfo with Singpass**

Please click here for Myinfo details

Filer's Particulars

Note: Name, Citizenship, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from Myinfo for your convenience.

Salutation*	Mr	Designation*	Managing Director
Name*	xxx	Office Tel Number	
Citizenship*	SINGAPORE CITIZEN	Home Tel Number	+6500000000
Gender*	⦿ Male ◯ Female	Fax Number	
Date Of Birth*	04/12/0002	Mobile Number*	+6500000000
Primary Contact Mode*	◯ Office Tel Number	Email*	
	◯ Home Tel Number	Alternative Email	
	⦿ Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	☐

Next >   Save as Draft   Save as Draft & Exit

➢ **Step 6:** Cancel form is displayed with Licence details.
Click PROCEED

Cancel Existing Licence

Security Officer's Licence (SO)

Particulars of Licence

Licence Number	L/PS/000094/2018S	NRIC/FIN Number	S0000123F

Termination Details

Effective Termination Date   20/01/2020

Note: There will be no refunds of pro-rated licence fee paid for upon termination by applicant.

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

➤ **Step 7:** Upload the required supporting documents page is displayed to upload documents if any. Click NEXT

Cancel Existing Licence

Security Officer's Licence (SO)

No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently
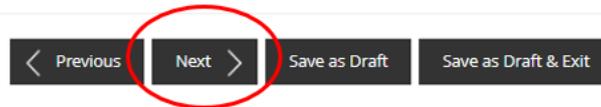
➤ **Step 8:** Review the filled application and check the Declaration.
Click 'Submit' Button.

Cancel Existing Licence

Information Review

Filer's Particulars

Agree to use Myinfo Data	Yes	Designation	Managing Director
		Office Tel Number	
Salutation	Mr	Home Tel Number	
Name	xxx	Fax Number	
Citizenship	SINGAPORE CITIZEN	Mobile Number	+6591231232
Gender	Male		

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 9:** System displays the Acknowledgement page to confirm, application is submitted successfully.

Cancel Existing Licence

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

Singapore Police Force
Security Officer's Licence (SO)

Application Number	T2020000014	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B2020001483		
Submission Date	20/01/2020 15:39:16	Payment Status	STAGE1 : N.A
Submission Name	B2020001483		STAGE2 : N.A

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.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

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