

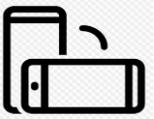
How to Renew Vocational Licence via GoBusiness Licensing (GBL) Portal

Updated as at October 2021

Instructions:

It will take an estimated of 10 to 15mins to complete the Renewal process.

You can use:

		Desktop mode on your smart phone:		
Computer or Laptop	Tablet (7 inch and above)	Smart phone in landscape/horizontal mode (5.5 inch and above) 	IOS: 1. Launch Browser 2. Click the “aA” icon available on the top right corner positioned before the address bar. 3. Choose “request Desktop Website”	Android: 1. Launch Browser 2. Tap for menu options 3. Select Desktop site

to access GoBusiness Licensing portal.

You need to have:

1. Singpass for login via GoBusiness Portal
2. Passport-sized photo with white background

Step 1: Please visit the GoBusiness Licensing Portal for Renewal of Vocational Licence

- Website (<https://licence1.business.gov.sg/web/frontier/home>); or
- Scan the QR code



Step 2: Click on Login button

gb **gobusiness**
LICENSING



LOGIN



LICENCE APPLICATION



LICENSED ENTITIES



SFA / NPARKS / AVS LICENCES



WHO WE ARE

ABC
123

Keywords



Government Agencies



Business Intent

Search Licence by Keywords

Search

e.g. Food court, Pet shop, NEA...

Step 3: Login with your Singpass for individuals user.

The screenshot shows the GoBusiness Licensing login interface. At the top, there is a navigation bar with the logo and a search icon. Below it, a menu contains 'LICENCE APPLICATION', 'LICENSED ENTITIES', 'SFA / NPARKS / AVS LICENCES', and 'WHO WE ARE'. The main content area features three login options: 'Business Users', 'Individuals' (circled in red), and 'Login ID'. Each option has a 'Log in with singpass' button. The 'Login ID' section includes a form for 'Your Email' and 'Your Password', a 'Login >' button, and links for 'Forgot Password?' and 'Request User Account'.

Step 4: If the vocational licence is due for renewal, there will be a prompt at the dash board interface under "Licences". Click on it and select "Renew"

The screenshot displays the GoBusiness Licensing dashboard. The top navigation bar includes 'MY PORTFOLIO', 'LICENCE APPLICATION', 'LICENSED ENTITIES', 'SFA / NPARKS / AVS LICENCES', and 'WHO WE ARE'. Below this is a row of menu items: 'Dashboard', 'Applications', 'Licences', 'Payments', 'Requests for Action', 'Managed Returns', and 'Correspondences'. The main dashboard area features several widgets: 'APPLICATIONS' (0 Require Attention, 0 In Progress), 'DRAFTS' (0 Due for Removal, 0 All Drafts), 'LICENCES' (1 Due for Renewal, 1 Active), and 'PAYMENTS' (0 Pending Payments). Below the widgets is a table of licences with columns for 'Licence / RRN or', 'Licence Details', 'Agency', 'Licence Name', 'Licence Status', 'Issue Date', 'Expiry Date', and 'Action'. The table contains one entry: 'Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL)' with status 'Active'. The 'Action' dropdown menu is open, showing a 'Renew' option circled in red.

Licence / RRN or	Licence Details	Agency	Licence Name	Licence Status	Issue Date	Expiry Date	Action
	N/A	LTA	Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL)	Active			Renew

Step 5: Select the appropriate licence type to renew and key in the NRIC accordingly. Do note that for multiple licence holders, they will be required to renew only once.

Step 6: Click on Next

Land Transport Authority

Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL)

[Application Type](#) [Fees & Supporting Documents](#) (if required)

Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL) [Details](#)

Licence No. / Licensee ID No. *

BACK NEXT

Step 7: Verify your details and click on the box, to receive status updates on your Renewal via SMS

Step 8: Click on Next

MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES WHO WE ARE

Note: Salutation, Name, Citizenship, Gender and Date Of Birth are taken from User Profile for your convenience. Please proceed to **Update User Profile** screen to edit these information where necessary.

Salutation *	<input type="text" value="Mr"/>	Designation *	<input type="text" value="Managing Director"/>
Name *	<input type="text"/>	Office Tel Number	<input type="text"/>
Citizenship *	<input type="text" value="SINGAPORE CITIZEN"/>	Home Tel Number	<input type="text"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Fax Number	<input type="text"/>
Date Of Birth *	<input type="text"/>	Mobile Number *	<input type="text"/>
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Email *	<input type="text"/>
		Alternative Email	<input type="text"/>
		<input type="checkbox"/> Tick if you prefer to receive status updates of licence application via SMS	

Step 9: If there are any changes to the licence holder’s particulars for example address or contact number, he/she may wish to select the option “Renew with changes to personal particulars”. Otherwise, please select the other option “Renew with no changes to personal particulars”.

Renew Expiring Licence

Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL) (LTA)

Note:
For holders of multiple Vocational Licence types, you need to renew only once.

Licence Details

Licence Expiry Date

Renewal

Renew with no change to personal particulars Renew with changes to personal particulars

Step 10: Declaration for Medisave Liabilities and Refresher Course.

Renewal Declaration

Have you cleared your outstanding Medisave liability with CPF Board? * Yes No
Please check your Medisave status via [CPF Website](#)

Have you attended the Taxi Driver/Private Hire Car Driver's Vocation Licence Refresher Course as advised in your Renewal Notice? * Yes No

Change of Personal Particulars

Change of Licensee's Mailing Address

Step 10.1:

If the option for both MediSave Liabilities and Refresher course have been selected as “No” and yet they are required to fulfil both requirements. System will auto prompt an error notification.

For MediSave Liabilities, licence holders may now check for their MediSave liabilities directly through the [CPF website](#).

For Refresher Course, licence holders are required to undergo the refresher course first prior to licence renewal.

MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES WHO WE ARE

(Requires Driving Assessment Report)

2 Error(s) found during the application submission. Please correct the errors before submit.

Application Details

- You are required to clear your outstanding Medisave liability with CPF Board before submitting the renewal request.
- You are required to attend the Vocational Licence Refresher course with one of the appointed Training Centres before submitting the renewal request.

Hearing problems*
(Requires Audiogram report and specialist/audiologist)

Tuberculosis*
(Requires TB Certificate of Completion Unit (TBCU) or Ministry of Health)

End Stage Renal Failure
(Requires memo from attending)

Cancer undergoing Chemotherapy

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

Step 10.2: Declaration for MediSave Liabilities will only be available if the licence holder is required to fulfil it prior to licence renewal

Renew with no change to personal particulars Renew with changes to personal particulars

Renewal Declaration

Have you cleared your outstanding
Medisave liability with CPF Board? * Yes No
Please check your Medisave status via [CPF Website](#)

Change of Personal Particulars

Change of Licensee's Mailing Address

Postal Code *

Please enter your postal code and click "Retrieve Address"

Street Name *

Block / House Number

Level

Step 10.3: Declaration for Refresher Course will only be available if the licence holder is required to fulfil it prior to licence renewal

Licence Details

Licence Expiry Date

Renewal

Renew with no change to personal particulars Renew with changes to personal particulars

Renewal Declaration

Have you attended the Taxi Driver/Private Hire Car Driver's Vocation Licence Refresher Course as advised in your Renewal Notice? * Yes No

Change of Personal Particulars

Change of Licensee's Mailing Address

Postal Code * Retrieve Address

Please enter your postal code and click "Retrieve Address"

Block / House Number

Street Name *

Level

Unit Number

Building Name

Change of Licensee's Mobile Number *

Step 11: If licence holder is required to undergo a medical examination, the medical examination declaration will appear as per the screenshot below

Note: Select the option **Yes** or **No** for each type of medical condition as indicated within the actual medical form before clicking **Proceed**.

Date of Medical Assessment *



Submission of Additional Memo is required based on the listed conditions:

NOTE: Any medical condition(s) stated below must be certified by attending Medical Specialist.
(Example : Heart Surgery - **Individual is fit to drive Public Service Vehicle**)

Heart Surgery (with Pacemaker) *

(Requires memo from Cardiologist)

Yes No

Stroke *

(Requires Driving Assessment Rehabilitation Programme (DARP) report and memo from Neurologist)

Yes No

Mental illness (e.g. Anxiety, Depression, Schizophrenia & Bipolar) *

(Requires memo from psychiatrist / attending physician for mental illness)

Yes No

Amputee *

(Requires Driving Assessment Rehabilitation Programme (DARP) report)

Yes No

Hearing problems *

(Requires Audiogram report and memo from hearing specialist/audiologist)

Yes No

Step 12: Upload supporting documents

Note 1: Medical memo will be required if there is any selection in Yes option at Step 11

Note 2: Ensure that the uploaded image is clear and of visible quality and file size must not be >2MB.

Step 13: Click on Next to proceed to pay

MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES WHO WE ARE

Medical Records *
Mandatory to upload upon approval to go for course for all vocational licences.
Acceptable File Format: pdf, jpg, jpeg, gif, png, bmp
Acceptable File Size: maximum : 2 MB

ONLINE UPLOAD [v]

Upload

Work Permit/ Employment Pass/ S Pass (Front & Back)
Work Permit/ Employment Pass/ S Pass (Front & Back) is mandatory for Foreigners.
Acceptable File Format: pdf, jpg, jpeg, gif, png, bmp
Acceptable File Size: maximum : 2 MB

ONLINE UPLOAD [v]

Upload

Medisave Declaration *
Must display CPF supporting document stating that driver do not have any medisave liabilities
Acceptable File Format: pdf, jpg, jpeg, gif, png, bmp
Acceptable File Size: maximum : 2 MB

ONLINE UPLOAD [v]

Upload

Refresher Course *
Must display supporting document show completion.
Acceptable File Format: pdf, jpg, jpeg, gif, png, bmp
Acceptable File Size: maximum : 2 MB

ONLINE UPLOAD [v]

Upload

< Previous **Next >** Save as Draft Save as Draft & Exit

Step 14: Make payment of \$40 (non-refundable) and the renewal application will be submitted.

Renew Expiring Licence



Submitted successfully: 1 application(s)

You will be notified of the approval of your application via SMS/Email.

Land Transport Authority

Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL)

Application Number	R	Payment Advice Number	PA
Application Status	Ready for Payment	Payment Status	STAGE1 : PENDING STAGE2 : N.A
Submission Number	B	Payment Amount(SGD)	\$40.00
Submission Date	22		
Submission Name	B2		

View your [Applications and Status](#)

You will receive a SMS notification once your Vocational Licence renewal application has been approved.

(if you had ticked the box under step 7)

Your Vocational Licence status will be updated on OneMotoring by the next working day after it has been approved.

Thank you