## How to apply for vocational licence online

**Step 1**: Visit GoBusiness Licensing Portal (<u>https://licence1.business.gov.sg/web/frontier/home</u>) and login with your Singpass or Login ID.



Step 2: Click "Licence Application", and then "Apply for New Licence".

A Singapore Government Agency Website							
New Guided Journey feature on GoBusiness Licensing   Licensing for F&B businesses, made smarter and simpler. Get Started							
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MY PORTFOLIO	LICENCE APPLICATION	LICENSED ENTITIES	SFA / NPARKS / AV	/S LICENCES 🏦 V	VHO WE ARE		
~	APPLY FOR NEW LICENCE	\$	ര്				
Dashboard	AMEND EXISTING LICENCE	; rvments	Requests for Action	Managed Returns	Correspondences		
Dashboard	RENEW EXPIRING LICENCE						
Your last login was on Thu	CANCEL EXISTING LICENCE	odate Profile			•		
06:52 PM	SUBMIT RETURNS						

**Step 3: Search** for the licence to apply, click "Add to Selection", and proceed to "Review & Apply".

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MY PORTFOLIO	📽 LICENSED ENTITIES 🗳 SFA / NPARKS / AVS LICEI	NCES 🏦 WHO WE ARE
ABC Keywords	Government Agencies	Business Intent
PDVL e.g. Food court, Pet shop, NEA		Search
	Review & Apply (0)	
Search Results 1 results for Keyword "PDVL"		
Licences (1)		
Taxi Driver's Vocational Licence (TDVL) / Pri Taxi Driver's Vocational Licence (TDVL) is needed Driver's Vocational Licence (PDVL) is needed befor	vate Hire Car Driver's Vocational Licence (PDVI I before a person can drive a taxi and a Private Hire Ca re a person can drive a private hire c	Add to Selection >
MY PORTFOLIO	LICENSED ENTITIES 🗘 SFA / NPARKS / AVS LI	CENCES 🏛 WHO WE ARE
ABC Keywords	Government Agencies	Business Intent
PDVL e.g. Food court, Pet shop, NEA		Search
Selected Licences		
LTA   Taxi Driver's Vocational Licence (TDVL)	/ Private Hire Car Driver's Vocational Licence (PDVL)	Ŵ
Proceed		
	Review & Apply (1)	

**Step 4: Click** "Apply" to start the licence application.

o be applied at GoBusiness Licensing			
Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
elected Licence(s)			
LTA   Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL)	20 mins	Details	30 working days to process application, assuming all relevant documents have been submitted.
S GoBusiness Licensing accepts the following e-Payment me PayPal, VISA, MasterCard, American Express and Discove	thods: er.		

**Step 5:** Agree to the Terms of Use and fill in the Applicant's Particulars, Address and Mailing Address. Click "Next".

	2	3)	4	5	6
SELECT Licence(s)	ADD General Information	PROVIDE Application Details	UPLOAD Supporting Document(s)	REVIEW & SUBMIT Application (Payment if applicable)	ACKNOWLEDGEMENT
pply for Ne	w Licence				
erms of Lise					
erms or ose					
By clicking on the	ne checkbox, I agree to be bound	by the Terms of Use.			
Profile					
am anniving	as an Applicant				
антаррунд	<ul> <li>on behalf of Applicant</li> </ul>				
MyInfo					
Use Mvinfo					
lease click here f	or Myinfo details	Tick to use Mylr	nfo. Please mak	e sure	
opplicant's Part	iculars				
Note: Salutation, Na Please proc	ame, Nationality, Gender and Dat reed to <i>Update User Profile</i> scre	e Of Birth are taken from I en to edit these informatio	user Profile for your conver n where necessary.	iencë.	
Salutation *	Mr	~	Designation *	Manager	~
Name *	Tan Wong, Alex		Office Tel Number	+656123456	7
ID Type *	● NRIC ○ FIN ○ Passp	ort	Home Tel Number		
D Number*	S1234567D		Fax Number	+656123456	7
itizenshin*	SINGAPORE CITIZEN	$\checkmark$	Mobile Number		
			in other rearriber	+659123456	1
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ender * ate Of Birth *	Email to receiv	e notification	Email*	61234567@61234	567.com
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Gender* Date Of Birth* Primary Contact Vode*	Office Tel Number	e notification	Email * Alternative Email	61234567@612343	567.com 567.com
Sender* Date Of Birth* Primary Contact Wode*	Office Tel Number Home Tel Number	e notification	Email • Alternative Email Tick if you prefer t receive status upd of licence applicat SMS	61234567@612343	567.com 567.com
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Gender * Date Of Birth * Primary Contact Mode * illing Address licant Address licant Address licant Address e of Premises *	Office Tel Number     Office Tel Number     Mobile Number     Mobile Number     Make sure the     address is com     Copy     Local O Foreign     Residential	e notification mailing uplete.	Email* Alternative Email Tick if you prefer t receive status upd of licence applicat SMS Street Name* Level	61234567@612343	567.com 567.com Tick to rece update not
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Gender * Date Of Birth * Primary Contact Mode * illing Address licant Address licant Address te of Premises * tal Code * tal Code *	Copy     Copy     Copy     Copy     Copy     Copy     Copy     Copy     Copy     Cocal	e notification mailing plete.	Email* Alternative Email Tick if you prefer t receive status upd of licence applicat SMS Street Name* Level Unit Number Building Name	61234567@612343	567.com 567.com Tick to rece update not 05 01

Step 6: Fill in the application form and click "Proceed".

SELECT Licence(s)	2 ADD General Information	PROVIDE Application Details	4 UPLOAD Supporting Document(s)	5 REVIEW & SUBMIT Application (Payment if applicable)	6 ACKNOWLEDGEMENT	
Apply for New	Licence					
Taxi Driver's Voca	ational Licence (TDVI	.) / Private Hire C	ar Driver's Vocation	al Licence (PDVL) (	LTA)	
General Guidelines	for Vocational Licence (	<u>VL) Applicants</u>				
1. The application fee	of \$40 is non-refundable	E.				
2. Please do not appl	y for a vocational licence	if:				
- Applicant has a susp - Applicant is an exist - Applicant currently l	pended or disqualified dri ing vocational licence hol has an on-going investiga	iving licence der but whose VL is c tion case	urrently suspended or n	evoked		
In general, those who offences (including h date of conviction.	b have committed serious ousebreaking and cheatir	offences (including r ng), applications will b	ape, murder or kidnappi e barred from considera	ng) will be barred for li ation for a VL for a certa	fe. For less serious ain period after the	
3. Applicants are requ	uired to pass a medical ex	amination and atten	d the respective training	courses.		
4. The application ap	proval is at the sole discre	etion of LTA.				
For more information	n, please visit www.onemo	otoring.com.sg > Ask	LTA			
Please refer to the Ap	plication Guidelines and	Requirements before	completing the form.			
Vocational Licen	се Туре					
Application For		<ul> <li>TAXI DRIVER (</li> <li>PRIVATE HIRE</li> </ul>	TDVL) (FOR SINGAPORE CAR DRIVER (PDVL) (FO	AN ONLY) DR SINGAPOREAN ONLY	Tick the I would lik	icence type that you e to apply. <b>TDVL</b> I cannot be used to
		Note: You may tick	more than one type of	vocational licence, if ap	register f	or PDVL course.

Step 7: Upload the required documents and click "Next".

Accepted file formats: pdf, jpg, gif, png, bmp Maximum file size: 2 MB



**Step 8:** Review the information filled in, complete the declarations, submit and proceed to payment.



Declaration				
Make Payment				
Description	Fee Туре	Fee	GST	Sub Total
PA1811112146 LTA - Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL) C1820008148	Licence Fee	\$40.00	Amount inclusive of GST 7.00% (\$2.62)	\$40.00
			Grand Total	\$40.00
PROCEED WITH	H PAYMENT	•		

**Step 9:** Make payment online with PayPal or bank card.

P PayPal	₩ \$40.00 SGD ~	
Have a PayPal account?	Log in	
or		
Pay with debit or cro	edit card	PayPal is the safer, faster
We don't share your financial d	etails with the merchant.	No matter where you shop, we help keep you
Country Singapore	~	financial information more secure.
Country Singapore	~	financial information more secure.

**Step 10:** You will see an acknowledgement that you have successfully submitted the application.

## Apply for New Licence

Submit	ted successfully: 1 applicat e notified of the approval of your app	tion(s) Ilication via SMS/Email.	•
Land Transport Autho	rity		
Taxi Driver's Vo	cational Licence (TDVL) / Private	Hire Car Driver's Vocation	nal Licence (PDVL)
Application Number	C1920003871	Payment Advice Number	PA1911262052
Application Status	mitted with Payment	Payment Status	STAGE1 : PAID STAGE2 : N.A
Take not	te of the application	Payment Amount(SGD)	\$40.00
sub number	for future reference.	Estimated Processing Time	About 30 working days to process application, assuming all relevant documents have been submitted.
View your Applications and	d Status		
NOTE			
Application has been subr under the Application Stat	nitted successfully. You will be notified of the a sus Column.	approval of your application by email	i/sms. Processing status will also be updated
Please note that the "Subr	nission Name" is for your personal reference	only.	
You may retrieve your sub	mission and application details by clicking on	the "Applications" tab in the "My Por	tfolio" menu.
View your payment re	eceipt	PRINT CLOSE	

## How to check the status of vocational licence application submitted online

## **Step 1**: Visit GoBusiness Licensing Portal

(<u>https://licence1.business.gov.sg/web/frontier/home</u>) and login with your Singpass or Login ID.



**Step 2**: Click "Applications" to view the application status.

You can also check the notifications sent to you under "Correspondences".

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MY PORTFOLI	O 📑 LICENCE APPL	ICATION 🗟 L	ICENSED ENTITIES	🖨 SF	A / NPARKS / AV	S LICENCES	🟛 who	WE ARE	
一	Applications	Q Licences	(\$) Payments	Reques	ts for Action	Lanaged Re	eturns Co	respond	lences
Corresponde	ences								
Q Agency Nam	ie, Licence Name, Corresj.	oondence Name			SEARCH		Adv	vanced S	earch
Name 🔶	Application/Licence Number/RRN \$	Licence Name	Å.		Application Type $\ensuremath{\oplus}$	Delivery Channel	Agency ≑	Sen Dat	t e 🔻
Licence Application Status Update Notification (to Applicant)	C1820008148	Taxi Drive Licence ( Car Drive Licence (	er's Vocational IDVL) / Private Hire r's Vocational PDVL)	New	Email	Land Autho	Transport vrity	18/06/2 13:06:52	018
Licence Application Status Update	C1820008148	Taxi Drive Licence (	er's Vocational IDVL) / Private Hire	New	Email	Land Author	Transport	18/06/2	018