


How to Submit a Late Renewal Application for Vocational Licence via GoBusiness Licensing (GBL) Portal

Updated as at November 2022

Instructions:

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

You can use:

Computer or Laptop (<i>advisable</i>)		
Tablet (7 inch and above);	Desktop mode on your smart phone:	
Smart phone (5.5 inch and above) in landscape/horizontal mode 	IOS: <ol style="list-style-type: none">1. Launch Browser2. Click the “aA” icon available in the top corner positioned before the address bar.3. Choose “request Desktop Website”	Android: <ol style="list-style-type: none">1. Launch Browser2. Tap for menu options3. Select Desktop site

**submission of licence applications depends on the compatibility of the devices.*

to access GoBusiness Licensing portal.

You need to have:

1. Singpass for login via GoBusiness Licensing 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 the “Login” button.



LICENCE APPLICATION



LICENSED ENTITIES



SFA / NPARKS / AVS LICENCES



WHO WE ARE



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.

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', and 'Login ID'. The 'Individuals' option is circled in red and includes a 'Log in with singpass' button. The 'Login ID' section is titled 'Login ID' and includes a sub-header 'Login for foreigners without Singpass'. It contains input fields 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” (proceed to Step 5). **If you see “0” licence due for renewal, proceed to Step 4a-c for an alternative way to renew.**

The screenshot shows the GoBusiness Licensing dashboard. At the top, there is a navigation bar with the logo and search, notification, and user icons. Below it, a menu contains 'MY PORTFOLIO', 'LICENCE APPLICATION', 'LICENSED ENTITIES', 'SFA / NPARKS / AVS LICENCES', and 'WHO WE ARE'. The main content area features a dashboard with several widgets: 'Dashboard', 'Applications', 'Licences', 'Payments', 'Requests for Action', 'Managed Returns', and 'Correspondences'. The 'Licences' widget is highlighted and shows '1 Due for Renewal' and '1 Active'. The 'Renew' button in the 'Action' dropdown is circled in red.

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

Step 4a: Click on “Licence Application” followed by “Renew Expiring Licence”.

The screenshot shows the gobusiness LICENSING dashboard. At the top left is the logo 'gobusiness LICENSING'. On the right are search, notification, and user profile icons. Below the logo is a navigation bar with 'MY PORTFOLIO', 'LICENCE APPLICATION' (circled in red), 'LICENSED ENTITIES', 'SFA / NPARKS / AVS LICENCES', and 'WHO WE ARE'. A central menu is open, showing options: 'APPLY FOR NEW LICENCE', 'AMEND EXISTING LICENCE', 'RENEW EXPIRING LICENCE' (circled in red), 'CANCEL EXISTING LICENCE', and 'SUBMIT RETURNS'. To the right of the menu are icons for 'Payments', 'Requests for Action', 'Managed Returns', and 'Correspondences'. On the left, there's a 'Dashboard' link and a login status: 'Your last login was on 01:07 PM'.

Step 4b: Click on “Government Agencies”, followed by “LTA”.

The screenshot shows the 'Renew Licence' page. At the top, there are three tabs: 'Licences', 'Government Agencies' (selected), and 'By RRN'. Below the tabs is a search bar: 'Search Government Agencies by Keywords' with the example 'e.g. SPF, NEA, Manpower, etc.'. Below the search bar are several agency cards: 'EMA Energy Market Authority', 'EnterpriseSG Enterprise Singapore', 'HLB Hotels Licensing Board', 'HSA Health Sciences Authority', 'IMDA Info-communications Media', and 'LTA Land Transport Authority' (circled in red).

Step 4c: Choose the respective vocational licence type. Multiple licence holders may select any one of the vocational licence they are holding.

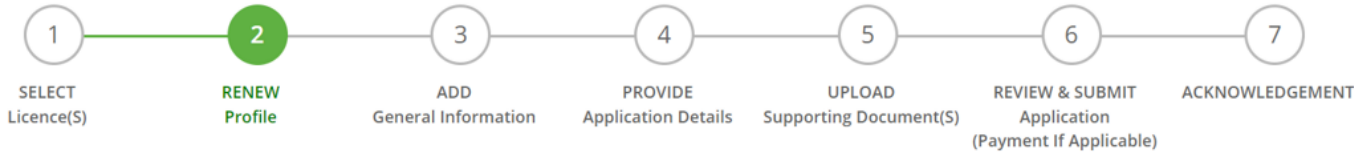
The screenshot shows the 'Land Transport Authority' page. It lists several vocational licence options:

- Bus Driver's Vocational Licence (BDVL) / Bus Attendant Vocational Licence (BAVL)** (with an information icon) - Bus Driver's Vocational Licence (BDVL) / Bus Attendant's Vocational Licence (BAVL) Renew Application
- Class 2 Bus Service Licence** (with an information icon) - For the operation of a fare-charging scheduled bus service
- Omnibus Driver's Vocational Licence** (with an information icon) - Omnibus Driver's Vocational Licence (ODVL) Renew Application
- Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL)** (with a smiley face icon) - Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL) Renew

Step 5: At the “Renew Licence” page, input licence holder’s NRIC under “Licence No./Licensee ID No.” to continue. Multiple licence holders are only required to renew once.

Step 6: Click “Next” to proceed.

Renew Licence



Land Transport Authority

Bus Driver's Vocational Licence (BDVL) / Bus Attendant Vocational Licence (BAVL)

Application Type

Fees & Supporting Documents (if required)

Bus Driver's Vocational Licence (BDVL) / Bus Attendant Vocational Licence (BAVL)

[Details](#)

Licence No. / Licensee ID No. *

Step 7: Verify the licence holder’s details. Tick the box to receive status updates on your vocational licence renewal via SMS.

Step 8: Click “Next” to proceed.

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 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: Make payment of \$25 (non-refundable) and the late renewal application will be submitted.

Payment Details

Land Transport Authority

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

Payment Advice Number	PA		Payment Due Date	
Application Number	R		Payment Date	
Applicant/Licensee Name	--		Payable Amount(SGD)	\$25.00
Application Type	Renew		Paid Amount(SGD)	\$25.00
Payment Status	Paid		Payment Method	e-Payment

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

(if you had ticked the box under step 7)

A letter will be sent to your address to inform you of the outstanding requirements (if any) and the mode to renew your vocational licence.

You are required to renew your vocational licence within 3 months from the late renewal approval date. Otherwise, your late renewal application will lapse.

Thank you.