

How to Renew 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 Renewal process.

You can use:

Computer or Laptop (*advisable*)

Tablet (7 inch and above);

Smart phone (5.5 inch and above)

in landscape/horizontal mode



Desktop mode on your smart phone:

IOS:

1. Launch Browser
2. Click the “aA” icon available in the top corner positioned before the address bar.
3. Choose “request Desktop Website”

Android:

1. Launch Browser
2. Tap for menu options
3. 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' form on the right includes 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 dashboard features 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'. Below the widgets is a table with columns: 'Licence / RRN Number', 'Licence Details', 'Agency', 'Licence Name', 'Licence Status', 'Issue Date', 'Expiry Date', and 'Action'. The table contains one row with a 'Renew' button circled in red in the 'Action' column.

Licence / RRN Number	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 4a: Click on “Licence Application” followed by “Renew Expiring Licence”.

gobusiness LICENSING

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

Dashboard

APPLY FOR NEW LICENCE

AMEND EXISTING LICENCE

RENEW EXPIRING LICENCE

CANCEL EXISTING LICENCE

SUBMIT RETURNS

Your last login was on 01:07 PM

Payments Requests for Action Managed Returns Correspondences

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

Renew Licence

Licences Government Agencies By RRN

Search Government Agencies by Keywords

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

EMA Energy Market Authority

EnterpriseSG Enterprise Singapore

HLB Hotels Licensing Board

HSA Health Sciences Authority

IMDA Info-communications Media

LTA Land Transport Authority

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

Land Transport Authority

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

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

Class 2 Bus Service Licence

For the operation of a fare-charging scheduled bus service

Omnibus Driver's Vocational Licence

Omnibus Driver's Vocational Licence (ODVL) Renew Application

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

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.

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: 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.

The screenshot displays a web application interface with a navigation bar at the top containing: MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, SFA / NPARKS / AVS LICENCES, and WHO WE ARE. A red error banner at the top of the main content area reads: "2 Error(s) found during the application submission. Please correct the errors before submit." Below this banner, a white box titled "Application Details" contains two red error messages:

- 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.

On the left side of the interface, there are several sections with red asterisks indicating required information:

- Hearing problems*** (Requires Audiogram report and specialist/audiologist)
- Tuberculosis*** (Requires TB Certificate of Competence Unit (TBCU) or Ministry of Health)
- End Stage Renal Failure** (Requires memo from attending)
- Cancer undergoing Chemotherapy**

At the bottom of the interface, there is a navigation bar with four buttons: "Previous", "Proceed", "Save as Draft", and "Save as Draft & Exit". The "Proceed" button is circled in red.

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 * Street Name *

Please enter your postal code and click "Retrieve Address"

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 *

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.

Note 3: Licence holders who renew via GoBusiness Licensing portal for the first time will be required to upload a passport size photo (400 by 514 pixels, 35mm by 45mm).

Step 13: Click on Next to proceed to payment.

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

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

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

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

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

View your [Applications and Status](#)

You will receive a SMS notification when your Vocational Licence renewal application status is updated.
(if you had ticked the box under step 7)

Your Vocational Licence status will be updated on OneMotoring website immediately after it has been approved.

Thank you.