

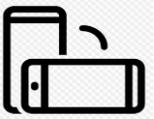
How to Submit a Late Renewal Application for Vocational Licence via GoBusiness Licensing (GBL) Portal

Updated as at May 2022

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



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 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 that, 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 shows 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 menu with 'Dashboard', 'Applications', 'Licences', 'Payments', 'Requests for Action', 'Managed Returns', and 'Correspondences'. The main dashboard area is divided into sections: '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). The 'Licences' section is highlighted with a red circle. Below the dashboard 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 for a 'Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL)' with status 'Active'. The 'Action' dropdown menu is open, and the 'Renew' option is circled in red.

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 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.

<p>Salutation * <input type="text" value="Mr"/></p> <p>Name * <input type="text"/></p> <p>Citizenship * <input type="text" value="SINGAPORE CITIZEN"/></p> <p>Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female</p> <p>Date Of Birth * <input type="text"/> <input type="text"/></p> <p>Primary Contact Mode *</p> <p><input type="radio"/> Office Tel Number</p> <p><input type="radio"/> Home Tel Number</p> <p><input checked="" type="radio"/> Mobile Number</p>	<p>Designation * <input type="text" value="Managing Director"/></p> <p>Office Tel Number <input type="text"/></p> <p>Home Tel Number <input type="text"/></p> <p>Fax Number <input type="text"/></p> <p>Mobile Number * <input type="text"/></p> <p>Email * <input type="text"/></p> <p>Alternative Email <input type="text"/></p> <p>Tick if you prefer to receive status updates of licence application via SMS <input type="checkbox"/></p>
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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: Make payment of \$25 (non-refundable) and the 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	P	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 the late renewal application for your vocational licence has been approved.

(if you had ticked the box under step 7)

You may then check the outstanding requirements (if any) and renew your vocational licence via GoBusinessLicensing portal.

Thank you