


How to submit a Medical Examination Report via GoBusiness Licensing (GBL) Portal

Updated as at May 2022

Instructions:

It will take around 5 to 10mins to complete the submission of the Medical form.

You can use:

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

to access GoBusiness Licensing portal.

You need to have:

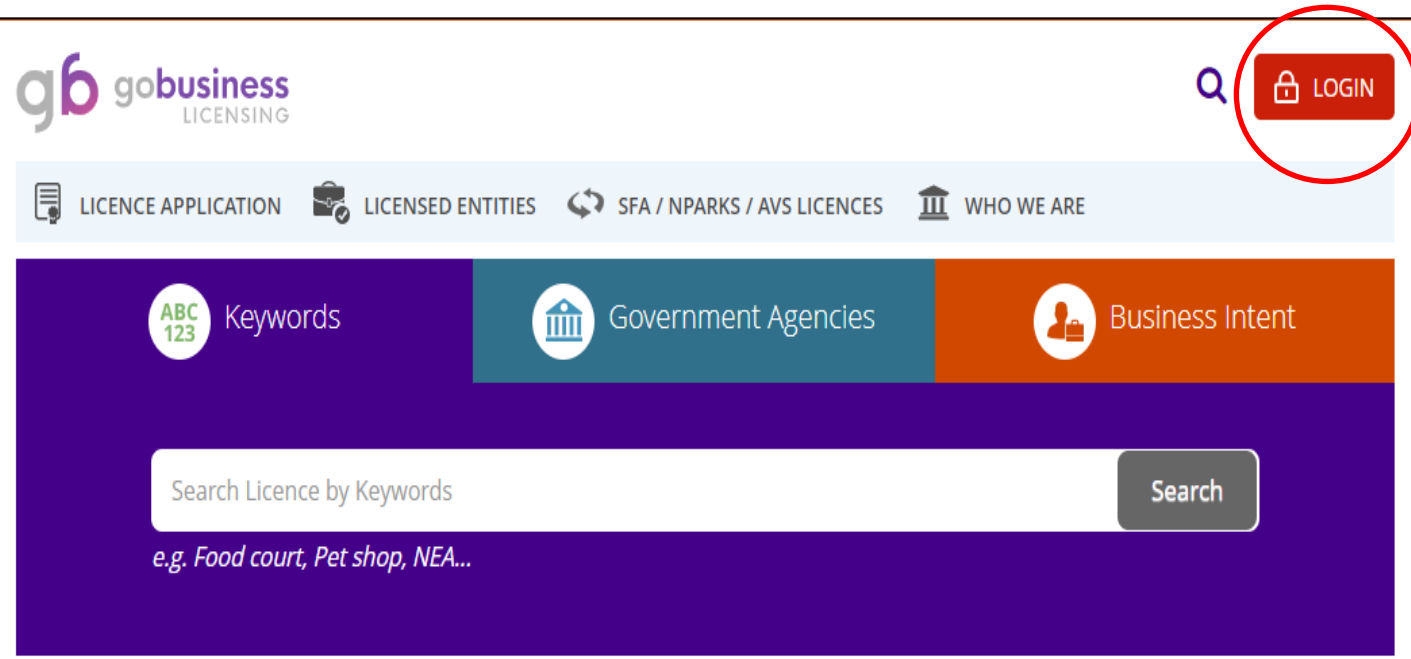
- 1. SingPass for login via GoBusiness Portal
- 2. Photos or scanned copies of your completed medical form (all pages)

Step 1: Please visit the GoBusiness Licensing Portal for medical submission

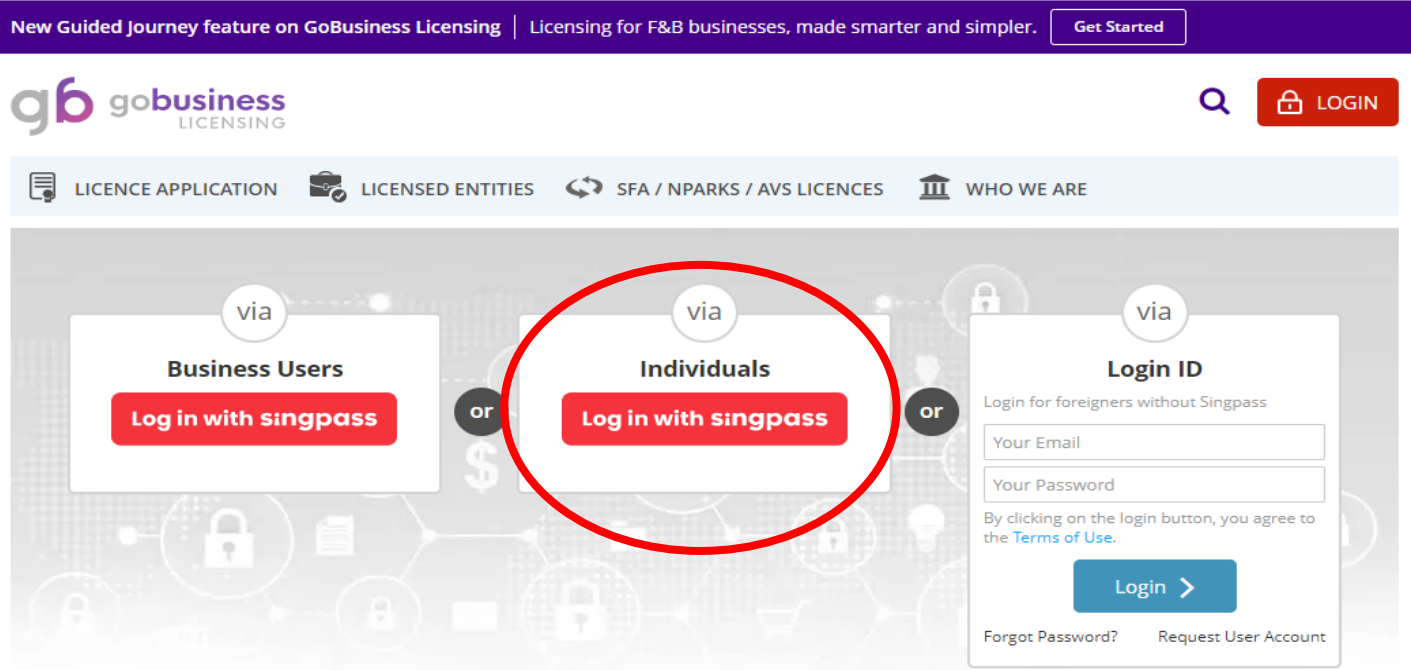
- Website (<https://licence1.business.gov.sg/web/frontier/home>)
- Scan the QR code



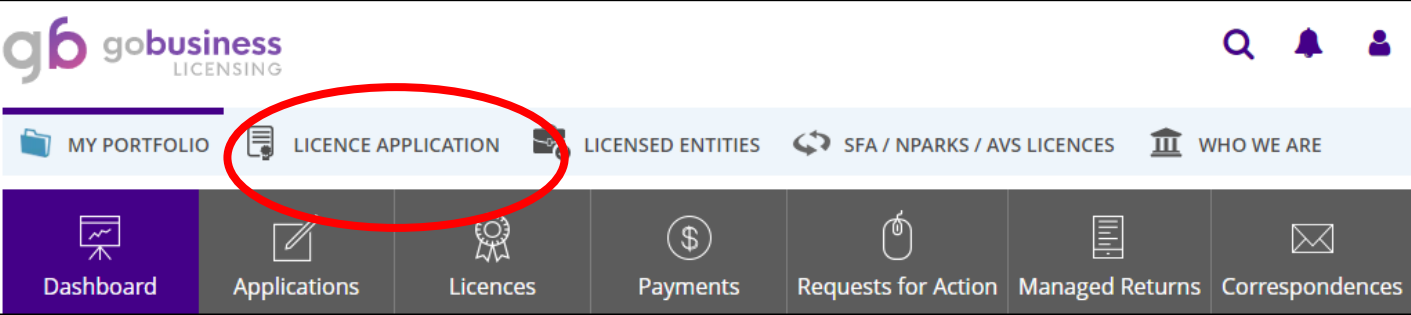
Step 2: Click on Login button



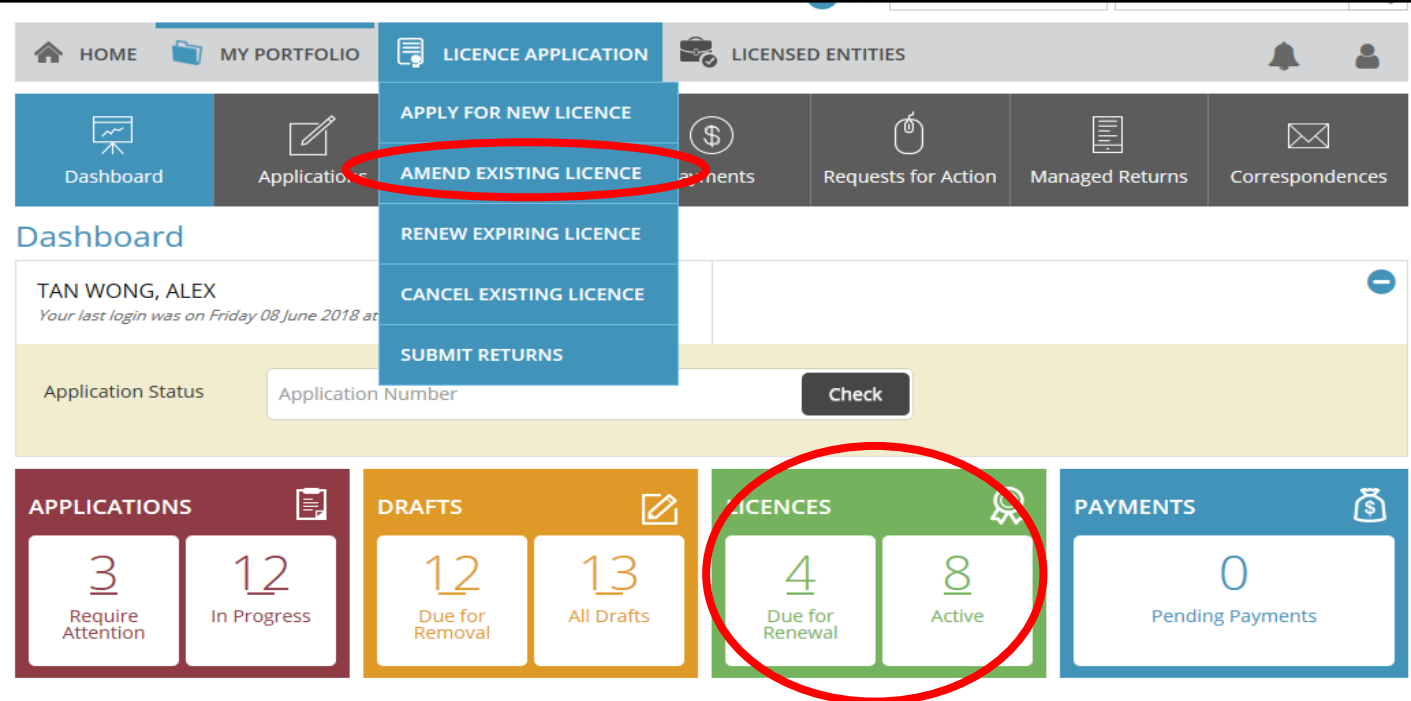
Step 3: Login with your Singpass for individuals user.



Step 4: Click on Licence Application





Step 5: Click on Amend Existing Licence to amend licence or, Click under Licenses > Active



Step 6: Select your licence type

Note : Please select only one licence for multiple vocational licence holders.

Licences

Government Agencies

SEARCH

1

2

3

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6

7

SELECT Licence(S)

CANCEL Profile

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(S)


REVIEW & SUBMIT Application (Payment If Applicable)


ACKNOWLEDGEMENT


Licence Number	Agency	Licence Name	Licence Status	Issued Date	Expiry Date
	LTA	Bus Driver's Vocational Licence (BDVL) / Bus Attendant Vocational Licence (BAVL)	Active		
:	LTA	Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL)	Active		


Step 7: Select Submission of Medical Records and key in Licence No. / Licensee ID No.


Step 8: Click on Next


HOME

MY PORTFOLIO

LICENCE APPLICATION

LICENSED ENTITIES





Amend Licence

1

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SELECT Licence(S)

AMENDMENT Profile

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(S)

REVIEW & SUBMIT Application (Payment If Applicable)

ACKNOWLEDGEMENT

Land Transport Authority

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

Type of Amendment

Fees & Supporting Documents (if required)

☐ Change of Personal Particulars

Details

☐ Replacement of Vocational Licence

Details

☒ Submission of Medical Records

Details

Licence No. / Licensee ID No. *

BACK

NEXT

Step 9: Ensure all particulars are correct, and click on the box, to receive status updates on Renewal via SMS

Step 10: Click on Next

HOME

MY PORTFOLIO

LICENCE APPLICATION

LICENSED ENTITIES

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SELECT Licence(s)

AMENDMENT Profile

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(s)

REVIEW & SUBMIT Application (Payment if applicable)

ACKNOWLEDGEMENT

Amend Existing Licence

Terms of Use

I. Agreement

1. Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.

2. In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.

3. These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.

4. We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

II. Access To the Website

1. The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.

☒ By clicking on the checkbox, I agree to be bound by the Terms of Use.

MyInfo

☐ Use MyInfo

Please click [here](#) for MyInfo details

Filer's Particulars

Note: Salutation, Name, Nationality, 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 *

Mr

Name *

Nationality *

SINGAPORE CITIZEN

Gender *

☒ Male ☐ Female

Date Of Birth *

Primary Contact Mode *

☐ Office Tel Number ☐ Home Tel Number ☒ Mobile Number

Designation

Managing Director

Office Tel Number

Home Tel Number

Fax Number

Mobile Number *

Email

Alternative Email

Tick if you prefer to receive status updates of licence application via SMS

☐

Next >

Save as Draft

Save as Draft & Exit

Step 11: Self declaration (Medical Condition) Page

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

HOME

MY PORTFOLIO

LICENCE APPLICATION

LICENSED ENTITIES

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SELECT

AMENDMENT

ADD

PROVIDE

UPLOAD

REVIEW & SUBMIT

ACKNOWLEDGEMENT

Licence(s)

Profile

General Information

Application Details

Supporting Document(s)

Application
(Payment if applicable)

Amend Existing Licence

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

Submission of Medical Records

Licencee Name

Licencee ID Number

Medical Conditions

Submission of Additional Supporting Documents are required based on the listed conditions:

NOTE: Memo MUST indicate that driver is "FIT TO DRIVE A PUBLIC SERVICE VEHICLE". LTA do not accept memo with remarks "Fit to Drive". This is on basis that certification of memo with "Fit to Drive" remarks will only be applicable to Class 3 Driving Licence to drive a private motorcar/mini bus, and not for purpose of driving a PUBLIC SERVICE VEHICLE.

Heart Surgery (e.g. bypass) - Surgery is <1 year *

Yes

No

Eye Surgery (e.g. Cataract) - surgery is < 6 months *

Yes

No

Stroke *

Yes

No

Mental illness (e.g. Anxiety, Nervous Breakdown, Schizophrenia) *

Yes

No

Bipolar *

Yes

No

Amputee *

Yes

No

Hearing problems *

Yes

No

AIDS *

Yes

No

Tuberculosis (TB) *

Yes

No

Renal Failure *

Yes

No

Cancer (if still under follow-up treatment) *

Yes

No

Previous

Proceed

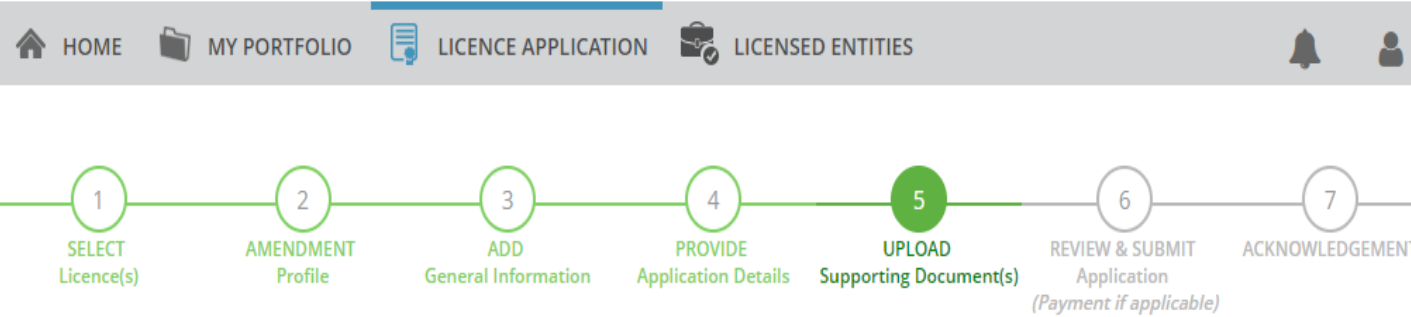
Save as Draft

Save as Draft & Exit

Step 12: Uploading of medical report or medical memo 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.



Amend Existing Licence

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

Document Name	Type	Attachment	Action
Medical Records * <i>Acceptable File Format: pdf, jpg, jpeg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 2 MB</i>	ONLINE UPLOAD ▾	400 x 514.jpg	<div>Upload</div>
Medical Memo * Memo MUST indicate whether driver IS FIT TO DRIVE A PUBLIC SERVICE VEHICLE <i>Acceptable File Format: pdf, jpg, jpeg, gif, png, bmp</i> <i>Acceptable File Size: maximum : 2 MB</i>	ONLINE UPLOAD ▾	400 x 514.jpg	<div>Upload</div>

< Previous

Next >

Save as Draft

Save as Draft & Exit

Step 13: General declaration and submission page

Review the information and click on the boxes under Declaration section before clicking on **Submit**

Note: At any point of time, the licence holder can make changes to the application by clicking on Previous button

HOME

MY PORTFOLIO

LICENCE APPLICATION

LICENSED ENTITIES

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SELECT Licence(s)

AMENDMENT Profile

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(s)

REVIEW & SUBMIT Application
(Payment if applicable)

ACKNOWLEDGEMENT

Amend Existing Licence

Information Review

Filer's Particulars

Agree to Use MyInfo Data

No

Designation

Managing Director

Office Tel Number

Home Tel Number

Fax Number

Mobile Number

Salutation

Mr

Name

Nationality

SINGAPORE CITIZEN

Gender

Male

Declaration

General Declaration

1.

I declare that all the information given in this application form is true and correct.
I am aware that legal action may be taken against me if I had knowingly provided false information.
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

☒

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

1.

I declare that I have fully met the requirements of the vocational licence for which I am applying. The information given here is true to the best of my knowledge and I have not willfully suppressed any material fact. I understand that any false declaration may render my application invalid, or if already granted a licence, may result in licence revocation.

☒

< Previous

Submit

Step 14: General declaration and submission page

Review the information and click on the boxes under Declaration section before clicking on **Submit**

Note: At any point of time, the licence holder can make changes to the application by clicking on Previous button

1

SELECT Licence(s)

2

AMENDMENT Profile

3

ADD General Information

4

PROVIDE Application Details

5

UPLOAD Supporting Document(s)

6

REVIEW & SUBMIT Application (Payment if applicable)

7

ACKNOWLEDGEMENT

Amend Existing Licence

✓

Submitted successfully: 1 application(s)

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

Land Transport Authority

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

Application Number

Submission Number

Submission Date

Submission Name

Application Status

Payment Status

Submitted (No Upfront Payment Required)

STAGE1 : N.A

STAGE2 : N.A

View your Applications and Status

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

PRINT

CLOSE

Step 15: You will receive email notification when your medical submission is processed.

Under Correspondences module, licence holder can search for the notification by keying in the application no

HOME

MY PORTFOLIO

LICENCE APPLICATION

LICENSED ENTITIES

Dashboard

Applications

Licences

Payments

Requests for Action

Managed Returns

Correspondences

Correspondences

Agency Name, Licence Name, Correspondence Name

SEARCH

Advanced Search

Name	Application/Licence Number/RRN	Licence Name	Application Type	Delivery Channel	Agency	Sent Date
Licence Application Status Update Notification (to Applicant)		Bus Driver's Vocational Licence (BDVL) / Bus Attendant Vocational Licence (BAVL)	Amend	Email	Land Transport Authority	21/08/2019 16:56:19

You will receive a SMS
notification once the
Medical Submission
has been approved.
(if you had ticked the
box under step 7)

Thank you