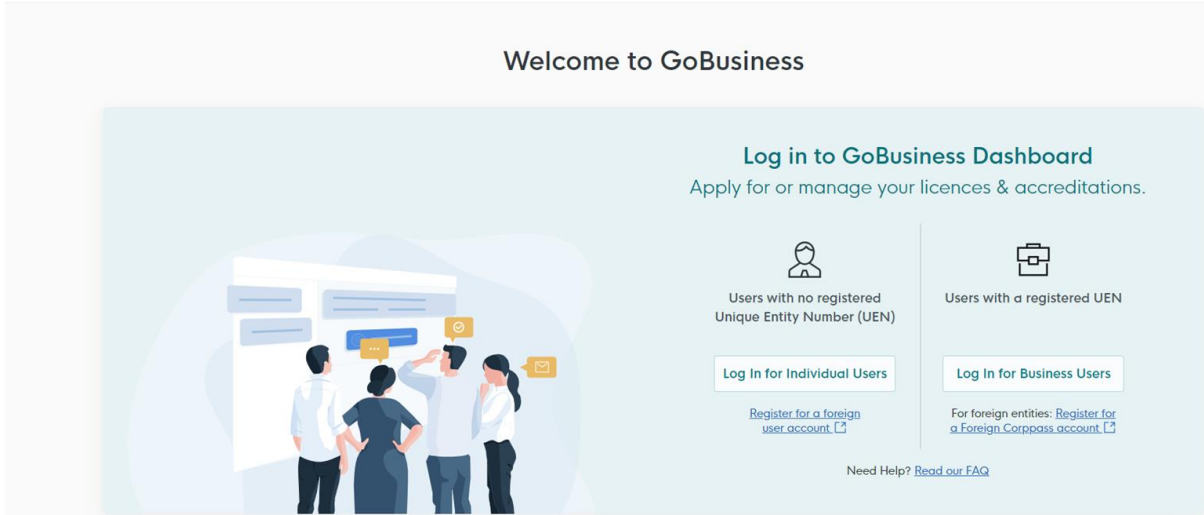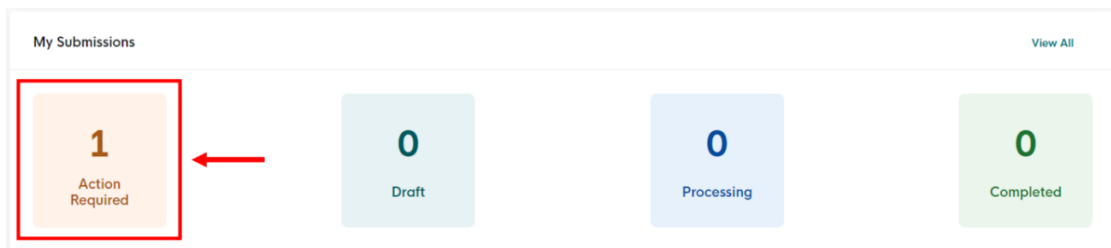# Respond to Action Required (RAR) User Guide
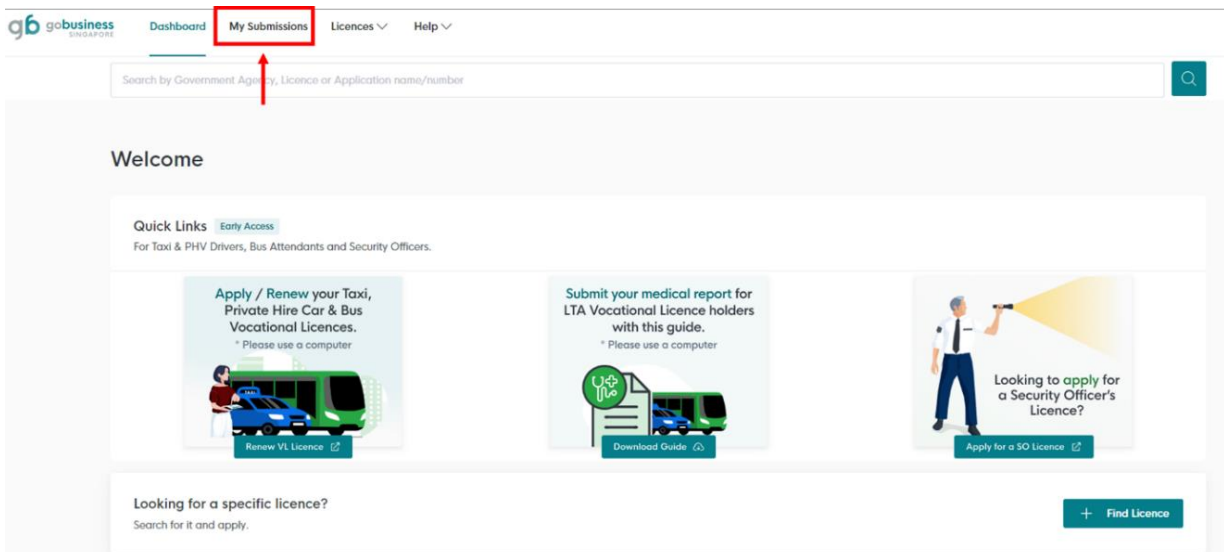
Step 1: Visit GoBusiness (GB) Portal (www.gobusiness.gov.sg) and login with your SingPass or Login ID.

Step 2: Upon successful login, under "Dashboard", scroll down to "My Submissions" and click on "Action Required" in the dashboard.

Alternatively, you may click on "My Submissions".

Step 3: Under "Action Required" tab, you should see your application status as "Pending Applicant Action". Under "Action", select "Edit".

Step 4: Under "Applicant Detail", please select your salutation.

Step 5: Click "Application Details" to proceed.

Step 6: In response to the remarks from agency, kindly input your reply under "Remarks". (For example, if you are required to clear your outstanding MediSave and have cleared it, please state so in the "Remarks" section.)

Step 7: (This step only applies to VL renewal. For VL application, please proceed to step 8) Under "Medical Conditions", if you are required to complete a medical check-up to renew your licence, "yes" option will be automatically selected for you. Please indicate the date of your medical assessment accordingly.

If you see a "no" option selected, no medical check-up is required. Thereafter, proceed to **step 8**.

Medical Conditions

Require Medical Declaration

○ Yes

◉ No ←

Step 8: The option under "Supporting Document Required" will be populated automatically for you. Please proceed to upload the necessary documents for us to proceed with your VL application or renewal.

VL Application
- You may be required to upload documents such as passport photo, educational certificate or other supporting documents.

VL Renewal
- You may be required to upload documents such as medical reports, refresher course certificate or other supporting documents.

Kindly refer to **steps 8a to 8d** on how to upload a document.

[Please skip to **Step 9** if you do not have any documents to be uploaded].

Step 8a: To upload documents, click on the "cloud" button.

Medical Reports

Click "Add" after uploading a file. Multiple files must be uploaded individually.

Medical Reports
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Please include your Medical Memo (If any)

Drop a file here or click to upload

Step 8b: A document link should appear below with a green check message.

Medical Reports

Click "Add" after uploading a file. Multiple files must be uploaded individually.

Medical Reports
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Please include your Medical Memo (If any)

Blank.docx (12.8 KB)
✓ Uploaded

**Step 8c:** To complete the upload of document, click on "Add" below.

Medical Reports

Click "Add" after uploading a file. Multiple files must be uploaded individually.

Medical Reports
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Please include your Medical Memo (If any)

Blank.docx (12.8 KB)
✓ Uploaded

⊕ Add ←
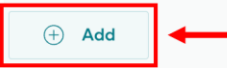
Step 8d: You should see the new document successfully uploaded below.

Medical Reports	Actions
Blank.docx	📝 🗑
Blank.docx ←	📝 🗑

Step 8e: Repeat **steps 8a to 8d** to upload other supporting documents (where required).

Step 9: Click "Review Form" to proceed to the next page.

← General Information   Save Draft   **Review Form** →
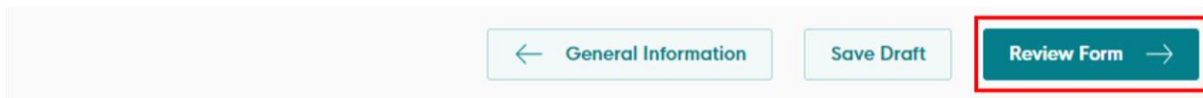
Step 10: Review your details provided under "Review Form". Once done, click on "Declaration".

Remarks

Remarks
-

Acknowledgement

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.

I hereby acknowledge the above mentioned
- Yes

← Back to Edit   **Declaration** →
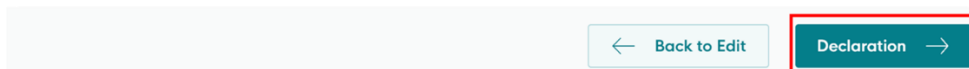
Step 11: Read through the declaration. Check on the declaration box and click on "Submit".

<<End>>