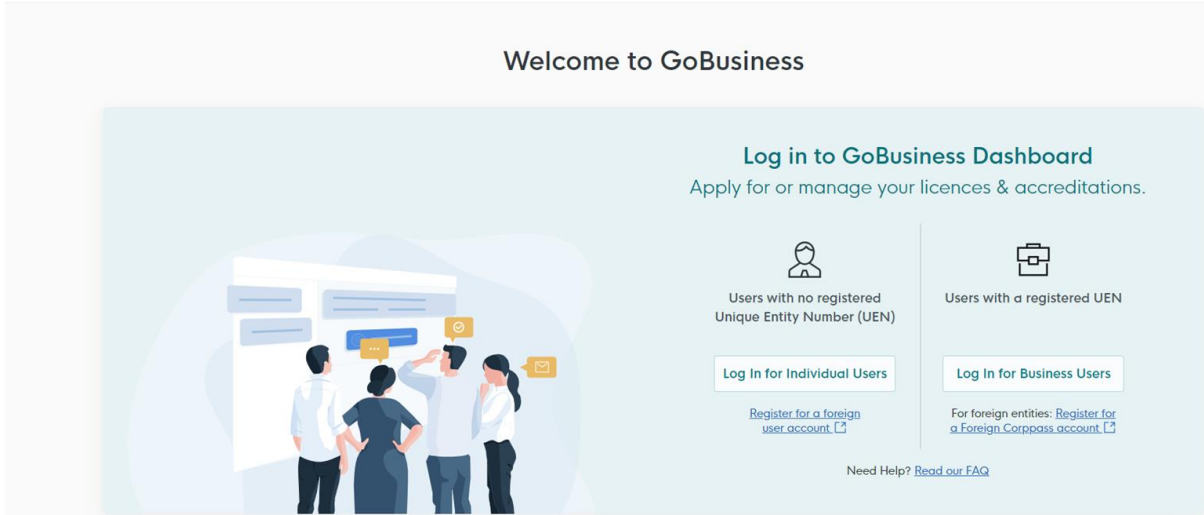
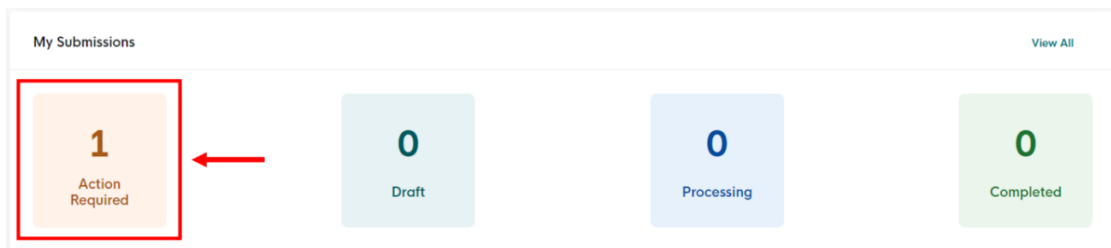


Respond to Action Required (RAR) User Guide

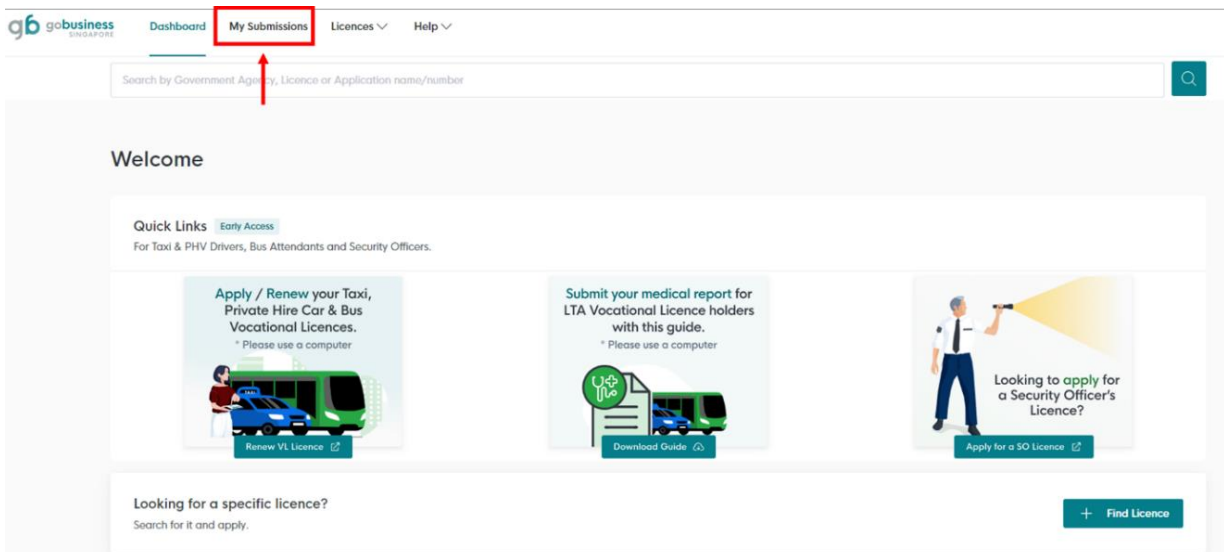
Step 1: Visit GoBusiness (GB) Portal (www.gobusiness.gov.sg) and login with your SingPass or Login ID.



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”.

My Submissions

Last updated at 09:43pm [Sync](#)

All Submissions (1) **Action Required (1)** Draft (0) Processing (0) Completed (0)

New To download your payment invoice or licence file for your applications:
1. Click within the “Select Action ∨” menu
2. Select Download Invoice or Download Licence Files if they are available

Taxi Driver's Vocational Licence (TDVL) Licence (Renew) - LTA	Pending Applicant Action	Application: FR254226293	Updated: 15 Jan 2025, 06:01pm	Select Action ∨ Edit Download Invoice
-------------------------------------------------------------------------	---------------------------------	--------------------------	-------------------------------------	-----------------------------------------------------------

Wondering what each status means? [View Your Application Statuses Table](#) in our FAQ.

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

Applicant Detail

Salutation
Select ∨

Name
Default User

ID Type
NRIC ∨

ID No.
[Redacted]

Email
[Redacted]

Contact Number
+65 ∨ [Redacted]

Step 5: Click “Application Details” to proceed.

The screenshot shows an 'Address' form with the following fields: Postal Code, Block/House No., Street Name, Floor/Level (Optional), Unit (Optional), and Building Name. There are 'Retrieve Address' and 'Reset Address' buttons. At the bottom right, there are 'Save Draft' and 'Application Details' buttons. A red arrow points to the 'Application Details' button, which is also enclosed in a red box.

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.)

The screenshot shows the 'Remarks' section. It includes a sub-section 'Remarks from agency' with the text 'TEST TEST'. Below this is a large text input field with the placeholder text 'Your reply here'. A red box highlights this input field. A character count '0/500' is visible at the bottom right of the field.

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.

The screenshot shows the 'Medical Conditions' section. It has a sub-section 'Require Medical Declaration' with two radio buttons: 'Yes' (which is selected and highlighted with a red box) and 'No'. Below this is a 'Date of Medical Assessment' field with a placeholder 'DD/MM/YYYY' and a calendar icon. A red arrow points to this field, which is also highlighted with a red box.

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

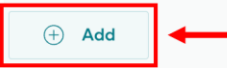
Click "Add" after uploading a file. Multiple files must be uploaded individually.

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

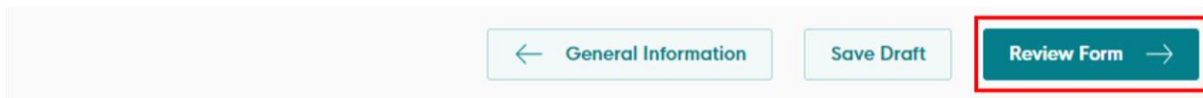


Step 8d: You should see the new document successfully uploaded below.

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.



Step 10: Review your details provided under "Review Form". Once done, click on "Declaration".

Remarks

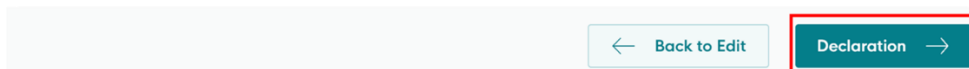
Remarks
-

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



Step 11: Read through the declaration. Check on the declaration box and click on "Submit".

STEP 4

Declaration

Please scroll to read and acknowledge the following clauses.

General Declaration

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.

Taxi Driver's Vocational Licence (TDVL) (LTA)

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 declare that all of the above is true.



← Review Form

Submit →



<<End>>