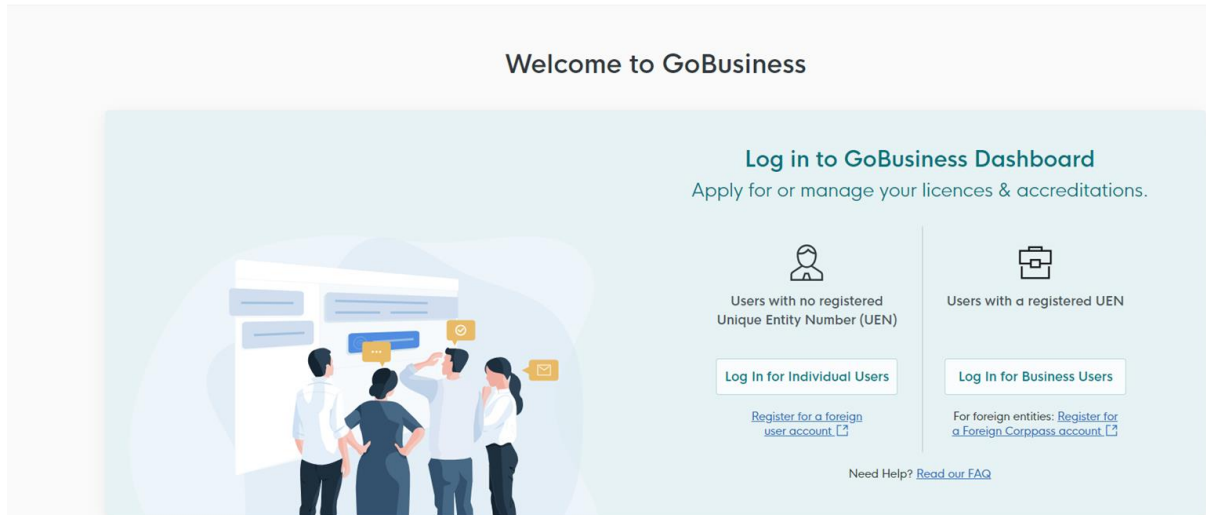
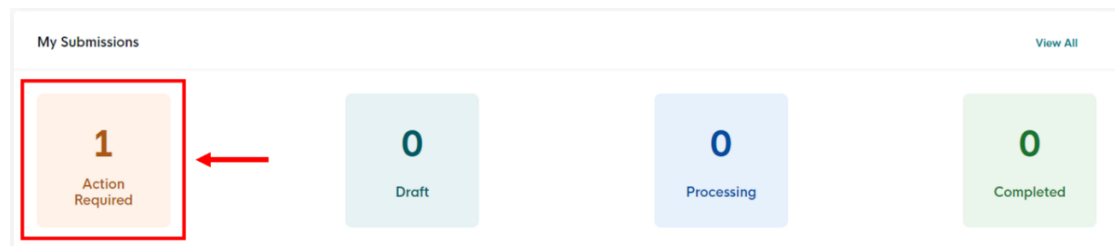


## Respond to Action Required (RAR) User Guide

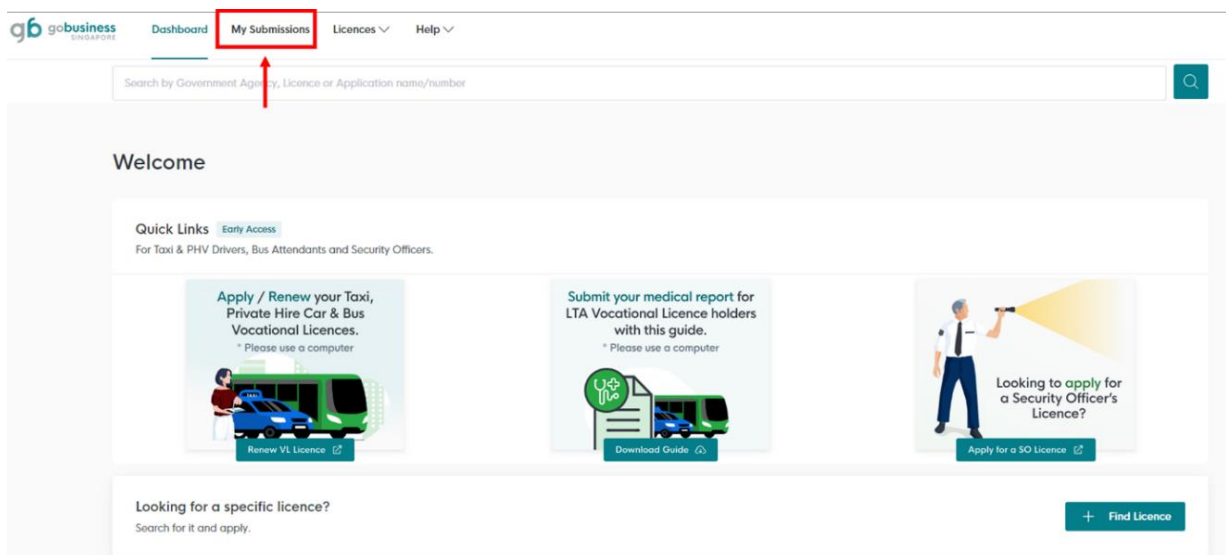
**Step 1:** Visit GoBusiness (GB) Portal ([www.gobusiness.gov.sg](http://www.gobusiness.gov.sg)) and login with your SingPass or Login ID.



**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.

Address

Postal Code

Block/House No.

Street Name

Floor/Level (Optional)

Unit (Optional)

Building Name

Reset Address

Save Draft

Application Details →

**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.)

Remarks

Remarks from agency

TEST TEST

Your reply here

0/500

**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.

(With effect from **2 February 2026**, upload of medical form is not necessary if your doctor has completed and submitted your medical assessment to LTA digitally through the Harmonised Medical Examination Report (HMER). For more information on HMER, please click [here](#).)

**Medical Conditions**

Require Medical Declaration

☒ Yes

☐ No

Date of Medical Assessment

DD/MM/YYYY

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.

**Other Supporting Documents**

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

Other Supporting Documents

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.  
For employment letter and ACRA letter

Drop a file here or click to upload

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

**Other Supporting Documents**

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

**Other Supporting Documents**

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.  
For employment letter and ACRA letter

[Doc.docx](#) (13.7 KB)  
✔ Uploaded

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

**Other Supporting Documents**

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

**Other Supporting Documents**

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.  
For employment letter and ACRA letter

[Doc.docx](#) (13.7 KB)  
✔ Uploaded

+ Add

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

Other Supporting Documents	Actions
<a href="#">Doc.docx</a>	

**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”.

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>>