Submission of Medical Records User Guide

Things to note:

 Please refer to this user guide if you are <u>submitting medical records only</u>. No payment is required for submission of medical records only.

2) If you are intending to submit your medical records to <u>renew your vocational licence</u>, please refer to the "Vocational Licence (VL) Renewal User Guide". A renewal fee will be applicable.

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

Welcome	to GoBusiness	
	Log in to GoBusi Apply for or manage your	ness Dashboard licences & accreditations.
	Users with no registered Unique Entity Number (UEN)	Users with a registered UEN
	Log In for Individual Users Register for a foreign user account [2]	Log In for Business Users For foreign entities: Register for a Foreign Corppass account
	Need Help? B	ead our FAQ

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

My Licences				View All
	D ue for renewal		1 Active	

Alternatively, you may go to "Licences", and click "Amend Licences".

Welcome Amend Licences Amend Licences Submit Returns Tor Tool & PHV Drivers, Bus Attendants (Verify Licence Verify Licence Private Hire Car & Bus Vocational Licences. Please use a computer Please	Search by Government Agency, Licence or Apply Licences um	or -	
Welcome Amend Licences Ouick Links Entry Access Submit Returns For Tool & PHV Drivers, Bus Attendents c Verify Licence Private Hire Car & Bus Vocational Licences. * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer * Please use a computer	My Licences		
Amend Licences Quick Links Early Access Bor Toxi & PHV Drivers, Bus Attendants Verify Licence Private Hire Car & Bus Vocctional Licence holders Vocctional Licence holders * Please use a computer * Please use a computer * Please use a computer * Renew VL Licence &	Welcome Renew Licences		
Quick Links Entry Access Submit Returns Tor Goal & PHV Drivers, Bus Attendants Verify Licence Apply / Renew your Tack, Private Hire Car & Bus Voccinonal Licences. Submit your medical report for LTA voctional Licence holders within this guide. Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use a computer Please use	Amend Licences	←	
For Taxl & PHV Drivers, Bus Attendants Verify Licence Apply / Renew your Taxi, Private Hire Car & Bass Vocctional Licences. Please use a computer Please	Quick Links Early Access Submit Returns		
Apply / Renew your Taxi, Private Hire Car & Bus Vocational Licences. ¹ Please use a computer ¹ P	For Taxi & PHV Drivers, Bus Attendants C Verify Licence		
	Apply / Renew your Taxi, Private Hire Car & Bus Voccional Licences. * Please use a computer	Submit your medical report for LTA Vocational Licence holders with this guide * Please use a computer	Looking to apply for a Security Officer's Licence?

Step 3: Under "Active Licences" tab, click "Amend" under "Select Action".

My Licences Last updated at 01:48pm Sync All Licences (1) Due for Renewal (0) Active Licences (1) Other Licences (0) Sut	omit Returns (0)				
LICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Bus Driver's Vocational Licence (BDVL) Licence No.: BD_D14081130 + LTA	LTA	Active	12 Jul 2023	12 Jul 2027	Select Action
·ý· Wondering what each status means? <u>View Your Licence Statuses Table</u> in our F/	λQ.				View Form Amend Cancel

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

Applicant Detail	
Salutation	~
Select	(.)←
Name	
Default User	
ID Туре	
NRIC	\sim
ID No.	
Email	
Contact Number	
+65 🗸	

Step 5: Click "Application Details" to proceed.

Address				
Postal Code				
Diad (laura bia				
			\checkmark	
Floor/Level () (Optional)	Unit (Optional)	Building Name		
			~	
				1
			Save Draft	Application Details $ ightarrow$

Step 6: Under "Type of Amendment", select "Submission of Medical Records".



Step 7: Check that your name and ID number are correct.

Submission of Medical Records	
Licensee Name	
Licensee ID Number	

Step 8: Indicate the date of medical assessment.



Step 9a: To upload your medical 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 (It any) Drop a file here or click to upload	-
+ Add	

Step 9b: A document link should appear below with a green check message. 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 the of 5 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (b-P), underscores (_), and hyphens (-) are allowed. Please include your Medical Memo (Ir any) LTAMedicalForm.pdf (2.7 MB)	æ
O Uploaded	
① Add	

Step 9c: You should see the document successfully uploaded below.

Medical Reports	Actions
LTAMedicalForm, pdf	e i

Step 9d: Repeat steps 9a to 9c for upload of "Other Supporting Documents" if necessary.



Step 10: Click "Review Form" to proceed to the next page. Afterwards, review your details provided under "Review Form".

	\leftarrow General Information	Save Draft	Review Form $ ightarrow$
Once done, click on "Declaration".			
	~	Back to Edit	Declaration $ ightarrow$

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

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.
Bus Driver's Vocational Licence (BDVL) (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.
C Review Form Make Payment -

Step 12: Click "Submit" to proceed. No payment is required for submission of medical records.

Payment

No payment requ	ired
According to the	nformation you have provided, no payment is needed for this application. Please click the Submit button
below to complet	e your application.

<<End>>