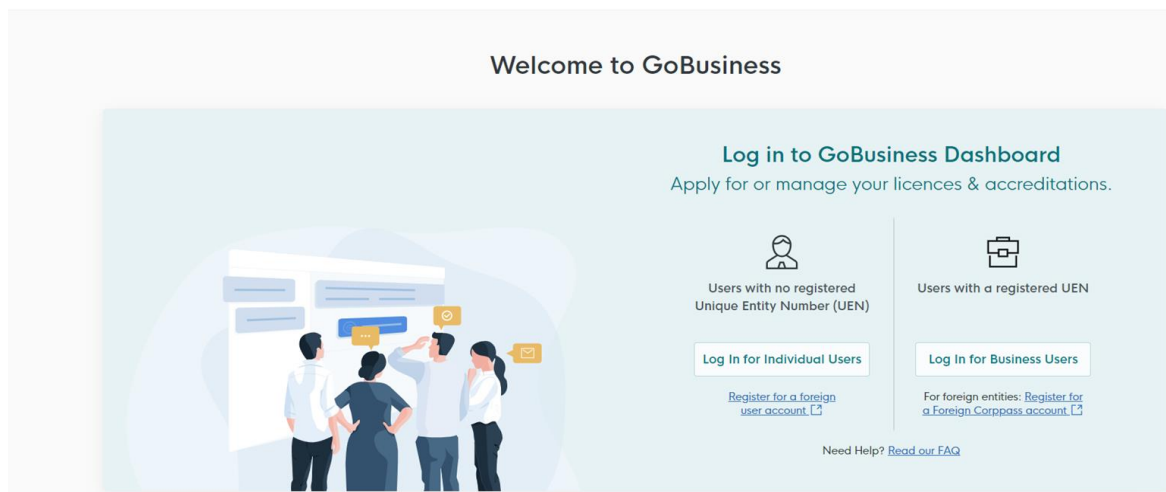


Submission of Medical Records User Guide

Things to note:

- 1) Please refer to this user guide if you are **submitting medical records only**. No payment is required for submission of medical records only.
- 2) If you are intending to submit your medical records to **renew your vocational licence**, please refer to the “**Vocational Licence (VL) Renewal User Guide**”. A renewal fee will be applicable.

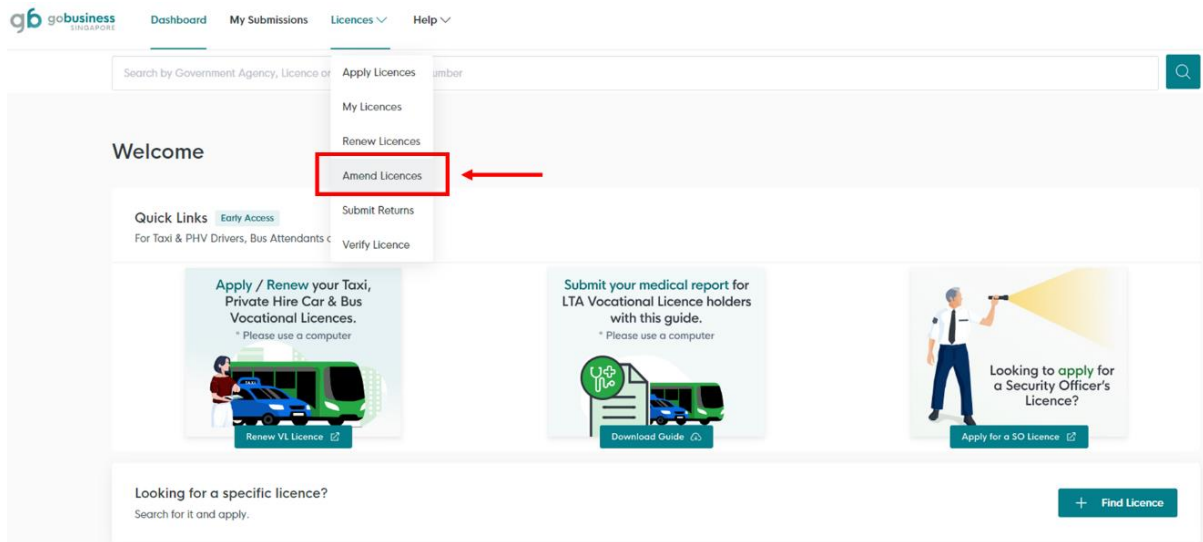
Step 1: Visit GoBusiness (GB) Portal (www.gobusiness.gov.sg) and login with your SingPass or Login ID.



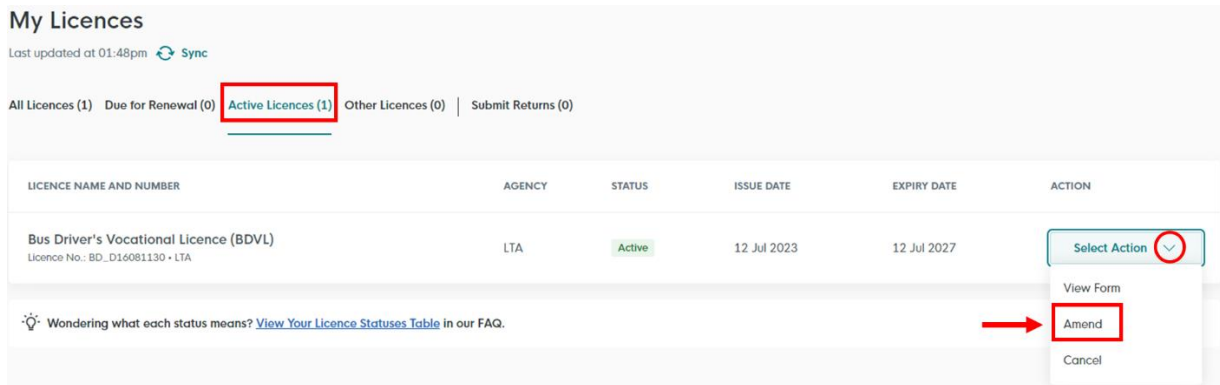
Step 2: Upon successful login, under “Dashboard”, scroll down to “My Licences” and click on “Active” in the dashboard.



Alternatively, you may go to “Licences”, and click “Amend Licences”.



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



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

[Redacted]

 Retrieve Address

Block/House No.

[Redacted]

Street Name

[Redacted]

Floor/Level (Optional)

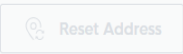
[Redacted]


Unit (Optional)

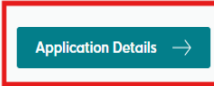
[Redacted]

Building Name

[Redacted]

 Reset Address

 Save Draft

 Application Details →



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

Type of Amendment

Type of Amendment

- Change of Personal Particulars
- Request for Physical Card
- 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.

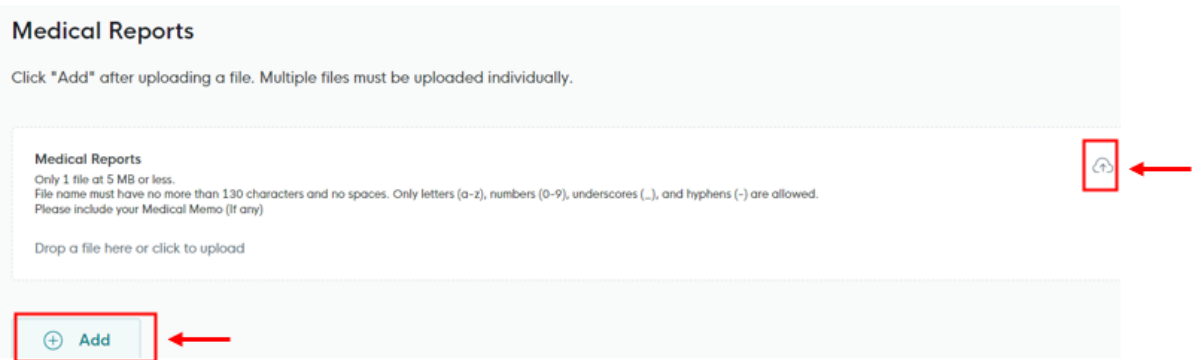
Medical Conditions

Date of Medical Assessment

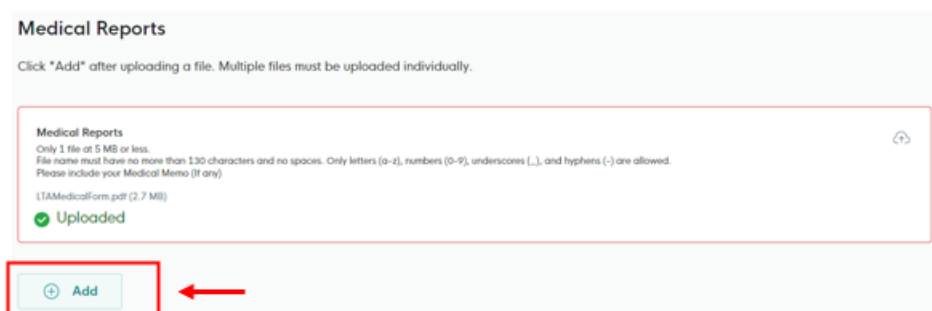
DD/MM/YYYY





Step 9a: To upload your medical documents, click on the “cloud” button.



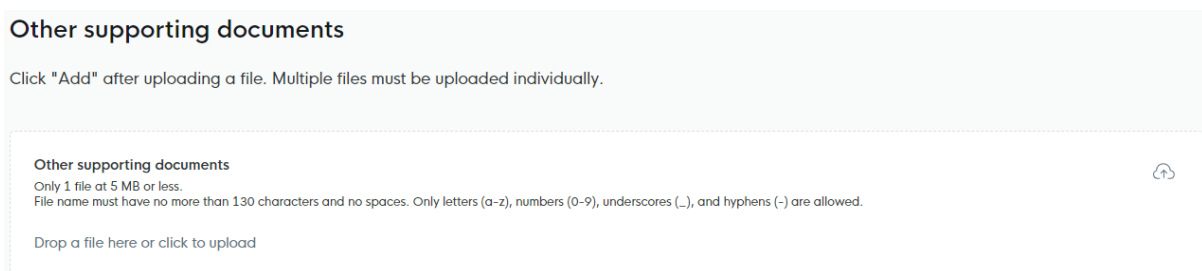
Step 9b: A document link should appear below with a green check message. To complete the upload of document, click on “Add” below.



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

Medical Reports	Actions
LTAMedicalForm.pdf	 

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”.

← General Information

Save Draft

Review Form →

Once done, click on “Declaration”.

← Back to Edit

Declaration →

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.

← Review Form

Make Payment →

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

Payment

Please review your fees.

No payment required

According to the information you have provided, no payment is needed for this application. Please click the Submit button below to complete your application.

[← Back to Form](#)

[Submit →](#)

<<End>>