# Vocational Licence (VL) Late Renewal User Guide

Things to note:

1) You should only refer to this user guide, if your VL has expired for **over 6 months but less than 3** years.

2) A non-refundable late renewal fee of \$25 is applicable upon submission of a late renewal application. This submission is meant for LTA to review if your VL can still be renewed.

3) If your late renewal application is approved, you will receive a late renewal approval letter from us informing you of your renewal requirements (if any).

4) After meeting all the requirement(s) stated in the late renewal approval letter, you can proceed to renew your vocational licence. <Please refer to the VL Renewal User Guides for more information.>

5) If your VL has expired for more than 3 years, please submit a fresh VL application.

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



Welcome to	o 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: <u>Register for</u> a <u>Foreign Corppass account</u> [2]
	Need Help? <u>F</u>	Read our FAQ

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

My Licences			View All
	<b>1</b> Due for renewal	<b>1</b> Active	

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

Sameh hu Gauammant Ananyu Licanca	Apply Licences		
	My Licences		
Welcome	Renew Licences	<b>—</b>	
Welcome	Amend Licences		
Quick Links Early Access	Submit Returns		
For Taxi & PHV Drivers, Bus Attendants	and Verify Licence		
Apply / Renew your Private Hire Car &	Taxi, Bus	Submit your medical report for LTA Vocational Licence holders	6
Vocational Licence * Please use a comput	es. or	with this guide. " Please use a computer	it i
Second I		Ve D	Looking to apply for
			Licence?
Renew VL Licence		Download Guide 🔕	Apply for a SO Licence

Step 3: Under "Due for Renewal" tab, select "Renew" under "Action".

My Licences Last updated at 11:50am 📀 Sync All Licences (1) Due for Renewal (1) Active Licences (0) Other Licences (0)	Submit Returns (0)				
LICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Bus Driver's Vocational Licence (BDVL) Licence No.: BD_D14081741 + LTA	LTA	Due for Renewal	12 Jul 2021	30 Apr 2024	Select Action 🚫
·ở· Wondering what each status means? <u>View Your Licence Statuses Table</u> in o	ur FAQ.				

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

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

### **Step 5:** Click "Application Details" to proceed.

Address				
Postal Code				
Block/House No.	Street Name			
			~	
Floor/Level @ (Optional)	Unit (Optional)	Building Name		
			~	
			1	
			•	
			Save Draft Application Details $ ightarrow$	1

**Step 6:** For holder of a single VL, only 1 VL will be reflected under "Licence Details". For multiple VL types holder, you should see the different VL types under "Licence Details". You are **required to only renew once** to renew all the VL types.

Licence Details
Note: For holders of multiple Vocational Licence types, you need to renew only once.
Vocational Licence that you are due for renewal
Taxi Driver's Vocational Licence (TDVL)
Private Hire Car Driver's Vocational Licence (PDVL)
Bus Driver's Vocational Licence (BDVL)
Bus Attendant's Vocational Licence (BAVL)
Licence Expiry Date
30/04/2024

**Step 7:** Under "Medical Conditions", you are **not** required to complete a medical declaration to do a late renewal for your licence. As such, the option "No" will be populated automatically for you. Please proceed to **step 8**.

Medical Conditions	
Require Medical Declaration	
Yes	
No to the second s	

**Step 8:** The option under "Supporting Document Required" will be populated automatically for you. Please proceed to upload any necessary documents under "Other Supporting Document" in **Step 9** (if any).

[Please skip to Step 10 if you do not have any documents to be uploaded].

Supporting Document Required	
Mandatory (Optional)	
Passport size photo	
Company Document	
Medical Reports	
Refresher Certificate	
Char Supporting Document	

#### <u>Step 9:</u>

**Step 9a:** To upload documents, click on the "cloud" button.



C	lick "Add" after uploading a file. Multiple files must be uploaded individually.	ţ
	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	æ
	Drop a file here or click to upload	

#### **Step 9b:** 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	Ĩ
Doc.docx (13.7 KB) Ø Uploaded	

Step 9c: 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.	1
For employment letter and ACRA letter           Doc.docx         (13.7 KB)	
O Uploaded	
+ Add	

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

Other Supporting Documents	Actions	
	e i	

Step 9e: Repeat steps 9a to 9d for upload of other supporting documents (where required).

**Step 10:** Under "Acknowledgement", read the declaration message, then check on "Yes" and click "Review Form" to proceed.

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	1					
	<b>.</b>					
← General Information Save Draft	Review Form $  ightarrow $					

## Step 11: Review your details provided under "Review Form". Once done, click on "Declaration".

Acknowledgement	
I declare that I have fully met the requirements of the vocational licence for which I am applying. The information given his best of my knowledge and I have not willfully suppressed any material fact. I understand that any false declaration may r application invalid, or if already granted a licence, may result in licence revocation.	ere is true to the render my
I hereby acknowledge the above mentioned	
• Yes	
	Ļ
$\leftarrow$ Back to	Edit Declaration $ ightarrow$

Step 12: 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.	
P hereby declare that all of the above is true.	
†	Ļ
- Review Form Make Pa	ayment $ ightarrow$

**Step 13:** Proceed with the on-screen instruction to make payment using a credit card/debit card.

Payment Please review y	our fees and make payment.		
	DESCRIPTION	GST	AMOUNT
	Bus Driver's Vocational Licence (BDVL)		
	Application Fee	-	\$25.00
		Subtotal	\$25.00
		Amount Payable	\$25.00
	We Accept          VISA         Add Card Details         Card number         What is a CVC?         Save as my new default card		
	Make Payment $ ightarrow$		

<<End>>