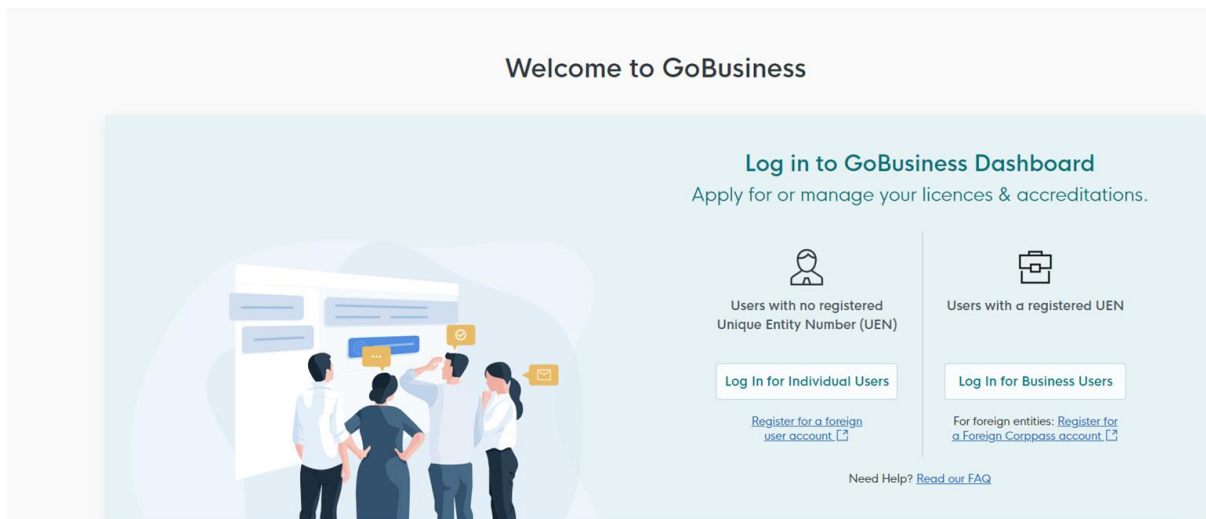


Vocational Licence (VL) Late Renewal User Guide

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.

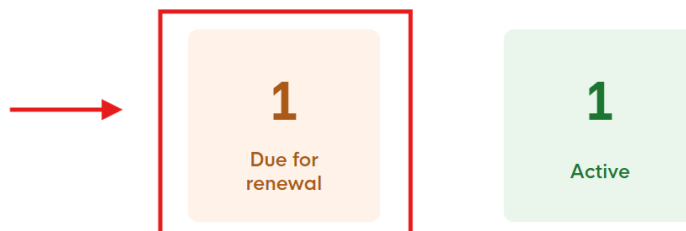
Step 1: Visit GoBusiness (GB) Portal (www.gobusiness.gov.sg) and login with your SingPass or Login ID.



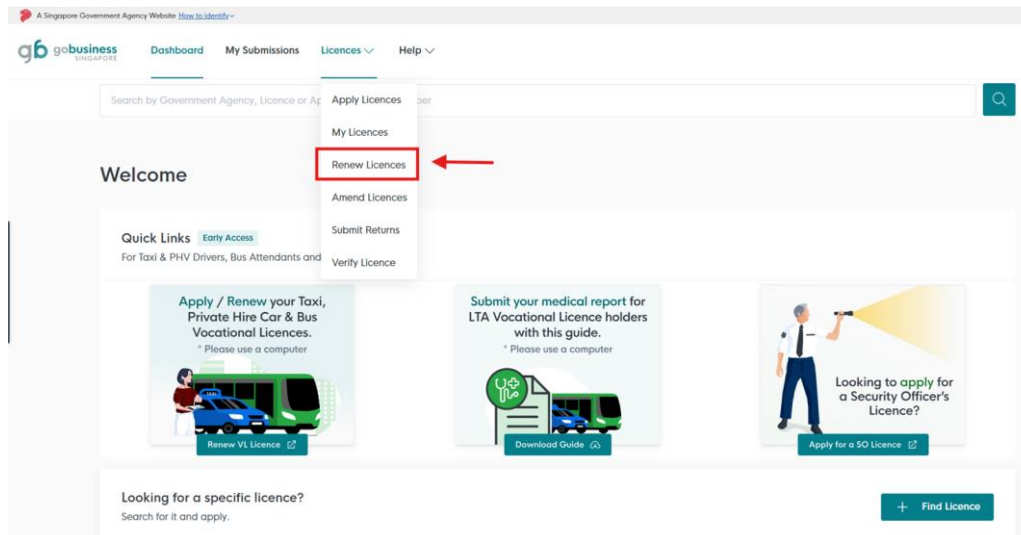
Step 2: Upon successful login, under “Dashboard”, scroll down to “My Licences” and click on “Due for renewal” in the dashboard.

My Licences

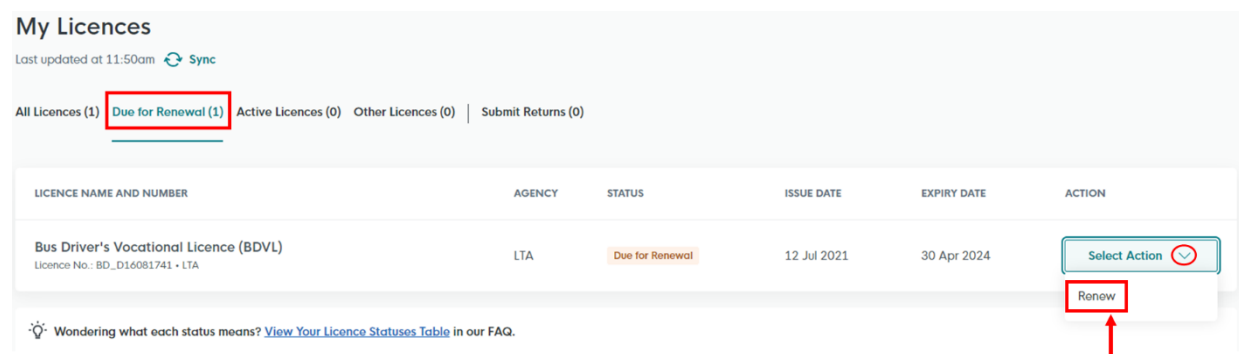
[View All](#)



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



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



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

Applicant Detail

Salutation

Select

Name

Default User

ID Type

NRIC

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

Reset Address

Save Draft

Application Details →

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

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
- ☒ Other Supporting Document

Step 9:

Step 9a: 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 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

[Doc.docx](#) (13.7 KB)

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

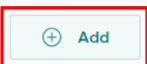
Only 1 file at 5 MB or less.

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

Other Supporting Documents	Actions
Doc.docx	 

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[← General Information](#)[Save Draft](#)[Review Form →](#)

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 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 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.



☒ I hereby declare that all of the above is true.

[← Review Form](#)[Make Payment →](#)

Step 13: Proceed with the on-screen instruction to make payment using a credit card, debit card or PayNow QR code.


Payment

Please review your fees and make payment.


DESCRIPTION	GST	AMOUNT
Bus Driver's Vocational Licence (BDVL)		
Application Fee	-	\$25.00
	Subtotal	\$25.00
	Amount Payable	\$25.00

Payment method

Please choose a payment method.



Credit/Debit Card →



PayNow QR →

<<End>>