

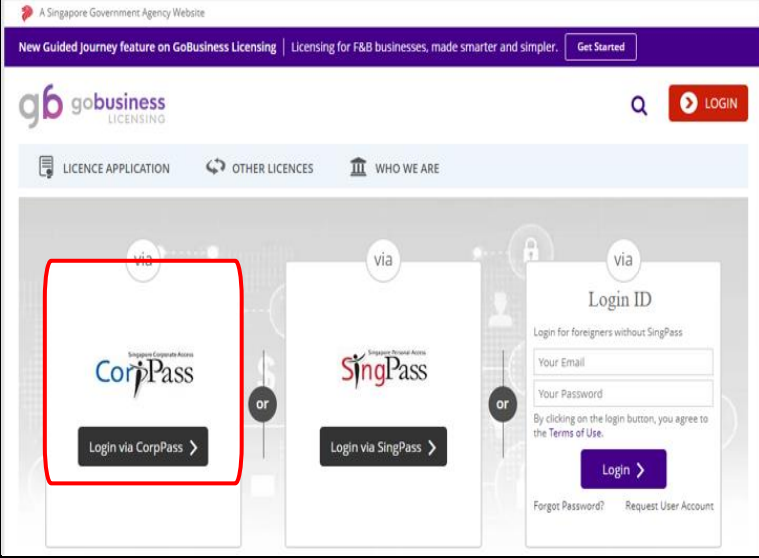
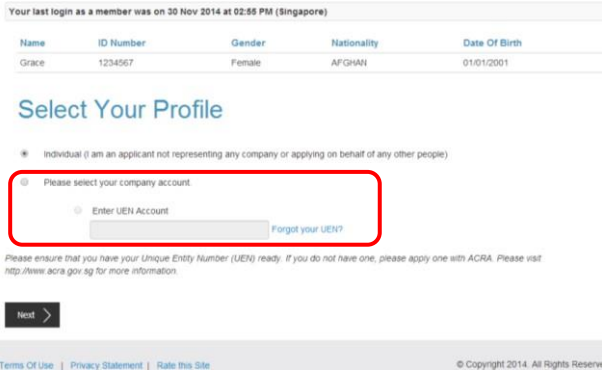
Step-by-Step Guide for Renewal of

(1) Licence to Import/Export/Transhipment of Meat and Fish Products

(2) Licence to Import/Transhipment of Fresh Fruits & Vegetables

(3) Registration to Import Processed Food Products and Food Appliances

You will receive a notification (either via email or sms) 2 months before the expiry of your licence or registration. If you are a self-employed trader, ensure that your Medisave contribution with CPF Board is up-to-date.

| S/N | Step | Screenshot |
|-----|--|--|
| 1 | <p>Go to GoBusiness Licensing website https://licence1.business.gov.sg/web/frontier/home</p> <p>Login with Corp Pass.</p> <p>If you have any question related to CorpPass, please contact CorpPass helpdesk directly. The helpdesk contact info is available on CorpPass website at https://www.corppass.gov.sg.</p> |  <p>The screenshot shows the GoBusiness Licensing website. At the top, there is a navigation bar with 'LICENCE APPLICATION', 'OTHER LICENCES', and 'WHO WE ARE'. Below this, there are three login options: 'Login via CorpPass', 'Login via SingPass', and 'Login ID'. The 'Login via CorpPass' button is highlighted with a red box. The 'Login ID' section includes fields for 'Your Email' and 'Your Password', and a 'Login' button.</p> |
| 2 | <p>Select company account as your profile and enter UEN.</p> |  <p>The screenshot shows the 'Select Your Profile' page. At the top, there is a table with columns: Name, ID Number, Gender, Nationality, and Date Of Birth. Below this, there are two radio button options: 'Individual (I am an applicant not representing any company or applying on behalf of any other people)' and 'Please select your company account'. The 'Please select your company account' option is highlighted with a red box. Below this, there is a text input field for 'Enter UEN Account' and a 'Forgot your UEN?' link. At the bottom, there is a 'Next >' button.</p> |

3 Click on “Licences” and the list of licences held by your company will be displayed.

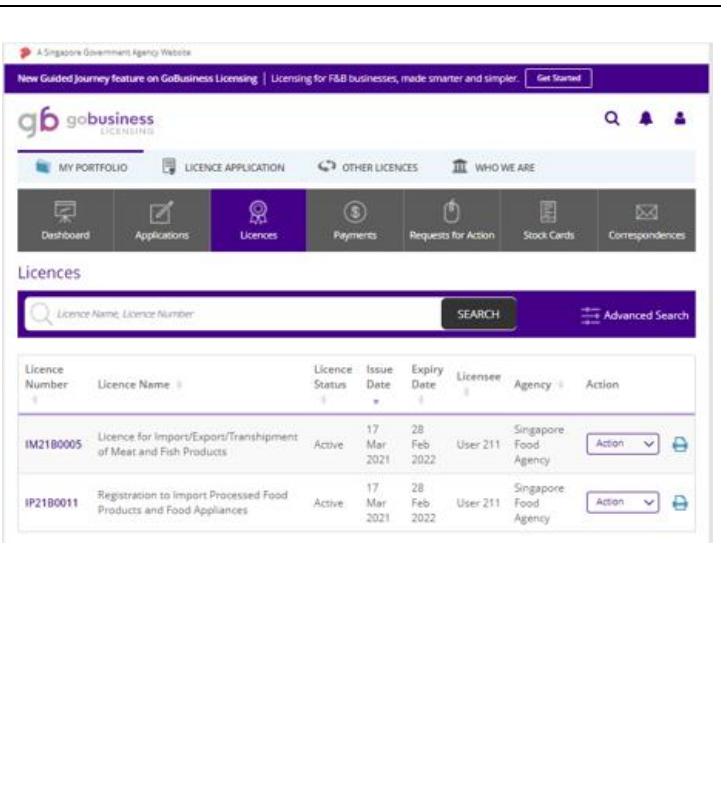
Select the licence that you want to renew. Under “Action”, select “Renew”.

You may choose to “Amend” details of your licence (e.g. change in company address, contact person, etc) any time when there are changes.

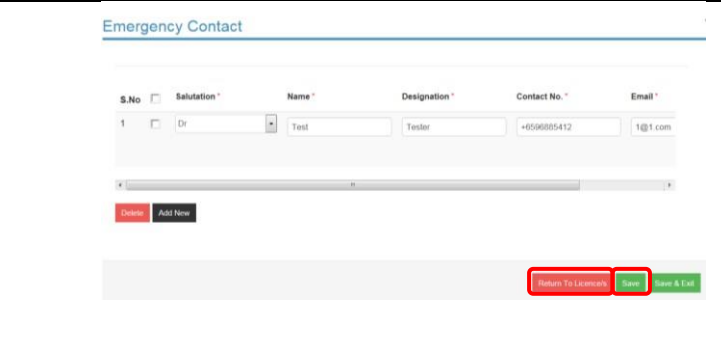
Under “Form Type”, select “Renew” if there are no changes to your company details that you would like to update.

Select “Renew with amendments” if you want to update you company details.

Click “Start”.



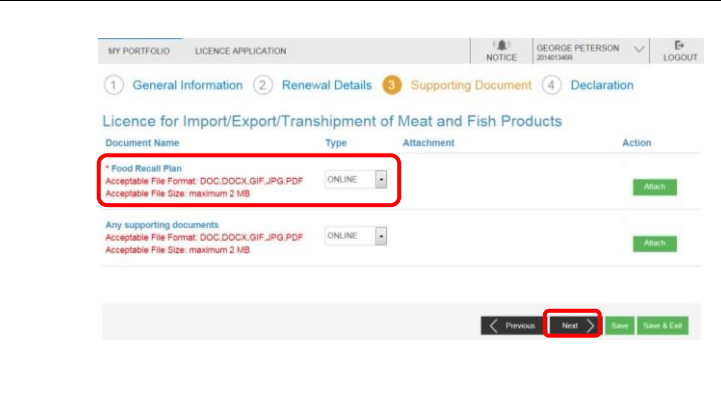
4 Make the necessary amendments and click “Save”, then “Return to licences”.



5 Attach your company’s latest Standard Recall Procedures (SRP). Click “Next”.

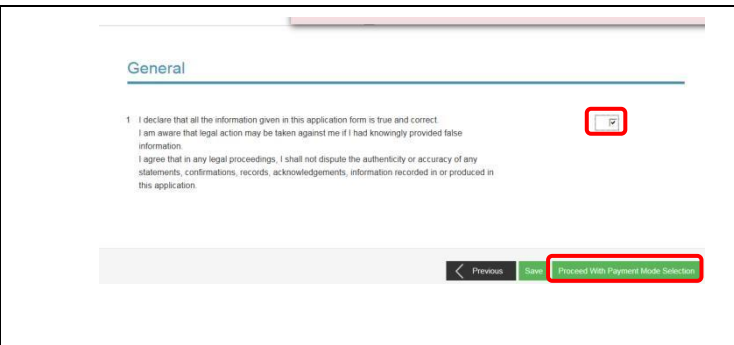
The Standard Recall Procedures is required for the first renewal and once every 2 years for subsequent renewals.

A sample of the Standard Recall Procedures is attached in Annex A for your reference.



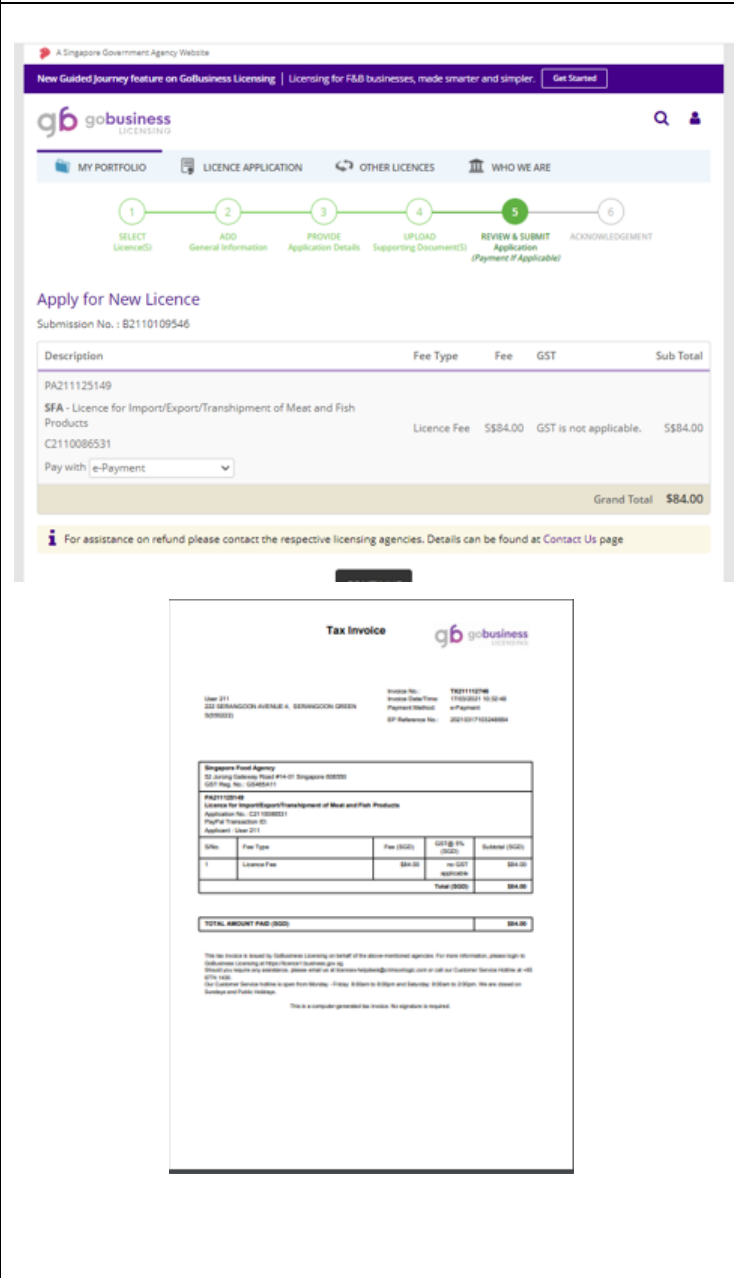
6 Tick the check box under “General” to make your declaration and click “Proceed with Payment Mode Selection”.

(For Registration for Import of Processed Food and Food Appliance, click “Submit” as there is no fee involved.)



7 You may make payment via Giro if your company has an existing Giro account with SFA. If not, you may choose to make payment via eNETS or Credit Card.

You may print a copy of the electronic receipt for your reference and proceed to close the browser.



The estimated processing time is 1-2 working days. Upon approval, a notification will be sent to the applicant (either via email or sms) and the applicant may then proceed to print a copy of the licence or allocation of SFA Registration Number via the website.

1 Go to GoBusiness Licensing website:
<https://licence1.business.gov.sg/web/frontier/home>

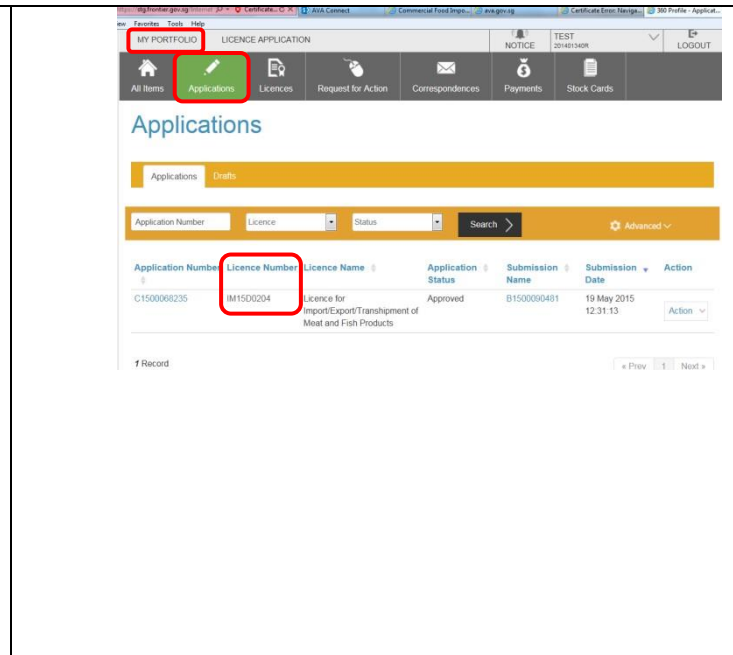
Login with Corp Pass.

Select company account as your profile and enter UEN.

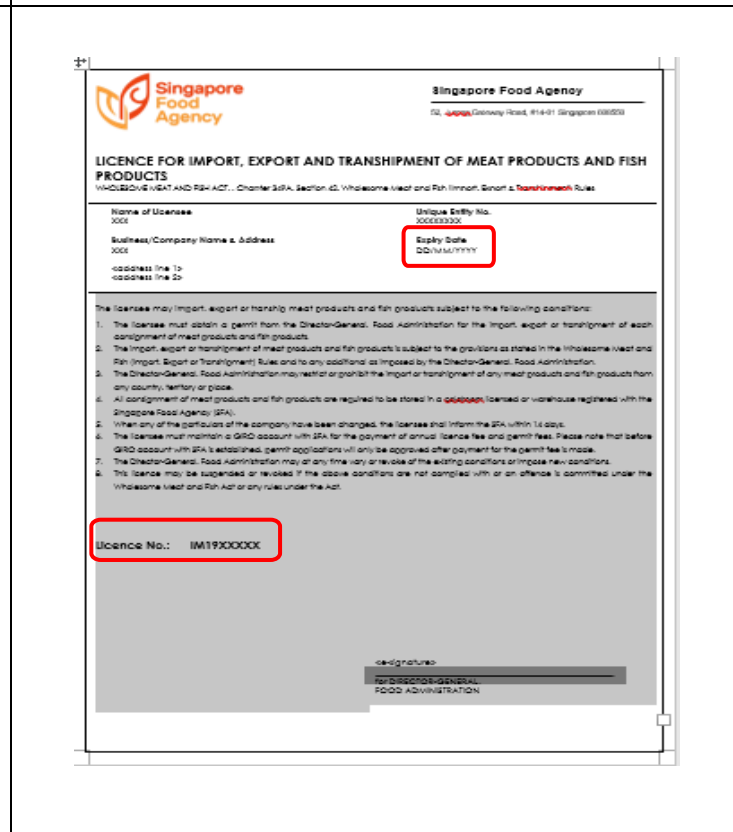
Go to “My Portfolio” and click on “Applications”.

Click on the licence renewal that you had earlier submission.

Click on “Action” and select “Print”.



2 Your licence number and its expiry date are indicated on the licence.



Please contact Crimson Logic helpdesk directly at 67741430, or email to: licences-helpdesk@crimsonlogic.com, if you encounter any problem with LicenceOne, or need assistance on the renewal steps.

Standard Recall Procedures (SRP)

For imported food products including meat, seafood, fresh fruits and vegetables and processed food/food appliances

