

# **GoBusiness Import Licence Common Modules User Guide**

Version: 1.0

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# Chapter 1: About this Guide

## Background

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Singapore Food Agency (SFA) provides approval for various types of licences to start business and the business people can submit the licence application via GoBusiness Singapore System.

## Audience

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- Applicants of Import Licence

## How to Read this Guide

Before you start using this guide, it is important to understand the documentation conventions used in it.

- The phrase “GoBusiness” and the word “system” denote the same and are hence used interchangeably.

## Tips and Warnings

Two types of callouts are used in this user guide to indicate tips and warnings.



This symbol indicates that it is a tip.

A tip provides good-to-know information that helps users to understand the functionality better.

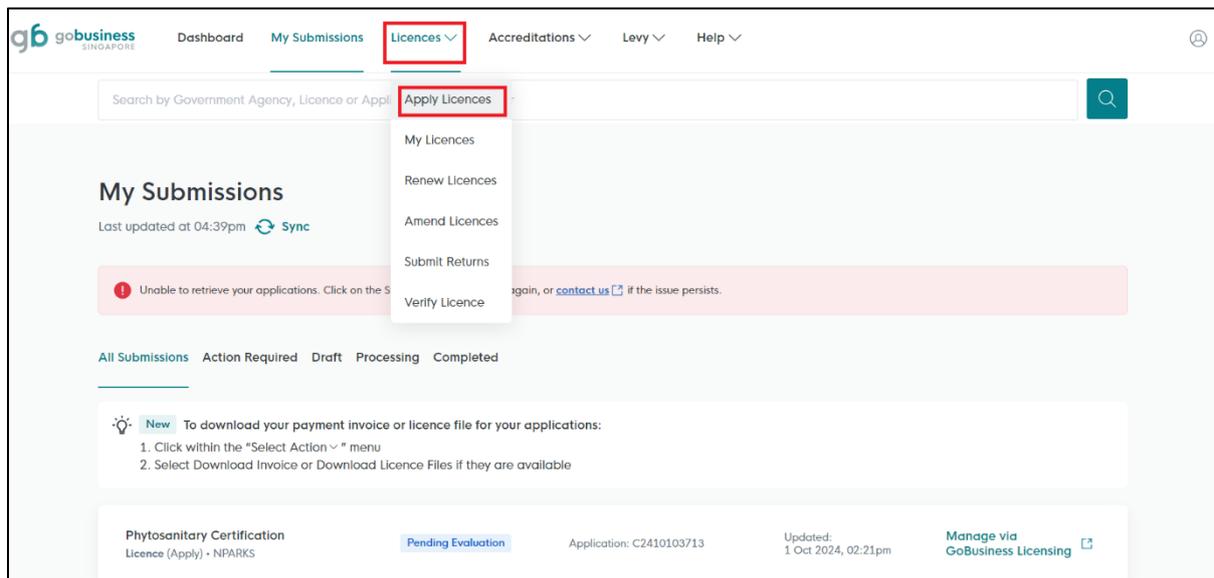


This is a warning.

A warning refers to information that may be critical to the system's functionality and might affect data or system's stability.

## Access GoBusiness menus and locate a particular section in this guide

- Screen names, field names or labels and field options are specified in bold font. For example, click **Licences** >> **Apply Licences**.



### Application screen

- Two consecutive “>>” in an instruction indicates how to access a particular screen or functionality. For example, click **Licences** >> **Apply Licences** means you first click **Licences** and then **Apply Licences**.
- Bold italic font is used to refer to a particular chapter, section heading or subheading in this user guide. For example, refer to ***About this Guide*** > ***Learning***

**Objectives** means “Learning Objectives” is a section or subheading under “About this Guide”.

- One “>” in this document indicate how to locate the referred chapter or section in this user guide. For example, refer to **About this Guide > Learning Objectives** means Learning Objectives can be located under About this Guide in this guide.

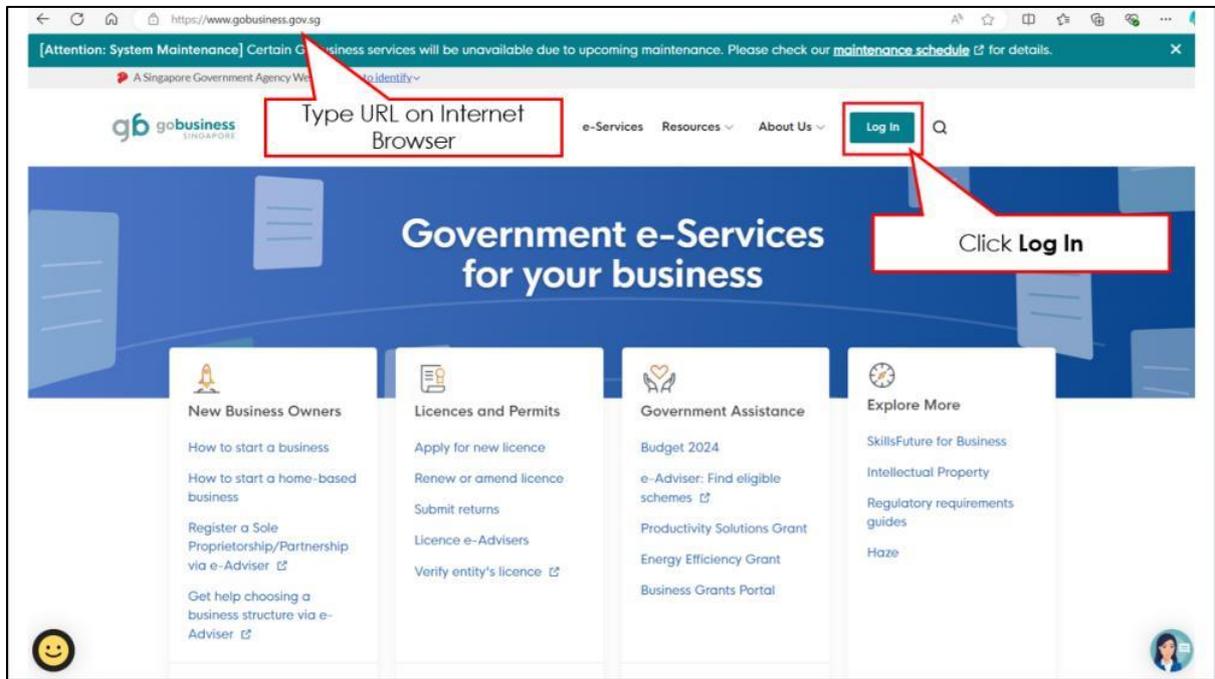
## Chapter 2: Logging in to GoBusiness

There are two different ways to log in to **GoBusiness**.

Login type	Transaction Type	Description
<b>SingPass</b>	<ul style="list-style-type: none"><li>Personal</li></ul>	<ul style="list-style-type: none"><li>Authorisation is done through SingPass. For more details on SingPass, visit <a href="https://www.singpass.gov.sg">https://www.singpass.gov.sg</a>.</li><li>For personal transaction type, user can be a licensee himself or filer who has been authorised (offline) by the licensee to submit the application request on behalf of him/her.</li></ul>
<b>CorpPass</b>	<ul style="list-style-type: none"><li>Corporate</li></ul>	<ul style="list-style-type: none"><li>Authorisation is done through CorpPass. For more details on CorpPass, visit <a href="https://www.corppass.gov.sg">https://www.corppass.gov.sg</a>.</li><li>User can be anyone authorised by the company through CorpPass.</li><li>An authorized filer can apply for the licence on behalf of the company.</li><li>User will be entering the UEN of the company and CorpPass ID of the individual user.</li></ul>

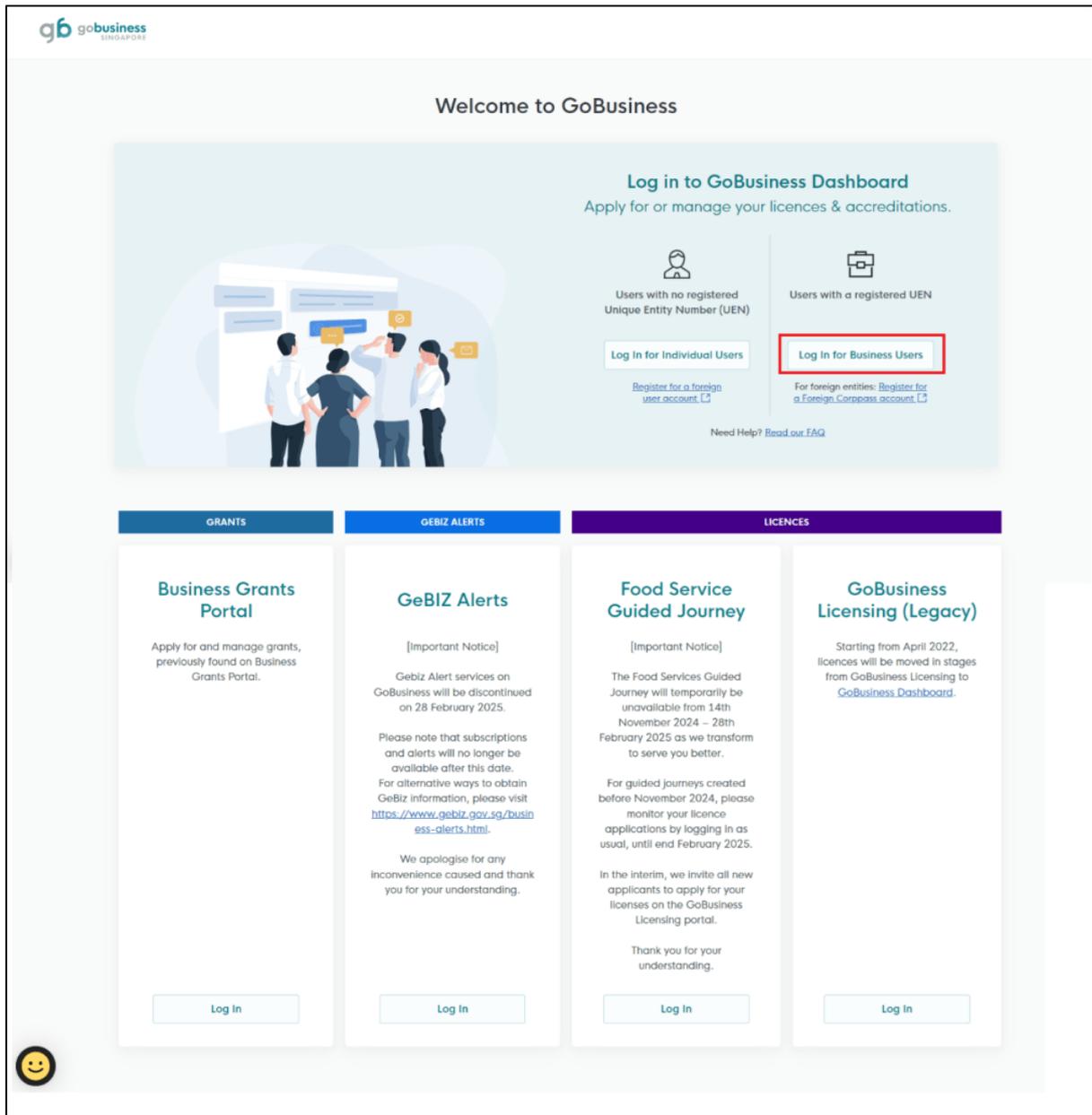
## Business User Login

1. Go to <https://dashboard.gobusiness.gov.sg/login> on the Internet Browser. The Home Page will be displayed.



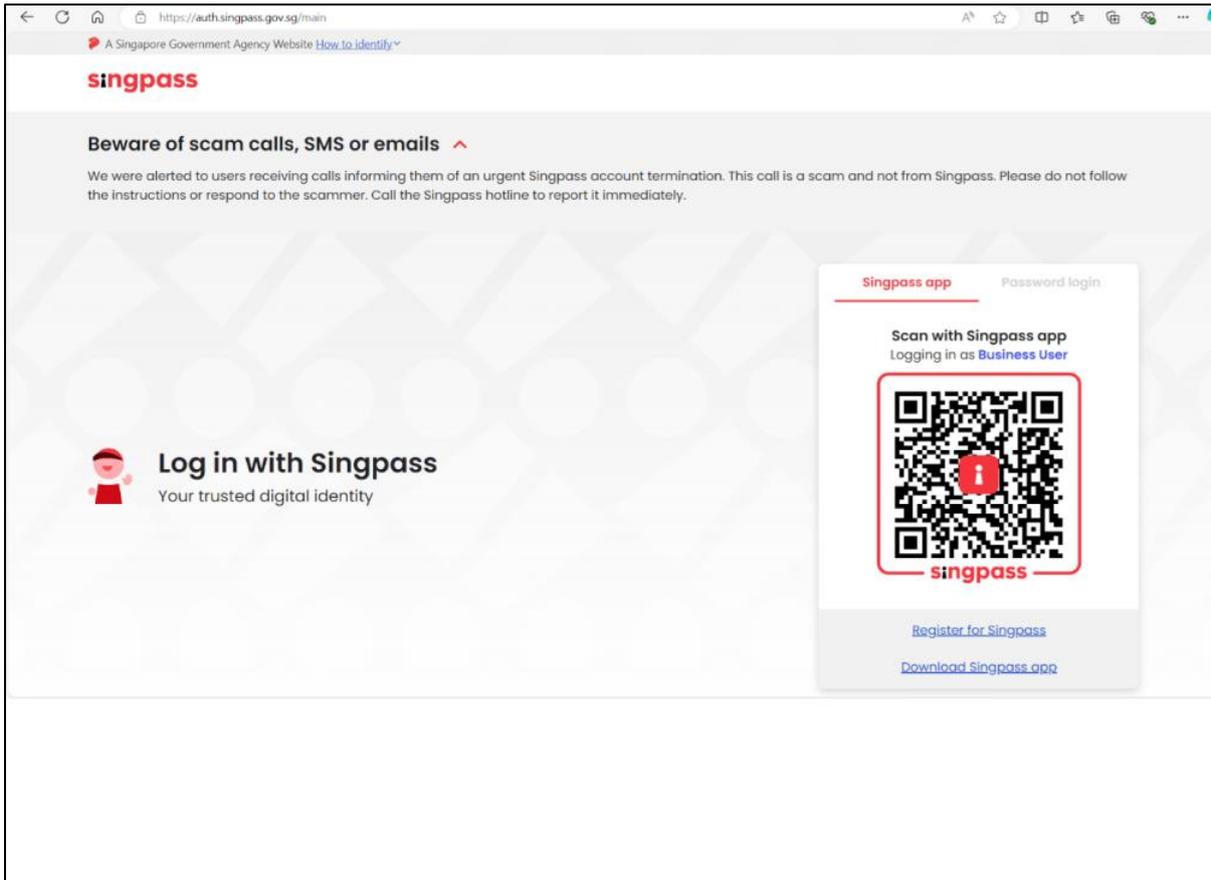
Home Page

2. Click **Log In**. The Login Page will be displayed.



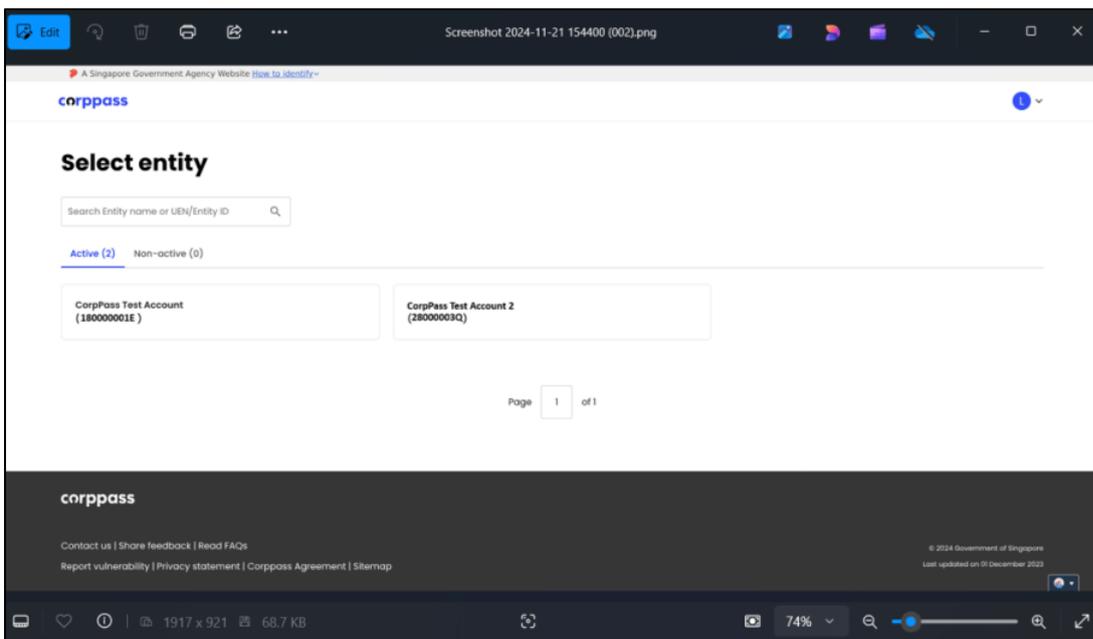
### Log In For Business Users

3. Click **Log In for Business Users**.



### SingPass Login for Business Users

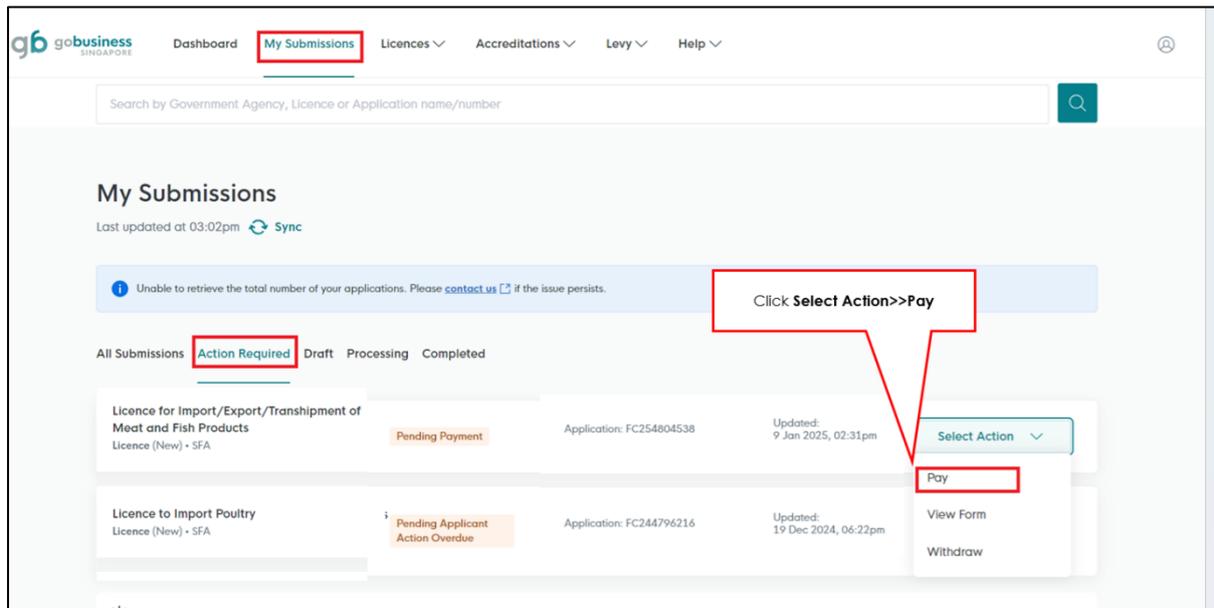
4. Use SingPass and UEN to login to the portal.
5. If the applicant is associated with multiple companies, The Corpass Screen will be displayed; however, if the applicant is associated with only one company, this screen will not appear.



### Corpass Login

# Chapter 3: Payment for Approved Application

The Applicant can pay the fees for the new, amend and renew licence applications. The applicant without Giro arrangement with SFA can make payment for licence by following the below instructions.



## Stage 2 Payment Screen

1. Goto **My Submissions>>Actions Required**.
2. Click **Select Action>>Pay** for the licence with Pending Payment status.

**Payment**  
Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Licence for Import/Export/Transhipment of Meat and Fish Products		
Application Fee	-	\$84.00
	Subtotal	\$84.00
	Amount Payable	\$84.00

**Payment method**  
Please choose a payment method.

We Accept 

Add Card Details  
4242 02 / 26 1234 [Save with link](#)

What is a CVC?  
 Save as my new default card

[Make Payment](#) →

← [Back to Form](#)

Enter card details.

Click **Make Payment**.

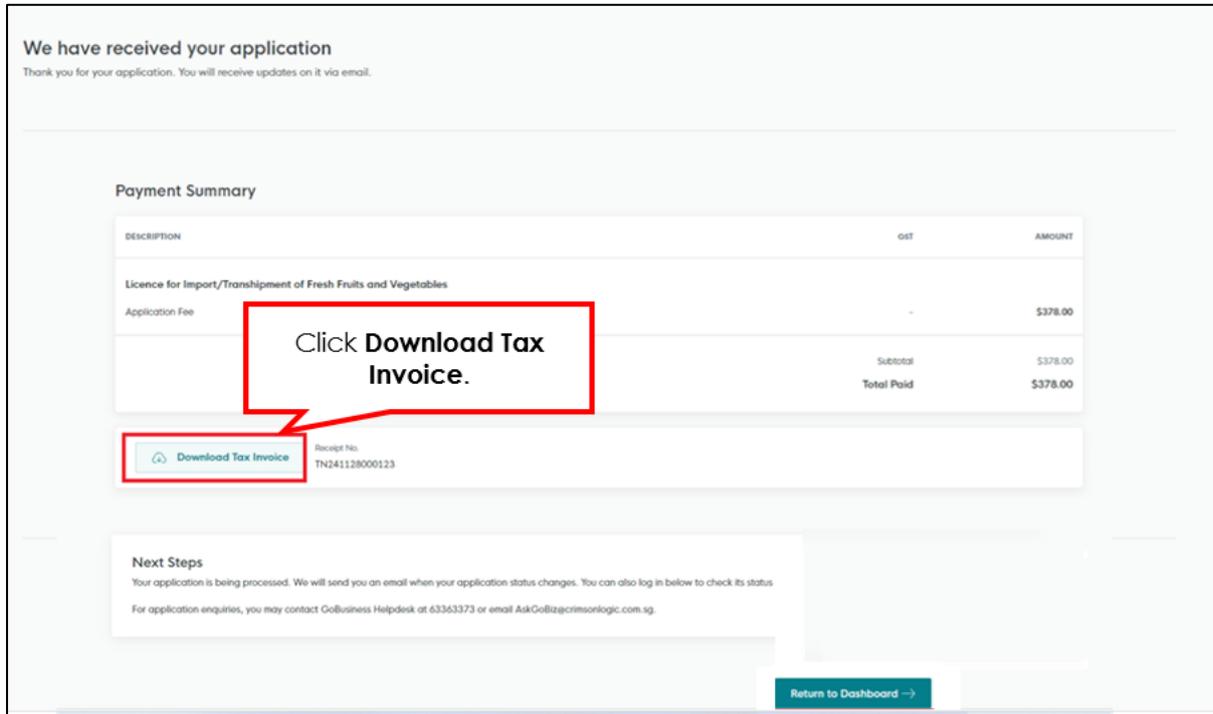
Click **Back to Form**.

**Payment**

3. Enter the card details and click **Make Payment**. The payment will be made successfully and the user can download the invoice.
4. Click **Back to Form** to return to form page.

# Chapter 4: Download Payment Invoice

The Applicant can download the invoice for the licence fee paid in payment page.

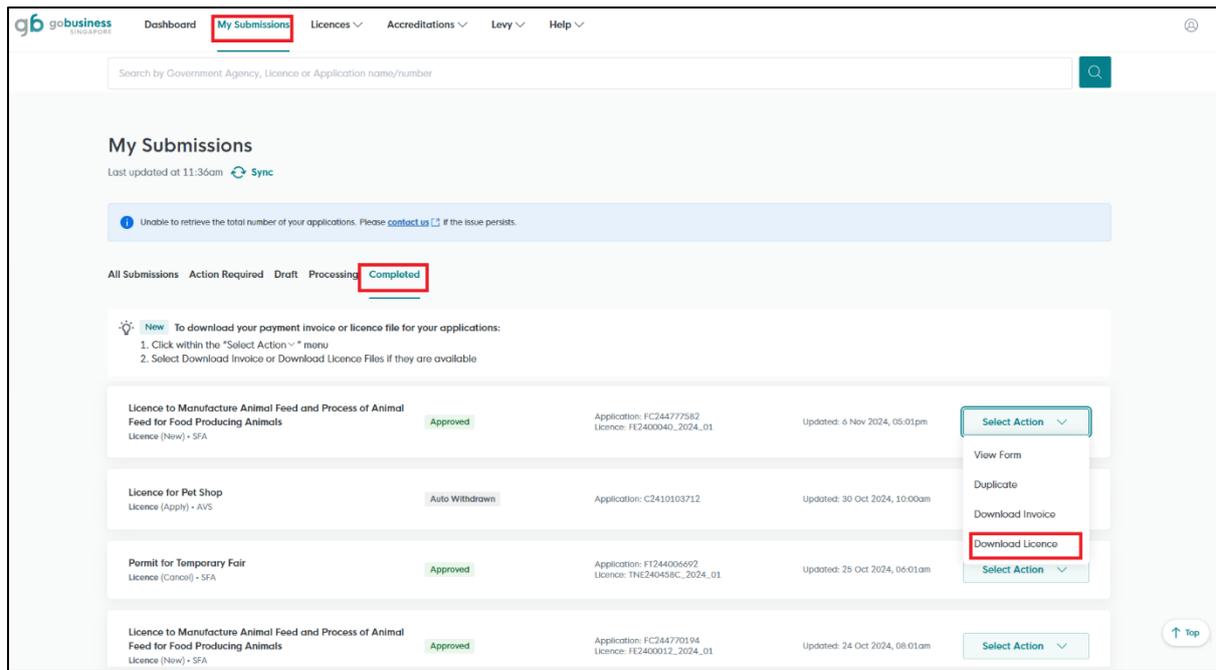


## Download Invoice

1. Click **Download Invoice** button to download the invoice in pdf format.

# Chapter 5: Download New/Renew Licence

The Applicant can download the new or renewed licence by following the below steps.



## Download Licence

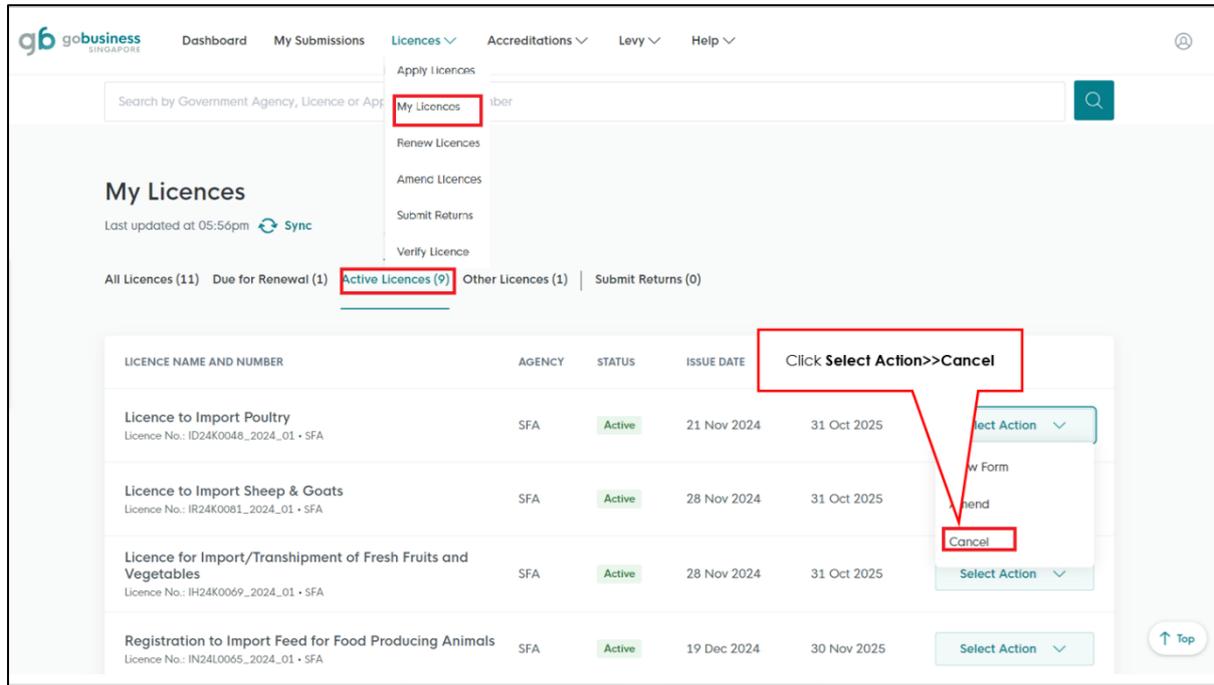
2. Go to **My Submissions>>Completed**.
3. Click **Select Action>>Download Licence** for the licence with Approved status. Click **Download Licence** button to download the Licence as file. Print the downloaded Licence.

You may retrieve the licence number in the following manners to apply for an import permit to import the consignment of food products using the Tradenet system:

- I. Use the licence number displayed in the download licence.
- II. Use the licence number containing 1st 9 characters (in red font) eg ID24K0048\_2024\_01 displayed in the Gobusiness dashboard

# Chapter 6: Cancel Application

If the applicant needs to cancel the licence with active status, then follow the instructions below.



## Cancel Application for Licence

To cancel the licence application in active status:

1. Goto **Licences>>My Licences**.
2. Click **Select Action>>Cancel** for the licence with active status.

## General Information

You are applying to cancel Licence to Import Poultry (SFA)  
All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.  
⌚ Estimated 20 minutes to complete

**STEP 1**  
**General Information**  
Review and fill the following details for application.

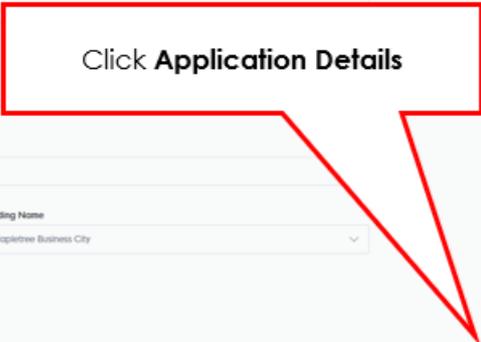
**Profile**  
I am applying  
 As an applicant  
 On behalf of applicant

**Applicant Detail**  
Salutation  
Select  
Name  
Tim Tom  
ID Type  
NRIC

Company Name  
MANAGEMENT PTE  
UEN  
194800054M  
Entity Type  
Local Company

**Registered Address**  
Postal Code  
117438  
Retrieves Address  
Block/House No.  
10  
Street Name  
Passer Panjang Road  
Floor/Level (Optional)  
10  
Unit (Optional)  
01  
Building Name  
Mapletree Business City  
Resets Address

Save Draft **Application Details** →



### Cancel Application for Licence

3. Fill the required fields.
4. Click **Save Draft** to save the application.
5. Click **Application Details** to continue.

## Application Details

STEP 2

Application Details to cancel Licence to Import Poultry (SFA)

Fill in the following details.

**Licence Details**

Licence Number

ID24K0048\_2024\_01

Please click on the retrieve button!

Click **Retrieve** to get the details of Owner Organisation

Retrieve

**Owner Organisation Details**

Applicant Type

Select

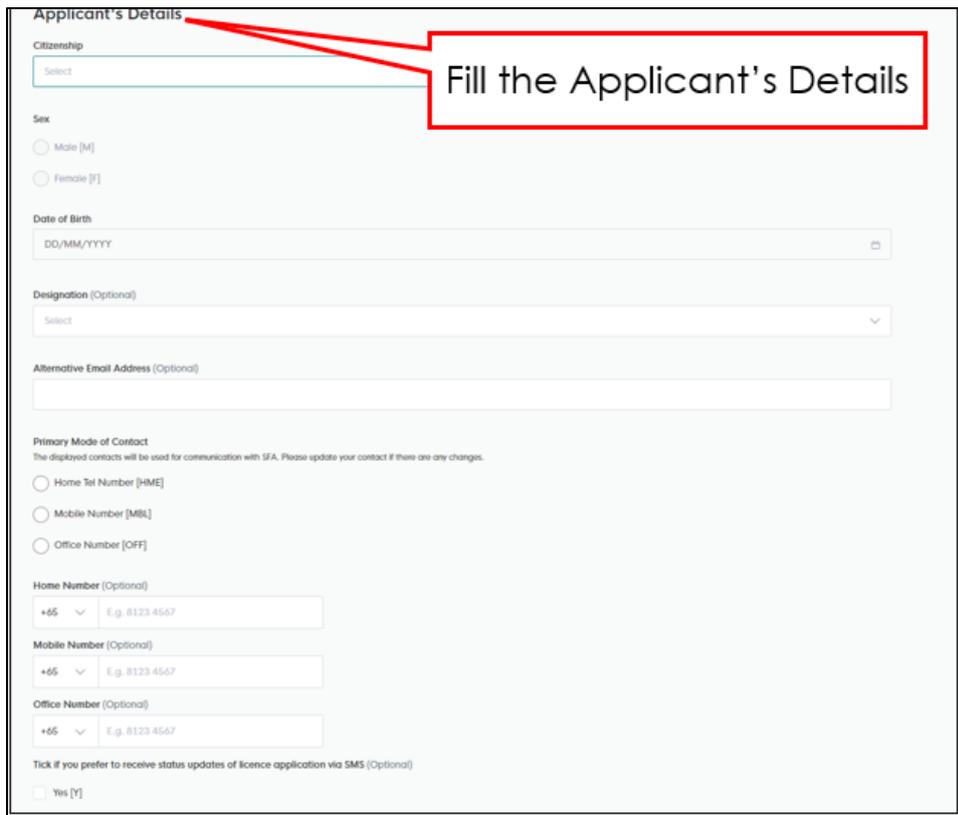
Saved  
Your form has been saved.

### Application Details

6. Click **Retrieve** to get the licence details.
7. Select **Applicant Type** as Organisation. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

## Applicant's Details



**Applicant's Details**

Citizenship  
Select

Sex  
 Male [M]  
 Female [F]

Date of Birth  
DD/MM/YYYY

Designation (Optional)  
Select

Alternative Email Address (Optional)

Primary Mode of Contact  
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.  
 Home Tel Number [HME]  
 Mobile Number [MBL]  
 Office Number [OFF]

Home Number (Optional)  
+65 E.g. 8123 4567

Mobile Number (Optional)  
+65 E.g. 8123 4567

Office Number (Optional)  
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)  
 Yes [Y]

### Applicant's Details

8. Fill in the Applicant's Details.

## Termination Request



**Termination Request**

Effective Date of Cancellation  
DD/MM/YYYY

Reasons for Cancellation  
Select

Remarks (Optional)

0/200

### Termination Request

9. Enter the **Effective Date of Cancellation** and Remarks if any.

## Attach Supporting Document

**Supporting Documents**

File Type  
Select

**Attachment**  
Only 1 file at 2 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.  
Drop a file here or click to upload

**Add**

File Type	Attachment	Actions
No data available in table		

← General Information   Save Draft   **Review Form** →

### Upload Supporting Documents

10. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully.

**Supporting Documents**

File Type  
Select

**Attachment**  
Only 1 file at 2 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.  
Drop a file here or click to upload

**Add**

File Type	Attachment	Actions
Copy of cleaning contract [COPYOFCLEANINGCONTRACT]	<a href="#">test2.pdf</a>	

Added successfully  
Your new information has been added.

### Uploaded Document

11. Click **General Information** to go back to previous page.
12. Click **Save Draft** to save the application draft.
13. Click **Review Form** to proceed and continue the application.

## Review Form

### Review and Declare

STEP 3  
Review Form  
Please review the following details carefully.

**General Information**

**Profile**  
I am applying  
As an applicant

**Applicant Detail**  
Salutation  
Mr  
Name  
Tan Tien  
ID Type & ID Number  
NRIC: \*\*\*\*2356G  
Email  
tan@tan.com  
Contact Number  
+65 9876 5432

**Company Detail**  
Company Name  
MANAGEMENT PTE  
UEN  
197101238G  
Entity Type  
Local Company  
Registered Address  
10 Pagar Payang Road, #10-01 Mappanee Business City, Singapore 117438

**Termination Request**  
Effective Date of Cancellation  
25/10/2024  
Remarks  
cancel

**Supporting Documents**

← Back to Edit   Declare →

**Review Form**

14. Click **Back to Edit** for editing the application.
15. Scroll down for all the sections to review the filled details and click **Declare** to submit the application.

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.

**Permit for Temporary Fair (SFA)**  
I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting documents are received and are in proper order.  
The Singapore Food Agency (SFA) collects personal information to carry out its various functions and duties under the Singapore Food Agency Act 2019 in Singapore and any other related purposes. I hereby consent to SFA's use of the information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application for such purposes. I hereby further consent to SFA sharing the information in such application with other Government agencies, or non-government entities authorized to carry out specific government services, unless prohibited by legislation.

I hereby declare that all of the above is true.

← Review Form   Submit →

**Declare and Submit Form**

## Acknowledgement

An Acknowledgement for this application will be displayed.

The screenshot displays the 'We have received your application' page. It includes a confirmation message, a table of application status, and a 'Next Steps' section. A red box highlights the 'Return to Dashboard' button.

**We have received your application**  
A confirmation email has been sent to you.

**Application Status**

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Permit for Temporary Fair	FT24400692	NA	<a href="#">Submitted</a>

**Next Steps**  
Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.  
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

**Click Return to Dashboard**

[Return to Dashboard →](#)

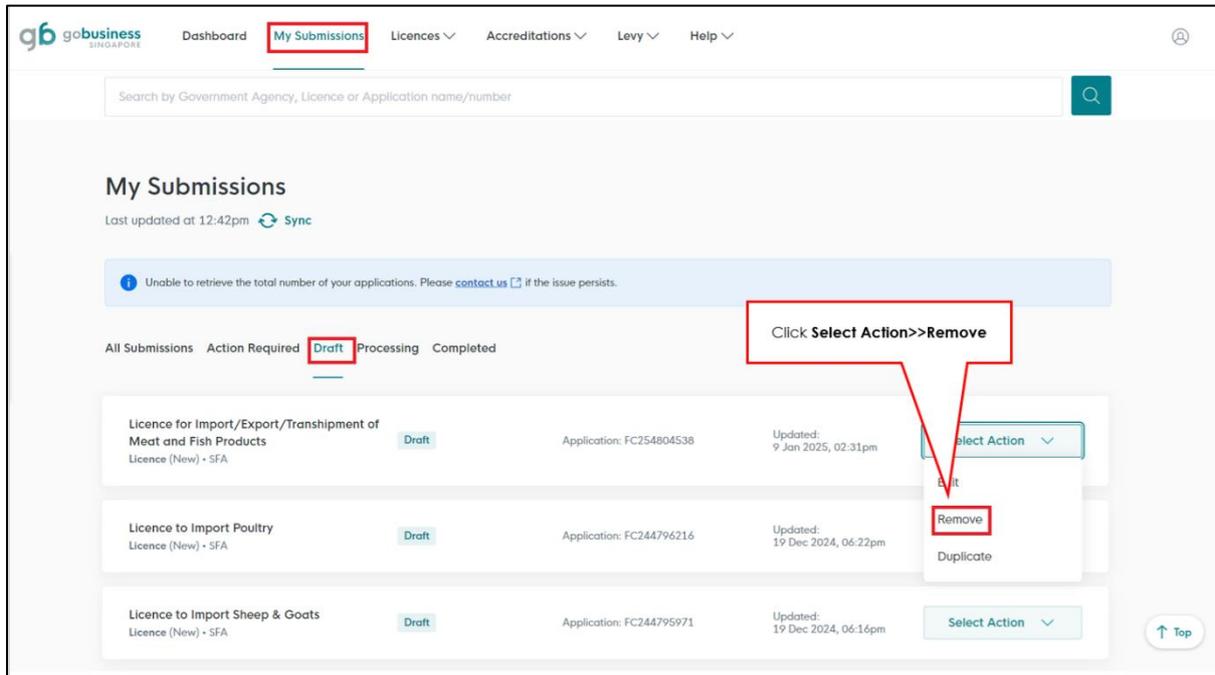
### Acknowledgement

16. The acknowledgement mail will be sent to your registered email.

17. Click Return to Dashboard to exit.

# Chapter 7: Remove Draft Application

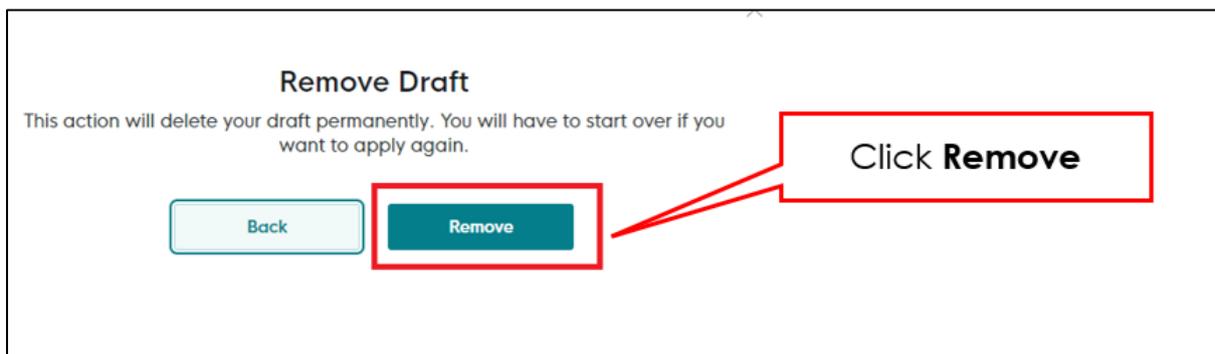
The applicant can remove the application in the draft status.



## Remove Application

To remove the draft application:

1. Click **My Submissions>>Draft**.
2. Click **Select Action>>Remove**. The Application details will be displayed.

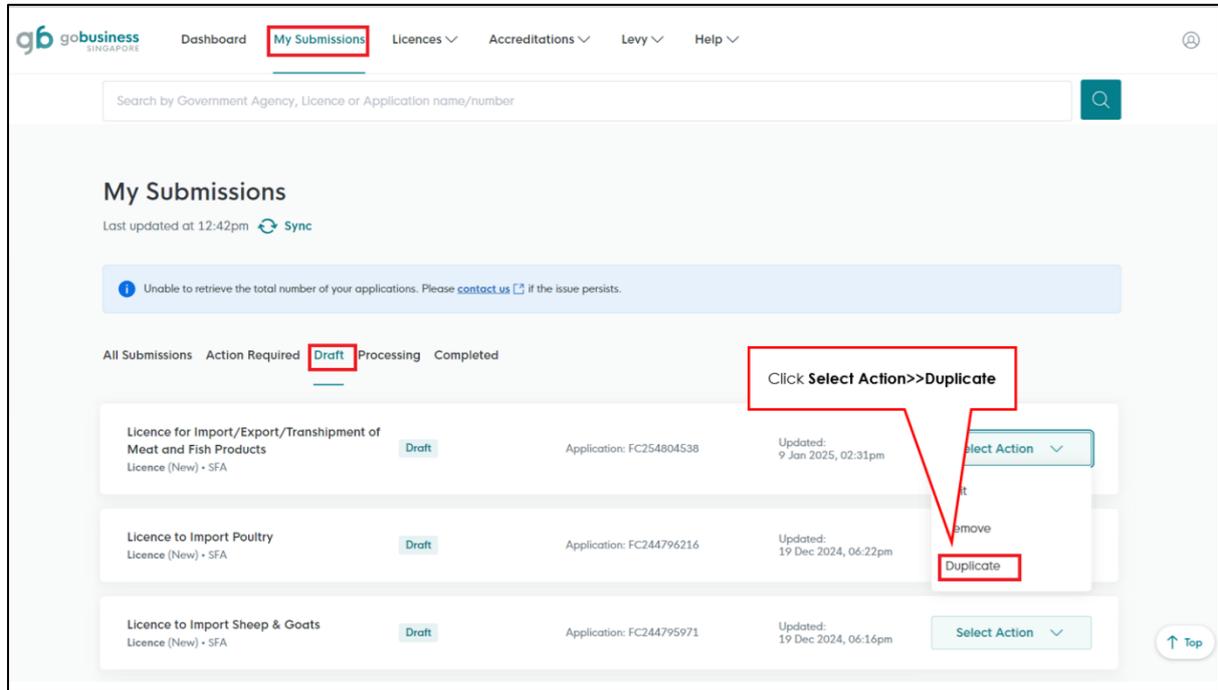


## Remove Draft

3. Click **Remove** to remove the draft from My Submission page. The draft will be deleted.
4. Click **Back** to go to My Submission page.

# Chapter 8: Duplicate Application

The applicant can duplicate and use the existing application.



## Duplicate Application

To duplicate the draft application:

1. Click **My Submissions>>Draft**.
2. Click **Select Action>>Duplicate**. The Application details will be displayed.

## You are applying for Licence for Import/Export/Transshipment of Meat and Fish Products (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 30 minutes to complete

STEP 1

### General Information

Review and fill the following details for application.

#### Profile

I am applying

As an applicant

On behalf of applicant

#### Applicant Detail

Salutation

Mdm



Name

Tim Tom

ID Type

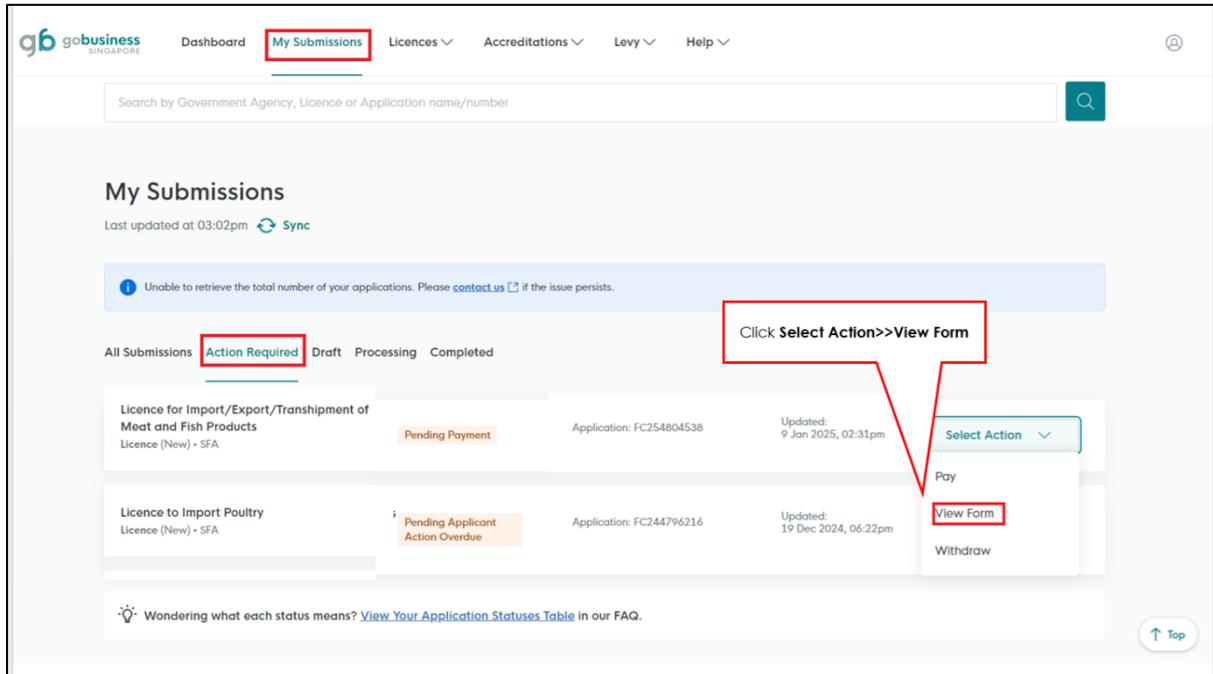
NRIC



### Application Details

# Chapter 9: View Form Application

The applicant can view the application.



## View Form

To view the submitted form:

1. Goto **My Submissions>>Actions Required**.
2. Click **Select Action>>View Form** for the licence with Pending Payment status.

Licence for Import/Export/Transhipment of Meat and Fish Products  
Singapore Food Agency  
Processing

Application ID  
FT244007237

**Application Details to cancel Licence for Import/Export/Transhipment of Meat and Fish Products (SFA)**

**Licence Details**

Licence Number  
IM24L0095\_2024\_01

Please click on the retrieve button before filling in the form.

**Owner Organisation Details**

Applicant Type  
Organisation [Organisation]

Owner Organisation Name [UEN/ NRIC]  
193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED

**Applicant's Details**

Citizenship  
AMERICAN [US]

Sex  
Male [M]

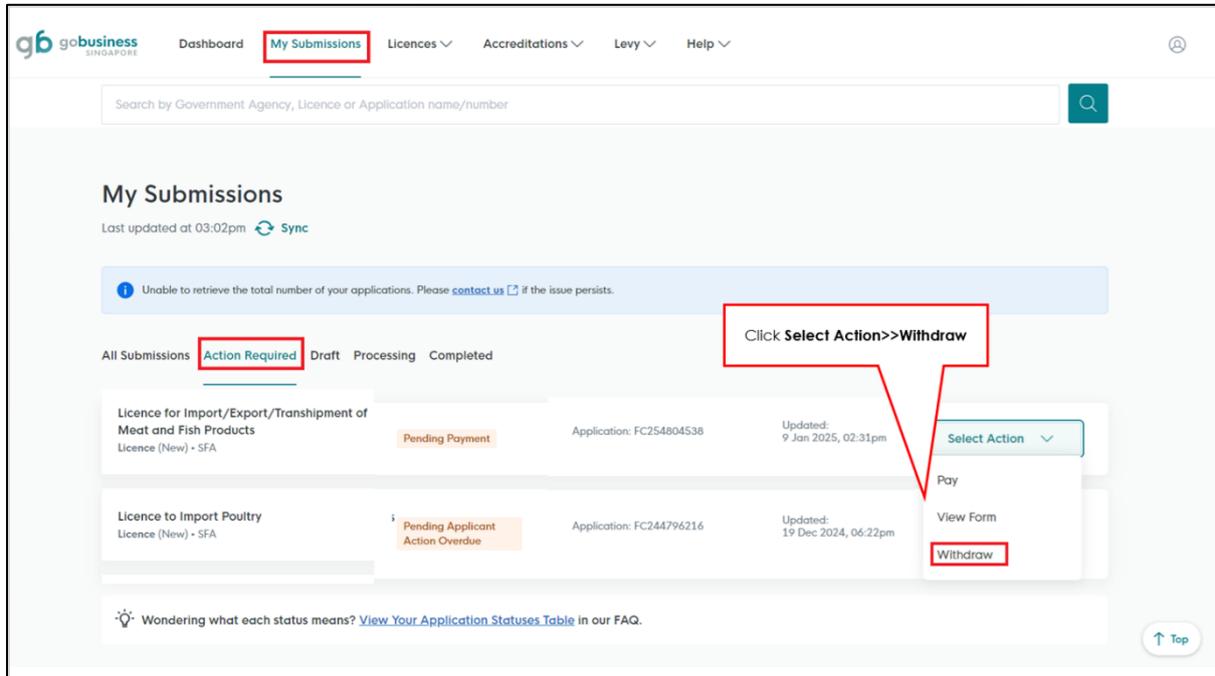
Date of Birth  
01/10/2000

**Application Form**

Scroll down to view all the sections in the form.

# Chapter 10: Withdraw Application

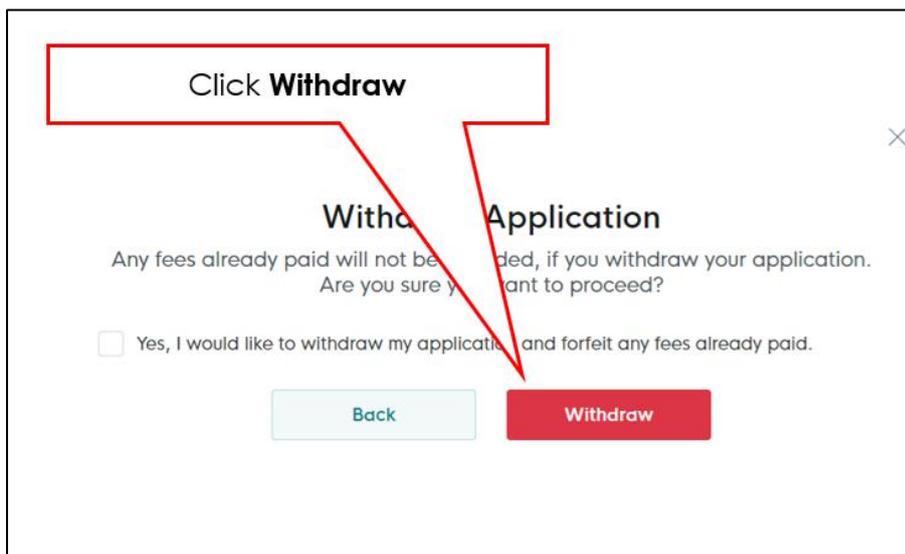
The applicant can withdraw the application in the processing status.



## Withdraw Application

To withdraw application in processing status:

1. Goto **My Submissions>>Actions Required**.
2. Click **Select Action>>Withdraw** for the licence with Pending Payment status.

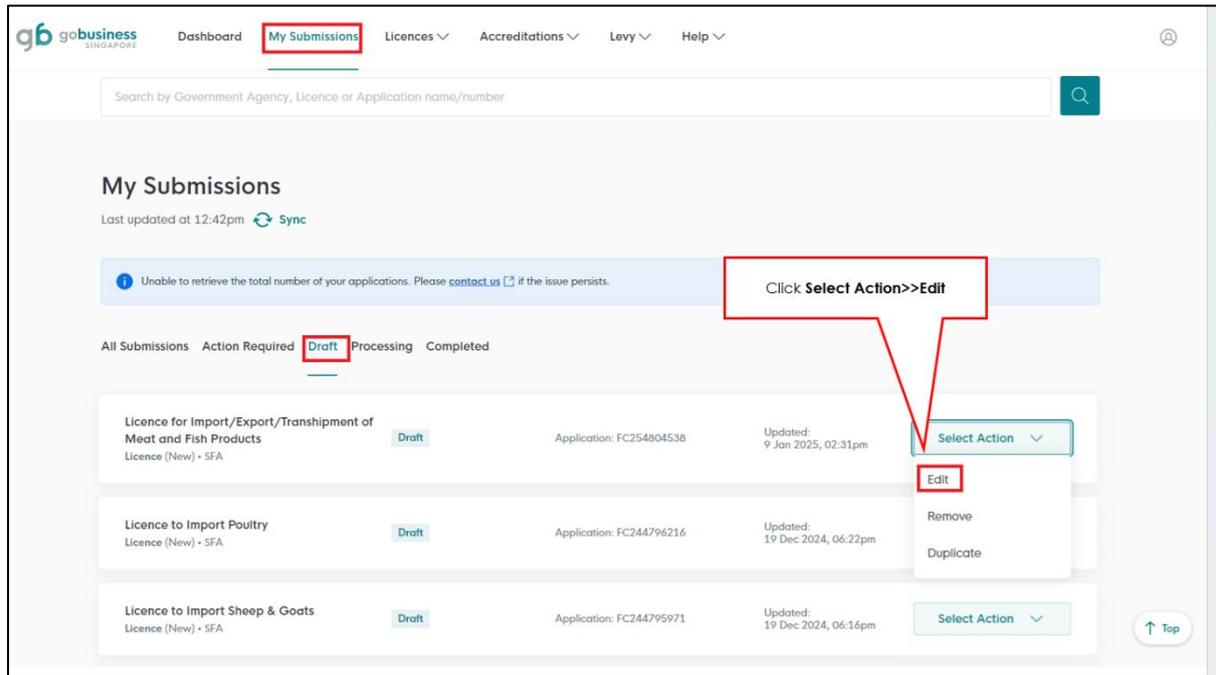


## Withdraw Application Confirmation

3. Click **Withdraw** to confirm the withdrawal of licence application.
4. Click **Back** to go to My Submissions page.

# Chapter 11: Edit Draft Application

The applicant can edit the application in the draft status.



## Draft Application

To edit the draft application:

1. Click **My Submissions>>Draft**.
2. Click **Select Action>>Edit**. The draft application will be displayed. To proceed with further editing refer steps from General Information to Acknowledgement for respective licence in the Import Licence New Application user guide.

## You are applying for Licence for Import/Export/Transshipment of Meat and Fish Products (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

 Estimated 30 minutes to complete

STEP 1

### General Information

Review and fill the following details for application.

#### Profile

I am applying

As an applicant

On behalf of applicant

#### Applicant Detail

Salutation

Mdm  

Name

Tim Tom

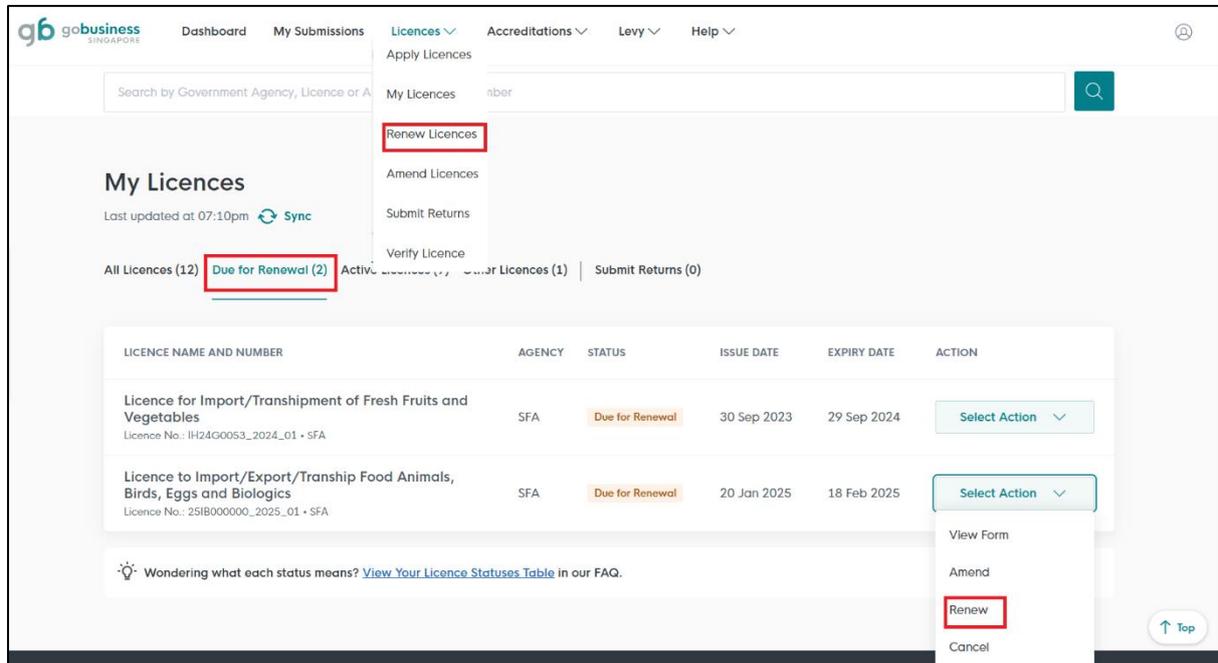
ID Type

NRIC 

### General Information

# Chapter 12: Renew Application

If the licence is due for renewal, then follow the instructions below. Once the licence is renewed, the applicant can download and view the renewed licence certificate from the Active Licence tab by clicking the download button under Select Action.



## Renew Application

To renew the licence application in Due for Renewal status:

3. Goto **Licences>>Renew Licences**. The list of licences due for renewal will be displayed under the Due for Renewal tab.
4. Click **Select Action>>Renew** for the licence to be renewed.

## General Information

You are applying to renew Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)  
All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.  
Estimated 30 minutes to complete

**STEP 1**  
**General Information**  
Review and fill the following details for application.

**Profile**  
I am applying  
 As an applicant  
 On behalf of applicant

**Applicant Detail**  
Salutation  
Select  
Name  
Tan Tan  
ID Type  
NRIC  
Email  
tintan@abc.com  
Contact Number  
+65 9876 5432

**Company Detail**  
Company Name  
MANAGEMENT PTE  
UEN  
19400054M  
Entity Type  
Local Company

**Registered Address**  
Postal Code  
117438  
Block/Noise No.  
10  
Street Name  
Pasar Pangang Road  
Floor/Level (Optional)  
10  
Unit (Optional)  
01  
Building Name  
Mapletree Business City

Save Draft Application Details →

Click **Application Details**

### Renew Application for Licence

5. Fill the required fields.
6. Click **Save Draft** to save the application.
7. Click **Application Details** to continue.

## Application Details

STEP 2  
Application Details to renew Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)  
Fill in the following details.

**Licence Details**

Licence Number  
251800000\_2025\_01

Please click on the retrieve button to renew the licence and retrieve your licence record.

**Owner Organisation Details**

Applicant Type  
Select

Retrieve

Click Retrieve to get the Owner Organisation Details

Saved  
Your form has been saved.

### Application Details

8. Click **Retrieve** to get the licence details.
9. Select **Applicant Type** as Organisation. The Application Details will be fetched automatically. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

**Applicant's Details**

Citizenship  
ALBANIAN [AL]

Sex  
 Male [M]  
 Female [F]

Date of Birth  
03/10/2000

Designation (Optional)  
Select

Alternative Email Address (Optional)  
DUMMYEMAIL@DUMMY.COM

Primary Mode of Contact  
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.  
 Home Tel Number [HME]  
 Mobile Number [MBL]  
 Office Tel Number [OFF]

Home Number (Optional)  
+65 6000 0000

### Licence Application Details

10. Scroll down to view the licence application details. Make payment to renew the licence.

## Payment

Payment Mode

Payment Mode

Online Payment

Offline Payment

### Payment Mode

11. Select **Online Payment** mode for paying the fees via Gobusiness.
12. Select **Offline Payment** mode for paying the fees via Giro [only applicable if you have **existing Giro arrangement with SFA.**]

Payment Mode

Payment Mode

Online Payment

Offline Payment

Get GIRO Reference Number

Existing GIRO Reference Number

Select

### Offline Payment

13. For the offline payment via **existing Giro arrangement with SFA**, the Applicant is to click on “Get GIRO Reference Number” to retrieve your Giro reference number.

## Attach Supporting Documents

**Supporting Documents**

File Type  
Select

**Attachment**  
Only 1 file at 2 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.  
Drop a file here or click to upload

**Add**

File Type	Attachment	Actions
No data available in table		

← General Information   Save Draft   **Review Form** →

Select the File Type, upload the file and click Add. The details will be added.

Click **Add** button to supporting document details

### Upload Supporting Documents

14. Select the File Type and upload the supporting document. Click Add. The document is added successfully. Upload the mandatory documents.

**Supporting Documents**

File Type  
Select

**Attachment**  
Only 1 file at 2 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.  
Drop a file here or click to upload

**Add**

File Type	Attachment	Actions
Certificate of Analysis [CERTIFICATEOFANALYSIS]	<a href="#">test2.pdf</a>	

Added successfully  
Your new information has been added.

### Uploaded Document

15. In the **Application Details** page below, click General Information to go back to previous page. Click **Save Draft** to save the application draft.

16. Click **Review Form** to proceed and continue the application.

## Review Form

### Review and Declare

The screenshot shows a web form titled "Review Form" with the following sections:

- General Information**
- Profile**
  - 1 as applicant
  - As an applicant
- Applicant Detail**
  - Submission
  - Male
  - Name
  - File Size
  - ID Type & ID Number
  - NRIC: \*\*\*\*\*2298
  - Email
  - \*\*\*\*\*@sbc.com
  - Contact Number
  - +65 9576 5432
- Company Detail**
  - Company Name
  - MANAGEMENT PTE
  - UEN
  - 314830054M
  - Entity Type
  - Local Company
  - Registered Address
  - 30 Pagar Parking Road, #10-01 Mapletree Business City, Singapore 137438
- Application Details to renew Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)**
- Licence Details**
  - License Number
  - 25800000\_2025\_01
  - Please click on the retrieve button to verify your eligibility to renew the licence and retrieve your licence record.
- Owner Organisation Details**
  - Applicant Type
  - Organisation [Organisation]
- Payment mode**
  - Payment Mode
  - 1. Select the "Online Payment" option if you wish to use the "Online Payment" option. 2. Select the "Offline Payment" option if you have existing GPO arrangement with SFA.
- Supporting Documents**
  - File Type
  - No data available in table

At the bottom of the form, there are two buttons: "Back to Edit" and "Declaration".

Callouts in the image:

- A red box at the top right says: "Scroll down for all the sections and review the form." with an arrow pointing to the top of the form.
- A red box on the left says: "Click **Back to Edit** for editing the application" with an arrow pointing to the "Back to Edit" button.
- A red box on the right says: "Select **Declaration** to declare and submit the application" with an arrow pointing to the "Declaration" button.

### Review Form

17. Click **Back to Edit** to continue editing the application.
18. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.

**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.

**Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)**

I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting documents are received and are in proper order.

I am aware that the SFA is required to collect personal information from time to time to carry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby consent to SFA's collection and use of all information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to sharing my information in such application(s) with other Government agencies, and/or non-Government entities authorised to carry out specific Government services, unless prohibited by law.

I hereby declare that all of the above is true.

Click **Submit**.

Click **Review Form** to review the form again.

Check the box for declaration.

← Review Form    Submit →

### Declare Form

19. Check the declaration.
20. Click **Review Form** to review the form again.
21. Click **Submit** to submit the declaration and continue to acknowledgment page.

## Acknowledgement

An Acknowledgement for this application will be displayed.

**We have received your application**  
A confirmation email has been sent to you.

Successfully submitted  
You have successfully submitted.

**Application Status**

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics	FC244795732	1 working day	Submitted

**Next Steps**  
Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.  
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

Click **Return to Dashboard**.

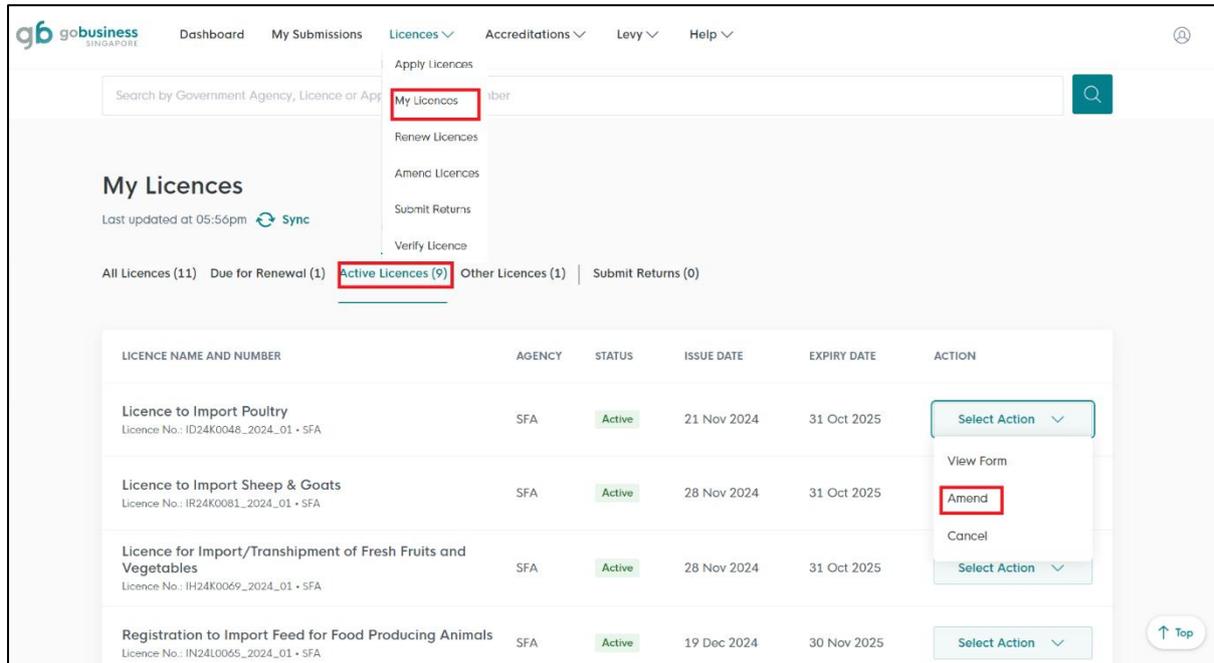
Return to Dashboard →

### Acknowledgement

22. The acknowledgement mail will be sent to your registered email.
23. Click **Return to Dashboard** to exit.

# Chapter 13: Amend Application

If the applicant needs to cancel the approved licence, then follow the instructions below.



## Amend Application

To cancel the licence application in active status:

1. Goto **Licences>>My Licences**. Then go to Active Licences tab.
2. Click **Select Action>>Amend** for the licence to be amended. The application will be displayed.

## General Information

You are applying to amend Licence to Import Poultry (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

Estimated 30 minutes to complete

**STEP 1**  
**General Information**  
Review and fill the following details for application.

**Profile**

I am applying

As an applicant  
 On behalf of applicant

**Applicant Detail**

Solution  
M3M

Name  
Tim Sun

ID Type  
NRIC

Email  
tsun@abc.com

Contact Number  
+65 9876 5432

**Company Detail**

Company Name  
MANAGEMENT PTE

UEN  
194000000M

Entity Type  
Local Company

**Registered Address**

Postal Code  
117438

Street Name  
Pagar Pagar Road

Floor/Level (Optional)  
10

Unit (Optional)  
05

Building Name  
Mapletree Business City

Save Draft Application Details

Click Application Details

### Amend Application for Licence

3. Fill the required fields.
4. Click **Save Draft** to save the application.
5. Click **Application Details** to continue.

## Application Details

**STEP 2**  
Application Details to amend Licence to Import Poultry (SFA)  
Fill in the following details.

**Licence Details**

Licence Number  
ID24K0048\_2024\_01

Please click on the retrieve button to verify **Retrieve** retrieve your licence record.

**Owner Organisation Details**

Applicant Type  
Select

### Application Details

6. Click **Retrieve** to get the licence details.
7. Select **Applicant Type** as Organisation. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

**Applicant's Details**

Citizenship  
Select

Sex  
 Male [M]  
 Female [F]

Date of Birth  
DD/MM/YYYY

Designation (Optional)  
Select

Alternative Email Address (Optional)

Primary Mode of Contact  
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.  
 Home Tel Number [HME]  
 Mobile Number [MBK]  
 Office Number [OFF]

Home Number (Optional)  
+65 E.g. 8123 4567

Mobile Number (Optional)  
+65 E.g. 8123 4567

Office Number (Optional)  
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)  
 Yes [Y]

### Applicant's Details

8. Fill the Applicant's Details.

The screenshot shows two sections: "Applicant's Address Details" and "Mailing Address". Each section has a title and an "Address Type" label with two radio button options: "Local [LOCAL]" and "Foreign [FOREIGN]". A red callout box points to the "Applicant's Address Details" section with the text "Fill the Applicant's Address Details". Another red callout box points to the "Mailing Address" section with the text "Fill the Mailing Address".

**Applicant's Address and Mailing Address**

9. Fill the Applicant's Address.

10. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the "Applicant's Address Details" form. The "Address Type" section has "Local [LOCAL]" selected, with a red callout box pointing to it saying "Select **Local**". Below it, "Applicant Local Address Format" has "Standard [STANDARD]" selected, with a red callout box pointing to it saying "Select **Standard** and fill the address". The "Type of Premises" is a dropdown menu set to "Select". The "Local Address" section includes a "Postal Code" input field, a "Retrieve Address" button (with a magnifying glass icon), and a red callout box pointing to it saying "Click **Retrieve Address**". Below that are "Block/House No." and "Street Name" dropdown menus. The "Floor/Level (Optional)" field has "Eg: 01, B1, 01M" and the "Unit (Optional)" field has "Eg: #05-01, use 01". The "Building Name (Optional)" is a dropdown menu. At the bottom, there is a "Reset Address" button (with a magnifying glass icon) and a red callout box pointing to it saying "Click **Reset Address** button to reset the address details."

**Applicants Address Type Local**

11. If you select Foreign[FOREGN] and the Foreign Address Format and their respective fields will be displayed.

**Applicant's Address Details**

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

Address Line 2

Address Line 3 (Optional)

Address Line 4 (Optional)

Address Line 5 (Optional)

City (Optional)

State (Optional)

Postal Code (Optional)

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

#### Applicants Address Type Foreign

12. Fill the Mailing Address details.
13. If you select Local and the Local Address Format and their respective fields will be displayed.

**Mailing Address**

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Applicant Local Address Format

Standard [STANDARD]

Type of Premises

Select

Mailing Address

Postal Code

Block/House No.

Street Name

Floor/Level (Optional)

Unit (Optional)

Building Name (Optional)

Click **Retrieve Address**

Click **Reset Address** button to reset the address details.

#### Mailing Address Type Local

14. Fill the Address fields.
15. Click **Retrieve Address** to retrieve the address details.
16. Click **Reset Address** to reset the address details.
17. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

**Mailing Address**

Address Type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/50

Address Line 2

0/50

Address Line 3 (Optional)

0/50

Address Line 4 (Optional)

0/50

Address Line 5 (Optional)

0/50

City (Optional)

0/50

State (Optional)

0/50

Postal Code (Optional)

0/12

Country/Region

Select

**Mailing Address Type Foreign**

18. Fill the Address fields.

The screenshot shows a form titled "Organisation Address and Contact Details" divided into two sections. The top section, "Organisation Operating Address", contains an "Address Type" label and two radio button options: "Local [LOCAL]" and "Foreign [FOREIGN]". A red callout box with a pointer to the "Local [LOCAL]" option contains the text "Fill the Organisation Operating Address". The bottom section, "Organisation Contact Details", contains four input fields: "Telephone Number" (with a dropdown menu showing "+65" and a text field with "E.g. 8123 4567"), "Fax Number (Optional)" (with a dropdown menu showing "+65" and a text field with "E.g. 8123 4567"), "Business Email" (a wide text input field), and "UEN of Former Company (Optional)" (a wide text input field). A red callout box with a pointer to the "Telephone Number" field contains the text "Fill the Organisation Contact Details". In the bottom right corner of the form, there is a small text "0/20".

**Organisation Address and Contact Details**

19. Fill the Organisation Operating Address and Organisation Contact Address Details. If you select Local and the Local Address Format and their respective fields will be displayed.

**Organisation Operating Address**

Address Type

Local [LOCAL] **Select Local**

Foreign [FOREIGN]

Local Address Format

Standard [STANDARD] **Select Standard and fill the address**

Type of Premises (Optional)

Select

Address

Postal Code

**Retrieve Address** **Click Retrieve Address**

Block/House No.

Street Name

Floor/Level (Optional)  Eg: 01, B1, 01M

Unit (Optional)  Eg: #05-01, use 01

Building Name (Optional)

**Reset Address**

**Local Address**

20. Fill the Address fields.
21. Click **Retrieve Address** to retrieve the address details.
22. Click **Reset Address** to reset the address details.
23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

### Organisation Operating Address

Address type

Local [LOCAL]

Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

#### Foreign Address

24. Fill the Address fields.
25. Continue filling Poultry Slaughter House Details next.

#### Notes & Terms and Conditions

**Notes:**

Please note that you must furnish a valid SFA's licence number of the local poultry slaughterhouse where the poultry is going to be slaughtered during the licence application.

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**Terms and Conditions of Licence**

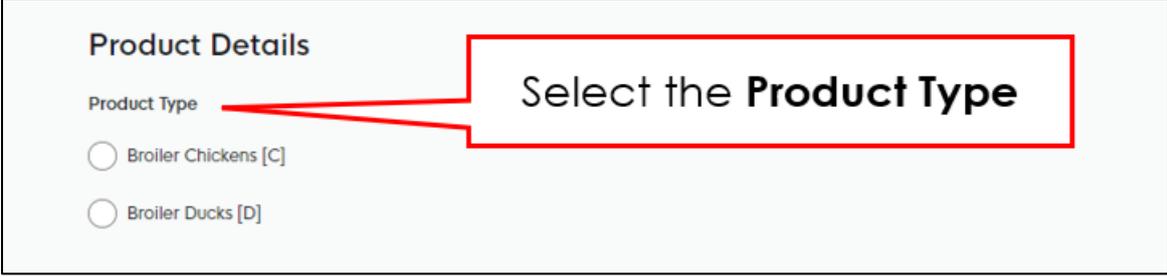
Terms and Conditions of Licence

I have read and understood the terms & conditions of this licence, and agree to comply with them.

#### Notes & Terms and Conditions of Licence

26. Check the box in the terms and conditions of licence section.

## Product Details

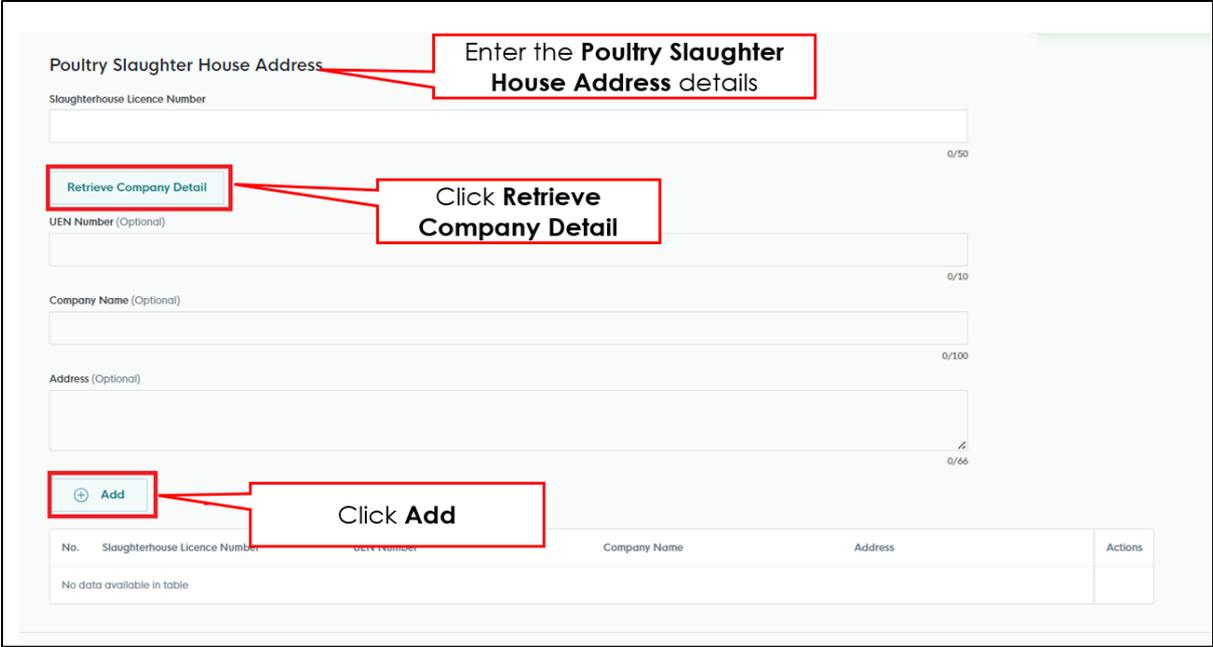


The screenshot shows a form titled "Product Details". Under the heading "Product Type", there are two radio button options: "Broiler Chickens [C]" and "Broiler Ducks [D]". A red callout box with the text "Select the Product Type" has a line pointing to the "Product Type" label.

### Product Details

27. Select the **Product Type** as Broiler Chickens or Broiler Ducks.

## Poultry Slaughter House Address



The screenshot shows a form titled "Poultry Slaughter House Address". It contains several input fields: "Slaughterhouse Licence Number" (0/50), "UEN Number (Optional)" (0/10), "Company Name (Optional)" (0/100), and "Address (Optional)" (0/66). There are three callouts: 1) "Enter the Poultry Slaughter House Address details" pointing to the "Slaughterhouse Licence Number" field. 2) "Click Retrieve Company Detail" pointing to the "Retrieve Company Detail" button. 3) "Click Add" pointing to the "Add" button. At the bottom, there is a table with columns: "No.", "Slaughterhouse Licence Number", "UEN Number", "Company Name", "Address", and "Actions". The table currently shows "No data available in table".

### Poultry Slaughter House Address

28. Enter the Poultry Slaughter House Address.

29. Click **Retrieve Company Details** to retrieve the company details.

30. Click **Add** to add the details. The details will be added successfully.

**Poultry Slaughter House Address**

Slaughterhouse Licence Number  0/50

[Retrieve Company Detail](#)

UEN Number (Optional)  0/10

Company Name (Optional)  0/100

Address (Optional)  0/66

[+ Add](#)

No.	Slaughterhouse Licence Number	UEN Number	Company Name	Address	Actions
1	SP24F0053	533366548	MANAGEMENT PTE	31 SCIENCE PARK ROAD, #123, THE CRIMSON, SINGAPORE 117611	<a href="#">✎</a> <a href="#">✖</a>

Added successfully  
Your new information has been added.

### Poultry Slaughter House Address Added

The user can add more details and edit or delete the details also.

### Emergency Contact

**Emergency Contact**

Salutation  Fill the Emergency Contact Details

Name  0/66

Designation (Optional)  0/100

Contact No.

Email

[+ Add](#) Click **Add** button to add emergency contact details.

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

### Emergency Contact

31. Fill the Emergency Contact details. One contact is mandatory.

**Emergency Contact**

Salutation  
Select

Name  
0/66

Designation (Optional)  
0/100

Contact No.  
+65 E.g. 8123 4567

Email

**Add**

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	 

**Emergency Contact Details Added**

32. The user can add more and can edit or delete the contact details.

## Review Form

Review and Declare

**Review Form**  
Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.

**General Information**

**Profile**  
I am applicant  
As an applicant

**Applicant Detail**  
Nationality  
DR  
Name  
Din Tan  
N Type & ID Number  
NIC: 99923543  
Email  
tan@tanabc.com  
Contact Number  
+65 9679 1432

**Company Detail**  
Company Name  
MANAGEMENT PTE  
UEN  
29480054M  
Entity Type  
Local Company  
Registered Address  
30 River Valley Road, #10-01 Mapletree Business City, Singapore 117608

**Application Details to amend Licence to Import Poultry (SFA)**

**Licence Details**  
Licence Number  
ED465046\_2024\_01  
Please click on the retrieve button to verify your eligibility to amend the licence and retrieve your licence record.

**Owner Organisation Details**  
Applicant Type  
Organisation (Organisation)  
Owner Organisation Name (SFA/MSIC)  
970200020W - OVERSEA-CHINESE BANKING CORPORATION LIMITED

**Applicant's Details**  
Citizenship  
ALBANIAN (A)  
Sex  
Male (M)  
Date of Birth  
05/10/2000  
Registration

**Product Details**  
Product Type  
Buster Chicken (C)

**Poultry Slaughter House Address**

No.	Substitution	Unit	Designation	Contact No.	City
1	Main	Unit	MANAGEMENT PTE (PULTRY SFA)	+65 8800 1122	SINGAPORE

[Back to Edit](#) [Declaration](#)

**Review Form**

33. Click **Back to Edit** to continue editing the application.
34. Scroll down for all the sections to review the amended details and click **Declaration** to submit the application.

**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.

**Licence to Import Poultry (SFA)**  
I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting documents are received and are in proper order.  
I am aware that the SFA is required to collect personal information from time to time to carry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby consent to the SFA's collection and use of all information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to the SFA sharing my information in such application(s) with other Government agencies, and/or non-Government entities authorized by legislation.

I hereby declare that all of the above is true.

← Review Form    Submit →

Check the box for declaration.

Click Review Form to review the form again.

Click Submit.

### Declare Form

35. Check the declaration.
36. Click **Review Form** to review the form again.
37. Click **Submit** to submit the declaration and continue to acknowledgment page.

### Acknowledgement

An Acknowledgement for this application will be displayed.

**We have received your application**  
A confirmation email has been sent to you.

Successfully submitted  
You have successfully submitted.

**Application Status**

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Licence to Import Poultry	FC244783561	1 working day	Submitted

**Next Steps**  
Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.  
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

Click Return to Dashboard.

Return to Dashboard →

### Acknowledgement

38. The acknowledgement mail will be sent to your registered email.
39. Click **Return to Dashboard** to exit.

