

New Food Shop Licence Application

A food shop refers to a shop operating in an independent unit such as a takeaway kiosk, snack counter, restaurant, etc. Meanwhile, a food stall refers to a stall set up in a canteen, coffee shop/eating house or food court.

Note: Food shop licences **cannot be issued to stalls within a canteen, coffee shop / eating house or food court.*

This licence can be applied for by individuals, societies registered with MHA or entities registered with ACRA. Potential licensees can apply on their own or appoint a filer to do so.

NEW: From 1 September 2022, licence applicants would need to submit the Certificate of Stamp Duty issued by Inland Revenue Authority of Singapore (IRAS), alongside the Tenancy Agreement or Letter of Consent, when uploading the supporting documents for the application.

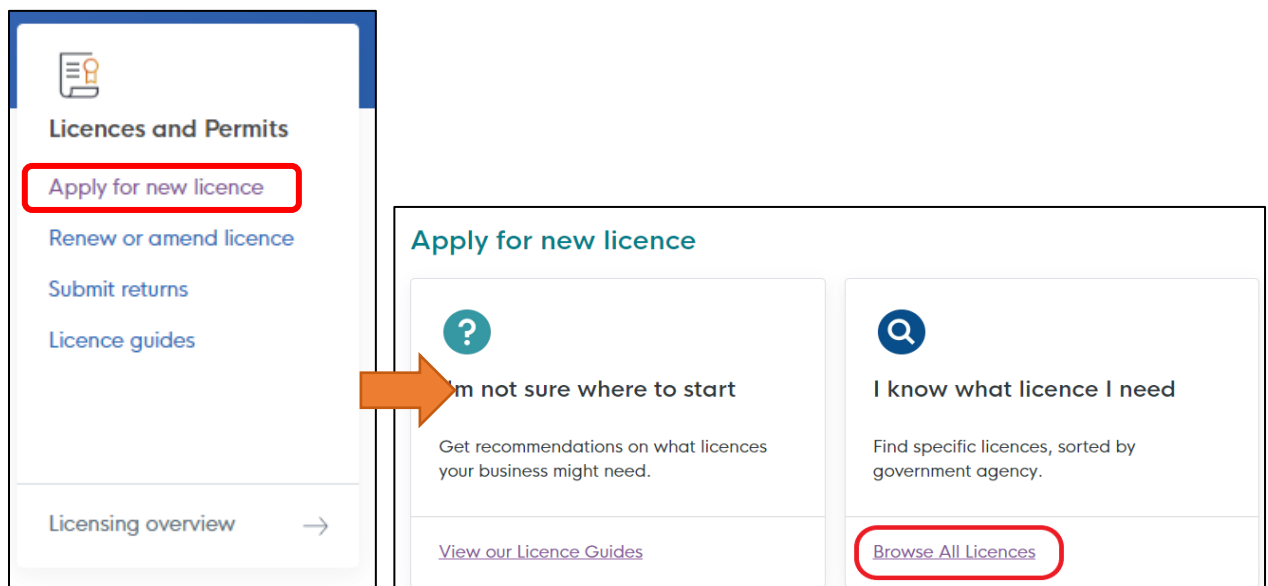
For main operators of canteens, food courts, and coffee shops / eating houses that are collecting the stamp duties and paying them on the stall holders' behalf as part of the tenancy management process, please provide a copy of the Certificate of Stamp Duty to your stall holders to facilitate their food stall licence applications.

Logging into GoBusiness portal

Step 1 Directly apply for the [Food Shop Licence](#) and go to [Step 2](#)

OR

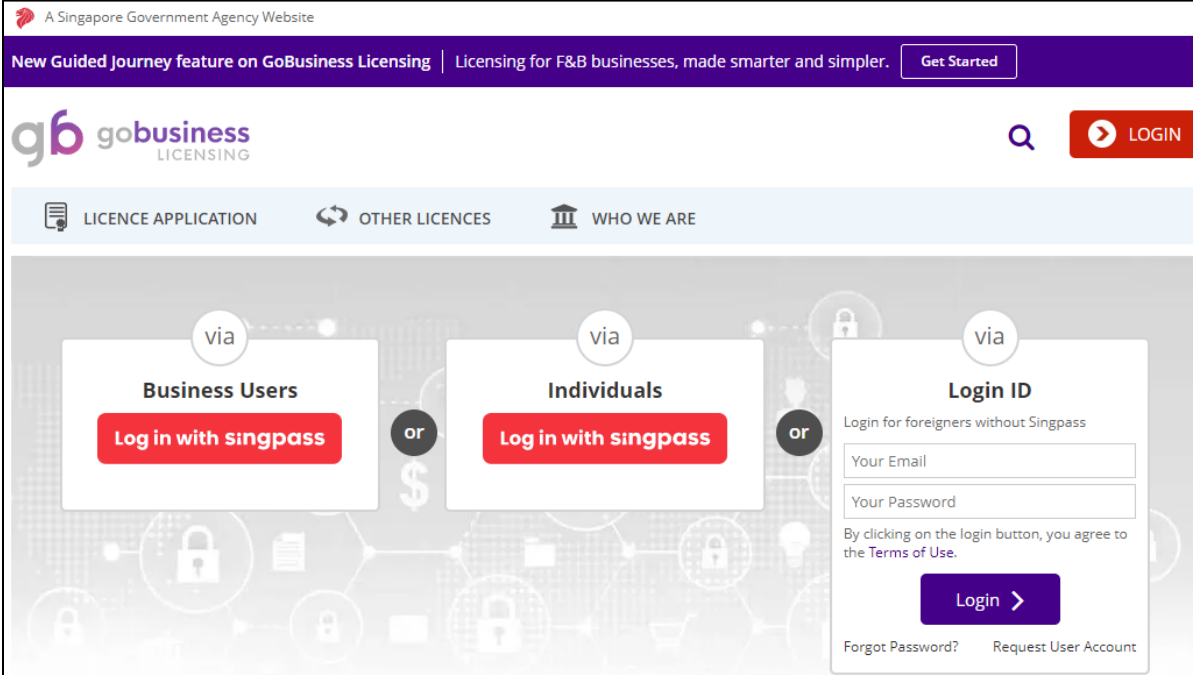
Visit <https://www.gobusiness.gov.sg/licences/>. Under "Licences and Permits, click "Apply for New Licence", then click on "Browse All Licences".



The screenshot shows the GoBusiness portal interface. On the left, a sidebar menu titled "Licences and Permits" contains several options: "Apply for new licence" (highlighted with a red box), "Renew or amend licence", "Submit returns", "Licence guides", and "Licensing overview" with a right-pointing arrow. An orange arrow points from the "Apply for new licence" button in the sidebar to the main content area. The main content area is titled "Apply for new licence" and features two cards. The first card, "I'm not sure where to start", includes a question mark icon, a description, and a "View our Licence Guides" link. The second card, "I know what licence I need", includes a magnifying glass icon, a description, and a "Browse All Licences" button (highlighted with a red box).

Search for "Singapore Food Agency". Look for Food Shop Licence and click on "Apply on GoBusiness Licensing".

	<div data-bbox="204 129 1238 721"> <p>S</p> <ul style="list-style-type: none"> Singapore Civil Defence Force (SCDF) ✓ Singapore Food Agency (SFA) ✓ Singapore Land Authority (SLA) ✓ <p>Food Shop Licence</p> <p>For the operation of a food shop where there is retail sale of food and/or beverage.</p> <p>Apply on GoBusiness Licensing View Licence Details</p> </div>																		
Step 2	<div data-bbox="204 761 1490 1834"> <p>Click on “Apply”</p> <p>Apply for New Licence</p> <p>You may need the following licence(s) for your business</p> <p>To be applied at GoBusiness Licensing</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Licence Name</th> <th>Time to Fill</th> <th>Fees & Supporting Documents</th> <th>Estimated Processing Time</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>SFA Food Shop Licence ⓘ</td> <td>20 mins</td> <td>Details</td> <td>5 working day(s)</td> </tr> </tbody> </table> <p>\$ GoBusiness Licensing accepts the following e-Payment methods: PayPal, VISA, MasterCard, American Express and Discover.</p> <p>To be applied at External Agency</p> <table border="1"> <thead> <tr> <th>Licence Name</th> <th>External Link</th> </tr> </thead> <tbody> <tr> <td>Prerequisite Licence(s)</td> <td></td> </tr> <tr> <td>ACRA Registration for Companies / Business</td> <td>Take me there</td> </tr> <tr> <td>--- Operation Address Premise</td> <td>---</td> </tr> </tbody> </table> <p>< PREVIOUS EMAIL ME > APPLY</p> </div>	<input type="checkbox"/>	Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time	<input checked="" type="checkbox"/>	SFA Food Shop Licence ⓘ	20 mins	Details	5 working day(s)	Licence Name	External Link	Prerequisite Licence(s)		ACRA Registration for Companies / Business	Take me there	--- Operation Address Premise	---
<input type="checkbox"/>	Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time															
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Licence Name	External Link																		
Prerequisite Licence(s)																			
ACRA Registration for Companies / Business	Take me there																		
--- Operation Address Premise	---																		
Step 3	<p>You will be redirected to this page. Choose the suitable log in method depending on who the intended licensee is (Business Users or Individuals).</p>																		



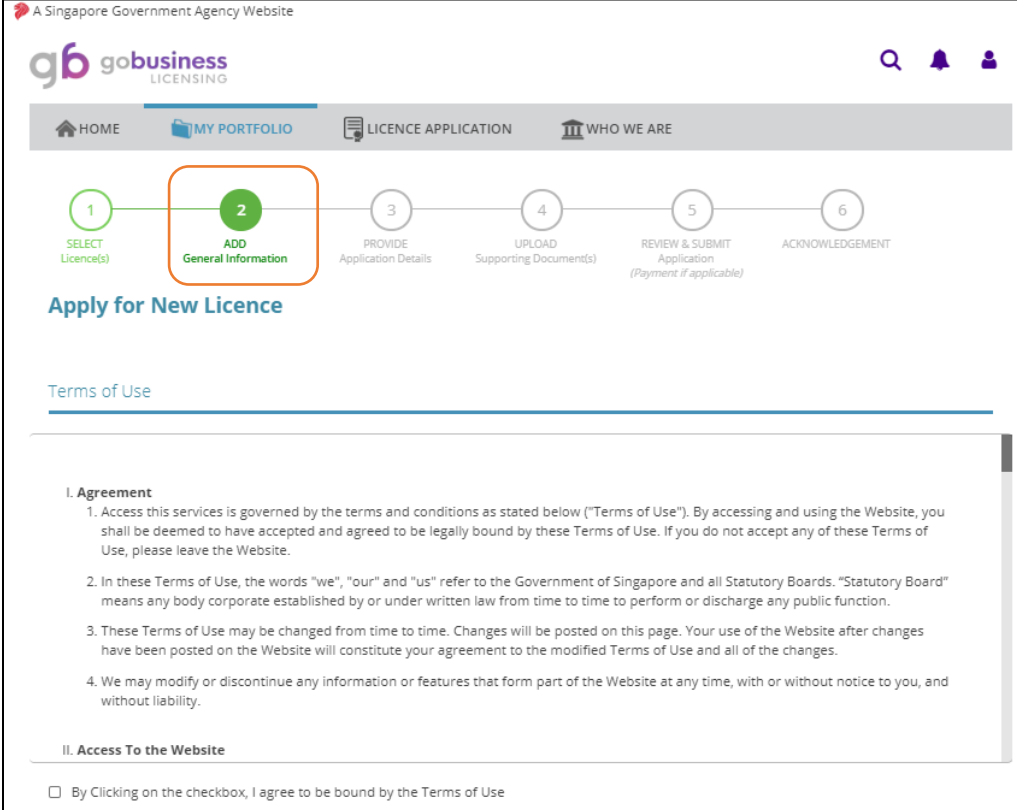
Step 4 Please have your layout plan drawn to scale in metric units ready. This will need to be uploaded in Step 4 of the licence application process.

For Vending Machine applications, it is mandatory to attach the business proposal of the vending machine operations and the equipment layout of the vending machine.

Incomplete applications will be rejected.

Licence Application

Step 1 You are brought to Step 2 ADD General Information of the licence application process. You will need to provide information about your company or yourself (depending on who is meant to be the licence holder). Details such as licensee name, applicant address, and mailing address are required.



I. Agreement

1. Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.
2. In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.
3. These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.
4. We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

II. Access To the Website

By Clicking on the checkbox, I agree to be bound by the Terms of Use

Profile

I am applying as an Applicant
 on behalf of Applicant

MyInfo

Use MyInfo

Please click [here](#) for MyInfo details

Applicant/Licensee Information

Note: Name, Nationality, Gender, Date of Birth, Home Tel Number, Mobile Number and Email address are taken from MyInfo for your convenience.

Salutation *	<input type="text"/>	Designation	<input type="text"/>
Name *	<input type="text"/>	Office Number	<input type="text"/>
Citizenship *	<input type="text" value="SINGAPORE CITIZEN"/>	Home Number	<input type="text"/>
Gender *	<input type="radio"/>	Fax Number	<input type="text"/>
Date Of Birth *	<input type="text"/>	Mobile Number *	<input type="text"/>
	Format: dd/mm/yyyy	Email Address *	<input type="text"/>
Primary Mode of Contact *	<input type="radio"/> Home Tel Number	Alternative Email Address	<input type="text"/>
	<input checked="" type="radio"/> Mobile Number		
	<input type="radio"/> Office Tel Number	<input type="checkbox"/>	Tick if you prefer to receive status updates of licence application via SMS

Applicant Address

Address Type *	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name *	<input type="text"/>
	<input type="radio"/> Non Standard <input checked="" type="radio"/> Standard	Floor Number	<input type="text"/>
Type of Premises *	<input type="text"/>	E.g. 05-01 Key in:05	<input type="text"/>
Postal Code *	<input type="text"/> <input type="button" value="Retrieve Address"/>	Unit Number	<input type="text"/>
	Please enter your postal code and click "Retrieve Address".	E.g. 05-01 Key in:01	<input type="text"/>
Block/House Number	<input type="text"/>	Building Name	<input type="text"/>

Mailing Address

Applicant Address	<input type="button" value="Copy"/>	Street Name *	<input type="text"/>
Address Type *	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Floor Number	<input type="text"/>
	<input checked="" type="radio"/> Standard	E.g. 05-01 Key in:05	<input type="text"/>
Type of Premises *	<input type="text"/>	Unit Number	<input type="text"/>
Postal Code *	<input type="text"/> <input type="button" value="Retrieve Address"/>	E.g. 05-01 Key in:01	<input type="text"/>
	Please enter your postal code and click "Retrieve Address".	Building Name	<input type="text"/>
Block/House Number	<input type="text"/>		

Step 2A

Here, you need to provide information about your intended business. This segment asks for the business operating address.

Select **[Retail Outlet]** from the drop-down list under “Type of Premises.

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gb gobusiness LICENSING 🔍 🔔 👤

HOME MY PORTFOLIO LICENCE APPLICATION WHO WE ARE

1 SELECT Licence(s) — 2 ADD General Information — **3 PROVIDE Application Details** — 4 UPLOAD Supporting Document(s) — 5 REVIEW & SUBMIT Application (Payment if applicable) — 6 ACKNOWLEDGEMENT

Apply for New Licence

Food Shop Licence (SFA)

Organisation/Business Operating Address

Type of Premises *

Postal Code *
Please enter postal code and click on Retrieve Address button

Block/House Number

Street Name *

Building Name

Type of Premises *

Postal Code *
Please enter postal code and click on Retrieve Address button

Block/House Number

Street Name *

Building Name

Type of Premises * Please Select

- Please Select
- Cold Room
- Factory and Processing Plant
- Farm
- Food Factory
- Office
- Residential
- Retail Outlet**
- Show Room
- Warehouse
- Others

Level and Unit Number

Level

Unit Number

S.No	<input type="checkbox"/>	Level	Unit Number	Action
				<input type="button" value="Delete"/>

Step 2B

Here, you would need to provide more specific information about your intended business such as Business Name, operating hours, etc.

Select the most relevant option from the drop-down list under “Brief description food business”. The list begins with **[Bakery]** and ends with **[Snack Counter]**.

Application Details

Business Name (As displayed at premises or on signboard)

Business Operating Hours - 24hrs * No Yes

If not 24hrs - From * To *

Brief description of food business * Please Select ▼

Brief description of food business * Please Select ▼

- Please Select
- Bakery
- Bakery (Retail without baking)
- Canteen (Construction Site)
- Canteen with Catering
- Canteen with stalls
- Canteen with stalls (School)
- Canteen without stalls
- Coffeeshop/Eating House
- Food Cart (Take Away)
- Food Caterer
- Food Court
- Food Vending Machines
- FoodShop selling takeaway foods
- Foodshop (Market Produce)
- Foodshop (Pets Allowed)
- Grilling and Sale of Grilled Meat Products
- In-house Kitchen
- Mobile Food Wagon
- Others (Please give brief description of trade) ▼

continued

Brief description of food business * Please Select ▼

- Canteen with stalls (School)
- Canteen without stalls
- Coffeeshop/Eating House
- Food Cart (Take Away)
- Food Caterer
- Food Court
- Food Vending Machines
- FoodShop selling takeaway foods
- Foodshop (Market Produce)
- Foodshop (Pets Allowed)
- Grilling and Sale of Grilled Meat Products
- In-house Kitchen
- Mobile Food Wagon
- Others (Please give brief description of trade)
- Private Market
- Pubs, Bars, Nightclub, Discos
- Restaurant
- Restaurant with Catering
- Sales of Herbal Tea
- Snack Counter

******Note that this section is dynamic. Different fields will appear depending on the food business that you are setting up. Please refer to [Annex A](#) for the different fields to be filled in based on the food business chosen.

**Step
2C**

Provide information on your food hygiene personnel. Select the most relevant “Role” and “Course Type Attended”. You can continually click “Add” if you have details of more than one personnel to submit. Details of the relevant personnel will be seen at the bottom of the page.

At least one food handler personnel details must be submitted

Food Hygiene Officers are only required for the following types of food businesses:

- Restaurant
 - Housed in two or more adjacent units in private and HDB shophouses; or
 - With kitchen area exceeding 16m²
- Caterer
- Canteen
- Food court

Food Safety Management System (FSMS) Personnel are for food businesses which need to implement FSMS (such as caterers and those permitted to cater).


Food Hygiene Personnel Details

<p>NRIC / FIN * <input type="text"/> Retrieve</p> <p>Date of Birth * <input type="text"/> 📅</p> <p>Citizenship * Please Select ▼</p> <p>Role * Please Select ▼</p> <p>Course Type * Please Select Food Handler Food Hygiene Officer Food Safety Management System Personnel</p> <p>Contact No. +65</p>	<p>Name of Food Handler * <input type="text"/></p> <p>Gender * Please Select ▼</p> <p>Work Permit Expiry Date <input type="text"/> 📅</p> <p>Course Passed Date * <input type="text"/> 📅</p> <p>Email Address <input type="text"/></p>
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<p>Role * Please Select ▼</p> <p>Course Type * Please Select Please Select Basic Food Hygiene Course Certificate Food Hygiene Officer Course Certificate Food Safety Management System Course Certificate</p> <p>Contact No. <input type="text"/></p>	<p>Course Passed Date * <input type="text"/> 📅</p> <p>Email Address <input type="text"/></p>
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Add
Reset

	<div style="border: 1px solid black; padding: 10px;"> <table border="1"> <thead> <tr> <th>S.No</th> <th><input type="checkbox"/></th> <th>NRIC / FIN</th> <th>Name of Food Handler</th> <th>Date of Birth</th> <th>Gender</th> <th>Citizenship</th> <th>Work Permit Expiry Date</th> <th>Course Role</th> <th>Type</th> <th>Course Passed Date</th> <th>Contact No.</th> <th>Email Address</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="14" style="text-align: center;">Delete</td> </tr> </tbody> </table> <p><i>**Check with the training provider or SkillsFuture SG (SSG) if you are uncertain of the course passed date.</i></p> </div>	S.No	<input type="checkbox"/>	NRIC / FIN	Name of Food Handler	Date of Birth	Gender	Citizenship	Work Permit Expiry Date	Course Role	Type	Course Passed Date	Contact No.	Email Address	Action	Delete													
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Step 2D	<p>Provide information on the emergency contact here. Click "Next" once completed.</p> <p><u>Emergency Contact</u></p> <hr/> <table border="1"> <thead> <tr> <th>S.No</th> <th><input type="checkbox"/></th> <th>Salutation *</th> <th>Name *</th> <th>Designation</th> <th>Contact Number *</th> <th>Email *</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>Please Select</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>+65</td> <td><input type="text"/></td> <td><input type="button" value="X"/></td> </tr> </tbody> </table> <p style="text-align: left;">Delete Add New</p> <hr/> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save as Draft"/> <input type="button" value="Save as Draft & Exit"/> </p>	S.No	<input type="checkbox"/>	Salutation *	Name *	Designation	Contact Number *	Email *	Action	1	<input type="checkbox"/>	Please Select	<input type="text"/>	<input type="text"/>	+65	<input type="text"/>	<input type="button" value="X"/>												
S.No	<input type="checkbox"/>	Salutation *	Name *	Designation	Contact Number *	Email *	Action																						
1	<input type="checkbox"/>	Please Select	<input type="text"/>	<input type="text"/>	+65	<input type="text"/>	<input type="button" value="X"/>																						
Step 3	<p>Upload the layout plan drawn to scale in metric units here. The rest of the documents can be given during the pre-licensing inspection stage.</p> <p>For <u>Vending Machine applications</u>, it is mandatory to attach the business proposal of the vending machine operations and the equipment layout of the vending machines.</p> <p>Incomplete applications will be rejected.</p>																												


🔍 🔔 👤

🏠 HOME
📁 MY PORTFOLIO
📄 LICENCE APPLICATION
🏛️ WHO WE ARE



1 SELECT Licence(s) 2 ADD General Information 3 PROVIDE Application Details **4 UPLOAD Supporting Document(s)** 5 REVIEW & SUBMIT Application (Payment if applicable) 6 ACKNOWLEDGEMENT

Apply for New Licence

Food Shop Licence (SFA)

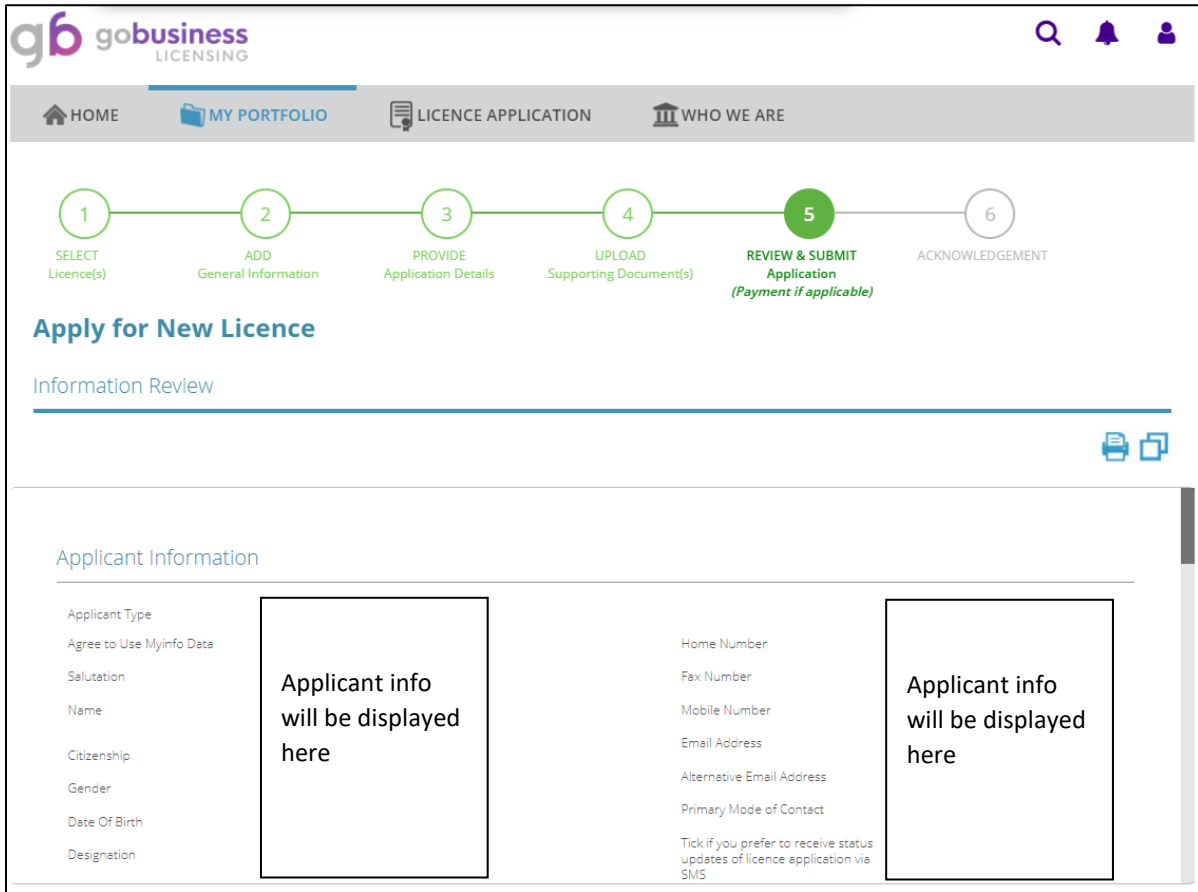
Document Name	Type	Attachment	Action
Planning Permission/Change of Use approval Approval from URA/HDB for the use of the premises <small>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF Acceptable File Size: maximum 2 MB</small>	ONLINE		Attach
A copy of Applicant's NRIC A copy of NRIC if application is under Individual <small>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF Acceptable File Size: maximum 2 MB</small>	ONLINE		Attach
Letter of authorization (if filer option is selected) Letter of authorization from applicant for the filer to act on behalf <small>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF Acceptable File Size: maximum 2 MB</small>	ONLINE		Attach
Layout plan of the premises Layout Plan (to scale) <small>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF Acceptable File Size: maximum 5 MB</small>	ONLINE		Attach
Floor plan (location plan) Floor plan to indicate the location of premises <small>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF Acceptable File Size: maximum 5 MB</small>	ONLINE		Attach
Tenancy Agreement/ Letter of consent Tenancy Agreement/ Letter of consent <small>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF Acceptable File Size: maximum 5 MB</small>	ONLINE		Attach
Pest Control Contract Pest Control Contract <small>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF Acceptable File Size: maximum 2 MB</small>	ONLINE		Attach
Cleaning programme/schedule Cleaning programme/schedule <small>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF Acceptable File Size: maximum 2 MB</small>	ONLINE		Attach
Basic food hygiene certificate/Refresher food hygiene certificate and Work Permit Photocopy of food handler's basic food hygiene certificate/refresher food hygiene certificate and Work Permit <small>Acceptable File Format: GIF,JPG,PNG,PDF Acceptable File Size: maximum 2 MB</small>	ONLINE		Attach
Others <small>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF Acceptable File Size: maximum 5 MB</small>	ONLINE		Attach

⏪ Previous
Next ⏩
Save as Draft
Save as Draft & Exit

Step 4 After uploading the layout plan (and business proposal for Vending Machine applications), review the entire application before submitting it.

Refers to equipment layout plan of the premises, showing placement of exhaust, chillers, freezers, ovens, wash basins, taps, etc

You will receive an acknowledgement once successfully submitted.



The screenshot shows the 'gobusiness LICENSING' website interface. At the top, there is a navigation bar with 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', and 'WHO WE ARE'. Below this is a progress bar with six steps: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment if applicable), and 6. ACKNOWLEDGEMENT. Step 5 is currently selected and highlighted in green. Below the progress bar, the heading 'Apply for New Licence' is followed by 'Information Review'. There are print and share icons on the right. The 'Applicant Information' section is displayed below, with two large boxes indicating where applicant information will be shown.

Applicant Information

Applicant Type	Applicant info will be displayed here	Home Number	Applicant info will be displayed here
Agree to Use Myinfo Data		Fax Number	
Salutation		Mobile Number	
Name		Email Address	
Citizenship		Alternative Email Address	
Gender		Primary Mode of Contact	
Date Of Birth		Tick if you prefer to receive status updates of licence application via SMS	
Designation			

General	<p>1 I declare that all the information given in this application form is true and correct. <input type="checkbox"/></p> <p>I am aware that legal action may be taken against me if I had knowingly provided false information.</p> <p>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.</p>
Food Shop Licence (SFA)	<p>1 I agree that Singapore Food Agency (SFA) would only be able to process applications when all relevant supporting documents are received and are in proper order. <input type="checkbox"/></p> <p>The Singapore Food Agency 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.</p> <p>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.</p> <p>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.</p>
<p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Save as Draft"/> <input type="button" value="Submit"/> </p>	
<p>Confirmation that application was successfully submitted</p>	
<p>Step 1</p>	<p>Go back to “My Portfolio” and click on the “Applications” tab in between “Dashboard” and “Licences”.</p> <p>Successfully submitted applications can be viewed under the “Applications” tab next to the “Drafts” tab. These applications follow this naming format: CYY12345678 (where YY=year, followed by 8 digits).</p> <p>Any previous applications that were saved as drafts and not submitted, can be viewed under “Drafts”. These drafts follow this naming format: BYY12345678 (where YY=year, followed by 8 digits).</p>

A Singapore Government Agency Website

New Guided Journey feature on GoBusiness Licensing | Licensing for F&B businesses, made smarter and simpler. [Get Started](#)

gb gobusiness LICENSING

MY PORTFOLIO LICENCE APPLICATION OTHER LICENCES WHO WE ARE

Dashboard Applications Licences Payments Requests for Action Stock Cards Correspondences

Applications

Applications Drafts

<input type="checkbox"/>	Draft Number	Type	Licence Name	Created Date	Action
<input type="checkbox"/>	B2110021968	NEW	Food Stall Licence	15 Feb 2021 18:21:36	Action
<input type="checkbox"/>	B2110021967	NEW	Food Stall Licence	15 Feb 2021 18:20:08	Action
<input type="checkbox"/>	B2110021964	NEW	Food Stall Licence	15 Feb 2021 18:19:15	Action
<input type="checkbox"/>	B2110021955	NEW	Food Shop Licence	15 Feb 2021 18:18:14	Action

Showing 4 of 4

TO NOTE: Draft applications

Draft applications that are inactive for a month will be automatically withdrawn.

You will receive an email notification reminding you to act on your draft.

Sample email

Draft Notification: B2110074868 will be removed 🖨️

on 24 Jun 2021 🔍 Inbox x

noreply@crimsonlogic.com Tue, Jun 15, 2:15 AM

📧 to

Date: 15 Jun 2021

Dear **Applicant name**

Please be informed that the draft will be removed on 24 Jun 2021 if you do not make any changes or submit the draft application. Draft is saved during licence application and will be a valid application upon submission.

The draft details are as follows:

Draft Number	: B2110074868
Agency Name	: Singapore Food Agency
Licence Name	: Food Shop Licence
Application Type	: NEW
Creator	: Creator name
Date Created	: 25 May 2021

You may refer to our online [Help](#) on how to retrieve drafts.

Note: Please ignore this notification if you have submitted the required application. No further action is required.

For more details, please visit <https://licence1.business.gov.sg/licence1/authentication/showLogin.action>

If you have any enquiry, please email us at licences-helpdesk@crimsonlogic.com.sg. Alternatively, you may contact us at (+65) 6774 1430.

This is a system generated notification, please do not reply.

Notification of application approval and Licence Payment

Step 1	<p>You will be notified via email when the application has been approved.</p> <p><u>Sample notification</u></p> <hr/> <p style="text-align: center; color: #0070c0; font-weight: bold;">GoBusiness Licensing - Application Approval Notification</p> <hr/> <p>Action Date : 01/07/2022 13:05:14 Action By : To : Applicant's email ID</p> <p>Dear Applicant's Name</p> <p>We refer to your NEW application.</p> <p>Please note that your licence has been approved. You may commence business immediately after making payment.</p>
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	<div data-bbox="212 136 1353 539" style="border: 1px solid black; padding: 5px;"> <p>Application Number : C2110012345</p> <p>Application Type : NEW</p> <p>Applicant :</p> <p>Licence Name :</p> <p>Agency : Singapore Food Agency</p> <p>Application Status : Approved</p> </div> <div data-bbox="212 548 1484 757" style="border: 1px solid black; padding: 5px;"> <p>For more details, please visit https://licence1.business.gov.sg/licence1/authentication/showLogin.action</p> <p>If you have any enquiry, please email us at licences-helpdesk@crimsonlogic.com.sg. Alternatively, you may contact us at (+65) 6774 1430.</p> <p>This is a system generated notification, please do not reply.</p> </div>																		
Step 2	<p>You will receive a payment notification via email informing that you can pay for your licence.</p> <div data-bbox="212 813 1377 1066" style="border: 1px solid black; background-color: #f9e79f; padding: 10px;"> <p>With effect from 1 January 2022, SFA no longer issues hard copy licences and licensees who are holding a licence to operate food shop, food stall, hawker stall or supermarket from SFA are required to self-print their licence via GoBusiness Licensing (Self Service) portal.</p> <p>If you require your licence urgently, please pay online via GoBusiness as payment via AXS kiosk, m-station and e-station is only available 2 to 3 days AFTER approval.</p> </div> <p>Sample notification</p> <p>GoBusiness Licensing - Outstanding Payment Notification</p> <hr/> <p>Action Date : 30/06/2022 15:17:45 Action By : To : Applicant's email</p> <p>Dear Applicant's name</p> <p>We are writing to inform that you have an outstanding payment of 195.00 for your NEW application. Please make the payment by 28 Jul 2022, or else your application will be expired/withdrawn automatically in system after 28 Jul 2022. You will not be able to make payment when your application is expired/with and you will be required to make a new licence application.</p> <p>Please disregard this notification if you have already made the outstanding payment or you have a GIRO arrangement with the Singapore Food Agency.</p> <hr/> <table border="0"> <tr> <td>Application Number</td> <td>:</td> <td>C22100 12345</td> </tr> <tr> <td>Application Type</td> <td>:</td> <td>NEW</td> </tr> <tr> <td>Licence Name</td> <td>:</td> <td>Food Shop Licence</td> </tr> <tr> <td>Licensee Name</td> <td>:</td> <td></td> </tr> <tr> <td>Payment Due Date</td> <td>:</td> <td>28 Jul 2022</td> </tr> <tr> <td>Payable Amount (S\$)</td> <td>:</td> <td>195.00</td> </tr> </table>	Application Number	:	C22100 12345	Application Type	:	NEW	Licence Name	:	Food Shop Licence	Licensee Name	:		Payment Due Date	:	28 Jul 2022	Payable Amount (S\$)	:	195.00
Application Number	:	C22100 12345																	
Application Type	:	NEW																	
Licence Name	:	Food Shop Licence																	
Licensee Name	:																		
Payment Due Date	:	28 Jul 2022																	
Payable Amount (S\$)	:	195.00																	

You may make payment via the following options:

List of available payment methods for SFA licences:

- e-Payment via LicenceOne
- GIRO (only applicable for Renew)
- AXS*

*Please note that payment made via AXS will take 2-3 days to process. As such, you are advised to make payment one week before payment due date. Your application will lapse if payment is not received before payment due date.

For Payment (GIRO):

Note: If you have a GIRO arrangement with SFA for licence fee payment, the system will automatically process the payment via GIRO.

For Payment (Non-GIRO):

Note: Please proceed with payment promptly.

For information on how to make payment via LicenceOne, please refer to online guide

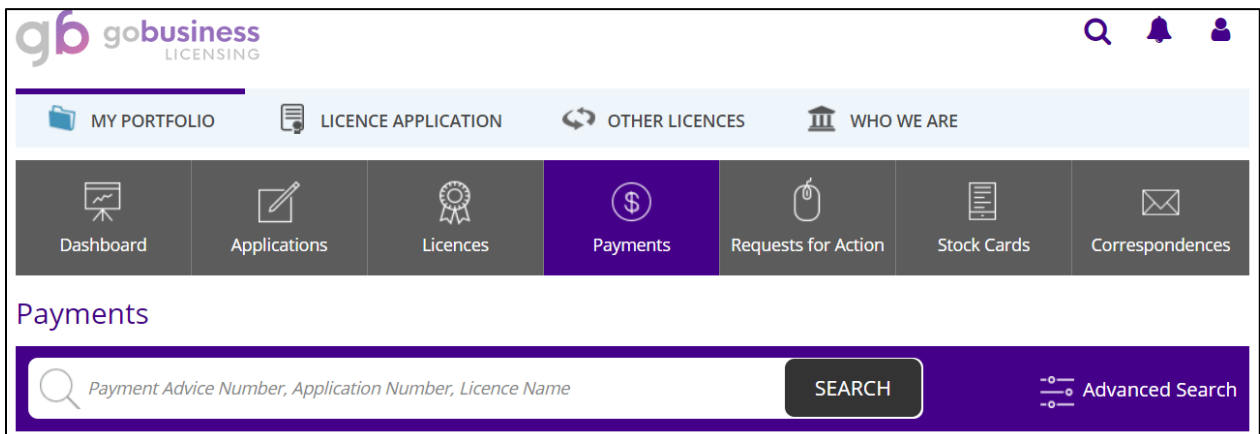
<https://licence1.business.gov.sg/licence1/authentication/showLogin.action/guidelines/web/help-internet/payment-management>.

For AXS payment, please use GoBusiness Licensing/G2B application number to retrieve the record.

Step 3

Option 1: Payment via GoBusiness

Under “My Portfolio”, go to the “Payments” tab and key in the Payment Advice No, Application No OR Licence No to retrieve the relevant records.



The screenshot shows the GoBusiness Licensing portal. The top navigation bar includes 'MY PORTFOLIO', 'LICENCE APPLICATION', 'OTHER LICENCES', and 'WHO WE ARE'. The 'Payments' tab is highlighted in the main menu. Below the menu, there is a search bar with the placeholder text 'Payment Advice Number, Application Number, Licence Name' and a 'SEARCH' button. An 'Advanced Search' option is also visible.

Option 2: Payment via AXS kiosk, m-AXS or [e-AXS](#)

As indicated in Step 2, you can only pay via AXS 2 to 3 days AFTER application approval.

AXS kiosks



- Select Services » Government » SFA » Certificates/Licences/Other Services

AXS [e-station \(website\)](#) or m-station (mobile app)

- Select eServices » Government » SFA » Certificates/Licences/Other Services

You will view either of these:

e-Station

	<p>eServices</p> <p>e-Services - SFA</p> <p>Please enter your details.</p>  <p>Please enter your customer number (usually UEN, NRIC or FIN) if you wish to pay for multiple invoices or applications.</p> <p>Customer Number : <input type="text"/></p> <p>If you wish to pay for a single invoice/ application, please enter the following details:</p> <p>Application/Invoice Number : <input type="text"/></p> <p>Note : Please allow up to 2 working days for your payment to be updated.</p> <p style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Continue"/> </p>	
	<p>m-Station</p> <p>Account Details Retrieve</p>  <p>Government - SFA - Certificates/Licences/Other Services</p> <p>Please enter your customer number (usually UEN, NRIC or FIN) if you wish to pay for multiple invoices or applications.</p> <p>Customer Number</p> <p>If you wish to pay for single invoice/application, please enter the following details.</p> <p>Application/Invoice Number</p> <p>Note: • Please allow up to 2 working days for your payment to be updated.</p>	
Self-printing of licence		
	Please follow these steps to self-print your licence.	
Step 1	Log in to GoBusiness as shown above	
Step 2	At the dashboard, click on the “Licences” tab. Option 1: Select the relevant licence and click on the printer icon.	

A Singapore Government Agency Website

New Guided Journey feature on GoBusiness Licensing | Licensing for F&B businesses, made smarter and simpler. [Get Started](#)


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[MY PORTFOLIO](#) [LICENCE APPLICATION](#) [OTHER LICENCES](#) [WHO WE ARE](#)

Dashboard Applications **Licences** Payments Requests for Action Stock Cards Correspondences

Licences

🔍 Licence Name, Licence Number [SEARCH](#) [Advanced Search](#)

Licence Number	Licence Name	Licence Status	Issue Date	Expiry Date	Licensee	Agency	Action
SW21332J000	Food Shop Licence	Active	10 Dec 2021	09 Dec 2022	200754321A	Singapore Food Agency	Action 

Option 2: Click on the relevant licence to view licence details. Thereafter, click on “Print”.

A Singapore Government Agency Website

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[MY PORTFOLIO](#) [LICENCE APPLICATION](#) [OTHER LICENCES](#) [WHO WE ARE](#)

Dashboard Applications **Licences** Payments Requests for Action Stock Cards Correspondences

Licence Details

Licence Number	SW21332J000	Business Operating Address	31 SCIENCE PARK ROAD, #01-11 THE CRIMSON S(117611)
Licensee	200754321A	Expiry Date	09 Dec 2022
Licence Name	FoodShopLicence	Issue Date	10 Dec 2021
Status	Active	Agency	Singapore Food Agency

[BACK](#) [VIEW LICENCE INFORMATION](#) [AMEND](#) [RENEW](#) [CANCEL](#) [PRINT](#)

Step 3

A pop up will appear. Click on “Print” to proceed to print your licence.

Warning! ✕

	Document Name	Watermarked
<input checked="" type="radio"/>	FOOD SHOP LICENCE CERTIFICATE SW21332J000	N
<input type="radio"/>	FOOD SHOP COVER LETTER SW21332J000	N

PRINT CLOSE

Annex A – Application Details section (Different fields to be filled in depending on type of food business)

Full list of Food Businesses

1. Bakery	14. Foodshop (Market Produce)
2. Bakery (Retail without baking)	15. Foodshop (Pets Allowed)
3. Canteen (Construction Site)	16. Grilling and Sale of Grilled Meat Products
4. Canteen with Catering	17. In-house Kitchen
5. Canteen with Stalls	18. Mobile Food Wagon
6. Canteen with Stalls (School)	19. Others
7. Canteen without Stalls	20. Private Market
8. Coffeeshop / Eating House	21. Pubs, Bars, Nightclubs, Discos
9. Food Cart (Take Away)	22. Restaurant
10. Food Caterer	23. Restaurant with Catering
11. Food Court	24. Sales of Herbal Tea
12. Food Vending Machines	25. Snack Counter
13. Foodshop selling takeaway foods	

Fields common to ALL Food Businesses

- Business Name (Shop Name)
- Business Operating Hours – 24 Hrs (No or Yes)
- If not 24 hours (To specify operating hours)
- Brief Description of food business

Application Details

Business Name (Shop Name/Stall Name)

Business Operating Hours - 24hrs * No Yes

If not 24hrs - From * To *

Brief description of food business *

These Food Businesses need to fill in the above only.

- Canteen (Construction Site)
- Food Cart (Take Away)
- Food Vending Machines
- Foodshop (Market Produce)
- In-house Kitchen
- Mobile Food Wagon
- Others
- Pubs, Bars, Nightclubs, Discos
- Sales of Herbal Tea

Applicable to		Additional Fields
<ul style="list-style-type: none"> Bakery Bakery (Retail without baking) FoodShop selling takeaway foods Foodshop (Pets Allowed) 	<ul style="list-style-type: none"> Grilling and Sale of Grilled Meat Products Restaurant Snack Counter 	Delivery Service (No or Yes)

Application Details

Business Name (Shop Name/Stall Name)

Business Operating Hours - 24hrs * No Yes

If not 24hrs - From * ⌚

To * ⌚

Brief description of food business *

Delivery Service * No Yes

Applicable to		Additional Fields
<ul style="list-style-type: none"> Canteen with stalls (School) Coffeeshop/ Eating House 	<ul style="list-style-type: none"> Food Court Private Market 	Total number of Stalls

Application Details

Business Name (Shop Name/Stall Name)

Business Operating Hours - 24hrs * No Yes

If not 24hrs - From * ⌚

To * ⌚

Brief description of food business *

Total number of Stalls *

Applicable to	Additional Fields
Canteen with stalls	<ul style="list-style-type: none"> Total number of Stalls Type of Establishment

Application Details

Business Name (Shop Name/Stall Name)

Business Operating Hours - 24hrs * No Yes

Brief description of food business *

Type of Establishment *

- Please Select
- Factory
- Foreign workers' dormitory
- ITE
- Office
- Others
- Private School
- Student Hostel
- Tertiary School

Total number of Stalls *

Applicable to	Additional Fields
<ul style="list-style-type: none"> Food Caterer Restaurant with Catering 	Vehicle Registration Number

Application Details

Business Name (Shop Name/Stall Name)

Vehicle Registration Number

Business Operating Hours - 24hrs * No Yes

If not 24hrs - From *

To *

Brief description of food business *

Applicable to	Additional Fields
Canteen with Catering	<ul style="list-style-type: none"> • Vehicle Registration Number • Type of Establishment

Application Details

Business Name (Shop Name/Stall Name)

Vehicle Registration Number

Business Operating Hours - 24hrs * No Yes

Type of Establishment *

- Please Select
- Factory
- Foreign workers' dormitory
- ITE
- Office
- Others
- Private School
- Student Hostel
- Tertiary School

Brief description of food business *

Applicable to	Additional Fields
Canteen without stalls	<ul style="list-style-type: none"> • Delivery Service (No or Yes) • Type of Establishment

Application Details

Business Name (Shop Name/Stall Name)

Business Operating Hours - 24hrs * No Yes

Type of Establishment *

- Please Select
- Factory
- Foreign workers' dormitory
- ITE
- Office
- Others
- Private School
- Student Hostel
- Tertiary School

Brief description of food business *

Delivery Service * No Yes