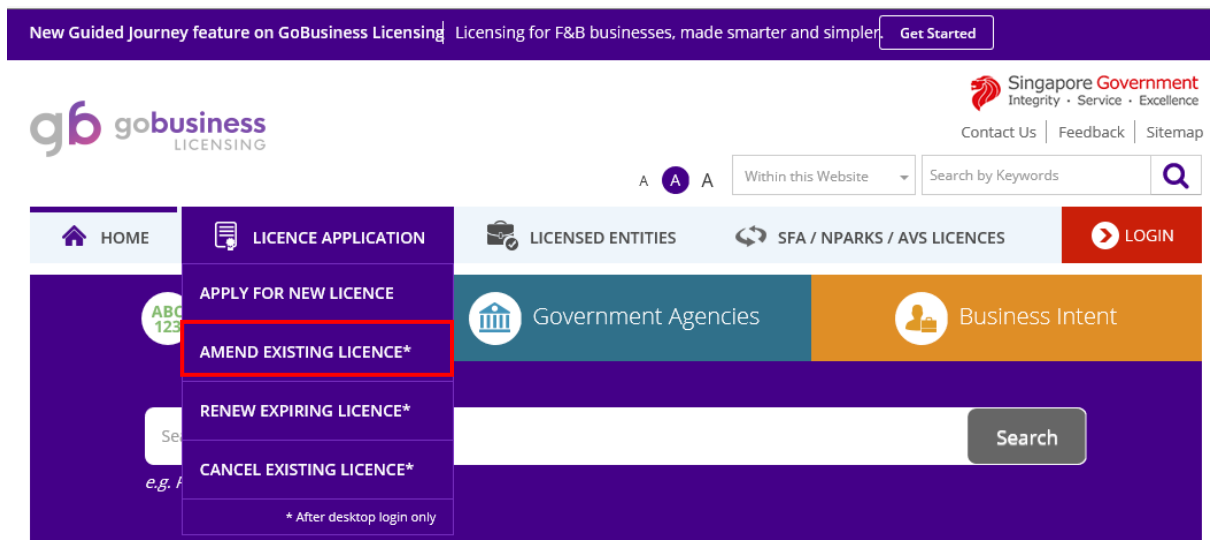
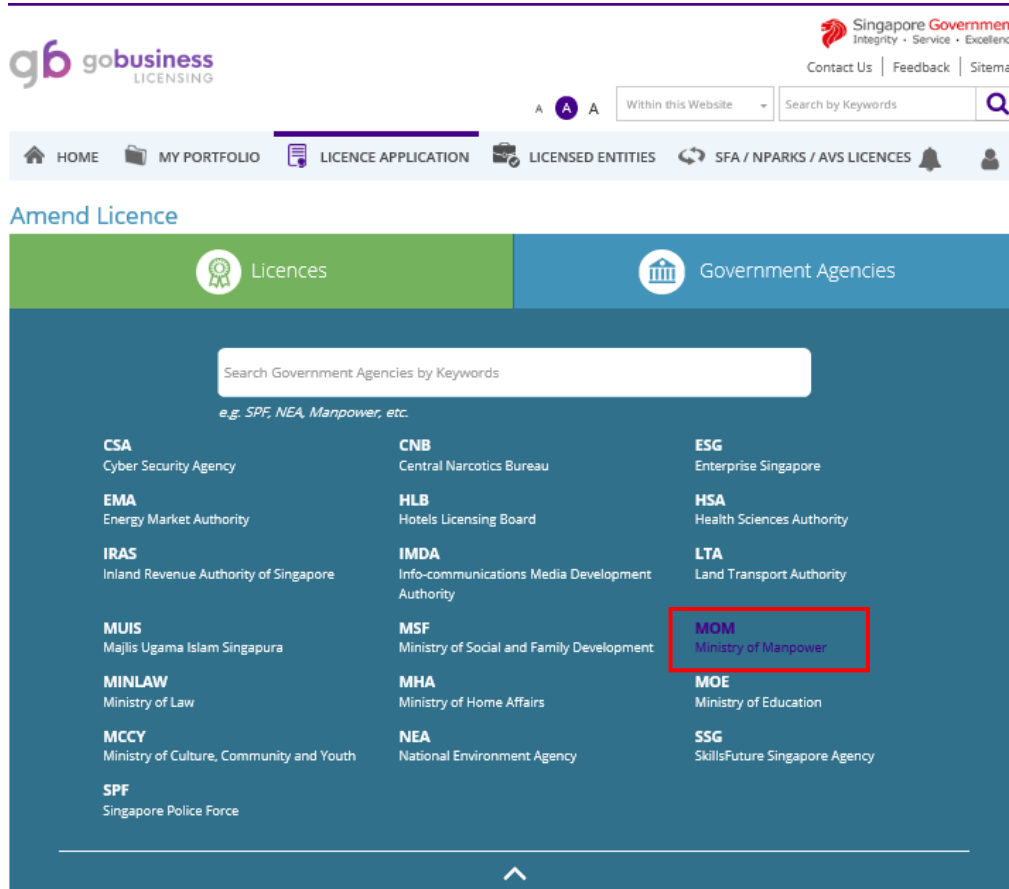


FOR EXISTING WORKPLACE OCCUPIERS - GUIDE TO UPDATE EMAILS FOR WSH ALERT SERVICE

1. Visit GoBusiness website at (<https://www.gobusiness.gov.sg/licences>). Log in as business user using SingPass account.
2. Click 'LICENCE APPLICATION' on the top menu bar and select 'AMEND EXISTING LICENCE'



3. Under the Government Agencies tab, click the URL, [MOM- Ministry of Manpower](#)



4. Select **Factory Registration and Notification** and click 'Review & Apply'. Click 'Next' to proceed.

The screenshot shows the 'Amend Licence' interface. At the top, there are two tabs: 'Licences' (active) and 'Government Agencies'. Below the tabs is a search bar containing 'Ministry of Manpower' with a dropdown menu showing 'MOM Ministry of Manpower' and 'e.g. SPF, NEA, Manpower, etc.'. A progress bar below the search bar shows seven steps: 1. SELECT Licence(S), 2. AMENDMENT Profile, 3. ADD General Information, 4. PROVIDE Application Details, 5. UPLOAD Supporting Document(S), 6. REVIEW & SUBMIT Application (Payment If Applicable), and 7. ACKNOWLEDGEMENT. A red button labeled 'Review & Apply (1)' is positioned above the progress bar. Below the progress bar, the search results for 'Ministry of Manpower' are displayed, showing 'Licences (2)' with 'Employment Agency Licence' and 'Factory Notification and Registration'. An 'Add to Selection' button is visible next to the results.

5. Key in the workplace number for the workplace premises concerned and click '**Next**' to proceed. (Format of workplace number is your company UEN followed by 4 digits)

The screenshot shows the 'Amend Licence' interface at the 'AMENDMENT Profile' step. The progress bar indicates that step 2 is the current step. Below the progress bar, the search results for 'Ministry of Manpower' are displayed, showing 'Factory Notification and Registration'. Below the search results, there are two tabs: 'Type of Amendment' and 'Fees & Supporting Documents (if required)'. Under 'Type of Amendment', there is a radio button selected for 'MOM Factory Notification and Registration - Amendment' with a 'Details' button next to it. Below this, there is a 'Workplace Number*' input field. At the bottom of the page, there are 'BACK' and 'NEXT' buttons.

- Click the checkbox to accept the **Terms of Use** before your proceed. Click **[Save]** to save record as draft or Click **[Next]** to proceed.

gobusiness LICENSING Singapore Government Integrity · Service · Excellence

Contact Us | Feedback | Sitemap

Within this Website Search by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES

1 SELECT Licence(s) 2 AMENDMENT Profile 3 **ADD General Information** 4 PROVIDE Application Details 5 UPLOAD Supporting Document(s) 6 REVIEW & SUBMIT Application (Payment if applicable) 7 ACKNOWLEDGEMENT

Amend Existing Licence

Terms of Use

I. Agreement

- 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.
- 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.
- 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.
- 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

- The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.

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

- You will be directed to **Provide Application Details** panel, scroll down to locate **Update Subscription** section.

New Guided Journey feature on GoBusiness Licensing | Licensing for F&B businesses, made smarter and simpler. **Get Started**

gobusiness LICENSING Singapore Government Integrity · Service · Excellence

Contact Us | Feedback | Sitemap

Within this Website Search by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES

1 SELECT Licence(s) 2 AMENDMENT Profile 3 ADD General Information 4 **PROVIDE Application Details** 5 UPLOAD Supporting Document(s) 6 REVIEW & SUBMIT Application (Payment if applicable) 7 ACKNOWLEDGEMENT

Amend Existing Licence

Factory Notification and Registration

Occupier Information

Occupier Information
Please proceed with update submission to MOM if there has been a change in occupier name even if it is correctly displayed here

Name of Occupier LAM KUAN ENGINEERING CO PTE LTD Registration Number 198102289D (UEN)

Postal Code* 079027 **Retrieve Address** Contact No 66438512 Either telephone / contact no or mobile no is mandatory.

Block / House No* 100 Mobile No Additional Notification by SMS

Street Name* TRAS STREET Fax No

- Check the checkbox for the **Update Subscription**. You can amend existing email or add up to maximum 5 subscriber email addresses and click **[Add]** to save the record. Click **[Proceed]** at bottom of page to exit the page.

Update Subscription

Update Subscription

Name *

Email *

Mobile No *

please note that the maximum number subscribers is 5

Add

Name	E-mail	mobileNo
Sample Name	name@gmail.com	91000000

Proceed **Save**

Rate this Website | Privacy Statement | Terms of Use Copyright 2016 © Government of Singapore

- Click **[Next]** to proceed to next page. There is no need to upload supporting documents for update of subscriber records.

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES

- SELECT Licence(s)
- AMENDMENT Profile
- ADD General Information
- PROVIDE Application Details
- UPLOAD Supporting Document(s)**
- REVIEW & SUBMIT Application (Payment if applicable)
- ACKNOWLEDGEMENT

Amend Existing Licence

Factory Notification and Registration

Document Name	Type	Attachment	Action
SHMS documents Will be one of the following : SHMS Audit Report; Audit Action Plan; SHMS Internal Review Report; ConSASS <i>Acceptable File Format: DOC,DOCX, TXT,PDF</i> <i>Acceptable File Size: maximum: 1.5 MB</i>	ONLINE UPLOAD	<input type="text"/>	Upload
Process Hazard Analysis Process Hazard Analysis is only applicable for renewable registration ie. For : i. Bulk Storage (of Toxic or Flammable Liquid) Terminal; ii. Petrochemical Plant or Oil Refinery; or iii. Synthetic Polymer or Chemical Plant. <i>Acceptable File Format: DOC,DOCX, TXT,PDF</i> <i>Acceptable File Size: maximum: 1.5 MB</i>	ONLINE UPLOAD	<input type="text"/>	Upload

Previous **Next** **Save as Draft** **Save as Draft & Exit**

10. You can review and print the details of your submission at the **Review and Declare** panel. Click the checkboxes for declaration and click **[Submit]** to complete your transaction.

gobusiness LICENSING Singapore Government Integrity · Service · Excellence

Contact Us | Feedback | Sitemap

Within this Website Search by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES

1 SELECT Licence(s) 2 AMENDMENT Profile 3 ADD General Information 4 PROVIDE Application Details 5 UPLOAD Supporting Document(s) 6 REVIEW & SUBMIT Application (Payment if applicable) 7 ACKNOWLEDGEMENT

Amend Existing Licence

Information Review

Filer's Particulars

Salutation	Mr	Designation	Managing Director
Name	[REDACTED]	Office Tel Number	[REDACTED]
Passport Issuing Country	Singapore	Home Tel Number	[REDACTED]
Citizenship	AUSTRIAN	Fax Number	
Gender	Male	Mobile Number	

Declaration

General Declaration

1. 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.

Factory Notification and Registration

1. 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 from Licence Application at licence1.business.gov.sg.

Previous Submit

11. Upon submission, you will see the **Acknowledgement** page.

Please take note the **Application Number** starting with 'U' followed by 10 digits for future enquiries (e.g. U1234567890). No payment is required for the update of subscriber record.

The screenshot displays the GObusiness Licensing portal interface. At the top, there is a navigation bar with the GObusiness logo and the Singapore Government tagline. Below this is a main menu with options like HOME, MY PORTFOLIO, LICENCE APPLICATION, and LICENSED ENTITIES. A secondary menu contains icons for Dashboard, Applications, Licences, Payments, Requests for Action, Managed Returns, and Correspondences. A progress bar below the menu shows seven steps: 1. SELECT Licence(s), 2. AMENDMENT Profile, 3. ADD General Information, 4. PROVIDE Application Details, 5. UPLOAD Supporting Document(s), 6. REVIEW & SUBMIT Application (Payment if applicable), and 7. ACKNOWLEDGEMENT. The current page is titled "Amend Existing Licence" and features a green checkmark icon with the message "Submitted successfully: 1 application(s)". Below this, a table lists application details for the Ministry of Manpower, Factory Notification and Registration. The Application Number U2020033415 is highlighted with a red box. The table also shows the Submission Number, Date, Name, Application Status, and Payment Status. At the bottom, there are "PRINT" and "CLOSE" buttons.

Ministry of Manpower Factory Notification and Registration			
Application Number	U2020033415	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B2020266955	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	17/02/2020 12:00:17		
Submission Name	B2020266955		

12. Upon successful subscription to the Alert Service, you will receive an email alert if an accident at this workplace is submitted to the Ministry via iReport or when an unsafe or good work practice is notified through SnapSAFE mobile Apps.