

User Guide: Renew Expiring Factory Registration

Introduction

This guide provides step-by-step instructions on how to renew your existing MOM factory registration or notification record on the GoBusiness online portal.

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Frequently Asked Questions

1. What type of factories requires renewal of factory registration?

Renewal of factory registration only applies to the factories with **renewable factory registration and Major Hazard Installation (MHI) registration, where validity of registration is 5 years.**

- Factories with renewable factory registration include petrochemical refineries and factories manufacturing fluorine, chlorine, hydrogen fluoride, carbon monoxide or synthetic polymers.
- Other types of factory registration and notification do not require renewal.

2. When can I submit my online transaction to renew my factory registration?

You are allowed to submit your online renewal application 3 months before the validity date stated in the certificate of registration.

3. How do I renew my factory registration?

The CorpPass eService user (as submitted during new application or subsequently added after its approval) can renew factory registration via the GoBusiness online portal at the URL (<https://www.gobusiness.gov.sg/licences>). Processing fees will apply, which may vary based on your number of workers.

The following are required to carry out the transaction:

- Company Unique Entity Number (UEN)
- Workplace number for the factory premise
- Submit Process Hazard Analysis (PHA) document (Mandatory for submission)

4. Where can I obtain help for my transaction?

a) For technical matters, please contact

Helpdesk Technical Support

Email: licences-helpdesk@crimsonlogic.com

Helpdesk Hotline Contact Number: Operating Hours
(+65) 6774 1430

- Mondays to Fridays: 8.00am to 8:00pm
- Saturdays: 8:00am to 2:00pm except public holidays

b) If you have specific queries such as licensing policies, status of the licence approval and clarifications on the licence submission, please contact

MOM Contact Centre (MOM CC)

Submit enquiries online at <http://www.mom.gov.sg/contact-us>

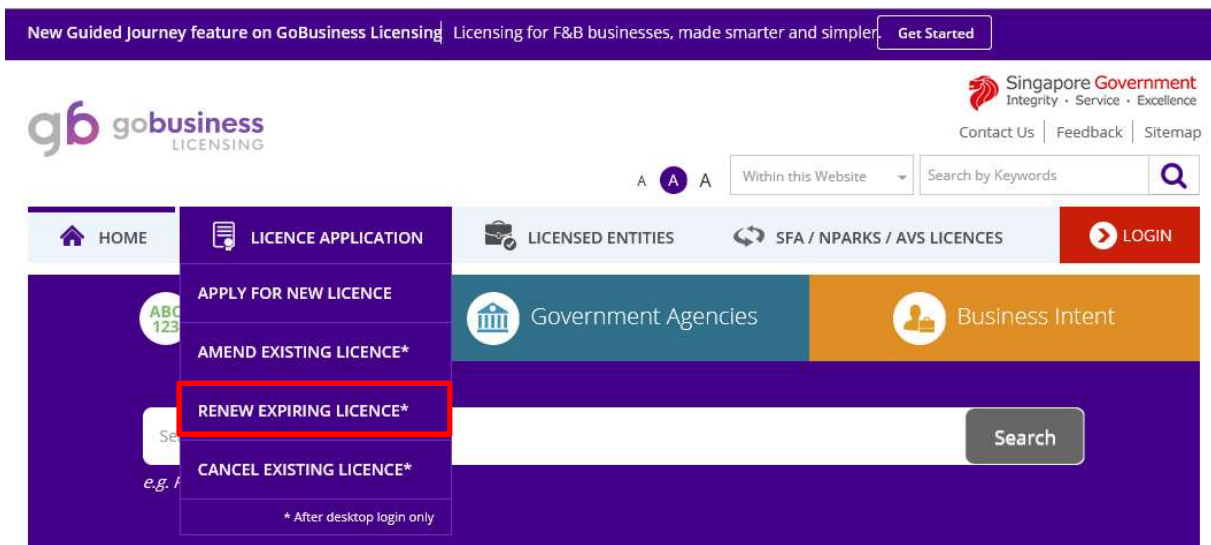
MOM CC Contact Number: Operating hours
(+65) 64385122

- Monday to Friday, 08:30AM to 05:30PM
- Saturday, 08:30AM to 01:00PM except public holidays

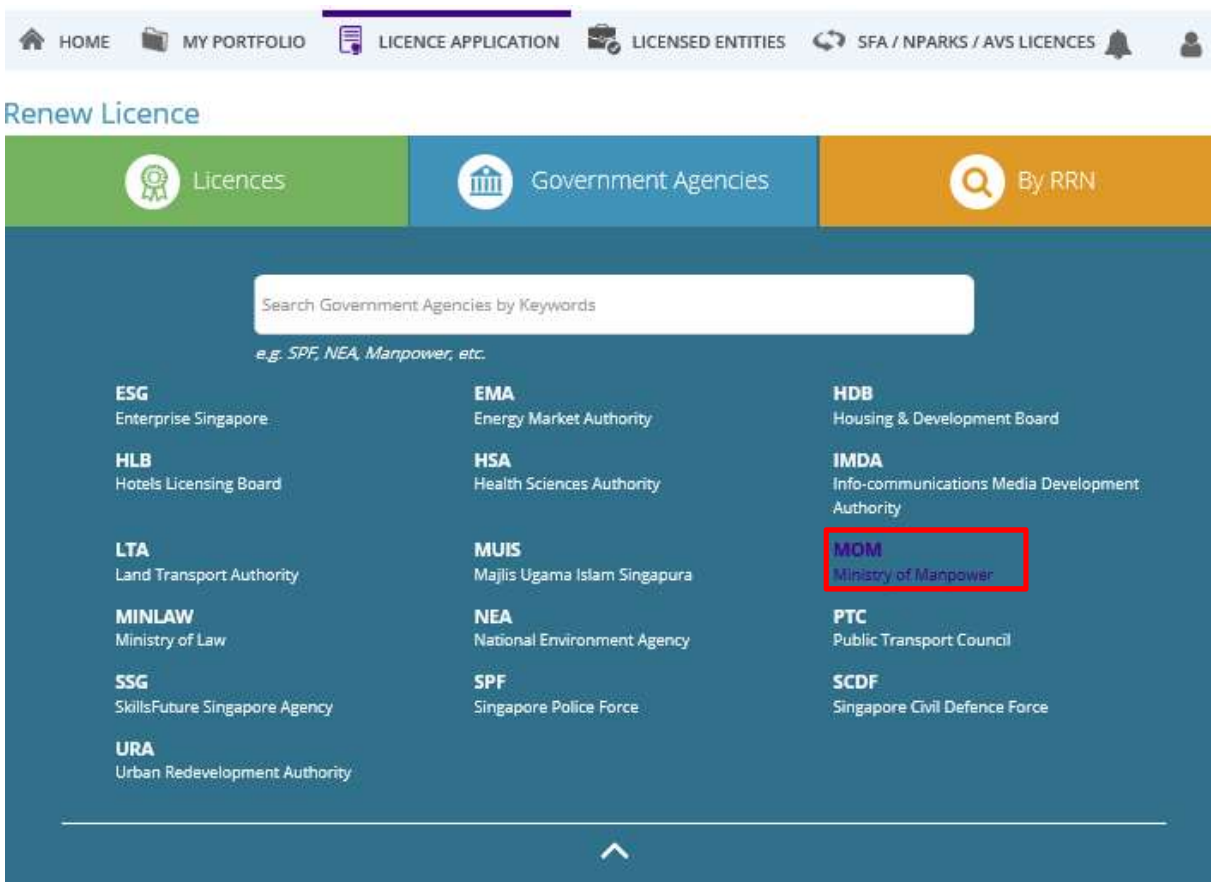
Renewing Your Factory Registration

Step 1) Visit GoBusiness website at (<https://www.gobusiness.gov.sg/licences>). Log in via CorpPass account.

Step 2) Click 'LICENCE APPLICATION' on the top menu bar and select 'RENEW EXPIRING LICENCE'



Step 3) Click the URL 'MOM- Ministry of Manpower' to proceed.



Step 4) Select **Factory Registration and Notification**, click 'Review & Apply' and then 'Proceed'.

The screenshot shows the 'Renew Licence' interface. At the top, there are three tabs: 'Licences' (green), 'Government Agencies' (blue), and 'By RRN' (orange). Below the tabs is a search bar containing 'Ministry of Manpower' with a dropdown menu showing 'Ministry of Manpower' and 'e.g. SPF, NEA, Manpower, etc.'. Below the search bar, the text 'MOM Ministry of Manpower' is displayed. A 'Selected Licences' section shows 'MOM | Factory Notification and Registration' with a trash icon. A 'Proceed' button is visible. Below this, a red button says 'Review & Apply (1)'. A progress bar at the bottom shows seven steps: 1. SELECT Licence(S), 2. RENEW Profile, 3. ADD General Information, 4. PROVIDE Application Details, 5. UPLOAD Supporting Document(S), 6. REVIEW & SUBMIT Application (Payment If Applicable), and 7. ACKNOWLEDGEMENT. Step 1 is highlighted in green.

Ministry of Manpower

Search Results

2 Results for "Ministry of Manpower"

Licences (2)

Employment Agency Licence 1

This application allows you to submit your renewal request for this licence type.

Add to Selection >

Factory Notification and Registration

Selected

Step 5) Key in the workplace number for the factory premise concerned and click 'Search' to proceed.
Note: The workplace number consists of your company's UEN number followed by 4 digits.

The screenshot shows the 'Renew Licence' interface at step 2, 'RENEW Profile'. The progress bar at the top shows seven steps: 1. SELECT Licence(S), 2. RENEW Profile (highlighted in green), 3. ADD General Information, 4. PROVIDE Application Details, 5. UPLOAD Supporting Document(S), 6. REVIEW & SUBMIT Application (Payment If Applicable), and 7. ACKNOWLEDGEMENT. Below the progress bar, the text 'Ministry of Manpower' and 'Factory Notification and Registration' is displayed. There are two tabs: 'Application Type' and 'Fees & Supporting Documents (if required)'. Under 'Application Type', 'Factory Notification and Registration' is selected with a radio button, and a 'Details' button is next to it. Below this, there is a 'Workplace Number *' label and an empty text input field. At the bottom, there are 'BACK' and 'NEXT' buttons.

Step 6) Click the checkbox to accept the Terms of Use before your proceed. Click 'Save' to save record as draft or Click 'Next' to proceed.

1 General Information 2 Application Details 3 Supporting Document(s) 4 Declaration

Terms of Use

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

1. 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.
2. We reserve all rights to deny or restrict access to this Website by any particular person or to block access from any Internet address to this Website, at any time, without ascribing any reasons whatsoever.

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

Filer's Particulars

Salutation *	Ms	Designation	OTHER
Name *		Office Tel Number	60000000
ID Type *	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number *	60000000
ID Number *		Fax Number	60000000
Nationality *	SINGAPORE CITIZEN	Mobile Number	90000000
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female	Email	
Date Of Birth *	01/01/1977	Alternative Email	
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input checked="" type="radio"/> Home Tel Number <input type="radio"/> Mobile Number	Tick if you prefer to be notified via SMS	<input type="checkbox"/> SMS

Next > Save Save & Exit

Step 7) In the **Application Details** panel, you can view the factory registration details, click 'Proceed' to continue.

Note : Please note no amendment of licence details is allowed at the point of renewal. Please use the 'Amend Existing Licence' function from GoBusiness homepage to make changes, after the renewed licence has been issued.



MY PORTFOLIO LICENCE APPLICATION GUIDELINES ABOUT US INFO SEARCH (0) LOGOUT

1 General Information 2 Application Details 3 Supporting Document(s) 4 Declaration

Factory Notification

No amendment of licence details is allowed at the point of renewal. Please use the "Amend" function to make the changes, once the renewed licence has been issued.

Registration Number (UEN) T1234567A

Name of Occupier ABC Company

Licence Renewal Information

Workplace No T1234567A0001

Name of Workplace Syn Polymer chemical Mfg- 31 Mar 16

Workplace Address 123 Production Road Singapore 123456

Proceed > Save

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Uploading Process Hazard Analysis or MHI Assessment Form

Step 1) In the **Supporting Documents** panel, upload the **Process Hazard Analysis (PHA) document** or **MHI assessment form**. Submission of PHA document is mandatory for renewable factories. Submission of MHI assessment form is required for MHI renewal. Click 'Next' to proceed.

Note : Please note maximum file size is 1.5MB.

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1 General Information 2 Application Details 3 Supporting Document(s) 4 Declaration

Upload Supporting Documents

Factory Notification and Registration

Document Name	Type	Attachment	Action
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.		ONLINE UPLOAD	Upload

Acceptable File Format: DOC,DOCX,TXT,PDF
Acceptable File Size: maximum : 1.5 MB

Under the **Declaration** panel, you can review the submission details. Check the checkboxes for the **Declaration** before clicking **'Submit'** to proceed

MY PORTFOLIO | LICENCE APPLICATION ▾ | GUIDELINES | ABOUT US | INFO SEARCH | 🔔 | LOGOUT

① General Information | ② Application Details | ③ Supporting Document(s) | ④ Declaration

Review and Declare

Information Review

Filer's Particulars

Salutation	Ms	Designation	OTHER
Name	Hattie Wilkerson	Office Tel Number	60000000
ID Type	NRIC	Home Tel Number	60000000
ID Number	S123456B	Fax Number	60000000
Sample name			

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.
2. I hereby declare that risk management as required by the Workplace Safety and Health (Risk Management) Regulations has been implemented. [Find out more about risk management and the WSH \(Risk Management\) Regulations here.](#)
3. [Declaration below is for factory registration applicants only, and is not applicable to factory notification applicants even if the checkbox is ticked] I understand that a ConSASS Audit/Safety and Health Management System (SHMS) Audit/Internal Review* will have to be conducted within 2 months of the issuance of the Certificate of Registration. Failing to do so may result in the revocation of the Certificate of Registration pursuant to Regulation 9(3) of the WSH (Registration of Factories) Regulations 2008.

* Factories are required to have audits conducted periodically by default.

* The following classes of factories are required to have their SHMS reviewed periodically.

 - construction worksite with a contract sum of less than \$30 million.
 - shipyard in which less than 200 persons are employed

[Find out more about the ConSASS/Safety and Health Management System Audit/Internal Review here.](#)

← Previous
Submit

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Making Payment

Step 1) Click 'Payments' in top menu bar to view of applications with payment.

Step 2) Click the checkbox to select your application and click 'Make Payment'.

Payment Advice Number	Application Type	Application Number	Agency	Licence Name	Amount (SGD)	Payment Due Date	Payment Date	Payment Status
PA1710260409	New	U1900000001	Ministry of Manpower	Factory Notification and Registration	\$4,551.00			Unpaid

Step 3) You will be directed to the [Make Payment](#) panel to view payment details of your transaction. Click 'Proceed with Payments' to proceed. Payment is available via MasterCard, PayPal or VISA.

Description	Fee Type	Fee	GST	Sub Total
PA1710260409 MOM - Factory Notification and Registration C1720093508	Licence Fee	\$4551.00	Not applicable	\$4551.00
Grand Total				\$4,551.00

PROCEED WITH PAYMENT

Step 4) You will be directed to Acknowledgement page for your transaction. Upon submission of the renewal application, you will see the **Acknowledgement** page.

Please take note the **Application Number** starting with 'R' followed by 10 digits to search for your renewal application after submission (e.g. R1234567890).

To view Application after Submission

Click 'MY PORTFOLIO' on top menu bar to return to home page.

Step 1) To view your submitted applications, click 'Applications' tab on top menu bar. Use the 'Advanced Search' to specify search for 'Factory Registration and Notification' and click 'search' button (e.g. search Application number R1234567890).

The screenshot shows the 'Applications' page with the 'Applications' tab selected in the top menu. The 'Advanced Search' button is highlighted with a red box. Below the search filters, there is a table of submitted applications.

Application Number	Licence Name	Application Status	Submission Name	Submission Date	Action
C1820102065	Factory Notification and Registration	Pending Agency Action	B1820238412	17 May 2018 16:11:55	Action
C1820101730	Factory Notification and Registration	Rejected	B1820237831	23 Apr 2018 09:45:11	Action

Step 2) Under 'Applications' tab, you are also allowed the option to 'Duplicate' or 'Withdraw' your transaction (See below). Upon selecting the option to 'Duplicate' the application, a duplicate transaction with the same details will be saved as a copy in the 'Drafts' section.

The screenshot shows the 'Applications' page with the 'Applications' tab selected. The 'Duplicate' and 'Withdraw' options are highlighted with a red box in the 'Action' column of the table.

Application Number	Licence Name	Application Status	Submission Name	Submission Date	Action
C1820102065	Factory Notification and Registration	Pending Agency Action	B1820238412	17 May 2018 16:11:55	Action
C1820101730	Factory Notification and Registration	Rejected	B1820237831	23 Apr 2018 09:45:11	Duplicate Withdraw