



User Guide: Termination of Factory Registration and Factory Notification

Introduction

This guide provides step-by-step instructions on how to terminate your factory registration or notification on the LicenceOne online portal.

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Frequently Asked Questions

1. Why do I need to terminate my existing factory registration or notification?

Under the Workplace Safety and Health (Registration of Factories) Regulations, if your company has stopped operations or ceased to occupy your factory premises, you should terminate your Factory Notification or Registration. Please refer to MOM website for more information. (<https://www.mom.gov.sg/workplace-safety-and-health/factory-notification-and-registration/terminate-a-factory-notification-or-registration>)

2. How do I terminate my factory registration or notification?

You can terminate your workplace as a factory via the Gobusiness online portal at the URL (<https://licence1.business.gov.sg/feportal/web/frontier/home>).

Please note the following points:

- Only personnel authorised by the company should perform transactions on behalf of the company.
- A valid CorpPass account is required to login for the submission.
- You are required to have a valid Registration for Companies/Business and furnish a valid Unique Entity Number (UEN).
- No fee payment is required for termination transaction. Termination is immediate and does not require processing by officers.
- Please note your statutory equipment (e.g., pressure vessels or lifting equipment) at the factory will also be automatically deregistered when you terminate your Factory Notification or Registration.

3. Where can I obtain help for my factory registration 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)

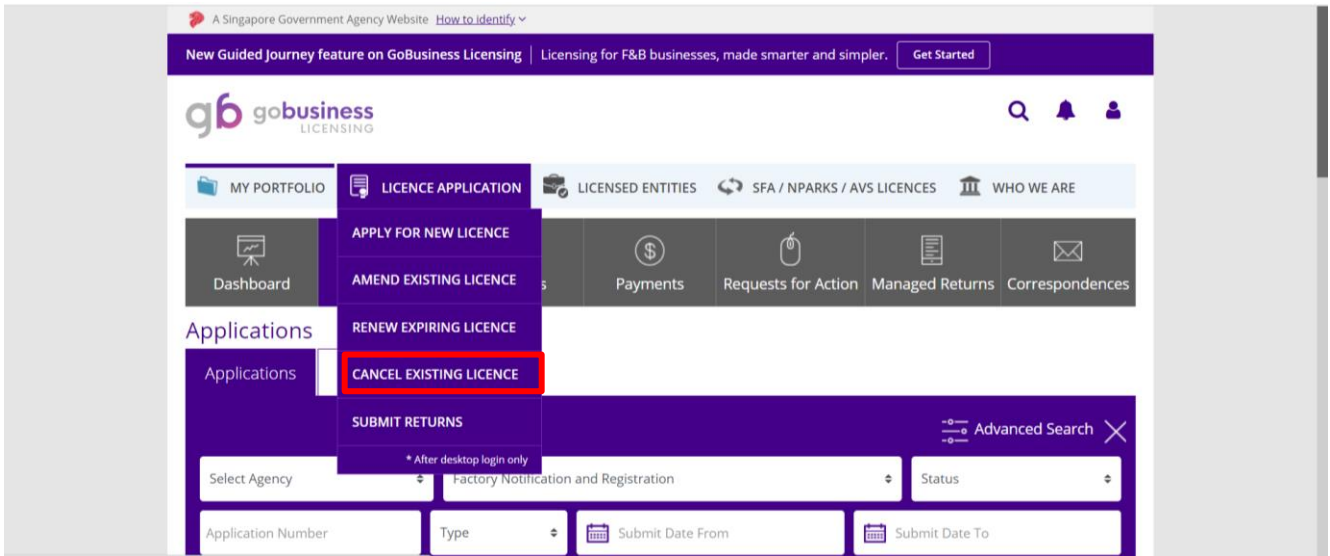
Submit enquiries online at <http://www.mom.gov.sg/contact-us>

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

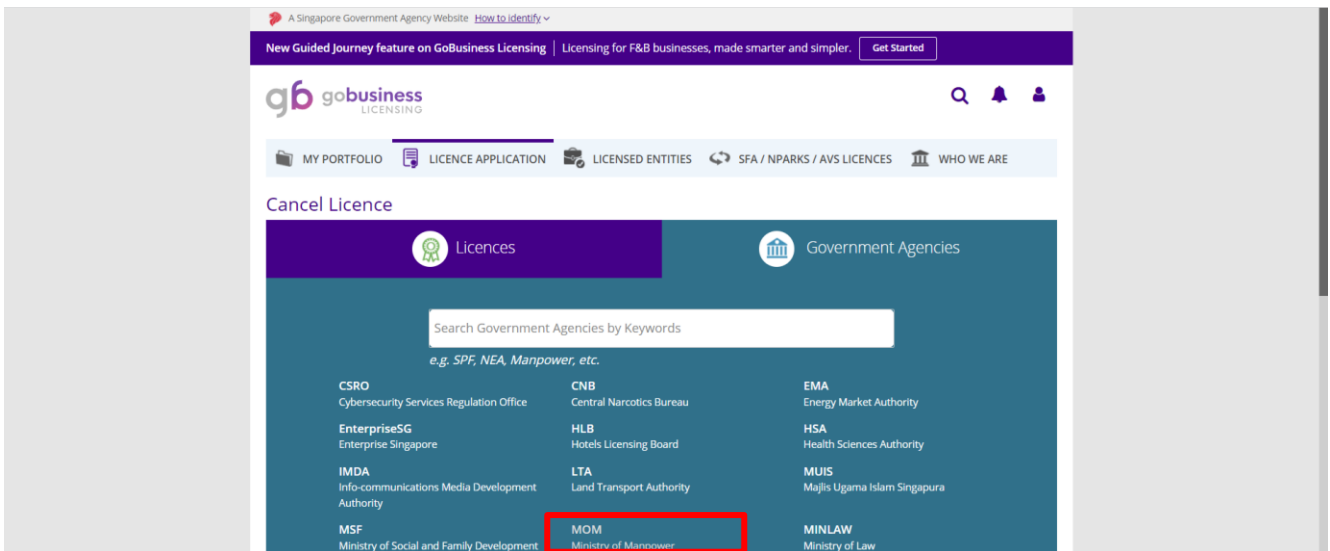
- Monday to Friday, 08:30AM to 05:30PM
- Saturday, 08:30AM to 01:00PM except public holidays

Cancel Existing Factory Licence

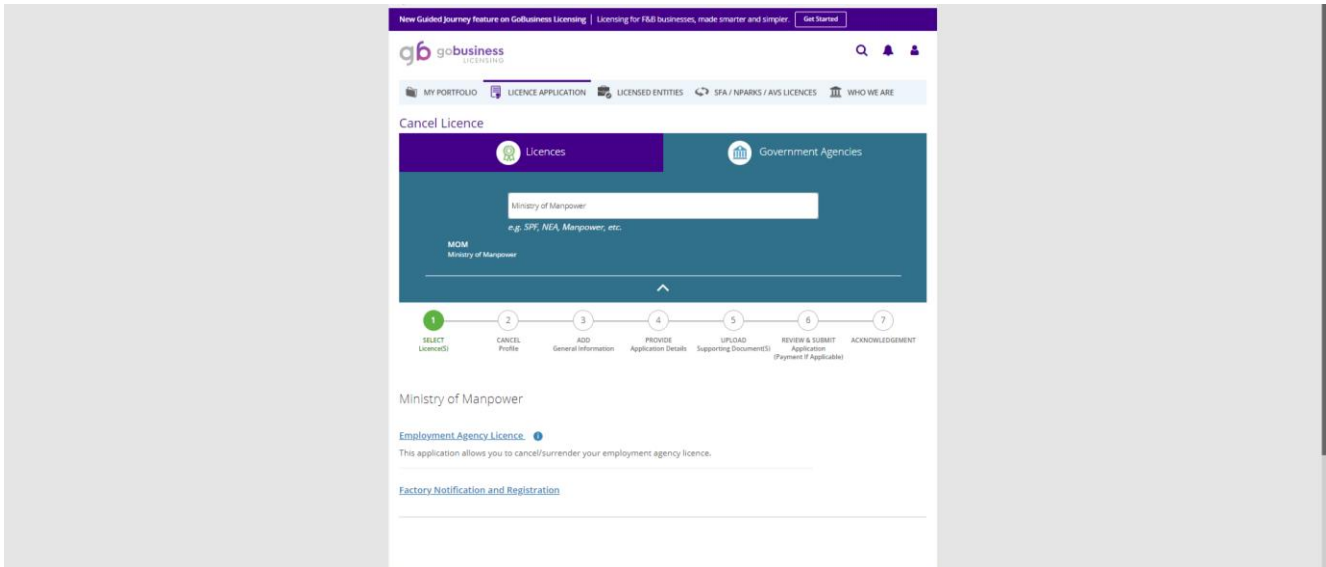
Step 1) Visit Gobusiness website at (<https://licence1.business.gov.sg/feportal/web/frontier/home>). Click 'Licence Application' on the top menu bar and select 'CANCEL EXISTING LICENCE'



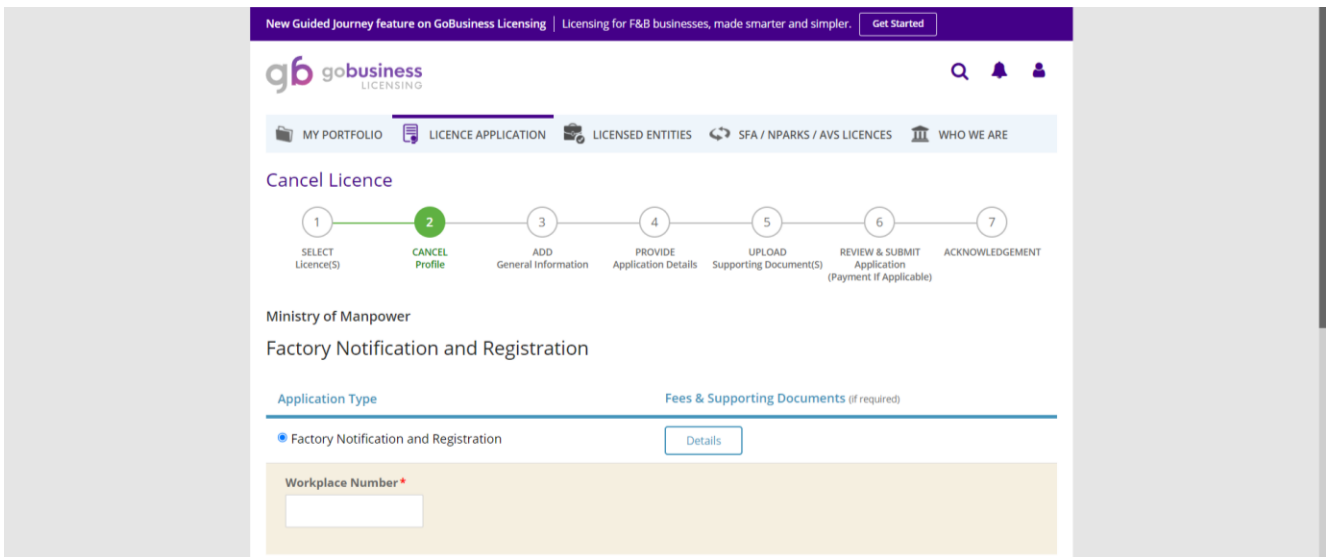
Step 2) Click the tab, Choose licence(s) by Government agency, select **MOM- Ministry of Manpower**



Step 3) Select **Factory Registration and Notification** and click **Next >**



Step 4) Key in your workplace number of your factory registration or notification. The format of the workplace is your company's UEN followed by four digits. Click **Apply >** to proceed.



Step 5) Click the checkbox to agree to Terms and Conditions and **Next** > to proceed.

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

gobusiness LICENSING

MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES WHO WE ARE

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

Cancel Existing Licence

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.

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

Filer's Particulars

Note: Salutation, Name, Citizenship, Gender and Date Of Birth are taken from User Profile for your convenience. Please proceed to **Update User Profile** screen to edit these information where necessary.

Salutation *	Mr	Designation *	Managing Director
Name *		Office Tel Number	
Citizenship *	SINGAPORE CITIZEN	Home Tel Number	
Sex *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Fax Number	
Date Of Birth *	15/09/1977	Mobile Number *	
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Email *	
		Alternative Email	
		<input type="checkbox"/> Tick if you prefer to receive status updates of licence application via SMS	

Next > **Save as Draft** **Save as Draft & Exit**

Step 6) Key in date of termination and select reasons for termination (Date of termination cannot be earlier than current date). Click 'Proceed' to terminate.

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Cancel Existing Licence

Factory Notification and Registration (MOM)

Termination Information

Occupier UEN	<input type="text"/>	Approval Date	16/06/2023
Occupier Name	<input type="text"/>	Date of Termination *	<input type="text"/>
Workplace Number	<input type="text"/>	Reason For Termination *	<input type="text"/>
Workplace Name	<input type="text"/>		
Workplace Address	<input type="text"/>	For others, please specify	

Completion Of Project
Factory Closed Down Or Ceased Operation
Factory Has Been Relocated
Others
Transfer Of Ownership

< Previous Proceed > Save as Draft Save as Draft & Exit

Step 7) For Upload Supporting documents, click 'Next' to proceed. There are no supporting documents required for termination.

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gb gobusiness LICENSING

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Cancel Existing Licence

Factory Notification and Registration

No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently

< Previous Next > Save as Draft Save as Draft & Exit

Step 8) In the Review and Submit page, you can review and review your application details. You will be prompted to click in the checkboxes under Declaration section before you can submit your application.

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Cancel Existing Licence

Information Review

Occupier UEN		Approval Date	16/06/2023
Occupier Name		Date of Termination	19/06/2023
Workplace Number		Reason For Termination	Factory Closed Down Or Ceased Operation
Workplace Name			
Workplace Address			

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.

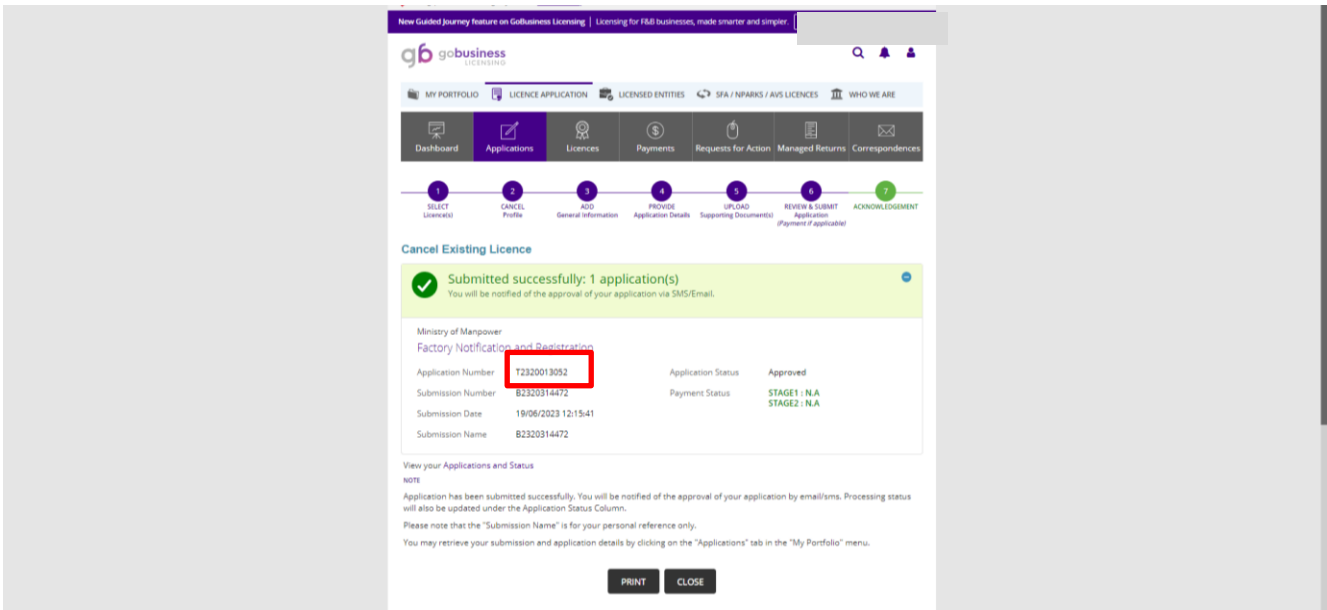
Factory Notification and Registration

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](#)

Step 9) Upon submission of the termination transaction, you will see the **Acknowledgement** page.

Please take note the **Application Number** starting with 'T' followed by 10 digits for future enquiries (e.g. T1234567890). No fee payment is required for termination transaction. Termination is immediate and does not require processing by officers.



(Updated 19 Jun 2023- LIC THP)