CrimsonLogic

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MOM - LicenceOne
Public User Guide

Version: 1.1

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CONTENTS

Chapter 1: Amend EAL

LicenceOne allows authorised users to update the following details for an existing EAL:

- Amend the Licence Profile

- Register Key Appointment Holders or other Employment Agency Personnel

- Change of Personnel Particulars

- Deregistration of Key Appointment Holder or other Employment Agency Personnel

Who can amend EAL

ACRA Entity	User Position
Business	Owner
Company	Director, Managing Director or Agent
Limited Liability Partnership	Partner or Manager

How to amend EAL
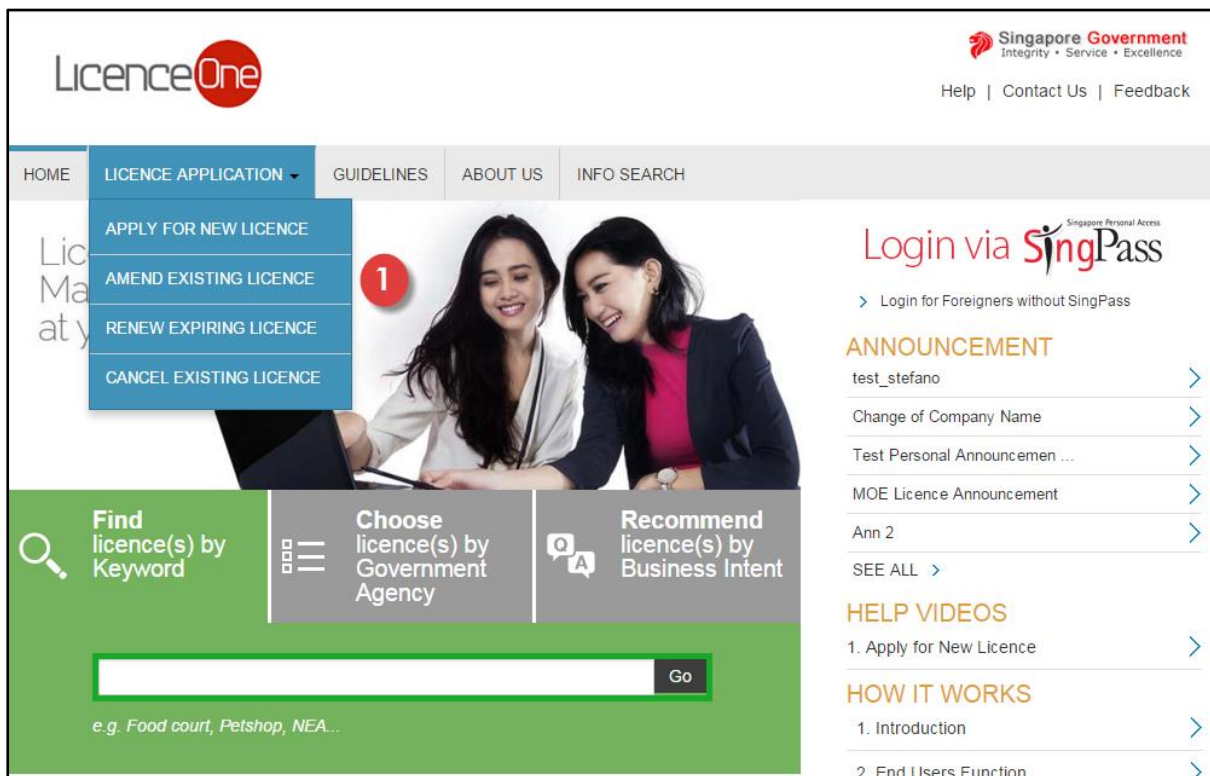
Homepage

1. Click **Licence Application** >> **Amend Existing Licence**. You will be prompted to choose agency.

Choose Agency

Choose agency

2. Click **MOM – Ministry of Manpower**. You will be prompted to choose the licence.
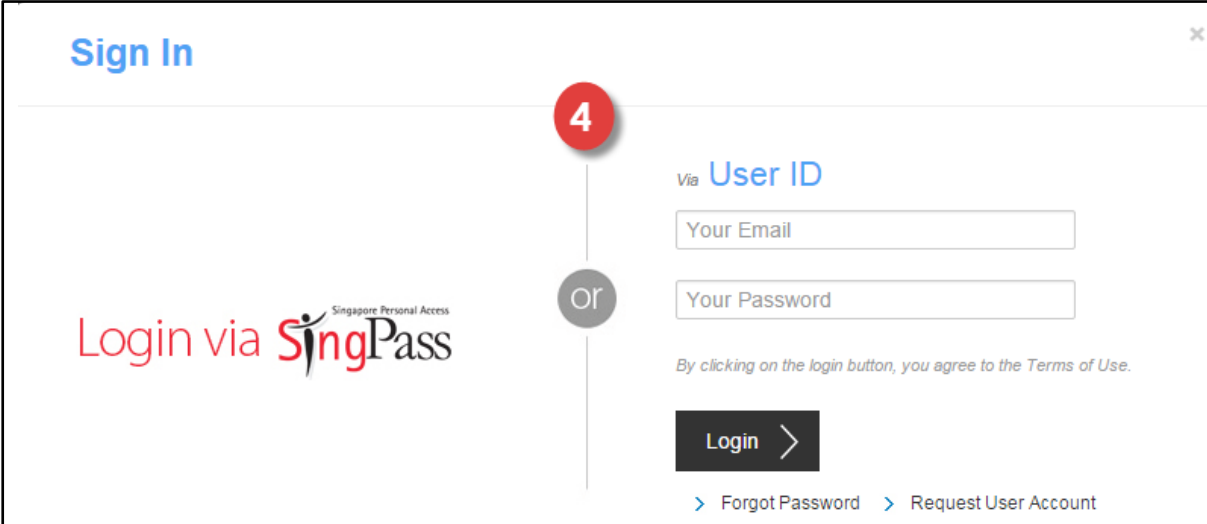
Choose Licence

Choose licence

3. Select **Employment Agency Licence**. If you are not already logged in to **LicenceOne** you will be prompted to log in. Otherwise you will be directed to **Choose Amendment Type**.

Sign In

Sign In

4. Click **Log in via SingPass** to log in.

- If you are a foreigner without SingPass, you must have an active LicenceOne account (User ID and Password). Refer to Request User Account for Foreigner without SingPass.

- If you are a foreigner without SingPass, enter your **User ID (Email)** and **Password** to log in to LicenceOne. Refer to logging in to LicenceOne as Foreigner without SingPass.

Select your Profile

5. Select **Company** as your profile.

6. Enter your company UEN.

💡 To search for UEN, click **Forgot your UEN**. You will be directed to http://www.uen.gov.sg where you can search for UEN.

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7. Click **Next** to choose the amendment type.

Choose Amendment Type

Choose Amendment Type

💡 The amendment type selected in the illustration is just an example.

8. Select required amendment type.

9. Click **Next** to review selection**.**

Review Selection

Review Selection

10. Enter **Licence Number**.

11. Click **Search**. If the licence number is valid, the **General Information** will be displayed.

General Information

General Information – Terms of Use

12. Agree to the **Terms of Use**.

Filer's Particulars

13. Verify your details and click **Next** to proceed with **Application Details**.

Application Details

Application Details

14. Click **Start**.

Depending on the selected amendment type the application details may vary. Click the below links to know more about the application details for each amendment type.

- [Amendment of Licence Profile](#)

- [Register Key Appointment Holders or other Employment Agency Personnel](#)

- [Change of Personnel Particulars](#)

- [Deregistration of Key Appointment Holder or other Employment Agency Personnel](#)

Deregistration of KAH or Other EA Personnel

Prerequisites: Make sure to complete steps 1-14 before proceeding further.

Specify Application Details

There should be at least one local KAH that is register under EA to proceed to the next page.

Application Details

15. To deregister a KAH or Other EA Personnel, click corresponding to the record.

💡 You will be prompted to confirm and upon confirmation the record will be removed.

To remove another record, repeat Step 15.

16. Click **Proceed**.

Application Details

💡 To edit the application details click **Edit**.

17. Click **Next**.

Supporting Documents

Supporting Documents

18. Click **Next**.

Review and Declare

19. Click to preview the application details.

20. If required, click to print the application form.

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.   ☑

Employment Agency Licence

1. 1. I declare that all the information given in this application form is true and correct.   ☑

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〈 Previous   Submit   **22**

Declaration

21. Select the checkboxes to complete the declaration.

22. Click **Submit**.

Acknowledgement

Submission Number	B1620013019
Submission Date	04/02/2016 10:08:01
Submission Name	B1620013019 Edit

Licence Name	Application Number	Agency	Application Status	Payment Status
Employment Agency Licence	U1620001828	MOM	Submitted (No Upfront Payment Required)	Stage1 : N.A Stage2 : N.A

Note
Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.
Please note that the "Submission Name" is for your personal reference only.
You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

23 Print Close **24**

Acknowledgement

💡 Click **Edit** to edit the **Submission Name**.

23. Click **Print** to print the acknowledgement.

24. Click **Close**.