

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://dashboard.gobusiness.gov.sg/login>). 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

Gobusiness Helpdesk

Email: AskGoBiz@crimsonlogic.com.sg

Call: (+65) 6336 3373

Operating Hours

- Monday - Friday: 8:00am - 6.00pm
- Saturdays: 8.00am - 1:00pm
- Closed on Sundays and public holidays

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

MOM Contact Centre (MOM CC)

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

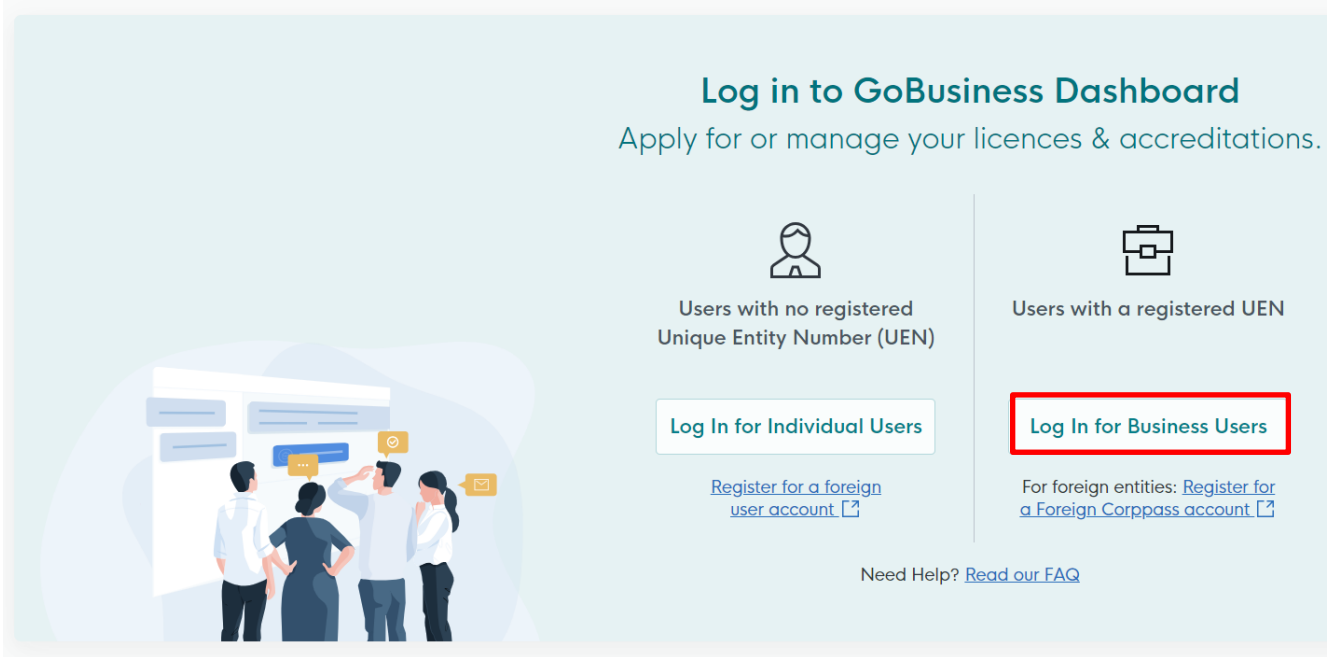
MOM CC Contact Number:
(+65) 64385122

Operating hours

- 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://dashboard.gobusiness.gov.sg/login>). Log in for Business Users via CorpPass account.



The image shows the GoBusiness Dashboard login page. At the top, it says "Log in to GoBusiness Dashboard" and "Apply for or manage your licences & accreditations." There are two main sections: "Users with no registered Unique Entity Number (UEN)" and "Users with a registered UEN". The "Log In for Business Users" button is highlighted with a red box. Below it, there is a link to "Register for a Foreign CorpPass account".

Log in to GoBusiness Dashboard
Apply for or manage your licences & accreditations.

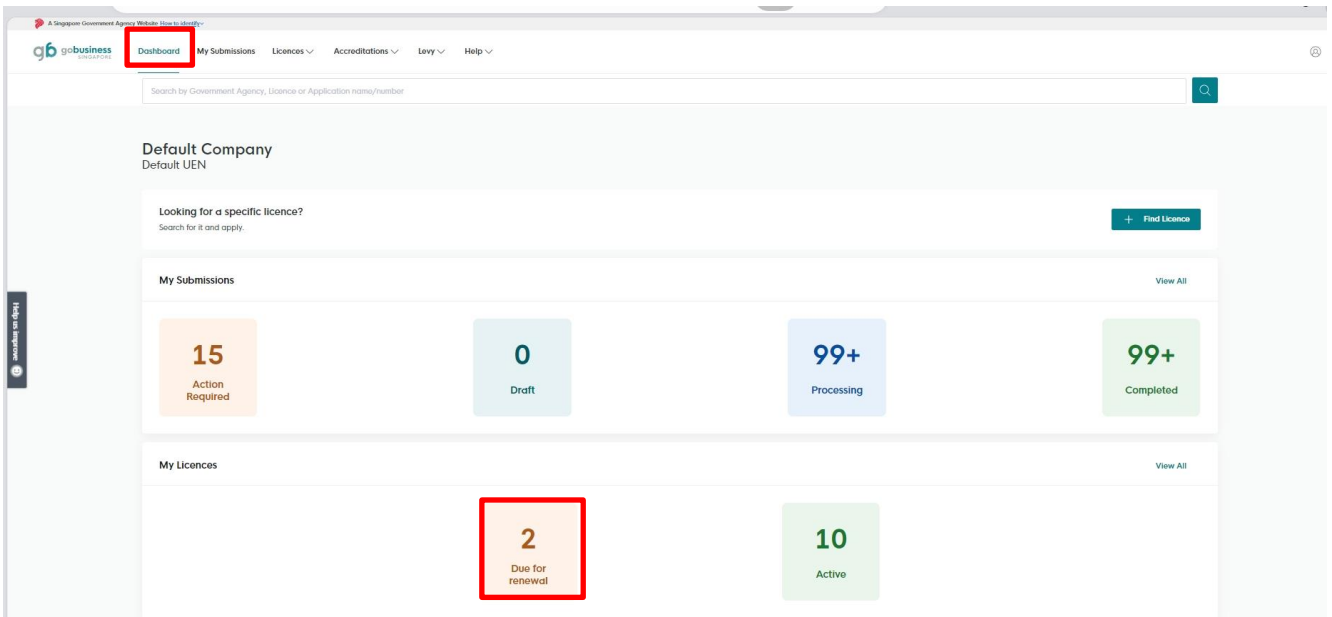
Users with no registered Unique Entity Number (UEN)

Log In for Business Users

For foreign entities: [Register for a Foreign CorpPass account](#)

Need Help? [Read our FAQ](#)

Step 2) Go to 'Dashboard', click 'Due for renewal' tab.



The image shows the GoBusiness Dashboard "My Licences" page. The "Dashboard" tab is highlighted with a red box. The "My Licences" section shows 2 "Due for renewal" licenses, which is highlighted with a red box, and 10 "Active" licenses.

gobusiness **Dashboard** My Submissions Licences Accreditations Levy Help

Search by Government Agency, Licence or Application name/number

Default Company
Default UEN

Looking for a specific licence?
Search for it and apply. [+ Find Licence](#)

My Submissions [View All](#)

15 Action Required	0 Draft	99+ Processing	99+ Completed
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My Licences [View All](#)

2 Due for renewal	10 Active
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Step 3) Your factory licence(s) due for renewal will be listed, with renewable licences by other agencies. Click 'Select Action' and select 'Renew' to proceed.

The screenshot shows a web interface titled "My Licences" with a "Sync" button and a "Last updated at 03:14pm" timestamp. Below the title are filters for "All Licences (26)", "Due for Renewal (5)", "Active Licences (11)", "Other Licences (10)", and "Submit Returns (9)". The main content is a table with columns: LICENCE NAME AND NUMBER, AGENCY, STATUS, ISSUE DATE, EXPIRY DATE, and ACTION. Three rows are visible, all with a "Due for Renewal" status. The "ACTION" column for the second row has a dropdown menu open, with "Renew" highlighted by a red box. Other options in the dropdown include "Amend", "Cancel", and "Renew via GoBusiness Licensing". A vertical sidebar on the left contains a "Help us improve" button.

LICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Factory Notification and Registration Licence No.: 198102289D0006 • MOM	MOM	Due for Renewal	25 Jun 2018	25 Jun 2023	Select Action ▾ Amend Renew Cancel
Telecommunication Dealer's (Individual) Licence Licence No.: DB103936 • IMDA	IMDA	Due for Renewal	1 Aug 2018	1 Aug 2023	Renew via GoBusiness Licensing ↗
Telecommunication Dealer's (Individual) Licence Licence No.: DB103935 • IMDA	IMDA	Due for Renewal	1 Aug 2018	1 Aug 2023	

Step 4) Complete the required fields under **General Information**. Click '**Application Details**' to proceed.

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SINGAPORE

- 1 General Info
- 2 Application Details
- 3 Review Form
- 4 Declaration

You are applying for Factory Notification and Registration (MOM)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

Estimated 20 minutes to complete

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Applicant Detail

Salutation
Select

Name

ID Type
NRIC

ID No.

Email

Contact Number
+65

Company Detail

Company Name

UEN

Entity Type
Local Company

Registered Address

Address Type
 Singapore Address Foreign Address

Postal Code

Retrieve Address

Block/House No.

Street Name

Floor/Level (Optional)

Unit (Optional)

Building Name

Reset Address

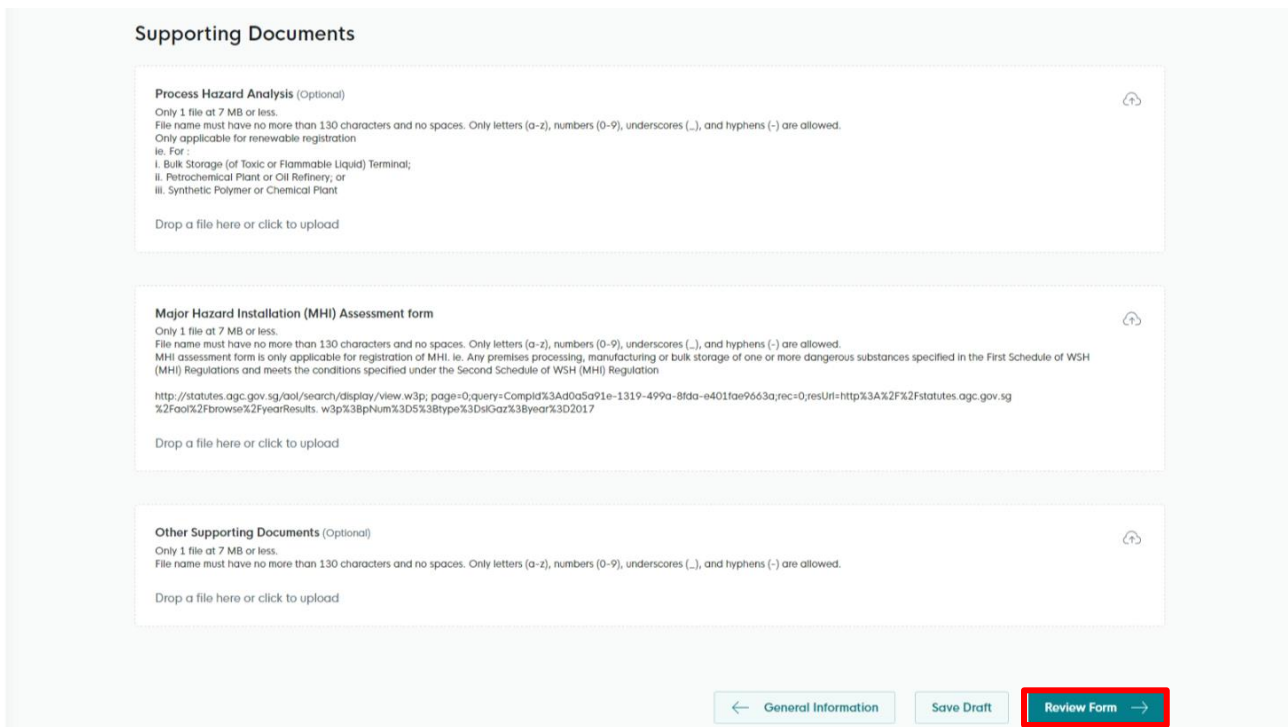
Save Draft

Application Details →



Step 5) Under 'Supporting Documents' upload required document(s) for renewal, click 'Review Form' to proceed.

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



Supporting Documents

Process Hazard Analysis (Optional)
Only 1 file at 7 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
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

Drop a file here or click to upload

Major Hazard Installation (MHI) Assessment form
Only 1 file at 7 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
MHI assessment form is only applicable for registration of MHI. ie. Any premises processing, manufacturing or bulk storage of one or more dangerous substances specified in the First Schedule of WSH (MHI) Regulations and meets the conditions specified under the Second Schedule of WSH (MHI) Regulation

<http://statutes.agc.gov.sg/oal/search/display/view.w3p;page=0;query=CompId%3Ad0a5a91e-1319-499a-8fda-e401fae9663a;rec=0;resUri=http%3A%2F%2Fstatutes.agc.gov.sg%2Faoi%2Fbrowse%2FyearResults.w3p%3BpNum%3D5%3Btype%3D%3A%3Byear%3D2017>

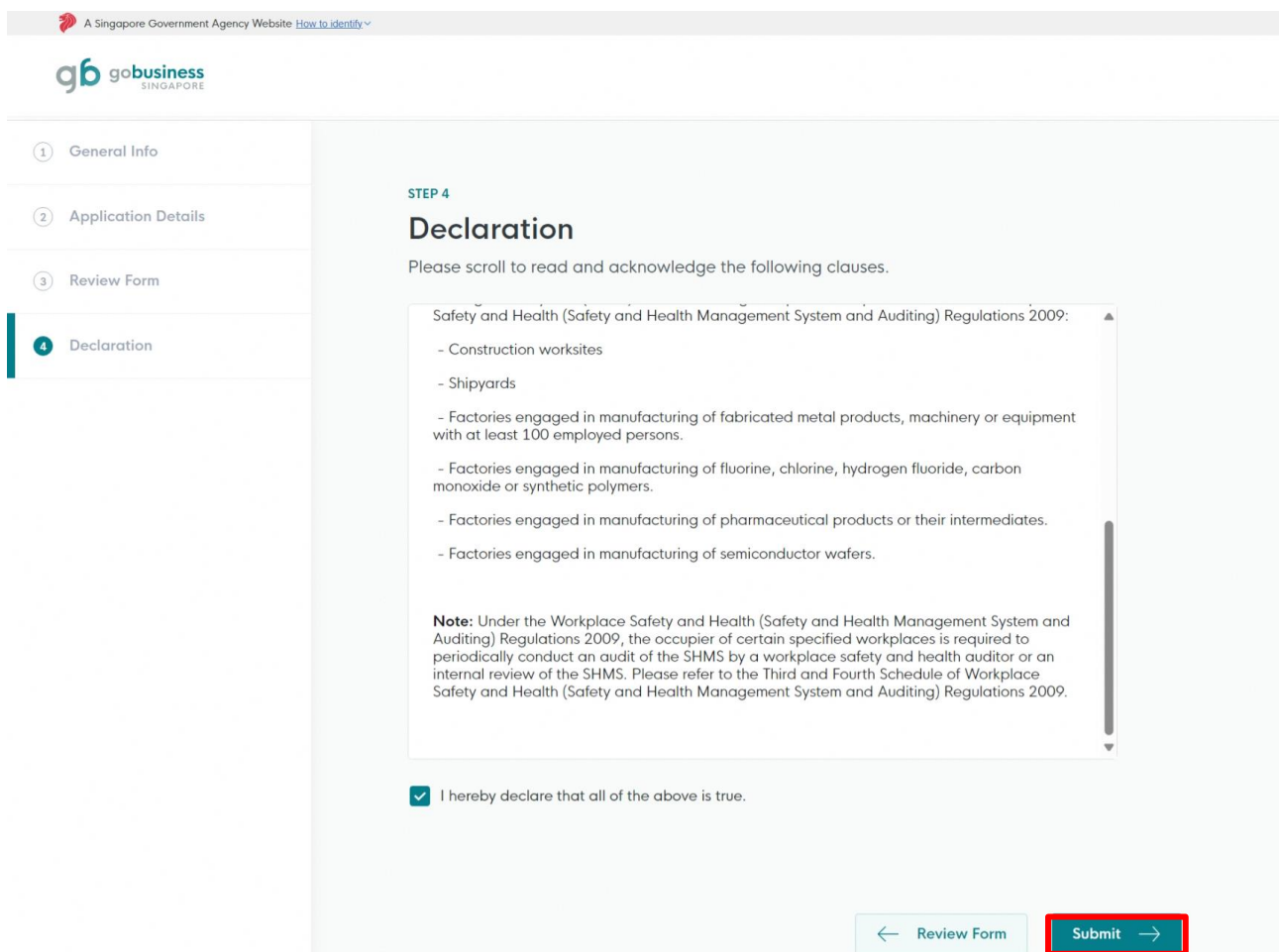
Drop a file here or click to upload

Other Supporting Documents (Optional)
Only 1 file at 7 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.

Drop a file here or click to upload

← General Information Save Draft **Review Form** →

Step 6) Click the checkbox to accept the Declaration. Click 'Submit' to proceed.



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1 General Info
2 Application Details
3 Review Form
4 **Declaration**

STEP 4
Declaration
Please scroll to read and acknowledge the following clauses.

Safety and Health (Safety and Health Management System and Auditing) Regulations 2009:

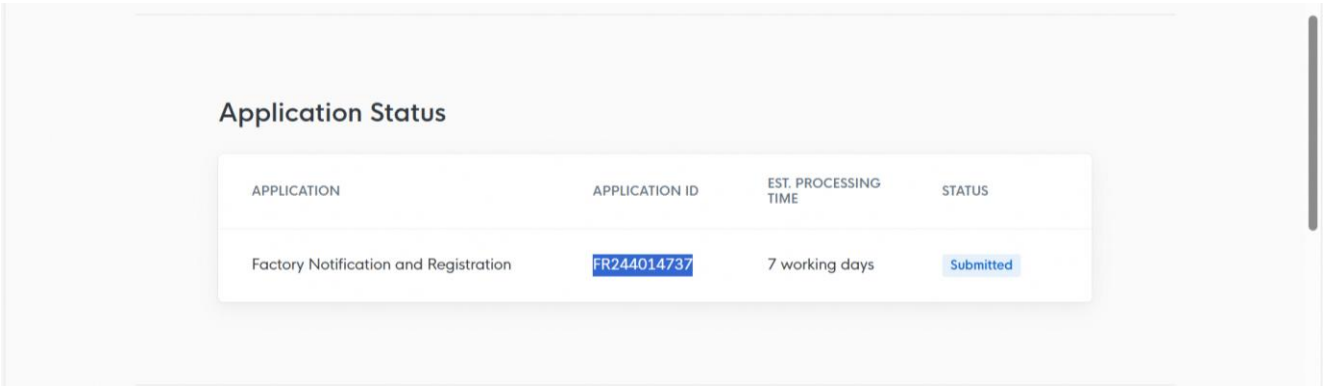
- Construction work sites
- Shipyards
- Factories engaged in manufacturing of fabricated metal products, machinery or equipment with at least 100 employed persons.
- Factories engaged in manufacturing of fluorine, chlorine, hydrogen fluoride, carbon monoxide or synthetic polymers.
- Factories engaged in manufacturing of pharmaceutical products or their intermediates.
- Factories engaged in manufacturing of semiconductor wafers.

Note: Under the Workplace Safety and Health (Safety and Health Management System and Auditing) Regulations 2009, the occupier of certain specified workplaces is required to periodically conduct an audit of the SHMS by a workplace safety and health auditor or an internal review of the SHMS. Please refer to the Third and Fourth Schedule of Workplace Safety and Health (Safety and Health Management System and Auditing) Regulations 2009.

I hereby declare that all of the above is true.

← Review Form **Submit** →

Step 7) Please take note the Application ID starting with 'FU' followed by 9 digits for future enquiries (e.g. FR24XXXXXXX). When payment is required for factory registration, you will be notified via email to make payment.

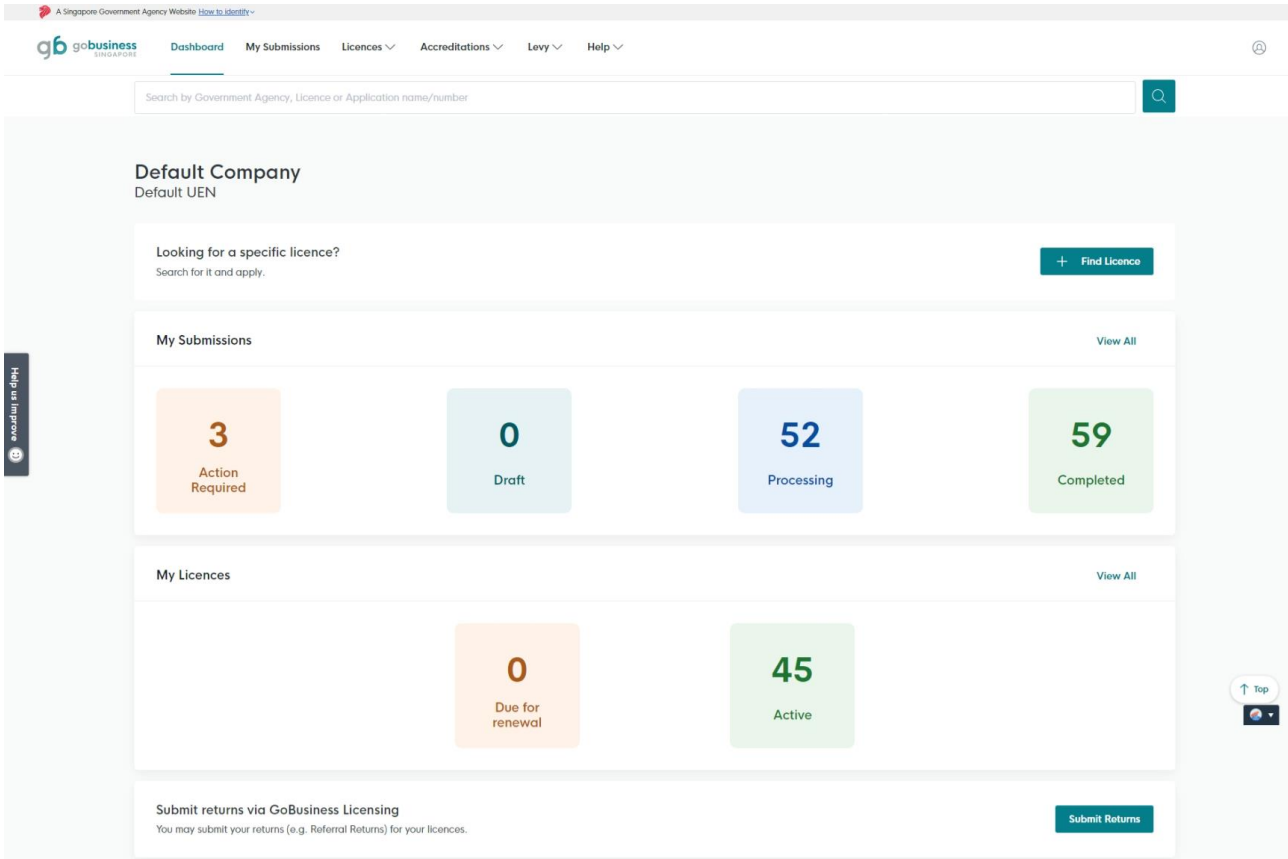


The screenshot shows a table titled "Application Status" with the following data:

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Factory Notification and Registration	FR244014737	7 working days	Submitted

Dashboard Overview

The Dashboard gives an overview of your company's transactions and licences by all government agencies (not limited to MOM factory registration and notification).



The screenshot shows the GoBusiness Licensing Dashboard for a "Default Company". The dashboard includes a search bar, navigation menu, and several key metrics:

- Looking for a specific licence?** Search for it and apply. [+ Find Licence](#)
- My Submissions** [View All](#)
 - Action Required: 3
 - Draft: 0
 - Processing: 52
 - Completed: 59
- My Licences** [View All](#)
 - Due for renewal: 0
 - Active: 45
- Submit returns via GoBusiness Licensing** [Submit Returns](#)
You may submit your returns (e.g. Referral Returns) for your licences.

To view Application after Submission

Step 1) To view your submitted applications, click 'My Submissions', your submitted application(s) will be listed. For the retrieved application record, you may click 'Select Action' and 'View Form' to display your submitted application.

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gb **gobusiness** SINGAPORE Dashboard **My Submissions** Licences ▾ Accreditations ▾ Levy ▾ Help ▾

Search by Government Agency, Licence or Application name/number

My Submissions

Last updated at 05:09pm [Sync](#)

Unable to retrieve your applications. Click on the Sync button above to try again, or [contact us](#) if the issue persists.

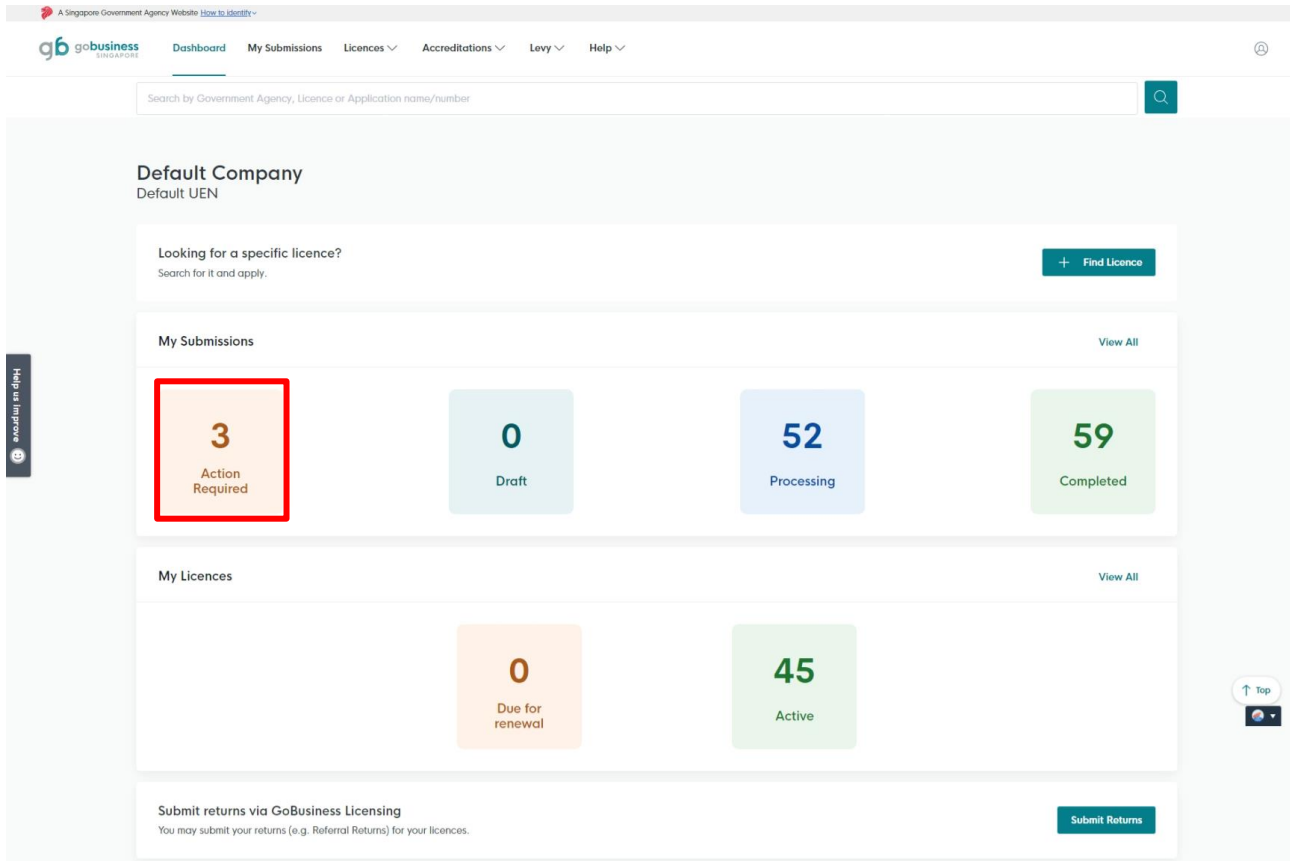
All Submissions Action Required Draft Processing Completed

New To download your payment invoice or licence file for your applications:
1. Click within the "Select Action ▾" menu
2. Select Download Invoice or Download Licence Files if they are available

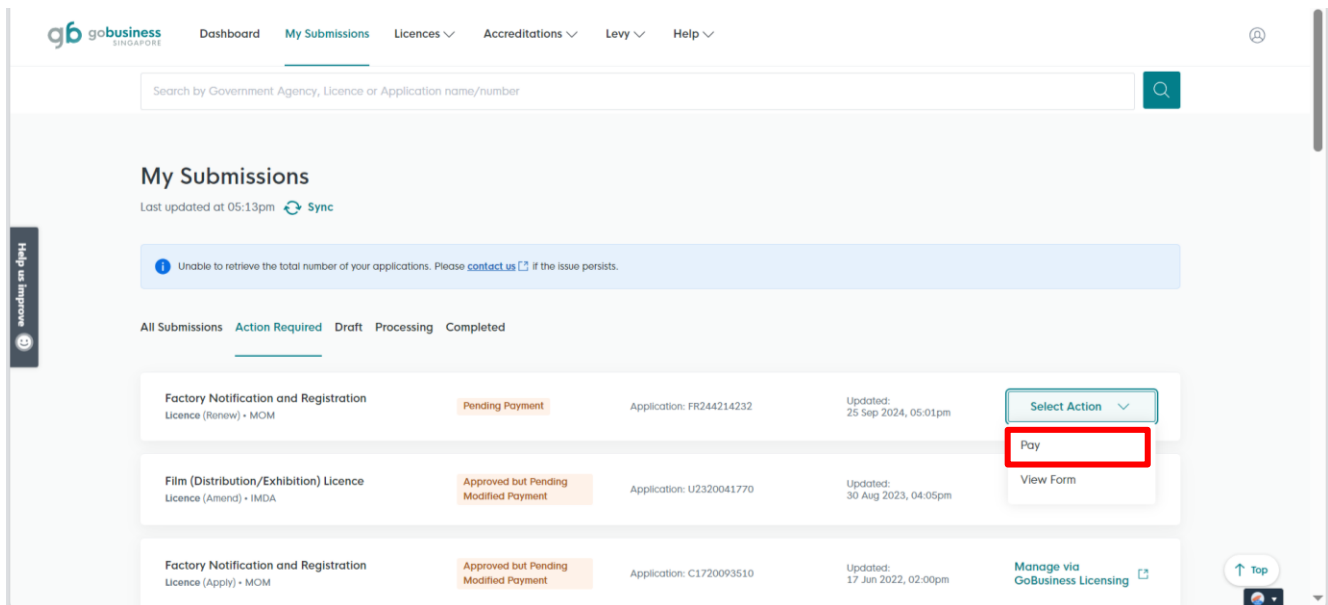
Factory Notification and Registration Licence (Renew) - MOM	Processing	Application: FR244014542	Updated: 2 Oct 2024, 04:01pm	Select Action ▾ View Form
Factory Notification and Registration Licence (New) - MOM	Processing	Application: FC244763298	Updated: 1 Oct 2024, 03:01pm	Select Action ▾

Making Payment

Step 1) Click 'Action required' panel on Dashboard. Your application(s) that require payment will be listed.



Step 2) Click 'Select Action' and 'Pay' to make payment for your submitted application.



Alternatively, you may also search for your Application Number (e.g. FR24XXXXXX for new application) in the search bar on top menu. For the retrieved application record, click 'Select Action' and 'Pay' to pay fee for your application.

The screenshot shows the gobusiness SINGAPORE website interface. At the top, there is a navigation bar with the logo and menu items: Dashboard, My Submissions, Licences, Accreditations, Levy, and Help. A search bar at the top contains the application number "FR244214232". Below the search bar, the page displays "Search Results for 'FR244214232'" with a summary of results: All Results (1), My Licences (0), My Submissions (1), and Available Services (0). The "My Submissions" section is expanded, showing a submission for "Factory Notification and Registration" with a status of "Pending Payment". The submission details include the application number "FR244214232" and the update time "25 Sep 2024, 05:01pm". A "Select Action" dropdown menu is open, with the "Pay" option highlighted by a red box. Other options in the menu include "View". A "View All My Submissions Results" link is also visible. On the left side, there is a vertical "Help us improve" button. On the right side, there is a "Top" button and a user profile icon.

Step 3) You will be directed to the 'Payment' page to view payment details of your transaction. Click 'Make Payment' to proceed. Payment is available via MasterCard, PayPal or VISA.

Payment

Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Factory Notification and Registration		
Application Fee	-	\$915.00
	Subtotal	\$915.00
	Amount Payable	\$915.00

Payment method

Please choose a payment method.

VISA ****1111 Exp: 09/2029 [Remove](#)

 Use A Different Card

Make Payment →



Step 4) You will be directed to **Payment Summary** for your transaction upon successful payment. Click **'Return to Dashboard'** to return to main Dashboard.

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We have received your application
Thank you for your application. You will receive updates on it via email.

Payment Summary

DESCRIPTION	GST	AMOUNT
Factory Notification and Registration		
Application Fee	-	\$915.00
	Subtotal	\$915.00
	Total Paid	\$915.00

[Download Tax Invoice](#) Receipt No. TN241101000025

Next Steps
We will send you an email notification when there are changes to your application status. Alternatively, you may log in to track your status via the dashboard below.
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

[Return to Dashboard →](#)

Your application will finally be listed in **My Submissions** (See Completed), you may click 'Download invoice' to save a pdf copy of payment invoice.

My Submissions
Last updated at 04:54pm [Sync](#)

Unable to retrieve your applications. Click on the Sync button above to try again, or [contact us](#) if the issue persists.

All Submissions (104) Action Required (5) Draft (4) Processing (17) Completed (78)

New To download your payment invoice or licence file for your applications:
1. Click within the "Select Action" menu
2. Select Download Invoice or Download Licence Files if they are available

Factory Notification and Registration Licence (Renew) - MOM	Submitted	Application: FR244014970	Updated: 21 Nov 2024, 04:54pm	Select Action View Form
Factory Notification and Registration Licence (Amend) - MOM	Draft	Application: FU244035245	Updated: 18 Nov 2024, 04:50pm	Download Invoice

Downloading Certificate after Approval

Step 1) Your completed application(s) will be listed under **My Submissions** (See Completed). When the application is 'Approved' status, you can download the pdf copy of the approval certificate or letter by clicking 'Download Licence'.

My Submissions

Last updated at 11:00am [Sync](#)

All Submissions (812) Action Required (164) Draft (7) Processing (201) Completed (440)

New To download your payment invoice or licence file for your applications:
1. Click within the "Select Action" menu
2. Select Download Invoice or Download Licence Files if they are available

Factory Notification and Registration Licence (New) • MOM	Approved	Application: FC244754320 Licence: [REDACTED]	Updated: 29 Aug 2024, 10:01am	Select Action
Factory Notification and Registration Licence (Renew) • MOM	Approved	Application: FR244014747 Licence: [REDACTED]	Updated: 26 Aug 2024, 12:01pm	Select Action
Factory Notification and Registration Licence (Amend) • MOM	Lapsed	Application: U1720022369	Updated: 9 May 2024, 01:10am	Select Action

Select Action dropdown menu:
View Form
Download Invoice
Download Licence

Alternatively, you can also go to 'My Licences', all your active licences will be listed (not limited to MOM factory registration and notification). Search for your factory licence and click 'Download' to download the pdf copy of the approval certificate or letter

g6 business
Dashboard My Submissions Licences Accreditations Levy Help

Search by Government Agency, Licence or Application name/number

My Licences

Last updated at 03:57pm [Sync](#)

All Licences (32) Due for Renewal (9) Active Licences (22) Other Licences (1) Submit Returns (1)

LICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Factory Notification and Registration Licence No.: [REDACTED]	MOM	Active	20 Aug 2024	20 Aug 2029	Select Action
Factory Notification and Registration Licence No.: [REDACTED]	MOM	Active	20 Aug 2024	20 Aug 2029	Download
Factory Notification and Registration Licence No.: [REDACTED]	MOM	Active	26 Aug 2024	26 Aug 2029	View Form Amend Cancel

(Updated 26 Nov 2024- LIC THP)