

# 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 GoBusiness portal.

## Scope of this Guide

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

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.
- 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 transaction?

- a) For technical matters, please contact

### **Gobusiness Helpdesk**

Email: [AskGoBiz@crimsonlogic.com.sg](mailto:AskGoBiz@crimsonlogic.com.sg)

Helpdesk Hotline Contact Number:      Operating Hours  
(+65) 6336 3373

- Mondays to Fridays: 8.00am to 6:00pm
- Saturdays: 8:00am to 1:00pm 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)**

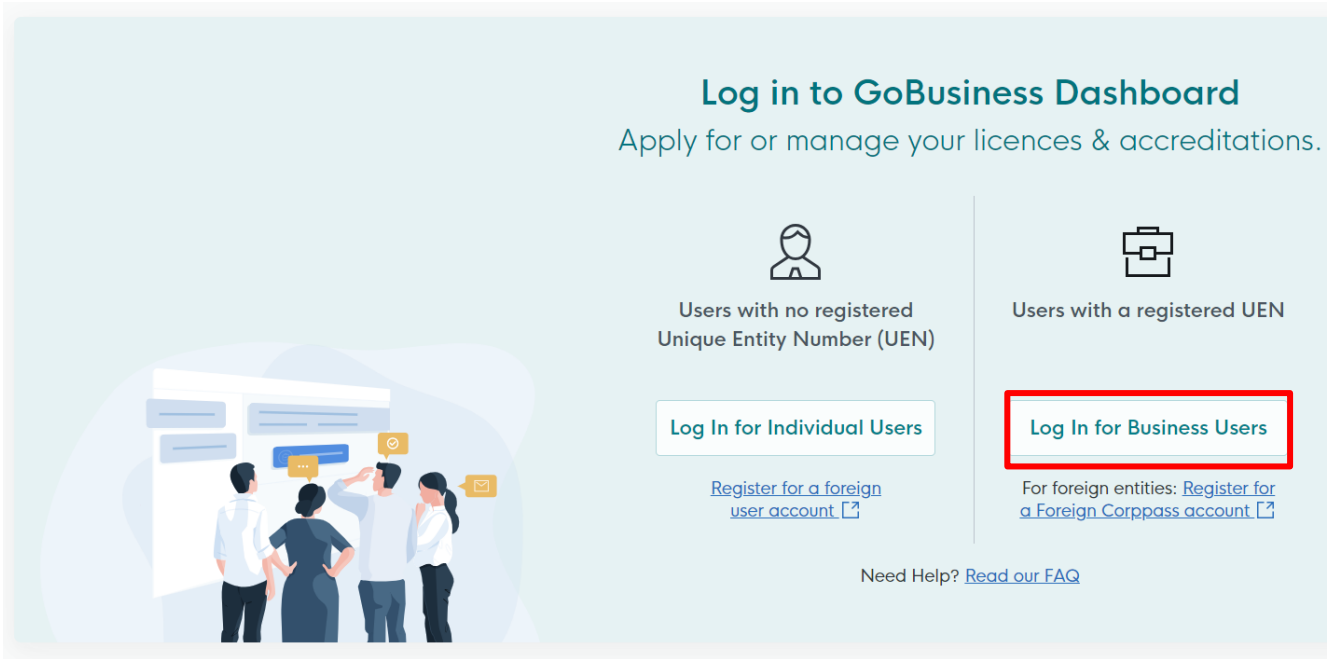
Submit enquiries online at <http://www.mom.gov.sg/contact-us>


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

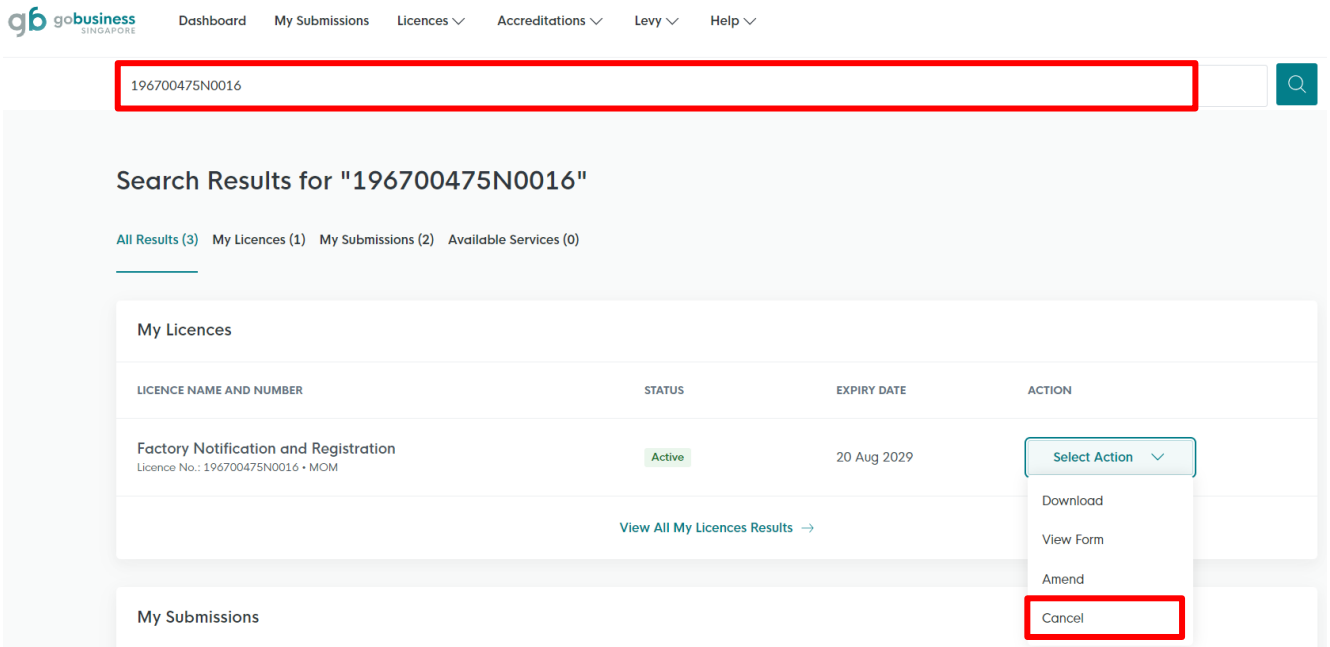
- Monday to Friday, 08:30AM to 05:30PM
- Saturday, 08:30AM to 01:00PM except public holidays

# Cancel Existing Factory Licence

Step 1) Go to GoBusiness portal (<https://dashboard.gobusiness.gov.sg/login>). Select 'Log In for Business Users' using a valid CorpPass account.



Step 2) Go to search field on the top menu bar, key the workplace number and click  to search. 'Select Action' and 'Cancel' to terminate your existing factory licence.



Step 3) Fill up the required fields in 'General Information' page. Click 'Application Details' to proceed.

A Singapore Government Agency Website [How to identify](#)

gb **gobusiness**  
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  
Tim Tom

ID Type  
NRIC

ID No.  
\*\*\*\*2400D

Email  
tmtom@abc.com

Contact Number  
+65 9876 5432

**Company Detail**

Company Name  
MANAGEMENT PTE

UEN  
196700265M

Entity Type  
Local Company

**Registered Address**

Address Type  
 Singapore Address  Foreign Address

Postal Code  
117438


Block/House No. Street Name  
10 Pasir Panjang Road

Floor/Level (Optional) Unit (Optional) Building Name  
10 01 Mapletree Business City




Step 4) Key in date of termination and select reasons for termination (Date of termination cannot be earlier than current date) and select 'Review Form'

Date of Termination



DD/MM/YYYY 

Reason for Termination

Select 

Please fill in required field.

Mukim/ T.S Type	Mukim/ T.S No	Mukim/ T.S Lot No	Actions
MK	01	12345S	
MK	01	12345P	

[← General Information](#) [Save Draft](#) [Review Form →](#)

Step 5) In the **Review Form** page, you can review and review your factory licence details. Please scroll to bottom of page to read the **Declaration** details. You need to check the check box before you can click 'Submit' to proceed with your termination.

**STEP 4**

## Declaration

Please scroll to read and acknowledge the following clauses.

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 (MOM)**

1. I hereby declare that risk management as required by the Workplace Safety and Health (Risk Management) Regulation has been implemented.

2. [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 it shall be the duty of the occupier to implement a Safety and Health Management System (SHMS) for the following workplaces as specified under the Workplace Safety and Health (Safety and Health Management System and Auditing) Regulations 2009:

- Construction worksites
- 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.

I hereby declare that all of the above is true.

[← Review Form](#) [Submit →](#)

Please take note the **Application ID** starting with 'FT followed by 9 digits for future enquiries (e.g. FT24XXXXXXX). Termination is immediate and does not require processing by officers.

### Application Status

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Factory Notification and Registration	FT244006881	1 day	<a href="#">Submitted</a>

Your submitted application will be listed under **My Submissions**.

### My Submissions

Last updated at 09:58am [Sync](#)

All Submissions (100) Action Required (5) Draft (0) Processing (16) Completed (79)

**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 (Cancel) • MOM	<a href="#">Submitted</a>	Application: FT244006881	Updated: 8 Nov 2024, 10:06am	<a href="#">Select Action</a> ▾
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