

# User Guide: Update or Amend Existing Factory Registration and Factory Notification

## Introduction

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

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## Frequently Asked Questions

### 1. When do I need to update or amend my factory registration record?

You are required to update or amend your existing factory registration or notification record for the following:

- To submit Safety and Health Management System (SHMS) or Process Hazard Analysis (PHA) document for your existing factory record
- Update of occupier or workplace contact information (e.g. contact number, email)
- Update workplace details (e.g. workplace contact details; workplace address is not amendable)

Note: if there is a change in Unique Entity Number (UEN) or nature of entity for the occupier (e.g. company takeover), a fresh factory registration or notification may be required to be submitted for your factory premise. If there is a relocation of factory premises, a fresh factory registration or notification may also be required.

### 2. How do I update or amend my existing factory registration?

The eService user can update or amend the record via the GoBusiness online portal. You will require a valid CorpPass account to carry out the transaction:

### 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>

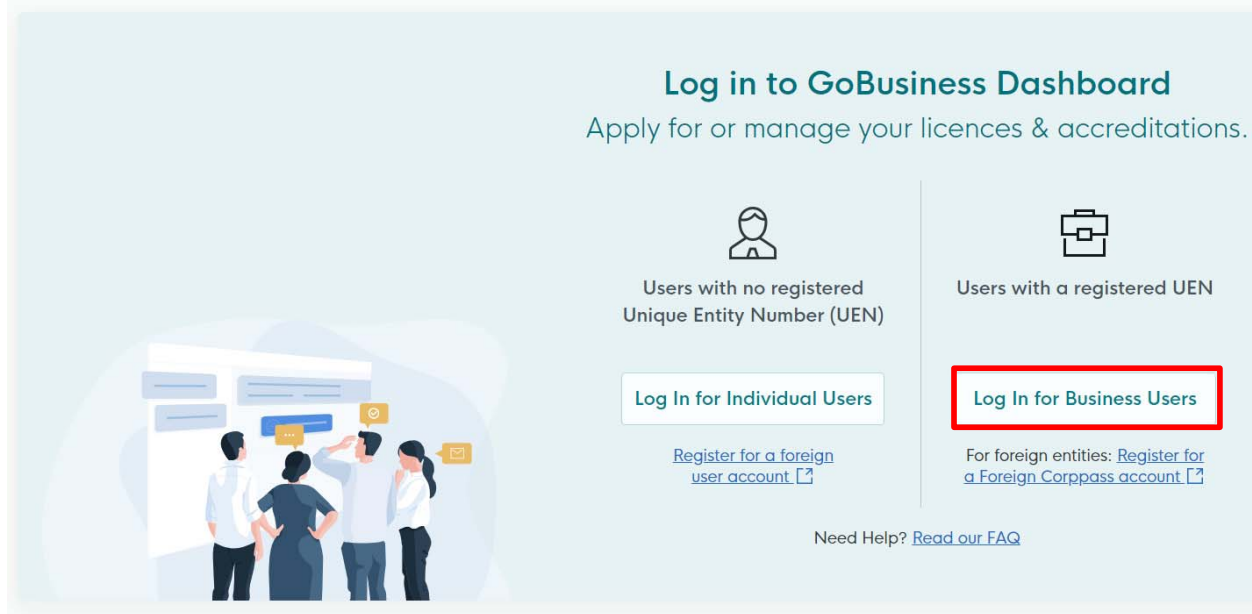
MOM CC Contact Number: Operating hours

(+65) 64385122

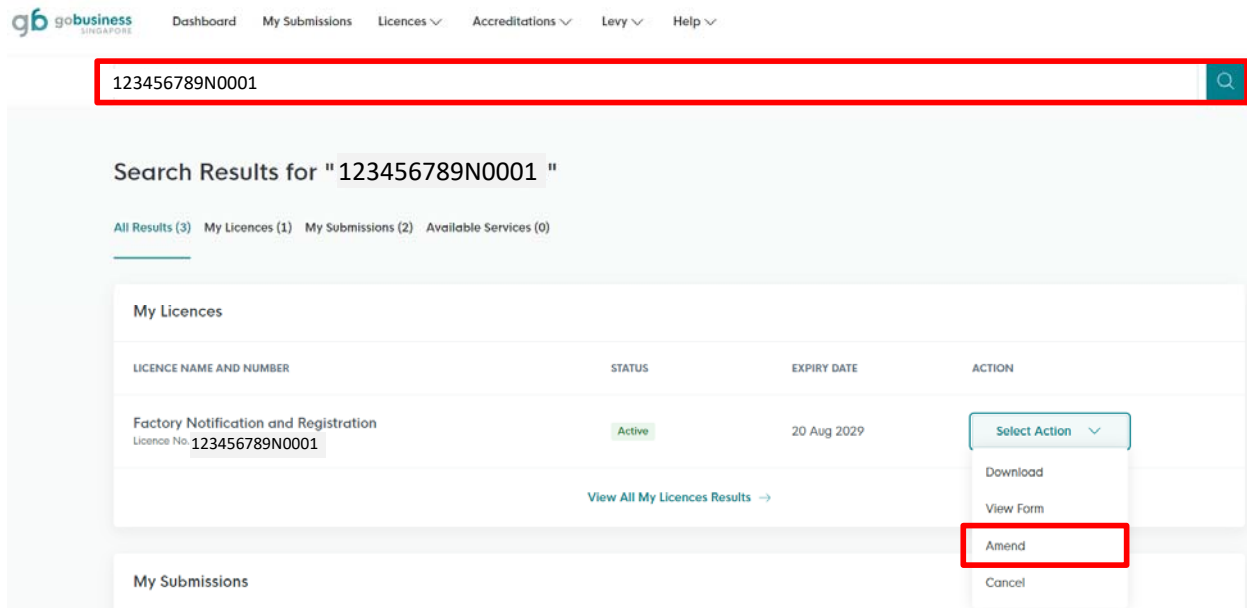
- Monday to Friday, 08:30AM to 05:30PM
- Saturday, 08:30AM to 01:00PM except public holidays

## Submitting an Amendment

Step 1) Visit GoBusiness website at (<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 of your factory licence and click to search. 'Select Action' and 'Amend' to update or amend your factory 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 'Amend' to amend your factory licence.

The screenshot shows the 'My Licences' section of the gobusiness portal. At the top, there is a navigation bar with 'Dashboard', 'My Submissions', 'Licences', 'Accreditations', 'Levy', and 'Help'. Below the navigation bar is a search bar with the placeholder text 'Search by Government Agency, Licence or Application name/number'. The main heading is 'My Licences', with a sub-heading 'Last updated at 03:57pm' and a 'Sync' button. Below this, there are filters for 'All Licences (32)', 'Due for Renewal (9)', 'Active Licences (22)', 'Other Licences (1)', and 'Submit Returns (1)'. The 'Active Licences (22)' filter is selected. The main content is a table with the following columns: 'LICENCE NAME AND NUMBER', 'AGENCY', 'STATUS', 'ISSUE DATE', 'EXPIRY DATE', and 'ACTION'. There are three rows of data, all for 'Factory Notification and Registration' licences issued by MOM. The first row's 'ACTION' column has a dropdown menu open, showing options: 'Select Action', 'Download', 'View Form', 'Amend' (highlighted with a red box), and 'Cancel'. The 'Amend' option is the one to be clicked according to the text above.

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 Download View Form Amend Cancel
Factory Notification and Registration Licence No. [REDACTED]	MOM	Active	20 Aug 2024	20 Aug 2029	
Factory Notification and Registration Licence No. [REDACTED]	MOM	Active	26 Aug 2024	26 Aug 2029	

Step 3) You can update the contact number under **General Information**. Click **'Application Details'** to proceed.

A Singapore Government Agency Website [View in English](#)

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.  
\*\*\*\*24000  
Email  
tintom@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 [Retrieve Address](#)  
Block/House No.  
10  
Street Name  
Pasir Panjang Road  
Floor/Level (Optional)  
10  
Unit (Optional)  
01  
Building Name  
Mapletree Business City  
[Reset Address](#)

[Save Draft](#) [Application Details](#)



Step 4) Select the information that you want to update by checking the checkboxes (See below). Upload the supporting documents where applicable. When you have completed your amendment and click Review Form to proceed.

Amendments are allowed for the following sections:

- Occupier Information
- Workplace Information (exclude workplace address)
- Nature of Work Information
- Number of Workers Information
- Update of Subscription
- Update of Combustible Dust Notification

**STEP 2**  
**Application Details to amend Factory Notification and Registration (MOM)**  
Fill in the following details.

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### Factory Notification and Registration

**Workplace No (Optional)**  
Pre-populated from MOM.

14/20

**Industry Category (Optional)**  
Pre-populated from MOM.

**Information to Update (Optional)**  
Please select the information that you will like to update

- Occupier Information
- Workplace Information
- Nature of Work Information
- No of Workers Information
- Update of Subscription
- Update of Combustible Dust details

### 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 (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.  
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) Regulations.

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 →](#)

- Update of Combustible Dust Notification

To amend your previous combustible dust notification:

1. Select '**Update of Combustible Dust Notification**'. Your previous notification will be pre-populated.
2. Click the edit icon  to select the combustible dust record you wish to amend.
3. Modify the quantity and click 'Update' to save your changes.
4. To delete a selected combustible dust record, click the delete icon .

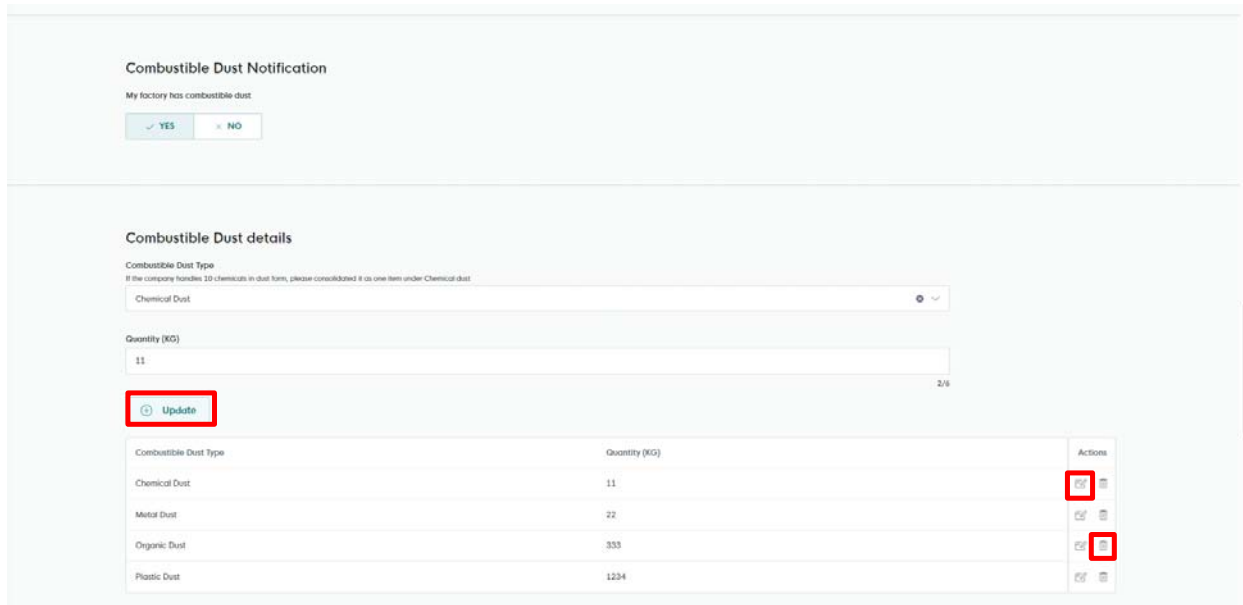
If you have selected 'Yes' to the statement "My factory has combustible dust":

- Choose the relevant combustible dust type (s)
- Enter the estimated quantity for each selected dust type
- Upload the completed Combustible Dust form

Your submitted combustible dust notification details will be captured in the letter appended to your factory registration certificate or factory notification letter, if approved.

**NOTE:** For combustible dust quantities of 1,000 tonnes and above, GoBusiness can only allow a maximum quantity of 999,999 kg to be submitted. Please provide the actual quantity of combustible dust in your combustible dust form. The letter appended to your factory registration or notification will reflect the maximum quantity of 999,999 kg submitted in GoBusiness.

If your factory no longer uses all types of combustible dust, please update your combustible dust notification by selecting 'No' for the statement, 'My factory has combustible dust'.



Combustible Dust Notification

My factory has combustible dust

YES  NO

Combustible Dust details

Combustible Dust Type  
If the company handles 10 chemicals in dust form, please consolidated it as one item under 'Chemical dust'

Chemical Dust

Quantity (KG)  
11

Combustible Dust Type	Quantity (KG)	Actions
Chemical Dust	11	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Metal Dust	22	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Organic Dust	333	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Plastic Dust	1234	<input type="button" value="Update"/> <input type="button" value="Delete"/>

Step 5) In the **Review Form** page, you can review and review your amendment 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 amendment.

**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 'FU' followed by 9 digits for future enquiries (e.g. FU24XXXXXX).

## We have received your application

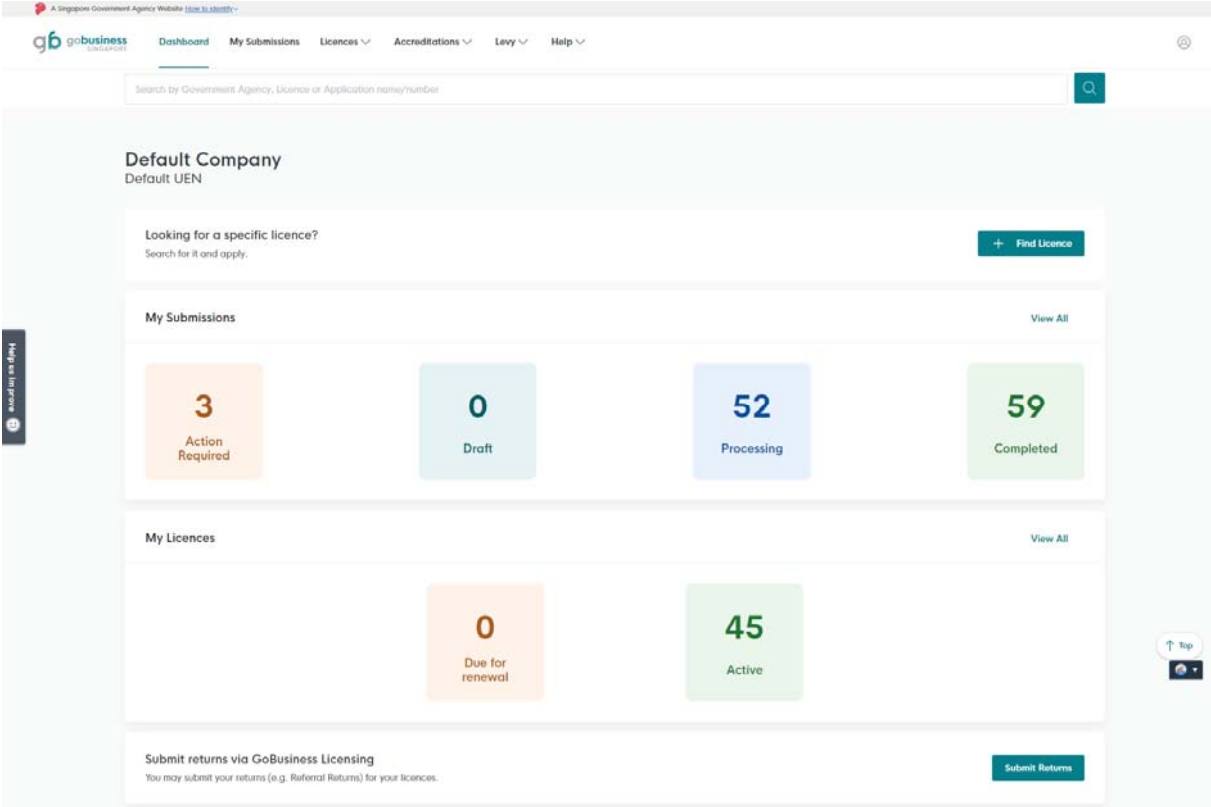
A confirmation email has been sent to you.

### Application Status

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Factory Notification and Registration	FU244033430	Factory Registration and Notification: 7 working days. Renewable Factory Registration excluding MHIs: 1 month. MHI registration: 6 months.	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).



## To view Application after Submission

To view your submitted applications, click 'My Submissions', your submitted application(s) will be listed.

**My Submissions**  
Last updated at 02:41pm [Sync](#)

[All Submissions \(100\)](#) [Action Required \(6\)](#) [Draft \(2\)](#) [Processing \(16\)](#) [Completed \(76\)](#)

**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 (Amend) - MOM	Draft	Application: FU244033437	Updated: 6 Nov 2024, 02:40pm	Select Action
Factory Notification and Registration Licence (Amend) - MOM	Submitted	Application: FU244033430	Updated: 6 Nov 2024, 02:31pm	Select Action

For the retrieved application record, you may click 'Select Action and select 'View Form' to display your submitted application.

**My Submissions**  
Last updated at 02:41pm [Sync](#)

[All Submissions \(100\)](#) [Action Required \(6\)](#) [Draft \(2\)](#) [Processing \(16\)](#) [Completed \(76\)](#)

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Factory Notification and Registration Licence (Amend) - MOM	Draft	Application: FU244033437	Updated: 6 Nov 2024, 02:40pm	Select Action
Factory Notification and Registration Licence (Amend) - MOM	Submitted	Application: FU244033430	Updated: 6 Nov 2024, 02:31pm	Select Action View Form

If you have saved an application record as draft, you may click 'Select Action and select 'Edit' to edit form or 'Remove' to delete the draft.

**My Submissions**  
Last updated at 02:41pm [Sync](#)

[All Submissions \(100\)](#) [Action Required \(6\)](#) [Draft \(2\)](#) [Processing \(16\)](#) [Completed \(76\)](#)

**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 (Amend) - MOM	Draft	Application: FU244033437	Updated: 6 Nov 2024, 02:40pm	Select Action Edit Remove
Factory Notification and Registration Licence (Amend) - MOM	Submitted	Application: FU244033430	Updated: 6 Nov 2024, 02:31pm	Select Action

# Downloading Certificate

Step 1) Your completed application(s) will be listed under **My Submissions** (See Completed). 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

Application Name	Status	Application ID	Updated	Action
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

The 'Download Licence' option in the dropdown menu for the 'Lapsed' application is highlighted with a red box.

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

**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	Select Action
Factory Notification and Registration Licence No. [REDACTED]	MOM	Active	26 Aug 2024	26 Aug 2029	Select Action

The 'Download' option in the dropdown menu for the first 'Active' licence is highlighted with a red box.

(Updated 26 Nov 2024- LIC THP)