



MOM - LicenceOne Public User Guide

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Chapter 1: Amend EAL

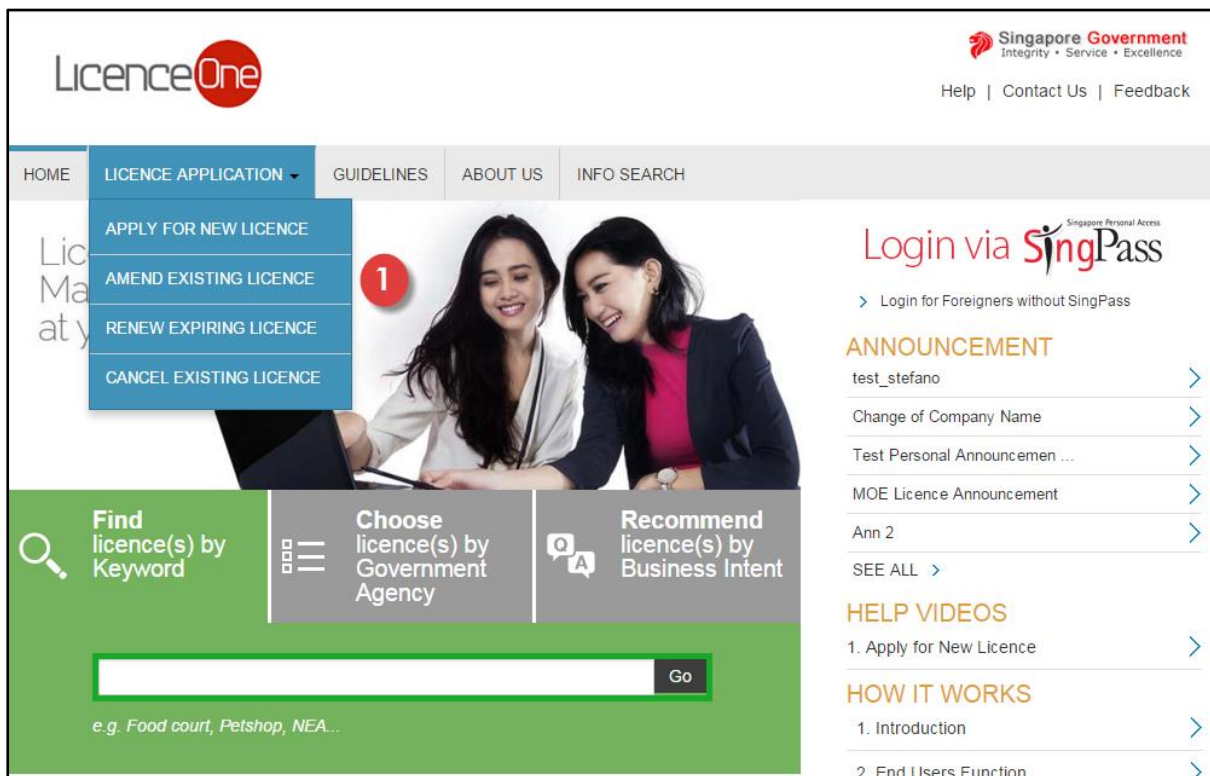
LicenceOne allows authorised users to update the following details for an existing EAL:

- 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

The screenshot shows a progress bar at the top with four steps: 1. Choose agency (highlighted in blue), 2. Choose Licence, 3. Choose Amendment Type, and 4. Review Selection. Below the progress bar, the title 'Amend Existing Licence' is displayed. A list of agencies is shown, each with a radio button. The 'MOM - Ministry of Manpower' option is selected, indicated by a red circle with the number 2 next to it. Other agencies listed include CPE, HSA, IE, IDA, MINLAW, MOE, MDA, NEA, and SPF.

Choose agency

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

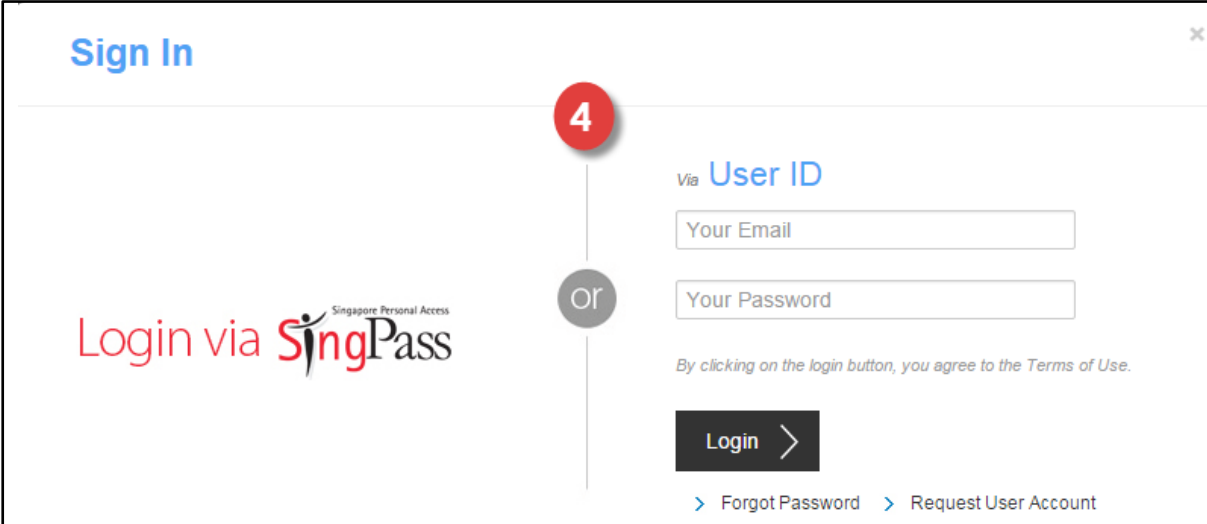
Choose Licence

The screenshot shows a progress bar at the top with four steps: 1. Choose agency, 2. Choose Licence (highlighted in blue), 3. Choose Amendment Type, and 4. Review Selection. Below the progress bar, the title 'Amend Existing Licence - Ministry of Manpower' is displayed. Two licence options are listed: 'Employment Agency Licence' and 'Factory Notification and Registration'. The 'Employment Agency Licence' option is selected, indicated by a red circle with the number 3 next to it. At the bottom of the screen, there are 'Back' and 'Next' buttons.

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



The screenshot shows a 'Sign In' window with a close button in the top right corner. On the left, there is a 'Login via SingPass' logo with 'Singapore Personal Access' written above 'SingPass'. In the center, a red circle with the number '4' is connected by a vertical line to a grey circle with the word 'or'. To the right of the 'or' circle, the text 'Via User ID' is displayed above two input fields: 'Your Email' and 'Your Password'. Below these fields is a line of text: 'By clicking on the login button, you agree to the Terms of Use.' At the bottom right, there is a dark grey 'Login >' button and two links: '> Forgot Password' and '> Request User Account'.

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](#).

LicenceOne

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CORA BROWN ▾ LOGOUT

Your last login as a member was on 25/01/2016 at 04:28 PM (Singapore)

Name	ID Number	Gender	Nationality	Date Of Birth
Cora Brown	S7047175B	Female	SINGAPORE CITIZEN	01/01/1977

Select your Profile

Individual (I am an applicant not representing any company or applying on behalf of any other people)

5 Company (I am an applicant representing a company or applying on behalf of a company)

Please enter UEN Account

6 [Forgot your UEN?](#)

Please ensure that you have your Unique Entity Number (UEN) ready. If you do not have one, please apply one with ACRA. Please visit <https://www.acra.gov.sg> for more information.

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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.

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

Choose Amendment Type

① Choose agency ② Choose Licence ③ Choose Amendment Type ④ Review Selection

Amend Existing Licence - Ministry of Manpower

Amendment of Licence Profile
Authorised Personnel can make amendments to their valid Employment Agency (EA) Licence.

Specify for this process, the following information can be amend.


- 1) General Information
- 2) Type of Placement Done by Agency **8**
- 3) Company Branches (Multiple)
- 4) Operating Address ... [[Read more ...](#)]

Registration of KAH or Other EA Personnel
This application allows the licensee or an authorised filer to register an Employment Agency (EA) Personnel.

- To register an EA personnel, please have the following information of the EA personnel ready: ... [[Read more ...](#)]

Change of Personnel Particulars
This application allows the update of particulars for the Employment Agency personnel (KAH or others). Details that can be updated are contact number, email address and EA personnel photograph. ... [[Read more ...](#)]

Deregistration of KAH or Other EA Personnel
This application allows the licensee or an authorised filer to deregister a Key Appointment Holder (KAH) or an Employment Agency (EA) Personnel. [[Read more ...](#)]

 External Agency Website

[< Back](#) [Next >](#) **9**

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

① Choose agency ② Choose Licence ③ Choose Amendment Type ④ Review Selection

Amend Existing Licence - Ministry of Manpower

Employment Agency Licence

Licence Number* **10**

< Back Search > **11**

Review Selection

10. Enter **Licence Number**.

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

General Information

① General Information ② Application Details ③ Supporting Document(s) ④ Declaration

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.

II. Access To the Website

1. The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.
2. We reserve all rights to deny or restrict access to this Website by any particular person or to block access from any Internet address to this Website, at any time, without ascribing any reasons whatsoever.

By clicking on the checkbox, I agree to be bound by the Terms of Use. **12**

General Information – Terms of Use

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

Filer's Particulars

Salutation *	<input type="text" value="Dr"/>	Designation	<input type="text" value="OTHER"/>
Name *	<input type="text" value="Cora Brown"/>	Office Tel Number	<input type="text" value="67888888"/>
ID Type *	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number *	<input type="text" value="67888888"/>
ID Number *	<input type="text" value="S7047175B"/>	Fax Number	<input type="text" value="67888888"/>
Nationality *	<input type="text" value="SINGAPORE CITIZEN"/>	Mobile Number	<input type="text" value="97888888"/>
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female	Email	<input type="text" value="user34@ffetestuser.com"/>
Date Of Birth *	<input type="text" value="01/01/1977"/>	Alternative Email	<input type="text" value="user34@ffetestuser1.com"/>
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input checked="" type="radio"/> Home Tel Number <input type="radio"/> Mobile Number	Tick if you prefer to be notified via SMS	<input type="checkbox"/> SMS

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Filer's Particulars

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

Application Details

① General Information
2 Application Details

③ Supporting Document(s)
④ Declaration

Selected Licence

Licence Name	Agency Name	Completion Status	Action
Employment Agency Licence	MOM	DRAFT	<input style="background-color: green; color: white; padding: 2px 10px; font-weight: bold;" type="button" value="Start"/> 14

*Note: Please click **Start** or **Edit** button below **Action** header to fill up the individual application form 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

① General Information ② Application Details ③ Supporting Document(s) ④ Declaration

Deregistering KAH or Other EA Personnel

To de-register, please click on check box beside his/her name. Click [Submit] to confirm the deregistration of EA personnel(s)

Search:

Personnel Type	Name	NRIC/FIN	
KAH	CATHERINE CHEAH LI LIAN	S7261666I	<input checked="" type="checkbox"/> 15
KAH	SHANTHI	S9491057I	<input checked="" type="checkbox"/>
KAH	VIJAY	S3215711D	<input checked="" type="checkbox"/>
KAH	NITHIN	S1575247E	<input checked="" type="checkbox"/>
KAH	CHIA RUI CHEE	S5989559A	<input checked="" type="checkbox"/>
KAH	KATTA	S7327676D	<input checked="" type="checkbox"/>
KAH	BALAJI	S2915447C	<input checked="" type="checkbox"/>
KAH	KRISHNA	S3303772D	<input checked="" type="checkbox"/>
KAH	RAM	S2019717Z	<input checked="" type="checkbox"/>
KAH	SAPNA	S1431756B	<input checked="" type="checkbox"/>

Showing 1 to 10 of 13 entries

Prev 1 2 Next

16 Proceed > Save

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

At least 1 Local KAH personnel must be available
 Prevent this page from creating additional dialogs.
OK

1 General Information 2 Application Details 3 Supporting Document(s) 4 Declaration

Deregistering KAH or Other EA Personnel

To de-register, please click on check box beside his/her name. Click [Submit] to confirm the deregistration of EA personnel(s)

Search:

	Personnel Type	Name	ID Number	
1	KAH	CATHERINE CHEAH LI LIAN	S7261666I	

Showing 1 to 1 of 1 entries

Prev 1 Next

Proceed > Save

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**.

1 General Information 2 Application Details 3 Supporting Document(s) 4 Declaration

Selected Licence

Licence Name	Agency Name	Completion Status	Action
Employment Agency Licence	MOM	Completed	Edit

*Note: Please click **Start** or **Edit** button below **Action** header to fill up the individual application form details.*

< Previous Next > 17

Application Details



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

17. Click **Next**.

Supporting Documents

① General Information ② Application Details ③ Supporting Document(s) ④ Declaration

Upload Supporting Documents

Employment Agency Licence

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

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< Previous Next > Save Save & Exit

Supporting Documents

18. Click **Next**.

Review and Declare

① General Information ② Application Details ③ Supporting Document(s) ④ Declaration

Review and Declare

Information Review

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Applicant's Particulars

Salutation	Dr	Designation	Manager
Name	Cora Brown	Office Tel Number	67888888
ID Type	NRIC	Home Tel Number	67888888
ID Number	S7047175B	Fax Number	67888888

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.

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Employment Agency Licence

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

< Previous
Submit

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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.

Print
Close

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Acknowledgement



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

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

24. Click **Close**.