

The Government of The Republic of Singapore



**Ministry of Manpower,
Foreign Manpower Management
Division, Employment Agency
Licensing Branch**

**User Guide to Online Business
Licensing Service (OBLS)**

Version 2.1

Oct 2014

Using Online Business Licensing Service (OBLS)

Using Online Business Licensing Service (OBLS) Employment Agency

This user guide is designed to guide users of the On-line Business Licensing Service (OBLS).

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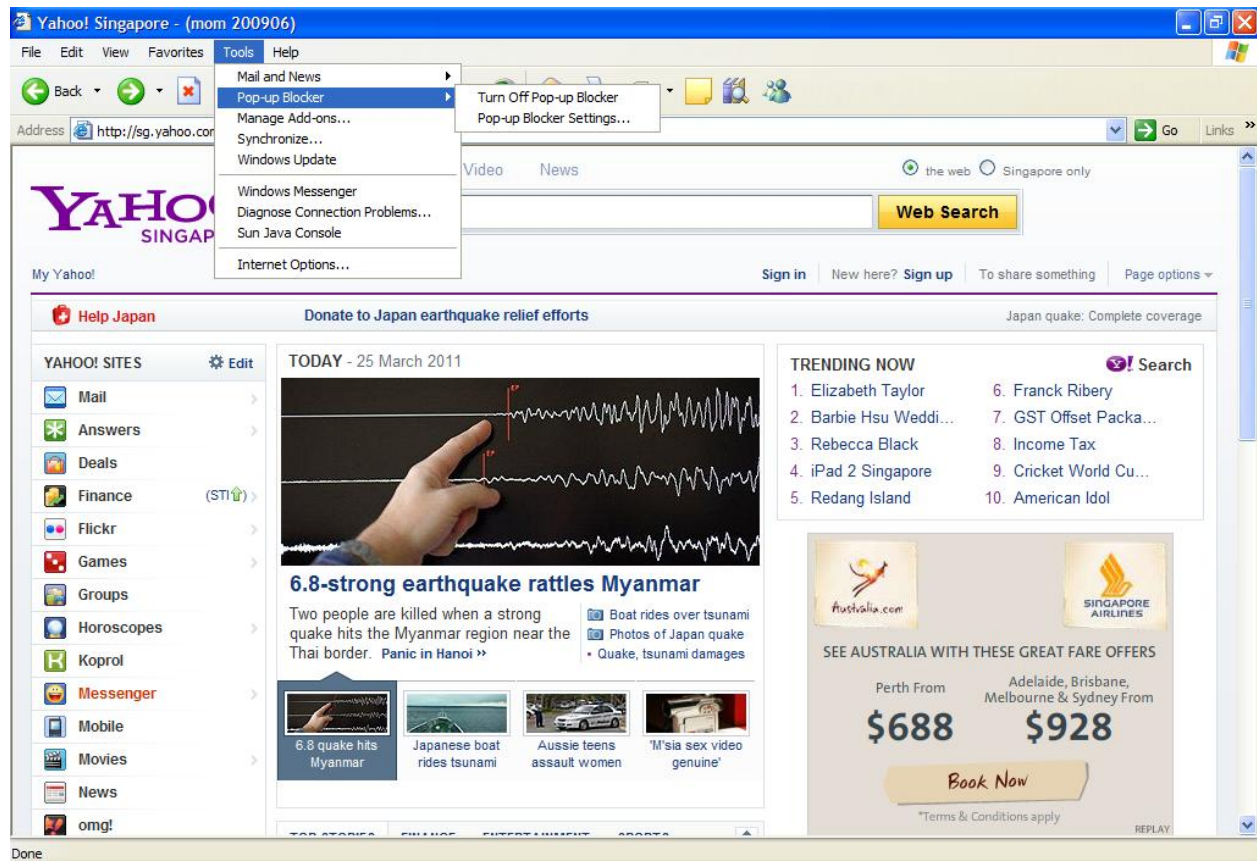
PC Setup / Requirement

To be able to access the system, you would need a PC with Internet access. To access the website, please use the recommended internet browser software:

- Internet Explorer
- Mozilla Firefox
- Safari

Please adopt the recommended settings for internet browser software:

- Turn off any pop-up blocker (Using Internet Explorer as an example)



Important Notes

While accessing/using OBLS, please be reminded of the following:

- Use the recommended internet browser software
- Adopt the recommended settings for your Internet browser under the “PC Set Up / Requirements” section of this user guide.
- Do not click on the browser BACK, FORWARD or REFRESH button.
- Do not leave OBLS idle for more than 15 minutes.
- Always log out of OBLS when not in use.
- Should you be prevented from carrying on any transactions in OBLS at any point in time, please close the Internet Browser program and then re-start the Internet Browser program again.

Using Online Business Licensing Service (OBLS)

Apply Employment Agency Licence

Section 1 – Guide to apply employment agency licence

1.1 Who can apply for an employment agency licence?

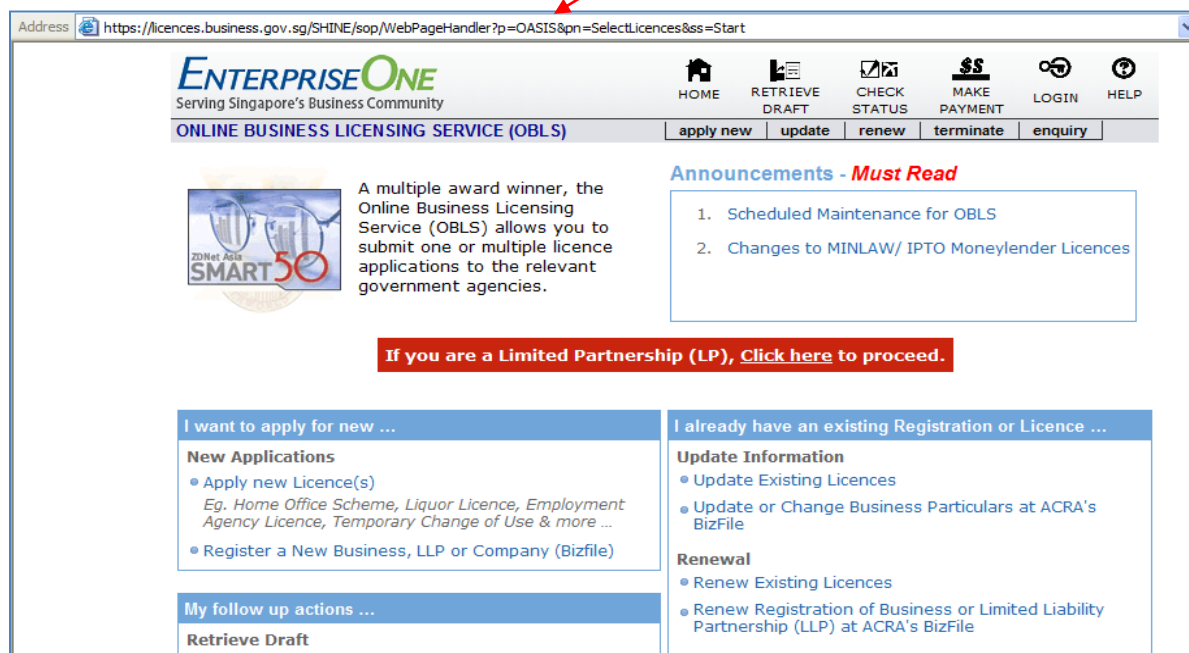
Only authorized filer of an employment agency will be able to apply for an employment agency licence. The authorized filer is limited to the following positions.

ACRA Entity	Positions
Business	Owner, Licensee
Company	Director, Managing Director, Agent
Limited Liability Partnership (LLP)	Partner

1.2 How do I apply an employment agency licence?

Step 1: Launch Internet Explorer/Safari/Mozilla Firefox

Step 2: Enter the following URL: <https://licences.business.gov.sg> in the address link.



Step 3: Click on [apply new] tab at the top right hand corner

ENTERPRISE ONE
Serving Singapore's Business Community

ONLINE BUSINESS LICENSING SERVICE (OBLs)

HOME RETRIEVE DRAFT CHECK STATUS MAKE PAYMENT LOGIN HELP

apply new update renew terminate enquiry

Announcements - Must Read

- Scheduled Maintenance for OBLs
- Changes to MINLAW/ IPTO Moneylender Licences

If you are a Limited Partnership (LP), Click here to proceed.

I want to apply for new ...

New Applications

- Apply new Licence(s)
Eg. Home Office Scheme, Liquor Licence, Employment Agency Licence, Temporary Change of Use & more ...
- Register a New Business, LLP or Company (Bizfile)

My follow up actions ...

Retrieve Draft

I already have an existing Registration or Licence ...

Update Information

- Update Existing Licences
- Update or Change Business Particulars at ACRA's BizFile

Renewal

- Renew Existing Licences
- Renew Registration of Business or Limited Liability Partnership (LLP) at ACRA's BizFile

Step 4: Click on Government Agencies tab.

Quick Start to New Application

Select One or More Licences to Apply

Type keyword(s)

Eg. Food Shop Licence -- key in "Food" or "Food Shop"

in [Select Category]

Industries / Business Activities **Government Agencies**

Industries / Business Activities >

- Entertainment, Recreation and Sports
- Events and Exhibition Services
- Food and Beverage Outlet
- Hotel and Accommodation
- Manufacturing
- Retail
- Services

Licence Selection (Max. 10 selections)

No Licence Selected

Announcement

- Scheduled Maintenance for OBLs

Step 5: From the list of government agencies shown below, click on Ministry of Manpower.

A screenshot of a web application showing a list of government agencies. The list includes:

- Majlis Ugama Islam Singapura
- Maritime and Port Authority of Singapore
- Media Development Authority
- Ministry of Community Development, Youth and Sports
- Ministry of Education
- Ministry of Finance
- Ministry of Health
- Ministry of Home Affairs
- Ministry of Information, Communication and the Arts
- Ministry of Law
- Ministry of Manpower** (circled in red)
- Ministry of Trade and Industry
- Monetary Authority of Singapore
- National Environment Agency
- National Parks Board
- Professional Engineers Board
- Public Utilities Board
- SPRING Singapore (Standards, Productivity and Innovation Board)
- Singapore Civil Defence Force
- Singapore Customs
- Singapore Land Authority
- Singapore Police Force

On the right side, there is a 'Licence Selection (Max. 10 selections)' section with a 'No Licence Selected' status and a 'Refresh This List' button. Below that is an 'Announcement' section with a 'Scheduled' status.

Step 6: From the list of licences shown below, check on the checkbox located next to Employment Agency Licence, click on **[Next]**.

A screenshot of the 'LICENCES' section in the web application. The page title is 'Select Government Agency > Ministry of Manpower'. The 'LICENCES' table has the following rows:

LICENCES	
Employment Agency Licence You are required to obtain an employment agency licence to operate an employment agency, providing recruitment and place... [Read more...]	<input checked="" type="checkbox"/>
Employment Pass To employ a foreigner for a professional, administrative, executive or managerial job, you must apply for an Employment ... [Read more...]	<input type="checkbox"/> Go to Agency Website
Factory Notification and Registration [Read more...]	<input type="checkbox"/>
Work Permit If you wish to employ an unskilled or semi-skilled foreign worker with a monthly basic salary of up to SGD\$2,500 to work... [Read more...]	<input type="checkbox"/> Go to Agency Website

Below the table, there are '< Back' and 'Next >' buttons. The 'Next >' button is circled in red. On the right side, there is a 'Licence Selection (Max. 10 selections)' section with a 'No Licence Selected' status and a 'Refresh This List' button. Below that is an 'Announcement' section with a 'Post UAT Testing' status.

Step 7: At the screen below, you should see:

- Licence Fee
- Approval Fee

Step 8: Click on **[Proceed]**

Confirm Licence Selection

Please Note: You will not be able to modify your choice of licences after proceeding.

You have chosen to apply for the following licences:

Licence Name	Agency	Fee ¹	Amt (\$)	Remove?
Employment Agency Licence	MOM	Licence Fee	400.00	<input type="checkbox"/>
		Approval Fee	100.00	
Total (excluding GST) : \$ 500.00				

¹ The actual fees may vary depending on your application.

Payment modes

Payment by Visa, MasterCard, Direct Debit through Internet Bank Account

- To continue to fill in the form, please click the "Proceed" button.
- To remove any of the licences, please tick the box beside the licence and click the "Proceed" button.
- To add more licences, please click the "Re-select Licence(s)" button.

Re-select Licence(s)

Proceed

Step 9: At the screen below, you should:

- Select your profile
- Select your organization type and enter your UEN number. Click on [**Proceed**]

Tell us more about yourself/organisation.

I am applying as a:

Please select one option from the following:

☒ Director/Business Owner (Sole Proprietor)/Would-be licensee applying for my business/company/organisation

☐ Member of a Professional Firm applying on behalf of my client

☐ Filer authorised to submit on behalf of my client/organisation

My organisation is:

☒ **ACRA registered.**

My Registration Number (UEN) is: [See Examples](#)

[Forgotten your Registration Number \(UEN\)?](#)

Please ensure that you have your Registration Number (UEN) ready. If you do not have one, you will need to apply for a Business Registration or Company Incorporation. [More information on UEN.](#)

☐ **Non-ACRA registered.**

My Non ACRA-registered Organisation Number is:

For non-profit organisation/committee(s); or those registered with ROS (Registry of Societies).

Proceed

Step 10: Ensure that you have the necessary documents

- Click [**Proceed**]

Required Documents for Submission

Please prepare the following documents to complete your online submission.


MOM Employment Agency Licence	
a. ACRA Business Profile	Scanned copy of ACRA business profile
b. Approval letter from URA/HDB (applicable if you are operating from home)	Approval letter from URA/HDB (applicable if you are operating from home)
c. Certificate of Employment Intermediaries result slip	Scanned copy of CEI (Key Appointment Holder) result slip for all key appointment holders (KAH). If not yet attained, please attach CEI (KAH) exam booking confirmation
d. NRIC/Employment Pass	Scanned copy of applicant's NRIC or Employment Pass (for foreigners)

Note: Uploading of supporting documents is available after all licence forms are completed.


Click "Proceed" to log on to SingPass. Or "Return" to go back to the previous page.

Return
Proceed


Step 11: Enter your Singpass details.



SingPass



Singapore Personal Access



Secure

[Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

Welcome

to SingPass Authentication Service

SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

☐ [Tick here to change your SingPass](#)

Submit
Cancel

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

For tips on Online Security. [Click here.](#)

Step 12: OBLS will display some basic information about your personal particulars. If the information is correct, please click on [**Proceed**].

Personal Particulars

UIN	S0750313Z
Name	NAME OF S0750313Z
Gender	MALE
Nationality	SINGAPORE CITIZEN
Date of Birth	27/07/1968

Your personal particulars as shown above will be shared with other Government agencies for the processing of your application. Please refer to the [privacy statement](#) for more information. If you do not agree, please [logout](#) from this licence application.

Return
Proceed

Step 13: OBLS will display basic ACRA information. If the information is correct, please click on [**Proceed**].

Company/Business/Limited Liability Partnership Information

Registration Number (UEN)	200105757E
Company/Business/LLP Name	FLEXTRONICS LOGISTICS (SINGAPORE) PTE LTD
Registration Date	30/08/2001

1. Please verify that the Company/Business/LLP information is correct.
2. Click on "Return" to re-enter Registration Number (UEN) if incorrect.

Return
Proceed

Step 14: You should see the screen below where the applicant should do the following:

- Verify his/her particulars
- Provide the information required
- Indicate the preferred mode of notification so that OBLS can update the applicant on the application status
- When you are done, click on [**Proceed**]
- If you intend to save, click on [**Save as draft**]

(Particulars of the Business Owner, Partner or Company Director)	
<i>Note: Either notify via SMS or email must be checked.</i>	
Salutation/Title *	<input type="radio"/> Dr <input type="radio"/> Mdm <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms
Name *	NAME OF S0750313Z
NRIC/Passport/FIN *	S0750313Z
Nationality *	SINGAPORE CITIZEN
Gender *	MALE
Date of Birth (DD/MM/YYYY) *	27/07/1968
Designation *	Please Select ... <input type="button" value="v"/>
Other Description (if OTHERS is selected)	<input type="text"/>
Office Tel No *	<input type="text" value="61234567"/>
Home Tel No	<input type="text"/>
Mobile No *	<input type="text" value="91234567"/> (Notify via SMS <input checked="" type="checkbox"/>)
Pager No	<input type="text"/>
Fax No	<input type="text"/>
Email *	<input type="text"/> (Notify via email <input type="checkbox"/>)

Company Details	
Name of Company/Business/LLP	FLEXTRONICS LOGISTICS (SINGAPORE) PTE LTD
Registration No. (UEN)	200105757E
Business Email Address *	<input type="text"/> (Notify via email <input type="checkbox"/>)
Former Business/Company Registration Number (UEN)(if any)	
Company Registered Address	
Block/House No	
Level No/Unit No/Building Name	
Type of Premises *	Please Select ... <input type="button" value="v"/>
Block/House No	2
Level	
Unit No	
Building Name	
Street Name	CHANGI SOUTH LANE
Postal Code	486123

Business Operating Address	
Type of Premises *	Please Select ... <input type="button" value="v"/>
Postal Code *	<input type="text"/> <input type="button" value="Retrieve Address"/>
Please enter postal code and click on the Retrieve Address button.	
Block/House No (If 'NULL' value appears, your official address does not have any block number.) *	<input type="text"/>
Street Name *	<input type="text"/>
Level	<input type="text"/>
	Eg. #05-01 Key in: 05
Unit No	<input type="text"/>
	Eg. #05-01 Key in: 01
Building Name	<input type="text"/>
Same As Business Operating Address <input type="checkbox"/> Yes	
Address Type *	<input checked="" type="radio"/> Singapore <input type="radio"/> Foreign
Type of Premises	Please Select ... <input type="button" value="v"/>
Postal Code	<input type="text"/> <input type="button" value="Retrieve Address"/>
Please enter postal code and click on the Retrieve Address button.	
Block/House No (If 'NULL' value appears, your official address does not have any block number.)	<input type="text"/>
Street Name	<input type="text"/>
Level	<input type="text"/>
	Eg. #05-01 Key in: 05
Unit No	<input type="text"/>
	Eg. #05-01 Key in: 01
Building Name	<input type="text"/>
Foreign Address 1	<input type="text"/>
Foreign Address 2	<input type="text"/>
<input type="button" value="Save As Draft"/> <input type="button" value="Proceed"/>	

Step 15: You will be shown the page below where you have the following 3 options:

- You can view your latest ACRA information before you submit the update to MOM.
- You can be re-directed to ACRA to submit an update with ACRA first. Note that you will not be re-directed back to OBLs. You will have to wait till ACRA has updated your record before continuing with your update at OBLs.
- If you are ready to update MOM with your latest ACRA information or if your update does not involve ACRA information, you can select option 3 by clicking on **[Proceed]**.

Verify Business/Company/LLP-related information with ACRA

Before updating your licensing information, please ensure that the information that you have with ACRA is up-to-date. If pre-approval is required from the Licensing Agency for updating the ACRA information, please ensure that you have obtained the necessary approval before proceeding to update ACRA.

1. If you wish to view your latest business/company/LLP-related information with ACRA, click the "View ACRA Details" button.

[View ACRA Details](#)


2. If you wish to update and follow up with ACRA first, click the "Re-direct to ACRA" button. Note that by doing so, you will exit this system. When you come back to this system after updating ACRA, please click on "Retrieve Draft" to retrieve this draft application.

[Re-direct to ACRA](#)

3. If you are ready to proceed with the updates, click on the "Proceed" button.

[Proceed](#)

Step 16: You will be given a draft ID as shown below. With this draft ID, you can retrieve your draft at a later stage by clicking on the [**Retrieve Draft**] tab at the top left corner. You will also see an 'Incomplete' status – This is because you have yet to fill anything for submission in the online form. Simply click on the [**Fill Form**] button to proceed with the updating process.



Serving Singapore's Business Community

ONLINE BUSINESS LICENSING SERVICE (OBLIS)

HOME

RETRIEVE DRAFT

CHECK STATUS

MAKE PAYMENT

[apply new](#)
[update](#)
[renew](#)
[terminate](#)

Complete Online Application Form

1. Please read the instructions below.

- To proceed to fill up the form, please click on the "Fill Form" beside the section.
- To preview your application form, please click on the "Full Form Preview" button.
- If you wish to fill up the form at a later time, please click on the "Save Draft" button. Please take note of your draft id. Your draft will be saved for 90 days. To retrieve the draft, please click on *Retrieve Draft icon* at the top of the page.
- If you have selected **3 or more licences** (excluding the General Information form) for your application, you will need to complete **at least 2 licence(s) forms** before you can submit the forms.

Draft ID : 244130
Note: You will need this ID to retrieve the draft application.

Section	Description	Agency	Time to Fill Form	Status	Actions
A	General Information	--	5 mins	Completed	Fill Form
B	Employment Agency Licence	MOM	15 mins	Incomplete	Fill Form

[Full Form Preview](#)
[Save Draft](#)

Step 17: In the Employment Agency Licence form, select your licence type.

Complete Online Application Form

All fields marked with an asterisk * are compulsory.

Return	Save As Draft	Proceed
Employment Agency Licence - Page 1		
Pages [1 2 Next>>]		
<p>Please select the type of Employment Agency Licence you wish to apply for.</p> <p>Comprehensive Licence allows you to place all type of workers. For new licensee, the security deposit required is \$60,000.</p> <p>Select Licence only allows you to place workers earning a minimum salary of \$7,000 per month. Employment agencies holding to a Select Licence are also not allowed to place work permit holders (including foreign domestic workers) and will not be given access to Work Permit Online (WPOL) to apply work permit on behalf of employers. The security deposit required is \$20,000.</p> <p>For more information on the Security Deposit, please visit MOM website.</p> <p>Please note that no refund will be granted should you select the wrong Licence Type. You will be required to submit a new application</p>		
<p>Licence Type *</p> <p><input type="radio"/> Comprehensive Licence</p> <p><input type="radio"/> Select Licence</p>		
Pages [1 2 Next>>]		
Return	Save As Draft	Proceed

Step 18: Select the type of recruitment of your employment agency

Employment Agency Licence - Page 2		Pages [<<Previous 1 2]
Job Applicants To Be Recruited by My Agency (Please select at least 1)		
Singapore Citizen <ul style="list-style-type: none"> <input type="checkbox"/> Legislators, Senior Officials and Manager ? <input type="checkbox"/> Professionals <input type="checkbox"/> Associate Professionals and Technicians <input type="checkbox"/> Clerical Workers <input type="checkbox"/> Service Workers and Shop and Market Sales Workers <input type="checkbox"/> Agricultural and Fishery Workers <input type="checkbox"/> Production Craftsmen and Related Workers <input type="checkbox"/> Plant and Machine Operators and Assemblers <input type="checkbox"/> Cleaners, Labourers and Related Workers <input type="checkbox"/> Domestic workers <input type="checkbox"/> Others (PI specify details at the text box below) 	Permanent Resident <ul style="list-style-type: none"> <input type="checkbox"/> Legislators, Senior Officials and Manager ? <input type="checkbox"/> Professionals <input type="checkbox"/> Associate Professionals and Technicians <input type="checkbox"/> Clerical Workers <input type="checkbox"/> Service Workers and Shop and Market Sales Workers <input type="checkbox"/> Agricultural and Fishery Workers <input type="checkbox"/> Production Craftsmen and Related Workers <input type="checkbox"/> Plant and Machine Operators and Assemblers <input type="checkbox"/> Cleaners, Labourers and Related Workers <input type="checkbox"/> Domestic workers <input type="checkbox"/> Others (PI specify details at the text box below) 	
Employment Pass <ul style="list-style-type: none"> <input type="checkbox"/> Legislators, Senior Officials and Manager ? <input type="checkbox"/> Professionals <input type="checkbox"/> Associate Professionals and Technicians <input type="checkbox"/> Clerical Workers <input type="checkbox"/> Service Workers and Shop and Market Sales Workers <input type="checkbox"/> Agricultural and Fishery Workers <input type="checkbox"/> Production Craftsmen and Related Workers <input type="checkbox"/> Plant and Machine Operators and Assemblers <input type="checkbox"/> Cleaners, Labourers and Related Workers <input type="checkbox"/> Domestic workers <input type="checkbox"/> Others (PI specify details at the text box below) 	Work Permit <ul style="list-style-type: none"> <input type="checkbox"/> Associate Professionals and Technicians ? <input type="checkbox"/> Clerical Workers <input type="checkbox"/> Service Workers and Shop and Market Sales Workers <input type="checkbox"/> Agricultural and Fishery Workers <input type="checkbox"/> Production Craftsmen and Related Workers <input type="checkbox"/> Plant and Machine Operators and Assemblers <input type="checkbox"/> Cleaners, Labourers and Related Workers <input type="checkbox"/> Domestic workers <input type="checkbox"/> Others (PI specify details at the text box below) 	
Other Types of Passes (e.g. S-Pass, Entre-Pass, etc) <ul style="list-style-type: none"> <input type="checkbox"/> Legislators, Senior Officials and Manager ? <input type="checkbox"/> Professionals <input type="checkbox"/> Associate Professionals and Technicians <input type="checkbox"/> Clerical Workers <input type="checkbox"/> Service Workers and Shop and Market Sales Workers <input type="checkbox"/> Agricultural and Fishery Workers <input type="checkbox"/> Production Craftsmen and Related Workers <input type="checkbox"/> Plant and Machine Operators and Assemblers <input type="checkbox"/> Cleaners, Labourers and Related Workers <input type="checkbox"/> Domestic workers <input type="checkbox"/> Others (PI specify details at the text box below) <p>Please specify the details below if any of the 'Others' options are chosen above</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>?</p>		
<div style="text-align: right;">Pages [<<Previous 1 2]</div> <div style="text-align: right;"> Return Save As Draft Proceed </div>		

Step 19: When you are done with step 18, click on [**Proceed**].

Step 20: You should see the screen below where the filer should do the following:

- Browse for your document one at time, click on [**Browse**]
- Attach your document one at a time, click on [**Upload**]
- Click on [**Proceed**]

Attach Supporting Documents

Read This Note to Avoid Delay

Keep your number of attachments at **12 or below**.
Licensing departments may fail to receive your attachments if you exceed our recommended thresholds.

MOM Employment Agency Licence	OMB / 10MB Attachment size
<p>1 ACRA Business Profile Scanned copy of ACRA business profile</p> <p>Document(s) : (*.*.pdf)</p>	<p><input type="checkbox"/> Submit Offline (Submission Details)</p> <p>Submit Online</p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: flex-end; gap: 5px;"> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> </div>
<p>2 Approval letter from URA/HDB (applicable if you are operating from home) Approval letter from URA/HDB (applicable if you are operating from home)</p> <p>Document(s) : (*.*.pdf)</p>	<p><input type="checkbox"/> Submit Offline (Submission Details)</p> <p>Submit Online</p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: flex-end; gap: 5px;"> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> </div>
<p>3 Certificate of Employment Intermediaries result slip Scanned copy of CEI (Key Appointment Holder) result slip for all key appointment holders (KAH). If not yet attained, please attach CEI (KAH) exam booking confirmation</p> <p>Document(s) : (*.*.pdf)</p>	<p><input type="checkbox"/> Submit Offline (Submission Details)</p> <p>Submit Online</p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: flex-end; gap: 5px;"> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> </div>
<p>4 NRIC/Employment Pass Scanned copy of applicant's NRIC or Employment Pass (for foreigners)</p> <p>Document(s) : (*.*.pdf)</p>	<p><input type="checkbox"/> Submit Offline (Submission Details)</p> <p>Submit Online</p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: flex-end; gap: 5px;"> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> </div>

Step 21: You should see the screen below where the applicant should do the following:

- Verify General Information
- Verify Employment Agency Licence Information
- When you are ready, check the box under the "Declaration" section and click [**Submit Application**].

Preview and Declaration

1. Please ensure that the information provided by you is correct.
2. You may click "Return" to edit your application.
3. You may click the "Print" button of your internet browser to print a copy of your application form.
Tip: For the best printing result, click the "Print Preview" button and set the left and right margins of A4 paper to 0.236 inches or less. You may also adjust the top and bottom page margins to control where the page breaks occur.
4. Under the "Declarations" section, you are required to tick the box beside the respective declaration(s).
5. To submit your application for processing, click on "Submit Application".

ALERT!
Too many forms and licences?
Click here to eradicate them!



APPLICATION	
Draft ID	244142
Submission Date	24/03/2011 03:34:38 PM
LICENCE DETAILS	
Licence: General Information	
Applicant's Particulars	
Salutation/Title	Mr
Name	NAME OF S0750313Z
NRIC/Passport/FIN	S0750313Z
Nationality	SINGAPORE CITIZEN
Gender	MALE
Date of Birth (DD/MM/YYYY)	27/07/1968
Designation	Director
Other Description (if OTHERS is selected)	
Office Tel No	66666666
Home Tel No	
Mobile No	88888888 (Notification Recipient)
Pager No	
Fax No	
Email	aa@aa.com
Company Details	
Name of Company/Business/LLP	FLEXTRONICS LOGISTICS (SINGAPORE) PTE LTD
Registration No. (UEN)	200105757E
Business Email Address	aa@aa.com (Notification Recipient)
Former Business/Company Registration Number (UEN)(if any)	
Company Registered Address	
Block/House No	
Level No/Unit No/Building Name	
Type of Premises	Office
Block/House No	2

Level	
Unit No	
Building Name	
Street Name	CHANGI SOUTH LANE
Postal Code	486123
Business Operating Address	
Type of Premises	Office
Postal Code	118502 Please enter postal code and click on the Retrieve Address button.
Block/House No (If 'NULL' value appears, your official address does not have any block number.)	60
Street Name	ALEXANDRA TERRACE
Level	Eg. #05-01 Key in: 05
Unit No	Eg. #05-01 Key in: 01
Building Name	COMTECH, THE
Mailing Address	
Same As Business Operating Address	<input checked="" type="checkbox"/> Yes
Address Type	Singapore
Type of Premises	Office

Licence: Employment Agency Licence							
Licence Type	Comprehensive Licence						
Job Applicants To Be Recruited by My Agency (Please select at least 1) <table border="1"> <thead> <tr> <th>Singapore Citizen</th> <th>Permanent Resident</th> </tr> </thead> <tbody> <tr> <td>Employment Pass</td> <td>Work Permit</td> </tr> <tr> <td>Associate Professionals and Technicians</td> <td>Associate Professionals and Technicians Clerical Workers Service Workers and Shop and Market Sales Workers Agricultural and Fishery Workers Production Craftsmen and Related Workers Plant and Machine Operators and Assemblers Cleaners, Labourers and Related Workers Domestic workers</td> </tr> </tbody> </table>		Singapore Citizen	Permanent Resident	Employment Pass	Work Permit	Associate Professionals and Technicians	Associate Professionals and Technicians Clerical Workers Service Workers and Shop and Market Sales Workers Agricultural and Fishery Workers Production Craftsmen and Related Workers Plant and Machine Operators and Assemblers Cleaners, Labourers and Related Workers Domestic workers
Singapore Citizen	Permanent Resident						
Employment Pass	Work Permit						
Associate Professionals and Technicians	Associate Professionals and Technicians Clerical Workers Service Workers and Shop and Market Sales Workers Agricultural and Fishery Workers Production Craftsmen and Related Workers Plant and Machine Operators and Assemblers Cleaners, Labourers and Related Workers Domestic workers						
Other Types of Passes (e.g. S-Pass, Entre-Pass, etc)							
List of Supporting Documents Attached							
MOM Employment Agency Licence							
a. Approval letter from URA/HDB (applicable if you are operating from home)	(Submitting Offline)						
b. Certificate of Employment Intermediaries result slip	(Submitting Offline)						
c. NRIC/Employment Pass	(Submitting Offline)						
d. ACRA Business Profile	(Submitting Offline)						

DECLARATION

General

☒ 1. I declare that all the information given in this application form is true and correct.
2. I am aware that legal action may be taken against me if I had knowingly provided false information.
3. 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 from Licence Application at Business.gov.sg .

MOM Employment Agency Licence

☒ I acknowledged that I have read and understood the following licensing condition.

- Licensing Condition for Comprehensive Licence (for applicant of Comprehensive Licence)
- Licensing Condition for Select Licence (for applicant of Select Licence)

Return

Submit Application

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Step 22: Once application is submitted, click on [**Make Payment**].

Summary

Application/Draft ID	No(s)	Licence Name	Status
C120057090	1	Employment Agency Licence	Application Submitted

Application Status

Application Details

Application ID

C120057090

Description

C120057090

Edit

Submitted on

26/03/2012 10:27:47 AM

Remarks

- Please note the Application ID for future references.
- Please make the necessary payment before your application can be processed.

Licence Details

MOM Employment Agency Licence

Status: Ready For Payment

Withdraw

Remarks from Government Agency

- Please note that there is a Security Deposit to be made directly to the agency
- Please pay \$400.00 for Licence Fee.

Return

Application Details

Withdraw All

Make Payment

Step 23: You should see the screen below where the applicant should do the following:

- Verify General Details
- Verify Payment Details
- When you are ready, click [Pay].

Payment

General Details			
Application ID	C110053188		
Description	C110053188		
Submitted on	24/03/2011 03:36:33 PM		
Payment Details			
S/N	Description	Amount (\$)	GST
Ministry of Manpower			
1.	Employment Agency Licence - Licence Fee	400.00	0%
2.	GST Subtotal	0.00	
Total Amount Payable Excluding GST		400.00	
Total GST		0.00	
Total Amount Payable		400.00	

[Return](#) [Pay](#)

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Step 24: To select your preferred mode of payment, click on one of the icons under Payment Mode column.

You are now on a secure site.

Please proceed to payment by clicking on the logo of your preferred payment mode:

Payment Mode	Description	Total Payable
	VISA/MasterCard payment mode Please have one of the following - VISA Credit Card, - MasterCard Credit Card, - MasterCard Debit Card or - Visa Electron Debit Card More	Amount: S\$ 400.00 Total payable: S\$ 400.00
	Internet Banking payment mode Please have the following - A valid Internet Banking account with Citibank, DBS, UOB, OCBC / Plus! More	Amount: S\$ 400.00 Total payable: S\$ 400.00

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while payment is in progress.
- For more information on each payment method, click on the "More" hyperlink of the respective payment mode.
- For eNETS Credit (or AMEX if available), please add "www.enets.sg" to your list of

Step 25: You will be redirected to a secured site for you to select your preferred bank, click on [**Submit**].

Consumer eNETS

- Privacy Policy
- Security Guidelines
- Customer Service

Under Maintenance

If you are using a POP-UP BLOCKER, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks cannot be displayed, and your transaction request cannot be processed. Click [here](#) for pop-up blocker FAQ.

1. www.enets.sg
2. dbstd2pay.dbs.com (for DBS/POSB Account holders)
3. uniservices1.uobgroup.com (for UOB Account holders)
4. www.citibank.com.sg (for Citibank Account holders)
5. www.ocbc.com (For OCBC account holders)
6. www.plus.com.sg (For Plus! account holders)

TRANSACTION INFORMATION

Merchant Name	IDA Rpt Test
Merchant Reference Code	JNX20110324154037473
NETS Reference Code	20110324154030723
Merchant Hostname	160.96.1.112
Amount	SGD 400.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

SINGAPORE BANK SELECTION

Bank:

Step 26: After making payment, you should receive the 2 following acknowledgements:

- Transaction Notification from eNets, and
- Official invoice/receipt from OBLs. (**A SAMPLE COPY as below**)

Receipt - Windows Inte...

eNETS TRANSACTION NOTICE

TRANSACTION COMPLETE

IT'S APPROVED!

Merchant Reference Code: JNX20120320124811650
NETS Reference Code: 20120320124552690
Date & Time: 20 03 2012 12:45:52

THANK YOU!

TRANSACTION AMOUNT SGD 400.00

PRINT DETAILS **SAVE DETAILS** **I'M DONE**

Internet Explorer

ASApp/tmf/TMFServlet

do not close this window or use the BACK/REFRESH/RELOAD functions of this page until the transaction is completed.

minutes, please click on the button to

Continue with e-Service

Online Business Licensing System (OBLS)

Receipt / Tax Invoice

Receipt Information			
Date / Time	: 20/10/2011 05:35:51 PM	Receipt No.	: MTI201110201031206
Name	: NAME OF S0750195A	EP Ref No.	: JNX20111020173708086
Address	: 492B TAMPINES AVENUE 9 SINGAPORE 520492	Application ID	: C110056360

No.	Description	Amount (\$)	GST
Ministry of Manpower			
1	Employment Agency Licence - Licence Fee	400.00	Not Applicable
2	GST SubTotal	--	
Total Amount Payable Excluding GST		400.00	
Total GST		--	
Total Amount Payable		400.00	

Agency Information	
Ministry of Manpower	
Ministry of Manpower(Occupational Safety & Health Division) 18 Havelock Road Singapore(059764)	
Ministry of Manpower (Foreign Manpower Management Division-Employment Agency licensing branch) 120 Kim Seng Road (Blk H) Singapore 239436 GST No. :	

This is a computer-generated receipt. No signature is required. Please print a copy of the receipt for your reference.
Please note that your credit card statement would indicate "Govt. Online Payment" when a payment has been successfully made in OBLS.

[Print](#)
[Close](#)

Step 27: You are advised to print the official invoice/receipt from OBLS for reference. After printing, you can **[Close]** both windows.

Step 28: Congratulations. Your application has been submitted successfully.

Application Status

Application Details	
Application ID	C120057087
Description	C120057087 Edit
Submitted on	24/03/2012 02:12:31 PM
Licence Details	
<input checked="" type="radio"/> MOM Employment Agency Licence	Status: Pending Government Agency Actions
Remarks from Government Agency <ul style="list-style-type: none"> Once your licence application has been approved by the government agency, you will be required to pay a \$100.00 approval fee for the issuance of your licence. <p>Please note that there is a Security Deposit to be made directly to the agency</p>	
Return Application Details Logout	

Step 29: Click on **[Logout]** to end the transaction.

Note: You will be notified by OBLS via **SMS** or **Email (depending of the mode of notification selected)** when there is a change in your application status. To view your application status, you may also click on **[Check Status]** at the top right corner at any time.

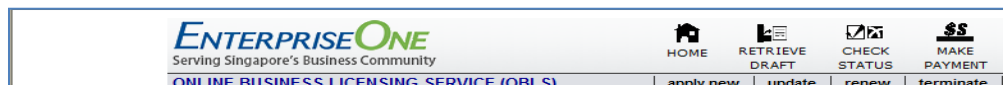


Section 2 – Guide to paying the approval fee and printing my licence

2.1 How do I pay the \$100 approval fee and print my licence?

You will receive a notification that your application is “Approved Pending Payment” once MOM have processed the Security Bond and Bankers Guarantee you have submitted.

Step 1: Once you received this notification, please login to OBLS. Click **[Check Status]**.



Step 2: You will be able to see your application in the screen below. Click on your application ID.

Check Status

You can click on the respective application ID to make payment or check the current status of the application.

New Licence Status

Application ID	Description	Submitted on
C120057090	C120057090	26/03/2012 10:27:47 AM
C120057073	C120057073	23/03/2012 02:58:20 PM
C120057068	C120057068	21/03/2012 06:13:50 PM
C120057004	C120057004	15/03/2012 10:13:07 AM
C120056872	C120056872	17/02/2012 06:00:30 PM
C120056871	C120056871	17/02/2012 05:31:22 PM
C110056495	C110056495	10/11/2011 06:25:02 PM
C110056293	C110056293	05/10/2011 04:44:32 PM
C110052981	C110052981	17/03/2011 04:51:56 PM
C110052805	C110052805	10/03/2011 03:24:08 PM

1 - 10 of 108 Pages [1 2 3 4 5 6 7 8 9 10 ... | Next >>]

Step 3: Click on **[Make Payment]**.

Application Status

Application Details	
Application ID	C120057073
Description	C120057073 Edit
Submitted on	23/03/2012 02:58:20 PM
Remarks ■ Your application will lapse in 90 days starting from 23/03/2012. Please make the necessary followup action(s).	
Licence Details	
<input checked="" type="radio"/> MOM Employment Agency Licence	Status: Approved Pending Payment
Remarks from Government Agency ■ Please pay \$100.00 for Approval Fee.	
<div> Return Application Details Make Payment </div>	

Step 4: You should see the screen below where the applicant should do the following:

- Verify General Details
- Verify Payment Details
- When you are ready, click **[Pay]**.

Online Payment

If you wish to pay later, uncheck the corresponding "Pay for" checkbox beside the respective licence.



General Details				
Application ID	C120057073			
Description	C120057073			
Submitted on	23/03/2012 02:58:20 PM			
Payment Details				
Pay for	S/N	Description	Amount (\$)	GST
		Ministry of Manpower		
<input checked="" type="checkbox"/>	1.	Employment Agency Licence - Approval Fee	100.00	0%
	2.	GST Subtotal	0.00	
Total Amount Payable Excluding GST			100.00	
Total GST			0.00	
Total Amount Payable			100.00	
<div> Return Pay </div>				

Step 5: To select your preferred mode of payment, click on one of the icons under Payment Mode column.

IF YOU ARE USING A POP-UP BLOCKER, please add "https://www.psi.gov.sg" to your list of allowed sites in the pop-up blocker settings. Otherwise, the relevant transaction pages may not be displayed, or your transaction request may not be completed. If you are paying using eNETS Credit (or AMEX if available), or eNETS Debit, please click [here](#)!

 You are now on a secure site.

Please proceed to payment by clicking on the logo of your preferred payment mode:

Payment Mode	Description	Total Payable
	VISA/MasterCard payment mode Please have one of the following - VISA Credit Card, - MasterCard Credit Card, - MasterCard Debit Card or - Visa Electron Debit Card More	Amount: S\$ 100.00 Total payable: S\$ 100.00
	Internet Banking payment mode Please have the following - A valid Internet Banking account with Citibank, DBS, UOB, OCBC / Plus! More	Amount: S\$ 100.00 Total payable: S\$ 100.00

IMPORTANT:

- Please make sure that all other opened browsers are closed before proceeding to make payment.
- **DO NOT** close this browser while payment is in process. You may close this browser only after you receive the Official Receipt and an acknowledgement from the e-Service for successful payment.
- **DO NOT** click on the browser buttons (example: Back, Reload/Refresh or Stop) while

Step 6: You will be redirected to a secured site for you to select your preferred bank, click on

[Submit].

Consumer
eNETS

[Privacy Policy](#)
[Security Guidelines](#)
[Customer Service](#)

debit from bank account

If you are using a POP-UP BLOCKER, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks cannot be displayed, and your transaction request cannot be processed. Click [here](#) for pop-up blocker FAQ.

1. www.enets.sg
2. dbsd2pay.dbs.com (for DBS/POSB Account holders)
3. uniservices1.uobgroup.com (for UOB Account holders)
4. www.citibank.com.sg (for Citibank Account holders)
5. www.ocbc.com (For OCBC account holders)
6. www.plus.com.sg (For Plus! account holders)

TRANSACTION INFORMATION

Merchant Name IDA Rpt Test
Merchant Reference Code JNX20120326143847709
NETS Reference Code 20120326143636893
Merchant Hostname 160.96.1.112
Amount SGD 100.00

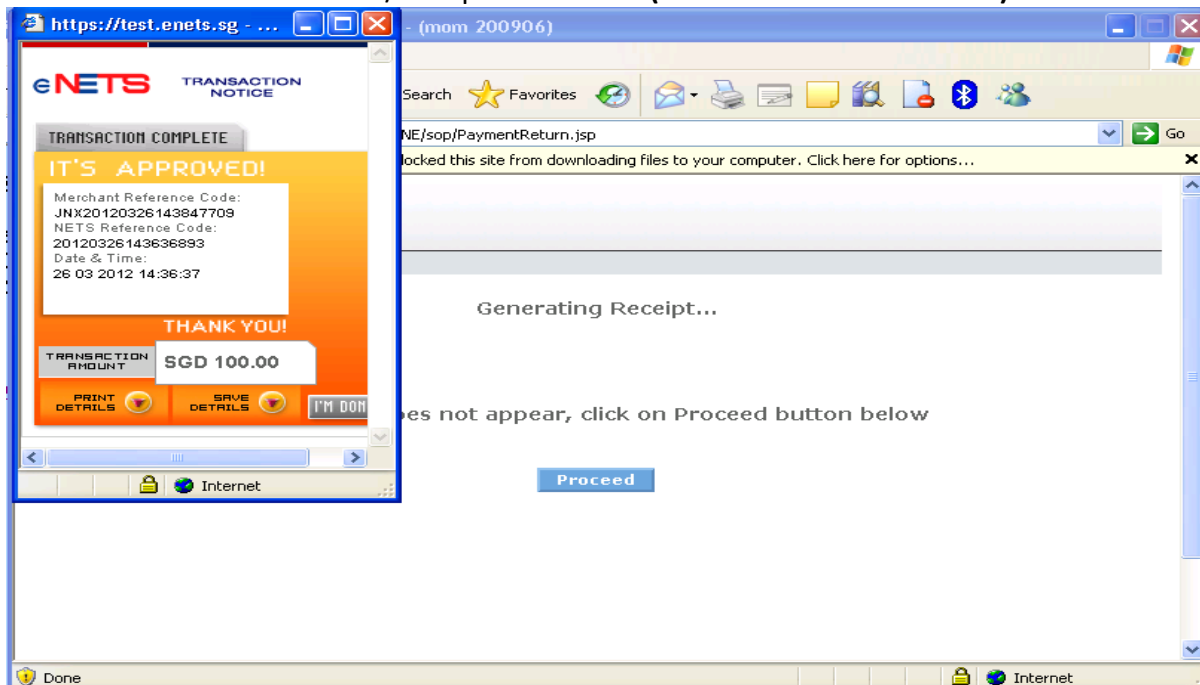
Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

SINGAPORE BANK SELECTION

Bank

Step 7: After making payment, you should receive the 2 following acknowledgements:

- Transaction Notification from eNets, and
- Official invoice/receipt from OBLs. (A SAMPLE COPY as below)



Online Business Licensing System (OBLs)

Receipt / Tax Invoice

Receipt Information			
Date / Time	: 16/03/2012 05:05:11 PM	Receipt No.	: MTI201203161031561
Name	: NAME OF S0750195A	EP Ref No.	: CC12031617071593
Address	: 20 TELOK BLANGAH CRESCENT SINGAPORE 090020	Application ID	: C120056959

No.	Description	Amount (\$)	GST
	Ministry of Manpower		
1	Employment Agency Licence - Other Fee	100.00	Not Applicable
2	GST SubTotal	--	
	Total Amount Payable Excluding GST	100.00	
	Total GST	--	
	Total Amount Payable	100.00	

Agency Information	
Ministry of Manpower	
Ministry of Manpower(Occupational Safety & Health Division) 18 Havelock Road Singapore(059764)	
Ministry of Manpower (Foreign Manpower Management Division-Employment Agency licensing branch) 120 Kim Seng Road (Blk H) Singapore 239436 GST No. :	

This is a computer-generated receipt. No signature is required. Please print a copy of the receipt for your reference.
Please note that your credit card statement would indicate "Govt. Online Payment" when a payment has been successfully made in OBLs.

Print Close

Step 8: You advised to print the official invoice/receipt from OBLS for reference. After printing, you can **[Close]** both windows.

Once payment is successful, the application status will change to “Approved with Payment”. You will then be able to print your eLicence.

Step 9: Click on **[Download eLicence Form]** to download the employment agency licence. Your licence should be ready for download and for printing.

Application Status

Application Details	
Application ID	C120057030
Description	C120057030 Edit
Submitted on	20/03/2012 12:56:33 PM
Licence Details	
<input checked="" type="radio"/> MOM Employment Agency Licence	Status: Approved With Payment
Remarks from Government Agency	
<ul style="list-style-type: none"> Download eLicence Form 	
<div> Return Application Details Logout </div>	

Section 3 – Guide to Getting Help

3.1 Who do I contact when I encounter problems?

For enquiries on licensing issues, please contact us at (65) 6438 5122 or email us at mom_fmmd@mom.gov.sg.

For enquiries on online applications and payments, please contact the OBLS IT helpdesk at (65) 6898 1595 or email to obls@spring.gov.sg.