

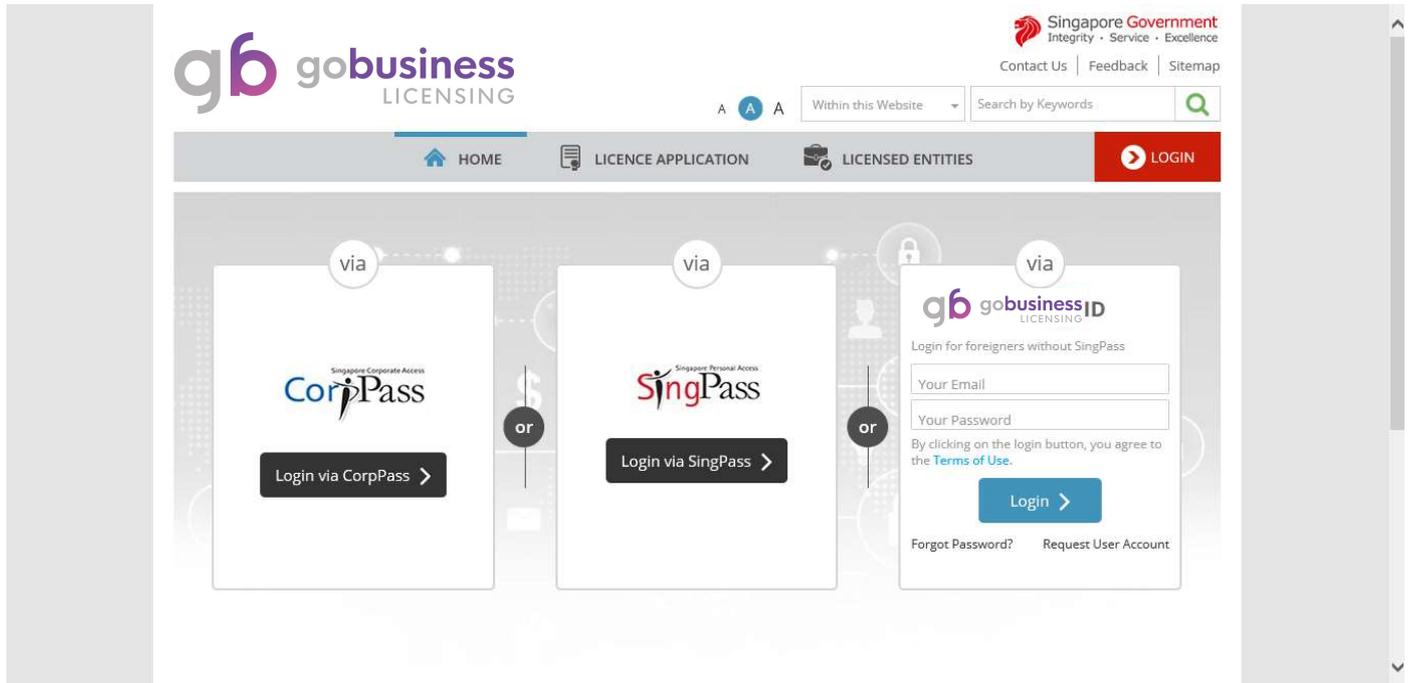


**IRAS – Inland Revenue Authority of Singapore  
(New Licence Application System Guide)**

# Licence Application

## Login and Registration

Go to <https://www.gobusiness.gov.sg/licences> and click LOGIN



FAQ • About Us • Instructional Guides • Counter Locations • News

**Announcement for Upcoming Scheduled Maintenance**  
SingPass will be undergoing scheduled maintenance from 12am to 8am on 1 Oct 2017, and will not be available during this period. [Your SingPass account contains a lot of personal data. Please do not share your username, password and 2FA details (SMS or Token OTPs)].

**Better protect your personal data with 2FA**  
If you have NOT set up your 2FA, please allow seven to 10 working days for setup before you can transact online. Click [here](#) for more details.

**Security Advisory**

- Use strong passwords that are alphanumeric and contain 8-24 characters
- Change your passwords regularly
- Get tips from the [GoSafeOnline](#) website on how to protect yourself against cyber threats

**Login**

SingPass ID  Password

Forgot SingPass ID or Password?

Don't have a SingPass ID? [Register Now](#)

Received an SMS about 2FA auto-registration? [Find Out More](#)

Enter SingPass ID and Password.

Click Login.

You may be required to perform one-time setup/account update and 2-step verification as part of the login.

Note: You will be redirected to First Time Login (only for first time login user)



## First Time Login

\* Mandatory fields

### Personal Details

Salutation/Title\* Miss

Name\* ADELINE CHEAH MIN

Nationality\* SINGAPORE CITIZEN

ID Type\*  FIN  
 NRIC

ID Number S5921493D

Gender\*  Female  
 Male

Date Of Birth\* 01/09/1988

### Contact Details

Primary Contact\*  Home Tel Number  
 Mobile Number  
 Office Tel Number

Office Number

Home Number

Mobile Number\* +6591234567

Fax Number

Email Address\* adeline@test.com

Alternate Email Address

Tick if you prefer to be notified via SMS

### Address Details

Address Type\*  Local  Foreign

Postal Code\* 207229

Retrieve Address

Block/House No.\* 2

Street Name\* KITCHENER LINK

Level No.

Unit No.

Building Name CITY SQUARE RESIDENCES

Proceed >

Cancel



Name	ID Number	Gender	Nationality	Date Of Birth
ADELINE CHEAH MIN	55921493D	Female	SINGAPORE CITIZEN	01/09/1988

## Select Your Profile

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

**With effect from 01 Nov 2017, corporate transaction has to be made with CorpPass.  
For more information on using CorpPass, please click [here](#).**

Please enter UEN Account

[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 <http://www.acra.gov.sg> for more information.*

Next >

Note: Only individual profile can apply and transact for this licence.

# Apply for New Licence

The screenshot shows the gobusiness LICENSING website interface. At the top right, there is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and links for 'Contact Us', 'Feedback', and 'Sitemap'. Below this is a search bar with the text 'Within this Website' and 'Search by Keywords'. The main navigation bar includes 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', 'LICENSED ENTITIES', and a user profile 'ADELINE CHEA...' with a 'LOGOUT' button. The 'LICENCE APPLICATION' menu is expanded, showing options: 'APPLY FOR NEW LICENCE', 'AMEND EXISTING LICENCE', 'RENEW EXPIRING LICENCE', 'CANCEL EXISTING LICENCE', 'ENQUIRE EXISTING LICENCE', and 'SUBMIT RETURNS'. A search box is visible with the text 'Search Licence by Keyw...' and examples 'e.g. Food court, Petshop...'. A 'Search' button is also present.

# Choose Agency

The screenshot shows the 'Choose Agency' section of the gobusiness website. The navigation bar is the same as in the previous screenshot. The main content area has three tabs: 'Keywords', 'Government Agencies', and 'Business Intent'. The 'Government Agencies' tab is selected, displaying a search bar with the text 'e.g. SPF, NEA, Manpower...'. Below the search bar is a grid of government agencies, each with an acronym and full name:

<b>ACRA</b> Accounting & Corporate Regulatory Authority	<b>AVA</b> Agri-Food and Veterinary Authority	<b>BOA</b> Board of Architects
<b>BCA</b> Building and Construction Authority	<b>CAAS</b> Civil Aviation Authority of Singapore	<b>CEA</b> Council for Estate Agencies
<b>ECDA</b> Early Childhood Development Agency	<b>EDB</b> Economic Development Board	<b>EMA</b> Energy Market Authority
<b>HSA</b> Health Sciences Authority	<b>HLB</b> Hotels Licensing Board	<b>HDB</b> Housing & Development Board
<b>IMDA</b> Info-communications Media Development Authority	<b>IRAS</b> Inland Revenue Authority of Singapore	<b>IPOS</b> Intellectual Property Office of Singapore
<b>IE</b> International Enterprise Singapore	<b>LTA</b> Land Transport Authority	<b>MUIS</b> Majlis Ugama Islam Singapura

# Choose Licence

The screenshot shows the 'Choose Licence' section of the gobusiness website. The navigation bar is the same as in the previous screenshots. The main content area has a 'Selected Licences' section with a list item: 'IRAS | Appraiser's Licence (Lands and Buildings)'. Below this list is a 'Proceed' button. Below the 'Selected Licences' section is a 'Review & Apply (1)' button. Below this is a 'Selected' button. Below the 'Selected' button is a 'Take Me There >' button. Below the 'Take Me There >' button is a section for 'Appraiser's Licence (Lands and Buildings)' with an information icon and a description: 'To appraise lands and buildings in Singapore under Appraisers Act.' Below this is a section for 'GST Registration' with an information icon and a description: 'GST is a broad-based consumption tax levied on the import of goods (collected by Singapore Customs), as well as nearly all supplies of goods and services in Singapore. In some countries, GST is k'.

Note: Click Review & Apply

# Review Selection and Supporting Document(s)

The screenshot shows the 'gobusiness LICENSING' portal. At the top right, it features the Singapore Government logo and navigation links for 'Contact Us', 'Feedback', and 'Sitemap'. A search bar is present with the text 'Within this Website' and 'Search by Keywords'. The main navigation bar includes 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', 'LICENSED ENTITIES', and a user profile 'ADELINE CHEA...' with a 'LOGOUT' button.

The 'LICENCE APPLICATION' section is highlighted, showing three main categories: 'Keywords' (ABC 123), 'Government Agencies', and 'Business Intent'. Below this is a 6-step process flow:

- 1 SELECT Licence(s)
- 2 ADD General Information
- 3 PROVIDE Application Details
- 4 UPLOAD Supporting Document(s)
- 5 REVIEW & SUBMIT Application (Payment if applicable)
- 6 ACKNOWLEDGEMENT

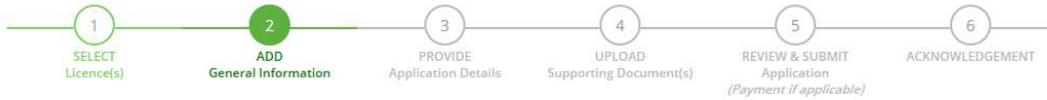
The current step is '4. UPLOAD Supporting Document(s)'. The heading is 'Apply for New Licence'. Below this, it states 'You may need the following licence(s) for your business' and 'To be applied at gobusiness LICENSING'.

<input checked="" type="checkbox"/>	Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
Selected Licence(s)				
<input checked="" type="checkbox"/>	IRAS   Appraiser's Licence (Lands and Buildings) ⓘ	15 mins	<a href="#">Details</a>	21 working days

At the bottom, there are three buttons: '< Previous', 'Email Me >', and 'APPLY'.

Note: Click APPLY

# General Information



## Apply for New Licence

### Profile

I am applying  as an Applicant

### 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.

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

### Applicant's Particulars

Note: Salutation, Name, Nationality, Gender and Date Of Birth are taken from User Profile for your convenience. Please proceed to **Update User Profile** screen to edit these information where necessary.

Salutation *	<input type="text" value="Miss"/>	Designation	<input type="text" value="Manager"/>
Name *	<input type="text" value="ADELINE CHEAH MIN"/>	Office Tel Number	<input type="text"/>
ID Type *	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number	<input type="text"/>
ID Number *	<input type="text" value="S5921493D"/>	Fax Number	<input type="text"/>
Nationality *	<input type="text" value="SINGAPORE CITIZEN"/>	Mobile Number *	<input type="text" value="+6591234567"/>
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female	Email *	<input type="text" value="adeline@test.com"/>
Date Of Birth *	<input type="text" value="01/09/1988"/>	Alternative Email	<input type="text"/>
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	<input checked="" type="checkbox"/>

Note: Click checkbox on agreement to Term of Use. Click Next to proceed.

## Applicant's Address

<b>Address Type*</b>	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	<b>Street Name*</b>	KITCHENER LINK
<b>Type of Premises*</b>	Residential	<b>Level</b>	
<b>Postal Code*</b>	207229 <span>Retrieve Address</span>		E.g. 05-01 Key in:05
	Please enter your postal code and click "Retrieve Address".	<b>Unit Number</b>	
			E.g. 05-01 Key in:01
<b>Block / House Number*</b>	2	<b>Building Name</b>	CITY SQUARE RESIDENCES

## Mailing Address

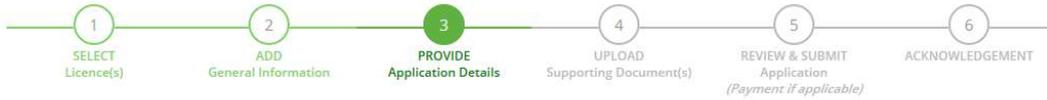
<b>Address Type*</b>	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	<b>Street Name*</b>	KITCHENER LINK
<b>Type of Premises*</b>	Residential	<b>Level</b>	
<b>Postal Code*</b>	207229 <span>Retrieve Address</span>		E.g. 05-01 Key in:05
	Please enter your postal code and click "Retrieve Address".	<b>Unit Number</b>	
			E.g. 05-01 Key in:01
<b>Block / House Number*</b>	2	<b>Building Name</b>	CITY SQUARE RESIDENCES

Next >

Save as Draft

Save as Draft & Exit

# Application Details



## Apply for New Licence

Appraiser's Licence (Lands and Buildings)

### Current Employment Details

**Employment Status\***  Salaried Employee  Self-employed **Date Joined** 01/09/2017

**Name of Company\*** ABC Pte Ltd **Office Tel Number** +6561234567

**Designation** Estate Agent

### Company Address

**Postal Code\*** 207229 **Retrieve Address** **Level**

Please enter your postal code and click "Retrieve Address"

**Block / House Number\*** 2 **Unit Number**

**Street Name\*** KITCHENER LINK **Building Name** CITY SQUARE RESIDENCES

### Details of Work Histories and Professional Membership

#### Past Valuation Work Experiences

**Name of Company** **Date Joined**

**Designation** **Number of Years as Appraiser for Company**

Add

Name of Company	Designation	Date Joined	Number of Years as Appraiser for Company
DEF Pte Ltd	Manager	01/09/1988	10

### Professional Membership

NOTE: You are eligible for the licence if you are a member or fellow of Singapore Institute of Surveyors and Valuers (SISV).

**SISV Membership Type\*** Fellow **SISV Membership No.\*** VGP/2017/0001

(e.g. VGP/2017/0001, VGP/2017.01/1234)

I intend to renew my SISV membership and undertake to inform IRAS. If this does not happen, my licence will be revoked.\*  Yes  No

### Declaration

Have you been convicted in a court of law in any country?\*  Yes  No

Have you been declared a bankrupt?\*  Yes  No

# Supporting Document(s)



## Apply for New Licence

### Appraiser's Licence (Lands and Buildings)

Document Name	Type	Attachment	Action
<b>Copy of NRIC / FIN (front and back) *</b> Acceptable File Format: jpg, jpeg, gif, doc, docx, pdf Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD	NRIC.docx	Upload
<b>Copy of Real Estate degree certificate from NUS or its equivalent *</b> Acceptable File Format: jpg, jpeg, gif, doc, docx, pdf Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD	Cert.docx	Upload
<b>Copy of Singapore Institute of Surveyors and Valuers (SISV)'s letter certifying your membership with the Valuation and General Practice council *</b> Acceptable File Format: jpg, jpeg, gif, doc, docx, pdf Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD	Letter.docx	Upload
<b>A testimonial from a licensed appraiser *</b> A testimonial from a licensed appraiser to certify that the applicant can do appraiser work independently and quote the appraiser reports prepared by the applicant. <a href="#">Click here</a> to download template. Acceptable File Format: jpg, jpeg, gif, doc, docx, pdf Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD	Testi.docx	Upload
<b>A Letter from the company where you will be acting as an appraiser</b> A Letter from the company where you will be acting as an appraiser for, verifying that upon the issuance of the licence, you will be acting as an appraiser or valuer of the company. For self-employed appraiser, please indicates your current employment status and your company details. Acceptable File Format: jpg, jpeg, gif, doc, docx, pdf Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD	Letter.docx	Upload

Note: Please provide a testimonial from a licensed appraiser. Click on the indicated link to download template

# Declaration



## Apply for New Licence

### Information Review



#### Applicant's Particulars

Salutation	Miss	Designation	Manager
Name	ADELINE CHEAH MIN	Office Tel Number	
ID Type	NRIC	Home Tel Number	
ID Number	S5921493D	Fax Number	
Nationality	SINGAPORE CITIZEN	Mobile Number	+6591234567

### 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.

#### Appraiser's Licence (Lands and Buildings)

1. I certify that the all above statements are true and correct, and I undertake to update IRAS immediately if there are changes. I accept that the licence issued will be revoked, and penalties applied if this declaration is false, or IRAS is not updated of changes in my details.

< Previous Submit

Note: Review your particulars, check the declaration boxes and click Submit to proceed.

# Payment



## Apply for New Licence

e-Payment

SNo	Description	Amount(\$\$)
1	Pay to IRAS (Payment Advice No - PA1710962100) Appraiser's Licence (Lands and Buildings) Application No. : C1720015084	
	Licence Fee	125.00
	Payment Advice Sub Total GST is not applicable	125.00
	<b>Grand Total:</b>	<b>125.00</b>

PROCEED WITH PAYMENT

# Payment Transaction

**Payment Transaction No**

TX1710051333

**Transaction Date**

25 Sep 2017 10:35:44

**Paid Amount (S\$)**

125.00

**Payment Method**

e-Payment

**Status**

Success

**EP Reference No**

0D853D9BBCBE4

**S/No. Description**

**Amount(S\$)**

1

Pay to IRAS ( Payment Advice - PA1710962100 )

Application No.: C1720015084

Paypal Transaction ID : 5E38D3764F1E47BB9

Licence Fee

125.00

**Sub Total**

**125.00**

**Grand Total: 125.00**

Print

Close

## Acknowledgement

**Apply for New Licence**

Submission Number B1720031940

Submission Date 25/09/2017 10:35:45

Submission Name B1720031940 [EDIT](#)

Licence Name	Application Number	Agency	Application Status	Payment Status
Appraiser's Licence (Lands and Buildings)	C1720015084	IRAS	Pending Agency Action	Stage1 : Paid 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](#)

Note: Upon agency's review, you shall receive a notification via SMS/email that your licence application is approved.

## View Application

**Applications**

[Applications](#) [Drafts](#)

Application Number  Select Licence  Select Status  [Search](#) [Advanced](#)

Application Number	Licence Name	Application Status	Submission Name	Submission Date	Action
C1720015084	Appraiser's Licence (Lands and Buildings)	Approved	B1720031940	25 Sep 2017 10:35:45	<a href="#">ACTIONS</a>

1 record(s)

Note: Login to GoBusiness Licensing to view status of application.

# View and Retrieve Licence

The screenshot shows the GoBusiness Licensing portal interface. At the top right, it displays the Singapore Government logo and navigation links for Contact Us, Feedback, and Sitemap. The main navigation bar includes HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, ADELINE CHEA..., and LOGOUT. Below this is a secondary navigation bar with icons for Dashboard, Applications, Licences (highlighted in green), Request for Action, Correspondences, Payments, and Managed Returns. The main content area is titled 'Licences' and features a search bar with dropdowns for 'Select Agency' and 'Select Licence', and a 'Licence Number' input field. A search button and an 'Advanced' filter option are also present. Below the search bar is a table with the following data:

Licence Number	Licence Name	Licence Status	Issue Date	Expiry Date	Agency	Action
AD041-2010266V	Appraiser's Licence (Lands and Buildings)	Active	25 Sep 2017	31 Dec 2017	Inland Revenue Authority of Singapore	ACTIONS

Below the table, it indicates 'Total 1 Records' and provides a link to view the list of licences.

The screenshot shows the 'Licence Details' page in the GoBusiness Licensing portal. It displays the following information:

- Licence Number:** AD041-2010266V
- Licensee:** S5921493D / ADELINE CHEAH MIN
- Status:** Active
- Licence Name:** Appraiser's Licence (Lands and Buildings)
- Issue Date:** 25 Sep 2017
- Business Operating Address:** 2 KITCHENER LINK, CITY SQUARE RESIDENCES S(207229)
- Agency:** Inland Revenue Authority of Singapore
- Expiry Date:** 31 Dec 2017
- Company:** -
- Remarks:** -

Below the details, there are 'Back' and 'Action' buttons. A section titled 'Licence Documents' contains a table with the following entry:

Document Name
<a href="#">Appraiser Licence 20170925.pdf</a>

A red arrow points to the document name 'Appraiser Licence 20170925.pdf'. At the bottom, it shows 'Showing 1 to 1 of 1 entries'.

Note: Click on Licences to retrieve a PDF copy of your approved licence.