

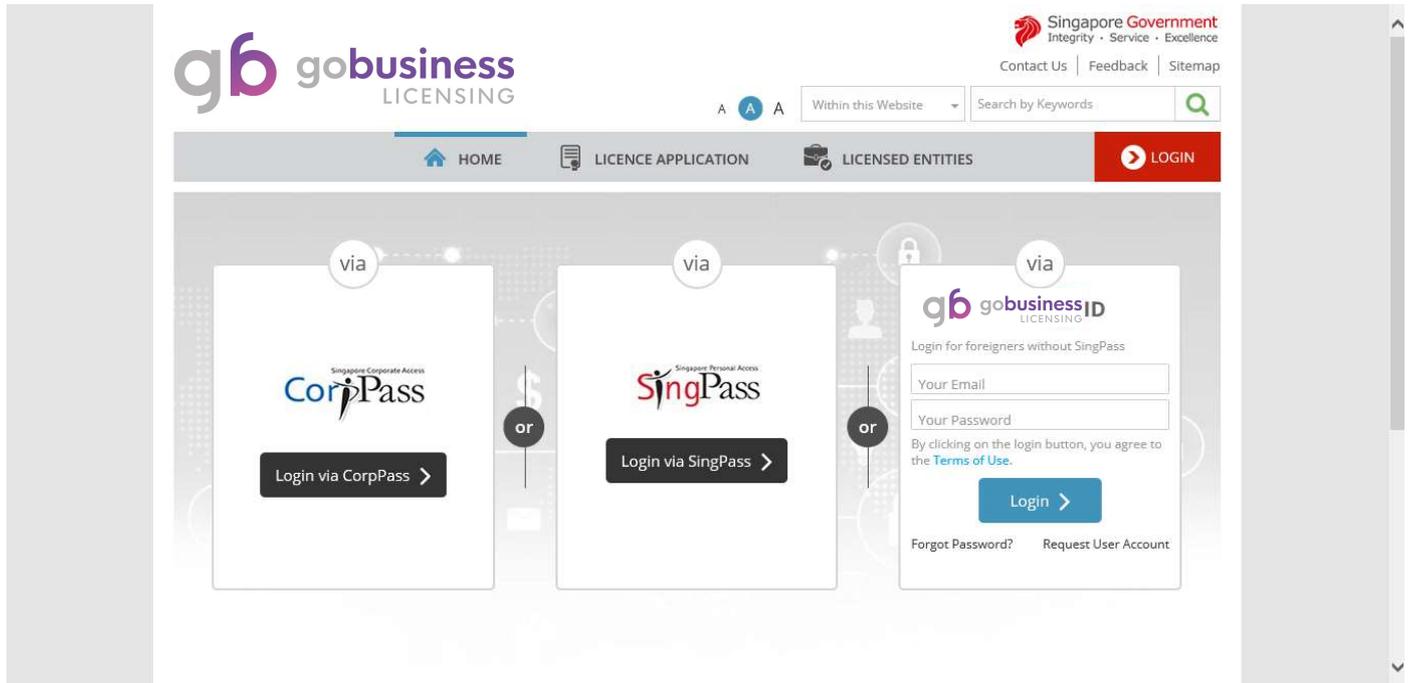


**IRAS – Inland Revenue Authority of Singapore  
(Renew Licence Application System Guide)**

# Licence Application

## Login and Registration

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



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### 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
<input type="text" value="S5921493D"/>	<input type="password" value="*****"/>
<input type="button" value="Cancel"/>	<input type="button" value="Login"/>

[Forgot SingPass ID or Password?](#)

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

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

Last updated on 05 July 2015

[Privacy Statement](#) | [Terms of Use](#) | [Rate This Website](#)

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

Next >

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

# Renew Expiring Licence

Click on My Portfolio > Dashboard

Selected Licences > due for renewal as indicated below

The screenshot shows the gobusiness LICENSING dashboard for user ADELINE CHEAH MIN. The 'Licences' tab is selected, showing 01 licences due for renewal. A red arrow points to this count. Below, a 'Due for renewal' table lists the following licence:

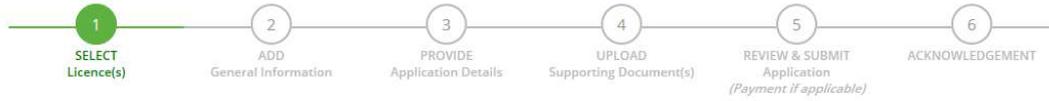
Licence / RRN Number	Agency	Licence Name	Licence Status	Issue Date	Expiry Date	Action
AD041-2010266V PB-0230-64502599-02	IRAS	Appraiser's Licence (Lands and Buildings)	Active	25 Sep 2017	30 Sep 2017	RENEW

The screenshot shows the 'Renew Expiring Licence' page. The progress bar indicates the following steps:

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

The form below asks for the RRN/Licence Number: PB-0230-64502599-02. A 'Submit' button is visible.

Note: Key in only the RRN number received in your registered mobile or email during the renewal period



### Renew Expiring Licence

Inland Revenue Authority of Singapore  
Appraiser's Licence (Lands and Buildings)

Applicant's ID Type

Applicant's NRIC/FIN

Licence Number\*

SISV Membership No.\*

< Back Search >

Note: Enter your Licence number and your SISV membership number for validation. Click Search to proceed.

# General Information



## Renew Expiring Licence

### 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.

### Filer'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*	Miss	Designation	Managing Director
Name*	ADELINE CHEAH MIN	Office Tel Number	
ID Type*	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number	
ID Number*	S5921493D	Fax Number	
Nationality*	SINGAPORE CITIZEN	Mobile Number*	+6591234567
Gender*	<input type="radio"/> Male <input checked="" type="radio"/> Female	Email	adeline@test.com
Date Of Birth*	01/09/1988	Alternative Email	
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 type="checkbox"/>

Next > Save as Draft Save as Draft & Exit

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

# Application Details

Note: If there is no change to your particulars, please select **No Update**. Similarly, if there are changes to be made, please select **Update Details of Licensee**.

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gobusiness LICENSING

Within this Website Search by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES ADELINE CHEA... LOGOUT

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

### Renew Expiring Licence

Appraiser's Licence (Lands and Buildings)

No Update  Update Details of Licensee

#### Licensee Particulars(as per NRIC/FIN)

Name	ADELINE CHEAH MIN	Nationality	SINGAPORE CITIZEN
ID Type	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN	Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
ID Number	S5921493D	Date of Birth	01/09/1988

#### Contact Information

**NOTE:**  
Changes made in Licence Form will not be reflected in User Profile. Please make the necessary changes in User Profile if required.

Home Tel Number		Email Address*	adeline@test.com
Mobile Number*	+6591234567		

#### Current Residential Address(As per NRIC)

**NOTE:**  
- If there is a **change of residential address** after you last renewed your licence with IRAS, please submit a copy of your NRIC (front and back) stating the change in "Upload Supporting Document(s)" section.  
- Changes made in Licence Form will not be reflected in User Profile. Please make the necessary changes in User Profile if required.

Postal Code*	207229	Retrieve Address	Level	
<small>Please enter your postal code and click "Retrieve Address"</small>				
Block / House Number	2	Unit Number		
Street Name	KITCHENER LINK	Building Name	CITY SQUARE RESIDENCES	

#### Current Employment Details

**NOTE:** If there is a **change of employer** after you last renewed your licence with IRAS, please submit a company's letter confirming that you will be acting as an Appraiser of the Company in "Upload Supporting Document(s)" section.

Employment Status*	<input checked="" type="radio"/> Salaried Employee <input type="radio"/> Self-employed	Date Joined	01/09/2017
Name of Company*	ABC Pte Ltd	Office Tel Number	+6561234567
Designation			

## Company Address

Postal Code*	<input type="text" value="117611"/>	<input type="button" value="Retrieve Address"/>	Level	<input type="text"/>
<small>Please enter your postal code and click "Retrieve Address"</small>				
Block / House Number*	<input type="text" value="31"/>		Unit Number	<input type="text"/>
Street Name*	<input type="text" value="SCIENCE PARK ROAD"/>		Building Name	<input type="text" value="THE CRIMSON"/>

## Details of Professional Membership

SISV Membership Type*	<input type="text" value="Member"/>	SISV Membership No.	<input type="text" value="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)



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Within this Website Search by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES ADELINE CHEA... LOGOUT

- 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

### Renew Expiring Licence

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

Document Name	Type	Attachment	Action
<b>Copy of NRIC (front and back) if you have changed address since your last renewal.</b> Please upload front and back copy. <small>Acceptable File Format: jpg, jpeg, gif, doc, docx, pdf Acceptable File Size: maximum: 2 MB</small>	<input type="text" value="ONLINE UPLOAD"/>	<input type="text" value="NRIC.docx"/>	<input type="button" value="Upload"/>
<b>Authorisation letter from the new employer if you have changed company since your last renewal</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. <small>Acceptable File Format: jpg, jpeg, gif, doc, docx, pdf Acceptable File Size: maximum: 2 MB</small>	<input type="text" value="ONLINE UPLOAD"/>	<input type="text" value="Letter.docx"/>	<input type="button" value="Upload"/>

# Declaration



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Within this Website Search by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES ADELINE CHEA... LOGOUT

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

## Renew Expiring Licence

### Information Review

Filer's Particulars

Salutation	Miss	Designation	Managing Director
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



## Renew Expiring Licence

### e-Payment

SNo	Description	Amount(\$S)
1	Pay to IRAS (Payment Advice No - PA1710962104) Appraiser's Licence (Lands and Buildings) Application No. : R1720003262	
	Licence Fee	125.00
	Payment Advice Sub Total ( Amount Inclusive of GST \$8.18 )	125.00
	<b>Grand Total:</b>	<b>125.00</b>

PROCEED WITH PAYMENT

# View Receipt

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HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES ADELINE CHEA... LOGOUT

Dashboard Applications Licences Request for Action Correspondences Payments Managed Returns

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

### Renew Expiring Licence

e-Payment

Payment is successful and the receipt is generating.

SNo	Description	Amount(\$\$)	Status
1	Pay to IRAS (Payment Advice No - PA1710962104) Appraiser's Licence (Lands and Buildings) Application No. : R1720003262	125.00	Success

If the receipt does not appear, please click on View Receipt button below.

VIEW RECEIPT NEXT

# Acknowledgment

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Dashboard Applications Licences Request for Action Correspondences Payments Managed Returns

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

### Renew Expiring Licence

Submission Number B1720031954

Submission Date 25/09/2017 11:39:56

Submission Name B1720031954 EDIT

Licence Name	Application Number	Agency	Application Status	Payment Status
Appraiser's Licence (Lands and Buildings)	R1720003262	IRAS	Approved	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: Once payment is successful, the renewal application is auto-approved and you can follow the next steps to retrieve your renewed licence.

# View and Retrieve Licence

The screenshot shows the gobusiness LICENSING dashboard. At the top right, there is the Singapore Government logo and navigation links for Contact Us, Feedback, and Sitemap. Below this is a search bar with a dropdown menu set to 'Within this Website' and a search icon. The main navigation bar includes links for HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, ADELINE CHEA..., and LOGOUT. A secondary navigation bar features icons for Dashboard, Applications, Licences (highlighted in green), Request for Action, Correspondences, Payments, and Managed Returns. The main content area is titled 'Licences' and contains a search filter with dropdowns for 'Select Agency' and 'Select Licence', a text input for 'Licence Number', and a 'Search' button. 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 says 'Total 1 Records' and '1' in a small box. A note at the bottom says 'Please [click](#) here for the list of licences you can view via LicenceOne.'

The screenshot shows the gobusiness LICENSING dashboard with the 'Licence Details' section expanded. The details are as follows:

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

Below the details are 'Back' and 'Action' buttons. A section titled 'Licence Documents' contains a list of documents:

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 says 'Showing 1 to 1 of 1 entries'.

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