

LicenceOne

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

Licence Application

Login and Registration

Go to <https://licences1.business.gov.sg> and click LOGIN

The screenshot shows the LicencesOne website interface. At the top, there is a navigation bar with 'HOME', 'LICENCE APPLICATION', and 'LICENSED ENTITIES' links, and a prominent red 'LOGIN' button. Below the navigation bar, three login options are presented: 'Login via CorpPass', 'Login via SingPass', and 'Login via LicencesOne ID'. The LicencesOne ID login form includes fields for 'Your Email' and 'Your Password', a 'Login' button, and links for 'Forgot Password?' and 'Request User Account'. The bottom of the page features a 'SingPass' logo, a search bar, and a footer with 'Privacy Statement | Terms of Use | Rate This Website' and '© 2015 Government of Singapore'.

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.

Announcement for Upcoming Scheduled Maintenance

X

SingPass will be undergoing scheduled maintenance from 12am to 8am on 22 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)].

Do you know CorpPass will be required for business transactions with the Government by December 2017?

You are seeing this message as you are logging in with SingPass, which will be replaced by CorpPass for business transactions with the Government (e.g. ACRA filing, CPF submissions, and application or renewal of licences).

By December 2017, businesses will no longer be able to log in with SingPass.

Visit www.corppass.gov.sg now or join us for a complimentary briefing [here!](#) Limited slots available.

[Register / Find Out More](#)

Remind me in 7 days



[Proceed to Digital Service](#)

Click "Proceed to Digital Service"

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 55921493D

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	SS921493D	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

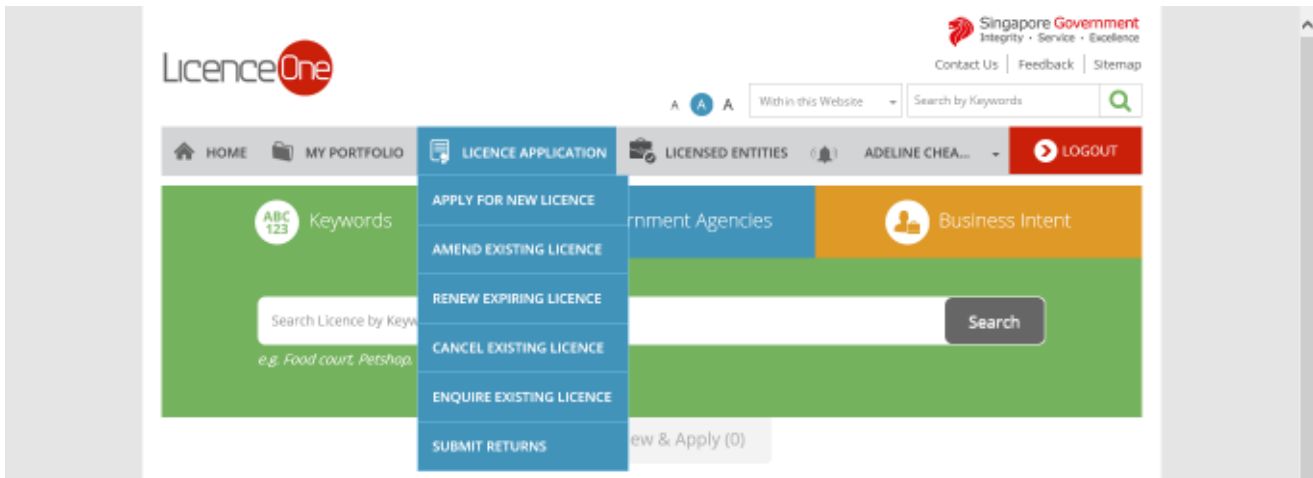
[Forgot your UEN?](#)

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.

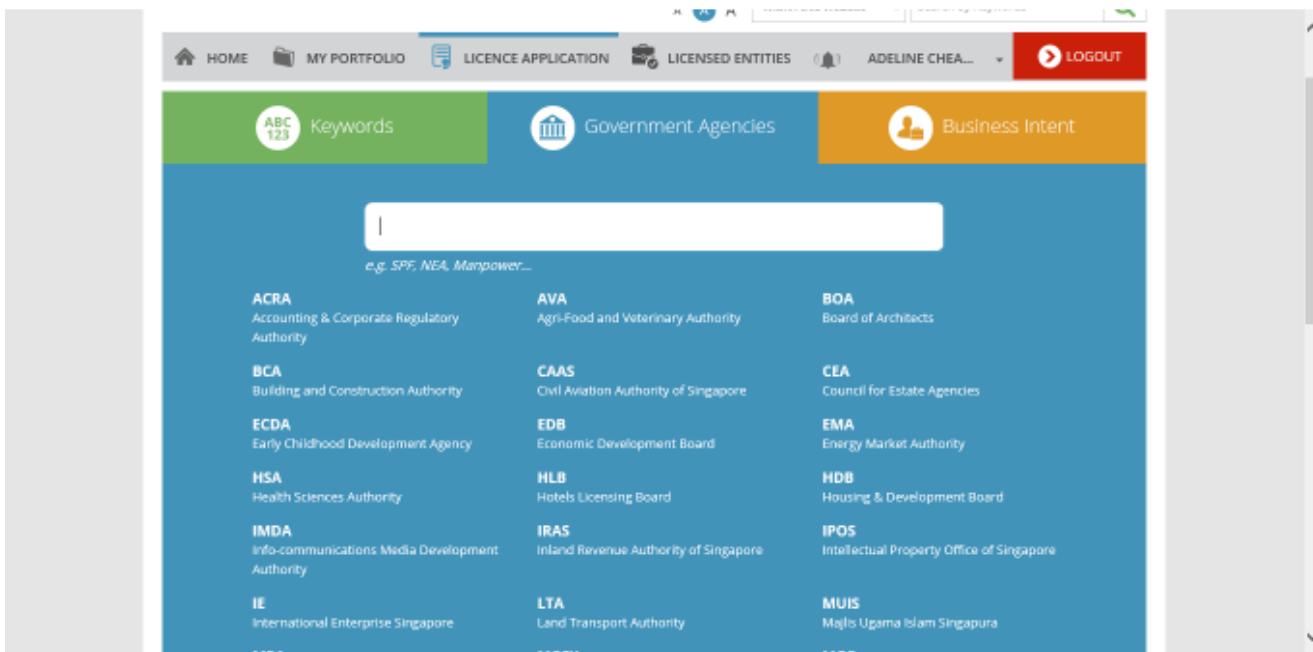
Next >

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

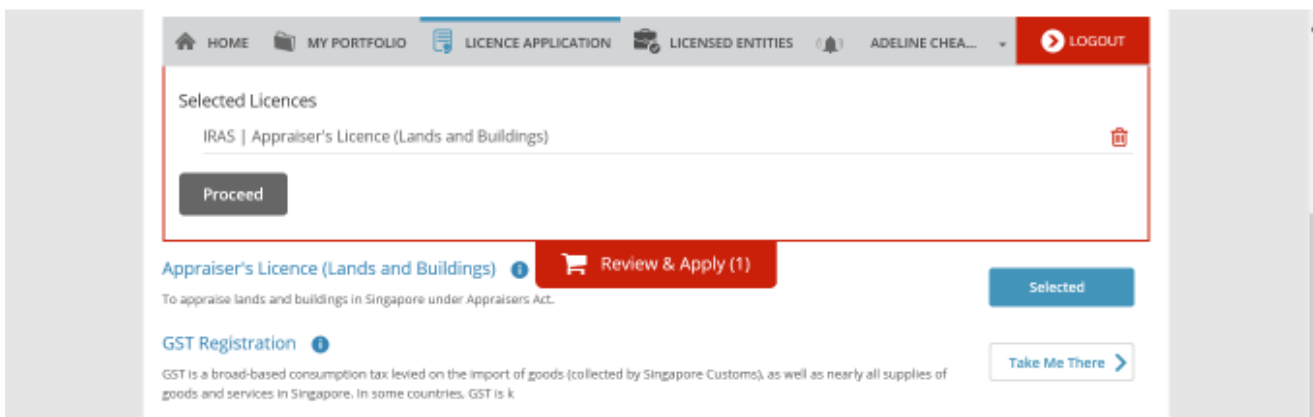
Apply for New Licence



Choose Agency



Choose Licence



Note: Click Review & Apply

Review Selection and Supporting Document(s)

LicenceOne Singapore Government
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HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES ADELINE CHEA... LOGOUT

Keywords Government Agencies Business Intent

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

Apply for New Licence

You may need the following licence(s) for your business

To be applied at **LicenceOne**

<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	Details	21 working days

< Previous Email Me > APPLY

Note: Click APPLY

General Information

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A A A

Within this Website

Search by Keywords

Q

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

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" value=""/>
ID Type * <input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number <input type="text" value=""/>
ID Number * <input type="text" value="S5921493D"/>	Fax Number <input type="text" value=""/>
Nationality * <input type="text" value="SINGAPORE CITIZEN"/>	Mobile Number * <input type="text" value=""/>
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" value=""/>
Primary Contact Mode * <input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	<input type="checkbox"/> Tick if you prefer to receive status updates of licence application via SMS

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

Applicant's Address

Address Type *	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name *	KITCHENER LINK
Type of Premises *	Residential	Level	
Postal Code *	207229 Retrieve Address <small>Please enter your postal code and click "Retrieve Address".</small>	Unit Number	
Block / House Number *	2	Building Name	CITY SQUARE RESIDENCES

Mailing Address

Address Type *	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name *	KITCHENER LINK
Type of Premises *	Residential	Level	
Postal Code *	207229 Retrieve Address <small>Please enter your postal code and click "Retrieve Address".</small>	Unit Number	
Block / House Number *	2	Building Name	CITY SQUARE RESIDENCES

Next >

Save as Draft

Save as Draft & Exit

Application Details

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Within this Website

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

Apply for New Licence

Appraiser's Licence (Lands and Buildings)

Current Employment Details

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

Company Address

Postal Code* <input type="text" value="207229"/> <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="2"/>	Unit Number <input type="text"/>
Street Name* <input type="text" value="KITCHENER LINK"/>	Building Name <input type="text" value="CITY SQUARE RESIDENCES"/>

Details of Work Histories and Professional Membership

Past Valuation Work Experiences

Name of Company <input type="text"/>	Date joined <input type="text"/>
Designation <input type="text"/>	Number of Years as Appraiser for Company <input type="text"/>

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* <input type="text" value="Fellow"/>	SISV Membership No.* <input type="text" value="VGP/2017/0001"/>
<small>(e.g. VGP/2017/0001, VGP/2017.01/1234)</small>	

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

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

Apply for New Licence

Appraiser's Licence (Lands and Buildings)

Document Name	Type	Attachment	Action
Copy of NRIC / FIN (front and back) * <small>Acceptable File Format: jpg, jpeg, gif, doc, docx, pdf Acceptable File Size: maximum: 2 MB</small>	ONLINE UPLOAD	NRIC.docx	Upload
Copy of Real Estate degree certificate from NUS or its equivalent * <small>Acceptable File Format: jpg, jpeg, gif, doc, docx, pdf Acceptable File Size: maximum: 2 MB</small>	ONLINE UPLOAD	Cert.docx	Upload
Copy of Singapore Institute of Surveyors and Valuers (SISV)'s letter certifying your membership with the Valuation and General Practice council * <small>Acceptable File Format: jpg, jpeg, gif, doc, docx, pdf Acceptable File Size: maximum: 2 MB</small>	ONLINE UPLOAD	Letter.docx	Upload
A testimonial from a licensed appraiser * <small>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. Click here to download template. Acceptable File Format: jpg, jpeg, gif, doc, docx, pdf Acceptable File Size: maximum: 2 MB</small>	ONLINE UPLOAD	Testi.docx	Upload
A Letter from the company where you will be acting as an appraiser <small>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</small>	ONLINE UPLOAD	Letter.docx	Upload

< Previous Next > Save as Draft Save as Draft & Exit

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

Declaration

The screenshot shows the LicencelOne application interface. At the top right, it features the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and links for 'Contact Us', 'Feedback', and 'Sitemap'. Below this is a search bar and a navigation menu with options: HOME, MY PORTFOLIO, LICENCE APPLICATION (highlighted), LICENSED ENTITIES, and a user profile for 'ADELINE CHEA...' with a LOGOUT button.

A progress bar below the navigation menu shows six steps: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment if Applicable), and 6. ACKNOWLEDGEMENT. Step 5 is currently active.

The main content area is titled 'Apply for New Licence' and 'Information Review'. It contains a scrollable box for 'Applicant's Particulars' with the following details:

Salutation	Miss	Designation	Manager
Name	ADELINE CHEAH MIN	Office Tel Number	
ID Type	NRIC	Home Tel Number	
ID Number	55921493D	Fax Number	
Nationality	SINGAPORE CITIZEN	Mobile Number	+6591234567

Below the particulars is the 'Declaration' section, which includes two checkboxes:

- General Declaration:** 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.
- Appraisers Licence (Lands and Buildings):** 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.

At the bottom of the form are two buttons: 'Previous' and 'Submit'.

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

Payment

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A A A Within this Website Search by Keywords

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

Apply for New Licence

e-Payment

SNo	Description	Amount(\$S)
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
	Grand Total:	125.00

[PROCEED WITH PAYMENT](#)

View Receipt

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

The screenshot shows the 'Apply for New Licence' page in the LicenceOne system. 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 and a user profile section with 'ADLINE CHEA...' and a 'LOGOUT' button. A main navigation bar includes 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', 'LICENSED ENTITIES', and 'ADLINE CHEA...'. A secondary navigation bar contains icons for 'Dashboard', 'Applications', 'Licences', 'Request for Action', 'Correspondences', 'Payments', and 'Managed Returns'. A progress bar below the navigation bar shows six steps: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment if applicable), and 6. ACKNOWLEDGEMENT. The 'ACKNOWLEDGEMENT' step is highlighted in green. Below the progress bar, the 'Apply for New Licence' section displays submission details: Submission Number B1720031940, Submission Date 25/09/2017 10:35:45, and Submission Name B1720031940 with an 'EDIT' button. A table below shows the application details:

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

A note below the table states: '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.' At the bottom of the note are 'PRINT' and 'CLOSE' buttons.

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

View Application

The screenshot shows the 'View Application' page in the LicenceOne system. 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 and a user profile section with 'ADLINE CHEA...' and a 'LOGOUT' button. A main navigation bar includes 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', 'LICENSED ENTITIES', and 'ADLINE CHEA...'. A secondary navigation bar contains icons for 'Dashboard', 'Applications', 'Licences', 'Request for Action', 'Correspondences', 'Payments', and 'Managed Returns'. The 'Applications' section is active, showing a table of application records. The table has columns for 'Application Number', 'Licence Name', 'Application Status', 'Submission Name', 'Submission Date', and 'Action'. The first record is for application C1720015084, which is for an 'Appraiser's Licence (Lands and Buildings)' with a status of 'Approved', submitted on 25 Sep 2017 10:35:45. The 'Action' column for this record contains a button labeled 'ACTIONS'. Below the table, there is a footer that says 'Total 1 Record(s)'.

Note: Login to licenceOne to view status of application.

View and Retrieve Licence

The screenshot shows the LicenceOne portal interface. At the top right, it displays 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 button. The main navigation bar includes links for HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, and a user profile for ADELINE CHEA... with a LOGOUT button. A secondary navigation bar contains 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 filter bar 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 indicates 'Total 1 Records' and provides a link to view the list of licences.

The screenshot shows the 'Licence Details' page. It features the same header and navigation as the previous screenshot. The main content area displays the following details:

- 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:** -

There is a 'Remarks' section which is currently empty. Below the details is a navigation bar with 'Back' and 'Action' buttons. A section titled 'Licence Documents' contains a list of documents:

Document Name
Appraiser Licence 20170925.pdf

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.