

LicenceOne

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

Licence Application

Login and Registration

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

The screenshot displays 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.

Renew Expiring Licence

Click on My Portfolio > Dashboard

Selected Licences > due for renewal as indicated below

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

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	23 Sep 2017	30 Sep 2017	RENEW

The screenshot shows the 'Renew Expiring Licence' page. A progress bar indicates the current step: 1. SELECT Licence(s). Below the progress bar, the steps are: 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 main form asks for the RRN/Licence Number and includes a 'Submit' button.

What is RRN | I have RRN | I don't have RRN

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

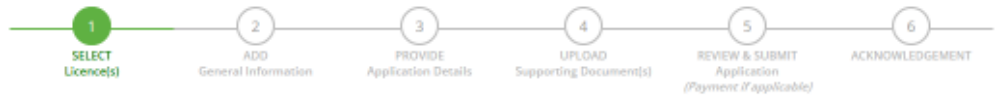
Renew licence(s) by Renewal Request Number (RRN)

Please enter **RRN/ Licence Number**

RRN/Licence Number :

[Submit](#)

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.*

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

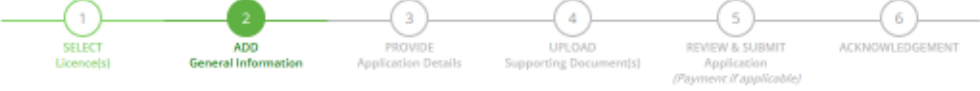
General Information


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Within this Website

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



Renew Expiring Licence

Terms of Use

I. Agreement

1. Access to these 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.


<p>Salutation * <input type="text" value="Miss"/></p> <p>Name * <input type="text" value="ADELINE CHEAH MIN"/></p> <p>ID Type * <input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport</p> <p>ID Number * <input type="text" value="SS921493D"/></p> <p>Nationality * <input type="text" value="SINGAPORE CITIZEN"/></p> <p>Gender * <input type="radio"/> Male <input checked="" type="radio"/> Female</p> <p>Date Of Birth * <input type="text" value="01/09/1988"/></p> <p>Primary Contact Mode * <input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number</p>	<p>Designation <input type="text" value="Managing Director"/></p> <p>Office Tel Number <input type="text" value=""/></p> <p>Home Tel Number <input type="text" value=""/></p> <p>Fax Number <input type="text" value=""/></p> <p>Mobile Number * <input type="text" value="+6591234567"/></p> <p>Email <input type="text" value="adeline@test.com"/></p> <p>Alternative Email <input type="text" value=""/></p> <p>Tick if you prefer to receive status updates of licence application via SMS <input type="checkbox"/></p>
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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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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	55921493D	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	<input type="text"/>	Email Address *	adeline@test.com
Mobile Number *	<input type="text"/>		

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	<input type="text"/>	
Please enter your postal code and click "Retrieve Address"				Unit Number	<input type="text"/>
Block / House Number	2	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	<input type="text"/>		

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"/>
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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

<input type="button" value="Proceed >"/>	<input type="button" value="Save as Draft"/>
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Supporting Document(s)



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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
Copy of NRIC (front and back) if you have changed address since your last renewal. 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"/>
Authorisation letter from the new employer if you have changed company since your last renewal 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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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

f. 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






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
A A A

Within this Website


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

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
	Grand Total:	125.00

PROCEED WITH PAYMENT




HOME

- Find Licence by Keywords
- Find Licence by Government Agencies
- Find Licence by Business Intent
- News
- Help Topics
- Maintenance Notices
- Pro Enterprise Panel

LICENCE APPLICATION

- Apply for New Licence
- Amend Existing Licence
- Renew Expiring Licence
- Cancel Existing Licence
- Enquire Existing Licence
- Submit Returns

LICENSED ENTITIES

-  About Us
-  Contact Us  Feedback
- ENQUIRES & REQUEST FOR ASSISTANCE**
- HOTLINE :**
6774 1430
- OPERATING HOURS:**
8am-8pm (Mondays to Fridays)
8am-2pm (Saturdays)
- EMAIL:**
licences-helpdesk@crimsonlogic.com

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View Receipt

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

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 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.