



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

Licence Application

Login

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

The screenshot displays the 'gobusiness LICENSING' website. At the top right, there is a '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 'Within this Website' dropdown. The main navigation bar includes 'HOME', 'LICENCE APPLICATION', 'LICENSED ENTITIES', and a prominent 'LOGIN' button. The central content area offers three login paths: 'via CorpPass', 'via SingPass', and 'via gobusiness ID'. The 'via SingPass' path is selected, showing a login form with 'SingPass ID' (containing 'S5921493D') and 'Password' fields, and a 'Login' button. A 'Security Advisory' section on the left provides instructions on password security, such as using strong alphanumeric passwords and changing them regularly. At the bottom, there is a footer with 'Privacy Statement | Terms of Use | Rate This Website' and '© 2015 Government of Singapore'.

Enter SingPass ID and Password.

Click Login.

Amend Existing Licence

Note: You should proceed to amend licence if you have changed your company or place of residence since your last renewal. For other changes, please email to iras_pvs_t12@iras.gov.sg

The screenshot shows the gobusiness LICENSING dashboard for user ADELINE CHEAH MIN. The dashboard includes a navigation menu with options like HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, and LOGOUT. A central navigation bar contains icons for Dashboard, Applications, Licences, Request for Action, Correspondences, Payments, and Managed Returns. The main content area displays a welcome message and a search bar for Application Number. Below this are four summary cards: Applications (Require attention: 0, In progress: 0), Drafts (Due for removal: 0, All drafts: 0), Licences (Due for renewal: 0, Active: 01), and Payments (Pending payment: 0). The 'Active licences' section is expanded, showing a table with one entry:

| Licence / RRN Number | Agency | Licence Name | Issue Date | Expiry Date | Action |
|----------------------|--------|---|-------------|-------------|---|
| AD041-2010266V | IRAS | Appraiser's Licence (Lands and Buildings) | 25 Sep 2017 | 31 Dec 2017 | ACTION Amend |

Showing 1 to 1 of 1 entries

Choose Licence

gb **gobusiness**
LICENSING

Singapore Government
Integrity · Service · Excellence

Contact Us | Feedback | Sitemap

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

Amend Existing Licence

Inland Revenue Authority of Singapore

Appraiser Licence (Land and Buildings) - Amendment

[External Agency Website](#)

Next >

gb **gobusiness**
LICENSING

Singapore Government
Integrity · Service · Excellence

Contact Us | Feedback | Sitemap

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

Amend Existing Licence

Inland Revenue Authority of Singapore

Appraiser's Licence (Lands and Buildings)

Applicant's ID Type: NRIC

Applicant's NRIC/FIN: S5921493D

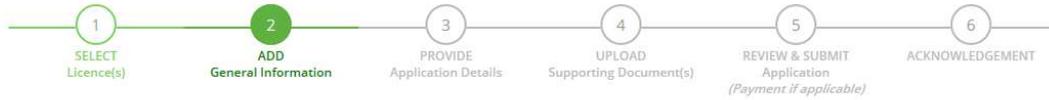
Licence Number*: AD041-2010266V

SISV Membership No.*: VGP/2017/0001

< Back Search >

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

General Information



Amend Existing 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 | Manager |
| 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



Amend Existing Licence

Appraiser's Licence (Lands and Buildings)

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

| | | | |
|-----------------|----------------------|---------------|------------------|
| Home Tel Number | <input type="text"/> | Email Address | adeline@test.com |
| Mobile Number | <input type="text"/> | | |

Current Residential Address(As per NRIC)

No Update Update Residential Address

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" | | | | |
| Block / House Number | 2 | Unit Number | <input type="text"/> | |
| Street Name | KITCHENER LINK | Building Name | CITY SQUARE RESIDENCES | |

Current Employment Details

No Update Update 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* | 117611 | Retrieve Address | Level | <input type="text"/> |
| Please enter your postal code and click "Retrieve Address" | | | | |
| Block / House Number* | 31 | Unit Number | <input type="text"/> | |
| Street Name* | SCIENCE PARK ROAD | Building Name | THE CRIMSON | |

Proceed >

Save as Draft

Supporting Document(s)

gobusiness LICENSING

Singapore Government
Integrity · Service · Excellence

Contact Us | Feedback | Sitemap

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

Amend Existing 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. <i>Acceptable File Format: .jpg, .jpeg, .gif, .doc, .docx, .pdf</i> <i>Acceptable File Size: maximum: 2 MB</i> | ONLINE UPLOAD | NRIC.docx | Upload |
| Authorisation letter from the new employer if applicable 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. <i>Acceptable File Format: .jpg, .jpeg, .gif, .doc, .docx, .pdf</i> <i>Acceptable File Size: maximum: 2 MB</i> | ONLINE UPLOAD | Letter.docx | Upload |

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

Note: If you have changed your address or company, please upload the supporting document(s).

Declaration



Amend Existing Licence

Information Review



| Filer'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

The screenshot shows the 'Payment' page in the gobusiness LICENSING portal. The user is logged in as 'ADELINE CHEA...'. The navigation menu includes 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', 'LICENSED ENTITIES', and 'LOGOUT'. The main menu highlights 'Payments'. A progress 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 current step is 5.

Amend Existing Licence

e-Payment

| SNo | Description | Amount(\$\$) |
|-----|--|--------------|
| 1 | Pay to IRAS (Payment Advice No - PA1710962102) Appraiser's Licence (Lands and Buildings) Application No. : U1720006160 | |
| | Amendment Fee | 20.00 |
| | Payment Advice Sub Total (Amount Inclusive of GST \$1.31) | 20.00 |
| | Grand Total: | 20.00 |

[PROCEED WITH PAYMENT](#)

Receipt

The screenshot shows the 'Receipt' page in the gobusiness LICENSING portal. The user is logged in as 'ADELINE CHEA...'. The navigation menu and progress bar are identical to the payment page. The current step is 5, 'REVIEW & SUBMIT Application (Payment if applicable)'. A green notification box states: 'Payment is successful and the receipt is generating.'

| SNo | Description | Amount(\$\$) | Status |
|-----|--|--------------|---------|
| 1 | Pay to IRAS (Payment Advice No - PA1710962102) Appraiser's Licence (Lands and Buildings) Application No. : U1720006160 | 20.00 | Success |

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

[VIEW RECEIPT](#) [NEXT](#)

Acknowledgement

Amend Existing Licence

Submission Number: B1720031947

Submission Date: 25/09/2017 10:49:43

Submission Name: B1720031947 [EDIT](#)

| Licence Name | Application Number | Agency | Application Status | Payment Status |
|---|--------------------|--------|-----------------------|-------------------------------|
| Appraiser's Licence (Lands and Buildings) | U1720006160 | 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 |
|--------------------|---|--------------------|-----------------|----------------------|-------------------------|
| U1720006160 | Appraiser's Licence (Lands and Buildings) | Approved | B1720031947 | 25 Sep 2017 10:49:43 | ACTIONS |

Total 1 Records 1

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

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 the text '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 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 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 detailed licence information. The top navigation and search elements are the same as in the previous screenshot. The main content area is titled 'Licence Details' and 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 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 says 'Showing 1 to 1 of 1 entries'.

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