STEP BY STEP GUIDE

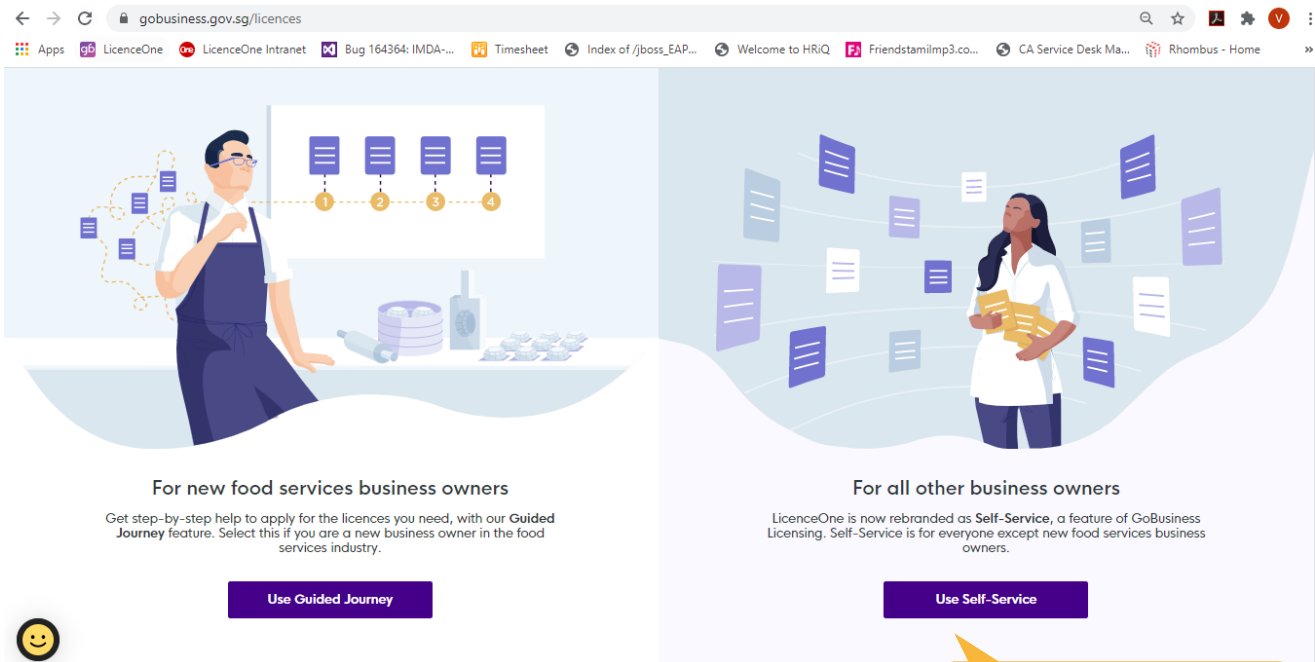## ARS to View Licence Data

This document explains how applicants can login and view the licence data for ARS licence.
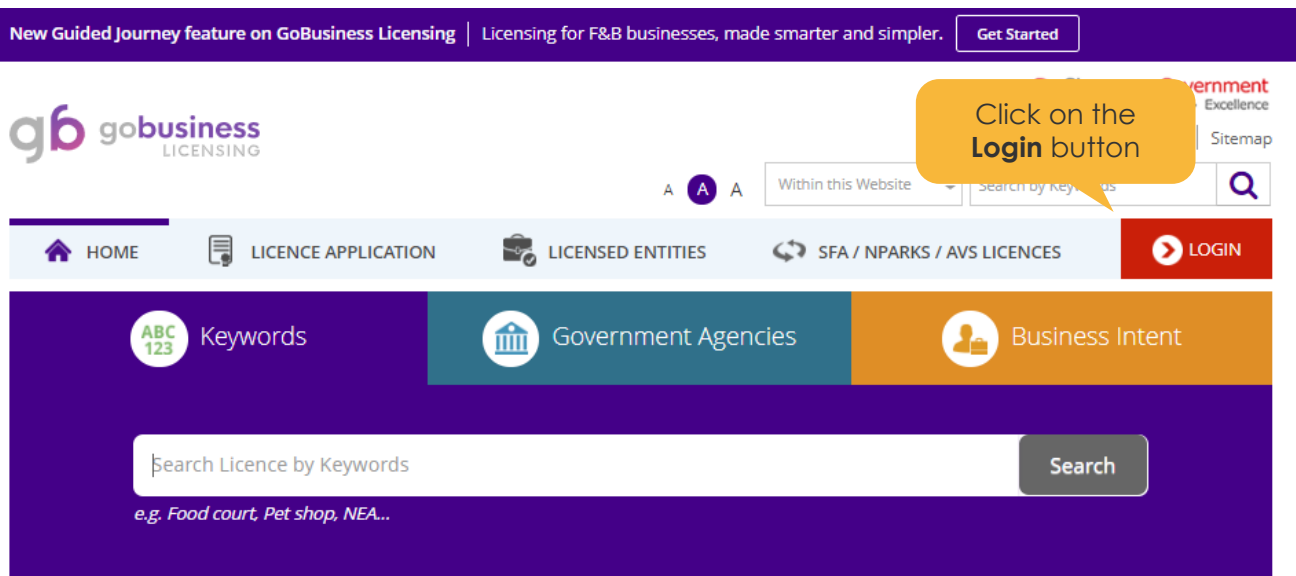
STEP 01

Enter the URL *https://www.gobusiness.gov.sg/licences*

For new food services business owners

Get step-by-step help to apply for the licences you need, with our **Guided Journey** feature. Select this if you are a new business owner in the food services industry.

Use Guided Journey

For all other business owners

LicenceOne is now rebranded as **Self-Service**, a feature of GoBusiness Licensing. Self-Service is for everyone except new food services business owners.

Use Self-Service

Click on the **Use Self-Service** button

STEP 02

Proceed to login from gobusiness login page.

New Guided Journey feature on GoBusiness Licensing | Licensing for F&B businesses, made smarter and simpler. **Get Started**

Click on the **Login** button

HOME   LICENCE APPLICATION   LICENSED ENTITIES   SFA / NPARKS / AVS LICENCES   LOGIN

Keywords   Government Agencies   Business Intent

Search Licence by Keywords   Search

e.g. Food court, Pet shop, NEA...

STEP 03

Login to account with SingPass.

Click on the **Login via SingPass** button

STEP 04

Enter the SingPass details or scan the QR code with your SingPass Mobile App

Enter the **SingPassID**

Enter the **Password**

Click on the **Login** button

Scan the **QR Code**

STEP 05

Verify your account by entering the OTP if you did not scan the QR code.

Upcoming Scheduled Maintenance
The SingPass system will be undergoing scheduled maintenance to serve you better and will not be available on 19 Jul 2020, from 12am to 7am. Please plan your transactions in advance. Thank you for your understanding.

SingPass
Singapore Personal Access

Singapore Government
Integrity · Service · Excellence

A A A

Logout

SingPass Mobile   SMS OTP

SMS OTP

SMS

Enter the 6-digit One-Time Password (OTP) sent to your mobile number (****4173). Not your mobile number?

OTP: [OTP]   **Submit**

[Resend OTP]

Enter the **OTP**

STEP 06

Proceed to view active licences from LicenceOne Dashboard.

HOME   MY PORTFOLIO   LICENCE APPLICATION   LICENSED ENTITIES   SFA / NPARKS / AVS LICENCES

Dashboard   Applications   Licences   Payments   Requests for Action   Managed Returns   Correspondences

Dashboard

TESTER
Your last login was on Monday 13 July 2020 at 04:17 PM   [Update Profile]

Application Status   [Application Number]   **Check**

APPLICATIONS		DRAFTS		LICENCES		
0	1	5	13	0	1	0
Require Attention	In Progress	Due for Removal	All Drafts	Due for Renewal	Active	Pending Payments

Click on the **Active** link

Licence / RRN Number	Agency	Licence Name			Action
T1:17/19-2020	MUIS	Asatizah Recognition Scheme	26 May 2020	30 Jun 2023	Action ▾

Click on the **Action** dropdown

STEP
07

Proceed to amend the licence.

Dashboard

TEST DATA
Your last login was on Friday 13 September 2019 at
02:36 PM

[Update Profile]

Application Status   [Application Number]   [Check]

APPLICATIONS 📄		DRAFTS ✏️		LICENCES 🎗️		PAYMENTS 💰
0 Require Attention	27 In Progress	0 Due for Removal	0 All Drafts	0 Due for Renewal	4 Active	0 Pending Payments

Licence / RRN Number	Agency	Licence Name			Action
T1:17/19-1171	MUIS	Asatizah Recognition Scheme	01 Sep 2019	31 Dec 2019	[Action ▾]
IPOS_123	SPF	Massage Establishment Licence	01 Jan 2001		✏️ Amend ⊠ Cancel

> Select the **Amend** button

STEP
08

Amend profile on Licence Profile Page.

Amend Licence

(1) SELECT Licence(S) — (2) AMENDMENT Profile — (3) ADD General Information — (4) PROVIDE Application Details — (5) UPLOAD Supporting Document(S) — (6) REVIEW & SUBMIT Application (Payment If Applicable) — (7) ACKNOWLEDGEMENT
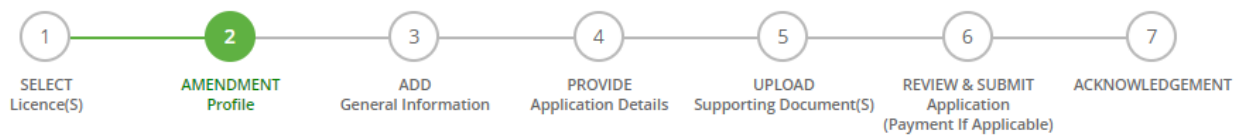
Majlis Ugama Islam Singapura

Asatizah Recognition Scheme

Type of Amendment   **Fees & Supporting Documents** (if required)

⦿ Asatizah Recognition Sche   [Details]

> Licence Number is pre-populated

Serial Number. *

[T1:20/20/22-2749]

> Click on the **Next** button

[BACK] [NEXT]

STEP 09

Agree to Terms of Use.

1	2	3	4	5	6	7
SELECT Licence(s)	AMENDMENT Profile	ADD General Information	PROVIDE Application Details	UPLOAD Supporting Document(s)	REVIEW & SUBMIT Application *(Payment if applicable)*	ACKNOWLEDGEMENT
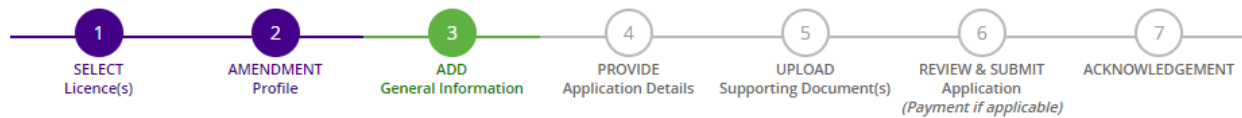
Amend Existing Licence

Terms of Use

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.
2. We reserve all rights to deny or restrict access to this Website by any particular person or to block access from any Internet address to this Website, at any time, without ascribing any reasons whatsoever.

III. Communication With You
1. Where appropriate we may contact you via telephone, e-mail, or text messages for additional information and clarification.

...y to protect the security of communications made through the Website. Notwithstanding the ...above, we do not accept liability for the security, authenticity, integrity or confidentiality of any transactions or other

> **Click the checkbox**

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

STEP 10

Fill in required fields with filer's particulars.

Filer's Particulars

Note: Salutation, Name, Citizenship, 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 * — Mr

Name * — Ismail

Citizenship * — SINGAPORE CITIZEN

Gender * — ○ Male ○ Female

Date Of Birth * — 14/07/1983

Primary Contact Mode *
○ Office Tel Number
○ Home Tel Number

Designation * — Managing Director

Office Tel Number — ▼

Home Tel Number — ▼

Fax Number — ▼

Mobile Number * — ▼ +6597767676

Email * — test@test.com

Alternative Email

Tick if you prefer to receive status updates of licence application via SMS ☐

> **Click on the Next button**

[Next >] [Save as Draft] [Save as Draft & Exit]

STEP
11

Provide application details on the ARS Licence Specific Page.

A Singapore Government Agency Website

New Guided Journey feature on GoBusiness Licensing | Licensing for F&B businesses, made smarter and simpler. | Get Started

gb gobusiness LICENSING

🔍 🔔 👤

📁 MY PORTFOLIO   📄 LICENCE APPLICATION   💼 LICENSED ENTITIES   🔄 SFA / NPARKS / AVS LICENCES   🏛 WHO WE ARE

1	2	3	4	5	6	7
SELECT Licence(s)	AMENDMENT Profile	ADD General Information	PROVIDE Application Details	UPLOAD Supporting Document(s)	REVIEW & SUBMIT Application *(Payment if applicable)*	ACKNOWLEDGEMENT

Amend Existing Licence

Asatizah Recognition Scheme (MUIS)

Continuous Professional Education (CPE)

CPE Code	Course Description	Date/Time	CPE Hours
3136	rfhgh	05/05/2020 20:20 - 21:50	1:30
		Total:	1 hour(s) : 30 minute(s)
		Pending Hours:	23 hour(s) : 30 minute(s)

Personal Particulars

Name	TESTER *Full Name (as in NRIC)*	Unit Number	11
		Building name	THE CRIMSON
NRIC/FIN	S8437401F	Mobile Number	+6598765432
Date of Birth	15/09/1988 (DD/MM/YYYY)	Office Tel Number	
Applicant's Address: *(Current resident)*		Home Tel Number	
		Fax No	
Postal Code	117611	E-Mail Address	test@test.com
Block/House Number	31	Race *	Malay
			(Please select the racial category which you most closely identify in the selection list)
Street Name	SCIENCE PARK ROAD		
Level	11	Citizenship	SINGAPORE CITIZEN

Highest Religious Qualification

Note: Please attach the academic transcripts attained in the supporting document page.

Institution Name	Please Select ▾	Course Of Study	[ ]
			(E.g. Master in Jurisprudence)
If Others, Please specify	[ ]	Year(From)	[ ]
			(YYYY e.g.. 2017)
Country/Region	Please Select ▾	Year(To)	[ ]
			(YYYY e.g.. 2017)
Highest Religious Qualification	Please Select ▾	Grade	[ ]
	(E.g. Phd, Master etc)		*(E.g. Honour, Pass etc)*

Madrasah Qualification

Note: Please specify clearly and attach the copy of certificate.

Madrasah/Institution Name	Please Select ▾	Year(From)	[ ]
			(YYYY e.g.. 2017)
If Others, Please specify	[ ]	Year(To)	[ ]
			(YYYY e.g.. 2017)
Country/Region	Please Select ▾	Madrasah Qualification	Please Select ▾

Please click on the "Add Madrasah" button after you have entered Institution Name, Highest Madrasah Qualification, Date(From), Date(To).
Please click on the "Edit" (📝)button to amend Madrasah Qualification, and click "Add Madrasah" again after you have made your amendments.

Add Madrasah

Madrasah/ Institution Name	If Others, Please specify	Country/Region	Date(From)	Date(To)	Highest Madrasah Qualification	
Others	Test Madr	Malaysia	2002	2003	Secondary (Thanawi)	📝 ❌

Other Qualification (Non-Madrasah/Madrasah student)

Note: For non-madrasah/madrasah student or other Professional Education Qualification (if any)

School/Institution Name	[ ]	Year(To)	[ ]
	E.g. Victoria Junior college or Ahmad Ibrahim Secondary School		*(YYYY e.g.. 2017)*
Year(From)	[ ]	Highest Qualification	Please Select ▾
	(YYYY e.g.. 2017)		

Please click on the "Add Others" button after you have entered Institution Name, Highest Qualification, Date(From), Date(To).
Please click on the "Edit" (📝)button to amend Others Qualification, and click "Add Others" again after you have made your amendments.

Add Others

School/Institution Name	Date(From)	Date(To)	Highest Qualification

Language Proficiency

Note: Arabic language is a requirement for ARS.

Language/Dialect *	Please Select	Written	Please Select
If Others, Please Specify		Grade/Level	Please Select
Spoken	Please Select		

Please click on the "Add Language" button after you have entered Language/Dialect, Spoken, Written, Grade/Level.
Please click on the "Edit" (✎)button to amend Language Proficiency, and click "Add Language" again after you have made your amendments.

Add Language

Language/Dialect	If Others, Please Specify	Spoken	Written	Grade/Level	
Arabic		Fluent	Fluent	University	✎ ✕
Malay		Fluent	Fair		✎ ✕

Professional Experience

Note: Please select the Type of Employment which you most closely identify your current position.

Type of Employment *	Please Select	Designation	
	If the "Type of Employment" is Full time then "refers to employment taking up to at least 35 hours per week"	Date Joining	
	If the "Type of Employment" is Part-Timer - then "refer to contract based employment and less than 35 hours per week."		*(YYYY e.g.. 2017)*
	If the "Type of Employment" is Freelancer - are those who work without an employment contract and/or without representing any organisations	Primary Roles	Please Select
			More than 50% of time spent employed in this role
Organisation Name		Secondary Role	Please Select
Organisation Type	Please Select		*Less than 50% of time spent employed in this role*
If Others, Please Specify			
Current Job	☐		

Add

Type of Employment	Organisation Name	Organisation Type	If Others, Please Specify	Designation	Date Joining	Primary Roles	Secondary Role	Current Job	
Full-Time									✎ ✕

Teaching Status

Teaching/Non Teaching *   ● Yes   ○ No

Teaching Activity

Note: Please state the address of the organisation or home based religious class.

Teaching At * ○ Home Based ○ Organisation/Mosque

Level [   ]

Organisation Name [   ]

Unit Number [   ]

Postal Code * [   ] [Retrieve Address]

Building name [   ]

Please enter your postal code and click "Retrieve Address"

Block/House Number [Please Select   ▾]

Frequency [Please Select   ▾]

Street Name * [   ]

If Others, Please Specify [   ]

Subject Details

Subject * [   ]

Date Ended [   ] 📅
(DD/MM/YYYY)

Date Started * [   ] 📅
(DD/MM/YYYY)

Ongoing   ○ Yes   ○ No

Please click on the "Add Subject" button after you have entered Subject, Date Started, Date Ended, Ongoing.
Please click on the "Edit" (✎)button to amend Subject Details, and click "Add Subject" again after you have made your amendments.

[Add Subject]

Subject	Date Started	Date Ended	Ongoing
No records available			

Please click on the "Add Teaching" button after you have entered Organisation Name or Address and Subject Details.
Please click on the "Edit" (✎)button to amend Teaching Activity, and click "Add Teaching" again after you have made your amendments.

[Add Teaching]

Teaching At	Organisation Name	No of Subject(s)	Frequency	
Organisation/Mosque	Test ARS Org	1	Weekly	✎ ✖

Emergency Contact

Name of Next-of-Kin * [   ]

Relationship to next-of-Kin(parent,sibling, other) * [   ]

Home Number [▾]

Mobile Number * [▾]

Click on the **Proceed** button

[‹ Previous] [Proceed ›] [Save as Draft] [Save as Draft & Exit]

STEP 12

Upload supporting documents.

gobusiness LICENSING

| MY PORTFOLIO | LICENCE APPLICATION | LICENSED ENTITIES | SFA / NPARKS / AVS LICENCES | WHO WE ARE |

1 SELECT Licence(s) — 2 AMENDMENT Profile — 3 ADD General Information — 4 PROVIDE Application Details — 5 UPLOAD Supporting Document(s) — 6 REVIEW & SUBMIT Application *(Payment if applicable)* — 7 ACKNOWLEDGEMENT
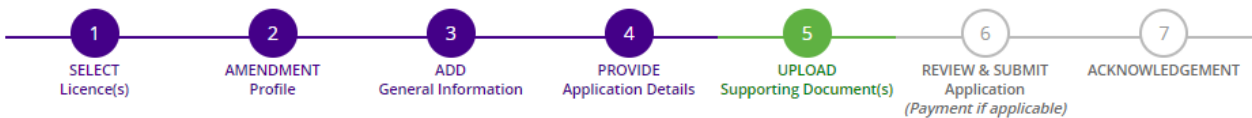
Amend Existing Licence

Asatizah Recognition Scheme

No supporting document required for online application submission. Agenci   ocuments are needed subsequently

> Click on the **Next** button

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

STEP 13

Review and submit application.

1 SELECT Licence(s) — 2 AMENDMENT Profile — 3 ADD General Information — 4 PROVIDE Application Details — 5 UPLOAD Supporting Document(s) — 6 REVIEW & SUBMIT Application *(Payment if applicable)* — 7 ACKNOWLEDGEMENT

Amend Existing Licence

Information Review

> Click to preview the amendments

> Click to print the amended application

Filer's Particulars

Agree to Use MyInfo Data	No	Designation	Managing Director
		Office Tel Number	
Salutation	Mr		
		Home Tel Number	
Name	Ismail		
		Fax Number	
Citizenship	SINGAPORE CITIZEN		
		Mobile Number	+6597767676
Gender	Male		

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.
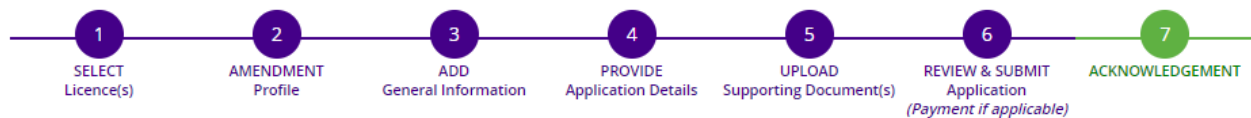
☑

Check the declaration

[< Previous] [Submit]

Click on the Submit button

STEP 14

Save or print acknowledgement before exiting.

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

Amend Existing Licence

✔ **Submitted successfully: 1 application(s)**
You will be notified of the approval of your application via SMS/Email.

Majlis Ugama Islam Singapura
Asatizah Recognition Scheme

Application Number	U2020002838	Application Status	Pending Agency Action
Submission Number	B2020013104	Payment Status	STAGE1 : N.A
			STAGE2 : N.A
Submission Date	09/07/2020 14:50:23		
Submission Name	B2020013104		

View your Applications and Status

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]