

# STEP BY STEP GUIDE

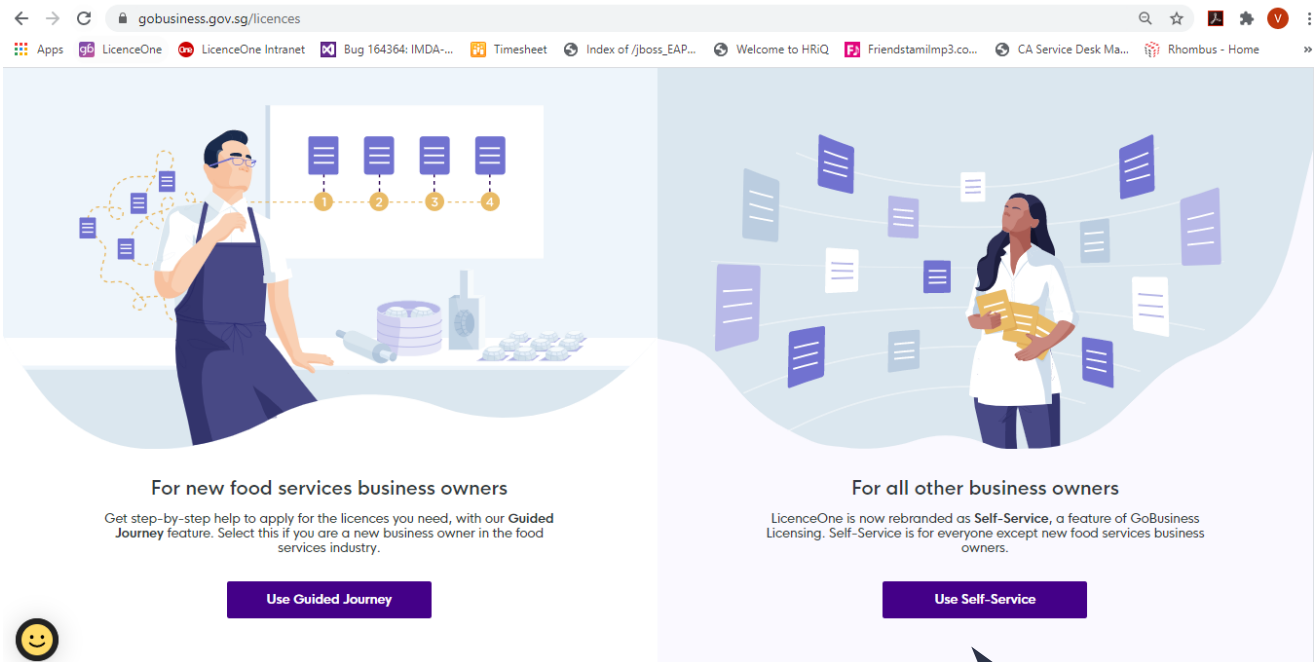
IECP to View Licence Data Renewal



This document explains how applicants can login and view the licence data for IECP licence.

## STEP 01

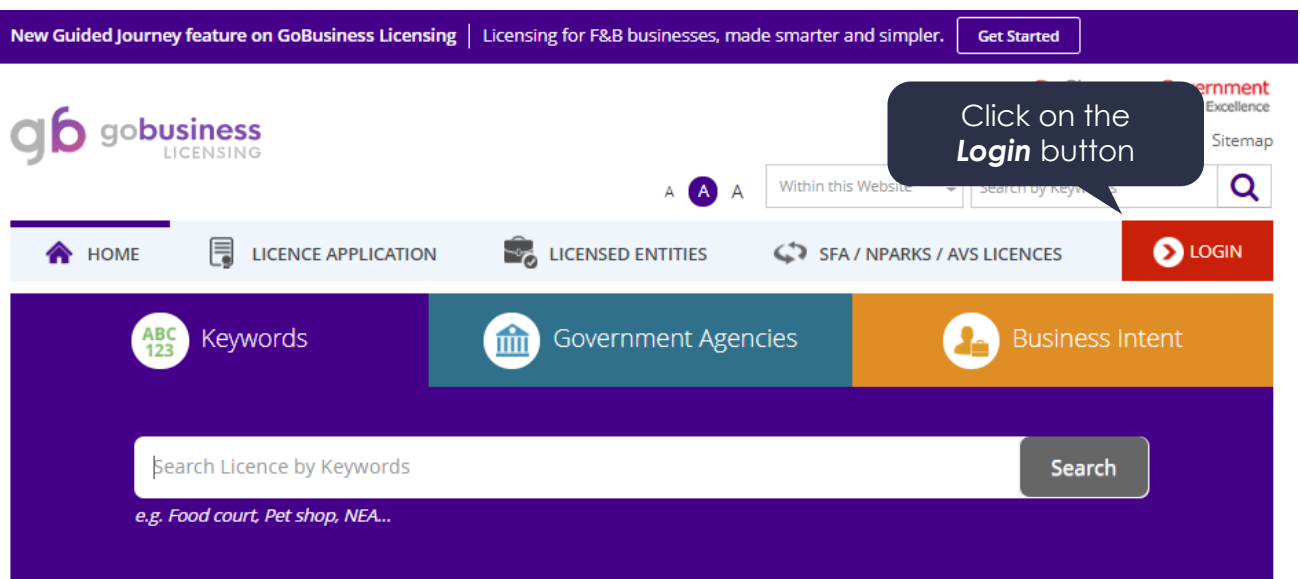
Enter the URL <https://www.gobusiness.gov.sg/licences>



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

## STEP 02

Proceed to login from **gobusiness** login page.



**STEP 03**

Login to account with CorpPass

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A **A** A Within this Website Search by Keywords

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via



Login via CorpPass >

or

via



Login via SingPass >

or

via

**Login ID**

Login for foreigners without SingPass

Your Email

Your Password  Password

By clicking on the login button, you agree to the [Terms of Use](#).

[Login >](#)

[Forgot Password?](#) [Request User Account](#)

**Click on the Login via CorpPass**

**STEP 04**

Enter the CorpPass details or scan the QR code with your SingPass Mobile app.

Click here to log in with SingPass Mobile app, or CorpPass 2FA for Foreigners app 

**Log in with CorpPass**

UEN/ENTITY ID

IMDAGOLDN18

☐ Remember Entity ID

[Cancel](#) [Login ▶](#)

Forgot Entity / CorpPass ID or Password  
New to CorpPass? [Register](#) Now.

**Scan the QR Code**



**TO LOG IN, SCAN WITH "SINGPASS MOBILE" OR "CORPPASS 2FA FOR FOREIGNERS" APP**

Alternatively, to log in with CorpPass ID & Password, click [here](#)

Don't have the app? Download [SingPass Mobile](#) or [CorpPass 2FA for Foreigners](#) now.

**Enter the UEN**

**Enter the CorpPass ID**

**Enter the Password**

**Click on the Login**

**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.



Logout

SingPass Mobile

SMS OTP

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

OTP:

Submit

Resend OTP

Enter the **OTP****STEP 06**

Proceed to view active licences from LicenceOne Dashboard.

**Dashboard**

VASUDEVAN KOTHANDARAM

Your last login was on Tuesday 14 July 2020 at 10:27 AM

Update Profile

Representing

CORPPASS TEST ACCOUNT FOR LICENCEONE (UEN: 180000001W)

6 COMMONWEALTH LANE, S(149547)

Application Status

Check

**APPLICATIONS**

6

Require Attention

10

In Progress

**DRAFTS**

0

Due for Removal

1

All Drafts

Click on the **Active** link

2

Due for Renewal

1

Active

**PAYMENTS**

5

Pending Payments

Licence / RRN Number

Agency

Licence Name

Click on the **Action** dropdown

Action

ICEP19000009

MUIS

Islamic Education Centre And Provider directory

01 Jan 2020

31 Dec 2023

Action

**STEP 07**

Proceed to amend the licence.

Majlis Ugama Islam Singapura ▼ Select Status ▼ Select Licence ▼  
 Licence Number Issue Date From Issue Date To Expiry Date From Expiry Date To  
 SEARCH

Please click [here](#) for the list of licences you can view via GoBusiness Licensing.

Licence Number	Licence Details	Licence Name	Licence Status	Issue Date	Expiry Date	Agency	Action
IECP19000009	N/A	Islamic Education Centres And Providers Registration	Active	2019	2019	Singapura	Action ▼ Amend Cancel Renew

Showing 1 of 1

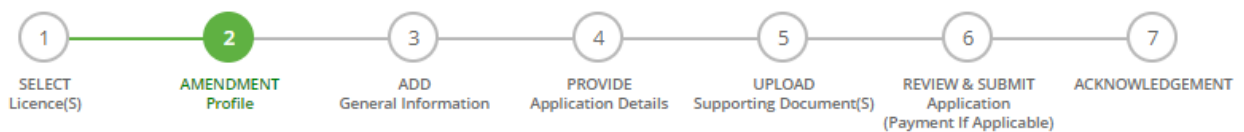
Select the **Amend** process**STEP 08**

Amend profile on Licence Profile Page.



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

## Amend Licence



Majlis Ugama Islam Singapura

Islamic Education Centres And Providers Registration

## Type of Amendment

## Fees &amp; Supporting Documents (if required)

☒ Islamic Education Centres

Details

Serial Number.\*

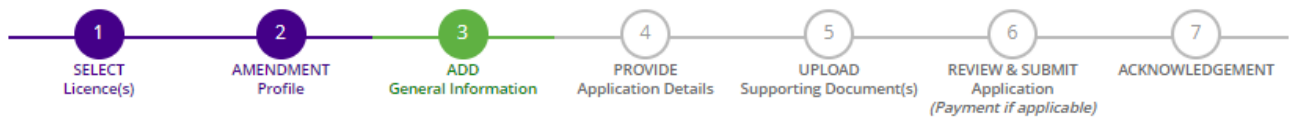
IECP19000009

Licence Number is pre-populated

Click on the **Next** button

BACK

NEXT

**STEP 09****Agree to Terms of Use.****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

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.

<b>Salutation *</b>	<input type="text" value="Mr"/>	<b>Designation *</b>	<input type="text" value="Managing Director"/>
<b>Name *</b>	<input type="text" value="S0531130Ftest"/>	<b>Office Tel Number</b>	<input type="text"/>
<b>Citizenship *</b>	<input type="text" value="AUSTRALIAN"/>	<b>Home Tel Number *</b>	<input type="text" value="+6561234567"/>
<b>Gender *</b>	<input checked="" type="radio"/> Male <input type="radio"/> Female	<b>Fax Number</b>	<input type="text"/>
<b>Date Of Birth *</b>	<input type="text" value="01/02/1972"/>	<b>Mobile Number</b>	<input type="text"/>
<b>Primary Contact Mode *</b>	<input type="radio"/> Office Tel Number <input checked="" type="radio"/> Home Tel Number <input type="radio"/> Mobile Number	<b>Email *</b>	<input type="text" value="test@ttt.com"/>
		<b>Alternative Email</b>	<input type="text"/>
		Tick if you prefer to receive status updates on licence application via <input type="checkbox"/>	

Click on the **Next** button

**STEP 11**

Provide application details on the IECP Licence Specific Page.

**Amend Existing Licence**

Islamic Education Centres And Providers Registration (MUIS)

**Section A: Organisation / Company / Education Centre Particulars**

Serial Number IECP19000009

**Parent Organisation**

UEN No. 180000001W

Registered Name CORPPASS TEST ACCOUNT FOR LICENCEONE

Organisation Type ACRA

Applicant Name

Applicant ID

**Address**

Postal Code 149547

Office No +6561234567

Block/House Number 6

E-Mail test@ttt.com

Street Name COMMONWEALTH LANE

Website

Level

Other Social Media Platform(Facebook, Instagram,etc)

Unit Number

Building name

Curriculum Category

☐ Quran

☐ Fardhu Ain

☒ Arabic

**Section B: Particulars of Centre / Branch to be registered**

Centre/Branch Name\* Islamic Branch

Level 01

**Address :**

Postal Code\* 570112

Retrieve Address

*Please enter your postal code and click "Retrieve Address"*

Unit Number 01

Building name BISHAN VIEW

Block/House Number\* 112

Office No\* +6568877664

Street Name\* BISHAN STREET 12

E-Mail\* sample@sample.com

Alternate Email

**Particulars of Person in Charge**

Name Of Person in Charge\* Tester 1

Tel No\* +6568877664

Designation\* Manager

E-Mail\* sample@sample.com

## Particulars of Affiliations / Subsidiaries / Accreditation bodies (if any)

Name Of Affiliations/Subsidiaries/ Accreditation	<input type="text"/>	If Other, Please specify	<input type="text"/>
Nature Of Relationship	<input type="text" value="Please Select"/>		

Please click on the "Add Affins/Subs/Accre" button after you have enter the Name of Affiliations/ Subsidiaries/ Accreditation Bodies(Local & Overseas), Nature Of Relationship  
Please click on the "Edit" button to amend a Particulars of Affiliations/ Subsidiaries/ Accreditation bodies and click "Add Affins/Subs/Accre" again after you have made your amendments.

Add Affins/ Subs/ Accre

Name Of Affiliations/Subsidiaries/ Accreditation	Nature Of Relationship	If Other, Please specify
No records available		

## Centre / Branch Enrolment &amp; Course Information

**Note: If the information is not relevant to the company please skip the "Total No of Students:" section.**

0-4 years old	<input type="text" value="0"/>	17-20 years old	<input type="text" value="0"/>
5-6 years old	<input type="text" value="0"/>	>=21 years old	<input type="text" value="0"/>
7-12 years old	<input type="text" value="14"/>	Total No Of Students:	<input type="text" value="21"/>
13-16 years old	<input type="text" value="7"/>		

Type Of Class/Prog Offered

☐ Weekly  
☐ Seminar-based  
☐ Wokshop-based  
☐ Home-based  
☐ Online-based  
☐ Others

If Other, Please specify

## Teacher Particulars (Including Relief Teachers)/Curriculum Information

**Note: Please list the particulars of part-time/full-time teachers employed in your organisation or education centre.**

Category *	<input type="text" value="Please Select"/>	ARS Category	<input type="text" value="Please Select"/>
Passport *	<input type="text"/>	Part-Time/Full Time	<input type="text" value="Please Select"/>
Name Of Ustaz/Ustazah *	<input type="text"/>	Class/Prog Name *	<input type="text"/>

**Teaching Materials: (add teaching materials)**  
(E.g. Textbook titles, workbook titles, slides, videos, etc)

Teaching Material Book Title \*

Please enter only 1 book title here

Teaching Material Author Name \*


If more than 1 author for the book, please separate using comma (,)

Teaching Material Publisher Name \*



If more than 1 publisher for the book, please separate using comma (,)



Please click on the "Add Teachers" button after you have entered the Category, Name Of Ustaz/Ustazah, NRIC/FIN, ARS Category, Part-Time/Full Time and Class/ProgName.

Please click on the "Edit"  button to amend Teacher Particulars, and click "Add Teachers" again after you have made your amendments.

Add Teachers

Category	Name Of Ustaz/Ustazah	NRIC/FIN No.	ARS Category	Part-Time/Full Time	Class/Prog Name	Teaching Material Book Title	Teaching Material Author Name	Teaching Material Publisher Name	
Foreign Speaker	Teacher	M12345678	T1(Asatizah )	Full-Time	Islamic	Book Title	Author Name	Publisher Name	 

< Previous

Proceed >

Save as Draft

Save as Draft & Exit






Click on the **Proceed** button

## STEP 12 Upload supporting documents.

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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

#### Islamic Education Centres And Providers Registration

No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently

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

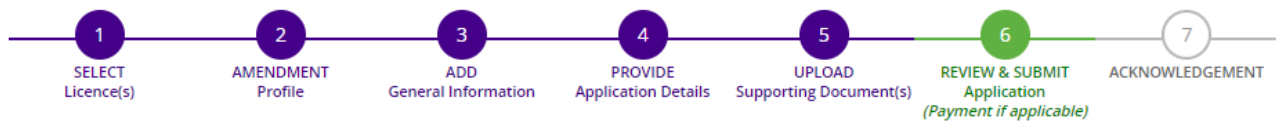
Click on the **Next** button

**STEP 13**

Review and submit application.

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**Amend Existing Licence**

Information Review

Click to preview the amendments

**Filer's Particulars**

Click to print the amended application

Salutation	Mr	Designation	Managing Director
Name	S0531130Ftest	Office Tel Number	
Citizenship	AUSTRALIAN	Home Tel Number	+6561234567
Gender	Male	Fax Number	
Date Of Birth	01/02/1972	Mobile Number	

**Declaration****General Declaration**

Check the 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. ☒

**Islamic Education Centres And Providers Registration**

Check the 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. ☒

Click on the **Submit** button
[< Previous](#)
[Submit](#)

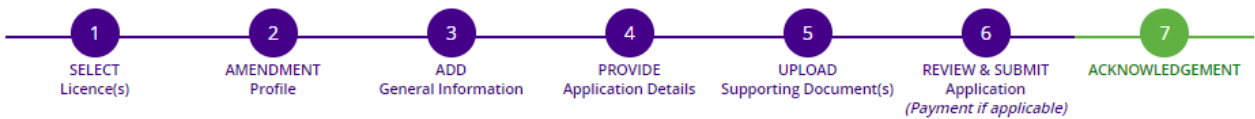
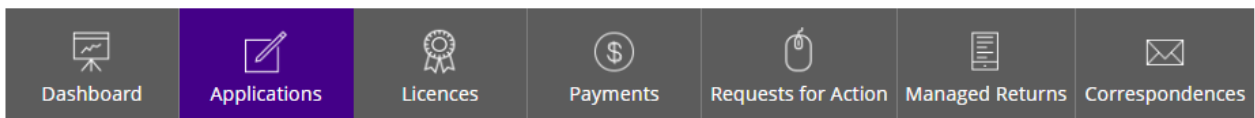
## STEP 14

Save or print acknowledgement before exiting.

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## 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

Islamic Education Centres And Providers Registration

Application Number	U2020002820	Application Status	Pending Agency Action
Submission Number	B2020013052	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	09/07/2020 11:05:13		
Submission Name	B2020013052		

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