

# 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>

The screenshot shows the website interface with two main sections:

- For new food services business owners:** Includes a sub-header and a paragraph: "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." Below this is a purple button labeled "Use Guided Journey".
- For all other business owners:** Includes a sub-header and a paragraph: "LicenceOne is now rebranded as **Self-Service**, a feature of GoBusiness Licensing. **Self-Service** is for everyone except new food services business owners." Below this is a purple button labeled "Use Self-Service".

A yellow smiley face icon is visible in the bottom left corner of the page.

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

## STEP 02

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

The screenshot shows the website's navigation and search area:

- A purple banner at the top reads: "New Guided Journey feature on GoBusiness Licensing | Licensing for F&B businesses, made smarter and simpler." with a "Get Started" button.
- The "gobusiness LICENSING" logo is on the left.
- A navigation menu contains: HOME, LICENCE APPLICATION, LICENSED ENTITIES, SFA / NPARKS / AVS LICENCES, and a red "LOGIN" button.
- Below the navigation menu are three categories: "ABC 123 Keywords", "Government Agencies", and "Business Intent".
- A search bar is present with the text "Search Licence by Keywords" and a "Search" button. Below the search bar, it says "e.g. Food court, Pet shop, NEA...".

A callout box points to the "LOGIN" button in the navigation menu with the text: "Click on the **Login** button".

## STEP 03 Login to account with CorpPass

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

**gb gobusiness LICENSING** Singapore Government Integrity · Service · Excellence  
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Within this Website Search by Keywords

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

via via via

Singapore Corporate Access  
**CorpPass**  
Login via CorpPass >

or

Singapore Personal Access  
**SingPass**  
Login via SingPass >

or

**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 >**

Enter the **UEN**

Enter the **CorpPass ID**

Enter the **Password**

Click on the **Login**

Scan the **QR Code**

**SingPass CorpPass**

**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.

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

**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.

Singapore Personal Access  
**SingPass**

Singapore Government  
Integrity · Service · Excellence  
A A A  

**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.

**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

**STEP 08**

Amend profile on Licence Profile Page.

## Amend Licence



Majlis Ugama Islam Singapura

Islamic Education Centres And Providers Registration

Type of Amendment

Fees &amp; Supporting Documents (if required)

 Islamic Education Centres

Serial Number.\*

Licence Number is pre-populated

Click on the **Next** button

**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"/>
		<input type="checkbox"/> Tick if you prefer to receive status updates via email for this licence application via	

Click on the **Next** button

Next &gt;

Save as Draft

Save as Draft &amp; Exit

**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 IEC19000009

**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 :**

Unit Number 01

Postal Code\* 570112 Retrieve Address

Building name BISHAN VIEW

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

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/ Accrediation Bodies(Local & Overseas), Nature Of Relationship  
Please click on the "Edit" button to amend a Particulars of Affiliations/ Subsidiaries/ Accrediation 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	<input type="checkbox"/> Weekly <input type="checkbox"/> Seminar-based <input type="checkbox"/> Wokshop-based <input type="checkbox"/> Home-based <input type="checkbox"/> Online-based <input type="checkbox"/> Others		
If Other, Please specify	<input type="text"/>		

## 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*	<input type="text"/>
	<small>Please enter only 1 book title here</small>
Teaching Material Author Name*	<input type="text"/>
	<small>If more than 1 author for the book, please separate using comma (,)</small>
Teaching Material Publisher Name*	<input type="text"/>
	<small>If more than 1 publisher for the book, please separate using comma (,)</small>

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.

A Singapore Government Agency Website

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Get Started

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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

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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Get Started

gb **gobusiness**  
LICENSING



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



### 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

- 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

- 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

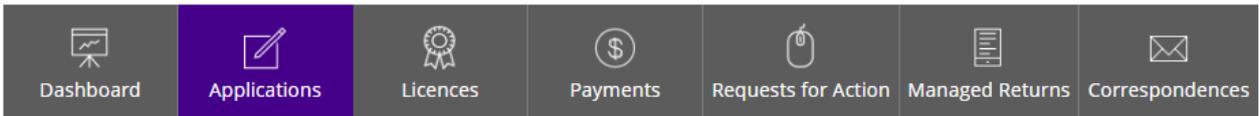
## STEP 14

Save or print acknowledgement before exiting.

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Get Started

gobusiness  
LICENSING
[MY PORTFOLIO](#) | [LICENCE APPLICATION](#) | [LICENSED ENTITIES](#) | [SFA / NPARKS / AVS LICENCES](#) | [WHO WE ARE](#)


## 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