

# PANDUAN

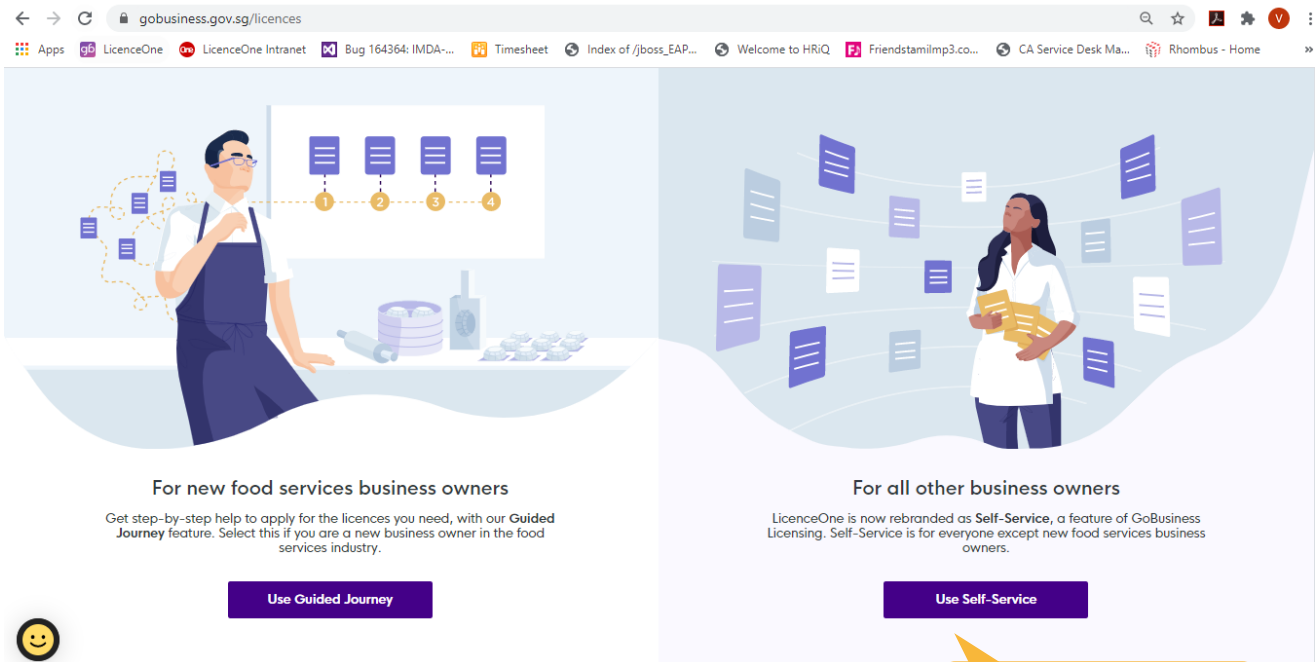
Untuk Mengemaskini Data ARS



Dokumen ini menjelaskan cara-cara bagaimana pemohon dan Asatizah boleh log masuk untuk melihat informasi mengenai status ARS anda.

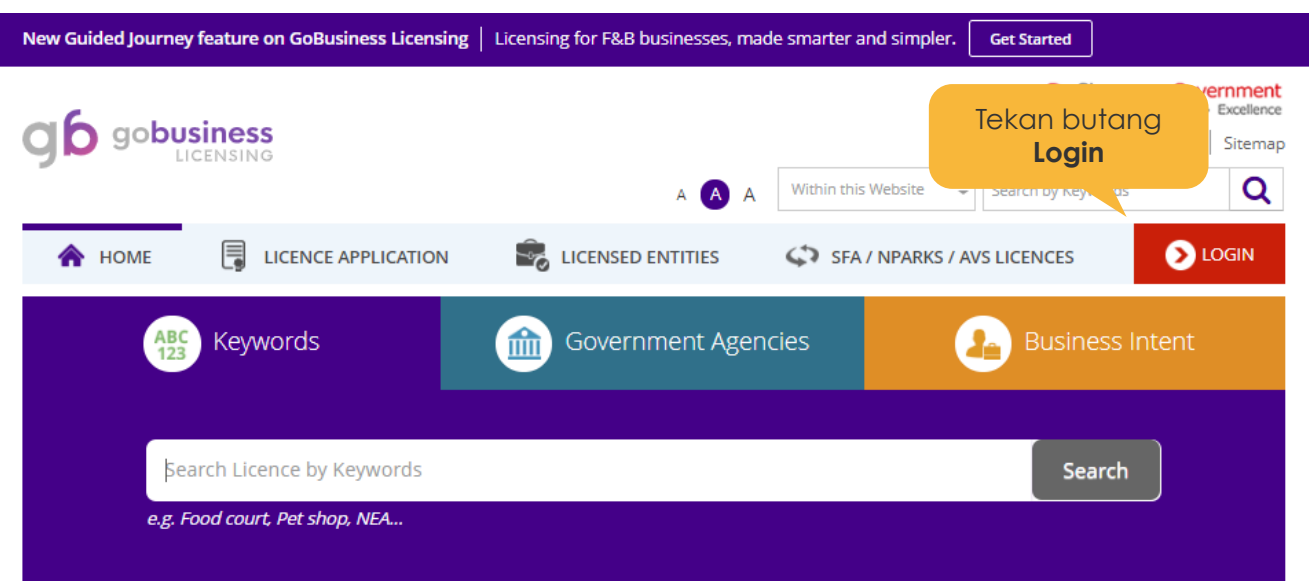
# 01

Masuk ke laman <https://www.gobusiness.gov.sg/licences>



# 02

Anda akan dibawa ke laman di bawah.



03

Untuk lihat informasi mengenai status ARS anda.

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

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

or

Singapore Personal Access  
**SingPass**  
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](#)

Tekan button **Login via SingPass**

04

Masukkan butiran SingPass anda atau imbas kod QR melalui aplikasi SingPass.

**SINGPASS MOBILE** **PASSWORD LOGIN**

Log in

SXXXXXXXXA

.....

**Cancel** **Login**

Forgot SingPass ID or password? [Click here](#)

Don't have an account? [Register now](#)

**SINGPASS MOBILE** **PASSWORD LOGIN**

**SCAN WITH SINGPASS MOBILE**  
No more remembering passwords!

Don't have SingPass Mobile? [Download now!](#)

SingPassID

Kata Kunci

Tekan button **Login**

Imbas kod QR

05

Masukkan OTP yang diterima melalui SMS.

**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

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:

Masukkan **OTP**

06

Lelaman LicenceOne.

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

Application Status

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

Tekan tombol **Active**

Licence / RRN Number	Agency	Licence Name				Action
T1:17/19-2020	MUIS	Asatizah Recognition Scheme	26 May 2020	30 Jun 2023		<input type="button" value="Action"/>

Tekan tombol di sebelah **Action**

07

Untuk mengemaskini.

## Dashboard

**TEST DATA**  
Your last login was on Friday 13 September 2019 at 02:36 PM [Update Profile](#)

Application Status  [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	

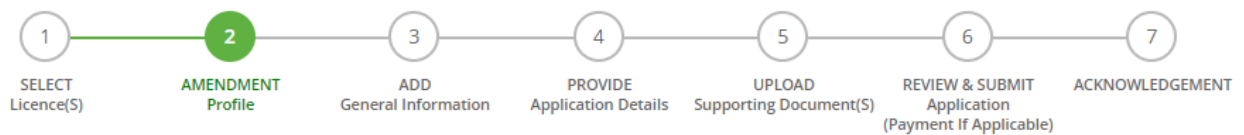
Licence / RRN Number	Agency	Licence Name		Action	
T1:17/19-1171	MUIS	Asatizah Recognition Scheme	01 Sep 2019	31 Dec 2019	<a href="#">Amend</a> <a href="#">Cancel</a>
IPOS_123	SPF	Massage Establishment Licence	01 Jan 2001		

Tekan butang **Amend**

08

Lelaman Profil ARS.

## Amend Licence



Majlis Ugama Islam Singapura

Asatizah Recognition Scheme

Type of Amendment

Fees &amp; Supporting Documents (if required)

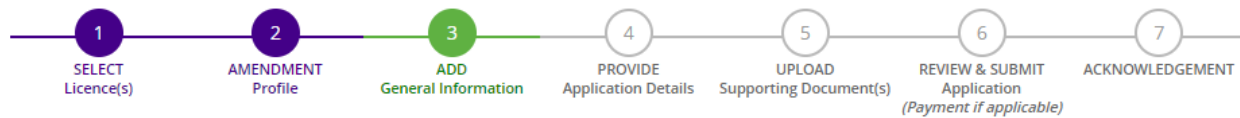
☒ Asatizah Recognition Scheme
[Details](#)

Serial Number.\*

Nombor Siri akan tertera

Tekan butang **Next**[BACK](#)[NEXT](#)

## 09

Lelaman **General Information.**

## 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.

Pastikan kotak ini ditekan

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

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

## 10

## Lelaman ini akan tertera.

## 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="Ismail"/>	<b>Office Tel Number</b>	<input type="text"/>
<b>Citizenship*</b>	<input type="text" value="SINGAPORE CITIZEN"/>	<b>Home Tel Number</b>	<input type="text"/>
<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="14/07/1983"/>	<b>Mobile Number*</b>	<input type="text" value="+6597767676"/>
<b>Primary Contact Mode*</b>	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number	<b>Email*</b>	<input type="text" value="test@test.com"/>
		<b>Alternative Email</b>	<input type="text"/>
		<input type="checkbox"/> Tick if you prefer to receive status updates of licence application via SMS	

Tekan button  
**Next**

Next >

Save as Draft

Save as Draft & Exit

11

Anda akan dibawa ke lalaman seperti di bawah ini.

A Singapore Government Agency Website

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

Get Started

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[WHO WE ARE](#)


## 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 <small>Full Name (as in NRIC)</small>	Unit Number	11
NRIC/FIN	S8437401F	Building name	THE CRIMSON
Date of Birth	15/09/1988 <small>(DD/MM/YYYY)</small>	Mobile Number	+6598765432
Applicant's Address: <small>(Current resident)</small>		Office Tel Number	
		Home Tel Number	
		Fax No	
Postal Code	117611	E-Mail Address	test@test.com
Block/House Number	31	Race*	Malay <small>(Please select the racial category which you most closely identify in the selection list)</small>
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	<input type="text" value="Please Select"/>	Course Of Study	<input type="text"/>
			<small>(E.g. Master in Jurisprudence)</small>
If Others, Please specify	<input type="text"/>	Year(From)	<input type="text"/>
			<small>(YYYY e.g., 2017)</small>
Country/Region	<input type="text" value="Please Select"/>	Year(To)	<input type="text"/>
			<small>(YYYY e.g., 2017)</small>
Highest Religious Qualification	<input type="text" value="Please Select"/>	Grade	<input type="text"/>
	<small>(E.g. Phd, Master etc)</small>		<small>(E.g. Honour, Pass etc)</small>

### Madrasah Qualification



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

Madrasah/Institution Name	<input type="text" value="Please Select"/>	Year(From)	<input type="text"/>
			<small>(YYYY e.g., 2017)</small>
If Others, Please specify	<input type="text"/>	Year(To)	<input type="text"/>
			<small>(YYYY e.g., 2017)</small>
Country/Region	<input type="text" value="Please Select"/>	Madrasah Qualification	<input type="text" value="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	<input type="text"/>	Year(To)	<input type="text"/>
	<small>E.g. Victoria Junior college or Ahmad Ibrahim Secondary School</small>		<small>(YYYY e.g., 2017)</small>
Year(From)	<input type="text"/>	Highest Qualification	<input type="text" value="Please Select"/>
	<small>(YYYY e.g., 2017)</small>		

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

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**

Please enter your postal code and click "Retrieve Address"

Building name

Block/House Number


Frequency


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

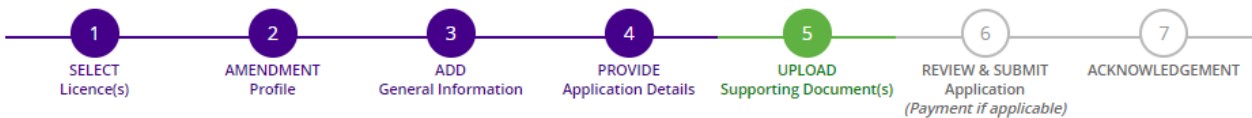
Mobile Number\*

Tekan butang  
**Proceed**

[< Previous](#)
[Proceed >](#)
[Save as Draft](#)
[Save as Draft & Exit](#)

## 12

Dokumen yang diperlukan.



## Amend Existing Licence

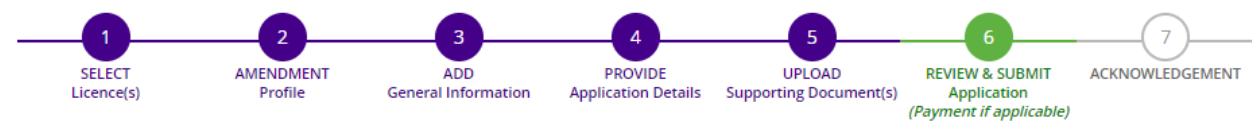
Asatizah Recognition Scheme

No supporting document required for online application submission. Agency documents are needed subsequently

Tekan butang  
Next
[< Previous](#)
[Next >](#)
[Save as Draft](#)
[Save as Draft & Exit](#)

## 13

Anda akan terlihat lelamann di bawah ini



## Amend Existing Licence

Information Review

Tekan di sini untuk melihat  
perubahan yang dilakukan

Tekan di sini untuk print

## Filer's Particulars

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

## Declaration

## General Declaration

Tekan butang di kotak ini

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.



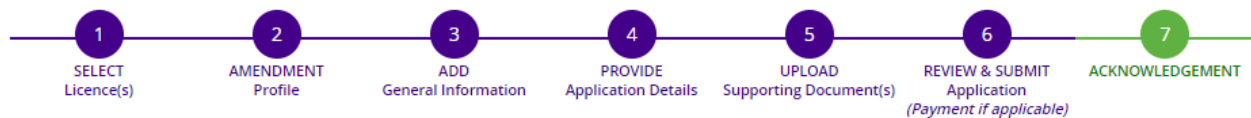
Previous

Submit

Tekan butang  
**Submit**

14

Makluman.



## 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