

GoBusiness Import Licence Common Modules User Guide

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Chapter 1: About this Guide

Background

Singapore Food Agency (SFA) provides approval for various types of licences to start business and the business people can submit the licence application via GoBusiness Singapore System.

Audience

- Applicants of Import Licence

How to Read this Guide

Before you start using this guide, it is important to understand the documentation conventions used in it.

- The phrase “GoBusiness” and the word “system” denote the same and are hence used interchangeably.

Tips and Warnings

Two types of callouts are used in this user guide to indicate tips and warnings.



This symbol indicates that it is a tip.

A tip provides good-to-know information that helps users to understand the functionality better.

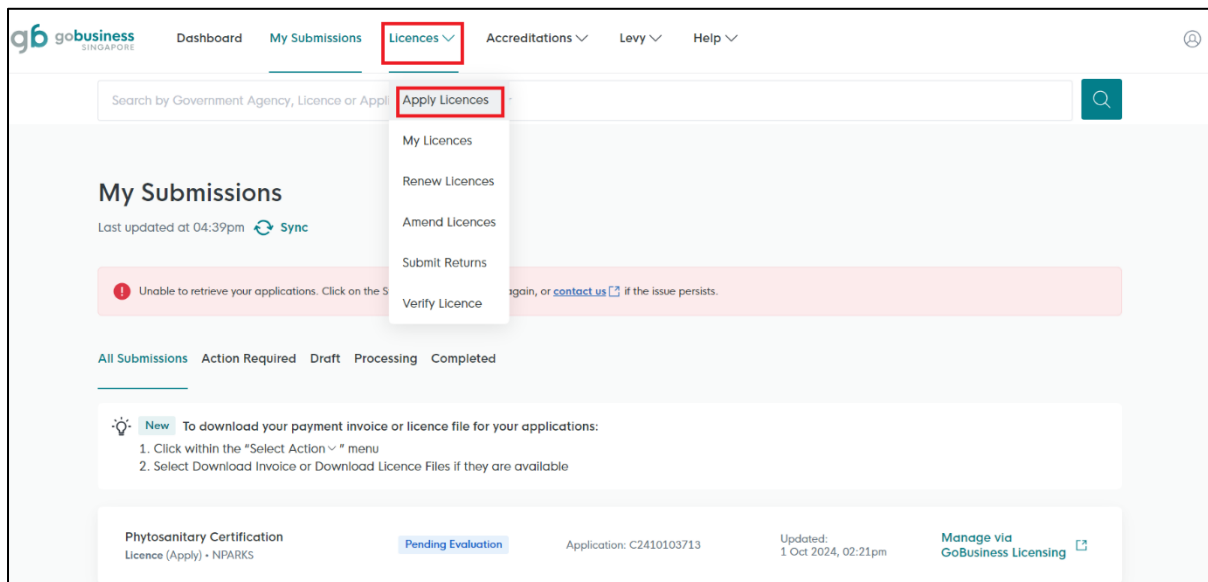


This is a warning.

A warning refers to information that may be critical to the system's functionality and might affect data or system's stability.

Access GoBusiness menus and locate a particular section in this guide

- Screen names, field names or labels and field options are specified in bold font. For example, click **Licences** >> **Apply Licences**.



Application screen

- Two consecutive “>>” in an instruction indicates how to access a particular screen or functionality. For example, click **Licences** >> **Apply Licences** means you first click **Licences** and then **Apply Licences**.
- Bold italic font is used to refer to a particular chapter, section heading or subheading in this user guide. For example, refer to ***About this Guide*** > ***Learning***

Objectives means "Learning Objectives" is a section or subheading under "About this Guide".

- One ">" in this document indicate how to locate the referred chapter or section in this user guide. For example, refer to **About this Guide > Learning Objectives** means Learning Objectives can be located under About this Guide in this guide.

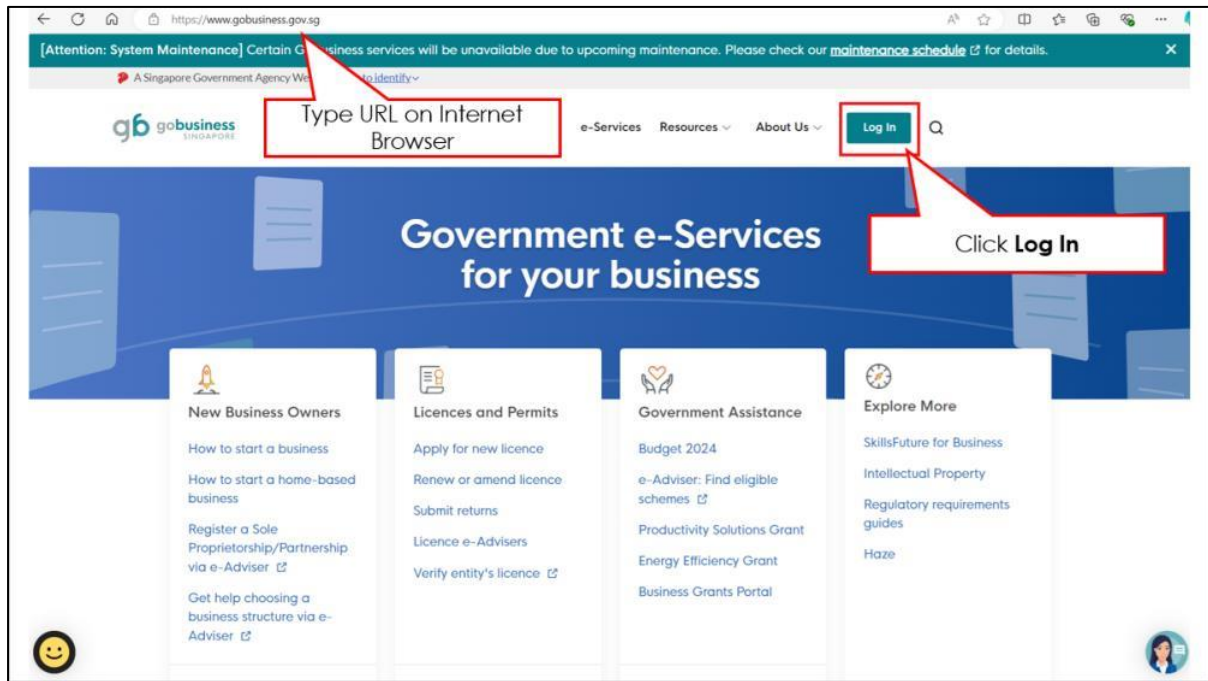
Chapter 2: Logging in to GoBusiness

There are two different ways to log in to **GoBusiness**.

Login type	Transaction Type	Description
SingPass	Personal	- Authorisation is done through SingPass. For more details on SingPass, visit https://www.singpass.gov.sg. - For personal transaction type, user can be a licensee himself or filer who has been authorised (offline) by the licensee to submit the application request on behalf of him/her.
CorpPass	Corporate	- Authorisation is done through CorpPass. For more details on CorpPass, visit https://www.corppass.gov.sg. - User can be anyone authorised by the company through CorpPass. - An authorized filer can apply for the licence on behalf of the company. - User will be entering the UEN of the company and CorpPass ID of the individual user.

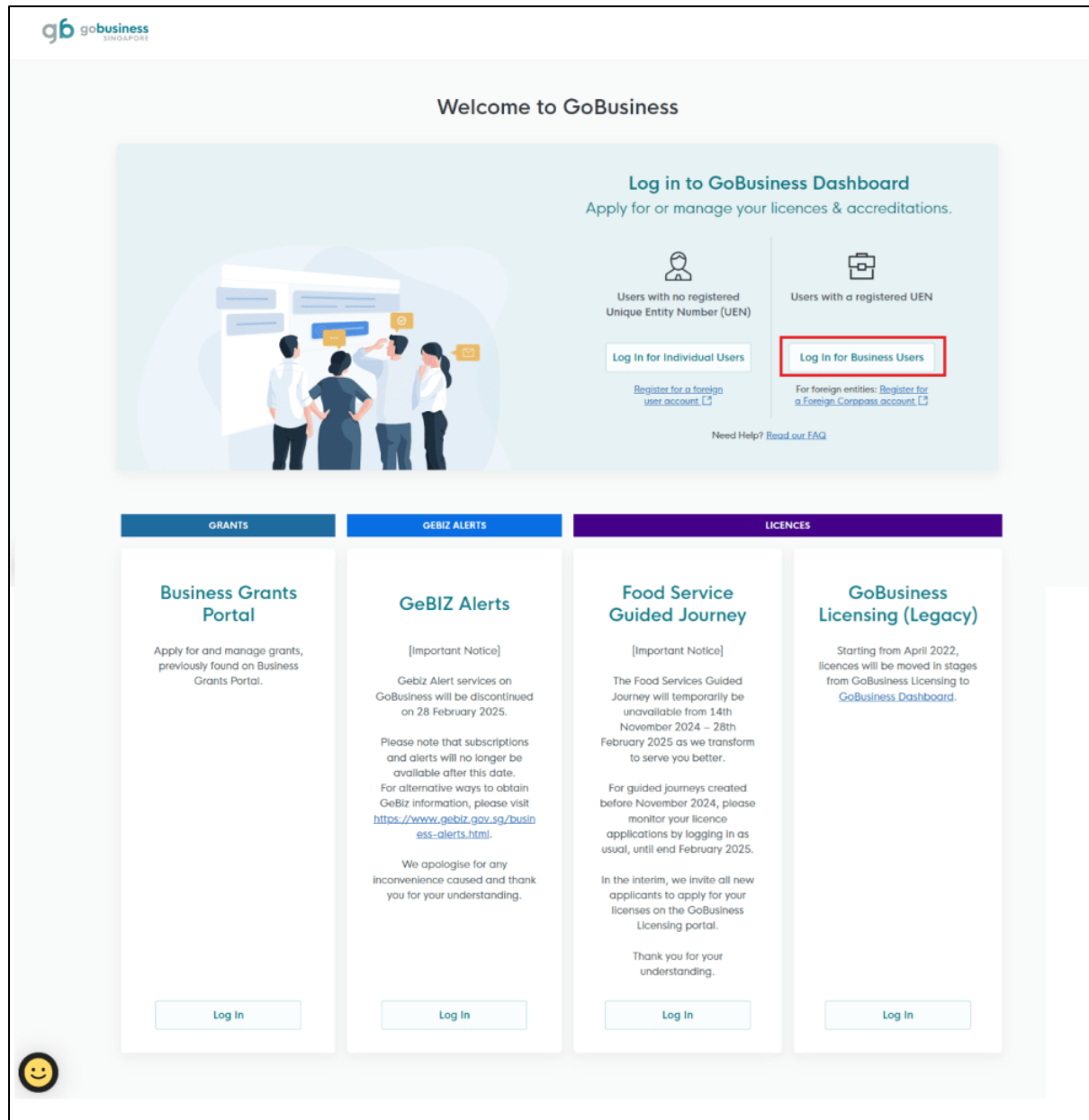
Business User Login

1. Go to <https://licensing.gobusiness.gov.sg> on the Internet Browser. The Home Page will be displayed.



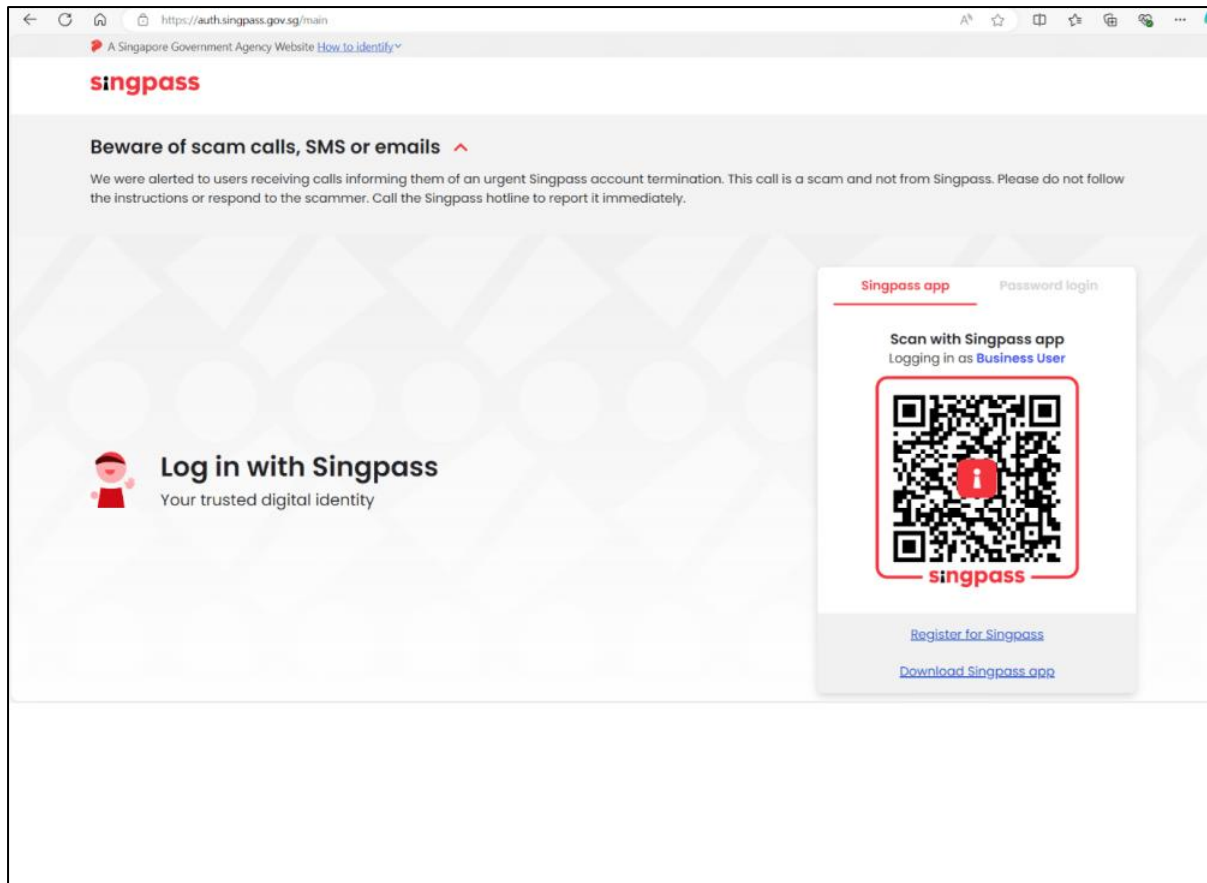
Home Page

2. Click **Log In**. The Login Page will be displayed.



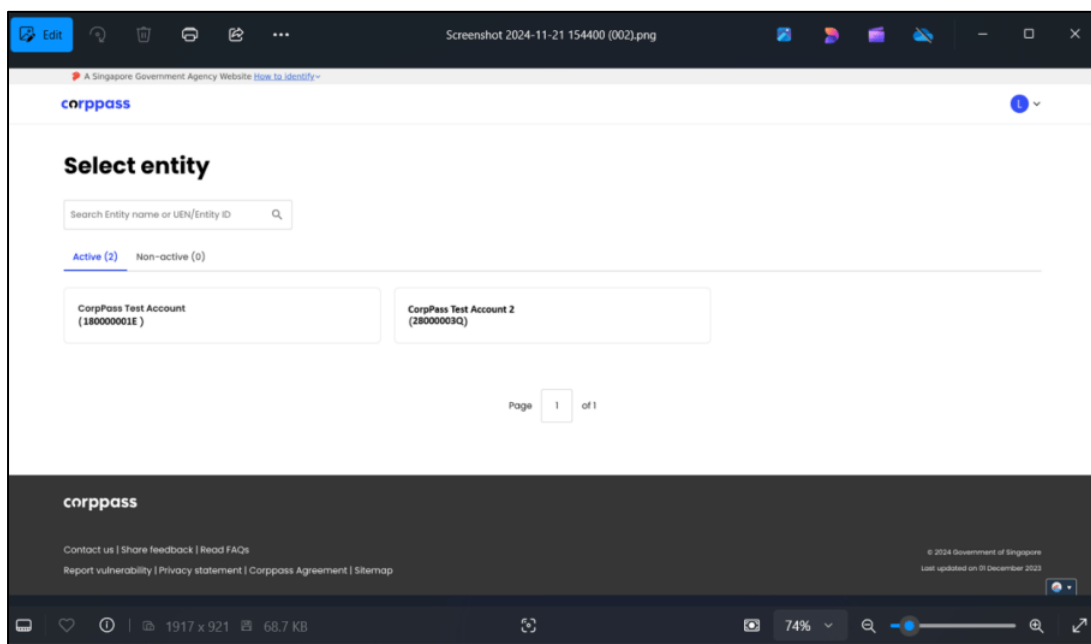
Log In For Business Users

3. Click **Log In for Business Users**.



SingPass Login for Business Users

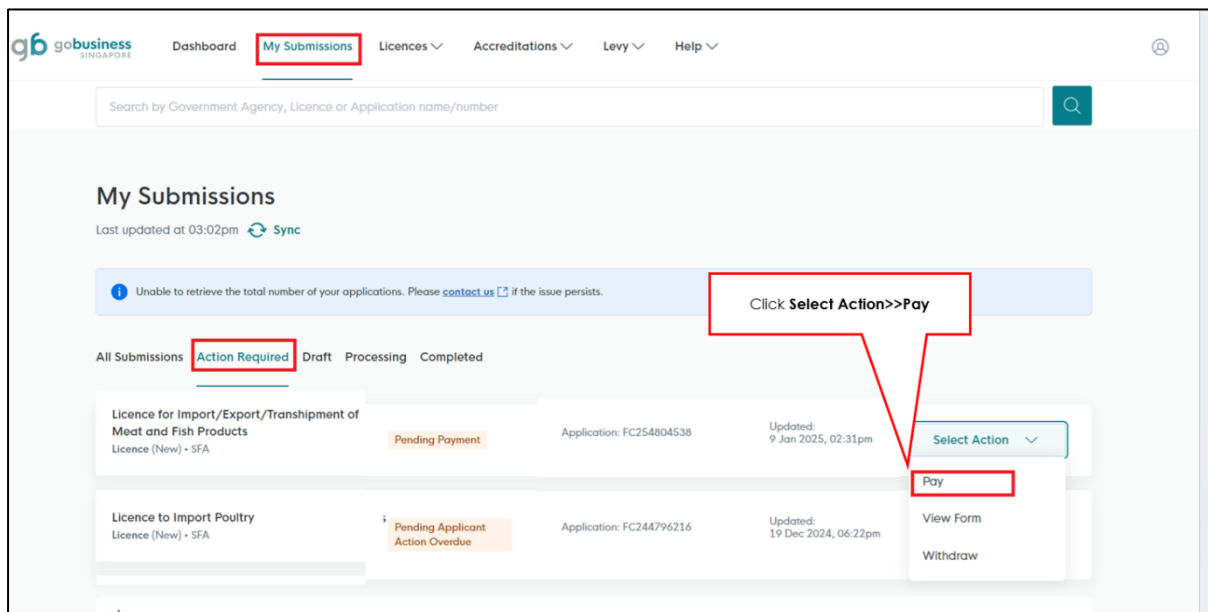
4. Use SingPass and UEN to login to the portal.
5. If the applicant is associated with multiple companies, The Corpass Screen will be displayed; however, if the applicant is associated with only one company, this screen will not appear.



Corpass Login

Chapter 3: Payment for Approved Application

The Applicant can pay the fees for the new, amend and renew licence applications. The applicant without Giro arrangement with SFA can make payment for licence by following the below instructions.



Stage 2 Payment Screen

1. Goto **My Submissions>>Actions Required**.
2. Click **Select Action>>Pay** for the licence with Pending Payment status.

Payment
Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Licence for Import/Export/Transhipment of Meat and Fish Products		
Application Fee	-	\$84.00
	Subtotal	\$84.00
	Amount Payable	\$84.00

Payment method
Please choose a payment method.

We Accept
VISA

Add Card Details
4242 02 / 26 1234 Save with link

What is a CVC?
☐ Save as my new default card

Make Payment →

← **Back to Form**

Enter card details.

Click **Make Payment**.

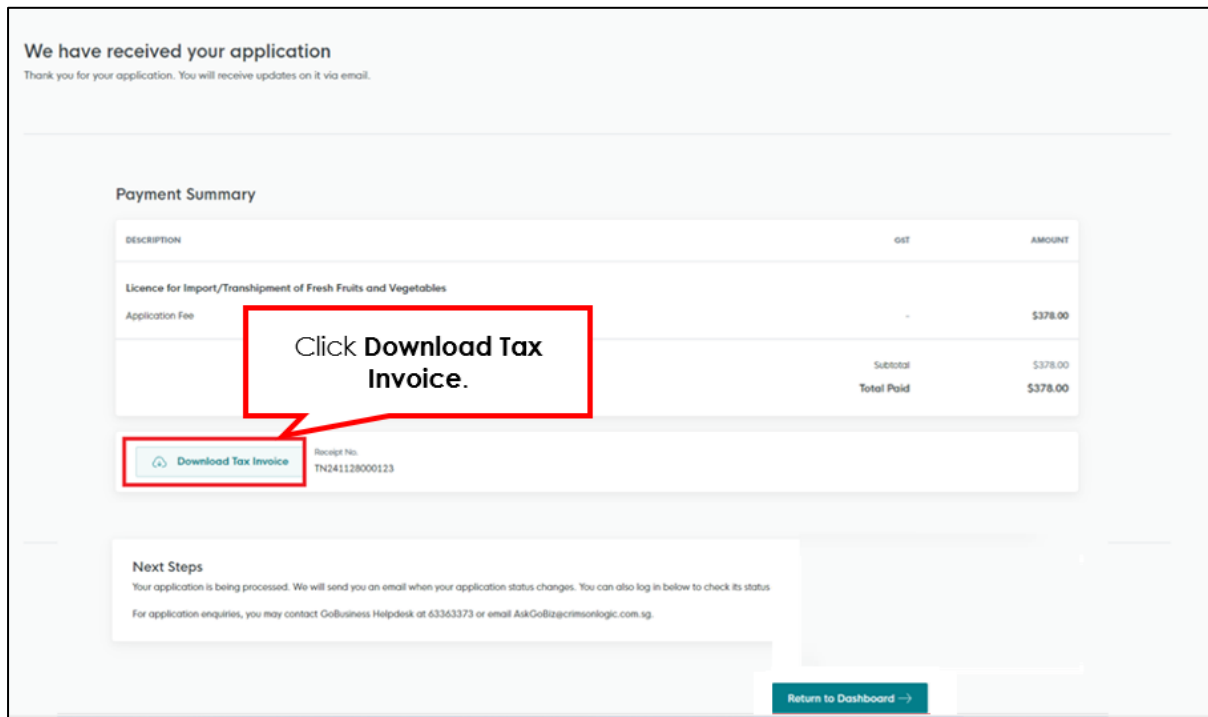
Click **Back to Form**.

Payment

3. Enter the card details and click **Make Payment**. The payment will be made successfully and the user can download the invoice.
4. Click **Back to Form** to return to form page.

Chapter 4: Download Payment Invoice

The Applicant can download the invoice for the licence fee paid in payment page.

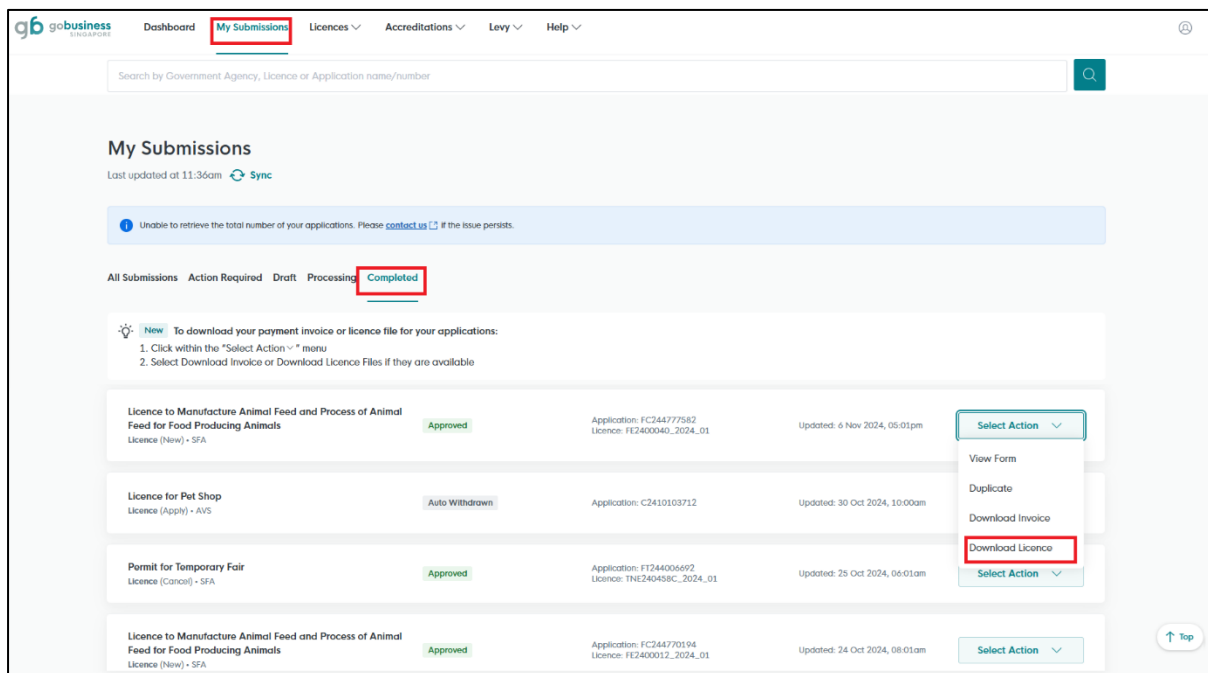


Download Invoice

1. Click **Download Invoice** button to download the invoice in pdf format.

Chapter 5: Download New/Renew Licence

The Applicant can download the new or renewed licence by following the below steps.



Download Licence

2. Go to **My Submissions>>Completed**.
3. Click **Select Action>>Download Licence** for the licence with Approved status. Click **Download Licence** button to download the Licence as file. Print the downloaded Licence.

You may retrieve the licence number in the following manners to apply for an import permit to import the consignment of food products using the Tradenet system:

- I. Use the licence number displayed in the download licence.
- II. Use the licence number containing 1st 9 characters (in red font) eg ID24K0048_2024_01 displayed in the Gobusiness dashboard

Chapter 6: Cancel Application

If the applicant needs to cancel the licence with active status, then follow the instructions below.

The screenshot shows the 'My Licences' page in the GoBusiness Singapore system. The page has a top navigation bar with 'Licences' expanded, showing options like 'Apply Licences', 'My Licences' (highlighted), 'Renew Licences', 'Amend Licences', 'Submit Returns', and 'Verify Licence'. Below the navigation bar, there's a search bar and a 'Sync' button. The main section is titled 'My Licences' and shows 'All Licences (11)', 'Due for Renewal (1)', 'Active Licences (9)' (highlighted), 'Other Licences (1)', and 'Submit Returns (0)'. A table lists the active licences with columns for 'Licence Name and Number', 'Agency', 'Status', 'Issue Date', and 'Click Select Action>>Cancel'. The table contains four rows of licences, all with 'Active' status. A 'Select Action' dropdown menu is open for the first licence, showing options like 'View Form', 'Amend', 'Cancel' (highlighted), and 'Select Action'. A callout box points to the 'Cancel' option with the text 'Click Select Action>>Cancel'.

LICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	Click Select Action>>Cancel
Licence to Import Poultry Licence No.: ID24K0048_2024_01 • SFA	SFA	Active	21 Nov 2024	31 Oct 2025
Licence to Import Sheep & Goats Licence No.: IR24K0081_2024_01 • SFA	SFA	Active	28 Nov 2024	31 Oct 2025
Licence for Import/Transshipment of Fresh Fruits and Vegetables Licence No.: IH24K0069_2024_01 • SFA	SFA	Active	28 Nov 2024	31 Oct 2025
Registration to Import Feed for Food Producing Animals Licence No.: IN24L0065_2024_01 • SFA	SFA	Active	19 Dec 2024	30 Nov 2025

Cancel Application for Licence

To cancel the licence application in active status:

1. Goto **Licences>>My Licences**.
2. Click **Select Action>>Cancel** for the licence with active status.

General Information

You are applying to cancel Licence to Import Poultry (SFA)
All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.
⌚ Estimated 20 minutes to complete

STEP 1
General Information
Review and fill the following details for application.

Profile
I am applying
☒ As an applicant
☐ On behalf of applicant

Applicant Detail
Salutation
Select
Name
Tim Tom
ID Type
NRIC

Company Name
MANAGEMENT PTE

UEN
194800054M

Entity Type
Local Company

Registered Address
Postal Code
117438
Retrieve Address
Block/House No.
10
Street Name
Pasei Panjang Road
Floor/Level (Optional)
10
Unit (Optional)
01
Building Name
Mapletree Business City
Reset Address

Click **Application Details**

Save Draft Application Details →

Cancel Application for Licence

3. Fill the required fields.
4. Click **Save Draft** to save the application.
5. Click **Application Details** to continue.

Application Details

STEP 2
Application Details to cancel Licence to Import Poultry (SFA)
Fill in the following details.

Licence Details

Licence Number
ID24K0048_2024_01

Please click on the retrieve button

Retrieve

Click **Retrieve** to get the details of Owner Organisation

Owner Organisation Details

Applicant Type
Select

Application Details

6. Click **Retrieve** to get the licence details.
7. Select **Applicant Type** as Organisation. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

Applicant's Details

Applicant's Details

Citizenship
Select

Sex
☐ Male [M]
☐ Female [F]

Date of Birth
DD/MM/YYYY

Designation (Optional)
Select

Alternative Email Address (Optional)

Primary Mode of Contact
The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.
☐ Home Tel Number [HME]
☐ Mobile Number [MBL]
☐ Office Number [OFF]

Home Number (Optional)
+65 E.g. 8123 4567

Mobile Number (Optional)
+65 E.g. 8123 4567

Office Number (Optional)
+65 E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)
☐ Yes [Y]

Fill the Applicant's Details

Applicant's Details

8. Fill in the Applicant's Details.

Termination Request

Termination Request

Effective Date of Cancellation
DD/MM/YYYY

Reasons for Cancellation
Select

Remarks (Optional)

0/200

Termination Request

9. Enter the **Effective Date of Cancellation** and Remarks if any.

Attach Supporting Document

Supporting Documents

File Type

Select

Attachment

Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.

Drop a file here or click to upload

+ Add

File Type	Attachment	Actions
No data available in table		

← General Information

Save Draft

Review Form →

Upload Supporting Documents

10. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully.

Supporting Documents

File Type

Select

Attachment

Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.

Drop a file here or click to upload

+ Add

File Type	Attachment	Actions
Copy of cleaning contract [COPYOFCLEANINGCONTRACT]	test2.pdf	

Added successfully
Your new information has been added.

Uploaded Document

- 11. Click **General Information** to go back to previous page.
- 12. Click **Save Draft** to save the application draft.
- 13. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

The screenshot shows the 'Review Form' page with the following sections: General Information, Profile, Applicant Detail, Company Detail, Termination Request, and Supporting Documents. Callouts include: 'scroll down for all the sections and review the filled form.' pointing to the form content; 'Click Declare to declare and submit the application.' pointing to the 'Declaration' button; and 'Click Back to Edit for editing the application.' pointing to the 'Back to Edit' button.

Review Form

14. Click **Back to Edit** for editing the application.

15. Scroll down for all the sections to review the filled details and click **Declare** to submit the application.

The screenshot shows the 'Declaration' page with the following sections: General Declaration and Permit for Temporary Fair (SFA). Callouts include: 'Check the box for declaration' pointing to the checkbox; 'Click Review Form to review the form again.' pointing to the 'Review Form' button; and 'Click Submit.' pointing to the 'Submit' button.

Declare and Submit Form

Acknowledgement

An Acknowledgement for this application will be displayed.

The screenshot shows the GoBusiness application submission confirmation page. At the top left is the GoBusiness logo. A green notification box in the top right corner states "Successfully submitted. You have successfully submitted." The main heading is "We have received your application" with a sub-note "A confirmation email has been sent to you." Below this is a section titled "Application Status" containing a table with the following data:

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Permit for Temporary Fair	FT244006692	N/A	Submitted

Below the table is a "Next Steps" section with the text: "Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard. For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg." At the bottom right, there is a button labeled "Return to Dashboard" with a right-pointing arrow. A red callout box points to this button with the text "Click Return to Dashboard".

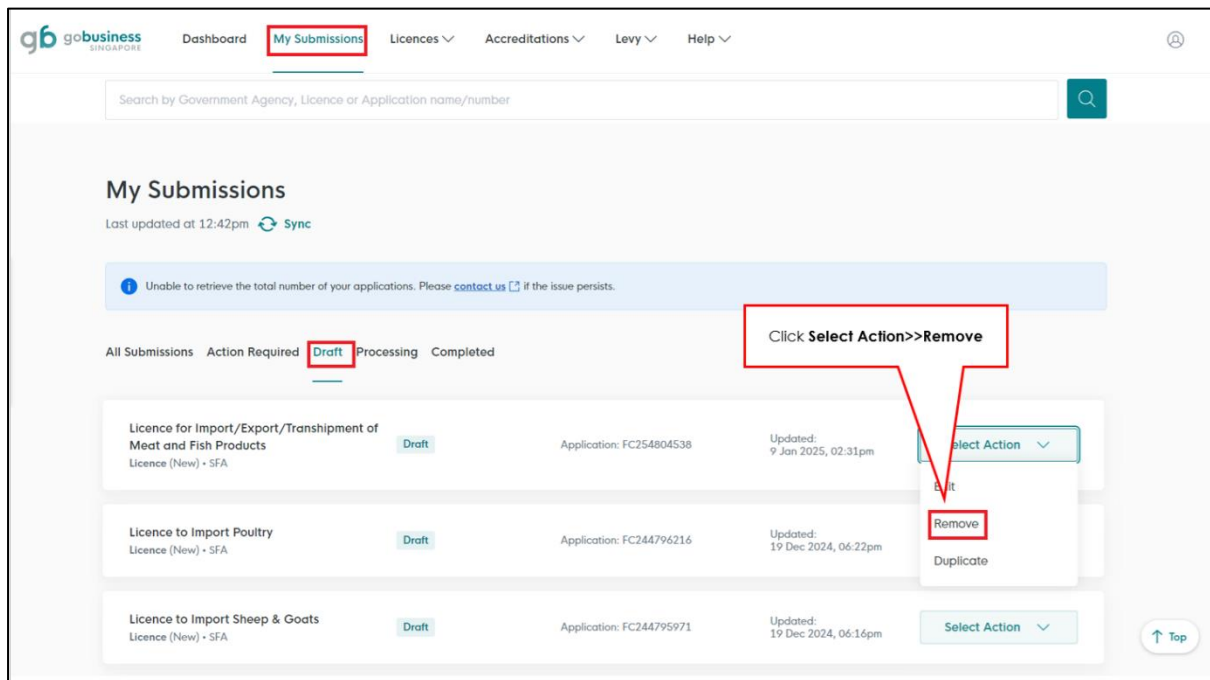
Acknowledgement

16. The acknowledgement mail will be sent to your registered email.

17. Click Return to Dashboard to exit.

Chapter 7: Remove Draft Application

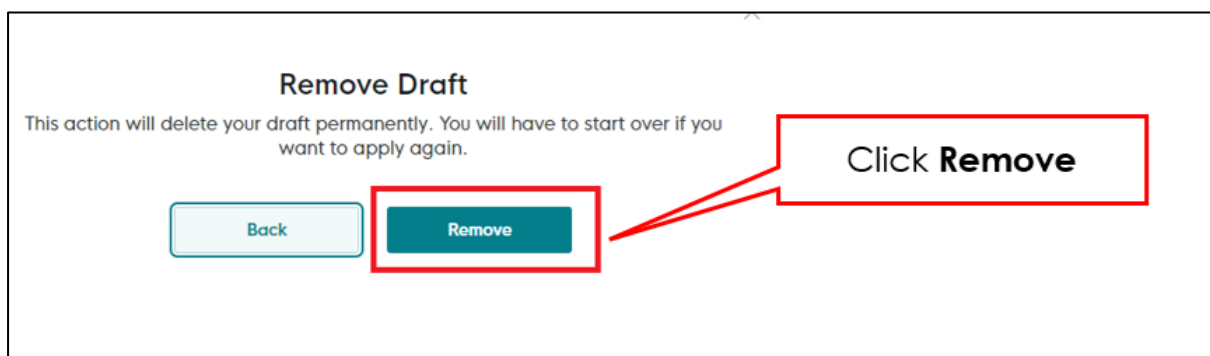
The applicant can remove the application in the draft status.



Remove Application

To remove the draft application:

1. Click **My Submissions>>Draft**.
2. Click **Select Action>>Remove**. The Application details will be displayed.

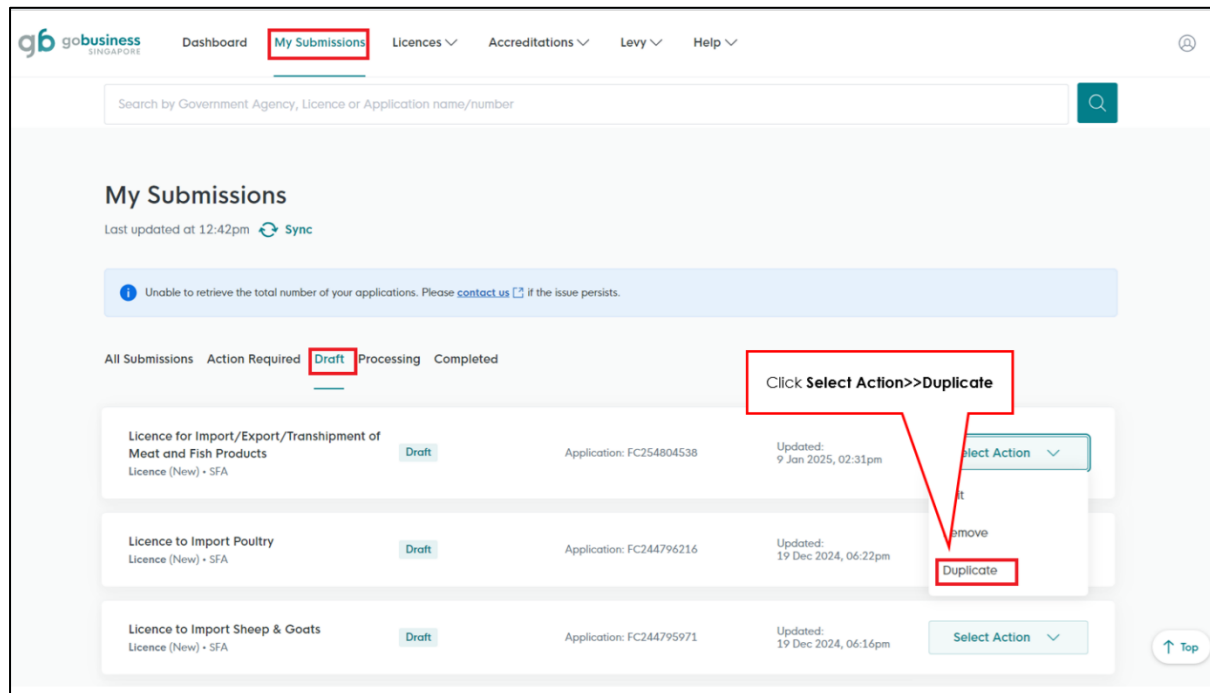


Remove Draft

3. Click **Remove** to remove the draft from My Submission page. The draft will be deleted.
4. Click **Back** to go to My Submission page.

Chapter 8: Duplicate Application

The applicant can duplicate and use the existing application.



Duplicate Application

To duplicate the draft application:

1. Click **My Submissions>>Draft**.
2. Click **Select Action>>Duplicate**. The Application details will be displayed.

You are applying for Licence for Import/Export/Transshipment of Meat and Fish Products (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

Estimated 30 minutes to complete

STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying

☒ As an applicant

☐ On behalf of applicant

Applicant Detail

Salutation

Mdm

Name

Tim Tom

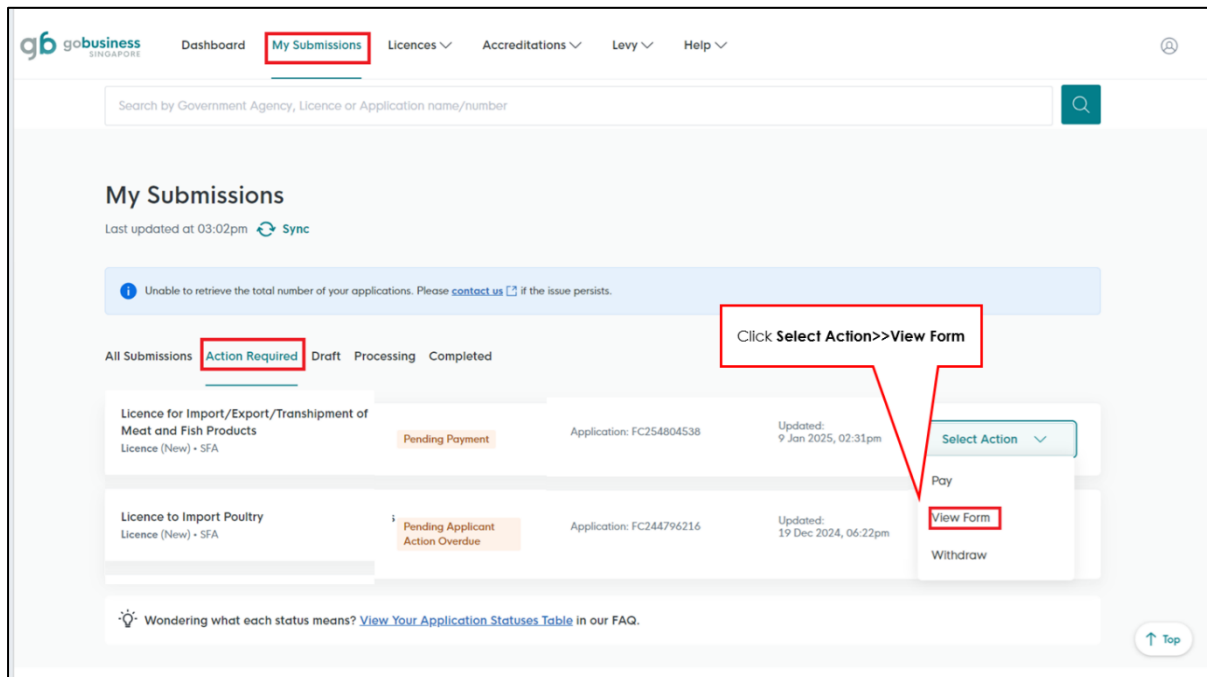
ID Type

NRIC

Application Details

Chapter 9: View Form Application

The applicant can view the application.



View Form

To view the submitted form:

1. Goto **My Submissions>>Actions Required**.
2. Click **Select Action>>View Form** for the licence with Pending Payment status.

Licence for Import/Export/Transhipment of Meat and Fish Products

Singapore Food Agency

Processing

Application ID

FT244007237

Application Details to cancel Licence for Import/Export/Transhipment of Meat and Fish Products (SFA)

Licence Details

Licence Number

IM24L0095_2024_01

Please click on the retrieve button before filling in the form.

Owner Organisation Details

Applicant Type

Organisation [Organisation]

Owner Organisation Name [UEN/ NRIC]

193200032W - OVERSEA-CHINESE BANKING CORPORATION LIMITED

Applicant's Details

Citizenship

AMERICAN [US]

Sex

Male [M]

Date of Birth

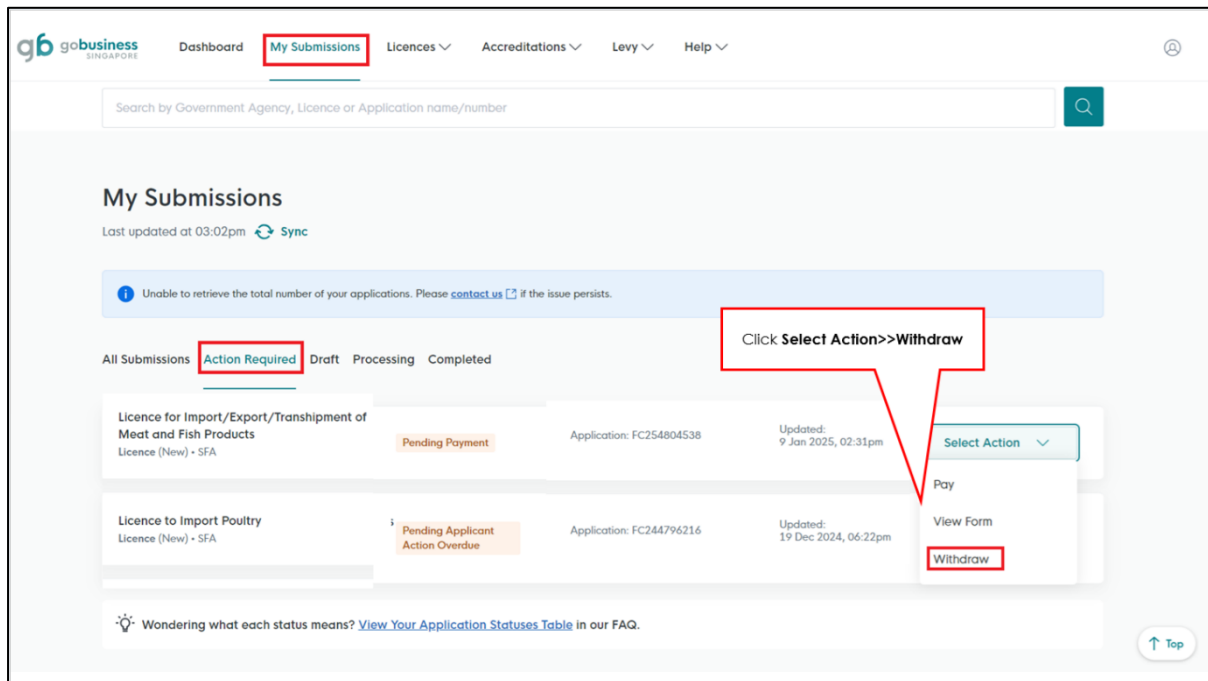
01/10/2000

Application Form

Scroll down to view all the sections in the form.

Chapter 10: Withdraw Application

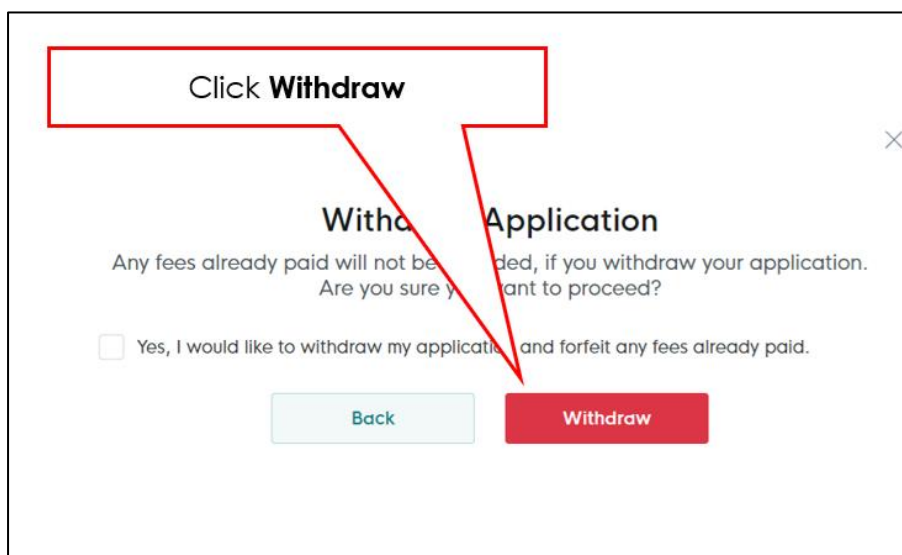
The applicant can withdraw the application in the processing status.



Withdraw Application

To withdraw application in processing status:

1. Goto **My Submissions>>Actions Required**.
2. Click **Select Action>>Withdraw** for the licence with Pending Payment status.

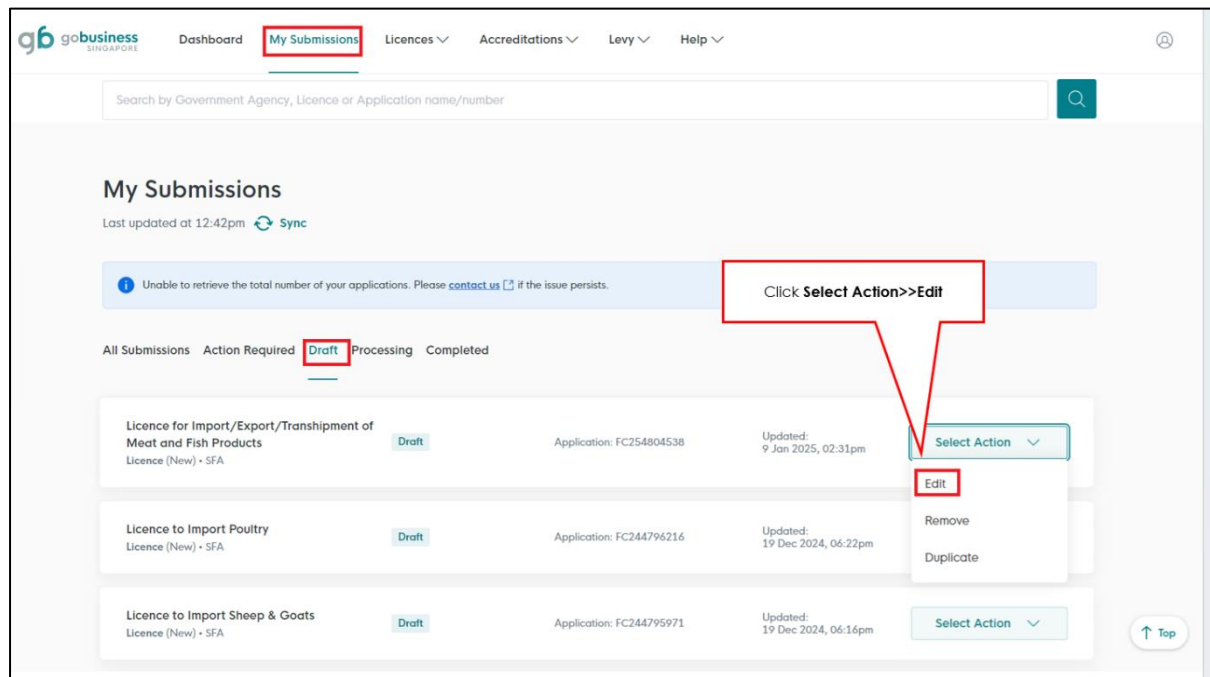


Withdraw Application Confirmation

3. Click **Withdraw** to confirm the withdrawal of licence application.
4. Click **Back** to go to My Submissions page.

Chapter 11: Edit Draft Application

The applicant can edit the application in the draft status.



Draft Application

To edit the draft application:

1. Click **My Submissions>>Draft**.
2. Click **Select Action>>Edit**. The draft application will be displayed. To proceed with further editing refer steps from General Information to Acknowledgement for respective licence in the Import Licence New Application user guide.

You are applying for Licence for Import/Export/Transshipment of Meat and Fish Products (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

Estimated 30 minutes to complete

STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying

☒ As an applicant

☐ On behalf of applicant

Applicant Detail

Salutation

Mdm

Name

Tim Tom

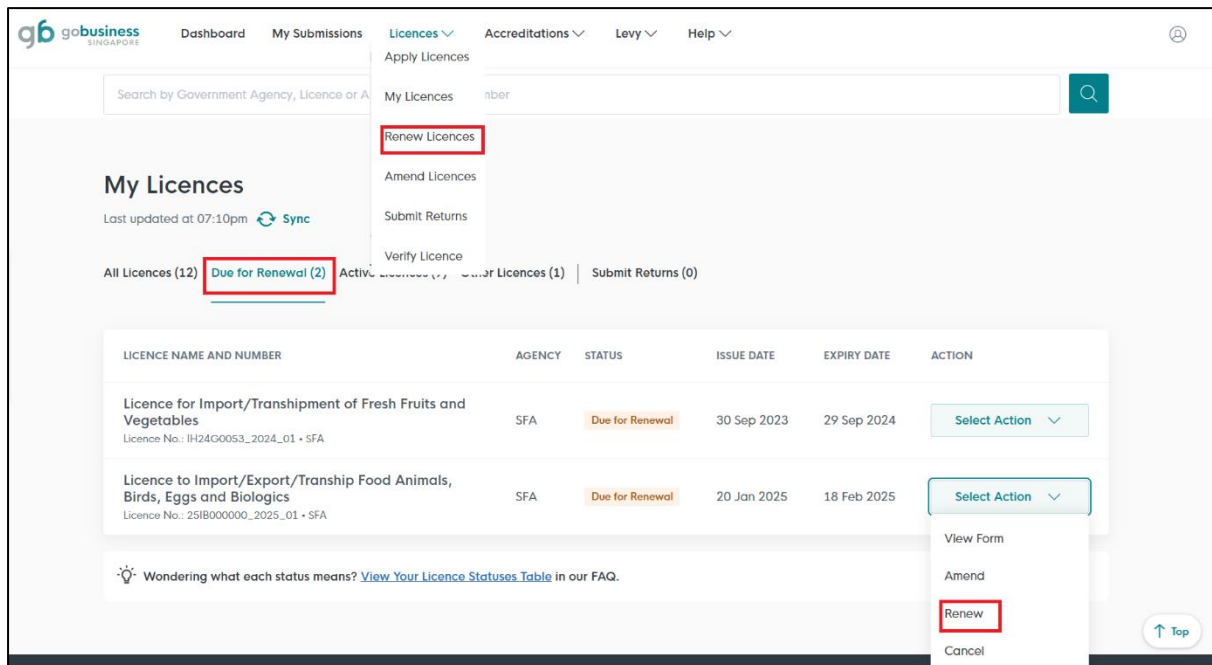
ID Type

NRIC

General Information

Chapter 12: Renew Application

If the licence is due for renewal, then follow the instructions below. Once the licence is renewed, the applicant can download and view the renewed licence certificate from the Active Licence tab by clicking the download button under Select Action.



Renew Application

To renew the licence application in Due for Renewal status:

3. Goto **Licences>>Renew Licences**. The list of licences due for renewal will be displayed under the Due for Renewal tab.
4. Click **Select Action>>Renew** for the licence to be renewed.

General Information

You are applying to renew Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

Estimated 30 minutes to complete

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

☒ As an applicant

☐ On behalf of applicant

Applicant Detail

Solution

Select

Name

Tan Tan

ID Type

NRIC

Email

tan@abc.com

Contact Number

+65 9876 5432

Company Detail

Company Name

MANAGEMENT PTE

UEN

194800054M

Entity Type

Local Company

Registered Address

Postal Code

117438 [Retrieve Address](#)

Block/House No.

10

Street Name

Pasei Panjang Road

Floor/Level (Optional)

10

Unit (Optional)

01

Building Name

Magpie Business City

[Reset Address](#)

[Save Draft](#) [Application Details](#)

Renew Application for Licence

5. Fill the required fields.
6. Click **Save Draft** to save the application.
7. Click **Application Details** to continue.

Application Details

STEP 2

Application Details to renew Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)

Fill in the following details.

Licence Details

Licence Number

251800000_2025_01

Click **Retrieve** to get the Owner Organisation Details

Please click on the retrieve button to renew the licence and retrieve your licence record.

Retrieve

Owner Organisation Details

Applicant Type

Select

Application Details

- Click **Retrieve** to get the licence details.
- Select **Applicant Type** as Organisation. The Application Details will be fetched automatically. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

Applicant's Details

Citizenship

ALBANIAN [AL]

Sex

☒ Male [M]

☐ Female [F]

Date of Birth

03/10/2000

Designation (Optional)

Select

Alternative Email Address (Optional)

DUMMYEMAIL@DUMMY.COM

Primary Mode of Contact

The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.

☐ Home Tel Number [HME]

☒ Mobile Number [MBL]

☐ Office Tel Number [OFF]

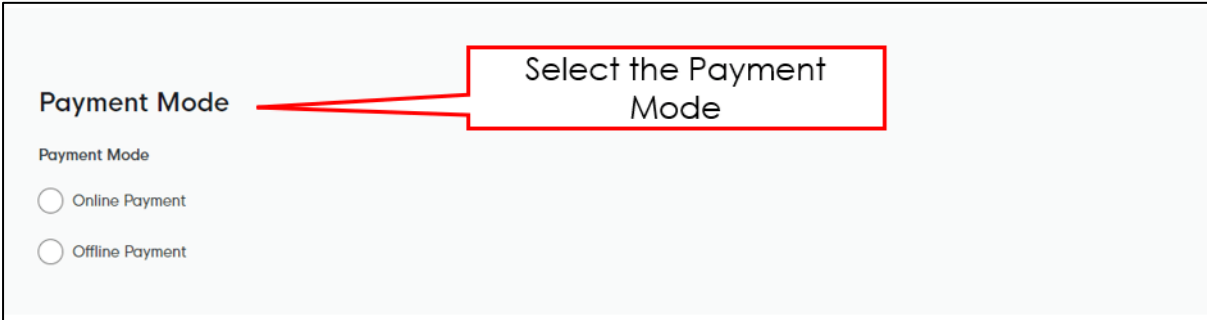
Home Number (Optional)

+65 6000 0000

Licence Application Details

10. Scroll down to view the licence application details. Make payment to renew the licence.

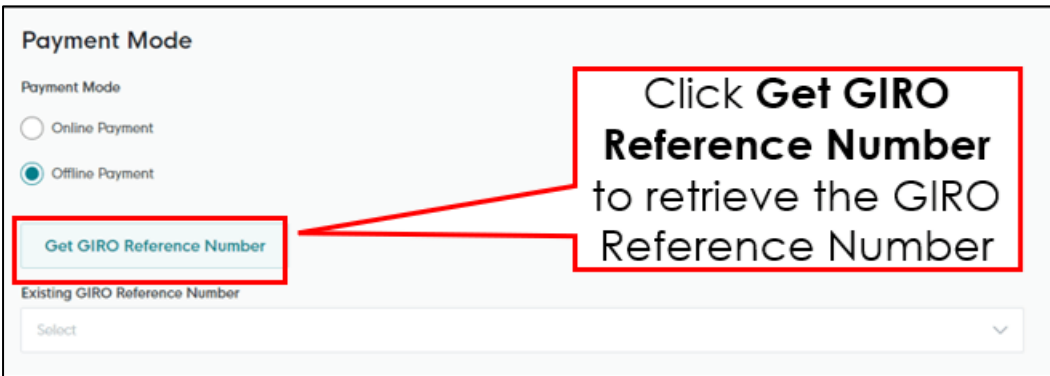
Payment



The screenshot shows a form titled "Payment Mode". Below the title, there are two radio button options: "Online Payment" and "Offline Payment". A red callout box with a pointer indicates the user should "Select the Payment Mode".

Payment Mode

11. Select **Online Payment** mode for paying the fees via Gobusiness.
12. Select **Offline Payment** mode for paying the fees via Giro [only applicable if you have **existing Giro arrangement with SFA**.]



The screenshot shows the "Payment Mode" form with "Offline Payment" selected. A red callout box points to a button labeled "Get Giro Reference Number". Another red callout box points to this button with the text "Click **Get Giro Reference Number** to retrieve the GIRO Reference Number". Below the button, there is a section titled "Existing GIRO Reference Number" with a dropdown menu showing "Select".

Offline Payment

13. For the offline payment via **existing Giro arrangement with SFA**, the Applicant is to click on "Get GIRO Reference Number" to retrieve your Giro reference number.

Attach Supporting Documents

Supporting Documents

File Type: Select

Attachment
Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.

Drop a file here or click to upload

+ Add

Click **Add** button to supporting document details

File Type	Attachment	Actions
No data available in table		

← General Information
Save Draft
Review Form →

Select the File Type, upload the file and click Add. The details will be added.

Upload Supporting Documents

14. Select the File Type and upload the supporting document. Click Add. The document is added successfully. Upload the mandatory documents.

Supporting Documents

File Type: Select

Attachment
Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.

Drop a file here or click to upload

+ Add

File Type	Attachment	Actions
Certificate of Analysis [CERTIFICATEOFANALYSIS]	test2.pdf	

Added successfully
Your new information has been added.

Uploaded Document

15. In the **Application Details** page below, click General Information to go back to previous page. Click **Save Draft** to save the application draft.

16. Click **Review Form** to proceed and continue the application.

Review Form

Review and Declare

The screenshot shows the 'Review Form' page with the following sections:

- General Information**
- Profile**
 - I am applying
 - As an applicant
- Applicant Detail**
 - Substation
 - Male
 - Name
 - File Size
 - ID Type & ID Number
 - NRIC: *****
 - Email
 - id@id@id.com
 - Contact Number
 - +65 9876 5432
- Company Detail**
 - Company Name
 - MANAGEMENT PTE
 - UEN
 - 114800000AM
 - Entity Type
 - Local Company
 - Registered Address
 - 30 Pong Pong Road, #10-01 Mapletree Business City, Singapore 137408
- Application Details to renew Licence to Import/Export/Tranship Food Animals, Birds, Eggs and Biologics (SFA)**
- Licence Details**
 - Licence Number
 - 2018000000_2025_01
 - Please click on the retrieve button to verify your eligibility to renew the licence and retrieve your licence record.
- Owner Organisation Details**
 - Applicant Type
 - Organisation [Organisation]
- Payment Mode**
 - Payment Mode
 - 1. Select the "Online Payment" option if you wish to pay via the online payment mode. 2. Select the "Offline Payment" option if you have existing GPO arrangement with SFA.
 - Online Payment
- Supporting Documents**
 - File Type
 - No data available in table

At the bottom of the form, there are two buttons: **Back to Edit** and **Declaration**. Red callout boxes highlight these buttons and provide instructions:

- A box pointing to the top of the form says: "Scroll down for all the sections and review the form."
- A box pointing to the **Back to Edit** button says: "Click **Back to Edit** for editing the application"
- A box pointing to the **Declaration** button says: "Select **Declaration** to declare and submit the application"

Review Form

17. Click **Back to Edit** to continue editing the application.
18. Scroll down for all the sections to review the filled details and click **Declaration** to submit the application.

STEP 4 Declaration

Please scroll to read and acknowledge the following clauses.

General 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.

Licence to Import/Export/Transship Food Animals, Birds, Eggs and Biologics (SFA)

I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting documents are received and are in proper order.

I am aware that the SFA is required to collect personal information from time to time to carry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby consent to the SFA's collection and use of all information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to sharing my information in such application(s) with other Government agencies, and/or non-Government entities authorised to carry out specific Government services, unless prohibited by law.

☒ I hereby declare that all of the above is true.

☐ I hereby declare that all of the above is false.

[← Review Form](#) [Submit →](#)

Click **Submit**.

Click **Review Form** to review the form again.

Check the box for declaration.

Declare Form

19. Check the declaration.
20. Click **Review Form** to review the form again.
21. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.

We have received your application

A confirmation email has been sent to you.

Application Status

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Licence to Import/Export/Transship Food Animals, Birds, Eggs and Biologics	FC244795732	1 working day	Submitted

Next Steps

Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.

For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@corimonoillogic.com.sg.

[Return to Dashboard →](#)

Click **Return to Dashboard**.

Acknowledgement

22. The acknowledgement mail will be sent to your registered email.
23. Click **Return to Dashboard** to exit.

Chapter 13: Amend Application

If the applicant needs to cancel the approved licence, then follow the instructions below.

The screenshot shows the GoBusiness Common Modules User Guide interface. The 'Licences' menu is open, and 'My Licences' is highlighted. The 'Active Licences (9)' tab is selected. The table below lists four active licences, with the 'Amend' option highlighted in the 'Select Action' dropdown for the first licence.

LICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Licence to Import Poultry Licence No.: ID24K0048_2024_01 • SFA	SFA	Active	21 Nov 2024	31 Oct 2025	Select Action View Form Amend Cancel Select Action
Licence to Import Sheep & Goats Licence No.: IR24K0081_2024_01 • SFA	SFA	Active	28 Nov 2024	31 Oct 2025	Select Action
Licence for Import/Transshipment of Fresh Fruits and Vegetables Licence No.: IH24K0069_2024_01 • SFA	SFA	Active	28 Nov 2024	31 Oct 2025	Select Action
Registration to Import Feed for Food Producing Animals Licence No.: IN24L0065_2024_01 • SFA	SFA	Active	19 Dec 2024	30 Nov 2025	Select Action

Amend Application

To cancel the licence application in active status:

1. Goto **Licences>>My Licences**. Then go to Active Licences tab.
2. Click **Select Action>>Amend** for the licence to be amended. The application will be displayed.

General Information

You are applying to amend Licence to Import Poultry (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

Estimated 30 minutes to complete

STEP 1
General Information
Review and fill the following details for application.

Profile
I am applying
☒ As an applicant
☐ On behalf of applicant

Applicant Detail
Solution
Main
Name
Tan Tan
ID Type
NRIC
Email
tan@abc.com
Contact Number
+65 9876 5432

Company Detail
Company Name
MANAGEMENT PTE
UEN
19400000AM
Entity Type
Local Company

Registered Address
Postal Code
117438
Block/House No.
10
Street Name
Poon Pong Road
Floor/Level (Optional)
10
Unit (Optional)
05
Building Name
Mapletree Business City

Buttons: Save Draft, Application Details

Callout: Click Application Details

Amend Application for Licence

3. Fill the required fields.
4. Click **Save Draft** to save the application.
5. Click **Application Details** to continue.

Application Details

STEP 2

Application Details to amend Licence to Import Poultry (SFA)

Fill in the following details.

Licence Details

Licence Number

ID24K0048_2024_01

Please click on the retrieve button to verify

Click **Retrieve** to get the Owner Organisation Details

retrieve your licence record.

Retrieve

Owner Organisation Details

Applicant Type

Select

Application Details

- 6. Click **Retrieve** to get the licence details.
- 7. Select **Applicant Type** as Organisation. If Organisation is selected, then Owner Organisation Name will be auto populated.

Note: Based on the UEN type, the Applicant Type will be Individual or Organisation.

Applicant's Details

Citizenship

Select

Sex

Male [M]

Female [F]

Date of Birth

DD/MM/YYYY

Designation (Optional)

Select

Alternative Email Address (Optional)

Primary Mode of Contact

The displayed contacts will be used for communication with SFA. Please update your contact if there are any changes.

Home Tel Number [HME]

Mobile Number [MBL]

Office Number [OFF]

Home Number (Optional)

+65

E.g. 8123 4567

Mobile Number (Optional)

+65

E.g. 8123 4567

Office Number (Optional)

+65

E.g. 8123 4567

Tick if you prefer to receive status updates of licence application via SMS (Optional)

Yes [Y]

Applicant's Details

38

8. Fill the Applicant's Details.

The screenshot shows two sections of a form. The top section is titled 'Applicant's Address Details' and contains an 'Address Type' label with two radio button options: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. A red callout box points to this section with the text 'Fill the Applicant's Address Details'. The bottom section is titled 'Mailing Address' and also contains an 'Address Type' label with the same two radio button options. A red callout box points to this section with the text 'Fill the Mailing Address'.

Applicant's Address and Mailing Address

9. Fill the Applicant's Address.

10. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form with the 'Local [LOCAL]' radio button selected. A red callout box points to it with the text 'Select **Local**'. Below this, the 'Applicant Local Address Format' section has the 'Standard [STANDARD]' radio button selected, with a red callout box pointing to it saying 'Select **Standard** and fill the address'. The 'Type of Premises' is a dropdown menu currently showing 'Select'. The 'Local Address' section includes a 'Postal Code' input field, a 'Retrieve Address' button (with a magnifying glass icon), and a red callout box pointing to it saying 'Click **Retrieve Address**'. Below the postal code are two dropdown menus: 'Block/House No.' and 'Street Name'. Further down are three optional fields: 'Floor/Level' (with example 'Eg: 01, B1, 01M'), 'Unit' (with example 'Eg: #05-01, use 01'), and 'Building Name'. At the bottom left is a 'Reset Address' button (with a circular arrow icon), and a red callout box points to it saying 'Click **Reset Address** button to reset the address details.'

Applicants Address Type Local

11. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

The screenshot shows the 'Applicant's Address Details' form. The 'Address Type' section has two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Foreign [FOREIGN]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Foreign** and fill the address details in the populated fields'. Below the radio buttons is a 'Type of Premises' dropdown menu. The form contains several text input fields for 'Address Line 1' through 'Address Line 5' (all optional), 'City (Optional)', 'State (Optional)', 'Postal Code (Optional)', and 'Country/Region' (a dropdown menu). Each field has a character count on the right (e.g., 0/90 for address lines, 0/12 for postal code).

Applicants Address Type Foreign

12. Fill the Mailing Address details.
13. If you select Local and the Local Address Format and their respective fields will be displayed.

The screenshot shows the 'Mailing Address' form. The 'Address Type' section has two radio buttons: 'Local [LOCAL]' and 'Foreign [FOREIGN]'. The 'Local [LOCAL]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Local**'. Below the radio buttons is the 'Applicant Local Address Format' section with two radio buttons: 'Standard [STANDARD]' and 'Other [OTHER]'. The 'Standard [STANDARD]' option is selected and highlighted with a red box. A red callout box points to this selection with the text: 'Select **Standard** and fill the address'. Below this is a 'Type of Premises' dropdown menu. The form contains several text input fields: 'Postal Code', 'Block/House No.' (a dropdown menu), 'Street Name' (a dropdown menu), 'Floor/Level @ (Optional)' (with an example 'Eg: 01, B1, 01M'), 'Unit (Optional)' (with an example 'Eg: #05-'), and 'Building Name (Optional)' (a dropdown menu). There are two buttons: 'Retrieve Address' and 'Reset Address'. Both buttons are highlighted with red boxes. A red callout box points to the 'Retrieve Address' button with the text: 'Click **Retrieve Address**'. Another red callout box points to the 'Reset Address' button with the text: 'Click **Reset Address** button to reset the address details.'

Mailing Address Type Local

14. Fill the Address fields.
15. Click **Retrieve Address** to retrieve the address details.
16. Click **Reset Address** to reset the address details.
17. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Mailing Address

Address Type

☐ Local [LOCAL]

☒ Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/50

Address Line 2

0/50

Address Line 3 (Optional)

0/50

Address Line 4 (Optional)

0/50

Address Line 5 (Optional)

0/50

City (Optional)

0/50

State (Optional)

0/50

Postal Code (Optional)

0/12

Country/Region

Select

Mailing Address Type Foreign

18. Fill the Address fields.

The screenshot shows a web form titled "Organisation Address and Contact Details". It is divided into two main sections. The first section, "Organisation Operating Address", contains a label "Address Type" and two radio button options: "Local [LOCAL]" and "Foreign [FOREIGN]". A red callout box with a pointer to this section contains the text "Fill the Organisation Operating Address". The second section, "Organisation Contact Details", contains several input fields: "Telephone Number" (with a dropdown menu showing "+65" and a text input field with placeholder "E.g. 8123 4567"), "Fax Number (Optional)" (with a dropdown menu showing "+65" and a text input field with placeholder "E.g. 8123 4567"), "Business Email" (a large text input field), and "UEN of Former Company (Optional)" (a text input field). A red callout box with a pointer to this section contains the text "Fill the Organisation Contact Details". In the bottom right corner of the form, there is a small text "0/20".

Organisation Address and Contact Details

19. Fill the Organisation Operating Address and Organisation Contact Address Details. If you select Local and the Local Address Format and their respective fields will be displayed.

Organisation Operating Address

Address Type

☒ Local [LOCAL] Select **Local**

☐ Foreign [FOREIGN]

Local Address Format

☒ Standard [STANDARD] Select **Standard** and fill the address

Type of Premises (Optional)

Select

Address

Postal Code

Retrieve Address Click **Retrieve Address**

Block/House No.

Street Name

Floor/Level (Optional) Eg: 01, B1, 01M

Unit (Optional) Eg: #05-01, use 01

Building Name (Optional)

Reset Address

Local Address

20. Fill the Address fields.
21. Click **Retrieve Address** to retrieve the address details.
22. Click **Reset Address** to reset the address details.
23. If you select Foreign[FOREIGN] and the Foreign Address Format and their respective fields will be displayed.

Organisation Operating Address

Address type

☐ Local [LOCAL]

☒ Foreign [FOREIGN]

Type of Premises

Select

Address Line 1

0/60

Address Line 2

0/60

Address Line 3 (Optional)

0/60

Address Line 4 (Optional)

0/60

Address Line 5 (Optional)

0/60

City (Optional)

0/60

State (Optional)

0/60

Postal Code (Optional)

0/12

Country/Region

Select

Select **Foreign** and fill the address details in the populated fields

Foreign Address

24. Fill the Address fields.

25. Continue filling Poultry Slaughter House Details next.

Notes & Terms and Conditions

Notes:

Please note that you must furnish a valid SFA's licence number of the local poultry slaughterhouse where the poultry is going to be slaughtered during the licence application.

Terms and Conditions of Licence

Terms and Conditions of Licence

☒ I have read and understood the terms & conditions of this licence, and agree to comply with them.

Notes & Terms and Conditions of Licence

26. Check the box in the terms and conditions of licence section.

Product Details

The screenshot shows a form titled "Product Details". Under the heading "Product Type", there are two radio button options: "Broiler Chickens [C]" and "Broiler Ducks [D]". A red callout box with the text "Select the Product Type" has two lines pointing to the radio buttons.

Product Details

27. Select the **Product Type** as Broiler Chickens or Broiler Ducks.

Poultry Slaughter House Address

The screenshot shows a form titled "Poultry Slaughter House Address". It contains several input fields: "Slaughterhouse Licence Number" (0/50), "UEN Number (Optional)" (0/10), "Company Name (Optional)" (0/100), and "Address (Optional)" (0/66). There are three callouts: 1. "Enter the Poultry Slaughter House Address details" pointing to the "Slaughterhouse Licence Number" field. 2. "Click Retrieve Company Detail" pointing to a "Retrieve Company Detail" button. 3. "Click Add" pointing to an "Add" button (with a plus icon). At the bottom, there is a table with columns: "No.", "Slaughterhouse Licence Number", "UEN Number", "Company Name", "Address", and "Actions". The table currently shows "No data available in table".

Poultry Slaughter House Address

28. Enter the Poultry Slaughter House Address.

29. Click **Retrieve Company Details** to retrieve the company details.

30. Click **Add** to add the details. The details will be added successfully.

Poultry Slaughter House Address

Added successfully
Your new information has been added.

Slaughterhouse Licence Number

0/50

Retrieve Company Detail

UEN Number (Optional)

0/10

Company Name (Optional)

0/100

Address (Optional)

0/66

Add

No.	Slaughterhouse Licence Number	UEN Number	Company Name	Address	Actions
1	SP24F0053	533366548	MANAGEMENT PTE	31 SCIENCE PARK ROAD, #123, THE CRIMSON, SINGAPORE 117611	

Poultry Slaughter House Address Added

The user can add more details and edit or delete the details also.

Emergency Contact

Emergency Contact

Fill the Emergency Contact Details

Salutation

Select

Name

0/66

Designation (Optional)

0/100

Contact No.

+65 E.g. 8123 4567

Email

Add

Click Add button to add emergency contact details.

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

31. Fill the Emergency Contact details. One contact is mandatory.

Emergency Contact

Salutation

Select

Name

0/66

Designation (Optional)

0/100

Contact No.

+65

E.g. 8123 4567

Email

+

Add

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	

Added successfully

Your new information has been added.

Emergency Contact Details Added

32. The user can add more and can edit or delete the contact details.

Review Form

Review and Declare

STEP 3
Review Form
Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.

General Information

Profile
I am applying:
As an applicant

Applicant Detail
Nationality:
ID:
Name:
Date Born:
N Type & ID Number:
NRIC: ****25643
Email:
info@apricot.com
Contact Number:
+65 9876 5432

Company Detail
Company Name:
MANAGEMENT PTE
UEN:
254800054M
Entity Type:
Local Company
Registered Address:
80 Raffles Place, #12-01 Raffles Place, Singapore 117408

Application Details to amend Licence to Import Poultry (SFA)

Licence Details
Licence Number:
ED460596_2024_01
Please click on the retrieve button to verify your eligibility to amend the licence and retrieve your licence record.

Owner Organisation Details
Applicant Type:
Organisation (Organisation)
Owner Organisation Name (SFA/WRIC):
0100000000 - OVERSEA-CHINESE BANKING CORPORATION LIMITED

Applicant's Details
Citizenship:
ALBANIAN (AL)
Sex:
Male (M)
Date of Birth:
01/10/2000
Occupation:

Product Details
Product Type:
Broiler Chickens (C)

Poultry Slaughter House Address

No.	Substitution	Company Name	Address	Registration	Contact No.	Day
1	Main	DEMAND PTE (ULTILABIA)	25 SCIENCE PARK ROAD, #12-01 CRIMSON, SINGAPORE 117571		+65 9800 1122	Day

Click **Back to Edit** for editing the application

Click **Declaration** to declare and submit the application

Back to Edit Declaration

Review Form

33. Click **Back to Edit** to continue editing the application.
34. Scroll down for all the sections to review the amended details and click **Declaration** to submit the application.

STEP 4
Declaration
Please scroll to read and acknowledge the following clauses.

General 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.

Licence to Import Poultry (SFA)
I am aware that the Singapore Food Agency (SFA) would only be able to process my application(s) when all relevant supporting documents are received and are in proper order.
I am aware that the SFA is required to collect personal information from time to time to carry out its various functions and duties under the Singapore Food Agency Act 2019 and I hereby consent to the SFA's collection and use of all information provided by me in the course of any application I have made to the SFA to facilitate the processing of such application(s). I hereby further consent to the SFA sharing my information in such application(s) with other Government agencies, and/or non-Government entities authorised by legislation.

☒ I hereby declare that all of the above is true.

[← Review Form](#) [Submit →](#)

Check the box for declaration.

Click Review Form to review the form again.

Click **Submit**.

Declare Form

35. Check the declaration.

36. Click **Review Form** to review the form again.

37. Click **Submit** to submit the declaration and continue to acknowledgment page.

Acknowledgement

An Acknowledgement for this application will be displayed.

We have received your application
A confirmation email has been sent to you.

Application Status

APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS
Licence to Import Poultry	FC244783561	1 working day	Submitted

Next Steps
Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.
For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsontologic.com.sg.

[Return to Dashboard →](#)

Click Return to Dashboard.

Acknowledgement

38. The acknowledgement mail will be sent to your registered email.

39. Click **Return to Dashboard** to exit.

