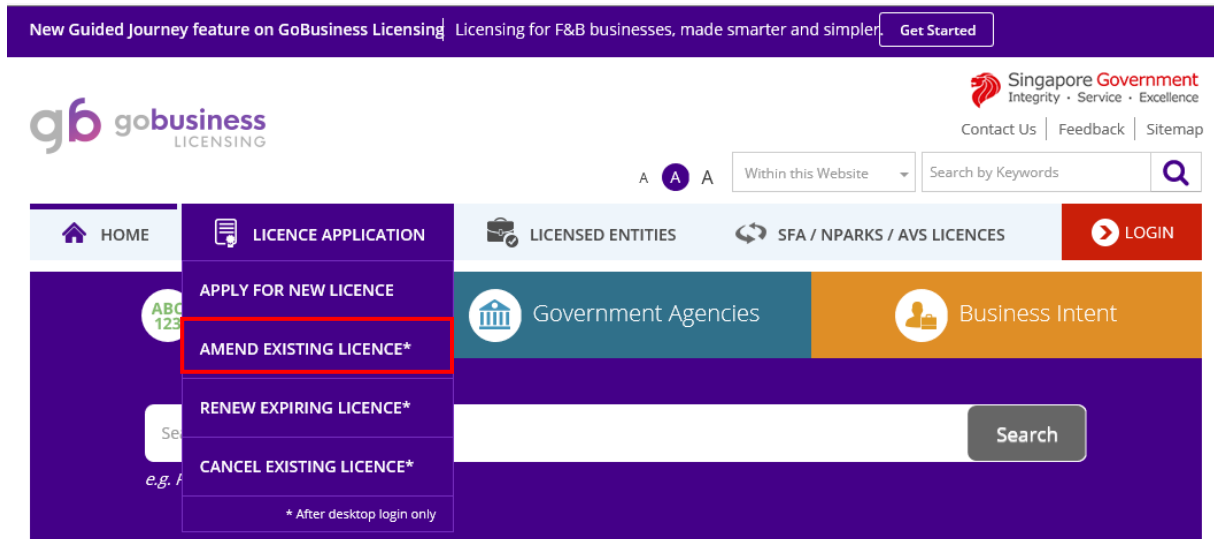
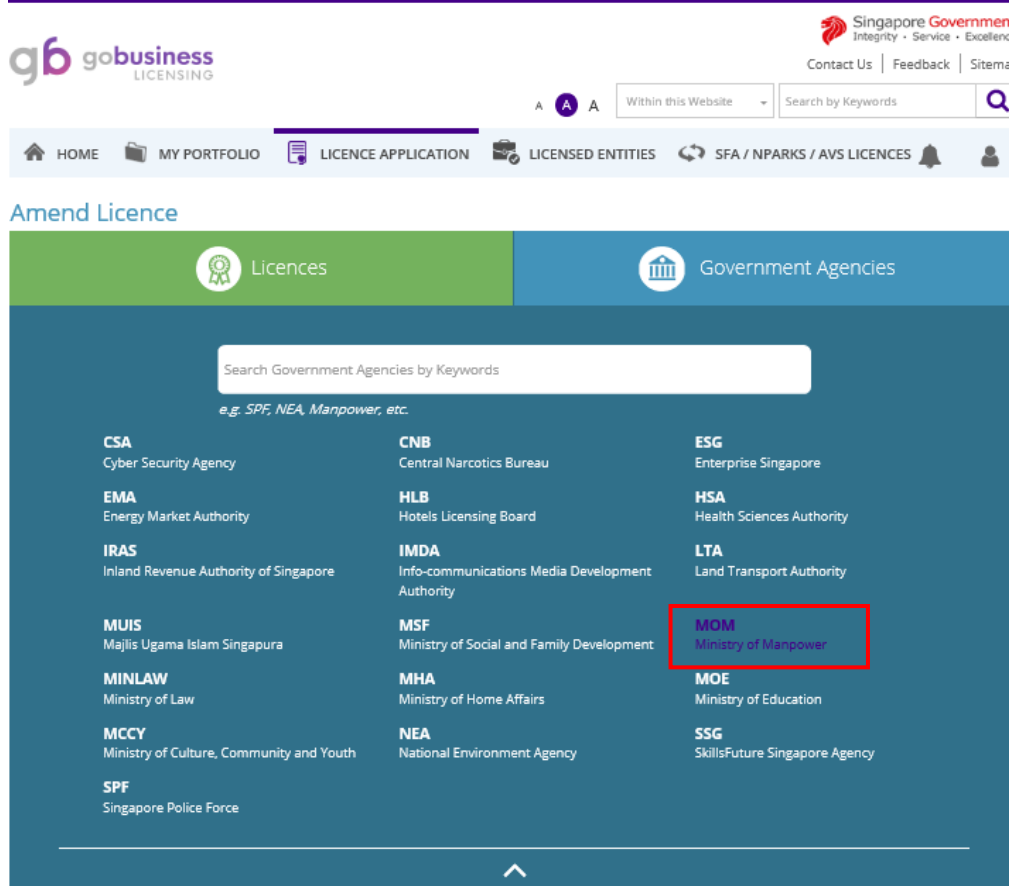


FOR EXISTING WORKPLACE OCCUPIERS - GUIDE TO UPDATE EMAILS FOR WSH ALERT SERVICE

1. Visit GoBusiness website at (<https://www.gobusiness.gov.sg/licences>). Log in as business user using SingPass account.
2. Click 'LICENCE APPLICATION' on the top menu bar and select 'AMEND EXISTING LICENCE'





3. Under the Government Agencies tab, click the URL, [MOM- Ministry of Manpower](#)



4. Select **Factory Registration and Notification** and click 'Review & Apply'. Click 'Next' to proceed.


Amend Licence


 Licences

 Government Agencies

e.g. SPF, NEA, Manpower, etc.

MOM
Ministry of Manpower



 **Review & Apply (1)**

1

2

3

4

5

6

7

SELECT Licence(S)

AMENDMENT Profile

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(S)

REVIEW & SUBMIT Application (Payment If Applicable)

ACKNOWLEDGEMENT

Ministry of Manpower

Search Results

2 Results for "Ministry of Manpower"

Licences (2)

Employment Agency Licence

Factory Notification and Registration

Add to Selection ➤

5. Key in the workplace number for the workplace premises concerned and click '**Next**' to proceed. (Format of workplace number is your company UEN followed by 4 digits)


HOME


MY PORTFOLIO

LICENCE APPLICATION

LICENSED ENTITIES

SFA / NPARKS / AVS LICENCES





Amend Licence

1

2

3

4

5

6

7

SELECT Licence(S)

AMENDMENT Profile

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(S)

REVIEW & SUBMIT Application (Payment If Applicable)

ACKNOWLEDGEMENT

Ministry of Manpower

Factory Notification and Registration

Type of Amendment

Fees & Supporting Documents (if required)

☒ MOM Factory Notification and Registration - Amendment

Details

Workplace Number*

BACK

NEXT

- Click the checkbox to accept the **Terms of Use** before your proceed. Click **[Save]** to save record as draft or Click **[Next]** to proceed.

The screenshot shows the 'Amend Existing Licence' page on the GoBusiness Licensing portal. The progress bar indicates the user is at step 3, 'ADD General Information'. The 'Terms of Use' section is displayed, containing two parts: 'I. Agreement' and 'II. Access To the Website'. Below the terms, there is a checkbox with a red border and the text: 'By clicking on the checkbox, I agree to be bound by the Terms of Use.'

I. Agreement

- 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.
- 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.
- 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.
- 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

- 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.

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

- You will be directed to **Provide Application Details** panel, scroll down to locate **Update Subscription** section.

The screenshot shows the 'Provide Application Details' page on the GoBusiness Licensing portal. The progress bar indicates the user is at step 4, 'PROVIDE Application Details'. The 'Occupier Information' section is displayed, containing a checkbox and the text: 'Please proceed with update submission to MOM if there has been a change in occupier name even if it is correctly displayed here'. Below this, there are form fields for 'Name of Occupier', 'Registration Number (UEN)', 'Postal Code', 'Block / House No', 'Street Name', 'Contact No', 'Mobile No', and 'Fax No'. A 'Retrieve Address' button is also present.

Occupier Information

☐ Occupier Information
Please proceed with update submission to MOM if there has been a change in occupier name even if it is correctly displayed here

Name of Occupier: LAM KUAN ENGINEERING CO PTE LTD Registration Number (UEN): 198102289D

Postal Code*: 079027 Retrieve Address Contact No: 66438512

Block / House No*: 100 Mobile No: Additional Notification by SMS: ☐

Street Name*: TRAS STREET Fax No:

8. Check the checkbox for the [Update Subscription](#). You can amend existing email or add up to maximum 5 subscriber email addresses and click **[Add]** to save the record. Click **[Proceed]** at bottom of page to exit the page.

Update Subscription

☒ Update Subscription

Name *

Sample Name 01

Email *

name01@gmail.com

Mobile No *

92000000

please note that the maximum number subscribers is 5

Add

Name	E-mail	mobileNo
Sample Name	name@gmail.com	91000000

Proceed >

Save

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9. Click **[Next]** to proceed to next page. There is no need to upload supporting documents for update of subscriber records.

[HOME](#)
[MY PORTFOLIO](#)
[LICENCE APPLICATION](#)
[LICENSED ENTITIES](#)
[SFA / NPARKS / AVS LICENCES](#)

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

Factory Notification and Registration

Document Name	Type	Attachment	Action
SHMS documents Will be one of the following : SHMS Audit Report; Audit Action Plan; SHMS Internal Review Report; ConSASS Acceptable File Format: DOC,DOCX, TXT,PDF Acceptable File Size: maximum: 1.5 MB	<div>ONLINE UPLOAD</div> <div></div>		<div>Upload</div>
Process Hazard Analysis Process Hazard Analysis is only applicable for renewable registration ie. For : i. Bulk Storage (of Toxic or Flammable Liquid) Terminal; ii. Petrochemical Plant or Oil Refinery; or iii. Synthetic Polymer or Chemical Plant. Acceptable File Format: DOC,DOCX, TXT,PDF Acceptable File Size: maximum: 1.5 MB	<div>ONLINE UPLOAD</div> <div></div>		<div>Upload</div>

< Previous

Next >

Save as Draft

Save as Draft & Exit

10. You can review and print the details of your submission at the **Review and Declare** panel. Click the checkboxes for declaration and click **[Submit]** to complete your transaction.

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A A A

Within this Website

Search by Keywords

HOME

MY PORTFOLIO

LICENCE APPLICATION

LICENSED ENTITIES

SFA / NPARKS / AVS LICENCES

1 SELECT Licence(s)

2 AMENDMENT Profile

3 ADD General Information

4 PROVIDE Application Details

5 UPLOAD Supporting Document(s)

6 REVIEW & SUBMIT Application
(Payment if applicable)

7 ACKNOWLEDGEMENT

Amend Existing Licence

Information Review

Filer's Particulars

Salutation	Mr	Designation	Managing Director
Name		Office Tel Number	
Passport Issuing Country	Singapore	Home Tel Number	
Citizenship	AUSTRIAN	Fax Number	
Gender	Male	Mobile Number	

Declaration

General Declaration

1.

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

☐

Factory Notification and Registration

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 from Licence Application at licence1.business.gov.sg.

☐

11. Upon submission, you will see the **Acknowledgement** page.

Please take note the **Application Number** starting with 'U' followed by 10 digits for future enquiries (e.g. U1234567890). No payment is required for the update of subscriber record.

gobusiness LICENSING Singapore Government Integrity · Service · Excellence

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Within this Website Search by Keywords

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

Dashboard Applications Licences Payments Requests for Action Managed Returns Correspondences

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

Amend Existing Licence

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

Ministry of Manpower
Factory Notification and Registration

Application Number	U2020033415	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B2020266955	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	17/02/2020 12:00:17		
Submission Name	B2020266955		

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

12. Upon successful subscription to the Alert Service, you will receive an email alert if an accident at this workplace is submitted to the Ministry via iReport or when an unsafe or good work practice is notified through SnapSAFE mobile Apps.