

UPDATE – REGISTRATION OF NEW COURSES

Step 1 – OBLS Main Page

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HOME RETRIEVE DRAFT CHECK STATUS MAKE PAYMENT LOGIN HELP

ONLINE BUSINESS LICENSING SERVICE (OBLS) | apply new | **update** | renew | terminate | enquiry

OBL Award Winning Service 2005

Online Business Licensing Service (OBLS) allows you to submit one or multiple licence applications to the relevant government agencies for their approval. Please read the options available below.

Announcement

1. System Enhancement (2)

I want to apply for new ...

New Applications

- Apply new Licence(s)
Eg. Central Registration (CR) Number, Home Office Scheme, Liquor Licence, Employment Agency Licence, Temporary Change of Use & more ...
- Register a New Business, LLP or Company (Bizfile)

My follow up actions ...

Retrieve Draft

- Retrieve Previously Saved Draft(s)

Check Status

- Check the Status of Submitted Applications

Make Payment

- Make Electronic Payment for Applications Pending Payment

I already have an existing Registration or Licence ...

Update Information

- Update Existing Licences
- Update or Change Business Particulars at ACRA's BizFile

Renewal

- Renew Existing Licences
- Renew Registration of Business or Limited Liability Partnership (LLP) at ACRA's BizFile

Termination

- Terminate Existing Licences
- Terminate Existing Business or Limited Liability Partnership (LLP) or Company at ACRA's BizFile
Existing Licences must be terminated first before de-registering your business/company/LLP registration at ACRA.

Enquiry

- Enquire Information about Existing Licences
Eg. Trader Registration Number

Step 2 - Select Licences to Update

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START 1 SELECT LICENCES 2 SUBMIT SINGPASS 3 ENTER PROFILE INFORMATION 4 FILL LICENCE FORMS 5 SEND OUT APPLICATIONS END

Update Licences

Method 1 - By Industries/ Business Activities
Click the most suitable business activity that best describes your business. Doing so generates a list of those registrations, licences and permits relevant to that business activity.

Method 2 - By Government Agencies
If you already know which Government Agency administers the registrations, licences or permits that you wish to apply for, please click on the "Government Agencies" tab, followed by clicking on the relevant Government Agency.

Method 3 - By Search Tool
You can also search for a business activity or licence by entering keywords into the search box below. Please select the relevant category "Industry/ Business Activities" or "Licences" by clicking on the drop-down arrow before clicking on the "Search" button.

Select One or More Licences to Update

Type keyword(s)
Eg. Food Shop Licence -- key in "Food" or "Food Shop"

in

Industries / Business Activities **Government Agencies**

Industries / Business Activities >

Licence Selection (Update)
No Licence Selected

Announcement
▪ System Enhancement (2)

Click on "Government Agencies"

Step 3 – Scroll down the list of government agencies and click on “Ministry of Education”.

Step 4 - Select Type of Update



Select One or More Licences to update

- To start applying for any of the licences, please tick one (or more) box beside the licence(s) and click on the "Next" button. You may apply for multiple licences at one time by ticking more than one boxes.
- To remove the selected licence(s), please untick the box(es) and click on the "Next" button.
- To view your licence selection, please click on the "Refresh This List" button.

Note: For licence(s) without check box, you will be redirected to the agency's website or will be provided with a contact number for further information.

Licence Selection (Update)

No Licence Selected

[Refresh This List](#)

Announcement

- System Enhancement (2)

Industries / Business Activities **Government Agencies**

Select Government Agency > Ministry of Education

LICENCES	
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Registration of Teacher Registered private schools should inform Ministry of Education (MOE) on registration of teacher(s) [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Change of School Name Registered kindergartens should inform Ministry of Education (MOE) on change of kindergarten name [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Registration of New Teacher Registered kindergartens should inform Ministry of Education (MOE) on registration of new teacher(s) [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management Registered private schools should inform Ministry of Education 	<input type="checkbox"/>

Select Government Agency > Ministry of Education

LICENCES	
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Registration of Teacher Registered private schools should inform Ministry of Education (MOE) on registration of teacher(s) [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Change of School Name Registered kindergartens should inform Ministry of Education (MOE) on change of kindergarten name [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Registration of New Teacher Registered kindergartens should inform Ministry of Education (MOE) on registration of new teacher(s) [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Addition of Members or Re-registration of Committee of Management Registered private schools should inform Ministry of Education (MOE) on Addition of Members or Re-registration of Commit... [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Change of School Name Registered private schools should inform Ministry of Education (MOE) on change of school name [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Relocation or Expansion of School Registered private schools should inform Ministry of Education (MOE) on relocation or expansion of school [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Addition of Members or Re-registration of Committee of Management Registered kindergartens should inform Ministry of Education (MOE) on Addition of Members or Re-registration of Committe... [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Kindergarten - Relocation or Expansion Registered kindergartens should inform Ministry of Education (MOE) on relocation or expansion of kindergarten [Read more...] 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificate Of Registration Of School - Private School - Registration of New Course Registered private schools should inform Ministry of Education (MOE) on registration of new course(s) [Read more...] 	<input type="checkbox"/>

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Select "Registration of New Courses" and then click "NEXT".

Step 5 – Verify selection



Update

You have chosen the following licences to update:

Licence Name	Agency	Fee ¹	Amt (S\$)	Remove?
Certificate Of Registration Of School - Private School - Registration of New Course	MOE	Processing Fee	To be determined	<input type="checkbox"/>
Total (excluding GST) : To be determined				

¹ The actual fees may vary depending on your application.

Payment modes

Payment by Visa, MasterCard, Direct Debit through Internet Bank Account and FlexiPay

[Re-select Licence\(s\)](#)

[Proceed](#)

Click "Proceed" after verification

Step 6 – Verify Selection & Fill in ACRA / non-ACRA details

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Tell us more about yourself/organisation.

My organisation is:

ACRA registered.
My Registration (RCB) Number is: [See Examples](#) Please ensure that you have your Registration (RCB) will ne Compa
Forget your Registration (RCB) Number?

a non-ACRA registered organisation
Please enter your Organisation Name and Registration
Organization Type:
Organisation Name:
Registration Number:

a business **exempted** from registration with ACRA (e.g. P

Note:
You must be authorised to update your licences. Please click [here](#) to check the various authorisation mechanism available (Does not apply to Professional Firms registered with ACRA.)

** You would be prompted for your SingPass if you click on the "Proceed" button.*

Proceed

Key in ACRA registration number for ACRA registered entity

Key in organization name & number for non-ACRA registered entity

Click "Proceed" to go to the next page

Step 7 – Required Documents for Submission

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Required Documents for Submission

You will not be able to complete your submission without these documents. Please check that you have the following document(s) available before proceeding.

Click "Proceed" to log on to SingPass. Or "Return" to go back to the last page.

Note: Uploading of supporting documents is only available after all sections are completed.

The following supporting document(s) are required for submission:

MOE Certificate Of Registration Of School - Private School - Registration of New Course	
a. Course Syllabus/ Synopsis	Course Syllabus/ Synopsis

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Click "Proceed" after reading the necessary document to be submitted with this application

Step 8 – Fill in SingPass Details (I)

Singapore Personal Access
SingPass
Singapore Personal Access

Secure [Terms of Use](#) | [FAQs](#) | [Help](#)

Welcome

to SingPass authentication service

IMPORTANT NOTE
Your SingPass ID is your **Identification Number**.

SingPass ID S **Key in SingPass ID**

(Click here for tips on [Online Security](#))

Click "Submit"

Step 9 - Fill in SingPass Details (II)

Singapore Personal Access
SingPass
Singapore Personal Access

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Welcome

to SingPass authentication service

IMPORTANT NOTE
If you do not have a valid SingPass, please visit the nearest [SingPass Counter Locations](#) with the required identification documents to get it on the spot.
Alternatively, you can request to have your SingPass posted to you by submitting a [SingPass Online Request](#).

SingPass **Key in SingPass Password**

(This is your password) Tick here to change your SingPass

(Click here for tips on [Online Security](#))

Click "Login"

Step 10 – Verify Personal Particulars

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Personal Particulars

UIN	S0750307E
Name	NAME OF S0750307E
Gender	MALE
Nationality	SINGAPORE CITIZEN
Date of Birth	27/07/1968

Check on personal particulars

Your personal particulars as shown above will be shared with other Government agencies for the processing of your application. Please refer to the [privacy statement](#) for more information. If you do not agree, please [logout](#) from this application.

[Return](#) [Proceed](#)

Click "Proceed" to go to the next page

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Step 11 – Verify ACRA/non-ACRA Information

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Company/Business/Limited Liability Partnership Information

Registration (RCB) Number	300000001A
Company/Business/LLP Name	NAME OF COMPANY NUMBER 300000001A
Registration Date	09/08/2002

Check on company/business/LLP particulars

1. Please verify that the Company/Business/LLP information is correct.
2. Click on "Return" to re-enter Registration (RCB) Number if incorrect.

[Return](#) [Proceed](#)

Click "Proceed" to go to the next page

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Step 12 – Fill in Filer and Licence Details



Filer and Licence Information

Please fill in your particulars in the following form:
All fields marked with an asterisk * are compulsory.

Save As Draft Proceed

General Information - Particulars

Filer's Particulars
(Particulars of the staff/member of a Professional Firm or an authorised representative to file this licence application)

Note: Either notify via SMS or email must be checked.

Name	NAME OF S0750307E
NRIC/Passport/FIN	S0750307E
Nationality	SINGAPORE CITIZEN
Gender	MALE
Date of Birth (DD/MM/YYYY)	27/07/1968
Designation	<input type="text"/>
Office Tel No *	<input type="text"/>
Home Tel No	<input type="text"/>
Mobile No	<input type="text"/> (Notify via SMS <input type="checkbox"/>)
Pager No	<input type="text"/>
Fax No	<input type="text"/>

Done

Office Tel No	<input type="text"/>
Home Tel No	<input type="text"/>
Mobile No	<input type="text"/> (Notify via SMS <input type="checkbox"/>)
Pager No	<input type="text"/>
Fax No	<input type="text"/>
Email	<input type="text"/> (Notify via email <input type="checkbox"/>)

MOE Certificate Of Registration Of School - Private School - Registration of New Course

Registration Particulars

Name of Private School *	<input type="text"/>
Private School Registration No.	<input type="text"/>
Is the Filer the Supervisor or Committee of Management Member *	<input type="radio"/> Supervisor <input type="radio"/> CM Member

Existing Private School Address(Please indicate school address properly in below section)

Postal Code *	<input type="text"/>
Block/House No. *	<input type="text"/>
Street Name *	<input type="text"/>
Level	<input type="text"/>
Unit No.	<input type="text"/>
Building Name	<input type="text"/>

Save As Draft Proceed

Key in details (where applicable), fields with "*" are compulsory.

Key in details (where applicable), fields with "*" are compulsory.

Click "Proceed" to go to the next page

All fields marked with an asterisk * are compulsory.

Step 13 – Option to View/Update ACRA Details

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Verify Business/Company/LLP-related information with ACRA

Before updating your licensing information, please ensure that the information that you have with ACRA is up-to-date. If pre-approval is required from the Licensing Agency for updating the ACRA information, please ensure that you have obtained the necessary approval before proceeding to update ACRA.


1. If you wish to view your latest business/company/LLP-related information with ACRA, click the "View ACRA Details" button.
[View ACRA Details](#)
2. If you wish to update and follow up with ACRA first, click the "Re-direct to ACRA" button. Note that by doing so, you will exit this system. When you come back to this system after updating ACRA, please click on "Retrieve Draft" to retrieve this draft application.
[Re-direct to ACRA](#)
3. If you are ready to proceed with the updates, click on the "Proceed" button.
[Proceed](#)

Click "Proceed" to go to the next page

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Step 14 – Fill in Update Details (I)




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Complete Update Section(s)

- Please complete every section of your online application form by clicking on the "Fill Form" button for each section.

A draft has been created. You can retrieve this draft application at a later stage by clicking on "Retrieve Previously Saved Draft(s)" link at the home page. Please take note of your draft ID when you need to retrieve draft applications.

In the event that your licence is stopped with a "Error ->>" status, you can click on the "Error ->>" hyperlink to see the possible reason(s) and make the necessary corrective measures before coming back to this draft application.

Summary	
Draft ID	189483
Date Saved	29/05/2006 04:01:27 PM

Section	Description	Agency	Time to Fill Form	Status	Actions
A	Certificate Of Registration Of School - Private School - Registration of New Course	MOE	20 mins	Incomplete	Fill Form

[Return](#)
- If you have problems with completing the online application form, you may wish to contact our helpdesk at 68981595 from Mon - Thur 8.30am to 6pm, Fri 8.30am to 5.30pm; or e-mail: OBLS@spring.gov.sg.

Click "Fill Form"

Done
Local intranet

Step 15 - Fill in Update Details (II)



Edit Section

To update the information, please check on the box next to the heading. If left unchecked, you will not be able to update any information under the heading. Checkbox is only applicable for forms with more than 1 section.

All fields marked with an asterisk * are compulsory.

Return Save As Draft Proceed

Certificate Of Registration Of School - Private School - Registration of New Course

Registration of Courses

1.

Course Title * (e.g. Diploma in Business)

State title of modules, if applicable : (e.g. Communications, Marketing)

Origin of the course * Self-developed
 Others (e.g. LCCI, ACCA, MOE syllabus etc.)

Target Students * Local
 Foreign
 Local and Foreign

Admission Requirement (e.g. minimum 3 'O' level passes, including English Language)

Origin of the course * Self-developed
 Others (e.g. LCCI, ACCA, MOE syllabus etc.)

Target Students * Local
 Foreign
 Local and Foreign

Admission Requirement

Total Course Duration * Hours
 Days
 Weeks
 Months
 Years } Select one & specify details (under "Please Specify")

Please specify *

Days Per Week *

Hours Per Day *

Total Course Fee (S\$) *

Add

Note: Addition of new courses would require updating of teachers particulars/registration of new teachers.

Return Save As Draft Proceed

All fields marked with an asterisk * are compulsory.

Key in details (where applicable), fields with "*" are compulsory.

Click "Add" if you intend to register more courses (up to a maximum of 10)

Click "Proceed" to go to the next page

Step 16 – Attach Supporting Documents

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Attach Supporting Documents

NOTE: The maximum file size limit for each attachment is 2MB.

Return Proceed

MOE Certificate Of Registration Of School - Private School - Registration of New Course

Course Syllabus/ Synopsis
Course Syllabus/ Synopsis

1 Document (s)
Format(s) : *.doc, *.txt, *.jpg, *.gif, *.pdf

Submit Offline (Submission Details)
Submit Online

Browse... Upload

Return Proceed

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Attach supporting documents online (if available) or select "Submit Offline" (to be sent via fax/post).

Click "Proceed" to go to the next page

Step 17 – Verify Update Details & Declaration

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Preview, Declare and Submit

1. You can click on the "Return" button to edit your application details, if applicable.
2. Please click on the respective Declaration box(es) before clicking on the "Submit Application" button.

APPLICATION

Draft ID: 189483
Date: Mon May 29 16:03:07 SGT 2006

LICENCE DETAILS

[Update](#)

Licence: Certificate Of Registration Of School - Private School - Registration of New Course
Registration of Courses

1.

Course Title	the english
State title of modules, if applicable :	
Origin of the course	Self-developed
Target Students	Local and Foreign
Admission Requirement	
Total Course Duration	Weeks
Please specify	5
Days Per Week	5
Hours Per Day	3
Total Course Fee (\$)	500

Note: Addition of new courses would require updating of teachers particulars/registration of new teachers.

List of Supporting Documents Attached

MOE Certificate Of Registration Of School - Private School - Registration of New Course

a. Course Syllabus/ Synopsis (Submitting Offline)

DECLARATION

General

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

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

3. 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 Business.gov.sg.

[Return](#) [Submit Application](#)

Check details

Select "Declaration" checkboxes

Click "Submit Application"

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Step 18 – Successful Submission of Application

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LICENCES [apply new](#) [update](#) [renew](#) [terminate](#) [enquiry](#)

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<http://www.business.gov.sg/licences> Business Licensing Service (OBSL).
Your application is successfully submitted.

Your application id is U060026022.

You will be informed of any updates or follow-up actions required via email/SMS.

You can click on "Check Status" button below to view your application status / details or return later via <https://qainternet2.business.gov.sg/>.

We welcome all your feedback and suggestions. Click [here](#) to provide your feedback now.

[Check Status](#)

Upon successful application, you can click "Check Status"

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Step 19 – Check Status of Application

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LICENCES [apply new](#) [update](#) [renew](#) [terminate](#) [enquiry](#)

Update Status

You may wish to rename the description of your application by clicking on the "Edit" button. If you wish to withdraw any or all of the licences, click on the corresponding "Withdraw" or "Withdraw All" button respectively where applicable. For help, click on [online help](#).

NOTE!: Licences marked "Ready For Payment" requires payment. Click on the "Make Payment" button to do so.

Update Details	
Update ID	U060026022
Description	U060026022 Edit
Date	29/05/2006 04:04:03 PM
Remarks	
■ Please note the Application ID for future references.	

Licence Details	
MOE Certificate Of Registration Of School - Private School - Registration of New Course	Status: Pending Agency Actions Withdraw
Remarks from Government Agency	

[Return](#) [Application Details](#) [Withdraw All](#) [Logout](#)

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Note Update ID

Click on "Withdraw" if you do not wish to proceed with the application (no charge for withdrawal)

Click "Logout" to exit OBLs