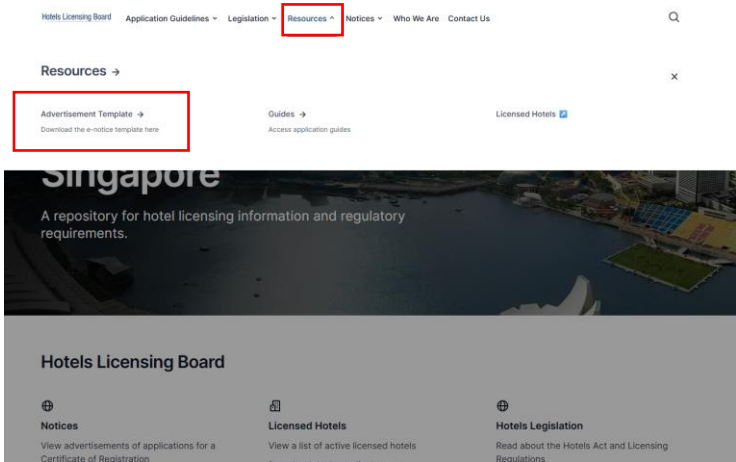
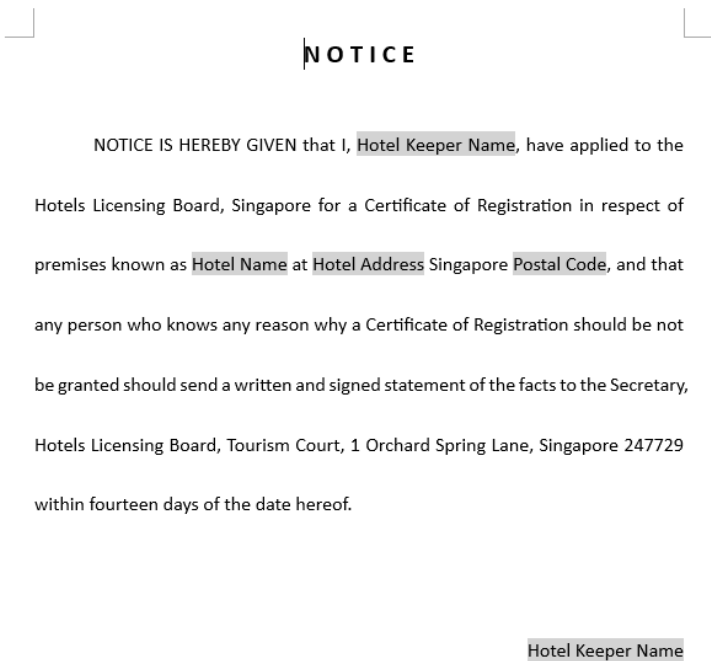
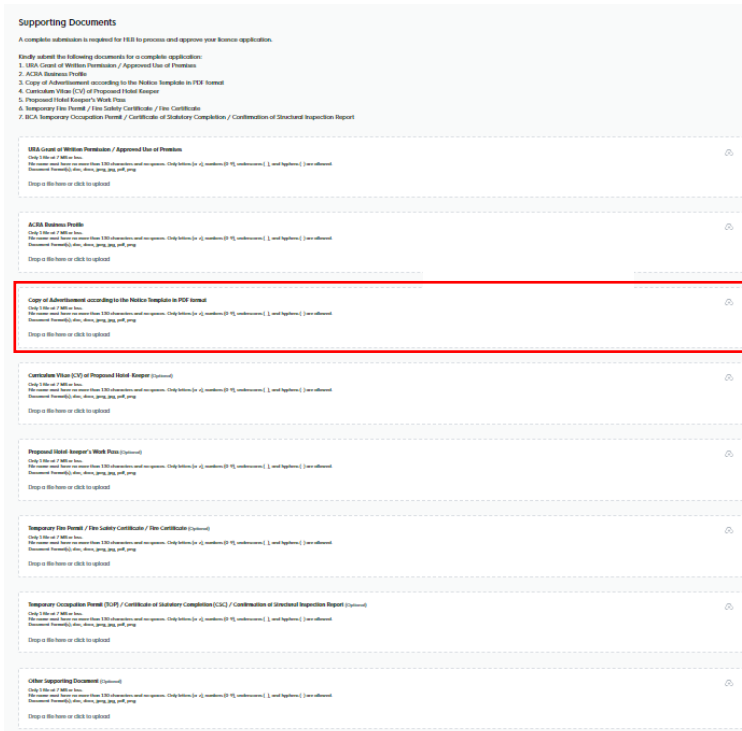
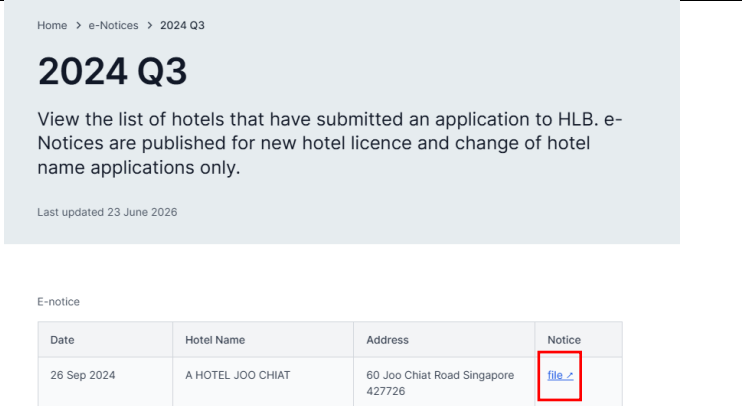


Step-by-Step Guide for Submission of e-notice for Certificate of Registration

S/N	Step	Screenshot
1	Download the Advertisement Template from the Forms and Templates under the Resources Section.	 The screenshot shows the Hotels Licensing Board website. The 'Resources' menu item is highlighted in the top navigation bar. Below it, the 'Resources' section is displayed, with the 'Advertisement Template' link highlighted in a red box. The link text is 'Advertisement Template' with a right-pointing arrow, and below it, 'Download the e-notice template here'.
2	Fill in the necessary information required in the Notice and save it in PDF format. Do ensure that you have accurately entered the Name of Hotel-keeper, Name of Hotel and Address of Hotel as per your application form Further, please make sure that the Name of Hotel is the same as the Name of Hotel as per your application (including use of lower/upper case letters, spacing, and special characters (e.g. @(),-,'!)) and on your hotel signage.	 The screenshot shows a 'NOTICE' form. The text reads: 'NOTICE IS HEREBY GIVEN that I, <u>Hotel Keeper Name</u>, have applied to the Hotels Licensing Board, Singapore for a Certificate of Registration in respect of premises known as <u>Hotel Name</u> at <u>Hotel Address</u> Singapore <u>Postal Code</u>, and that any person who knows any reason why a Certificate of Registration should be not be granted should send a written and signed statement of the facts to the Secretary, Hotels Licensing Board, Tourism Court, 1 Orchard Spring Lane, Singapore 247729 within fourteen days of the date hereof.' At the bottom right, there is a field for the signature: <u>Hotel Keeper Name</u>.

S/N	Step	Screenshot
3	Upload the e-notice¹ according to the Notice template in PDF format. Ensure that you have provided accurate information in the e-notice. The e-notice will typically be published on the HLB website within 3 working days from when the e-notice is successfully uploaded.	For new application:  For amendment application (change in hotel name): 
4	You may view all e-notices published under the Notices section on the HLB website. Click on the PDF icon to view the e-notice.	

¹ Any notice of objection lodged with HLB within two weeks of the advertisement will be taken into account in the assessment of the application for a Certificate of Registration.