

# Step 1

The screenshot shows the LicenceOne dashboard interface. At the top right, the Singapore Government logo is displayed with the tagline "Integrity · Service · Excellence". Navigation links for "Contact Us", "Feedback", and "Sitemap" are present. A search bar is located in the top right corner. The main navigation bar includes "HOME", "MY PORTFOLIO", "LICENCE APPLICATION" (highlighted with a red dashed box and a red arrow), and "LICENSED ENTITIES". Below this is a secondary navigation bar with icons for "Dashboard", "Applications", "Licences", "Payments", "Requests for Action", "Managed Returns", and "Correspondences".

## Dashboard

**S7337615GTEST**  
Your last login was on Monday 20 August 2018 at 12:17 PM [Update Profile](#)

Representing **INSPIRE INC PTE. LTD. (UEN: 201605734K)**  
218 ORCHARD ROAD, #06-00 ORCHARD GATEWAY @ EMERALD 5(238851) [i](#)

Application Status  [Check](#)

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

**HOME**      **LICENCE APPLICATION**      **LICENSED ENTITIES**

Find Licence by Keywords      Apply for New Licence

Find Licence by Government Agencies      Amend Existing Licence

Find Licence by Business Intent      Renew Expiring Licence

[About Us](#)      [Contact Us](#)      [Feedback](#)

ENQUIRIES & REQUEST FOR ASSISTANCE

## Step 2

The screenshot displays the LicenceOne portal interface. At the top right, the Singapore Government logo is present with the tagline 'Integrity · Service · Excellence'. Navigation links for 'Contact Us', 'Feedback', and 'Sitemap' are also visible. A search bar is located in the top right corner with the text 'Search by Keywords' and a magnifying glass icon. The main navigation bar includes 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', and 'LICENSED ENTITIES'. The 'LICENCE APPLICATION' menu is expanded, showing options: 'APPLY FOR NEW LICENCE' (highlighted with a red dashed box), 'AMEND EXISTING LICENCE', 'RENEW EXPIRING LICENCE', 'CANCEL EXISTING LICENCE', and 'SUBMIT RETURNS'. Below the navigation bar, the 'Dashboard' section shows the user ID 'S7337615GTEST' and their last login time 'Monday 20 August 20 PM'. To the right, it indicates the user is representing 'INSPIRE INC PTE. LTD. (UEN: 201605734K)' at '218 ORCHARD ROAD, #06-00 ORCHARD GATEWAY @ EMERALD S(238851)'. A search bar for 'Application Status' is also present. At the bottom, there are four summary cards: 'APPLICATIONS' (0 Require Attention, 0 In Progress), 'DRAFTS' (0 Due for Removal, 1 All Drafts), 'LICENCES' (0 Due for Renewal, 1 Active), and 'PAYMENTS' (0 Pending Payments).

**LicenceOne**

Singapore Government  
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Within this Website Search by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

APPLY FOR NEW LICENCE  
AMEND EXISTING LICENCE  
RENEW EXPIRING LICENCE  
CANCEL EXISTING LICENCE  
SUBMIT RETURNS

Dashboard

S7337615GTEST  
Your last login was on Monday 20 August 20 PM

Representing  
INSPIRE INC PTE. LTD. (UEN: 201605734K)  
218 ORCHARD ROAD, #06-00 ORCHARD GATEWAY @ EMERALD S(238851)

Application Status Application Number Check

**APPLICATIONS**  
0 Require Attention  
0 In Progress

**DRAFTS**  
0 Due for Removal  
1 All Drafts

**LICENCES**  
0 Due for Renewal  
1 Active

**PAYMENTS**  
0 Pending Payments

# Step 3



Keywords



Government Agencies



Business Intent

Search Government Agencies by Keywords

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

**ACRA**

Accounting & Corporate Regulatory Authority

**BCA**

Building and Construction Authority

**ECDA**

Early Childhood Development Agency

**ESG**

Enterprise Singapore

**HDB**

Housing & Development Board

**IPOS**

Intellectual Property Office of Singapore

**MPA**

Maritime and Port Authority of Singapore

**MOH**

Ministry of Health

**MOM**

Ministry of Manpower

**NCSS**

National Council of Social Service

**PTC**

Public Transport Council

**SLA**

Singapore Land Authority

**SSG**

SkillsFuture Singapore Agency

**AVA**

Agri-Food and Veterinary Authority

**CAAS**

Civil Aviation Authority of Singapore

**EDB**

Economic Development Board

**HSA**

Health Sciences Authority

**IMDA**

Info-communications Media Development Authority

**LTA**

Land Transport Authority

**MCCY**

Ministry of Culture, Community and Youth

**MHA**

Ministry of Home Affairs

**MSF**

Ministry of Social and Family Development

**NEA**

National Environment Agency

**PUB**

Public Utilities Board

**SPF**

Singapore Police Force

**URA**

Urban Redevelopment Authority

**BOA**

Board of Architects

**CEA**

Council for Estate Agencies

**EMA**

Energy Market Authority

**HLB**

Hotels Licensing Board

**IRAS**

Inland Revenue Authority of Singapore

**MUIS**

Majlis Ugama Islam Singapura

**MOE**

Ministry of Education

**MINLAW**

Ministry of Law

**MAS**

Monetary Authority of Singapore

**PEB**

Professional Engineers Board

**SCDF**

Singapore Civil Defence Force

**STB**

Singapore Tourism Board





## Step 5

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

(a) Dem

**Review & Apply (1)**

### Private Security Industry

#### Private Investigation Agency Licence i

Companies are required to have a Private Investigation Agency (PIA) Licence if they are providing private investigation services and taking on assignments as defined in Section 5 of the Private Secu

[Add to Selection >](#)

#### Security Agency Licence i

Companies are required to have Security Agency (SA) Licence if they are providing security officers to their clients as defined in Section 13 of the Private Security Industry Act Cap 250A. Only Companies with Security Agency (SA) licence can accept assignments from clients.

[Add to Selection >](#)

#### Security Officer's Licence (SO) i

A "security officer" means any individual who, for reward, carries out any of the following functions:

a) patrolling or guarding another person's property (including cash in transit) by a

[Add to Selection >](#)

#### Security Service Provider Licence i

Only Companies with Security Service Provider (SSP) licence can provide security services or equipment. The types of security services are defined in Section 18 of the Private Security Industr

[Add to Selection >](#)

#### Private Investigator's Licence i

A "private investigator" means any individual who, for reward, carries out any of the following functions:

(a) obtaining and giving information about any person;

(b) searching for m

[Add to Selection >](#)

#### Registration for In-House Employer i


An "In-house Employer" means any individual authorised by his/her company in employing a licensed security officer to perform the job functions of a security officer at their own premises.


**Selected**

## Step 6


HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

Selected Licences

SPF | Registration for In-House Employer 

**Proceed** 

taking on assignments as defined in Section 5 of the Private Security Industry Act 2005

 **Review & Apply (1)**

**Security Agency Licence** ⓘ

Companies are required to have Security Agency (SA) Licence if they are providing security officers to their clients as defined in Section 13 of the Private Security Industry Act Cap 250A. Only Companies with Security Agency (SA) licence can accept assignments from clients.

**Security Officer's Licence (SO)** ⓘ

A "security officer" means any individual who, for reward, carries out any of the following functions:

a) patrolling or guarding another person's property (including cash in transit) by a

**Security Service Provider Licence** ⓘ

Only Companies with Security Service Provider (SSP) licence can provide security services or equipment. The types of security services are defined in Section 18 of the Private Security Industry Act 2005

**Private Investigator's Licence** ⓘ

A "private investigator" means any individual who, for reward, carries out any of the following functions:

(a) obtaining and giving information about any person;

(b) searching for m

**Registration for In-House Employer** ⓘ

An "In-house Employer" means any individual authorised by his/her company in employing a licensed security officer to perform the job functions of a security officer at their own premises.

**Add to Selection >**



**Add to Selection >**

**Add to Selection >**

**Add to Selection >**


**Selected**

## Step 7



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Search by Keywords 

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES


ABC 123 Keywords Government Agencies Business Intent


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

### Apply for New Licence



You may need the following licence(s) for your business


To be applied at **LicenceOne**



<input checked="" type="checkbox"/> Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
Selected Licence(s)			
<input checked="" type="checkbox"/> SPF   Registration for In-House Employer 	10 mins	<a href="#">Details</a>	At least 14 working days

[< Previous](#) [Email Me >](#) **APPLY** 

## Step 8

[Contact Us](#) | [Feedback](#) | [Sitemap](#)

A A A Within this Website  

[HOME](#) [MY PORTFOLIO](#) [LICENCE APPLICATION](#) [LICENSED ENTITIES](#)  

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

## Apply for New Licence

### Terms of Use

**I. Agreement**

1. 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.
2. 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.
3. 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.
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.

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

[Next >](#) [Save as Draft](#) [Save as Draft & Exit](#)



# Step 9

## Applicant's Particulars

Note: Salutation, Name, Nationality, 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.

Salutation *	<input type="text" value="Mr"/>	Designation *	<input type="text" value="Managing Director"/>
Name *	<input type="text" value="S7337615Gtest"/>	Office Tel Number	<input type="text"/>
ID Type *	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number	<input type="text"/>
ID Number *	<input type="text" value="S7337615G"/>	Fax Number	<input type="text"/>
Citizenship *	<input type="text" value="SINGAPORE CITIZEN"/>	Mobile Number *	<input type="text" value="+6598765432"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Email *	<input type="text" value="S7337615G@GMAIL.COM"/>
Date Of Birth *	<input type="text" value="16/08/1965"/>	Alternative Email	<input type="text"/>
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	<input type="checkbox"/>

## Applicant's Address

Address Type *	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name *	<input type="text" value="SCIENCE PARK ROAD"/>
Type of Premises *	<input type="text" value="Please Select"/>	Level	<input type="text" value="11"/>
Postal Code *	<input type="text" value="117611"/> <input type="button" value="Retrieve Address"/>	Unit Number	<input type="text" value="22"/>
Block / House Number *	<input type="text" value="31"/>	Building Name	<input type="text" value="THE CRIMSON"/>

## Organisation Details

Organisation Name

A

Fill in particulars in the empty fields

\* Denotes mandatory

B

Once done, scroll down the page to 'click' the button "Next"

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HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

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

### Apply for New Licence

Registration for In-House Employer

**Particulars of Registered Company/Organisation**

Company / Organisation Name: INSPIRE INC PTE. LTD.  
UEN: 201605734K  
Business Type\*: Company

**Company/Organisation Registered Address:**

Postal Code: 238851 Floor No: 06  
Block/House No: 218 Unit No: 00  
Street Name: ORCHARD ROAD Building Name: ORCHARD GATEWAY @ EMERALD

Business Name\*:

**Operating Address:**

Postal Code\*:  Retrieve Address  
Please enter your postal code and click "Retrieve Address"  
Floor No:  e.g.: 05 01 key in:05  
Block/House No: Please Select Unit No:  e.g.: 05 01 key in:01  
Street Name\*:  Building Name:

A

Fill in particulars in the empty fields

\* Denotes mandatory

B

Once done, scroll down the page to "click" the button 'Next'

**Additional Particulars of Applicant**

Applicant's NRIC/ Fin Number: S7337615G Designation\*: Director

Applicant Name: S7337615Gtest

Nature of Employment\*: Security  
e.g.: Private property's security

Previous Proceed Save as Draft Save as Draft & Exit

## Step 11

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Within this Website Search by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

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

### Apply for New Licence

#### Registration for In-House Employer

No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently

< Previous **Next >** Save as Draft Save as Draft & Exit

# Step 12

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Within this Website Search by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

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

### Apply for New Licence

#### Information Review

Applicant's Particulars			
Salutation	Mr	Designation	Managing Director
Name	S7337615Gtest	Office Tel Number	
ID Type	NRIC	Home Tel Number	
ID Number	S7337615G	Fax Number	
Citizenship	SINGAPORE CITIZEN	Mobile Number	+6598765432

#### Declaration

##### General Declaration

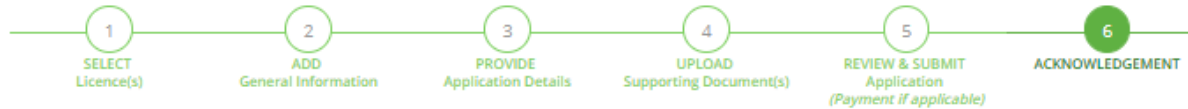
1. I declare that all the information given in this application form is true and correct. I am aware that legal action may be taken against me if I had knowingly provided false information. I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Previous Submit

**REVIEW PAGE**  
Verify your particulars before 'clicking' the button "Submit".



Dashboard Applications Licences Payments Requests for Action Managed Returns Correspondences



Apply for New Licence



Submitted successfully: 1 application(s)

You will be notified of the approval of your application via SMS/Email.

Singapore Police Force

Registration for In-House Employer

Application Number	C1820106398	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B1820245892	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	05/11/2018 10:42:51		
Submission Name	B1820245892		

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

Step 13

**Acknowledgement Page**  
You may print a copy of your submission